



Ordinary Meeting of Council

MINUTES

15 October 2015

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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 October 2015 commencing at 4.12pm.

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 & Projects Officer
	LK Cristinelli	Governance and Executive Assistant
	ME White	Observer

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 4.12pm.

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 Sheridan declared a Proximity Interest in Item 10.12
Cr Batchelor declared a Financial Interest in Item 10.22
Cr Paganoni declared a Proximity Interest in Late Item – Request for Restricted Access Vehicle Assessment

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 20 AUGUST 2015

151001

Moved Cr Batchelor, seconded Cr Paganoni

“That the Minutes of the Ordinary Meeting of Council held on 20 August 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

As this was Cr Crosby’s last meeting, Cr Sheridan thanked Cr Crosby for his time as Councillor for the Shire of Broomehill and the Shire of Broomehill-Tambellup and for a job well done.

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR AUGUST & SEPTEMBER 2015

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for August & September 2015
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	1 October 2015
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 31 August 2015 and 30 September 2015.

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 2015/16 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Notes have been provided in the financial reports for Councillors information and discussion.

Councillors should note that allocations such as depreciation will not be allocated until the Audit for the 2014/15 year has been finalised and signed off.

The impact of the revaluation of Infrastructure Assets has significantly increased the balance sheet, from around \$46.3million at 30 June 2014 to \$127.6 million at 30 June 2015. The revaluation was applied to all assets in the Infrastructure class – which includes all components of roads, footpaths, drainage, bridges and other community infrastructure assets in both the townsites. Depreciation rates for all of these assets are still to be reviewed and applied to the asset register.

Consultation: Nil

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

34. Financial activity statement report

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

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);

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

Policy Implications: Nil

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

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

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

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

Voting Requirements: Simple Majority

Council Decision: *151002*

Moved Cr Dennis, seconded Cr Crosby

“That the Financial Statement for the period ending 31 August 2015 and 30 September 2015 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID AUGUST & SEPTEMBER 2015

Program:	Other Property and Services	
Attachment:	List of Payments for August & September 2015	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	1 October 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during August and September 2015.

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:-

August 2015

Municipal Fund	\$258,460.98
Trust Fund	\$3,060.00
Credit Cards	\$1,346.03
Total	\$262,867.01

September 2015

Municipal Fund	\$352,092.25
Trust Fund	\$42,844.30
Credit Cards	\$1,780.66
Total	\$396,717.21

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

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

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

Financial Implications: Lists the payments made from Municipal and Trust Funds during the August and September 2015.

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

Voting Requirements: Simple Majority

Council Decision: *151003*

Moved Cr Prout, seconded Cr Paganoni

“That the list of accounts paid during August 2015, represented by:-

- Municipal Fund cheques numbered 2895 to 2928 inclusive, electronic payments EFT6989 to EFT7068 inclusive, and direct debits DD3750.1, DD3764.1, totalling \$258,460.98;*
- Trust Fund cheques 419 to 422 and electronic payment EFT6993 inclusive, totalling \$3,060.00;*
- Credit Card payments totalling \$1,346.03;*

and

“That the list of accounts paid during September 2015, represented by:-

- Municipal Fund cheques numbered 2929 to 2943, electronic payments EFT7069 to EFT7137, and direct debits DD3792.1 to DD3792.2, DD3803.1 to DD3803.2, totalling \$352,092.25;*
- Trust Fund cheques 423 to 425 and electronic payments EFT7103 to EFT7106, EFT7138, totalling \$42,844.30;*
- Credit Card payments totalling \$1,780.66;*

be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 ASSET REGISTER - INFRASTRUCTURE

Program:	Governance
Attachment:	Nil
File Ref:	2014/15 Audit File
Author:	KP O'Neill Manager Finance & Assets
Date:	21 September 2015
Disclosure of Interest:	Nil

Summary: Council to endorse writing off a number of infrastructure assets from the Asset Register.

Background: Local Government (Financial Management) Regulations 1996, Regulation 17A requires Council to record the value of assets in its financial reports at fair value.

The implementation of fair value revaluations were staggered over a three year period, with Plant and Equipment being revalued for year end 30 June 2013 and Land and Buildings at 30 June 2014. Infrastructure (and all other assets) were revalued at 30 June 2015.

Comment: Council will recall a previous agenda item presented at the June 2015 meeting requesting a list of infrastructure assets be written out of the asset register. This list was the result of a review of the infrastructure class of assets prior to revaluation.

At the time of processing the revaluation for Infrastructure, further assets were identified to be written off. The assets listed are all below Councils capitalisation threshold in value for infrastructure (\$5,000). Griffin Valuation Advisory did not allocate a 'fair value' for these assets based on this information.

These assets were written out of the asset register for year end 30 June 2015, and Council is requested to retrospectively endorse this action.

Consultation: Councils Auditors - Lincolns

Statutory**Environment:**

Local Government (Financial Management) Regulations 1996

5. Financial management duties of the CEO

(1) Efficient systems and procedures are to be established by the CEO of a local government –

(d) to ensure proper accounting for municipal or trust –

(i) revenue received or receivable;

(ii) expenses paid or payable; and

(iii) assets and liabilities.

17A. Assets, valuation of for financial reports etc.

(2) Subject to subregulation (3), the value of an asset shown in a local government's financial reports must be the fair value of the asset.

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

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

Asset Management Implications: The Infrastructure Asset Management Plan should reflect the assets that are captured in the Asset Register. Writing the mentioned assets out of the financial register will ensure this. When a review of the current plan is undertaken during 2015/16, Councils Infrastructure Assets will be accurately recorded.

Financial Implications: A reduction in the Balance Sheet value of Councils Infrastructure Asset class will be realised by writing assets out of the register, however this class has been revalued at Fair Value for year end 30 June 2015 so the impact is negligible. For a number of assets, a loss on disposal was realised at the time of writing the asset out of the register. This is a non-cash book entry.

The transactions were allocated on 30 June 2015 and are reflected in the 2014/15 financials.

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

Voting Requirements: Simple Majority

Council Decision: *151004*

Moved Cr Dennis, seconded Cr Batchelor

“That Council endorse the following Infrastructure Assets that have been written out of the asset register at 30 June 2015 –

<i>Asset Code</i>	<i>Description</i>	<i>Historical Cost</i>	<i>Written Down Value</i>
<i>I166</i>	<i>Gardens – Town Centre Reserve Tambellup</i>	<i>4,588.34</i>	<i>4,349.62</i>
<i>I98</i>	<i>Holland Park Fencing</i>	<i>4,000.00</i>	<i>900.68</i>
<i>I160</i>	<i>Table & bench seating – Gordon River gazebo</i>	<i>3,910.25</i>	<i>3,617.12</i>
<i>I82</i>	<i>1 x 6.5m Banner Pole</i>	<i>1,112.00</i>	<i>0.00</i>
<i>I25</i>	<i>War Memorial</i>	<i>3,000.00</i>	<i>360.54</i>
<i>I179</i>	<i>Signage – Sheridans Memorial Garden</i>	<i>2,543.00</i>	<i>2,437.37</i>
<i>I83</i>	<i>4.5m Light Pole at Information Bay</i>	<i>1,069.00</i>	<i>0.00</i>
<i>I85</i>	<i>Caravan Park & Ablution Block Lighting</i>	<i>2,528.18</i>	<i>738.35</i>
<i>I81</i>	<i>3 x 4.5m Banner Poles</i>	<i>1,069.00</i>	<i>0.00</i>
<i>I15</i>	<i>Footpath Mosaic’s</i>	<i>2,570.25</i>	<i>2,570.25</i>
<i>B15</i>	<i>Ornamental Gateway – Sportsground</i>	<i>1,710.15</i>	<i>0.00</i>
<i>I159</i>	<i>Parkway Bench Seating – Norrish Street</i>	<i>3,431.55</i>	<i>3,174.33</i>
<i>I157</i>	<i>Table & bench seating under gazebo – Norrish Street</i>	<i>3,726.09</i>	<i>3,446.76”</i>

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.04 ORDINARY COUNCIL MEETING DATES 2016

Program:	Governance
Attachment:	Nil
File Ref:	ADM0091
Author:	LK Cristinelli Governance and Executive Assistant
Date:	16 September 2015
Disclosure of Interest:	Nil

Summary: Council is required to determine and advertise its Ordinary Meeting dates, time/s and venue/s for the 2016 calendar year.

Background: The *Local Government Administration Regulations 1996 reg 12 (1)* requires that at least once a year a local government is to give local public notice of the date on which, and the time and place at which, its Ordinary Meetings of Council are to be held for a twelve month period (2016).

Comment: Council currently holds its meetings on the third Thursday of each month with the exception of January (nil meeting) unless otherwise determined and advertised throughout the course of the year. In keeping with past practice, if meetings continue to be held on the third Thursday of each month, during 2016, the meeting dates will be as follows:

18 February	17 March	21 April
19 May	16 June	21 July
18 August	15 September	20 October
17 November	15 December	

For Council discussion and decision.

Consultation: Nil

Statutory Environment: *Local Government Administration Regulations 1996 reg 12 (1)*
Local Government Act 1995 sec 5.25 (g)

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: Council is required to advertise the dates.

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Decision: **151005**

Moved Cr Paganoni, seconded Cr Crosby

“That the Shire of Broomehill-Tambellup conducts its Ordinary Meetings in the Tambellup Council Chambers commencing at 4.00pm on the following dates during 2016:

<i>18 February</i>	<i>17 March</i>	<i>21 April</i>
<i>19 May</i>	<i>16 June</i>	<i>21 July</i>
<i>18 August</i>	<i>15 September</i>	<i>20 October</i>
<i>17 November</i>	<i>15 December</i>	

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.05 REVIEW OF POLICY 1.10 – iPad POLICY FOR COUNCILLORS & STAFF

Program: Governance
Attachment: Policy 1.10 – iPad Policy for Councillors & Staff
File Ref: ADM0165
Author: KP O’Neill Manager Finance & Assets
Date: 21 September 2015
Disclosure of Interest: Nil

Summary: Council to review Policy 1.10 – iPad Policy for Councillors & Staff.

Background: Policy 1.10 (the Policy) was adopted by Council in December 2012 when Council progressed from paper agendas/minutes/communications to electronic communications via email and Docs on Tap.

Comment: The Policy has established a usage agreement for Councillors and Staff provided with an iPad which sets down the terms and conditions of usage and also outlines ownership and financial implications.

There are no changes proposed to the existing Policy, and it is recommended that it be retained without amendment.

Consultation: Nil

Statutory

Environment: *Local Government Act 1995 section 2.7(2)(b) requires Council to ‘determine the local government’s policies’.*

Policy Implications: This matter is being considered as part of the review of Council’s Policy Manual.

Strategic

Implications: *Strategic Community Plan – Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management

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

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: **151006**

Moved Cr Thompson, seconded Cr Paganoni

“That Council, having reviewed Policy 1.10 – iPad Policy for Councillors and Staff, retains it without change.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.06 REVIEW OF POLICY 1.13 – ASSET MANAGEMENT POLICY

Program:	Governance
Attachment:	Policy 1.13 – Asset Management Policy
File Ref:	ADM0165
Author:	KP O’Neill Manager Finance & Assets
Date:	21 September 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy 1.13 for Asset Management.

Background: Council adopted the Asset Management Policy (the Policy) in March 2013, which was a recommendation from the Asset Management Improvement Strategy.

The Policy establishes a platform for service delivery and provides the framework for the Asset Management Plans. The Policy provides direction as to how the Council, as custodian of community assets, will manage the Shires infrastructure within an asset management framework. It also provides a strategic approach in decision making in relation to assets.

Responsibilities of Council and Staff are outlined in the Policy, as are key principles that are used to make informed decisions in relation to assets.

Comment: The basic principle of asset management is to ensure that the assets of the local government are managed in a sustainable manner and that there is a strong link between asset management and the financial plans of the Council.

No changes to the existing Policy are proposed.

Consultation: Nil

Statutory

Environment: *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘determine the local government’s policies’.

Local Government (Administration) Regulations 1996

19DA. Corporate Business Plans, requirements for

(3) A corporate business plan for a district is to –

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Policy Implications: This matter is being considered as part of the review of Council’s Policy Manual.

Strategic

Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management

Implications: An Asset Management Policy outlines Councils asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Plans to be produced. The Policy supports a ‘whole of life’ and ‘whole of organisation’ approach to asset management.

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *151007*

Moved Cr Thompson, seconded Cr Prout

“That Council, having reviewed Policy 1.13 – Asset Management Policy, retains it without change.”

CARRIED 7/0

Reason For Change to Recommendation:

10.07 REVIEW OF POLICY 1.14 – ASSET CAPITALISATION THRESHOLDS

Program:	Governance
Attachment:	Policy 1.14 – Asset Capitalisation Thresholds
File Ref:	ADM0165
Author:	KP O’Neill Manager Finance & Assets
Date:	21 September 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy 1.14 - Asset Capitalisation Thresholds.

Background: Policy 1.14 (the Policy) was adopted by Council in April 2013.

The objective of the Policy is to establish a minimum threshold amount for the recognition of non-current assets.

Comment: There are practical reasons for establishing a minimum threshold. Without these limits, items such as a \$25 calculator would be included as an asset as it would meet all the relevant recognition criteria. The threshold sets the value under which an asset is considered immaterial and the cost is expensed in the year it is acquired.

The materiality thresholds for each asset class are considered to be appropriate and the Policy is recommended to be retained without amendment.

Consultation: Nil

Statutory

Environment: *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘determine the local government’s policies’.

Australian Accounting Standards Board (AASB)
Standard 116 – Property, Plant and Equipment

7 *The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:*

(a) it is probable that future economic benefits associated with the item will flow to the entity; and

(b) the cost of the item can be measured reliably.

9 *This Standard does not prescribe the unit of measure for recognition, that is, what constitutes an item of property, plant and equipment. Thus, judgement is required in applying the recognition criteria to an entity’s specific circumstances.*

Policy Implications: This matter is being considered as part of the review of Council’s Policy Manual.

Strategic

Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management

Implications: The Asset Management Plans do not include assets that fall below the threshold amounts for each class of asset. Costs to replace items with a lesser value are provided for in the operating section of annual budgets each year.

Having this Policy is an acceptable accounting practise that establishes clear guidelines to ensure that all items purchased are correctly accounted for.

Financial

Implications: Retention of this Policy, and the materiality thresholds, will have little effect on Councils financial reports. Provision is made annually throughout the operating budget to purchase minor items of furniture, plant and equipment that are below the threshold in value for each asset class.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *151008*

Moved Cr Thompson, seconded Cr Dennis

“That Council, having reviewed Policy 1.14 – Asset Capitalisation Thresholds, retains it without change.”

CARRIED 7/0

Reason For Change to Recommendation:

10.08 NEW POLICY 3.3 – INVESTMENTS

Program:	Governance
Attachment:	Draft Policy 3.3 – Investments
File Ref:	ADM0165
Author:	KP O’Neill Manager Finance & Assets
Date:	6 October 2015
Disclosure of Interest:	Nil

Summary: Council to consider adopting a new policy in relation to Investments.

Background: An Investment Policy provides guidance for those officers undertaking the investment process. The policy documents the Councils objectives, practises or acceptable risk with regard to its investments, and will ensure that officers involved in the investment of funds make decisions in accordance with the intent of the policy.

The draft Investment Policy defines accepted Financial Institutions and type of Investments, prohibited investments, risk, reporting requirements, compliance with relevant legislation and delegation of authority to officers to manage investments.

Comment: The Shire participated in a pilot program ‘Better Practice Review’ with the Department of Local Government (DLG) in March 2015. One of the outcomes of this review was that an Investment Policy be developed as investment is an area of risk for local governments.

The 4 yearly Financial Management Review, undertaken by Ron Back in 2012, also highlighted the need for this policy to be developed.

Adoption of an Investment Policy is considered ‘best practice’ in local government. The policy will provide direction to officers and clearly outlines Councils intent with regard to its investments.

Consultation: Chief Executive Officer
Department of Local Government – Better Practice Review 2015
Financial Management Review – 2012

Statutory Environment: Local Government Act 1995
6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) deleted]

- (c) prescribe circumstances in which a local government is required to invest money held by it; and
- (d) provide for the application of investment earnings; and
- (e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —
 - authorised institution* means —
 - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
 - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
 - foreign currency* means a currency except the currency of Australia.
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

Policy Implications: Adoption of a new policy to document and provide guidance to delegated officers for the investment of surplus funds.

Strategic Implications: Adoption of the policy will enhance Councils Organisational Risk Management process.

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

Financial Implications: There are no financial implications - adoption of this policy strengthens existing practices, and provide future guidance, in relation to investment of surplus funds.

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

Voting Requirements: Simple Majority

Council Decision: *151009*

Moved Cr Batchelor, seconded Cr Crosby

“That draft policy “3.3 – Investments” be adopted as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.09 BETTER PRACTICE REVIEW PROGRAM

Program:	Governance
Attachment:	Better Practice Review Program Report
File Ref:	ADM0302
Author:	JA Stewart Manager Corporate Services
Date:	7 October 2015
Disclosure of Interest:	Nil

Summary: Council to receive a Better Practice Review Program report compiled by the Department of Local Government and Communities (Department).

Background: In late 2014 the Department met with Council's Chief Executive Officer to discuss the Shire of Broomehill-Tambellup's participation in a pilot Better Practice Review Program (Program); a program designed to identify and share best practice across Western Australian local governments with a view to encouraging and promoting a culture of continuous improvement in the sector.

The Shire of Broomehill-Tambellup was the first of three councils selected to participate in the pilot program. An onsite review took place in February of this year with Department representatives visiting Council offices to examine documentation and work practices relating to governance, planning and regulatory functions, plan for the future, assets and finance, workforce planning and human resource management, community consultation, and facilities.

Following the onsite review, a draft Better Practice Review Program report (Report) was compiled by the Department, highlighting areas of demonstrated better practice and areas for further development. The final Report, inclusive of the Shire's responses to the Department's findings, was presented by the Minister for Local Government, the Hon Tony Simpson MLA, to Council's Deputy President, Cr Scott Thompson, and the author at the August 2015 Western Australian Local Government Association Zone meeting. The Minister, in addressing the meeting, briefly discussed the intent of the Program and commended the Shire of Broomehill-Tambellup for receiving a positive Report.

Comment: A copy of the final Report is attached for Council's perusal. The executive summary highlights identified strengths and areas for further development while analyses within the body of the document provide a more detailed account of each area of analysis; the inclusion of an Action Plan will assist staff in addressing areas requiring further development.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic

Implications: Being well governed – Provide leadership for the community through transparent, accountable and representative local government.

Asset Management

Implications: There are no asset management implications for Council

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: Administrative duties

Voting Requirements: Simple Majority

Council Decision: *151010*

Moved Cr Dennis, seconded Cr Paganoni

“That Council receives a May 2015 Better Practice Review Program report on the Shire of Broomehill-Tambellup as compiled by the Department of Local Government and Communities.”

CARRIED 7/0

Reason For Change to Recommendation:

10.10

TAMBELLUP VOLUNTEER FIRE AND EMERGENCY SERVICES/DEPARTMENT OF FIRE AND EMERGENCY SERVICES/SHIRE OF BROOMEHILL-TAMBELLUP MEMORANDUM OF UNDERSTANDING – REVIEW AND RENEWAL

Program: Governance
Attachment: **Draft reviewed and updated MOU 2015-2020**
File Ref: CLAF064, ADM0329
Author: JA Stewart Manager Corporate Services
Date: 29 September 2015
Disclosure of Interest: Nil

Summary:

Council to consider a reviewed and updated MOU between Tambellup Volunteer Fire and Emergency Services (Tambellup VFES) previously Tambellup VES (Volunteer Emergency Services), Department of Fire and Emergency Services (DFES) previously FESA (Fire and Emergency Services Authority) and the Shire of Broomehill-Tambellup (Shire) for the maintenance and support of the Tambellup VFES.

Background:

In November 2005, Council entered into an MOU with FESA and the Tambellup VES identifying the roles and responsibilities of each agency in maintaining and supporting the newly formed Tambellup VES unit. This MOU remained in force for five years and was reviewed and renewed in 2010 with minor changes occurring (Shire name change and removal of the word ‘establishment’ from its title).

Council provides administrative support to the Tambellup VFES unit, as required, with staff members able to attend incidents in work hours. Council also provides the premises which allows for housing of vehicles and undertaking of activities including meetings by, and training of, the volunteer fire brigade members.

Comment:

Although wording has changed slightly throughout the document as a result of the most recent review by DFES, the following represent the main changes in addition to the required name changes for the two other parties:

Clause 1 - Purpose

Reference to the Tambellup VFES Reporting Structure and Organisational Structure has been removed (and again at Clause 5.2 and where those structures were in chart form at Clauses 10 and 11) – this has no added benefit to the MOU

Clause 4 – Definitions

A few have been removed

Clause 5 – MOU Objectives

Roles have been moved to Clause 8 with additional clarity of the roles undertaken by the VFES unit

Clause 6 – Acknowledgements and Undertakings by DFES

Composition of the Tambellup VFES Support Group has moved to Clause 9.1 and the ‘Manager VFES’ replaced by ‘Admin Officer’ as the ‘Manager’ no longer exists

6.2 – reference to insurance and maintenance of emergency services equipment at Clause 6.2.1.2 has been removed as has property and business interruption cover at Clause 6.2.4 as Clause 9 covers this with all relevant insurances

6.4 – Peer Support has been removed as it is part of a greater organisational program and does not need specific reference

Clause 7 – Acknowledgements and Undertakings by the Shire of BT

7.1 - Reference to the Shire acknowledging that DFES will administer all aspects of the ESL, as it applies to the Tambellup VFES, has been removed because it is considered covered under Clause 6.2 – ‘DFES will undertake all financial obligations with the operations, maintenance.....’

7.4 - Reference to the Shire actively participating in the LEMC has been removed due to it not being necessary as it is a statutory requirement

Clause 8 – Acknowledgements and Undertakings by the Tambellup VFES

8.1 – list has been updated to include SES roles - this more accurately reflects the operational role

Clause 9 – Acknowledgements and Undertakings by the Tambellup VFES

9.1 – Manager, VFES has changed to be Administration Officer (as per old Organisational Structure) – Manager was a DFES employee previously but this particular role no longer exists

Clause 11 – Dispute Resolution (added clause)

Now added as a request from other local governments to assist in clarifying process

Clause 13 – Ascendancy of Legislation (added clause)

Standard inclusion for all MOUs with the possibility of new legislation

Tambellup VFES members have advised that they are happy with the content of the reviewed and updated MOU and believe the arrangements have worked well since the unit was established, with the unit receiving good support in all operational and non-operational areas.

Consultation: Stephen McDonald, District Officer, Great Southern Region, Operational Command, DFES
Laurie and Pam Hull, Tambellup VFES

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management

Implications: There are no asset management implications for Council

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no workforce plan implications for Council

Voting Requirements: Simple Majority

Council Decision: *151011*

Moved Cr Paganoni, seconded Cr Prout

“That Council endorses the reviewed and updated Memorandum of Understanding, as presented, between Tambellup Volunteer Fire and Emergency Services, Department of Fire and Emergency Services, and the Shire of Broomehill-Tambellup for a further five year period (2015-2020).”

CARRIED 7/0

Reason For Change to Recommendation:

10.11 ANDERSON'S BORE – REVIEW OF AGREEMENT FOR LANDHOLDERS TO ACCESS WATER

Program:	Economic Services
Attachment:	Current Agreement Map of bore locations October 2013 Council Review Minute Item
File Ref:	CLAF062, ADM0293
Author:	JA Stewart Manager Corporate Services
Date:	29th September 2015
Disclosure of Interest:	Nil

Summary: Council to review the Agreement with landholders (Dawson Patterson and Rowland Sprigg) to access water from Anderson's Bore (shown as 'B' on the attached map).

Background: Council, at its last two reviews of this Agreement, resolved (with relevant year changes) as follows:

141007

"That the Agreement between the Shire of Broomehill-Tambellup and Mr Dawson Patterson and Mr Rowland Sprigg be renewed as follows:

- Messrs Dawson Patterson and Rowland Sprigg may (and preferably, where possible) pump from the Anderson Bore (marked 'B' on the presented map) between 01st May 2015 and 31st October 2015;*
- Messrs Dawson Patterson and Rowland Sprigg are granted permission to pump from Anderson Bore 'B' between the hours of 10.00pm and 6.00am in the months November 2014 through to April 2015 inclusive;*
- Messrs Patterson and Sprigg will adhere to the following conditions with regard to the aforementioned Bore:*
 - maintain, at their cost, the submersible pump;*
 - pay the power costs of the Bore;*
 - regularly check the condition of the pump and tank;*
 - have a spare submersible pump on hand in case of pump failure;*
- This Agreement is to be reviewed annually; however, may be reviewed earlier or more regularly, depending on seasonal conditions, to ascertain if a change in pumping dates and times is necessary; and*
- Council reserves the right to withdraw this approval."*

Prior to this, Council had changed the Agreement slightly in accordance with variations in seasonal weather conditions (please see attached a copy of the minutes item from Council's 2013 Ordinary Meeting wherein Agreement history is stated).

Comment: The Anderson bores are located in the south east section of the Shire and provide rural residents with access to water for servicing stock and for meeting spraying requirements. Alternatively, the nearest water supply is via standpipes within the Tambellup townsite that are not easily

accessible to rural residents within the above mentioned area.

The author has spoken to Mr Patterson regarding the Agreement and has been advised that he and Mr Sprigg are happy to continue with the current arrangement for the next twelve months.

Consultation: Mr Dawson Patterson

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Decision: *151012*

Moved Cr Thompson, seconded Cr Paganoni

“That the Agreement between the Shire of Broomehill-Tambellup, Mr Dawson Patterson and Mr Rowland Sprigg be renewed as follows:

- *Messrs Dawson Patterson and Rowland Sprigg may (and preferably, where possible) pump from the Anderson Bore (marked ‘B’ on the presented map) between 01st May 2016 and 31st October 2016;*
- *Messrs Dawson Patterson and Rowland Sprigg are granted permission to pump from Anderson Bore ‘B’ between the hours of 10.00pm and 6.00am in the months November 2015 through to April 2016 inclusive;*
- *Messrs Dawson Patterson and Rowland Sprigg will adhere to the following conditions with regard to the aforementioned Bore:*
 - *maintain, at their cost, the submersible pump;*
 - *pay the power costs of the Bore;*
 - *regularly check the condition of the pump and tank;*
 - *have a spare submersible pump on hand in case of pump failure;*
- *This Agreement is to be reviewed annually; however, may be reviewed earlier or more regularly, depending on seasonal conditions, to ascertain if a change in pumping dates and times is necessary; and*
- *Council reserves the right to withdraw this approval.”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.12 PROPOSED SUBDIVISION – LOT 5983 WARRENUP ROAD, BORDERDALE (WAPC REFERENCE: 152489)

Program: Planning
Attachment: Proposed Subdivision Plan
 Additional Information
File Ref: S152489
Author: Gray & Lewis Landuse Planners
Date: 18 September 2015
Disclosure of Interest: Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of *Local Government Act 1995*
 Cr Sheridan declared a Proximity Interest in this Item and left the meeting at 4.32pm.
 Cr Thompson took over as Chairperson.

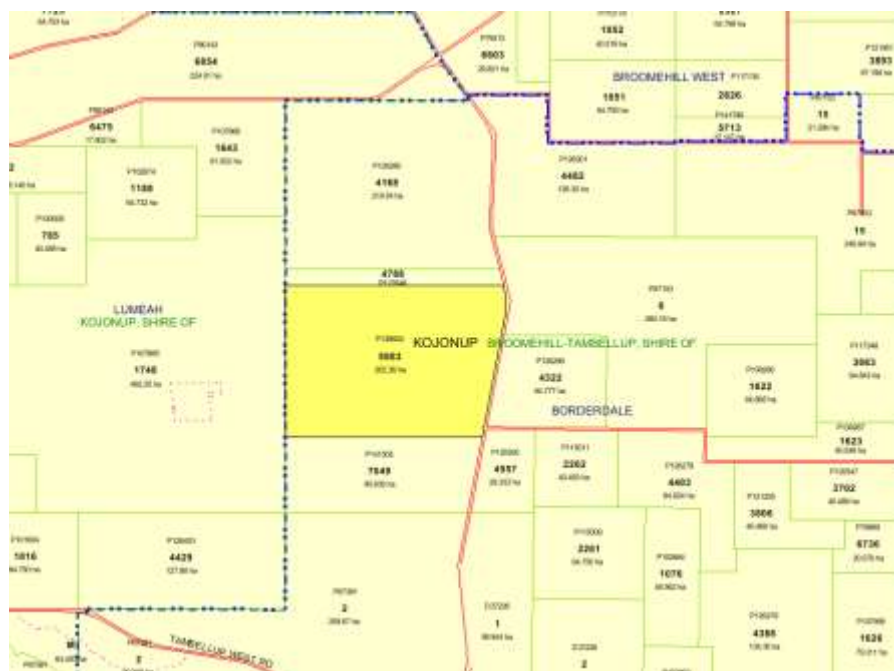
Summary: An application has been lodged with the Western Australian Planning Commission (WAPC) to excise a homestead lot from a larger property.

The WAPC has referred the application to the Shire for a recommendation and comments.

It is recommended that the Shire recommend that the application be conditionally approved by the WAPC.

Background: Lots 5983 Warrenup Road (“the Lot”) is zoned ‘Farming’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

The majority of the lot contains remnant vegetation and it has been developed with a house and ancillary outbuildings.



The existing lot has an area of 202.36 hectares. An area of approximately 20 hectares has been cleared around the existing house.

A similar application for Lot 5983 was approved by the Western Australian Planning on the 15 February 2011 (however has since expired).

Comment:

Description of Application

The application proposes to subdivide the land around the existing house on Lot 5983 to be contained on one homestead lot with an area of approximately 20 hectares.



Scheme Provisions

Under the Scheme the objectives for the Farming zone include ‘to ensure continuation of broad hectare farming as the principle landuse in the District and encouraging where appropriate the retention and expansion of agricultural activities’.

It is not considered that the subdivision will undermine this objective as the 20 hectare cleared area is not of a sufficient size to realistically sustain farming activities, and the balance land is covered by remnant vegetation and not used for agriculture.

The proposed homestead lot simply recognises an existing dwelling, and will allow it to be contained on its own separate title.

Under Clause 8.5 of the Scheme, Council is to have due regard to any approved Statement of Planning Policy of the Commission.

WAPC Policy DC 3.4 – Rural Subdivision

WAPC Policy DC 3.4 sets out the principles which are used by the WAPC in determining applications for subdivision of rural land. The WAPC have been actively approving homestead lot applications which comply with the Policy criteria.

WAPC Policy Criteria	Officer Comment	Officer Assessment
<i>The land is in the Wheatbelt agricultural policy area.</i>	<i>Broomehill is in the Wheatbelt policy area.</i>	<i>Complies.</i>
<i>The homestead lot has an area between 1 and 4ha, or up to 20 ha where it is desirable to respond to the landform or to include existing outbuildings or water sources.</i>	<i>The proposed homestead lot is 20 hectares. The boundary takes into account the cleared area, house and outbuilding locations.</i>	<i>Complies.</i>
<i>There is an adequate water supply for domestic, land management and fire management services.</i>	<i>The existing house would already be serviced by rainwater tanks.</i>	<i>Complies.</i>
<i>The dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated.</i>	<i>The existing dwelling will have access to electricity and the WAPC has referred the application to Western Power.</i>	<i>Complies.</i>
<i>The homestead lot fronts a constructed road.</i>	<i>The lot has direct frontage to Warrenup Road.</i>	<i>Complies.</i>
<i>The homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses.</i>	<i>It contains an existing house and the remnant vegetation on the balance land will provide a suitable buffer.</i>	<i>Complies.</i>
<i>A homestead lot has not been excised from the farm in the past.</i>	<i>It is clear from the surrounding lot sizes and pattern that no homestead lots have been excised in the past.</i>	<i>Complies.</i>
<i>The balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot.</i>	<i>The balance lot is not suitable for agriculture as it contains remnant vegetation.</i>	<i>Not applicable.</i>
<i>The dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.</i>	<i>It is assumed the dwelling is habitable.</i>	<i>Complies.</i>

It is considered that the application generally complies with WAPC Policy DC 3.4.

Planning for Bushfire Risk Management Guidelines

The WAPC has developed Planning for Bushfire Risk Management Guidelines.

Where no State or local government map is available, all land within 100 metres of an area of bushfire-prone vegetation that is equal to or greater than one hectare will be classified as being bushfire-prone for the purposes of applying State Planning Policy requirements.

Due to the extent of remnant vegetation on Lot 5983, there is potential that it would be classified as having a high or extreme Bushfire Attack Level (BAL).

It is recommended that the WAPC be requested to impose conditions for fire management.

Remnant Vegetation

Gray & Lewis has liaised with the Department of Planning (DoP). DoP advised that the remnant vegetation on the lot has been identified as potential habitat for the Carnaby Cockatoos by the Department of Parks and Wildlife.

For protection of remnant vegetation it is recommended that the WAPC be requested to consider imposing a condition for stockproof fencing to be provided between proposed Lot A and B.

Consultation:	Consultation has been conducted by the WAPC.
Statutory Environment:	Shire of Tambellup Town Planning Scheme No 2 – explained in the body of this report.
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:	The Shire pays consultancy fees to Gray & Lewis for planning advice.
Workforce Plan Implications:	This issue has no workforce plan implications for Council
Voting Requirements:	Simple Majority

Council Decision: 151013***Moved Cr Dennis, seconded Cr Batchelor******“That Council;***

- (1) Recommend that the Western Australian Planning Commission approve the application to subdivide Lot 5983 Warrenup Road, Borderdale (WAPC: 152489) subject to the following conditions:***
 - (a) A detailed plan identifying a building envelope on proposed Lot A is to be prepared in consultation with the local government to ensure the appropriate siting of development, to the satisfaction of the Western Australian Planning Commission. The building envelope shall be located in a cleared area with a minimum separation of 100 metres to remnant vegetation, and shall include any required building separation or hazard separation zones.***
 - (b) All new buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation.***
 - (c) Unless otherwise agreed to by DFES the applicant is to prepare and implement, in consultation with DFES, a Fire Management Plan in accordance with Planning for Bushfire Protection Guidelines which include a bushfire hazard classification, and clearly identifies requirements for any future dwelling on proposed lot A (eg building protection areas, hazard separation zones, passing lanes and emergency vehicle turning areas).***
 - (d) A notification, pursuant to Section 70A, pursuant to the Transfer of Lands Act 1893 (as amended) is to be placed on the Certificate of Title of proposed Lot A advising of any special requirements identified in a Fire Management Plan.***
 - (e) A restrictive covenant, to the benefit of the local government pursuant to Section 129BA of the Transfer of Land Act 1893 is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of the land. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan). The restrictive covenant is to state as follows:
‘There is an approved Building Envelope applicable to this lot. All buildings are to be located within the approved Building Envelope.’***
 - (f) A notification, pursuant to Section 70A, pursuant to the Transfer of Lands Act 1893 (as amended) is to be placed on the Certificate of Title of proposed Lot A and B advising that ‘The use of the land may be affected by 24 hour operation of machinery, aerial spraying and generation of other dust, noise and odours arising from normal agricultural operations being carried out on surrounding landholdings’.***
- (2) Request the WAPC consider imposing a condition requiring installation of stock proof fencing between proposed Lots A and B to ensure protection of remnant vegetation (if deemed***

appropriate).”

CARRIED 6/0

**Reason For Change
to Recommendation:**

Cr Sheridan returned to the meeting at 4.35pm and resumed the Chair.

10.13**PROPOSED ANTENNAE AND PARABOLIC DISH ADDITIONS AND NEW EQUIPMENT SHELTER FOR EXISTING TELECOMMUNICATIONS TOWER**

Program:	Planning
Attachment:	Site Locality Plan
File Ref:	A665 & ADM0205
Author:	Gray & Lewis Landuse Planners
Date:	18 September 2015
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>

Summary: WA Police have advised of a proposal to co-locate infrastructure with an existing telecommunications tower at Location 1245 Jam Creek Road, Dartnall.

Background: WA Police seek the Shire’s written endorsement for the installation of additional telecommunications equipment and a shelter within an existing compound.

WA Police has received Royalties for Regions funding to include this site as part of an upgrade to the current Police trunked radio network. The upgrade will ensure that police communications will reach the more highly populated regional areas of Western Australia, including Broomehill-Tambellup and surrounding districts.

The proposal is exempt from planning approval as it classified as low impact. This is explained in detail in the ‘legislation’ section of this report.

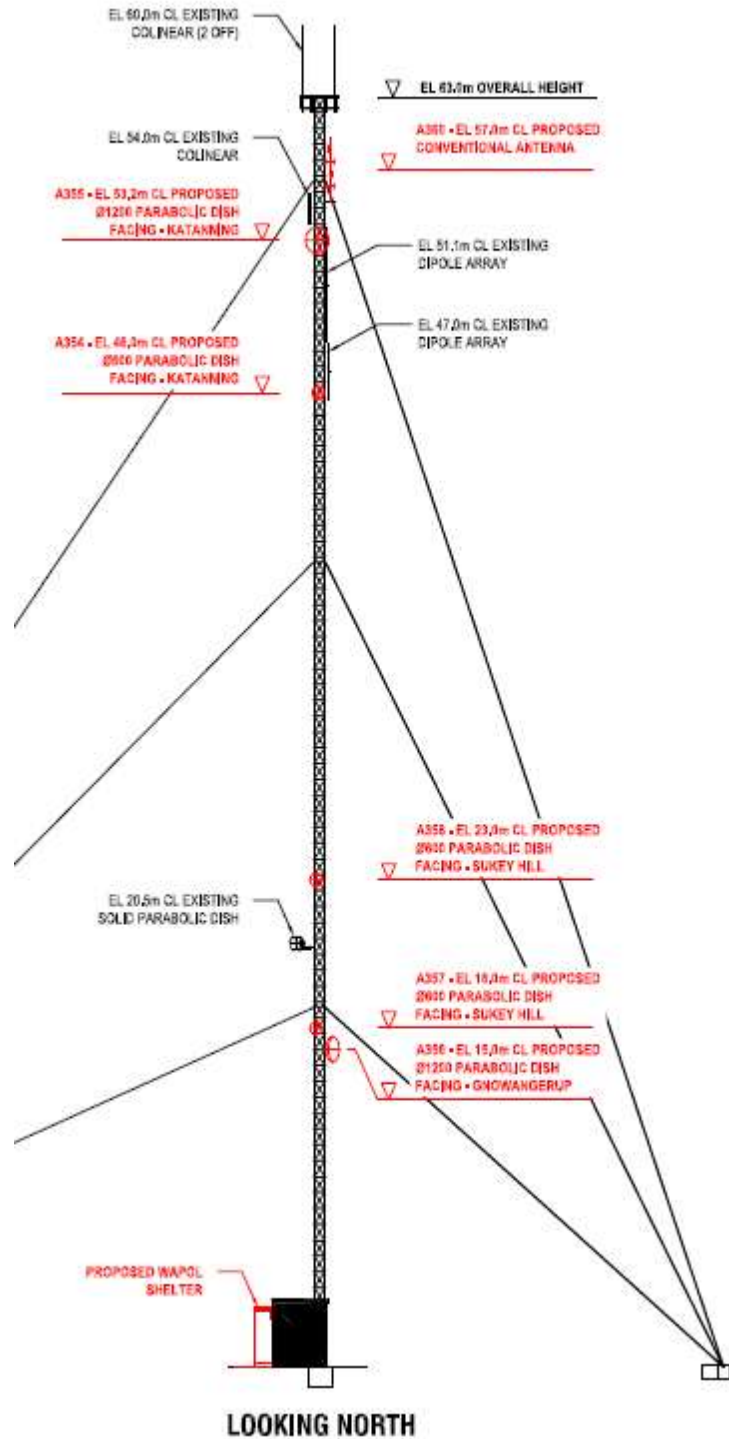
Comment: Site Description

There is an existing 63 metre high telecommunications tower at location 1245 Jam Creek Road Dartnall. A location plan is included as Attachment 1.



Description of proposal

The infrastructure upgrade entails installation of 5 parabolic dishes and one antennae on the existing telecommunication tower (shown in red on the elevation below). The diameter of the dishes range between 0.6 metres and 1.2 metres.



A new equipment shelter is proposed at the base of the tower, and will measure 1.8m².

The proposed upgrades will improve police communications throughout the regional area, are minor, and support is recommended.

Consultation: No consultation has been undertaken.

Statutory

Environment: Commonwealth Telecommunications Act 1997

Some low impact telecommunications facilities are exempted from development approval under the Telecommunications Act.

Schedule 3 of the Telecommunications Act and related subordinate legislation provides telecommunications carriers with powers to install certain types of facilities (known as low-impact facilities), and immunity from some state and territory laws, including planning laws, when carrying out these activities.

Schedule 3 of the Telecommunications Act includes:

- low-impact facilities described in the Telecommunications (Low-Impact Facilities) Determination 1997 and all existing and future amendments, when installed by a carrier;
- a temporary defence facility; and
- a facility authorised by a Facilities Installation Permit issued under the Telecommunication Act.

Carriers seeking to install low-impact facilities are required to consult with key stakeholders such as local governments.

The proposal is a low impact facility as the area is not of environmental significance.

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: The Shire pays consultancy fees to Gray & Lewis for planning advice.

Workforce Plan

Implications: This issue has no workforce plan implications for Council

Voting Requirements: Simple Majority

Council Decision: 151014

Moved Cr Batchelor, seconded Cr Prout

“That Council:

1. *Note that the proposal is classified as a Low Impact facility and is exempt from planning approval in accordance with the Commonwealth Telecommunications Act 1997 as described in the Telecommunications (Low-Impact Facilities) Determination 1997.*
2. *Authorise the Chief Executive Officer to advise the WA Police in writing that the Shire of Broomehill-Tambellup unconditionally endorses and supports the proposed upgrading at location 1245 Jam Creek Road Dartnall for improvements to the Police trunked radio network.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.14 PROPOSED HOME OCCUPATION (CAKE MAKING) – LOT 182 (NO.2) LEATHLEY STREET, BROOMEHILL VILLAGE

Program:	Planning
Attachment:	Nil
File Ref:	A2052
Author:	Gray & Lewis Landuse Planners
Date:	6 October 2015
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of Local Government Act 1995

Summary: Council is to consider an application for a ‘home occupation’ on Lot 182 (No. 2) Leathley Street, Broomehill Village.

This report recommends that the ‘home occupation’ be advertised for public comment, and delegated authority be granted to the Chief Executive Officer to determine the application after advertising.

Background: The property is zoned ‘Residential R5’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

A location plan is included below for ease of reference.



Comment: Site Description

The subject lot contains an existing residence and has an approximate area of 4047m².

Description of application

The owner/applicant proposes to prepare, cook and decorate cakes in the kitchen of the existing house to provide a catering service.

The applicant has advised as follows;

1. The existing kitchen within the house will be utilised.
2. Cakes will be made within the home to supply to customers. Cakes can be ordered by telephone.
3. The applicant has advised that ‘in most cases’ she will deliver goods in her car.
4. There may be occasional deliveries to the property by a small delivery vehicle. The applicant advises that ‘most of the time’ she will pick goods up herself.

Scheme requirements

A ‘home occupation’ is an ‘AA’ use in the Residential zone under the zoning table of the Scheme.

The ‘AA’ symbol means that ‘*Council may, at it’s discretion, permit the use*’.

A Home Occupation is defined in the Scheme as ‘*means a business or activity carried out with the written permission of the Council within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant*’.

Under Clause 5.10.1 of the Scheme the Council shall not grant planning approval to a home occupation unless it is satisfied that the use:

- a. *will not prejudicially affect the amenity of the neighbourhood by way of emissions of any nature;*
- b. *will not occupy an area greater than 20 square metres;*
- c. *does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;*
- d. *does not entail the sale of retail goods not produced on the site;*
- e. *is compatible with the principal uses to which the land in the zone in which it is located may be put and will not in the opinion of Council generate a volume of traffic that would prejudice the amenity of the area; and*
- f. *Does not display a sign exceeding 0.2 square metres in area.’*

Gray & Lewis is of the view that the proposed home occupation generally complies and will not have any negative impact on the amenity of the area.

Health Requirements

There are separate health requirements which have to be met by anyone who wishes to undertake food handling and preparation for public consumption.

The application has been referred to the Shire’s Environmental Health Officer (who is on leave until Tuesday 13th October 2015).

Recommendation

It is recommended that the application be advertised for public comment.

Consultation:

Whilst advertising is not compulsory, the Shire has advertised other home occupation applications to allow opportunity for public comment.

It is recommended that the application be advertised for 21 days in accordance with Clause 7.2.3 (a) of the Scheme.

Statutory**Environment:**

Shire of Broomehill Town Planning Scheme No 1 - the main Scheme requirements are explained in this report.

Under Clause 8.7.1 of the Scheme any delegated authority requires a resolution passed by an Absolute Majority of Council.

Policy Implications:

Nil

Strategic**Implications:**

It should be noted that the requirements and definitions of 'home occupations' vary between the Shires Tambellup and Broomehill Town Planning Schemes.

This matter will be resolved once the Shire has a new combined Town Planning Scheme.

Asset Management**Implications:**

There are no asset management implications for Council

Financial**Implications:**

This issue has no financial implications for Council

Workforce Plan**Implications:**

There are no workforce plan implications for Council

Voting Requirements:

Absolute Majority to delegate authority to the Chief Executive Officer

Council Decision:

151015

Moved Cr Thompson, seconded Cr Batchelor

“That Council:

- 1. Advertise the application for a home occupation on Lot 182 (No.2) Leathley Street, Broomehill Village for 21 days in accordance with Clause 7.2.3 (a) of the Scheme.*
- 2. Delegated authority to the Chief Executive Officer in accordance with Clause 8.7.1 of the Shire of Broomehill Town Planning Scheme No 1 to determine the application following the close of advertising.”*

CARRIED 7/0
By Absolute Majority

**Reason For Change to
Recommendation:**

10.15 STANDARD OPERATING PROCEDURES FOR BUSHFIRE BRIGADES

Program:	Law Order and Public Safety
Attachment:	Copy of draft Standard Operating Procedures
File Ref:	ADM0118
Author:	KE Hobbs Finance/Rates Officer
Date:	4 September 2015
Disclosure of Interest:	Nil

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

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

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

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

- Updated SOP 12 ‘**Driving Guidelines**’ to include driving rules for maximum speeds. Page 26
- Updated SOP 1 ‘**Incident Announcements**’ to include a Procedure for SMS Activation. Page 4
- Inclusion of an ‘**Addendum**’ for Brigades responding to fires that may be suspicious. Page 40

Minor amendments have been made, and it is presented for Council consideration and endorsement.

Consultation: Cindy Pearce – DFES

Statutory Environment: Bush Fires Act 1954

Policy Implications: Nil

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

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

Financial Implications: This issue has no financial implications for Council

Workforce Plan

Implications: This issue has no workforce plan implications for Council

Voting Requirements: Simple Majority

Council Decision: *151016*

Moved Cr Batchelor, seconded Cr Dennis

“That the 2015-2016 Standard Operating Procedures for Bush Fire Brigades be endorsed as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.16 REQUEST FOR FOOTPATH – JOURNAL STREET, BROOMEHILL

Program:	Transport
Attachment:	Photos of the relevant section of Journal Street Broomehill
File Ref:	ADM0237, RD14
Author:	JM Trezona Chief Executive Officer
Date:	7 October 2015
Disclosure of Interest:	Nil

Summary: Council to consider a request from Silver Chain to establish a footpath on the southern side of Journal Street Broomehill from Lot 643 (No 15) to connect with the footpath at the post office.

Background: Written correspondence has been received from Silver Chain on behalf of the elderly owners of 15 Journal Street Broomehill who reside at the address. The request is to construct a footpath from their property to connect with the existing path on the northern side of the Broomehill Post Office.

The Silver Chain advise that

- the risk of falls by the two residents while walking/travelling on the gravel shoulder of Journal street is high
- the residents are the primary carers for their five grandchildren
- an injury to either would have a detrimental impact on the family unit
- a loss of independence by one of the residents as Silver Chain state that they cannot safely use a “gopher” to travel short distances and therefore it necessitates the use of their car

Comment: Journal Street intersects with Great Southern Highway and links directly into Broomehill-Kojonup Road.

The road reserve is 30m + in width with the existing seal in that area being approximately 7 metres wide.

Immediately in front of Lot 643 there is a gravel shoulder adjoining the seal, a table drain and a grassed verge which in total measure about 10 metres in width. The owners have installed two gravel crossovers to their property.



The Manager of Works has inspected the site and provided a cost estimate of the proposal.

A copy of the Silver Chain correspondence is provided separately for Council information.

Council needs to determine if it is prepared to consider the proposal to install a path. In undertaking its deliberations members may wish have regard for the following

- There is no provision in the current Broomehill Footpath Plan to install a path on this section of Journal Street
- There is a path on the other side of the road
- Journal Street (as an extension of the Broomehill-Kojonup Road) carries high numbers of vehicles including heavy vehicles at different times of the year (seeding and harvesting)
- A path in this area will only service the residents of Lot 643 at this time
- Council as part of its Strategic Community Plan has given consideration to a future proposal for the construction of independent living accommodation in Broomehill. At this stage a site under consideration adjoins the western boundary of Lot 643.

For Council discussion and decision.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This matter is not included in the Plan

Asset Management Implications: The construction of additional footpath will be added to the Asset Management Plan and the replacement and/or upgrade factored into the life of the asset.

Financial Implications: It is estimated that the costs will be \$17,450 to provide the requested 50 metre path, which is made up of the following components:
Gravel work - \$4,400
Kerbing - \$2,750
Asphalt - \$9,800 (including contractor travel costs)
Finish edges of asphalt with gravel \$500

As there is no provision in the 2015-2016 budget Council will have to recognise the cost, if it agrees to the request, as unbudgeted.

Workforce Plan

Implications: A combination of Council’s works crew and contractors would be utilised to construct the path. No additional Council staff would be required for the project.

Voting Requirements: Simple Majority

Council Decision: *151017*

Moved Cr Thompson, seconded Cr Paganoni

“That Council advises the Silver Chain that it cannot accommodate the request to construct a footpath on the southern side of Journal Street Broomehill from Lot 643 (No 15) to connect with the footpath on the northern side of the Broomehill Post Office in the current 2015-2016 budget. The matter will be referred for consideration in the 2016-2017 budget.”

CARRIED 7/0

Reason For Change to Recommendation:

10.17 REQUEST FOR RESTRICTED ACCESS VEHICLE UPGRADE ASSESSMENT

Program:	Transport
Attachment:	Extract of RAV Network 2 from MRWA website Extract of RAV Network 3 from MRWA website
File Ref:	ADM0220, RD50, RD207, RD73 & RD248
Author:	JM Trezona Chief Executive Officer
Date:	8 October 2015
Disclosure of Interest:	Cr Dennis declared a Proximity Interest in this Item and left the meeting at 4.45pm.

Summary: Council to consider a request from Southern Haulage Industries to support an application to Main Road Heavy Vehicle Services to upgrade the Restricted Access Vehicle (RAV) assessment for four roads in the Shire.

Background: A request has been made by Southern Haulage Industries for Council to consider upgrading the RAV rating on two roads and getting a RAV rating on a further two roads in the western section of the Shire. The request is for RAV category 4 for each of the roads.

The roads in question are:-

1. Birt Road – from Tambellup West to O’Neill Road – current rating Network 3 – last traffic count 29vpd
2. Crosby Road – Birt Road to Greenhills South Road - currently rating Network 2
3. Hilder Road – from Birt Road to the end of the road – currently no rating
4. Sorrento Road – from Pindellup Road to the end of the road – currently no rating – last traffic count 9vpd

Comment: Council may wish to take the following points into consideration as part of the decision making process.

1. Birt Road

The request to upgrade Birt Road from Network 3 to Network 4 may be appropriate. If Council grants support for the proposal it needs to clarify that the support is given subject to the road not requiring any additional works to achieve the Network 4 status. If this is required, the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.

In consultation with the Manager of Works, he advises that in his experience the granting of RAV Network 4 status may not be possible because of the hilly terrain on some of the sections of Birt Road. As per the Functional Road Hierarchy, Birt Road is a Category 1 Access Road.

2. Crosby Road

The request to upgrade Crosby Road from Network 2 to Network 4 is probably a bit of a stretch considering the present state of the road. The section between Birt Road and Pindellup Road is particularly narrow and windy. Also the whole length of the road has not been constructed to

accommodate vehicles of that size. However if Council grants support for the proposal it needs to clarify that the support is given subject to the road not requiring any additional works to achieve the Network 4 status. If this is required, the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.

Again staff hold the view that it is unlikely for the RAV Network 2 rating to be changed. As per the Functional Road Hierarchy, Crosby Road is a Category 2 Access Road.

3. Hilder Road

Currently Hilder Road does not have an assigned RAV rating. Council's Functional Road Hierarchy has identified it as a Category 3 Access Road. Its main purpose is to service a small homestead Lot. Council staff is of the view that in its current form it would never meet the assessment requirements of RAV Network 4 without extensive construction works and as such the request should not be supported.

4. Sorrento Road

Sorrento Road like Hilder Road does not have an assigned RAV rating. Council's Functional Road Hierarchy has identified it as a Category 3 Access Road. Again Council staff is of the view that in its current form it would never meet the assessment requirements of RAV Network 4 without extensive construction works and as such the request should not be supported.

For Council discussion and decision.

Consultation: Manager of Works

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This proposal is applicable to the Community Aspiration of *Living in a Safe Community* and the Community Aspiration of *Building Prosperity*.

Asset Management Implications: There are no asset management implications for Council at this stage

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications for Council at this stage

Voting Requirements: Simple Majority

Council Decision: 151018

Moved Cr Batchelor, seconded Cr Thompson

“That Council advises Southern Haulage Industries that:

- it is prepared to support the proposed upgrade of the Restricted Access Vehicle assessment for Birt Road from Network 3 to Network 4 subject to the road not requiring any further Council funded works to achieve the upgrade. If additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.*
- does not support the upgrading of the Crosby Road from Network 2 to Network 4*
- does not support the allocation of a Restricted Access Vehicle assessment for Hilder and Sorrento Roads”*

CARRIED 6/0

Reason For Change to Recommendation:

Cr Dennis returned to the meeting at 4.55pm.

10.18 TAMBELLUP SPORTS PAVILION ADVISORY COMMITTEE

Program:	Recreation and Culture	
Attachment:	Nil	
File Ref:	ADM0435	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	6 October 2015	
Disclosure of Interest:	Nil	

Summary: Council to endorse the new membership of the Tambellup Sports Pavilion Advisory Committee.

Background: The Tambellup Sports Pavilion Advisory Committee was established in 2014 to provide Council with initial direction for the project. The committee, with representation from all sporting clubs and community groups in Tambellup, has assisted in ensuring that the project has been communicated to user groups, and that feedback on concept plans has been provided to Council.

With the project moving to the design and construction phase, Council has previously discussed (June 2015 information session) reducing the size of this committee to a workable group, to enable the project to progress. The scope for the new committee would be to:

- Assist Council with development of management processes for the new facility;
- Promote the project within the community;
- Disseminate information to community groups;
- Provide input and seek feedback from community groups on matters associated with the construction of the new facility.

In August 2015 the current committee was advised of the status of the project and Council's intent to reduce the size of the committee, along with an invitation for interested people to nominate for the new committee. This information was also included in the September and October 2015 BT Times for the benefit of the wider community.

Comment: To date, six people have indicated their interest in being involved, along with Council's Building Committee: Ray Squibb, Beth Schlueter, Nick Lockyer, Jane Cunningham, Peter Bradshaw and Martin Sadler.

Council will be considering the latest revision of the plans for the facility elsewhere in this agenda, with a view to endorsement at the December 2015 meeting following a public comment period. It is proposed that the committee will meet later in October 2015 prior to the plans being displayed for public comment.

Council's endorsement of the new members on the committee is required.

Consultation: Tambellup Sports Pavilion Advisory Committee
Tambellup Community

Statutory**Environment:** Nil

Policy Implications: *Policy 1.15 – Community Engagement.* For a project such as the development of a significant community facility, Council has committed to engaging with the community on a number of levels:

- to inform (through regular updates in the BT Times);
- to consult (through public comment, surveys)
- to involve (through steering committees)
- to collaborate (through advisory committees)

Strategic

Implications: The Strategic Community Plan contains an aspiration of “Staying active and being entertained”, with a commitment to progress the upgrade of the Tambellup Sports Pavilion. The involvement of the Tambellup Sports Pavilion Advisory Committee is integral to ensuring that the community is involved in the process.

Asset Management

Implications: This matter has no asset management implications.

Financial

Implications: This matter has no financial implications.

Workforce Plan

Implications: Council staff will provide administrative support to the committee.

Voting Requirements: Simple Majority

Council Decision: *151019*

Moved Cr Batchelor, seconded Cr Dennis

“That Council endorses the appointment of Ray Squibb, Beth Schlueter, Nick Lockyer, Jane Cunningham, Peter Bradshaw and Martin Sadler to the Tambellup Sports Pavilion Advisory Committee.”

CARRIED 7/0

Reason For Change to Recommendation:

10.19 TAMBELLUP SPORTS PAVILION UPGRADE

Program:	Recreation and Culture	
Attachment:	Draft floor plans and elevations – September 2015	
File Ref:	ADM0474	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	6 October 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider revised floor plans and elevations for the Tambellup Sports Pavilion.

Background: Concept plans for the new facilities were developed by H&H Architects and these were circulated to user groups for comment via the Tambellup Sports Pavilion Advisory Committee.

The following points were noted by user groups for consideration in the final design of the facility:

*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	*Acoustics

Revised floor plans incorporating the items above marked with an asterisk (relating specifically to the new building) were considered by Council at the information session prior to the June 2015 Ordinary Council meeting.

The architects have provided an updated floor plan and elevations with suggested colour schemes for Council's consideration and endorsement. Julie de Jong from H&H Architects will attend the October Councillor information session to present the plans and answer any queries.

Comment: The latest draft of the floor plan incorporates the majority of the points identified by the user groups. A dedicated crèche area was not identified in the revised plans however there is opportunity for an area in the main hall to be utilised in this manner on an as-required basis, with equipment able to be stored in one of the store rooms. An outdoor BBQ and play area will be considered in the overall layout of the facilities.

An updated cost estimate for the project as at July 2015 has been obtained; including construction, contingencies, professional fees and escalation to June 2016 the estimate is \$3.6 million ex GST.

In order for the project to commence within the timeframes set down by funding bodies, Council's endorsement of the floor plan and elevations will be required. It would be appropriate to advertise the plans for public comment, with feedback to be considered in preparing the final draft of the plans.

For Council's consideration.

Consultation: David Heaver, Julie de Jong – H&H Architects
CEO

**Statutory
Environment:** Nil

Policy Implications: *Policy 1.15 – Community Engagement.* For a project such as the development of a significant community facility, Council has committed to engaging with the community on a number of levels:

- to inform (through regular updates in the BT Times);
- to consult (through public comment, surveys – feasibility study)
- to involve (through steering committees)
- to collaborate (through advisory committees)

**Strategic
Implications:** The Strategic Community Plan contains an aspiration of “Staying active and being entertained”, with a commitment to progress the upgrade of the Tambellup Sports Pavilion.

**Asset Management
Implications:** The new facility will form part of Council's assets and will be managed in line with Council's Asset Management Plans.

**Financial
Implications:** Provision of \$3 million has been made in the 2015/2016 budget. This includes confirmed external funding of \$1.1 million, and \$388,000 from the Pavilion Reserve. An application for \$950,000 has been submitted to the National Stronger Regions Fund, however an outcome will not be known until December. It is also intended to submit an application to Lotterywest once the project specifications have been finalised. Council has determined to raise a loan for the balance of the funds required.

The latest cost estimate for the completion of the project (including the construction of the bowling green) was \$3.6 million ex GST, which included construction, contingencies, professional fees and escalation to June 2016.

The final estimate will be determined following Council's endorsement of the floor plan, when project specifications and tender documentation will be completed.

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

Voting Requirements: Simple Majority

Council Decision: *151020*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council advertises the draft floor plans and elevations for the Tambellup Sports Pavilion as presented for public comment until 30 November 2015, with a view to endorsing the design at the December 2015 Ordinary Council meeting.”

CARRIED 6/1

**Reason For Change to
Recommendation:**

10.20 WASTE TRANSFER STATIONS – BIN LIFTERS

Program:	Community Amenities
Attachment:	Information about bin lifters
File Ref:	ADM0084
Author:	PA Hull Strategic Support & Projects Officer
Date:	8 October 2015
Disclosure of Interest:	Nil

Summary: Council to consider the purchase of two powered bin lifters for use at the waste transfer stations.

Background: In July 2015 Council conducted a review of the waste transfer stations after the initial twelve months of operation.

Whilst most responses indicated a high level of satisfaction with the facilities, the positioning of the concrete wheel stops in front of the putrescible waste and steel bins has caused concern for a number of facility users, with vehicles and trailers not being able to reverse close to the rail to assist in emptying of 240lt wheelie bins and 44 gallon drums.

Comment: Further to discussions with VROC Shires regarding this issue and potential solutions, it is proposed that Council invest in two powered bin lifters as per the attached information.

The bin lifters are mobile, suit wheelie bin sizes up to 240lt and have a lifting capacity of 150kg. The dimensions of the units will allow them to be stored in the attendant's hut when the waste transfer station is closed.

Two batteries for each unit will allow for one to be charged and on standby at any given time.

A plate to bridge the gap between the rail and the bins will need to be manufactured so rubbish does not fall behind the bins; this can be completed by Council staff.

It should be noted the units are not suited for use with 44 gallon drums.

Consultation: Ian Watkins
Manager of Works
Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This matter has no strategic implications.

Asset Management

Implications: The equipment will form part of Council’s assets and be managed in accordance with Council’s Asset Management Plan.

Financial

Implications: The cost to purchase two bin lifters as outlined, two extra batteries and freight is approximately \$17,000 ex GST.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Absolute Majority

Officer

Recommendation: *“That Council purchases two powered bin lifters and two extra batteries (plus freight) for use at the Broomehill and Tambellup Waste Transfer Stations at a cost of \$17,000 excluding GST. Further Council recognises this expenditure as unbudgeted.”*

Council Decision: *151021*

Moved Cr Paganoni, seconded Cr Dennis

“That Council contacts the supplier of the powered bin lifters to request a demonstration prior to making a decision to purchase.”

***CARRIED 7/0
By Absolute Majority***

Reason For Change to Recommendation:

To alter motion to contact supplier to ask for a demonstration before determining whether or not to purchasing the powered bin lifters.

**10.21 BROOMEHILL HISTORICAL SOCIETY MACHINERY
COLLECTION AND SUCCESSION PLAN**

Program: Other Culture
Attachment:

- 20 August 2015 Council Meeting Minute
- Broomehill Historical Society - Action Plan for Machinery

File Ref: ADM0325
Author: JA Stewart Manager Corporate Services
Date: 9 October 2015
Disclosure of Interest: Nil

Summary: Council to consider:

1) the Broomehill Historical Society's (Society) response regarding the future storage and restoration of its machinery items currently housed in the Shire's old depot shed on Great Southern Highway, Broomehill; and
 2) the Society's progression of a Succession Plan for the future care and responsibility of the Society's historical collection of items stored in the Museum and old depot shed.

Background: Councillors are referred to Council's August 2015 Ordinary Meeting Item 10.11 *Broomehill Museum Machinery – Significance Assessment*, as attached, for background information relevant to this matter.

Comment: The Broomehill Historical Society has been advised of Council's requests, as per the following Council resolutions:

150813

“That Council seeks the Broomehill Historical Society's (Society) comments on a 2015 Significance Assessment of its machinery collection and requests that the Society provides an outline to Council, by 30th September 2015, as to how the Society envisages moving forward with the future storage and restoration of significant machinery collection items identified within the 2015 Significance Assessment compiled by Michelle Slarke, Heritage and Culture Consultant.”

150814

“That Council requests the Broomehill Historical Society (Society) commence formation of a Succession Plan as previously requested by Council and also recommended within a 2015 Significance Assessment by Michelle Slarke, Heritage and Culture Consultant.”

Attached is an action plan, provided by the Society, for the machinery; the Society further discussed restoration work at a meeting with the Building, Planning and Economic Services Committee on Thursday 8th October. The Society has also advertised in the October 2015 *BT Times*, for volunteers to assist with restoration.

Consultation: Broomehill Historical Society

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: Building maintenance expenses wherever the machinery is housed.

Financial Implications: Ongoing maintenance and possible construction costs dependent on Council deliberations.

Workforce Plan Implications: Administrative duties.

Voting Requirements: Simple Majority

Cr Sheridan left the meeting at 5.29pm. Cr Thompson took the Chair.

Council Decision: *151022*

Moved Cr Batchelor, seconded Cr Crosby

“That Council thanks the Broomehill Historical Society for its assistance to Ms Michelle Slarke, Heritage and Culture Consultant, in the preparation of the 2015 Significance Assessment of the Broomehill Museum machinery collection and for the subsequent forwarding of an action plan for that machinery.”

CARRIED 6/0

Council Decision: *151023*

Moved Cr Batchelor, seconded Cr Crosby

“That Council acknowledges the Broomehill Historical Society’s (Society) response, as presented and dated 6.10.15, to the 2015 Significance Assessment (Assessment) of the Broomehill Museum machinery collection and resolves as follows:

- 1) That the Society is encouraged to prioritise and undertake the preservation of items in accordance with the list on page 13 of the Assessment, being the ‘Detailed assessment of the most significant items in the collection’ list;*
- 2) That the Society provides Council with a finalised Museum Yard Proposal for consideration and endorsement;*
- 3) That the Society provides Council with an annual progress report on the improvement and restoration of the machinery as of 30th June each year; and*
- 4) That the Society provides Council with a Succession Plan by 30th June 2016.*

CARRIED 6/0

**Reason For Change to
Recommendation:**

Cr Sheridan returned to the meeting at 5.31pm and resumed the Chair.

10.22 UNIVERSITY BLOCK, BROOMEHILL – SALE OF LOTS 23, 25, 27 AND 29 LATHOM STREET, BROOMEHILL

Program:	Other Property & Services	
Attachment:	<ul style="list-style-type: none"> • Map of Subdivided Block • April 2012 Council Meeting Minute • UNDER SEPARATE COVER - Copy of Sworn Valuation Report 	
File Ref:	S136250	
Author:	JA Stewart	Manager Corporate Services
Date:	9 October 2015	
Disclosure of Interest:	Cr Batchelor declared a Financial Interest in this Item and left the meeting at 5.32pm.	

Summary: Council to consider reviewing the price of the University Block lots it currently has listed for sale with two real estate agents.

Background: Councillors are referred to Council's August 2012 Ordinary Meeting Item 10.13 *University Block, Broomehill – Sale of Lots*, as attached, for background information relevant to this matter. There are currently four of the nine lots listed for sale being Lots 23, 25, 27 and 29 Lathom Street; each lot is listed at its sworn valuation (as of December 2011).

Comment: Council has recently had contact from one of the real estate agents engaged to sell the University Block lots in Broomehill. This particular agent has suggested that the lots are over-priced for the market and has asked if Council will consider reducing the price in order to potentially increase buyer interest. In real estate terms, the amount of interest (web based) is very low and has shown no signs of improvement: the lots have been advertised for sale for over three years with only two verbal enquiries received in that time.

Consultation: Ray White, Katanning & Districts
VNW Independent Real Estate

Statutory Environment: *Local Government Act 1995* Section 3.58 – Disposing of Property

Policy Implications: Nil

Strategic Implications: Nil

Asset Management Implications: The blocks are currently included in Council's asset management plan

Financial Implications: Dependent on any resulting increase in level of interest

Workforce Plan Implications: Administrative duties

Voting

Requirements: Absolute Majority

Officer

Recommendation: *“That Council reduces the price of the ‘University Block’ lots, being Lots 23, 25, 27 and 29 Lathom Street, Broomehill, by \$3,000 per lot.”*

Council Decision: *151024*

Moved Cr Dennis, seconded Cr Paganoni

“That Council reduces the price of the ‘University Block’ lots, being Lots 23, 25, 27 and 29 Lathom Street, Broomehill, by \$5,000 per lot.”

CARRIED 6/0

By Absolute Majority

Reason For Change

to Recommendation: To reflect that the asking price for each of the four blocks is to be reduced by \$5,000.

Cr Batchelor returned to the meeting at 5.38pm.

Glen Brigg left the meeting at 5.38pm.

10.23 REQUEST FOR RESTRICTED ACCESS VEHICLE ASSESSMENT

Program:	Transport
Attachment:	Nil
File Ref:	ADM0220, RD38
Author:	JM Trezona Chief Executive Officer
Date:	15 October 2015
Disclosure of Interest:	Cr Paganoni declared a Proximity Interest in this Item and left the meeting at 5.39pm.

Summary: Council to consider a request from Walliabup Farms to support an application to Main Roads Heavy Vehicle Services to undertake a Restricted Access Vehicle (RAV) assessment of Curnow Road with a view to obtaining a RAV 3 rating.

Background: A request has been made by Walliabup Farms for Council to consider supporting a proposal to have a RAV assessment done for Curnow Road. The request is for RAV category 3 and to cover the section of road from the Tie Line Road intersection, north for a distance of 1.1km or 2.5km if the road meets the required standard. The road starts in the Shire of Broomehill-Tambellup and finishes in the Shire of Katanning. This Shire has responsibility for 4.66kms. The last road count was 29vpd and the road currently does not have a RAV rating (according to the Main Roads website).

Comment: In determining whether or not to support the request Council may wish to consider what implications there are in only requesting a portion of the road (1.1km or 2.5km) be assessed.

For Council discussion and decision.

Consultation: Manager of Works

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This proposal is applicable to the Community Aspiration of *Living in a Safe Community* and the Community Aspiration of *Building Prosperity*.

Asset Management Implications: There are no asset management implications for Council at this stage

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications for Council at this stage

Voting Requirements: Simple Majority

Council Decision: 151025

Moved Cr Dennis, seconded Cr Batchelor

“That Council advises Walliabup Farms that it is prepared to support an application to Main Roads Heavy Vehicle Services to assess the entire length of Curnow Road for the purposes of applying a Restricted Access Vehicle rating to the road. If additional works are required for a rating to be given to Curnow Road the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.”

CARRIED 6/0

**Reason For Change
to Recommendation:**

Cr Paganoni returned to the meeting at 5.41pm.

Kay O’Neill, Pam Hull and Michael White left the meeting at 5.41pm.

11 CONFIDENTIAL ITEMS

151026

Moved Cr Crosby, seconded Cr Dennis

“That Council in accordance with the Local Government Act s5.23 (2) closes the meeting to members of the public to deal with items 11.01 and 11.02 behind closed doors.”

CARRIED 7/0

Joanne Trezona, Judy Stewart and Louise Cristinelli left the meeting at 5.45pm for Council to discuss Confidential Item 11.01.

Joanne Trezona, Judy Stewart, Glen Brigg, Kay O’Neill, Pam Hull, Louise Cristinelli and Michael White returned to the meeting at 5.50pm.

151027

Moved Cr Dennis, seconded Prout

“That Council re-opens the meeting to members of the public.”

CARRIED 7/0

11.01 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Program:	Governance
Attachment:	Under Separate Cover: Performance Review documentation
File Ref:	ADM0226
Author:	Anne Lake Anne Lake Consultancy
Date:	9 October 2015
Disclosure of Interest:	Nil

Council Decision: 151028

Moved Cr Crosby, seconded Cr Batchelor

- “1. Council completes the review process by accepting the findings of the collated Organisational Review document as discussed.*
- 2. Council increases the Chief Executive Officers cash component by 4%.*
- 3. The Chief Executive Officer continues with the key performance areas as set as a result of this performance review.*
- 4 That the Review Committee acknowledges that the CEO is not seeking a renewal of her contract and as a result the Committee recommends that Council seeks quotations for suitable consultants to begin the CEO recruitment exercise no later than the Council February meeting.*
- 5. That the President writes to the CEO informing her of these recommendations and congratulating her on another year of achievement.”*

CARRIED 7/0

11.02**CONFIDENTIAL – TAMBELLUP LOT 500 (RESERVE 22607) –
PROPOSAL TO PURCHASE FROM THE CROWN**

Program:	Other Property and Services	
Attachment:	Nil	
File Ref:	RES22607	
Author:	JM Trezona	Chief Executive Officer
Date:	9 October 2015	
Disclosure of Interest:	Nil	

Council Decision: 151029

Moved Cr Batchelor, seconded Cr Dennis

“That Council

- purchases Tambellup Lot 500 (Reserve 22607) from the Department of Lands for the asking price subject to Dooellup Enterprise Pty Ltd who trade as Tambellup Bulk Spreaders, agreeing in writing, to purchase the land from Council for the same price to effect a cost neutral transaction*
- if Dooellup Enterprise Pty Ltd advise they no longer wish to purchase the land, Council advises the Department of Lands that it will not be purchasing the land at this time*
- if Council proceeds with the land purchase is recognises the purchase as unbudgeted.”*

CARRIED 7/0
By Absolute Majority

12.01**MAINTENANCE REPORT FOR OCTOBER 2015**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 8 October 2015
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2015	2015	1 yr/15,000km	
1TA	Ford Ranger			2015	2015	1 yr/30,000 kms	
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	31,407		2012	2012		Adjusted brakes, greased fittings and bushes
TA2251	3 axle Float Trailer				2009		
BH00	Ford Ranger	2,238	30,000	2015	2015	1 yr/30,000 kms	Serviced
BH000	Holden Colorado 7			2014	2014	1yr/25,000 km	
BH001	CAT vibe Roller	2,533	2,750	2009		8 yrs/8000 hrs	
BH002	ISUZU 6 Wheel Tipper	163,633	180,000	2008	2008	7yrs/250,000km	Welded broken side gate chain
BH003	Toyota Landcruiser GXL Dual Cab	1,233	10,000	2015	2015	1 yr/30,000 km	
BH004	CAT 12M Grader	5,874	6,000	2250	2009	8 yrs/8,000 hrs	Checked and cleaned Harmonic Balancer
BH005	Cat multi tyre Roller	3,429	3,500	2011	2011	8 yrs/8,000 hrs	Replaced Beacon bulb. Fitted new Fire Extinguisher bracket
BH006	CAT 12M	2,847	3,000	2012	2012	8 yrs 8,000 hrs	Replaced left hand top middle driving light bulb. Westrac replaced exhaust manifold by Westrac
BH007	Toro 360 mower	578	650	2013	2013	5 yrs/5,000 hrs	
BH009	Colorado 4x4 Tray Back	10,385	15,000	2014	2014	1 yr/30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck		Nov-14	1995	2004		
BH013	Cat 444F Backhoe	946	1000	2013	2013	10yrs/8,000 hrs	Replaced Wiper blade assembly
BH014	Ford Ranger Tray Top Ute	21,500	30,000	2014	2014	1yr /30,000 km	

BHT84	Toro Groundmaster 3500D mower	216	400	2013	2013		
BHT92	CAT 259B3 Skid Steer	840	1000	2012	2013	8yrs/8,000hrs	Replaced Right Hand Final Drive - warranty. Replaced Wiper Arm & Blade assembly.
BHT125	Mack Curser 8 Wheel Tipper	53,100	60,000	2013	2013	5yrs/250,000 km	Adjusted brakes. Replaced L/H tail light lens. Repaired Oil leak in Hydraulic Ram on side gate of tub. Repaired pneumatic solenoid for tub tipping. Windscreen replaced.
BHT1633	Tandem Axle Dolly (Float)	1641		2015	2015		
TA001	Holden Colorado	6,083	3,000	2015	2015	1yr/30,000 kms	Fitted radios and aerials
TA005	Toyota Hilux	2,493	15,000	2014	2014		Fitted auxillary power outlet for hand held spray
TA017	Isuzu Tipper	28,735	30,000	2014	2014	5yrs/200,000 km	
TA052	Colorado 4x4 Tray Back	1,627	15,000	2014	2014	1yr 30,000 km	Fitted auxillary power outlet for handheld sprayer
TA06	Jet Patcher Isuzu	127,377	150,000	2007	2010	8 yrs/8,000 hrs	Replaced Hose fittings in front water sprayer
TA092	Iveco Strais AD500 8-4	68,184	70,000	2012	2012	5yrs/250,000 km	Repaired cracked hydraulic tank. Fitted new rear mud flap and bracket.
TA18	12H Grader	9,024	9,000	2006	2006	7yrs/8,000 hrs	Replaced warning beacon bulb. Serviced replaced engine & transmission oil, fuel hydraulic transmission filters.
TA281	930K Loader	762	1,000	2014	2014	8yrs/8,000 hrs	
TA386	Isuzu Tipper	38,444	45,000	2012	2012	5yrs/200,000 km	
TA417	John Deere Gator	497	500	2009		4yrs	
CATBR	Caterpillar Angle Broom			2010			
SL	Himac skid steer slasher			2013		10yrs	
BKTBR	Skid steer Bucket Broom			2013			Replaced bearing and housing, brush and rubber seal
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BH010	6 x 4 Fuel Trailer						

1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
	Cement Mixer						
	Tree Grab						Replaced oil seals
	Wacker Packer						

This Report was received by Council

12.02**WORKS REPORT FOR OCTOBER 2015**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	8 October 2015	
Disclosure of Interest:	Nil	

Broomehill

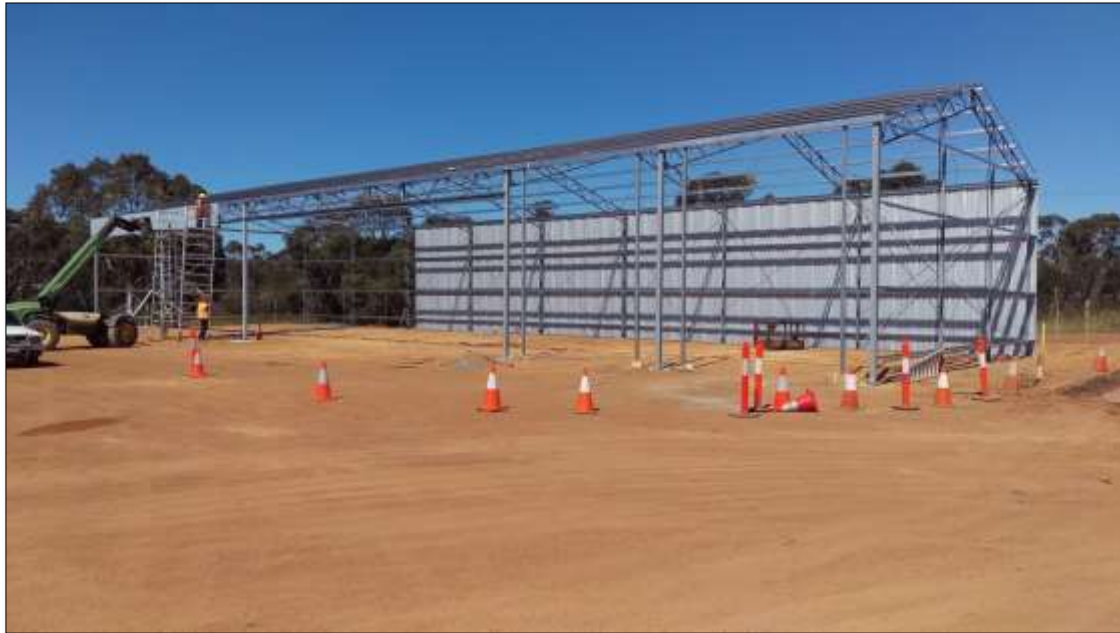
- Gardeners getting reticulation ready with little rain around. Town spraying has started.
- No increase to the level of the town dam over the last few weeks. With little rain and early warm weather, water may be scarce by the end of summer if conditions stay the same.
- Complex dam wall has been plugged with cement. This appears to have been successful as the cement didn't travel the full length of the leak. However it will fix the immediate area under the pump shed. We can excavate any other areas and re-compact if any further issues arise. Any leak can now be done without removing the pump shed, pipework and electrics.
- The complex dam levels are of concern. There is nowhere near enough water to keep irrigation running all season.
- Solar pump at CBH will be changed to a bigger unit next week. This will help get water from the CBH dam to the complex dam quicker. Dam work can start as early as next week.
- Town street signs have arrived and are being installed. Street signs take a while to arrive after they have been ordered as they are usually individual and/or a specific order.
- Woodlands have done a site visit on the oval. They are going to come back to us with what they think would be the best treatment and submit a quote to fix the drainage issue.
- Shade sails over the playground in Holland Park have been removed. Poles are bending and some sails have snapped the steel cables. The sails themselves are starting to rot and rip as well. Working with Paul Plant to see what we can do to fix them in the short term.
- Katanning Cherry Pickers cut back trees under power lines.



Shade sails at the playground in Holland Park

Tambellup

- Gardeners are getting ready for the show. Plenty of mowing and whipper snipping around town.
- Gardeners getting reticulation ready as the weather is warming up.
- Dam levels are down, but should make it through any extended dry period now we have use of the Number 1 dam. We will start using Watercorp treatment water first.
- Oval sprayed for weeds and black beetle and fertilized.
- Katanning Cherry Pickers have removed the dead trees from around town.
- Woodlands have sent the first part of the streetscape plan for comment. This is not detailed as they want some direction before getting into the detail.
- Paul Plant currently constructing the new shed in the depot.



Roads

- Construction crew have been working on road repairs. This has been ongoing for a few weeks. There have been a number of roads affected. Pot holes have needed gravel imported to repair effectively.
- Contractors have finished stockpiling gravel for all road projects this year.
- Construction crew are moving across to Toolbrunup Road to start Roads to Recovery project.
- Grader maintenance crew have been working across the northern part of the shire and currently working towards the mid-west part of the shire.
- The drier weather has forced us to stop doing heavy formation grading with the roller. We are now into our summer grading earlier than expected. This means only 2/3 of the shire has had a full formation grade.
- Contractor has been booked for the Toolbrunup Road stabilizing project. This should start mid next month while the construction crew are in the area.
- Maintenance crew have been working on signage, and bitumen repairs.
- Jetpatcher has been out on the network doing bitumen repairs.
- Regional Road Group (RRG) scoring is finalized. This goes to Technical Working Group for ranking. Once ranked they will go to the RRG meeting for endorsement.

- RRG reseals have been inspected and were supported by Main Roads. In our shire it was Broomehill-Kojonup Road. Sections need stabilizing from Nookanellup intersection for 1.6km heading west.
- Warrenup Road (old Punchmirup South full sealed section) bitumen.
- Commodity Routes submissions included sealing Nardlah Road and continue graveling next section SLK 4 to 8 on Beejenup Road.

Plant

- Some vehicles have been replaced. Ford were the dearest on most replacements. The grader maintenance crew cab was replaced by a Toyota crew cab. Over the year the Ford Ranger lost \$6,000 from the new price to the traded price. Toyota offered the most trade.
- Mechanic's ute is being changed to the new shape Toyota ute. Toyota offered the best trade and least amount of changeover. Toyota are still waiting for the vehicle to arrive.
- Toyota have offered the shire to trade the Manager of Works Ford Wildtrak in on a Toyota Prado. This would then be changed over every 10,000km for \$1,000 each change. We would need 5 changes each year giving a total of \$5,000 per year to run the vehicle for 50,000km. That is a cost of 10 cents per kilometre depreciation, plus 18cents per kilometre fuel totalling 28cents. At the moment the Wildtrak cost \$38 cents per kilometre.
- Toyota also offered to provide a 200 series GXL Toyota Wagon at no cost changeovers every 9,000km.
- Caterpillar 12H has a miss-fire in the engine. Hopefully an injector change will cure the problem.
- Quotations have been called to replace the 12H. The grader has just clocked 9,000 hours. The shire is now moving into the end of useful life of major components. We need to move out of the machine before any major failures.
- Jetpatcher has had some electrical issues. It is working again and heading to Mt Barker next week.
- The works department needs the body truck to shift the skid steer urgently. If we go through the process of ordering one and getting a body built it will take 4-5 months which will take far too long. There are some purpose built trucks with ramps currently on the market and can be operational within a couple of weeks.

This Report was received by Council

Judy Stewart left the meeting at 6.10pm.

Judy Stewart returned to the meeting at 6.13pm.

12.03 BUILDING SURVEYORS REPORTS FOR AUGUST & SEPTEMBER 2015

Program: Economic Services
Attachment: **BSR Reports and Activity Statements**
File Ref: ADM0258
Author: D Baxter Building Surveyor
Date: 2 September 2015
Disclosure of Interest: Nil

Summary: Attached are the BSR Reports and the Activity Statements for the months of August and September 2015 that have been sent to all the relevant authorities required by legislation.

Background: These reports advise of the building approvals and the activity of the Building Surveyor for the months of August and September 2015.

Comment: These reports confirm 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 for Council

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 02 October 2015
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	2 October 2015
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2015-16 to 02 October 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 02 October 2015 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 2015-16 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

Officer Recommendation: *“No recommendation required – Councillor information only”
This Report was received by Council*

Reason For Change to Recommendation:

12.05 LIBRARY REPORTS – AUGUST & SEPTEMBER 2015

Program:	Recreation & Culture
Attachment:	Library Reports – August & September 2015
File Ref:	ADM0097
Author:	S Beaton Library Officers S Reed
Date:	9 September 2015
Disclosure of Interest:	Nil

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

Background: These reports outline the activities of both Broomehill and Tambellup libraries for the months of August and September 2015.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.06 QUARTERLY OCCUPATIONAL SAFETY AND HEALTH (OS&H) REPORT

Program:	Various	
Attachment:	Nil	
File Ref:	Nil	
Author:	JA Stewart	Manager Corporate Services
Date:	5 October 2015	
Disclosure of Interest:	Nil	

Summary: Report on Occupational Safety and Health matters – for Council information, comment and/or discussion.

Background: Nil

Comment: The following represents a summary of OS&H related matters completed between June and October 2015 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Continuity Plan (BCP) – the Risk and Business Impact Analysis section of this process and identification of critical activities has been completed in readiness for writing the Plan;
- 2) LGIS has re-structured its audit process and categorized local governments into three tiers (in recognition of the size and diversity of local governments) – the Shire of Broomehill-Tambellup is working towards the requirements of Tier 2 which covers the categories of Management Commitment, Consultation, Hazard Management & Safe Work Procedures, Training & Supervision, and Reporting & Monitoring Safety;
- 3) Several procedures have been endorsed in line with audit requirements;
- 4) Emergency Evacuation drills have taken place at all Depot and Administration buildings;
- 5) Health Assessments, Skin Cancer Screening and Hearing Checks were performed in July under LGIS’s Health and Wellbeing Programme (funded by LGIS); and
- 6) Training attended includes first aid, fire warden, traffic control (refresher & full), and Auschem.

The following represents a summary of upcoming OS&H matters:

- 1) Tentative meeting date with LGIS at beginning of November to progress next stage of our Business Continuity Plan (writing of the Plan); and
- 2) Ongoing preparation for an OSH Audit.

Consultation: Nil

Statutory

Environment: *Occupational Safety & Health Act 1984*
Occupational Safety & Health Regulations 1996

Policy Implications: Policy 2.2 – Occupational Safety and Health

Strategic

Implications: This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic leadership – Being well governed (Compliance with Legislation/Performance Measurement).

Asset Management

Implications: There are no Asset Management Implications

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Officer

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

This Report was received by Council

Reason For Change to Recommendation:

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

Nil

14. DATE OF NEXT MEETING

19 November 2015

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 6.52pm.

Cr Crosby thanked the Councillors, Chief Executive Officer and staff for the guidance and support from everyone during his 8 years as a Councillor at the Shire of Broomehill-Tambellup.