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unconfirmed minutes

Minutes of an Ordinary Meeting of Council held in the Council Chambers on Thursday, 23 February 2017 commencing at 5.30pm

The President opened the Meeting at 5.30pm

Acknowledgment of Country – Presiding Member

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance, Apologies and Leave of Absence

President	- Cr J Nicholas
Councillors	- J Boyle - S Hodson - D Mackman - J Moore - P Quinby - P Scallan - A Wilson
In Attendance	- T Clynch, CEO - M Larkworthy, Executive Manager Corporate Services - T Lockley, Executive Assistant - S Donaldson, Manager Planning
Apologies	- Cr A Pratico

Attendance of Gallery

P Seaward, J Morgan

Responses to Previous Questions Taken on Notice

At the Annual General Meeting of Electors held on 2 February 2017 four questions asked by Mr B Bebbington were taken on notice. Responses to these questions appear below:

1. So why then did the adverts (for various local law amendments) appear in the public notices of the West Australian and the MB Times on the 25 January, and, I do note it is on the Shire website, and have the closing date of the 9 February for that review?

Response – this was due to an error which has since been corrected. As stated at the meeting a new administrative process has since been introduced so that a review and oversight process occurs before adverts are placed in newspapers and this should ensure that errors such as this one don't occur anymore.

2. Regarding the Tweed Road speed variation, which came from a meeting in March last year which went through Council for approval, my understanding

is, Main Roads when they did their assessment of Tweed Road, not only did they recommend an 80km per hour speed limit for the first 3kms which they have instigated, they also advised the Shire there was a necessity for two speed advisory signs, which is beyond their control and purely a local government situation as to whether they install those. Are those signs expected to be installed or has the Shire elected not to install those two signs?

Response – the signs have been ordered and have arrived. They should be installed shortly.

[NOTE: Some of the previous questions from the AGM of Electors have been summarised in the following question in order to give context to the actual question taken on notice]

3. Also in that process of the Shire's application to Main Roads to seek a review of a section of Tweed Road. Main Roads were advised by the Shire that they wanted a safety review deferred because they were proposing some road widening on Tweed Road. Main Roads have advised that the Shire has since advised that there was no plan to do a road widening, but since it was a road safety matter and it was a direction of Council, that review of the road speeds should occur, can you check as to how it transpired that Main Roads were advised or requested not to do a safety audit of a road because of that intended road widening, because clearly if there was no road widening the request should not have been given to Main Roads. I can give you the dates for the emails between Main Roads and the Minister for Transport's office about what transpired, I can give you that information and send that through tomorrow about the timing, but the actual decision from Main Roads to go ahead with the 80km zoning occurred during the road closure period and was only advised to me within a week of that, but it actually took 6 or 8 weeks for the signs to be installed by Main Roads, and only because I had to follow it up with the Minister for Transport because Main Roads had that responsibility to put those signs up and they cannot do a delay and that's the only reason they got put up when they did. Putting those signs up, those regulatory signs, is not something the Shire has any control over as that is purely Main Roads. There is no question on the speed signs it's just the regulatory signs and the advice of whether there was any delay in that decision because of the request from the Shire and whether there was any room for that. That's what concerns me, that on a road safety issue that there was a delay and there was no appropriate reason for it is really what I'd like to get to the bottom of.

Response – I have discussed your question with the applicable officer and have sighted an email trail regarding the request for a review of the speed limit on Tweed Road. In April 2016 an officer of Main Roads Western Australia (MRWA) emailed the Shire confirming a preliminary review of the speed zoning of Tweed Road had been conducted. In the email the MRWA officer described the current specifications (seal width, centre lining, etc.) of the road and indicated speed zoning should be considered for the entire 12.3km link. The MRWA officer asked if the Shire had any plans for upgrading the narrow section within the 3.50 to 6.0 SLK range in the near future. As at April 2016 there were no plans for any road widening of Tweed Road and this information was conveyed verbally to the MRWA officer. Confirmation was subsequently received in September 2016 that MRWA was progressing speed zoning of 80km/h for the first 3km of Tweed Road as only

the first 3km satisfies requirements in terms of width and centreline marking. Based on the discussion with the officer and the sighting of emails I can confirm that the Shire at no time requested MRWA defer a safety audit – either for a proposed widening of the road or any other reason. It appears it was MRWA that raised the question of potential road widening and once it was confirmed by the Shire in April 2016 that no such works were scheduled in the near future MRWA proceeded with assessing the request for speed zoning.

4. In relation to the coffee machine that I have referred to during the year which is costing the Shire \$240 a month, which I believe is located in the Library, do we know the full cost of that machine, including the consumables, and what revenue it is generating?

Response – In 2015/16 income from sales of coffee from the machine was \$4,078.38 as opposed to the rental costs of the machine and purchase of consumables which totalled \$3,743.78. Therefore a profit of \$334.60 was realised in 2015/16.

Public Question Time - Nil

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

P Seaward – C.09/0217 Proposed Expansion of Ashbil Community Garden, Bridgetown

Mr Seaward spoke in favour of the officer recommendation

Applications for Leave of Absence

C.01/0217 Leave of Absence – Cr Nicholas

A motion is required to grant Leave of Absence to Cr Nicholas for both the May and June 2017 Council Meetings, and the June 2017 Standing Committee Meeting.

Council Decision *Moved Cr Nicholas, Seconded Cr Mackman*

C.01/0217 *That Cr Nicholas be granted Leave of Absence for both the May and June 2017 Council Meetings, and the June 2017 Standing Committee Meeting.*

Carried 8/0

Confirmation of Minutes

C.02/0217 Ordinary Meeting held 25 January 2017

A motion is required to confirm the Minutes of the Ordinary Meeting of Council held 25 January 2017 as a true and correct record.

**Council Decision Moved Cr Mackman, Seconded Cr Wilson
C.02/0217 That the Minutes of the Ordinary Meeting of Council held 25 January 2017 be confirmed as a true and correct record.**

Carried 8/0

Announcements by the Presiding Member Without Discussion

The President and several other Councillors attended the 'Future of Tourism' event at Nelsons this week. The event was well attended with a good cross section of industry representatives. The response to the development of the Local Tourism Organisation for the region was positive. Guests from the Southwest Development Commission, the Australian Development Commission and Local MP Terry Redman, spoke highly of the process and encouraged us all to get on with it.

Notification of Disclosure of Interest

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allows a Member to speak, the extent of the interest must also be stated.

Name	T Clynch
Type of Interest	Financial
Item No.	C.16/0217 CEO Annual Performance Review
Nature of Interest	The report concerns my employment and remuneration

Name	T Clynch
Type of Interest	Financial
Item No.	C.17/0217 Local Government Chief Officers Group
Nature of Interest	The report concerns a potential professional benefit

Name	Cr Mackman
Type of Interest	Impartiality
Item No.	C.09/0217 - Proposed Expansion of Ashbil Community Garden, Bridgetown
Nature of Interest	Member of Ashbil Community Gardens

Name	Cr Boyle
Type of Interest	Impartiality
Item No.	C.09/0217 - Proposed Expansion of Ashbil Community Garden, Bridgetown
Nature of Interest	Member of Ashbil Community Gardens

Questions on Agenda Items by Elected Members - Nil

Consideration of Motions of which Previous Notice has been Given

C.03/0217 Potential Outsourcing of Selected Park Maintenance Functions

Submitted by Cr Pratico

Motion

That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.

Reasons/Justification

I have serious concerns about the way we maintain our parks. Inspections of the parks reveals a number of examples of poor maintenance practices, including poor quality lawn, weed growth within lawn areas, dead patches of lawn due to poorly performing irrigation, lack of maintenance of the sand within playground areas, poor or non-existent mowing or slashing in parts. Despite raising concerns about the quality of parks maintenance there doesn't seem to have been any real improvement in recent years so perhaps it is time for Council to look at other options for park maintenance. The Shire has a diverse range of parks, gardens and reserves and this itself requires a diverse range of skills by the Shire parks & gardens staff. My motion could lead to some of the more technical tasks potentially being outsourced leaving the Shire staff to undertake the rest of the park maintenance works.

Officer Comment

'Outsourcing' is the term used to describe the situation where a government agency enters into a contract with an outside supplier to provide goods or services that had previously been provided internally.

Outsourcing of specific local government services (such as parks maintenance) is not uncommon however if determining to proceed down this path a Council needs to be very clear on the outcomes it wishes to achieve – for example is it to save money?, achieve a better quality of service?, or obtain specialist services beyond the capacity of employees?

The reasons provided by Cr Pratico with his notice of motion indicate that he is seeking a better quality of service and the way to provide this is via outsourcing some specific park maintenance.

Across the whole of the local government sector the consideration of outsourcing is becoming more prevalent. Essentially this has been triggered due to increasing costs of doing business. Across the sector costs for providing services and maintaining infrastructure have been increasing considerably faster than generated income. Given these pressures, councils have embarked on formal reviews to ensure the services they provide are relevant to their communities and are financially sustainable in the long term.

Council's Asset Management Plans highlight the need to document our existing and desired levels of service. In previous briefings to Council, staff has indicated the priority area for documenting service levels is 'parks and gardens' and staff have been working on presenting some information to Council on this matter as part of the 2017/18 budget deliberations.

Currently our service levels for parks maintenance are essentially not documented with service levels being either developed on an ad-hoc basis or determined by the relevant staff.

The question that needs to be raised is how can Council determine it wants a better quality of service when the existing levels of service are undefined? Making a determination that the current quality of service is poor is a subjective decision. If service levels for each park were established Council could then make an objective decision on how it wishes to deliver those services.

Service reviews mean different things to different organisations. In local government, a common objective is to ensure 'value for money' for their ratepayers. They are usually aimed at identifying opportunities for:

- Service and activity improvements
- Cost savings and income generation
- Service level optimisation
- Improved efficiency and resource usage

Without agreed service levels it would be difficult for Council to test the market for potential outsourcing of the determined parks maintenance. A Request for Tender would have to be prepared and this would require a technical specification of the works being sought for quote/tender. It is suggested that Council prioritise the development of parks & gardens service levels by December 2017 and after that time a decision on potential outsourcing could be considered. Alternatively the determination of service levels will likely see a direction of resources into those maintenance tasks deemed more important by Council (and the community if Council determined to consult the community in the development of the service levels).

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Objective 4 – a collaborative and engaged community

Outcome 4.5 – Long term financial viability

Strategy 4.5.3 - Seek efficiencies in planning and operations

Strategy 4.5.6 - Regularly review service level provision

Outcome 4.10 - Best practice asset management

Strategy 4.10.1 - Develop and implement asset management plans

➤ Corporate Business Plan

Action 4.5.3.2 - Review current parkland/cemetery maintenance procedures (implemented from 2016/17)

Action 4.5.6.1 - Review one service delivery area per year (implemented from 2016/17)

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans

The establishment of service levels and their regular review is a fundamental objective of Council's Asset Management Plans

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications – Nil at this stage.

Fiscal Equity – Not Applicable

Whole of Life Accounting

Maintenance schedules would need to be established as part of any contract associated with outsourcing of parks maintenance. As stated previously determining maintenance requirements as part of a proposed contract would be difficult in the absence of agreed service levels for each park proposed to be covered by such a contract.

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

There would be risks if council determined to proceed to outsourcing without having clear objectives of what it is attempting to achieve by such a direction and without knowing specifically what level of service it is seeking from outsourcing. It would be preferable for Council to adopt service levels for each park and determine if this changes the way our parks are maintained. After a suitable period of time Council could again consider whether alternative service delivery models (such as outsourcing) need to be investigated.

Continuous Improvement

Reviewing methods of service delivery is encouraged however it is necessary to know the desired service levels before commencing such a review.

Voting Requirements – Simple Majority

Council Decision Moved Cr Scallan, Seconded Cr Hodson

C.03/0217 That the CEO report back to Council prior to or during the 2017/18 budget process on the implications and processes that would be required for Council to consider calling for expressions of interest from suitable contractors to take over maintenance of a number of Shire parks including but not limited to Memorial Park, Blackwood River Park, Geegelup Park and Thompson Park.

Carried 6/2

Crs Wilson and Mackman voted against the Motion

Reports of Officers

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Finance & Administration
- Planning & Environmental Services
- Works & Services
- Community Services

CEO's Office

ITEM NO.	C.04/0217	FILE REF.	
SUBJECT	Annual General Meeting of Electors		
OFFICER	Chief Executive Officer		
DATE OF REPORT	14 February 2017		

Attachment 1 Unconfirmed Minutes from the AGM of Electors – 2 February 2017

OFFICER RECOMMENDATION That Council:

1. *Receives the Minutes of the Annual General Meeting of Electors held on 2 February 2017.*
2. *Seeks to obtain information from mobile phone providers and the Blackspot Programme with a view to determine the location mobile phone towers used for voice telephony within the Shire and whether the antennas are 360 degree or beam directional, with a report back to Council.*

Summary/Purpose

To consider the Motion carried at the Annual General Meeting of Electors held on 2 February 2017.

Background

The Annual General Meeting of Electors of the Shire of Bridgetown-Greenbushes was held on Thursday 2 February 2016. The *Local Government Act 1995* requires that any decisions made at an Elector's Meeting are to be considered at the next Ordinary Council Meeting or, if that is not practicable, at the Council Meeting after that Meeting.

At the AGM, 1 Motion was moved from the floor and carried. This Motion is detailed below together with an officer comment.

Motion

Moved B Bebbington, Seconded Cr Pratico

E.03/0217 That Council seeks to obtain information from mobile phone providers and the Blackspot Programme with a view to determine the location mobile phone towers used for voice telephony within the Shire and whether the antennas are 360 degree or beam directional, with a report back to Council. Carried

Since the AGM a brief enquiry about potential access to the information referenced in the Motion has been made however at the time of writing this agenda item a response hadn't been received.

Statutory Environment

Section 5.33 Local Government Act 1995

5.33. *Decisions made at electors' meetings*

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
 - (a) *at the first ordinary council meeting after that meeting; or*
 - (b) *at a special meeting called for that purpose,**whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

Integrated Planning

- Strategic Community Plan
Objective 4 – a collaborative and engaged community
Outcome 4.3 – To be strong advocates representing the community's interests
Strategy 4.3.1 - Lobby government and industry to represent the community's needs, as required
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans – Not Applicable
- Workforce Plan – Not Applicable
- Other Integrated Planning - Nil

Policy Implications - Nil

Budget Implications - Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting - Nil

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management - Nil

Continuous Improvement – Not Applicable

Voting Requirements - Simple Majority

**Council Decision Moved Cr Wilson, Seconded Cr Mackman
C.05/0217 That Council:**

- 1. Receives the Minutes of the Annual General Meeting of Electors held on 2 February 2017.**
- 2. Seeks to obtain information from mobile phone providers and the Blackspot Programme with a view to determine the location of mobile phone towers used for voice telephony within the Shire and whether the antennas are 360 degree or beam directional, with a report back to Council.**

Carried 8/0

After receiving the concurrence of Members, the Presiding Member announced that in accordance with Clause 3.6 of the Standing Orders Local Law, Item C.09/0217 would be brought forward for consideration

Cr Mackman declared an Impartiality Interest in Item C.09/0217 as she is a member of Ashbil Community Gardens. Cr Mackman declared should would consider the item on its merits and vote accordingly.

Cr Boyle declared an Impartiality Interest in Item C.09/0217 as she is a member of Ashbil Community Gardens. Cr Mackman declared should would consider the item on its merits and vote accordingly.

ITEM NO.	C.09/0217	FILE REF.	A33534
SUBJECT	Proposed Expansion of Ashbil Community Garden, Bridgetown		
PROPONENT	Peter Seaward, Coordinator Ashbil Community Garden Bridgetown		
LOCATION	Railway Reserve, Bridgetown		
OFFICER	Manager Planning		
DATE OF REPORT	14 February 2017		

Attachment 7 Bushfire Attack Level Assessment Report
Attachment 8 Proposed Plans/Correspondence

OFFICER RECOMMENDATION: That Council, noting the findings of the Bushfire Attack Level Report dated 3 February 2017, as per Attachment 7, and pursuant to Clause 2.1 of Town Planning Scheme No. 3 grants development approval for the proposed expansion of the Ashbil Community Garden, Bridgetown in the Railway Reserve, Bridgetown, as per Attachment 8, subject to the following conditions:

- 1. The community garden space to be clearly delineated, including a minimum setback of 7.0 metres to the operational rail corridor.*
- 2. All gardening activities including planting areas, material storage, deliveries, etc, to be contained within the delineated area.*
- 3. All garden beds used for edible produce to be raised a minimum of 400mm above existing ground level, and filled with clean soil, with an impervious barrier between the planting beds and existing ground level.*
- 4. The proposed chicken compound must have a minimum area of 30m² (5m x 6m), constructed with an impervious floor and the chickens to be contained only within the compound.*
- 5. Primary vehicular access and egress to the site is to be via the proposed southern entrance from Hampton Street, with the vehicular access to be maintained to a suitable standard at the cost of proponent, with secondary access from Stewart Street as required.*
- 6. The visitor parking area located adjacent to southern end of the garden area is to be upgraded, parking bays sign posted, and thereafter maintained in good repair.*

7. *All stormwater to be contained onsite where practical or directed to the Shire's drainage system where possible.*

Advice Note: *In relation to Condition 3, the Shire can provide a copy of the Bridgetown Railway Reserve Preliminary Site Investigation (Bowman Bishaw Gorham 2000) indicating, without prejudice, that the soil may be contaminated due to past industrial activities and land management practices.*

Advice Note: *In relation to Condition 4, please refer to Division 4 of the Shire's Health local Law relating to the Keeping of Poultry and Pigeons.*

Advice Note: *In relation to Condition 7, please refer to the Shire's Stormwater Management Guidelines.*

Summary/Purpose

An application has been received for the expansion of the Ashbil Community garden, Bridgetown within the Bridgetown Railway Reserve, located at the southern end of Stewart Street. Although the land is reserved for 'Railway' under Town Planning Scheme No. 3, it is recommended that development approval be granted for the proposed expansion of the garden as an acceptable variation to the ultimate purpose of the reservation.

Background

Council in September 2012 considered the original application for establishment of the community garden and resolved:

"C.09/0912 That Council pursuant to Clause 2.1 of Town Planning Scheme No. 3 grants planning approval for the proposed Bridgetown Community Garden and Signage in the Railway Reserve, Bridgetown, as per Attachment 4, subject to the following conditions:

1. *The community garden space to be clearly delineated, including a minimum setback of 7.0 metres to the operational rail corridor.*
2. *All gardening activities including planting areas, material storage, deliveries, etc, to be contained within the delineated area.*
3. *All garden beds used for edible produce to be raised a minimum of 400mm above existing ground level, and filled with clean soil, with an impervious barrier between the planting beds and existing ground level.*
4. *All vehicular access and egress to the site is limited to the nominated entrance from Railway Parade only, with the vehicular access to be maintained to a suitable standard.*
5. *A visitor parking areas located adjacent to the fenced compound.*
6. *All stormwater to be contained onsite where practical or directed to the Shire's drainage system where possible.*
7. *One freestanding entrance sign is permitted with any planting beds to be contained within the reserve boundary. Any additional advertising signage may require further planning approval however any internal notice boards or similar will be exempt from approval.*
8. *Approval is granted for landscaping in proximity to the entrance to the community garden subject to planting not altering existing contours.*

Advice Note: *In relation to Condition 3, the Shire can provide a copy of the Bridgetown Railway Reserve Preliminary Site Investigation (Bowman Bishaw Gorham 2000) indicating, without prejudice, that the soil may be contaminated due to past industrial activities and land management practices.*

Advice Note: In relation to Condition 6, please refer to the Shire's Stormwater Management Guidelines."

The Ashbil Community Garden has steadily expanded over the years with substantial infrastructure installed including gazebos and patios, a potting shed, a rainwater tank, a composting toilet, children's playground, fencing and a variety of garden beds and planting areas.

Proposed Expansion

A new development application has been received seeking approval to expand the community garden to the south, an area of approximately 1000m², (marked in hachured blue in Attachment 4) to allow installation of new infrastructure include a restored railway carriage, additional water tank, composting bays, materials storage area, wicking beds and a fully enclosed chicken compound.

In addition to the garden area, a new car parking area of between ten to twenty car bays is proposed to the south, with access via the existing crossover and driveway from Hampton Street.

Staff Comments

The land is reserved for 'Railway' under Town Planning Scheme No. 3 (TPS3) and a formal decision of Council is required with regard to the ultimate purpose of the reserve and the proposed expansion of the garden area. The proposed expansion of the community garden is considered reasonable, and development of new infrastructure will further beautify the area and attract local and visitors to the site.

The proposed use of the southern entrance from Hampton Street is generally supported however some minor improvements to the driveway surface and vegetation management will be required.

As reported to Council in September 2012, a Preliminary Site Investigation of the Bridgetown Railway Reserve was undertaken by Bowman Bishaw Gorham in 2000, on behalf of (then) Westrail (now PTA). Whilst the consultant did not undertake specific testing in the subject area for use by the community garden, broader conclusions about railway activities, weed management, etc, imply the possibility for soil contamination.

It is therefore incumbent upon the Shire, as the principal in the sub-leasing agreement, to reinforce to the proponent of the need for diligence regarding the potential risk, particularly as the project involves producing food, and attenuate such risk appropriate to minimise any potential harm to users of the site and consumers.

In this regard it is considered appropriate that the proposed chicken compound be constructed using an impervious floor (ie. concrete) to prevent the chickens scratching at natural ground and/or consuming waste, insects, etc, that have been in contact with the ground. The potential risk relates to contamination of eggs or meat should they be for human consumption.

Based on the above, approval of the community garden expansion is recommended as an acceptable variation to the ultimate purpose of the 'Railway' reservation.

Statutory Environment

- Town Planning Scheme No. 3

Clause 2.1(b) of TPS3 states *“Except as otherwise provided in this Part, a person shall not carry out development on land reserved under this Scheme, other than the erection of a boundary fence, without first applying for and obtaining the written approval of the Council.”*

Clause 2.1(c) of TPS states *“In giving its approval, the Council shall have regard to the ultimate purpose intended for the reserve and shall in the case of land reserved for the purposes of a public authority confer with that authority before giving its approval.”*

Written support has been received from the Public Transport Authority as the vested owner of the land. The proposed expansion of the community garden is considered unobtrusive, will make good use of the land and existing infrastructure, and whilst contrary to the ultimate purpose of the Railway reserve, will be of further benefit to the Bridgetown community.

- Planning and Development (Local Planning Scheme) Regulations 2015

Pursuant to Part 10 of the Planning and Development (Local Planning Scheme) Regulations 2015, a small portion of the subject development area is located within the designated bushfire prone area. A Bushfire Attack Level Assessment has been undertaken (Attachment 1) by Ecoplan Consultations declaring the site has a Bushfire Attack Level (BAL) rating of BAL-LOW. The findings of the report are supported and no bushfire mitigation assessment or measures are required pursuant SPP 3.7 Planning in Bushfire Prone Areas or the Guidelines for Planning in Bushfire Prone Areas.

- Heritage of Western Australia Act

Further to the advice provided to Council in September 2012, the proposed location of the expanded community garden is beyond the State Heritage Registered Curtilage of the Bridgetown Railway Station, and support from the State Heritage Office is not required.

- Lease Arrangement

Other than the operational rail corridor the whole of the railway reserve between Steere Street and Phillips Street is leased to the Shire by the Public Transport Authority (PTA). The length of the lease is for an interim period with future extensions possible if the land remains surplus to the needs of the PTA. If the land becomes required by the PTA the lease term can be revoked and terminated at the discretion of that agency. Under the lease the approval of the PTA is required for any development proposals and has been received.

Policy – Not applicable

Strategic Implications

Strategic Community Plan 2012

Social Objective 3: Our community enjoys a high quality of life

- Outcome 3.6 – Volunteers and community groups continue to be acknowledged and supported.

Civic Leadership Objective 4: A collaborative and engaged community

- Outcome 4.1.2 – Continue to acknowledge and support volunteers and community groups.

Budget Implications

The applicable application fee has been paid for the proposed development.

Fiscal Equity

The community garden project has wide reaching fiscal benefits to the community as a whole, and the proposed expansion will extend these benefits.

Whole of Life Accounting

As a community project the Shire is not responsible for the ongoing maintenance of the community garden, including the vehicular access and car parking area.

Social Equity

The community garden project has wide reaching social benefits to the community as a whole, and the proposed expansion will extend these benefits.

Ecological Equity

The approved Bridgetown Community Garden Management Plan identified the management of organic and non-organic waste on site as well as issues relating to organic gardening practices, water management and use of sustainable materials.

Cultural Equity - Not applicable

Risk Management

The main risk to Council in relation to the expansion of the community garden is if the community interest wanes, there may be an expectation the project will become the responsibility of the local government authority. The development of the site by the Ashbil Community Garden, Bridgetown Management Committee and volunteers over the last five years shows a strong community ownership of the garden, and the risk to Shire is considered extremely low.

The possible risk of planting on a contaminated site has been raised with attenuation measures the responsibility of the Ashbil Community Garden Management Committee and users of the site.

Continuous Improvement – Not applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Mackman, Quinby

C.09/0217 That Council, noting the findings of the Bushfire Attack Level Report dated 3 February 2017, as per Attachment 7, and pursuant to Clause 2.1 of Town Planning Scheme No. 3 grants development approval for the proposed expansion of the Ashbil Community Garden, Bridgetown in the Railway Reserve, Bridgetown, as per Attachment 8, subject to the following conditions:

- 1. The community garden space to be clearly delineated, including a minimum setback of 7.0 metres to the operational rail corridor.**
- 2. All gardening activities including planting areas, material storage, deliveries, etc, to be contained within the delineated area.**
- 3. All garden beds used for edible produce to be raised a minimum of 400mm above existing ground level, and filled with clean soil, with an impervious barrier between the planting beds and existing ground level.**
- 4. The proposed chicken compound must have a minimum area of 30m² (5m x 6m), constructed with an impervious floor and the chickens to be contained only within the compound.**
- 5. Primary vehicular access and egress to the site is to be via the proposed southern entrance from Hampton Street, with the vehicular access to be maintained to a suitable standard at the cost of proponent, with secondary access from Stewart Street as required.**
- 6. The visitor parking area located adjacent to southern end of the garden area is to be upgraded, parking bays sign posted, and thereafter maintained in good repair.**
- 7. All stormwater to be contained onsite where practical or directed to the Shire's drainage system where possible.**

Advice Note: In relation to Condition 3, the Shire can provide a copy of the Bridgetown Railway Reserve Preliminary Site Investigation (Bowman Bishaw Gorham 2000) indicating, without prejudice, that the soil may be contaminated due to past industrial activities and land management practices.

Advice Note: In relation to Condition 4, please refer to Division 4 of the Shire's Health local Law relating to the Keeping of Poultry and Pigeons.

Advice Note: In relation to Condition 7, please refer to the Shire's Stormwater Management Guidelines.

Carried 8/0

ITEM NO.	C.05/0217	FILE REF.	
SUBJECT	Registration as a “Waterwise Council”		
PROPONENT	Water Corporation, Department of Water and Sustainability Advisory Committee		
OFFICER	Chief Executive Officer		
DATE OF REPORT	13 February 2017		

OFFICER RECOMMENDATION that Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a “Waterwise Council”.

Summary/Purpose

To consider a recommendation from Council’s Sustainability Advisory Committee to commence the process to the Shire of Bridgetown-Greenbushes becoming a “Waterwise Council”.

Background

At its meeting held on 21 December 2016 Council’s Sustainability Advisory Committee passed the following recommendation:

That the Sustainability Advisory Committee recommends that Council direct the CEO to negotiate with the Water Corporation to become a “Waterwise Council”.

Accreditation as a “Waterwise Council” is given by the Water Corporation and Department of Water to recognise local governments that make significant reductions in water consumption and commit to continually monitor and improve water use behaviour.

Reasons put forward by the Sustainability Advisory Committee in support of its recommendation are:

- Towns in the Warren-Blackwood are susceptible to water shortages in our drying climate. We are 20-30 years ahead of earlier predictions of climate drying.
- As a community in general we need to use water more efficiently. This requires leadership by influential local organisations.
- Shire Councils can take a leading role in demonstrating water use efficiency, and the Water Corporation can partner with Shires (at no expense to the Shire) to assist the promotion of water use efficiency. Awards and recognition are available for Waterwise Shires that show particular leadership.
- At no cost to the Shire, Water Corporation can provide equipment to better monitor water use by different Shire installations in order to help identify leaks and where reductions in water use might be possible – saving water and expense.
- At no cost to the Shire, Water Corporation can provide staff training in water use efficiency and the development of a Water Use Efficiency Action Plan.
- Water Corporation can also provide networking between Shires, Waterwise Recognition Events, and incentive schemes (such as the ‘Showerhead Swap Program’ in which the Shire is already involved).

- The Water Corporation working with the Department of Water and the Shire can assist in the development of locally appropriate water use efficiency projects that can save the Shire and/or the community water and money. At this stage, any investment of Shire funds would be completely under Shire Council control.

Therefore, for no or little cost the Shire Council can become an influential local leader in water conservation, while saving water and expense.

Officer Comment

Achieving the accreditation of being a “Waterwise Council” is an involved process but is one that is greatly assisted by the Water Corporation and Department of Water. There are numerous benefits, environmental, financial, community leadership, etc. for a local government to become involved in this program.

In addition to the reasons put forward by the Sustainability Advisory Committee some other benefits of becoming a “Waterwise Council” are:

- Gaining a better understanding of water use in Shire operations and the community.
- Potential water and financial savings through improved efficiency.
- Having opportunities to participate in funded and co-funded water efficiency initiatives.
- Having access to services such as data logging.

The recommendation from the Sustainability Advisory Committee is seeking a Council resolution to direct the CEO to lodge the necessary application to commence the process of becoming a “Waterwise Council”. That is a simple process however there could be significant work in achieving the targets required to achieve accreditation. Importantly the process is not driven by short-term targets but by seeking real changes to how the organisation uses water and how it can demonstrate leadership to its community in order to implement change and increase the value people place on water.

Once an application is lodged Council will be kept informed of any outcomes arising from the process. It is expected that the Sustainability Advisory Committee would be the conduit for any information to be presented to Council.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

- Objective 2 – our unique natural and built environment is protected and enhanced
- Outcome 2.8 Natural resources are used efficiently and effectively
- Strategy 2.8.1 - Investigate retrofitting of Shire buildings for energy and water efficiency
- Strategy 2.8.4 - Investigate alternative sources of water supply for reticulation of Shire reserves and gardens
- Strategy 2.8.5 - Support and promote sound environmental management practices

- Corporate Business Plan
 - Action 2.8.1.1 - Consider the installation of energy and water efficiency fittings on Shire buildings (Action to be implemented on an ongoing basis)
 - Action 2.8.4.2 - Conduct a feasibility study on alternative sources of water for the reticulation of Shire reserves and gardens (implemented 2020 onwards)
 - Action 2.8.5.1 - Incorporate sound environmental practices into Council practices (Action to be implemented on an ongoing basis)

- Long Term Financial Plan - Nil

- Asset Management Plans
Although not specifically referenced in either the Asset Management Plans or Strategy any efficiency gains through being a “Waterwise Council” will assist in matching service delivery to available resources and operational capabilities.

- Workforce Plan - Nil

- Other Integrated Planning - Nil

Policy - Nil

Budget Implications – Nil at this stage.

Fiscal Equity – Not Applicable

Whole of Life Accounting

There are potentially significant savings in water bills that can be achieved through better water efficiency.

Social Equity

Increased water efficiency and increased awareness of water resources is seen as being an important issue for most in the community.

Ecological Equity

Any proposal that seeks to reduce the pressure on local water resources and in particular target wasteful practices in the use of water will have a positive effect on the sustainability of the local environment.

Cultural Equity – Not Applicable

Risk Management

The recommendation is not committing Council to any specific actions at this time – other than commencing the process to eventually seek accreditation as a “Waterwise Council”.

Continuous Improvement

The processes involved in seeking accreditation as a “Waterwise Council” will see all aspects of the organisation’s water use reviewed.

Voting Requirements – Simple Majority

Council Decision *Moved Cr Mackman, Seconded Cr Boyle*
C.05/0217 *That Council endorse the recommendation from its Sustainability Advisory Committee and direct the CEO to submit a request to the Water Corporation for commencement of the process to becoming a “Waterwise Council”.*

Carried 8/0

ITEM NO.	C.06/0217	FILE REF.	491
SUBJECT	Application for Placement of Memorial Seat		
PROPONENT	B Owen		
OFFICER	Senior Admin Officer		
DATE OF REPORT	13 February 2017		

Attachment 2 Proposed Memorial Seat

OFFICER RECOMMENDATION that Council approves a Memorial Seat and Plaque being installed in a suitable location along the Blackwood River Walk Trail subject to the following conditions:

- 1. The proposed seat to be supplied by the proponent similar to the seat contained in the photo (Attachment 2).*
- 2. The proposed plaque measuring no more than 100 x 60mm to be ordered by the Shire and installed by Shire staff upon arrival at the proponent's cost.*
- 3. The location of the proposed Memorial Seat to be at the discretion of the CEO.*
- 4. Wording of the proposed Plaque to be approved by the CEO.*

Summary/Purpose

The proponent has requested Council consideration for allowing a Memorial Seat and Plaque to be installed on the Blackwood River Walk Trail in memory of her late Father.

Background

The proponent reported her late Father, Rudolf (Rudi) Dekker lived in Bridgetown for approximately 10 years and loved everything about the town and especially loved to take his dogs for daily walks along the river walk trail. Sadly, Mr Dekker passed away last year.

Mr Dekker was not buried in the Bridgetown Cemetery however due to his love of Bridgetown, his family are seeking approval to have a memorial to him along the Blackwood River Walk Trail. The family has stated they would care for the bench to ensure that it remains in good condition.

Currently, there is one other memorial seat located along this trail however installing another seat some distance from the current seat will provide a further 'resting' place for users of the walk trail.

Officer Comment

Council approval for the placement of the Memorial seat is required for the following reasons:

- Council's Policy (WS17 – Placement of Memorial Plaques) only permits memorial plaques below trees within a park or reserve and does not cover the placement of a seat or other type of memorial. It is however noted that the Policy is applicable for memorials to individuals that have passed away since 2009 and whose remains are not placed in a cemetery within the Shire.
- To accept a new asset including ongoing maintenance responsibility. Although the family has stated they would undertake maintenance of the seat circumstances could change in the future whereby the Shire would need to take on this responsibility.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications

Policy WS.17 provides for the placement of Memorial Plaques but not specifically Memorial Seats.

Budget Implications

There are no budget implications as the cost of the seat, installation of the seat and plaque will be covered by the proponent if the application is approved by Council.

Fiscal Equity – N/A

Whole of Life Accounting – N/A

Social Equity – N/A

Ecological Equity – N/A

Cultural Equity – N/A

Risk Management – N/A

Continuous Improvement – N/A

Voting Requirements – Simple Majority

Council Decision Moved Cr Scallan, Seconded Cr Hodson

C.06/0217 That Council approves a Memorial Seat and Plaque being installed in a suitable location along the Blackwood River Walk Trail subject to the following conditions:

- 1. The proposed seat to be supplied by the proponent similar to the seat contained in the photo (Attachment 2).**
- 2. The proposed plaque measuring no more than 100 x 60mm to be ordered by the Shire and installed by Shire staff upon arrival at the proponent's cost.**
- 3. The location of the proposed Memorial Seat to be at the discretion of the CEO.**
- 4. Wording of the proposed Plaque to be approved by the CEO.**

Carried 8/0

ITEM NO.	C.07/0217	FILE REF.	491
SUBJECT	Unbudgeted Expenditure - Replacement Plaque for Bridgetown Cenotaph		
PROPONENT	Bridgetown RSL		
OFFICER	Senior Admin Officer		
DATE OF REPORT	14 February 2017		

Attachment 3 Design of Proposed Plaque

Attachment 4 Photo showing where the original plaque was on the Cenotaph

OFFICER RECOMMENDATION that Council approves unbudgeted expenditure of up to \$1,000 for the purchase of a replacement plaque to be erected on the Bridgetown War Memorial.

Summary/Purpose

The proponent has requested Council consideration to replacing the missing plaque from the Cenotaph prior to Anzac Day this year.

Background

Each of the four sides of the Cenotaph in Memorial Park originally contained a plaque, two of which bear the names of Bridgetown enlisted men who were killed in action during World War I and World War II. The plaque on the western elevation (facing Hester Street) came away from the structure many years ago and members from the Bridgetown RSL have tried (over a number of years) to find the missing plaque, without success.

The Cenotaph is a significant structure for the Bridgetown community and honours those men who made the ultimate sacrifice for their country. In recent years with conflicts occurring around the world, Anzac Day is seeing larger numbers of community members attending both the Dawn Service in Greenbushes and the Memorial Service in Bridgetown to pay their respect. Having the missing plaque

replaced will undoubtedly mean a lot to the RSL members and the broader community.

The RSL has provided the CEO with the wording that was contained in the original plaque (refer Attachment 3) and has requested Council consideration to having a replacement plaque made and fitted prior to the Anzac Day service this year.

Officer Comment

As there are currently no funds allocated in the current budget, Council approval is being sought to allow for the purchase and installation of the replacement plaque prior to Anzac Day this year.

Statutory Environment - Nil

Integrated Planning

- Strategic Community Plan – N/A
- Corporate Business Plan – N/A
- Long Term Financial Plan – N/A
- Asset Management Plans – N/A
- Workforce Plan – N/A
- Other Integrated Planning – N/A

Policy Implications

Policy WS.17 provides for the placement of Memorial Plaques however this Policy does not accommodate the request from the RSL as it was developed originally to allow for small plaques measuring no more than 100mm x 60mm and being placed at the base of a tree in a Shire controlled park or reserve.

Budget Implications

There are currently no funds allocated in the current budget therefore if Council approves the purchase of the proposed plaque in the current financial year it would be as 'unbudgeted expenditure'.

Fiscal Equity – N/A

Whole of Life Accounting – N/A

Social Equity

Bridgetown Memorial Park is significant as a social meeting place, but more importantly as a place to commemorate the fallen soldiers of particularly WWI, WWII, and subsequent wars through both the Memorial Gatehouse entrance and the Cenotaph itself.

Ecological Equity – N/A

Cultural Equity

Refer to Social Equity above

Risk Management – N/A

Continuous Improvement – N/A

Voting Requirements – Absolute Majority

Council Decision Moved Cr Hodson, Seconded Cr Moore
C.07/0217 That Council approves unbudgeted expenditure of up to \$1,000 for the purchase of a replacement plaque to be erected on the Bridgetown War Memorial.

Absolute Majority 8/0

Corporate Services

ITEM NO.	C.08/0217	FILE REF.	131
SUBJECT	January 2017 Financial Activity Statements and List of Accounts Paid in January 2017		
OFFICER	Senior Finance Officer & Executive Manager Corporate Services		
DATE OF REPORT	14 February 2017		

Attachment 5 January 2017 Financial Activity Statements

Attachment 6 List of Accounts Paid in January 2017

OFFICER RECOMMENDATIONS

1. That Council receives the January 2017 Financial Activity Statements as presented in Attachment 5.
2. That Council receives the List of Accounts Paid in January 2017 as presented in Attachment 6.

Summary/Purpose

Regulation 34 of the Local Government (Financial Management) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of its funds. Further, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal and trust funds, a list of those accounts paid in a month are to be presented to the council at the next ordinary meeting (see Reg 13 of the Regulations).

Background

In its monthly Financial Activity Statement a local government is to provide 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) of the Local Government Act;
- (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.

Each of the Financial Activity Statements 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 sub-regulation (1)(d); and
- (c) such other supporting information as is considered relevant by the Local Government.

The information in a statement of financial activity may be shown:

- (a) according to nature and type classification;
- (b) by program; or
- (c) by business unit.

The Financial Activity Statement and accompanying documents referred to in sub-regulation 34(2) are to be:

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- (b) recorded in the minutes of the meeting at which it is presented.

Statutory Environment

Section 6.4 (Financial Report) and Section 6.8 (Expenditure from municipal fund not included in annual budget) of the Local Government Act 1995, and Regulations 13 (List of Accounts) and 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 apply.

Integrated Planning

- Strategic Community Plan 2013
Objective 4: A collaborative and engaged community
Outcome 4.2: A high standard of governance and accountability
Strategy 4.2.3: Ensure compliance with relevant legislation
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan – Nil
- Other Integrated Planning - Nil

Policy

F.6. Purchasing Policy - To ensure purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability.

F.7. Reporting Forecast Budget Variations Policy - To set a level of reporting detail (in Financial Activity Statement) that ensures that the council is satisfied with the implementation of its annual budget.

Budget Implications

Expenditure incurred in January 2017 and presented in the list of accounts paid, was allocated in the 2016/17 Budget as amended.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management – Not Applicable

Continuous Improvement – Not applicable

Delegated Authority – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Wilson, Seconded Cr Moore

C.08/0217

- 1. That Council receives the January 2017 Financial Activity Statements as presented in Attachment 5.***
- 2. That Council receives the List of Accounts Paid in January 2017 as presented in Attachment 6.***

Carried 8/0

Planning & Environmental Services

ITEM NO.	C.09/0217	FILE REF.	A33534
SUBJECT	Proposed Expansion of Ashbil Community Garden, Bridgetown		
PROPONENT	Peter Seaward, Coordinator Ashbil Community Garden Bridgetown		
LOCATION	Railway Reserve, Bridgetown		
OFFICER	Manager Planning		
DATE OF REPORT	14 February 2017		

Refer to page 13

ITEM NO.	C.10/0217	FILE REF.	RD9
SUBJECT	Proposed Road Naming – Gunagulup Lane, Sunnyside		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Manager Planning		
DATE OF REPORT	14 February 2017		

Attachment 9 Public Submission
Attachment 10 Location Plan

OFFICER RECOMMENDATION: That Council, noting the single public submission received, as per Attachment 9, and pursuant to section 26 of the Land Administration Act 1997, supports the proposed naming of Gunagulup Lane, with additional support for the alternative name of Salty Lane, as shown in Attachment 10, and directs the Chief Executive Officer to seek approval from Landgate’s Geographic Names Committee.

Summary/Purpose

Shire staff have initiated public advertising for the proposed naming of a road as Gunagulup Lane, which joins with Glentulloch Road, Sunnyside. Noting the single public submission received opposing the proposed road naming, it is recommended that Council give support to naming the road as Gunagulup Lane as advertised, with additional support for the alternative name of Salty Lane, and to seek formal approval from Landgate’s Geographic Names Committee.

Background

The subject road runs essentially south to north commencing at a junction with Glentulloch Road, approximately 375 metres west of the junction of Glentulloch Road and Elphick Fleeton Road. The road is approximately 1.2 kilometres long and provides frontage to five properties, ending at the southern boundary of Lot 1366. The road is a single lane gravel road, used primarily for plantation haulage and other farming operations.

A local landowner wrote to the Shire requesting formal naming of a rural road coming off Glentulloch Road, as Salt Spring Gully Road, named after Salt Spring Gully which runs approximately 400 metres east from the northern portion of the subject road (see Attachment 10). Under Landgate’s Naming Guidelines a double or triple barrel road name is not permitted, plus Spring Gully Road is already used in Greenbushes, so alternative road names were investigated.

Naming the road after historical local landholders was researched with the help of a local landowner with family names Russell, Forrest, Brown, Wright and Baldock considered, however these names do not meet preliminary approval from Landgate, most likely due to duplication of existing road names in the Shire or used too many times across Western Australia.

Gunagulup Lane was investigated, named after the Gunagulup Swamp, located approximately 600 metres to the south of the junction of Glentulloch Road and the subject road, with preliminary approval received through Landgate’s website. This name was chosen as the primary proposed road name.

Landgate's naming guidelines now requires an alternative name be proposed for each road naming proposal, should the primary name not be supported by Landgate's Geographic Names Committee. As such, an alternative name of Salt Lane was investigated, as an abbreviated version of Salt Spring Gully, however Salt is already used too many times across Western Australia. Salty Lane however achieved preliminary approval and was therefore advertised as the proposed alternative name.

Public Consultation

The proposed naming as Gunagulup Lane, and alternative name of Salty Lane, was advertised for public comment for 21 days, with the submission period closing on 9 February 2017. Correspondence was forwarded to the five landowners of properties nearby to the road, an advertisement published in the local newspaper and notices posted on Shire's noticeboards.

Public Submission

One submission was received from Mr Bruce Bebbington (see Attachment 9) opposing the proposed road naming. Importantly no submissions were received from the five adjacent landowners, and therefore deemed to have no objections to the proposed road naming as advertised.

The submitter contends that Gunagulup Swamp is on the opposite side of Glentulloch Road to the subject road, the swamp appears to drain away from Glentulloch Road towards Gommies Lane and the Donnelly River Catchment, arguing therefore that there is no connection between the swamp and the subject road. Furthermore, the submitter contends that Gunagulup Lane may be better used for the driveway or laneway off Glentulloch Road to the south, and that Salt Spring Gully appears to originate at or in very close proximity to the subject road. The submitter asked whether Gunagulup was used elsewhere for the watercourse that runs from the swamp to Donnelly River.

The submitter contends that the property at the end of the subject road was owned by members of or associated with the Bunnings family. Therefore it would be more appropriate to look at the historical ownership of the surrounding properties and proposed this as a name choice, particularly if the Bunnings have had a long association with this property and in light of the historical significance of the family in the state forestry industry. The submitter further argues that there are a number of other roads in the Sunnyside area named after families still connected to the area such as Young[s] Lane, Elphick-Fleeton Road, Giblett-Bolton Road.

The submitter contends that other prominent family names used for roads include Wheatley-Waters Road, Sells Road, Fellowes Road, Sues Road and Evans Bridgetown, whereas geographical names are limited to Tweed Road, Caribunup Brook Road and Kingston Road. The submitter argues that these are all significant rivers, tributaries or forested areas on maps and relate to the physical location they follow or traverse, whereas Gunagulup Lane as proposed neither relates to a feature known and readily identifiable or which the road follows, traverses or is near.

The submitter concludes that if there is a significant historical connection of the lane to the Bunnings family, it should be named as such, alternatively naming after

another historical family name would be more appropriate to the use of or reference to Salt Spring Gully or Gunagulup Swamp.

Staff Comments

In response to the submitter's comments, based on search using historic maps and online, Gunagulup Swamp appears to be the only so-named feature within the Shire and adjoining local authorities. The name Gunagulup appears to be a variation of the name Gunyulgup, an Aboriginal word meaning 'resting place near water.'

Gunagulup Swamp is located approximately 600 metres to the south of the junction of Glentulloch Road and the subject road, and is located at the southern end of Lot 7381, with this parcel of land fronting Glentulloch Road and opposite the subject road. Although the swamp drains southwards and within the Donnelly River Catchment, the proximity of the swamp to the subject road to be named is very reasonable, and reusing the name of nearby geographic feature is sensible.

For interest and to show evidence of research, an historic record of the Government Gazette dated 15 October 1926 appears to advertise the sale of small parcel of land bound by Elphick Fleeton Road and what is now Young Lane, with the land advertised being 'near Gunagulup Swamp', despite it being separated by approximately 1.5 to 2.0 kilometres.

There is no road reserve leading from Glentulloch Road south towards the swamp and the roadway the submitter is referring to that shows up on online mapping tools appears to be a private driveway within Lot 11924, the same owners as Lot 7381 in which the swamp is located.

As stated above, preliminary consideration of historic family names was undertaken prior to advertising of the road name, with family names Russell, Forrest, Brown, Wright and Baldock considered but dismissed due to preliminary rejection by Landgate. Shire staff were unaware of a possible Bunnings family connection at the time of advertising.

Noting the submitter's comments, the Bunnings family/company may have owned Lot 1366, potentially as a plantation holding, however there is no information to confirm that assumption or information describing the direct contribution individual family members or the company made to the locality. Although the Bunnings name has preliminary approval from Landgate's website, the connection to the local area is not evident and naming is not considered appropriate.

Further anecdotal research has revealed that Leslie and Pearl Machin lived and owned Golden Grove Farm, Sunnyside for around 20 to 25 years. It is understood that the farm consisted (at least) of current Lots 1530 (southern side of Glentulloch Road) and Lot 1537 (northern side) approximately 1.4 kilometres to the west of the subject road junction, with the original homestead located on Lot 1530 and approximately 1.6 kilometres from the subject road junction.

This information was provided by Colleen Russell, the current owner and resident of Lot 1530 and other properties including Lot 7381 that contains Gunagulup Swamp. No information is currently available as to the contribution that Leslie or Pearl Machin may have made to the local area however it is assumed they were involved in farming and/or agricultural businesses. Shire staff are of the view that should

Machin be recognised for a road name it would be more appropriate within the Catterick area, where the Machin family have had a much longer association. Whilst the name Machin also has preliminary approval from Landgate's website, should Council seek to name the road after Leslie and/or Pearl Machin their connection to the local area needs to be further investigated, followed by re-advertising.

Noting the above, it is recommended that Council support the proposed road naming as Gunagulup Lane as the primary name, and Salty Lane as the alternative name, with approval to be sought from the Minister for Lands through Landgate's Geographic Names Committee.

Statutory Environment

- Land Administration Act 1997

Under Part 2, Division 3 of the Land Administration Act 1997, section 26 states (in part):

- “(2) Subject to section 26A, the Minister may by order –
- (c) name, rename and cancel the name of any topographical feature, road or reserve.
- (3) An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.

Furthermore, section 26A states (in part):

- “(5) A person must not –
- (a) assign a name to the area or road unless the name is first approved by the Minister;
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.”

Section 26 of the Land Administration Act therefore provides the local government power to initiate road naming through a public consultation process. Following consultation the local government can then resolve to name a road through a formal request to the Minister for Lands. The final decision therefore for any road naming rests with the Minister for Lands, upon advice from Landgate's Geographic Names Committee.

This report is seeking Council's support to formally name the entire length of road as Gunagulup Road. Naming the road will allow allocation or rural street numbers to adjoining lots when required.

Policy Implications

- Landgate's Policies and Standards for Geographical Naming in Western Australia

The 'Policies and Standards for Geographical Naming in Western Australia,' version 01: 2015, released by Landgate's Geographic Names Committee (GNC), requires all road naming proposals to have strong local community support, preferred name sources including features, pioneers, war casualties and historical events and names from Aboriginal languages identified with the general area.

Genitive apostrophes (ie. Butcher's) and duplication of names or similar sounding names within the Shire or an adjoining Shire are no longer allowed and all submissions must have an alternative name supplied, in case the GNC not being able to permit the first name of choice. Road naming should conform to the relevant policy and have the support of those residents affected by the name change. Local government support is required, however ultimately the Minister for Lands is the final authority.

Under Section 2.1.2 'Laneways and Short Roads' of the GNC Policies and Standards, "*The increase in urban density in new developments and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. Laneways shall be named if a name is required for addressing purposes or has been created as a public road by survey.*

The naming of such roads is supported with a preference for use of the road type LANE and short names consisting of no more than six letters. The leg of a battle-axe lot shall not be considered a laneway.

Roads which are regarded as short, e.g. a small cul-de-sac or private road with five or less address sites, that are not proposed to be lengthened or will not have additional address sites needed in the future, may not need a separate name. Any address numbers required may be assigned on to the road on which it connects."

The proposed road naming is considered to be in accordance with Landgate's requirements.

Strategic Plan

Strategic Community Plan 2012

Economic Objective

- Outcome 1.5 – Maintain an appropriate standard of transport networks, roads and pathways.

Social Objective

- Outcome 3.4 Maintain a safe community.

Outcome 3.4.4 – Continue to monitor emergency risk, preparedness and response.

Budget Implications

Should Council support the name change, labour costs of approximately \$300 will be incurred for erecting new road signage, with funds available in the current budget.

Fiscal Equity – Not applicable

Whole of Life Accounting – Not applicable

Social Equity – Not applicable

Ecological Equity – Not applicable

Cultural Equity – Not applicable

Risk Management

Naming of the road will improve the legibility of the local road network and reduce the Shire’s infrastructure asset responsibilities.

Continuous Improvement

The single submission received and further investigation has assisted consideration of the road naming proposal.

Delegated Authority

Delegation only exists for the approval of subdivisional road names. Following public consultation, proposals to name an existing road must be referred to Council for determination.

Voting Requirements - Simple Majority

Council Decision *Moved Cr Mackman, Seconded Cr Boyle*

C.10/0217 That Council, noting the single public submission received, as per Attachment 9, and pursuant to section 26 of the Land Administration Act 1997, supports the proposed naming of Gunagulup Lane, with additional support for the alternative name of Salty Lane, as shown in Attachment 10, and directs the Chief Executive Officer to seek approval from Landgate’s Geographic Names Committee.

Carried 8/0

Works & Services

ITEM NO.	C.11/0217	FILE REF.	
SUBJECT	Tweed Road Reinstatement Works		
OFFICER	Executive Manager Works & Services and Chief Executive Officer		
DATE OF REPORT	15 February 2017		

OFFICER RECOMMENDATION that Council:

- 1. Note that the application for emergency funding submitted to Main Roads Western Australia to cover a substantial portion of the costs of reconstructing the failed section of Tweed Road was unsuccessful.*
- 2. Acknowledge the confirmation that Commodity Route Supplementary Funding of \$100,000 for RT61 Kendall Road in 2016/2017 has been made available.*
- 3. Amend its 2016/17 budget as follows:*
 - i. Increase the allocation for Expenditure Account 1386940 – Job No. RC42 ‘Tweed Road Reconstruction’ from \$100,000 to \$174,241, noting the original allocation of \$100,000 was unbudgeted expenditure approved in October 2016.*

- ii. *Increase the allocation for Income Account 1396030 'Commodities Routes Funding from \$0 to \$100,000.*
 - iii. *Decrease the allocation for Expenditure Account 1387740 - Job No. BR10 'Winnejup Bridge Construction Works' from \$246,000 to \$185,040.*
 - iv. *Decrease the allocation for Expenditure Account 1386940 – Job No. RC44 'Centreline Marking' from \$30,490 to \$17,209.*
4. *Note that successful commodities route funding of \$100,000 has allowed a redirection of 2016/17 Roads to Recovery funding of the same amount to Job No. RC42 'Tweed Road Reconstruction'.*
5. *Note that the savings of \$60,960 made on Job No. BR10 'Winnejup Bridge Construction Works' allowed a transfer of Special Bridge Roads to Recovery funding to Job No. BR11 'Corbalup Road Bridge Construction Works' and thus allowing a redirection of Council's own source funding of the same amount to Job No. RC42 'Tweed Road Reconstruction'.*

Summary/Purpose

In late September a catastrophic failure occurred to a localised section of Tweed Road approximately 3.38 kilometres from the South Western Highway. Initially the estimated cost to reconstruct this section of road was \$100,000. An application for emergency funding assistance for this amount was submitted to Main Roads Western Australia however proved unsuccessful. The total cost of the project was \$174,241 and this report is presented to council in order to determine and approve variations to the 2016/17 budget to accommodate the cost of the Tweed Road Reinstatement Works within the confines of the overall Council budget.

Background

The ongoing wet weather within the Shire of Bridgetown-Greenbushes significantly contributed to a catastrophic failure of a localised section of Tweed Road approximately 3.38 kilometres from the South Western Highway. The 20 metre section of road commenced to breakup on 22 September 2016 and a few days later it collapsed. The section of road was impassable to all vehicles.

The Shire received initial advice from a specialist consultant and the size and complexity of the repair needed to stabilise the site was expected to be significant. The solution to this problem was to excavate up to 6m down from the road surface and then install a minimum one metre deep drainage and foundation course of rock to control the groundwater.

At its October 2016 meeting Council resolved:

C.02/1016 That Council:

1. *Note that an application for emergency funding has been submitted to Main Roads Western Australia to cover a substantial portion of the costs of reconstructing the failed section of Tweed Road located 3.38 kilometres east of South Western Highway.*
2. *Approve as unbudgeted expenditure an amount of \$100,000 for reconstructing the failed section of Tweed Road.*

3. *Amend the 2016/17 budget to accept new revenue in the event of the Shire's application for emergency funding proving successful.*
4. *Request the CEO to report back to Council in the event of the Shire's application for emergency funding proving to be unsuccessful. In this event the CEO is to identify commensurate savings elsewhere in the 2016/17 budget in light of the unbudgeted expenditure for Tweed Road.*

Shortly after, a funding assistance request for \$100,000 was sent to Main Roads Western Australia via the State Initiative funding arrangements. Local Member of Parliament the Hon Terry Redman assisted with this request, including direct referral to the Minister for Transport. Unfortunately the Shire's request was unsuccessful with the Minister advising that Tweed Road didn't meet the criteria for funding under the State Initiatives Fund and other special road project grants as the traffic volumes, safety and freight movements on the road don't meet the eligibility criteria.

All councillors were advised of this decision on 18 November 2016 and a media release was issued that same day.

Notwithstanding the failure to obtain emergency road funding from the State Government Council, via its resolution from its October 2016 meeting was committed to proceeding with the reconstruction of the affected portion of Tweed Road. Council had resolved to fund the works as unbudgeted expenditure and once the works were completed and the final costs are known the Council was to identify commensurate savings elsewhere in its budget.

The works were carried out using a combination of Shire resources and contractors and the total cost was \$174,241. These works included:

- Relocation of the utilities from the job site
- Installation of a diversion drain to reduce runoff to the site
- Fences relocated.
- Extensive excavation of the site and stabilisation of the base was undertaken
- Several thousand cubic metres of material was removed.
- Several hundred cubic metres of one metre plus diameter rocks was installed.
- Drainage layers of rock and filter fabric installed.
- Stormwater drainage pipes installed.
- Construction of the road formation
- Removal of the excavated material, the reinstatement of the adjacent paddock and the completion of the drainage outlet is complete.

In accordance with Council's resolution from its October 2016 meeting the \$174,241 cost of the Tweed Road reinstatement works project is to be met by commensurate savings elsewhere in the 2016/17 budget. The following amendments to the budget are proposed to accommodate this:

- Surplus commodities route funding became available after the adoption of the budget and the Shire was successful in obtaining funding of \$100,000 for continuation of works on Kendall Road. At the time of preparing the budget no commodities route funding had been allocated to Kendall Road however continuation of the works was still deemed a high priority by Council therefore a sum of \$203,000 was allocated to this job in the 2016/17 budget from Council's 2016/17 Roads to Recovery allocation. Obtaining the subsequent

\$100,000 commodities route funding allows Council to reallocate the equivalent amount (\$100,000) from its 2016/17 Roads to Recovery allocation and use this to partially fund the works on Tweed Road. A budget amendment is required to accept the \$100,000 commodities route funding.

- In the 2016/17 budget \$246,000 has been allocated for works on Bridge 3316 on Winnejump Road – fully funded from a Special Bridge Roads to Recovery funding. This work was fully completed at a cost of \$185,040 realizing savings of \$60,960. Special Bridge Roads to Recovery funding can only be spent on approved bridge works. Approval has been obtained to transfer the \$60,960 savings on Bridge 3316 to another bridgeworks job scheduled for 2016/17, being Bridge 4631 on Corbalup Road. The current budget allocation for Bridge 4631 includes a Council own funds contribution of \$72,000. By reallocating the \$60,960 in savings from Bridge 3316 (Winnejump Road) to Bridge 4631 (Corbalup Road) reduces the amount of Council own funds contribution to Bridge 4631 works. This amount (\$60,960) can be used to partially fund the works on Tweed Road. A budget amendment is required to recognize the decreased expenditure on Bridge 3316 Winnejump Road.
- The allocation for centerline marking can be reduced by \$13,281 (from \$30,490 to \$17,209) to make up the sum required to fully fund the works on Tweed Road.
- Note the reallocation of Roads to Recovery funding from Kendall Road and Bridge 3316 and the reallocation of Council's own contribution to Bridge 4631 don't require a specific budget amendment as they don't have a material effect on the budget.

The above reallocations have the effect of fully funding the works on Tweed Road (\$174,241) without causing the loss of any jobs contained in the budget excepting that the amount of centerline marking will be reduced by 44%.

Statutory Environment - Nil

Integrated Planning

➤ Strategic Community Plan

Objective 1 – a strong, resilient and balanced economy

Outcome 1.2 - Ensure infrastructure and services are provided for future development in keeping with the environment.

Outcome 1.5 - Maintain an appropriate standard of transport networks, roads and pathways.

➤ Corporate Business Plan - Nil

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan – Not Applicable

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications

As set out in the body of this report.

Fiscal Equity

The additional works on Tweed Road have been able to be accommodated in the budget with minimal effect on other road works jobs proposed in 2016/17.

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Council Decision Moved Cr Mackman, Seconded Cr Wilson

C.11/0217 That Council:

- 1. Note that the application for emergency funding submitted to Main Roads Western Australia to cover a substantial portion of the costs of reconstructing the failed section of Tweed Road was unsuccessful.**
- 2. Acknowledge the confirmation that Commodity Route Supplementary Funding of \$100,000 for RT61 Kendall Road in 2016/2017 has been made available.**
- 3. Amend its 2016/17 budget as follows:**
 - v. Increase the allocation for Expenditure Account 1386940 – Job No. RC42 ‘Tweed Road Reconstruction’ from \$100,000 to \$174,241, noting the original allocation of \$100,000 was unbudgeted expenditure approved in October 2016.**
 - vi. Increase the allocation for Income Account 1396030 ‘Commodities Routes Funding from \$0 to \$100,000.**
 - vii. Decrease the allocation for Expenditure Account 1387740 - Job No. BR10 ‘Winnejup Bridge Construction Works’ from \$246,000 to \$185,040.**
 - viii. Decrease the allocation for Expenditure Account 1386940 – Job No. RC44 ‘Centreline Marking’ from \$30,490 to \$17,209.**
- 4. Note that successful commodities route funding of \$100,000 has allowed a redirection of 2016/17 Roads to Recovery funding of the same amount to Job No. RC42 ‘Tweed Road Reconstruction’.**
- 5. Note that the savings of \$60,960 made on Job No. BR10 ‘Winnejup Bridge Construction Works’ allowed a transfer of Special Bridge Roads**

to Recovery funding to Job No. BR11 ‘Corbalup Road Bridge Construction Works’ and thus allowing a redirection of Council’s own source funding of the same amount to Job No. RC42 ‘Tweed Road Reconstruction’.

Carried 8/0

Community Services - Nil

Consideration of Standing Committee Recommendations

Items adopted by Council using the en bloc system were:

C.13/0217 Information Statement
C.14/0217 150 Year Anniversary Celebrations
C.15/0217 Rolling Action Sheet

To allow for numerical follow through of Reports/Items, the above Council Decisions are marked with an *

C.12/0217 Standing Committee Minutes – 9 February 2017 – Attachment 11

Note: All Attachments referenced in the Standing Committee Recommendations below are as per the Standing Committee Agenda.

C.13/0217 Information Statement

Committee Recommendation Moved Cr Pratico, Seconded Cr Hodson
SC.02/0217 That Council adopt the Shire of Bridgetown-Greenbushes Information Statement as presented in Attachment 1.

Council Decision **Moved Cr Scallan, Seconded Cr Quinby**
***C.13/0217 That Council adopt the Shire of Bridgetown-Greenbushes Information Statement as presented in Attachment 1.**

Carried 8/0

C.14/0217 150 Year Anniversary Celebrations

Committee Recommendation Moved Cr Boyle, Seconded Cr Pratico
That Council:

1. Establish a Bridgetown Sesquicentennial Working Group to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018.
2. Determine the membership of the Bridgetown Sesquicentennial Working Group to be three councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association and three other members of the public as selected by the Shire President.

3. Determined the three councillors for membership of the Working Group to be Crs Pratico, Wilson and Boyle.

Council Decision Moved Cr Scallan, Seconded Cr Quinby

***C.14/0217 That Council:**

1. **Establish a Bridgetown Sesquicentennial Working Group to recommend to Council proposals for celebration of the 150 year anniversary of settlement of Bridgetown Townsite on 4 June 2018.**
2. **Determine the membership of the Bridgetown Sesquicentennial Working Group to be three councillors, a representative from the Bridgetown Historical Society, a representative from the Bridgetown Greenbushes Business & Tourism Association and three other members of the public as selected by the Shire President.**
3. **Determined the three councillors for membership of the Working Group to be Crs Pratico, Wilson and Boyle.**

Carried 8/0

C.15/0217	Rolling Action Sheet
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Committee Recommendation Moved Cr Pratico, Seconded Cr Scallan
SC.04/0217 That the information contained in the Rolling Action Sheet be noted.

Council Decision Moved Cr Scallan, Seconded Cr Quinby

***C.15/0217 That the information contained in the Rolling Action Sheet be noted.**

Carried 8/0

C.16/0217	Adoption of En Bloc Items
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Council Decision Moved Cr Scallan, Seconded Cr Quinby

C.16/0217 That Council adopts Items C.13/0217, C.14/0217 and C.15/0217 of the Local Laws, Strategy, Policy & Organisation Development Standing Committee and hereby resolves in the terms of each of the Committee Recommendations.

Carried 8/0

Receival of Minutes from Management Committees - Nil

Urgent Business Approved by Decision - Nil

Responses to Elected Member Questions Taken on Notice - Nil

Elected Members Questions With Notice - Nil

Notice of Motions for Consideration at the Next Meeting - Nil

Matters Behind Closed Doors (Confidential Items)

In accordance with Section 5.23(2) of the Local Government Act the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2):

- A matter affecting an employee or employees;

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

OFFICER RECOMMENDATION That Council go behind closed doors at xxxx pm to consider items of confidential business in accordance with Section 5.23(2) of the Local Government Act.

Council Decision *Moved Cr Moore, Seconded Cr Wilson*

C.17/0217 That Council go behind closed doors at 6.03pm to consider items of confidential business in accordance with Section 5.23(2) of the Local Government Act.

Carried 8/0

6.04pm - Mr Clynych, Mrs Larkworthy, Mr Donaldson and Mrs Lockley vacated the Meeting

The CEO, being the author of the agenda item declares a financial interest in the item due to the report concerning his employment and remuneration.

ITEM NO.	C.17/0217	FILE REF.	
SUBJECT	CEO Annual Performance Review		
PROPONENT	CEO Performance Review Committee		
OFFICER	Chief Executive Officer		
DATE OF REPORT	11 February 2017		

Attachment 12 Minutes CEO Performance Review Committee Meeting held on 7 February 2017

Attachment 13 Report Prepared by Consultant in Consultation with CEO Performance Review Committee

COMMITTEE RECOMMENDATION That Council endorse the report and recommendations therein submitted by Mr Radici of Dillinger Group Development Pty Ltd for the CEO Performance Review for the period 1 July 2015 to 30 June 2016.

Council Decision Moved Cr Nicholas, Seconded Cr Mackman
C.17/0217a That Council endorse the report and recommendations therein submitted by Mr Radici of Dillinger Group Development Pty Ltd for the CEO Performance Review for the period 1 July 2015 to 30 June 2016.

Carried 8/0

The CEO, being the author of the agenda item declares a financial interest in the item due to the report concerning a potential professional benefit.

ITEM NO.	C.18/0217	FILE REF.	
SUBJECT	Local Government Chief Officers Group		
OFFICER	Chief Executive Officer		
DATE OF REPORT	15 February 2017		

OFFICER RECOMMENDATION that Council considers the CEO's request to join the National Local Government Chief Officers Group.

Council Decision Moved Cr Moore, Seconded Cr Wilson
C.18/0217 That Council approves the CEO's request to join the National Local Government Chief Officers Group.

Carried 8/0

6.24pm – Mr Clynch returned to the Meeting

Council Decision Moved Cr Wilson, Seconded Cr Scallan
C.18/0217a That Council come out from behind closed doors at 6.28pm.

Carried 8/0

It is noted no members of the gallery returned to the Meeting.

Closure

The President closed the Meeting at 6.28pm

List of Attachments

Attachment	Item No.	Details
1	C.04/0217	Unconfirmed Minutes of the AGM of Electors - 2 February 2017
2	C.06/0217	Proposed Memorial Seat
3	C.07/0217	Design of Proposed Plaque
4	C.07/0217	Photo showing where the original plaque was on the Cenotaph
5	C.08/0217	January 2017 Financial Activity Statements
6	C.08/0217	List of Accounts Paid in January 2017

7	C.09/0217	Bushfire Attack Level Assessment Report
8	C.09/0217	Proposed Plans/Correspondence
9	C.10/0217	Public Submission
10	C.10/0217	Location Plan
11	C.12/0217	Standing Committee Minutes – 9 February 2017
12	C.17/0217	Minutes CEO Performance Review Committee Meeting held on 7 February 2017
13	C.17/0217	Report Prepared by Consultant in Consultation with CEO Performance Review Committee

Minutes checked and authorised by T Clynch, CEO		24.2.17
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CERTIFICATION OF MINUTES

As Presiding Member, I certify that the Minutes of the Council Meeting held 23 February 2017 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on 15 December 2016.

..... 30 March 2016

unconfirmed minutes