



Ordinary Meeting of Council

MINUTES

16 July 2015

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LIST OF MOTIONS

16 July 2015	Page No
2016-2017 Regional Road Group Projects	25
Annual Budget for the Year Ended 30 June 2016	30
Closure of the Council meeting to members of the public	38
Confidential – Regional Environmental Health Officer	39
Confirmation of Previous Meeting Minutes 18 June 2015	2
Creditors Accounts paid June 2015	6
Financial Statements for June 2015	3
Policy Review – 1.1 Records Management Policy	14
Policy Review – 1.2 Use of Shire Facilities	18
Policy Review – 1.8 Honorary Citizen of the Shire	12
Policy Review – 1.9 Dealing with Unreasonable Customers	16
Proposed Garage – Lot 375 Spencer Road Broomehill	35
Proposed Restoration Works – Lot 50 Journal Street and Lot 1 Corner Journal Street/India Street Broomehill	22
Re-opening of the Council meeting to members of the public	39
Tambellup Golf Club – Rate Concession	10
Vacant Position on the Blackwood Basin Group	8
Waste Transfer Station Review	27

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 16 July 2015 commencing at 4.04pm.

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

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 4.04pm.

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 an Impartiality Interest in Item 10.04.
Cr Prout declared an Impartiality Interest in Item 10.04.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 18 JUNE 2015

150701

Moved Cr Paganoni, seconded Cr Thompson

“That the Minutes of the Ordinary Meeting of Council held on 18 June 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR JUNE 2015

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for June 2015	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	7 July 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the interim monthly financial report for the period ending 30 June 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 2014/15 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Councillors should note that the financial report provided is an interim report for the financial year ending 30 June 2015. End of year processes are still to be allocated which will affect the content of the report.

Comment: The most notable transaction in June was the receipt of an advance payment from Councils allocation in 2015/16 Financial Assistance Grants through the WA Local Government Grants Commission (WALGGC).

An email was received on 29 June stating that –
'the WA Local Government Grants Commission was advised by the Commonwealth Government on 29 June 2015 that an advance payment of Financial Assistance Grants (FAGs) will occur on 30 June 2015, equivalent to half of the 2015/16 funding pool.'

On June 30, Council received \$574,231 in General Purpose Grants and \$327,146 in Local Road Grants (\$901,377) which is approximately half of Broomehill-Tambellup's annual allocation. These funds will be carried forward in the 30 June 2015 surplus, and the provisions for these grants in the 2015/16 budget have been reduced accordingly.

Country Local Government Fund 2012/2013

In May 2015 Council received its 2012/13 allocation of \$374,889 from the Country Local Government Fund, which is allocated to solar energy on the Broomehill Admin Building, building improvements to the Broomehill and Tambellup Halls and redevelopment of the Tambellup Pavilion.

As the funds will not be utilised immediately, they have been invested in a Term Deposit with the Bendigo Bank.

Great Southern Development Commission – Regional Grants Scheme

Council has been successful in its application for funding of \$200,000 towards redevelopment of the Tambellup Pavilion. The funds have been invested in a Term Deposit with the Bendigo Bank until such time as they are required.

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.

The financial report provided is an interim report for the financial year ending 30 June 2015. End of year processes are still to be allocated which will affect the content of the report.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *150702*

Moved Cr Prout, seconded Cr Crosby

“That the interim Financial Statement for the period ending 30 June 2015 be received.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID JUNE 2015

Program:	Other Property and Services	
Attachment:	List of Payments for June 2015	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	7 July 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during June 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 for the month:-

Municipal Fund	\$2,691,417.66
Trust Fund	\$5,071.36
Credit Cards	\$3,180.17
<u>Total</u>	<u>\$2,699,669.19</u>

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

Implications: Lists the payments made from Municipal and Trust Funds during the previous month.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *150703*

Moved Cr Paganoni, seconded Cr Batchelor

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

- Municipal Fund cheques numbered 2842 to 2866 inclusive, electronic payments numbered EFT6790 to EFT6881 inclusive and direct debits numbered DD3691.1 and totalling \$2,691,417.66;*
- Trust Fund electronic payments numbered EFT6869, EFT6882 and EFT6883 and totalling \$5,071.36;*
- Credit Card payments totalling \$3,180.14;*

be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 VACANT POSITION ON THE BLACKWOOD BASIN GROUP

Program:	Other Property and Services	
Attachment:	Nil	
File Ref:	ADM0101	
Author:	JM Trezona	Chief Executive Officer
Date:	7 July 2015	
Disclosure of Interest:	Nil	

Summary: The Blackwood Basin Group (Inc.) is calling for nominations from Council for a vacant positions on the management committee.

Background: Council has been invited by the Blackwood Basin Group (Inc.) to nominate any interested person for the vacant position.

The members of the Blackwood Basin Group are Broomehill-Tambellup, Dumbleyung, Gnowangerup, Katanning, Kent, Kojonup, Kulin, Narrogin, Wagin, West Arthur, Wickopin, Williams and Woodanilling.

Comment: It has become apparent that the interest in organisations such as this one is waning and appears to be common across the whole of the Blackwood Basin group.

Unless Councillors are interested themselves or definitely know of a member of the community who is prepared to be nominated, members should advise the Blackwood Basin Group that they will not be making a nomination.

For Council consideration and comment.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: **150704**

Moved Cr Prout, seconded Cr Thompson

“That Council does not make a nomination for the vacant position on the Blackwood Basin Group committee.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.04**TAMBELLUP GOLF CLUB – RATE CONCESSION**

Program:	General Purpose Funding
Attachment:	Nil
File Ref:	A447
Author:	KP O’Neill Manager Finance & Assets
Date:	29 June 2015
Disclosure of Interest:	Cr Sheridan declared an Impartiality Interest as a member of the Golf Club.
	Cr Prout declared an Impartiality Interest as a member of the Golf Club.

Summary: Council to consider a request for a rate concession for the 2015/2016 financial year.

Background: The Tambellup Golf Club has written requesting Council consider granting a rate concession for the 2015/2016 financial year.

Comment: The Golf Club provides a facility that is available to all members of the community and is used extensively during the golf season, as well as outside the season, by both Club members and non-members.

The club remains the only sporting organisation within the Broomehill-Tambellup Shire that has Council rates levied against it.

The Tambellup Golf Club has previously been granted rate concessions since 2000. The Club is still liable to pay rubbish and recycling charges, and the Emergency Services Levy which is determined each year by the Department of Fire and Emergency Services (DFES).

Consultation: Nil

Statutory**Environment:**

Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a 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.*

**Absolute majority required.*

Policy Implications: Council does not have a policy in relation to granting concessions for rates or service charges.

Strategic**Implications:**

Strategic Community Plan 2012 – 2022

Community Aspiration – Staying Active & Being Entertained

Asset Management**Implications:**

There are no implications for the Asset Management Plan.

Financial

Implications: Rates for the Tambellup Golf Club were \$584.26 for the 2014/2015 year. Provision of \$3,000 has been included in the 2015/2016 Budget for ‘Rates Written Off’ in anticipation of such requests.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Absolute Majority

Council Decision: *150705*

Moved Cr Dennis, seconded Cr Paganoni

“That Council grants a rate concession for the Tambellup Golf Club for the 2015/2016 financial year.”

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

**Reason For Change
to Recommendation:**

10.05 POLICY REVIEW – 1.8 HONORARY CITIZEN OF THE SHIRE

Program:	Governance
Attachment:	Policy 1.8 – Honorary Citizen of the Shire
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	25 June 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy 1.8 relating to bestowment of the title ‘Honorary Citizen of the Shire’.

Background: The *Local Government Act 1960* made provision for councils to confer the title of ‘Honorary Freeman of the Municipality’ upon any person. The current *Local Government Act 1995* does not provide for the conferral of this title and, in October 2008, Council introduced Policy 1.8 to allow it to formally acknowledge and appropriately award citizens who may have made a significant or unique contribution to the Shire.

In a February 2012 review of Policy 1.8, Council endorsed nomination documentation for bestowment of an Honorary Citizen of the Shire title.

Comment: The current Policy is recommended for retention with minor amendments shown in red font within the attached draft.

Consultation: Nil

Statutory

Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to *determine the local government’s policies*.

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

Strategic

Implications: This issue is not dealt with in the Strategic Community 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: **150706**

Moved Cr Dennis, seconded Cr Crosby

“That Council retains Policy 1.8 – Honorary Citizen of the Shire and endorses the amendments as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.06 POLICY REVIEW – 1.1 RECORDS MANAGEMENT POLICY

Program:	Governance
Attachment:	Copy of Existing Policy 1.1 – Records Management Policy
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	26 June 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy 1.1 relating to Records Management.

Background: The *State Records Act 2000 (Act)* governs the obligations and responsibilities of local government in relation to the management of official records. Under this *Act* Council has a responsibility to maintain official records in its custody in good order and condition. This includes capturing, storing, maintaining and disposing of records in any medium including letters, files, emails, word processed documents, databases, photographs and social media messages. This Policy was originally adopted by Council in October 2008 following the development and adoption of Council’s Record Keeping Plan (Plan).

Council, in November 2014, reviewed its Plan in line with the requirements of the *Act* and, in April 2015, received the State Record Commission’s approval of the reviewed Plan (due for review again in 2020).

Comment: The existing policy provides for Council to fulfil its statutory obligations under the *Act*.

Included in Council’s record keeping obligations is the requirement for local government Councillors to forward records pertaining to Council business or functions (as per the attached guidance table) to Council’s administration so those records may be recorded and stored appropriately in accordance with legislated requirements. The State Records Commission requires that local government councillors create and retain records of the ‘*communications and transactions of Councillors which constitute evidence affecting the accountability of the Council and the discharge of its business*’.

Consultation: Administration Officers responsible for record keeping

Statutory Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to ‘*determine the local government’s policies*’.

Policy Implications: This matter is dealt with 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: Nil

Financial

Implications: Nil

Workforce Plan

Implications: Nil

Voting

Requirements: Simple Majority

Council Decision: *150707*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council endorses the reviewed Policy 1.1 – Records Management Policy inclusive of amendments, as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.07 POLICY REVIEW – 1.9 DEALING WITH UNREASONABLE CUSTOMERS

Program:	Governance
Attachment:	Copy of existing Policy 1.9 - Dealing with Unreasonable Customers
File Ref:	ADM0237/ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	30 June 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy 1.9 – Dealing with Unreasonable Customers (Policy).

Background: This Policy originated from Council’s OSH Committee and was adopted by Council in May 2012 to provide guidance to staff, address Occupational Safety and Health (OS&H) requirements and to enable a consistent approach when dealing with unreasonable customers. Operational procedures detail how this Policy is to be carried out.

Comment: From time to time Council’s staff, during the course of their work, may be exposed to unreasonable demands; lack of customer cooperation; unreasonable, abusive and aggressive customer behaviour; and/or customer abuse of process.

The benefits of such a Policy and associated operational procedure include provision of consistency in identification of, and approach towards, unreasonable customers and promotion of the health and safety of staff and others within the work environment.

Consultation: Customer Service Officers

Statutory

Environment: *Occupational Safety and Health Act 1984* – Part 111, Division 2, Section 19

Policy Implications: Council Policy 2.2 – Occupational Safety and Health

Strategic

Implications: Nil

Asset Management

Implications: Nil

Financial

Implications: Nil

Workforce Plan

Implications: Nil

Voting

Requirements: Simple Majority

Council Decision: *150708*

Moved Cr Batchelor, seconded Cr Dennis

“That Council endorses reviewed Policy 1.9 – Dealing with Unreasonable Customers.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.08 POLICY REVIEW – 1.2 USE OF SHIRE FACILITIES

Program:	Governance
Attachment:	Copy of Existing Policy 1.2 Use of Shire Facilities
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	30 June 2015
Disclosure of Interest:	Nil

Summary:	Council to review Policy 1.2 relating to the use of Shire facilities.
Background:	Council’s <i>Use of Shire Facilities</i> policy was adopted in 2008 and was most recently reviewed in April 2014.
Comment:	The Policy contains a list of community groups and agencies who have their hire costs waived for the use of Shire facilities. It is recommended that an additional dot point be added, as follows: <ul style="list-style-type: none"> ➤ Tambellup Primary School – Pavilion hire for annual and interschool sports events
Consultation:	Chief Executive Officer Customer Service Officers
Statutory Environment:	Section 2.7 (2) (b) of the <i>Local Government Act 1995</i> states that Council is to ‘ <i>determine the local government’s policies</i> ’.
Policy Implications:	This matter is dealt with as part of the review of Council’s Policy Manual.
Strategic Implications:	Strategic Community Plan – <i>Strengthening Community Spirit</i>
Asset Management Implications:	Nil
Financial Implications:	Minor fee revenue
Workforce Plan Implications:	Nil
Voting Requirements:	Simple Majority

Council Decision: **150709**

Moved Cr Thompson, seconded Cr Paganoni

“That Council amends Policy 1.2 – Use of Shire Facilities to add the Tambellup Primary School (School) to those facility users whose hire costs are waived and that this waiver applies for the use of the Tambellup Pavilion for the School’s annual and interschool sports events.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

Strategic Support & Projects Officer Pam Hull left the meeting at 4.19pm and re-entered at 4.20pm.

10.09 LOCAL GOVERNMENT CONVENTION – ANNUAL GENERAL MEETING OF WALGA

Program: Governance
Attachment: **2015 WALGA Annual General Meeting Agenda Items**
File Ref: ADM0077
Author: JM Trezona Chief Executive Officer
Date: 7 July 2015
Disclosure of Interest: Nil

Summary: Council to determine its voting preferences for the items included in the agenda of the coming annual general meeting of the Western Australian Local Government Association (WALGA).

Background: The AGM of WALGA will be held on Wednesday, 5 August 2015 at 1.30pm. Attached are copies of the motions that will be considered as part of the meeting. There are eleven motions that cover a variety of subjects.

Comment: Members are asked to discuss the motions and determine the preferred voting for each item so that conference delegates can carry out Council's wishes.

Council's voting delegates are Cr Sheridan and Cr Paganoni.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Officer

Recommendation: *“That Council discuss the motions for the 2015 Annual General Meeting of the Western Australian Local Government Association and advise the Council delegates of its preferred position on each.”*

Council Decision: Council discussed the motions for consideration at the 2015 Annual General Meeting (AGM) of the Western Australian Local Government Association and indicated its preferred position on each to the Council delegates attending the AGM.

Reason For Change to Recommendation:

10.10 PROPOSED RESTORATION WORKS – LOT 50 JOURNAL STREET AND LOT 1 CORNER JOURNAL STREET/ INDIA STREET BROOMEHILL

Program:	Planning
Attachment:	Nil
File Ref:	A1042
Author:	Gray & Lewis Landuse Planners
Date:	3 June 2015
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire and therefore declare a Financial Interest – Section 5.60A and Section 5.70 of Local Government Act 1995

Summary: Council is to consider an application for restoration works for upgrading of Shop 3 on Lots 50 and 1 on the corner of Journal Street and India Street, Broomehill.

Background: The lots are zoned ‘Town Centre’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Comment: Lot 1 has an approximate area of 2226m² and Lot 50 has an approximate area of 1052m². The existing buildings are historic and traverse existing lot boundaries. The place is known as the Jones’s Building.



The applicant has advised that similar restoration work has been carried out for other shops that are part of the same building complex.

The majority of works are internal, such as fixing ceilings, wall cracks and plastering internal walls. The existing shopfront is damaged so is proposed to be restored. The existing front door will be reconstructed

and painted.

The building is listed on the Shire’s Municipal Inventory and the State Register.

The application was referred to the Heritage Council of Western Australia who support the proposed development. They advised that the conservation works are to be funded by the Heritage Council’s Grant Program and will achieve a positive conservation outcome.

Accordingly conditional approval is recommended.

Consultation: The application was referred to the Heritage Council of Western Australia.

Statutory Environment: Shire of Broomehill Town Planning Scheme No 1 – Part 6 applies to heritage places.

Under Clause 6.4 the Scheme states that the Council may solicit views from the Heritage Council of WA.

Policy Implications: Not applicable.

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

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

Financial Implications: The Shire pays planning consultancy fees to Gray & Lewis.

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

Voting Requirements: Simple Majority

Council Decision: 150710

Moved Cr Paganoni, seconded Cr Dennis

“That Council:

- 1. Approve the application for restoration works associated with Shop 3 on Lots 50 and 1 corner of Journal Street and India Street, Broomehill subject to the following conditions:***
 - (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.***
 - (ii) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of the Shire.***
 - (iii) Lodgement of a detailed colour schedule for separate written approval by the Shire Chief Executive Officer. The detailed colour schedule shall require separate written approval, and shall incorporate colours for external walls and doors that are sympathetic and blend with the existing building to the satisfaction of the Shire Chief Executive Officer.***
 - (iv) Development shall be substantially commenced within 2 years from the date of this approval, following which this approval shall expire.***
- 2. Advise the applicant that planning approval is not consent for site works or construction. A building permit may be required prior to any commencement of works.***
- 3. Authorise the Chief Executive Officer to refer the plans to the Shire’s Building Surveyor to ensure the existing lot boundaries do not cause any complications for the proposed works as the historic building traverses both green title lot boundaries.”***

CARRIED 7/0

Reason For Change to Recommendation:

10.11 2016-2017 REGIONAL ROAD GROUP PROJECTS

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0443	
Author:	GC Brigg	Manager of Works
Date:	8 July 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the 2016-2017 proposed Regional Road Group Projects. Submissions are due by Friday 17 July 2015.

Background: Submissions for the 2016-2017 Regional Road Group Projects must be forwarded by 17 July 2015. If Council is submitting more than one project, then all the projects must be prioritised.

Council will be submitting the following projects for the 2016-2017 financial year:

Gnowangerup Tambellup Road – reseal 7.0m – slk 18.69 – 20.88
 Toolbrunup Road – stabilise patches reinstate shoulders – slk 16.90 – 19.40
 Pallinup south Road – Construct and seal – slk 9.30 – 12.30
 Warrenup Road – Construct and seal – slk 4.60 – 6.75
 Broomehill Kojonup Road – stabilize patches and seal slk 26.30 – 28.30

Council needs to prioritise the above projects. It is proposed to rank the projects as follows:

1. Pallinup South Road – Construct and seal – slk 9.30 – 12.30
2. Warrenup Road – Construct and seal – slk 4.60 – 6.75
3. Toolbrunup Road – stabilise patches and reinstate shoulders – slk 16.90 – 19.40
4. Gnowangerup Tambellup Road – reseal 7.0m – slk 18.69 – 20.88
5. Broomehill Kojonup Road – stabilize patches seal – slk 26.30 – 28.30

Comment: For Council discussion and decision

Consultation: Chief Executive Officer
 Allan Millar – Wood and Grieve Engineers

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan identifies ‘Living in a Safe Community’ as a key aspiration with safe roads and road safety playing an important role in that aspiration.

Asset Management

Implications: If successful the works will assist in reducing the renewal gap that is currently reflected in Councils Asset Management Plan.

Financial

Implications: Funding for these road projects, if the applications are successful is on a 2:1 basis. Provision will be made in the 2016-2017 budget for Councils one third contribution if the projects are approved.

Workforce Plan

Implications: The current staffing structure has sufficient capacity to undertake the works proposed.

Voting Requirements: Simple Majority

Council Decision: *150711*

Moved Cr Dennis, seconded Cr Thompson

“That Council agrees to prioritise the 2015-2016 Regional Road Group Project submissions as follows:

- 1. Pallinup south Road – Construct and seal – slk 9.30 – 12.30*
- 2. Warrenup Road – Construct and seal – slk 4.60 – 6.75*
- 3. Toolbrunup Road – stabilise patches and reinstate shoulders – slk 16.90 – 19.40*
- 4. Gnowangerup Tambellup Road – reseal 7.0m – slk 18.69 – 20.88*
- 5. Broomehill Kojonup Road – stabilize patches and seal – slk 26.30 – 28.30.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.12**WASTE TRANSFER STATION REVIEW**

Program:	Community Amenities
Attachment:	2015 Survey Results
File Ref:	ADM0084
Author:	PA Hull Strategic Supports and Projects Officer
Date:	9 July 2015
Disclosure of Interest:	Nil

Summary: Council to receive the results of the Waste Transfer Station community survey.

Background: The Broomehill and Tambellup Waste Transfer Stations have now been operating for twelve months. At the time of adopting the 2014/2015 budget, Council determined to review community satisfaction with the operations of the facility after this initial twelve month period to guide future planning.

A survey was recently distributed by mail to all residents of the Shire, with three questions posed:

1. Are you satisfied with the current opening hours of the Waste Transfer Stations?
2. Are you satisfied with the level of service you receive at the Waste Transfer Stations?
3. Do you have any other comments to make in relation to the operations of the Waste Transfer Stations?

Forty one surveys were returned, and the feedback is attached for Council's information.

For the most part, respondents were satisfied with the opening hours, however a number of comments were received in relation to opening hours, including:

- *We can all adapt to limited opening hours, just keep them standard (don't chop and change)*
- *If you were to have a mix of times then could Tambellup please have Friday afternoons (bank is also open) and Sunday mornings (Deli open)*
- *The mix of morning/afternoon opening hours is confusing for some residents.*

Respondents were very satisfied with the level of service provided at the Waste Transfer Stations, with key words used including 'friendly', 'helpful', 'efficient' and 'well organised'.

A number of comments (17) related to the positioning of the concrete wheel stops in front of the putrescible waste and steel bins, which do not allow for a utility or trailer to reverse close enough to the rail for easy emptying of 240 litre bins over the rail.

Comment: With regard to the opening hours, it is acknowledged that however the hours are arranged, it is impossible to satisfy everyone. Six responses were received regarding swapping the Sunday hours; however the majority of respondents (29) reported being satisfied with the hours as they stand.

For Council's information, the 2015/2016 Waste Transfer Station Passes were printed prior to the survey distribution with the current opening hours to enable early and efficient distribution with rates notices this year. If Council wishes to further review the operations of the Waste Transfer Stations, it is recommended that this be scheduled earlier in 2016 so next year's passes can include updated information.

With regard to feedback regarding the placement of the wheel stops, Council will be aware the design of the facilities required that two Australian Standards (AS) be adhered to.

AS 1657/1992 for Fixed Platforms, Walkways and Stairways dictates the height, construction materials and fixing/anchoring of the safety rails in front of the putrescible waste and steel bins, and AS 2890.1 deals with the matter of wheel stops and their installation. Both Waste Transfer Stations have been constructed to these standards. Any modification to the design will create a risk and possibly place Council in a position that it will never be able to defend.

The Waste Transfer Station Attendant is available to assist patrons to offload rubbish when required. It may be appropriate to provide the Attendant with information relating to the Standards so queries can be responded to onsite.

For Council discussion.

Consultation: Chief Executive Officer
Community

Statutory Environment: Nil

Policy Implications: *Policy 1.15 – Community Engagement*

Strategic Implications: The Strategic Community Plan includes the aspiration of 'Maintaining a Country Lifestyle'. Contained within the aspiration is the intention to 'predict, plan and act locally to limit and manage the impact of future environmental change'. The development of the Waste Transfer Station facilities seeks to minimise and control the amount and type of waste going to landfill.

Asset Management Implications: The Waste Transfer Stations are included in Councils Asset management Plans.

Financial**Implications:**

Provision is made in Council's annual budget for the management and maintenance of the Waste Transfer Stations. Management of the sites is presently contracted to Warren Blackwood Waste.

Workforce Plan**Implications:**

Some staff time is required to move the green waste from the public area of the Waste Transfer Station into the restricted tip area as needed.

Voting Requirements: Simple Majority

Council Decision: *150712*

Moved Cr Prout, seconded Cr Crosby

“That Council receives the results of the Waste Transfer Station Review survey, and determines that:

- *The opening hours of the Waste Transfer Stations remain unchanged as follows:*

<i>Day</i>	<i>Broomehill</i>	<i>Tambellup</i>
<i>Monday</i>	<i>8.30am - 12.00 noon</i>	<i>1.00pm - 4.30pm</i>
<i>Thursday</i>	<i>1.00pm - 4.30pm</i>	<i>8.30am - 12.00pm</i>
<i>Friday</i>	<i>1.00pm - 4.30pm</i>	<i>8.30am - 12.00pm</i>
<i>Sunday</i>	<i>9.00am - 12.00 noon</i>	<i>1.00pm - 4.00pm</i>

- *Information in response to queries raised in survey responses be provided to the community through BT Times.”*

CARRIED 7/0

Reason For Change to Recommendation:

Manager of Corporate Services Judy Stewart left the meeting at 5.05pm and returned to the meeting at 5.06pm.

Manager of Works Glen Brigg left the meeting at 5.10pm and returned to the meeting at 5.13pm.

10.13 ANNUAL BUDGET FOR THE YEAR ENDED 30 JUNE 2016

Program:	General Purpose Funding
Attachment:	Annual Budget 2015/2016
File Ref:	ADM0121
Author:	KP O'Neill Manager Finance & Assets
Date:	9 July 2015
Disclosure of Interest:	Nil

Summary: Council to consider and adopt the Annual Budget for the year ended 30 June 2016.

Background: The *Local Government Act 1995*, section 6.2, states that a Local Government is to prepare an annual budget not later than 31 August in each financial year, or such extended time as the Minister allows, and adopt by absolute majority, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

The Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The 2015/16 Budget as presented is considered to meet statutory requirements.

Comment: The budget, in its draft form, was presented to Council at a workshop held on 23 June 2015. All items identified by Council for inclusion in the Budget have been allocated.

The unspent grant funds held on 30 June 2015 are shown as restricted cash and have been allocated throughout the budget towards the projects for which they are intended.

Following the guidance of Council from the draft budget workshop, a rate increase of 5% for UV (Rural) properties and 10% for GRV (townsite) properties has been factored into the budget. Councils Long Term Financial Plan identified that a rate increase of at least 5% per year was required in order for Council to continue to meet its obligations in provision of services to the Community and maintain its asset base.

Council determined to again offer a 5% rate discount. To be eligible for the discount all rates and charges are to be paid within 28 days of issue. Council agreed to continue with the two and four instalment plans.

The Schedule of Fees and Charges have been reviewed and are included in the supporting information for adoption.

The Budget has included provision to commence redevelopment of the Tambellup Pavilion which, aside from the road construction program, is a significant project for Council. Funding has been approved through CSRFF (\$700,000) and the Great Southern Development Commission (\$200,000), Reserve Funds are held for this purpose and a loan will be raised for \$1.5 million.

An executive house will be constructed utilising funds from the Building Reserve.

Council has received significant funding towards capital road works, with allocations from Regional Road Group, Commodity Routes and Roads to Recovery.

In 2015/16 additional funding has been allocated through Roads to Recovery as a result of the reintroduction of Consumer Price Indexation of fuel excise. This measure, announced as part of the 2015/16 Federal Budget, will see increased allocations to R2R in 2015/16 and 2016/17.

A detailed Building Maintenance program is included in the supporting information which will see approximately \$162,900 in maintenance, repairs and upgrades to Council's buildings and facilities.

Consultation: Chief Executive Officer
Councillors
Senior Staff

Statutory Environment: *Local Government Act 1995 Part 6 Division 2 – Annual Budget*
Local Government (Financial Management) Regulations 1996 details the form and content of the Annual Budget.

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

Strategic Implications: The Annual Budget has been prepared having due regard for the objectives determined in the Strategic Community Plan and Corporate Business Plan. Adoption of the annual budget gives the strategic intent of the Council for the ensuing twelve months.

Asset Management Implications: Operations, maintenance, renewal and upgrade of Councils assets are provided for in the Budget. Included also is construction of new assets in the executive residence, machinery shed and aspects of the Tambellup Pavilion redevelopment.

Financial Implications: Adoption of the Annual Budget sets the financial framework for the ensuing financial year. The budget is balanced, with a nil surplus/deficit projected to 30 June 2016.

Workforce Plan Implications: The objectives highlighted in Councils Workforce Plan have been funded throughout the Budget.

Voting Requirements: Absolute Majority

Council Decision: 150713

Moved Cr Prout, seconded Cr Dennis

That Council adopts the following:-

1. General Rates

That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2016:

<i>Unimproved Values</i>	<i>0.9375 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>9.3890 cents in the dollar</i>

2. Minimum Rates

That the minimum rate for Gross Rental Values is set at \$415.00 per assessment and the minimum rates for Unimproved Values is set at \$415.00 per assessment.

3. Refuse and Recycling Charges

That, in accordance with the provisions of the Waste Avoidance and Resource Recovery Act 2007, Council imposes the following refuse and recycling charges (exclusive of GST) for 2015/2016:

<i>Residential Refuse – including recycling</i>	<i>\$235.00</i>
<i>Residential Refuse – additional bin</i>	<i>\$135.00</i>
<i>Residential – additional recycling bin</i>	<i>\$100.00</i>
<i>Commercial Refuse – including recycling</i>	<i>\$255.00</i>
<i>Commercial Refuse – additional bin</i>	<i>\$155.00</i>
<i>Commercial – additional recycling bin</i>	<i>\$100.00</i>

4. Discount

General Rates

That Council, in accordance with the provisions of section 6.46 of the Local Government Act 1995, offers a 5% discount on 2015/2016 general rates if full payment of rates, arrears, ESL and refuse charges is received within 28 days from the date of issue on the rate notice.

Interim Rates

That Council offers a 5% discount on interim rates levied, provided full payment is received within 28 days from the date of issue on the rate notice.

5. Payment Options

That Council, in accordance with the provisions of section 6.45 and 6.50 of the Local Government Act 1995, offers the following payment options for the payment of rates:

(a) Single Instalment – with 5% discount

- *Payment in full (including all arrears) within 28 days of the issue of the rate notice and be eligible for a 5% discount on current general rates and minimum charges.*

(b) Single Instalment – no discount

- *Payment in full within 35 days of the date of issue of the rate notice.*

(c) Two Instalments

- *The first instalment of 50% of the total current rates, ESL, refuse charges, instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.*
- *The second instalment of 50% of the total current rates, ESL, refuse charges and instalment charges, payable 4 months from the due date of the first instalment.*

(d) Four Instalments

- *The first instalment of 25% of the total current rates, ESL, refuse charges and instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.*
- *The second, third and fourth instalments, each of 25% of the current rates, ESL, refuse charges and instalment charges, payable at two monthly intervals after the due date of the first instalment.*

6. *Interest and Administration Charges For Instalment Options*

That Council, in accordance with the provisions of section 6.45 of the Local Government Act 1995 imposes an Administration Fee of \$10 per instalment notice together with an interest charge of 5.5%, both of which applies to the second instalment of the Two Instalment option, and the second, third and fourth instalments of the Four Instalment option.

7. *Late Payment Penalty Interest*

That Council, in accordance with the provisions of section 6.13 and 6.51 of the Local Government Act, and Regulations 19A and 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% per annum. Penalty interest will apply to all charges which remain unpaid after 35 days from the date of issue of the rate notice.

Excluded are eligible pensioners, deferred pensioner rates and current instalment amounts not yet due.

8. *Fees and Charges*

That Council, in accordance with section 6.16 of the Local Government Act 1995, adopts the Schedule of Fees and Charges as set out in the Budget document for the year ending 30 June 2016.

9. *Determining Material Variances*

That, in accordance with the provisions of the Local Government (Financial Management) Regulations 1996 section 34(5), the material variance as reported in the Statement of Financial Activity in the financial year ending 30 June 2016 will be 10% or \$10,000.

10. Members Meeting Attendance Fees

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2015 (Part 2), adopts an annual allowance for meeting attendance fees of \$13,000 per annum for the President and \$6,500 per annum for Councillors.

11. President and Deputy President Allowance

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2015 (Part 3), adopts an annual allowance of \$2,000 for the President and \$500 for the Deputy President.

12. Members Travelling Expenses

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2015 (Part 4), adopts that travelling expenses are reimbursed to elected members at the rate of 74 cents per kilometre.

13. Information and Communications Technology Allowance

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2015 (Part 5), adopts an annual Information and Communications Technology Allowance of \$500 per Councillor.

14. Adoption of the Annual Budget

That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2016 comprising –

- Statement of Comprehensive Income by Nature & Type;*
- Statement of Comprehensive Income by Program;*
- Cash Flow Statement;*
- Rate Setting Statement; and*
- Associated notes and supporting information*

be adopted.”

CARRIED 7/0

By Absolute Majority

**Reason for Change to
Recommendation:**

10.14 PROPOSED GARAGE – LOT 375 SPENCER ROAD BROOMEHILL

Program:	Planning
Attachment:	Nil
File Ref:	Nil
Author:	Gray & Lewis Landuse Planners
Date:	10 July 2015
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire and therefore declare a Financial Interest – Section 5.60A and Section 5.70 of Local Government Act 1995

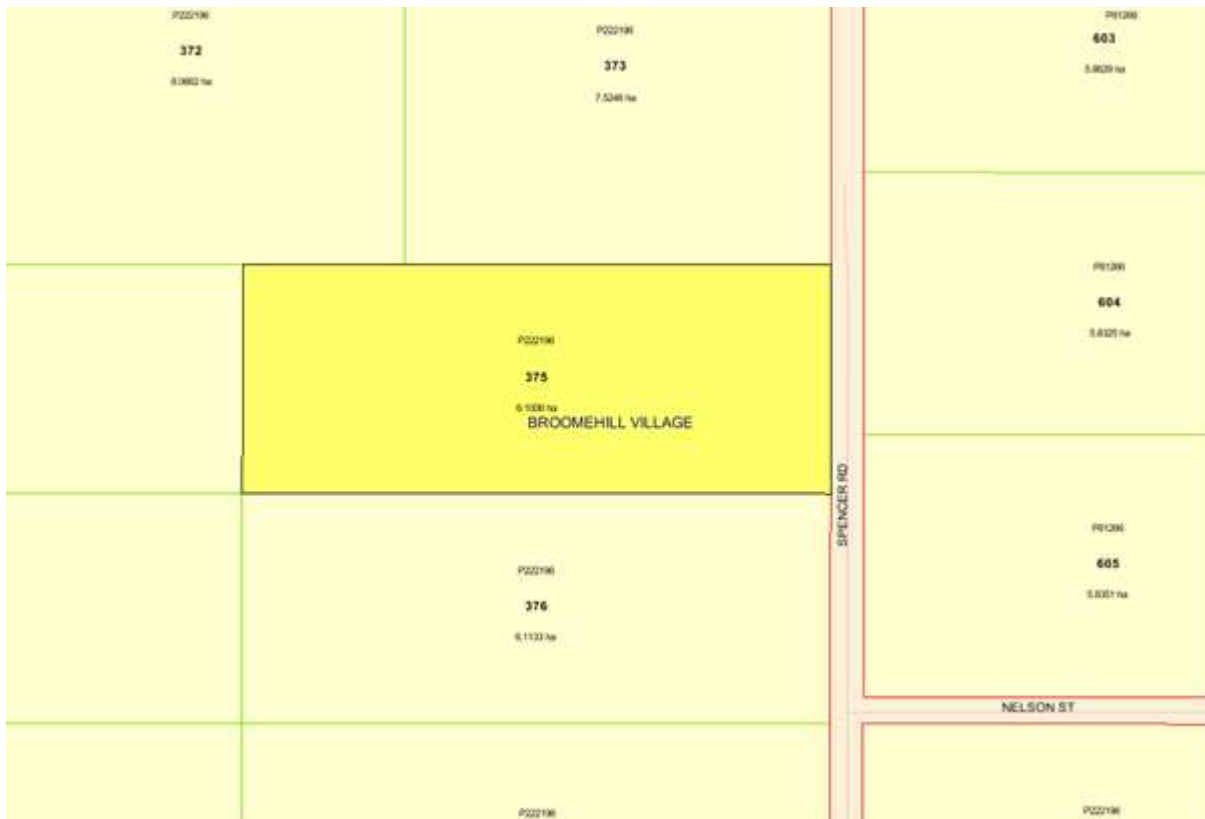
Summary: Council is to consider an application for a garage on Lot 375 Spencer Road, Broomehill.

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

Comment: Site Description

The subject lot has an approximate area of 6 hectares and has been developed with an existing residence.

A location plan is included below for ease of reference.



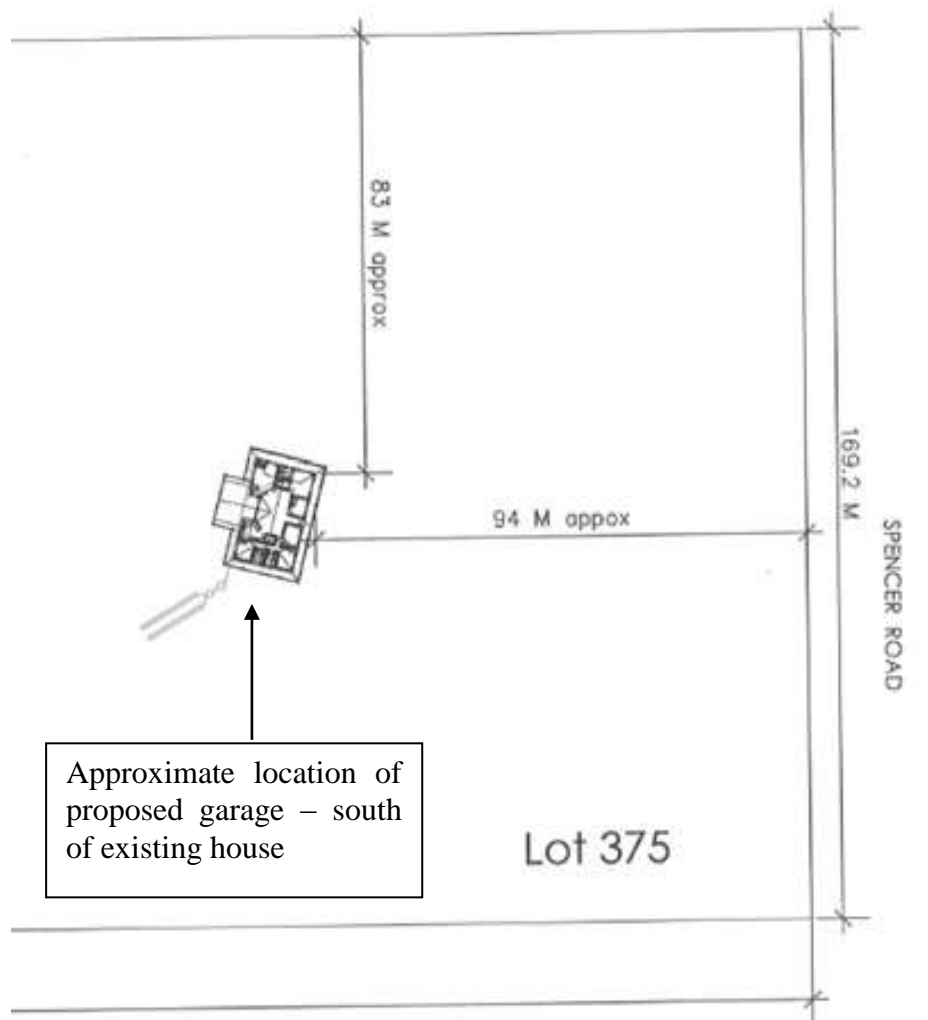
Description of Application

The applicant proposes to construct a garage to the immediate south of the existing residence.

The garage will have a concrete slab, supporting poles and be enclosed with zincume trimdeck on the west and south elevations (to match the roof of the house).

The garage will be open sided on the north and east elevation, and accommodate parking for 2 cars.

The garage is proposed to be setback approximately 94 metres from Spencer Road - refer portion of site plan below.



Scheme Requirements

There are specific development requirements applicable to the Rural Residential zone under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Council’s prior planning consent is required for all development in the Rural Residential zone (in addition to a building permit).

Under the Scheme Council is to have regard for matters such as setbacks, colours and materials, and relationship to surrounding development.

The proposed garage is supported as it is being setback consistent with that of the existing house. The materials will complement those already utilised for the roof of the existing house.

Consultation: No consultation has been undertaken. Council has discretion to advertise the application to surrounding landowners.

Statutory Environment: Shire of Broomehill Town Planning Scheme No 1 – the main Scheme requirements are explained in this report.

Under Clause 5.12.6 of the Scheme Council has to have regard to:

- a) The colour and texture of external building materials;
- b) Building size, height, bulk, roof pitch;
- c) Setback and location of the building on its lots;
- d) Architectural style and design details of the building;
- e) Relationship to surrounding development;
- f) Other characteristics considered by the Council to be relevant.

Policy Implications: Nil

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

Asset Management Implications: Nil

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

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: 150714

Moved Cr Dennis, seconded Cr Crosby

“That Council:

1. *Approve the application lodged by Jonathon Webster for a garage on Lot 375 Spencer Road, Broomehill subject to the following conditions:*
 - (i) *The plans lodged with this application shall form part of this planning approval, and no approval has been granted for any change of ground levels or retaining walls. All development shall generally be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.*
 - (ii) *All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of the Shire.*
 - (iii) *Development shall be substantially commenced within 2 years from the date of this approval, following which this approval shall expire.*
2. *Advise the applicant that planning approval is not consent for site works or construction. A building permit is required prior to any commencement of works.”*

CARRIED 7/0

Reason For Change to Recommendation:

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

150715

Moved Cr Crosby, seconded Cr Paganoni

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

CARRIED 7/0

11.01**CONFIDENTIAL - REGIONAL ENVIRONMENTAL HEALTH OFFICER**

Program: Health
Attachment: Draft Service Legal Agreement
File Ref: ADM0445
Author: JM Trezona Chief Executive Officer
Date: 8 July 2015
Disclosure of Interest: Nil

Council Decision: 150716

Moved Cr Dennis, seconded Cr Thompson

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

CARRIED 7/0

Council Decision: 150717

Moved Cr Batchelor, seconded Cr Paganoni

“That Council gives in principle support to entering into a Service Level Agreement with the Shire of Plantagenet for the provision of a regional Environmental Health Officer.”

CARRIED 7/0

12.01**MAINTENANCE REPORT FOR JULY 2015**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg **Manager of Works**
Date: 9 July 2015
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Holden Caprice			2015	2015	1 yr / 15,000km	Had a 3,000km service and a couple of washes. Seat warmers working nicely
1TA	Ford Ranger			2015	2015	1 yr / 30,000 km	
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	31,407		2012	2012		
TA2251	3 axle Float Trailer				2009		
BH00	Ford Ranger	22,141	25,000	2015	2015	1 yr / 30,000 km	
BH000	Holden Colorado 7			2014	2014	1yr / 25,000 km	
BH001	CAT vibe Roller	2,478	2,750	2009		8 yrs / 8000 hrs	Serviced at 2477 hours. Replaced throttle handle
BH002	ISUZU 6 Wheel Tipper	159,932	175,000	2008	2008	7 yrs / 250,000km	Replace L/H head light bulb and Roof Marker light bulb
BH003	Toyota Landcruiser GXL Dual Cab	1,727	10,000	2015	2015	1 yr / 30,000 km	Serviced at 1381 kms
BH004	CAT 12M Grader	5,476	5,250	2250	2009	8 yrs / 8,000 hrs	
BH005	Cat multi tyre Roller	3,145	3,250	2011	2011	8 yrs / 8000 hrs	Replaced Primary & Secondary Fuel Filters. Replaced worn out shims in rear wheel housing
BH006	CAT 12M	2,587	2,750	2012	2012	8 yrs / 8,000 hrs	Replaced Oil Seal & O-ring in circle drive motor
BH007	Toro 360 mower	495	650	2013	2013	5 yrs / 5,000 hrs	
BH009	Colorado 4x4 Tray Back	7,779	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	890	1000	2013	2013	10 yrs / 8,000 hrs	
BH014	Ford Ranger Tray Top Ute	16,224	25,000	2014	2014	1 yr / 30,000 km	Serviced at 15892 km

BHT84	Toro Groundmaster 3500D mower	202	400	2013	2013		Serviced at 202 hours
BHT92	CAT 259B3 Skid Steer	788	750	2012	2013	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	43,769	45,000	2013	2013	5 yrs / 250,000 km	Replaced L/H 2nd drive wheel Brake Booster, bracket and hose
BHT1633	Tandem Axle Dolly (Float)	1444		2015	2015		
TA001	Ford Ranger Dual Cab	8,909	15,000	2015	2015	1 yr / 30,000 kms	
TA005	Toyota Hilux	1,917	15,000	2014	2014		
TA017	Isuzu Tipper	23,503	30,000	2014	2014	5 yrs / 200,000 km	
TA052	Colorado 4x4 Tray Back	14,382	15,000	2014	2014	1 yr 30,000 km	Fixed bushfire radio and fitted new fuse
TA06	Jet Patcher Isuzu	126,104	150,000	2007	2010	8 yrs / 8,000 hrs	
TA092	Iveco Strais AD500 8-4	61,308	65,000	2012	2012	5 yrs / 250,000 km	Replaced 2 tail light bulbs, and one marker light assembly
TA18	12H Grader	8,765	9,000	2006	2006	7 yrs / 8,000 hrs	
TA281	930K Loader	498	500	2014	2014	8 yrs / 8,000 hrs	Fitted 2 new Batteries (Warranty)
TA386	Isuzu Tipper	36,304	45,000	2012	2012	5 yrs / 200,000 km	
TA417	John Deere Gator	497	500	2009		4 yrs	
CATBR	Caterpillar Angle Broom			2010			
SL	Himac skid steer slasher			2013		10 yrs	
BKTBR	Skid steer Bucket Broom			2013			
1TTL850	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						
	Wacker Packer						

This Report was received by Council.

12.02 WORKS REPORT FOR JULY 2015

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	9 July 2015	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners mowing and spraying around town. Recent rain has everything growing well.
- Very little increase to water levels in the town dam after the recent rain.
- Complex dam wall still to be repaired.
- Solar pump at CBH dam has been down for the last couple of weeks. Waiting on a seal for the pump housing.
- Loader and truck have cleaned up around transfer station and tip.
- Still waiting for contractor to replace the batteries in the solar lights along the railway.
- Caravan park irrigation has been repaired after the gazebo construction.
- Plants vandalized around the gazebo in Holland Park. This has been an ongoing problem since it was installed.
- Information signs gone to Katanning for changes.

Tambellup

- Gardeners busy spraying and mowing around town.
- Plants vandalized on the oval bank.
- Public toilets vandalized in Diprose Park.
- Have a town resident continuing to play golf on the oval and damaging areas of grass
- Police have been notified of all incidents.
- Information signs gone to Katanning for changes.
- There are a number of dead trees around town which need removing. Currently getting quotes.
- Loader and truck have cleaned up around transfer station and tip.

Roads

- Tambellup West Road drainage project is now complete after backfilling the footpath.
- Intersection of Gnowangerup and Great Southern Highway complete after backfilling the kerb. Some small amount of surface correction to take place when weather warms.
- Nardlah road graveling complete. Remaining funds will be used to reseal the bitumen section when weather warms up.
- Crew currently working on Pindellup Road gravel re-sheeting.
- Moving to Toolbrunup Road next to gravel sheet.
- Seeking contractor quotes to start stockpiling gravel for projects. This is usually done in the wet season to help moisture content when placing it on the road at a later date.
- Maintenance grading has been slow again this month with one of our graders operators' away ill for the last few weeks. Graders still in the south eastern part of the shire.
- Jetpatcher has been out working on bitumen road repairs.
- Maintenance crew working on pothole patching, signage and headwall repairs.
- We have had reduced work crew due to the Flu weather over the last month.

- Attached to this report is a relatively new type of bitumen surfacing called graded aggregate total treatment. This could be used in place gravel sheeting. There are some good characteristics about the product but a full cost analysis would be needed before trialling. The cost of using this type of seal is basically the same as the cost to replace gravel with a reduced maintenance on low volume roads.

Plant

- Water tank for the eight-wheeler has been ordered through Allroads Albany. They have started fabrication.
- Manager of Corporate Services Colorado 7 has been replaced.
- Manager of Works vehicle due next couple of weeks.
- I have checked with other shires and changing Manager of Works vehicles at 15,000 km is still best practice. MOW covers around 50,000km each year. There are about 3 changeovers each year totalling \$8,100 excluding GST. There is no maintenance or servicing as the vehicle is changed when the first service is due.
- I checked with Kent shire as the MOW also uses Ford Wildtrak. He also covers 50,000km each year. He changed his at 52,000km after one year and it cost \$10,000 excluding GST to change over. He also had a set of tyres \$1,450 and 3 services @ \$960 each. Total cost for the year \$13,410.
- Local government gets discounted purchasing but doesn't get capped price servicing.
- Another rural shire kept their Wildtrak 2 years traveling 98,000km with a changeover of \$19,000 with one set of tyres and 6 services @ \$1,920 totalling around \$22,320 over 2 years with average of \$11,160 each year.
- The only other vehicle in local government (with good records) I could find at 4 years was a Toyota Prado GXL (best resale value) with 178,000km. Cost \$34,000 excluding GST to change over. Maintenance cost for 4 years with tyres services and repairs was \$9,680, totalling \$43,680 over the 4 years averaging \$10,920 per year.

This Report was received by Council.

12.03 BUILDING SURVEYORS REPORT FOR JUNE 2015

Program:	Economic Services
Attachment:	BSR Report and Activity Statement for June 2015 Summary of Building Activity 2014-2015 Yearly Statistics 2014-2015
File Ref:	ADM0258
Author:	D Baxter Building Surveyor
Date:	1 July 2015
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of June 2015 that has been sent to all the relevant authorities required by legislation and the Yearly Reports for 2014-2015.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of June 2015 and for the 2014-2015 year.

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

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 30 June 2015
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	1 July 2015
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2014-15 to 30 June 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 30 June 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 2014-15 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 REPORT – JUNE 2015**

Program:	Recreation & Culture	
Attachment:	Library Report – June 2015	
File Ref:	ADM0097	
Author:	M Lanigan	Library Officers
	S Reed	
Date:	2 July 2015	
Disclosure of Interest:	Nil	

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of June 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 COMMUNITY EMERGENCY SERVICES MANAGER REPORT – FEBRUARY 2015 – JUNE 2015

Program: Law, Order & Public Safety
Attachment: Department of Fire and Emergency Services Report: 1st February 2015 – 20th June 2015
File Ref: ADM0467
Author: Cindy Pearce Community Emergency Services Manager
Date: 30 June 2015
Disclosure of Interest: Nil

Summary: Attached is a Community Emergency Services Manager (CESM) Report prepared by Cindy Pearce for the Broomehill-Tambellup Shire for February 2015 to June 2015.

Background: This report outlines the activities for the period of February 2015 to August 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 Resolution: *“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

20 August 2015

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.50pm.