



# Ordinary Meeting of Council

## MINUTES

**21 May 2020**

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DISABILITY.**

**PLEASE NOTE – THESE MINUTES HAVE YET TO BE CONFIRMED BY COUNCIL AS A TRUE AND  
ACCURATE RECORD OF PROCEEDINGS.**



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## SHIRE OF BROOMEHILL-TAMBELLUP

Ordinary Meeting of Council of the Shire of Broomehill-Tambellup held on Thursday 21 May 2020 commencing at 4.43pm at the Tambellup Community Pavilion to comply with the COVID-19 Pandemic social distancing and limiting of public gatherings guidelines.

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President welcomed Councillors and staff and declared the meeting open at 4.43pm.

### 2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

### 3. ATTENDANCE

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr MC Nazzari	
Cr KJ Holzknicht	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
P Vlahov	Manager of Works
KP O'Neill	Manager Finance and Administration
PA Hull	Strategic Support & Projects Officer

#### 3.1 APOLOGIES

LK Cristinelli Executive Assistant

#### 3.2 APPROVED LEAVE OF ABSENCE

Nil

### 4. DECLARATION OF INTEREST

Cr Paganoni declared a Proximity Interest in Item 10.07 - Request to Amend RAV Rating of ten selected roads to improve RAV Network Connectivity.

Cr Nazzari declared a Proximity Interest in Item 10.07 - Request to Amend RAV Rating of ten selected roads to improve RAV Network Connectivity.

Cr Holzknicht declared a Proximity Interest in Item 10.07 - Request to Amend RAV Rating of ten selected roads to improve RAV Network Connectivity.

### 5. PUBLIC QUESTION TIME

Due to the COVID-19 Pandemic residents and ratepayers are not encouraged to attend the meeting in person and are welcome to submit any questions by email to [mail@shirebt.wa.gov.au](mailto:mail@shirebt.wa.gov.au) by 12 noon on the day of the Council Meeting. In accordance with Administration Regulations 14E, the Council will then determine at the meeting whether to respond or not respond to the question.

There were no questions received at the Shire by the public.

**6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS**

Nil

**7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 MARCH 2020**

**200501**

*Moved Cr Letter, seconded Cr Penny*

*That the Ordinary Meeting of Council Minutes of 16 April 2020 be accepted.*

**CARRIED 7/0**

**9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING**

**200502**

*Moved Cr Letter, seconded Cr Nazzari*

*That items 9.1 to 9.4 be passed En Bloc*

**9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 14 APRIL 2020**

*That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 14 April 2020 be accepted.*

**9.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 21 APRIL 2020**

*That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 21 April 2020 be accepted.*

**9.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 28 APRIL 2020**

*That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 28 April 2020 be accepted.*

**9.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 05 MAY 2020**

*That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 05 May 2020 be accepted.*

**CARRIED 7/0**

**10. REPORTS OF OFFICERS**

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<b>10.01</b>	<b>FINANCIAL STATEMENTS FOR APRIL 2020</b>
<b>Attachment:</b>	Monthly Financial Statements for April 2020
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill - Manager Finance and Administration
<b>Date:</b>	15 May 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider the monthly financial report for the period ending 30 April 2020.

### 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 2019/20 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

### COMMENT

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

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other 'sundry' debtors - is reported at Note 6.

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

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

### 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

**FINANCIAL IMPLICATIONS**

The report represents the financial position of the Council at the end of the previous month.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**200503**

***Moved Cr Holzkecht, seconded Cr Penny  
That the Financial Statement for the period ending 30 April 2020 be adopted.***

**CARRIED 7/0**

<b>10.02</b>	<b>CREDITORS ACCOUNTS PAID APRIL 2020</b>
<b>Attachment:</b>	List of Payments for April 2020
<b>File Ref:</b>	Nil
<b>Author:</b>	KP O'Neill – Manager Finance and Administration
<b>Date:</b>	15 May 2020
<b>Disclosure of Interest:</b>	Nil

SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during April 2020.

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	\$2,074,208.82
Trust Fund	\$0.00
Credit Cards	\$1,917.02
<b>Total</b>	<b>\$2,076,125.84</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

FINANCIAL IMPLICATIONS

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**200504**

***Moved Cr White, seconded Cr Penny***

***That the list of accounts paid during April 2020, consisting of –***

- Municipal Fund cheque, EFT and direct debit payments totalling \$2,074.208.82;***
- Trust Fund cheque payments totalling \$NIL; and***
- Credit Card payments totalling \$1,917.02***

***be endorsed.***

**CARRIED 7/0**

Unconfirmed



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<b>10.03</b>	<b>NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS)</b>
<b>Attachment:</b>	<b>National Redress Scheme Information Paper – 3 February 2020</b>
<b>File Ref:</b>	ADM0139
<b>Author:</b>	KB Williams – Chief Executive Officer
<b>Date:</b>	04 May 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

This item is for the Shire of Broomehill-Tambellup to:

- Note the background information and the WA Government’s decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Broomehill-Tambellup to participate in the National Redress Scheme;
- Formally endorse the Shire of Broomehill-Tambellup’s participation as part of the WA Government’s declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

### BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission’s Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission’s recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Broomehill-Tambellup) will be required to consider leading practice approaches to child safeguarding separately in the future.

### **National Redress Scheme**

The Royal Commission’s *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

## Details

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
  - Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
  - trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).
-

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

- Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
- Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
- Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Broomehill-Tambellup's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Broomehill-Tambellup formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Broomehill-Tambellup will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Broomehill-Tambellup to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Broomehill-Tambellup formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Broomehill-Tambellup include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Broomehill-Tambellup having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Broomehill-Tambellup.

#### COMMENT

Detailed below is a list of considerations for the Shire of Broomehill-Tambellup to participate in the Scheme:

##### 1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Broomehill-Tambellup will receive a Redress application. A Service Agreement will only be executed if the Shire of Broomehill-Tambellup receives a Redress application.

The Shire of Broomehill-Tambellup needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

##### 2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

##### 3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Broomehill-Tambellup will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.

##### 4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Broomehill-Tambellup's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

#### 5. Redress Decisions

The Shire of Broomehill-Tambellup should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Broomehill-Tambellup do not have any influence on the decision made and there is no right of appeal.

### CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

#### STATUTORY ENVIRONMENT

The Shire of Broomehill-Tambellup in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

KRA One – Our People

1.1.3 Promote and support activities that enhance the community's sense of safety and wellbeing.

#### FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

#### VOTING REQUIREMENTS

Simple Majority

**COUNCIL DECISION****200505****Moved Cr White, seconded Cr Letter****That Council:**

- 1. Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- 2. Notes that the Shire of Broomehill-Tambellup will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Broomehill-Tambellup makes a specific and formal decision to be included;**
- 3. Endorses the participation of the Shire of Broomehill-Tambellup in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 4. Grants authority to Shire of Broomehill-Tambellup to execute a service agreement with the State, if a Redress application is received;**
- 5. Notes that a confidential report will be provided if a Redress application is received by the Shire of Broomehill-Tambellup.**

**CARRIED 7/0**

Unconfirmed

**10.04****GREAT SOUTHERN CENTRE FOR OUTDOOR RECREATIONAL EXCELLENCE –  
GREAT SOUTHERN REGIONAL TRAILS MASTERPLAN 2020-2029****Attachment:**

- Great Southern Regional Trails Master Plan 2020-2029
- Business Case for Service Agreement
- Stakeholder Reference Group Briefing – April 2020
- Great Southern Treasures Recreation Circuit – Infrastructure Requirements Broomehill, Tambellup

**File Ref:**

ADM0144

**Author:**

PA Hull – Strategic Support &amp; Projects Officer

**Date:**

01 May 2020

**Disclosure of Interest:**

Nil

SUMMARY

Council to endorse the final Great Southern Regional Trails Master Plan 2020-2029, consider entering into a twelve month service agreement with Great Southern Centre for Outdoor Recreational Excellence (GSCORE) for implementation of the plan in Broomehill-Tambellup, and consider making budget provision for infrastructure requirements for local trails.

BACKGROUND

Council has previously endorsed the RTMP at the February 2020 Ordinary Meeting, following a presentation from Dr Lenore Lyons from GSCORE. At that time, GSCORE had completed a period of public consultation, however amendments to the RTMP as a result of feedback received had not been implemented.

This has now been done, and GSCORE has presented the final document as attached for endorsement. GSCORE states that endorsement by participating Councils is required so funding proposals for capital works investment can be finalised, particularly in light of any economic stimulus funding that may become available for shovel-ready projects during the COVID-19 recovery phase.

GSCORE has also requested Council's consideration to entering into a Service Agreement with GSCORE, for the implementation of the RTMP.

While a three year partnership is preferred (as noted in the Business Case attached), given the current environment and potential impact on budgets, GSCORE proposes that Councils enter into a twelve month arrangement for the 2020-2021 financial year initially, with a review of key performance indicators at the end of that period and consideration of extension. The initial contribution for 2020-2021 would be \$5,000. Combined with other stakeholder contributions, this will fund the extension of the Trails Project Coordinator position initially through to June 2021.

The outcomes of the Service Agreement with GSCORE include:

- Development of scope of works for priority projects involving this Shire (initially the Great Southern Treasures Recreational Circuit as a short term initiative, and in partnership with Great Southern Treasures)
- Preparation of project plan and business case for capital works investment
- Preparation of marketing strategy (with assistance from Great Southern Treasures)
- Preparation of signage and way-finding plan
- Implementation of the Regional Trails Marketing and Wayfinding Strategy.

As stated, GSCORE is intending to submit an application for funding on behalf of participating local governments, to enable capital works to commence. The main areas of expenditure considered



under the grant funding will be signage (including trailhead, interpretive and way finding and trail furniture).

This process requires local governments to provide an indication of infrastructure requirements for nominated trails, cost estimates, and an indication of Council contribution, either financial or in kind.

#### COMMENT

##### **RTMP Endorsement:**

As noted in the Stakeholder Reference Group Briefing April 2020 (attached), over 200 comments were received during the consultation period, from individuals and organisations. While most feedback was positive there were many comments opposing the establishment of mountain bike trails in reserves and national parks. These comments have been factored in to the final document, however do not impact the projects identified for Broomehill and Tambellup.

Great Southern Treasures has been consulted in relation to development of the marketing plan for the Great Southern Treasures Recreation Circuit, and Emily Hardie has confirmed they are able to assist.

##### **RTMP Implementation Service Agreement:**

In order to progress the implementation of the RTMP in this Shire it is recommended that Council enters into the service agreement as proposed. The Great Southern Treasures Recreation Circuit encompasses all Great Southern Treasures partner local governments, and requires a coordinated approach across all partners in developing the scope of works, business case, marketing strategy and signage/wayfinding plan.

The contribution of \$5000 is standard across local governments in the central and northern parts of the region. The South Coast Alliance shires (Albany, Denmark, Plantagenet) are contributing at a higher rate due to the greater number and nature of projects in these local governments.

##### **Trails infrastructure requirements:**

The trails identified in the RTMP as priority projects for this Shire include Boot Rock Reserve (incorporating the Holland Track walking section) in Broomehill, and the Tambellup Heritage Trail. A review of existing trail infrastructure has been completed by staff and a report is attached to this agenda. Council's in kind contribution to these projects through installation of all signage and trail construction/maintenance is estimated at \$21,000. Council is requested to consider making budget provision in 2020-2021 for these works.

For discussion.

#### CONSULTATION

Dr Lenore Lyons – GSCORE  
Chief Executive Officer

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil

**STRATEGIC IMPLICATIONS***Strategic Community Plan 2018-2028*

Key Result Area 2: Our Economy – Objective 2.1 Our community provides a unique tourism and visitor experience.

**FINANCIAL IMPLICATIONS**

Provision will be made in the 2020-2021 budget of \$5,000 for the Service Agreement, and \$21,000 for in kind works associated with the implementation of the RTMP identified projects in Broomehill and Tambellup.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION**

**200506**

***Moved Cr Penny, seconded Cr Nazzari***

***That Council:***

- 1. Endorses the Great Southern Regional Trails Master Plan 2020-2029 as presented;***
- 2. Resolves to enter into a service agreement with Great Southern Centre for Outdoor Recreational Excellence for a 12 month period commencing 1 July 2020, for implementation of the Great Southern Regional Trails Master Plan 2020-2029, and makes provision of \$5,000 in the 2020-2021 budget for this purpose; and***
- 3. Makes provision of \$21,000 in the 2020-2021 budget for in kind works associated with the implementation of Regional Trails Master Plan projects as identified in Broomehill and Tambellup.***

**CARRIED 7/0**

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<b>10.05</b>	<b>RECORDKEEPING PLAN</b>
<b>Attachment:</b>	<b>Confidential: Draft Recordkeeping Plan</b>
<b>File Ref:</b>	ADM0048
<b>Author:</b>	L Paskevicius – Customer Service Officer
<b>Date:</b>	12 May 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council is required to submit a revised version of the Recordkeeping Plan that was adopted in 2014.

### BACKGROUND

Section 19 of the *State Records Act 2000* requires local governments to have a Record Keeping Plan (RKP) which is approved by the State Records Commission.

The RKP addresses the principles for record keeping established by the State Records Commission, as follows:

- Principle 1: Proper and Adequate Records
- Principle 2: Policies and Procedures
- Principle 3: Language Control
- Principle 4: Preservation
- Principle 5: Retention and Disposal
- Principle 6: Compliance

The local government is required to review its RKP every five years, and following Council's endorsement, must submit the RKP to the State Records Office for approval. The RKP was last endorsed by Council in 2014.

### COMMENT

Staff have reviewed the RKP, with only minor updates required and the addition of Appendix 7 - Records Disaster Management Plan. A draft is provided for consideration.

Council's endorsement of the reviewed document is required prior to submission to the State Records Office.

### CONSULTATION

Chief Executive Officer  
Senior Staff

### STATUTORY ENVIRONMENT

*State Records Act 2000*

### POLICY IMPLICATIONS

Policy 1.1 Records Management Policy

### STRATEGIC IMPLICATIONS

*Community Plan 2018-2028*

Key Result Area 1: Our People

1.5: Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community.

FINANCIAL IMPLICATIONS

This issue has no Financial Implications for Council

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**200507**

***Moved Cr Paganoni, seconded Cr Holzkecht***

***That Council endorses the Shire of Broomehill-Tambellup Recordkeeping Plan 2020 as presented.***

***CARRIED 7/0***

Unconfirmed

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<b>10.06</b>	<b>2020-2021 FIRE BREAK ORDER AND INFORMATION BOOKLET</b>
<b>Attachment:</b>	<b>Draft Fire Break Order</b>
<b>File Ref:</b>	ADM0146
<b>Author:</b>	M Lloyd-Woods - Finance/Administration Officer
<b>Date:</b>	11 May 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to endorse the 2020-2021 Fire Break Order and Information Booklet.

### BACKGROUND

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

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

### COMMENT

There are no major changes in this years' Fire Break Order and Information Booklet. Fire Control Officers and Fire Weather Officers were endorsed at the 16 April 2020 Ordinary Council meeting and the relevant details have been updated.

### CONSULTATION

Broomehill-Tambellup Bush Fire Brigades  
Community Emergency Services Manager  
Chief Executive Officer

### STATUTORY ENVIRONMENT

*Bush Fires Act 1954*

### POLICY IMPLICATIONS

NIL

### STRATEGIC IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

Provision is made in the budget for the printing of the booklet.

### VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**200508**

***Moved Cr White, seconded Cr Letter***

***That Council endorses the 2020-2021 Shire of Broomehill-Tambellup Fire Break Order and Information Booklet as presented.***

**CARRIED 7/0**

Unconfirmed

<b>10.07</b>	<b>REQUEST TO AMEND RAV RATING OF TEN SELECTED ROADS TO IMPROVE RAV NETWORK CONNECTIVITY</b>
<b>Attachment:</b>	<b>Main Roads WA RAV Route Assessment Guidelines</b>
<b>File Ref:</b>	ADM0220
<b>Author:</b>	J Ford – Technical Officer
<b>Date:</b>	29 April 2020
<b>Disclosure of Interest:</b>	Cr Paganoni declared a Proximity Interest in this Item as a landowner of property adjoining Norrish Road and left the meeting at 5.22pm. Cr Nazzari declared a Proximity Interest in this Item as a landowner of property adjoining Pallinup and Eureka Roads and left the meeting at 5.22pm. Cr Holzknacht declared a Proximity Interest in this Item as a landowner of property adjoining Peringillup East, Jam Creek and Eureka Roads and left the meeting at 5.22pm.

Shire President, Cr Paganoni vacated the Chair at 5.22pm  
Deputy President, Cr White assumed the Chair at 5.22pm.

#### SUMMARY

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Bignell Road, Eureka Road, Jam Creek Road, Norrish Road, Nymbup Road, O'Neill Road, Pallinup Road and Peringillup East Road to a RAV category 7 and for Lombardia Road and Mindora Road to a RAV category 4.

#### BACKGROUND

Heavy Vehicle Services have received various applications submitted to Main Roads Western Australia (MRWA) requesting local access at RAV 7 for Bignell Road, Eureka Road, Jam Creek Road, Norrish Road, Nymbup Road, O'Neill Road, Pallinup Road and Peringillup East Road and requesting local access RAV 4 for Lombardia Road and Mindora Road.

Upgrading the RAV Ratings on these roads will allow for a better connected network where the minimum RAV Rating within the Shire of Broomehill-Tambellup will be RAV 4. The roads proposed to be amended to RAV 7 will accommodate future freight transport and harvest periods in conjunction with the newly introduced Harvest Mass Management Scheme (HMMS). This allows continuity of the RAV Network from neighbouring shires and direct pathing through the Shire of Broomehill-Tambellup.

Bignell Road is a minor access road from Norrish Road to a private property and is rated at RAV 4. Bignell Road is also used by the School Bus Services.

Eureka Road SLK is a rated RAV 4 access road between Peringillup East Road and Jam Creek Road. Eureka Road is also used by the School Bus Services.

Jam Creek Road is a rated RAV 4 access road from Gnowangerup-Tambellup Road to Peringillup East Road.

Norrish Road is a rated RAV 4 access road connected to and from Tieline Road. Norrish Road is also used by the School Bus Services.

Nymbup Road is a rated RAV 4 local distributor road connecting Albany Highway to Paul Valley Road.

O'Neill Road is a rated RAV 4 access road and a continuation of Palomar Road. It is located at the Flatrocks Road/Palomar Road/Ngopitchup Road/O'Neill Road intersection connecting to Warrenup Road.

Pallinup Road is a rated RAV 4 local distributor road from Broomehill-Gnowangerup Road to the Shire of Gnowangerup boundary.

Peringillup East Road is a rated RAV 4 access road from Great Southern Highway to Pallinup Road.

Lombardia Road is a rated RAV 2 minor access road from Birt Road to a private property.

Mindora Road is a rated RAV 2 minor access road from the Great Southern Highway to a private property.

The Technical Officer has inspected the mentioned roads. There are no changes in road conditions. All roads are constructed well and maintained.

Approach Sight Distances at intersections for all RAV categories is 252m. To avoid unnecessary large amounts of verge and tree clearing, conditions will be requested to be put in place, being that direct radio contact must be maintained with other RAVs to establish their position on or near the road, (suggested UHF Channel 40).

There are road width requirements for low volume rural roads with a daily vehicle count of less than 75 vehicles per day (VPD). These requirements are applicable for a majority of the Shire's rural roads. The required width for a gravel road for RAV categories 5-7 is an 8m carriageway width. All these widths are in the attached Main Roads Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines.

There are up to eight (8) current operating conditions that can be put in place on a given road as seen in Appendix E: Operating Conditions in the attached Main Roads Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines.

Bignell Road has a gravel pavement and is well maintained. It is recommended that Bignell Road from SLK 0.00 to 2.72 be amended to RAV 7 subject to the following conditions:

Low Volume Type B conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Maximum speed limit 80 kilometres;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road, (suggested UHF channel 40).
- Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/pickups have been completed on the road.

Eureka Road has a gravel pavement and is well maintained. It has previously been submitted to Main Roads WA to have its RAV rating raised from RAV 4 to RAV 7 from SLK 0.00 to 0.46 to connect to Collins Road to help with connectivity for the network, but was declined due to insufficient stacking distance from the railway crossing to turn in to Eureka Road from Peringillup East Road. The required distance is the length of the vehicle for that rating with an additional 3.5m. The available distance is 31m, falling short of the required 40m needed for RAV 7 rating.



It is acknowledged that some of the following recommendations may not be supported by Main Roads, however it is considered that they should be re-assessed.

It is recommended that Eureka Road be amended to RAV 7 subject to the following conditions:

Low Volume Type A Conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road, (suggested UHF channel 40).

Peringillup East Road and Eureka Road intersection to have the following conditions due to stacking distances:

- No right turn in to Eureka Road from Peringillup East Road permitted.

Jam Creek Road has a gravel pavement and is well maintained. Jam Creek Road and Gnowangerup-Tambellup Road intersection has the following condition due to the intersection geometry:

- No left turn in to Gnowangerup-Tambellup Road permitted from Jam Creek Road.

Jam Creek Road and Peringillup East Road intersection has the following condition due to stacking distances:

- No left turn in to Peringillup East Road permitted from Jam Creek Road.

It is recommended that Jam Creek Road be amended to RAV 7 subject to the following conditions:

Low Volume Type A conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Maximum speed limit 60 kilometres;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road, (suggested UHF channel 40).

Norrish Road has a gravel pavement and is well maintained. It is recommended that Norrish Road be amended to RAV 7 subject to the following conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Maximum speed limit 80 kilometres;
- Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/pickups have been completed on the road.

Nymbup Road has a gravel pavement and is maintained. Both of the roads start and end intersection are bitumen sealed. Nymbup Road and Bessen Road intersection has the following condition:

- No right turn permitted in to Bessen Rd from Nymbup Rd.

It is recommended that Nymbup Road be amended to RAV 7 subject to the following conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres.

O'Neill Road has a gravel pavement and is well maintained, but approach sight distance towards Flat Rocks Rock is obscured by trees. It is recommended that O'Neill Road be amended to RAV 7 subject to the following conditions:

Low Volume Type A Conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road, (suggested UHF channel 40).

Pallinup Road has a gravel pavement and is well maintained. 4.5km of Pallinup Road from Broomehill-Gnowangerup Road has undergone a reconstruction to increase width and road quality. Pallinup Road and Beejenup Road intersection has the following conditions:

- No access in to Pallinup Road permitted from either direction.

It is recommended that Pallinup Road be amended to RAV 7 subject to the following conditions:

Low Volume Type A Conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres.

Peringillup East Road has a gravel pavement and is well maintained. It has previously been submitted to Main Roads WA to have its RAV rating raised from RAV 4 to RAV 7 from SLK 0.00 to 0.12 to connect to Eureka Road to help with connectivity for the network, but was declined due to non-compliant sight distances caused by the road geometry of the Great Southern Highway. The required sight distance is 252m and the current sight distance looking south at the Peringillup East Road and Great Southern Highway intersection is 220m.

Peringillup East Road and Jam Creek Road intersection has the following condition:

- No left turn in to Peringillup East Road permitted.

It is recommended that Peringillup East Road be amended to RAV 7 subject to the following conditions:

Low Volume Type A conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres.

Peringillup East Road and Great Southern Highway intersection to have the following conditions:

- No left turn in to Great Southern Highway from Peringillup East Road permitted;
- No right turn in to Great Southern Highway from Peringillup East Road permitted.

Lombardia Road has a gravel pavement and is well maintained. It is recommended that Lombardia Road be amended to RAV 4 subject to the following conditions:

Low Volume Type B Conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres.

Mindora Road has a gravel pavement and is well maintained. It is recommended that Mindora Road be amended to RAV 4 subject to the following conditions:

Low Volume Type B Conditions:

- No operation on unsealed road segment when visibly wet, without road owners approval;
- Headlights to be switched on at all times;
- Maximum speed limit 80 kilometres.

#### CONSULTATION

Manager of Works, Technical Officer, MRWA.

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Management Practice 5.9 Functional Road Hierarchy

#### STRATEGIC IMPLICATIONS

KRA 1: Our People - Objectives 1.5.1; 1.5.2

KRA 3: Our Places - Objectives 3.3.1; 3.4.1

#### FINANCIAL IMPLICATIONS

There are no immediate financial implications, however a change in RAV Network Rating for all or part of a 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.

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**200509**

***Moved Cr Letter, seconded Cr Penny***

***That all recommendations for item 10.07 be passed En Bloc:-***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Bignell Road, it recommends that Bignell Road from SLK 0.00 to 2.72 be amended to a RAV category Network 7 subject to the following conditions:***

***Low Volume Type B conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Maximum speed limit 80 kilometres;***
- ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).***
- ***Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/pickups have been completed on the road.***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Eureka Road, it recommends that Eureka Road be amended to a RAV category Network 7 subject to the following conditions:***

***Low Volume Type A Conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres;***
- ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).***

***Peringillup East Road and Eureka Road intersection to have the following conditions:***

- ***No right turn in to Eureka Road from Peringillup East Road permitted.***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Jam Creek Road, that it recommends that Jam Creek Road be amended to a RAV category Network 7 subject to the following conditions:***

***Low Volume Type A conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Maximum speed limit 60 kilometres;***
- ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road, (suggested UHF channel 40).***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Norrish Road, it recommends that Norrish Road be amended to a RAV category Network 7 subject to the following conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Maximum speed limit 80 kilometres;***
- ***Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/pickups have been completed on the road.***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Nymbup Road it recommends that Nymbup Road be amended to a RAV category Network 7 subject to the following conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres.***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of O'Neill Road it recommends that O'Neill be amended to a RAV category Network 7 subject to the following conditions:***

***Low Volume Type A Conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres;***
- ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road, (suggested UHF channel 40).***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Pallinup Road it recommends that Pallinup Road be amended to a RAV category Network 7 subject to the following conditions:***

***Low Volume Type A Conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres.***

***That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Peringillup East Road it recommends that Peringillup East Road be amended to a RAV category Network 7 subject to the following conditions:***

***Low Volume Type A conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres.***

***Peringillup East Road and Great Southern Highway intersection to have the following conditions:***

- ***No left turn in to Great Southern Highway from Peringillup East Road permitted;***
- ***No right turn in to Great Southern Highway from Peringillup East Road permitted.***

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

***Low Volume Type B Conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres.***

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

***Low Volume Type B conditions:***

- ***No operation on unsealed road segment when visibly wet, without road owners approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 80 kilometres.***

***That Council advise Main Roads Western Australia that any upgrades or improvements required to Bignell Road, Eureka Road, Jam Creek Road, Norrish Road, Nymbup Road, O'Neill Road, Pallinup Road and Peringillup East Road to meet the specifications for RAV category 7 status shall be met by the Council. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.***

***That Council advise Main Roads Western Australia that any upgrades or improvements required to Lombardia Road and Mindora Road to meet the specifications for RAV category 4 status shall be met by the Council. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.***

***CARRIED 4/0***

Cr Paganoni, Cr Nazzari and Cr Holzknacht returned to the meeting at 5.27pm. Cr White advised members of the Council decision on this item.

Cr White vacated the Chair and Cr Paganoni resumed the Chair at 5.27pm.

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<b>10.08</b>	<b>WORKS REPORT FOR MAY 2020</b>
<b>Attachment:</b>	<b>Plant Maintenance Report – May 2020</b>
<b>File Ref:</b>	Nil
<b>Author:</b>	P Vlahov – Manager of Works
<b>Date:</b>	13 May 2020
<b>Disclosure of Interest:</b>	Nil

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### SUMMARY

Council to consider the Manager of Works Report for May 2020.

### BACKGROUND

The Manager of Works Report is provided for Council's information.

### COMMENT

#### Programmed Construction Works

- The road construction program has now been completed.
- Tambellup West Road reseal completed.
- Gnowangerup-Tambellup Road reseals both completed.
- Toolbrunup Road reconstruct and seal of two sections has been completed.
- Pootenup Road reseal has been completed.
- Pallinup Road reconstruct 5.2km - The reconstruction works have been completed and the bitumen seal will be completed during the 2020/2021 summer.
- Sand and gravel has been delivered to the new Broomehill Fire Building on an as needs basis.

#### Plant Replacement

- Nothing to report.

#### Maintenance Works

- Storm damage clean up.
- Various signage maintenance and installation.
- Removal of fallen trees from roads.
- Pot-hole patching.
- Culvert works.
- General maintenance.
- Refuse site maintenance.

#### Occupational Health and Safety

- A Council utility was damaged as a result of a collision with a kangaroo.

#### Parks and Gardens

- The annual pruning of street trees is underway.
- General mowing and weeding.
- Cleaning up of storm damage.
- Installation of a new garden at George Street Tambellup.
- General mowing, weeding, spraying and pruning.

### Building Maintenance Report

- Installed locks on the Diprose Park toilets.
- Termite inspections complete.
- RCD and smoke alarms currently being completed on all buildings and houses.
- All cameras checked and new batteries replaced when needed.
- Blinds to be fitted for the Broomehill Office for Administration Staff.
- Getting quotes for next year's budget.
- Solar panels installed at the Tambellup Administration building.
- Obtaining quotes for Unit 1 Lavieville Lodge renovations in Tambellup.
- Security camera installation scheduled.
- Building inspections commenced for budget review.

For Council discussion and comment.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

### FINANCIAL IMPLICATIONS

This issue has no financial implications for Council

### VOTING REQUIREMENTS

Simple Majority

### COUNCIL DECISION

**200510**

***Moved Cr Letter, seconded Cr Penny***

***That Council receives the report from the Manager of Works for the month of May 2020.***

***CARRIED 7/0***

11. **MATTERS FOR WHICH THE MEETING MAY BE CLOSED**  
Nil
12. **APPLICATIONS FOR LEAVE OF ABSENCE**  
Nil
13. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil
14. **QUESTIONS FROM MEMBERS WITHOUT NOTICE**  
Nil
15. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

COUNCIL DECISION

**250511**

*Moved Cr White, seconded Cr Holzknecht  
That Council accept late items 15.01 – Drought Communities Funding and 15.02 –  
Broomehill Independent Living Units – Rental Charge as urgent business.*

**CARRIED 7/0  
by Absolute Majority**

COUNCIL DECISION

**PROCEDURAL MOTION**

**250512**

*Moved Cr Nazzari, seconded Cr Letter  
That Council adjourns the meeting at 5.45pm.*

**CARRIED 7/0**



**15.01 DROUGHT COMMUNITIES PROGRAM FUNDING**

**Attachment:**

- Draft Concept Plans.
- Confidential – Draft Scope of Works

**File Ref:** ADM0558  
**Author:** KB Williams - Chief Executive Officer  
**Date:** 20 May 2020  
**Disclosure of Interest:** Nil

**PROCEDURAL MOTION**COUNCIL DECISION**250513**

**Moved Cr Letter, seconded Cr White  
 That Council re-opens the meeting at 6.17pm**

**CARRIED 7/0**SUMMARY

Council to endorse the draft scope of works and concept plans for the Drought Communities Program (DCP) for public consultation.

BACKGROUND

Council received advice that it is eligible for funding of up to one million dollars under the drought communities program. The advice contained the following information about the program:

*The objective of the DCP is to deliver benefits in Declared Council areas, by supporting investment in local infrastructure initiatives. Funding will be targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought; stimulate local community spending; use local resources, businesses and suppliers; and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend. The desired outcomes of the DCP are:*

- *increased employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought;*
- *improved levels of economic activity in regions;*
- *increased productivity in regions; and*
- *better retention of businesses, services and facilities*

*Eligible projects must relate to economic, social and cultural infrastructure, safety and accessibility upgrades, and/or town facility developments and upgrades. These infrastructure projects must be expected to:*

- *lead to the employment of locals and/or focus on employing farmers and farm labourers/staff/contractors; and/or*
- *contribute to the economic activity of communities/regions; and/or*
- *lead to the retention of businesses, services and facilities.*

*DCP funding cannot be used for:*

- *payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces;*
- *computer software or hardware that is not an integral part of the funded capital project;*

- a council's core or business-as-usual operations, which council rates and other government funding usually funds;
- purchases of land, buildings, vehicles or mobile capital equipment (eg trucks and earthmoving equipment);
- expenditure incurred prior to the announcement that the project has been successful in its proposal for funding;
- staging events, exhibiting a display or for filming;
- undertaking studies or investigations; or
- the development of private or commercial ventures, including licensed areas of registered clubs.

Further information on the DCP Guidelines is available at:

[https://www.regional.gov.au/regional/programs/files/DCP\\_Guidelines\\_2018.pdf](https://www.regional.gov.au/regional/programs/files/DCP_Guidelines_2018.pdf)

Using Council Strategic Plans, several projects have been developed that meet the criteria of the DCP.

#### COMMENT

Council has considered viable, achievable projects under the DCP, and has directed staff to develop projects that meet the criteria of the DCP. Projects identified to date include:

- Water efficiency projects in Broomehill and Tambellup
- Townscape upgrade in Broomehill
- Holland Track Interpretive Centre in Broomehill
- Nature Play Park in Holland Park in Broomehill
- Upgrades to access at Broomehill Complex
- Youth Centre in Tambellup
- Townscape improvements in Tambellup
- Town Square/Anzac Precinct/Aboriginal Culture Walk in Tambellup

A scope of works and plans have now been prepared for the DCP, and, if acceptable to Council, community consultation should commence.

The timeframe for adoption of the plans is as follows:

- May/June                      Community Consultation
- June                              Adoption of projects at June Council Meeting
- July                                Application submittal for approval, incorporation into budget process
- August                            Detailed Design
- Sept - June 2021              Implementation

This timeframe would allow a commencement date in August.

#### CONSULTATION

DCP Project Officer  
 Chief Executive Officer  
 H+H Architects

#### STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

*Strategic Community Plan 2018-2028*

Key Result Area 2: Our Economy – Objective 2.1 Our community provides a unique tourism and visitor experience.

## FINANCIAL IMPLICATIONS

The estimated total budget for the whole project is \$1,840,000. Elements of the project are subject to obtaining leveraged funding. If additional funding is not obtained, these components will not be delivered. For example, if Lotterywest funding is not available, the water play park will not be delivered.

To accommodate the project, provision for the following will be made in the 2020-2021 budget:

- \$1,000,000 of funding under the project from DCP
- \$300,000 of funding from Townscape Reserve
- \$110,000 of funding from the Broomehill Complex Committee
- \$210,000 of funding from Lotterywest
- \$20,000 of funding from CBH
- \$20,000 of funding from Tambellup Aboriginal Land Association
- \$100,000 of funding from the Department of Water

\$310,000 will also be budgeted for in kind works, both labour and materials.

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL DECISION

**200514**

***Moved Cr Letter, seconded Cr White***

***That Council endorse the draft scope of works and concept plans for the Drought Communities Program for a public consultation process.***

**CARRIED 7/0**

<b>15.02</b>	<b>BROOMEHILL INDEPENDENT LIVING UNITS – RENTAL CHARGE</b>
<b>Attachment:</b>	Nil
<b>File Ref:</b>	ADM0417
<b>Author:</b>	KP O'Neill – Manager Finance & Administration
<b>Date:</b>	20 May 2020
<b>Disclosure of Interest:</b>	Nil

SUMMARY

Council to set a weekly rental charge for the Broomehill Independent Living Units (ILUs).

BACKGROUND

Construction of the Broomehill ILUs is complete, and landscaping works around each unit is currently being undertaken to finish off this project. Western Power are scheduled to connect electricity to the units by the end of May.

Once the landscaping is complete, and electricity connected the units will be ready for tenancy.

There have been three expressions of interest received to date for occupancy of the units, and to enable occupancy Council is to determine a rental charge.

COMMENT

It is proposed that the rental charges be the same as Sandalwood Villas in Tambellup, which were reviewed and reduced in 2016 following a long period of vacancies.

The current rental charge is \$180 per week for couples, \$160 per week for single occupancy and an additional \$10 per week if the tenant wishes to have a small pet. The Broomehill ILUs have a secure fenced area which would allow for tenants to keep a small pet.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.16. Imposition of fees and charges

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*  
\* Absolute majority required.
- (2) *A fee or charge may be imposed for the following –*
  - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) *supplying a service or carrying out work at the request of a person;*
  - (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) *supplying goods;*
  - (f) *such other service as may be prescribed.*

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.
- \* Absolute majority required.

#### POLICY IMPLICATIONS

The Housing Management Manual, Management Practices and Tenants Handbook for all Independent Living Units in the Shire will be reviewed in the coming weeks and presented to the Independent Living Seniors Accommodation Committee in early June for endorsement and recommendation to Council at the June meeting.

#### STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA Two – Our Economy

Objective 2.2.1 Develop and support options for diversity in housing across all generations.

#### FINANCIAL IMPLICATIONS

Rental income will be received once the units are occupied.

#### VOTING REQUIREMENTS

**Absolute Majority** for imposition of a new fee or charge.

#### COUNCIL DECISION

**200515**

***Moved Cr White, seconded Cr Holzknicht***

***That Council sets the rental charge for its Broomehill Independent Living Units at \$180 per week for couples, \$160 per week for single occupancy and charges an additional \$10 per week for tenants wanting to keep a small pet.***

***CARRIED 7/0  
by Absolute Majority***

#### **16. CLOSURE**

There being no further business, the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.22pm.