



Ordinary Meeting of Council

MINUTES

17 December 2015

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.

LIST OF MOTIONS

| 17 December 2015 | Page No |
|--|----------------|
| A Smart Start – Great Southern Development Commission Funding 2015-2017 | 16 |
| Application for Dog Washing/Grooming – Lot 895 (No 94) Tambellup West Road Tambellup | 10 |
| Budget Amendment – Re-allocation of Roads to Recovery Funding | 20 |
| Budget Amendment – Re-allocation of Roads to Recovery Funding | 20 |
| Closure of the Council meeting to members of the public | 24 |
| Confidential – Disposal of Plant | 28 |
| Confidential – Plant Replacement - Grader | 27 |
| Confidential – Quotation for CEO Recruitment | 25 |
| Confidential – Tambellup Railway Station Sub-Lease Renewal | 26 |
| Confirmation of Annual Electors Meeting Minutes 8 December 2015 | 2 |
| Confirmation of Previous Meeting Minutes 19 November 2015 | 2 |
| Confirmation of Special Meeting Minutes 21 October 2015 | 2 |
| Creditors Accounts paid November 2015 | 5 |
| Financial Statements for November 2015 | 3 |
| Re-opening of the Council meeting to members of the public | 24 |
| Review of Delegations Register | 7 |

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 17 December 2015 commencing at 2.07pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

| | | |
|-----------------|-----------------|--------------------------------------|
| Present: | Cr GM Sheridan | President |
| | Cr SJF Thompson | Deputy President |
| | Cr MR Batchelor | |
| | Cr TW Prout | |
| | Cr MC Paganoni | |
| | Cr CL Dennis | |
| | Cr ME White | |
| | 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 2.07pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Cr Batchelor declared a Financial Interest in Item 10.05.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 NOVEMBER 2015

151201

Moved Cr Dennis, seconded Cr Paganoni

“That the Minutes of the Ordinary Meeting of Council held on 19 November 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

8.2 SPECIAL MEETING OF COUNCIL MINUTES 21 OCTOBER 2015

151202

Moved Cr Batchelor, seconded Cr Thompson

“That the Minutes of the Special Meeting of Council held on 21 October 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

8.3 RECEIPT OF THE MINUTES OF THE ANNUAL ELECTORS MEETING HELD ON THE 8 DECEMBER 2015

151203

Moved Cr Thompson, seconded Cr Paganoni

“That the Minutes of the Annual Electors Meeting held on the 8 December 2015 be received.”

CARRIED 7/0

Council noted the matters that were raised at the Electors Meeting held on the 8 December 2015.

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR NOVEMBER 2015

| | |
|--------------------------------|---|
| Program: | Other Property and Services |
| Attachment: | Monthly Financial Statements for November 2015 |
| File Ref: | Nil |
| Author: | KP O'Neill Manager Finance and Assets |
| Date: | 8 December 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider the monthly financial report for the period ending 30 November 2015.

Background: The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the report relates.

Each financial year, Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances.

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

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

Note 1 in the financial report provides commentary on material variances for the reporting period to 30 November 2015, which are shown in the Statement of Financial Activity.

Councils Reserve Funds are held collectively in one Term Deposit with the Bendigo Bank. This matured during November, and transfers were made into the Reserve Funds in accordance with the 2015/16 Budget.

Consultation: Nil

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

34. Financial activity statement report

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

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

Policy Implications: Nil

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

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

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

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

Voting Requirements: Simple Majority

Council Decision: *151204*

Moved Cr Prout, seconded Cr Batchelor

“That the Financial Statement for the period ending 30 November 2015 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID NOVEMBER 2015

| | | |
|--------------------------------|---|-----------------------------------|
| Program: | Other Property and Services | |
| Attachment: | List of Payments for November 2015 | |
| File Ref: | Nil | |
| Author: | KP O’Neill | Manager Finance and Assets |
| Date: | 8 December 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during November 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 | \$944,517.03 |
| Trust Fund | \$74,456.67 |
| Credit Cards | \$1,217.27 |
| <u>Total</u> | <u>\$1,020,190.97</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: *151205*

Moved Cr Prout, seconded Cr Paganoni

“That the list of accounts paid during November 2015, comprising:-

- *Municipal Fund –*
 - *cheques 2969 to 2994;*
 - *electronic payments EFT7224 to EFT7319; and*
 - *direct debits DD3867.1 to DD3867.2, DD3885.1 to DD3885.2 totalling \$944,517.03;*
- *Trust Fund –*
 - *cheques 430 to 431; and*
 - *electronic payment EFT7294; totalling \$74,456.67;*
- *Credit Card purchases totalling \$1,217.27; be endorsed.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.03 REVIEW OF DELEGATIONS REGISTER

| | |
|--------------------------------|--|
| Program: | Governance |
| Attachment: | Delegations Register |
| File Ref: | ADM0239 |
| Author: | JM Trezona Chief Executive Officer |
| Date: | 7 December 2015 |
| Disclosure of Interest: | Nil |

Summary: The purpose of this report is for Council to review its delegations register.

Background: Council has the ability to delegate authority relating to a variety of powers and tasks to the Chief Executive Officer.

This is done to facilitate prompt business transaction and streamline customer service of the Council so that waiting times and delays are kept to a minimum. In addition it alleviates the necessity for Council to deal with routine items at its monthly meetings thus freeing up time for matters of strategy and policy.

The Local Government Act 1995 states that at least once every financial year, delegations are to be reviewed by the Delegator. The Delegations Register was last reviewed on 20 November 2014.

Comment: A copy of the current Delegations Register is included with the agenda papers. Amendments are proposed for the following Delegations

- 1.6 Property – Acquisition and Disposal
- 1.20 Agreement for the use of office space

Delegation 1.6 – it is recommended that this delegation be amended to reflect the changes to the *Local Government (Functions and General) Regulations 1996*.

The proposed changes are as follows

Delegation:

*The Chief Executive Officer is delegated authority to acquire property and services (other than land) valued at an amount not exceeding ~~\$100,000~~ **\$150,000** whether or not a tender process is undertaken, providing that appropriate provision is made in the Shire's annual budget.*

*The Chief Executive Officer is delegated authority to dispose of property (other than land) with a market value not exceeding \$20,000 or if the goods are disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than ~~\$50,000~~ **\$75,000**. Appropriate budget provision must have been included in the Shire's annual budget.*

Delegation 1.20 – Hidden Treasures – Agreement to use office space within the Broomehill Administration building. It is proposed that this delegation be deleted as since the renovation and conversion of the

building into a shared archive repository, the Hidden Treasures Group has made alternative arrangements.

Does Council wish to amend, remove or include further delegations?

Consultation: Nil

Statutory Environment: *Local Government Act 1995 Sections 5.42 & 5.43*

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

**Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegate on.

5.43. Limits on delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties

- (a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) Appointing an auditor;
- (d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, or 5.100;
- (f) Borrowing money on behalf of the local government;
- (g) Hearing or determining an objection of a kind referred to in section 9.5;
- (h) Any power or duty that requires the approval of the Minister or the Governor; or
- (i) Such other powers or duties as may be prescribed.

Policy Implications: Nil

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

Asset Management Implications: This issue has no Asset Management Implications

Financial Implications: This issue has no Financial Implications for Council

Workforce Plan

Implications: This issue has no Workforce Plan Implications

Voting Requirements: Absolute Majority

Council Decision: *151206*

Moved Cr Dennis, seconded Cr Batchelor

“That Council, having undertaken a review of the Delegations Register in accordance with the requirements of the Local Government Act 1995 section 5.42(2), adopts the delegations as presented including the proposed amendments to Delegation 1.6 Property – Acquisition and Disposal and the removal of Delegation 1.20 Agreement for the use of office space.”

*CARRIED 7/0
By Absolute Majority*

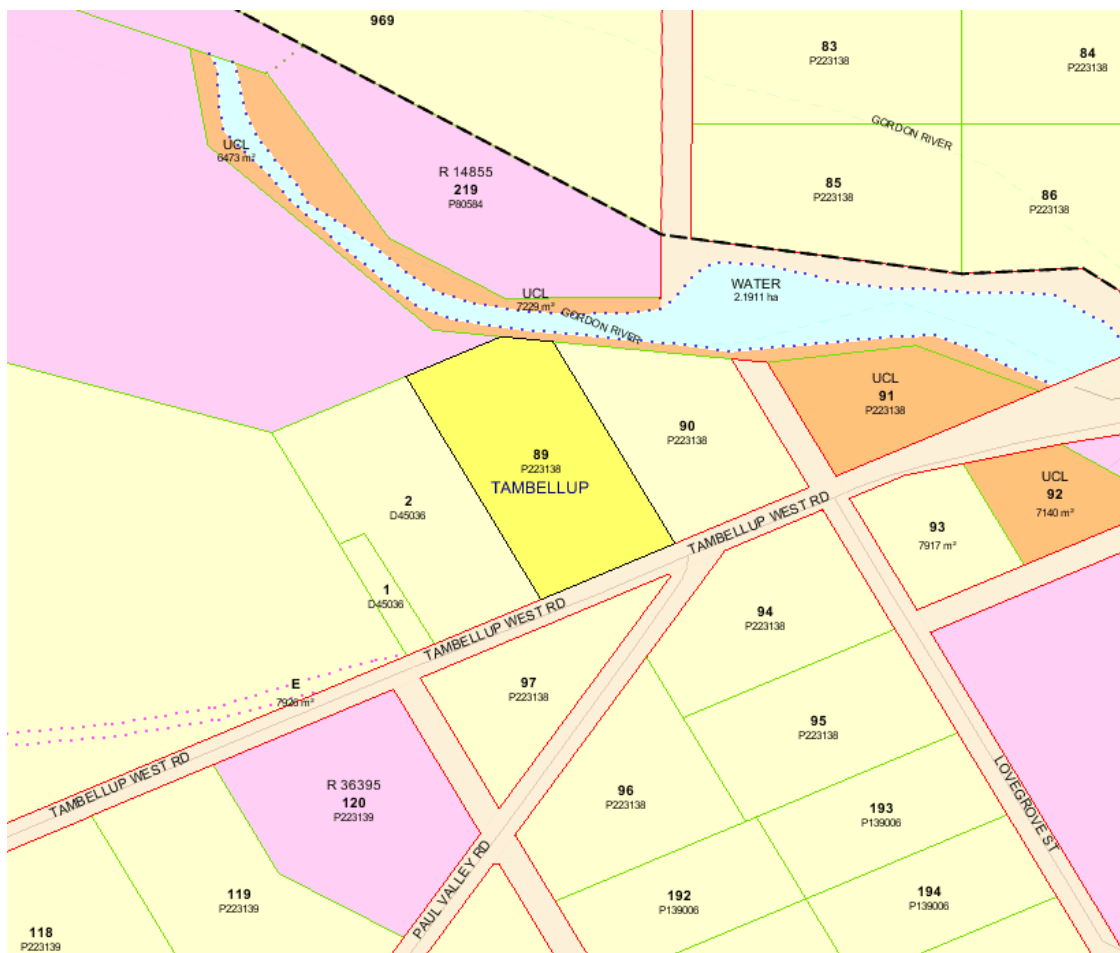
**Reason For Change to
Recommendation:**

10.04 APPLICATION FOR DOG WASHING/GROOMING – LOT 89 (NO 94) TAMBELLUP WEST ROAD TAMBELLUP

Program: Planning
Attachment: **1. Application**
2. Recommended list of additional information
File Ref: A159
Author: Gray & Lewis Landuse Planners
Date: 1 December 2015
Disclosure of Interest: Gray & Lewis receive planning fees for advice to the Shire, therefore declare a Financial Interest – Section 5.60A and Section 5.70 of the Local Government Act 1995

Summary: Council is to consider an application lodged for dog washing and grooming on Lot 89 (No 94) Tambellup West Road Tambellup.

Background: Lot 89 has an approximate area of 1.99 hectares and is zoned ‘Special Rural’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).



Comment: *Description of Application*

Gray & Lewis is of the view that there is insufficient information provided by the applicant to determine the application. A copy of the application (and sketch plan) is included as Attachment 1. The applicant has advised that they seek approval for a mobile dog wash

to be managed at their property. A plan lodged with the application indicates dogs will be bought to the premises and held in 'lockable storage pens'. The plan indicates 11 lockable storage pens.

As the subject lot is zoned 'Special Rural' there is potential for the landuse to adversely impact on surrounding neighbours due to the noise of dogs barking. It is not clear whether any dog boarding is proposed, whether the business is proposed to operate entirely within the lot or if it includes some mobile component.

The site plan provided is not to scale, does not show the lot boundaries, distances between the holding pens and lot boundaries, the location of any grooming or washing facilities etc.

The application form has been signed by one owner however Lot 89 is co-owned, so the signature of the second owner is also required.

Available landuse options

Depending on the exact nature of the business, there are some available options for landuse classifications as follows:

1. Home Occupation

A home occupation is an 'AA' use in the Special Rural zone which means that the use is not permitted unless the Council has exercised its discretion by granting planning approval.

A home occupation is defined as 'means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- (a) does not employ any person not a member of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 20 square metres;
- (d) does not display a sign exceeding 0.2 square metres;
- (e) does not involve the retail sale, display or hire of goods of any nature;
- (f) in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone.'

By nature of the home occupation definition, the area for a business is limited to 20m². Due to the proposed 11 holding pens Gray & Lewis is of the view that the proposal unlikely falls under a 'home occupation' landuse definition. Gray & Lewis also has concerns that the proposed use has potential to impact on amenity due to potential odour, noise and

dog barking.

2. Rural Home Business Occupation

A rural home business is an ‘SA’ use in the Special Rural zone which means that the use is not permitted unless the Council has exercised its discretion by granting planning approval after giving special notice in accordance with clause 8.3.1 (21 day advertising).

A rural home business ‘means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- (a) does not employ more than 5 people not members of the occupier’s household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 200 square metres;
- (d) in relation to vehicles and parking, does not result in traffic difficulties because of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and unless approved by the Council does not involve the presence, use or calling of more than 3 vehicles of more than 3.5 tonnes tare weight; and
- (e) does not involve the use of an essential service of greater capacity than normally required in the zone.’

The applicant can amend the application and apply for a rural home business if all of the business activities are limited to a maximum area of 200m² and they can demonstrate that it will not adversely affect the amenity of the neighbourhood.

As discussed above, Gray & Lewis have concerns that the proposed use has potential to impact on amenity due to potential odour and noise (dog barking). If the business is going to entail 11 dogs being held at the property Gray & Lewis is generally not supportive of the proposed landuse due to potential amenity impact.

4. Dog Kennel

It is unclear if any dog kennels / boarding is proposed as part of the application.

Dog Kennels are defined in the Scheme as ‘means land and buildings used for the boarding and breeding of dogs where such premises are registered or required to be registered by the Council; and may include the sale of dogs where such use is incidental to the predominant use.’

Dog Kennels are a ‘use not listed’ therefore Council would have to consider whether any kennel landuse meets the objectives of the Special Rural zone.

Gray & Lewis would not support any boarding / dog kennels that cannot meet the Environmental Protection Authority recommended 500 metre buffer.

Additional Information

In the first instance, Gray & Lewis recommends that the applicant be encouraged to seriously consider a dog washing and grooming service that is largely mobile with only small scale activities on site due to concerns over proximity to nearby sensitive residences, potential noise, waste & waste water management, and the need to maintain the existing amenity of the area.

If the applicant wishes to proceed, Gray & Lewis recommends additional information be requested – refer Attachment 2.

Noise

Gray & Lewis would recommend that any detailed proposal be referred to the Shire's Environmental Health Officer for inspection, and that depending on the exact nature of the application, Council consider requiring a site specific noise report from a suitable qualified acoustic consultant.

Potential noise from barking dogs is an important issue and has potential to impact on neighbouring amenity (irrespective of whether neighbours support or object to the proposal).

| | |
|---------------------------------------|--|
| Consultation: | If the applicant proceeds and lodges additional information, it is recommended that the application be advertised for 21 days prior to referral to a future Council meeting. |
| Statutory Environment: | Shire of Tambellup Town Planning Scheme No 2 – explained in the body of this report. Shire of Broomehill Tambellup Dogs Local Law 2008 – a separate licence is required for any kennels under the Local Laws. |
| Policy Implications: | Nil |
| Strategic Implications: | This issue is not dealt with in the Plan |
| Asset Management Implications: | There are no asset management implications for Council |
| Financial Implications: | This issue has no financial implications for Council |
| Workforce Plan Implications: | There are no workforce plan implications for Council |

Voting Requirements: Simple Majority

Council Decision: 151207

Moved Cr Batchelor, seconded Cr Dennis

“That Council;

- 1. Defer determination of the application lodged for a business on Lot 89 (No 94) Tambellup West Road Tambellup and request additional information as listed in Attachment 2 to this report.*
- 2. Authorise the Chief Executive Officer to advise the applicant of the Council decision and advise as follows:*
 - (i) Based on the limited details provided in the application Council was unable to determine the proposal, however will review the matter once additional information is provided.*
 - (ii) The Shire encourages the proponent to seriously consider a dog washing and grooming service that is largely mobile with only small scale activities on site due to concerns over proximity to nearby sensitive residences, potential noise, waste & waste water management, and the need to maintain existing amenity of the area.*
 - (iii) The Shire advises the proponent that the Scheme has allowance for a Rural Home Business however the business would need to satisfy the following requirements:*
 - (a) does not employ more than 5 people not members of the occupier’s household;*
 - (b) will not cause injury to or adversely affect the amenity of the neighbourhood;*
 - (c) does not occupy an area greater than 200 square metres;*
 - (d) in relation to vehicles and parking, does not result in traffic difficulties because of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and unless approved by the Council does not involve the presence, use or calling of more than 3 vehicles of more than 3.5 tonnes tare weight; and*
 - (e) does not involve the use of an essential service of greater capacity than normally required in the zone.’*
 - (iv) The Shires consultant planner has advised that any proposed dog kennels / boarding is unlikely to be supported at an officer level particularly due to noise and the need for a 500 metre separation distance to any nearby residence (under Environmental Protection Authority) guidelines.*
 - (v) On receipt of a more detailed application, the proposal will be advertised for a 21 day period before being referred back to a future Council meeting.*
 - (vi) The Shire’s Planning consultant has raised concerns*

over the potential noise associated with any business, and therefore the Shire reserves the right to request a noise report by a qualified acoustic consultant if the application proceeds. Noise will be further assessed once more details are provided, and the site has been inspected by the Shire’s Environmental Health Officer.

(vii) The Shires invitation to lodge additional information should not be construed as support for the proposal. Detailed information is required to conduct a full assessment and evaluation.

3. Request the lot be inspected by the Shires Environmental Health Officer and Building Surveyor on receipt of additional information by the applicant.

4. Authorise the Chief Executive Officer to advertise the application for a minimum of 21 days on receipt of detailed information by the applicant.”

CARRIED 7/0

Reason For Change to Recommendation:

10.05 A SMART START – GREAT SOUTHERN DEVELOPMENT COMMISSION FUNDING 2015-2017

| | |
|--------------------------------|---|
| Program: | Education and Welfare |
| Attachment: | Proposed management structure and summary of roles |
| File Ref: | ADM0339; CP.PR.48 |
| Author: | PA Hull Strategic Support & Projects Officer |
| Date: | 10 December 2015 |
| Disclosure of Interest: | Cr Batchelor declared a Financial Interest and left the meeting at 2.19pm. |

Summary: This report is provided for information and endorsement of the proposal for Council to take on the role of Employing/Auspicing Agency for the A Smart Start program.

Background: Council may recall earlier in 2015 the Great Southern Development Commission (GSDC) sought the assistance of the Shire and Southern Link VROC to act as the auspicing agency for a funding submission to the Department of Regional Development (DRD) for the continued delivery of the ‘A Smart Start’ (A.S.S.) program by YMCA of WA. This application was unsuccessful.

Prior to this application, program delivery had been funded through the GSDC Regional Grant Scheme (2009-2014) and DRD (2014-2015) and delivered by YMCA. YMCA has been unable to secure a major corporate or mainstream funding partner for the program to date, and has advised the GSDC that the organisation is not in a position to continue delivery of the program in the absence of external funding.

The GSDC has held meetings with YMCA staff and community members to consider the way forward for A.S.S., with the decision made to transition the program from YMCA management to a Regional Advisory Committee, supported by an auspicing Shire (Shire of Broomehill-Tambellup). YMCA is supportive of this decision and is keen to maintain positive working relationships with stakeholders in the region. The proposed management structure is attached for information.

The GSDC board has allocated internal funding of \$356,521 for the Regional Committee to deliver the program in the Great Southern region from 2015-2016 to 2016/2017 with the Shire of Broomehill-Tambellup charged with managing the funding on behalf of A.S.S. These funds are currently held in the Shire’s Trust Fund,

The anticipated advantages of a transition of the program back to the region include:

- A stronger regional involvement in the program delivery through the oversight and management of the Regional Committee;
- An opportunity to develop relationships with regional funding partners; and
- The ability for the program to be scaled back if funding is not secured from 1 July 2017, and be delivered through volunteer efforts, under the guidance of the Regional Committee, until a funding partner can be secured.

The funding received for the delivery of the program for 2015-2017 includes allocation for wages for the Program Coordinator(s) and the Funding Coordinator as outlined in the management structure.

In order to facilitate this, the GSDC has requested that Council give consideration to taking on the role of Employing/Auspicing Agency for the A Smart Start Regional Committee. It is intended that roles and responsibilities will be documented through an agreed Memorandum of Understanding (MOU) between the Shire and the Committee.

It is anticipated that the Shire's role would be at cost recovery through an administration portion of the 2015-2017 funding, and may include the following:

1. Auspice an application to Lotterywest for a 'Transitional Coordinator' (application to be written by the Regional Committee with the assistance of GSDC).
2. Have representation on the selection panel and manage the employment/HR associated with the 'Transitional Coordinator' (proposed 6 months from ~May to Nov 2016).
3. Have representation on the selection panel and manage the employment/HR associated with the 'Funding Coordinator' and 'Program Coordinator(s) (proposed 12 months from ~June 2016 to June 2017 with possible extension pending funding). This is likely to be 3 individuals, part time and full time.
4. Auspice other grants and or funding as secured by the 'Funding Coordinator' (including contributions from other LGAs, Corporate funding bodies etc).
5. Coordinate reporting for funding bodies through the YMCA of WA initially, then the Regional Advisory Committee, and make payments as required.

With the aim of securing further funding to ensure A.S.S. program delivery beyond 1 July 2017, the GSDC may request Council to consider extending the timeframe of its support as Employing/Auspicing Agency, however this can be considered as part of the development of this or subsequent MOUs.

For consideration.

Comment:

It is anticipated the administration of funding as required would be similar to that undertaken in administering Country Local Government Fund allocations for the VROC. The Shire will be required to liaise with the A.S.S. Regional Committee for milestone reporting and payments as determined by the GSDC as funding providers.

The Shire's role in the employment of the proposed Program Coordinator(s), Funding Coordinator and Transitional Coordinator will be to manage human resource functions and facilitate payment of wages from the GSDC funding. Day-to-day activities of those appointed to the positions will be managed by the Regional Committee.

As indicated, allocation has been made in the funding to offset the cost to Council in providing this assistance. These activities are within the scope of existing staff, and it is considered that Council should endorse the

proposal to act as Employing/Auspicing Agency.

Consultation: Chief Executive Officer
Jessica van der Waag – Great Southern Development Commission

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan contains an aspiration of ‘Being Healthy’. The community considers the health and wellbeing of residents is a priority, and this extends to young families who benefit from the activities of A Smart Start. Council also provides an annual financial contribution to A Smart Start to assist with operational costs.

Asset Management Implications: There are no asset management implications associated with this matter.

Financial Implications: Transactions involving payment of wages and associated overheads are unable to be made from the Trust Fund. To facilitate this, funds would need to be transferred as required from the Trust Fund to the Municipal account. While these transactions will show on Council’s financial statements, the overall financial impact will be nil as the grant funding has already been received.

Workforce Plan Implications: Amendments can be made to the Workforce Plan and Organisational Chart to reflect the appointment of the positions as outlined in proposed management structure. As they are external temporary funded positions, and no human resource management is required, they will sit outside the direct line management structure.

A portion of the 2015-2017 GSDC funding has been allocated to the Shire for administration of the funds, including grant reporting and payroll processes. These activities can be undertaken within the existing staff structure.

Voting Requirements: Simple Majority

Council Decision: **151208**

Moved Cr Paganoni, seconded Cr Dennis

“That Council advises the Great Southern Development Commission that it agrees to take on the role of Employing/Auspicing Agency for the A Smart Start Regional Committee for the term of the 2015-2017 Great Southern Development Commission funding, subject to the development of an agreed Memorandum of Understanding between the Shire of Broomehill-Tambellup and the A Smart Start Regional Committee.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

Cr Batchelor returned to the meeting at 2.27pm.

10.06 BUDGET AMENDMENT – REALLOCATION OF ROADS TO RECOVERY FUNDING

| | | |
|--------------------------------|------------------------|-------------------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | ADM0466 | |
| Author: | JM Trezona | Chief Executive Officer |
| | KP O'Neill | Manager Finance & Assets |
| | GC Brigg | Manager of Works |
| Date: | 8 December 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to discuss allocation of the additional Roads to Recovery funding made available in 2015/16.

Background: The Federal Government announced on 23 June 2015 that additional funding had been made available to the Roads to Recovery Programme in the 2015/16 and 2016/17 financial years.

The additional funds came as a result of the re-introduction of the CPI linked fuel excise through the Federal budget.

Councils had already been allocated a double-up in funding for the 2015/16 financial year, and the Shire of Broomehill-Tambellup's original allocation was \$579,300. This amount has been allocated to road construction projects on Punchmirup North Road, Norrish Road and Toolbrunup Road.

The extra funding made available to Broomehill-Tambellup is \$248,400, which has been included in the 2015/16 budget for 'Townscape' which includes footpath upgrades, kerbing and drainage in both Broomehill and Tambellup townsites.

The additional funding is required to be expended by 30 June 2016.

Comment: The National Land Transport Act 2014, section 90(1) determines the funding conditions associated with the Roads to Recovery program.

The Federal Governments Department of Infrastructure and Regional Development have developed 'Roads to Recovery Programme Procedures' to guide Councils in allocating funds to eligible projects. The Programme Procedures are specific and must be adhered to.

Generally, any projects for road construction and/or maintenance are eligible. Footpaths are ineligible unless they are part of a wider road construction project along the road in which they are situated.

Advice has been sought from the Roads to Recovery team, and they advise that any proposed town beautification type works are ineligible, even though footpath, kerbing and drainage upgrades would be part of the project.

In light of this, Council is requested to consider reallocating the extra \$248,400 of Roads to Recovery funding from “Townscape”, and instead utilise this to offset the 1/3 contribution required to the Regional Road Group/Commodity Route projects. Council’s 1/3 contribution to these projects is \$200,800. If Council determines to do this there will be a balance of \$47,600 that will need allocated.

Council staff are recommending that the additional funds be utilised on Taylor Street. Taylor Street currently requires seal repairs, resealing and new kerbing installed. The road averages 11 metres wide kerb to kerb. The original construction was in 1963 with a 6m seal with 2.5m gravel shoulders. The shoulders were sealed with little preparation with a primer seal in 1994. The temporary seal has oxidised with no connection with the gravel pavement, which is allowing large sections of sealed areas to lift. 50% of the kerbing is made up of precast barrier kerb segments installed in 1980. Street trees over the years have grown and the roots have lifted the kerbing making it difficult to maintain the drainage.

The proposed scope of work is to

- remove the sections of existing precast kerb where required
- trench through the roots beside each tree and pour concrete into the trench to develop a root barrier to the roadway
- rework the sealed areas that need repairing
- prime and seal sections where required
- spray full width reseal
- install continuous semi mountable kerbing where required
- finish off by backfilling the kerb

The current road construction program is sufficient for Councils works crew to complete during the 2015/16 year. However the proposed Taylor Street project will have minimal impact on the works schedule as it can be dove tailed in with other similar projects in this year’s budget.

Councillor will also be aware that Broomehill-Tambellup is set to receive substantial funding for Regional Road Group and Commodity Route projects in 2016/17, as well as another double up in Roads to Recovery funding, it is therefore important to ensure all planned construction is able to be finished this year to leave the slate clean for the next financial year.

By reallocating the funding, Councils own revenue of \$200,800 would be freed up to progress the Townscape Plans further.

Implementation of the Townscape Plans would not be complete during 2015/16, and the additional Roads to Recovery funding is required to be expended during this year. It is recommended that a new Reserve Fund be established, and named ‘Townscape Plan Implementation Reserve’ with a purpose ‘to be used for implementation of the Townscape Plans for the Broomehill and Tambellup townsites. This will ensure that the funding is available in the 2016/17 year without any impost on the coming budget.

The proposed amendments will have no impact on the bottom line of the 2015/16 budget and the budget will still remain balanced.

| | |
|---------------------------------------|---|
| Consultation: | Manager Works Roads to Recovery programme officers |
| Statutory Environment: | <i>National Land Transport Act 2014</i> <i>90(1) Roads to Recovery programme funding conditions</i> <i>Local Government Act 1995, Part 6, Division 4</i> <i>6.11 Reserve Accounts</i> <i>(1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.</i> |
| Policy Implications: | There is no policy applicable to this item. |
| Strategic Implications: | This matter has no impact on the Strategic Community Plan, as prioritised works will still be undertaken. |
| Asset Management Implications: | Upgrade and renewal of existing assets utilising the funds provided by the Roads to Recovery program. These assets will be captured in Councils Infrastructure Asset Management Plan, if not already included. |
| Financial Implications: | Amendment to the 2015/16 budget to reallocate \$248,400 in Roads to Recovery funding for Councils required 1/3 contribution to Regional Road Group projects, and to transfer equivalent funds into a new ‘Townscape Reserve’. The proposed amendments have no impact on the budget overall, and the budget will remain balanced. |
| Workforce Plan Implications: | There are no implications for the Workforce Plan. |
| Voting Requirements: | Absolute Majority |

Council Decision: 151209

Moved Cr Paganoni, seconded Cr Batchelor

“That Council amends the 2015/16 Annual Budget and –

- reallocates \$200,800 from its 2015/16 Roads to Recovery funding from the capital budget item ‘Townscape’ towards the 1/3 Council contribution required for 2015/16 budgeted Regional Road Group and Commodity Route projects;*
- reallocates \$47,600 from its 2015/16 Roads to Recovery funding from the capital budget item ‘Townscape’ towards the proposed seal and kerbing works on Taylor Street Tambellup*
- utilises \$200,800 of Councils own source funding for implementation of the Broomehill and Tambellup Townscape Plans.”*

CARRIED 7/0
By Absolute Majority

Voting Requirements: Simple Majority

Council Decision: 151210

Moved Cr Dennis, seconded Cr Thompson

“That Council creates a new Reserve Fund to be named the ‘Townscape Plan Implementation Reserve Fund’, and the purpose of this Reserve shall be ‘for implementation of the Townscape Plans for the Broomehill and Tambellup townsites’”.

CARRIED 7/0

Reason For Change to Recommendation:

11 CONFIDENTIAL ITEMS

151211

Moved Cr Thompson, seconded Cr Batchelor

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

CARRIED 7/0

151212

Moved Cr Batchelor, seconded Cr Paganoni

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

CARRIED 7/0

11.01**CONFIDENTIAL: QUOTATION FOR CEO RECRUITMENT**

Program: Governance
Attachment: **CONFIDENTIAL:**
Copy of quotes received
File Ref: ADM0488
Author: JM Trezona Chief Executive Officer
Date: 11 December 2015
Disclosure of Interest: Nil

Council Decision: 151213

Moved Cr Thompson, seconded Cr Batchelor

“That Council accepts the quote from Anne Lake Consultancy for the provision of recruitment services to assist with the employment of a new Chief Executive Officer.”

11.03**CONFIDENTIAL: PLANT REPLACEMENT - GRADER**

Program: Transport
Attachment: Nil
File Ref: ADM0303
Author: GC Brigg Manager of Works
Date: 15 December 2015
Disclosure of Interest: Nil

Council Decision: *151215*

Moved Cr Prout, seconded Cr Thompson

"That Council accepts the quote from WesTrac Pty Ltd for the purchase of a new Caterpillar 12M grader for \$340,300 ex GST and trades in its current 12H grader for \$80,000 ex GST for a total changeover of \$260,300 ex GST."

CARRIED 7/0

11.04**CONFIDENTIAL – DISPOSAL OF PLANT**

Program: Transport
Attachment: Nil
File Ref: ADM0326
Author: GC Brigg Manager of Works
Date: 15 December 2015
Disclosure of Interest: Nil

Council Decision: *151216*

Moved Cr Dennis, seconded Cr Batchelor

“That Council does not accept any offer and agrees to engage Pickles Auctions to sell the truck through the online auction system.”

CARRIED 7/0

Cr Dennis left the meeting at 2.55pm.

Cr Dennis returned to the meeting at 2.57pm.

12.01**MAINTENANCE REPORT FOR DECEMBER 2015**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 11 December 2015
Disclosure of Interest: Nil

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|-----------|---------------------------------|-----------------|------------------|---------------------|------------------|--------------------|---|
| 0TA | Holden Caprice | | | 2015 | 2015 | 1 yr / 15,000km | |
| 1TA | Ford Ranger | | | 2015 | 2015 | 1 yr / 30,000 kms | |
| 1 TIU 961 | Papas Tandem Fuel Trailer | | | 2008 | | | |
| 1TMR361 | Rockwheeler Side Tipper Trailer | 34,761 | | 2012 | 2012 | | |
| 1TMR367 | Tandem Axle Dolly | 2,459 | | | | | |
| TA2251 | 3 axle Float Trailer | | | | 2009 | | |
| BH00 | Ford Ranger | 7,983 | 30,000 | 2015 | 2015 | 1 yr / 30,000 kms | |
| BH000 | Holden Colorado 7 | 7983 | 15000 | 2014 | 2014 | 1yr / 25,000 km | |
| BH001 | CAT vibe Roller | 2,635 | 2,750 | 2009 | | 8 yrs / 8000 hrs | |
| BH002 | ISUZU 6 Wheel Tipper | 167,911 | 180,000 | 2008 | 2008 | 7 yrs / 250,000km | Adjusted clutch |
| BH003 | Toyota Landcruiser GXL Dual Cab | 6,743 | 10,000 | 2015 | 2015 | 1 yr / 30,000 km | |
| BH004 | CAT 12M Grader | 6,016 | 6,000 | 2250 | 2009 | 8 yrs / 8,000 hrs | Replaced Moulboard wear strip. New exhaust manifold fitted under warranty |
| BH005 | Cat multi tyre Roller | 3,450 | 3,500 | 2011 | 2011 | 8 yrs / 8000 hrs | Drained oil and cleaned rear wheel housing. Fitted new tyre |
| BH006 | CAT 12M | 3,037 | 3,500 | 2012 | 2012 | 8 yrs / 8,000 hrs | Serviced at 3012 hours |
| BH007 | Toro 360 mower | 665 | 700 | 2013 | 2013 | 5 yrs / 5,000 hrs | Serviced at 608 hours |
| BH009 | Colorado 4x4 Tray Back | 1,167 | 1,000 | 2014 | 2014 | 1 yr / 30,000 km | |
| BH010 | 6x4 Fuel Trailer | | | 1981 | 1981 | | |
| BH012 | Isuzu Fire Truck | | | 1995 | 2004 | | |
| BH013 | Cat 444F Backhoe | 1,069 | 1000 | 2013 | 2013 | 10 yrs / 8,000 hrs | Repaired hydraulic oil leak in bucket |

| | | | | | | | |
|---------|-------------------------------|---------|---------|------|------|--------------------|--|
| BH014 | Ford Ranger Tray Top Ute | 734 | 1,000 | 2014 | 2014 | 1 yr / 30,000 km | |
| BHT84 | Toro Groundmaster 3500D mower | 235 | 400 | 2013 | 2013 | | |
| BHT92 | CAT 259B3 Skid Steer | 919 | 1000 | 2012 | 2013 | 8 yrs / 8,000hrs | |
| BHT125 | Mack Curser 8 Wheel Tipper | 59,705 | 60,000 | 2013 | 2013 | 5 yrs / 250,000 km | Welded and reinforced exhaust bracket. Rotated rear tyres |
| BHT1633 | Tandem Axle Dolly (Float) | | | 2015 | 2015 | | |
| TA001 | Holden Colorado | 15,550 | 45,000 | 2015 | 2015 | 1 yr / 30,000 kms | Serviced at 15000 kms |
| TA005 | Toyota Hilux | 3,430 | 15,000 | 2014 | 2014 | | |
| TA017 | Isuzu Tipper | 33,862 | 50,000 | 2014 | 2014 | 5 yrs / 200,000 km | Serviced at 33457 kms. Replaced side mirror |
| TA052 | Colorado 4x4 Tray Back | 4,057 | 15,000 | 2014 | 2014 | 1 yr 30,000 km | Serviced |
| TA06 | Jet Patcher Isuzu | 129,951 | 150,000 | 2007 | 2010 | 8 yrs / 8,000 hrs | Cleaned control valve and fitted 3 new solenoids. Replaced Gas Strut in toolbox |
| TA092 | Iveco Strais AD500 8-4 | 74,764 | 90,000 | 2012 | 2012 | 5 yrs / 250,000 km | Serviced at 74767 kms |
| TA18 | 12H Grader | 9,139 | 9,500 | 2006 | 2006 | 7 yrs / 8,000 hrs | Replaced Heater Hose |
| TA281 | 930K Loader | 961 | 1,000 | 2014 | 2014 | 8 yrs / 8,000 hrs | Replaced cutting teeth at 803 hours |
| TA386 | Isuzu Tipper | 39,449 | 45,000 | 2012 | 2012 | 5 yrs / 200,000 km | Replaced Right hand mudguard |
| 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 | | | |
| 1TLT850 | Loadstar 8x5 Trailer | | | 2011 | | | |
| BH2085 | Trailer for Pump at Town dam | | | | | | |
| BH2098 | Boxtop Trailer | | | | | | |
| BH2134 | Trailer for Mobile Standpipe | | | | | | |

| | | | | | | | |
|---------|---------------------------------|--|--|--|------|--|--|
| TA2129 | Fuel Tanker | | | | | | |
| BH010 | 6 x 4 Fuel Trailer | | | | | | |
| 1TCY082 | Papas Tandem Fuel Trailer | | | | | | |
| 1TCY093 | Papas Tandem Trailer | | | | | | |
| 1TIU961 | 8 x 5 Papas Fuel Trailer | | | | | | |
| 1TFH594 | Loadstar Boxtop Trailer | | | | | | |
| 1TFC580 | Gardeners Boxtop trailer | | | | | | |
| 1TFD241 | Boxtop Trailer for firefighting | | | | | | |
| 1TJX516 | Plant Trailer for Mowers | | | | | | |
| 1TOI298 | Sign Trailer | | | | 2015 | | |
| Fogger | Fogger | | | | | | |
| TSAW | Tree Saw | | | | | | |
| STAB | Stabiliser attachment | | | | 2014 | | |
| | Cement Mixer | | | | | | |
| | Tree Grab | | | | | | |
| | Wacker Packer | | | | | | |

12.02 WORKS REPORT FOR DECEMBER 2015

| | | |
|--------------------------------|-------------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | GC Brigg | Manager of Works |
| Date: | 11 December 2015 | |
| Disclosure of Interest: | Nil | |

Broomehill

- Gardeners working around town, weeding, whipper snipping, mowing and spraying.
- Recent rain didn't increase dam levels with only slight rises to the town dam. CBH dam filled around 1m and overflowed into the new dam with only 300mm of water covering the bottom.
- New bigger solar pump at CBH is pumping. It is moving water but still not performing at its peak. Thinkwater are working with the suppliers.
- Woodlands have completed soil samples on the oval and designing the fertilizer to suit.
- Oval verti-mowing will be completed after the Christmas break. We are using Cranbrook Shire's equipment.
- Woodlands have given a price to deal with the drainage issues on the oval. It is expensive work and we might be able stage the work across this year and next year. Still working with Woodlands on the solutions.
- Contractor engaged to fence the new dam across the road from CBH. Part of the water harvest project.
- Someone has been adjusting the filtration system on the town dam pump causing issues with pump. Thinkwater have reset the system to the right levels.
- Broomehill depot was broken into. Stolen were blowers, whipper snippers, chainsaw, hedger and some PPE equipment.
- Woodlands have submitted a plan to upgrade Holland Park. I have asked them to do more work on this area as there are better alternatives to enhance the park.
- Westnet Rail have bored under the railway line on Tie Line Road. This is in preparation to install electricity for the boom gates.

Tambellup

- Gardeners concentrating on whipper snipping around town.
- Bowls Club dam on Jam Creek Road has been extended as part of the Water Harvest project. Solar panels have been installed with fencing. Still waiting for Thinkwater to fix the pump before it can be fitted and finished.
- Vandals have been damaging reticulation around town. There are no specific areas to set security cameras.
- Oval had soil tests and fertilizer being specifically made to suit. The reason why this is done is we use treated water on the oval which causes a build-up in salinity.
- Katanning Cherry Pickers removed a large tree in Parker Street which was affected by white ants.
- Woodlands have completed a streetscape plan for Tambellup. The plan looks good and is achievable in stages.
- Depot shed is almost complete with roller doors to be fitted to the lock up area.
- Monash Electricity will put power into the new shed over the Christmas break. They will also fit up some extra motion sensor flood lights after the recent break in. Also purchased some extra motion security cameras to install at the depot.

Roads

- R2R funding: Three kilometre section on Toolbrunup Road has been re-gravelled. Culvert widening, signage and guide posts are all installed.
- The construction crew carried out road repairs while they were in the area.
- Now repairing Johnston Road with around 1km of gravel re-sheeting.
- Next week they will finish the last 800m section on Pindellup Road before Christmas shut down.
- Maintenance graders are working down the western side of the shire. They will be moving into the southern part over the next week.
- Skeleton crew over the Christmas break will consist of 2 Maintenance Grader operators. They will continue to maintenance grade over this period.
- Jetpatcher has been doing bitumen repairs this month. Mainly working on Tambellup West Road and Toolbrunup Road.
- The maintenance crew have concentrated on culvert headwalls and signage.

Plant

- The Caterpillar 12H has been down quite a bit over the last month. The Injector problems have been resolved.
- The standard for Caterpillar machines between 0 - 7,500 hours, is 96% uptime with 4% downtime. Then for 7,500 – 10,000 hours is 92% up time and 8% downtime. The machine has over 9,000hrs and has moved into the 8% downtime. This equals approximately one month grading per year.
- There have been some changes to vehicle purchases over the last few weeks. Barnesby Ford were bought by a Perth based company. Deals that were in place no longer apply to shires in the Great Southern.
- Prices were sought from other companies that the shire already deals with. Great Southern Toyota were approached and they have submitted very good pricing to assist us using Toyota into the future. In previous reports it is beneficial to keep trading high kilometre cars continually in at 10,000km to 15,000 kilometres. Dealers and councils choice for the cheapest way to operate.
 - There are 2 high kilometre vehicles in works. Works Supervisors and the Works Managers.
 - Previously these were both Fords. The works Supervisors ute is a XLT Ford Ranger dual cab. The Manager of Works a Ford Wildtrak.
 - The Ford Wildtrack was on \$3,000 changeover at 15,000km and the XLT \$3,600 changeover at 15,000km. There were around 3 changes per year for each vehicle.
 - That was \$8,000 per year for the Wildtrak and around \$9,500 per year for the XLT excluding GST, remembering no cost to run the vehicle with services tyres etc. There have been better deals along the way if the dealer presold the vehicle, example \$1,000 changeover for the Wildtrak @ 13,000km recently.
 - The Works Supervisors vehicle is currently a Holden Colorado with 16,000km. We changed to Holden last replacement because they offered changeovers down from \$9,500 per year with Ford to \$8,000 per year with Holden and a better class of vehicle.

- Toyota offered the same money to trade the Works Supervisors Holden Colorado as we paid for the vehicle. This vehicle has cost council nothing for 16,000km. However there is a larger changeover to the SR5 Hilux as the value of the Hilux is more.
 - Toyota offered the changeovers for the next SR5 to be at \$1,000 - \$1,500 @ 10,000 – 12,000km giving council a cost of \$5,000 - \$6,000 per year for the Works Supervisors SR5. We would need 5 changeovers @10,000km each or 4 changeovers @ 12,000km
 - They also quoted to trade the Ford Wildtrak giving council back \$3,500 on the changeover \$3000 more than what council paid for the vehicle trading on a new SR5 Hilux.
 - They would prefer that the Works Manager’s vehicle at the next changeover to be a GXL Prado wagon as they would end up with too many SR5 utes to shift.
 - Changeovers on the GXL Prado would then be \$1,000 @ 10,000 giving council 2 vehicles that will be under 30 cents per kilometre to run.
- At the last meeting Council discussed if there was a way to increase the amount of grading completed each year at an optimum time. There were some costings in my last report if we hired contractors. There was some interest in doing hot seat changeovers so I will add some costings working on rounded figures.
- 2 graders working normal hours 2200 hours per year x \$63 per hour = \$140,800
 - 2 operators x 4,000 hours (2,000 each) x \$50 including overheads = \$200,000
 - Roller 4 months @ 400 hours = \$48,000
 - Supervising, vehicles, fuel trailers ect = \$60,000
- Total = \$448,800**
- Total grading per year @ 9km per day (2 graders) x 180 days = 1620km
 - Total km of gravel roads 750km x grading twice per year = 1500km
 - **\$277 per km**

This applies when we replace the 12H with a 12 foot blade with a machine with a 14 foot blade. If you worked 2 graders working on hot seat changeovers. Man hours 7 days x 80.5 hours per week working on average of 44 weeks, allowing for downtime, wet days and servicing. The grader hourly rate goes up as you will have to changeover your machine more regular (3.5 - 4 years) as higher machine hours. If you didn’t changeover machines before 9,000 hours downtime and costs will creep up.

Full Year hot seat changeover

- 2 graders working hot seat 5280 hours per year x \$113 per hour = \$596,640
 - 4 operators x 8,000 hours (2,000 each) x \$50 including overheads = \$400,000
 - Roller 4 months of the year @ 1080 hours = \$128,600
 - Supervising, vehicles, fuel trailers etc (more trips in vehicles) = \$80,000
- Total = \$1,205,240**
- Total grading per year @ 12km per day (2 graders) x 308 days = 3,696 km
 - Total would be 5 grades per year capability.
 - **\$326 per km**

If you graded your roads more frequently you will get a higher rate of wear increasing your cost of asset management (gravel).

Mixed 8 months a year normal grading, 4 months hot seat grading

- 8 months of the year at normal grading of total = \$299,000
 - 4 months of graders working hot seat changeover = \$359,000
 - Roller 4 months of the year @ 1080 hours = \$128,600
 - Supervising, vehicles, fuel trailers etc (more trips in vehicles) = \$70,000
- Total = \$856,600**

Total grading per year 9km per day 8 months (120 days) = 1080km for the 8 months

Total grading per year 12km per day 4 months (110 days) = 1320km for 4 months

Total grading on mixed grading is 2400km for the year = 3 grades per year.

That would give you 2 full grades in optimum time (wet season) 1.5 grades in the drier season.

- **\$360 per km**

Mixed normal season grading and hiring in 2 x contractors in optimum time plus roller

| | |
|--|------------------|
| Council normal grading | \$448,800 |
| Contractors x 2 @ 500hrs each x \$185 per hour | \$185,000 |
| Contract roller x 500hrs | \$60,000 |
| Total | \$693,800 |

Capabilities 1620km by Council @ 9km per day @ 9hrs per day

Capabilities 500km by Contractors @ 10km per day @ 10hrs per day

Total 2120km

- 3 grades per year 2 in optimum time
- **\$327 per km**

Based on those calculations council would be better served with a 4th grader if it wanted increase its levels of service at an extra cost of \$180,000 per year which includes employing an extra operator. There would be no extra overheads for running the extra grader. Maintenance graders are funded by rate payers and don't work as they aren't used on funded projects. That would equal a 9% rate rise on top of any rises to cover increasing shire costs.

12.03 BUILDING SURVEYORS REPORT FOR NOVEMBER 2015

| | |
|--------------------------------|--|
| Program: | Economic Services |
| Attachment: | BSR Report and Activity Statement |
| File Ref: | ADM0258 |
| Author: | D Baxter Building Surveyor |
| Date: | 1 December 2015 |
| Disclosure of Interest: | Nil |

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

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of November 2015.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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 09 December 2015 |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 9 December 2015 |
| Disclosure of Interest: | Nil |

Summary: Report on the Building Maintenance Program for 2015-16 to 09 December 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 09 December 2015 and presented for Council's information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2015-16 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

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

Reason For Change to Recommendation:

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

| | |
|--------------------------------|---|
| Program: | Various |
| Attachment: | Nil |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 10 December 2015 |
| Disclosure of Interest: | Nil |

| | |
|--------------------------------|---|
| Summary: | Report on Occupational Safety and Health matters – for Council information, comment and/or discussion. |
| Background: | Nil |
| Comment: | <p>The following represents a summary of OS&H related matters completed between October and December 2015 or currently being addressed (emanating from workplace inspections and administrative requirements):</p> <ol style="list-style-type: none"> 1) Business Continuity Plan (BCP) – LGIS are preparing our plan based on Risk and Business Impact Analyses carried out and the critical activities identified through that process; 2) Continuing to work towards Tier 2 audit requirements which cover the categories of Management Commitment, Consultation, Hazard Management & Safe Work Procedures, Training & Supervision, and Reporting & Monitoring Safety; 3) Procedures have been updated and endorsed in line with requirements including Council’s Employee Induction Manual; and 4) Training attended includes Chain of Responsibility, Traffic Control, and OSH Refresher <p>The following represents a summary of upcoming OS&H matters:</p> <ol style="list-style-type: none"> 1) Desktop exercise in early 2016 to test the BCP when received; 2) Ongoing preparation for an OSH Audit; and 3) Inspections and fire drills. |
| Consultation: | Nil |
| Statutory Environment: | <i>Occupational Safety & Health Act 1984</i> Occupational Safety & Health Regulations 1996 |
| Policy Implications: | Policy 2.2 – Occupational Safety and Health |
| Strategic Implications: | This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic Leadership – Being well governed (Compliance with Legislation/Performance Measurement). |

Asset Management

Implications: There are no asset management implications

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Officer

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

This Report was received by Council

**Reason For Change to
Recommendation:**

12.06 LIBRARY REPORT – NOVEMBER 2015

| | | |
|--------------------------------|---------------------------------------|-------------------------|
| Program: | Recreation & Culture | |
| Attachment: | Library Report – November 2015 | |
| File Ref: | ADM0097 | |
| Author: | M Lanigan | Library Officers |
| | S Reed | |
| Date: | 9 December 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 November 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:

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

Nil

14. DATE OF NEXT MEETING

18 February 2016

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 3.25pm.