



Ordinary Meeting of Council

MINUTES

15 May 2014

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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 May 2014 commencing at 4.23pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr KW Crosby	
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	JM Trezona	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 and Projects Officer
	LK Cristinelli	Governance and Executive Assistant

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.23pm.

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 Batchelor declared a Financial Interest in Item 11.02 Sale of 5 Taylor Street Tambellup.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 APRIL 2014

140501

Moved Cr Paganoni, seconded Cr Thompson

“That the Minutes of the Ordinary Meeting of Council held on 17 April 2014 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR APRIL 2014

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for April 2014
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	7 May 2014
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 30 April 2014.

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 2013/14 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: The April statements report on activity for 10 months of the financial year. It is worthy to note –

- Council holds \$2.6 million in cash backed investments with the Bendigo Bank, of which \$1.3 million represents Reserve Funds and \$480,866 of Country Local Government Funding held in Trust on behalf of the Southern Link VROC.
- Transfers into Reserves have been made, in accordance with the 2013/14 Budget and subsequent review;
- The report on material variances shown at Note 1 explains significant variances between budget and actual figures, which is a requirement of the Financial Management Regulations. The report on significant variances has been amended to include comment on variances in both the Statement of Financial Activity by Nature and Type as well as by Reporting Program.

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: Community Strategic Plan 2012-2022 – ‘Being Well Governed’
Provide leadership for the Community through transparent, accountable and representative local government.

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 Resolution: *140502*

Moved Cr Thompson, seconded Cr Crosby

“That the Financial Statement for the period ending 30 April 2014 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID APRIL 2014

Program:	Other Property and Services	
Attachment:	List of Payments for April 2014	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	7 May 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during April 2014.

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	\$823,674.73
Trust Fund	\$247,893.41
Credit Cards	\$1,070.50
Total	\$1,072,638.64

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: Community Strategic Plan 2012-2022 – 'Being Well Governed'
Provide leadership for the Community through transparent, accountable and representative local government.

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 Resolution: *140503*

Moved Cr Dennis, seconded Cr Batchelor

“That the list of accounts paid during April 2014, represented by:-

- Municipal Fund cheques numbered 2429 to 2449 inclusive and electronic payments numbered EFT5463 to EFT5524 inclusive and totalling \$823,674.73;*
- Trust Fund cheques numbered 383 to 390 inclusive, electronic payments EFT 5473 and EFT5537 and totalling \$247,893.41;*
- Credit Card payments totalling \$1,070.50;*

be endorsed.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.03**ORGANISATIONAL RISK MANAGEMENT POLICY**

Program:	Governance	
Attachment:	Draft Organisational Risk Management Policy	
	Organisational Risk Management Guidelines	
File Ref:	Policy Manual	
Author:	JM Trezona	Chief Executive Officer
Date:	30 April 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider and adopt an Organisational Risk Management Policy.

Background: As part of the recently amended Local Government Act Plan for the Future and Finance (Internal Audit) Regulations, risk management is required to be demonstrated as part of planning and decision making for all strategic development, major projects and operations to meet the needs and aspirations of the community.

As risk management is about addressing the effect of uncertainty on objectives, it is critical that an organisation follow the best practice principles of the international standard for risk management AS/NZS/ISO 3100: 2009.

This involves implementing a robust framework, system and processes, underpinned by determining the risk appetite and tolerance of the Organisation and ensuring cultural change approach to ensure effectiveness and sustainability.

This allows for the effective achievement of strategic and operational objectives while minimising the potential for harm or loss.

Comment: The introduction of a policy and risk management framework to mandate risk assessments, develop treatment plans to address resourcing gaps or high risks, and report accordingly, will give Council assurance that operation decisions are being made with the best possible information available.

In relation to the major projects and high risk strategic activities, the Council will be better placed to make informed decisions and regularly monitor the progress and outcomes.

The risk appetite and tolerance levels provide a common set of guidelines relating to the level of risk assessed against key criteria that are determined and approved by Council and communicated to all officers, contractors and service providers as appropriate.

An assessment risk matrix tool will be provided to all Elected Members and Officers as part of the risk management implementation program that will assist in determining the potential consequences of the risk and the likelihood of it occurring – a copy is attached.

All risks perceived to be critical or extreme will be required to have a risk management plan established with appropriate treatments developed to mitigate or remove the risk.

If the residual risk after treatments are applied remains critical or extreme, it must be brought to the attention of the Audit and Risk Committee of Council for further discussion, decision making or regular monitoring as appropriate.

Risk management for the Shire of Broomehill-Tambellup will become a key performance indicator, appropriately applied, to all levels and roles of the organisation and form part of induction, staff performance appraisal, tenders and procurement processes.

Consultation: Nil

Statutory Environment: S5.56 (1) of the *Local Government Act (1995)* A “plan for the future” - and Regulations S5.56 (2) require an integrated risk management approach
Local Government (Audit) Regulations 1996 amended 2013
 Section 7.2 of the Western Australian Local Government Accounting Manual – Internal Control Framework

Policy Implications: This is a new policy to be implemented and endorsed.

Strategic Implications: Representing the community with transparent and accountable local government.

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Resolution: *140504*

Moved Cr Thompson, seconded Cr Paganoni

“That Council adopts the Organisational Risk Management Policy as attached.”

CARRIED 7/0

Council Resolution: **140505**

Moved Cr Dennis, seconded Cr Batchelor

“That Council endorses the Organisational Risk Management Guidelines as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.04 REVIEW OF PURCHASING POLICY

Program:	Governance
Attachment:	Copy of WALGA Model Purchasing Policy (amended)
File Ref:	Policy Manual
Author:	JM Trezona
Date:	1 May 2014
Disclosure of Interest:	Nil

Summary: Council to review its Purchasing Policy.

Background: Council adopted its current Purchasing Policy on 13 October 2008 and the most recent review of it was done on 19 July 2012. Council's current policy is based on WALGA's previous model policy.

WALGA has updated and released a new Model Local Government Purchasing Policy to ensure full compliance and best practice in Local Government purchasing. In addition WALGA has partnered with the State Government and the network of Western Australia Disability Enterprises to encourage greater procurement of goods and service by government organisation from WA Disability Enterprises. This is reflected in the model policy.

Comment: There has been some minor changes made to this version of the Model Policy with the most significant being at 5.3 Purchasing Thresholds – Requirements. The first monetary range has been amended to 'up to \$5,000' from 'up to \$1,000'. Additions to this model policy include references to

- Records Management
- Sustainable Procurement and Corporate Social Responsibility
- Buy Local and Regional Price Preference
- Purchasing from WA Disability Enterprises

For Council consideration and endorsement

Consultation: Senior Staff

Statutory Environment: Nil

Policy Implications: This is an update of existing Policy 3.1 Purchasing Policy

Strategic Implications: The Strategic Community Plan includes a commitment to *“Develop and implement a buy local policy and support local businesses where ever practicable.”*

Asset Management Implications: Nil

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: Nil

Voting Requirements: Simple Majority

Council Resolution: *140506*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council adopts the Purchasing Policy based on the WALGA Model Policy, as attached.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.05 STRATEGIC COMMUNITY PLAN – PROGRESS REPORT

Program:	Governance
Attachment:	Strategic Community Plan – Progress Report (May 2014)
File Ref:	ADM0382
Author:	PA Hull Strategic Support & Projects Officer
Date:	5 May 2014
Disclosure of Interest:	Nil

Summary: Council to receive the May 2014 report of progress against the Strategic Community Plan 2012-2022.

Background: In September 2012 Council adopted the Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022.

The Strategic Community Plan states the community's long term (10+ years) vision, values, aspirations and priorities with consideration to Councils other documented plans and resourcing capabilities.

Its purpose is to drive the development of place-based plans, issue-based strategies, corporate business plan and other Local Government informing strategies (such as Workforce Plan, Asset Management Plan).

In accordance with the *Local Government Administration Regulations 1996*, Council is required to report on the progress of its SCP in its Annual Report, and also undertake a desktop review of the SCP two years after it is adopted, ie September 2014.

It is also important that Council is able to monitor the progress of actions arising from the commitments on an ongoing basis. The attached report outlines progress of the SCP since the date of adoption.

Comment: This report is provided for information. It is intended updates will be provided quarterly, commencing in September 2014.

Consultation: Chief Executive Officer

Statutory

Environment: Section 19c of the *Local Government Administration Regulations 1996* outlines requirements for the Strategic Community Plan.

Policy Implications: Nil

Strategic

Implications: The Strategic Community Plan provides direction for Council in the long term (10+ years). It works in conjunction with other Council plans, including the Workforce Plan, Asset Management Plan, and Long Term Financial Plan and ultimately assists with the annual budget process.

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: This issue has no workforce planning implications for Council.

Voting Requirements: Simple Majority

Council Resolution: *140507*

Moved Cr Prout, seconded Cr Crosby

“That the May 2014 Strategic Community Plan 2012-2022 progress report be received.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.06 LOCAL GOVERNMENT CONVENTION – WALGA AGM

Program:	Governance	
Attachment:	2014 Local Government Convention General Information	
File Ref:	ADM0159	
Author:	JM Trezona	Chief Executive Officer
Date:	6 May 2014	
Disclosure of Interest:	Nil	

Summary: The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 6th August 2014.

Background: The Local Government Convention will be held at the Perth Convention Exhibition Centre from 6th to 8th August 2014. The convention incorporates the following events:

- Annual General Meeting WALGA
- Conference Plenary Sessions
- Special Focus Groups

On Wednesday 6th August, the Annual General Meeting will be held commencing at 1.30pm.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2014 Annual General Meeting of WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **Monday 9th June 2014**. It should be noted that any motions proposing alterations or amendments to the Constitution of WALGA must be submitted by Friday 16th May 2014 in order to satisfy the sixty day constitutional notification requirements.

The following guidelines should be followed by members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay;
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums;
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would the matter be better handled immediately by the Association;
- The likely political impact of the motion should be carefully considered;
- Due regard should be given to the educational value to Members – ie. does awareness need to be raised on the particular matter;
- The potential media interest of the subject matter should be considered;

- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate and the member Councils resolve accordingly at the meeting. Conference Standing Orders set out the details.

Comment:	Nil
Consultation:	Nil
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:	Provision will be made in the 2014-2015 budget for members to attend the conference.
Workforce Plan Implications:	This issue has no workforce plan implications for Council
Voting Requirements:	Simple Majority
Council Resolution:	<i>“That Councillors put forward items that they wish to have included in the Agenda for the Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 6th August 2014.”</i>
Reason For Change to Recommendation:	Council determined that it had no items to put forward for the WALGA AGM.

10.07 TOWNSITE AND SHIRE TOURISM BROCHURES

Program:	Economic Services
Attachment:	Nil – Draft brochures to be tabled at meeting
File Ref:	ADM0106
Author:	PA Hull Strategic Support & Projects Officer
Date:	5 May 2014
Disclosure of Interest:	Nil

Summary: Council to endorse the final draft of the new townsite and Shire tourism brochures.

Background: In 2013 David Clarendon from Pixelwiz was engaged to design new tourism brochures for the Broomehill and Tambellup townsites, and the Shire as a whole.

The designs are complete and Council endorsement of the final draft is required before printing. Copies of the final draft of each brochure will be tabled at the Council meeting.

Comment: The townsite brochures will be presented as A3 publications, while the Shire brochure will be printed on larger A2 paper.

The brochures will be distributed on an ‘as requested’ basis to visitor centres across the state. The Hidden Treasures group will also utilise the brochures to promote the Shire of Broomehill-Tambellup at major events including the WA Caravan and Camping Show.

For Council endorsement.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: *Policy 6.1 – Tourism and Area Promotion - To maximise the potential of the Shire as a tourist destination by encouraging and supporting the development of man-made and natural tourist facilities, thus increasing the employment potential of the area.*

Strategic Implications: The Strategic Community Plan 2012-2022 contains an aspiration of ‘Building prosperity’ which includes the commitment to participate and support initiatives to increase local tourism.

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

Financial Implications: The 2013-2014 budget allocation for tourism and area promotion has been fully expended. Provision can be made in the 2014-2015 budget to cover printing costs of \$3500 for 2500 copies of each brochure.

Workforce Plan

Implications: This issue has no workforce planning implications for Council.

Voting Requirements: Simple Majority

Council Resolution: *140508*

Moved Cr Dennis, seconded Cr Paganoni

“That Council endorses the Broomehill Village, Tambellup and Shire of Broomehill-Tambellup tourism brochures as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.08	APPLICATION FOR RENEWAL OF LANDFILL (TYRES) LICENCE – LOT 9000, WANSBOROUGH	
Program:	Planning	
Attachment:	Nil	
File Ref:	ADM0240	
Author:	Liz Bushby	Gray & Lewis Landuse Planners
Date:	8 May 2014	
Disclosure of Interest:	Nil	
Summary:	The purpose of this report is for Council to consider correspondence from the Department of Environment Regulation (DER) seeking comments on renewal of a licence (Class I inert landfill site) relating to Lot 9000 Wansbrough - near Watergarrup Road.	
Background:	Planning approval for an Inert Landfill (tyre) facility on this site was approved by Council at the Ordinary Meeting held on the 17 July 2008.	
Comment:	<p>The landfill facility operates under an existing licence operative through the Environmental Protection Act 1986. The existing licence was issued to Tambo Nominees Pty Ltd and the name of the premises was nominated as 'Tyre Storage & Recycling WA'.</p> <p>The licence expires on the 1 July 2014 therefore the licensee, Tambo Nominees, are seeking a renewal.</p> <p>The Department of Environment Regulation (DER) has referred the renewal proposal to the Shire for comment (by the 19 May 2014).</p>	
Consultation:	Nil	
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:	Nil	
Financial Implications:	The Shire pays consultancy fees to Gray & Lewis Landuse Planners for planning advice.	
Workforce Plan Implications:	Nil	
Voting Requirements:	Simple Majority	

Council Resolution: 140509

Moved Cr Thompson, seconded Cr Dennis

“That Council authorise the Chief Executive Officer to write to the Department of Environment Regulation and advise that the Shire of Broomehill-Tambellup has no objection to renewal of the licence for a Class I inert landfill facility licence on Lot 9000 near Watergarrup Road, Wansbrough as planning approval for the landuse was granted in July 2008.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.09 WA EXPLORERS' DIARIES PROJECT INC.

Program:	Recreation & Culture
Attachment:	Copy of Correspondence
File Ref:	ADM0061
Author:	KP O'Neill Manager Finance & Assets
Date:	1 May 2014
Disclosure of Interest:	Nil

Summary: Council to consider making a contribution towards publication of edited and annotated exploration diaries of John Septimus Roe.

Background: The Western Australian Explorers' Diaries Project (WAEDP) Inc. have written advising that the fully edited and annotated exploration diaries of John Septimus Roe, the State's first Surveyor General, are soon to be released.

The WAEDP state that John Septimus Roe's work in our area and the records he kept at first contact are of particular relevance and value to our Shire, as an environmental, cultural and historical legacy.

In view of the significance of this publication for Western Australia, and the fundamental work of John Septimus Roe in developing the State, the WAEDP are seeking financial assistance of \$1,500 to assist with printing costs.

Comment: The WAEDP Inc. comprises volunteer workers who have dedicated years to preparing Roe's original maps and documents for publication, which is the eleventh volume in the Western Australian Explorers Diaries series.

The material for this volume is now being typeset. The WAEDP request for financial assistance will be used to cover payment of the typesetter and printer.

Should a contribution be made towards the publication, Council will be acknowledged as a sponsor and given two complimentary copies of *The Western Australian Explorations of John Septimus Roe 1829-1849*. Council will also receive an invitation to the launch.

If Council agrees to make a contribution, funds from the donations budget could be utilised. The current balance available is \$2,900.

Consultation: Nil

Statutory Environment: Nil

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

Strategic Implications: This matter is not dealt with in the Strategic Community Plan.

Asset Management

Implications: This matter has no implications for the Asset Management Plan.

Financial

Implications: Council set aside \$3,000 in the 2013/14 Budget for donations, of which \$100 has been expended. Should Council agree to provide financial assistance, it could be taken from this donations budget.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does / does not make a contribution of \$1,500 to The Western Australian Explorers’ Diaries Project Inc to assist with publication of The Western Australian Explorations of John Septimus Roe 1829-1849.”*

Council Resolution: ***140510***

Moved Cr Batchelor, seconded Cr Prout

“That Council does make a contribution of \$1,500 to The Western Australian Explorers’ Diaries Project Inc to assist with publication of The Western Australian Explorations of John Septimus Roe 1829-1849.”

CARRIED 7/0

Reason For Change to

Recommendation: To select the option chosen by Council.

10.10**BEST COUNTRY TOWNS PROPOSAL**

Program:	Recreation and Culture
Attachment:	Copy of proposal
File Ref:	ADM0106
Author:	PA Hull Strategic Support & Projects Officer
Date:	7 May 2014
Disclosure of Interest:	Nil

Summary: Council to consider a proposal for the production of a video to promote its towns.

Background: MRG TV is a production company based in Perth. One of its more recent projects is a series of programs called ‘Russell Goodrick’s Best Country Towns’ which aired on commercial TV in the Perth metropolitan area and nationally in 2011. Each program presented a series of four minute video segments featuring Western Australian towns.

The segments, which were commissioned by individual local governments, promoted the benefits of visiting, living and working in regional locations. In consultation with the local government, the segments were pre-scripted, authorised and produced. Former newsreader and television identity Russell Goodrick visited each town and appeared in the video, adding credibility to the presentation.

Through this medium, the local governments were able to promote various community projects, new infrastructure, employment opportunities, residential and commercial opportunities and tourism to potential new investors, visitors and residents in metropolitan areas.

The company has continued to develop the formula of the program, and is in the process of developing a presence online with the ‘Best Country Towns Video Map’. To date, 31 regional communities have taken up the offer to be involved. The videos are able to be viewed at <http://www.mrgtv.com/videos/bestcountrytowns>.

Council previously considered this matter during budget deliberations for the 2013-2014 budget and at that time declined the offer.

Comment: The company has provided a quote of \$9000 + GST, plus travel and accommodation.

The package includes the full production of the video segment (editing footage, graphics, background music, presenter), broadcast on free to air Perth television and Westlink state wide, uploading of video to the Shire website, the supply of a program DVD for in house or public presentation, and the option to use the raw footage for further promotional opportunities.

For Council consideration.

Consultation: Nil

**Statutory
Environment:** Nil

Policy Implications: Nil

**Strategic
Implications:** The Strategic Community Plan 2012-2022 contains an aspiration of ‘Building prosperity’. Promotion of the shire as a place to live and work supports the aspiration.

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

**Financial
Implications:** If Council wishes to proceed provision can be made in the 2014-2015 budget.

**Workforce Plan
Implications:** This issue has no workforce planning implications for Council.

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does/does not engage MRGTV to produce a promotional video of Broomehill and Tambellup.”*

Council Resolution: *140511*

Moved Cr Thompson, seconded Cr Paganoni

“That Council does not engage MRGTV to produce a promotional video of Broomehill and Tambellup.”

CARRIED 7/0

**Reason For Change to
Recommendation:** To select the option chosen by Council.

10.11 TAMBELLUP SPORTS PAVILION ADVISORY COMMITTEE

Program:	Recreation and Culture	
Attachment:	Nil	
File Ref:	ADM0435	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	8 May 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider feedback in relation to the concept plans for the Tambellup Sports Pavilion.

Background: The Tambellup Sports Pavilion Advisory Committee met for the first time on 31 March 2014. At that meeting, delegates were provided with copies of the concept plans prepared by H & H Architects for the proposed building, and were requested to seek feedback on the plans from their respective clubs.

The feedback was brought to the meeting held on 28 April 2014, and is presented for Councils consideration.

Comment: The following points were raised by club members:

- Toilets (number of)
- Kitchen design
- Playground
- Coolroom – access from kitchen
- Outdoor area – BBQ (summer sports)
- Access to changerooms
- Plan too fussy – simplify
- Move bowling green south adjacent to the tennis courts
- Bowling green – 42m x 37m, storage for equipment
- Cater for viewing – north, west and south
- Size of change rooms to be adequate
- Creche/play area for children – indoor/outdoor
- Storage for non sporting groups
- Retain current height
- Heating/cooling
- Kiosk/kitchen all in one
- Honour boards – space for them
- Cricket practice nets – relocate closer
- Contingency plan/maintenance
- Refurbishment
- Community contribution re works
- Turf – hockey?
- Relocation of playgroup
- Reduce grass area
- Acoustics
- Contractor issues
- Communication

The matter of lowering the height of the facility was discussed at length. Members of the Bowling Club have inspected the site, and have suggested relocating the bowling green south of the proposed location to be adjacent to the tennis courts, and on the same level. They have suggested this will allow the new building to be located further to the west of the current site, with viewing areas only required on two sides of the building instead of three as currently proposed.

The Bowling Club has requested that Council consider all options for the location of the bowling green.

Council needs to consider how it wishes to deal with the matters raised. It would be appropriate for Council, and possibly some members of the Advisory Committee, to meet with David Heaver from H & H Architects to discuss the feedback.

For Council discussion.

Consultation: Tambellup Sports Pavilion Advisory Committee
Chief Executive Officer

**Statutory
Environment:** Nil

Policy Implications: Nil

**Strategic
Implications:** The Strategic Community Plan 2012-2022 contains an aspiration of ‘Staying active and being entertained’, with a commitment to undertake a feasibility study into the upgrade of the Tambellup Sports Pavilion. Consideration and comment on the concept plans is the next stage of the upgrade process.

**Asset Management
Implications:** Council is responsible for the long term maintenance and management of a new facility.

**Financial
Implications:** A modified design may incur an increase in construction costs.

**Workforce Plan
Implications:** This issue has no implications for the workforce plan.

Voting Requirements: Simple Majority

Council Resolution: **140512**

Moved Cr Crosby, seconded Cr Dennis

“That Council invites David Heaver from Howard and Heaver Architects to the June 2014 Ordinary Meeting to discuss amendments to the Tambellup Sports Pavilion Upgrade concept plans.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.12**BANNER POLES BROOMEHILL**

Program:	Recreation and Culture
Attachment:	Photos – Broomehill Rest Stop
File Ref:	ADM0278
Author:	PA Hull Strategic Support & Projects Officer
Date:	8 May 2014
Disclosure of Interest:	Nil

Summary: Council to further consider a request to purchase banner poles.

Background: In March 2014, Council considered a request from the Broomehill Primary School to install new banner poles in Broomehill so banners created by students for the ‘Banners in the Terrace’ competition could be displayed.

Sheridan’s Memorial Garden was suggested as a suitable location for the pole.

At that time, Council deferred the matter to enable staff to carry out research into costings, potential locations for installation, types of banner poles, and to investigate the feasibility relocating existing banner poles from Tambellup.

The following information is provided for further consideration.

Comment: A quote for the supply of a standard banner pole (to display two banners back-to-back) constructed to the dimensions required to display the ‘Banners in the Terrace’ banners has been obtained, being \$2665 ex GST. This does not include the cost of installation, which can be completed by Council staff or a local contractor.

A more appropriate location may be the Tourist Layby area opposite Sheridan’s Garden. The area is highly visible to passing traffic, and accessible for plant installing the banner pole and erecting banners. Photos of the site are attached for information.

The existing banner poles in Tambellup were not constructed to the dimensions of the banners used in the ‘Banners in the Terrace’ competition, and as such the banners are not able to be fixed adequately to minimise movement and damage in high winds. Modifications would be required to enable them to be relocated and used effectively in Broomehill.

For Council discussion.

Consultation: Manager of Works
Chief Executive Officer



Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** The Strategic Community Plan includes ‘Strengthening Community Spirit’ as an important community aspiration. The painting and display of the banners by school students and community members each year is a reflection of community spirit.**Asset Management****Implications:** The purchase of banner poles will be included in the Asset Management Plan if Council determines to proceed.**Financial****Implications:** Costing of the project can be considered as part of the annual budget process for 2014-2015.**Workforce Plan****Implications:** Staff time will be required for the installation of the banner pole.**Voting Requirements:** Simple Majority**Council Resolution:** *140513**Moved Cr Dennis, seconded Cr Batchelor**“That Council makes provision in the 2014-2015 budget for the purchase and installation of a banner pole at the Tourist Layby area in Broomehill Village.”**CARRIED 5/2***Reason For Change to
Recommendation:**

10.13 ENDORSEMENT OF BUSHFIRE BRIGADE APPOINTMENTS FOR 2014-2015

Program:	Law Order & Public Safety
Attachment:	Nil
File Ref:	ADM0244
Author:	K Hobbs Rates Officer
Date:	6 May 2014
Disclosure of Interest:	Nil

Summary: Council to endorse the appointment of Chief Fire Control Officer, Deputy Fire Control Officers, Brigade Fire Control Officers, Dual Fire Control Officers and Fire Weather Officers for the 2014-2015 fire season.

Background: Fire Control Officers, Dual Fire Control Officers and Fire Weather Officers for the Shire of Broomehill-Tambellup are appointed on an annual basis. The Chief and Deputy Chief Bush Fire Control Officers are appointed for a two year term.

Section 38 of the Bush Fire Act 1954 gives local authorities the authority to appoint such persons as it deems necessary.

Comment: All Brigade meetings have been held recently and the following people have been elected to fill positions for the 2014-2015 fire season:

Chief Bush Fire Control Officer	Ray Squibb
Deputy Chief Bush Fire Control Officer	Ben Hewson
Deputy Chief Bush Fire Control Officer	Ian Cunningham

Fire Control Officers:

Broomehill East	Gavin Guerini
Broomehill West	Anthony Witham
Broomehill Central	Andrew Webster
Tambellup East	Kim Oliver
Tambellup West	Nigel Sheridan
Tambellup VES Unit	Laurie Hull

Dual Fire Control Officers

Shire of Katanning	Andrew Woithe
	Craig Bignell
Shire of Kojonup	Andrew Woithe
	Nigel Sheridan
Shire of Cranbrook	Andrew Leonhardt
	Kim Oliver
	Nick Lockyer
Shire of Gnowangerup	Craig Bignell
	Kim Oliver
	Al Clark
Fire Weather Officers	Ray Squibb
	Ben Hewson
	Ian Cunningham

These appointments are required to be endorsed by Council.

Council adopted the ‘Bush Fire Control Officers Policy’ December 2013, which states:

“To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment.”

All nominated Brigade Fire Control Officers for 2014-2015 have completed the required training.

Consultation: Broomehill and Tambellup Fire Brigades
Chief Executive Officer

Statutory Environment: Bush Fires Act 1954

Policy Implications: *Council Policy 6.2 - Appointment of Bush Fire Control Officer.*

Strategic Implications: Council’s Strategic Community Plan has identified ‘Living in a Safe Community’ as an important community aspiration. Within that aspiration is the acknowledgement that Council’s volunteer Bush Fire Brigades play a vital role in keeping our community safe.

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Resolution: *140514*

Moved Cr Thompson, seconded Cr Batchelor

“That Council endorses the appointment of the following people as Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers for the 2014-2015 and 2015-2016 fire season:

<i>Chief Bush Fire Control Officer</i>	<i>Ray Squibb</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Ben Hewson</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Ian Cunningham”</i>

CARRIED 7/0

Council Resolution: 140515*Moved Cr Thompson, seconded Cr Paganoni**“That Council endorses the appointment of the following people as Fire Control Officers, Dual Fire Control Officers and Fire Weather Officers for the 2014-2015 fire season:**Fire Control Officers:**Broomehill East**Broomehill West**Broomehill Central**Tambellup East**Tambellup West**Tambellup VES Unit**Dual Fire Control Officers**Shire of Katanning**Shire of Kojonup**Shire of Cranbrook**Shire of Gnowangerup**Fire Weather Officers**Gavin Guerini**Anthony Witham**Andrew Webster**Kim Oliver**Nigel Sheridan**Laurie Hull**Andrew Woithe**Craig Bignell**Andrew Woithe**Nigel Sheridan**Andrew Leonhardt**Kim Oliver**Nick Lockyer**Craig Bignell**Kim Oliver**Al Clark**Ray Squibb**Ben Hewson**Ian Cunningham”***CARRIED 7/0****Reason For Change to
Recommendation:**

10.14 FUNCTIONAL ROAD HIERARCHY REVIEW

Program:	Transport	
Attachment:	Prioritised List of Roads and Maps	
File Ref:	ADM0315	
Author:	JM Trezona	Chief Executive Officer
Date:	6 May 2014	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Councillors to review the road hierarchy of the Shire of Broomehill-Tambellup.

Background: Attached is the endorsed Functional Road Hierarchy for Broomehill-Tambellup. The list of all roads within the Shire has previously been prioritised by the Council and is again presented for review.

The roads have been split into rural and town streets and a priority of 1, 2 or 3 has been assigned to each road. The exception to this is those roads, which are listed below, that have been identified as part of the Main Roads WA Functional Road Hierarchy.

1 – Broomehill-Kojonup Road - LDRS	3 - Flat Rocks Road - LD
5 - Tie Line Road - LDRS	12 - North Greenhill Road - LD
37 – Tie Line North Road - LD	40 – O’Neill Road - LD
41 – Beejenup Road (part) - LD	46 – Pindellup Road - LD
58 – Warrenup Road - LD	203 – Paul Valley Road - LD
205 - Toolbrunup Road (part)- LDRS	205 - Toolbrunup Road (part)- ARRS
217 – Johnson Road (part) - LD	212 – Pootenup Road - LDRS
294 – Gnowangerup-Tambellup Road - LDRS	247 – Newton Road - LD
	297 – Tambellup West Road - LDRS

Comment: The priority assigned to each road has been appropriate however local knowledge may suggest otherwise. The attached maps provide a visual interpretation of the current Road Hierarchy and may highlight some anomalies in the prioritising. The road hierarchy is just one of the tools that assist Council in setting the priorities for its road construction program and road maintenance program.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Council has listed in Management Practice 5.9, the list of road classifications that it uses for the hierarchy. They are

- Primary Distributor
- Regional Distributor
- Local Distributor - LD
- Local Distributor of Regional Significance – LDRS
- Access Road of Regional Significance - ARRS
- Local Access Roads
 - Priority 1
 - Priority 2
 - Priority 3

Council has determined to review the road hierarchy on an annual basis.

Strategic Implications: The community vision of “Living in a Safe Community” identifies road safety, road maintenance, speed limits, heavy vehicle routes and footpaths as some of the areas where improvement could be made. Adopting the hierarchy assists in planning so that funding can be utilised according to the Council and community priorities.

Asset Management Implications: Continual renewal, upgrade and maintenance of our road network works toward reducing the asset renewal gap that currently exists for our road infrastructure.

Financial Implications: Provision is made over the life of the Long Term Financial Plan for road construction and maintenance.

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Resolution: *140516*

Moved Cr Crosby, seconded Cr Paganoni

“That Council endorses the Functional Road Hierarchy for the Shire of Broomehill-Tambellup as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.15 REVIEW OF THE TEN YEAR PLANT REPLACEMENT PROGRAM

Program:	Transport
Attachment:	10 year plant replacement program
File Ref:	ADM0303
Author:	JM Trezona Chief Executive Officer
Date:	6 May 2014
Disclosure of Interest:	Nil

Summary: Council to review the Ten Year Plant Replacement Program as part of the planning for the 2014-2015 budget process.

Background: The Ten Year Plant Replacement Program for the Shire of Broomehill-Tambellup is reviewed annually by Council and was previously considered in May 2013.

The plan has been developed to give Council an overview of the future requirements of the organisation and has been incorporated into the Long Term Financial Plan and Corporate Plan. It also includes estimates for future replacement costs. The plan will be utilised as part of the 2014-2015 budget process.

Comment: The Ten Year Plant Replacement Program includes for the 2014-2015 year, the replacement of the 2006 Cat 12H grader TA18. There has been some previous discussion on whether or not this should be delayed a year in favour of bringing forward the replacement of the Cat 930G Loader. Council may wish to consider this as part of the discussion.

Provision has also been made for the updating of Councils light fleet vehicles following established changeover timeframes.

It is proposed that another dolly be purchased to accommodate the two trailers that we have. Council now has two eight wheel trucks and with only one dolly there is a lot of inefficiencies in juggling particularly when plant needs to be floated to jobs.

The John Deere 6x4 Gator is scheduled for replacement and it is proposed to replace this with a utility with a tipping tray. This is a better option for the operators particularly in wet weather.

The water tank that was deferred from the current budget has been included in the 2014-2015 proposed purchases.

There are a few items that have not been included in the program at this stage but are put forward for consideration:

- New tree grab for the 930G Loader - \$50,000 – *the current grab was purchased in 2001 and has reached the end of its useful life. It is an item of plant that is well utilised particularly in roadside clearing and storm cleanups.*
- Additional Skid Steer/Backhoe stabiliser attachment - \$50,000 – *the attachment can be for either the skid steer or the backhoe. The purchase of this item would allow us to carry out smaller*

blowout repairs on our bitumen roads.

- Upgrade BH00 crew cab to include a stretch chassis – \$30,000 to move into the bigger vehicle with future changeovers to be every 24 months at an estimated \$19,000 per changeover. There will be additional maintenance costs due to retaining the vehicle for a longer period. The estimated changeover of the existing crew cab is \$11,000 per annum - *the need for a longer chassis is to accommodate a full size tray on the back of the crew cab. This will prevent items such as cutting edges from hanging over the end when being transported.*

The plan is presented for Council consideration and discussion.

Consultation: Nil

**Statutory
Environment:** Nil

Policy Implications: Nil

**Strategic
Implications:** A modern up to date plant fleet is an integral part in the realisation of the vision and aspirations reflected in the Strategic Community Plan of the Shire of Broomehill-Tambellup and the community.

**Asset Management
Implications:** The Plant Replacement Program assists Council in managing this class of assets as well as setting out a plan for the management of the renewal gap.

**Financial
Implications:** An indicative funding budget is included at the bottom of the plant replacement program which indicates where the funding will be accessed from. Provision will be made in the coming 2014-2015 draft budget and also reflected in the Long Term Financial Plan and the Corporate Plan.

**Workforce Plan
Implications:** Nil

Voting Requirements: Simple Majority

Council Resolution: *140517*

Moved Cr Paganoni, seconded Cr Thompson

“That Council endorses the Ten Year Plant Replacement program 2014-2015 to 2023-2024 for the Shire of Broomehill-Tambellup as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.16**REVIEW OF THE HOUSING AND LAND STRATEGY**

Program:	Housing
Attachment:	UNDER SEPARATE COVER Draft Housing and Land Strategy
File Ref:	ADM0123
Author:	JM Trezona Chief Executive Officer
Date:	6 May 2014
Disclosure of Interest:	Cr Batchelor declared a Financial Interest and left the meeting at 5.25pm.

Summary: Council to conduct the annual review of the Housing and Land Strategy.

Background: A Housing and Land Strategy (the Strategy) was first adopted by Council in April 2009. Later reviews of the Strategy have seen the incorporation of all the freehold land that Council has an interest in.

The annual review has been conducted and updated changes tracked in the attached Draft Housing and Land Strategy document. The 10 year Housing Replacement Program has been reformatted and updated.

Comment: The reviewed document follows the same format as that of 2013. 54 India Street has been removed from the Strategy reflecting the disposal of that property. Most of the other amendments are minor to reflect changes in future planned maintenance and some formatting.

In reading the document and reviewing the proposed Housing Replacement Program, Councillors may wish to consider the following:-

- Is the number of staff houses sufficient – do we need to reduce or increase the numbers?
- Are the disposal dates for houses appropriate or should we be considering a different strategy?
- It is proposed to build a new house in 15/16 so do we make budget provision in the 14/15 financial year for architect and preliminary costs.
- The 10 Year Housing Replacement Program outlines a plan that sees future houses fully funded through the Building Reserve. To achieve this plan there is a set annual transfer to the reserve. Is this achievable? Should we be using debt in the planning?
- The future of the house at 1 Janus Street is to be considered

At this stage the reviewed Strategy still includes the 2011 valuations. New valuations for fair value purposes are being done and will be available towards the end of the financial year.

Council's attention is drawn to the strategies at the end of the main section of the document to ensure they reflect Council's vision for the future.

For Council comment/amendment and adoption.

Consultation: Nil

**Statutory
Environment:** Nil

Policy Implications: Nil

**Strategic
Implications:** The Strategic Community Plan, Community Aspiration of Building Prosperity includes a commitment to *“Develop a strategy to attract and retain skilled people in the local area.”* Modern housing is an integral component in attracting and retaining skilled people.

**Asset Management
Implications:** Establishing a strategy provides a clear direction and enables for planned maintenance and future upgrades/renovations during the useful life of the assets.

**Financial
Implications:** Once the strategy has been reviewed and adopted by Councils actions in the coming 2014-2015 financial year will require budget provision. Provision has been included in the Long Term Financial Plan.

**Workforce Plan
Implications:** Nil

Voting Requirements: Simple Majority

Manager Finance and Assets Kay O'Neill retired from the meeting at 5.25pm.

BPES Committee
Resolution:

“That Council

- *makes provision in the draft 2014-2015 budget for design and documentation to construct an Executive Style Residence at Lot 50 Gnowangerup-Tambellup Road, Tambellup with a view to undertaking construction in the 2015-2016 financial year; and*
- *continues to offer 5 Taylor Street, Tambellup for sale.”*

Council Resolution: 140518

Moved Cr Paganoni, seconded Cr Dennis

“That Council

- makes provision in the draft 2014-2015 budget for design and documentation to construct an Executive Style Residence with a view to undertaking construction in the 2015-2016 financial year; and*
- continues to offer 5 Taylor Street, Tambellup for sale.”*

CARRIED 6/0

Council Resolution: 140519

Moved Cr Paganoni, seconded Cr Dennis

“That Council adopts the review of the Housing and Land Strategy, as presented with amendments.”

CARRIED 6/0

Reason For Change to

Recommendation: Council to give further consideration to the location of the proposed new Executive Residence.

Cr Batchelor returned to the meeting at 5.32pm.

10.17 OLD POLICE STATION - BROOMEHILL

Program:	Other Culture	
Attachment:	Notes on the old Police Station Photos of the building Whole of life cost estimate	
File Ref:	ADM0400	
Author:	JM Trezona	Chief Executive Officer
Date:	6 May 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider the direction it wishes to take on the future of the Old Police Station in Broomehill.

Background: The attached report gives the background information that we were able to obtain relating to the acquisition, relocation and proposed plans for the Old Police Station.

The Police Station is located on Lot 51 Journal Street which is a separate block to the existing Broomehill Historical Society (BHS) site.

Since the acquisition of the building it appears that the relocation, repairs to the hole in the roof from the removal of the fireplace and replacement of some floor boards are the works that have been undertaken. The past 10 years has seen the building gradually fall into disrepair and it has now reached a point where the cost of renovation may be prohibitive. The BHS volunteer numbers are waning and the ability for the group to deliver their contribution (which it is unclear if the group agreed to) is possibly beyond them. This is also evident by the difficulty the group is having in dealing with the items in the old depot shed.

Council has recently completed the annual inspection of its public buildings and houses. The inspection of the old Police Station by the Building Committee members has prompted this matter to be brought before the Council.

Comment: **Option One – Do nothing**

Council can do nothing and leave it exactly as it is and allow the building to slowly fall into further disrepair. This will result in an ever increasing eyesore in the townsite. At some stage the asbestos cladding on the building will have to be dealt with.

Option Two – make the building safe

A decision could be taken to secure the external asbestos issues by painting the outside of the building, repairing the guttering, repairing the front steps, install new fencing to the front and tidy up the yard. Access to the inside of the building will be prohibited. Information and photo boards could be placed on the exterior of the building providing the background history of the old Police Station and info about the inside. Estimated cost \$25,000.

Option Three- renovate the building

If Council, in conjunction with the Broomehill Historical Society, is to continue with the renovation project, the following matters will need to be considered:

Exterior

- The exterior of the building is asbestos and has sustained some damage. Current standards dictate that the asbestos will have to be removed and new cladding applied
- The rear of the building needs fixing and should probably be clad in the same material as the rest of the building. This would see the replacement of the existing section of corrugated iron wall
- The tiled roof appears to be sound although it is badly covered in moss/lichen and will need to be cleaned and sealed at some stage to keep it water proof. A closer inspection will need to be done to confirm this
- New guttering is required across the front of the building and it is possible that the rest of the building may need to have the guttering replaced. The existing downpipes would indicate that replacement is required – again a closer inspection is needed
- The building does not meet accessibility standards. If the building is to be open to the public and meet these standards, the building requires an access ramp, installation of standard doorways and major work on aligning the different floor levels in addition to disabled toilet facilities.
- The exterior of the building will need to be painted and a closer inspection will need to be done of the woodwork prior to painting as some may need replacing
- Some landscaping will be required around the building

Small Room

- The small room on the eastern end of the verandah will need to be relined as it appears that it is asbestos
- The floor is a different level to the main office and cells

Main Office and Cells

- Main office will have to be reclad as the dado is asbestos; this will also remedy the area where the fireplace was removed from
- Internal painting required
- Something done to the floor – floor coverings?
- The cell area is extremely dark and difficult to see in but there may be little work required here other than to check the windows to ensure they are weather proof

Other Matters

- Power will need to be connected to the building and, as the building is on a separate lot to the Museum, it will be a complete new connection
- New fencing will be required across the back and front of the building with pedestrian access from the street; at present the only access is from the back of the museum building. Rear fencing is required to restrict access to the old depot shed at the rear. This fencing could be temporary until such time as the issues are dealt with surrounding the old depot and the pieces stored in the shed.

Councils Building inspector has provided a ball park estimate and staff have also obtained a ball park quote from P Squibb. The estimates for the renovation indicate that the costs will be somewhere between \$120,000 and \$150,000.

Council will need to consider if it wishes to liaise with the BHS to contribute financially towards the renovation. Consideration will need to be made in the coming and future budgets on how the renovation is to be funded in order to complete the project and also the ongoing maintenance and future asset management costs.

Option Four – demolish the building

Option four is to demolish the building and clean up the site. Expressions of interest can be sought from suitably qualified persons to provide quotes to demolish/remove the building and clean up the site. An estimate for the demolition is \$20,000 - \$25,000 which is based on the costs to demolish the old power house and police house in Tambellup and takes into consideration the expense associated with the removal of asbestos. Provision can be made in the coming 2014-2015 budget.

Other matters for consideration

- At present, Council insures the building for debris removal only which currently costs \$50/annum
- The Police Department considered the building to be of no value and had earmarked it for demolition
- At the time, BHS and Council believed that there was merit in retaining the building
- Is it still considered that the building is significant and should be preserved?
- What is the future of the building if it is renovated and set up as a static display - will it be an 'attraction'?
- The volunteer numbers on the BHS Committee are becoming less and less and this is evidenced by the fact that the Museum is rarely open to the public. Will this be the same for the Police Station if it is renovated?
- Can it be justified to spend the funds on a facility that does not have a priority status at this time and that the public can rarely access?
- Can we afford it?

It would be prudent for the Council or Building Committee to meet with the members of BHS to advise them of the Council's final decision and the reasons behind it.

For Council discussion.

Consultation:

Darryle Baxter – Building Surveyor
Carole Johnson
Terry Crosby
David Kempin

Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** The matter is not considered in the Strategic Community Plan.**Asset Management****Implications:** Currently the building is not included in Council's Asset Management Plan (AMP). If Council determines to complete the renovation, the facility will be taken up in the AMP. The whole of life costing for the renovated building, over a 40 year period, is estimated at \$825,000 based on the higher renovation cost. A copy of the estimate is included for Council information.**Financial****Implications:** The old Police Station and the associated ongoing cost is not currently included in the Long Term Financial Plan; provision will have to be made for the initial renovation and the ongoing annual maintenance and planned maintenance. Provision can be made in the coming 2014-2015 draft budget, if required.**Workforce Plan****Implications:** There are no implications at this time.**Voting Requirements:** Simple Majority**Council Resolution:** *140520**Moved Cr Dennis, seconded Cr Batchelor**“That Council, having considered the future of the Old Broomehill Police Station at length, agrees to make provision in the 2014-2015 budget to demolish the building. Further, that prior to undertaking the demolition Council advises the members of the Broomehill Historical Society of its decision and the reasons for it.”***CARRIED 7/0****Reason For Change to
Recommendation:**

10.18 BROOMEHILL MUSEUM MACHINERY – PROGRESSION OF SIGNIFICANCE ASSESSMENT

Program:	Other Culture
Attachment:	UNDER SEPARATE COVER:
	Quotation from Michelle Slarke, Heritage and Culture Consultant
File Ref:	ADM0325
Author:	JA Stewart
Date:	6 May 2014
Disclosure of Interest:	Nil

Summary: Council to consider further assisting the Broomehill Historical Society (Society) to progress the significance assessment of the Broomehill Museum Machinery Collection (currently being undertaken) by offering to engage Michelle Slarke, Heritage and Culture Consultant, to assist with the community consultation and preparation work previously requested of the Society in order to allow Ms Slarke to complete the significance assessment.

Background: During Council's Building Committee's 2012 Annual Building Inspection and subsequent Committee meeting, the poor condition of the Broomehill Museum Machinery Shed (Shed) and yard (previously the old Broomehill Depot and currently offered rent free to the Broomehill Historical Society) was discussed. At the time, the current Broomehill Depot was suggested as a possible location for the machinery to be relocated to and a number of factors were raised for consideration should this option be investigated. Council, at its April 2012 Ordinary Meeting, resolved as follows:

120413

"That Council investigates the relocation of the Broomehill Museum machinery to the Broomehill Council Works Depot facility and the subsequent reparation of the Broomehill Museum machinery yard in consultation with the Broomehill Historical Society and undertakes a structural review of the Broomehill Museum, Museum Shed, Old Police Station and Museum Toilets."

Council has since (at its March 2014 Ordinary Meeting) resolved to consider another option for the Broomehill Depot location, being:

140318

"That the Chief Executive Officer liaises with The Department of Lands to get the power to lease a portion of the Reserve 38566 to a third party."

In June 2012 Council's Chief Executive Officer and the author attended a meeting with the Society's members wherein the Society advised that it was looking at funding options to have the Broomehill Museum machinery professionally assessed; however, had missed the 2012 funding application opportunity.

Council subsequently obtained a quotation and offered, to the Society (in November 2012), to fund a significance assessment of items housed in the Shed; the Society accepted Council's offer in January 2013 on condition that the Society would supply, to the consultant (by June 2013), information requested in the quotation (specifically: collation and provision of copies of object files, museum history and policies; consultation with the Broomehill community, collection donors and museum group and recorded relevant information; retrieval and provision of accession documentation; full access to the collection and space to assess items; work with the consultant during the site visit; and provision of other relevant information).

In order to assist the Society, staff engaged Council's IT consultants to attempt to locate digital files from outdated computer software; however, in March 2013 it was necessary to advise the Society that the information was not able to be retrieved and, therefore, the information would need to be collated again from the Society's records.

The consultant has been in regular contact with both the author and the Society and provided assistance and guidance to the Society, where possible, to assist it in gaining the information needed for the significance assessment to be progressed; however, the work has largely fallen to one volunteer who is having difficulty attending to the volume required.

Comment:

Due to this project running well behind schedule, and what appears will be an ongoing difficulty for the Society to meet its requirements (initially due June 2013), the author has obtained a quotation from the consultant to undertake the preparatory work should Council wish to consider expediting the production of the significance assessment to enable progressing the matter of the machinery shed and the items it currently houses.

Council is referred to the 'under separate cover' quotation, from the consultant, for the undertaking of the work initially requested from the Society and required before the significance assessment can be progressed further. The quotation outlines the tasks and information required that the consultant considers necessary to enable completion of the significance assessment.

This proposal is for Council's consideration in the first instance and, therefore, has not been discussed with the Society.

Consultation:

Michelle Slarke, Heritage and Culture Consultant

Statutory

Environment:

Nil

Policy Implications:

Nil

Strategic

Implications:

Being well governed – Advocate in the interests of residents and local businesses on issues of importance to the community.

Asset Management

Implications: Expedition of Council's ability to determine the future of the Machinery Shed and the relocation, or otherwise, of the items housed within that Shed.

Financial

Implications: As per the quotation referred to under separate cover (for the works required prior to further progression of a significance assessment on the items contained in the Broomehill Museum Machinery Shed).

Council has, to date, paid 30% of the fee to the consultant, for the initial work the consultant was engaged to do and as per the quotation payment schedule (\$1,368 ex GST). \$3,192.00 (ex GST) remains to be paid to the consultant (30% on commencement of the draft significance assessment and 40% on acceptance of the final assessment).

Workforce Plan

Implications: Minor administrative requirements/liaison with the Broomehill Historical Society and Michelle Slarke.

Voting Requirements: Simple Majority

Council Resolution: *140521*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council:

- 1) liaises with the Broomehill Historical Society to advise it that Council will engage Michelle Slarke, Heritage and Culture Consultant, to undertake community consultation and preparation for the Broad Significance Assessment of the Broomehill Museum Machinery Collection that Council has already commissioned;*
- 2) considers the expense for this project, as per the quotation provided by Ms Slarke, in its 2014-15 budget deliberation; and*
- 3) Requests a Succession Plan, to be provided by the Broomehill Historical Society Committee, for the future care and responsibility of the historic machinery currently located at the Council's old Depot Shed on Great Southern Highway.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.19**TAMBELLUP SADDLERY PRECINCT – MACHINERY ITEMS**

Program:	Recreation and Culture
Attachment:	Corner Shop Museum Inc – correspondence and sketch (20 March 2014)
File Ref:	ADM0343
Author:	JA Stewart Manager Corporate Services
Date:	6 May 2014
Disclosure of Interest:	Cr Prout declared an Impartiality Interest in this Item and left the meeting at 5.45pm.

Summary: Council to further consider the location of the historic machinery items currently displayed within the Saddlery Precinct, Norrish Street, Tambellup.

Background: The Saddlery Precinct area is zoned ‘Town Centre’ and is located on the commercial side of Norrish Street, Tambellup, between the Community Resource Centre and the Bendigo Bank’s Tambellup Cranbrook Community Bank. The Station Master’s Residence, also located on Norrish Street, adjacent to the Railway Station Building and northwest of the commercial area, currently houses museum items managed by the Corner Shop Museum Incorporated Committee.

Following an annual building inspection in 2012 wherein potential safety issues were identified in respect of the historic machinery kept at the Saddlery Precinct, Council (at its April 2012 Ordinary Meeting) resolved to approach the Corner Shop Museum Committee (Committee) to ask if it could arrange for the items to be returned to their original owners and, if this was not possible, for the Committee to meet with Council to discuss alternative options. Council also wished for the Committee to form a Succession Plan for the future care and responsibility of the machinery.

Council’s Chief Executive Officer and the author then met with Committee President, Anne-Marie Lockyer, and Committee member, Thalma Nazzari and discussed Council’s and the Committee’s wishes. The request for a Succession Plan was also raised at this meeting.

Subsequently, the Committee responded in June 2012 stating that not all items were on loan, many of the items would not be able to be returned to their original owners and the Committee’s preferred option would be to erect some form of exclusion fencing or diamond mesh (floor to ceiling) around the Saddlery Precinct storage area (including an access gate). The Committee also advised that it had a small amount of money to contribute and that it would investigate any grant funding that may be available, through Museums Australia, to meet the remainder of the cost.

In March 2013 Council wrote to the Committee offering the area surrounding its Shire grader (located under the gazebo on Norrish Street) for housing of the larger items such as the wooden cart and woolpress.

The Committee advised, in April 2013, that it had met at the Saddlery site to review possible actions it could take and would accept the offer of displaying some items in the gazebo (such as the thematically similar twin disc plough but not the cart, due to the latter's condition) as well as proposing again that exclusion fencing be erected and the possibility of obtaining grant funding pursued; signage for display purposes was also suggested. The Committee investigated the option of applying for funding to meet the remainder of costs; however, established that, as it was no longer affiliated with Museums Australia, this avenue of funding was not available. A cost estimate to fence the smaller area occupied by the wool presses was requested by the Committee.

Council, at its May 2013 Ordinary Meeting, resolved as follows:

130516

That:

- 1. Council advises the committee of the Corner Shop Museum Incorporated that Council is not prepared to erect exclusion fencing around the machinery currently housed in the Saddlery Precinct, Norrish Street, Tambellup and offers to relocate this machinery to the rear verandah of the Station Master's Residence, Norrish Street, Tambellup and that Council will assist with funding to erect exclusion fencing around the machinery if it is re-located to the Station Master's Residence.*
- 2. Council requests the committee of the Corner Shop Museum Incorporated to provide details of its succession plan for the future upkeep of its machinery and the contents of the Station Master's Residence, Norrish Street, Tambellup.*

The Committee was notified, in May 2013, of the above resolution and asked to advise of any funds it may be able to contribute towards fencing, signage etc and responded that it would meet to discuss Council's offer and request; however, would be delayed due to a Committee member being away for a period of time. Council consequently allowed \$3,000 for the fencing of the back verandah area at the Station Master's Residence, in its current (2013-14) budget.

This matter was then followed up, by telephone contact with the President of the Committee, towards the end of 2013 and again at the beginning of 2014. The Committee, in March 2014, forwarded a not to scale sketch of a preferred area of fencing around the back verandah area of the Station Master's Residence. Covering correspondence stated that the verandah area undercover is not large enough to store all the items from the Saddlery; however, it was felt that, if the tank stands could be included in a fenced area, some of the already weathered items could be stored underneath the tank stands.

This option represents the Committee's second preference for the storage of the historic machinery items.

The Tambellup Community Resource Centre Manager has recently expressed an interest in applying for funding to cover the cost of fencing the Saddlery Precinct area in order to retain the machinery at its current location; however, the likelihood of funding being obtained through this avenue is unknown.

Comment:

This matter is again brought to Council for further deliberation given that the Committee has requested a larger fenced area than Council has budgeted for.

Council may wish to reconsider fencing the Saddlery Precinct area and retain the machinery items at that location or, in keeping with its previous decision and in order to have the Museum's historical items all located at the same venue, Council may recognise the extra expense incurred by increasing the area of fencing to be erected at the rear of the Station Master's Residence, as per the Committee's sketch, as out of budget expenditure. It is anticipated that the area to fence is approximately double that originally budgeted for.

For Council discussion and deliberation.

Consultation:

President, Corner Shop Museum Incorporated - Anne-Marie Lockyer

Statutory

Environment:

Nil

Policy Implications:

Nil

Strategic

Implications:

Being well governed – Advocate in the interests of residents and local businesses on issues of importance to the community.

Asset Management

Implications:

Upkeep of any fencing into the future

Financial

Implications:

- Increase in fencing costs if erected around the tank stands, as per the Committee's request; or
- Possible difference in budgeted cost if the machinery remains at the Saddlery Precinct and is fenced within that area (dependent on quantity of fencing required)

Workforce Plan

Implications:

Minor administrative requirements/liaison with the Corner Shop Museum Incorporated Committee.

Voting Requirements: Simple Majority

Strategic Support and Projects Officer Pam Hull retired from the meeting at 5.45pm.

Council Resolution: 140522

Moved Cr Batchelor, seconded Cr Crosby

“That Council:

- 1) Incorporates a larger area to be fenced at the rear of the Station Master’s Residence, Tambellup, for the storage of historic machinery currently located within the Saddlery Precinct, Norrish Street, Tambellup, and approaches the Museum Committee to fund additional fencing over and above Council’s budgeted allocation to accommodate the machinery to be re-located;*
- 2) Removes the tank stands and tanks from the rear of the Station Master’s Residence; and*
- 3) Requests a Succession Plan, to be provided by the Corner Shop Museum Incorporated Committee, for the future care and responsibility of the historic machinery currently located at the Saddlery Precinct, Norrish Street, Tambellup.”*

CARRIED 6/0

**Reason For Change to
Recommendation:**

Cr Prout returned to the meeting at 5.47pm.

10.20 RELOCATION OF THE BROOMEHILL COMMUNITY NOTICE BOARD

Program:	Economic Services	
Attachment:	Nil	
File Ref:	ADM0182	
Author:	LK Cristinelli	Governance and Executive Assistant
Date:	6 May 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider a new location for the Broomehill Community Notice Board.

Background: The Broomehill Community Notice Board previously located outside the Broomehill Post Office on the Corner of Journal and India Streets Broomehill, was removed at the request of the current owner of the Post Office. The notice board was located on the Post Office Lot.

The notice board was removed and put into storage until an appropriate place could be located to re-erect it.

Comment:



Several locations were considered with somewhere in the vicinity of the Journal and India Street intersections being the preferred location. Members considered this area would provide the best benefit for the community.

For Council discussion and deliberation.

Consultation: Building, Planning and Economic Services Committee
Chief Executive Officer

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: There will be a small amount of fees for wages and plant costs.

Workforce Plan Implications: This issue has no workforce plan implications for Council

Voting Requirements: Simple Majority

BPES Committee
Resolution: *“That Council relocates the Broomehill Community Notice Board on the Broomehill RSL/Playgroup site, on the India Street side of the Lot between the footpath and the western wall of the building.”*

Council Resolution: **140523**

Moved Cr Thompson, seconded Cr Dennis

“That the item be deferred to the 19 June 2014 Ordinary Council Meeting”

CARRIED 7/0

Reason For Change to Recommendation: To defer the Item to the 19 June Ordinary Council meeting.

10.21 WASTE FACILITIES – BROOMEHILL AND TAMBELLUP

Program:	Community Amenities
Attachment:	Under Separate Cover:
	Copy of Quotations from Warren Blackwood Waste (3)
File Ref:	ADM0394, ADM0395
Author:	JM Trezona
Date:	14 May 2014
Disclosure of Interest:	Nil

Summary: The purpose of this report is for Council to consider adopting management arrangements for the Broomehill and Tambellup waste facilities.

Background: Through the regional component of the Country Local Government the members of the Southern Link VROC, of which Broomehill-Tambellup is one, were successful in attracting funding to establish a number of waste transfer sites across the region.

The construction of the two waste facilities in this Shire has been a lengthy process due largely to the complexities around obtaining the necessary Department of Environment Regulation licences. Once the construction was able to commence the works progressed well. The project is only awaiting the completion of the attendant's hut at both sites and they should be finished in the next couple of weeks.

Comment: *Transfer Station Attendant/s*
Councillors will record that at the December 2013 Ordinary meeting a decision was made on the opening hours and associated charges that would be applicable for the Waste Transfer Stations. The following table details the proposed opening hours.

Day	Broomehill	Tambellup
Monday	8.00am – 1.00pm	8.00am-1.00pm
Thursday	1.00pm – 4.30pm	1.00pm – 4.30pm
Friday	1.00pm – 4.30pm	1.00pm – 4.30pm
Sunday	10.00am – 4.00pm (Double time)	10.00am – 4.00pm (Double time)

It had been the intention of Council and management staff to engage part time staff to man the two sites. Provision has been made in the existing budget as well as the necessary provision in the Long Term Financial Plan and the Workforce Plan. Based on the current labour costs and overheads it is estimated that it will cost Council in excess of \$157,000 to provide two employees to deliver the service during the proposed opening hours. These estimates only cover wages and overheads and do not include a vehicle and the associated running costs.

Investigations have been done into outsourcing the position of waste attendant for both sites. Warren Blackwood Waste (WBW) has been requested to submit a quotation to provide the service. WBW's quotation provides a cost for attendants as per Councils proposed opening hours and another for one attendant which is a full time position that covers both facilities.

The quotation to provide two attendants as per the proposed opening hours is \$136,306.56 for a 12 month period. A CPI increase will be applied every 12 months. The quotation includes the provision of a vehicle for each employee to travel to and from the Waste Transfer sites.

A second quotation of \$89,180.00 per annum was provided with modified hours that only require one employee to manage both sites. Again a CPI increase will be applied every 12 months. The quoted price covers wages, overheads and the provision of a vehicle for travel to and from each of the sites. The opening hours would be reduced to 27 hours in total per week across both sites with the attendant being paid 35 because of double time on a Sunday.

WBW recommended that the opening hours be as follows:

Day	Broomehill	Tambellup
Monday	8.30am – 12.00pm (3.5hrs)	1.00pm – 4.30pm (3.5hrs)
Thursday	1.00pm – 4.30pm (3.5hrs)	8.30am – 12.00pm (3.5hrs)
Friday	1.00pm – 4.30pm (3.5hrs)	8.30am – 12.00pm (3.5hrs)
Sunday	9.00am – 12.00pm (3hrs)	1.00pm – 4.00pm (3hrs)

These suggested times will allow the employee time to travel between the two sites and accommodate the standard meal breaks.

It is recommended that both sites are closed on Good Friday, Anzac Day, Christmas Day and New Year's Day.

The risk implications associated with this service are mitigated by the fact that the attendant is employed by WBW who will be responsible for all occupational, health and safety matters and workers compensation arrangements. The Shire will have a responsibility to induct a Warren Blackwood representative onto the site and have a shared responsibility for providing a safe work place under contractual arrangements.

It is recommended that Council accepts the quotation for the provision of one attendant to cover both sites and also adopts the recommended opening hours. Once the facilities have been operating for 6-12 months the opening times can be reviewed and amended accordingly, if required.

Waste and Recycle Services at the Transfer Stations

WBW has previously quoted on the supply of bins and the disposal of both the recyclable and putrescible waste. The quote also includes the provision of landfill compaction and cover on a monthly basis when the putrescible bins are emptied on site. All the recyclable bins will be taken to the recycling facility in Kojonup. The estimated annual cost to provide this service is \$35,000.

Opening of Facilities

It is recommended that both the Transfer Stations come into service on 1 July 2014. This will allow sufficient time for WBW to employ a suitable person for the position and ensure that the sites are ready to go. This lead up will also give staff sufficient time to get the tokens printed and distributed as well as develop an information/fact sheet for the community outlining how to use the Transfer Stations.

Consultation: Nil

Statutory

Environment: *Local Government Act 1995*
Litter Act 1979
Occupational Safety and Health Act 1984
Waste Avoidance and Resource Recovery Act 2007

Policy Implications: Nil

Strategic

Implications: The 2012-2022 Strategic Community Plan states:
 Aspiration – Being Healthy – Develop and implement a region wide Total Waste Management Plan as a part of the Southern Link VROC.

Asset Management

Implications: By hiring the bins Council does not attract the future renewal implications of these assets in its Asset Management Plan.

Financial

Implications: There will be a total annual recurrent cost of approximately \$35,000 to provide the waste and recycling service across both the Waste Transfer Station sites. Currently it costs the Shire approximately \$30,000 per year in man and plant hours to maintain the two tips sites which is just pushing up and covering the rubbish, managing the green waste and other separations of waste.

Provision will also need to be made annually for the attendant costs.

Workforce Plan

Implications: There are no implications on the Workforce Plan as WBW will be employing the attendant.

Voting

Requirements: Simple Majority

Council Resolution: *140524*

Moved Cr Crosby, seconded Cr Paganoni

“That Council

- *authorises the Chief Executive Officer to enter into an agreement with Warren Blackwood Waste for the provision of an attendant to operate and manage the Broomehill and Tambellup Waste Transfer sites*
- *endorses the arrangements for the provision of the waste and recycling services by Warren Blackwood Waste at the Broomehill and Tambellup Waste Transfer sites*
- *advise the community that the Waste Transfer Station facilities will commence operation on 1 July 2014”*

CARRIED 7/0

**Reason For Change
to Recommendation:**

11.01 UNDER SEPARATE COVER: PURCHASE OF LOT 500 - TAMBELLUP

Program:	Economic Services
Attachment:	Item 11.02 – USC Minutes of 17 October 2013 Item 11.01 – USC Minutes of 17 April 2014 PL Bolto & Co Valuation
File Ref:	Res22607
Author:	JM Trezona Chief Executive Officer
Date:	1 May 2014
Disclosure of Interest:	Nil

Council Resolution: 140525

Moved Cr Dennis, seconded Cr Crosby

1. *“That Council accepts the Officers recommended price as detailed in the attached report for the on sale of Lot 500 on Deposited Plan 64930.*
2. *That Council, prior to the executing of the Surrender of Lease (L235920) and associated Statutory Declaration, and Transfer of Land documents for Lot 500 on Deposited Plan 64930 to the Shire of Broomehill-Tambellup, obtains a contract from the interested purchaser of their intention to purchase Lot 500 at Councils determined sale price, subject to the transfer of land from the Crown to the Shire. Failure to obtain a written commitment from the interested purchaser by 15 June 2014 will result in Council withdrawing from the transaction to purchase the land from the Department of Lands.*
3. *That it is a condition of the sale to the third party that the Avenue of Friendship trees located on the eastern boundary of Lot 500, adjoining Great Southern Highway, are to remain and an Easement be taken over the area to allow Council access to maintain the trees.*

CARRIED 7/0

11.02	UNDER SEPARATE COVER: SALE OF 5 TAYLOR STREET TAMBELLUP		
Program:	Housing		
Attachment:	Nil		
File Ref:	ADM0006		
Author:	JA Stewart	Manager Corporate Services	
Date:	14 May 2014		
Disclosure of Interest:	Cr Batchelor declared a Financial Interest in this item and left the meeting at 6.12pm.		

Council Resolution: **140526**

Moved Cr Prout, seconded Cr Paganoni

“That Council endorses the actions of the Chief Executive Officer in accepting an offer of \$105,000 for the sale of its 5 Taylor Street, Tambellup property and, as per the requirements of section 3.58 (3) of the Local Government Act 1995, advertises the disposition of this property.”

CARRIED 6/0
By Absolute Majority

Cr Batchelor returned to the meeting at 6.14pm.

12.01**MAINTENANCE REPORT FOR MAY 2014**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	9 May 2014	
Disclosure of Interest:	Nil	

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2014	2014	1 yr / 15,000km	Due for first service
1TA	Toyota FJ			2013	2013	1 yr / 10,000 kms	First Service done. Recall campaign
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	14,725		2012	2012		
BH00	Colorado 4x4 Dual Cab	22,267	20,000	2013	2013	1 yr / 30,000 kms	Ok, repair kangaroo damage
BH000	Holden Colorado 7			2013	2013	1yr / 25,000 km	Ok
BH001	CAT vibe Roller	1,848	1,750	2009		8 yrs / 8000 hrs	Due for service
BH002	ISUZU 6 Wheel Tipper	132,015	150,000	2008	2008	7 yrs / 250,000km	ok
BH003	Toyota Landcruiser GXL Dual Cab	8,481	10,000	2013	2013	1 yr / 30,000 km	ok
BH004	CAT 12M	4,174	4,276	2009	2009	8 yrs / 8,000 hrs	ok
BH005	Cat multi tyre	2,154	2,250	2011	2011	8 yrs / 8000 hrs	ok
BH006	CAT 12M	1,429	1,516	2012	2012	8 yrs / 8,000 hrs	ok
BH007	Toro 360 mower	127	150	2013	2013	5 yrs / 5,000 hrs	ok
BH009	Colorado 4x4 Tray Back	8,988	15,000	2013	2013	1 yr / 30,000 km	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7,556	Nov-14	1995	2004		Replaced batteries
BH013	Cat 444F Backhoe	346	250	2013	2013	10 yrs / 8,000 hrs	Overdue for service
BH014	Colorado 4x4 Tray Back	11,916	15,000	2013	2013	1 yr / 30,000 km	ok
BHT84	Toro Groundmaster 3500D mower	42	50	2013	2013		ok
BHT92	CAT 259B3 Skid Steer	418	500	2012	2013	8 yrs / 8,000hrs	ok
BHT125	Mack Curser 8 Wheel Tipper	11,521	25,000	2013	2013	5 yrs / 250,000 km	Serviced at 10,000km. Recall campaign

TA001	Ford Ranger Dual Cab	4,143		2014	2014	1 yr / 30,000 kms	Due for service
TA017	Isuzu Tipper	131,093	135,000	2009		5 yrs / 200,000 km	Kojonup getting new clutch
TA052	Colorado 4x4 Tray Back	11,171	15,000	2013	2013	1 yr 30,000 km	ok
TA06	Jet Patcher Isuzu	118,592	120,000	2007	2010	8 yrs / 8,000 hrs	Needs new stone delivery hose
TA092	Iveco Strais AD500 8-4	27,700	40,000	2012	2012	5 yrs / 250,000 km	ok
TA18	12H Grader	7,604	7,693	2006	2006	7 yrs / 8,000 hrs	ok
TA281	930G Loader	5,634	5,750	2007	2007	8 yrs / 8,000 hrs	ok
TA386	Isuzu Tipper	20,298	20,000	2012	2012	5 yrs / 200,000 km	ok
TA417	John Deere Gator	420	500	2009		4 yrs	ok
CATBR	Caterpillar Angle Broom			2010			Cat to repair Hydraulic motors
	Himac skid steer slasher			2013		10 yrs	ok

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12.02**WORKS REPORT FOR MAY 2014**

Program:	Transport	
Attachment:	Road Hierarchy April 2014 - to be tabled at the meeting	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	9 May 2014	
Disclosure of Interest:	Nil	

Broomehill

- Earth works component of the extension to the town dam has been finished.
- Dam still to be fenced and school delivery line to be trenched and placed underground.
- Has been a number of issues with the pump at the dam. Have had both electricians and Thinkwater looking at the issues.
- Concrete footpath needs serious work along the front of the skate park.
- Paul Plant constructing a hut inside the transfer station.
- There are sections of kerbing around town that need replacing in the future.
- Need to start programming some of the town streets for resealing.
- New bin installed at the post office.

Tambellup

- Pump at the oval has been replaced. Getting a quote to repair the old one and keep as a spare.
- Concrete tanks are finished, pipe work to be installed next week.
- Treated water is being commissioned by Watercorp. Old tanks are ready.
- Roofs on old tanks are being replaced with lockable lids. This will eliminate any risk if anyone needs to climb onto the roof.
- Someone has been stealing plants from Norrish Street gardens.
- Hut being constructed at the transfer station.
- Some town streets need resealing in the next budget.

Roads

- Crew have been gravel sheeting on Pallinup Road. Gravel is complete. Vegetation widening still to do.
- Crew to move to complete Warrenup Road gravel sheeting. This will take the crew to the end of this financial year.
- Surveyors engaged to set out crossroads of Beejenup and Gnowangerup Road black spot project. We will have to carry over the Gnowangerup Great Southern Highway corner widening to next financial year.
- Western stabilizers are currently repairing bitumen blowouts. These roads include,
 1. Pootenup
 2. Tambellup West
 3. Gnowangerup
 4. Broomehill-Kojonup
- Primer seal will have to be used to seal with as weather is now too cold for hot sealing.
- Jetpatcher has been working on the bitumen network.
- Pallinup South culvert headwall still to be completed. Concrete trucks now available.
- Maintenance crew have been working on signage.

- Maintenance graders are working in the middle of the shire.

Plant

- Over the Easter break trucks were sent to Albany for work. A new ram was fitted to the Iveco. The ram was going to be resealed but when pulled apart damage was beyond repair. This may have come from the first incident when the truck was new.
- Mack was in for first service and a number of recalls.
- Jetpatcher needs some work with front stone delivery system. Also needs heated spray tips as cold emulsion is continually blocking current tips.
- We will have to budget for brake repairs to the loader. This is an extensive job as brakes are internal and axles have to be removed from machine. This machine may have to go to Bunbury to be done safely.
- New 6 tonne Isuzu truck has arrived and is at the body builders.

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12.03 BUILDING SURVEYORS REPORT FOR APRIL 2014

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	1 May 2014
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of April 2014 that has been sent to all the relevant authorities that are required by legislation.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of April 2014.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Council Resolution: *“No recommendation required – Councillor information only”*

Reason For Change to Recommendation:

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12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various	
Attachment:	Building Maintenance Program Report to 08 May 2014	
File Ref:	Nil	
Author:	JA Stewart	Manager Corporate Services
Date:	8 May 2014	
Disclosure of Interest:	Nil	

Summary: Report on the Building Maintenance Program for 2013-14 to 08 May 2014.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 08 May 2014 and presented for Council's information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2013-14 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

Council Resolution: *"No recommendation required – Councillor information only"*

Reason For Change to Recommendation:

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12.05 LIBRARY REPORT - APRIL 2014

Program: Recreation & Culture
Attachment: **Library Report – April 2014**
File Ref: ADM0097
Author: C Brown Library Officers
 S Reed
Date: 1 May 2014
Disclosure of Interest: Nil

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of April 2014.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Council Resolution: *“No recommendation required – Councillor information only”*

Reason For Change to Recommendation:

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12.06	INDEPENDENT LIVING SENIORS ACCOMMODATION – CONSTRUCTION PROGRESS REPORT
Program:	Education & Welfare
Attachment:	Expenditure Report as at 30 April 2014
File Ref:	ADM0399
Author:	KP O'Neill Manager Finance & Assets
Date:	8 May 2014
Disclosure of Interest:	Nil
Summary:	Report on the progress of the Independent Living Seniors Accommodation project.
Background:	Council awarded the tender for construction of six units at Lot 295 Taylor Street, Tambellup to Wauters Enterprises in September 2013. Howard + Heaver Architects are the project managers for this construction on behalf of Council.
Comment:	<p>Construction commenced prior to Christmas, and the units are now at lock up stage. Works appear to be on target at this stage and progressing steadily.</p> <p>The expenditure report attached is provided for Councillors information.</p> <p>The report shows the total budget for the project, and measures expenditure to date against the budget for each component of construction.</p> <p>The second page tracks the expenditure of grant funding from each organisation that has contributed to the project, as well as the usage of Councils Reserve and Municipal Funds.</p>
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	There is no policy applicable to this item.
Strategic Implications:	The Strategic Community Plan includes a commitment to “ <i>Construct six independent living seniors units in Tambellup to meet local community needs.</i> ”
Asset Management Implications:	This new asset will be included in the Asset Management Plan, as will the ongoing maintenance and renewal in future years.
Financial Implications:	This report monitors expenditure against the budget for construction of the six units.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Nil

Council Resolution: *“For Councillors information and discussion”*

**Reason For Change
to Recommendation:**

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12.07 TAMBELLUP SPORTS PAVILION ADVISORY COMMITTEE

Program:	Recreation and Culture
Attachment:	Notes from meetings held 31 March 2014 and 28 April 2014
File Ref:	ADM0435
Author:	PA Hull Strategic Support & Projects Officer
Date:	30 April 2014
Disclosure of Interest:	Nil

Summary: Council to receive the notes from the meetings of the Tambellup Sports Pavilion Advisory Committee.

Background: The Tambellup Sports Pavilion Advisory Committee was formed to help steer the redevelopment of the Tambellup Sports Pavilion. The committee is comprised of members of Council's Building Committee, representatives from all sporting and community groups in Tambellup, and Council staff. The committee meets as required.

Comment: Meetings of the committee have been held on 31 March 2014 and 28 April 2014. The notes from those meetings are provided for Council's information.

Any recommendations from the committee requiring Council consideration will be presented as a separate item in the relevant agenda.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Nil

Council Resolution: *"No recommendation required – Councillor information only"*

Reason For Change to Recommendation:

RECEIVED

12.08 LEGAL DEPOSIT OF PUBLISHED DOCUMENTS

Program:	Governance
Attachment:	Copy of Management Practice No: 1.10
File Ref:	Management Practice Manual
Author:	JM Trezona Chief Executive Officer
Date:	30 April 2014
Disclosure of Interest:	Nil

Summary: Council to receive the new Management Practice No 1.10 – Legal Deposit of Published Documents.

Background: The *Legal Deposit Act 2012* was passed in May 2012. This Act covers print, audio-visual and digital material, including works published on the internet.
The *Legal Deposit Regulations 2013* covering print and other physical items came into force on 1 January 2014 and apply to publications published in Western Australia, by a person whom is resident in WA, or whose principle place of business is in WA (this includes the Shire of Broomehill-Tambellup).
Legal Deposit (LD) is a statutory provision requiring publishers to deposit copies of their publications in a nominated collecting institute.

Comment: The attached Management Practice on how this organisation will deal with items captured under the *Legal Deposits Act 2012* is provided for council information.

Consultation: Nil

Statutory Environment: Legal Deposit Act 2012
Legal Deposit Regulations 2013

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Council Resolution: *“No recommendation required – Councillor information only”*

Reason For Change to Recommendation:

RECEIVED

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

Nil

14. DATE OF NEXT MEETING

19 June 2014

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 6.40pm.