



SHIRE OF WOODANILLING



ORDINARY MEETING
OF COUNCIL
Minutes
17 April 2018

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These Minutes of the meeting held 17 April 2018 are confirmed as a true and correct record of proceedings without amendment. Confirmed on 15 May 2018 by the Presiding Member, Cr HR Thomson.

.....
Cr HR Thomson Presiding Member

15-May-18

ORDINARY MEETING OF COUNCIL MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened 3.09pm

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

Cr Young declared an interest 10.1

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr HR Thomson	Shire President	Cr T Brown	
Cr T Young	Deputy Shire President	Cr M Trimming	
Cr D Douglas		Sean Fletcher	Acting CEO
Cr P Morrell		Sue Dowson	Deputy CEO
		Barry Taylor	Works Supervisor

Apologies:

Nil

Cr Thomson welcomed Sean Ditchburn, Steven Cordle and Dianne Fordham-Lamont from Southern Ag Care to the meeting

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Presentation was conducted by Dianne Fordham Lamont Co Chair Southern Agcare Inc. At the conclusion of the presentation Southern Agcare requested a financial commitment over the next 3 years from the Shire. Dianne also requested someone from Woodanilling to be on the Board.

Southern Agcare presentation available from Shire Office.

Dianne Fordham-Lamont left the meeting at 3.30pm

The Shire President asked if Mr Ditchburn wanted to speak to Council regarding item 10.1. Mr Ditchburn responded not as such but he did have a question as to whether their property had frontage in the southeast corner regarding Shenton Rd. The Shire President then asked for item 10.1 to be brought forward on the agenda.

RECOMMENDATION TO MOVE FORWARD ITEM 10.1

Moved Cr Young seconded Cr Young that item 10.1 be moved forward in the Agenda

CARRIED 6/0

See item 10.1 on page 6

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

ORDINARY MEETING OF COUNCIL MINUTES 20/03/2018

Moved Cr Douglas seconded Cr Young that the Minutes of the Ordinary Meeting of Council held 20/03/2018 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 6/0

8. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT

Cr Brown reported on the 4WDL meeting held in Darkan on March 2018:

- The presentation on internet connectivity by Leigh Ballard from Crisp Wireless;
- The Pyrolysis Project regarding the treatment of waste recyclables
- Successful completion of the Well Age Housing project:

9. REPORTS OF COMMITTEES/FOCUS GROUPS

9.1. BUSHFIRE ADVISORY COMMITTEE - APPOINTMENT OF OFFICE BEARERS FROM 01/07/2018

COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 5 ELECTION OF OFFICE BEARERS

Moved Cr Young seconded Cr Morrell that the Committee recommends to Council the following appointments effective from 1 July 2018

BUSH FIRE EXECUTIVES

CBFCO Dale Douglas

DCBFCO Jason Cronin

SFCO 1: Evan Hall

SFCO 2: vacant

FWO: Jason Cronin

DFWO: Evan Hall

BUSH FIRE CONTROL OFFICERS:

Beaufort Kenmare: Bindi Murray

Boyerine Westwood: Gilbert Watson

Central: Scott Hook

Cartmeticup: David Kerr

Glencoe: Jason Cronin

HARVEST BAN COMMITTEE:

CBFCO: Dale Douglas

DCBFCO Jason Cronin

SFCO 1: Evan Hall

SFCO 2: Vacant

Beaufort/Kenmare: Peter Morrell

Boyerine/Westwood: Gilbert Watson

Central: Ian Garstone

Cartmeticup: David Kerr & Kelvin Crosby

Glencoe: Jason Cronin & Phil Crossley

CLOVER BURNING

Clover Burning Officer Dale Douglas

Clover Burning Officer Belinda Knight

DOAC

Delegates to the DOAC CBFCO plus one FCO

SECRETARY

Secretary Shire

CARRIED 6/0

COUNCIL DECISION TO INCLUDE ITEM 4 FROM THE BFAC AGM MINUTES 27/03/2018

Moved Cr Douglas seconded Cr Morrell that item 4 from the BFAC AGM minutes be included into the meeting agenda.

CARRIED 6/0

9.2. BUSHFIRE ADVISORY COMMITTEE – AMALGAMATION OF BEAUFORT AND KENMARE BRIGADES

COMMITTEE RECOMMENDATION AND COUNCIL DECISION ITEM 4 AMALGAMATION OF BEAUFORT AND KENMARE BRIGADES

Moved Cr Young seconded Cr Morrell that Council approve that the Beaufort and Kenmare BFB amalgamate and the new brigade name will be “Beaufort Kenmare BFB”

CARRIED 6/0

9.3. BUSHFIRE ADVISORY COMMITTEE – BUSHFIRE GUIDELINES**OFFICERS COMMENT**

The Volunteer Bushfire Brigade Guidelines and Operational Procedures were presented to the BFAC meeting held on 27th March 2018.

The original document had been presented to Council and was found to be a very generic item and did not suit our Brigade's makeup.

Changes were made to the Guidelines after consultation with the CESM and Brigade Executives before presentation to the BFAC meeting on the 27th March 2018. Some minor changes were made during the meeting to finish off the document ready for submission to Council for adoption.

COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 6.9 BUSHFIRE GUIDELINES**DOCUMENTS**

Moved Cr Morrell seconded Cr Douglas that the Bushfire Guideline Draft Document as attached, be adopted by Council.

CARRIED 6/0



Volunteer Bush Fire Brigade Guidelines & Operational Procedures



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Introduction

The Bush Fire Guidelines and Operating Procedures provide guidance and information to Bush Fire Brigades with the document being endorsed by Local Government.

Review

The Bush Fire Guidelines are designed to be responsive to the functioning of Bush Fire Brigades and subject to an annual review at the conclusion of each fire season through the Bush Fires Advisory Committee with the reviewed document presented to the Bush Fire Advisory Committee at the commencement of each fire season.

Any proposed amendment to this document is subject to the approval of the Bush Fire Advisory Committee and the Shire of Woodanilling.

Contact Officer

Deputy CEO

PO Box 99

Woodanilling WA 6316

Amendment List

Number	Date	Details	By
1	Apr 2018	Initial Issue	CESM-DCEO

Authority

These procedures have been produced and issued under the authority of the Shire of Woodanilling in accordance with the *Bush Fires Act 1954*.

Shire President

Date

Belinda Knight
CEO

Date

1.0 Volunteer Bushfire Brigades

1.1 Bush Fire Brigades currently registered with the Shire of Woodanilling

The Shire of Woodanilling as the hazard management agency for Bushfire in the municipal area of Woodanilling and therefore supports and maintains six bushfire brigades. DFES contribute financially to the operational costs and provision of appliances through the Local Government Grants Scheme that administers the Emergency Services Levy.

The current Bush Fire Brigades are registered by the Shire of Woodanilling and their respective brigade profile:

Brigade	OMS	Profile
Beaufort River	6039	Farmer Response
Boyerine/Westwood	6081	Farmer Response
Cartmeticup	6130	Farmer Response
Glencoe	6254	Farmer Response
Kenmare	6337	Farmer Response
Central Brigade	6682	Rural Brigade
Shire of Woodanilling*	9139	Shire

**Shire of Woodanilling is a brigade profile for the sole purpose of recording appointed CBFCO, DCBFCO, FCO's and shire staff involved in brigade activities*

1.2 Objectives of Bush Fire Brigades

The Shire of Woodanilling Volunteer Bush Fire Brigades undertake the following objectives:

- Provide timely, quality and effective emergency service
- Minimise the impact of emergencies on the community
- Work with the community to increase bush fire awareness and fire prevention strategies
- To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade
- Ensure that operational equipment is serviceable and available for emergencies
- Provide a workplace that is safe and each individual is treated with respect in an environment that is free from discrimination and harassment
- Work cohesively with other emergency management agencies
- Report to Council through the Bush Fire Advisory Committee on any relevant matters

1.3 Values of Bush Fire Brigades

- Put the community first
- Act with honesty and integrity
- Work together in a committed team
- Strive to keep ourselves and others safe
- Respect the value and contribution of others
- Continually develop our skills to service the community

1.4 Bush Fire Management Structure

In consultation with the Bush Fire Brigades through the BFAC, the Shire of Woodanilling will appoint a CBFCO, DCBFCO, two Senior Fire Control Officers and a FCO in each of the Brigades.

Dual FCO's with neighbouring Local Governments may also be appointed.

The Community Emergency Services Manger's role is to support the Bush Fire Brigades and the volunteer members as well as maintaining effective communication with the CBFCO & DCBFCO and the Shire of Woodanilling.

2.0 The Operation of Bush Fire Brigades

2.1 Membership

2.1.1 *New Member*

A person wishing to become a member of a Bush Fire Brigade is to be provided with these guidelines and complete an application for membership form.

The completed form is to be forwarded to the Shire of Woodanilling which in turn will be provided to DFES to record the information on the Resource Management System database.

If an application for membership is refused by the Brigade, it must provide written advice as to the reason why, to the applicant and the Shire of Woodanilling within 28 days of the application being made.

2.1.2 *Conditions of Membership*

Minimum Training

Volunteer Bush Fire Brigade members are encouraged to complete the DFES "Volunteer Induction" and "Introduction to Firefighting".

Drivers Licences

All drivers of vehicles are required to hold a current Western Australian drivers licence for the class of vehicle that is being driven.

PPC

Members are encouraged to wear the appropriate Bush Fire Brigade PPC when attending the fire ground. The minimum dress standard firefighters should wear is a long sleeve cotton shirt, trousers and boots.

Legislative requirements

Members must comply with the requirements of Legislation.

The main legislation specifically pertinent to the role of a Bush Fire Brigade members includes:

- Fire and Emergency Services Authority Act 1998
- Bush Fires Act and Regulations 1954
- Occupational Health & Safety Act 1984
- Environmental Protection Act 1986
- Equal Opportunity Act 1984
- Road Traffic Act 1974

2.1.3 *Types of Membership*

Firefighter

Members at least 16 years of age who undertake normal Bushfire Brigade activities.

Auxiliary

Members who are not 'Fire Fighter' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade. This is a non-operational role

Cadet

Members that are between 12 and 15 years of age, that have their parent or guardian consent to participate in brigade activities and training.

2.1.4 Termination of Membership

Membership of a Volunteer Bush Fire Brigade terminates when:

- the member provides written notification of resignation to the brigade
- the member wilfully or negligently disregards the Bush Fires Act 1954, or the associated Regulations
- The member has received two official notifications of unacceptable conduct
- Has not been active in the brigade for a period of 2 years
- Dies

When a membership is terminated the member must return within 30 days all property belonging to the Bush Fire Brigade and/or the Shire of Woodanilling to the Shire of Woodanilling.

2.1.5 Rights of a Member

A brigade member shall not be dismissed from any brigade duty without the opportunity to defend the allegation. Any person may lodge a written objection to the CBFCO and/or CEO of the Shire of Woodanilling if they believe they have been unfairly treated to have the matter reconsidered.

2.1.6 Complaints and Grievances

Any member of a Bush Fire Brigade who is unhappy with the operation of a Bush Fire Brigade should raise their concerns with the Brigade Captain. If the member is still dissatisfied the member can raise their concerns in writing to the CBFCO and/or CEO of the Shire of Woodanilling.

2.2 Meetings of Bush Fire Brigades

Bush Fire Brigades are required to hold at least one meeting per year with all meetings being minuted by the Secretary of the Brigade. An invite to the CBFCO and the CESM should be made to attend Bush Fire Brigade meetings.

The Brigade Captain will chair the meeting and in his absence members present will elect a Chair for the meeting.

2.2.1 Annual General Meeting

Each Brigade should hold its Annual General Meeting prior to the BFAC AGM at which elections of Brigade Offices shall take place.

Each brigade shall elect a:

- Captain
- Fire Control Officer
- Lieutenants
- Secretary

Brigades shall advise the Shire of Woodanilling through the BFAC of any outcomes from the meeting.

2.2.2 Special Meeting

- The Brigade Captain may at any time convene a Special Meeting of the Brigade
- The Secretary of a brigade must convene a Special Meeting when a written request is made by four or more active members of the Brigade
- The names of those requesting the Special Meeting are to be recorded in the minutes

2.2.3 Notice of Meeting

A Notice of Meeting will be emailed, SMS or posted to members at least seven days prior to the meeting.

2.2.4 Quorum

A Quorum shall consist of at least four active brigade members.

2.2.5 Voting

Each brigade member present at the meeting shall be entitled to a vote. In the event of an equality of votes the Brigade Captain may exercise the deciding vote.

2.3 Office Bearers appointed to a Bush Fire Brigade

Office Bearers appointed to Bush Fire Brigades have specific responsibilities in respect to their position. It is therefore necessary that Office Bearers have the appropriate skills and attributes to fulfil their position.

It is recognised by the Shire of Woodanilling that it may not always be practicable for all office bearers to hold the qualifications that pertain to their position and in such case their appointment will be at the discretion of the CBFCO and they will be encouraged to obtain the relevant qualifications within a 12 month period of their appointment.

2.3.1 Chief Bushfire Control Officer (CBFCO)

The Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Brigades. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Woodanilling and to ensure the following tasks are achieved:

- Represent Council on the BFAC, DOAC and LEMC
- During wildfire incidents manage the fire resources of the Shire and Brigades and where necessary fulfil role as Incident Controller
- Promote the use of AIIMS structure
- Encourage Office bearers and Volunteer Firefighters to undertake training
- Demonstrate positive leadership and mentor DCBFCO, FCO's, Captains, Lieutenants, and Brigade members
- Develop Bush Fire Brigades to effectively manage and control Bushfires
- Advise the Shire of Woodanilling when Harvest and Vehicle movement Bans should be implemented

Qualifications of a Chief Bush Fire Control Officer

- Firefighting experience of 5 years
- DFES courses
 - Introduction to Bushfire Fire Fighting
 - Fire Control Officer
 - AIIMS

It is also desirable for a CBFCO to have training in "Intro to Fire Fighting", "Intro to Structural Fire Fighting", "Ground Controller" and "Sector Commander" in addition to the above

2.3.2 Deputy Chief Fire Control Officer (DCBFCO)

The role of DCBFCO is that of a leader, decision maker and planner that assists the CBFCO in managing the Bush Fire Brigades.

Duties & Responsibilities of the Deputy Chief Bush Fire Control Officer

- To deputise for the CBFCO in their absence
- Provide advice to the CBFCO and the Shire of Woodanilling when Harvest and Vehicle movement bans should be implemented

Qualifications of a Deputy Chief Fire Control Officer

- Firefighting experience of 5 years
- DFES courses
 - Introduction to Bushfire Fire Fighting
 - Fire Control Officer
 - AIIMS

It is also desirable for a DCBFCO to have training in “Intro to Fire Fighting”, “Intro to Structural Fire Fighting”, “Ground Controller” and “Sector Commander” in addition to the above

2.3.3 Senior Fire Control Officer (SFCO)

The Senior Fire Officer role is the same as a Fire Control Officer with the added task to support the CBFCO and DCBFCO in the management of Bush Fire Brigade activities.

To deputise for the CBFCO and DCBFCO in their absence.

Qualifications of a Senior Fire Control Officer

- Firefighting experience of 5 years
- DFES courses
 - Introduction to Bushfire Fire Fighting
 - Fire Control Officer

It is also desirable for a SFCO to have training in “Intro to Fire Fighting”, “Intro to Structural Fire Fighting”, “Sector Commander” and “Ground Controller” in addition to the above

2.3.4 Fire Control Officer (FCO) & Dual FCO

A Fire Control Officer is a delegated representative of the Local Government for the administration of the provisions of the Bush Fires Act 1954. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community.

A Fire Control Officer may jointly hold the position of Brigade Captain.

The appointment of Dual Fire Control Officers also provides legal coverage for an FCO in control of a fire that crosses a Shire boundary. In the event that a fire crosses a shire boundary the Dual FCO may remain in control of the fire or transfer the control of the fire to a FCO of the respective shire.

Duties & Responsibilities of a Fire Control Officer

- Prevention of Bushfires
- Protecting Life and Property in the event of Bushfire
- Issue permits to burn in accordance with the Bush Fires Act
- Perform duties prescribed by the Bush Fires Act and authorised by Local Government
- To take control of firefighting operations at a wildfire

Qualifications of a Fire Control Officer

- Firefighting experience of 5 years
 - DFES courses
 - Introduction to Bushfire Fire Fighting
 - Fire Control Officer (Must complete within 12 months of appointment)
- It is also desirable for a Fire Control Officer to hold “AIIMS”, “Ground Controller” and “Intro to Firefighting” in addition to the above

2.3.5 Fire Weather Officer (FWO)

Fire Weather Officers can allow burning to proceed on days that are deemed to have a Very High or above Fire Danger Index has been forecast by the Bureau of Meteorology. Local Government can appoint Fire Weather Officers in order to maximise burning opportunities in light of the prevailing local conditions. Fire Weather Officers cannot issue permits to burn but they may validate permits already issued.

Duties & Responsibilities of a Fire Control Officer

- Monitor weather and Fire Danger Index

- Provide input to declaration of Harvest and vehicle movement bans

2.3.6 Captain

The captain of the Bush Fire Brigade shall be responsible for the leadership and management of the Brigade.

Duties & Responsibilities

- Demonstrate positive leadership and mentor Lieutenants and Brigade members
- Command, control and confidently manage firefighting activities
- Conduct brigade briefings
- Management and maintenance of Brigade property and equipment
- Report any injuries or damage to property that occur as soon as possible to the Shire of Woodanilling
- Conduct Brigade meetings
- Represents the Brigade on the BFAC

Qualifications

- Firefighting experience of 5 years
- DFES courses
 - Introduction to Bushfire Fire Fighting
 - Fire Control Officer (Must complete within 12 months of appointment)It is also desirable for a Captain to hold “AIIIMS”, “Ground Controller” and “Intro to Firefighting” in addition to the above

2.3.7 Lieutenant

The Lieutenant of the Bush Fire Brigade shall be responsible for the operational management of volunteer firefighters of the Brigade. The role is required to provide operational and administrative support to the Captain in managing the brigade.

In the absence of the Captain the Lieutenant assumes all responsibilities of that position

Duties & Responsibilities

- Provide support to the Captain in the management of the Brigade
- Demonstrate positive leadership and mentor Brigade members
- In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act (Part IVs44(1))
- Command and manage bush firefighting volunteers
- Conduct Brigade briefings
- Encourage volunteer members to undertake training activities

Qualifications

- Firefighting experience of 4 years
- DFES courses
 - Introduction to Bushfire Fire Fighting

2.3.8 Secretary

The Secretary role for BFAC and Executive committee meetings in the Shire of Woodanilling will be undertaken by the CESM or Shire of Woodanilling. The Secretary role for Brigade meetings will be undertaken by the Brigade Secretary.

Duties & Responsibilities

- Ensure members receive notification of meetings
- Prepare an Agenda and record the Minutes of Meetings and that these documents are circulated to members and the CBFCO as well as the Shire of Woodanilling

- Document and record all Brigade correspondence
- Annually review Brigade membership and report changes to the CBFCO as well as the Shire of Woodanilling

3.0 Committees

3.1 Shire of Woodanilling Bush Fire Executive Committee (BFEC)

The Shire of Woodanilling maintains a Bush Fire Executive committee comprising of the CBFCO, DCBFCO and SFO's to assist in the management of Bush Fire Brigades. Meetings of the Executive committee as held on an 'as needed' basis with matters referred to the Shire of Woodanilling as deemed necessary.

3.2 Shire of Woodanilling Bush Fire Advisory Committee (BFAC)

Council shall form and maintain a Bushfire Advisory Committee to discuss and provide recommendations on matters relating to bushfire prevention, control and extinguishment for the Shire of Woodanilling.

3.2.1 **Composition**

- The Chief Bushfire Control Officer
- The Deputy Chief Bushfire Control Officer
- Both Senior Fire Control Officers
- One Fire Control Officer nominated by each Brigade
- The Community Emergency Services Manager
- The Shire of Woodanilling Representative
- Council shall appoint a minute taker

3.2.2 **Observers and Advisors**

- All other brigade members are welcome to attend the meeting (on a non-voting/observer only basis.)
- Other Agencies involved in fire management may attend a meeting as observers/visitors without voting rights.
- Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson

3.2.3 **Function**

- To consider all matters raised by Bush Fire Brigades and make recommendations to the Shire of Woodanilling.
- To advise the Shire of Woodanilling on all matters relating to the operation of the Bushfires Act 1954.
- To advise the Shire of Woodanilling on the best and most efficient means of maximising fire control resources in the district.
- To endorse office bearers of Brigades and the CBFCO, DCBFCO, SFO and FWO

3.2.4 **3.2.4 Quorum**

A quorum shall consist of more than one half of the voting Committee.

3.2.5 **3.2.5 Voting**

At meetings of the Committee each member shall have one vote and in the case of draw, the Chairperson shall exercise a deciding vote. Observers, advisers and staff may not vote on any matter.

3.2.6 **Meetings**

Meetings of the BFAC will be held biannually prior to and post the Bush Fire Season generally around October and April respectively.

3.2.7 **Annual General Meeting**

The BFAC AGM will be held in conjunction to the post Fire Season BFAC meeting to allow for the Office Bearer positions to be endorsed and relevant updates to be considered.

3.2.8 Special Meetings

A special meeting of the BFAC will be held if requested by the CBFCO or DCBFCO.

3.2.9 Notification of BFAC Meeting

Will be made 14 days prior by email or post to the committee members.

3.2.10 Agendas and minutes for BFAC meetings

The Agenda for a BFAC meeting will provide for the CBFCO, CESM and each brigade to report on relevant matters to the committee.

Minutes will be circulated by the Shire of Woodanilling to all members of the committee.

3.3 District Operations Advisory Committee

The Chief Bush Fire Control Officer will represent the Shire of Woodanilling on the District Operations Advisory Committee and report back to the Bush Fires Advisory Committee and the Bushfire Brigades on any relevant matters.

3.4 Local Emergency Management Committee

The Chief Bush Fire Control Officer will represent the Shire of Woodanilling Bush Fire Brigade on the Local Emergency Management Committee and report back to the Bush Fires Advisory Committee and the Bush Fire Brigades on any relevant matters.

4.0 Training of Bush Fire Brigade Members

4.1 Training Officer

Councils Community Emergency Services Manager (CESM) is the Shires Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other organisations.

4.2 Training Expenses

All training expenses are covered by the Local Government Grant Scheme (LGGS) this included fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the CESM or nominated person prior to course date. Receipts are to be presented to CESM or nominated person within 7 working days of course completion.

5.0 Administration

5.1 Equal opportunity

The Shire of Woodanilling is committed to providing an environment that is free from all forms of discrimination and/or harassment.

The Shire of Woodanilling promotes an enjoyable, challenging, involving, harmonious work environment for all employees and volunteers.

5.2 Occupational Health, Safety and Environment

5.2.1 Responsible Officer

The Chief Executive Officer for the Shire of Woodanilling is the responsible officer for OHS&E matters, although every volunteer has the responsibility to contribute to safe work practices.

5.2.2 Expectations

- Near miss reporting
- Maintenance of appliances and equipment
- PPC & PPE

5.2.3 Insurance

The Shire of Woodanilling will maintain insurance that covers firefighters, appliances, equipment including private vehicles and equipment being used under the direction of an incident manager or Fire Control Officer.

5.3 Radios

DFES provide an allocation of WAERN radios to the Shire of Woodanilling in accordance with the Basis of Allocation policy. These radios remain the property of DFES with all maintenance relating to the WAERN radios the responsibility of DFES. If any faults are identified the fault should be reported to the CESM for action.

5.4 Procurement

The Shire of Woodanilling is funded through the Local Grants Scheme that administers the Emergency Services Levy for operational costs relating to Bush Fire Brigades.

The Shire of Woodanilling will be responsible for the maintenance of all Bush Fire Brigade appliances, equipment, facilities as well as operational costs relating to the brigades.

Any procurement by Brigades must be authorised by the CESM or Shire of Woodanilling prior to being organised.

5.5 Private Works

Brigades are not to undertake any private work or hazard reduction burns on private land without the consent of the Shire of Woodanilling. Any requests to brigades should be brought to the attention of the CESM for approval.

5.6 Hazard Reduction Burning

The Shire of Woodanilling or Brigade Fire Control Officers may identify Shire managed land that requires mitigation work. In some cases this may include a hazard reduction burn of the area identified. The Brigade FCO, Shire and CESM will consider on an individual basis any areas identified and if necessary prepare a prescription for the area to be burnt.

5.7 Code of Conduct

5.7.1 *Brigade members are to act in a professional manner at all times and are to show courtesy to members of the community and Local Government members and staff.*

5.7.2 *Alcohol and drugs are not to be consumed whilst on duty.*

Members must not operate DFES vehicles and Brigade equipment or be in attendance on the fire ground whilst under the influence of alcohol or drugs.

5.7.3 *Members are to respect personnel from other Emergency Organisations.*

5.8 Fire Incident Reports

All fire reports shall be forwarded to the CESM within seven days of the incident.

5.9 Brigade Vehicles and Equipment

5.9.1 *All Brigade vehicles and equipment will be serviced and maintained by the Local Government.*

5.9.2 *All Faults and Repairs are to be reported to the CESM or nominated person.*

5.9.3 *The Brigade is required to maintain all Brigade units and equipment in a clean and free of rubbish condition when not in use.*

5.9.4 *Vehicles and equipment are not to be used for any private or contract work.*

5.9.5 *Vehicle Log Books must be completed for each incident.*

5.9.6 Driving Guidelines

5.9.6.1 *Vehicles must have emergency and head lights on during travel to and at the incident.*

5.9.6.2 *Siren to be used when travelling to an incident.*

5.9.6.3 *All speed signs to be obeyed.*

5.9.6.4 *All Traffic signals and signs to be obeyed.*

5.9.6.5 *Normal driving and road conditions are to be used when returning to the station, attending training or exercises and general operations.*

5.9.7 Test Brigade Vehicles Automatic Vehicle Locator (AVL) on a regular basis.

5.10 Harvest and Vehicle Movement Bans

Harvest and Vehicle Movement Bans maybe implemented by the Appointed Officers in consultation with the Harvest Ban Committee when the GFDI reaches 28 on the McArthur Grassland Fire Danger Meter.

The Appointed Officers are the CBFCO, DCBFCO, SFCO 1 and SFCO 2.

5.11 Permits to Burn

Permits to Burn are to be issued by the local FCO for that Brigade area where possible. If the local FCO is uncontactable the Permit may be issued by the neighbouring FCO or the CBFCO, DCBFCO or SFCO.

5.12 Morning Radio Schedules

Morning Radio Schedules will take place at 7.00am from Monday to Saturday. No schedule on Sunday unless adverse weather conditions.

10. ACTING CHIEF EXECUTIVE OFFICER'S REPORT

10.1. REQUEST TO CLOSE UNCONSTRUCTED ROAD RESERVE

Proponent	Sean Ditchburn and Jessika Lynch
Owner	Sean Ditchburn and Jessika Lynch
Location/Address	Lot 158 Burt Road, Boyerine
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	17 April 2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	
Attachments	Nil

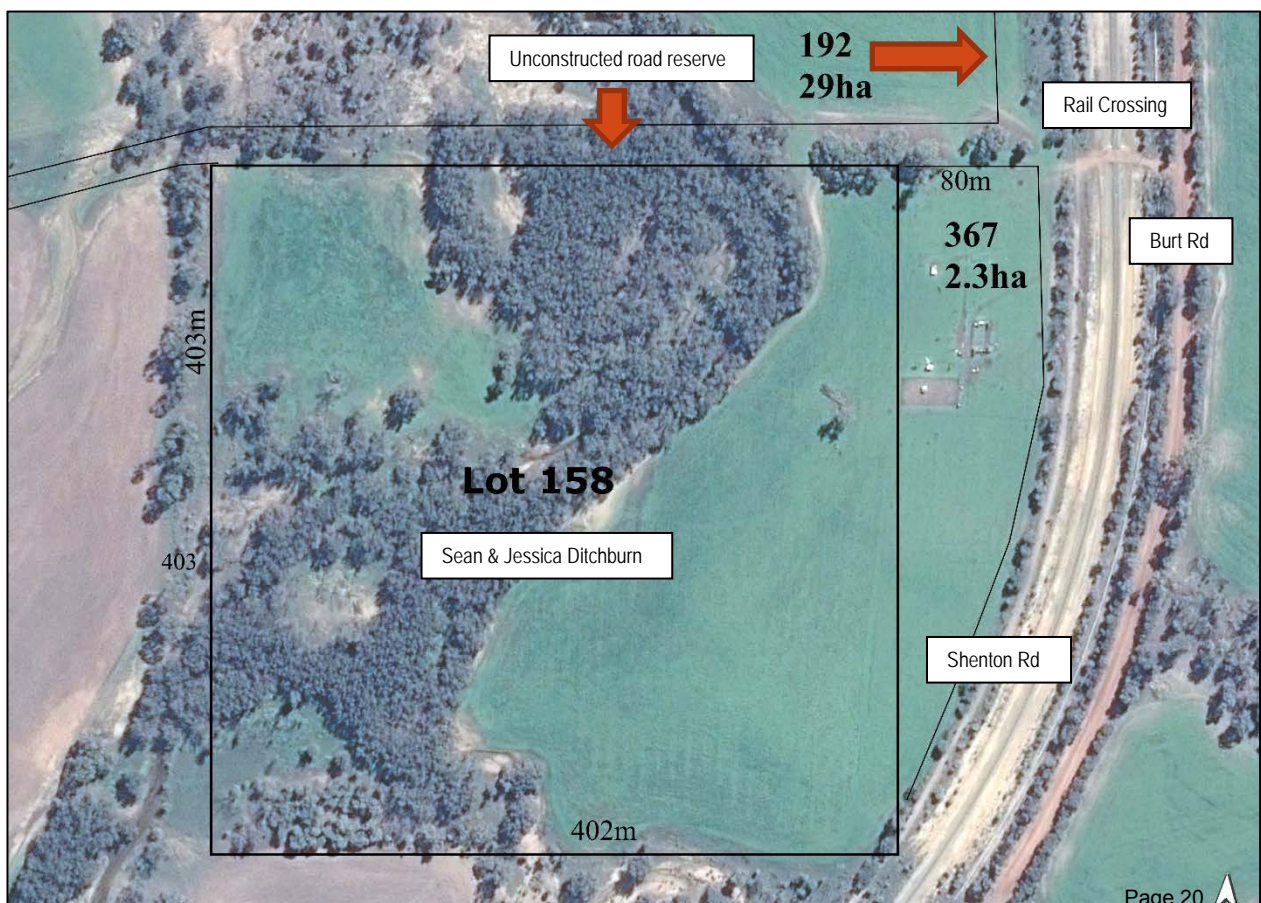
BRIEF SUMMARY

Sean Ditchburn and Jessika Lynch are seeking to purchase from the Crown (the State), the unconstructed road reserve on the northern boundary of Lot 158 Burt Road, Boyerine. The main reason for this is so that the Ditchburn's can have direct access to Shenton Road. As it currently stands, Lot 158 is landlocked as it does not have access to a constructed road. The banks will not lend money to a person seeking to purchase a block in this situation, thus making it a difficult proposition to sell this land in future.

Before the State will consider selling an unconstructed road reserve, the local government must approve to close the reserve and go through a public submission process. In this instance, the author has recommended that a limited road is constructed on the unconstructed road reserve rather than the Shire approving the disposition of the unconstructed road reserve.

BACKGROUND

Mr Ditchburn made a submission to the CEO by email back on 12 February 2018 regarding the purchase of the unconstructed road reserve from the State that runs along the northern boundary of Shenton Road to the end of Lot 158 on Deposited Plan 227520 – Boyerine (or as it is otherwise known – Lot 158 Burt Road). This is so that the Ditchburn's can have direct access to Shenton Road similar to Lots 192 and 367. Lot 192 is on the other side of the unconstructed road reserve and Lot 367 is to the east of Lot 158. The current configuration of the land use can be seen as follows:



The CEO advised Mr Ditchburn at the time that this matter would come to the March OCM. However, the Acting CEO ran out of time to review this matter.

The Acting CEO subsequently requested Mr Ditchburn to meet with himself and the Deputy CEO to review further the proposal to purchase the unconstructed road reserve. Both the author and the Deputy CEO met with Ms Lynch on 21 March 2018 to clarify the current owners' requirements regarding the need to purchase the unconstructed road reserve and requested that all information that was submitted to the Department of Lands was also made available to the Shire.

The current unconstructed road reserve is on Crown Land (i.e. land owned by the State). The Department of Lands has advised the Ditchburns that the current unconstructed road reserve can be sold to them by the State providing the Shire supports the application for purchase by the Ditchburns.

STATUTORY/LEGAL IMPLICATIONS

The *Land Administration Act 1997 (LAA)* and *Land Administration Regulations 1998*

Part 5 – deals with matters relating to public roads including the responsibilities of local governments.

Part 6 – contains provisions regarding the disposition (sale, leasing and licensing) of Crown land. In particular Section 58 of the LAA and Regulation 9 of the LAA Regulations 1998 handle the disposal of land after road closures and the involvement of local government in this process.

Process to Dispose of Public Road

The process for public road closure and disposal under the LAA is as follows:

1. Approach the local government to ascertain if it is willing to consider a road closure request. This is the focus of today's report.
2. The local government must then comply with section 58 of the LAA and regulation 9 of the *Land Administration Regulations 1998*, dealing with public advertising, objections and service agency responses, formally resolving to close the road and advising the department in writing.
3. Consideration by the department and determination of a purchase price.
4. Acceptance by the proponent and payment of purchase price and other costs associated with the proposal.
5. Completion of road closure and disposal actions, including the lodging of a Road Closure Order and Amalgamation Order for registration in Landgate.

Process to Create a Road

Section 56 of the LAA and Regulation 8 of the LAA Regulations 1998 sets out the process to create a road on an unconstructed road reserve including the steps set out in the regulations. This includes preparing a request to the Minister for Lands to make a road as follows:

1. Written confirmation that the Shire has resolved to make the request.
2. Copies of any submissions relating to the request that the Shire has received and the Shire's comments on those submissions.
3. Providing any other information the Shire considers appropriate.
4. Written confirmation that the Shire has complied with section 56(2) of the Act.

POLICY IMPLICATIONS

Policy 2 – Access to Properties

Where road reserves have been established and where the road/street has not been constructed or has not been constructed to a standard consistent with the functional class of the road; and the Council receives a request that the road is required to be constructed as part of a development of the land, the following provisions shall apply:

1. Where the dedicated road/street that is required to be constructed or upgraded, the Shire shall require the developer/landowner to enter into an agreement with the Shire, whereby the developer/landowner shall acknowledge responsibility for the full cost of such road construction or upgrading. The developer/landowner may elect to have the works undertaken by the Shire, or may use contractors to construct the road to the Shire's standards.

2. Subdivisional Roads/Streets - Where the dedicated road/street is to be constructed/drained/upgraded passes through land the subject of a subdivision, the Shire shall require the subdivider to pay the full costs of the work.
3. Where a Town Planning Scheme contains provisions that are inconsistent with the terms and conditions set out in this Policy, the provisions of the Town Planning Scheme shall prevail.

Extract from Shire of Woodanilling Town Planning Scheme No. 1 (Forms Part of Policy 2)

5.14 Development on Lots Abutting Unconstructed Roads or with no Gazetted Road Access

Notwithstanding anything else appearing in the Scheme, planning approval is required for development of land abutting an unconstructed road or a lot which does not have frontage to a constructed road. In considering such an application the Council shall either:

- I. refuse the application until the road has been constructed or access by means of a constructed road is provided as the case may be; or*
- II. grant the application subject to a condition requiring the applicant to pay a sum of money in or towards payment of the cost or estimated cost of construction of the road or part thereof and any other conditions it thinks fit to impose; or*
- III. require such other arrangements are made for permanent access as shall be to the satisfaction of the Council*

Footnote: Council has the right to reject an application under this policy if it considers the road/street unsuitable for the proposed use.

Note:

Policy 2 is currently under review by the CEO. The proposed changes include removal of the specific mention of unconstructed roads.

However the request from Mr Ditchburn and Ms Lynch is not a matter for consideration under this policy as the matter is not one of property development. What this policy does do though, in conjunction with the Town Planning Scheme is provide a possible set of parameters that the Council may consider in terms of closing a public unconstructed road so that it may then be disposed of. This could include such considerations as the payment of funds by the proponent and others towards the construction of a road, or require any such other arrangement that will make for permanent access to the road.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Theme 4

Roads & Transport

VISION

To maintain a quality road transport network which is safe and accessible to all users

OBJECTIVES

Road Maintenance – to maintain roads in accordance with Council’s adopted Road Asset Management Plan (Sept 2010)

Road Construction – to construct roads in accordance with Council’s adopted 5 Year Forward Capital Works Plan (Dec 2010)

To identify future transport needs

STRATEGIES

Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Road Asset Management Plan

The key issue regarding the above objectives is whether there is a future transport need regarding the unconstructed road reserve.

CONSULTATION/COMMUNICATION

- Sue Dowson, Deputy CEO and Barry Taylor, Principal Works Supervisor reviewed the nature of the property in question and matters of access regarding Lot 158 and discussed these further with the author.

- Sean Ditchburn and Jessika Lynch. In the meeting with Ms Lynch on 21 March, 2018 both the Acting CEO and the Deputy CEO were able to ascertain the need to request the purchase of the unallocated road reserve as follows:
 - Without a constructed road, a bank will not mortgage a property that is land locked i.e. a property that does not have access to a road. The Ditchburns were able to make other arrangements to secure finance to purchase Lot 158. However, should the Ditchburn's choose to sell Lot 158 in the future, another purchaser will be faced with the same problem regarding nor being able to secure finance to transact the purchase;
 - There is no fence-line or gate on this reserve at the moment and so people have accessed the Ditchburn property in the past.
- Note:**
The author needs to point out that the Department of Lands does not permit the establishment of fencing within or across road reserves. This includes gates and any other obstruction which restricts public access. The Department may in some circumstances lease the land subject to conditions;
- The rail crossing is dangerous. It currently has poor visibility coming out onto Burt Road and this should be addressed.
 - The Shire President regarding the history of unconstructed roads and unconstructed road reserves in the Shire.

COMMENT

Most roads and streets are dedicated by order of the Minister for Lands, or by approval of a plan or subdivision. A road consists of the "casement" between the external boundaries defining the limits of the road corridor. Roads are either public or private in nature.

Where a road has been dedicated for public use, such as the one that is the subject of this report (Lot 158 Burt Road), ownership of the land is with the State. If the road is subsequently closed, the subject land becomes unallocated Crown land and may be disposed of under the Land Administration Act.

It must be noted that public roads that are not a Main Road are under the care, control and management of the local government in which they are located. This is regardless of whether such a road is constructed or not.

The author did review whether an easement could be created regarding the unconstructed road reserve. However, an easement is not applicable in this situation as the unconstructed road reserve is established specifically for the purpose of allowing access should the Shire decide to create a road on it.

CURRENT ACCESS

Photograph A shows the current situation regarding access to Lot 158 Burt Road and Lot 192. There are a number of matters to note here:

- There is currently a track that leads into Lot 192. It would appear that the track has been created by constant vehicle use;
- The farmer's gate attributable to Lot 192 would appear, when closed, block access to the unconstructed road reserve;
- The sale of the unconstructed road reserve may cause an access problem for Lot 192;
- A constructed road, limited in scope, would probably provide good access for Lot 158, Lot 192 and Lot 367;
- The land is suitable for the construction of a suitable road for a short distance from Shenton Road up to the gate for Lot 158 Burt Road. This distance is approximately 150m. Clearing permits may be required in this instance.



Photograph A – Current Access

RAIL CROSSING



Photograph B – Entry onto Burt Road Looking Eastward

The above photo shows that the scrub to the left and right after the rail crossing does obscure the view out onto Burt Road. Some level of remedial work is required here.

OPTIONS

In this case, the unconstructed road in the reserve concerned is a public road. The matter for the Shire is whether the unconstructed road reserve can be resolved as follows:

Option One – No Change (The Unconstructed Reserve Remains As Is)

With this option the Shire is not faced with ongoing costs. However, it will continue to present a problem to the owners/residents of Lot 158 Burt Road regarding its value and saleability.

Option Two – Consent to the Disposal of the Reserve

With this option, the process is as per the disposal of a public road. The Shire will need to go through Step 2 outlined in the section on the process for public road closures. There is minimal cost regarding the public advertising involved, but the Council will need to formally deal with any submissions regarding this matter. The other issue is if such a disposal would cause an issue for the owner of Lot 192.

Option Three – Creates and Constructs a Road

The advantage of this option is that it closes out what has been an issue for landowners regarding Lot 158 Burt Road for quite some time. However, the disadvantages are that formal approval is required from the Minister for Lands for the creation of a road. It also means that there is one more road that is listed on the Shire's road inventory that must be maintained and will be subject to any clearing permits required.

This option will take at least nine months to come into effect.

CONCLUSION

The author's conclusion is that it would be reasonable to explore with the owner(s) the possibility of the creation of a road for a suitable distance that will allow access to Lot 158 Burt Road.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.1 REQUEST TO CLOSE UNCONSTRUCTED ROAD RESERVE

Moved Cr Douglas seconded Cr Morrell that the Council authorises the Chief Executive Officer to:

- 1) Explore further with Sean Ditchburn and Jessika Lynch (and adjacent land holders) the possibility of creating a road that is of a limited scope on the uncontrolled road reserve. The scope includes:
 - A constructed road that is suitable for general vehicular use;
 - The constructed road terminating at a reasonable distance past the main entrance onto Lot 158 Burt Road.
- 2) Examine further the requirements regarding the construction of a road within the unconstructed road reserve including the process to create a road in accordance with Section 56(2) of the Land Development Act.
- 3) Report back to Council the outcomes of Points 1 and 2 for final consideration at the June 2018 Ordinary Meeting of Council.

CARRIED 6/0

Mr Ditchburn left the meeting at 3.40pm

11. OTHER OFFICER'S REPORTS

Nil

12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL COUNCILLORS**13.1. COUNCILLORS**

Nil

13.2. OFFICERS**13.2.1 REVIEW OF THE DRAFT ROAD ASSET MANAGEMENT PLAN**

Proponent	Transport Plant and Works Committee
Owner	
Location/Address	
Author of Report	Sean Fletcher Acting CEO
Date of Meeting	17/04/18
Previous Reports	20/03/18 (Council) ;7/03/18 (TPW Meeting)
Disclosure of any Interest	Nil
File Reference	12.2.1
Attachments	Draft 2018 Plan (Under Separate Cover)

BRIEF SUMMARY

Council is requested to reconsider the matter regarding the conducting of a workshop by the Transport Plant and Works Committee to review the draft Road Asset Management Plan 2018.

BACKGROUND**Transport Plant and Works (TPW) Committee Meeting 7 March 2018**

At the TPW meeting on 7 March 2018, the Committee was advised as follows:

Council adopted the original Road Asset Management Plan in 2010, and it is long overdue for review.

The attached report will be the guiding factor for the Works Supervisor when it comes to maintenance works including, grading, clearing, drainage and resheeting. This is the go-to document for all queries regarding road maintenance for staff, including justification of works done; it needs to be detailed and truly reflective of Council's aspirations for its road network.

The Committee is asked to review:

- Is the Classification Detail of Roads still appropriate;
- Is the Maintenance Standard still appropriate;
- Are the roads contained within each Priority correct – and make amendments where necessary;
- Are there any roads missing;
- Are the clearing specifications appropriate;
- Are there any other areas of DRF;

Council Meeting 20 March 2018

Accordingly, at the Council meeting on 20 March 2018, the following recommendation was put forward by the Transport Plants and Works Committee for consideration:

COMMITTEE RECOMMENDATION – ITEM 5.2 ROAD ASSET MANAGEMENT PLAN 2018

Moved Cr Douglas seconded Cr Brown that the Transport Plant and Works Committee recommend to Council that:

- 1) The Committee conducts a workshop by the end of March 2018 to complete the review of the draft Road Asset Management Plan 2018.
- 2) Presents the outcomes of the workshop in Point 1 to the Transport, Plant and Works Committee:
 - a) So that the draft Road Asset Management Plan 2018 can be finalised; and
 - b) The committee's recommendation regarding the adoption of the finalised draft Road Asset Management Plan is taken to the April 2018 Ordinary Council Meeting for consideration

CARRIED 5/0

Although the above recommendation was moved by Cr Brown, the pending resolution lapsed for failing to achieve a seconder.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 5.56 – Planning for the Future. The Shire is required to have appropriate plans in place that allow for appropriate planning for the future of the district (Shire of Woodanilling).

Local Government (Administration) Regulations 1996

Division 3 – Planning for the Future. Regulation 19DA (3)(c). A corporate business plan for a district is to develop and integrate matters relating to resources, including asset management...

Departmental Guidelines

POLICY IMPLICATIONS

The Plan forms the Policy. This will then cross reference with the Shire's asset management plan, once this is in place.

FINANCIAL IMPLICATIONS

Not known at this stage. However, this is reflected in the Shire's Asset Management Plan and Long Term Financial Management Plan which are currently under review by the CEO.

STRATEGIC IMPLICATIONS**Theme 4 - Roads & Transport****STRATEGIES****VISION**

- To maintain a quality road transport network which is safe and accessible to all users

OBJECTIVES

- Road Maintenance – to maintain roads in accordance with Council's adopted Road Asset Management Plan (Sept 2010)
- Road Construction – to construct roads in accordance with Council's adopted 5 Year Forward Capital Works Plan (Dec 2010)
- To identify future transport needs

STRATEGIES

- Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Road Asset Management Plan

GOALS**Short Term**

- RT.1** Develop 10 year plan for all Priority 1 roads as per the Road Asset Management Plan

- RT.2** Rural intersection program: -Local Black Spot / Grey Spots
- RT.3** Develop 10 year Drainage Plan, including culverts, floodways, bridges and open drains
- RT.5** Review of Road Asset Management Plans, including road hierarchy

CONSULTATION/COMMUNICATION

The author has discussed this matter with both the Shire President and the CEO. The view is that the workshop is held as soon as practicable to finalise the draft plan.

OFFICER'S COMMENT

The Acting CEO did advise councilors in his weekly update on 23 March 2018 that in conjunction with the Shire President that he would try to initiate a workshop sometime in April 2018. However, with Easter and the subsequent closing of the office the week following Easter, it means the workshop has not happened as previously suggested.

To this end, the author seeks from Council, approval to undertake the workshop by the end of May 2018 with a finalised Road Asset Management Plan presented no later than the June 2018 Council Meeting.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 13.2 ROAD ASSET MANAGEMENT PLAN 2018

Moved Cr Douglas seconded Cr Morrell that Council requires the TPW Committee to:

- 1) Conduct a workshop by the end of May 2018 to complete the review of the draft Road Asset Management Plan 2018.
- 2) Present the outcome of the workshop in Point 1 to the Transport, Plant and Works Committee so that:
 - a) The draft Road Asset Management Plan 2018 can be finalised; and
 - b) The committee's recommendation regarding the adoption of the finalised draft Road Asset Management Plan is taken to the June 2018 Ordinary Council Meeting for consideration and adoption.

CARRIED 6/0

14. ITEMS LISTED FOR INFORMATION**14.1.ADOPTION OF INFORMATION REPORTS****RECOMMENDATION AND COUNCIL DECISION– INFORMATION REPORT 17/04/2018**

Moved Cr Young seconded Cr Douglas that Council endorses the information contained in the following information report.

CARRIED 6/0**14.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/03/2018 – 31/03/2018**

The March Monthly Financial report will be available at the May Council meeting.

14.3.MONTHLY RATES REPORTS – FOR THE PERIOD ENDING – 31/03/2018

OUTSTANDING RATES	31/03/2018
Description	Balance
Rates	\$ 25,885.21
Legal charges	\$ 2,040.08
Penalty charges	\$ 6,865.38
Other Charges	\$ -
Instalment admin Fee	\$ 50.31
Instalment interest	\$ 91.97
Fire breaks	\$ 1,784.00
ESL Penalty	\$ 622.18
Sub total	\$ 37,339.13
Rubbish removal	\$ 1,916.48
Sub total	\$ 1,916.48
ESL	\$ 2,887.17
Sub total	\$ 2,887.17
Rates paid in advance	-\$ 9,221.30
Sub total	-\$ 9,221.30
Grand total	\$ 32,921.48

SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER

Client #	Details	Amount
84	Wongi Advertising	\$60.00
90502	Staff payroll deduction in place	\$17.91
79	WANDRRA	\$30,022.70
86	Pound Fee	\$60.00
20384	Block Slashing as per firebreak notice	\$621.39
90498	Slashing & legal fees	\$2,342.15
9	Block Slashing as per firebreak notice	\$172.90
57	Planning Fee	\$939.68
805	Wongi Advertising	\$123.21
	Under and overs	\$1.97
	Total	\$34,361.91

TOTAL SUNDRY DEBTORS OUTSTANDING

30 Days and less	60 Days	90 days or greater	Total
\$162,200.67	\$56,361.60	\$34,361.91	\$252,924.18

14.4.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/03/2018 – 31/03/2018

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
EFT2745	02/03/18	PPCA			-\$ 87.72
	01/02/18		Public Performance License	\$ 87.72	
EFT2746	02/03/18	Dwanie Cooper			-\$ 170.00
	28/02/18		Payroll deductions	\$ 170.00	
EFT2747	02/03/18	BW Truck Parts			-\$ 209.46
	02/02/18		Filter	\$ 209.46	
EFT2748	02/03/18	CJD Equipment			-\$ 914.19
	19/02/18		Parts	\$ 590.16	
	19/02/18		Parts	\$ 324.03	
EFT2749	02/03/18	Synergy			-\$ 860.85
	20/02/18		Loc 149 Shenton Rd	\$ 406.75	
	19/02/18		Loc 2771 Fowlers Rd	\$ 87.70	
	13/02/18		Lot 219 Robinson Rd	\$ 366.40	
EFT2750	02/03/18	Staff Lotto			-\$ 65.00
	21/02/18		Payroll deductions	\$ 5.00	
	21/02/18		Payroll deductions	\$ 5.00	
	28/02/18		Payroll deductions	\$ 55.00	
EFT2751	02/03/18	Great Southern Waste Disposal			-\$ 2,444.40
	02/02/18		Rubbish removal	\$ 2,444.40	
EFT2752	02/03/18	Staff Christmas Club			-\$ 487.00
	21/02/18		Payroll deductions	\$ 20.00	
	28/02/18		Payroll deductions	\$ 467.00	
EFT2753	15/03/18	Dwanie Cooper			-\$ 340.00
	07/03/18		Payroll deductions	\$ 170.00	
	14/03/18		Payroll deductions	\$ 170.00	
EFT2754	15/03/18	BW Truck Parts			-\$ 26.74
	13/02/18		Bearing	\$ 26.74	
EFT2755	15/03/18	Lush Fire & Planning			-\$ 1,072.50
	02/03/18		Planning Services	\$ 1,072.50	
EFT2756	15/03/18	Shire of Narrogin			-\$ 585.00
	08/02/18		Building Surveyor	\$ 585.00	
EFT2757	15/03/18	Sandra Williamson			-\$ 1,625.00
	18/02/18		Cleaning contract	\$ 525.00	
	25/02/18		Cleaning contract	\$ 525.00	
	03/03/18		Cleaning contract	\$ 575.00	
EFT2758	15/03/18	Jila Riley			-\$ 550.00
	09/02/18		Clean gutters	\$ 550.00	
EFT2759	15/03/18	LO-GO Appointments			-\$ 464.07
	24/02/18		Health Consultant	\$ 464.07	
EFT2760	15/03/18	QFH Multiparts			-\$ 1,742.40
	05/02/18		Nozzle	\$ 82.50	
	07/02/18		Seed dressing	\$ 130.90	
	14/02/18		Glyphosate	\$ 121.00	
	27/02/18		Herbicides	\$ 583.00	
	22/02/18		Impellor firefighter	\$ 825.00	
EFT2761	15/03/18	Coalcliff Plant Hire & Civil Contracting			-\$ 112,297.68
	31/01/18		AGRN743 - Claim 1 - RTF545	\$112,297.68	
EFT2762	15/03/18	Steven Tweedie			-\$ 1,467.89
	22/02/18		Councillor Training	\$ 1,055.39	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	08/03/18		Review Delegation Register	\$ 412.50	
EFT2763	15/03/18	Staff Lotto			-\$ 130.00
	07/03/18		Payroll deductions	\$ 65.00	
	14/03/18		Payroll deductions	\$ 65.00	
EFT2764	15/03/18	GSFS			-\$ 11,604.87
	07/02/18		Bulk diesel	\$ 5,537.99	
	26/02/18		Bulk diesel	\$ 4,859.25	
	28/02/18		Fuel card purchases	\$ 1,207.63	
EFT2765	15/03/18	Lincolns			-\$ 4,950.00
	01/03/18		Interim Audit 2016-17	\$ 4,950.00	
EFT2766	15/03/18	BOC Gases Australia			-\$ 22.07
	26/02/18		Gases	\$ 22.07	
EFT2767	15/03/18	Perth McIntosh & Son			-\$ 3,830.90
	16/02/18		Hose	\$ 35.27	
	05/02/18		Tailshaft assembly	\$ 3,697.01	
	19/01/18		Fuel line	\$ 98.62	
EFT2768	15/03/18	Lotex Filter Cleaning Service			-\$ 394.93
	12/02/18		Filter cleaning	\$ 369.39	
	12/02/18		Filter cleaning	\$ 25.54	
EFT2769	15/03/18	Winc			-\$ 334.93
	20/02/18		Stationary	\$ 334.93	
EFT2770	15/03/18	PCS			-\$ 1,615.00
	27/02/18		Software support	\$ 255.00	
	01/08/17		Software support	\$ 1,105.00	
	08/03/18		Software support	\$ 255.00	
EFT2771	15/03/18	Graham's Small Motor Centre			-\$ 57.00
	20/02/18		Mower blades	\$ 20.00	
	27/02/18		Chainsaw chain	\$ 37.00	
EFT2772	15/03/18	DFES			-\$ 8,302.50
	21/02/18		ESL Contribution	\$ 8,302.50	
EFT2773	15/03/18	Hanson Construction Material			-\$ 18,512.74
	04/02/18		Aggregate	\$ 3,994.38	
	06/02/18		Aggregate	\$ 3,975.13	
	20/02/18		Aggregate	\$ 2,402.40	
	25/02/18		Aggregate	\$ 4,059.83	
	28/02/18		Aggregate	\$ 4,081.00	
EFT2774	15/03/18	Katanning McIntosh & Son			-\$ 37.52
	22/02/18		Threadlocker	\$ 37.52	
EFT2775	15/03/18	Albany Best Office Systems			-\$ 372.59
	26/02/18		Copier contract	\$ 342.59	
	08/03/18		Freight	\$ 30.00	
EFT2776	15/03/18	Staff Christmas Club			-\$ 974.00
	07/03/18		Payroll deductions	\$ 487.00	
	14/03/18		Payroll deductions	\$ 487.00	
EFT2777	15/03/18	Sandy Boxall Catering			-\$ 319.00
	22/02/18		Catering	\$ 319.00	
EFT2778	15/03/18	Ambrose Electrical Contracting			-\$ 321.00
	26/02/18		Testing & tagging	\$ 321.00	
EFT2779	15/03/18	T & S Freight			-\$ 759.30
	28/02/18		Freight	\$ 759.30	
EFT2780	15/03/18	T-Quip			-\$ 69.75
	16/01/18		Filters	\$ 69.75	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
EFT2781	15/03/18	Core Business Australia			-\$ 38,323.57
	28/02/18		Project Management Fees	\$ 38,323.57	
EFT2782	22/03/18	Bitutek			-\$ 129,426.22
	28/02/18		Resealing	\$129,426.22	
EFT2783	22/03/18	Dwanie Cooper			-\$ 170.00
	21/03/18		Payroll deductions	\$ 170.00	
EFT2784	22/03/18	Hudson Sewage Services			-\$ 272.25
	28/02/18		Biomax maintenance	\$ 272.25	
EFT2785	22/03/18	Di Candilo Steel City			-\$ 1,010.90
	21/02/18		Materials	\$ 1,010.90	
EFT2786	22/03/18	AECAA			-\$ 152.11
	23/02/18		Parts	\$ 152.11	
EFT2787	22/03/18	ABA Security & Electrical			-\$ 4,630.00
	28/02/18		Office security alarm	\$ 4,630.00	
EFT2788	22/03/18	Woodanilling Community Church			-\$ 324.50
	14/03/18		Refund of hire fee	\$ 324.50	
EFT2789	22/03/18	Synergy			-\$ 562.60
	06/03/18		Street lighting	\$ 562.60	
EFT2790	22/03/18	Woodanilling Store			-\$ 258.10
	28/02/18		Groceries & fuel	\$ 258.10	
EFT2791	22/03/18	Staff Lotto			-\$ 65.00
	21/03/18		Payroll deductions	\$ 65.00	
EFT2792	22/03/18	GSFS			-\$ 5,721.36
	19/02/18		Bulk diesel	\$ 5,721.36	
EFT2793	22/03/18	Cutting Edges Equipment Parts			-\$ 385.00
	09/06/17		Credit Note	-\$ 968.00	
	22/02/18		Grader blades	\$ 1,353.00	
EFT2794	22/03/18	Cut-N-Cote			-\$ 85.86
	12/02/18		Materials	\$ 10.71	
	20/02/18		Jerry cans	\$ 62.91	
	26/02/18		Bolt	\$ 12.24	
EFT2795	22/03/18	Beaurepaires Wagin			-\$ 1,897.77
	07/02/18		Battery	\$ 415.80	
	13/02/18		Tyres	\$ 1,416.26	
	28/02/18		Tyre repair	\$ 65.71	
EFT2796	22/03/18	JR & A Hersey			-\$ 1,054.46
	12/02/18		Toolbox	\$ 220.00	
	19/02/18		Tools	\$ 834.46	
EFT2797	22/03/18	Jason SignMakers			-\$ 2,069.98
	20/02/18		Sign	\$ 2,069.98	
EFT2798	22/03/18	David Gray & Co			-\$ 86.50
	06/02/18		Bifenthrin	\$ 86.50	
EFT2799	22/03/18	Great Southern Toyota			-\$ 104.50
	06/02/18		Parts	-\$ 20.64	
	06/02/18		Parts	\$ 67.39	
	06/02/18		Parts	\$ 57.75	
EFT2800	22/03/18	Echelon			-\$ 275.00
	01/02/18		Risk & Governance Day	\$ 275.00	
EFT2801	22/03/18	Staff Christmas Club			-\$ 487.00
	21/03/18		Payroll deductions	\$ 487.00	
EFT2802	22/03/18	RSPCA WA			-\$ 20.00
	28/02/18		Payroll deductions	\$ 5.00	
	07/03/18		Payroll deductions	\$ 5.00	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	14/03/18		Payroll deductions	\$ 5.00	
	21/03/18		Payroll deductions	\$ 5.00	
EFT2803	22/03/18	Widespread Contracting			-\$ 5,962.00
	10/03/18		Fire mitigation	\$ 5,962.00	
EFT2804	22/03/18	T-Quip			-\$ 131.20
	08/02/18		Parts	\$ 131.20	
EFT2805	22/03/18	Strategic Teams			-\$ 3,520.00
	12/03/18		Acting CEO	\$ 3,520.00	
EFT2806	22/03/18	Core Business Australia			-\$ 37,124.32
	31/01/18		Project management fees	\$ 37,124.32	
EFT2807	29/03/18	Dwainie Cooper			-\$ 340.00
	28/03/18		Payroll deductions	\$ 170.00	
	04/04/18		Payroll deductions	\$ 170.00	
EFT2808	29/03/18	Shire of Narrogin			-\$ 550.00
	02/03/18		Buidling Surveyor	\$ 550.00	
EFT2809	29/03/18	Sandra Williamson			-\$ 525.00
	18/03/18		Cleaning contract	\$ 525.00	
EFT2810	29/03/18	Courier Australia			-\$ 11.24
	23/03/18		Freight	\$ 11.24	
EFT2811	29/03/18	Staff Lotto			-\$ 125.00
	28/03/18		Payroll deductions	\$ 65.00	
	04/04/18		Payroll deductions	\$ 60.00	
EFT2812	29/03/18	Hitachi			-\$ 902.37
	06/11/17		Parts	-\$ 28.00	
	19/03/18		Parts	\$ 930.37	
EFT2813	29/03/18	Halanson Earthmoving			-\$ 66,544.50
	01/03/18		WANDRRA	\$ 66,544.50	
EFT2814	29/03/18	Albany Best Office Systems			-\$ 350.14
	27/03/18		Printing contract	\$ 350.14	
EFT2815	29/03/18	Great Southern Waste Disposal			-\$ 2,444.40
	06/03/18		Rubbish removal	\$ 2,444.40	
EFT2816	29/03/18	Staff Christmas Club			-\$ 934.00
	28/03/18		Payroll deductions	\$ 487.00	
	04/04/18		Payroll deductions	\$ 447.00	
EFT2817	29/03/18	Strategic Teams			-\$ 7,040.00
	19/03/18		Acting CEO	\$ 3,520.00	
	27/03/18		Acting CEO	\$ 3,520.00	
DD1891.1	01/03/18	Westnet			-\$ 4.99
	15/02/18		Monthly Hosting	\$ 4.99	
DD1892.1	08/03/18	Katanning Water Corporation			-\$ 662.94
	15/02/18		Administration Building	\$ 320.39	
	15/02/18		118 Cardigan St	\$ 14.35	
	15/02/18		Sports oval	\$ 301.90	
	15/02/18		Centenary Park	\$ 26.30	
DD1892.2	06/03/18	Katanning Water Corporation			-\$ 1,426.54
	15/02/18		2/3 Cardigan St	\$ 40.47	
	15/02/18		3/3 Cardigan St	\$ 40.47	
	15/02/18		4/3 Cardigan St	\$ 40.47	
	15/02/18		Salmon Gum Place	\$ 329.48	
	15/02/18		2/8 Cardigan St	\$ 93.76	
	15/02/18		1/8 Cardigan St	\$ 54.06	
	15/02/18		3/8 Cardigan St	\$ 76.95	
	15/02/18		3340 Robinson Rd	\$ 294.27	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	15/02/18		3347 Robinson Rd	\$ 158.14	
	15/02/18		3327 Robinson Rd	\$ 182.23	
	15/02/18		13 Cardigan St	\$ 75.77	
	15/02/18		1/3 Cardigan St	\$ 40.47	
DD1892.4	13/03/18	Katanning Water Corporation			-\$ 8,817.66
	20/02/18		Standpipe GS Hwy	\$ 3,691.53	
	20/02/18		Standpipe Burt Rd	\$ 5,126.13	
DD1903.1	07/03/18	WA Super			-\$ 1,245.42
	07/03/18		Super contrib.	\$ 949.89	
	07/03/18		Payroll deductions	\$ 42.60	
	07/03/18		Payroll deductions	\$ 178.70	
	07/03/18		Payroll deductions	\$ 24.23	
	07/03/18		Payroll deductions	\$ 50.00	
DD1903.2	07/03/18	MLC Nominees			-\$ 49.45
	07/03/18		Payroll deductions	\$ 21.50	
	07/03/18		Super contrib.	\$ 27.95	
DD1903.3	07/03/18	Colonial First State			-\$ 199.50
	07/03/18		Payroll deductions	\$ 47.50	
	07/03/18		Super contrib.	\$ 152.00	
DD1903.4	07/03/18	Australian Superannuation			-\$ 552.37
	07/03/18		Payroll deductions	\$ 69.67	
	07/03/18		Payroll deductions	\$ 10.00	
	07/03/18		Super contrib.	\$ 472.70	
DD1903.5	07/03/18	CBUS Superannuation			-\$ 87.47
	07/03/18		Super contrib.	\$ 87.47	
DD1903.6	07/03/18	Hesta			-\$ 481.82
	07/03/18		Payroll deductions	\$ 68.40	
	07/03/18		Payroll deductions	\$ 46.32	
	07/03/18		Super contrib.	\$ 367.10	
DD1903.7	07/03/18	MLC Navigator Retirement Plan			-\$ 170.97
	07/03/18		Payroll deductions	\$ 69.65	
	07/03/18		Super contrib.	\$ 101.32	
DD1903.8	07/03/18	Colonial Select Personnel Super			-\$ 64.85
	07/03/18		Super contrib.	\$ 64.85	
DD1908.1	14/03/18	WA Super			-\$ 1,240.74
	14/03/18		Super contrib.	\$ 945.21	
	14/03/18		Payroll deductions	\$ 42.60	
	14/03/18		Payroll deductions	\$ 178.70	
	14/03/18		Payroll deductions	\$ 24.23	
	14/03/18		Payroll deductions	\$ 50.00	
DD1908.2	14/03/18	MLC Nominees			-\$ 131.16
	14/03/18		Payroll deductions	\$ 21.50	
	14/03/18		Super contrib.	\$ 109.66	
DD1908.3	14/03/18	Colonial First State			-\$ 199.50
	14/03/18		Payroll deductions	\$ 47.50	
	14/03/18		Super contrib.	\$ 152.00	
DD1908.4	14/03/18	Australian Superannuation			-\$ 662.86
	14/03/18		Payroll deductions	\$ 69.67	
	14/03/18		Payroll deductions	\$ 10.00	
	14/03/18		Super contrib.	\$ 583.19	
DD1908.5	14/03/18	CBUS Superannuation			-\$ 87.47
	14/03/18		Super contrib.	\$ 87.47	
DD1908.6	14/03/18	Hesta			-\$ 481.82

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	14/03/18		Payroll deductions	\$ 68.40	
	14/03/18		Payroll deductions	\$ 46.32	
	14/03/18		Super contrib.	\$ 367.10	
DD1908.7	14/03/18	MLC Navigator Retirement Plan			-\$ 217.59
	14/03/18		Payroll deductions	\$ 88.65	
	14/03/18		Super contrib.	\$ 128.94	
DD1908.8	14/03/18	Colonial Select Personnel Super			-\$ 91.27
	14/03/18		Super contrib.	\$ 91.27	
DD1915.1	21/03/18	WA Super			-\$ 1,246.98
	21/03/18		Super contrib.	\$ 951.45	
	21/03/18		Payroll deductions	\$ 42.60	
	21/03/18		Payroll deductions	\$ 178.70	
	21/03/18		Payroll deductions	\$ 24.23	
	21/03/18		Payroll deductions	\$ 50.00	
DD1915.2	21/03/18	MLC Nominees			-\$ 94.12
	21/03/18		Payroll deductions	\$ 22.41	
	21/03/18		Super contrib.	\$ 71.71	
DD1915.3	21/03/18	Colonial First State			-\$ 199.50
	21/03/18		Payroll deductions	\$ 47.50	
	21/03/18		Super contrib.	\$ 152.00	
DD1915.4	21/03/18	Australian Superannuation			-\$ 666.46
	21/03/18		Payroll deductions	\$ 69.67	
	21/03/18		Payroll deductions	\$ 10.00	
	21/03/18		Super contrib.	\$ 586.79	
DD1915.5	21/03/18	CBUS Superannuation			-\$ 87.47
	21/03/18		Super contrib.	\$ 87.47	
DD1915.6	21/03/18	Hesta			-\$ 481.82
	21/03/18		Payroll deductions	\$ 68.40	
	21/03/18		Payroll deductions	\$ 46.32	
	21/03/18		Super contrib.	\$ 367.10	
DD1915.7	21/03/18	MLC Navigator Retirement Plan			-\$ 217.59
	21/03/18		Payroll deductions	\$ 88.65	
	21/03/18		Super contrib.	\$ 128.94	
DD1915.8	21/03/18	Colonial Select Personnel Super			-\$ 91.27
	21/03/18		Super contrib.	\$ 91.27	
DD1923.1	28/03/18	WA Super			-\$ 1,240.74
	28/03/18		Super contrib.	\$ 945.21	
	28/03/18		Payroll deductions	\$ 42.60	
	28/03/18		Payroll deductions	\$ 178.70	
	28/03/18		Payroll deductions	\$ 24.23	
	28/03/18		Payroll deductions	\$ 50.00	
DD1923.2	28/03/18	MLC Nominees			-\$ 129.74
	28/03/18		Payroll deductions	\$ 30.89	
	28/03/18		Super contrib.	\$ 98.85	
DD1923.3	28/03/18	Colonial First State			-\$ 199.50
	28/03/18		Payroll deductions	\$ 47.50	
	28/03/18		Super contrib.	\$ 152.00	
DD1923.4	28/03/18	Australian Superannuation			-\$ 620.82
	28/03/18		Payroll deductions	\$ 69.67	
	28/03/18		Payroll deductions	\$ 10.00	
	28/03/18		Super contrib.	\$ 541.15	
DD1923.5	28/03/18	CBUS Superannuation			-\$ 87.47
	28/03/18		Super contrib.	\$ 87.47	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
DD1923.6	28/03/18	Hesta			-\$ 481.82
	28/03/18		Payroll deductions	\$ 68.40	
	28/03/18		Payroll deductions	\$ 46.32	
	28/03/18		Super contrib.	\$ 367.10	
DD1923.7	28/03/18	MLC Navigator Retirement Plan			-\$ 221.48
	28/03/18		Payroll deductions	\$ 90.23	
	28/03/18		Super contrib.	\$ 131.25	
DD1923.8	28/03/18	Colonial Select Personnel Super			-\$ 91.27
	28/03/18		Super contrib.	\$ 91.27	
			Total		-\$ 514,939.29

14.5.WWLZ INFORMATION REPORT – FOR THE PERIOD 01/01/2018 – 06/04/2018**GLOSSARY**

<i>BBG</i>	- <i>Blackwood Basin Group</i>
<i>DoW</i>	- <i>Department of Water</i>
<i>NLP</i>	- <i>National Landcare Programme</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>SCNRM</i>	- <i>South Coast Natural Resource Management</i>
<i>RBG</i>	- <i>Recognised Biosecurity Group</i>

MANAGEMENT COMMITTEE MEETING

Last Meeting: 28 Feb 2018

Next Meeting: 11 April 2018

ZONE COMMITTEE

Last Meeting: 11 Nov 2017

Next Meeting: April 2018

LANDCARE COORDINATION FUNDING 2017 / 2018

- State NRM – Revitalising Reserves in Wagin - \$15,101
- State NRM – Restoring Mt Latham - \$10,600
- SCNRM – West Australia Rabbit Control & Awareness Project - \$11,187.58

STRATEGIC PLANNING

Shire policies and procedures to be incorporated into WWLZ running due to lack of existing structures.

CATCHMENT/COMMUNITY DEVELOPMENT**EVENTS**

- Mar 10/11 Wagin Woolorama
- Apr 4th Kojonup Pest Workshop
- 2 Proposed small landholder weed workshops Wagin/Woodanilling May/June
- 2 Proposed rabbit control events – 1 May/June – 1 Aug/Sept
- Proposed Wildflower walk Sept

CURRENT/ONGOING PROJECTS:**20 Million Trees – \$99,044 - Acquitting**

Finalising reporting – financial audit required.

DAFWA RBG FUNDING**Progress Report- RBG:**

- Released new K5 calisi virus at 4 properties across Wagin & Woodanilling. All sites using oats recorded success. The one site using carrots was not as successful.
- Increased radio profile, several interviews with various radio stations – largely regarding encroaching pig populations and event promotion
- Completed fox shoots in Wagin & Woodanilling in Feb & March. Wagin results: 97 foxes, 78 rabbits, 1 cat. Woody results: 124 foxes and 14 rabbits. Great support from sponsors throughout Narrogin, Wagin, Woodanilling and Katanning.
- Coordination of Kojonup pest management workshop & rabbit control workshop
- Project due for completion in June 2018.

STATE NRM – CAPABILITY GRANT – STRONGER LANDSCAPES FOR THE FUTURE IN WAGIN & WOODANILLING - \$120,000

- Woolorama stall funded – won best stall on ground for 2018. Involved DBCA, WA Naturalist Club local wildlife carer Mary Anderson.
- Wildflower walk being planned
- Finances to be contracted out to external source once approved from State NRM office, would allow for continuity for finances and will allow for experienced book keeper to try to find solutions to issues in WWLZ accounts.
- Data management systems being assessed
- May look to outsource mapping and archiving elements of project also - TBC

SUSTAINABLE FARMING IN THE SOUTH WEST ROUND 2 (MULCH) – TOTAL \$20,927 - ACQUITTING

- Project completed, currently finalising reports and finances. Delay in acquitting finances due to issues with allocation of project coordination.
- Results show that mulching has positive effect on EM38 readings and soil testing, however not enough time to show any changes in water quality. Straw and oat husk performed better than oil mallee chips.

SUSTAINABLE FARMING IN THE SOUTH WEST ROUND 2 (COMPOST) – TOTAL \$24,167 - ACQUITTING

- Project completed, currently finalising reports and finances. Delay in acquitting finances due to issues with financial reporting.
- Significant changes to soil structures where mulching was undertaken at 20T/ha and 30T/ha. Macroinvertebrates found in soil here previously was very saline. Site would have been better long term if grazing had not been required early into trial, allowing for longer time for perennials to establish.
- Landholder survey indicates cost of freight would be only reason this practice would be difficult to continue over farm.

SWCC – STRATEGIC ON GROUND WORKS - TOTAL \$175,000 – ONGOING

Bridal creeper treatments across Wagin & Woodanilling completed by late 2017. One remaining fencing site to be completed. Over achieved in hectares of revegetation completed within project. Weed control workshops still to be completed by June 30th. Last remaining project contributing significantly to NRM Officer wages - PROJECT COMPLETION IN JUNE 2018.

LOCAL ABORIGINAL CONSULTATION

No new activities

APPLICATION SUBMITTED

EOI to SWCC for 2018 release of federal funding – further fencing and revegetation, bridal creeper management for ongoing management sites for both Wagin & Woodanilling, potential trial activities

APPLICATIONS UNDERWAY

Consultation with UWA's Ed Barrett-Lennard (salinity expert & lecturer) on potential opportunities to work together for new federal Ag funding released at the end of 2018. New NRM federal policy is that without partnerships in applications, money will not be granted.

14.6.STATUS REPORT FROM PREVIOUS MEETINGS

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
16/08/2016 20/12/2016			Local Law - Woodanilling Cemetery (Reserve 356/1156)	<ol style="list-style-type: none"> 1. Review 2. Update if applicable 3. Repeal if deemed obsolete 	CEO dealing Repeal LL in due course.	
18/10/2016	10.1	4.1.39 IEM558	Integrated Planning – Infrastructure Assets	<p>That Council authorises the CEO to seek quotes for a full condition and data pick up survey of all Council Roads, and refers these to the November Council meeting.</p> <p><u>Previous Actions:</u> Agenda 21/03/2017 Deferred pending information session on 10/04/2017 Deferred until 2017/18 financial year Quotes sought 12/10/2017</p>	<p>CEO dealing</p> <p>CEO participating in NAMAF (National Asset Management Assessment Framework) – further report to be presented to Council as part of the Integrated Planning reviews.</p> <p>The Work Supervisor and Leading Hand have completed the Road Asset Condition Reporting training.</p>	IQU73
21/03/2017	10.2	12.1.3	Outcomes from road inspection	That Council directs the CEO to prepare a Draft 5 Year Road Program – 2018/19 – 2023/24 for adoption by Council no later than the May Council meeting.	<p>Draft provided 04/07/2017 – reviewed by TPW July 2017.</p> <p>Will be presented to Council as part of the Integrated Planning reviews.</p>	GP112
21/03/2017			Prepare road program from 2019/20 –	Using notes from this meeting, Asset Management Plan & Long Term Financial Plan data	<p>Draft Program received – to be finalised by TPW Committee</p> <p>Will be presented to Council as part of the Integrated Planning reviews.</p>	
20/03/2018	9.2 (5.2)	12.2.1	Road Asset Management Plan 2018	<p>Moved Cr Brown Secunder nil:</p> <ol style="list-style-type: none"> 1) The Committee conducts a workshop by the end of March 2018 to complete the review of the draft Road Asset Management Plan 2018. 2) Presents the outcomes of the workshop in Point 1 to the Transport, Plant and Works Committee: <ol style="list-style-type: none"> a) So that the draft Road Asset Management Plan 2018 can be finalised; and b) The committee's recommendation regarding the adoption of the finalised draft Road Asset Management Plan is taken to the April 2018 Ordinary Council Meeting for consideration. 		

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20/06/2017	10.7	12.1.7	Black Spot Application – Watson/Kojonolokan Road	Council refer this matter to the Transport Plant and Works Committee with a view to preparing a strategy for this intersection for the 2018/2019 financial year.	Refer to TPW Meeting Recommended action – clear trees from corner, gravel sheet. Matter considered at TPW meeting 7th March 2018, Recommendation to Council at todays meeting is to transfer remaining R2R Funds from Ashwell Rd to Kojonolokan Rd.	
15/08/2017	10.1	10.3.1	Town Planning Scheme No. 1 Review	<ul style="list-style-type: none"> That Council directs the CEO to liaise with the Department of Planning to clarify issues associated with the updating of the Scheme to include the Deemed Provisions; consolidating the Scheme and advertising; the Scheme review and likely requirements for the preparation of a Local Planning Strategy. That the Council directs the CEO to commence the Scheme review process in order to ensure that this is considered by Council prior to January 2018 and that further reports be presented in conjunction with (1) above. 	CEO dealing Advise TP Consultant of outcome	BA232 20/09/2017
21/11/2017	9.2	10.4.5	Woodanilling Townsite Enhancement Plan	That Council establish a Community Town Enhancement Group to undertake further planning for the following areas:- <ul style="list-style-type: none"> Railway gardens; Baptist Church and old Bakery site precinct' and Western side of the Town Hall. 	Pending internal staffing structure review and outcomes. Three community members to be invited as part of the group as well as Cr Young and Cr Trimming and the DCEO to form the group at the CD meeting held 1st March 2018.	
21/11/2017	9.3	12.2.4	Footpath Repairs	That Council undertakes all footpath repairs identified by the Works Supervisor in the 2017/2018 financial year.	WS dealing Effected areas identified ACEO to finalise with WS: <ul style="list-style-type: none"> Interim path constructed between Cardigan St and Burt Rd; Footbath at the oval along Yaribain St to be moved from the north to the south side of the street; Pine trees on Carlton St to be removed. 	
19/12/2017	10.1	14.5.1A	Volunteer Policy	Council: •Not adopt the attached Policy 99 – Volunteers; and	DCEO seeking advice from LGIS LGIS attending April meeting to advise	

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				•Instructs the CEO to obtain legal advice as to the need for such a Policy to protect the risk to the Shire and the CEO.	Council on this.	
19/12/2017	10.2	4.1.39A	Integrated Planning – Major Review	Council: <ol style="list-style-type: none"> 1) Endorses the attached Community Survey; 2) Instructs the CEO to distribute the survey via post and electronic means, and makes the survey available for the Australia Day Breakfast; and 3) Sets the closing date for submissions as 28/02/2018. 	Form created 20/12/2017 Online survey published 08/01/2018 Total of 25 survey responses received. 7 people participated at the Well-Aged Home units. Survey response at Australia Day was very low (2 responses). The Publican was able to obtain some feedback from his clientele, this was unquantifiable. The target is 42 responses. CEO to consider other engagement methods.	
19/12/2017	10.6	4.3.4	Financial Management Review – Confidential	Council: <ol style="list-style-type: none"> 1) Accepts the report from the CEO on the 2016 Financial Management Review; 2) Approaches Moore Stephens to undertake a desk-top review in the 2018/19 financial year. 	Email to Moore Stephens Estimate \$6,000 for desktop review or \$14,000 for full review. Note full review required in 2019.	EM894 23/01/2018
19/12/2017	13.1	11.1.9	Request to Lease Lots 151, 152 & 153 – Reserve 7730	Council: <ol style="list-style-type: none"> 1) Supports the request from Mr S Buxton to lease Reserve 7730 for the purposes of grazing stock; and 2) Requests the CEO to make application to the Department of Planning, Lands & Heritage for the ability to lease the said reserve. 	Letter to Dept Planning, Lands & Heritage No response as at 06/02/2018 S Buxton confirmed 11th April 2018 that he has not heard from the Dept of Planning.	CR1108 08/01/2018
19/12/2017	5.2		Gravel Reserve – River Road	Council that it directs the CEO to: <ol style="list-style-type: none"> 1) Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road; 2) Ensure that traffic counts are carried out to support the RSA; and 3) Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source. 	Pending	
20/02/2018	10.4	4.1.39	Integrated Planning & Reporting	Council instructs the CEO to develop a delegation to enable the CEO to engage the services of an Acting	ACEO commenced 6th March 2018 and will	

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				CEO to assist with Integrated Planning & Reporting (IPR) reviews, without the need to seek the Council's prior approval.	be in place until 20 th April 2018.	
20/02/2018	10.3	17.1.5A	Proposed Animals, Environment and Nuisance Amendment Local Law 2018	<p>Council, under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, and having considered the submission from the Department Local Government, Sport and Cultural Industries, resolves to make the Shire of Woodanilling Animals, Environment and Nuisance Amendment Local Law 2018 as attached:.</p> <ul style="list-style-type: none"> • Purpose: To resolve drafting errors within the Shire of Woodanilling Animals, Environment and Nuisance Local Law 2017. • Effect: To correct references within the Shire of Woodanilling Animals, Environment and Nuisance Local Law 2017. 	Final steps pending	LE16
20/02/2018	10.7	3.1.1	Discussion Paper - Differential Rates	Council instructs the CEO to apply, pursuant to S6.35(5) of the Local Government Act 1995, to the Minister to impose a separate minimum rate on Lots 32, 33, 34, 35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling; and Lots 2, 3 & 4 DP 227523 Albany Highway, on the basis that these properties are vacant land which do not have, nor are likely to have, a constructed road access, which in accordance with the Shire of Woodanilling Town Planning Scheme No. 1, prevents the development of the lots.	Pending	
20/02/2018	10.8	4.1.39A	Shire Review 2012 – Skills Audit – Confidential	<p>Council supports the following:</p> <p>1) As an interim solution:</p> <ul style="list-style-type: none"> • Trialling the use of the Woodanilling Pavilion for Council meetings, commencing with the March Meeting; • Setting up the Hall Kitchen as a Committee meeting room and staff lunch room; <p>To allow time to:</p> <p>Prepare a staged redevelopment of the Administration building (taking into consideration the success or otherwise of the points in (1) above to include:</p>	<p>Use of the Pavilion as a meeting venue underway.</p> <p>Matter was discussed at the March Council meeting trial to continue for now, broad options discussed included extensions to existing shire office and Town Hall and conversion of the Town Hall.</p> <p>A number of recommendations from the Skills Audit have been implemented regarding staff leadership, management, communication and development.</p>	PE60

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<ul style="list-style-type: none"> • A meeting room other than chambers; • A separate Staff room; and • Adequate working areas for staff. 3) Implementation of a Professional Development Plan for Councillors		
20/02/2018	11.1	12.4.4	RAV4 Network Assessment Results	Council refers this matter to the Transport Plant & Works Committee for consideration.	Matter went the TPW meeting on the 7 th March 2018 results of the Main Roads assessments where endorsed however further information is required regarding the reasons why certain conditions were applied to the suitable categories. Pending	
20/03/2018	9.1 (5.4)	12.4.4 HVS25	RAV 4 Network Assessment	Council: 1) Advise Council that it has reviewed the matter regarding Council Decision - Item 11.1 RAV4 Network Assessment Results (Page72 of the February Ordinary Council Meeting Minutes). 2) Recommends to Council that it adopts the outcomes of the RAV4 Road Assessments (resulting from the September 2016 submission by the Shire to upgrade 16 roads from RAV 2 to RAV 4) conducted; by Main Roads Western Australia as per the following attachment, recognising: a) That the following roads are suitable providing the conditions to enable approval in column four (of the RAV 4 Road Assessments) are made by the Shire or the applicant as the case required regarding: <ul style="list-style-type: none"> • Griffiths Rd; • Fiegerts Rd; • Monger Rd; • Baxter Road and • Cavanagh Rd b) That access may be permitted to the applicant under individual operator Restricted Local Access Permits, subject on the applicant as the case required regarding: <ul style="list-style-type: none"> • Clifden Road; c) Warburton Road (temporary access only)		

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				subject to the provision of a satisfactory Traffic Management Plan) d) Requests the CEO to seek clarification from Main Roads on the reasons why the non-compliance/restrictions were imposed on the suitable assessments (column four, Conditions to enable approval)		
20/02/2018	13.2	12.1.12	Hale Road – Diversion of Roads to Recovery Funds	Council defer any decision on this matter until the Transport Plant & Works Committee have had an opportunity to review Hale Road, Ashwell Road and Andrews Road, and provide a report to the March Council meeting.	CEO dealing The matter was considered at the TPW meeting 7 th March 2018. The TPW identified it would be effective to gravel between the two delineation points funds to come from the Road Maintenance Accounts if available. This matter is in todays agenda.	
20/03/2018	9.2 (5.3)	12.1.12 CS37, CS32, CS33, CS34	Hale road – Diversion of Roads to Recovery Funds	Council: 1) Advise Council that it has reviewed the matter regarding the reallocation of Roads to Recovery Funds from Ashwell Road to Hale Rd as per Council Decision - Item 13.2 Hale Rd - Diversion of Roads to Recovery Funds dated 20 Feb 2018 (Page 18 of the February Ordinary Council Meeting Minutes) 2) Recommends to Council that it: a) Authorises the CEO to allocate the balance of the 2017/18 Roads to Recovery Funds, approximately b) \$28,000 from Ashwell Rd to Kojonolokan Rd to address the impacts created through the recent additional carting on this road. This will include gravel re-sheeting and drainage improvements in accordance with the plan developed by the Works Supervisor. The accounts for both Ashwell Rd and Hale Rd will need to be adjusted accordingly; c) Gravel sheeting is conducted on Hale Rd between the two delineators located after the corner and before the Worthington's Driveway for a cost of \$8000 to be funded from the Road Maintenance Budget providing funds are available.		
20/03/2018	9.1	4.2.24	Adoption of Policy – CEO Performance	Council adopts the CEO Performance Review Policy as	Will be presented at the May meeting.	

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			Review	provided in the attachment.		
20/03/2018	9.1	4.2.24	Policy Manual Review – Policies to be Repealed	Council repeal Policies 11, 63, 83, 87, 90, 92, 93, 94, and 95.	Completed.	
20/03/2018	9.1 (6.1)	10.4.5	Woodanilling Community Town Enhancement Group Formation	<p>Council agree that the Community Development Committee:</p> <ul style="list-style-type: none"> Invites Mrs M Winstanley, Mr P Asplin and one resident from either Salmon Gums or Wattleville, to be part of the Town Enhancement Group; and Confirms that Cr Young, Cr Trimming and the DCEO also form part of the Town Enhancement Group. <p>Amendment:</p> <ul style="list-style-type: none"> Invites one resident from the Community to be part of the Town Enhancement Group <p>Community Development Committee:</p> <ul style="list-style-type: none"> Invites one resident from the Community to be part of the Town Enhancement Group; and Confirms that Cr Young, Cr Trimming and the DCEO also form part of the Town Enhancement Group. 	Meeting to be held in May.	
20/03/2018	9.1 (7.2)		Community's Future Needs	<p>Community Development Committee recommends to Council:</p> <ol style="list-style-type: none"> That a member from each of the local sporting and service clubs be invited to attend a Community Development Committee meeting twice a year to start a conversation and create a conduit with the youth of the town; That it holds a workshop on the future needs of the Woodanilling community in August 2018, inviting people from the community; and That the CEO be instructed to engage a suitable facilitator to run the forum. 	Pending August Meeting	
20/03/2018	9.1 (7.5)	10.4.5 EM921	Men's Shed Proposal Old Post Hole Borer	Council that the Town Enhancement Group be requested to consider this proposal as part of the Railway Gardens redevelopment.	For discussion at May Community Development Meeting	
20/03/2018	9.1 (7.6)	AM208	Railway Station Building	<p>Council agree to:</p> <ol style="list-style-type: none"> Agrees with the principle of moving the 	For discussion at May Community Development Meeting	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>railway station building to another suitable site in the town;</p> <p>2) Requests Town Enhancement Group to identify at least two potential sites; and</p> <p>3) Instructs the CEO to ascertain if ARC will agree to the possible relocation or possible usage of the building.</p>		
20/03/2018	9.2 (5.1)	12.1.7	Plant Replacement Program	<p>Council:</p> <p>1) Notes the adoption by council at its meeting on 19th December 2017 the timetable for the management of plant replacement for the Shire each year (Committee Recommendation - item 5.1 2017/18 Plant Replacement Program)</p> <p>2) Seeks from Council at the March 2018 Council Meeting 2018 a business case prepared by the CEO regarding the purchase of semi side-tippers for consideration once it has addressed the following questions:</p> <ul style="list-style-type: none"> • What are the specifications for the new truck/trailer combination; • How often will the new combination be changed over; • Is the lifecycle costing required as part of the trucks; • What is to happen with the remaining two trucks; • Is the loader capable of loading the new truck in an efficient and time effective manner; and • Does Council want a comparison with current fleet - eg loads per hour, turnaround time, loading time, and volumes of materials carted per day etc. 	The ACEO has had further discussions on this matter with the Shire President with a view to conduct a workshop regarding the Draft Road Maintenance Asset Management Program and for consideration of the business case during April 2018.	

The President thanked Acting CEO Sean Fletcher for his time spent in Woodanilling.

15. CLOSURE OF MEETING

Meeting closed 4.25pm