



# Ordinary Meeting of Council

## MINUTES

15 December 2017

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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 Friday 15 December 2017 commencing at 3.15pm.**

### **1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>Present:</b>	Cr SJF Thompson	President
	Cr MC Paganoni	Deputy President
	Cr ME White	
	Cr MC Nazzari	
	Cr KJ Holzknecht	
	Cr CJ Letter	
	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
	LK Cristinelli	Governance and Executive Assistant

**Apologies:** Cr GM Sheridan

**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 3.15pm.

### **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**

Cr Holzknrecht declared a Financial Interest in Item 11.11 as the Secretary of the Broomehill P & C.

Cr Paganoni declared an Impartiality Interest in Item 11.11 as his wife is the President of the Broomehill P & C.

Cr White declared a Financial Interest in Item 11.07 as he conducts business transactions with the applicant.

Cr Thompson declared an Impartiality Interest in Item 11.04 as he has a child attending the Broomehill Playgroup.

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES****8.1 ORDINARY MEETING OF COUNCIL MINUTES 16 NOVEMBER 2017**

*171201*

*Moved Cr Holzknrecht, seconded Cr Nazzari*

*“That the Minutes of the Ordinary Meeting of Council held on 16 November 2017 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 6/0**

**9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING****9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES 28 NOVEMBER 2017**

*171202*

*Moved Cr Paganoni, seconded Cr Nazzari*

*“That the Minutes of the Local Emergency Management Committee Meeting 28 November 2017 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 6/0**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Cr Thompson, on behalf of Council, thanked Works Manager Glen Brigg for his contribution to the Shire of Broomehill-Tambellup over the last nine years, including the difficult period immediately following the amalgamation of the two shires, and wished Glen all the best for his future endeavours.

**11. MATTERS FOR DECISION**

**11.01 FINANCIAL STATEMENTS FOR NOVEMBER 2017**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for November 2017</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>8 December 2017</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the monthly financial report for the period ending 30 November 2017.

**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 2017/18 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

**Comment:** The Annual Financial Statements for the year ending 30 June 2017 are still with the Auditors and, at the time of preparing the agenda, have not yet been signed off and finalised. Until they are finalised, carried forward figures may be subject to change should any adjustments be required by the Auditors. This may affect opening balances contained in the monthly financial report.

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

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other ‘sundry’ debtors - is reported at Note 6. At the end of November approximately 82.5% in rates had been collected.

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

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

**Consultation:** Nil

**Statutory****Environment:** *Local Government (Financial Management) Regulations 1996**34. Financial activity statement report*

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*

**Policy Implications:** Nil**Strategic****Implications:** This issue is not dealt with in the Plan**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:**        **171203**

*Moved Cr Paganoni, seconded Cr Holzkecht*

*“That the Financial Statement for the period ending 30 November 2017  
be adopted.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

**11.02 CREDITORS ACCOUNTS PAID NOVEMBER 2017**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for November 2017</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>8 December 2017</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during November 2017.

**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	\$1,000,138.38
Trust Fund	\$35,184.33
Credit Cards	\$5,907.58
<u>Total</u>	<u>\$1,041,230.29</u>

**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:** *171204*

*Moved Cr Nazzari, seconded Cr Letter*

*“That the list of accounts paid during November 2017, consisting of:-*

- *Municipal Fund payments totalling \$1,000,138.38 comprising
  - *fortnightly transfer of salaries and wages,*
  - *cheques numbered 3600 to 3629,*
  - *electronic payments numbered EFT9568 to EFT9659, EFT9664 to EFT9696, and*
  - *direct debits numbered DD4996.1 to DD4996.5, DD5037.1 to DD5037.5;**
- *Trust Fund payments totalling \$35,184.33 comprising
  - *cheques numbered 454 to 460, and*
  - *electronic payments numbered EFT9660 to EFT9663, EFT9697;**
- *Credit Card payments totalling \$5,907.58;*

*be endorsed.”*

*CARRIED 6/0*

**Reason For Change to Recommendation:**

**11.03 ELECTION TO OCCASIONAL COMMITTEE**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0109</b>
<b>Author:</b>	<b>KB Williams                      Chief Executive Officer</b>
<b>Date:</b>	<b>01 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council is required to elect members to Advisory and Occasional Committees.

**Background:** There are a number of Advisory and Occasional Committees that the Council provides one or more delegates to.

At the Special Meeting of Council on the 26 October 2017 Cr Kelly Holzkecht was appointed as delegate to the Hidden Treasures of the Great Southern committee.

In the event Cr Holzkecht is unable to attend meetings it would be beneficial to appoint a proxy to the Hidden Treasures committee.

Emily Hardie was previously appointed as Council's delegate to this committee, and has indicated she would be willing to accept the role of proxy. Mrs Hardie is currently involved with administration of the committee and will be attending meetings.

**Comment:** For Council decision.

**Consultation:** Emily Hardie

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** This issue has no asset management implications for Council

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** There are no workforce plan implications

**Voting Requirements:** Simple Majority

**Council Decision:**        *171205*

*Moved Cr Paganoni, seconded Cr White*

*“That Council nominates Emily Hardie as proxy for the Hidden Treasures of the Great Southern committee.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

## 11.04 BROOMEHILL PLAYGROUP INC – REVIEW OF MEMORANDUM OF UNDERSTANDING

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Memorandum of Understanding</b>
<b>File Ref:</b>	<b>ADM0025 &amp; CLAF081</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>05 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Cr Thompson declared an Impartiality Interest as he has a child attending the Broomehill Playgroup.</b>

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**Summary:** Council to review its Memorandum of Understanding (MOU) with Broomehill Playgroup Inc for the use of the RSL Hall building (building) and grounds situated at the corner of Journal and India Streets in Broomehill.

**Background:** The current MOU between Council and the Broomehill Playgroup (Playgroup) was formed in 2012 to formalise the responsibilities of both parties.

Playgroup has had a long association with the Shire with regard to its use of the building and grounds for weekly (school term) playgroup sessions for local children. Over time Playgroup has assisted in keeping the building and surrounds in a clean, tidy and presentable manner and has been proactive in improving the facility by way of contributing playground equipment and a retainment wall for the surrounding sand, kitchen facilities and in kind work.

**Comment:** The author has spoken with the President of Playgroup and been advised that there are nil changes requested within the document; it is recommended that the MOU be extended for review again in another five years (with the option of review at any time with any amendments being subject to the approval of both parties). If Council is happy to extend the MOU, the date on the reviewed document will be amended to 15 December 2017.

For Council discussion and comment.

**Consultation:** J Green, President, Broomehill Playgroup Inc

**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 for Council

**Financial**

**Implications:** This issue has no financial implications for Council

**Workforce Plan**

**Implications:** There are no workforce plan implications for Council

**Voting Requirements:** Simple Majority

**Council Decision:** *171206*

*Moved Cr White, seconded Cr Nazzari*

*“That Council extends its Memorandum of Understanding (MOU) with Broomehill Playgroup Inc for another five year period, to be reviewed in December 2022.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

## 11.05 DELEGATION OF AUTHORITY – INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE

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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Council Policy 1.21 – Standing Committees of Council – Terms of Reference: Independent Living Seniors Accommodation (Draft)</b> <b>Council Policy 1.21 – Standing Committees of Council – Terms of Reference: Independent Living Seniors Accommodation (Existing)</b>	
<b>File Ref:</b>	<b>ADM0239</b>	
<b>Author:</b>	<b>JA Stewart</b>	<b>Manager Corporate Services</b>
<b>Date:</b>	<b>04 December 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider delegation of authority to its Independent Living Seniors Accommodation (ILSA) Committee.

**Background:** Council formed its ILSA Committee (Committee), as a Standing Committee of Council, in November 2012 following successful funding applications for the building of the six, two bedroom units now located on Lot 1295, Gnowangerup-Tambellup Road and known as ‘Sandalwood Villas’. At this time, Council also agreed to take over management of Lavieville Lodge from the Tambellup Senior Citizens’ Unit Management Committee resulting in Council owning and managing the two accommodation facilities under its ILSA umbrella.

The Committee’s purpose is to address matters relating to the management of the ILSA units and make recommendations to Council on such matters.

**Comment:** As with other standing committees of Council, the ILSA Committee was not formed with any delegated authority to make decisions; rather, to make recommendations to Council for Council’s decision.

During the course of the current calendar year there have been two occasions when there has been a potential need for a decision to be expedited prior to when Council would normally meet: once due to an applicant’s urgent need (when Council retrospectively endorsed the Committee’s decision) and the other more recently when the author had a written enquiry from someone who doesn’t currently reside locally and was unable to easily communicate by the usual means (e.g.; telephone/email). In the latter instance and due to the December meeting being Council’s last ordinary meeting prior to February next year, the timeframe for the gathering and receipt of written documentation, holding of a Committee meeting and having an item prepared in time for this meeting’s agenda, would have made it difficult to achieve a timely response to the potential applicant.

The above mentioned incidences have identified potential for similar occurrences in the future where the monthly schedule of Council meetings (or any delay or change to a Council meeting date) may cause an unacceptably long response time or an inconvenience to potential applicants in some other way.

As the Committee is made up of three councillors and two community members, all of whom have local knowledge (where this is applicable), it is recommended that Council delegates authority to the ILSA Committee for the purposes outlined in Points 2 and 3 of the existing Terms of Reference for this Committee. This action would enable the Committee to determine applications for ILSA tenancies and to deal with matters that may arise around those tenancies, other than those normally dealt with by staff as operational matters. Recommended amendments to the Terms of Reference for the ILSA Committee are in red, italic font in the attached draft document (a copy of the Committee's existing Terms of Reference is also attached).

**Consultation:** Department of Local Government and Communities

**Statutory Environment:**

*Local Government Act (1995):*

**5.16. Delegation of some powers and duties to certain committees**

- (1) *Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.*

\* Absolute majority required.

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
- (a) *a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and*
- (b) *any decision to amend or revoke a delegation under this section is to be by an absolute majority.*
- (4) *Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

**5.17. Limits on delegation of powers and duties to certain committees**

- (1) *A local government can delegate —*
- (c) *to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of—(i) the local government's property; or (ii) an event in which the local government is involved.*

**5.9. Committees, types of**

- (1) *In this section —*
- other person** *means a person who is not a council member or an employee.*

- (2) *A committee is to comprise —*
  - (d) *council members and other persons;*

**5.18. Register of delegations to committees**

*A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.*

**Policy Implications:** Amendments to Council Policy 1.21 - Standing Committees of Council – Terms of Reference

**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 issue has no financial implications for Council

**Workforce Plan Implications:** Nil

**Voting Requirements:** Absolute Majority

**Council Decision:** *171207*

*Moved Cr White, seconded Cr Nazzari*

*“That Council delegates authority to its Independent Living Seniors Accommodation Committee (Committee) in line with the amended Terms of Reference for this Committee (as presented) and in accordance with sections 5.16 (1) and (2), 5.17 (1) (c), 5.9 (2) (d), and 5.18 of the Local Government Act (1995).”*

**CARRIED 6/0**  
**By Absolute Majority**

**Reason For Change to Recommendation:**



**11.06 FITNESS FOR WORK POLICY**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Current Policy 2.6</b> <b>Draft Proposed Policy 2.6</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>KB Williams</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>08 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** For Council to consider adopting revised Policy 2.6 - Fitness for Work.

**Background:** Policy 2.6 was last reviewed in May 2016.

**Comment:** The current policy does not cover some aspects of current best practice regarding fitness for work.

The Chief Executive Officer (CEO) has reviewed the policy against some other Local Government policies, and has also sought advice from Local Government Insurance Services (LGIS), Council's insurer, and the Western Australian Local Government Association (WALGA).

A new policy based on the WALGA template policy is proposed for the following reasons:

- WALGA and LGIS will provide support and advice to any Local Government that uses the template as policy
- A non-standard policy would potentially lead to Council requiring costly legal advice
- Consistency with other Local Governments
- Clarity about the responsibilities of the organisation
- Clarity about the responsibilities of the employee

It is recommended that Council adopt the revised policy as proposed.

The draft policy did not include any provision for random drug or alcohol testing, however, it is recommended that the following clause be added to the policy:

***“Random Testing***

*Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.”*

Other changes are also suggested from consultation, with LGIS and CEO's. These changes are highlighted in red.

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<b>Consultation:</b>	WALGA, LGIS, Other Local Governments' Senior Staff.  The policy was provided to all staff for comment. One comment was received from a staff member supporting the new policy. No other comments were received.
<b>Statutory Environment:</b>	<i>Occupational Safety and Health Act 1984</i>
<b>Policy Implications:</b>	Revised policy 2.6.
<b>Strategic Implications:</b>	This issue is not dealt with in the Plan
<b>Asset Management Implications:</b>	There are no asset management implications for Council
<b>Financial Implications:</b>	Some operational costs may be incurred in undertaking testing or enforcement of the policy.
<b>Workforce Plan Implications:</b>	There are no workforce plan implications for Council
<b>Voting Requirements:</b>	Simple Majority
Officer Recommendation:	<i>“That the revised Fitness for Work Policy be adopted as tabled.”</i>
<b>Council Decision:</b>	<i>171208</i>  <i>Moved Cr Paganoni, seconded Cr Holzkecht</i>  <i>“That the revised Fitness for Work Policy be adopted as tabled and with the inclusion of references to tolerance levels for drug and alcohol recordings.”</i>
<b>Reason For Change to Recommendation:</b>	To include the references to tolerance levels for drug and alcohol recordings.

**CARRIED 6/0**

**11.07 PROPOSED SHEDS – LOT 253 BROOMEHILL-GNOWANGERUP ROAD, BROOMEHILL**

**Program:** Planning  
**Attachment:** Site Plan  
**File Ref:** A6011  
**Author:** KB Williams Chief Executive Officer  
**Date:** 08 December 2017  
**Disclosure of Interest:** Cr White declared a Financial Interest in this Item as he conducts business transactions with the applicant and left the meeting at 3.38pm.

**Summary:** For Council to consider an application for the development of two sheds on Lot 253 Broomehill-Gnowangerup Road. This report recommends that approval be granted, subject to conditions.

**Background:** An application for the development of a Ram shed and a Hay shed was received on 30 November 2017. The application was submitted by G Dewar. The application fees were submitted on 30 November 2017.

**Comment:** Description of Application  
 The applicant is seeking a planning approval to develop two freestanding sheds on farmland. The proposed sheds will measure 48 x 24 metres and 16 x 14 metres. The sheds will be used for storage of Hay and Rams.

Both will be constructed of metal.

Relevant Scheme Provisions  
Zoning

The subject lot is zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Single Dwellings and ancillary outbuildings are exempt from Planning Consent; however, the proposed sheds are not ancillary to the dwelling/s located on the property.

Development Standards:

The Scheme contains the following setback provisions relevant to the application:

**5.5 SITE REQUIREMENTS**

*The site building requirements for land in various zones shall be as set out in Table 2.*

**TABLE 2 - SITE REQUIREMENTS - MINIMUM SETBACKS FROM BOUNDARIES**

<b>ZONE</b>	<b>STREET</b>	<b>REAR</b>	<b>SIDE</b>
<i>Residential</i>	<i>As in the R Codes</i>		
<i>Town Centre</i>	<i>0m</i>	<i>At the Council’s discretion</i>	
<i>Industrial</i>	<i>7.5m</i>	<i>7.5m</i>	<i>5m on one side</i>
<i>Rural Residential</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>
<i>Farming</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>

The sheds comply with the development standards. The nearest property boundary is some kilometres away.

The proposed Ram shed is located outside of a Bushfire Prone Area and does not require a Bushfire Attack Level (BAL) assessment. The proposed Hay shed is located within a Bushfire Prone Area, and no BAL assessment has been undertaken. A BAL will be required.

Council is about to commence a review of the Planning Scheme. During the review Council can consider whether an exemption for sheds on farming properties could be implemented, and under what criteria.

The application is recommended for approval with conditions.

**Consultation:** Council has the ability to advertise any application under the Scheme. Advertising of the application is not considered relevant. No consultation has occurred.

**Statutory Environment:** Shire of Broomehill Town Planning Scheme No 1

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no asset management implications for Council

**Financial Implications:** Planning Application fees have been paid.

**Workforce Plan Implications:** There are no workforce plan implications

**Voting Requirements:** Simple Majority

**Council Decision: 171209**

*Moved Cr Paganoni, seconded Cr Letter*

*“That Council approve the application lodged by G Dewar for the use and development of a Ram Shed and a Hay Shed on Lot 253 Broomehill-Gnowangerup Road, Broomehill East subject to the following conditions:*

- 1. The term of this approval is limited and expires 24 months from the date of this planning consent;*
- 2. A Bushfire Attack Level assessment shall be submitted confirming the proposed Hay Shed complies with all requirements of the Bushfire Attack Level Assessment or the proposed Hay Shed shall be relocated to a site outside a Bushfire Prone area.”*

**CARRIED 5/0**

**Reason For Change to Recommendation:**

**Cr White returned to the meeting at 3.43pm.**

**11.08 PROPOSED INITIATION OF LOCAL PLANNING SCHEME**


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<b>Program:</b>	<b>Planning</b>
<b>Attachment:</b>	<b>Resolution deciding to prepare Local Planning Scheme Resolution to prepare or Adopt a Local Planning Scheme - Form 1A</b>
<b>File Ref:</b>	<b>ADM0512</b>
<b>Author:</b>	<b>KB Williams                      Chief Executive Officer</b>
<b>Date:</b>	<b>11 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council’s planning Schemes are due for review. To commence the Scheme review a Resolution is required.

**Background:** Council has ‘legacy’ planning Schemes that cover Broomehill and Tambellup that are due to review. Under the Planning and Development Act 2005 a Scheme review is required every five years.

New planning regulations that contain ‘deemed to comply’ provisions are also required to be included in the Schemes.

**Comment:** It is proposed to prepare a new Scheme covering the entire shire that includes the new Planning Regulations.

Council staff have met with officers from the Western Australian Planning Commission, and agreement has been reached for the Commission to provide assistance to review the Schemes.

The new Planning Scheme will be identified as Local Planning Scheme No 3 to avoid confusion with previous Schemes.

The legislative process now requires the Council to resolve to prepare Local Planning Scheme No. 3 and to endorse a Statement of Intent, Aims and Format of the new Scheme. The required resolution is attached.

Once the resolution is made it will be referred to the WAPC for its approval. Notice of the resolution will be advertised in the press and to State agencies providing 21 days for comment. Should no significant adverse comments be received, staff will continue with the preparation of the new draft Local Planning Scheme and workshops with Councillors.

**Consultation:** Consultation is required during preparation of a Planning Scheme. This will involve meetings with Council as well as public consultation.

The resolution to prepare a Scheme will need to be advertised in the press and to State agencies giving them 21 days to comment.

**Statutory****Environment:**

*Planning and Development Act 2005*

Shire of Broomehill Town Planning Scheme No 1.

Shire of Tambellup Town Planning Scheme No 2.

Planning and Development (Local Planning Schemes) Regulation 2015. These Regulations contain the requirements for a Local Planning Scheme preparation, the model Local Planning Scheme Text and the Deemed Provisions which are already automatically included in all Schemes by reference.

**Policy Implications:**

Nil

**Strategic****Implications:**

This issue is not dealt with in the Plan

**Asset Management****Implications:**

There are no Asset Management implications at this time

**Financial****Implications:**

Council has budgeted for the review of both Planning Schemes.

The Western Australian Planning Commission has agreed to assist with review of the Schemes, and can prepare new Planning Scheme Maps for Council. Mapping is anticipated to cost no more than \$5000.

It is anticipated that with the assistance of the Commission significant savings will be achieved.

The WAPC State Planning Policy 3.7 may require the preparation of a Bush Fire Management Strategy. If required this will be completed using the current budget allocation for the Scheme Review.

**Workforce Plan****Implications:**

There are no workforce plan implications

**Voting Requirements:**

Simple Majority

**Council Decision:**            **171210**

*Moved Cr Paganoni, seconded Cr Nazzari*

*“That Council pursuant to the Planning and Development Act 2005 hereby resolves to:*

- 1. Agree to the Resolution Deciding to Prepare Local Planning Scheme No 3 as attached*
- 2. Refer the Resolution agreeing to review the Shire of Broomehill-Tambellup Local Planning Scheme 1 & Local Planning Scheme 2, The Western Australian Planning Commission Form 1A and the Scheme Area Map to the Western Australian Planning Commission*
- 3. Commence advertising once consent has been received from the Western Australian Planning Commission for the required period.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**



## 11.09 PROPOSED SUBDIVISION/AMALGAMATION – FLAT ROCKS ROAD, BROOMEHILL WEST

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<b>Program:</b>	<b>Planning</b>	
<b>Attachment:</b>	<b>Subdivision Plan</b>	
<b>File Ref:</b>	<b>S155904</b>	
<b>Author:</b>	<b>KB Williams</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 December 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** An application has been referred to Council for the subdivision and amalgamation of several lots on Flat Rocks Road, Broomehill West.

This report recommends that approval be recommended.

**Background:** An application for subdivision/amalgamation was submitted to the Western Australian Planning Commission. The Commission is seeking the comment of Council.

The application seeks to align the road reserve of Flat Rocks Road with the constructed alignment.

**Comment:** Zoning

The subject lots are zoned 'Farming' and Reserved for Parks and Recreation land uses under the Shire of Broomehill Local Planning Scheme No 1 ('the Scheme').

### Description of Application

The application is seeking the subdivision and amalgamation of several lots to realign the road reserve.

### Relevant Scheme Provisions

The following Scheme Provisions relate to the development of land in the Farming Zone:

#### **5.13 FARMING ZONE**

*Objectives:*

- a) *The Council intends the predominant form of rural activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.*
- b) *The Council may recommend approval for subdivision in the Farming Zone for use of the land for more intensive forms of rural production but only where the application as submitted to the Commission is accompanied by the following:*

- i) *identification of soil types, availability and adequacy of water supply, and any areas of salt affected land;*
  - ii) *evidence of consultations by the proponent with Agriculture Western Australia on the suitability of the proposed lot(s) and lot size for the intended land use;*
  - iii) *the proponent entering into an Agreement with the Council to proceed with the intended land use;*
  - iv) *details of stream protection where appropriate; and*
  - v) *such other matters as may be requested by the Council.*
- c) *The Council does not recognise precedent resulting from subdivision created in the early days of settlement of the District as a reason for it to support further subdivision in the Farming Zone.*
- d) *The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots.*

#### **5.13.1 Subdivision:**

*There shall be a general presumption against subdivision in the Farming Zone unless:*

- a) *the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a rural property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
- b) *the lots are for farm adjustment and the erection of dwelling houses is restricted;*
- c) *the lots are for specific uses such as recreation facilities and public utilities; or*
- d) *the lots are required for the establishment of uses ancillary to the rural use of the land.*

#### **5.13.2 Dwellings in the Farming Zone:**

- a) *notwithstanding anything elsewhere appearing in the Scheme, within the Farming Zone the Council may permit the erection of not more than two dwellings per lot for private residential purposes associated with farm management of the lot.*
- b) *where the Council is satisfied that justification exists for agricultural or farm management purposes the Council may permit more than two dwellings on one property.*

The application will not create any new lots. All closed roads will be amalgamated with existing lots.



Flat Rocks Road has not been constructed within a road reserve, the subdivision/amalgamation will rectify this anomaly.

The application is supported.

**Consultation:** Council has the ability to advertise any application under the Scheme. This application has not been advertised.

**Statutory Environment:** *Planning and Development Act 2005*  
Shire of Broomehill Town Planning Scheme No 1.

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no Asset Management implications at this time

**Financial Implications:** This issue has no financial implications for Council.

**Workforce Plan Implications:** There are no workforce plan implications.

**Voting Requirements:** Simple Majority

**Council Decision:**        *171211*

*Moved Cr Nazzari, seconded Cr White*

*“That Council pursuant to the Planning and Development Act 2005 hereby resolves to recommend to the Western Australian Planning Commission that the application to amalgamate Lots 10, 1181, 330, 379, 7311 Flat Rocks Road Broomehill West (application number 155904) be approved.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

## 11.10 PROPOSED TELECOMMUNICATIONS TOWER – LOT 3464 BIRT ROAD, BOBALONG

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<b>Program:</b>	<b>Planning</b>	
<b>Attachment:</b>	<b>Site Plans</b>	
<b>File Ref:</b>	<b>ADM0205 &amp; A39</b>	
<b>Author:</b>	<b>KB Williams</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 December 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** For Council to consider an application for a Telecommunications Tower proposed to be developed at Lot 3464 Birt Road Bobalong.

**Background:** An application for the development of a Telecommunications Tower was received on 8 December 2017.

The proposed development consists of a 60 metre lattice tower and associated equipment to provide mobile telecommunications to the locality. The development constitutes part of the Mobile Blackspot Programme, a project that endeavours to improve mobile telecommunications services in regional areas.

**Comment:** Zoning

The subject lot is zoned for ‘Farming’ land uses under the Shire of Tambellup Local Planning Scheme No 2 (‘the Scheme’).

### Description of Application

The applicant is seeking a planning approval to develop a telecommunications tower with antennas, equipment hut, security fencing and access driveway.

The tower is a lattice frame with a height of 60 metres.

The proposed tower is 1.8 kilometres north of Tambellup West Road and some 18 kilometres from Tambellup.

### Relevant Scheme Provisions

The proposed land use is not included in the Zoning Table, however Council must still determine the application.

Clause 8.1 of the Scheme Requires development Consent for all development:

### **8.1 DEVELOPMENT OF LAND**

*8.1.1 Subject to sub-clause 8.1.2 a person shall not commence or carry out development of any land zoned or reserved under the Scheme without first having applied for and obtained the planning approval of the Council under the Scheme.*

The following Scheme Provisions relate to the development of land in the Farming Zone:

## **6.6 FARMING ZONE**

### *6.6.1 Objectives*

- a) to ensure the continuation of broad-hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities.*
- b) to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.*
- c) to allow for facilities for tourists and travellers, and for recreation uses.*

### *6.6.2 Site Requirements: The following minimum building setbacks shall apply:*

*Front : 20.0m*

*Rear : 15.0m*

*Side : 15.0m*

### *6.6.3 Development Requirements*

#### *6.6.3.1 Clearing: Except for:*

- a) establishment of a firebreak required to comply with a regulation or by-law, or*
- b) provision of access to a building site, or*
- c) the area of building, or*
- d) cash crops;*

*not more than 2000m<sup>2</sup> on any lot shall be cleared of indigenous trees or substantial vegetation. If the Council is satisfied upon receipt of a submission the clearing of an area greater than 2000m<sup>2</sup> will not adversely affect the amenity, character and landscape qualities of the locality it may approve such land to be cleared subject to conditions as may be required by the Council.*

*6.6.3.2 Feedlots: In considering an application for development of a feedlot in the Scheme Area the Council shall have regard to Guidelines for Environmental Protection as set out in the “Natural Guidelines for Beef Cattle Feedlots in Australia” published by the Standing Committee on Agriculture Report No. 47 and shall determine an application in accordance with the Scheme.*

*6.6.4 Subdivision: Having regard to the prime agricultural importance of land in the zone the Council will only support further subdivision of existing lots where:*

- a) *the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
- b) *the lots are for farm adjustment and the erection of dwellings is restricted;*
- c) *the lots are for specific uses such as recreation facilities and public utilities; or*
- d) *the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the travelling public and tourists (such as service stations and motels).*

A definition of Telecommunications Infrastructure is contained in the Model Scheme Text as follows:

*“Telecommunications Infrastructure” means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in connection with, a telecommunications network.*

The proposed development is consistent with this definition.

Clause 3.3.2 of the Scheme provides that where a specific use class is not listed it can still be approved by absolute majority:

*3.3.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the Council may:*

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- (b) determine that the use may be consistent with the objectives of the particular zone and therefore follow the advertising procedures of clause 8.3 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

Development of the proposed telecommunications tower is small in scale, and will not detrimentally impact the use of the land for broad-hectare farming, and the proposed development does not include any clearing of vegetation.

The Council can, by absolute majority, determine that the application is consistent with the objectives of the Scheme and grant approval.

It is recommended that the proposed use is consistent with the Scheme objectives and can be approved.

**Consultation:** Council has the ability to advertise any application under the Scheme.

Consultation has occurred with the applicant.

**Statutory**

**Environment:** Shire of Tambellup Town Planning Scheme No 2.

**Policy Implications:** Nil

**Strategic**

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

**Asset Management**

**Implications:** There are no asset management implications for Council

**Financial**

**Implications:** The applicant has paid the planning fee of \$768.00

**Workforce Plan**

**Implications:** There are no workforce plan implications

**Voting Requirements:** Absolute Majority.



**Council Decision: 171212**

*Moved Cr Nazzari, seconded Cr White*

*“That Council, pursuant to the Planning and Development Act 2005, hereby determines that the proposed development for a Telecommunications Tower, Antennas and Equipment Hut on Lot 3464 Birt Road Bobalong is consistent with the objectives of Town Planning Scheme No 2 and resolves to grant approval to the application lodged by Planning Solutions on behalf of ServiceStream Mobile Communications (SSMC), subject to the following conditions:*

- 1. The term of this approval is limited and expires 2 years from the date of the determination of the application or within any extended period of time for which the Shire of Broomehill-Tambellup has granted written consent;*
- 2. All development will be in accordance with the with the approved development plans which form part of the approval;*

**ADVICE NOTES:**

- 1. The applicant has a right of review under Part 14 of the Planning and Development Act 2005. An application for review must be submitted with the State Administrative Tribunal within 28 days of the determination;*
- 2. There is a requirement to comply with the Aboriginal Heritage Act 1972 with regard to aboriginal heritage sites.”*

**CARRIED 6/0**  
**By Absolute Majority**

**Reason For Change to  
Recommendation:**

**11.11 BROOMEHILL P & C – REQUEST TO WAIVE HALL HIRE FEES**


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<b>Program:</b>	<b>Education</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0066</b>
<b>Author:</b>	<b>KP O’Neill                      Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>07 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Cr Holzknicht declared a Financial Interest in this Item as the Secretary of the Broomehill P &amp; C and left the meeting at 3.50pm. Cr Paganoni declared an Impartiality Interest in this Item as his wife is the President of the Broomehill P &amp; C and left the meeting at 3.51pm.</b>

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**Summary:** Council to consider a request from the Broomehill P&C to waive hall hire fees.

**Background:** The Broomehill P&C have written requesting Council to consider waiving the cost of the hall hire for a fundraising event they are planning to hold in March 2018.

The purpose of the event is to raise funds for the biennial camp for the Year 4-6 students.

**Comment:** Council receives a number of requests to have hall hire fees waived for both facilities.

A similar request was received from the Tambellup P&C several years ago to have the Tambellup hall hire fees waived for their annual Quiz Night, which raises funds for the senior student’s camp. This request was declined on the basis that Council, and ultimately the Community, incurs costs to keep the facilities to an acceptable standard and the hire fees go some way to assist with meeting these costs.

The Shire provides significant assistance to both Primary Schools during the year, both by way of financial contributions as well as in-kind works where possible (eg: delivery of sand for sports carnivals and playgrounds, sponsorship of end of year Book Awards, contributions towards bus hire for swimming lessons, assistance with accessing water supplies for grounds maintenance etc.)

Council Policy ‘1.2 Use of Shire Facilities’ specifies the individual Community Groups and instances where hall hire fees are not to be charged. Historically, if the Council wishes to support a Community Group it does so by way of a donation equivalent to the cost of the hall hire.

Should Council agree to waive hall hire fees in this instance, disclosures will be required to be made in the Annual Financial Report for the 2017/18 year, in accordance with the Local Government (Financial Management) Regulations 1996.

**Consultation:** Nil

**Statutory****Environment:****Local Government Act 1995****S6.12 Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may—
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,
- which is owed to the local government.
- \* Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

**Local Government (Financial Management) Regulations 1996****R42. Discounts for early payment etc. information about in the annual financial report**

- (1) The annual financial report is to include for each discount or other incentive granted for early payment of any money and in respect of each waiver or concession in relation to any money –
- (c) in relation to a waiver or concession –
    - (i) a brief description of the waiver or concession; and
    - (ii) a statement of the circumstances in which it was granted; and
    - (iii) details of the persons or class of persons to whom it was available; and
    - (iv) the objects of, and reasons for, the waiver or concession.

**Policy Implications:****1.2 Use of Shire Facilities**

The following groups have their hire costs waived for the use of Shire facilities, until such time as the events are no longer held:

- Blue Light Discos – Hall
- Agricultural Society – Hall for the Tambellup Show
- Primary Schools – Hall for End of year Presentation Night
- Senior Citizens Christmas Luncheon – Hall
- Broomehill Catholic Church – Hire of tables and chairs for Christmas Eve church services.
- Broomehill Historical Society – Hire of tables and chairs for Carols by Candle Light
- Seniors Soup Luncheon – Hall - Subject to the luncheons being advertised across the Shire
- ANZAC Day Services Broomehill and Tambellup – Hall hire
- Tambellup Primary School – Pavilion Hire for annual and interschool sports events
- Daffodil Day event – Tambellup Hall hire costs

**Strategic**

**Implications:** Nil

**Asset Management**

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

**Financial**

**Implications:** The 2017/18 Budget sets the cost to hire the Broomehill Hall at \$250, and a refundable bond is also payable of \$500.

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Decision:** *171213*

*Moved Cr Letter, seconded Cr White*

*“That Council does not waive the Hall Hire fees for a Broomehill P&C fundraising event to be held in March 2018.”*

*CARRIED 4/0*

**Reason For Change to Recommendation:**

Cr Holzknrecht and Cr Paganoni returned to the meeting at 3.55pm.

## 11.12 STANDARD OPERATING PROCEDURES FOR BUSHFIRE BRIGADES

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<b>Program:</b>	<b>Law Order and Public Safety</b>
<b>Attachment:</b>	<b>Copy of Draft Standard Operating Procedures</b>
<b>File Ref:</b>	<b>ADM0118</b>
<b>Author:</b>	<b>ML Lloyd-Woods      Customer Service Officer</b>
<b>Date:</b>	<b>06 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review the Standard Operating Procedures and Standard Administration Procedures for Bushfire Brigades (SOP).

**Background:** The SOP provides the Broomehill and Tambellup Bushfire Brigade volunteers with information and procedures that will assist in reducing the risk that is presented for those who fight fires. The SOP also lists the responsibilities of certain fire officers and procedures that are required to be followed.

The document is reviewed annually to ensure it is updated and continues to be relevant to the Broomehill and Tambellup communities.

**Comment:** The document has been circulated to key DFES personnel for comment. Amendments to the document include:

- Addition of SOP ‘**Automatic Vehicle Locator – AVL**’ page 38
- Updated review dates
- Updated document dates

**Consultation:** Cindy Pearce – Community Emergency Services Manager (CESM) Shire of Broomehill-Tambellup

**Statutory Environment:** *Bush Fires Act 1954*

**Policy Implications:** Nil

**Strategic Implications:** Strategic Community Plan ‘Living in a Safe Community’

**Asset Management Implications:** There are no asset management implications for Council

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** There are no workforce plan implications for Council

**Voting Requirements:** Simple Majority

**Council Decision:**        *171214*

*Moved Cr Holzkecht, seconded Cr Letter*

*“That the 2017-2018 Standard Operating Procedures for Bush Fire Brigades be endorsed as presented.”*

*CARRIED 6/0*

**Reason For Change to  
Recommendation:**

11.13

**BROOMEHILL RECREATIONAL COMPLEX INC. – PROPOSAL TO CONSTRUCT PAVILION**


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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<ul style="list-style-type: none"> <li>• <b>Correspondence from Broomehill Recreational Complex Committee</b></li> <li>• <b>Concept plans - Site and building</b></li> <li>• <b>CSRFF Funding guidelines</b></li> </ul>	
<b>File Ref:</b>	<b>ADM0286</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>07 December 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider a proposal from the Broomehill Recreational Complex Committee (BRCC) to construct a spectator viewing pavilion at the Broomehill Recreational Complex.

**Background:** The BRC is seeking Council's support for their proposal to construct a spectator viewing pavilion on the north east edge of the oval. Presently there is a small tiered structure that affords little protection from the elements for spectators of sport on the oval at any time of the year.

The project has been on the BRC's forward planning program for a number of years, and in developing this proposal the committee has consulted with user groups including the Broomehill Hockey Club, Broomehill Cricket Club and the Broomehill Primary School. All groups have all confirmed their support for the proposal.

The BRC is in the process of developing plans and obtaining quotes, and will be liaising with Council's Building Surveyor to ensure the final design meets compliance standards for public buildings. The plans attached to this agenda provide Council with a concept and will be further refined with consideration to their budget. It is proposed that the new building will include an open indoor space for seating, an extended covered verandah to the oval side and internal storage for clubs.

The site of the construction will be set back into the oval bank to a height of around 600mm above the playing surface, and will not impede on viewing from the main pavilion. It is intended that the area in front of the new building will be sloped down to the playing surface and grassed to allow for ease of access, mowing and other maintenance.

**Comment:** The BRC is seeking Council's support on two levels. Firstly, as the owner of the facilities, Council approval is required for any projects relating to permanent infrastructure upgrades that are proposed. This approval is distinct from the planning and building approvals that are required to be obtained in due course.

Secondly, the BRC intends to seek funding from the Department of Local Government, Sport and Cultural Industries to assist with the project. The next round of the Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants program opens in February 2018 and the BRC is keen to submit an application to this round. Once firm quotes have been

obtained, the BRC will formally write seeking a financial contribution to the project. This will be presented to Council's February 2018 meeting.

*The following information is provided for Councillor's awareness only at this time:*

The guidelines for the CSRFF program (including Small Grants) are attached for Council's information but basically the total project cost must not exceed \$200,000, and the maximum grant approved will be no more than one third of the total project cost.

In the past there was a requirement for the balance of the project cost to be split between the local government and the applicant, however the funding guidelines have changed in recent years and now state there is no obligation for local governments to contribute financially to a community group project.

In the case of infrastructure upgrades at the Broomehill Recreational Complex and Tambellup Sports Grounds however, the new facilities become assets of Council and are technically available for use by the whole community. Therefore it is appropriate for Council to consider making a financial contribution towards the project.

Previous projects initiated by the BRC which received grant funding through CSRFF include the construction of a storeroom on the main pavilion, and the construction of the new synthetic bowling green. Council's one third contribution for both projects has been funded through the Broomehill Recreational Complex Reserve Fund. The purpose of the Reserve Fund is *'To be used for works at the Broomehill Recreational Complex in agreeance with the Management Committee of the Broomehill Recreational Complex Inc.'*

The BRC in consultation with the Hockey and Cricket Clubs has investigated fundraising opportunities and is confident of its ability to raise its required contribution. As stated above, in February 2018 they will be seeking Council's support for a matching contribution.

Applications for the CSRFF Small Grants round open in February 2018 and the BRC application will come to the March 2018 Council meeting for local assessment and ranking, prior to forwarding to the Department for Local Government, Sport and Cultural Industries for further assessment. If approved, the works will commence during the 2018-2019 financial year.

The BRC is a committee that functions extremely well, and their internal consultation and forward planning process has paid dividends for them in being able to access a range of funding over the years to improve facilities at the Complex for the benefit of the wider community. While a decision on a financial contribution is not required at this time, it is recommended that Council gives it's in principle support to the proposal as submitted by the BRC.



**Consultation:** Brant Dennis - Chairperson BRC  
Department of Local Government, Sport & Cultural Industries

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** The Shire’s Strategic Community Plan contains an aspiration of ‘Staying Healthy and Being Entertained’. Within that aspiration is the commitment to encourage the community to present to the Shire suggestions for new or enhanced recreation events and/or facilities.

**Asset Management Implications:** Any new facilities constructed at the Broomehill Recreational Complex will be taken up into Council’s Asset Register.

**Financial Implications:** Nil at this time.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *171215*

*Moved Cr Paganoni, seconded Cr White*

*“That Council supports in principle the proposal submitted by the Broomehill Recreational Complex Incorporated to construct a spectator viewing pavilion on the north east corner of the Broomehill Oval.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**13.01****PLANT REPORT FOR DECEMBER 2017**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 08 December 2017  
**Disclosure of Interest:** Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Toyota Landcruiser wagon			2017	2017	1 yr / 15,000km	
1TA	Ford Wildtrak			2017	2017	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	853	3,000	2017	2017	1 yr / 30,000 kms	New ute-fitted accessory.
BH000	Ford Everest			2017	2017	1yr / 25,000 km	
BH001	CAT vibe Roller	439	500	2016	2017	8 yrs / 8000 hrs	
BH002	Isuzu Flatbed Truck	11,543	20,000	2016	2016	7 yrs / 250,000km	Taken to Albany for water tank installation.
BH003	Toyota Landcruiser GXL Dual Cab	23,251	30,000	2017	2017	1 yr / 30,000 km	Service @ 20,000 km.
BH004	CAT 12M Grader	8,110	8,500	2009	2009	8 yrs / 8,000 hrs	Checked Moulboard wearplates.
BH005	Cat Multi Tyre Roller	5,258	5,500	2011	2011	8 yrs / 8000 hrs	Replaced brake pad and LH park brake pad.
BH006	CAT 12M	53,210	5,500	2012	2012	8 yrs / 8,000 hrs	Replaced UHF radio. Replaced compressor seal. Checked moulboard wearplates.
BH007	Toro Mower	669	700	2016	2016	5 yrs / 5,000 hrs	Replaced tyre. Replaced spindle shaft. Traction shaft upgrade. Replaced engine v-belt.
BH009	Colorado 4x4 Tray Back	17,171	30,000	2015	2015	1 yr / 30,000 km	
BH012	Isuzu Fire Truck	1,458	Jan				Replaced battery.
BH013	Cat 444F Backhoe	1,951	2000	2013	2013	10 yrs / 8,000 hrs	
BH014	Ford Ranger Space Cab	542	3,000	2017	2017	1 yr / 30,000 km	New ute - fitted toolbox.
BHT0	Kenworth Truck	25,072	30,000	2016	2017	5 yrs / 250,000 km	Fixed leak in pneumatic valves. Replaced tyre.
BHT84	Toro Groundmaster 3500D Mower	585	600	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	57	250	2017	2017	8 yrs / 8,000hrs	New machine
BHT125	Mack Curser 8 Wheel Tipper	120,229	140,000	2013	2013	5 yrs / 250,000 km	Replaced hub seal and brake shoe in rear hubs. Replaced circuit breaker. Serviced @ 120,222km.
BHT1624	Fuel Trailer			2015	2016		
BHT1633	Tandem Axle Dolly	18512		2015	2015		Replaced mudguard on 29/08/17.
TA001	Toyota Landcruiser	17,260	20,000	2017	2017	1 yr / 30,000 kms	Serviced 10,000 kms.

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
TA005	Toyota Hilux Tray Top	3,653	10,000	2016	2016	1 yr / 30,000 kms	
TA017	Isuzu Tipper	87,998	95,000	2014	2014	5 yrs / 200,000 km	
TA052	Ford Ranger S-Cab	209	3,000	2017	2017	1 yr 30,000 km	New ute - Fitted becon.
TA06	Jet Patcher Isuzu	146,879	150,000	2007	2010	8 yrs / 8,000 hrs	Re-gassed air conditioner. Replaced alternator belt.
TA18	12M Grader	1,217	1,500	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	2,768	3,000	2014	2014	8 yrs / 8,000 hrs	Checked fuel coolant leak. Checked VHF radio.
TA386	Isuzu Tipper	55,955	60,000	2012	2012	5 yrs / 200,000 km	Relaced windshield.
TA2251	3 Axle Float Trailer				2009		Purchased 2 new tyres.
1TIU961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	58,454		2012	2012		
1TMR367	Tandem Axle Dolly						Replaced mud guard.
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT1626	Papas Tandem Fuel Trailer						Fitted new plate number.
1TCY093	Papas Tandem Trailer						Replaced tyre. Fitted new tyre.
1TIU961	8 x 5 Papas Fuel Trailer						Replaced plug.
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						Fixed wiring and replaced plug.
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						Tuned up fogger.
TSAW	Tree Saw						

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
1TRR872	Hire Side Tipper Trailer	1876		2016			
	Pressure Washer						Fixed leak in gun
	Polesaw						Fixed carburettor and sharpened chain.
	Honda Pump						Fixed carburettor, replaced outlet fitting and hose.
	Chainsaw						Fixed, cleaned and sharpened.
	Stihl concrete saw						Replaced spark plug and tuned up.
	Skid Steer Roller						Dismantle.

*This Report was received by Council*

**13.02 WORKS REPORT FOR DECEMBER 2017**

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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Road Hierarchy</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>GC Brigg</b> <b>Manager of Works</b>
<b>Date:</b>	<b>08 December 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Broomehill**

- Gardeners have the town in good shape. Currently spraying problem areas.
- Dams are very well placed. Staff are noticing that town dam levels are dropping quicker than normal. The Broomehill Primary School is the only other pump on this dam.
- Engaging Katanning Cherry pickers to remove a tree in front of 1 Janus Street.
- Council has received a complaint about large trees in Janus Street. These trees are along the footpath and are full of white ants. Council is currently seeking quotes to remove them. I would expect this to be expensive. Council will have to include this work in the 2018/19 budget if the quote is expensive.
- Oval drainage is still discharging subsurface water. Staff will need to monitor the oval next wet season to see if there is a need to extend the drainage.
- Drainage installation has cut off one of the sprinklers and an area of the oval isn't getting watered. Thinkwater will be needed to find the issue as they have the locators to find the reticulation under the surface.
- Oval has been fertilized and sprayed for Black Beetle and broadleaf.
- Brant Dennis has decided to stop looking after the reticulation at the oval. Council staff will now be responsible for the reticulation. Brant will induct council staff to the system. I would like to thank Brant Dennis for his dedication over the years.

**Tambellup**

- Gardeners have been very busy catching up around town. The mower has been broken down waiting on another deck for a period of time.
- Gardeners spraying town streets and drains.
- Work is progressing slowly with new kerbing and footpath in Norrish Street. Contractors and staff will tidy up all the works front of the post office and make it safe over the Christmas break. Further works on the main street will be subject to change as any new Manager of Works may come in with different ideas.
- Large rain water tanks have been ordered for the depot. This is part of the water harvest and wash down facilities funded by the Department of Water. Tanks may not be installed until January.
- A verti-mow and earthquake was carried out on the oval. Fertilizing and wetting agent has been applied. Oval has been sprayed for Black Beetle and broadleaf.
- Staff will start watering the oval with treated water in the near future.

**Roads**

<b>Project</b>	<b>Budget</b>	<b>Projects to date</b>
<b>RRG</b> Broomehill-Kojonup Road Stabilize patches and reseal SLK 14.5 to 18.5	\$246,300	Aggregate is only available end of January. There is no other aggregate available. Holcim aggregate doesn't meet the Austroads sealing standard. Wagin Quarry can't supply. MRD have ordered all Hanson's supply out of Mt Barker until the end of January. No firm booking for stabilizer or bitumen.
<b>RRG</b> Tambellup West Road Stabilize patches and reseal SLK 21.31 to 23.33	\$73,000	Aggregate on site.
<b>RRG</b> Pallinup South Road Construct and seal SLK 3.30 to 6.30	\$511,500	Completed and under budget. Construction crew are now gravelling 2018/19 section with remainder of the budget. Newmans Concrete completed the flat pack culvert for the 2018/9 section and is ready for delivery. Installation of the culvert is 2018/19.
<b>RRG</b> Warrenup Road Construct and seal. SLK 2.40 to 4.60	\$393,000	Aggregate on site. Polycom stabilizing agent in the depot. Contractor booked to stockpile gravel. Contractor booked to cut and fill vertical alignment.
<b>RRG</b> Gnowangerup- Tambellup Road Install Culvert SLK 15.30 to 15.38	\$58,200	Newmans Concrete have completed the flat pack culvert ready for delivery. Gray Carter has been booked to install after harvest.
<b>R2R</b> Nardlah Road Broomehill Gnowangerup intersection	\$40,000	Main Roads have signed off on the design. MRD have issued a permit, subject to traffic management. Albany traffic management working on the traffic management plan to submit to MRD.
<b>Commodity Routes</b> Toolbrunup Road Stabilize patches and reseal SLK 2.54 to 8.76 SLK 12.75 to 14.76	\$302,500	Gravel placed on the bitumen ready for stabilizer. Stabilizer and seal postponed from December 2017 to January 2018. Seal and stabilizing needs to be repriced through WALGA equotes.
<b>Commodity Routes</b> Beejenup Road Gravel Sheeting SLK 11.45 to 18.27	\$207,500	Completed
<b>Black Spot</b> Tambellup West Road Improve sight distance at Warrenup intersection	\$99,800	Aggregate on site. Contractor booked to complete when dozer is in the area, improving the vertical alignment on Warrenup Road. Excavator also needed. Pipes in the depot ready for installation.

Regional Road Group policy was endorsed two years ago. If projects can't be delivered in the nominated year the money is to return to the pool for another council to use. This is to eliminate funding carry overs and a continual reduction in the RRG pool, as funding isn't being used in the year intended. This includes all funding types RRG, Commodity Routes and Black Spot.

At the last RRG meeting in Cranbrook all councils were asked if they could deliver all their projects by end of June 2018. If any shire can't deliver the projects, this would allow money returned to the pool for other councils to use during the construction period. Broomehill-Tambellup were recipients of money being returned to the pool 2 years ago, with a bonus allocation of \$258,000.

RRG, Commodity Routes and Black Spot funding during the 2017/18 allocated to Broomehill-Tambellup was always going to be tight to complete, with shorter construction periods in the cooler climate of the Great Southern. I was always confident in completing all projects, however I am not continuing in Broomehill-Tambellup and the program will now be very difficult to deliver. There are ten working weeks constructing and sealing Warrenup Road and the Black Spot project on Tambellup West Road.

The biggest issues are Broomehill-Tambellup is in the height of the construction period. The Christmas shutdown is almost here. Shires and contractors will shut down over the Christmas and New Year period. All the projects require bitumen products. Council now has to operate around long weekends, which usually run into RDO weekends and also the Easter Break shutdown. The bitumen sealing period is very short in the Great Southern as the temperatures for sealing begin to fall after March.

Over use of contractors to complete funded works is very difficult during 2017/18 as a big portion of the funding is allocated to materials. The balance is for labour and plant operating costs. If contractors were engaged to complete this work over a shorter period of time, this will affect the amount of money left to keep staff and plant operation for the remainder of the year.

There were issues with the Gnowangerup-Tambellup Road sealing completed last year. Previous councillors will remember the issues during construction. Work on this project wasn't finished to a suitable standard, leaving the Manager of Works no choice but to cancel the sealing of poor quality work.

Bitumen companies were booked out for several weeks. It took five weeks to get a new booking for bitumen to complete this project. By this time the weather had cooled as it was later in the year. The bitumen had to be cut back to complete the seal because of the cooler air temperatures.

The bitumen was always going to bleed when the weather warmed up. Traffic started to contact the bitumen with their tyres, plucking out patches of bitumen. The issue has been rectified and staff will monitor for any further problems that may arise.

Councillors asked after the last meeting why crews were working on the construction and sealing of Pallinup South Road during the harvest. It does seem like bad management but there are reasons for this decision. There is a larger than normal construction program during 2017/18. There is a short window for this works to be completed during the warmer months for bitumen spraying. If crews weren't working on this road they would have to be working on another construction job within the shire.

Pallinup South Road carries the least traffic out of all the other roads that have construction projects. Beejenup Road runs parallel to Pallinup South so it is easier for traffic to divert to Beejenup Road. Pallinup South Road doesn't need any further traffic counts this year as the last section of construction and sealing has been included in the 2018/19 RRG program. Diverting

traffic to Beejenup Road helps raise the traffic counts on this road for future submissions for Commodity Routes funding.

A note to remember: under RRG guidelines you can't have parallel roads on Roads 20/30 leading to the same destination (Pootenup Road). Beejenup Road was swapped with Pallinup South Road when traffic counts revealed that Pallinup South Road had more vehicle movements all year round.

Beejenup Road was unsuccessful in receiving funding on many occasions through RRG. Council's resolution was to remove Beejenup Road from Roads 20/30 and include Pallinup South Road. This has proven to be a good decision by council as Pallinup South will be fully sealed by 2019.

### **Vegetation Widening**

Broomehill-Tambellup's road network requires extensive vegetation widening. Roadside vegetation is an ongoing problem that all shires face. The Kojonup Shire in recent times decided to fully fund a vegetation widening program and bought an excavator and mulching head and set aside \$250,000 in their budgets to continue widening each year. Most of Kojonup's roads are now complete.

The Shire of Broomehill-Tambellup has approximately 850km of roads which need vegetation widening. The average cost is approximately \$5,000 per km with a mixture of heavy and light vegetation. Total cost for the works is around \$4,250,000 across the network.

If council budgeted \$100,000 per year for this program, as in the 2017/18 budget, it will take around 42 years to complete the program. The shire in 2018/19 will struggle to find the money required to carry out further vegetation widening with RRG road project funding at \$839,000. Council has to match this funding 2/3 RRG, 1/3 council money.

Commodity Route funding hasn't been announced to date. If successful with this source of funding, council will have to match 2/3 Commodity Routes and 1/3 council.

Council is currently struggling to get graders into table drains and backslopes to keep roads maintained because of overhanging vegetation. Recently council purchased a Caterpillar 299D skid steer which included a forestry pack. The forestry pack guards up the machine and adds extra hydraulic cooling to enable it to run a mulching head.

If council were to purchase a mulching head for the skid steer this would help graders get into drainage and backslopes, to help keep graders clear in the short term. A larger unit will still be needed to clear heavily vegetated roads. The skid steer with mulching head could help keep roads maintained (regrowth) after the large mulching unit has completed the heavier work required.

Over the coming years the skid steer with a mulching head attachment could help graders get into drainage and backslopes where smaller overhanging vegetation is obstructing machines from working. This would also give the skid steer more utilization.



## Road Maintenance

- Maintenance graders are working in the mid and western part of the shire working north.
- Maintenance crew have been working on the main street and helping with the sealing on Pallinup South Road and also completing work on footpaths around the new ambulance station.
- Flood damage re-instatement is going very well. Crews have completed most work north of Tieline Road. They will continue to work along Tieline road, then moving to other damaged roads south of Tieline.

## Plant

- The Caterpillar 12M grader will be delivered in the middle of January. The machine was in stock and they are currently building the machine up in Perth.
- Tow bar is being fitted to the skid steer truck. This will enable the truck to tow fuel trailers or water trailers.
- The water tank for the gardener's truck is complete and set up to use. The water tank has a controller fitted to this truck only. The truck and water tank will be used with the skid steer when repairing bitumen roads and watering parks and gardens.



- Manager of Works' Ford Wildtrak has been replaced.
- Works Supervisor's Landcruiser dual cab has been replaced with a Landcruiser.
- Construction Leading Hand Landcruiser dual cab has been replaced with a Landcruiser.
- There is only one Toyota Hilux still on order. That is the Broomehill gardener's vehicle.
- New 2.5 tonne Isuzu truck for the Broomehill gardener has been delivered. This truck has damage to the rear tailgate. Damage will be repaired in the near future.
- Council will continue to replace Toyota's with Ford over the next few months.
- Ford replacement vehicles have been ordered for the rest of the fleet.
- The 2017/18 light vehicle fleet will be well under budget with Toyota trade values higher than new Ford purchase prices.
- Vibrating roller attachment for the skid steer failed with drive and centre shaft failures. Mechanic is modifying the complete centre shaft and drive.

- The Toro 360 had many issues with the mowing deck. This deck was 100 inches with hydraulic wings. The deck recently had \$1,500 spent on repairs. After receiving quotes from TQuip to repair the deck once again it was better value to purchase a very good second hand 72 inch deck. A new deck costs in excess of \$6,000. Council purchased a near new deck for \$1,900.

The Broomehill and Tambellup shires amalgamated in 2008. When the shires amalgamated there was double the amount of smaller equipment. The core equipment when amalgamated was:

- 4 - 6x4 trucks
- 4 - graders
- 2 - loaders
- 2 - vibrating rollers
- 2 - backhoes
- 2 - multi tyre rollers
- 3 - light trucks
- 5 - mowers
- 1 - tractor and slasher

There were only 12 operators for 19 pieces of major plant. Across all areas the productivity was poor when looking at all fleet history, with no machine achieving over 650 hours in any one year. Working with the Chief Executive Officer a long term plant replacement plan was formed to get the shire's fleet where it is today.

Four graders were only averaging 2,400 hours when history was compiled. Three graders now average 3,300 hours. These graders were upgraded to larger more productive machines to improve the overall productivity.

Four 6x4 trucks were averaging 1,600 hours per year and the capabilities of four 6x4 trucks working 800 hours each was 28,000 cubic metres per year. This was below road asset management required.

Council now runs two 8x4 trucks with dog trailers. The two trucks average 1,600 hours per year, but with over \$150,000 of reduced costs. Gravel carting ability went from 28,000 per year to 50,000 cubic metres per year, meeting the asset management requirement of the gravel roads. There are other options for trucking to reduce the costs even further but it would limit council's multi-tasking it requires from a truck fleet.

Rollers were reduced with only one construction crew. Two multi tyre rollers were replaced with one. During the wet season the roller is used with maintenance graders. In the summer months it is used for construction, sealing and resealing. There is a need to hire a roller from time to time when sealing or resealing, which is limited.

Vibrating rollers were reduced to one. The vibrating roller works on construction in summer months and gravel sheeting during the winter months.

Two loaders were reduced to one with only one construction crew. The loader is only loading two trucks and dogs. This could be upgraded to a larger loader with the next replacement. The current load cycle time is only 5 minutes for truck and dog which is quite acceptable so I don't see any need to change.

Both backhoes were sold and replaced with a larger unit. This backhoe backs up the loader if any problems occur when working. The rear boom is equal to a 12 tonne excavator for cleaning culverts, cemetery work etc.

As discussed at the last council meeting, mowers are one of council's dearest pieces of plant to run. They cost more than a grader to operate with large amounts of time spent on maintenance and parts. When arriving in Broomehill-Tambellup there were more mowers than gardeners. The average mowing time between both towns was 400 hours per year. Separate to that there is 100 hours with a finishing mower on both ovals.

When you break the mowing down there is 2,000 man hours per year. There is 400 mowing hours to complete each town. That gives the town mower 20% productivity against man hours. When broken down it is 20% of one gardener's time to mow both towns all year. There is no need for a second mower. The finishing mower has less productivity, but the finishing mower is required regardless of the productivity. A mower can't be combined for both jobs. The skid steer backs up the mowers with a slasher attachment which took the place of tractor and slasher which was only being utilized 100 hours per year. This also gives the skid steer better productivity.

Council recently made a very good decision to sell the Iveco 8x4 truck three years before the replacement was due. The cost of running this truck over several years was \$100 to \$115 per hour. The Mack truck doing the same work was costing \$60-\$65 per hour.

If the average was \$40 per hour difference over 800 hours per year it was costing council \$32,000 per year more to run the Iveco over the Mack. If council kept the truck for the full 8 years before replacing it would have cost council \$256,000 more than the Mack over the life of the assets.

By council agreeing to replace it three years earlier than planned, it saved approximately \$100,000 extra in expense. Cheapest isn't always the best when looking at life asset costs.

Council averages 330,000km over 10 light vehicles per year. Council previously replaced its light vehicle fleet on a yearly basis. Researching history council budgeted \$100,000 for replacement vehicles and \$30,000 for servicing, repairs and tyres. Council now replaces the light vehicle fleet every 15,000km for \$20,000 with no servicing or tyres.

This shire over nine years carried out a plan to gain a fleet of the best equipment in any shire, which now meets the asset management plan, the workforce plan and councils levels of service. Overall machinery productivity hours have gone from 11,000 hours in 2009 to 17,000 hours in 2016/17 with reduced staff.

***This Report was received by Council***

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

Nil

**14. DATE OF NEXT MEETING**

15 February 2018

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 4.30pm.