

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 15th September 2011 commencing at 4.13pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr BG Webster	President
	Cr KW Crosby	Deputy President
	Cr MJ Bowman	
	Cr GM Sheridan	
	Cr MR Turner	
	Cr SJF Thompson	
	Cr M Sadler	
	Cr EK Schlueter	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer
	GC Brigg	Works Manager
	PA Hull	Community Services Officer

Apologies: Nil

Leave of Absence:
Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.13pm

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 Schlueter declared an Impartiality Interest in Item 10.10

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 18TH AUGUST 2011

110901

Moved Cr Schlueter, seconded Cr Crosby

“That the Minutes of the Ordinary meeting of Council held on the 18th August 2011 be confirmed as a true and accurate record of proceedings.”

CARRIED 9/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.1 FINANCIAL STATEMENTS FOR JULY 2011 AND AUGUST 2011

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for July 2011 and August 2011
File Ref:	Nil
Author:	KP O'Neill Finance Officer
Date:	7 September 2011
Disclosure of Interest:	Nil

Summary: A monthly financial report is to be prepared at the end of each month in accordance with the provisions of Regulation 34 of the Local Government (Financial Management) Regulations 1996.

The report is to be presented to an ordinary meeting of Council within 2 months after the end of the month to which the report relates.

Background: Notes have been provided throughout the statements for Councillors information and comment.

The July report was unavailable for the August Council meeting, and has been included as an attachment to this agenda.

Comment: Points to note from the August financial statements:-

- Rates were raised on 29 July 2011, with the closing date for the discount period ending on 26 August. Approximately 73% of rates have been paid at the end of August, and roughly \$129,000 in discount has been granted. This slightly exceeds our budget expectation of \$125,000. The due date for payment of rates, without penalty, is Friday 2 September 2011. This is also the date for the payment of the first instalments.
- Council has received its 2010/11 allocation in Royalties for Regions funding of \$426,470. These funds have been earmarked for:-
 - Public toilets in Broomehill
 - Tambellup Pavilion
 - Repair windows in the Broomehill Admin building
 - Pathways in Broomehill.
- Council is the nominated banker for the Southern Link VROC. The Royalties for Regions funding of \$775,000 towards Regional Waste Management has been received. These monies will be kept in the Trust Fund until such time as the four Councils require them to undertake their individual projects.
- Royalties for Regions funding of \$236,134 for the Broomehill Archive Repository has been received and has been transferred into an investment until the project is ready to progress. These funds were made available from the regional allocation to the VROC.
- Claims have been made to Main Roads WA for our first allocation of Regional Road Group and Black Spot funding. Roads to Recovery have also made a progress payment of our allocation for this year.

- The Bomag roller has been changed over for a Caterpillar purchased through Westrac Equipment.
- Roadworks have commenced on the widening projects on Broomehill-Kojonup and Gnowangerup-Tambellup Roads. These two projects are funded through the Regional Road Group. Widening and resheeting on the Greenhills Road has also commenced, which is funded from our allocation from Roads to Recovery.

Consultation: Chief Executive Officer

Statutory Environment: Local Government Act 1995 – Financial Management Regulation 34

Policy Implications: Nil

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

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

Voting Requirements: Simple Majority

Council Resolution: *110902*

Moved Cr Kempin, seconded Cr Sheridan

“That the financial statements for the months ending 31 July 2011 and 31 August 2011 be adopted.”

CARRIED 9/0

Reason For Change to Recommendation:

10.2 CREDITORS ACCOUNTS PAID AUGUST 2011

Program:	Other Property and Services	
Attachment:	List of Payments for August 2011	
File Ref:	Nil	
Author:	KP O’Neill	Finance Officer
Date:	5 September 2011	
Disclosure of Interest:	Nil	

Summary: Attached is a list of payments made from the Municipal and Trust Funds during August 2011.

Background: The Local Government Act 1995 – Financial Management Regulation 13 states 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.

Comment: Summary of payments made for the month:-

Municipal Fund	\$2,204,687.55
Trust Fund	\$2,124.00
Credit Cards	\$864.19
Total	\$2,207,675.74

Consultation: Nil

Statutory Environment: Local Government Act 1995 – Financial Management Regulation 13

Policy Implications: Nil

Financial Implications: List of payments made during the previous month

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

Voting Requirements: Simple Majority

Council Resolution: *110903*

Moved Cr Turner, seconded Cr Sadler

“That the list of accounts paid during August 2011, represented by:-

- Municipal Fund cheques numbered 1371 to 1423 inclusive and electronic payments numbered EFT2366 to EFT2475 inclusive and totalling \$2,204,687.55;*
- Trust Fund cheques numbered 232 to 235 inclusive and totalling \$2,124.00;*
- Credit Card payments totalling \$864.19;*

be adopted.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.3 MANAGER OF WORKS – RESOURCE SHARING

Program:	Other Property & Services	
Attachment:	Nil	
File Ref:	ADM0376	
Author:	JM Trezona	Chief Executive Officer
Date:	7 September 2011	
Disclosure of Interest:	Nil	

Summary: Council to consider a proposal to share the Manager of Works position with the Shire of Cranbrook.

Background: The Shire of Cranbrook has been without a Manager of Works since November last year. The Cranbrook Council has been down the recruitment path on more than one occasion in an effort to fill the vacant position. To date they have not been successful in attracting a candidate suitable to their needs.

An offer was made to Cranbrook for Mr Glen Brigg, our Manager of Works to provide assistance if and when it was needed. It was anticipated that this would be a short term arrangement, however the passage of time has proved that to be different.

The Shire of Broomehill-Tambellup has been providing assistance on an ad hoc basis and charging the Cranbrook Shire accordingly. The charge has been at cost recovery only.

The recent change in the staffing structure at Cranbrook has created the need to establish a more formal arrangement. The Cranbrook Council resolved at its meeting held on 31 August 2011

The Council authorise the Acting Chief Executive Officer to write to the Shire of Broomehill-Tambellup and formally request the part time services, up to 50%, of their Manager of Works, Mr Glen Brigg for the period, up to the engagement of a permanent Manager of Works at the Shire of Cranbrook.

The Shire of Cranbrook has included in their letter, thanks for the support that has been given so far and acknowledge the wealth of expertise and assistance that Glen has provided.

Comment: The “loose” arrangement has been working for the past 10 months without incidence. One of the advantages of the sharing so far has been the opportunity for other staff members to step up and experience different roles. There have also been opportunities for some of our works crew to assist with projects in Cranbrook.

Discussions have been held with the Manager of Works who has indicated a willingness to continue in a formalised shared position.

If Council determines to endorse the proposal to share the position until the Cranbrook Shire can secure the services of their own employee, it may be appropriate for the President and one other elected member along with the CEO and the Manager of Works to meet with similar representatives from Cranbrook to discuss the proposal fully and ensure that each Council is fully informed about what each party expects from the arrangement.

For Council discussion and decision.

Consultation: Glen Brigg - Manager of Works

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: The Cranbrook component of the shared Manager of Works will be met by that Shire.

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council invites representatives from the Shire of Cranbrook to meet with the Shire President, Cr Webster, Cr, the Chief Executive Officer and Manager of Works to discuss the proposal to share the Shire of Broomehill-Tambellup Manager of Works position with the Shire of Cranbrook with a view to establishing a formal arrangement until such time as the Shire of Cranbrook engages a permanent Manager of Works.”*

Council Resolution: **110904**

Moved Cr Thompson, seconded Cr Crosby

“That Council invites representatives from the Shire of Cranbrook to meet with the Shire President, Cr Webster, Cr Bowman, the Chief Executive Officer and Manager of Works to discuss the proposal to share the Shire of Broomehill-Tambellup Manager of Works position with the Shire of Cranbrook with a view to establishing a formal arrangement until such time as the Shire of Cranbrook engages a permanent Manager of Works.”

CARRIED 9/0

Reason For Change to Recommendation:

10.4 INTERIM AUDIT REPORT FOR THE YEAR ENDING 30 JUNE 2011

Program:	Governance
Attachment:	Interim Audit Report Interim Audit Observations & Comments Schedule
File Ref:	ADM0058
Author:	KP O'Neill Finance Officer
Date:	5 September 2011
Disclosure of Interest:	Nil

Summary: The interim audit for the financial year ending 30 June 2011 was undertaken by Councils Auditors, Lincolns Accountants, over three days on 20-22 June 2011.

Background: Local Government Act 1995 section 7.9 and the Local Government (Audit) Regulations 1996 prescribe the conduct of an Audit.

An interim audit is undertaken prior to the end of the financial year to assess the internal systems and procedures which ultimately ensures the integrity of our data. The final audit for the year is scheduled for the end of September.

Councils Auditors checked the following systems during their visit:-

- Bank Reconciliations
- Receipts
- Payments
- Debtors, Creditors and Rates ledgers
- Payroll

A copy of the Interim Audit Report is provided for Councillors information and comment.

Comment: The Interim Audit Observations and Comments schedule is provided by the Auditors highlighting areas where there could be improvement to our current procedures, and their recommendations in achieving this. The fourth column in this table was provided for the CEO to respond to the Auditors recommendations.

Bank Deposit Summaries

The recommendation is for a second officer to check and countersign the daily banking prior to depositing at the bank. A procedure will be implemented to ensure that this occurs.

Monthly Bank and Subsidiary Ledger Reconciliations

In a similar vein to the daily banking, it is recommended that reconciliations for the bank accounts and debtors, creditors and rates ledgers are signed by the performing officer, and countersigned by a higher authority. We have advised that the monthly reconciliations will be reviewed and countersigned by the CEO.

Payments

The Auditors have noted that purchase orders are not always attached to invoices prior to processing. Staff will ensure that the procedure is adhered to and that purchase orders are attached to invoices prior to processing.

Payments

The Auditors have recommended that invoices are clearly marked “Paid” following processing or payment to avoid the risk of invoices being paid twice. Our procedure will be strengthened to ensure that all invoices are signed by an authorised officer prior to processing, and will be stamped “Paid” following processing/payment.

Consultation:

Chief Executive Officer
Lincolns Accountants

Statutory**Environment:**

Local Government Act 1995 – Part 7 Audit
Local Government (Audit) Regulations 1996

Policy Implications:

Nil

Financial**Implications:**

There are no financial implications for Council.

Strategic**Implications:**

This issue is not dealt with in the Strategic Plan

Voting Requirements:

Simple Majority

Council Resolution:

110905

Moved Cr Sheridan, seconded Cr Kempin

“That Council accepts the Interim Audit Report for the year ending 30 June 2011.”

CARRIED 9/0

Reason For Change to Recommendation:

10.5 ACTING CEO ARRANGEMENTS

Program:	Governance	
Attachment:	Nil	
File Ref:	PE.ER.58	
Author:	JM Trezona	Chief Executive Officer
Date:	7 September 2011	
Disclosure of Interest:	Nil	

Summary: Council to endorse the appointment of an Acting Chief Executive Officer (CEO) while the incumbent CEO is on leave.

Background: The current CEO will be on leave from 24 October 2011 and returning to work on Monday 05 December 2011.

Under normal circumstances the Council has determined through its Policy 1.4 *Appointment of an Acting Chief Executive Officer* that the Manager of Administration and Customer Services (MACS) steps into the CEO role in their absence.

At the time of writing this report an appointment was still to be made to fill the MACS position.

The Local Government Act 1995 states that the Council is to employ a person to be the CEO of the local government and is to satisfy itself that the person is suitably qualified. This is also applicable to the role of Acting CEO.

Comment: Contact has been made with Mr Kim Hastie who is currently employed at the Shire of Westonia as the Director of Westonia Operations. The Shires of Westonia and Yilgarn are in the process of exploring a merger and currently have a shared CEO. While Kim's role is that of Director of Operations in his previous like he has held a number of CEO positions. Kim will be finishing in his current role on Friday 7th October 2011 and has advised that he is available to take up the Acting CEO role with the Shire of Broomehill-Tambellup while the CEO is on leave.

Consultation: Nil

Statutory

Environment: The *Local Government Act 1995 section 5.36(1)&(2)* states

5.36. *Local government employees*

(1) *A local government is to employ —*

- (a) *a person to be the CEO of the local government; and*
- (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*

(2) *A person is not to be employed in the position of CEO unless the council —*

- (a) *believes that the person is suitably qualified for the position; and*

- (b) *is satisfied* with the provisions of the proposed employment contract.*
** Absolute majority required*

Policy Implications: Nil

Financial Implications: Council has made provision in the budget via the Leave Reserve to cover the Acting position.

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

Voting Requirements: Absolute Majority required

Council Resolution: *110906*

Moved Cr Kempin, seconded Cr Schlueter

“That in keeping with the requirements of the Local Government Act 1995 section 5.36(1)&(2) Council engages the services of Mr Kim Hastie to be the Acting Chief Executive Officer for the Shire of Broomehill-Tambellup for the period 24 October 2011 to 04 December 2011.”

CARRIED 9/0
By Absolute Majority

Reason For Change to Recommendation:

10.6 REVIEW OF THE COUNTRY LOCAL GOVERNMENT FUND

Program:	Governance
Attachment:	Western Australian Regional Development Trust – Issues Paper, Terms of Reference
File Ref:	ADM0335
Author:	JM Trezona Chief Executive Officer
Date:	9 September 2011
Disclosure of Interest:	Nil

Summary: Council to consider its response to the review of the Country Local Government Fund.

Background: The Minister for Regional Development and Lands (RDL) has referred a review of the Country Local Government Fund (CLGF) to the Western Australian Regional Development Trust.

The Trust is an independent body that provides advice and recommendations on the allocation and management of funds from the Fund.

The CLGF was originally a four-year budget program. The purpose of the review is to determine whether there is a continuing need for the CLGF, and if so, in what form, with what budget parameters and with what purpose.

The terms of reference for the review are attached to this report. The issues for consideration are as follows:

Overall, whether there is a continuing need for the CLGF, and if so, in what form, with what budget parameters, and with what purpose.

1. The extent to which the stated aims of the CLGF are being met, in particular, have the objectives of the CLGF been materially achieved:
 - how the CLGF is addressing local governments' infrastructure backlogs and enhancing local governments' capacity building
 - how the financial sustainability of country local governments is being improved through improved asset management
 - the effectiveness of funds directed to voluntary amalgamation
 - how CLGF is assisting groups of country local governments to fund larger scale infrastructure projects
 - the effect or impact of funds allocated under the CLGF

2. Whether country local government or the Department of Regional Development and Lands has experienced difficulties in applications and approvals, executing, acquitting, reporting, or managing projects under the CLGF.

3. The efficacy of the current formula in allocating funds to individual and groups of local governments, including whether this approach should be retained, reformed or replaced.
4. The appropriate proportional allocation of funding between individual, group and regional components over time.
5. The scope of initiatives that should be funded and in particular, whether the existing focus on infrastructure and capacity building should be retained, narrowed, broadened or otherwise changed.
6. Matters that would improve the efficiency and effectiveness of the Fund's implementation including the existing processes for forward capital works development, and business plan development.
7. Any other relevant matters.

Submissions need to be submitted by 31 October 2011.

Comment:

The Western Australian Local Government Association (WALGA) is also seeking input from Local Governments no later than 12 October 2011 to guide a comprehensive sector submission to the Review.

Council will need to consider the issues that are included as part of the Terms of Reference. Previously there have been a number of Council discussions relating to the importance and value of the program to communities in rural Western Australia and the benefits that have been gained in addressing the infrastructure backlog. There is no doubt that the Fund has not been effective.

The administration of the CLGF through RDL has not been without its challenges and Council may wish to raise some of these matters in its response.

The most important part of the review is the opportunity that is given to provide comment on whether or not Council believes the CLGF should be continued, what the level of funding should be, the proportional allocation and whether or not the existing focus of infrastructure and capacity building should be retained, narrowed, broadened or otherwise changed.

Given the timeframe and if Council wishes to copy WALGA in on its comments the submission will need to be sent before the October 2011 Council meeting. Council will need to highlight the issues that they want included in the submission, with particular consideration given to the continuation of the funding program and its form.

For Council discussion.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications: This issue has no financial implications for Council

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *110907*

Moved Cr Thompson, seconded Cr Bowman

“That Council provides a submission to the review of the Country Local Government Fund that is being undertaken by the Regional Development Trust. The submission to have regard for the issues for consideration in the Terms of Reference in particular support for the retention of the fund in its current form as a minimum, comment on the administration of the fund by the Department of Regional Development and Lands and highlight the extremely high value of the funding program. Further Council forward a copy of its submission to WALGA.”

CARRIED 9/0

Reason For Change to Recommendation:

10.7 SOUTHERN LINK VROC – REVIEW OF STRATEGIC PLAN

Program:	Governance
Attachment:	Copy of the Southern Link VROC Strategic Plan
File Ref:	ADM0298
Author:	JM Trezona Chief Executive Officer
Date:	7 September 2011
Disclosure of Interest:	Nil

Summary: Council to consider if there are any projects or future strategies and goals that they would like considered for inclusion in the Strategic Plan for the Southern Link VROC.

Background: The Southern Link VROC endorsed its Strategic Plan in April 2010 and is about to undertake the first review of the Plan. The Strategic Plan is an integral part in determining the direction that the VROC takes and also has a secondary purpose of identifying projects that can be funded through the regional component of the Country Local Government Fund which this financial year sees 50% of the allocation to the four members go into that pool.

A copy of the Strategic Plan is attached for Councillor information.

Comment: While the listed Key Priority Areas

- Shortage of residential and industrial land and infrastructure.
- Inadequate growth and provision of civil infrastructure, especially
- Power
- Water
- Sewer
- Communications
- Population attraction and retention
- Securing the services of contractor personnel, including trade services, builders
- Indigenous issues
- The provision of modern, appropriate community facilities
- Housing – quantity, access and appropriateness
- Employment – both unemployment and underemployment
- Improving communication with some State Government Agencies
- Independent accommodation for local / regional aged population
- A need to consider the environment
- Road access and safety

and the Objectives/Strategies

Governance

- Undertake and collaborate to develop regional plans, skill sharing, expertise and knowledge to develop a strong region and regional communities

Civil Infrastructure

- To lobby government to improve the service delivery and infrastructure commitment to the provision of: Power, Water, Sewer, Land and Communications across the Southern Link region.

Regional Economic Development

- Plan and integrate regional economic development opportunities and activities and develop regional strategies to attract area appropriate industry

Regional Community Development

- Develop effective processes for the management of projects, services and facilities across boundaries

Environment

- Coordinate environmental management including, pollution reduction, energy sources, energy efficiency, waste management; including recycling and resource sharing and water recycling
- To integrate environmental management into all shared and individual infrastructure developments and projects

Regional Road Initiatives

- Lobby Government and Coordinate plans to develop initiatives for improved access, safety and efficiency on roads of regional significance

are still appropriate, are there any further additions that Council may wish to put forward for consideration as part of the review?

The project priorities will need to be updated to allow for the projects that have received funding. Are there further projects that Councillors wish to bring forward for consideration?

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council provides the following for consideration as part of the review of the Southern Link VROC Strategic Plan*

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-

Council Resolution: **110908**

Moved Cr Sheridan, seconded Cr Turner

“That Council provides the following for consideration as part of the review of the Southern Link VROC Strategic Plan

- *Reticulated sewer systems for those towns that are currently without a system.”*

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.8 EMPLOYEE EMERGENCY SERVICE LEAVE

Program:	Governance
Attachment:	Draft Emergency Services Leave Policy
File Ref:	ADM0165
Author:	PA Hull Community Services Officer
Date:	2 September 2011
Disclosure of Interest:	Nil

Summary: Council to consider a new policy relating to Emergency Services Leave for employees.

Background: Several of the Shire's employees are active members of local volunteer emergency service organisations including St John Ambulance, Broomehill Town Fire Brigade and Tambellup Volunteer Emergency Service Unit. On occasions these employees have been called on during work hours to respond to emergency incidents such as fire, ambulance call out, road crash rescue and land search.

While employee time during normal work hours has traditionally been paid, there is currently no formal policy to ratify this arrangement. A policy has been drafted and is attached for Councils consideration.

Comment: The Shire has been a strong supporter of emergency services in its communities, particularly the Tambellup Volunteer Emergency Service (VES).

The VES originated through a merger of a community committee formed to establish an emergency response trailer in Tambellup, and the town fire brigade. The Shire of Tambellup was proactive in working with FESA to resolve issues related to the use of the emergency trailer, and has since provided some administrative support to the Unit. A number of outside staff are active members of the Unit.

The Shire of Broomehill also actively supported the activities of the Broomehill Central Fire Brigade, with staff members able to respond to incidents during work hours.

The Shire's support of volunteer emergency services organisations in Broomehill and Tambellup is critical to the ongoing operations of these organisations, which often struggle to provide adequate numbers to respond to incidents during normal working hours.

The loss of productivity to Council during these periods of leave is secondary to the benefits to the volunteer organisations involved and the community.

The proposed policy as attached serves to formalize the existing arrangement.

Consultation: Nil

Statutory**Environment:** Nil**Policy Implications:** Nil**Financial****Implications:** Loss of Council productivity during periods of Emergency Services Leave.**Strategic****Implications:** This issue is not dealt with in the Plan**Voting Requirements:** Simple Majority**Council Resolution:** *110909**Moved Cr Schlueter, seconded Cr Sadler**“That Council adopts the Emergency Service Leave policy as follows:*

<i>Policy No:</i>	<i>EMERGENCY SERVICE LEAVE</i>
<i>Policy Objective:</i>	<i>To provide employees who participate in volunteer emergency service organisations access to leave for the purpose of active service or training with the emergency service organisation.</i>

Policy Statement:*Council recognises that the participation of employees in volunteer emergency service organisations is a positive and vital role in the community.**To support employees who are members of an approved volunteer emergency organisation (such as St John Ambulance, State Emergency Service, Volunteer Bush Fire Brigade or Volunteer Emergency Service Unit), paid leave of up to 38 hours per calendar year will be granted for the purpose of participating in training or active service of the volunteer emergency organisation, at the discretion of the Chief Executive Officer.**This leave will be in addition to annual leave entitlements.**Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee’s work.**Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid leave will be treated as leave without pay.*

Employees requiring access to Emergency Service Leave are to provide reasonable notification where possible, and have the leave approved by the Chief Executive Officer or Manager of Works. Employees granted leave under this Policy will be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Employees seeking leave under this Policy must provide certification that they have become members of a recognised volunteer emergency service organisation.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.9 CORPORATE SHIRTS FOR STAFF AND COUNCILLORS

Program:	Governance	
Attachment:	Nil	
File Ref:	ADM0292	
Author:	PA Hull	Community Services Officer
Date:	8 September 2011	
Disclosure of Interest:	Nil	

Summary: Council to consider the purchase of corporate polo shirts for Councillors and staff.

Background: A number of staff members have requested that a corporate polo shirt be made available as part of the uniform.

Members of the works staff are required to attend various regional meetings as part of their duties, and feel a corporate polo shirt bearing the Shire logo would portray a more professional image than hi visibility works clothing.

Administration staff are keen for this option to be made available to them. Councillors may also wish to obtain a shirt.

Comment Enquiries have been made into the supply of shirts. Barefoot Clothing Manufacturers in Albany have provided the following quote:

- Aussie Pacific 'Eureka' polo (ladies and mens) - including GST

Shirt (ea)	\$22.75
Embroidery	\$ 6.60
Embroidery set up fee (one off)	\$40.00



It is proposed the shirts will be black with white trim, and the logo embroidered in the corporate colours.

Staff requiring shirts will be able to purchase them as part of their annual uniform allowance. If Councillors wish to obtain a shirt the cost could be covered through the budgeted Members sundry expense allocation.

For Council discussion.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications: The cost of the shirts for staff to be met through annual clothing allowances. Funds are available in the Members Sundry Expense allocation for shirts for Councillors.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *110910*

Moved Cr Kempin, seconded Cr Turner

“That Council purchases corporate polo shirts for staff and Councillors as per the quote from Barefoot Clothing Manufacturers.”

CARRIED 9/0

Reason For Change to Recommendation:

10.10 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION

Program:	General Purpose Funding
Attachment:	Nil
File Ref:	A505
Author:	JM Trezona Chief Executive Officer
Date:	1 September 2011
Disclosure of Interest:	Cr Schlueter declared an Impartiality Interest as she is a Committee member of the Tambellup Business Centre.

Summary: The Tambellup Business Centre is seeking a rate concession for the 2011-2012 financial year.

Background: The Tambellup Business Centre has written to Council requesting it consider granting a rate concession for the 2011-2012 financial year.

The Local Government Act 1995 Section 6.47 states:-

“Subject to the Rates and Charges (Rebates and Deferrals) Act 1992, a local government may at the time of imposing rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.”

The Tambellup Business Centre is a not for profit group that provides training and assistance for small businesses as well as assisting new businesses to start up.

The Business Centre is unique in this area and is managed by a volunteer committee made up of local and regional members of which Council currently holds a position.

For Council consideration.

Comment:

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: The rates for the 2011-2012 financial year are \$3286.56

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

Voting Requirements: Absolute Majority

Council Resolution: ***110911***

Moved Cr Thompson, seconded Cr Crosby

“That Council grants the Tambellup Business Centre a rate concession for the 2011-2012 financial year.”

***CARRIED 9/0
By Absolute Majority***

**Reason For Change to
Recommendation:**

10.11**RATES DISCOUNT**

Program:	General Purpose Funding	
Attachment:	Copy of Mr Dewar letter	
File Ref:	A6011 & A6084	
Author:	KP O'Neill	Finance Officer
Date:	8 September 2011	
Disclosure of Interest:	Nil	

Summary: Mr Craig Dewar has requested Council to consider granting the 10% discount on 2011/12 rates for his two assessments A6011 and A6084.

Background: As part of the Annual Budget deliberations, Council agreed to again offer a 10% discount for prompt payment of rates. Payment was required to be made within 28 days from the date of issue of the rate notice. The discount period closed at 4.00pm on Friday 26 August 2011.

Mr Dewar advised that his family businesses are rated collectively and the rates are paid 50/50 by himself and his brother. One half of the rates for the current year have been paid by Mr Gavin Dewar, and were received prior to the close of the discount period. Mr Dewar states in his correspondence that he has misread the rates notice, and did not make payment for his half of the rates until one week later on Friday 2 September 2011.

Mr Dewar has stated that both he and his brother have in previous years always paid the rates promptly, and in full, to receive the discount, and requests Council to consider this oversight and grant the discount on the two properties.

Comment: The Local Government Act states that the due date for payment of rates is 35 days after the date of issue, which for this year is 2 September 2011. Council resolved, as part of the budget deliberations, to grant a 10% discount on rates provided payment was received in full 28 days after the date of issue of the rates notice. The 28th day was Friday 26 August 2011.

The rate notice and accompanying information provided clearly state the discount date and due dates in a number of locations.

The amount of the discount on assessment 6011 is \$4,769.24 and on assessment 6084 is \$160.50.

Consultation: Chief Executive Officer

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Financial

Implications: Increase in the overall rates discount amount of \$4,929.74 if the discount on the two assessments is granted.

Strategic

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

Voting Requirements: Absolute Majority

If Council agrees to allow the discount, the amount is considered to be written off which requires an absolute majority decision. This will also be required to be reported in the Annual Financial Statements as such.

Officer Resolution: *“That Council does / does not allow the discount on A6011 of \$4,769.24 and A6084 of \$160.50 for the 2011/2012 financial year.”*

Council Resolution: *110912*

Moved Cr Sadler, seconded Cr Schlueter

“That Council does not allow the discount on A6011 of \$4,769.24 and A6084 of \$160.50 for the 2011/2012 financial year.”

*CARRIED 9/0
By Absolute Majority*

Reason For Change to Recommendation:

10.12

**PROPOSED SCHEME AMENDMENT NO 5 TO SHIRE OF
BROOMEHILL TOWN PLANNING SCHEME NO 1 AND SHIRE
OF TAMBELLUP TOWN PLANNING SCHEME NO 2**

Program:	Planning
Attachment:	Scheme amendment process (summary)
File Ref:	ADM0283
Author:	Gray & Lewis Landuse Planners
Date:	29 August 2011
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: Gray & Lewis has been instructed that the Shire seeks to amend it's Town Planning Scheme(s) to ensure the interpretation for 'Industry' is consistent with the Model Scheme Text (under the Town Planning Regulations 1967).

Council is to consider adoption of amendments to both Town Planning Schemes for the purpose of initiating public advertising.

Background: Councillors are aware that an application for a windfarm on several lots in Tambellup, Broomehill and in the Shire of Kojonup was received in November 2010 and was advertised for public comment. The application was lodged by Moonies Hill Energy Pty Ltd for 74 turbines.

During processing of the application Council became aware that the windfarm landuse was classified as an 'Industry' due to the wording contained in both the Shire of Broomehill Town Planning Scheme No 1 ('Scheme 1') and the Shire of Tambellup Town Planning Scheme No 2 ('Scheme 2').

Comment: The interpretation of 'Industry' under Scheme 1 and Scheme 2 is inconsistent with the Model Scheme Text under the Town Planning Regulations 1967.

'Industry' is explained in Scheme 1 and Scheme 2 as 'means the carrying out of any process in the course of trade or business for gain, for and incidental to one or more of the following:

- a) *the winning, processing or treatment of minerals;*
- b) *the making, altering, repairing, or ornamentation, painting, finishing, cleaning, packing, or canning or adapting for sale, or the breaking up of or demolition of any article or part of an article;*
- c) *the generation of electricity or the production of gas;*
- d) *the manufacture of edible goods,*
and includes, when carried out on land upon which the process is carried out and in connection with that process, the storage of goods, any work of administration or accounting, or the wholesaling of goods resulting from the process, and the use of land for the amenity of persons engaged in the process; but does not include:

- i) *the carrying out of agriculture,*
- ii) *on-site work on buildings or land,*
- iii) *in the case of edible goods the preparation of food for retail sale from the premises.'*

At the time that Scheme 1 and Scheme 2 were prepared, the landuse of windfarms was not likely contemplated. It would not have been intended to include windfarms as an 'Industry' and the use has been inadvertently captured in the 'Industry' interpretation by inclusion of the words 'generation of electricity'.

The Western Australian Planning Commission (WAPC) ensures new Town Planning Schemes are consistent with the Model Scheme Text contained in Appendix B of the Town Planning Regulations 1967. The Model Scheme Text interpretation for 'Industry' is more straightforward and has no reference to 'generation of electricity'.

Although the Shire of Broomehill and Shire of Tambellup have been amalgamated to form the Shire of Broomehill – Tambellup, there are still two separate operative Town Planning Schemes for the old local government areas.

A new combined Town Planning Scheme is being pursued however will likely take some time to undergo the extensive statutory process. It is likely that the WAPC will require the new Scheme to simply reference or replicate all the landuse definitions and interpretations contained in the Model Scheme Text.

This amendment will fast track inclusion of the Model Scheme Text 'Industry' interpretation by amending the existing Scheme(s).

Once the Scheme Amendment(s) are finalised, any future applications for 'windfarms' will be processed as a 'use not listed' in both Scheme(s) within any Farming zone. Although the amendment will give Council discretion to consider applications for windfarms in the Farming zone, any application would still have to be fully assessed in terms of visual amenity, buffers, noise etc.

Consultation:

All scheme amendments have to be referred to the Environmental Protection Authority (EPA) to determine whether any environmental assessment is required. As the amendment(s) involve a text change only, it is not anticipated that EPA will raise any issues.

Once the EPA confirms in writing that no environmental assessment is required the amendment will be advertised.

**Statutory
Environment:**

Planning and Development Act 2005 - All amendments undergo a statutory process in accordance with the Act including referral to the Environmental Protection Authority, formal public advertising, final adoption by Council (with or without modifications), and ultimately approval of the amendment is required by the Minister for Planning (having regard for a recommendation and assessment by WAPC) – refer

Attachment 1.

Town Planning Regulations 1967 – The amendments have to be advertised in accordance with the procedures set out in the Regulations.

Shire of Broomehill Town Planning Scheme No 1 and Shire of Tambellup Town Planning Scheme No 2 – If the amendments are approved by the Minister for Planning the new ‘Industry’ definition will become operative following publication in the Government Gazette. Council is bound by the current Scheme provisions until such time as the amendments are approved by the Minister for Planning and gazetted.

Policy Implications: Not applicable to Industry. The WAPC ‘*Guidelines for Wind Farm Development*’ (Planning Bulletin No. 67 May, 2004) notes that the Model Scheme Text does not have a specific wind farm definition. It does include a suggested windfarm definition and it is open to Council to include a specific ‘windfarm’ definition in its Scheme. This is likely an issue better placed to be examined as part of the Scheme review.

It is important to note that Planning Bulletin No. 67 recognises that usually windfarms are a ‘use not listed’ in Schemes.

Financial Implications:

Consultancy fees are paid to Gray & Lewis for planning advice.

Strategic Implications:

Council may seek to introduce a specific landuse definition for ‘windfarm’ as part of the Scheme review. In the future, Council may wish to introduce some guidelines and specific provisions for windfarms in the Scheme.

Council also has options to consider areas for wind farm locations as part of any future Local Planning Strategy.

Voting Requirements: Simple Majority

Council Resolution: 110913

Moved Cr Kempin, seconded Cr Turner

“That Council;

1. Initiate Amendment No 5 to the Shire of Broomehill Town Planning Scheme No 1 pursuant to Section 75 of the Planning and Development Act 2005 by;

A. Deleting the existing ‘Industry’ interpretation contained in ‘Schedule 1 – Interpretations’ which states:

‘Industry: means the carrying out of any process in the course of trade or business for gain, for and incidental to one or more of the following:

- a) the winning, processing or treatment of minerals;*
- b) the making, altering, repairing, or ornamentation, painting, finishing, cleaning, packing, or canning or adapting for sale, or the breaking up of or demolition of any article or part of an article;*
- c) the generation of electricity or the production of gas;*
- d) the manufacture of edible goods, and includes, when carried out on land upon which the process is carried out and in connection with that process, the storage of goods, any work of administration or accounting, or the wholesaling of goods resulting from the process, and the use of land for the amenity of persons engaged in the process; but does not include:
 - i) the carrying out of agriculture,*
 - ii) on-site work on buildings or land,*
 - iii) in the case of edible goods the preparation of food for retail sale from the premises.’**

B. Inserting a new ‘Industry’ interpretation in ‘Schedule 1 – Interpretations’ which states:

‘Industry: means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes premises on the same land used for –

- (a) the storage of goods;*
- (b) the work of administration or accounting;*
- (c) the selling of goods by wholesale or retail;*
or
- (d) the provision of amenities for employees, Incidental to any of those industrial operations.’*

2. **Initiate Amendment No 5 to the Shire of Tambellup Town Planning Scheme No 2 pursuant to Section 75 of the Planning and Development Act 2005 by;**

A. **Deleting the existing ‘Industry’ interpretation contained in ‘Schedule 1 – Interpretations’ which states:**

‘Industry: means the carrying out of any process in the course of trade or business for gain, for and incidental to one or more of the following:

- a) **the winning, processing or treatment of minerals;**
- b) **the making, altering, repairing, or ornamentation, painting, finishing, cleaning, packing, or canning or adapting for sale, or the breaking up of or demolition of any article or part of an article;**
- c) **the generation of electricity or the production of gas;**
- d) **the manufacture of edible goods, and includes, when carried out on land upon which the process is carried out and in connection with that process, the storage of goods, any work of administration or accounting, or the wholesaling of goods resulting from the process, and the use of land for the amenity of persons engaged in the process; but does not include:**
 - i) **the carrying out of agriculture,**
 - ii) **on-site work on buildings or land,**
 - iii) **in the case of edible goods the preparation of food for retail sale from the premises.’**

B. **Inserting a new ‘Industry’ interpretation in ‘Schedule 1 – Interpretations’ which states:**

‘Industry: means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes premises on the same land used for –

- (a) **the storage of goods;**
- (b) **the work of administration or accounting;**
- (c) **the selling of goods by wholesale or retail; or**
- (d) **the provision of amenities for employees, incidental to any of those industrial operations.’**

3. **Authorise Gray & Lewis Landuse Planners to refer Amendment 5 to Scheme 1 and Scheme 2 respectively to the Environmental Protection Authority with an amendment checklist, on behalf of the Shire.**

4. **Note that formal advertising of the Amendments (for a 42 day comment period) will be organized by the Shires Chief Executive Officer in liaison with Gray & Lewis on receipt of**

formal advice from the EPA confirming that no environmental assessment is required. Advertising shall include:

- (i) Public notices to be displayed at the Shire offices in Broomehill and Tambellup;*
 - (ii) Advertisements in official newspapers circulating in Broomehill and Tambellup district;*
 - (iii) Letters to relevant authorities and government agencies (including the Shire of Katanning, Cranbrook and Kojonup);*
 - (iv) A letter to Moonies Hill Energy Pty Ltd.*
5. *To ensure advertising is comprehensive and that the community understands the implications of the amendment, all advertising shall specifically include advice that ‘Although the Amendment is simply replacing the existing Scheme definition for Industry with one that is consistent with the Model Scheme Text, the end result will also provide Council with discretion to consider any future applications for windfarms as a ‘use not listed’ under the Scheme. Future windfarm applications will not fall under the new Industry definition’.*
6. *Notify Moonies Hill Energy Pty Ltd of the Council decision however advise that support for any Scheme Amendments should not be construed as support for any future windfarm application. Any future application would require a full assessment of normal considerations including noise, visual impact, buffers etc and would likely have to be determined by a Development Assessment Panel.*
7. *Note that a further report will be referred to a future Council meeting to consider any submissions received during public advertising, and to determine whether to adopt the amendments for final approval (with or without modifications).*
8. *Note that once an amendment is initiated by the Council it must undergo the full statutory process including referral to the WAPC and Minister for Planning. Even if Council decided not to proceed with an amendment after advertising, it would still have to be lodged to the Minister for determination. Once initiated the final decision on any amendment is made by the Minister for Planning.”*

CARRIED 9/0

Reason For Change to Recommendation:

10.13**TAMBELLUP HALL**

Program:	Recreation & Culture
Attachment:	Nil
File Ref:	ADM0003
Author:	JM Trezona Chief Executive Officer
Date:	2 September 2011
Disclosure of Interest:	Nil

Summary: Council to consider unbudgeted maintenance works required for the Tambellup Hall.

Background: Council has recently had a termite inspection done for all its buildings in both townsites. One of the outcomes of that building inspection was the discovery of termites in the Tambellup Hall. The visible infestation is in the main foyer and the main hall floor.

The building will be treated however the design and build of the Hall makes the treatment a labour intensive process – hence an initial cost estimate for the termite treatment of \$5,000.

To treat the hall the contractor has identified that the following will need to occur as part of the process

- The carpet to be taken up in the main foyer and reception room to treat the floor and then re-laid. The carpet is rubber backed and has been glued to the floor therefore will need to be replaced. Quotes will be obtained for this. Some floor boards affected by the termites will need to be replaced
- The main hall floor will have to be drilled in a two metre square grid pattern to treat it. This is required as there is no crawl space beneath the floor and in most areas the floor bearers are resting on the ground. The holes will then be plugged with dowel, stained and polished

The crawl space beneath the floor of the Lesser Hall is sufficient for that section of the building to be treated in the traditional manner.

The Inspection under the floor of the Lesser Hall did reveal that the ground is exceptionally damp with the contractor noting that his clothes were very wet after the inspection. A suggestion has been made that four vents be installed into the wooden floor along the eastern internal wall to help create an air flow for the vents at the northern end of the building. It was also suggested that whirly birds be installed on the roof that are connected to a pipe that leads down to under the building to compliment the airflow. This may present some challenges given the current building design.

A further matter that has been identified as part of the termite inspection process is the problems that the rising damp has caused to the kitchen floor. The floor has rotted through in one area and will have to be replaced. A closer inspection reveals that the floor has been replaced previously with MDF however marine grade MDF was not used. The floor is very wet, mouldy and is rotting. The linoleum needs to be

replaced as it is badly affected by the mould. The floor will need to be replaced.

Comment: The termite treatment needs to be done. Council may wish to inspect the Hall to clarify what the extent of the problems are that have been found and familiarise themselves with the proposed method of treatment for the main hall.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision has been made in the budget to paint the exterior of the Tambellup Hall. The cost of the termite treatment is estimated at \$5,000 and is unbudgeted. An initial quote of \$7,800 has been obtained to provide and lay carpet and linoleum. A quote for the replacement of the kitchen floor has been requested in time for the Council meeting. The works are unbudgeted and were not apparent when the last building inspection was undertaken.

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

Voting Requirements: Absolute Majority

Officer Resolution: *“That Council investigates a method to gain better airflow under the Lesser Hall in Tambellup and endorses the proposal to*

- install floor vents in the Lesser Hall*
- to drill the main hall wooden floor to undertake the required termite treatment at the Tambellup Hall*
- replace the floor in the Hall kitchen*
- replace the carpet in the Hall Reception room and foyer*
- replace the linoleum in the Hall kitchen*

and recognises that the associated costs are unbudgeted.”

Council Resolution: 110914

Moved Cr Sadler, seconded Cr Turner

“That Council installs effective ventilation to gain better airflow under the Lesser Hall in Tambellup and endorses the proposal to

- install floor vents in the Lesser Hall*
- to drill the main hall wooden floor to undertake the required termite treatment at the Tambellup Hall*
- replace the floor in the Hall kitchen*
- replace the carpet in the Hall Reception room and foyer*
- replace the linoleum in the Hall kitchen*

and recognises that the associated costs are unbudgeted.”

***CARRIED 9/0
By Absolute Majority***

**Reason For Change to
Recommendation:**

10.14 PURCHASE OF 8 X 4 CAB CHASSIS TRUCK

Program:	Transport	
Attachment:	Analysis	
File Ref:	PTT13	
Author:	GC Brigg	Manager of Works
Date:	9 September 2011	
Disclosure of Interest:	Nil	

Summary: As part of 2011-2012 plant replacement, council is replacing TT13 Isuzu Giga 6x4 tip truck with an 8x4 truck tipping truck. Council to consider the quotations received with the view to making a decision to purchase.

Background: Quotations were called through WALGA Procurement Services for an 8x4 cab chassis truck. Council received quotations from

- Kenworth/DAF Western Australia for a DAF 8x4
- Skipper Trucks for a IVECO Stralis 8x4

Comment: Both types of trucks are currently being used in local governments. The Shires of Katanning and Plantagenet are both using DAF 8x4 configurations. Contact has been made with both Shire to ascertain the performance and maintenance of these units. Positive feedback was received from both local authorities.

Some other Shires are using IVECO 8x4 configurations and after contacting them, they also gave positive feedback.

We only received one price to build a body and fit all the extras needed to operate this unit with a dog trailer and that was from Howard Porter. Evertrans are able to give a fixed quotation on body building and extras until Council has made a decision on the type of truck that will be purchased. There is significant saving by dealing direct with the body builder.

There is sufficient time for staff to obtain firm quotes for the body building and extras needed to operate this unit after a decision on the type of truck has been made.

Estimated delivery for Kenworth/DAF is 4 weeks and IVECO are 16 weeks delivery to the body builder.

In light of no negative feedback on either unit Council should consider the anticipated resale value of the two units under consideration. DAF are offering a truck rated to 70 tonnes and 460hp. IVECO is offering a truck rated to 75 tonnes and 500hp. It is estimated that there will be a better resale in the IVECO being a bigger and more versatile unit.

Consultation: Surrounding Shires

Statutory

Environment: Local Government Act 1995
Local Government (Function and General) Regulations 1996

Policy Implications: Nil

Financial Implications: Provision has been made in the 2011-2012 budget for the replacement of the truck. Council will still need to call tenders for the disposal of the Isuzu Gigamax TA092.

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

Voting Requirements: Simple Majority

Council Resolution: *110915*

Moved Cr Schlueter, seconded Cr Sheridan

“That Council accepts the quote from Skipper Trucks for an Iveco Stralis AD500 cab chassis truck for the quoted price of \$218,910 ex GST. Tenders for the sale of the Isuzu Gigamax be called closer to the estimated delivery of the new truck.”

CARRIED 9/0

Reason For Change to Recommendation:

10.15 POLICY REVIEW – 4.3 GRAVEL SUPPLIES AND REHABILITATION

Program:	Transport
Attachment:	Nil
File Ref:	ADM0165, ADM0196
Author:	JM Trezona Chief Executive Officer
Date:	9 September 2011
Disclosure of Interest:	Nil

Summary: Council to review its policy 4.3 – Gravel Supplies and Rehabilitation with a view to increasing the amount paid for gravel taken from private property.

Background: Since the creation of the Shire of Broomehill-Tambellup on 01 July 2008 Council has paid \$1.10m³ incl GST to land owners for gravel that is utilised for road works across the Shire.

At the request of the Council the policy including the payment to landholders is up for review. The objective of the current policy is ‘to ensure that there is adequate supply of road building materials available for council road works and that an effective rehabilitation program is in place’ and was adopted on 13 October 2008 and states the following:

Access to Gravel:

Council recognises that in order to access gravel it needs to pay a fair price and abide by its own policies and local laws. To this end, Council will undertake the following:

- 1. approach the landowner at least seven days prior to the time that the works are due to commence, to advise the landowner of the Shire's intention, negotiate compensation and enable the landowner to make any domestic arrangements in relation to stock, etc.*
- 2. All gravel pits opened on private property will be reclaimed before the plant shifts to the next programmed job, unless firm arrangements are made with the landowner for not reclaiming.*
- 3. If the area is required for dam catchments, all top soil shall be stock piled, or removed if suitable for road building.*
- 4. If required by land holder, gravel areas shall be fenced and suitable gates fitted to fenced area, at Shires expense.*
- 5. All care is to be taken to cause the least amount of inconvenience to the landowner as is possible.*
- 6. All Gravel Pits are to be rehabilitated in accordance with this Policy.*
- 7. The landowner to be given the option of compensation in the form of private works if the gravel is used for roadworks, this option must be taken up within twelve months from the date of the agreement and is subject to the Shire's works program requirements.*
- 8. All transactions to be in accordance with relevant legislation and include a written agreement setting out all relevant details, including rehabilitation of the quarry/pit*

Gravel Pit Rehabilitation

The Shire recognises and accepts that gravel pit rehabilitation is necessary to avoid soil compaction, increase surface drainage, avoid erosion and minimise visual pollution.

- 1. In general, prior to opening a gravel pit, a plan for the management of the site will be prepared which will include a plan for rehabilitation and monitoring.*
- 2. Private operators are required to submit and abide to a gravel pit management plan, which includes a plan for rehabilitation and monitoring, before establishing a gravel pit.*
- 3. Wherever possible, new gravel pits will be established on cleared land, not existing bushland and will not be located on a road verge.*
- 4. Where necessary, the visual impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and visual vantage point/s.*
- 5. Where necessary, the dust and noise impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and neighbours.*
- 6. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.*
- 7. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.*
- 8. If necessary, drainage structures will be established within the pit, to ameliorate any ponding and surface erosion.*
- 9. Rehabilitation will be done progressively throughout the life of the gravel pit.*
- 10. The site will be monitored every year and for three years after closure of the pit. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.*

Bush Sites

Where a proposed gravel pit is located within bushland, the following will apply:

- 1. Prior to opening a gravel pit, seed from local endemic species will be collected from the site and stored for use in the revegetation phase of rehabilitation.*
- 2. The general process of rehabilitation will be to first rip the floor of the pit at 1 metre intervals across the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. The batter slopes should be no steeper than 4H:1V. Next, the overburden, and then the topsoil should be returned to the pit. The site should then be cross-ripped at 1m intervals on the contour to encourage plant growth. Finally, the vegetation and debris should be returned to the pit.*
- 3. Seeds collected prior to pit establishment should be scattered on the site at the time of year suited for germination (varies with location) if establishment from respreading vegetation has been inadequate. If a store of seeds is not available, seed from local endemic species should be collected from surrounding areas.*
- 4. If the gravel pit is located on farm land, it will be fenced to exclude stock to help ensure adequate regeneration.*

Pastured Sites

1. Prior to establishment of the site, the landowner will be asked how they want the site rehabilitated.
2. For sites to be rehabilitated back to pasture the general process of rehabilitation will be as follows. Firstly the floor of the pit will be ripped to a depth of at least 50cm along the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. Next, the overburden and then topsoil should be returned to the pit.
3. Pasture seed will be spread and the area top dressed with fertiliser.

Abandoned Gravel Pits

1. An amount of \$500 will be budgeted each financial year for rehabilitating abandoned gravel pits until all pits are rehabilitated to a satisfactory level.
2. The method for rehabilitation will not change from that mentioned in the section on current gravel pits.
3. If fill is no longer available, spoil from roadworks etc. will be used. Topsoil, if no longer on site, will be carted to the area to ensure regeneration will be satisfactory.
4. The site will be monitored every year for three years after rehabilitation works. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

Comment:

The policy is largely still appropriate and meets the current operational needs of the Council, however Council may wish to consider the following changes:

The second last dot point under the first heading Access to Gravel

9. The landowner to be given the option of compensation in the form of private works if the gravel is used for roadworks, this option must be taken up within twelve months from the date of the agreement and is subject to the Shire's works program requirements.

be removed and replaced with the following:

Council's preference for payment of gravel is to pay \$..... inc GST per cubic metre for gravel that is removed from private property. The cost will be charged against the particular job or jobs concerned.

The recommended change is done for two reasons

1. It clearly defines the price that Council will pay for gravel taken from private property and can be amended from time to time through a review of the policy.
2. Removes the potential for any misunderstanding between the Council and the landowner on what the value of the gravel is versus the value of requested Private Works as payment for the gravel.

For Council consideration and decision.

Consultation:

Glen Brigg – Manager of Works

Statutory**Environment:** Nil**Policy Implications:** Nil**Financial****Implications:** Any increase in the price paid for gravel will add to the total cost of road projects. Council needs to consider a price that is fair and reasonable for all parties concerned. The staff recommend that a price between \$1.65-\$2.20 (GST incl) be considered.**Strategic****Implications:** This issue is not dealt with in the Plan**Voting Requirements:** Simple Majority

Officer Resolution: *“That having undertaken a review of its current policy Council adopts policy 4.3 – Gravel Supplies and Rehabilitation as presented with the following amendments –*

The second last dot point under the heading Access to Gravel being

- The landowner to be given the option of compensation in the form of private works if the gravel is used for roadworks, this option must be taken up within twelve months from the date of the agreement and is subject to the Shire’s works program requirements*

is removed and replaced with

- Council's preference for payment of gravel is to pay \$..... inc GST per cubic metre for gravel that is removed from private property. The cost will be charged against the particular job or jobs concerned.”*

Council Resolution: **110916***Moved Cr Sheridan, seconded Cr Bowman*

“That having undertaken a review of its current policy Council adopts policy 4.3 – Gravel Supplies and Rehabilitation as presented with the following amendments –

The second last dot point under the heading Access to Gravel being

- The landowner to be given the option of compensation in the form of private works if the gravel is used for roadworks, this option must be taken up within twelve months from the date of the agreement and is subject to the Shire’s works program requirements*

is removed and replaced with

- Council's preference for payment of gravel is to pay \$2.20 inc GST per cubic metre for gravel that is removed from private property. The cost will be charged against the particular job or jobs concerned.”*

CARRIED 9/0**Reason For Change to Recommendation:**

10.16 KATANNING RURAL YOUTH – PRE HARVEST BALL

Program:	Governance	
Attachment:	Nil	
File Ref:	ADM0066	
Author:	PA Hull	Community Services Officer
Date:	12 September 2011	
Disclosure of Interest:	Nil	

Summary: Council to consider a request for the waiving of hall hire fees.

Background: The Katanning Rural Youth is proposing to hold its Pre Harvest Ball at the Broomehill Hall on Saturday 8 October.

Rural Youth is a not for profit organisation and social support network for young people aged between 18 and 35 in regional and rural areas of Western Australia.

The committee has requested that Council consider waiving the cost of the hall hire for the evening as an in kind donation.

Comment: Traditionally Council is reluctant to waive the hire costs of its facilities with the exception of those instances as highlighted in Councils Policy Manual.

Council may wish to consider advising the committee that it will not waive the hire costs but is willing to make a donation equivalent to the hire cost of the Broomehill Hall.

For Councils consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: The cost to hire the Broomehill Hall is \$200. Council has a Members donation provision in the 2011-2012 budget with a current balance of \$1900. Alternatively a donation could be made from Dry Season funding, which has a balance of \$1029.

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does/does not make a donation of \$200, equivalent to the cost of hall hire, to the committee of Katanning Rural Youth to assist with the Pre Harvest Ball to be held at the Broomehill Hall on 8th October 2011.”*

Council Resolution: *110917*

Moved Cr Turner, seconded Cr Sadler

“That Council does make a donation of \$200, equivalent to the cost of hall hire, to the committee of Katanning Rural Youth to assist with the Pre Harvest Ball to be held at the Broomehill Hall on 8th October 2011 using the Dry Season Funding.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

12.1 PLANT REPORT FOR AUGUST 2011

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 9 September 2011
Disclosure of Interest: Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano	1020	2010	2010		
BH00	Ford Ranger Dual Cab	28600	2010	2010		OK
BH002	ISUZU 6 Wheel Tipper	70339	2008	2008	7 yrs / 250,000 km	Require tyres
BH003	Isuzu NPR300 crew cab truck	41223	2009		5 yrs / 100,000 km	OK
BH004	CAT 12M	1523	2009	2009		1500 hr Service due
BH005	Cat Multi Tyre	123	2011	2011	7 yrs / 8,000 hrs	New
BH006	Volvo 710	5664	2004	2004	7 yrs / 8,000 hrs	New alternator
BH007	John Deere Ride on Mower	213	2003	2003	5 yrs / 5,000 hrs	OK
BH008	VOLVO L70D Loader	6290	2001	2001	7 yrs / 8,000 hrs	Minor repairs
BH009	Toyota Hilux		2009			OK
BH010	6x4 Fuel Trailer		1981	1981		OK
BH012	Isuzu Fire Truck	7241	1995	2004		OK
BH013	John Deere 315SG Backhoe	2576	2003	2003	10 yrs / 10,000 hrs	Service due

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0TA	Holden Caprice		2010			
TA052	Toyota Hilux 4x4	21638	2009			OK
TA001	Ford Ranger Dual Cab	31000	2009			30k Service done
ITA	Ford Territory				1yr / 40,000 km	
TA1880	Isuzu Gigamax Truck	69465	2008	2008	5 yrs / 250,000 km	OK
TA092	Isuzu Gigamax Truck	87226	2007	2007	5 yrs / 250,000 km	OK
TA386	Mitsubishi Fuso Truck	75562	2007	2007	5 yrs / 250,000 km	OK
TA18	12H Grader	4874	2006	2006	7 yrs / 8,000 hrs	Circle repairs required
BH014	Ford Ranger Single Cab	24605	2010			OK
TA281	930G Loader	3632	2007	2007	7 yrs / 8,000 hrs	Minor repairs
TA392	Tractor Mower	2165			5 yrs / 5,000 hrs	OK
TA417	John Deere Gator	265	2009			OK
BH001	CAT Vibe Roller	839	2009			OK
TA017	Isuzu Tipper	67929	2009			OK
	Slasher				10 yrs	Broken wheel
XTR579	Road Broom				10 yrs	New broom shaft
TA06	Jet Patcher Isuzu	83728	2007	2010		OK
IDCF535	TORO 3500D	299	2009	2009		Service due
TA005	John Deere Tractor 6330	980	2008	2008	10 yrs / 8,000 hrs	OK

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12.2 WORKS AND MAINTENANCE REPORT FOR AUGUST 2011

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	9 September 2011	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners carrying out general duties around town.
- Spraying weeds around town.
- New controller for solar lights has arrived and will be fitted to repair the set not working along the railway.
- Community workers cleaning up around town.
- Swipe card system has been fitted to the gate on entry to the refuse site.
- Turnoff to refuse site resealed with jetpatcher.
- Water level in complex dam is above the inlet pipes.
- Crew filling potholes around town on bitumen edges.

Tambellup

- Vandals have done plenty of damage in parks and gardens, breaking plants and graffiti on the skate park and along the main street. Also turning taps on and leaving them on at the sports complex.
- Community workers have been raking and whipper snipping around town.
- Renovation of the depot toilets is almost complete.
- Oval to be sprayed for broadleaf weeds again.
- New decoder was fitted to the television tower. WIN decoder failed.
- New solar hot water system fitted to 27 East Terrace house.
- Repairing water leaks on the line from Number 1 dam to the oval.

Roads

- Construction crew continuing to gravel the Greenhills Road, R2R project.
- Currently having problems obtaining the clearing permit to start on the Broomehill-Kojonup Road.
- Maintenance grading is slow due to machine downtime. We are currently waiting for a clutch slave cylinder for the Volvo Grader.
- The construction crew are continuing to gravel rough spots on gravel roads when required.
- We are currently reshaping the maintenance crew. With the absence of current maintenance crew, not a lot was achieved throughout the last month.

Plant

- New Caterpillar roller working well after oil leak repaired.
- Jetpatcher has been booked for a month to work at Kellerberrin. Kondinin are currently negotiating 3 months hire for Jetpatcher. Denmark have enquired when unit is available.
- Cranbrook Shire will be using the Jetpatcher for a month getting ready for reseals later in the year. Gnowangerup budgeted \$75,000 for Jetpatcher work this year.
- CEOs Holden Caprice has been changed over.
- Manager of Works vehicle replacement is some weeks away.
- Will be purchasing drive tyres for two of our tippers in the near future.
- Still no release date for new Fords Ranger models.

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Cr Sheridan left the room at 5.32pm.

12.3 BUILDING SURVEYORS REPORT FOR AUGUST 2011

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	1 September 2011
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of August 2011 that have been sent to all the relevant authorities that are required by legislation.

Background: These reports advise of the building approvals and the activity of the Building Surveyor for the month of August 2011.

Comment: These reports confirm the activity of the Building Surveyor.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“Council discussed the Officers Report”*

Reason For Change to Recommendation:

12.4 LIBRARY REPORT – AUGUST 2011

Program: Recreation & Culture
Attachment: Library Report – August 2011
File Ref: ADM0097
Author: C Brown Library Officer
Date: 5 September 2011
Disclosure of Interest: Nil

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of August 2011.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“For Councillor information only.”*

Reason For Change to Recommendation:

12.6

CLUB DEVELOPMENT OFFICER REPORT AUGUST 2011



SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP

SHIRE OF BROOMEHILL-TAMBELLUP**Name of towns within the shire:**

- Broomehill
- Tambellup

Name of Club and brief description of action to date:

Broomehill Bowling Club has started the process to apply for funding through the Community Sporting and Recreation Facilities Fund (CSRFF) to install a synthetic bowling green at the Broomehill Complex to replace the existing grass greens.

Broomehill Cricket Club inquired on how they can create a new cricket club to include in their association. I am currently using the Department of Sport and Recreation resources in assisting them in getting the club up and running before the 2011/12 season.

Tambellup Hockey Club Lighting Committee attended the Bright Ideas Lighting Solution Workshop held in Albany on Thursday 11 August 2011. The committee is currently liaising with a local lighting company for quotes and advice on their project. Once this has been established the Tambellup Hockey Club intends to apply for funding through the Department of Sport and Recreation and the Shire of Broomehill-Tambellup to replace/improve the current lighting at the Tambellup Sports Ground.

Tambellup Hockey Club attended the Clubs Online Workshop held in the Shire of Kojonup on Monday 22 August. They created a website which holds various information about their club. To view the Tambellup Hockey Club website the website please visit: www.tambelluphockeyclub.myclub.org.au

Tambellup Hockey Club had three active members attend a Level One Sports Trainers Course through Sports Medicine Australia. This was held every Monday evening throughout the month of August in Katanning.

SHIRE OF KOJONUP**Name of towns within the shire:**

- Kojonup
- Muradup
- Jingalup
- Quaelup
- Boscabel

Name of Club and brief description of action to date:

Kojonup Netball Club held a meeting with, the Shire of Kojonup CEO, Stephen Gash, Jane Trathowen, Shire of Kojonup Councillor and myself to discuss plans to replace/repair the current

netball courts. The Kojonup Netball Club intend to apply for funding through the Department of Sport in 2011/12 round.

Kojonup Tennis Club attended the Clubs Online Workshop held in the Shire of Kojonup on Monday 22 August. They created a website which holds various information about all the tennis clubs with in the Shire of Kojonup. To view Kojonup Tennis Club website please visit: www.tambelluphockeyclub.myclub.org.au

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Cr Sheridan returned to the room at 5.35pm.

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

Nil

14. DATE OF NEXT MEETING

20th October 2011

15. CLOSURE

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.15pm.