



Ordinary Meeting of Council

MINUTES

15 December 2016

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SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 15 December 2016 commencing at 2.07pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	Cr ME White	
	KB Williams	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 2.07pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Chief Executive Officer Keith Williams declared an Impartiality Interest in Item 10.07.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 November 2016

161201

Moved Cr Dennis, seconded Cr Prout

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

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR NOVEMBER 2016

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for November 2016
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	6 December 2016
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 30 November 2016.

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

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

As part of the 2016/17 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Capital revenue and expenditure is reported in Note 12, the majority of this expense relates to the construction of the Tambellup Pavilion. While construction of the executive residence is complete, the final payment to Wauters Enterprises has not yet been made and this expenditure is not reflected in the report.

The road construction program hasn't progressed as far along as was anticipated when estimating monthly budgets due to weather. However the reseals planned for this year are scheduled to be done in February/March 2017.

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

Consultation: Nil

Statutory Environment: *Local Government (Financial Management) Regulations 1996*

34. Financial activity statement report

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –

(a) annual budget estimates, taking into account any expenditure

- incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) such other supporting information as is considered relevant by the local government.*

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

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

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

Workforce Plan Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *161202*

Moved Cr Thompson, seconded Cr Batchelor

“That the Financial Statement for the period ending 30 November 2016 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID NOVEMBER 2016

Program:	Other Property and Services
Attachment:	List of Payments for November 2016
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	6 December 2016
Disclosure of Interest:	Nil

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during November 2016.

Background: The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

Comment: Summary of payments made for the month:-

Municipal Fund	\$2,310,329.06
Trust Fund	\$146,372.35
Credit Cards	\$924.56
Total	\$2,457,625.97

Consultation: Nil

Statutory

Environment: *Local Government (Financial Management) Regulations 1996*

13. Lists of accounts

(1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

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

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *161203*

Moved Cr Paganoni, seconded Cr Batchelor

“That the list of accounts paid during November 2016, consisting of:-

- *Municipal Fund payments totalling \$2,310,329.06 comprising
 - *cheques numbered 3307 to 3339;*
 - *electronic payments numbered EFT8323 to EFT8328, EFT8330 to EFT8432, EFT8434, EFT8436 to EFT8456 and*
 - *direct debits numbered DD4414.1 to DD4414.4, DD4429.1 to DD4429.4 and DD4455.1 to DD4455.4;**
- *Trust Fund payments totalling \$146,372.35 comprising
 - *electronic payments numbered EFT8329, EFT8433 and EFT8435,**
- *Credit Card payments totalling \$924.56;*

be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – UNIT VACANCIES

Program:	Governance
Attachment:	<ul style="list-style-type: none"> • Income and Expenditure 2014/2015/2016 • Terms of Reference – ILSA Committee • Allocation of Housing – Eligibility and Needs Based Criteria • Under Separate Cover: August 2014 Ordinary Meeting Minute Item – Rental charge
File Ref:	ADM0417
Author:	JA Stewart Manager Corporate Services
Date:	5 December 2016
Disclosure of Interest:	Nil

Summary: Council to consider potential strategies to attract tenancies to Sandalwood Villas.

Background: Council, at its February 2014 Ordinary Meeting, endorsed a Housing Management Manual (Manual) and associated Management Practices (Practices) for the operation and administration of its ILSA units based on a resource made available by the Community Housing Coalition of Western Australia for adaptation by community and other housing organisations. Rental eligibility criteria are defined under section 2 of the Manual - 'Allocation of Housing'. Administration forms were also developed and a Handbook for Tenants created prior to the opening of the units.

At Council's August 2014 Ordinary Meeting Council determined the rental of the Sandalwood Villas units to be \$225 per week as per its 2014/15 budget, research on rental charges in surrounding areas, and a sworn valuation being obtained.

Council, at its September 2014 meeting, resolved to adopt Policy 6.3 – ILSA – Housing Allocations for Non-Local Applicants to allow for consideration, after three months of a unit being vacant, of applicants who do not meet the *local* eligibility criterion.

Council has previously had up to three tenancies at Sandalwood Villas and currently has two. In addition to advertising locally, Council has advertised in a publication for the aged.

The current Residential Tenancy Agreements for the units stipulate 'nil pets allowed'.

Comment: This item is brought to Council due to four units being vacant for some time, three since the opening of the units in October 2014.

Although interest has been shown during the two years since the opening of the units, no applications have been forthcoming apart from one around the time of opening. The applicant, on that occasion and after meeting the three month waiting period due to not being local, was then no longer interested.

On some occasions interested persons have indicated that they require a rental that accepts pets. All of those expressing an interest, with the exception of one, have not progressed through to looking at the units. The majority have met the age criteria but not *local* eligibility.

As the attached financial report demonstrates, the units did not run at a loss whilst three tenancies existed; nor, though, was there the anticipated level of funds transferred to reserve for future capital works or major maintenance items. This year's budgeted income was based on three units being tenanted and, as such, this income is negatively impacted (at this point in time) due to only two units being tenanted for the year to date.

Whilst reasons for the lack of tenancies could include interested tenants not yet being ready to move out of existing housing owned by themselves, Council could consider strategies that may assist in attracting other people to Sandalwood Villas. Consideration could be given to:

- whether cost is a significant barrier to tenancies;
- whether current eligibility criteria are a barrier to tenancies;
- undertaking an advertising program;
- advertising further afield, and/or
- allowing tenants to have small pets such as cats, small dogs or birds.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Dependent on deliberations

Strategic Implications: Plan for the Future: Strategic Objective 2 – People and Community (Action – Develop partnerships to improve aged care facilities and services)

Asset Management Implications: Nil

Financial Implications: When a minimum of three units are occupied, a surplus is evident; however, this does not allow for sufficient longer term build-up of funds to cover future capital or major maintenance works. The current occupancy level of two tenanted units demonstrates a loss for the current financial year to date.

Workforce Plan Implications: Administrative tasks associated with documentation requirements

Voting Requirements: Absolute Majority (if rental charges are altered); otherwise, Simple Majority

Council Decision: 161204

Moved Cr Batchelor, seconded Cr Thompson

“That Council, for its Sandalwood Villas units:

- sets rental cost at \$180 per week for couples, \$160 per week for single people, and charges \$10 extra per week per unit for tenants with a pet ;*
- retains age eligibility criteria as is;*
- considers allowing tenants a small, quiet pet on a case by case basis and within twelve month lease terms;*
- Undertakes a local advertising program to attract new tenants, and*
- Advertises outside the local area, on a regular basis, when one or more units are vacant.”*

***CARRIED 6/1
By Absolute Majority***

**Reason For Change to
Recommendation:**

10.04	EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2017-2019
Program:	Governance
Attachment:	<ul style="list-style-type: none"> Proposed Equal Employment Opportunity (EEO) Management Plan 2017-2019 Current (expiring) EEO Management Plan 2015-2017
File Ref:	ADM0209
Author:	JA Stewart Manager Corporate Services
Date:	6 December 2016
Disclosure of Interest:	Nil
Summary:	Council is required, as per Section 145 of the <i>Equal Opportunity Act 1984</i> , to have a compliant Equal Employment Opportunity Management Plan in place.
Background:	Council's Equal Employment Opportunity Management Plan 2015-17 expires as of 31 December 2016 and an endorsed copy of Council's EEO Management Plan (Plan) for 2017-2019 is due to the Public Sector Commission by 30 December 2016.
Comment:	<p>The author has reviewed the 2015-2017 Plan, updating the '<i>currently exist, require review, or are proposed</i>' fields, where applicable, of the template provided by the Public Sector Commission. Proposed changes to the Plan, at this review, are either crossed through or highlighted in red throughout the document.</p> <p>For Council consideration and endorsement.</p>
Consultation:	Chief Executive Officer
Statutory Environment:	<i>Equal Opportunity Act 1984</i> , Section 145
Policy Implications:	Policy 2.1 Equal Opportunity applies: <i>To maintain a workforce where all employees are treated equally</i>
Strategic Implications:	This issue is not dealt with in the Plan
Asset Management Implications:	There are no asset management implications for Council
Financial Implications:	This matter has no direct financial costs due to its administrative nature
Workforce Plan Implications:	Minor administrative implications
Voting Requirements:	Simple Majority

Council Decision: **161205**

Moved Cr Batchelor, seconded Cr Dennis

“That Council endorses the Equal Employment Opportunity Management Plan 2017-2019, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.05 TAMBELLUP SPORTS PAVILION COLOUR SCHEME AND SURFACE TREATMENTS

Program:	Recreation and Culture
Attachment:	Tambellup Sports Pavilion colour scheme and surface treatment options schedule
File Ref:	ADM0474
Author:	KB Williams Chief Executive Officer
Date:	9 December 2016
Disclosure of Interest:	Nil

Summary: Council to consider colour scheme and surface treatment options for the new Pavilion.

Background: H&H Architects have provided a schedule of options for both internal and external colour schemes for the new facility, and interior surface treatments for consideration.

Samples of the suggested options will be available at the meeting. It is requested that Council consider the options presented for endorsement.

Comment: Sam Brown from H&H attended the Tambellup Sports Pavilion Advisory Committee meeting on the 8th December 2016 to present options for discussion and recommendation by Council.

Consultation: Sam Brown, H&H Architects

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: 161206***Moved Cr Paganoni, seconded Cr Dennis***

“That Council endorses the following exterior and interior colour schemes and interior surface treatments for the new Tambellup Sports Pavilion:”

LOCATION	ITEM	SELECTION
BAR		
<i>Floor - in front of bar</i>	<i>Vinyl</i>	<i>Dark Grey</i>
<i>Floor - behind bar</i>	<i>Non slip vinyl</i>	<i>Umber</i>
<i>Walls</i>	<i>Paint</i>	<i>Luna Rock</i>
<i>Ceilings</i>	<i>Plasterboard</i>	<i>Cotton Sheets</i>
<i>Windows</i>	<i>Blinds</i>	<i>Fog</i>
<i>Bar top</i>	<i>Fibre cement - clear sealed</i>	<i>Fibre Cement</i>
<i>Bar front</i>	<i>Timber acoustic plank</i>	<i>Armidale Cedar</i>
MEETING ROOM AND HALL		
<i>Floor</i>	<i>Carpet tile</i>	<i>Stone</i>
<i>Entry mat</i>	<i>Mat</i>	<i>Mouse Grey</i>
<i>Walls</i>	<i>Paint</i>	<i>Luna Rock</i>
<i>Ceilings</i>	<i>Timber acoustic plank</i>	<i>Armidale Cedar</i>
<i>Windows</i>	<i>Blinds</i>	<i>Fog</i>
KIDS ROOM		
<i>Floor</i>	<i>Carpet tile</i>	<i>Stone</i>
<i>Walls</i>	<i>Paint</i>	<i>Retro Gold</i>
<i>Ceilings</i>	<i>Plasterboard</i>	<i>Cotton Sheets</i>
<i>Windows</i>	<i>Blinds</i>	<i>Fog</i>
KITCHEN		
<i>Floor</i>	<i>Non slip vinyl</i>	<i>Umber</i>
<i>Walls</i>	<i>Paint</i>	<i>Luna Rock</i>
<i>Wall tile</i>	<i>Tile</i>	<i>Matte White</i>
<i>Cabinetry fronts</i>	<i>Laminate</i>	<i>Alpaca</i>
<i>Cabinetry top</i>	<i>Stainless steel</i>	<i>Stainless steel</i>
<i>Ceilings</i>	<i>plasterboard</i>	<i>Cotton Sheets</i>
CHANGEROOMS		
<i>Floor - wet area</i>	<i>Tile</i>	<i>Matte white</i>
<i>Floor - changerooms</i>	<i>Rubber sheet</i>	<i>Lhasa</i>
<i>Walls</i>	<i>Paint</i>	<i>Luna Rock</i>
<i>Wall tile</i>	<i>Tile</i>	<i>White</i>
<i>Vanity</i>	<i>Laminate</i>	<i>Natural Snow</i>
<i>Shower and toilet partitions</i>	<i>Laminate</i>	<i>Grey</i>
<i>Shower and toilet doors</i>	<i>Laminate</i>	<i>Yellow</i>
<i>Changeroom hook rail</i>	<i>Laminate</i>	<i>Yellow</i>
<i>Changeroom seats</i>	<i>Laminate</i>	<i>Grey</i>

<i>LOCATION</i>	<i>ITEM</i>	<i>SELECTION</i>
<i>EXTERNAL</i>		
<i>Floor</i>	<i>Coloured concrete</i>	<i>Terracotta Red & Charcoal</i>
<i>Walls</i>	<i>Paint</i>	<i>Strap & Paloma Sun</i>

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.06 BROOMEHILL PRIMARY SCHOOL BUSHFIRE PLAN

Program:	Law Order & Public Safety
Attachment:	Broomehill Primary School Bushfire Plan
File Ref:	ADM0246
Author:	PA Hull Strategic Support & Projects Officer
Date:	9 December 2016
Disclosure of Interest:	Nil

Summary: Council to consider the Broomehill Primary School Bushfire Plan.

Background: The Department of Education has amended its Bushfire Register to include Broomehill Primary School as a Category 2 school. This requires the school to prepare a Bushfire Plan which requires endorsement of the LEMC prior to submitting to the Department of Education.

Comment: The Broomehill Primary School Bushfire Plan 2016-2017 as attached was developed following consultation with school staff, parents of students attending the school, Department of Fire and Emergency Services and the Shire, and is presented for consideration and endorsement if appropriate.

For discussion.

Consultation: Emma Kirk - Principal Broomehill Primary School
Cindy Pearce - Community Emergency Services Manager
CEO

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: **161207**

Moved Cr Batchelor, seconded Cr Prout

“That the Broomehill Primary School Bushfire Plan 2016-2017 be endorsed with amendments as noted.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.07 PROPOSED RESTAURANT – 12 CROWDEN STREET, TAMBELLUP

Program:	Planning
Attachment:	Nil
File Ref:	A220
Author:	Steve Thompson Consultant Planner
Date:	9 December 2016
Disclosure of Interest:	Chief Executive Officer Keith Williams declared an Impartiality Interest in this item.

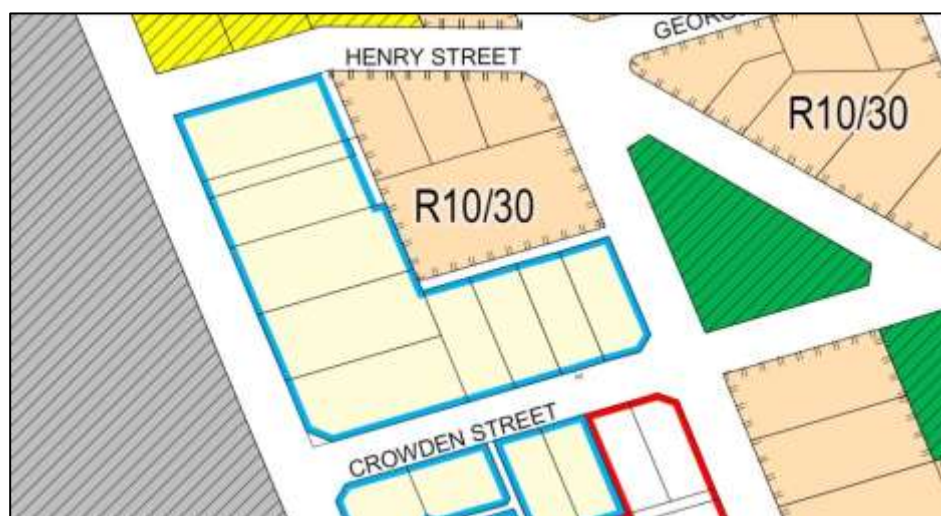
Summary: Council to consider an application that has been lodged for a change of use for part of an existing dwelling to a restaurant at Lot 25 Crowden Street, Tambellup.

This report recommends that conditional approval be granted.

Background: A Development Application to change the use of part of an existing dwelling to a restaurant was received on 8 November 2016.

Comment: Zoning

The subject lot is zoned as 'Town Centre' under the *Shire of Tambellup Town Planning Scheme No 2* ('the Scheme').



LOCAL SCHEME ZONES

(see scheme text for additional information)

	Farming
	Industrial
	Light industrial

	Residential
	Special rural
	Special use
	Town centre

Description of Application

The applicant is seeking development approval to change the use of part of the existing dwelling to a restaurant. The proposed restaurant consists of two rooms for dining, alfresco areas (verandah) for dining, the kitchen and restrooms. The proposed internal dining rooms total approximately 34m², while the alfresco area is approximately 40m² in area. The

applicant intends to remain living at 12 Crowden Street.

The applicant has nominated opening hours and suggested patron capacity.

The applicant suggests on-street parking is appropriate however outlines ‘if required we have plenty of space on ground for parking’.

Relevant Scheme Provisions

A restaurant is a ‘P’ (permitted) use in the Town Centre Zone.

An objective of the Town Centre Zone is to ‘encourage a high standard of development including buildings, landscaping, and car parking’ (clause 6.2.2).

The Scheme contains no provisions relating to development requirements in the Town Centre Zone including car parking standards.

Comment

The proposed restaurant use is supported with the key planning issue being car parking. The proposed restaurant will generate the need for additional car parking spaces compared to the current residential use.

The parking standards in other local government Schemes vary for commercial and restaurant uses. As a guide, the provision of 1 car parking space per 40m² of floor space is suggested. The combined dining area is approximately 74m² which equates to two car parking bays.

It is suggested there is a need to provide at least two car parking bays on site for the restaurant use and at least two car parking spaces on site for the dwelling. The applicant may wish to provide additional car parking on the property to make it more convenient and attractive for customers.

There are also opportunities for street parking, and Council may consider relaxing parking standards given the availability of on street parking, and lack of Planning Scheme provisions related to parking. Given that the use occurs predominantly at night time, when other adjoining land uses are unlikely to create demand for car parking, this is unlikely to cause significant conflict.

The other key planning considerations is effective on-going management by the operator to appropriately address noise impacts.

The site is not classified as a bushfire prone area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone2016/>.

Should the Council grant development approval, the applicant will need to appropriately address development conditions and separately apply and gain building and health approvals.

Accordingly it is recommended that Council conditionally approve the development application.

Consultation:	Council has the ability to advertise any application under the Scheme. Consultation has occurred with the applicant as well as the contract Building Surveyor and contract Environmental Health Officer.
Statutory Environment:	<i>Shire of Tambellup Town Planning Scheme No 2, Planning and Development Act 2005, Planning and Development (Local Planning Scheme) Regulations 2015.</i>
Policy Implications:	Nil
Strategic Implications:	The town centre is an important part of the district. The development, if approved, can assist to provide economic benefits to the local economy including assisting to create jobs.
Asset Management Implications:	Nil
Financial Implications:	The applicant has paid the required Development Application fee.
Workforce Plan Implications:	There are no workforce plan implications
Voting Requirements:	Simple Majority
Council Decision:	161208

Moved Cr Batchelor, seconded Cr Paganoni

“That Council approve the Development Application lodged by Geraldine Merrick to change the use of a portion of the existing dwelling on Lot 25 on Diagram 14297 (No. 12) Crowden Street, Tambellup subject to the following conditions:

- 1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed no further development is to be carried out.*
- 2. The development hereby approved must be carried out in accordance with the plans and documentation submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government. Written consent of Council must be obtained prior to any change in opening hours.*
- 3. The applicant to submit a car parking plan that shows at least four car parking spaces (two for the restaurant use and two for the residential use) to the satisfaction of the local government prior to the issue of a Building Permit.*

4. *The car parking spaces and any associated vehicle manoeuvring areas are to be designed, constructed, drained and marked out to the satisfaction of the local government and constructed prior to the occupation of the building for a restaurant.*
5. *Rubbish bin storage areas are to be located, designed and constructed to the satisfaction of the local government prior to occupation of the building as a restaurant.*
6. *The applicant/operator is to ensure that noise levels are considerate of adjoining properties and are to be especially low in volume between 9.00pm and 8.00am.*

Advice

- A) *The applicant is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.*
- B) *If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.08 PLANT REPLACEMENT – SELF PROPELLED VIBRATING DRUM ROLLER

Program:	Transport
Attachment:	Under Separate Cover: Analysis of quotations received and Specification for Drum Roller
File Ref:	ADM0303 & ADM0414
Author:	GC Brigg Manager of Works
Date:	8 December 2016
Disclosure of Interest:	Nil

Summary: Tenders have been received for Councils new self-propelled vibrating drum roller.

Background: Council's 2016/17 budget has made provision to replace the Caterpillar CS56 12 tonne self-propelled vibrating drum roller and we have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council requested quotes from Tutt Bryant (Bomag), JCB Construction Equipment (JCB), Atlas Copco (Dynapac), Wirtgen (Hamm) and Westrac (Caterpillar).

Three quotations were received for purchase of the new machine. They were Tutts Bryant (Bomag), Atlas Copco (Dynapac) and Westrac (Caterpillar)

All rollers meet the specifications set by council at the November 2016 council meeting.

The Caterpillar CS56 Roller was offered for sale through WALGA managed tender system. The machine attracted offers to purchase outright.

Comment: The Roller due for replacement is the 2009 Caterpillar CS56. This roller has relatively low hours and has been a very good machine for council. Even though the machine has low hours the replacement fits in with council's plant replacement and asset management programs.

Council owns several pieces of major plant in excess of \$300,000 and plant changeovers are spread across future years so there isn't any two of these units replaced in any one year. This is in line with council's long term financial plan.

All rollers are tried and proven machines in road construction and local government. Several local governments run the above brands and there was no negative feedback on any of the machines discussed.

The Shire of Kent and Shire of Cranbrook own the Dynapac roller offered. Both units are relatively new with less than 1,000hrs worked. Both shires were impressed with the extra heavy drum of the Dynapac and the backup service from Atlas Copco. As from 2017, JBC Construction Equipment will be selling and servicing Dynapac.

Bomag rollers are also being used in local government. Contact was made with two metro shires currently using Bomag vibrating rollers. These shires praised the Bomag brand with great backup service. Bomag only make compaction equipment, and make it well.

The Shire of Broomehill-Tambellup currently runs a CS56 roller and this machine has given little trouble. Westrac offer good backup service with mechanics based at Katanning and Albany.

Westrac offer free freight on any part not stocked locally if the machine is classed, down in the dirt. The CS56 carries seven years standard warranty on the drivetrain and hydraulics.

Council uses Caterpillar's Visionlink GPS tracking which also records location, utilization, fuel usage, maintenance and maintenance alerts and fault codes.

There is a reduction to parts and service kits on hand as the CS56 roller engine is the same as the backhoe, skid steer and multi tyre roller.

Consultation: Manager of Works rang neighbouring shires and metro shires to discuss whole life costs and backup service of all machines quoted on.

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996

Asset Management Implications: Nil

Financial Implications: Council made provisions in the 16/17 budget to purchase a new roller for \$180,000 and trading the Caterpillar CS56 for \$50,000. Total changeover \$130,000.

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: **161209**

Moved Cr Dennis, seconded Cr Paganoni

“That Council accepts the quote from Westrac for the purchase of a CS56 Vibrating Drum Roller for \$153,200 excluding GST and trades the CS56 for \$58,000 excluding GST.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

12.01**MAINTENANCE REPORT FOR DECEMBER 2016**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	8 December 2016	
Disclosure of Interest:	Nil	

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Toyota Prado			2016	2016	1 yr / 15,000km	
ITA	Toyota Hilux			2016	2016	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	10,756	20,000	2016	2016	1 yr / 30,000 kms	Serviced at 10,000km.
BH000	Holden Captiva			2016	2016	1yr / 25,000 km	
BH001	CAT Vibe Roller	3,282	3,500	2009		8 yrs / 8000 hrs	Checked fuel system line and air leak. Replaced broken Hydraulic hose.
BH002	ISUZU Flatbed Truck	5,493	5,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	220	1,000	2016	2016	1 yr / 30,000 km	Fitted Aerial, Beacon and electric brakes.
BH004	CAT 12M Grader	7,214	7,500	2250	2009	8 yrs / 8,000 hrs	Serviced at 7000 hrs. Replaced Mouldboard pin and bushes.
BH005	Cat multi tyre Roller	4,437	4,500	2011	2011	8 yrs / 8000 hrs	Rewired warning beacon light.
BH006	CAT 12M	4,297	4,500	2012	2012	8 yrs / 8,000 hrs	
BH007	Toro Mower	287	300	2016	2016	5 yrs / 5,000 hrs	Replaced blades. Fixed electrical fault in PTO clutch. Checked cooling system for fault and leak. Repaired punctured tyre. Replaced belt and idler pulley and fixed traction link.
BH009	Colorado 4x4 Tray Back	9,161	15,000	2015	2015	1 yr / 30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,490	1500	2013	2013	10 yrs / 8,000 hrs	Checked and greased machine. Cleaned air con evaporator, checked air conditioner compressor clutch operation.
BH014	Toyota Landcruiser	2,270	10,000	2016	2016	1 yr / 30,000 km	Fitted toolboxes and air compressor.
BHT84	Toro Groundmaster 3500D mower	356	450	2013	2013		
BHT92	CAT 259B3 Skid Steer	1,208	1500	2012	2013	8 yrs / 8,000hrs	Replaced wiper blade and hydraulic coupler.

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BHT125	Mack Curser 8 Wheel Tipper	94,046	100,000	2013	2013	5 yrs / 250,000 km	Fixed Pneumatic valves. Replaced Air quick coupler. Replaced Brake booster rear r/h drive
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	6245		2015	2015		
TA001	Toyota Hilux	6,872	10,000	2016	2016	1 yr / 30,000 kms	
TA005	Toyota Hilux Tray Top	1,438	10,000	2016	2016	1 yr / 30,000 kms	Serviced at 1224km
TA017	Isuzu Tipper	58,550	65,000	2014	2014	5 yrs /200,000 km	
TA052	Colorado 4x4 Tray Back	21,828	30,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	137,666	150,000	2007	2010	8 yrs / 8,000 hrs	Replaced Battery in Compressor engine, replaced Directional LED lights. Fixed Nozzle jets. Checked Air con, cleaned filters, checked compressor clutch. Rewire work sign circuit and replaced Air con Condensor fan. Fix hydraulic fault
TA092	Iveco Strais AD500 8-4	88,610	90,000	2012	2012	5 yrs /250,000 km	Checked Air con, replaced radio hand piece and rear Mud Flap. Wheel Alignment by Evertrans. Serviced. Greased under chassis
TA18	12M Grader	637	1,000	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	1,914	2,000	2014	2014	8 yrs / 8,000 hrs	Repaired broken wiring joints and replaced plate light assembly. Fitted Cutting teeth and edges
TA386	Isuzu Tipper	47,648	60,000	2012	2012	5 yrs /200,000 km	
TA2251	3 axle Float Trailer				2009		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	53,918		2012	2012		Adjusted brakes
1TMR367	Tandem Axle Dolly						Adjusted brakes
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						Replace Bristles
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						Fixed fogger & cleaned carburettor and spark plug.
	Broomehill Fogger						
1TRR872	Hire Side Tipper Trailer			2016			

This Report was received by Council

12.02 WORKS REPORT FOR DECEMBER 2016

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	8 December 2016	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners are getting on top of things around town. Still plenty of whipper snipping to be completed.
- Thinkwater have finished installing the reticulation at the caravan park.
- Thinkwater are currently installing the solar pump at Bignall dam. They will be linking the pipework between solar pumps in the next couple of days.
- Latest soil samples of the oval are complete. Woodlands have designed a fertilizer blend to be applied over the next 3 months. Sussex Turf inspected the oval to price hollow coring and rubbing sand blended with gypsum and fertilizer into the cores. All turf contractors don't have any openings in their schedules until the end of February 2017. Sussex Turf remarked that the oval is in good condition. The timing of the coring is reasonable as it will be the end of the cricket season and before hockey starts in 2017.
- Trees have been lopped around the pavilion and will be cleaned up by shire equipment.
- Holland Park shade structure is with the Building Surveyor waiting for a building permit to be issued.

Tambellup

- Gardeners busy mowing grass and spraying weeds around town. There have been some issues with reticulation in different areas.
- Latest soil samples for the oval have been analysed and Woodlands have provided a fertilizer program for the next three months.
- A large amount of red clover has appeared on the oval. This weed may take a few sprays with different chemicals to eradicate.
- Treated water still being used 4 days per week on the oval.
- Maintenance crew will tidy up all drainage work around town before Christmas shutdown.
- Katanning Cherry pickers have declined to remove the trees under power lines in Sagers Street. These are large eucalyptus trees. The trees have been identified by Western Power to be removed. The shire has been issued with a 60 day cutting order. If the trees aren't removed using councils preferred contractors, Western Power issues a cutting order for their own preferred tree lopping contractor. They are very expensive contractors if engaged. We are currently trying to get contractors from Denmark to complete the work.
- The office car park has been sealed. Carport has been designed by Elite Steel in Albany. The plan is with the Building Surveyor to be checked before construction.
- Minor site works have been carried out to the CEO residence since handover from the builder.

Roads

- Nardlah Road has been sealed. There were some stabilized patches to repair bitumen on the existing sealed section. Most of the old seal has been resealed. The day turned too cool to complete 400m of the old bitumen near the intersection of Tie Line Road. This will be picked up in the next visit from the bitumen company.
- There is still 50m to complete on the intersection of Nardlah Road and Broomehill Gnowangerup Road. This is currently being designed by Wood and Grieve Engineers. The scenarios for trucks to be lane correct forwarded to Main Roads for a decision as they control Broomehill Gnowangerup Road.
- Trucks are back from working 5 weeks in Gnowangerup while the rest of the construction crew were completing Nardlah Road.
- Construction crew are now working on gravel repairs on Pallinup Road and moving on to the end of Beejenup Road. This work will take the next couple of weeks.
- Stabilizing contractors and sealing contractors have been booked for 2017. There have been some issues getting the right timing between contractors and the shire. All capital road projects during 2016/17 include stabilization before sealing or resealing.
- Headwalls have been ordered for Pallinup South culvert. These are required in the next section of construction and sealing.
- Maintenance graders are working northward along the eastern side of the shire. They will be back in the north east of the shire in the next couple of weeks. Graders were there 5 months ago. They will have completed a full shire grade in 6 months.
- Maintenance crew have been working with the construction crew sealing Nardlah Road.
- The Jetpatcher has been doing repairs on all bitumen roads.
- Trucks and dogs will go to the Shire of Plantagenet while the construction crew are getting Pallinup South Road ready for sealing in February.

Plant

- A Jetpatcher report will be presented to the next council meeting. There is a fair bit of work for this report to give council the best options moving into the future.
- The Jetpatcher is currently in Cranbrook. Once finished there it will be going to Gnowangerup.
- The new Kenworth truck is due out of the factory on the 15th December. It will then be shipped to Perth, then later to Albany for body and hydraulics to be fitted. Hopefully it will be delivered around the end of January or the start of February 2017.
- The Iveco truck has been working reasonably well over the last few weeks.
- Toyota are currently discounting Hiluxes at \$6,000 off retail price to the public. Local Government doesn't get any further reductions off the retail price than is currently offered. Other brands are doing the same, making it hard to negotiate changeovers at present. Great Southern Toyota are still offering the best options and helping as much as possible.
- The Manager of Works Landcruiser ute has been swapped with the mechanics single cab Hilux. Landcruiser was a better vehicle for the mechanic.
- The new CEOs vehicle has been ordered and is delayed until February 2017. This works for council, as the later vehicle changeover will take it through to 2017/18.
- New Tambellup gardeners Toyota Hilux is still to arrive. It has been on order for nearly 3 months.
- The grader maintenance dual cab Hilux will be replaced at the end of December. Best option was to pay a slightly bigger changeover as it will only be replaced once during 2016/17. This still gives council a late model low km vehicle to work with on the next changeover in 2017/18.

This Report was received by Council

12.03 BUILDING SURVEYOR'S REPORT FOR NOVEMBER 2016

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0258
Author:	D Baxter Building Surveyor
Date:	1 December 2016
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of November 2016 that has been sent to all the relevant authorities required by legislation.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of November 2016.

Comment: This report confirms the activity of the Building Surveyor.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Officer Recommendation: *“No recommendation required – Councillor information only”*

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 5 December 2016
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	5 December 2016
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2016-17 to 05 December 2016.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 05 December 2016 and presented for Council's information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: The Building Maintenance and Capital Works Program is an integral part of Council's Asset Management Plan allowing Council to provide and maintain necessary building infrastructure to cater for community needs in a timely and cost efficient manner.

Financial Implications: Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2016-17 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

Workforce Plan Implications: The coordination of this work falls within the scope of the Manager Corporate Services' role; the execution of the work has minimal impact on the current Workforce Plan due to the majority of work being conducted by external contractors.

Voting Requirements: Nil

Officer Recommendation: *"No recommendation required – Councillor information only"*

This Report was received by Council

Reason For Change to Recommendation:

12.05 LIBRARY REPORT – NOVEMBER 2016

Program:	Recreation & Culture
Attachment:	Library Report – November 2016
File Ref:	ADM0097
Author:	S Beaton Library Officers S Reed
Date:	8 December 2016
Disclosure of Interest:	Nil

Summary: Attached is a Library Report prepared by Library Officers Sheree Beaton for the Tambellup Library and Siegrid Reed for the Broomehill Library, outlining the activities of both Broomehill and Tambellup libraries within each town.

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of November 2016.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Officer Recommendation: *“No recommendation required – Councillor information only”*

This Report was received by Council

Reason For Change to Recommendation:

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

Cr Prout requested information about Nardlah Road, Broomehill being approved for Restricted Access Vehicle (RAV) 7 rated vehicles, including Tri-Drives. Chief Executive Officer Keith Williams advised that Main Roads Western Australia (MRWA) will be contacted to clarify the assessment of Nardlah Road, as this was included in a previous RAV application. No motion was put to Council.

14. DATE OF NEXT MEETING

16 February 2017

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 3.15pm.