



# Ordinary Meeting of Council

## MINUTES

17 March 2016

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## SHIRE OF BROOMEHILL - TAMBELLUP

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 17 March 2016 commencing at 4.15pm.**

### **1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>Present:</b>	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)
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

**Apologies:** JA Stewart                      Manager Corporate Services

**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 4.15pm.

### **3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATION FOR LEAVE OF ABSENCE**

*Cr White is seeking a leave of absence for the August and September 2016 Ordinary meetings.*

*160301*

*Moved Cr Paganoni, seconded Cr Batchelor*

*“That Cr White be granted leave of absence for the August and September 2016 Ordinary meetings of Council.”*

**CARRIED 6/0**

**6. DECLARATION OF INTEREST**

Nil

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 18 FEBRUARY 2016**

*160302*

*Moved Cr Thompson, seconded Cr White*

*“That the Minutes of the Ordinary Meeting of Council held on 18 February 2016 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 FEBRUARY 2016**


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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for February 2016</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O’Neill                      Manager Finance and Assets</b>
<b>Date:</b>	<b>9 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the monthly financial report for the period ending 29 February 2016.

**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:** Council adopted the budget review for the period to 1 July 2015 to 31 January 2016 at the February meeting. Amendments endorsed in the budget review have been implemented in the financial statements.

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

Note 1 in the financial report provides commentary on material variances which are highlighted in the Statement of Financial Activity.

**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:** *160303*

*Moved Cr Paganoni, seconded Cr Prout*

*“That the Financial Statement for the period ending 29 February 2016 be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID FEBRUARY 2016**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for February 2016</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>2 March 2016</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during February 2016.

**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	\$514,211.53
Trust Fund	\$9,795.68
Credit Cards	\$1,189.77
<b>Total</b>	<b>\$525,196.98</b>

**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:** *160304*

*Moved Cr Dennis, seconded Cr Batchelor*

*“That the list of accounts paid during February 2016, comprising:-*

- *Municipal Fund –*
  - *cheques 3055 to 3074;*
  - *electronic payments EFT7497 to EFT7514, EFT7517 to EFT7536, EFT7538 to EFT7559 and EFT7561; and*
  - *direct debits DD4002.1 to DD4002.2, DD4017.1 to DD4017.2 totalling \$514,211.53;*
- *Trust Fund –*
  - *cheques 435; and*
  - *electronic payments EFT7496, EFT7515 to EFT7516, EFT7537 and EFT7560; totalling \$9,795.68;*
- *Credit Card purchases totalling \$1,189.77; be endorsed.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**



**10.03****COMPLIANCE AUDIT RETURN 2015**

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of the Compliance Audit Return for 2015</b>
<b>File Ref:</b>	<b>ADM0302</b>
<b>Author:</b>	<b>KP O'Neill</b> <b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>2 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the 2015 Compliance Audit Return.

**Background:** Each Local Government is required to undertake an annual Compliance Audit Return (CAR) in relation to the period 01 January to 31 December. The return has been completed against the requirements that have been set out in the 2015 CAR.

The Department of Local Government introduced a reduced format for the CAR in 2011 with the areas of compliance restricted to those considered high risk. The Department have continued with this format again in 2015.

Regulation 14 of the *Local Government (Audit) Regulations 1996* was amended in December 2011 requiring the Audit Committee to review the CAR and report the results of that review to the Council prior to adoption and submission to the Department by 31 March 2016.

The CAR is completed online and is submitted electronically once it has been adopted by Council.

**Comment:** A copy of the CAR is attached for Councillor information. Members will note that there is no known breach of any of the areas of compliance in the review period.

Members will note that –

- the questions relating to Commercial Enterprises were not applicable;
- The 13 questions relating to Delegation of Power/duty have eight answered in the affirmative and 5 which were not applicable for the period under review;
- The Disclosure of Interest section has 16 questions that relate to the disclosure of interests by Councillors and officers and the completion of Annual and Primary Returns. Compliance was met on all but 1 of the questions which was not applicable to the 2015 year;
- The 2 questions in relation to disposal of property were not applicable for the 2015 year;
- The heading of Elections has one question pertaining to the establishing of an Electoral Gift Register for local government elections and the registering of any electoral gifts. Council has a register and no registrations were made during the review period;
- The Finance section includes 14 questions which all pertain to the process for the appointment of the auditor and the audit for the year under review. Council has complied with the requirements of this section.

- There are 5 questions in the Local Government Employees section – four pertaining to the employment of a new CEO which was not applicable for the review period, and the fifth pertaining to designated senior employees and their employment and dismissal, which also is not applicable;
- There are 6 questions relating to Official Conduct with the first being not applicable as the CEO is the designated complaints officer and the remaining five questions have a Yes response. Council has a complaints register with Nil entries to date;
- There are fifteen questions in the Tenders for Providing Goods and Services section. They are in relation to calling for tenders and expressions of interest. 14 of the 25 questions were not applicable, and compliance has been met on the remaining questions.

The Audit Committee reviewed the Compliance Audit Return 2015 at their 18 February 2016 meeting, and recommends it to Council for adoption and submission to the Department of Local Government and Communities by 31 March 2016.

**Consultation:** Chief Executive Officer  
Manager Corporate Services

**Statutory Environment:** *Local Government (Audit) Regulations 1996 – Regulation 14:-*

14. *Compliance audits by local governments*
- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –*
- (a) presented to the council at a meeting of the council; and*
- (b) adopted by the council; and*
- (c) recorded in the minutes of the meeting at which it is adopted.*

**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:** 160305

*Moved Cr Paganoni, seconded Cr Dennis*

*“That Council accepts the recommendation from the Audit Committee and adopts the Compliance Audit Return 2015 and submits it to the Department of Local Government and Communities by 31 March 2016.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

**10.04 ASSESSMENT REPORT – ORGANISATIONAL REVIEW OF RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE**

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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Assessment Report – Organisational Review of Risk Management, Internal Control and Legislative Compliance; Strategic Risk Register</b>	
<b>File Ref:</b>	<b>ADM0442</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>2 March 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The purpose of this report is to review the appropriateness and effectiveness of organisational systems and procedures in relation to risk management, internal control and legislative compliance.

**Background:** In February 2013, a new regulation (Regulation 17) of the Local Government (Audit) Regulations was promulgated. This regulation requires a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance at least once every two calendar years and to report to the Audit Committee the results of that review.

The review has been completed and has been presented for the Audit Committee's consideration.

**Comment:** The first instance of the internal audit completed in November 2014 provided the baseline data to inform this and subsequent reviews.

The Audit Committee received the assessment report at their 18 February 2016 meeting, and recommends it to Council for endorsement.

**Consultation:** Senior staff

**Statutory**

**Environment:**

***Local Government (Audit) Regulations 1996 – Regulation 16 and 17***

***16. Audit committee, functions of***

*An audit committee —*

*(a) is to provide guidance and assistance to the local government —*

*(i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*

*(ii) as to the development of a process to be used to select and appoint a person to be an auditor; and*

*(b) may provide guidance and assistance to the local government as to —*

*(i) matters to be audited; and*

*(ii) the scope of audits; and*

*(iii) its functions under Part 6 of the Act; and*

*(iv) the carrying out of its functions relating to other audits and other matters related to financial management; and*

- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
- (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council

**17. CEO to review certain systems and procedures**

- '(1)The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
- (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.'

**Local Government (Financial Management) Regulations 1996 – Regulation 5(2)**

- (2) The CEO is to —
- (a) ensure that the resources of the local government are effectively and efficiently managed; and
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local Government the results of those reviews.

**Policy Implications:** Policy 1.16 Organisational Risk Management  
Policy 1.18 Internal Control  
Policy 1.19 Legislative Compliance

**Strategic Implications:** The Strategic Community Plan contains an aspiration of 'Being well governed' with a commitment to provide leadership to the community through transparent, accountable and representative local government.

**Asset Management Implications:** This matter has no asset management implications.

**Financial Implications:** This matter has no financial implications.

**Workforce Plan Implications:** This matter has no workforce planning implications.

**Voting Requirements:** Simple Majority

**Council Decision:**            **160306**

*Moved Cr Prout, seconded Cr Thompson*

*“That the ‘Assessment Report – Organisational Review of Risk Management, Internal Control and Legislative Compliance’ as presented be adopted by Council.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**10.05 NEW POLICY – EMPLOYEE SUPERANNUATION**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of Management Practice 3.1 Draft policy – Employee Superannuation</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>PA Hull Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>10 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider implementation of a new policy – Employee Superannuation.

**Background:** Staff are currently undertaking a review of Council’s Management Practices (MP), which are the guidelines that ensure consistency in how Council and staff deal with a range of matters.

It has become apparent that there are some current practices in place which should be formalised as Council Policy.

**Comment:** MP 3.1 deals with Council’s contribution towards an employee’s superannuation fund over and above the legislated requirements.

Currently MP 3.1 states:

*The Shire’s contribution towards an employee’s superannuation for full members of the Western Australian Local Government Superannuation Plan is up to 5%. All employees are to receive the compulsory superannuation contribution as per the Super Guarantee Award.*

*Unless part of an employment agreement the Shire’s basic contribution will match the employee’s basic contribution.*

Legislation has changed in recent years, which enables employees to nominate a superannuation fund of choice, rather than automatically becoming a member of the local government superannuation fund.

Prior to the Council amalgamation in 2008, both Councils had this arrangement as policy, however following the amalgamation the policies were converted to the current management practice. It is considered that while this has been Council’s practice for many years, it should be formally defined within a policy.

A draft policy is attached for Council’s consideration and adoption if appropriate.

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** *Local Government Act 1995 s2.7.2(b) states that Council is to determine the local government’s policies.*

**Policy Implications:** New policy – Employee Superannuation

**Strategic**

**Implications:** The aspiration of ‘Being Well Governed’ within Councils Strategic Plan is underpinned by the requirement to recruit and retain appropriately skilled and qualified staff in order to deliver the commitments.

**Asset Management**

**Implications:** This matter has no asset management implications.

**Financial**

**Implications:** Provision is made annually for Council’s additional employee superannuation contributions.

**Workforce Plan**

**Implications:** This matter has no workforce planning implications.

**Voting**

**Requirements:** Simple Majority

**Council Decision:** 160307

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Council adopts the new ‘Employee Superannuation’ policy as follows:*

*Policy No: EMPLOYEE SUPERANNUATION*

*Policy Objective: To provide an employee benefit through additional contributions to superannuation.*

**Objective**

*Council is committed to recruiting and retaining appropriately skilled and qualified employees in order to deliver the full range of services required of the local government.*

*Employee benefits, including additional superannuation contributions, can assist in both recruitment and retention of staff.*

**Policy**

*Council will contribute up to 5% of an employee’s fortnightly wage to a complying superannuation fund (in accordance with the Superannuation Industry (Supervision) Act 1993) of the employee’s choice. This is conditional on:*

- a matching contribution being made by the employee; or*
- an individual employment agreement that may state otherwise.*

*All employees will receive the compulsory superannuation contribution as per Superannuation Guarantee legislation.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**





**Workforce Plan**

**Implications:** This matter has no workforce planning implications.

**Voting**

**Requirements:** Simple Majority

**Council Decision:** *160308*

*Moved Batchelor, seconded Cr White*

*“That Council, having reviewed Policy 3.2 – Self Supporting Loans to Community and Sporting Bodies, adopts the revised policy as presented.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

## 10.07 REVIEW OF POLICY 4.6 – REPLACEMENT OF PLANT AND VEHICLES

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Policy 4.6 – Replacement of Plant and Vehicles</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>KP O’Neill                      Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>9 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review Policy 4.6 – Replacement of Plant and Vehicles.

**Background:** The existing Policy was adopted in July 2014, and this is the first review.

The purpose of the Policy is *“to maintain a modern, efficient and safe plant and vehicle fleet and ensure that Shire plant and fleet vehicles are replaced at the most cost effective intervals.”*

The Policy provides guidance to staff when preparing the 10 year Plant Replacement Programme, and outlines the factors that should be taken into consideration when acquiring or disposing of plant and vehicles.

**Comment:** The existing Policy is considered to be appropriate. History has proven that the changeover timeframes outlined in the policy for heavy plant and equipment are still appropriate.

**Consultation:** Chief Executive Officer  
Manager of Works

### Statutory

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

**Policy Implications:** This matter is being considered as part of the rolling 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:** Acquisitions and disposal of plant and equipment are reflected in Councils Asset Management Plan.

### Financial

**Implications:** Financial implications will arise from implementation of this Policy. Provision is made in the budget for the relevant financial year to accommodate the proposals included in the Plant Replacement Program.

### Workforce Plan

**Implications:** This matter has no workforce planning implications.

**Voting**

**Requirements:** Simple Majority

**Council Decision:** *160309*

*Moved Cr Paganoni, seconded Cr Thompson*

*“That Council, having reviewed Policy 4.6 – Replacement of Plant and Vehicles, retains it without change.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

**10.08 MATTERS ARISING FROM THE BUILDING INSPECTIONS**


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<b>Program:</b>	<b>Housing</b>
<b>Attachment:</b>	<b>2016 Building Inspection Notes</b>
<b>File Ref:</b>	<b>ADM0212</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>16 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider matters raised as part of the inspection of housing and public buildings and prioritise for consideration in the 2016-17 budget.

**Background:** The Building, Planning and Economic Services Committee undertakes an inspection of its housing and public buildings on an annual basis. From this inspection priorities are identified and recommendations forwarded to Council for consideration in its annual draft budget or for inclusion in Council's Long Term Financial Plan. The author has, prior to the inspection conducted by councillors, undertaken inspections on particular buildings with a licensed asbestos inspector and Council's building surveyor.

**Comment:** Having completed the 2016 inspections of Council owned buildings, the Committee has recommended priority inclusions for Council's 2016-17 budget process. Once these priorities are determined, staff obtain cost estimates for draft budget purposes.

**Consultation:** An inspection has been undertaken of all the buildings.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** There are no Strategic Implications

**Asset Management Implications:** Ongoing maintenance, renewal, replacement and upgrades are an integral part of the long term management of Council's assets.

**Financial Implications:** Provision can be made in the 2016-17 budget to undertake maintenance or any capital works that may be required.

**Workforce Plan Implications:** Some identified maintenance tasks may be undertaken by Council staff; however, the majority is conducted by appropriately skilled contractors.

**Voting Requirements:** Simple Majority

**Council Decision:**        *160310*

*Moved Cr Batchelor, seconded Cr White*

*“That Council endorses the building maintenance priorities, as presented, for inclusion in the 2016-17 draft budget.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

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


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<b>Program:</b>	<b>Housing</b>
<b>Attachment:</b>	<b>UNDER SEPARATE COVER</b> <b>Draft Housing and Land Strategy</b>
<b>File Ref:</b>	<b>ADM0123</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>16 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Cr Prout declared a Financial Interest when the matter of the Bendigo Bank Building was discussed and left the meeting at 4.38pm.</b>

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

**Background:** Council's Housing and Land Strategy (Strategy) was first adopted by Council in April 2009. The Strategy has since seen the incorporation of the freehold land that Council has an interest in, asset management information, the addition of 2014 fair value valuations along with inclusion of Professional Condition Assessment and Estimated Remaining Life in Years information.

**Comment:** 2015/16 has seen the purchase of land at 63 Taylor Street, Tambellup, and this has been recorded in this year's review of the Strategy; this land will have the new executive residence built upon it for which Council accepted a tender for the construction at its February 2016 Ordinary Meeting.

Apart from changes to figures and dates due to the lapse of a year since the last review, this year's main changes include: the transfer of Lot 1295 Gnowangerup-Tambellup Road from the *Residential and Non-Residential Land* section to the *Housing Stocks in Detail* section (due to the construction of Sandalwood Villas), the insertion of Lavieville Lodge into the *Housing Stocks in Detail* section (following the Shire taking over ownership and management in 2015) and the addition of Lot 275 Taylor Street purchased in 2015 for the purposes of constructing an executive residence.

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

- Is the number of staff houses sufficient – do we need to reduce or increase the numbers?
- Are the disposal dates for houses appropriate or should we be considering a different strategy?
- The 10 Year Housing Replacement Program outlines a plan that sees future houses fully funded through the Building Reserve. To achieve this plan there is a set annual transfer to this Reserve. Is this achievable? Should we be using debt in the planning?

For Council comment/amendment and adoption.

**Consultation:** Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Financial Implications:** Once the Strategy has been reviewed and adopted, any actions in the coming 2016-17 financial year will require budget provision. Provision has been included in the Long Term Financial Plan.

**Workforce Plan Implications:** Chief Executive Officer/Strategic Support and Projects Officer - progression of new CEO residence.

**Voting Requirements:** Simple Majority

Cr Prout left the meeting at 4.38pm.  
Cr Prout returned to the meeting at 4.45pm.

**Council Decision:** *160311*

*Moved Cr Paganoni, seconded Cr Thompson*

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

**CARRIED 7/0**

**Reason For Change to Recommendation:**

Louise Cristinelli left the meeting at 4.48pm & returned to the meeting at 4.50pm.



**12.01****MAINTENANCE REPORT - MARCH 2016**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg **Manager of Works**  
**Date:** 11 March 2016  
**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	
1TA	Toyota Hilux Dual Cab			2015	2015	1 yr / 30,000 kms	
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	39,109		2012	2012		Adjusted brakes
1TMR367	Tandem Axle Dolly						Adjusted brakes
TA2251	3 axle Float Trailer				2009		Adjusted brakes. Checked and greased under chassis
BH00	Toyota Hilux Dual Cab	4,452	10,000	2015	2016	1 yr / 30,000 kms	
BH000	Holden Colorado 7		1000	2016	2016	1yr / 25,000 km	
BH001	CAT vibe Roller	2,704	3,000	2009		8 yrs / 8000 hrs	Replaced steering control motor
BH002	ISUZU Flatbed Truck	305	1,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	3,056	10,000	2015	2016	1 yr / 30,000 km	
BH004	CAT 12M Grader	6,340	6,500	2250	2009	8 yrs / 8,000 hrs	Fixed door latches. Checked steering fault
BH005	Cat multi tyre Roller	3,599	4,000	2011	2011	8 yrs / 8000 hrs	Replaced Beacon light lens
BH006	CAT 12M	3,330	3,500	2012	2012	8 yrs / 8,000 hrs	Repaired radio
BH007	Toro 360 mower	732	800	2013	2013	5 yrs / 5,000 hrs	Replaced blades, checked wheels. Replaced Deck rollers
BH009	Colorado 4x4 Tray Back	2,880	15,000	2014	2014	1 yr / 30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck						

Reg No.	Description	Current Kms/Hrs	Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture
BH013	Cat 444F Backhoe	1,139	1500	2013	2013	10 yrs / 8,000 hrs	Replaced tail light bulb and rear fog light assembly
BH014	Toyota Hilux Ute	6,590	10,000	2014	2014	1 yr / 30,000 km	Fitted new Air Compressor and retractable hose
BHT84	Toro Groundmaster 3500D mower	264	400	2013	2013		
BHT92	CAT 259B3 Skid Steer	953	1000	2012	2013	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	66,156	80,000	2013	2013	5 yrs /250,000 km	Checked under chassis, adjusted brakes. Rotated steering wheels. Modified rear tail light guard. Replaced left hand brake hose, and cab filter. Adjusted hydraulic flow.
BHT1633	Tandem Axle Dolly (Float)	3258		2015	2015		
TA001	Holden Colorado	6,555	10,000	2015	2015	1 yr / 30,000 kms	Fitted Nudge Bar. Replaced aerials
TA005	Toyota Hilux	4,325	15,000	2014	2014		
TA017	Isuzu Tipper	39,599	50,000	2014	2014	5 yrs /200,000 km	
TA052	Colorado 4x4 Tray Back	7,495	15,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	132,449	150,000	2007	2010	8 yrs / 8,000 hrs	
TA092	Iveco Strais AD500 8-4	75,737	90,000	2012	2012	5 yrs /250,000 km	
TA18	12H Grader	9,348	9,500	2006	2006	7 yrs / 8,000 hrs	Replaced engine oil filter
TA281	930K Loader	1,126	1,500	2014	2014	8 yrs / 8,000 hrs	Repaired radio. Replaced O-ring in hydraulic pump plug. Replaced Right Hand Grease fittings
TA386	Isuzu Tipper	42,337	45,000	2012	2012	5 yrs /200,000 km	Replaced beacon lamp. Fixed radio. Replaced Right hand side Mirror cover housing
TA417	John Deere Gator	497	650	2009		4 yrs	Serviced, new oil and Fuel filters and V-Belt
CATBR	Caterpillar Angle Broom			2010			
SL	Himac skid steer slasher			2013		10 yrs	
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						Checked wiring and tail light
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						Fitted handle on hose reel
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 - MARCH 2016**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>11 March 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Gardeners are getting ready for Anzac Day. Planting new flowers and cleaning up existing gardens.
- Town weed spraying is in progress.
- There have been a few issues with the town dam reticulation, but working well at present.
- Pump on the complex dam stopped working and has been removed for repairs. Pumping water direct from the town to oval tanks while the pump is away.
- Verti-mowing on the oval has been postponed until the cricket season is finished.
- Prices have been received for drainage work on the oval. Contractor will be engaged to carry out the works over the next few weeks. The first stage will be strip drainage stopping the oval becoming water logged.
- There are some drainage issues at the bottom of the steps leading down from the pavilion onto the oval. Investigating the best solution to resolve the issue.
- Katanning Cherry Pickers are to remove a tree in Hassell Street which is causing a building issue.

**Tambellup**

- Gardeners are busy mowing and keeping water up to gardens with plenty of vandalism to the reticulation.
- Town spraying completed.
- Someone is ring barking trees in town.
- Thinkwater commissioned the pump at the back dam at Jam Creek. This is an electric floating pump which transfers water from the back dam to the front dam as the reticulation only pulls water from the front dam.
- Water being transferred between dams to continue irrigation.
- Security camera at the sport pavilion has been smashed.
- Western Power have inspected the town and issued a list for trimming trees under power lines in town. Katanning Cherry Pickers will carry out the works in the near future.
- Contractors have carried out a verti-mow on the oval. This produced more dead thatch than ever before. It has been beneficial to use Woodlands to carry out soil tests and blend specific fertilizer to suit changing conditions.

## Roads

- Construction crew are currently finishing off construction of one kilometre on Pallinup South Road. Sealing next week - RRG project.
- Final trimming stabilized patches on Toolbrunup Road ready to seal next week - RRG project.
- Stabilizing patches on Gnowangerup Road and getting ready for seal and resealing next week - RRG project.
- Pre-coating stone ready to reseal 850m on Nardlah Road to complete Commodity Route funding.
- All aggregate has been pre-coated ready for seal work.
- The shire doesn't normally carry out multiple sealing projects at once, but with limited availability of bitumen sprayers we are attempting to complete all sealing projects in one visit.
- Construction crew will then continue on with gravel re-sheeting over the next few months.
- While the construction period is in full swing we have been using two graders on construction, leaving maintenance grading limited. After the Easter shut down maintenance grading will continue on as normal.
- Maintenance crew have been concentrating on guide posts and helping with traffic control on construction projects.
- At the last Council meeting a question was raised about RRG funding for Pallinup South Road and Commodity Route funding for Beejenup Road. As member of the Great Southern Technical Working Group I can give council an insight to the process. Shires nominate local roads of regional significance to Roads 2030, which is the state's road network plan for the future. Shires can't nominate parallel roads used for the same destination onto Roads 2030. Project submissions are prepared by each shire, each year, to attract funding from Regional Road Group to carry out the projects. Projects are inspected and scored by a Technical Working Group, which nominate projects to receive the funding. On traffic counts over the last few years, council realized that Pallinup South Road received more traffic than Beejenup Road during the off season and the harvest period. Realizing this, council had to make a decision which road it should nominate for Roads 2030 to make it eligible for RRG funding. Traffic counts make up the major component of the scoring criteria. Pallinup South carried more traffic so council decided to nominate Pallinup South Road for Roads 2030, making it eligible for RRG funding rather than Beejenup Road. With higher traffic counts this increased our chances for RRG funding. Beejenup became ineligible for RRG funding but opened the door to receive Commodity Route Funding. Commodity Route funding can't be used for roads listed on Roads 2030, which is eligible for RRG funding. This plan has worked well for council as RRG is currently funding construction and seal on Pallinup South Road in 15/16 and 16/17 and will continue as an ongoing project which gets a higher priority than any other new projects. Beejenup Road is being funded by Commodity Routes for gravel re-sheeting for 15/16 and 16/17.

## Plant

- The new Isuzu 8 tonne truck has arrived and has been working in well within the fleet.



- The Iveco truck is back in service after hydraulic failure. There are still some issues with this truck as is going back to Albany to continue to work with the hydraulics over the Easter shut down. Allroads are going to adjust the perimeters of the computer to suit the work it does.
- The 2009 Caterpillar grader steering failed. A new steering module was ordered and fitted by Westrac.
- Bit of a shuffle in vehicles at present. Toyota is struggling to keep up with the demand on the new Hilux. Manager of Works vehicle is currently a Toyota Fortuner.
- Comparing life cost and productivity of both 8x4 trucks. These figures are life cost and cover mechanics wages, contractors to carry out and repairs and parts used to fix the truck. Also includes wages of operators and servicing and cleaning. Doesn't include depreciation fuel, oils, licensing or insurance.
  - Downtime Mack Truck 4%
  - Downtime Iveco 29%
  - Mack truck repairs \$29,450
  - Iveco truck repairs \$63,596

*This Report was received by Council*

**12.03 BUILDING SURVEYORS REPORT FOR FEBRUARY 2016**


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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>BSR Report and Activity Statement</b>
<b>File Ref:</b>	<b>ADM0258</b>
<b>Author:</b>	<b>D Baxter Building Surveyor</b>
<b>Date:</b>	<b>1 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of February 2016 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 February 2016.

**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**


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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program Report to 02 February 2016</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>08 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Report on the Building Maintenance Program for 2015-16 to 08 March 2016.

**Background:** Nil

**Comment:** The Building Maintenance Program Report is updated to 08 March 2016 and presented for Council’s information, comment and/or discussion, if required.

**Consultation:** Nil

**Statutory** Nil

**Environment:**

**Policy Implications:** Nil

**Strategic**

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

**Asset Management**

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

**Financial**

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

**Workforce Plan**

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

**Voting Requirements:** Nil

**Officer**

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

*This Report was received by Council*

**Reason For Change to Recommendation:**



**12.05 LIBRARY REPORT – FEBRUARY 2016**


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<b>Program:</b>	<b>Recreation &amp; Culture</b>
<b>Attachment:</b>	<b>Library Report – February 2016</b>
<b>File Ref:</b>	<b>ADM0097</b>
<b>Author:</b>	<b>S Beaton                      Library Officers</b> <b>S Reed</b>
<b>Date:</b>	<b>2 March 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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

**Background:** This report outlines the activities of both Broomehill and Tambellup libraries for the month of February 2016.

**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 KIDS SPORT PROGRAM – WIRRPANDA FOUNDATION**


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<b>Program:</b>	<b>Law Order &amp; Public Safety</b>
<b>Attachment:</b>	<b>Progress Report – Robbie Miniter</b>
<b>File Ref:</b>	<b>CP.PR.44; ADM0145</b>
<b>Author:</b>	<b>PA Hull Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>26 February 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to receive the twelve month progress report for the Gnowangerup-Tambellup Kids Sport Program.

**Background:** In 2014 Council, in partnership with the Wirrpanda Foundation, was awarded funding of \$5,247 through the Office of Crime Prevention to establish a Friday night supervised sports program for children and youth aged 5-18 years in Gnowangerup and Tambellup.

The program formally commenced in February 2015, to run for a twelve month period. The term of the agreement has expired, however the funding agency has advised it is prepared to extend the term of the agreement for another twelve months to allow the program to continue.

Robbie Miniter, Great Southern Sports Development Manager for the Wirrpanda Foundation, has provided the attached progress report for Council's information.

**Comment:** The report is provided for information only. No decision is required.

**Consultation:** Robbie Miniter, Wirrpanda Foundation  
Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** Council's Strategic Plan contains an aspiration of 'Staying active and being entertained', which encourages the community to work in partnership with the Shire to explore recreation and entertainment options.

**Asset Management Implications:** This matter has no asset management implications.

**Financial Implications:** Funding of \$5,247 received from the Office of Crime Prevention for delivery of the program is administered by the Shire.

**Workforce Plan Implications:** This matter has no workforce planning implications.

**Voting**

**Requirements:** Simple Majority

**Officer**

**Recommendation:** *“No recommendation required – for 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**

21 April 2016

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.30pm.