



Ordinary Meeting of Council

MINUTES

15 March 2018

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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 March 2018 commencing at 10.15am.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	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
	J Farmer	Works Supervisor
	KP O’Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

Apologies: Nil

Leave of Absence: Cr GM Sheridan

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 10.15am.

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

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 15 FEBRUARY 2018

Council Decision: *180301*

Moved Cr Paganoni, seconded Cr Holzkecht

“That the Ordinary Meeting of Council Minutes of 15 February 2018 be accepted.”

CARRIED 6/0

8.2 RECEIPT OF ANNUAL ELECTORS MEETING MINUTES – 21 FEBRUARY 2018

Council Decision: *180302*

Moved Cr Nazzari, seconded Cr Paganoni

“That the Annual Electors Meeting Minutes of 21 February 2018 be accepted.”

CARRIED 6/0

8.3 ADOPTION OF THE RECOMMENDATIONS OF THE ANNUAL ELECTORS MEETING MINUTES 21 FEBRUARY 2018

Council Decision: *180303*

Moved Cr White, seconded Cr Nazzari

“That the 2016/2017 Annual Report be accepted.”

CARRIED 6/0

Council Decision: *180304*

Moved Cr White, seconded Cr Letter

“That the Council consider use of the carpark at the former Tambellup Bowling Club, temporarily, as a 24 hour stop over for self-contained caravans until the future use of this land is determined by Council.”

CARRIED 5/1

Council Decision: 180305

Moved Cr White, seconded Cr Thompson

“That the Council write to Western Power seeking clarification as to why their Contractors ignored advice of gravel road closures and whether they will contribute to rectify the damage that was incurred on several gravel roads.”

CARRIED 4/2

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

9.1 RECEIPT OF THE MINUTES OF THE AUDIT COMMITTEE MEETING 15 FEBRUARY 2018

Council Decision: 180306

Moved Cr Paganoni, seconded Cr Nazzari

“That the Audit Committee Meeting Minutes of 15 February 2018 be accepted.”

CARRIED 6/0

9.2 ADOPTION OF THE RECOMMENDATIONS OF THE AUDIT COMMITTEE MEETING MINUTES OF 15 FEBRUARY 2018

Council Decision: 180307

Moved Cr Nazzari, seconded Cr Letter

“That, having undertaken a review of the Compliance Audit Return 2017, the Audit Committee recommends that it be adopted by Council as presented and forwarded to the Department of Local Government, Sport and Cultural Industries by 31 March 2018.”

CARRIED 6/0

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11. MATTERS FOR DECISION

11.01 ANNUAL MEETING WITH AUDITOR

Program:	Governance
Attachment:	Nil
File Ref:	ADM0058
Author:	KP O’Neill Manager Finance & Assets
Date:	07 March 2018
Disclosure of Interest:	Nil

Summary: Council to conduct its annual meeting with its auditor, Russell Harrison of Lincolns Accountants and Business Advisors.

Background: The final audit for the Shire of Broomehill-Tambellup for the 2016/17 year was signed off by the auditor on 17 January 2018.

Council convened a Special Meeting of Council on 6 February 2018 to accept the annual financial statements and auditors’ report for the 2016/17 financial year. The annual electors meeting for the financial year in question was held on Wednesday 21 February 2018.

The *Local Government Act 1995 section 7.12A(2)* requires that a local government is to meet with its auditor at least once in every year.

Comment: Russell Harrison will attend the meeting from 10.00am and will highlight any areas of concern to members and provide a general overview of Councils position and any trends that are apparent.

Councillors should refer to the 2016/17 Annual Financial Report for the discussion with Russell.

Consultation: Nil

Statutory**Environment:**

Local Government (Audit) Regulations 1996

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

Policy Implications: There is no policy applicable to this item.

Strategic**Implications:**

This issue is not dealt with in the Strategic Plan

Asset Management

Implications: There are no Asset Management implications

Financial

Implications: The cost of meeting with the auditor has been included in the annual audit fees

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Nil

Officer

Recommendation: *No recommendation required.*

This item has been deferred to the 19 April 2018 Ordinary Council Meeting.

Reason For Change to

Recommendation: Russell Harrison of Lincoln Accountants was unable to attend the meeting on the 15 March 2018.

11.02 FINANCIAL STATEMENTS FOR FEBRUARY 2018

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for February 2018
File Ref:	Nil
Author:	KP O’Neill Manager Finance and Assets
Date:	7 March 2018
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 28 February 2018.

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: 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 February approximately 89.67% in rates and charges 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: *180308*

Moved Cr Nazzari, seconded Cr Paganoni

“That the Financial Statement for the period ending 28 February 2018 be adopted.”

CARRIED 6/0

Reason For Change to Recommendation:

11.03 CREDITORS ACCOUNTS PAID FEBRUARY 2018

Program:	Other Property and Services	
Attachment:	List of Payments for February 2018	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	7 March 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during February 2018.

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	\$911,355.80
Trust Fund	\$35,113.10
Credit Cards	\$13.80
Total	\$946,482.70

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: *180309*

Moved Cr Nazzari, seconded Cr Paganoni

That the list of accounts paid during February 2018, consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$911,355.80;*
- Trust Fund cheque payments totalling \$35,113.10; and*
- Credit Card payments totalling \$13.80*

be endorsed.”

CARRIED 6/0

Reason For Change to Recommendation:

11.04 2017/18 ANNUAL BUDGET REVIEW

Program:	Governance	
Attachment:	2017/18 Annual Budget Review	
File Ref:	ADM0163	
Author:	KP O’Neill	Manager Finance & Assets
Date:	07 March 2018	
Disclosure of Interest:	Nil	

Summary: Council to review the 2017/18 Budget for the period 1 July 2017 to 28 February 2018.

Background: The Local Government (Financial Management) Regulations 1996, Regulation 33A requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget has been prepared to include all information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Council adopted a 10% or \$10,000 minimum for the reporting of material variances to be used in the statement of financial activity and the annual budget review.

The purpose of a budget review is to ensure that income and expenditure for the current year is monitored against the adopted budget and where variances have occurred, or are likely to occur, make amendments to the budget if necessary.

Comment: The 2017/18 Budget Review document is attached to this agenda as a separate document, and individual comments are noted within these papers for major suggested changes to the budget. The budget review has been performed on a line by line basis against the February 2018 monthly financial statements.

Major amendments proposed in the review include –

Opening Surplus

Adjustment of \$328,600 required to acknowledge the increased opening surplus on 1 July. This is due to the timing of receipt of progress payments for the construction of the Tambellup Pavilion around the end of the financial year. The increased surplus has been allocated to the budget for the Tambellup Pavilion to allow for the payments made to complete construction.

Tambellup Pavilion – Non Operating Contributions

Provision has been made for contributions from the Tambellup Community Pavilion Association towards the reticulation of Bowling Green and installation of shade around the Bowling Green.

Broomehill Recreation Complex Reserve

Council agreed in 2017 to include provision for a transfer from this Reserve of \$10,000 to assist with purchase of a new tractor. Inclusion of this in the original budget was omitted in error.

Main Roads WA – Direct Grants

Councils' allocation from Direct Grants provided by the State Government through the Regional Road Group suffered a hit in 2017/18 following significant cuts to this funding pool in the State's Budget. While the concessions provided to local governments on vehicle stamp duties and licensing have remained in place, the State have compensated this loss in additional revenue by reducing road grants to local governments.

Private Works

Reduction in revenue of around \$35,000 from Private Works as a result of fewer private works requests forthcoming, and utilisation of the Jetpatcher by other Councils has not been required as often this year.

Plant Operation Costs

Reduction in vehicle licensing expenses as the stamp duty and licensing concessions available to local government have remained in place.

Tambellup Pavilion

Increased allocation from the timing of payments around the end of financial year which was reflected in the increased surplus carried forward on 1 July.

Diprose Park Shade Structure

It is proposed to defer this project as it is unlikely that it could be achieved this year.

Consultation:

Chief Executive Officer
Manager Corporate Services

**Statutory
Environment:**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 - Regulation 33A -

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year;*
- (2A) *The review of an annual budget for a financial year must –*
 - (a) *consider the local governments financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local governments financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

** Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Policy Implications: There is no policy applicable to this item.

Strategic Implications: The budget is developed having regard for the aspirations contained in Councils *Community Strategic Plan* and *Corporate Business Plan*.

Asset Management Implications: The budget directly impacts the Asset Management Plan as it details the planned maintenance and renewal of existing assets, and creation of new assets.

Financial Implications: This document reviews the Councils financial operations for the year to date, and provides the opportunity to reallocate funding within the budget if required.

Workforce Plan Implications: Provision has been included to pay the current workforce for the full year, and the associated overheads incurred in employing staff. The budget review does not propose any changes to the current workforce.

Voting Requirements: Absolute Majority required in accordance with Regulation 33A.

Council Decision: *180310*

Moved Cr Holzknacht, seconded Cr Paganoni

“That the 2017/18 Annual Budget be amended in accordance with the attached 2017/18 Budget Review document.”

CARRIED 6/0
By Absolute Majority

Reason For Change to Recommendation:

11.05 AGREEMENTS BETWEEN THE DEPARTMENT OF TRANSPORT AND THE SHIRE OF BROOMEHILL-TAMBELLUP FOR THE PROVISION OF LICENSING SERVICES AND NON ROAD LAW FUNCTIONS

Program:	Governance
Attachment:	Under Separate Cover <ul style="list-style-type: none"> • New DOT963517 Agreement for the Provision of Licensing Services • New DOT963517 Agreement for the Provision of Non Road Law Functions • Existing Contract for the Provision of Licensing Services
File Ref:	CLAF032
Author:	JA Stewart Manager Corporate Services
Date:	07 March 2018
Disclosure of Interest:	Nil

Summary: Council to review and consider extending updated Agreements with the Department of Transport to provide ongoing licensing services and non road law functions.

Background: Council acts as an agent for the Department of Transport for the purpose of providing licensing services and non road law functions to the community; Council receives a commission for doing so. Council's existing contract is with the former Department of Planning and Infrastructure and initially expired on the 31st December 2017. The Department of Transport now deals with the agreements for these services and functions and in late December 2017 extended the existing contract's expiry date to 31st March 2018 to allow councils time to consider the new agreements it presented at that time.

Comment: The existing contract (expiring on 31st March 2018) has since been updated and separated into two agreements (one for licensing services and the other for non road law functions) due to the introduction of Road Law and Non Road Law Services in April 2015.

The author has compared the contents of the previous contract with the new agreements and the differences are noted on the Agreement for the Provision of Licensing Services in the Shire of Broomehill-Tambellup. In many instances the wording in the Agreement for the Provision of Non Road Law Functions in the Shire of Broomehill-Tambellup is the same as that contained in the Agreement for the Provision of Licensing Services in the Shire of Broomehill-Tambellup; the main differences exist around the services and functions and their links to different legislation. Both Agreements have been updated by way of re-wording, removal of defunct clauses and addition of new clauses and more specific information (as noted).

In contrast to the existing contract (10 year term), the terms of the new agreements are three years, to expire on 31 December 2020. Where the term 'Contract' appeared, the term 'Agreement' now appears.

Council receives a commission (as per the Schedule of Rates included within the agreements) and, while there may be a valid argument for not extending the agreements, the provision of licensing services to the community has historically been considered a valuable service to continue offering.

Consultation: Elena Asenova - Department of Transport
Kay O’Neill – Manager Finance and Assets

Statutory

Environment: As per Acts and Laws referred to in the following:
DOT963517 Agreement for the Provision of Licensing Services in the Shire of Broomehill-Tambellup – page 6
DOT963517 Agreement for the Provision of Non Road Law Functions in the Shire of Broomehill-Tambellup – page 4

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: Nil

Financial

Implications: Council has been receiving, on average, approximately \$1,500 per month in licensing commissions for the financial year to date.

Workforce Plan

Implications: Nil new implications: Council has provided these services and functions for many years.

Voting Requirements: Simple Majority

Council Decision: *180311*

Moved Cr Holzknicht, seconded Cr White

“That Council signs the following agreements with, and as presented by, the Department of Transport:

- *DOT963517 Agreement for the Provision of Licensing Services in Shire of Broomehill-Tambellup in terms of Section 11 of the Road Traffic (Administration) Act 2008; and*
- *DOT963517 Agreement for the Provision of Non Road Law Functions in Shire of Broomehill-Tambellup.”*

CARRIED 6/0

Reason For Change to Recommendation:

11.06 REQUEST TO FLY ABORIGINAL FLAG AT COUNCIL OFFICES

Program:	Governance
Attachment:	Correspondence from Sgt Allan Mallard
File Ref:	ADM0145
Author:	PA Hull Strategic Support & Projects Officer
Date:	07 March 2018
Disclosure of Interest:	Nil

Summary: Council to consider a request from the community for the Aboriginal flag to be displayed at the Tambellup Administration office.

Background: A request has been received from Sgt Allan Mallard of Tambellup Police for Council to consider flying the Aboriginal flag at the Tambellup Administration office.

Council previously considered a similar request in October 2016, from the Tambellup Aboriginal Progress Association. At that time, the following recommendation was carried:

161007

Moved Cr White, seconded Cr Paganoni,

“That Council authorises purchase of a second flagpole to be installed at both the Broomehill and Tambellup offices to facilitate flying of the Aboriginal flag during NAIDOC Week, and the State flag for the remainder of the year.”

CARRIED 4/3

Matters considered in making this recommendation included:

- As a government organisation Council is required to fly the National flag daily;
- The opportunity to fly the state flag daily;
- Only a single flag pole was in place at each office at the time;
- There was limited provision in the 2016-2017 budget to be able to purchase four additional flagpoles to allow for the flying of the National, State and Aboriginal flag daily.

Sgt Mallard has been successful in obtaining external funding to cover the cost of two new flag poles and freight to Tambellup. He now seeks the following support from Council:

- Approval to install a new flagpole at the Tambellup Administration Office for the purpose of flying of the Aboriginal flag daily; and
- Assistance with the installation of the flagpoles, at the Tambellup Administration Office, and the Tambellup Police Station.

Comment: As stated when the matter was last before Council, the Shire enjoys a positive relationship with the indigenous community, and it is considered the flying of the Aboriginal flag at the Tambellup office will further strengthen this relationship.

While there is no formal requirement for Council to agree to the request and undertake these works, it is considered a positive action in the spirit of reconciliation.

Consultation: Sgt Allan Mallard
Chief Executive Officer

Statutory

Environment: Nil; however the Australian Government has strict protocols on the flying of the National flag, on its own and in conjunction with other flags. These protocols will be observed.

Policy Implications: Nil

Strategic

Implications: Strategic Community Plan - This proposal fits within the Community Aspiration of ‘*Strengthening Community Spirit*’.

Asset Management

Implications: The flagpole installed at the Tambellup Administration office will form part of Council’s assets.

Financial

Implications: Costs for the installations can be allocated to Council’s 2017/2018 parks and gardens budget.

Workforce Plan

Implications: Nil

Voting Requirements: Simple Majority

Council Decision: *180312*

Moved Cr Nazzari, seconded Cr White

“That Council approves the request from Sgt Allan Mallard to:

- Install a new flagpole as provided at the Tambellup Administration Office for the purpose of flying of the Aboriginal flag daily; and*
- Assist with the installation of the flagpoles, at the Tambellup Administration Office, and the Tambellup Police Station.”*

CARRIED 5/1

Reason For Change to Recommendation:

11.07	INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – UNIT 6, SANDALWOOD VILLAS BATHROOM FLOOR	
Program:	Governance	
Attachment:	Under Separate Cover Quotations for the replacement of the bathroom floor at Unit 6, Sandalwood Villas	
File Ref:	ADM0417	
Author:	JA Stewart	Manager Corporate Services
Date:	06 March 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider replacing the bathroom floor in Unit 6, Sandalwood Villas.

Background: Council, in October 2014, opened its Sandalwood Villas accommodation in Taylor Street, Tambellup. When Council rented out Unit 6 for the first time in April 2017, issues with drainage of water from the bathroom floor were identified. As a result, a building contractor was engaged to provide a professional opinion and the floor was deemed uncompliant. While the original issues were resolved somewhat as a result of the first rectification, subsequent issues arose from that and further attempts to improve the floor surface. Although the floor is now considered compliant, dissatisfaction still exists around the amount of time sections of the floor take to dry off following use of the shower.

In February of this year the Independent Living Seniors Accommodation Committee made the following recommendation to Council:

ILSA180203

Moved Liz Reynalds, seconded Cr Holzknicht

‘That Council replaces the bathroom floor in Unit 6, Sandalwood Villas, in order that water flows to the appropriate drains and does not pool in any areas.’

CARRIED 4/0

Council, at its 15 February 2018 Ordinary Meeting, resolved as follows:

180208

Moved Cr White, seconded Cr Holzknicht

‘That Council installs a grab handle onto the wall at Unit 6, Sandalwood Villas, and obtains further quotes for rectification of the floor tiling and drainage.’

CARRIED 7/0

Comment: A grab handle has been installed into the bathrooms at Unit 6 and Unit 1, Sandalwood Villas (both bathrooms being disability bathrooms).

Quotes for the replacement of the flooring in Unit 6, Sandalwood Villas, have been obtained and are attached under separate cover for Council's information.

For Council decision as to the replacement or otherwise of the bathroom floor at Unit 6, Sandalwood Villas.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: Nil

Asset Management Implications: Nil

Financial Implications: If Council chooses to replace the bathroom floor in Unit 6, Sandalwood Villas, the expense must be recognised as unbudgeted expenditure. The Manager of Finance and Assets has tentatively allowed for the replacement of the bathroom floor in the budget review that forms part of the agenda for this Ordinary Meeting.

Workforce Plan Implications: Minor if Council chooses to replace the bathroom floor; otherwise, nil.

Voting Requirements: Absolute Majority if Council resolves to replace the bathroom floor.

Pam Hull left the meeting at 11.01am.

Council Decision: *180313*

Moved Cr White, seconded Cr Nazzari

“That Council suspends Standing Orders at 11.10am to discuss the Independent Living Seniors Accommodation (ILSA) Unit 6, Sandalwood Villas bathroom floor.”

CARRIED 6/0

Council Decision: *180314*

Moved Cr Letter, seconded Cr Paganoni

“That Council resumes Standing Orders at 11.15am.”

CARRIED 6/0

Council Decision: **180315**

Moved Cr Nazzari, seconded Cr White

“That Council replaces the bathroom floor in Unit 6, Sandalwood Villas and it recognises the expenditure as unbudgeted.”

CARRIED 6/0
By Absolute Majority

**Reason For Change to
Recommendation:**

Pam Hull returned to the meeting at 11.15am.

Marg Hemsley, Principal Consultant LG People and Culture entered the room at 11.15am.

The Caravan Parks and Camping Grounds Regulations 1997 (the Regulations) regulate camping on private land.

These regulations provide that a person may camp on land for 3 days in any 28 days without permission of Council, for 3 months in any 12 month period with the consent of Council, or for any period when approved by the Minister.

Additionally, consent can be obtained to camp for longer than three months in any 12 months while a building licence is in force.

(2) *Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights -*

(a) *by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;*

(b) *by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or*

(c) *despite paragraph (b), by the local government of the district where the land is situated -*

(i) *if such approval will not result in the land being camped on for longer than 12 consecutive months; and*

(ii) *if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.*

The landowner has obtained a building licence to construct a dwelling on the land and has indicated that no more than 12 months will be required.

It is recommended that consent be granted under the Regulations for the landowner and his direct family to camp on the land for a period not exceeding 12 months to complete the dwelling, subject to conditions.

Consultation: No consultation is required under the Caravan Parks and Camping Grounds Regulations 1997.

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: There are no fees specified in the Caravan Parks and Camping Grounds Regulations 1997 or in Council’s fees and charges.

Workforce Plan

Implications: There are no workforce plan implications.

Voting Requirements: Simple Majority

Council Decision: *180316*

Moved Cr Paganoni, seconded Cr Letter

“That Council Pursuant to the Caravan Parks and Camping Grounds Regulations 1997 grant consent for Mr Mike Gilfedder and immediate family members to camp at Lot 411 Number 73 McGuire Road Broomehill, subject to the following conditions:

- 1. No person/s that are not immediate family members shall camp on the land for more than 3 days without the written approval of Council;*
- 2. The Health Act must be complied with at all times, with effluent disposal to be in accordance with the Act; and*
- 3. The term of this approval is limited and expires 12 months 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;”*

CARRIED 6/0

Reason For Change to Recommendation:

11.09 PROPOSED SHED – LOT 415 NO. 155 MCGUIRE ROAD, BROOMEHILL

Program:	Planning	
Attachment:	Site Plan	
File Ref:	A6051	
Author:	KB Williams	Chief Executive Officer
Date:	07 March 2018	
Disclosure of Interest:	Nil	

Summary: An application has been lodged for the development of a new shed adjacent to an existing dwelling on Lot 415 No. 155 McGuire Road, Broomehill.

This report recommends that approval be granted, subject to conditions.

Background: An application for the development of a shed was submitted on 16 February 2018. The application was submitted by B Conning and R Payne.

The shed is proposed to be constructed of metal and measures 8 metres by 16 metres.

Comment: Description of Application

The applicant is seeking a planning approval to develop a freestanding shed adjacent to an existing dwelling.

Relevant Scheme Provisions

Zoning

The subject lot is zoned ‘Rural Residential’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’):

Single Dwellings (and associated outbuildings) are usually exempt from Planning Consent; however, Clause 5.12.5 of the Broomehill TPS requires that an application for Planning Consent is required:

5.12.5 Development Requirements:

The provisions for controlling subdivision and development in a Rural Residential Zone shall comply with the requirements of Schedule 2 and with the following:

- b) in addition to a building licence, the Council's prior planning consent is required for all development including a single house and such application shall be made in writing to the Council and be subject to the provisions of the Scheme;*

Accordingly, an application has been submitted.

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

ZONE	STREET	REAR	SIDE
<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</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>
<i>Residential</i>			
<i>Farming</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>

The shed has a front setback of 35 metres, and side setbacks greater than 10 metres as it is located in the middle of the property.

A Shed does not require a Bushfire Attack Level (BAL) assessment.

The shed is recommended for approval.

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 of \$147.00 have been paid.

Workforce Plan**Implications:**

There are no workforce plan implications

Voting Requirements:

Simple Majority

Council Decision: **180317**

Moved Cr Nazzari, seconded Cr Letter

“That Council approve the application lodged by B Conning and R Payne for the use and development of a Shed at Lot 415 No. 155 McGuire Road, Broomehill 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. Use of the shed shall remain consistent with the provisions of the Local Planning Scheme at all times.”*

CARRIED 6/0

**Reason For Change to
Recommendation:**

11.10 PROPOSED SWIMMING POOL - LOT 2 NO. 14 MCGUIRE ROAD, BROOMEHILL

Program:	Planning	
Attachment:	Nil	
File Ref:	A6100	
Author:	KB Williams	Chief Executive Officer
Date:	07 March 2018	
Disclosure of Interest:	Nil	

Summary: For Council to consider an application for a Swimming Pool proposed to be developed at Lot 2 No. 14 McGuire Road, Broomehill.

Background: An application for the development of a Swimming Pool was received on 2 March 2018.

The proposed development consists of a 5 metre by 2.4 metre below ground swimming pool made of fibreglass.

Comment: Zoning

The subject lot is zoned for ‘Special Rural’ land uses under the Shire of Broomehill Local Planning Scheme No 1 (‘the Scheme’).

Description of Application

The applicant is seeking a planning approval to develop a below ground swimming pool. The pool is proposed to be developed behind the dwelling.

Relevant Scheme Provisions

Clause 5.1 of the Scheme Requires development Consent for all development:

5.1 DEVELOPMENT OF LAND

5.1.1 Subject to clause 5.1.2 a person shall not commence or carry out development of any land zoned under the Scheme without first having applied for and obtained the planning consent of the Council under the Scheme.

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

Consultation: No consultation is required under the Planning Scheme.

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: The applicant has paid the planning fee of \$147.00

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Kay O’Neill left the meeting at 11.18am.

Council Decision: *180318*

Moved Cr Paganoni, seconded Cr Holzknacht

“That Council Pursuant to the Planning and Development Act 2005 and Local Planning Scheme No 1 hereby Grants Planning Consent to S. Yiend for the proposed development for a Swimming Pool at Lot 2 House Number 14 McGuire Road Broomehill, subject to the following conditions:

- 1. The pool shall not be fully filled or used until all safety fencing has been installed in accordance with the requirements of the Building Act; and*
- 2. 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.”*

CARRIED 6/0

Reason For Change to Recommendation:

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13.01**PLANT REPORT FOR MARCH 2018**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: C Green Works Assistant
Date: 07 March 2018
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute			2017	2018	1 yr / 15,000km	
ITA	Ford Ranger Ute			2018	2018	1 yr / 30,000 kms	
BH00	Ford Ranger D-Cab	12,291	15,000	2017	2017	1 yr / 30,000 kms	Replaced Windscreen
BH000	Holden Colorado			2017	2017	1yr / 25,000 km	
BH001	CAT vibe Roller	609	1,000	2016	2017	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	14,972	20,000	2016	2016	7 yrs / 250,000km	Fixed Wiper Motor
BH003	Toyota Landcruiser GXL Dual Cab	7,196	10,000	2017	2017	1 yr / 30,000 km	Removed Accessories ready for change over
BH004	CAT 12M Grader	16	250	2017	2018	8 yrs / 8,000 hrs	New Grader. Fitted accessories, replaced engine oil
BH005	Cat multi tyre Roller	5,377	5,500	2011	2011	8 yrs / 8000 hrs	Replaced final drive bearing housing
BH006	CAT 12M	5,672	6,000	2012	2012	8 yrs / 8,000 hrs	Checked engine serpentine belt
BH007	Toro mower	338	400	2016	2016	5 yrs / 5,000 hrs	Replaced belt tensioner arm and pulley
BH009	Izusu 150 truck	2,642	5,000	2017	2017	1 yr / 30,000 km	Fixed warning beacon
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	2,057	2500	2013	2013	10 yrs / 8,000 hrs	Replaced punctured tyre
BH014	Ford Ranger Space Cab	10,370	15,000	2017	2017	1 yr / 30,000 km	
BHT0	Kenworth Truck	33,535	50,000	2016	2017	5 yrs / 250,000 km	Windscreen replaced
BHT84	Toro Groundmaster 3500D mower	669	750	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	185	250	2017	2017	8 yrs / 8,000hrs	Fixed broken step
BHT125	Mack Curser 8 Wheel Tipper	126,929	140,000	2013	2013	5 yrs / 250,000 km	
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	23956		2015	2015		
TA001	Ford Ranger Ute		1,000	2017	2018	1 yr / 30,000 kms	Removed accessories from previous vehicle and fitted to new vehicle.

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
TA005	Toyota Hilux Tray Top	162	1,000	2017	2018	1 yr / 30,000 kms	
TA017	Isuzu Tipper	98,806	110,000	2014	2014	5 yrs / 200,000 km	Serviced at 97416km
TA052	Ford Ranger S-Cab	5,477	15,000	2017	2017	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	150,642	170,000	2007	2010	8 yrs / 8,000 hrs	Replaced engine oil cooler gasket and o-rings
TA18	12M Grader	1,495	1,500	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	3,084	3,500	2014	2014	8 yrs / 8,000 hrs	Checked broken armrest. Serviced at 3052hrs. Replaced bucket wear plates. Fixed broken hose. Fixed radio aerial
TA386	Isuzu Tipper	60,450	70,000	2012	2012	5 yrs / 200,000 km	Serviced at 59310km
TA2251	3 axle Float Trailer				2009		
TA417	John Deere Gator		800	2009	2009		Fixed electrical fault
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	58,454		2012	2012		
1TMR367	Tandem Axle Dolly						
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						
BHT 1626	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						Repaired floor
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
ITOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
ITRR872	Hire Side Tipper Trailer			2016			
	Pressure Washer						
	Polesaw						
	Honda Pump						
	Chainsaw						
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
ITOI 298	Sign Trailer			2015			

“This Report was received by Council.”

13.02 WORKS REPORT FOR MARCH 2018

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	KB Williams	Chief Executive Officer
Date:	07 March 2018	
Disclosure of Interest:	Nil	

Kay O'Neill returned to the meeting at 11.25am.

WORKS AND MAINTENANCE NOTES MARCH 2018

- Works Manager commences March 19th. Attending on Friday 9th March.
- Town Dam levels Tambellup at 40%. Water reserve dam at 60%.
- Complex dam levels Broomehill at 30%, Town dam at 60%.
- CBH dams Broomehill at 20%.
- Recycled Waste Water watering due to be completed within the next few weeks.
- New grader delivered and operating at Warrenup Road.
- Two tanks installed as part of new wash down bay at depot. Plumbing and concreting to commence shortly.

CONSTRUCTION

- South Pallinup – Completed - no issues. Waiting response from landowners regarding culvert costs.
- Warrenup Road Construction and seal - Clearing is finished and site works have commenced. Pegging and gravelling commenced, gravelling to be finished by 9th March. Two culverts to be installed where small hills have been flattened.
- Norrish Street final trim and sealing completed.
- Townscaping tidied up.
- Drains to be lifted prior to next stage of Streetscape.

MAINTENANCE

- Maguire Road Stabilise and grade 400 metres
- Grading Etna Road finished.
- Maintenance grading Warrenup.
- Punchmirup Road.
- Wandoo Road.
- Simpson Road.
- Brassey Road east and west.
- Cemetery Road.
- Dam catchments being graded and cleaned up.

TOWN MAINTENANCE

- Stabilise Taylor Street continuing.
- Stabilise Norrish/North Terrace intersection due for sealing with Jetpatcher.
- School bus zone markings to be completed.
- Ambulance zone markings to be completed.

PARKS AND GARDENS

- Tambellup ambulance sub centre landscaping completed.
- Oval mowing Tambellup.
- Oval Mowing Broomehill Complex.
- Watering both ovals and plants around both towns.
- General maintenance continuing.
- Town mowing in both towns.
- Broomehill Tennis Courts cleaned.
- Rain Gauge Broomehill installed and monitored.
- Meetings with Broomehill Complex committee to discuss landscaping. Designs agreed on. Work to commence shortly.
- Trainee appointed and commenced.

“This Report was received by Council.”

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

Nil

15. DATE OF NEXT MEETING

19 April 2018

16. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 11.32am.