



AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
17TH AUGUST 2016

SHIRE OF THREE SPRINGS
PROGRAM FOR WEDNESDAY 17TH AUGUST 2016

12:00 - 12:30PM	WORKING LUNCH
12:30 - 1:30PM	COUNCIL FORUM WITH COMMUNITY EMERGENCY SERVICES MANAGER AND WORKS SUPERVISOR
1:30PM	COUNCIL MEETING COMMENCES
3:00PM	AFTERNOON TEA



**SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
17TH AUGUST 2016**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 17th August 2016, in the Council Chambers, Railway Road, Three Springs commencing at 1:30pm.

Sylvia Yandle
Chief Executive Officer

12th August 2016

THREE SPRINGS SHIRE COUNCIL

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SHIRE OF THREE SPRINGS

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 17th AUGUST 2016 COMMENCING AT 1.30 PM.

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- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4. PUBLIC QUESTION TIME**
- 5. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. CONFIRMATION OF PREVIOUS MEETING MINUTES**

6.1. Confirmation of Minutes of Ordinary Meeting held 20th July 2016

OFFICER RECOMMENDATION – ITEM 6.1

That the Minutes of the Ordinary Council Meeting held on the 20th of July 2016 be confirmed as a true and accurate record of proceedings.

- 7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

9. OFFICERS REPORTS

a) Community Emergency Services Manager August 2016

Issue	Activity	Officer	COMMENTS
Radio upgrade	Follow up on question regarding coverage issues	CESM	The radio system installation finished with all installs completed
LEMC	Working with K Shaw DCPFS regarding evacuation centre set up training	CESM	working on a date that will suite everyone currently looking at the last week in August
Meetings	Morawa VFS will soon be a VFES Touched base with all CBFCO	CESM	This should be completed within weeks
Training		CESM	Instructed on a manage injuries course held in Geraldton
Mitigation works	Answer questions & follow up regarding farmers questions Plantation inspection Willton wells plantation I now have a simple fire management plan that a farmer can use to assist in the management of blocks of bush that they may have on their farms	CESM	Currently working with Charles Darwin reserve this is ongoing and looking at Blues in the Bush Working with Kent Broad re Willton wells plantation, Auscarbon are looking at providing a 20Lper second stand pipe for use by our fire fighters. This is a simple form that will assist the farmer manage their bush blocks
Grants	Working with the members of Perenjori town brigade in regards to improvements to fire Shed Local Government Grants Scheme grants Funding was received for the Latham fire shed Volunteer grants Perenjori completed Three Springs Town completed Morawa SES completed	CESM	Funding has been granted and works (PJ shed) on the improvements to start soon. Currently waiting on site for the Three Springs Shed. Quotes are all in and as soon as site is confirmed decision on construction company can be made & building can start. SES grant for Morawa was granted and work has been completed
Vehicles	Three Springs 3.4U Looking at replacing second pump on the PJ 2.4 from petrol to Diesel pump has been delivered to the Shire workshops ready to be installed	CESM	Three Springs 3.4 Is ready The TRK (Training Resource Kit) is ready and final adjustment are being completed the vehicle will be delivered now looking at September. New 4.4B ready for delivery to Canna/Gutha this is booked in for the first of September

Complete fire reports	On going	CESM	Follow up where needed. Fires
BFB vehicle Radios	Complete ICT requests and co-ordinate contractors to complete repairs and change overs were needed	CESM	On going
Karara Mine		CESM	
Reviewed new Policies' and manuals	On going Reviewed PIR Esperance fire New Land bill 2016 New planning reforms regarding Bushfire Prone Planning New E-leaning system is up and running	CESM	A bill is currently going to parliament called the land use bill this will/may assist mitigation works DFES new E learning & training system is now up and running member need to register on the system
Completed tasks allocated to me by DFES DO (District Officer)		DO, AO, CESM	As per CESM B P

I have also had two weeks annual leave.

b) Works Supervisor Report August 2016 - Unavailable

Nil

c) Parks and Gardens Report August 2016 - Unavailable

Nil

d) Mechanic Report August 2016

PLANT MAINTENANCE & REPAIRS

P500509 12M Grader

Check unit
Grease

P500606 120M Grader

Clearance light on cab repaired and remounted

P500802 Loader

Change leaking aux steering sensor
Repair oil leak articulation area
Change lift hose
Replace bucket teeth
Remount fire ext
Reseal leaking windscreen

P50100 Mitsi tipper

Service
Repair passenger door lock
Replace driver's window regulator
Adjust park brake

P500306 Western star

Check and grease unit

P700101 Side tipping trailer

Finish Repair collapsed wheel bearing drivers side middle axle
4 x tyres replaced
Inspect and adjust brakes

P50091 Case Backhoe

Service
Replace battery
Repair and remount A/C compressor
Repair exhaust ext.

P501204 Multi tyre roller

Replace damaged wheel studs and nuts LH inside rear wheel
Adjust brakes
Replace radiator cap
Repair LH front indicator/park lights
Remount fire ext.

P7008 Float

Replace 7 pin trailer plug and drawbar wiring
Repair ramp battery wiring

P7002 Tipping, watercart trailer

Replace suction hose for water pump
Manufacture spray for pump

P50042 Fuso crew cab

Repair electrics for site fuel pump
Replace stop/tail globe

P50014 MWS car

Service
Finish connect driving lights

109320 CESM

Replace aux battery, extend wiring to suit
install in new battery box to suit

P50143 Case tractor

Replace damaged brake line, bleed brakes

P502006 Toro

Repair punctures front tyres
New front tyres obtained –yet to be fitted

P50022 Cat truck

Inspect and check wiring for remote charge of float batteries

P5013 Vibe roller

Repair vibe circuit

112420 Doctors car

Taken to dealer for safety recall -seatbelts

P000 Small Plant

Repair carburettor Honda push mower (pool)
Repair recoil start mech. same unit and service
Order new head Honda whipper snipper
Check/service chainsaws

Other

Attend restraint course
Change solenoid surge tank at pool
Read meters (airport, radio masts sewage farm)
Maintain tip
Traffic control –Eneabba Rd

e) **Community Development Officer August 2016**

GRANTS STATUS AUGUST 2016

GRANT	DATE	GRANT	CURRENT STATUS	ACTION CURRENT
1	09-12-2014	Shire Office and Chambers.	Approved \$312,000.	Famlonga completed works 10/4/15. Eaves paining 15/4/15. Lights replace 16/4/15. Internal ceilings to be assessed. Next is internal changes and quote rendering. Architect is doing specifications to allow tender process to start. To be reassessed.
3	30-11-2014	Work Places (Office furniture fit out).	Investigating.	Lotteries -. Will be pending concept plan and design for office internal upgrade.
4	30-11-2014	Community Child Care Centre.	EOI to be completed (underway)	Stage 1 acquitted. Concept plan first draft provided 14/7/2015. Currently putting together an EOI with Lotterywest for funding of \$200,000 or more for the centre. Working with Ausco and Fleetwood on plans.
6	15-12-2014	Arrino Community Garden.	Underway – extension until 31 September	Local Government and Communities application successful. Still waiting on settlement of Lot 52 Arrino pending Probate. Garden planting is complete, reticulation and signs needs to be installed.
7	25-11-2015	Volunteer Grant	Approved	Grant application for Defibrillator for Town Fire Brigade – paperwork signed off.
8	30/11/2015	Volunteer Grant	Items purchased, grant to be acquitted	New computer to replace existing computer at Visitors Centre – paperwork signed off.
9	01/07/2015	Midwest Development Commission	Acquittal has been sent to	Extension and variance requested to July 2016 from MWDC. Benches, pathwork to

			auditors	be finished.
10	10/03/2016	Melissa Price- Building Stronger Futures Grant	Successful \$6000	Grant successful for purchase of gazebos and chairs for community use, a shed and bench seating for the cemetery.
12	30/06/2016	Visitors Centre Grant via Tourism WA	Submitted	Application submitted for Wildflower Country Signs, and a new display cabinet in visitors centre.
13	13/07/2016	Healthway Sponsorship Grant – Lipstick Lunch	Unsuccessful	\$5000 sponsorship grant applied for to assist PACE with the Lipstick Luncheon in October 2016
14	13/07/2016	Thank a Volunteer Day Celebration Grant	Submitted	\$1000 grant to hold a Thank a Volunteer Day Lunch in February 2017
15	13/07/2016	WA Seniors Week	Submitted	\$960 grant submitted for funds for senior residents of Three Springs to travel to Geraldton to watch the Senior's Concert on Sunday 6 November.

9.1. HEALTH, BUILDING AND TOWN PLANNING

9.1.1. NIL

9.2. ADMINISTRATION

9.2.1 WESTERN DESERT RACERS – EVENT APPROVAL 23RD TO 26TH SEPTEMBER 2016

Agenda Reference: CEO 08/16-01
Location/Address: Shire of Three Springs Recreation Ground and Various Private Properties
Name of Applicant: Western Desert Racers
File Reference: ADM0209
Disclosure of Interest:
Date: 10th August 2016
Author: Sylvia Yandle CEO

Signature of Author: _____

SUMMARY

For Council to grant approval for the holding of the Western Desert Races in Three Springs between Friday 23rd September and Monday 26th September 2016.

ATTACHMENTS

9.2.1a Traffic Management Plan

BACKGROUND

This year will be the fourth year the event has been held in Three Springs over the September long weekend. There are some necessary approvals that Council need to make prior to the event proceeding.

The organising of the event is well advance and with the benefit of the last 3 years there is confidence that the event will run smoothly. The requirements of the Confederation of Australian Motor Sports (CAMS) Ltd processes have been followed throughout by the Western Desert Racers. CAMS have issued a permit number for the event and the Risk Management and Occupational Health and Safety Policies are in accordance with the CAMS requirements.

COMMENT

The event will take place predominantly on private property however there are some instances where Council roads and facilities will be used. There is a request for various in kind works from Council such as assisting with Road Closure signage, general cleaning and provision of bins as well as liaison with community groups as required..

The issue of camping has already been addressed through Council and steps will be in place to place an honour box at the Pavilion for collection of “camping” fees from the WDR entrants and their entourage.

Community Development Office has finalised catering arrangements and Liquor License process for the event.

CONSULTATION

Chief Executive Officer, Community Development Officer, Works Manager, Various Community Groups and Service Providers and Western Desert Racers Organisers.

POLICY IMPLICATIONS

As per specific requirements for the hire of Council facilities.

FINANCIAL IMPLICATIONS

The in kind expenditure that occurred in previous years has not been significant and consisted of moderate cleaning costs, assistance with road closures, some additional utility charges and works that Council did to assist with the track itself. While difficult to put an exact figure on, an estimate would be between \$1,000 and \$2,000.

A camping fee was introduced in 2014/15 via an honour system. The income from camping fees of \$571 along with hire fee of \$350 from Western Desert Racers offsets some of the costs to Council.

STRATEGIC IMPLICATIONS

Strategic Community Plan

3.1.8 Actively facilitate, support and participate in community events.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION – ITEM 9.2.1

That Council grant approval to the Western Desert Racers to conduct the Western Desert Racers 300 Car Race in Three Springs 23rd and 25th September 2016 per the following conditions and arrangements –

- 1. Council to provide reasonable in kind support as requested by Western Desert Racers. (Does not include waiver of \$350 commercial hire fee for the Sports Pavilion).**
- 2. That any damage of a significant nature to any Council road (does not include minor grading of roads after the event) or facility used as part of the event is to be made good by the event organisers not at Council's expense.**
- 3. That the event be conducted in accordance with Traffic Management Plan 15 developed for the event including applicable road closures, subject to plan being presented to Shire of Three Springs.**
- 4. That the Risk Register including Targeted Risk Assessments on Fire, Food, Spectator and Traffic for a CAMS sanctioned event are to be submitted to Shire of Three Springs.**

EVENTS TRAFFIC MANAGEMENT PLAN 15

Western Desert Racers 330 Off Road Race

Western Desert Racers

Jon Beer

Mobile: 0428 255 419

**This Traffic Management Plan is to allow for road closures and detours
so that the Western Desert Racers can safely carry out the Western
Desert Racers 330 Off Road Race.**

Water Street and West Yarra Rd, Three Springs

Date: 6.00 pm 23rd September 2016 to 7.00 pm 25th September 2016

Declaration

I, MICHAEL C FRANZINELLI (AWTM Cert No. 15-126-03) declare that I have designed this Traffic Management Plan following the information provided to me by JON BEER (Western Desert Racers) on the 25/07/16, who conducted a site visit. The Traffic Management Plan has been prepared in accordance with the Main Roads Traffic Management for Works on Roads Code of Practice and AS 1742.3-2009.

M. Franzinelli

Signature:

Date: 25/07/16

	Name / Company	Accreditation Details	Date	Signed
TMP designed by	M.C Franzinelli WA TRAFFIC PLANNING	KKTS-AWTM 15-126-03 Exp. 10/08/18	25/07/16	
RTM reviewed and Endorsed by				
Compliance Audit to be undertaken by:				
Service Authority Approval	Shire of Three Springs	N/A		
Road Authority Authorisation	Road authority authorises the implementation of traffic signs and devices is given for Traffic Management Plan No. 15 (Note: this can be provided by the road authority via email referencing the TMP and Rev No.)			
	Signed	Authorised Officer	Date	
	(Print Name)	Position		

TMP No 15	Rev. No.	Date 25/07/16
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GLOSSARY

AS	Australian Standard
AS/NZS	Australian and New Zealand Standard
AWTM	Advanced Worksite Traffic Management / Manager
CoP	Traffic Management for Works on Roads Code of Practice (MRWA)
MRWA	Main Roads Western Australia
OS&H	Occupational Safety and Health
RTM	Roadworks Traffic Manager (accredited by MRWA)
SRSA	Senior Road Safety Auditor
TCD	Traffic Control Diagram
TMP	Traffic Management Plan

1 Introduction

1.1 Purpose and Scope

This Traffic Management Plan (TMP) outlines the traffic control and traffic management to be implemented by Western Desert Racers and to manage potential hazards associated with the traffic environment during the event activity. The project involves the Western Desert Racers holding the Western Desert Racers 330 Off Road Race. To do this safely West Yarra Rd will need to be closed with detours in place. Notification of the following Event has been advertised over the local radio, newspaper and the Notification of Events Form.

1.2 Traffic Management Objectives and Strategies

The objectives of the Traffic Management Plan are:

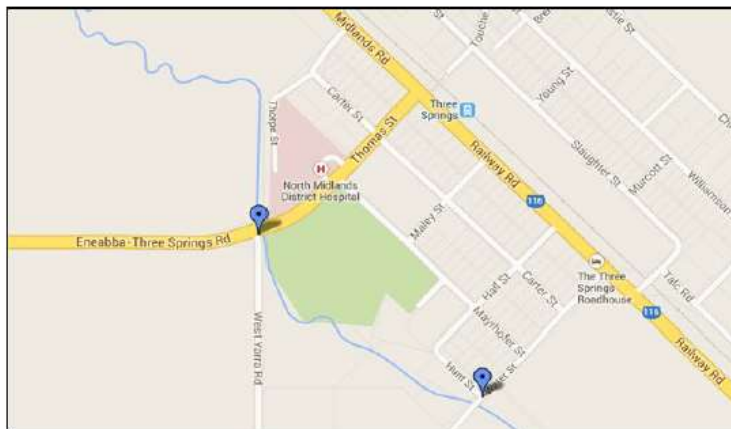
- To provide protection to event participants and the general public from traffic hazards that may arise as a result of the event activity.
- To manage potential adverse impacts on traffic flows to ensure network performance is maintained at an acceptable level.
- To minimise adverse impacts on users of the road reserve and adjacent properties and facilities.

In an effort to meet these objectives the Traffic Management Plan will incorporate the following strategies:

- Providing a sufficient number of traffic lanes to accommodate vehicle volumes.
- Ensuring delays are minimised.
- Ensuring all road users are managed including motorists, pedestrians, cyclists, people with disabilities and people using public transport.

1.3 Event Location

The project location is between At the Eneabba-Three Springs Rd



2 Activities on Road

2.1 Scope of Activities and Site Constraints/Impacts

Item	Description
Event Scope	Western Desert Racer's 330 Off Road Race.
Road Classification; existing speed limit	West Yarra Rd. Rural Local Road /Local Distributor. Surrounding roads are Rural Local Road /Access Roads with a mixture of commercial and domestic traffic. West Yarra Rd has a unposted speed limit of 110km/h.
Road Authority	Shire of Three Springs
Local Government	Shire of Three Springs.
Event Organiser	Western Desert Racers.

Details of Activities	Advanced signage with road closures, Water St at the intersection of Hunt St. West Yarra Rd at the intersection of Eneabba-Three Spring Rd for 22km south of the Eneabba-Three Spring Rd.
Date of Event	23rd September 2016
Event Start and Finish Time:	6.00 pm 23rd September 2016 to 7.00 pm 25th September 2016
Event Duration:	3 days
Other constraints	

2.2 Existing Traffic and Speed Environment

The surrounding roads involved have a mixture of commercial and domestic traffic. West Yarra Rd has a unposted speed limit of 110km/h with Hunt St and Water St a unposted speed limit of 60km/h.

2.3 Roles and Responsibilities

The event organiser has the ultimate responsibility and authority to ensure the TMP is implemented as designed. Western Desert Racers is to take responsibility for administering, installing and managing the TMP on site. Western Desert Racers will ensure all event personnel are fully aware of their responsibilities, and those installing signs and devices are appropriately trained and accredited, and that marshals receive sufficient instruction to ensure the safe conduct of their activities. Any company that implements traffic management on State controlled roads must be Registered. This includes metropolitan and regional State roads. State roads covered by this scheme can be found at: www.mainroads.wa.gov.au/OurRoads/Facts/Pages/Facts.aspx Certification of Registration in Appendix E

TRAFFIC MANAGEMENT PLAN 336

The following outlines the management hierarchy that will apply to the events.

Event Organiser	Western Desert Racers PO box 429 Welshpool WA 6986 Email, 3springs@westerndesertracers.com Jon Beer Mobile: 0428 255 419 Email: president@westerndesertracers.com Jeremy Beck Mobile: 0411 255 925
Road Authority West Yarra Rd Local Government	Shire of Three Springs PO Box 117 132 Railway Road Three Springs WA 6519 Phone: 9954 1001 Fax: 9954 1183 Email admin@threesprings.wa.gov.au
Event Marshal	As appointed by the Western Desert Racers.
Traffic Management Supervisor (On Site)	Western Desert Racers Jon Beer Mobile: 0428 255 419 Jeremy Beck Mobile: 0411 255 925

2.4 Traffic Management Design

TMP Design/Contact Details	WA Traffic Planning 104 Clayton St Little Grove WA 6331 Mobile: 0448 444 468 Email: planning@wattrafficplanning.net Michael Franzinelli Advance Worksite Traffic Management Accreditation Details AWTM No: KKTS-AWTM-15-126-03, Exp Date: 10/08/18 Mob: 0448 444 468
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3 Statutory Requirements

3.1 Road Traffic Act and Regulations

The Event requires a road closure and under the Road Traffic (Event on Roads) Regulations (1991) category 4 Events will require the event organiser to obtain at least two-thirds of land owners consent for the event.

3.2 Safety Planning

All persons and organisations undertaking this event have a duty of care under statute and common law to themselves, their employees and event participants, to take all reasonable measures to prevent accident or injury.

This TMP forms part of the overall event Safety Management Plan, and provides details on how all road users considered likely to pass through, past, or around the event site will be safely and efficiently managed for the full duration of the event.

Jon Beer recognises that the traffic management plan has been developed and has commissioned to implement it with due consideration and in accordance with the following legislative, environment and industry standards:

- AS 1742 – Manual of uniform traffic control devices
 - Part 1 – General introduction and index of signs
 - Part 2 – Traffic control for general use
 - Part 3 – Traffic control for works on roads
 - Part 4 – Speed controls
- AS/NZS ISO 31000– Risk Management – Principles and Guidelines
- AS/NZS 4602– High visibility safety garments
- Disability Services Act
- Local Government Act
- Main Roads Act
- MRWA Specification 202
- Occupational Safety & Health Act
- Occupational Safety & Health Regulations
- Public Meetings and Processions Regulations
- Public Order in Streets Act
- Road Traffic Act
- Road Traffic Code
- Road Traffic (Events on Roads) Regulations
- Traffic Controllers' Handbook
- Traffic Management for Events Code of Practice
- Traffic Management for Works on Roads Code of Practice
- Traffic Management Plan Preparation Guideline

2.3 Responsibilities

3.3.1 Event Organiser

The Event Organisers traffic management personnel for the event activities shall have the following responsibilities:

- Ensure all traffic control measures for this TMP are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines.
- Ensure suitable communication and consultation with the affected residents is maintained at all times.
- Ensure inspections of the traffic control devices are undertaken in accordance with the TMP, and results recorded. Any variations shall be detailed together with reasons.
- Arrange and/or undertake any necessary audits and incident investigations.
- Instruct event personnel on the relevant safety standards, including the correct wearing of high visibility safety vests, and other equipment as required.
- Render assistance to road users and stakeholders (residents) when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.

2.3.2 Traffic Management Personnel

Western Desert Racers personnel for the event activities shall have the following responsibilities of ensuring the traffic management devices are set out in accordance with the TMP.

2.3.3 Traffic Controllers

Traffic Controllers shall be used to control road users to avoid conflict with event activities, traffic and pedestrians, and to stop and direct traffic in emergency situations, where necessary. Traffic Controllers shall:

- Operate in accordance with Section 4.10 and Appendix C of AS1742.3 and the Traffic Controller Handbook
- Hold current Event Traffic Controller or Work zone Traffic Controller accreditation in Western Australia
- Hold Basic Worksite Traffic Management accreditation
- Take appropriate breaks as required by AS1742.3 and/or OS&H Regulations.

3.3.4 Event Marshals

The event organiser shall ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely. The role of event marshals is primarily to guide and assist those participating in, and/or attending, events. Event marshals have no legal authority for the direct control of vehicle and pedestrian movements apart from situations where such movements take place within a portion of road that has been closed to general traffic movements under the applicable statutes or regulations, e.g. prohibiting pedestrians crossing the road during a race event, escorting official vehicles through a crowd, etc.

However, where roads are not subject to closure, event marshals can perform such roles as warning competing cyclists of likely conflicts with approaching traffic (and vice versa), offering guidance to pedestrians about safe crossing points, assisting motorists to locate car parking facilities, etc.

Event marshals shall operate only under the direction of the event organiser or a Police officer who shall provide sufficient instruction to the event marshal so that traffic and pedestrian control and guidance is always conducted safely.

2.3.5 Event Traffic Controllers and Marshals

Event Traffic Controllers and Marshals shall:

- Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc.), at all times whilst at the event site.
- Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other event personnel, event participants or the general public.
- Enter and leave the event site by approved routes and in accordance with safe practices.

3.4 Incident/Accident Procedures

In the event of an incident or accident, whether or not involving traffic or road users, traffic shall be stopped as necessary to avoid further deterioration of the situation. First Aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called on telephone number 000. The Police shall also be called on 000 for traffic accidents where life threatening injuries are apparent. Any traffic crash resulting in non-life threatening injury shall immediately be reported to the WA Police Service on 131 444.

Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted. Traffic controllers to close the affected detour and have traffic only use one detour until the incident is cleared with temporary alternative detours outside of the closed road to be used to clear vehicles already on the detour. Suitable recovery systems shall be used to facilitate prompt removal of broken down or crashed vehicles. Assistance shall be rendered to ensure the impact of the incident on the network is minimised.

3 Hazard Identification and Risk Assessment

The following details the preliminary assessment of site hazards likely to be encountered, the level of risk associated with each and the control proposed. Note that the risk level is the level of assessed risk *without* the controls in place. The controls listed have been determined as being appropriate in reducing the risk to a level that is acceptable.

4.1 Risk Classification Tables

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
1	Insignificant	<ul style="list-style-type: none"> • Mid block hourly traffic flow per lane is equal to or less than the allowable lane capacity detailed in AS1742.3. No impact to the performance of the network. • Affected intersection leg operates at a Level of Service (LoS) of A or B • No property damage
2	Minor	<ul style="list-style-type: none"> • Mid block hourly traffic flow per lane is greater than the allowable road capacity and less than 110% of the allowable road capacity as detailed in AS1742.3. Minor impact to the performance of the network. • Intersection performance operates at a Level of Service (LoS) of C • Minor property damage
3	Moderate	<ul style="list-style-type: none"> • Midblock hourly traffic flow per lane is equal to and greater than 110% and less than 135% of allowable road capacity as detailed in AS1742.3. Moderate impact to the performance of the network. • Intersection performance operates at a Level of Service (LoS) of D • Moderate property damage
4	Major	<ul style="list-style-type: none"> • Midblock hourly traffic flow per lane is equal to and greater than 135% and less than 170% of allowable road capacity as detailed in AS1742.3. Major impact to the performance of the network. • Intersection performance operates at a Level of Service (LoS) of E • Major property damage
5	Catastrophic	<ul style="list-style-type: none"> • Midblock hourly traffic flow per lane is equal to and greater than 170% of allowable road capacity as detailed in AS1742.3. Unacceptable impact to the performance of the network. • Intersection performance operates at a Level of Service (LoS) of F • Total property damage.

OSH QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
A	Almost certain	The event or hazard: <ul style="list-style-type: none"> • is expected to occur in most circumstances, • will probably occur with a frequency in excess of 10 times per year.
B	Likely	The event or hazard: <ul style="list-style-type: none"> • will probably occur in most circumstances, • will probably occur with a frequency of between 1 and 10 times per year.
C	Possible	The event or hazard: <ul style="list-style-type: none"> • might occur at some time, • will probably occur with a frequency of 0.1 to 1 times per year (i.e. once in 1 to 10 years).
D	Unlikely	The event or hazard: <ul style="list-style-type: none"> • could occur at some time, • will probably occur with a frequency of 0.01 to 0.1 times per year (i.e. once in 10 to 100 years).
E	Rare	The event or hazard: <ul style="list-style-type: none"> • may occur only in exceptional circumstances, • will probably occur with a frequency of less than 0.01 times per year (i.e. less than once in 100 years).

The likelihood of an event or hazard occurring shall first be assessed over the duration of the activity (i.e. "period of exposure"). For risk assessment purposes the assessed likelihood shall then be proportioned for a "period of exposure" of one year

Example: An activity has a duration of 6 weeks (i.e. "period of exposure" = 6 weeks). The event or hazard being considered is assessed as likely to occur once every 20 times the activity occurs (i.e. likelihood or frequency = 1 event/20 times activity occurs = 0.05 times per activity). Assessed annual likelihood or frequency = 0.05 times per activity x 52 weeks/6 weeks = 0.4 times per year. Assessed likelihood = C (i.e. Possible)

QUALITATIVE RISK ANALYSIS MATRIX – RISK RATING

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain.)	M	H	H	E	E
B (Likely)	L	M	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

MANAGEMENT APPROACH FOR RESIDUAL RISK

Residual Risk Rating		Required Treatment
E	Extreme Risk	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
H	High Risk	High priority, OSH MR and Roadworks Traffic Manager (RTM) must review the risk assessment and approve the treatment and endorse the TCD prior to its implementation.
M	Moderate Risk	Medium Risk, standard traffic control and event practices subject to review by accredited AWTM personnel prior to implementation.
L	Low Risk	Managed in accordance with the approved management procedures and traffic control practices.

4.2 Risk Identification and Assessment

Item	Risk Event	Consequence	Pre – treatment Risk			Treatment	Residual Risk		
			L	C	RR		L	C	RR
1	Workers being hit by vehicles during setting up and dismantling of traffic management	Injury to Traffic Controllers	C	3	H	Shadow vehicle with two flashing amber lights used to protect workers. All traffic controllers are to use the correct order of signage setup.	E	3	M
2	Racing cars mixing with vulnerable road user's on West Yarra Rd and Water St.	Injury to Event Personnel	D	3	M	Road closure in place for West Yarra Rd and Water St	D	2	L
3	Traffic may follow the Event traffic into the Event site resulting in property damage and injury to personnel.	Property damage and injury to Event Personnel	C	3	H	Traffic Controllers will be on site, to stop any traffic that is following Event vehicles before they can enter the Event site and to alert operators if a vehicle should enter the Event site unexpectedly.	H	3	C
4	Vehicle breakdown and/or crash may block the through carriageway	Congestion and long delays.	D	3	M	Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted. Traffic controllers to close the affected detour and have traffic only use one detour until the incident is cleared with temporary alternative detours outside of the closed road to be used to clear vehicles already on the detour.	H	3	C
5	Vehicles losing control and entering event zone	Property damage and injury to Event personnel	C	3	H	Establish safety space by delineating the road closure area.			
6	Pedestrians on foot busy watching may fail to notice traffic and fail to move out of harm's way in time.	Injury to pedestrians	C	3	N	This section of West Yarra Rd and the surrounding roads that the Event will be held on will have a Road closure. The Event site will be coned off to give pedestrians a safe zone.	E	3	M
7	Event vehicles entering & exiting the site may conflict with traffic.	Property damage and injury to personnel.	D	3	M	Event vehicles will be entering and exiting the event area under normal road rules.	E	3	M

4 Traffic Assessment and Analysis

4.1.1 Volume and Composition

West Yarra Rd and the surrounding roads involved have a mixture of commercial and domestic traffic. West Yarra Rd has a unposted speed limit of 110km/h with Hunt St and Water St a unposted speed limit of 60km/h.

4.1.2 Existing and Proposed Speed Zones

All speeds will stay as posted.

4.1.3 Intersection Capacity

Slight delays and extra congestion is to be expected due to the road closures and detour route. West Yarra Rd will be closed at the intersection of Eneabba-Three Springs Rd.

4.1.4 Existing Parking Facilities

The event will require spectator parking at the football oval to be marked - north side of club house ideally.

All vehicles entering the oval complex are to enter through the main gates on Mayrhofer St which will be manned by attendants who will be required to check all vehicles (race teams and spectators) for alcohol and pets and direct vehicles to appropriate parking area, camping area and Pits as required.

4.1.5 Heavy and Oversized Vehicles and Loads

Access for very large truck / trailers is available next to the swimming pool and in Hunt Street on an as required basis.

4.1.6 Public Transport

Will not be affected prior to this Event.

5.1.7 Works and Other events

As such no impacts are expected.

5.2 Non-motorised Road Users

5.2.1 Cyclists and Pedestrians

There is formal access to the Event site for pedestrians and cyclists. All footpaths within the Event area will not be affected.

5.2.2 People with Disabilities and Other Vulnerable Road Users

Accord parking is located around the event to accommodate people with disabilities and other vulnerable Road users.

5.2.3 School Crossings

There are no school crossings in this area.

5.3 Site Assessment

5.3.1 Access to Adjoining Properties

2 adjoining properties and all stakeholders have been consulted and contributed to the track layout.

5.3.2 Environmental Conditions

Weather: (Rain, Floods, Heat, Sun Glare, Fog) All surrounding streets have good drainage hence no flooding is expected.

Road Geometry/Terrain: (Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation) All surrounding streets are flat and have good sight distances on all approaches to the Event site. Advance signage will be installed to give approaching vehicles ample warning of the lane and road closure ahead.

Existing Signage: (Obstruction, Visibility of temporary signage) There is no existing signage that will obstruct vision to any of the advance warning signs.

Other: (Structures, Dust, Noise and Fumes) There are no significant dust-producing elements. There are no nearby facilities, which require specific noise limiting measures. There are no specific noise restrictions by the Environmental Protection Agency.

5.3.3 Impact on Adjoining Road Network

It is anticipated that extra traffic congestion will occur and slight delays are expected to normal traffic flows when West Yarra Rd is closed. Traffic controllers will be at the road closures to assist with traffic.

Traffic controllers will monitor the intersections where road closures are implemented to prevent unauthorised access, as well as to keep general traffic flowing.

5.4 Consultation and Communication

5.4.1 Approvals

- Road Authority (Shire of Three Springs)
- WA Police Prior to the event commencing it is considered necessary to advise all road users of the forthcoming event, the likely timeframe and the road conditions likely to be encountered. Advice shall consist of the following:
 - Liaison with emergency services (i.e. Police, St John Ambulance, Fire and Emergency Services)
 - Liaison with Local authorities regarding local issues;
 - Liaison with other stakeholders (egg Western Power, Water Corp, PTA, etc.)
 - Liaison as necessary with affected residents.

5.4.2 Public Notification

The public shall be notified of the event and traffic management arrangements which will effect journey times via:

- Notice to Motorists in the local newspaper placed two weeks in advance, of the event;
- Letter drop to all residents and businesses within the event vicinity;
- Local radio advertising;

5.4.3 Notification of Other Agencies

In accordance with the CoP all relevant agencies shall be notified using the 'Notification of Events' form attached at Appendix "C". A distribution list is provided on the bottom of the form. Other agencies shall be notified as required.

6 Emergency Arrangements and Contingencies

6.1 Emergency Services

Emergency services shall be notified via DFES of the proposed event activity, location, date and times as well as contact details for the event organiser.

6.2 Dangerous Goods

There will not be any transportation of dangerous goods during the event.

6.3 Emergency Contacts

In the event of an emergency the following relevant authorities must be contacted and advised of nature of the event, location, type of emergency and contact details for the event organiser.

Emergency Service	E-mail/Website	Phone (Emergency)
WA Police Service	State.Traffic.Intelligence.Planning.&.Co-ordination.Unit@police.wa.gov.au	000
St. John Ambulance	ambulanceoperations@stjohnambulance.com.au	000
DFES	www.dfes.wa.gov.au/contactus/pages/dfesoffices.aspx	000
Power	http://www.westernpower.com.au/customerservice/contactus/	13 13 51
Gas	enquiries@atcogas.com.au	13 13 52
MRWA TOC	dltooperators@mainroads.wa.gov.au	9323 4848
MRWA Goldfields Esperance Region	gereg@mainroads.wa.gov.au	138 138

7 Implementation

7.1 Hazard Identification, Risk Assessment and Control

In establishing adequate controls for the hazards identified in Section 4.1, Western Desert Racers will use a structured approach via the use of the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering
- Administration
- Personnel Protection Equipment

The event organiser will evaluate all traffic arrangements before they are open to traffic and immediately following the opening to traffic. Adjustments are to be made as required and recorded in the daily diary, including reasons for the changes. The event organiser is also required to evaluate the traffic arrangements where site conditions change. New hazards that arise throughout the event will be subject to risk assessment and incorporated onto the Risk Register. The Traffic Control Diagrams outlined in Appendix "D" and listed below have been provided for the following stages to demonstrate the type of controls that will be implemented throughout the event activity.

7.2 Traffic Control Diagrams

Drawing Number	Details
TCD 15-01	West Yarra Rd to be closed between At the Eneabba-Three Springs Rd; Lane St closed between Piesse St and Moran St; Detours via Piesse St and Moran St.

7.3.1 Signs

Signs and devices shall be erected in accordance with the locations and spacing's shown on the drawings such that:

- They are properly displayed and securely mounted;
- They are within the driver's line of sight;
- They cannot be obscured from view;
- They do not obscure other devices from the driver's line of sight;
- They do not become a possible hazard to workers or vehicles; and
- They do not deflect traffic into an undesirable path. There are no other traffic or advertising signs in the vicinity which could cause distractions or confusion, or which restrict sight lines.

Pavement Marking

7.3.2 Pavement Marking

No pavement marking will be affected during this event.

7.3.3 Delineation

Cones or bollards will be erected in accordance with the TCDs in Appendix "D". Cones and bollards shall be fitted with suitable white retro-reflective tape placed in accordance with AS 1742.3. All cones or bollards will be inspected hourly and where displaced or missing made good immediately. All delineator cones are to be completely removed at the completion of all stages of construction and prior to the placement of asphalt surfacing. Traffic Cones shall be at least 750mm high, fluorescent red and fitted with Class 1 retro-reflective tape. Alternatively fluorescent red bollards with Class 1 retro-reflective tape may be used. The base of the cones and bollards shall be designed to be stable under reasonably expected wind conditions and air turbulence from passing traffic. Traffic Controllers will inspect cones at hourly intervals to ensure any miss-alignment or displacement is identified and corrected prior to this causing disruption to traffic.

7.3.4 Temporary Speed Zones

All speeds will stay as posted.

8 Traffic Management Monitoring & Record Keeping

The Event Organiser will ensure that the Traffic Management Plan is implemented and evaluated for effectiveness. Hourly Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence;
- During the event activities;
- Closing down at the end of the event activities; A daily record of the inspections should be kept indicating:
 - When traffic controls were erected;
 - When changes to controls occurred and why the changes were undertaken
 - Any significant incidents or observations associated with the traffic controls and their impacts on road users or adjacent properties.

Where significant changes to the traffic environment or adverse impacts are observed, the controls should be reviewed as a matter of urgency. Daily Inspection Sheets shall be completed by the person undertaking the inspections. All variations to the TMP/TCD, incidents and accidents shall be recorded. Shire of Three Springs shall ensure that personnel are assigned to monitor the traffic control scheme. Inspections shall at least satisfy the following requirements.

8.1 Before the event activities commence

- Inspect all signs and devices to ensure they are undamaged, clean and comply with the requirements depicted on the Traffic Control Diagrams.

- Confirm Traffic Management plan for the day's activities;
- After any adjustments have been made to the signs and devices, conduct a drive through inspection to confirm effectiveness.

8.2 During the event activities

- Designate and ensure that appropriate personnel check the site periodically to inspect all signs and devices and ensure they are undamaged and comply with the requirements depicted on the Traffic Control Diagrams;
- Conduct on the spot maintenance/repairs as required;
- When traffic controllers are on the job, ensure they remain in place at all times.
- Relieve controllers as necessary to ensure attentiveness is retained;
- Re position signs throughout the day and keep records of any changes.

8.3 Closing down at the end of the event

- Conduct a pre-close down inspection;
- Remove all unnecessary signage
- Drive through the site and confirm all signs and devices have been safely removed
- Record details of inspection and any changes made to layout.

8.4 TMP Auditing

Traffic Management debrief and TMP assessment will be conducted after the event to review and make changes to the TMP. Audit findings, recommendations and actions taken shall be documented and copies forwarded to the Event Organiser and the Road Authority's Representative.

MRWA conducted an audit some years ago but the results were not supplied to the event organisers.

8.5 Records

A hourly recording all inspections including variations to the approved TMP shall be kept using Standard Forms "Daily Diary". The Traffic Supervisor is to record all inspections made on a hourly basis and at those times prescribed by the Traffic Management Implementation Standards. The Traffic Supervisor is to record all variations made to the approved Traffic Management Plan immediately and indicate clearly the nature of the variations and the reason for the variations. Upon completion of the event the Traffic Supervisor shall provide copies of the variation record to the Event Organiser.

9 Traffic Management Implementation Standards.

9.1 Sequence and Staging

Before the event activity commences, signs and devices at approaches to the event area shall be erected in accordance with the adopted TCD, in the following order:

Advance warning signs.

All intermediate advance warning and regulatory signs and devices required in advance of the taper or start of the event area.

All delineating devices required to form a taper including flashing arrow signs or temporary hazard markers where required.

Delineation past the event area or into a detour

Other warning signs or regulatory signs.

Delineation devices such as cones and bollards should be placed in the same sequence, i.e. those furthest in advance of the event placed first. Signs and devices that are erected before they are required shall be covered by a suitable material. The cover shall be removed immediately prior to

the event activity. Removal of traffic control signs and devices should be undertaken in the reverse order of erection, progressing from the event area out toward the approaches. General sequence for implementing, maintaining and dismantling traffic control shall be as below.

9.2 Signage

9.2.1 Alignments and signage details.

The requirements for the closure and realignment of lanes and any other traffic arrangement necessary to accommodate the event shall be detailed TCDs. All traffic control shall be implemented and maintained in accordance with the requirements of Australian Standard AS 1742.3, Main Roads WA Traffic Management for Works on Roads, Code of Practice and these Standard Practices.

9.2.2 Requirements for signs.

All signs used shall conform to the designs and dimensions as shown in Australian Standard AS 1742.3 and the Main Roads WA Traffic Management for Works on Roads, Code of Practice. Prior to installation, all signs and devices shall be checked by the Traffic Management supervisor or a suitably qualified person to ensure that they are in good condition and meet the following requirements

- Mechanical condition - Items that are bent, broken or have surface damage shall not be used.
- Cleanliness - Items should be free from accumulated dirt, road grime or other contamination.
- Colour of fluorescent signs - Fluorescent signs whose colour has faded to a point where they have lost their daylight impact shall be replaced.
- Retro reflectivity - Signs for night-time use whose retro reflectivity is degraded either from long use or surface damage and does not meet the requirements of AS 1906 shall be replaced.
- Battery operated devices - shall be checked for lamp operation and battery condition.

Where signs do not conform either to the requirements of AS 1742.3 or would fail to pass any of the above checks, they shall be replaced on notice. Signs and devices shall be positioned and erected in accordance with the locations and spacing's shown on the drawings. All signs shall be positioned and erected such that:

They are properly displayed and securely mounted;

They are within the driver's line of sight;

- They cannot be obscured from view;
- They do not obscure other devices from the driver's line of sight;
- They do not become a possible hazard to road users or event participants; and
- They do not deflect traffic into an undesirable path.
- They do not impede on pedestrian footpaths.

Signs and devices that are erected before they are required shall be covered by a suitable opaque material. The cover shall be removed immediately prior to the commencement of the event.

Where there is a potential for conflict of information between existing signage and temporary signage erected for the purpose of traffic control, the existing signs shall be covered. The material covering the sign shall ensure that the sign cannot be seen under all conditions i.e. day, night and wet weather. Care will be taken to ensure existing signs are not damaged by the covering material or by adhesive tape.

9.2.3 Tolerances on positioning of signs and devices

Where a specific distance for the longitudinal positioning of signs or devices with respect to other items or features is stated, for the spacing of delineating devices or for the length of tapers or markings, the following tolerances may be applied: -

- (a) Positioning of signs, length of tapers or markings:
 - (i) Minimum, 10% less than the distances or lengths given.
 - (ii) Maximum, 25% more than the distances or lengths given.
- (b) Spacing of delineating devices:
 - (i) Maximum, 10% more than the spacing shown.
 - (ii) No minimum.

These tolerances shall not apply where a distance, length or spacing is already stated as a maximum, a minimum or a range.

9.2.4 Variable message board.

N/A

Delineation.

9.4.1 General

Cones shall be used for delineation unless other treatment is specified in the Traffic Management Plan or on the Traffic Control Diagrams. All cones shall be at least 700 millimetres in height and constructed from fluorescent orange or red material that is resilient to impact and will not damage vehicles when hit at low speed. Cones will be fitted with suitable white retro-reflective tape placed in accordance with AS 1742.3

Cones shall be designed to be stable under reasonably expected wind conditions and air turbulence from passing traffic. The base of the cones will be secured so that they are not dislodged by traffic. Cones will be inspected at intervals necessary to ensure any misalignment or displacement is identified and corrected prior to this causing disruption to traffic.

9.4.2 Delineation spacing.

Maximum cone spacing's 4m.

9.5 Speed zoning.

All speeds will stay as posted.

10 References

- AS 1742 – Manual of uniform traffic control devices
- AS/NZS ISO 31000 – Risk Management – Principles and Guidelines
- AS/NZS 4602 – High visibility safety garments
- MRWA Traffic Management for Events Code of Practice
- MRWA Traffic Management for Works on Roads Code of Practice
- Occupational Safety & Health Act
- Occupational Safety & Health Regulations
- Road Traffic Act
- Road Traffic Code

APPENDIX A

DAILY DIARY

AND

DAILY INSPECTION REPORT FORM

TRAFFIC MANAGEMENT PLAN 336

Record details of all changes to the Traffic Management Plan.

EVENT DETAILS:

LOCATION:

DATE:

Contract No.

TMP Document No.

TCD Dwg No.

Revision No. 0

Date:	Time:	Location:			
Inspection/ changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection/ changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection/ changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Daily Inspection Sheet.

TRAFFIC MANAGEMENT - DAILY INSPECTION SHEET		DATE:	TCD NO(S).
Inspection Prior to Commencement of Event		Day Time Inspection During Event Hours	
Time of Inspection:		Time of Inspection:	
Signs & devices appropriate for the day's activities and conditions	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices operating satisfactorily and seen by motorists	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Signs & devices positioned and mounted correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices positioned and mounted correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Signs & devices clean and clearly visible	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices clean and clearly visible	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Modifications and/or repairs completed	<input type="checkbox"/> Yes (Give details) <input type="checkbox"/> No (If no, give reason)	Traffic Controllers correctly attired and operating correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
		Modifications and/or repairs completed	Yes (Give details) No / Not Applicable (Give reason)

Closing Down Inspection		Night Time Inspection	
Time of Inspection:		Time of Inspection:	
Signage removed	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Arrow boards/VMS operating?	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
		Signs & devices positioned and mounted correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Driving surfaces adequate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices clean and reflective	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
		Modifications and/or repairs completed	<input type="checkbox"/> Yes (Give details) <input type="checkbox"/> No / Not Applicable (Give reason)
All materials removed from medians	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Notes: Indicate by placing a tick (✓) in the appropriate box for each item. Items requiring modification and/or repair are to be described on the back of this form. For all modifications that are different to the basic traffic management plan layout give details of who authorised changes. Hand sheets to supervisor / event organiser at the end of each day. When copying, ensure any notes on back of sheet are copied as well. Signed:(Supervisor) Signed:(event organiser) Date: Date:	
Modifications and/or repairs completed	<input type="checkbox"/> Yes (Give details) <input type="checkbox"/> No / Not Applicable (Give reason)		

APPENDIX B

INCIDENT REPORT FORM

TRAFFIC MANAGEMENT PLAN 336

E Attachments:	The following copies MUST be submitted with this Incident Report.	
Approved TMP <input type="checkbox"/> Approved TCP <input type="checkbox"/> Approvals for temporary speed restrictions <input type="checkbox"/> Daily Diary <input type="checkbox"/>		

F Police Report:							
Accident reported to Police:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Report made by	<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail or E-mail	
Date Report Made	Day	Month	Year	Police WA Reference Number			

G Details of Person Completing this Incident Form:	
Name:	Contractor Name:
Position:	
Date:	Signature:

APPENDIX C

NOTIFICATION OF EVENT FORM

NOTIFICATION OF EVENT

Notifications are to be distributed at least one (1) week in advance of works
Where Police attendance is required at least three (3) week's notice shall be given

Anticipated start date:	23rd September 2016	Anticipated finish date:	25th September 2016
Anticipated Start Time:	6.00 pm 23rd September 2016	Anticipated finish Time:	7.00 pm 25th September 2016
Location of Event (Road/Street, Suburb):	Water Street and West Yarra Rd, Three Springs		
Description of Event:	Western Desert Racers 330 Off Road race		
Description of traffic management arrangements:	Advanced signage with road closures, Water Street at the intersection of Hunt St and West Yarra Rd at the intersection of Eneabba-Three Spring Rd and 22km south of Eneabba-Three Spring Rd.		
Posted Speed Limit:	110km/h-60km/h	Event site speed limit:	As posted
		After hours speed limit:	As posted
What is the anticipated effect on traffic flows?:	Extra congestion with some delays while road closure is in progress.		Will there be restricted width for oversize escorted vehicles?: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are lanes closed at signals?:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Are signal loops or hardware affected?:	Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>
Will signal phases need time changes?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Will signals need to revert automatically?:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Date of signal "black out":	Times of signal "black out":		
Will Police attendance be required?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Dates for Police attendance :	(See note below) ⁽¹⁾
Road Authority:	Shire of Three Springs		
Postal Address:	PO Box 117 132 Railway Road Three Springs WA 6519		
Telephone:	9954 1001	Email:	admin@threesprings.wa.gov.au
Contact:	Facsimile: (08) 9956 1240		
Telephone:	9954 1001	Email:	admin@threesprings.wa.gov.au
Contact:	Mobile:		
Event Organiser:	Western Desert Racers		
Postal Address:	PO box 429 Welshpool WA 6986		
Telephone:	0411 255 925	Email:	3springs@westerndesertracers.com
Contact:	Facsimile:		
Telephone:	0447 744 874	Email:	president@westerndesertracers.com
After hours contact:	Jeremy Beck	Facsimile:	(08) 9956 1240
Telephone:		Mobile:	0411 255 925
Traffic Management Contractor:	Western Desert Racers		
Postal Address:	PO box 429 Welshpool WA 6986		
Telephone:	0411 255 925	Email:	3springs@westerndesertracers.com
Contact:	Facsimile:		
Telephone:	0447 744 874	Email:	president@westerndesertracers.com
After hours contact:	Jeremy Beck	Facsimile:	(08) 9956 1240
Telephone:		Mobile:	0411 255 925
Distribution List	Email		Facsimile
WA Police State Traffic Coordination	State.Traffic.Intelligence.Planning.&Co-ordination.Unit.SMAIL@police.wa.gov.au ;		(08) 6274 8664
MRWA Customer Call Centre	enquiries@mainroads.wa.gov.au		(08) 9323 4430
MRWA Heavy Vehicle Operations	hvo@mainroads.wa.gov.au		(08) 9311 8455
MRWA Goldfields - Esperance Region	gereg@mainroads.wa.gov.au		(08) 9080 1452
St John's Ambulance	comms@ambulance.net.au		(08) 9334 1207
Fire & Emergency Services	defes@defes.wa.gov.au		(08) 9323 9384

⁽¹⁾ Where Police attendance is required specific arrangements shall be made with the WA Police State Traffic Coordination, on (08) 6274 8654

⁽²⁾ Perth metropolitan area only. Elsewhere, the relevant Main Roads Regional Office shall be notified.

⁽³⁾ Perth metropolitan area only. Elsewhere, the relevant public transport/ school bus service shall be notified.

MAIN ROADS Western Australia

APPENDIX D

TRAFFIC CONTROL DIAGRAMS

APPENDIX F

Traffic Counts

Weekly Volume by Hour										
Traffic Flow:		Both Directions		Road Name		West Yarra Rd (9150021)				
Site No:		18860		Location Description		South of Enaabbie Three Springs Rd (BLK 0.02)				
Date Range:		03 Sep 1997 to 08 Sep 1997		Count Type:		Axis Pair				
Average Vehicle Volume										
Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon - Fri	Mon - Sun	
0000	0		0	0	0	0	0	0	0	
0100	0		0	0	0	0	0	0	0	
0200	0		0	0	0	0	0	0	0	
0300	0		0	0	0	0	0	0	0	
0400	0		0	0	0	0	0	0	0	
0500	1		0	0	0	0	0	0	0	
0600	1		0	1	0	0	0	1	0	
0700	4		2	3	2	2	5	3	3	
0800	4		4	3	1	4	3	3	3	
0900	19		3	3	4	2	11	6	6	
1000	20		4	0	0	4	7	7	6	
1100	4		6	4	6	5	4	5	5	
1200	6		2	7	2	5	6	7	7	
1300	4		6	6	1	4	7	5	5	
1400	0		0	4	1	1	2	3	3	
1500	0		3	1	0	4	6	1	2	
1600	0		3	2	3	2	2	2	2	
1700	2		2	0	0	0	2	1	1	
1800	1		0	1	0	0	0	1	0	
1900	0		0	0	0	0	1	0	0	
2000	0		0	0	0	0	0	0	0	
2100	0		0	1	0	0	0	0	0	
2200	0		0	1	0	0	0	0	0	
2300	0		0	0	0	0	0	0	0	
Total	70		45	37	30	34	55	45	42	
Peak Statistics										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon - Fri	Mon - Sun	
AM	1st Hour									
	1st Hr Vol									
	1/2 Hour									
	1/2 Hr Vol									
	1 Hour									
	1 Hr Vol									
	1 Hr Peak									
PM	2 Hour									
	2 Hr Vol									
	1st Hour									
	1st Hr Vol									
	1/2 Hour									
	1/2 Hr Vol									
	1 Hour									
Peak	1 Hr Vol									
	1 Hr Peak									
	2 Hour									
	2 Hr Vol									
	1/2 Hour									
	1/2 Hr Vol									
	1/2 Hr Peak									

Weekly Volume by Hour										
Traffic Flow:	Both Directions			Road Name:	Water St (5190075)					
Site No:	18892			Location Description:	East of West Yarra Rd (BLK 0.88)					
Date Range:	02 Sep 1997 to 08 Sep 1997			Count Type:	Auto Plate					
Average Vehicle Volume										
Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon - Fri	Mon - Sun	
0500	0		0	0	0	0	0	0	0	
0600	0		0	0	0	0	0	0	0	
0700	0		0	0	0	0	0	0	0	
0800	0		0	0	0	0	0	0	0	
0900	0		0	0	0	0	0	0	0	
1000	0		0	0	0	0	0	0	0	
1100	0		0	0	0	0	0	0	1	
1200	2		5	1	1	1	0	3	3	
1300	3		6	5	3	6	4	4	4	
1400	6		0	4	7	3	6	9	9	
1500	5		4	1	4	7	6	4	4	
1600	1		0	2	6	6	4	5	5	
1700	0		6	5	1	6	6	5	5	
1800	0		6	6	3	6	3	4	4	
1900	0		4	5	1	6	0	5	5	
2000	0		6	4	6	4	0	3	3	
2100	0		2	5	3	6	2	5	5	
2200	0		1	6	1	6	0	5	5	
2300	1		0	1	3	0	0	1	1	
2400	0		0	0	1	0	1	0	0	
2500	0		0	0	0	0	0	0	0	
2600	0		0	0	0	0	0	0	0	
2700	0		0	0	0	0	0	0	0	
2800	0		0	0	0	0	0	0	0	
2900	0		0	0	0	0	0	0	0	
3000	0		0	0	0	0	0	0	0	
3100	0		0	0	0	0	0	0	0	
3200	0		0	0	0	0	0	0	0	
3300	0		0	0	0	0	0	0	0	
3400	0		0	0	0	0	0	0	0	
3500	0		0	0	0	0	0	0	0	
3600	0		0	0	0	0	0	0	0	
3700	0		0	0	0	0	0	0	0	
3800	0		0	0	0	0	0	0	0	
3900	0		0	0	0	0	0	0	0	
4000	0		0	0	0	0	0	0	0	
4100	0		0	0	0	0	0	0	0	
4200	0		0	0	0	0	0	0	0	
4300	0		0	0	0	0	0	0	0	
4400	0		0	0	0	0	0	0	0	
4500	0		0	0	0	0	0	0	0	
4600	0		0	0	0	0	0	0	0	
4700	0		0	0	0	0	0	0	0	
4800	0		0	0	0	0	0	0	0	
4900	0		0	0	0	0	0	0	0	
5000	0		0	0	0	0	0	0	0	
5100	0		0	0	0	0	0	0	0	
5200	0		0	0	0	0	0	0	0	
5300	0		0	0	0	0	0	0	0	
5400	0		0	0	0	0	0	0	0	
5500	0		0	0	0	0	0	0	0	
5600	0		0	0	0	0	0	0	0	
5700	0		0	0	0	0	0	0	0	
5800	0		0	0	0	0	0	0	0	
5900	0		0	0	0	0	0	0	0	
6000	0		0	0	0	0	0	0	0	
6100	0		0	0	0	0	0	0	0	
6200	0		0	0	0	0	0	0	0	
6300	0		0	0	0	0	0	0	0	
6400	0		0	0	0	0	0	0	0	
6500	0		0	0	0	0	0	0	0	
6600	0		0	0	0	0	0	0	0	
6700	0		0	0	0	0	0	0	0	
6800	0		0	0	0	0	0	0	0	
6900	0		0	0	0	0	0	0	0	
7000	0		0	0	0	0	0	0	0	
7100	0		0	0	0	0	0	0	0	
7200	0		0	0	0	0	0	0	0	
7300	0		0	0	0	0	0	0	0	
7400	0		0	0	0	0	0	0	0	
7500	0		0	0	0	0	0	0	0	
7600	0		0	0	0	0	0	0	0	
7700	0		0	0	0	0	0	0	0	
7800	0		0	0	0	0	0	0	0	
7900	0		0	0	0	0	0	0	0	
8000	0		0	0	0	0	0	0	0	
8100	0		0	0	0	0	0	0	0	
8200	0		0	0	0	0	0	0	0	
8300	0		0	0	0	0	0	0	0	
8400	0		0	0	0	0	0	0	0	
8500	0		0	0	0	0	0	0	0	
8600	0		0	0	0	0	0	0	0	
8700	0		0	0	0	0	0	0	0	
8800	0		0	0	0	0	0	0	0	
8900	0		0	0	0	0	0	0	0	
9000	0		0	0	0	0	0	0	0	
9100	0		0	0	0	0	0	0	0	
9200	0		0	0	0	0	0	0	0	
9300	0		0	0	0	0	0	0	0	
9400	0		0	0	0	0	0	0	0	
9500	0		0	0	0	0	0	0	0	
9600	0		0	0	0	0	0	0	0	
9700	0		0	0	0	0	0	0	0	
9800	0		0	0	0	0	0	0	0	
9900	0		0	0	0	0	0	0	0	
10000	0		0	0	0	0	0	0	0	
10100	0		0	0	0	0	0	0	0	
10200	0		0	0	0	0	0	0	0	
10300	0		0	0	0	0	0	0	0	
10400	0		0	0	0	0	0	0	0	
10500	0		0	0	0	0	0	0	0	
10600	0		0	0	0	0	0	0	0	
10700	0		0	0	0	0	0	0	0	
10800	0		0	0	0	0	0	0	0	
10900	0		0	0	0	0	0	0	0	
11000	0		0	0	0	0	0	0	0	
11100	0		0	0	0	0	0	0	0	
11200	0		0	0	0	0	0	0	0	
11300	0		0	0	0	0	0	0	0	
11400	0		0	0	0	0	0	0	0	
11500	0		0	0	0	0	0	0	0	
11600	0		0	0	0	0	0	0	0	
11700	0		0	0	0	0	0	0	0	
11800	0		0	0	0	0	0	0	0	
11900	0		0	0	0	0	0	0	0	
12000	0		0	0	0	0	0	0	0	
12100	0		0	0	0	0	0	0	0	
12200	0		0	0	0	0	0	0	0	
12300	0		0	0	0	0	0	0	0	
12400	0		0	0	0	0	0	0	0	
12500	0		0	0	0	0	0	0	0	
12600	0		0	0	0	0	0	0	0	
12700	0		0	0	0	0	0	0	0	
12800	0		0	0	0	0	0	0	0	
12900	0		0	0	0	0	0	0	0	
13000	0		0	0	0	0	0	0	0	
13100	0		0	0	0	0	0	0	0	
13200	0		0	0	0	0	0	0	0	
13300	0		0	0	0	0	0	0	0	
13400	0		0	0	0	0	0	0	0	
13500	0		0	0	0	0	0	0	0	
13600	0		0	0	0	0	0	0	0	
13700	0		0	0	0	0	0	0	0	
13800	0		0	0	0	0	0	0	0	
13900	0		0	0	0	0	0	0	0	
14000	0		0	0	0	0	0	0	0	
14100	0		0	0	0	0	0	0	0	
14200	0		0	0	0	0	0	0	0	
14300	0		0	0	0	0	0	0	0	
14400	0		0	0	0	0	0	0	0	
14500	0		0	0	0	0	0	0	0	
14600	0		0	0	0	0	0	0	0	
14700	0		0	0	0	0	0	0	0	
14800	0		0	0	0	0	0	0	0	
14900	0		0	0	0	0	0	0	0	
15000	0		0	0	0	0	0	0	0	
15100	0		0	0	0	0	0	0	0	
15200	0		0	0	0	0	0	0	0	
15300	0		0	0	0	0	0	0	0	
15400	0		0	0	0	0	0	0	0	
15500	0		0	0	0	0	0	0	0	
15600	0		0	0	0	0	0	0	0	
15700	0		0	0	0	0	0	0	0	
15800	0		0	0	0	0	0	0	0	
15900	0		0	0	0	0	0	0	0	
16000	0		0	0	0	0	0	0	0	
16100	0		0	0	0	0	0	0	0	
16200	0		0	0	0	0	0	0	0	
16300	0		0	0	0	0	0	0	0	
16400	0		0	0	0	0	0	0	0	
16500	0		0	0	0	0	0	0	0	
16600	0		0	0	0	0	0	0	0	
16700	0		0	0	0	0	0	0	0	
16800	0		0	0	0	0	0	0	0	
16900	0		0	0	0	0	0	0	0	
17000	0		0	0	0	0	0	0	0	
17100	0		0	0	0	0	0	0	0	
17200	0		0	0	0	0	0	0	0	
17300	0		0	0	0	0	0	0	0	
17400	0		0	0	0	0	0	0	0	
17500	0		0	0	0	0	0	0	0	
17600	0		0	0	0	0	0	0	0	
17700	0		0	0	0	0	0	0	0	
17800	0		0	0	0	0	0	0	0	
17900	0		0	0	0					

9.2.2. BLACKSPOT PROJECT - THREE SPRINGS/MORAWA/CAMPBELL/DUDAWA ROADS INTERSECTION

Agenda Reference: 08/16-02
Location/Address: Three Springs/ Morawa/Campbell/Dudawa Roads Intersection
Name of Applicant: Greenfield Technical Services
File Reference: RG03
Disclosure of Interest:
Date: 10th August 2016
Author: Sylvia Yandle CEO

Signature of Author: _____

SUMMARY

For Council to consider compensation for proposed acquisition of land for intersection improvements at the Three Springs/Morawa/Campbell/Dudawa Roads Intersection.

ATTACHMENTS

- a. Land acquisition letter Connaughton
- b. Land acquisition letter Mutter
- c. Draft layout for intersection upgrade
- d. Draft land acquisition intersection upgrade
- e. Proposed line markings

BACKGROUND

A Regional Road Group submission for preliminary works for improvements to the Three Springs/Morawa/Campbell/Dudawa Roads intersection was successful in 2015/16 and for 2016/17 a submission for stage 2 construction works was approved.

The project scored sufficiently in the Regional Pool of competitive funding to warrant funding through Blackspot Program. The submission was implemented through Greenfields Technical service based on road safety audit undertaken in 2010 with the main issues summarised below:

1. The presence of the intersection is not readily apparent to approaching vehicles due to the height and close proximity to the running surface of the roadside vegetation.
2. Motorists travelling on Morawa-Three Springs Rd are required to turn 90deg at the 4-way intersection with Dudawa Rd and Campbell Rd. However on both the south and east approach of the Morawa-Three Springs Rd the impression is given that the road continues through on a straight alignment.
3. The intersection sweeps are not large enough to cater for the turning movements of the roadtrains that utilise this intersection and
4. The clear zone is not appropriate for the operating speed.

Proposed Blackspot Project for intersection upgrade involves the following elements:

- Realigning the south and north intersection legs (to the east and west respectively) so that they are approx 60m apart.

- Provide a left turn pocket on the eastern approach for vehicles heading to Three Springs.
- Seal approaches on both Dudawa Rd and Campbell Rd.
- Increase the intersection sweeps to accommodate heavy vehicles.
- Clear vegetation in the verge to provide a larger clear zone.
- Upgrade and improve intersection signage and line marking.

COMMENT

This project was first discussed in 2010 and submitted for consideration in Blackspot Program for Stage One funding 2011/12 and Stage Two funding 2012/13, however were withdrawn in April 2012.

In September 2014 the project was submitted through Regional Road Group for local road project funding but was transferred to Black Spot Program following advice received from Main Roads. Due to issues with land acquisition for a previous project, Council was asked on a number of occasions if they wished to continue with the upgrade on this intersection, each time the answer was to proceed.

As Council are aware the costs and work involved for land valuations and legal advice on the recent land acquisition project were very high and time consuming. In view of this Greenfield Technical Services have been engaged to facilitate the whole project and as such have approached the landowners in relation to acquiring the land based on valuation process established for Three Springs/Eneabba/Neburu Road realignment.

CONSULTATION

Chief Executive Officer, Councillors, Greenfields Technical Services

STATUTORY ENVIRONMENT

Land Administration Act 1997

POLICY IMPLICATIONS

7007 Asset Management Policy

To construct, maintain and improve the quality and useful economic life of the road infrastructure system in the most efficient manner possible, pursuant to the level of funding provided by Council each year.

FINANCIAL IMPLICATIONS

Upgrade intersection Three Springs/Morawa/Campbell/Dudawa Roads Stage 1 \$74,500 and Stage 2 \$338,000 Regional Road Group Black Spot allocations, land acquisition expenses have been included in the project funding submission

STRATEGIC IMPLICATIONS

Strategic Community Plan 2.8.7

Maintain and develop appropriate infrastructure assets (i.e. roads) in line with Council's Asset Management Plans.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION – ITEM 9.2.2

That Council endorse the engagement of Greenfield Technical Services and approve the offer to pay land owners C Connaughton and GK Mutter \$2,100 per hectare and solatium of 10% as compensation for the proposed taking of portion of their land for the construction and upgrade of the intersection at Three Springs/Morawa/Campbell/Dudawa Roads.

9.2.2.a attachement

Greenfield Technical Services
1-81 FORREST ST, GERALDTON, WA 6530

7 August 2016

The Landowner
Lot 26
Dudawa
Three Springs
WA 6519

ATTN: Chris Connaughton

REF: **Land Acquisition for Proposed Roadworks
At the intersection of Three Springs-Morawa Rd and Dudawa Road**

Dear Chris,

The Shire of Three Springs has a road works project to improve the intersection of Three Springs Morawa Road and Dudawa Road and the project will impact on Lot 26 Dudawa Road, which I understand is owned by your family.

Please refer attached;

- (i) Concept plan indicating layout and dimensions of proposed works.
- (ii) Draft Land Acquisition plan to facilitate the proposed works.
The total land area proposed to be taken is 1.11 Ha, as depicted on attached plan.
- (iii) Concept Signs and lines layout indicating revised priority to Dudawa Road – FYI.

In previous consultations, we discussed how both parties could agree to engage a land valuer to determine fair value for the land required. Or, alternatively, we could follow on from the valuation process established with you for the recent land acquisition at Nebru Rd intersection,

Ha	\$ / Ha	Amount
1.11	\$ 2,100.00	\$ 2,331.00
	sub-total	\$ 2,331.00
	add solatium 10%	\$ 233.10
	Total	\$ 2,564.10

PO BOX 2840, GERALDTON 6531
e-mail: michael.greenfield@westnet.com.au

PHONE (08) 9921 5547
mob 0427 928 877

Greenfield Technical Services
1-81 FORREST ST, GERALDTON, WA 6530

If you are agreed, the Shire offers to pay \$ 2,564.10 + GST to acquire total 1.11 Ha as detailed in the attached Land Acquisition Plan.

The Shire will pay for all simple costs involved in finalising the transaction, including survey, legal deed and settlement.
The settlement will include standard 7 line fencing as indicated in the attached plan.

If you have any questions in respect to the proposed works or this offer, please contact Council's Consulting Engineer, Michael Keane at Greenfield Technical Services, Geraldton, mob 0427 928 877, or email michael.greenfield@westnet.com.au
Alternatively, you can discuss the matter directly with the Shire's CEO, Ms Sylvia Yandle, ph 9954 1001.

If you are agreed to accept the Shire's offer as described above, please endorse the section marked "ACCEPTANCE" below and return it to me at Greenfield Technical Services, PO BOX 2840, Geraldton WA 6531, or email to, michael.greenfield@westnet.com.au

Such acceptance notice will be considered **non-binding** pending the preparation of legally-binding documents by the Shire for your final acceptance of the offer.

Regards

Michael Keane

PO BOX 2840, GERALDTON 6531
e-mail: michael.greenfield@westnet.com.au

PHONE (08) 9921 5547
mob 0427 928 877

Agreement-in-Principle (non-binding)
ACCEPTANCE OF OFFER

I / WE

the legal unencumbered owner(s) of Lot 26, Dudawa, Three Springs, WA
advise my / our intention to accept an offer of cash, totaling \$ 2,021.80 + GST,
for the outright sale of approx 1.11Ha ex-Lot 26, to the Shire of Three Springs,
all in accordance with the provisions of this letter and Greenfield emails dated 14
July 2016, and 21 July 2016.

SIGNED

NAME DATE

SIGNED (witness)

NAME (witness) DATE

9.2.2.b attachement

Greenfield Technical Services
1-81 FORREST ST, GERALDTON, WA 6530

2 August 2016

G & K Mutter
Lot 27
Dudawa
Three Springs
WA 6519

ATTN: Justin Mutter

REF: **Land Acquisition for Proposed Roadworks
At the intersection of Three Springs-Morawa Rd and Dudawa Road**

Dear Justin,

The Shire of Three Springs has a road works project to improve the intersection of Three Springs Morawa Road and Dudawa Road and the project will impact on Lot 27 Dudawa Road, which I understand is owned by your father GK Mutter.

Please refer attached;

- (i) Concept plan indicating layout and dimensions of proposed works.
- (ii) Draft Land Acquisition plan to facilitate the proposed works.
The total land area proposed to be taken is 0.06 Ha, just 60m², which is a triangle measuring approx 12m along each road length.
- (iii) Concept Signs and lines layout indicating revised priority to Dudawa Road – FYI.

In consultations with your neighbour Chris Connaughton, we discussed how both parties could agree to engage a land valuer to determine fair value for the land required. Or, alternatively, we could follow on from the valuation process established with Chris for the recent land acquisition at Nebru Rd intersection, i.e \$ 2,100 per Hectare

Ha	\$ / Ha	Amount
0.06	\$ 2,100.00	\$ 126.00
plus nuisance payment		\$ 300.00

If you are agreed, the Shire offers to pay \$ 426.00 + GST to acquire total 0.06 Ha as detailed in the attached Land Acquisition Plan.

The Shire will pay for all simple costs involved in finalising the transaction, including survey, legal deed and settlement.

PO BOX 2840, GERALDTON 6531
e-mail: michael.greenfield@westnet.com.au

PHONE (08) 9921 5547
mob 0427 928 877

Greenfield Technical Services
1-81 FORREST ST, GERALDTON, WA 6530

The settlement will include standard 7 line fencing as indicated in the attached plan.

If you have any questions in respect to the proposed works or this offer, please contact Council's Consulting Engineer, Michael Keane at Greenfield Technical Services, Geraldton, mob 0427 928 877, or email

michael.greenfield@westnet.com.au

Alternatively, you can discuss the matter directly with the Shire's CEO, Ms Sylvia Yandle, ph 9954 1001.

If you are agreed to accept the Shire's offer as described above, please endorse the section marked "ACCEPTANCE" below and return it to me at Greenfield Technical Services, PO BOX 2840, Geraldton WA 6531, or email to, michael.greenfield@westnet.com.au

Such acceptance notice will be considered **non-binding** pending the preparation of legally-binding documents by the Shire for your final acceptance of the offer.

Regards

Michael Keane

PO BOX 2840, GERALDTON 6531
e-mail: michael.greenfield@westnet.com.au

PHONE (08) 9921 5547
mob 0427 928 877

Agreement-in-Principle (non-binding)
ACCEPTANCE OF OFFER

I / WE

the legal unencumbered owner(s) of Lot 27, Dudawa, Three Springs, WA
advise my / our intention to accept an offer of cash, totaling \$ 426.00 + GST,
for the outright sale of approx 60m2 ex-Lot 27, to the Shire of Three Springs,
all in accordance with the provisions of this letter and Greenfield email dated 22 July
2016.

SIGNED

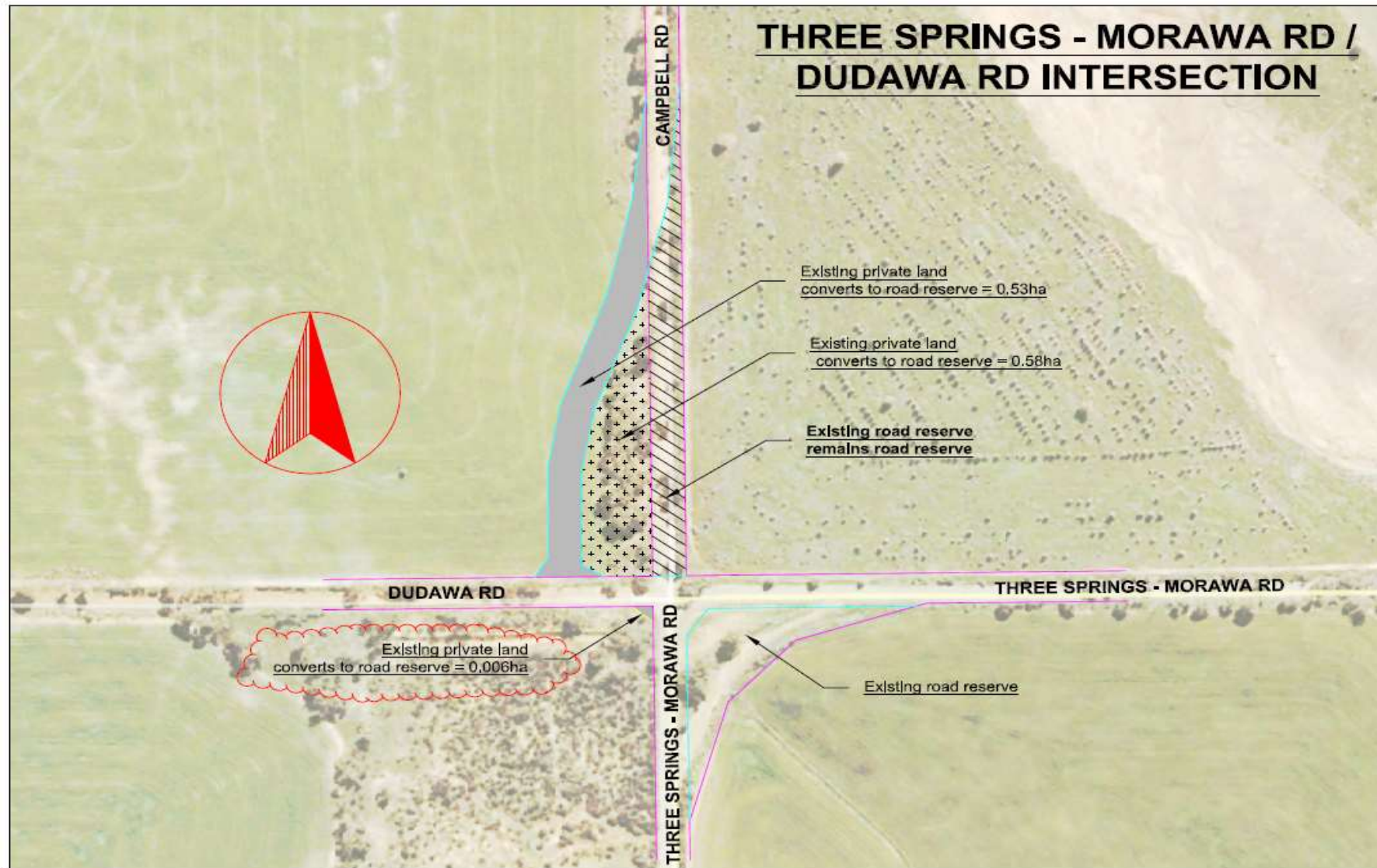
NAME DATE

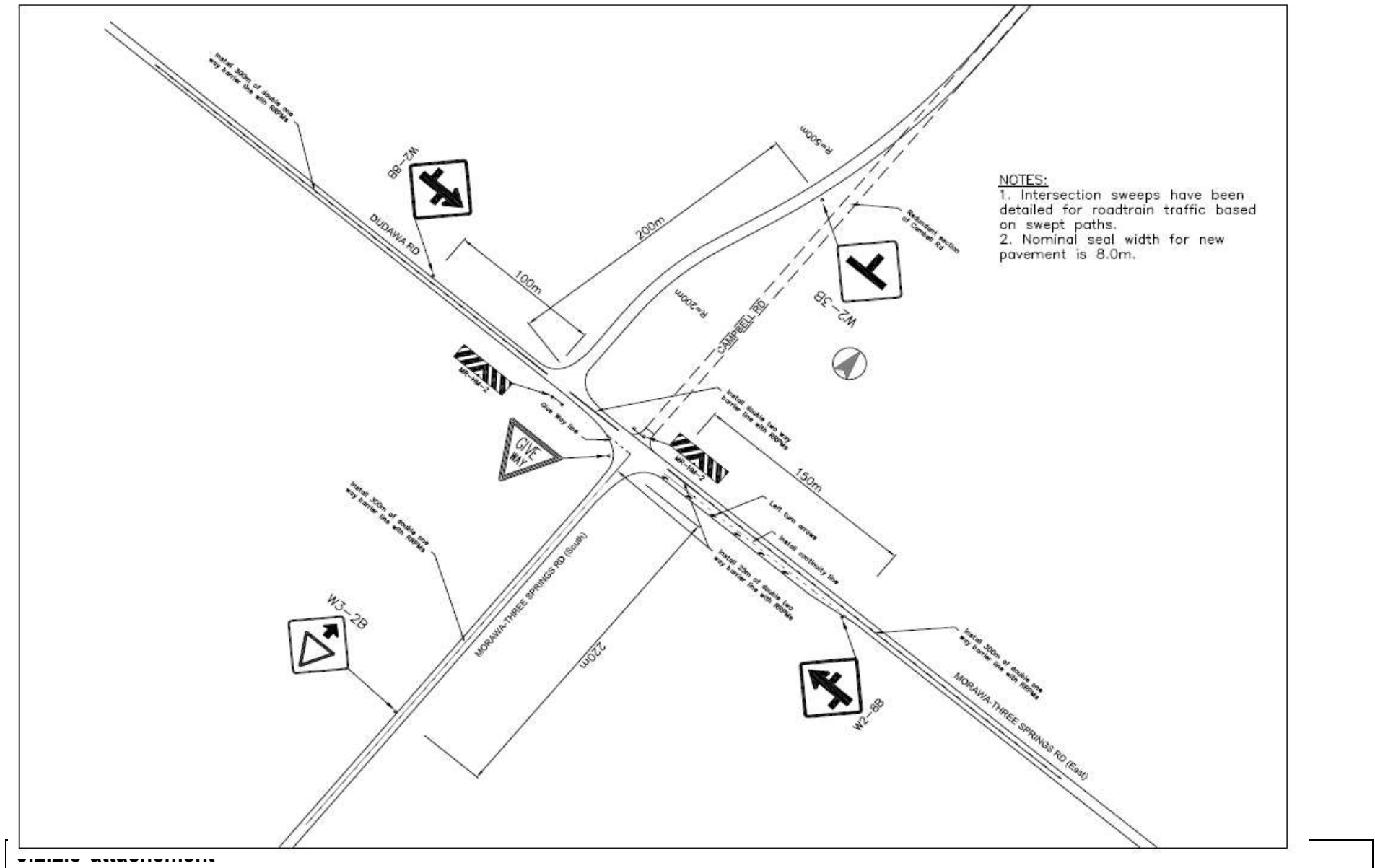
SIGNED (witness)

NAME (witness) DATE

9.2.2.c attchement







9.2.3. DIFFERENTIAL RATES – ADOPTION OF 2016-17 RATE IN THE DOLLAR

Agenda Reference: CEO 08/16 - 03
Location/Address: Three Springs
Name of Applicant:
File Reference: ADM0130
Disclosure of Interest:
Date: 11TH August 2016
Author: Sylvia Yandle CEO

Signature of Author: _____

SUMMARY

For Council to adopt the 2016/17 rates in the \$ to be used in the formation of the 2016/17 budget for inclusion in application to the Minister for Local Government for approval to impose a differential general rate under section 6.33(3) of the *Local Government Act 1995* that is more than twice the lowest differential rate being imposed.

ATTACHMENTS

9.2.3a Email from Department of Local Government Legislation Officer
9.2.3b Draft Rating information 2016/17

BACKGROUND

All differential rates require advertising and when one rate in any category is more than twice the lowest differential rate being imposed in the same category, Ministerial approval is required before those differential rates can be applied.

An application has been submitted, however the Minister for Local Government and Communities has not approved the submission on the basis of Section 6.36(3) of the Act which states that *“the advertised rates are to apply based on an estimate of the budget deficiency”*. Council is required to set its rate structure and rate income after the budget position is known and the rate income accounts for the projected deficit.

It has been common practice to decide on a possible high rate increase prior to advertising as it allows Council time to ascertain their financial position for the coming financial year.

In May 2016, Council advertised (local public notice) and Geraldton Guardian its intention to impose differential rates for 2016/17 financial year based on a proposed 5% increase, with a 21 day comment period before applying for Ministerial approval to impose differential rates.

Submissions were received from two companies and were presented to July Council meeting for consideration, Council resolution was:-

“That Council has given consideration to submission received objecting to proposed increase to rate in the dollar for both Mining Tenements UV AND Mining GRV category and has resolved to:-

- 1. Proceed with application to seek ministerial approval under Section 6.33(3) of the Local Government Act to impose a differential rate on the unimproved value of Mining Tenement that is more than twice the lowest unimproved value rate in the Shire.**
- 2. Impose a rate on gross Rental Value of Mining Assessment this is not more than twice the lowest gross rental value rate in the Shire.**
- 3. Advise Department of Local Government and Communities outcome of Council's decision**
- 4. Advise ratepayers that Council will consider their submission before imposing the proposed rate for 2016/17 financial year.**

COMMENT

With the Department enforcing s6.36(3) of the Act, Local Governments will have to revise what has been common practice and set the rate in the \$ earlier in the year. If Council wishes to advertise differential rates from 1st May, it needs to determine the financial position and rate structure in April so that any differential rates can be advertised within the timeframe.

It has also been made clear by the Department the practice of advertising differential rates at a higher level and later adopting at a lower rate than that advertised is not acceptable. This is seen to conflict with s6.32(1)(a) of the Act which states that *"When adopting the annual budget, a local government –*

- (a) in order to make up the budget deficiency, is to impose * a general rate on rateable land within its district, which rate may be imposed either – (i) uniformly; or*
- (ii) differentially.*

Council advertised differential rates in May and followed due process with the requirement to consider objections or submissions. Due to submissions being received in the last two years, the application to impose differential rates has not been submitted until July, therefore budget has not been adopted until August, delaying issuing of rates which creates a possible cash shortfall at start of the financial year.

The Shire of Three Springs has been asked to resubmit its application to the Minister for differential rates approval for 2016/17 based on estimate of the budget deficiency. The draft budget has been discussed at networking meetings, this included Works Program, Plant and Equipment replacement, Building and maintenance Program, Other Capital expenditure and income plus operating income and expenditure. It was previously indicated that the increase could be less than 3%, however Council finished 2015/16 financial year in a good financial state and when considering all factors it appears that a rate increase would not be required in 2016/17 to achieve the budget deficiency.

For the purpose of yielding the deficiency disclosed in the Draft Budget, Council impose the following differential general rates and minimum payments on Gross Rental Values and Unimproved Values:-

1.1 General Rates

- | | |
|------------------------|----------------------------|
| • Residential (GRV) | 0.1161 cents in the dollar |
| • Mining (GRV) | 0.2322 cents in the dollar |
| • Rural and Arrino(UV) | 0.0162 cents in the dollar |
| • Mining (UV) | 0.1192 cents in the dollar |

1.2 Minimum Payments

- | | |
|-------------------------|-------|
| • Residential (GRV) | \$440 |
| • Mining (GRV) | \$440 |
| • Rural and Arrino (UV) | \$440 |
| • Mining | \$440 |

It should be noted that there has been a moderate increase (average 6%) to unimproved values effective 30th June 2016. This is a reflection of an upward movement in land values for broad acre farming properties in the period leading up to the revaluation.

CONSULTATION

CEO, Manage or Finance, Works Supervisor, Councillors, Legislation Officer Department of Local Government and Communities and Neighbouring Local Governments.

STATUTORY ENVIRONMENT

Local Government Act 1995 (6.32, 6.33 & 6.36)

6.32. Rates and service charges

- (1) When adopting the annual budget, a local government —
 - (a) in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —
 - (i) uniformly; or
 - (ii) differentially;

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*;
 - (b) a purpose for which the land is held or used as determined by the local government;
 - (c) whether or not the land is vacant land; or

- (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

6.36. Local government to give notice of certain rates

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
 - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;
 - (b) is to contain —
 - (i) details of each rate or minimum payment the local government intends to impose;
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and
 - (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —
 - (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
 - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4), it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

Local Government (Financial Management) Regulations 1996 (23)

23. Rates information

The annual budget is to include —

- (a) in relation to general rates —
 - (i) the objects of, and reasons for, any differential rates imposed under section 6.33 and any differential minimum payments imposed under section 6.35(6)(c);
 - [(ii) deleted]*
 - (iii) for each general rate —
 - (I) the rate in the dollar;
 - (II) whether the basis for the rate is the gross rental value or the unimproved value of land;
 - (III) an estimate of the number of properties to which the rate will apply;
 - (IV) an estimate of the total rateable values of the properties referred to in Item (III);

Submissions must be considered before imposing the differential rates.

POLICY IMPLICATIONS

3003 Budget

Preparation - All projects which Councillors wish to be considered in the budget deliberations should be submitted to the Chief Executive Officer by the 30 May.

The Chief Executive Officer is to submit a draft budget to the July meeting, it being acknowledged that estimates of receipts will be subject to variation depending on Government grants.

Council aims to settle the budget and strike the rate by July 31.

FINANCIAL IMPLICATIONS

Budget deficiency of \$1,992,495 - an overall nil increase in rate in the \$ for 2016/17 financial year, with reduction in GRV mining being not more than twice GRV general rate would represent an increase of approximately \$55,000 in income from rates when compared with 2015/16 rate revenue.

STRATEGIC IMPLICATIONS

To ensure Shire of Three Springs raises sufficient funds to meet operational requirements for the 2016/2017 financial year.

Long Term Financial Plan - Financial Rigidity

Over the life of the plan the Shire seeks to maintain a balanced funding budget while reducing debt and increasing cash reserves

VOTING REQUIREMENT

Absolute Majority

OFFICER COMMENT

Council needs to formally consider the rate in the dollar that they are seeking approval from the Minister for the imposition of differential rates in order to make up the 2016/17 budget deficiency.

OFFICER RECOMMENDATION – ITEM 9.2.3

That in accordance with the projected outcome of the 2016/17 draft budget deficiency, Council adopts the following rate in the \$ for GRV General, GRV Mining, UV Rural and UV Mining categories and Minimum rates:-

1.1 General Rates

• Residential (GRV)	0.1161 cents in the dollar
• Mining (GRV)	0.2322 cents in the dollar
• Rural and Arrino(UV)	0.0162 cents in the dollar
• Mining (UV)	0.1192 cents in the dollar

1.2 Minimum Payments

• Residential (GRV)	\$440
• Mining (GRV)	\$440
• Rural and Arrino (UV)	\$440
• Mining	\$440

9.2.3.a attachment

From: Zoe.Vos@dlgc.wa.gov.au [mailto:Zoe.Vos@dlgc.wa.gov.au]
Sent: Thursday, 11 August 2016 2:21 PM
To: Sylvia Yandle
Subject: RE: Application Form

Hello Sylvia

Further to our conversation today, council needs to formally consider the rate in dollar that they are seeking approval from the Minister for.

Please advise once this is done and we can proceed with your application.

Kind regards

Zoe Vos

Legislation Officer
Local Government Legislation
Department of Local Government and Communities
Tel: +61 8 6551 8672
Fax: +61 8 6552 1555
Email: zoe.vos@dlgc.wa.gov.au
Web: www.dlgc.wa.gov.au

From: Sylvia Yandle [mailto:ceo@threesprings.wa.gov.au]
Sent: Thursday, 11 August 2016 9:45 AM
To: Zoe Vos
Subject: RE: Application Form

Good morning Zoe,

As mentioned previously Council has not set rate in the \$ at a meeting. This has been discussed at networking/forum sessions and it is anticipated that GRV Residential, UV Rural and UV Mining will not increase from 2015/16 rate these being:-

GRV Residential	-	0.1161
UV Rural	-	0.0162
UV Mining	-	0.1192

GRV Mining in 2015/16 was 0.3879, however Council has agreed that for 2016/17 that the GRV mining rate not be more than twice the GRV Residential rate in the \$ as per resolution below from July 2016 meeting.

140151 COUNCIL RESOLUTION – ITEM 9.2.4

MOVED: Cr Hunt
SECONDED: Cr Connaughton

That Council has given consideration to submission received objecting to proposed increase to rate in the dollar for both Mining Tenements UV AND Mining GRV category and has resolved to:-

1. Proceed with application to seek ministerial approval under Section 6.33(3) of the Local Government Act to impose a differential rate on the unimproved value of Mining Tenement that is more than twice the lowest unimproved value rate in the Shire.
2. **Impose a rate on gross Rental Value of Mining Assessment this is not more than twice the lowest gross rental value rate in the Shire.**
3. Advise Department of Local Government and Communities outcome of Council's decision
4. Advise ratepayers that Council will consider their submission before imposing the proposed rate for 2016/17 financial year.

CARRIED
Voted 3/1

Kind regards,

Sylvia Yandle

Chief Executive Officer
Shire of Three Springs
Ph 08 9954 1001
Fax 08 9954 1183
ceo@threesprings.wa.gov.au
www.threesprings.wa.gov.au

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This notice should not be removed.

From: Zoe.Vos@dlgc.wa.gov.au [<mailto:Zoe.Vos@dlgc.wa.gov.au>]
Sent: Thursday, 11 August 2016 9:18 AM
To: Sylvia Yandle
Subject: RE: Application Form

Hello Sylvia

Can you please provide the council decision for what rate in dollar is being applied for? I can't seem to find it in the minutes. In addition there is also no mention of the final rate in dollar for the GRV Mining rate in the dollar, can you please provide this also.

The application form has the same rate in the dollar as last year, is this correct?

Kind regards

Zoe Vos

Legislation Officer
Local Government Legislation
Department of Local Government and Communities
Tel: +61 8 6551 8672
Fax: +61 8 6552 1555
Email: zoe.vos@dlgc.wa.gov.au
Web: www.dlgc.wa.gov.au

9.2.3.b attachment

PROPOSED RATING INFORMATION - 2016/17 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Budgeted Rate Revenue \$	2016/17 Budgeted Interim Rates \$	2016/17 Budgeted Back Rates \$	2016/17 Budgeted Total Revenue \$	2015/16 Actual \$
Differential general rate or general rate								
GRV - Residential	0.116129	208	1,990,280	231,129	0	0	231,129	231,127
GRV - Mining	0.232258	1	248,500	57,716	0	0	57,716	96,395
UV - Rural & Arrino Town	0.016233	183	100,865,700	1,637,353	0	0	1,637,353	1,543,875
UV - Mining	0.119152	14	338,534	40,337	0	0	40,337	47,971
Other		105		0	0	0	0	
Sub-Totals		511	103,443,014	1,966,535	0	0	1,966,535	1,919,368
Minimum payment	Minimum \$							
GRV - Residential	440	23	13,919	10,120	0	0	10,120	9,680
UV - Rural & Arrino Town	440	23	307,400	10,120	0	0	10,120	10,120
UV - Mining	440	13	25,459	5,720	0	0	5,720	3,520
Sub-Totals		59	346,778	25,960	0	0	25,960	23,320
Discounts (Note 13)							0	0
Total amount raised from general rates							1,992,495	1,942,688 (4,393)
Specified area rates (Note 10)							0	0
Total Rates							1,992,495	1,938,295

9.2.4. RESTRICTED ACCESS VEHICLE (RAV) APPLICATION

Agenda Reference: CEO 08/16-04
Location/Address: Three Springs/Morawa Road and Dudawa Road
Name of Applicant: Qube Bulk
File Reference: ADM0171
Disclosure of Interest:
Date: 12th August 2016
Author: Sylvia Yandle Chief Executive Officer

Signature of Author: _____

SUMMARY

For Council to review the application from Qube Bulk Trading as Giacci Bros Pty Ltd to operate Network 4 heavy haulage configurations under Main Roads Concessional Loading Scheme.

ATTACHMENT

9.2.4a Application to amend a Road on a Restricted Access Vehicle Network

BACKGROUND

Works Supervisor Peter Every has received a second application from Qube Bulk seeking permission to increase their load capacity on Three Springs/Morawa Road and Dudawa Road. Combination is for Tandem Drive Concessional N4.3 (27.5m).

The applicant is transporting talc from Talc Mine on Three Springs/Perenjori and additional total mass weight equates to 11.5tonne (being 1 tonne on drive axle and 3.5 tonne on tri axles).

COMMENT

There is some reluctance to grant concessional loading to heavy haulage operators due to the possible adverse impact on the Shire's road network due to heavier weights and some road structures are not designed to take extra mass (eg. seal widths less than 7 metres).

The condition of the Three Springs/Morawa road at present is very poor and granting approval for extra mass would only exacerbate the problem. Also there is a safety factor when turning right into Three Springs/Morawa Road from Three Springs/Perenjori road (5% grade).

CONSULTATION

CEO, Councillors, Works Supervisor, Shires of Dandaragan and Mingenew, Main Roads Officers.

STATUTORY ENVIRONMENT

Road Traffic (Vehicles) Act 2012, Accredited Mass Management Scheme and Main Roads RAV Network

STRATEGIC IMPLICATIONS

Strategic Community Plan

2.8.7 Maintain and develop appropriate infrastructure assets (ie. Roads) in line with Council's Asset Management Plans.

POLICY IMPLICATIONS

7007 Asset Management Policy

To construct, maintain and improve the quality and useful economic life of the road infrastructure system in the most efficient manner possible, pursuant to the level of funding provided by Council each year.

FINANCIAL IMPLICATIONS

Nil

OFFICERS COMMENT

Due to adverse impact the extra mass will have on Council roads and the safety factor involved it is recommended that Council not approve this application.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.2.4

That Council:-

- a) **Does not approve the application from Qube Bulk Trading as Giacci Bros Pty Ltd for concessional loading (Tandem Drive Concessional N4.3 27.5) under the Main Roads Concessional Loading Scheme on Three Springs/Morawa Road and Dudawa Roads, and**
- b) **Qube Bulk Trading as Giacci Bros Pty Ltd be informed the application was not approved due to safety factor involved and roads are currently in too poorer condition to take extra mass;**

Or

- c) **Council endorse the application from Qube Bulk Trading as Giacci Bros Pty Ltd for concessional loading (Tandem Drive Concessional N4.3 27.5) under the Main Roads Concessional Loading Scheme on Three Springs/Morawa Road and Dudawa Roads and forward the application to Main Roads WA for assessment.**



Application and Road Owner Endorsement to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads Heavy Vehicle Services will consider adding a road to the Restricted Access Vehicle (RAV) Network provided support from the relevant road owner is obtained. This application must be completed by the applicant and endorsed by the road owner and forwarded to hvsrouteassessments@mainroads.wa.gov.au for processing.

Applicant Details

Operator Name / Company	Qube Bulk T/A Glacel Bros P/L		
Contact Name	Graham Hayward	Contact Phone Number	99233653
Mobile Phone Number	0419 108 216	Contact Fax Number	
eMail Address	Graham.Hayward@qube.com.au		

RAV Networks to be assessed

Tandem Drive RAV Categories 2-10 Refer to the [Prime Mover, Trailer](#) or [Truck, Trailer](#) operating conditions for approved combinations on our website.

RAV Category 4 (27.5m)

Tri Drive Categories 1-5 Refer to the [Tri Drive Prime Mover, Trailer](#) or [Tri Drive Truck, Trailer](#) operating conditions for approved combinations on our website.

Other Categories (i.e. Oversize Road Train) Refer to the operating conditions of the particular [Permit Product](#) for approved combinations on our website

Concessional Networks to be assessed

☐ Please tick if Concessional Network Level 1 is required

Vehicle combinations operating on Level 1 must only operate on the relevant RAV Network that is permitted for the equivalent vehicle combination under the [Prime Mover, Trailer](#) or [Truck, Trailer](#) Combinations.

For Concessional Levels 2 and 3 please select the relevant category below

Requested Axle Mass Level		
	Tandem Axle Group	Tri Axle Group
Level 1	17.0t	21.5t
Level 2	17.0t	22.5t
Level 3	17.5t	23.5t

Tandem Drive Concessional RAV Categories 2-10 Refer to the [AMMS Page](#) for approved combinations.

Tandem Drive Concessional N4.3 (27.5m)

Tri Drive Concessional Categories 1-5 Refer to the [AMMS Page](#) for approved combinations.

Roads to be assessed Please list all non-approved roads where RAV Access is required (including start and end points) and attach maps where possible.

Morawa/Three Springs Road from the intersection of Three Springs/Perenjori Road to Dudawa Road
From the intersection of Dudawa Road and Three Springs / Morawa Road to the intersection of Dudawa Road and Midlands Road Arrino



Application and Road Owner Endorsement to Add or Amend a Road on a Restricted Access Vehicle Network

This Section must be completed and signed by the relevant road owner.

Road Owner Details

Road Owner	Three Springs Shire		
Contact Name	PETER AVERY	Position	WORKS SUPERVISOR
Contact Phone Number		Contact Fax Number	
Mobile Phone Number	0427 541 202	eMail Address	mws@threesprings.wa.gov.au

Roads Conditions If RAV access is endorsed, as the road owner please specify any access conditions that you would like Main Roads to consider (i.e. No operation on unsealed road when wet, No operation during school bus hours etc.) **If RAV access is not endorsed please provide reasoning behind your decision.**

NOTE - If condition CA07 (All operators must carry written approval from the Local Government authority permitting use of the road) is required, please specify an expiry date in the condition box above. The road owner is responsible for the administration of condition CA07. If Condition CA07 applies, then this approval must be carried in the vehicle and produced upon request.

To prevent any assessment delays, please attach any current traffic counts along with relevant road data for newly constructed roads.

I	<div></div>	On behalf of	<div></div>
endorse the above decisions, subject to Main Roads final approval.			
Signature	<div></div>	Date	<div></div>

eMail completed form to: hysrouteassessments@mainroads.wa.gov.au

Heavy Vehicle Services Main Roads WA

PO Box 374 | WELSHPOOL, DC | WA 6986 | Telephone 138 HVO (486) | Fax (08) 9475 8455

www.mainroads.wa.gov.au

OFFICE USE ONLY	Application TRIM Reference	<div></div>
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9.3. FINANCE

9.3.1. FINANCIAL STATEMENTS FOR MONTH ENDING 31 JULY 2016
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Agenda Reference: CEO
Location/Address: Shire of Three Springs
Name of Applicant: Shire of Three Springs
File Reference: ADM0243
Disclosure of Interest:
Date: 11th July, 2016
Author: Leah John

Signature of Author: _____

SUMMARY

A section of the Monthly Statement of Financial Activity report for the month ending 31st July, 2016 is presented to Council.

ATTACHMENT

Trust and Cash Balance Report at 31 July 2016.

BACKGROUND

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

The full July financial Activity report is unavailable at the time of writing the agenda. The report requires a Rate Setting Statement and various financial data with comparative analysis and commentaries against 2016/17 Budget. The 2016/2017 Budget is in progress and set to be adopted by the 31st August 2016.

CONSULTATION

No consultation required.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4.
Local Government (Financial Management) Regulations 1996 Section 34.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil.

OFFICER COMMENT

The full financial report will be made available in September meeting after Budget 2016/17 is adopted.

SUMMARY OF FUNDS – SHIRE OF THREE SPRINGS	
Municipal Account	\$23,278.77
Business Cash Maximiser (Municipal Funds)	\$85,386.86
Grant Funds Holding Maximiser Account (Municipal Funds)	\$823,825.57
Trust Account	\$708.40
Reserve Maximiser	\$833,474.89
Police Licensing Account	\$96,196.98

Debtor's accounts as at 31st July, 2016 total \$149,773.06

Creditors as at 31st July, 2016 are \$935.79

The total outstanding Rates debt is \$31,369.66

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION – ITEM 9.3.1

That Council adopts a section of the Monthly Statement of Financial Activity for the month ending 31st July, 2016

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Police Licensing	1,723	15,935	(16,429)	1,229
Three Springs LCDC	4,334			4,334
Arrowsmith Catchment	77,393			77,393
Arrowsmith Rates	11,556			11,556
Nomination Fees	0	0	0	0
East Three Springs Catchment	2,014			2,014
BCITF Levy	0	0	0	0
BRB Levy	0			0
RSL	0			0
Housing Bonds	280	0	0	280
'Free' Blocks	0			0
Refuse site	0		0	0
Hall Hire Bond	0			0
Cat Trap Bond	0			0
Community Bus Bond	100	0	0	100
Sale of Books				
Swimming Pool Inflatable	0	0	0	0
	<u>97,400</u>			<u>96,906</u>

10. CASH / INVESTMENTS SUMMARY

Investments						30 June 2017 Actual \$
Financial Institution	Fund	Date Invested	Investment Amount \$	Interest Rate %	Maturity Date	
Cash at Bank						30 June 2017 Actual \$
Financial Institution	Fund	Total Cash at Bank	O/S Deposits	O/S Cheques	Adjustment	
National Australia Bank	Muni	23,718	327	(765)		23,280
National Australia Bank	Trust	988	-	(280)		708
National Australia Bank	Licensing	94,765	1,432	-		96,197
Investments						-
National Australia Bank	Maxi Investm	85,387	Credits	-	-	85,387
National Australia Bank	Grant Acc	823,825	Interest	-	-	823,825
National Australia Bank	Reserve Max	833,475		-	-	833,475

Debtors Trial Balance

As at 31.07.2016

Debtor #	Name	Credit Limit	02.05.2016 GT 90 days	Age	01.06.2016 GT 60 days	01.07.2016 GT 30 days	31.07.2016 Current	Total
			Of Oldest Invoice (90Days)					
4			0.00	0	0.00	0.00	0.00	-40.00
A27			0.00	0	0.00	0.00	0.00	-296.68
B33			0.00	0	0.00	40.00	0.00	40.00
B80			198.54	773	0.00	0.00	0.00	198.54
B90			0.00	0	0.00	136.00	320.00	456.00
C5			0.00	0	0.00	0.00	120.00	120.00
C93			653.11	730	5.39	5.39	0.00	663.89
C98			5.60	397	0.00	0.00	0.00	5.60
C102			0.00	0	338.43	422.76	0.00	761.19
D70			0.00	0	0.00	36.54	0.00	36.54
F14			0.00	0	0.00	9011.41	0.00	9011.41
F40			0.00	0	0.00	0.00	0.00	-400.00
G57			0.00	0	0.00	0.00	0.00	-40.00
H49			160.00	424	0.00	0.00	0.00	160.00
H50			0.00	0	0.00	0.00	3.00	3.00
I2			0.00	0	0.00	0.00	0.00	0.00
J1			0.00	0	0.00	0.00	0.00	-281.49
J17			0.00	0	0.00	1430.00	0.00	1430.00
K23			42900.00	156	0.00	0.00	0.00	42900.00
L94			0.00	0	0.00	0.00	60.00	60.00
L98			0.00	0	60.00	40.00	40.00	140.00
M19			0.00	0	0.00	80574.30	0.00	80574.30
M54			0.00	0	0.00	1618.08	0.00	1618.08
M100			1042.70	121	321.19	381.16	0.00	1745.05
M115			1110.00	209	0.00	0.00	0.00	1110.00
M128			0.00	0	0.00	0.00	0.50	0.50
N7			0.00	0	0.00	720.00	0.00	720.00
N42			2580.10	1186	0.00	0.00	0.00	2580.10
O17			0.00	0	0.00	0.00	0.00	-600.00
P11			3543.28	0	0.00	1708.42	640.00	5891.70
R24			0.00	0	0.00	0.00	30.00	30.00
S29			0.00	0	0.00	0.00	0.00	-331.97
S93			0.00	0	0.00	0.00	0.00	0.00
S98			0.00	0	0.00	78.78	0.00	78.78
T15			0.00	0	0.00	270.00	90.00	360.00

Debtors Trial Balance

As at 31.07.2016

Debtor #	Name	Credit Limit	02.05.2016	01.06.2016	01.07.2016	31.07.2016	Total
			GT 90 days	GT 60 days	GT 30 days	Current	
			Age				
			Of				
			Oldest				
			Invoice				
			(90Days)				
T52			0.00	339.07	640.00	0.00	979.07
T57			0.00	0.00	40.00	0.00	40.00
V11			0.00	0.00	299.85	0.00	299.85
W43			0.00	0.00	0.00	20.00	20.00
W60			0.00	0.00	0.00	0.00	-310.70
W84			0.00	0.00	0.00	20.00	20.00
W86			0.00	0.00	20.30	0.00	20.30
Totals --- Credit Balances:		-2300.84	52193.33	1064.08	97472.99	1343.50	149773.06

9.3.2. ACCOUNTS FOR PAYMENT – 31 JULY 2016

Agenda Reference: CEO
Location/Address: Shire of Three Springs
Name of Applicant: Shire of Three Springs
File Reference: ADM0083
Disclosure of Interest:
Date: 11th July, 2016
Author: Donna Newton

Signature of Author: _____

SUMMARY

Council to confirm the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

ATTACHMENT

Lists of creditors paid as at 31st July, 2016 is attached.

BACKGROUND

Financial regulations require a schedule of payments made through the Council's bank accounts be presented to Council for their inspection. The list includes details for each account paid incorporating payee's name, amount of the payment, date of payment and sufficient information to identify the transaction.

CONSULTATION

No consultation required.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4.

Local Government (Financial Management) Regulations 1996 Section 12 and 13.

POLICY IMPLICATIONS

Payments have been made under delegation.

FINANCIAL IMPLICATIONS

Funds available to meet expenditure.

STRATEGIC IMPLICATIONS

Nil.

OFFICER COMMENT

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and that the amounts shown were due for payment.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.2

That Council notes the accounts for payment as presented for July, 2016 from the –

Municipal Fund totalling \$335,984.48 represented by Electronic Fund Transfers No's 12926 – 12993, Cheque No's 11301 – 11304 and Direct Debits 10446.1, 10447.1, 10448.1, 10456.1 – 10456.9, 10465.1 – 10465.9 & 10468.1.

Licensing Fund totalling \$16,429.25 represented by Electronic Fund Transfer No 12994.

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Shire of THREE SPRINGS
Statement of Payments for the Month of July 2016

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
Synergy				
11301	14/07/2016	Electricity Usage Charges		3,064.40
INV	30/06/2016	Electricity Usage Charges 28/04/2016 to 29/06/2016 - 50 Carter Street	160.55	
INV	30/06/2016	Electricity Usage Charges 29/04/2016 to 30/06/2016 - Old Nurses	75.00	
INV	30/06/2016	Electricity Usage Charges 29/04/2016 to 29/06/2016 - Centenary Water	287.80	
INV	30/06/2016	Electricity Usage Charges 29/04/2016 to 30/06/2016 - Duffy's Store	29.70	
INV	30/06/2016	Electricity Usage Charges from 25/05/2016 to 24/06/2016 - 132 Street	2,185.80	
INV	30/06/2016	Electricity Usage Charges 28/04/2016 to 29/06/2016 - 21 Franklin St W/S	325.55	
Telstra				
11302	14/07/2016	Monthly Account		473.53
INV	05/07/2016	Mobile Phone Usage 05/07/16 to 04/08/16 - 0407 981 659 \$14.18, 0448	473.53	
Water Corporation				
11303	14/07/2016	Water Usage Charges		381.20
INV	08/06/2016	Water Service Charges 01/05/2016 to 30/06/2016 - Unit 3 Kadathinni,	50.14	
INV	09/06/2016	Water Usage Charges 04/04/2016 to 07/06/2016 - Unit 3 Kadathinni (on	7.59	
INV	08/06/2016	Water Service Charges 01/05/2016 to 30/06/2016 - Unit 4 Kadathinni,	68.91	
INV	09/06/2016	Water Usage Charges 04/04/2016 to 07/06/2016 - Unit 4 Kadathinni (on	33.40	
INV	27/06/2016	Water Usage Charges 04/04/2016 to 07/06/2016 - 5 Glyde Street (on	221.16	
Water Corporation				
11304	25/07/2016	Water Usage and Service Charges		1,953.46
INV	06/07/2016	Shire of Three Springs Contribution towards Contract Preparation for	550.00	
INV	01/07/2016	Water Usage from 04/04/2016 to 07/06/2016 - 3 Howard Place	40.46	
INV	08/07/2016	Water Usage Charges 08/06/2016 to 29/06/2016 - Oval (0 kL), Monthly	1,363.00	
Australian Services Union (A.S.U.)				
EFT12926	14/07/2016	Payroll deductions		52.70
INV	12/07/2016	Payroll Deduction for 12/07/2016	52.70	
AMPAC Debt Recovery (WA) Pty Ltd				
EFT12927	14/07/2016	Debt Recovery		5.39
INV 33473	30/06/2016	Commission of 7.7% on amounts paid 10/06/2016 & 24/06/2016 being	5.39	
BOC Gases				
EFT12928	14/07/2016	Monthly Account		56.77
INV	29/06/2016	Daily Cylinder Tracking 29/05/2016 to 28/06/2016 - Oxygen Industrial	56.77	
Office Max Australia Limited				
EFT12929	14/07/2016	Stationery Order		48.51
INV	30/06/2016	HP No.901 CC653AA Ink Cartridge, Black Product Code: 2110628	48.51	
INV	04/07/2016	Credit for Officemax Heavy Duty 2 Hole Punch from Invoice 38236116	-7.90	
INV	01/07/2016	Hole Punch HDuty OMax 2 Hole RD/BK 40 Sheet Capacity Waste Tray	7.90	
Bunnings Group Limited				
EFT12930	14/07/2016	Monthly Account Various		321.87
INV	26/06/2016	Top Pull Latch Magna D&D Magnalatch MLTP2RB - Child Care Centre,	321.87	
Batavia Coast Trimmers				
EFT12931	14/07/2016	Repairs		120.00
INV	30/06/2016	Re-sew Shade Dome Skin as Required - Main Street Play Ground	120.00	
Child Support Agency				
EFT12932	14/07/2016	Payroll deductions		1,038.85
INV	12/07/2016	Payroll Deduction for 12/07/2016	1,038.85	
Cunninghams Ag Services				
EFT12933	14/07/2016	Parts Account		136.40
INV 174083	05/05/2016	1.5m Hydraulic Hose 1/4" per m for Grease Pot, Hyd Hose Manufacture	136.40	
Staples Australia Pty Limited				
EFT12934	14/07/2016	Metreplan Charges		575.11
INV	24/06/2016	Meterplan Charge MPC5502A 20/05/2016 - 20/06/2016 3112 Colour	575.11	
Canine Control (Trepheleene Pty Ltd)				
EFT12935	14/07/2016	Ranger Services		1,130.80
INV 831	06/07/2016	Ranger Services for Wednesday 6 July 2016 - No new written, email or	1,130.80	

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		City of Lights		
EFT12936	14/07/2016	Half Yearly Web Site Maintenance Charge		196.00
INV	01/07/2016	Ongoing Maintenance of Joomla Content Management System for Shire	196.00	
		Central Midlands Steel Moora		
EFT12937	14/07/2016	Contractor		587.20
INV 19398	13/06/2016	Supply assorted Galvanised Pipe and Fittings for Pool Entry Ramp Safety	587.20	
		Eneabba Smash Repairs		
EFT12938	14/07/2016	Insurance Excess OTS		300.00
INV	30/06/2016	Excess on Insurance Claim 63-3513658 for Holden Calais OTS -	300.00	
		Frontline Fire & Rescue Equipment (Bluesteel Enterprises Pty Ltd)		
EFT12939	14/07/2016	Fire Control Expenses		1,625.25
INV 54301	21/06/2016	5 x Fire Fighter Goggle, Clear, Anti Fog, 10 x Red/White Name Badge -	1,625.25	
		Finer Images		
EFT12940	14/07/2016	Professional Services		61.45
INV 1428	19/10/2015	Scanning of Historical Photos for Arrino Gardens, Scanning of Historical	61.45	
		Geraldton Fuel Company Pty Ltd		
EFT12941	14/07/2016	Monthly Account		10,494.10
INV	30/06/2016	8,600.00 Litres Ultra L/Sulpher Diesel @ 1.1935 p/l	10,264.10	
INV	30/06/2016	Textran TDH Premium 20ltr for TS5013 Cat Roller	230.00	
		Guardian Print and Graphics		
EFT12942	14/07/2016	Tourist Brochures		795.00
INV	28/06/2016	1000 x Shire of Three Springs Tourist Brochures - Printed Both Sides	795.00	
		Health Insurance Fund (HIF) of WA (Inc)		
EFT12943	14/07/2016	Payroll deductions		103.15
INV	12/07/2016	Payroll Deduction for 12/07/2016	103.15	
		RN & LM Hebiton		
EFT12944	14/07/2016	Contractor		5,362.50
INV 186	30/06/2016	Road Side Spraying East Three Springs	5,362.50	
		IT Vision Australia Pty Ltd		
EFT12945	14/07/2016	Annual Renewal for SynergySoft & Universe Annual Licence Fees		26,171.20
INV 26791	01/07/2016	Annual Licence Fee (ALF) IT Vision Software System x 1 to 30/06/2017	26,171.20	
		Ashdown Ingram		
EFT12946	14/07/2016	Parts Account		158.29
INV	13/06/2016	ACX0658 Alligator Clip 15A x 2	9.79	
INV	10/06/2016	620-2003A Compact LED 12-24V Beacon 3 Bolt for TS5004	148.50	
		Jupiter Health & Medical Services (TS Family Practice)		
EFT12947	14/07/2016	Management Fee		6,600.00
INV	01/07/2016	Management Fee for Three Springs Medical Centre 04/07/2016 to	6,600.00	
		Landgate Valuations		
EFT12948	14/07/2016	Valuations		487.10
INV	24/06/2016	Gross Rental Valuations Chargeable Schedule No: G 2016/1 Dated	135.25	
INV	22/06/2016	Consolidated Mining Tenement Roll	351.85	
		Leeman Plumbing & Excavation		
EFT12949	14/07/2016	Contractor		757.90
INV	29/06/2016	30 Touche' Street - Clear Severe Drain Blockage caused by roots in	319.00	
INV	24/06/2016	Remove Seized and Corroded Mixer Tap, Install Isolation Valves and	438.90	
		Vidguard Security Systems		
EFT12950	14/07/2016	Security Monitoring Fee		135.00
INV	01/07/2016	Security Monitoring Fees 01/07/2016 to 30/09/2016 - Shire Admin	135.00	
		Starick Tyres		
EFT12951	14/07/2016	Monthly Account		11,199.87
INV 19132	30/06/2016	30/06/2016 - 4 x 20.5R25 XHA2 TL Michelin Earthmover Tyres for	11,199.87	
		McLeods		
EFT12952	14/07/2016	Professional Services		6,105.40

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
McLeods				
INV 93099	30/06/2016	Acquisition of Land for Intersection Improvements: Three Springs -	6,105.40	
North Midlands Maintenance				
EFT12953	14/07/2016	Monthly Account		250.00
INV	30/06/2016	2 x 45kg Gas Bottles for Pool Multipurpose Building	250.00	
Shire of Perenjori				
EFT12954	14/07/2016	Pool Manager Services		2,696.77
INV 11618	27/06/2016	Relief Swimming Pool Manager from 24/04/2015 to 17/09/2015 - Include	2,696.77	
Quality Press				
EFT12955	14/07/2016	Fire Control Expenses		39.55
INV 129,973	30/06/2016	2 x DFES Printed Material - Pocket Book - Fire (Pack of 5), 1 x DFES	39.55	
Rural Health West				
EFT12956	14/07/2016	Annual Membership		100.00
INV	01/07/2016	Rural Health West Organisational Membership for the Period July 2016	100.00	
Robbro (WA) Pty Ltd				
EFT12957	14/07/2016	Contractor		14,905.54
INV 2483	30/06/2016	Supply of Hired Road Construction Plant with Operators to undertake	14,905.54	
INV 2483	30/06/2016	Reversal of Invoice 2483 - GST incorrect - Supply of Hired Road	-14,905.54	
INV 2183	30/06/2016	Supply of Hired Road Construction Plant with Operators to undertake	14,905.54	
Shire of Three Springs				
EFT12958	14/07/2016	Management Fee		4,039.15
INV 13117	30/06/2016	Management Fee on Rental Income for 2015/2016 - Kadathinni Units,	2,651.95	
INV 13119	30/06/2016	Management Fee on Rental Income for 2015/2016 - Lot 60 Glyde Street,	680.00	
INV 13118	30/06/2016	Management Fee on Rental Income for 2015/2016 - Lot 54 Glyde Street,	707.20	
Sweetman's Hardware				
EFT12959	14/07/2016	Monthly Account		878.82
INV JUNE	30/06/2016	Cement & Bondcrete, Door Latches, ULP for Small Plant, ULP for	860.97	
INV 92B	08/06/2016	Degreaser x 3 for TS5008 Cat Loader	17.85	
Three Springs IGA				
EFT12960	14/07/2016	Monthly Account		217.36
INV JUNE	30/06/2016	Allens Minties, Arnotts Assorted Creams, Arnotts Choc Tim Tams, Black	217.36	
Van't Veer Services				
EFT12961	14/07/2016	Monthly Account		55.00
INV 502	30/06/2016	Postage Charges for June 2016 (2 x Large Letters), Postage Charges for	55.00	
Westrac Pty Ltd				
EFT12962	14/07/2016	Monthly Account		144.51
INV PI	30/06/2016	4J-5267 Seal O-Ring - TS5013 Cat Roller, 276-7018 Kit Cap Plug -	144.51	
WA Treasury Corporation				
EFT12963	14/07/2016	Government Guarantee Fee for Loans 156, 157, 159 & 160		1,607.64
INV GFEE	30/06/2016	Government Guarantee Fee for Period Ending 30/06/2015 - Loan 156	1,607.64	
WA Local Government Association (WALGA)				
EFT12964	14/07/2016	Annual Subscriptions 2016-2017		15,904.90
INV	06/10/2015	Local Government Advertising Service Rebate for Expenditure in the	-1,082.82	
INV	15/02/2016	CEO attending the "Serving on Council & Meeting Procedures and	50.00	
INV	17/02/2016	2 x Councillors (Cr C. Connaughton and Cr J. Lake) attending the	100.00	
INV	10/06/2016	Partial Credit Refund of LG Advertising Rebate - Remaining Credit of	932.82	
INV	05/07/2016	Membership / Association Membership - WALGA Membership	15,904.90	
Wright Express Australia Pty Ltd (Puma Card)				
EFT12965	14/07/2016	Monthly CESM Fuel Account		110.40
INV	30/06/2016	19/06/2016 ULP for 02MO on 002TS Fuel Card 40.67 Litres, 23/06/2016	110.40	
Abco Products				
EFT12966	25/07/2016	Cleaning Products		340.42
INV 255229	13/07/2016	Puregiene Select 2 Ply 300M Jumbo T/Tissue (Ctn 8), Code: 100168,	340.42	
Asphalt In A Bag (Lenip Pty Ltd As Trustee For The Pinel Family Trust)				
EFT12967	25/07/2016	Supplier		1,718.75

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
Asphalt In A Bag (Lenip Pty Ltd As Trustee For The Pinel Family Trust)				
INV	14/07/2016	50 x ASP20 Asphalt 20Kg Bags	1,718.75	
BOC Gases				
EFT12968	25/07/2016	Monthly Account		19.11
INV	20/07/2016	New Oxygen Medical C Size for Oxysock in CESM Vehicle	19.11	
Office Max Australia Limited				
EFT12969	25/07/2016	Stationery & Cleaning Products Order		132.75
INV	14/07/2016	Officemax® Polypropylene Indices A4, 5 Tab, Coloured, Product Code:	40.49	
INV	14/07/2016	Officemax® Polypropylene Indices A4, 5 Tab, Coloured, Product Code:	92.26	
Courier Australia				
EFT12970	25/07/2016	Monthly Account		6,785.96
INV 0269	30/06/2016	Freight from Felton to Three Springs - 2 x Deluxe Broad Roof Park	6,241.60	
INV 0270	08/07/2016	Freight from Cova Parts to Three Springs - Tools, Freight from Cova	68.64	
INV 0271	15/07/2016	Freight from Three Springs to State Library - Library Books, Freight	475.72	
Staples Australia Pty Limited				
EFT12971	25/07/2016	Office Equipment		349.92
INV	08/07/2016	Penrite Porcelain Aluminium Frame Whiteboard 900mm x 1200mm for	177.85	
INV	14/07/2016	Staples Pen Icebreaker Stick Ballpoint Fine 0.7mm Red Box 12, Product	172.07	
Geraldton Fuel Company Pty Ltd				
EFT12972	25/07/2016	Monthly Account		220.00
INV	08/07/2016	2 x Torque Fluid AU 454 20Ltr for TS5005 Cat 12M Grader	220.00	
Greenfield Technical Services				
EFT12973	25/07/2016	Professional Services		1,443.75
INV 4272	07/07/2016	General Project Management & Admin 06/06/2016 to 20/06/2016,	1,443.75	
Rowe Group				
EFT12974	25/07/2016	Professional Services		577.50
INV	15/07/2016	Local planning Scheme Review - Various Lots, Three Springs - J:	577.50	
Hille, Thompson & Delfos Surveyors & Planners				
EFT12975	25/07/2016	Professional Services		15,081.00
INV 0016735	30/06/2016	Survey of Town Road Network - Claim 1: Establish Survey Control	15,081.00	
Shire of Irwin				
EFT12976	25/07/2016	Contractor		51.80
INV 13994	01/07/2016	Health Consultancy - 26/05/2016 Assess Hawkers Application - Seafoods	51.80	
Kamma's Bulldozing				
EFT12977	25/07/2016	Contractor		13,310.00
INV 777	11/07/2016	Dozer Hire to push Gravel Behind Talc Mine for Broad Road	13,310.00	
Lgis Liability				
EFT12978	25/07/2016	Annual Insurance		11,003.75
INV	06/07/2016	LGIS Liability Cover (1st Instalment) 30/06/2016 to 30/06/2017 (60% of	5,232.49	
INV	06/07/2016	Annual Crime Insurance (Replaces Fidelity Guarantee Insurance)	843.26	
INV	06/07/2016	LGIS Bushfire Cover 30/06/2016 to 30/06/2017	4,928.00	
LGIS Workcare				
EFT12979	25/07/2016	Annual Insurance		19,985.14
INV	06/07/2016	LGIS Workcare Insurance (1st Instalment) 30/06/2016 to 30/06/2017	19,985.14	
LGIS Insurance Broking				
EFT12980	25/07/2016	Annual Insurance		64,298.15
INV	04/07/2016	Management Liability 30/06/2016 to 30/06/2017 - 47.5% (Replaces and	8,759.30	
INV	04/07/2016	Marine Cargo Insurance (Transport Insurance) 30/06/2016 to 30/06/2017	577.50	
INV	04/07/2016	Travel Insurance 30/06/2016 to 30/06/2017 - 20% (Previously formed	825.00	
INV	04/07/2016	Personal Accident Insurance 30/06/2016 to 30/06/2017 (80% of \$467.50),	467.50	
INV	04/07/2016	Motor Vehicle Insurance 30/06/16 to 30/06/17 - Plant/Vehicles, , Motor	53,668.85	
LGIS Property Scheme				
EFT12981	25/07/2016	Annual Insurance		27,068.05
INV	06/07/2016	Property Insurance 30/06/2016 to 30/06/2017 - 1st Instalment, Property	27,068.05	

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Maria Newton		
EFT12982	25/07/2016	ANZAC Wreath		100.00
INV 100	27/04/2016	ANZAC Wreath for 25/04/2016	100.00	
		Perfect Computer Solutions		
EFT12983	25/07/2016	Computer and IT Upgrade 15-16		29,480.00
INV 21543	30/06/2016	Upgrade New Server, 2 x Desk top Computers and Laptop Computer -	27,030.00	
INV 21544	30/06/2016	Visitor Centre - One only Intel i5 3GHz, 8Gb RAM, 1Tb HDD, Win 7/10	1,475.00	
INV 21545	30/06/2016	Purchase of one only HP Colour Printer/Scanner/Fax for Visitor Centre	550.00	
INV 21540	28/06/2016	14/06/2016 - VPN/Router for new Two Way Radio System (Discuss with	425.00	
		Reliance Petroleum		
EFT12984	25/07/2016	Monthly Account Various		266.44
INV	30/06/2016	Diesel Fuel for 001TS - 06/06/2016 40.02 Ltrs, 19/06/2016 23.54 Ltrs &	267.68	
INV	30/06/2016	Credit Adjustment - Discount Granted on Fuel Costs (D000007)	-1.24	
		Robbro (WA) Pty Ltd		
EFT12985	25/07/2016	Contractor		3,157.00
INV 2501	19/07/2016	Supply of Hired Road Construction Plant with Operators to undertake	3,157.00	
		Gaden State Pty Ltd T/A Rubek Automatic Doors		
EFT12986	25/07/2016	Contractor		932.14
INV	21/07/2016	Inspect and Repair Automatic Entry Door at Three Springs Medical	932.14	
		Sweetman's Ampol Cafe		
EFT12987	25/07/2016	Catering		27.00
INV 67	20/07/2016	Assortment of Slices for Council Afternoon Tea 20/07/2016	27.00	
		Three Springs Rural Services		
EFT12988	25/07/2016	Monthly Account		343.88
INV 23335	18/07/2016	Rico 450 Glyphosate Dgray 20Ltr for Arrino Gardens	122.94	
INV 32344	18/07/2016	Rico 450 Glyphosate 20Lt Dgray for Town Street Spraying	122.94	
INV 32306	15/07/2016	90 x 400mm Shank Asphalt Cutter - Jackhammer Bit	98.00	
		Westrac Pty Ltd		
EFT12989	25/07/2016	Monthly Account		509.12
INV	08/07/2016	251-3265 Link Assembly for TS5005 Cat 12M Grader, 6V-5851 Blade	220.48	
INV	08/07/2016	357-9152 Kit - JoyStick - TS5009 Cat 12M Grader	243.63	
INV	12/07/2016	5p-8500 Cat Key - TS5005, 5p-8500 Cat Key - TS5006, 5p-8500 Cat Key	45.01	
		IT Vision User Group (Inc.)		
EFT12990	25/07/2016	Annual Subscription		715.00
INV	01/07/2016	ItVision User Group Membership Subscription 2016/2017	715.00	
		Landmark Operations Ltd		
EFT12991	25/07/2016	Monthly Account		1,738.15
INV	28/06/2016	Genf Metsulfuron 600WG 1KG x 1 - Road side Spraying, Nufa Pulse 5L	477.84	
INV	22/06/2016	Nufa Pulse 5L x 2 for Road side Spraying	408.16	
INV	30/06/2016	Sino Kelpie Rico 450 GLY Herbicide 20L x 8 for Road side spraying	852.15	
		Winchester Industries		
EFT12992	25/07/2016	Supplier		140.80
INV Q7902	06/07/2016	Supply Only 12.8 Tonnes Metal Dust Weigh Slip 09327 carted by	140.80	
		WCC Electrical & Air Conditioning		
EFT12993	25/07/2016	Contractor		224.40
INV	30/06/2016	Resecure 3phase Outlet for Pressure Washer at Depot. Replace Damaged	224.40	
		Department Of Transport - Daily Licensing		
EFT12994	31/07/2016	POLICE LICENSING PAYMENTS FOR JULY 2016		16,429.25
INV T1	31/07/2016	POLICE LICENSING 29/06/2016, Police Licensing 30/06/2016,	16,429.25	
		SG Fleet Pty Ltd		
DD10446.1	15/07/2016	CESM Vehicle Lease		1,649.46
INV	01/07/2016	Lease for CESM Vehicle - Ford Ranger PX MY14 (1/15) 3.2 TDCi XL	1,649.46	
		Commander Australia		
DD10447.1	13/07/2016	Monthly Account		46.92
INV	01/07/2016	Commander Contract (System Rental) 16/07/206 to 15/08/2016 - Depot	46.92	

Date: 09/08/2016
Time: 1:03:07PM

Shire of THREE SPRINGS
Statement of Payments for the Month of July 2016

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
Westnet Pty Ltd				
DD10448.1	01/07/2016	Annual Account		209.95
INV	01/07/2016	Annual Charge for Dialup Essential service visitorscentre@westnet.com.au	209.95	
The Trustee for the RL & JMA Ryan Superannuation Fund				
DD10456.1	12/07/2016	Payroll deductions		458.34
INV SUPER	12/07/2016	Super. for 502 12/07/2016	300.29	
INV	12/07/2016	Payroll Deduction for 12/07/2016	158.05	
WA Super				
DD10456.2	12/07/2016	Superannuation contributions		4,117.45
INV	12/07/2016	Payroll Deduction for 12/07/2016	253.85	
INV	12/07/2016	Payroll Deduction for 12/07/2016	207.69	
INV	12/07/2016	Payroll Deduction for 12/07/2016	119.74	
INV	12/07/2016	Payroll Deduction for 12/07/2016	299.13	
INV	12/07/2016	Payroll Deduction for 12/07/2016	36.55	
INV SUPER	12/07/2016	Super. for 12/07/2016	3,200.49	
AMP - Retirement Security Plan				
DD10456.3	12/07/2016	Superannuation contributions		154.98
INV	12/07/2016	Payroll Deduction for 12/07/2016	44.28	
INV SUPER	12/07/2016	Super. for 90754797 12/07/2016, Super. for 90754797 12/07/2016	110.70	
The Trustee for Every Superannuation Fund				
DD10456.4	12/07/2016	Superannuation contributions		274.04
INV SUPER	12/07/2016	Super. for 12/07/2016	274.04	
Cbus Super				
DD10456.5	12/07/2016	Superannuation contributions		173.63
INV SUPER	12/07/2016	Super. for 6134257 12/07/2016	173.63	
AMP Life Limited (AMP Flexible Super)				
DD10456.6	12/07/2016	Superannuation contributions		173.63
INV SUPER	12/07/2016	Super. for V5223298-V 12/07/2016	173.63	
Australian Super				
DD10456.7	12/07/2016	Superannuation contributions		61.54
INV SUPER	12/07/2016	Super. for 712357307 12/07/2016	61.54	
Netwealth Superannuation Master Fund				
DD10456.8	12/07/2016	Superannuation contributions		173.63
INV SUPER	12/07/2016	Super. for 001060525 12/07/2016	173.63	
Sunsuper Superannuation Fund				
DD10456.9	12/07/2016	Superannuation contributions		190.01
INV SUPER	12/07/2016	Super. for 900312553 12/07/2016	190.01	
The Trustee for the RL & JMA Ryan Superannuation Fund				
DD10465.1	26/07/2016	Payroll deductions		430.07
INV SUPER	26/07/2016	Super. for 502 26/07/2016	281.77	
INV	26/07/2016	Payroll Deduction for 26/07/2016	148.30	
WA Super				
DD10465.2	26/07/2016	Superannuation contributions		4,143.30
INV	26/07/2016	Payroll Deduction for 26/07/2016	253.85	
INV	26/07/2016	Payroll Deduction for 26/07/2016	207.69	
INV	26/07/2016	Payroll Deduction for 26/07/2016	119.74	
INV	26/07/2016	Payroll Deduction for 26/07/2016	299.13	
INV	26/07/2016	Payroll Deduction for 26/07/2016	36.55	
INV SUPER	26/07/2016	Super. for 26/07/2016	3,226.34	
AMP - Retirement Security Plan				
DD10465.3	26/07/2016	Superannuation contributions		242.44
INV	26/07/2016	Payroll Deduction for 26/07/2016	69.27	
INV SUPER	26/07/2016	Super. for 90754797 26/07/2016, Super. for 90754797 26/07/2016	173.17	

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Shire of THREE SPRINGS
Statement of Payments for the Month of July 2016

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
The Trustee for Every Superannuation Fund				
DD10465.4	26/07/2016	Superannuation contributions		274.04
INV SUPER	26/07/2016	Super. for 26/07/2016	274.04	
Cbus Super				
DD10465.5	26/07/2016	Superannuation contributions		173.63
INV SUPER	26/07/2016	Super. for 6134257 26/07/2016	173.63	
AMP Life Limited (AMP Flexible Super)				
DD10465.6	26/07/2016	Superannuation contributions		173.63
INV SUPER	26/07/2016	Super. for V5223298-V 26/07/2016	173.63	
Australian Super				
DD10465.7	26/07/2016	Superannuation contributions		68.78
INV SUPER	26/07/2016	Super. for 712357307 26/07/2016	68.78	
Netwealth Superannuation Master Fund				
DD10465.8	26/07/2016	Superannuation contributions		173.63
INV SUPER	26/07/2016	Super. for 001060525 26/07/2016	173.63	
Sunsuper Superannuation Fund				
DD10465.9	26/07/2016	Superannuation contributions		190.01
INV SUPER	26/07/2016	Super. for 900312553 26/07/2016	190.01	
National Mastercard				
DD10468.1	26/07/2016	Monthly Credit Card Account		963.35
INV JULY	20/07/2016	Accommodation and Car Parking for 19/06/16 & 20/06/2016 (CSO2) for	963.35	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
L	POLICE LICENSING	16,429.25
M	MUNICIPAL BANK	335,984.48
TOTAL		352,413.73

National Business Mastercard

21 June, 2016 to 20 July, 2016

Chief Executive Officer

Licencing Training Accommodation CSO2	\$	420.60
Parts for TS5012 Roller	\$	328.35
	\$	748.95

Deputy Chief Executive Officer

Licence and Motor Injury Insurance Policy for 001TS	\$	196.40
	\$	196.40
Bank Charges	\$	18.00
	\$	18.00
Total Direct Debit Payment made on 26/07/2016	\$	963.35

Police Licensing

Direct Debits from Trust Account

1 July, 2016 to 31 July, 2016

Friday, 1 July 2016	\$	471.45
Tuesday, 5 July 2016	\$	309.80
Wednesday, 6 July 2016	\$	139.50
Friday, 8 July 2016	\$	62.70
Monday, 11 July 2016	\$	475.85
Tuesday, 12 July 2016	\$	113.20
Wednesday, 13 July 2016	\$	445.10
Thursday, 14 July 2016	\$	175.90
Friday, 15 July 2016	\$	148.70
Monday, 18 July 2016	\$	419.60
Wednesday, 20 July 2016	\$	1,076.40
Thursday, 21 July 2016	\$	8,654.30
Friday, 22 July 2016	\$	451.60
Monday, 25 July 2016	\$	1,095.20
Tuesday, 26 July 2016	\$	136.85
Wednesday, 27 July 2016	\$	529.70
Thursday, 28 July 2016	\$	94.40
Friday, 29 July 2016	\$	1,135.00
	\$	15,935.25

Bank Fees

Direct Debits from Muni Account

1 July, 2016 to 31 July, 2016

Total direct debited from Municipal Account	\$	271.15
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Payroll

Direct Payments from Muni Account

1 July, 2016 to 31 July, 2016

Wednesday, 13 July 2016	\$	30,725.35
Wednesday, 27 July 2016	\$	31,264.99
	\$	61,990.34

9.3.3. 2016/2017 BUDGET ADOPTION

Agenda Reference: CEO 08/16.05
Location/Address: Shire of Three Springs
Name of Applicant: Sylvia Yandle
File Reference: ADM0116
Disclosure of Interest: Nil
Author: Sylvia Yandle, CEO

Signature of Author: _____

PURPOSE

To consider and adopt the Shire of Three Springs Budget for the 2016/2017 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, reserve fund transfers, setting of elected members fees for the year and other consequential matters arising from the budget papers.

ATTACHMENT

2016/2017 Draft Budget attached separately

BACKGROUND

The draft 2016/2017 budget has been compiled based on the principles contained in the Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan. The 2016/2017 draft budget has been prepared in accordance with the presentations made to councillors at networking sessions held between May and July 2016.

The proposed differential general rates were approved by the council on 18th May 2016 and advertised for public comment on 20th May. Two submissions were received by 4th July and presented to Council for consideration at meeting held on 20th July. Initial application was sent to the Minister on 20th July for approval to impose a differential rate under section 6.33€ of the Local Government Act 1995 that is more than twice the lowest differential rate being imposed. As Council has not set the rate in the \$ for 2016/17 this application has not been approved (an item has been include in August's agenda).

The 2016/2017 Budget cannot be adopted until Ministerial approval has been granted for imposing differential rates, however the draft document as presented ca. Adoption can be subject to Minister's approval being received or adjustments may be made and a special meeting called to adopt the budget prior to 31st August.

DETAILS

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a nil increase to rate in the \$ for 2016/2017.
- Fees and charges were adopted by Council at meeting held on 15th June 2016.
- Household and commercial waste charges were included in fees and charges adopted on 15th June 2016.
- The operating budget includes an overall decrease in estimated expenditure (although individual line items may vary from this based on specific factors affecting each of these).
-
- A capital works program totalling \$5.06m for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is the major component of this (\$2.47m) which includes carried over Three Springs/Eneabba/Nebru Roads realignment project. An amount of \$1.50m provided for land and buildings include upgrades to Administration Centre, provision for Early Childhood Learning Facility, new shed for Fire Fighting units and Housing upgrade. Included in \$0.68m plant and equipment is provision for new Fire Unit, Backhoe, Roller and Mechanic Vehicle. An amount of \$200,000 has been budgeted for drainage system improvements.
- An estimated surplus of \$1,359,236 including Restricted funds of \$833,475 and \$434,573 sundry debtors has been brought forward from 30th June 2016.
-
- Principal additional grant funding for the year is estimated from:
 - Regional Road Group Funding - \$769,667
 - Roads to Recovery - \$474,501
 - Notional Financial Assistance Grants (FAGS) - \$942,595

CONSULTATION

Consultation has occurred on the draft 2016/2017 budget with Councillors, CEO, Manager of Finance, Works Supervisor, Council Finance Staff and Outside staff members. In addition consultation with Legislation Officer from Department of Local Government and Communities in relation to imposing differential rates.

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31st August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30th June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2016/2017 budget as presented is considered to meet statutory requirements.

POLICY IMPLICATIONS

The budget is based on the principles contained in the Long Term Financial Plan, Strategic Community Plan, Forward Capital Works Plan and Corporate Business Plan.

FINANCIAL IMPLICATIONS

Specific financial implications are outlined in the detailed section of this report and itemised in the draft 2016/2017 budget attached for adoption.

STRATEGIC IMPLICATIONS

The draft 2016/2017 budget has been developed based on the existing the Long Term Financial Plan, Forward Capital Works Plan, Corporate Business Plan and strategic planning documents adopted by council.

VOTING REQUIREMENT

Absolute Majority required: Yes for some of the parts of the recommendations.

ENVIRONMENTAL IMPLICATIONS

The draft 2016/2017 budget supports key environmental strategies and initiatives adopted by the council.

COMMENT

The draft 2016/2017 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

OFFICER RECOMMENDATION (To Be Debated and Resolved By Council) ITEM 9.3.3

That:

PART A – MUNICIPAL FUND BUDGET FOR 2016/2017

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment 4.9.1 of this agenda and the minutes, for the Town of Three Springs for the 2016/2017 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type showing a net result for that year of \$2,773,749

- Statement of Comprehensive Income by Program showing a net result for that year of \$2,773,749

- Rate Setting Statement showing an amount required to be raised from rates of \$1,992,495

- Significant Accounting Policies and supporting notes

- Transfers to / from Reserve Accounts

- Works Budget Program

VOTING REQUIREMENT - ABSOLUTE MAJORITY

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

1.3 General Rates

- Residential (GRV) 0.1161 cents in the dollar
- Mining (GRV) 0.2322 cents in the dollar
- Rural and Arrino(UV) 0.0162 cents in the dollar
- Mining (UV) 0.1192 cents in the dollar

1.4 Minimum Payments

- Residential (GRV) \$440
- Mining (GRV) \$440
- Rural and Arrino (UV) \$440
- Mining \$440

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date 7th October 2016
- 2nd instalment due date 9th December 2016
- 3rd instalment due date 10th February 2017
- 4th instalment due date 14th April 2017

(subject to approval being received from Minister by 31st August 2016)

3. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.
5. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

VOTING REQUIREMENT - ABSOLUTE MAJORITY

PART C – OTHER STATUTORY FEES FOR 2016/2017

6. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste to be paid in full by 1st October 2015

- | | | |
|-----|---|-----------|
| 6.1 | Residential Premises (including recycling) | |
| | • 240litre bin per weekly collection | \$220pa |
| | • Additional 240litre bin per weekly collection | \$220pa |
| 6.2 | Commercial | |
| | • 1500litre bulk bin per weekly collection | |
| | | \$1,085pa |
| | • Additional 1500litre bulk bin per weekly collection | |
| | | \$1,085pa |
| | • 3000litre bulk bin per collection | |
| | | \$1,935pa |
| | • Additional 3000litre bulk bin weekly collection | |
| | | \$1,935pa |

VOTING REQUIRMENT - SIMPLE MAJORITY

PART D – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2012/2016

7. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following fees for payment of elected members individual meeting attendance fees:

- | | | |
|---------|-------------|----------|
| 7.1 | President | \$264per |
| meeting | | |
| | Councillors | \$132per |
| | meeting | |

7.2 Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- | | |
|------------------|---------|
| President | \$7,500 |
| Deputy President | \$1,375 |

VOTING REQUIREMENT - ABSOLUTE MAJORITY

PART E – MATERIAL VARIANCE REPORTING FOR 2014/2015

8. In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2016/2017 for reporting material variances shall be 10% or \$5,000, whichever is the greater.

VOTING REQUIREMENT - SIMPLE MAJORITY

NOTES TO BUDGET ADOPTION

Not all decisions associated with budget adoption require an ABSOLUTE Majority.

The adoption of a budget should not be by a single resolution; rather the budget adoption should be broken-down into various like components as shown above and be adopted by several separate motions.

Council may consider adopting some of the above items as a separate report and prior to the formal adoption of the budget.

Such items may be:

Adoption of the Fees and Charges (Part D and E)

Adoption of Councillor Fees (Part F)

3. Adoption of material variance for reporting (Part G)

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

11.1. ELECTED MEMBERS

11.2. STAFF

12. QUESTIONS BY MEMBERS WITHOUT NOTICE

13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday 21st September 2016 at 1.30pm.

15. CONFIDENTIAL ITEMS

16. MEETING CLOSURE