

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 May 2012 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr BG Webster	President
	Cr KW Crosby	Deputy President
	Cr GM Sheridan	
	Cr MR Turner	
	Cr SJF Thompson	
	Cr M Sadler	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Works Manager

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

- 2.1 The President welcomed Councillors and staff and declared the meeting open at 4.10pm.

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

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 APRIL 2012

In order for motions 120415, 120416 and 120417 to stand alone an amendment will need to be included in the motion to accept the minutes

120501

Moved Cr Sheridan, seconded Cr Crosby

That the minutes of the Ordinary meeting of Council held on 19 April 2012 be confirmed as a true and accurate record of proceedings inclusive of the following amendments:

Motion 120415 – include after ‘lot 5’ the words ‘Lathom Street, Broomehill’ and after ‘lot 12’ the words ‘Leven Street, Broomehill’

Motion 120416 – replace the words ‘the remaining nine lots for sale’ with the words ‘lots 1-4 Lathom street, Broomehill and lots 7-11, Leven Street, Broomehill’

Motion 120417 – replace the words ‘the lots’ with the words ‘lots 1-4 Lathom Street, Broomehill and lots 7-11, Leven Street, Broomehill’.

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.1 FINANCIAL STATEMENTS FOR APRIL 2012

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for April 2012
File Ref:	Nil
Author:	KP O'Neill Finance Officer
Date:	8 May 2012
Disclosure of Interest:	Nil

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

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

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

Comment: The attached financial report shows Council having a healthy Municipal Fund balance of \$1,417,315 of which \$908,382 is held in a short term investment with the Bendigo Bank maturing on 18 May 2012.

Council is the nominated banker for the Southern Link VROC. Country Local Government Funding of \$775,000 was received during August 2011 and is held in the Trust Fund on behalf of the VROC. These funds are allocated to the Waste Management projects across the four Councils. These funds are also held in a short term investment, maturing on 8 June 2012.

The Reserve Funds are held separately in an investment with the Bendigo Bank which matures on 18 June 2012. The final transfers to and from the reserves will be made at this time, in accordance with the provisions of the 2011/2012 Budget.

All of Councils investments are fully cash backed and held with the Bendigo Bank. The funds are held in investments which are accessible at any time by Council, should the funds be required. They are not necessarily “locked” until maturity date.

Heading into the latter months of the financial year, staff continue to closely monitor Councils cash flow and the progress of the many projects planned as part of the 2011/2012 Budget. Those projects not complete by 30 June, will be carried over and provided for in the budget for the coming 2012/2013 year.

Overdue Rates

It was reported in the April agenda that three properties were being auctioned for non-payment of rates during April. Austral Mercantile have confirmed that all three properties were passed in at auction, however there was a large number of people interested in all of the properties.

All three properties can now be sold by private treaty, and the relevant paperwork has been sent by the Bailiff to all interested parties for them to make an offer.

My understanding is that Council, and the Court, will have an opportunity to review any offers made and determine that are an acceptable amount to recover the outstanding rates.

Consultation: Nil

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

Policy Implications: Nil

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

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

Voting Requirements: Simple Majority

Council Resolution: *120502*

Moved Cr Sadler, seconded Cr Thompson

“That the Financial Statement for the period ending 30 April 2012 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.2 CREDITORS ACCOUNTS PAID APRIL 2012

Program:	Other Property and Services	
Attachment:	List of Payments for April 2012	
File Ref:	Nil	
Author:	KP O’Neill	Finance Officer
Date:	8 May 2012	
Disclosure of Interest:	Nil	

Summary: Attached is a list of payments made from the Municipal and Trust Funds during April 2012.

Background: The Local Government Act 1995 – Financial Management Regulation 13 states that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions. The list is to be presented to the Council at the next ordinary meeting after the list is prepared.

Comment: Summary of payments made for the month:-

Municipal Fund	\$340,488.83
Trust Fund	\$10,556.16
Credit Cards	\$1,509.48
<u>Total</u>	<u>\$352,554.47</u>

Consultation: Nil

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

Policy Implications: Nil

Financial Implications: List of payments made during the previous month

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

Voting Requirements: Simple Majority

Council Resolution: *120503*

Moved Cr Thompson, seconded Cr Sheridan

“That the list of accounts paid during April 2012, represented by:-

- Municipal Fund cheques numbered 1634 to 1663 inclusive and electronic payments numbered EFT3020 to EFT3117 inclusive and totalling \$340,488.83;*
- Trust Fund cheques numbered 277 to 281 inclusive and totalling \$10,556.16;*
- Credit Card payments totalling \$1,509.48;*

be adopted.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.3 LOCAL GOVERNMENT CONVENTION – WALGA AGM

Program:	Governance
Attachment:	2012 Local Government Convention General Information
File Ref:	ADM0159
Author:	JM Trezona Chief Executive Officer
Date:	30 April 2012
Disclosure of Interest:	Nil

Summary: The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 1st August 2012.

Background: The Local Government Convention will be held at the Perth Convention Exhibition Centre from 1st to 3rd August 2012. The convention incorporates the following events:

- Annual General Meeting WALGA
- Conference Plenary Sessions
- Special Focus Groups

On Wednesday 1st August, the Annual General Meeting will be held commencing at 1.30pm.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2012 Annual General Meeting of the WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **Monday 4th June 2012**. It should be noted that any motions proposing alterations or amendments to the Constitution of WALGA must be submitted by Monday 28th May 2012 in order to satisfy the sixty day notice requirements.

The following guidelines should be followed by members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay;
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums;
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would the matter be better handled immediately by the Association;
- The likely political impact of the motion should be carefully considered;
- Due regard should be given to the educational value to Members – ie. does awareness need to be raised on the particular matter;

- The potential media interest of the subject matter should be considered;
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Emergency Motions

No motion shall be acceptable for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate and the member Councils resolve accordingly at the meeting. Conference Standing Orders set out the details.

Comment:	Nil
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Financial Implications:	Provision will be made in the 2012-2013 budget for members to attend the conference.
Strategic Implications:	This issue is not dealt with in the Plan
Voting Requirements:	Simple Majority
Officer Resolution:	<i>“That Councillors put forward items that they wish to have included in the Agenda for the Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 1st August 2012.”</i>
Council Resolution:	<i>Councillors received this information.</i>
Reason For Change to Recommendation:	

10.4 MANAGEMENT PRACTICE 6.5

Program:	Governance
Attachment:	Draft Management Practice 6.5
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	9 May 2012
Disclosure of Interest:	Nil

Summary: Council to consider adopting Management Practice 6.5 – Gutter Cleaning.

Background: The Building, Planning and Economic Services Committee, during its 2012 Shire building inspection, noted that a number of gutters were in need of cleaning. Council subsequently resolved to form a policy pertaining to regular cleaning of gutters.

Comment: Due to its operational nature, the cleaning of gutters is presented as a draft Management Practice for Council discussion and consideration. It is recommended that gutter cleaning occur bi-annually, in late autumn and late spring.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Variable depending on contractor costs and the number of gutters requiring cleaning at any scheduled time.

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

Voting Requirements: Simple Majority

Council Resolution: *120504*

Moved Cr Kempin, seconded Cr Crosby

“That Council endorses Management Practice 6.5, as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.5 ADOPTION OF ‘DEALING WITH UNREASONABLE CUSTOMERS’ POLICY

Program:	Governance
Attachment:	Draft ‘Dealing with Unreasonable Customers’ Policy
File Ref:	ADM0237
Author:	JA Stewart Manager Corporate Services
Date:	9 May 2012
Disclosure of Interest:	Nil

Summary: Council to consider the adoption of a ‘Dealing with Unreasonable Customers’ Policy (Policy).

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

Comment: In order to provide guidance to staff, address Occupational Health and Safety (OS&H) requirements, and enable a consistent approach when dealing with unreasonable customers, the Staff OS&H Committee has discussed and endorsed the attached draft Policy and hereby presents it for Council consideration. The OS&H Committee has also endorsed operational procedure detailing how the Policy presented to Council is to be carried out.

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

Consultation: Ms Lynn Cliff, HR Risk Consultant, Local Government Insurance Services WA (LGISWA),
Mr John Appleyard, LGISWA Regional Risk Coordinator, Great Southern
Chief Executive Officer
Staff OS&H Committee

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

Policy Implications: Council Policy 2.2 – Occupational Health and Safety

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: **120505**

Moved Cr Kempin, seconded Cr Sadler

*“That Council adopts the ‘Dealing with Unreasonable Customers’
Policy, as presented.”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.6**METROPOLITAN LOCAL GOVERNMENT REVIEW**

Program:	Governance
Attachment:	Metropolitan Local Government Review Panel – Draft Findings WALGA indicative Response
File Ref:	ADM0390
Author:	JM Trezona Chief Executive Officer
Date:	11 May 2012
Disclosure of Interest:	Nil

Community Services Officer Pam Hull entered the meeting at 4.34pm.

Summary: The Draft Findings of the Metropolitan Local Government Review have been released. Submissions on the Draft Findings are due by Friday 25 May 2012.

Background: The Local Government Review Panel commenced work in July 2011. The Introduction of the Draft Findings document advises that the findings are an indication of the Panel’s thoughts on the future of Local Government in metropolitan Perth and should be viewed as a progress report, not a final position. The Panel will continue its deliberation for several months before it comes to a conclusion.

The Panel was appointed to examine the social, economic and environmental challenges facing metropolitan Perth. The Panel was charged with recommending appropriate boundaries and governance models for local government in the metro area.

The Review’s terms of reference are to:

- Identify current and anticipated specific regional, social, environmental and economic issues affecting, or likely to affect, the growth of metropolitan Perth in the next 50 years;
- Identify current and anticipated national and international factors likely to impact in the next 50 years;
- Research improved local government structures, and governance models and structures for the Perth metropolitan area, drawing on national and international experience and examining key issues relating to community representation, engagement, accountability and State imperatives among other things the Panel may identify during the course of the review;
- Identify new local government boundaries and a resultant reduction in the overall number of local governments to better meet the needs of the community;
- Prepare options to establish the most effective local government structures and governance models that take into account matters identified through the review including, but not limited to, community engagement, patterns of demographic change, regional and State growth and international factors which are likely to impact; and
- Present a limited list of achievable options together with a recommendation on the preferred option.

The Panel has presented the following 23 key findings

- 1. Enhanced strategic thinking and leadership across the State and local government sector and the wider community will be required to manage the extraordinary growth of metropolitan Perth over the next 50 years.**
- 2. The current local government arrangements will not provide the best outcomes for the community into the future. The status quo cannot and should not remain.**
- 3. There is a need for significant change in Perth's local government, including changes in local government structures, boundaries and governance.**
- 4. The Panel envisages the outcome of the Review to be a stronger, more effective, more capable local government sector, with an enhanced role and greater authority.**
- 5. Uncertainty about the future needs to be addressed by prompt and decisive government decision making.**
- 6. A shared vision for the future of Perth should be developed by the State government, together with local government, stakeholder and community groups.**
- 7. A sense of place and local identity can be maintained through appropriate governance regardless of the size of a local government.**
- 8. The primary benefits to be achieved by the proposed reforms of Perth's local government arrangements include:**
 - a. increased strategic capacity across the local government sector;**
 - b. a more equitable spread of resources across metropolitan Perth and more equitable delivery of services to all residents.;**
 - c. reduced duplication and better use of infrastructure;**
 - d. a streamlined regulatory environment with greater transparency, simplicity, consistency, and certainty with attendant costs savings for all sectors of the community;**
 - e. potential to achieve greater economies of scale;**
 - f. increased influence with State and Commonwealth governments reflected in improved funding for community projects;**
 - g. the achievement of metropolitan-wide social, economic and environmental goals.**
- 9. The structure and governance arrangements for local government in Perth cannot be considered in isolation from the role and function of local government, and from the relationship between State government and local governments.**

- 10. Some functions need to be managed from a metropolitan-wide perspective, including waste disposal and treatment, transport and planning. A shift in responsibility to the State government may be warranted.**
- 11. Consideration should be given to establishing a Local Government Commission, comprising an Independent chair and persons with significant State and local government experience, to manage the relationship between State and local government, and to oversee implementation of the reform process.**
- 12. A redefined local government would have its role enhanced including re-empowerment in local planning.**
- 13. The most appropriate options for local government in metropolitan Perth are:**
 - a. 10 to 12 councils centred on strategic activity centres**
 - b. five councils based on the central area and sub-regions.**
 - c. one single metropolitan council**
- 14. In any future model, the size of the City of Perth should be increased and its role enhanced.**
- 15. It is important to make significant change and create a new structure with robust boundaries to minimise the need for further debate and change in the short to medium term.**
- 16. Once a new structure is settled, there should be periodic boundary reviews undertaken by an independent body, to ensure the local government structure is optimal for meeting the changing needs of a growing metropolitan region.**
- 17. The creation of larger local governments alone will not address all the shortcomings of the present system.**
- 18. Local government's ability to connect to the community is an important asset. In any new local government structure for metropolitan Perth, community engagement must be strengthened, to improve accountability and reduce the power of special interest groups.**
- 19. Local government must invest in mechanisms that encourage the whole community to participate. Consideration must be given to the development of formal community engagement networks, which may include the adoption of new institutional arrangements and structures to ensure adequate community engagement and access to council.**
- 20. If the new local government structure for metropolitan Perth comprises more than one local government, a Forum or Council of Perth Mayors should be created, chaired by the Lord Mayor.**

- 21. The role of elected members should be reshaped to enhance their capacity for strategic leadership and reduce their involvement in operational matters.**
- 22. The potential for council controlled organisations / local government enterprises should be further considered.**
- 23. Amendments to governance arrangements for local government in metropolitan Perth should include the following:**
 - a. Introduction of compulsory voting at local government elections**
 - b. Recognition of the leadership role of elected members**
 - c. Election of Mayors by community**
 - d. Increased remuneration of elected members**
 - e. Training for elected members**
 - f. Clarification of the role of CEO and elected members**

Comment: A complete copy of the Panel’s Report is included as an attachment to this report. A copy of the West Australian Local Government Associations (WALGA) indicative response and comments from the CEO are also included.

For Council discussion and consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council provides the following comments to the Metropolitan Local Government Review Panel on the Draft Findings report*
1.
2.”

Council Resolution: **120506**

Moved Cr Crosby seconded Cr Turner

“That Council provides the comments to the Metropolitan Local Government Review Panel on the Draft Findings report with particular reference to

- 1. election of Mayors by the community*
- 2. introduction of compulsory voting*
- 3. establishment of a Local Government commission*
- 4. role of elected members”*

CARRIED 7/0

Reason For Change to Recommendation: Addition of comments.

10.7 **5 TAYLOR STREET, TAMBELLUP – POTENTIAL FUTURE EXPENDITURE**

Program: Housing
Attachment: Nil
File Ref: ADM0006
Author: JA Stewart **Manager Corporate Services**
Date: 9 May 2012
Disclosure of Interest: Nil

Summary: Council to consider new information relating to potential future expenditure at 5 Taylor Street, Tambellup and its effect, or otherwise, on Council's decision to retain this property.

Background: Council's house at 5 Taylor Street, Tambellup is a brick and tile clad three bedroom, one bathroom air conditioned house, on concrete footings with timber floors and a garage and was built circa 1963.

Council's original Residential Housing and Land Strategy (Strategy) dated April 2009 states, in relation to its property at 5 Taylor Street, Tambellup: 'This house should be replaced and sold as soon as practicable'. Council's review of the Strategy, in March 2011, stated: 'Obtain a sworn valuation for the property at 5 Taylor Street, Tambellup and 54 India Street, Broomehill, with a view to selling the properties'; 'Investigations be made into the possible sale of the properties to the current tenants.' The Strategy puts replacement value at \$375,000. Tenants, at the time, were not interested in purchasing these properties.

Budgeted works (estimated at \$18,500 in total and yet to be completed) this financial year include: replacement of asbestos boundary fencing and installation of small side gate, replacement of door handles and locks on internal doors, and completion of bathroom renovations. Works carried out in recent years (2009-2012) include: new floor coverings throughout, new kitchen benches & sink, fireplace removal, and brickwork repairs totalling approximately \$15,300 with general maintenance, for the same period, totalling approximately \$6,750.

During Council's recent building inspection it was noted that this house, although amongst the more aged of Council's residential housing, was structurally more sound than some of Council's newer residential housing.

Identified during Council's recent building inspection, for consideration in Council's 2012-13 budget is the following expenditure for 5 Taylor Street:

- Internal paint (whether selling or not)
- Remove patio (whether selling or not)
- Replace patio and install balustrade (if not selling)
- Repair and paint or replace external window trims and wooden sections of garage door (whether selling or not)
- Replace roller door (if not selling)
- Install blinds to internal windows (provided to all employees using staff housing) – quotes requested for roller & vertical blinds

Remove oven alcove and replace with Rangehood
Replace 3 in 1 light in bathroom
Replace paving to pergola area
Repair hole in wall (patching & sealing)

Repainting of the pergola (\$2,000) was an allocation made previously in the 2012-13 budget; if Council resolves to remove or replace the existing pergola, this expenditure will be removed accordingly. Internal and external painting, previously allocated in future budgets (2013-14 and 2014-15 respectively) was identified, as per the above list, for possible consideration in the 2012-13 budget.

General Maintenance identified during the inspection of 5 Taylor Street included installation of a timer for the existing hot water system and the application of door closures and plastic guards to security doors.

Council, at its April 2012 meeting, resolved as follows:

“That Council retains its 5 Taylor Street, Tambellup property and makes the improvements as presented in the Building Inspection Report’.

“That Council investigates the future subdivision of Lot 302, Taylor Street, Tambellup.”

Comment:

Staff have become aware of three potential capital/maintenance items that could eventuate in previously unidentified future expenditure at 5 Taylor Street, Tambellup and which may be considered pertinent to Council’s recent decision to retain this property.

During work performed on the house at 5 Taylor Street, Tambellup the electrical contractor identified single insulated electrical wiring. Whilst acknowledging that the existing wiring is currently compliant, the contractor anticipates that this type of electrical wiring may eventually need to be replaced with double insulated wiring (as is now required for all new housing). The contractor has roughly estimated that, should the wiring need to be replaced in the future, an expense of between \$5,000 and \$6,000 could expect to be incurred.

Gaps in the external wall mortar have previously been patched; however, the contractor who performed this work has advised that the remaining, original mortar is also crumbling. The cost to remedy this is estimated to be in the vicinity of \$3,500.

The roof is also said to be bowing and the rafters sagging (due to approximately 9 tonnes of roofing tiles) – cost to replace the roof with a tin roof is estimated to be in the vicinity of \$20,000.

With regard to the possible subdivision of this Lot, staff are awaiting a response from Council’s consultant Town Planner.

Consultation:

Monash Electrical Services
Russell Kemp (building contractor)
Chief Executive Officer

Statutory**Environment:** Nil**Policy Implications:** Nil**Financial****Implications:** If Council retains this property, the roof, mortar and electrical wiring may need to be replaced at some time in the future, along with other improvements and ongoing general maintenance expenditure that occurs with all of Council's residential housing.**Strategic****Implications:** This issue is not dealt with in the Plan**Voting Requirements:** Simple Majority**Officer Resolution:** *“That Council retains its 5 Taylor Street, Tambellup property, makes improvements as per Council Resolution 120409 and acknowledges that expenditure may be incurred in the future to remedy crumbling mortar in the exterior walls, replace the existing electrical wiring with double insulated wiring and replace the roof of the house.”**or**“That Council acknowledges the information regarding potential future expenditure at 5 Taylor Street, Tambellup, being replacement of crumbling mortar, electrical wiring and/or the roof of the house and awaits its Town Planning consultant's advice on subdivision of Lot 302 Taylor Street, Tambellup prior to re-considering the long term retention of the property.”***Council Resolution:** **120507***Moved Cr Sheridan, seconded Cr Thompson**“That Council acknowledges the information regarding potential future expenditure at 5 Taylor Street, Tambellup, being replacement of crumbling mortar, electrical wiring and/or the roof of the house and awaits its Town Planning consultant's advice on subdivision of Lot 302 Taylor Street, Tambellup prior to re-considering the long term retention of the property.”***CARRIED 6/1****Reason For Change to****Recommendation:** To choose an option.

Voting Requirements: Simple Majority

Officer Resolution: *“That Council includes in its 2012-13 budget deliberations the replacement of the ceiling in the main room of the Broomehill RSL Hall, Cnr India and Journal Streets, Broomehill and regards this work as a matter of urgency.”*

Council Resolution: *120508*

Moved Cr Turner, seconded Cr Thompson

“That Council includes in its 2012-13 budget deliberations the replacement of the ceilings in the main room and kitchen of the Broomehill RSL Hall, Cnr India and Journal Streets, Broomehill and regards this work as a matter of urgency.”

CARRIED 7/0

Reason For Change to Recommendation: Addition of kitchen ceiling.

- Consultation:** Broomehill and Tambellup Fire Brigades
- Statutory Environment:** Bush Fires Act 1954
- Policy Implications:** Nil
- Financial Implications:** This issue has no financial implications for Council
- Strategic Implications:** This issue is not dealt with in the Plan
- Voting Requirements:** Simple Majority
- Council Resolution:** *120509*

Moved Cr Kempin, seconded Cr Crosby

“That Council endorses the appointment of the following people as Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers for the 2012-2013 and 2013-2014 fire season:

<i>Chief Bush Fire Control Officer</i>	<i>Craig Bignell</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Ray Squibb</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Ben Hewson”</i>

CARRIED 7/0

Council Resolution: 120510

Moved Cr Kempin, seconded Cr Crosby

“That Council endorses the appointment of the following people as Fire Control Officers, Dual Fire Control Officers and Fire Weather Officers for the 2012-2013 fire season:

Fire Control Officers:

Broomehill East

Nathan Heron

Broomehill West

Jerome Hardie

Broomehill Central

Peter Guazzelli

Tambellup East

Kim Oliver

Tambellup West

John Cristinelli

Tambellup VES Unit

Laurie Hull

Dual Fire Control Officers

Shire of Katanning

Andrew Woithe

Craig Bignell

Shire of Kojonup

Andrew Woithe

Nigel Sheridan

Shire of Cranbrook

Andrew Leonhardt

Kim Oliver

Shire of Gnowangerup

John Cristinelli

Craig Bignell

Kim Oliver

Al Clark

Fire Weather Officers

Craig Bignell

Ray Squibb

Ben Hewson”

CARRIED 7/0

**Reason For Change to
Recommendation:**

This level of expenditure is typical from year to year and covers Councils costs of operating the four rural brigades and Broomehill Central brigade. The Tambellup Volunteer Emergency Service Unit is managed and funded by FESA.

Eligible Items:

With regard to the requests made by the FAC, fire fighting foam and fast fill pumps and hoses are eligible expenditure; the last two are required to cost less than \$1200 per item.

It is noted that radios are listed as eligible items in the 2012/2013 ESL Manual, up to \$1200 per item. However, it is not clear as to whether the radios purchased are required to be the same as the WAERN radios rolled out by FESA, at a cost of \$1400 each, or if cheaper, high band programmable radios at a cost of approximately \$800 each are eligible. Russell Gould from FESA is making enquiries to clarify this and will advise in due course.

If it eventuates that the cheaper radios are not eligible, and Council wishes to go ahead with the purchase, they will need to be funded from general revenue.

This year's funds have been fully expended, and the 2012-2013 offer has been finalised on the same basis as this year. Council may wish to purchase fire fighting foam, a pump and hoses under the 2012-2013 ESL grant. This will possibly generate an overspend, and as the items are eligible under ESL, may be able to be recouped from FESA.

Alternatively, Council may wish to consider the requested items as part of the 2013-2014 ESL budget process. The offer for the ESL Operational Grant is received in February each year. If, after consideration of Council's costs and additional brigade requests for eligible items, the grant is deemed to be insufficient to accommodate all expenses, a request for an increase can be submitted.

Radios:

Council has previously considered a request for additional radios at the June 2011 ordinary meeting. At that time, radios were not an eligible item of expenditure under the ESL. Council wrote to the FAC requesting a meeting to discuss the matter further, however no response was received.

Council may wish to take the lead in arranging a meeting with representatives of the FAC to ascertain if the reasons for requiring extra radios are legitimate.

Fire Trailer:

As stated above, the trailer in question is unused and presently stored at the Broomehill depot. The brigades intend to fit the trailer out as a fire response trailer with a fast fill pump, hoses and fire fighting foam as outlined in the first request, for use at fires.

This is an appropriate use for the trailer, however Council may wish to consider options for storage of the trailer outside the Shire depot so it is accessible to the brigades.

Consultation: Russell Gould - FESA

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: ESL Operational Grant funding is received annually. The amount offered by FESA is based on the average of the previous two years expenditure and the current year's actual allocation.

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

Voting Requirements: Simple Majority

Council Resolution: *120511*

Moved Cr Thompson, seconded Cr Sheridan

“That the purchase of 20 x 20lt drums of firefighting foam and a fast fill pump and hoses be included as part of the 2012/2013 Emergency Services Levy Operational Grant budget.”

‘That Council arranges a meeting with representatives of the Broomehill-Tambellup Fire Advisory Committee to further discuss the request for the purchase of four additional bushfire radios.’

That permission be granted for the unused trailer at the Broomehill Shire Depot to be utilised by the Bushfire Brigades as a fire response trailer.”

CARRIED 7/0

Reason For Change to Recommendation:

Statutory

Environment: Nil

Policy Implications: Nil

Financial

Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does/does not split the Shire into four zones for Harvest Ban purposes.”*

Council Resolution: *120512*

Moved Cr Kempin, seconded Cr Crosby

“That Council does not split the Shire into four zones for Harvest Ban purposes.”

CARRIED 6/1

Reason For Change to

Recommendation: Choice of options.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: If Council wishes to proceed provision can be made in the 2012/2013 budget.

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does/does not engage MRGTV to produce a promotional video of Broomehill and Tambellup.”*

Council Resolution: *120513*

Moved Cr Sadler, seconded Cr Sheridan

“That Council does not engage MRGTV to produce a promotional video of Broomehill and Tambellup.”

CARRIED 7/0

Reason For Change to Recommendation: Choice of options.

10.13 REQUEST TO WAIVE HALL HIRE COSTS

Program:	Recreation and Culture	
Attachment:	Nil	
File Ref:	ADM0066	
Author:	JM Trezona	Chief Executive Officer
Date:	11 May 2012	
Disclosure of Interest:	Nil	

Summary: Council has received a request to waive the hire cost for the meeting room at the Broomehill Hall.

Background: The Broomehill Branch of the Country Women’s Association will be taking part in the “Women Walk the World” walkathon to raise funds to help the CWA provide education and nourishment to those in need.

The Broomehill event will take place on Saturday 12 May 2012 at 1.30pm commencing at Holland Park and walking out to the Broomehill Cemetery. The walk will finish back at the hall where they group is proposing to have an afternoon tea in the meeting room. It is estimated that there will be about 10 people.

The CWA have requested Council to consider waiving the hire costs.

Comment: A large majority of hirers of the Council Halls, are groups/organisations that are holding a fund raising event and the hire costs are part of the expense of holding the function. Council is regularly approached to waive the costs of hiring the venues. It must be remembered the that fees that are charged by Council assist in the cleaning and upkeep of the facilities.

The hire of the meeting room is \$15.00.

For Council consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Past practice has seen the Council decline to waive the hire costs but opt instead in some instances to make a donation equivalent to the hire costs.

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

Voting Requirements: Simple Majority

Council Resolution: **120514**

Moved Cr Turner, seconded Cr Thompson

“That Council does not waive the hire cost of the Broomehill Hall meeting room for the Broomehill CWA “Women Walk the World” walkathon but agrees to make a one off donation of \$15.00 which is equivalent to the hire cost.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.14 VACANT POSITIONS ON BLACKWOOD BASIN GROUP (INC)

Program:	Other Property and Services	
Attachment:	Nil	
File Ref:	ADM0101	
Author:	JM Trezona	Chief Executive Officer
Date:	9 May 2012	
Disclosure of Interest:	Nil	

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

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

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

Comment: As a general observation it seems that the interest in organisations such as this one is waning and this appears to be common across the whole of the Blackwood Basin group.

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

For Council consideration and comment.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *120515*

Moved Cr Thompson, seconded Cr Sheridan

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

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.15 TAMBELLUP SENIOR CITIZENS UNIT MANAGEMENT COMMITTEE

Program: Welfare
Attachment: Copy of Letter
File Ref: ADM0140
Author: JM Trezona Chief Executive Officer
Date: 11 May 2012
Disclosure of Interest: Nil

Summary: The Tambellup Senior Citizens Unit Management Committee (the Committee) are seeking Councils consideration to take over the management of the units.

Background: The Committee has written on two matters which are separate yet connected

- They advise that they are prepared to honour the pledge of \$100,000 towards the Well Aged Accommodation project on the proviso that Council takes over all maintenance and repairs of the existing four units in George Street
- Request that Council take over the management of the four units with a view to them being managed in conjunction with the proposed 6 new units. This would see the Committee disbanded and all assets transferred to the Shire

Comment: The matter needs to be considered by the Council and it would be appropriate for the some members of the Council to meet with the Tambellup Senior Citizens Unit Management Committee to discuss this further to ensure that both parties understand what is being asked for. It is recommended that the members of the Building Committee represent Council however members may choose to elect alternative representatives.

The Tambellup Senior Citizens Unit Management Committee and the facility that they manage is an important service in the Shire. It would be to the detriment of the Community if it were to flounder.

Consultation: Nil

Statutory Environment:

Policy Implications: Nil

Financial Implications: Nil at this time

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

Voting Requirements: Simple Majority

Council Resolution: **120516**

Moved Cr Turner, seconded Cr Sadler

“That the matter be referred to the Building Committee to arrange a meeting with the Tambellup Senior Citizens Unit Management Committee to discuss the future of the 4 units in George Street Tambellup.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.16 DISTRICT NUMBER PLATES

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0112	
Author:	JM Trezona	Chief Executive Officer
Date:	11 May 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider if it wishes to take up the offer to reintroduce ‘BH’ and ‘TA’ number plates.

Background: Council was advised on 1 February 2011 that it was required to cease the issue of ‘BH’ and ‘TA’ district number plates following the amalgamation of the former Shires of Broomehill and Tambellup.

At the time Council chose to introduce BHT district plates as a replacement district plate.

Council is advised that the matter has been further reviewed and it has been determined that the *Road Traffic (Licensing) Regulations 1975* provides the Director General with the discretionary power to approve the letters used on a number plate to indicate a district, including the continued use of letter for towns whose local government have amalgamated.

In order to have the ‘BH’ and ‘TA’ plates continued the CEO must submit a written application to the General Manager of Driver and Vehicle Services on the local government letterhead. When considering the application, the number of district number plate series on issue will be taken into account.

Comment: Does council wish the CEO to make an application for the reinstatement of the ‘BH’ and ‘TA’ district number plates? Contact has been made with the Department of Transport to ascertain if we can also retain the BHT number plate series. At the time of writing this report a response has not been received on the issue.

For Council consideration and decision.

Consultation: Department of Transport

Statutory Environment: Road Traffic (Licensing) Regulations 1975

Policy Implications: Nil

Financial Implications: Nil

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council makes application to the Department of Transport for the re-introduce the ‘BH’ and ‘TA’ district number plate series subject to Council being able to also retain the ‘BHT’ number plate series.”*

Council Resolution: *Moved Cr Thompson, seconded Cr Sadler*

“That Council makes application to the Department of Transport for the re-introduce the ‘BH’ and ‘TA’ district number plate series subject to Council being able to also retain the ‘BHT’ number plate series.”

Council Resolution: *Amendment to the Resolution:*

120517

Moved Cr Turner, seconded Cr Kempin

“That ‘subject to Council being able to also retain the ‘BHT’ number plate series’ be removed from the Resolution.”

CARRIED 6/1

Council Resolution: *The Amendment became part of the Resolution:*

120518

Moved Cr Turner, seconded Cr Kempin

“That Council makes application to the Department of Transport for the re-introduction of the ‘BH’ and ‘TA’ district number plate series.”

CARRIED 6/1

Reason For Change to Recommendation:

To remove the condition of retaining the ‘BHT’ number plate series.

10.17 PLANT REPLACEMENT PROGRAM 2012/2013 TO 2022/2023

Program:	Transport	
Attachment:	Copy of Proposed 10 Year Plant Replacement Program	
File Ref:	ADM0303	
Author:	JM Trezona	Chief Executive Officer
	GC Brigg	Manager of Works
Date:	3 May 2012	
Disclosure of Interest:	Nil	

Community Services Officer Pam Hull left the meeting at 5.07pm.

Summary: Council to review its Ten Year Plant Replacement Program as part of the 2012-2013 budget process.

Background: A Ten Year Plant Replacement Program for the Shire of Broomehill-Tambellup has been developed and was previously endorsed by Council in March 2011.

The plan has been developed to give Council an overview of the future requirements of the organisation. It also includes estimates for future replacement costs. The plan will be utilised to develop the 2012-2013 budget. The plan will also be incorporated as part of the Integrated Planning requirements into the Asset Management Plan and the Long Term Financial Plan.

Comment: The plan has been updated to reflect the changes to the plant and at the same time extending the program one more year. You will also note that the following is proposed for the coming year.

GRADERS

Provisions have been made to replace the 2004 Volvo 710 grader. This particular grader has been troublesome over the last 12 months with a lot of down time waiting for parts. 2011/12 total hours sees this machine working 25% less than the other graders in the fleet. This is a major problem when losing up to 200 hours of grading time on the roads. Council would need to decide whether it would be better to purchase a larger Caterpillar 12M size machine for better productivity or stick with the 120M size.

The Plant Replacement Schedule provides for quite a low trade in value. It is proposed that just over half of the estimated changeover cost is covered by the Plant Replacement Reserve.

TRUCKS

Council is currently reducing the truck fleet from three 6x4 trucks back to two 8x4 trucks and one quad axle dog. This will increase gravel carting capabilities and reduce the cost of getting gravel on the road. Council purchased the first 8x4 and quad dog during the 2011/12 year and the next 8x4 truck is programmed for 13/14. Introduction of the 8x4 and dog allows council to reduce the fleet this year back to one 8x4 truck and dog and one 6x4 truck during the 2012/13 year.

The 2012-2013 financial year will allow for the outright sale of one of the Isuzu Gigamax trucks.

LOADERS

The program allows for the Volvo L70 loader to be sold outright, and the John Deere backhoe replaced with a larger unit for better utilization. This combined unit will carry out more tasks such as back up loader, culvert cleaning, rubbish tips, tree grabs, roadside vegetation clearing and cemetery work. I would expect this machine to carry out over 800 hours of work each year.

SKID STEER

2012-2013 sees the introduction of a skid steer, something that the Council has previously considered. Purchase of this machine will replace the John Deere tractor. It is proposed that a new machine will be an ATV (track) type machine which will carry out many tasks with different attachments. It will be a more versatile unit which can be used with a slasher, forklift, broom and 4 in 1 bucket. Being on tracks, it has low ground pressure which won't rip up wet areas when slashing and can also be utilized to clean out culverts. It will be an easier unit to shift when required to remove fallen trees from roads. Council has a future option of fitting a mulching unit to clear roadside vegetation.

TRACTORS

The program allows for the outright sale of the John Deere tractor which is currently only used for slashing. It also allows for the outright sale of the John Deere ride on mower which currently has no usage.

Overall the replacement is about reducing major plant, streamlining the fleet, increasing usage and reducing the cost of changing over plant into the future. In reducing under-utilised plant and replacing it with bigger or combined machines, it frees up operators to carry out more road maintenance tasks which are currently not done.

The draft plan is presented for Council consideration and discussion.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: An indicative funding budget is included at the bottom of the plant replacement program which indicates where the funding will be accessed from. Provision will be made in the coming 2012-2013 and future budgets to cover the proposed plant replacement.

Strategic Implications: Maintaining a modern fleet of plant and equipment allows Council to better deliver the identified outcomes identified in its plan – “*Strategic Directions – A Plan for the Future 2009-2019.*”

Voting Requirements: Simple Majority

Council Resolution: *120519*

Moved Cr Crosby, seconded Cr Sheridan

“That Council endorses the Ten Year plant Replacement program for the Shire of Broomehill-Tambellup as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.18 INDIA STREET FOOTPATH

Program:	Transport	
Attachment:	Photo's and map of the area	
File Ref:	RD13	
Author:	JM Trezona	Chief Executive Officer
	GC Brigg	Manager of Works
Date:	3 May 2012	
Disclosure of Interest:	Nil	

Summary: Council to endorse a change to the scope of works for the India Street footpaths.

Background: Council has previously approved the upgrade of the India Street footpath between Journal and Janus Streets utilising Royalties for Regions Country Local Government Funds (CLGF).

The new footpath will be an asphalt one.

Comment: In order to undertake the works there are two issues that need to be addressed before the new surface can be laid. There is the matter of the street trees and the existing slope of the land.

Trees

The attached photos show the trees along the section of India Street where the new path is to be laid. Apart from the fact that they are inappropriate street tree specimens whose roots will eventually undermine the path they are messy and will create ongoing requirements to keep the paths clear of sticks and gum nuts to reduce the hazards and risks to pedestrians. Most importantly though it will be difficult, if not impossible, for the contractor to manoeuvre his equipment along the path to lay the asphalt. It is recommended that the trees are removed and more appropriate species planted as replacements.

Footpath Slope

The northern end of the section of footpath between Janitor and Janus Street slopes away from the kerb to the property line. The properties along this section of the path have had some fill but generally then slope upwards creating a low spot/drain at the fence line. The attached photos demonstrate this more clearly.

Leaving a drain along the fence lines is not appropriate and creates a serious hazard for footpath users. To correct this, the area will need to be filled and the front fences of the private property will have to be raised. It is recommended that Council liaise with the property owners to lift the height of the front fences.

For Council consideration and discussion.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: The footpath works will be funded by CLGF.

Strategic Implications: Managing the Built Environment – Ensure roads, footpaths and tracks are safe and accessible.

Voting Requirements: Simple Majority

Council Resolution: *120520*

Moved Cr Thompson, seconded Cr Sheridan

“That the street trees on the western side of India Street Broomehill between Journal and Janus Streets be removed and replaced with more appropriate street tree species.”

CARRIED 7/0

Council Resolution: *120521*

Moved Cr Thompson, seconded Cr Sheridan

“That Council liaise with the owners of Lot 64 and 677 India Street Broomehill to raise the front fence of the property to accommodate the installation of a new footpath. Council to meet the costs of these works.”

CARRIED 7/0

Reason For Change to Recommendation:

10.19 WANDOO ROAD

Program:	Transport	
Attachment:	Map of proposed portion of road to be dedicated	
File Ref:	RD94	
Author:	JM Trezona	Chief Executive Officer
Date:	3 May 2012	
Disclosure of Interest:	Nil	

Summary: Council to rectify an anomaly that has arisen with the proposed dedication of the new portion of Wandoo Road.

Background: In October 2011 Council formally resolved to request the Minister for Lands to dedicate the new section of Wandoo Road which was the result of a re-alignment. The request was forwarded to the Minister on 03 November 2011.

An anomaly has arisen as the portion of road to be dedicated shown blue on the attached map does not adjoin the existing road at the eastern end.

It is proposed by the Department of Regional Development and Lands (RDL) that a small portion of the railway corridor of 40 x 20 metres be excised and dedicated to enable a continuous road reserve. This is shown hachured blue on Attachment 2.

In order to facilitate this matter RDL has requested that the Council resolve under section 56 of the Land Administration Act 1997 to include the 40 x 20 metre area in the area of land to be dedicated.

State Land Services have advised that the Public Transport Authority have agreed to the proposal.

Comment: This is a straight forward matter and it is recommended that Council agrees with the proposal.

For Council consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Managing the Built Environment – Ensure roads, footpaths and tracks are safe and accessible.

Voting Requirements: Simple Majority

Council Resolution: **120522**

Moved Cr Thompson, seconded Cr Sheridan

“That Council agrees to include the 40 x 20 metre portion of the railway corridor shown hachured blue on Attachment 2, with the portion of road shown blue on Attachment 1 to be dedicated as a road reserve to provide a continuous road reserve to join with the existing Wandoo Road, Broomehill West.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.20 PROPOSED FIVE YEAR ROAD CONSTRUCTION PROGRAM

Program:	Transport	
Attachment:	Proposed Five Year Construction Road Program	
File Ref:	ADM0310	
Author:	JM Trezona	Chief Executive Officer
	GC Brigg	Manager of Works
Date:	3 May 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider a proposed five year road construction program.

Background: Council has previously considered long term programs that have looked at resealing and resheeting.

The attached program for consideration has taken these previous decisions into consideration as well as included works that will be funded by the Regional Road Group.

Comment: Councillors will note that the Shire has been successful in attracting Regional Road Group funds for the coming 2012-2013 financial year. It is proposed that Council expend its own funds on two resealing projects on Greenhills and Pootenup Road.

For Council discussion and recommendation

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision will be made in the coming 2012-2013 budget.

Strategic Implications: Managing the Built Environment – Ensure roads, footpaths and tracks are safe and accessible.

Voting Requirements: Simple Majority

Council Resolution: *120523*

Moved Cr Turner, seconded Cr Sheridan

“That Council endorses the Proposed Five Year Road Construction Program for the Shire of Broomehill-Tambellup.”

CARRIED 7/0

Reason For Change to Recommendation:

10.21 REVIEW OF COUNCIL POLICIES

Program:	Governance
Attachment:	Policies 4.1 Road Construction and Maintenance – Minimum Standards, 4.2 Advertising and Portable Directional Signs, 4.3 Gravel Supplies and Rehabilitation, 4.4 Clearing of Vegetation for Road Construction, 4.5 Street Verges – Development
File Ref:	ADM0165
Author:	JM Trezona Chief Executive Officer
Date:	7 May 2012
Disclosure of Interest:	Nil

Summary: Council to review five of its policies as part of the staged process of reviewing all its Policies.

Background: Council’s Policy Manual contains a number of policies covering many aspects of the Shire’s operations.

All members have previously been supplied with a complete copy of the Policy Manual.

Council adopted the Policy Manual in 2008 with the comment in the Foreword that *Council will conduct a review of all policies at least every three years.*

Policies 4.1, 4.2, 4.3, 4.4 and 4.5 have been distributed to the works staff for review and Councils Consulting Engineer and their comments have been reflected in this report.

Committee Comment: **4.1 Road Construction and Maintenance – Minimum Standards**
It is proposed that the minor typing errors be corrected and the following amendments be made

- The “assessment standards” under item 1 – Standards, be removed as there was no indicated what they referred to
- Item 2 – Widths – Unsealed Shoulders on Sealed Roads have the last sentence amended as follows – *Shoulder widths on future new constructed sealed roads should ideally be 1.5m on each side, although this can be reduced to 1.0m on dual lane minor roads. The recommended standard to be applied to existing roads as part of a future upgrade/reconstruction.*
- The second sentence of the sub heading of Batters under item 3 – Drainage Works be amended to the following – *Batters should be no steeper than 3:1*
- Item 11 Crossovers be removed from this policy and separate Crossover Policy to be developed.
- Council to develop a Service Level policy as part of its Asset Management Plan

4.2 Advertising and Portable Directional Signs

- Under the heading “Height/Installation/Length” remove item (c)

4.3 Gravel Supplies and Rehabilitation

- The timeframe in the first dot point under the heading “Access to Gravel” be amended to four weeks. Also amend the 7th dot point to the following – *Councils preference for payment of gravel is to pay \$2.20 inc GST per compacted cubic metre for gravel that is removed from private property.*
- The procedures for the extraction of gravel from Bush Sites to be amended to reflect the Department of Environment and Conservation legislation including the requirement for clearing permits
- The monetary value of \$500 for gravel pit rehabilitation to be removed and replaced with “*determined as part of the annual budget process.*”

4.4 Clearing of Vegetation for Road Construction

- It is recommended that this policy is endorsed without change

4.5 Street Verges – Development

- It is recommended that a minimum depth of 200mm be set for the installation of reticulation in street verges.

Consultation: Wood & Grieve Engineers

Statutory Environment: Section 2.7 (2)(b) of the *Local Government Act 1995* establishes the duty for the Council to *determine the local government’s policies.*

Policy Implications: This matter deals with the review of the Policy Manual

Financial Implications: This issue has no financial implications for Council

Strategic Implications: Strategic Objective is to review our road building practices and resources to ensure environmental sustainability and ongoing economical supply of natural resources.

Voting Requirements: Simple Majority

Council Resolution: *120524*

Moved Cr Sheridan, seconded Cr Turner

“That Council endorses the following policies as amended.

- *Road Construction and Maintenance – Minimum Standards*
- *Advertising and Portable Directional Signs*
- *Gravel Supplies and Rehabilitation*
- *Clearing of Vegetation for Road Construction*
- *Street Verges – Development”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

12.1**PLANT REPORT FOR APRIL 2012**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 11 May 2012
Disclosure of Interest: Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano	1036	2011	2011		OK
BH00	Ford Ranger Dual Cab	11947	2011		2 yrs / 40,000 km	OK
BH002	ISUZU 6 Wheel Tipper	85117	2008	2008	7 yrs / 250,000 km	OK
BH003	ISUZU NPR300 Crew Cab Truck	55668	2009		5 yrs / 200,000 km	OK
BH004	CAT 12M	2157	2009	2009		OK
BH005	Cat Multi-Tyre	611	2011	2011	8 yrs / 8,000 hrs	OK
BH006	Volvo G710B	6341	2004	2004	8 yrs / 8,000 hrs	6250 hrs service done
BH007	Toro 360 Mower	144	2011	2011	5 yrs / 5,000 hrs	150 hrs service done, blades changed
BH008	VOLVO L70D Loader	6679	2001	2001	8 yrs / 8,000 hrs	6500 hrs service done
BH009	Toyota Hilux	24254	2009			OK
BH010	6x4 Fuel Trailer		1981	1981		OK
BH012	Isuzu Fire Truck	7241	1995	2004		OK
BH013	John Deere 315SG Backhoe	2747	2003	2003	10 yrs / 8,000 hrs	2500 hrs service done, ECU changed on hire to Katanning Shire Council

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0TA	Holden Caprice		2011	2012		OK
TA052	Toyota Hilux 4x4	31757	2009	2009	2yrs	30,000 km service done
TA001	Ford Ranger Dual Cab	19691	2011	2011	1 yr	OK
ITA	Toyota FJ	26786	2011	2011	1 yr / 40,000 km	OK
TA1880	Isuzu Gigamax Truck	85887	2008	2008	8 yrs / 250,000 km	OK
TA092	Isuzu Gigamax Truck	102937	2007	2007	5 yrs / 250,000 km	OK
TA386	Mitsubishi Fuso Truck	81203	2007	2007	5 yrs / 250,000 km	80,000 km service done
TA18	12H Grader	5634	2006	2006	7 yrs / 8,000 hrs	OK
BH014	Toyota Hilux	5429	2011		1 yr	OK
TA281	930G Loader	4095	2007	2007	8 yrs / 8,000 hrs	OK
TA392	Tractor Mower				5 yrs / 5,000 hrs	OK
TA417	John Deere Gator	294	2009		4 yrs	300 hrs service done
BH001	CAT Vibe Roller	1092	2009			OK
TA017	ISUZU Tipper	81451	2009	2004	5 yrs / 200,000 km	OK
	Slasher				10 yrs	OK
XTR579	Road Broom				10 yrs	OK
TA06	Jet Patcher Isuzu	94503	2007	2010	8 yrs / 8,000 hrs	OK
IDCF 535	TORO 3500D	379	2009	2009		OK
TA005	John Deere Tractor 6330	1087	2008	2008	10 yrs / 8,000 hrs	OK
ITIU 961	Papas Tandem Fuel Trailer		2008			Service done on trailer & pump

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12.2 WORKS AND MAINTENANCE REPORT FOR APRIL 2012

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	11 May 2012	
Disclosure of Interest:	Nil	

Broomehill

- Office reticulation was repaired and working properly. Vandals have taken off foot valve and bled pump dry. Turning on irrigation taps and changing valves.
- Continuing to program cards for refuse site entry. This is a slow operation.
- Culvert widened for footpath on Ivy Street. R&L contracting booked to asphalt footpath within the next 2 weeks.
- Getting footpaths ready on India and Latham Street for asphalt.
- Drainage needs to be installed on bottom side of new subdivision.
- Rain garden needs to be installed in subdivision as we are coming into the wet season.
- Contractors will start the new public toilets next week.
- Western Power has identified trees that require pruning under power lines. Katanning Cherry Pickers will be carrying out the work over the next few weeks.

Tambellup

- Oval sprayed for black beetle and will be fertilized in the next couple of weeks.
- Gardeners have planted trees in open space on the corner of Norrish Street. Some rocks have been placed within the area. Fencing has been ordered and will be erected in the next 2 weeks.
- New pump at Jam Creek has been commissioned. Currently repairing delivery line.
- Vandals pulled out 46 plants in front of the public toilets in Norrish Street.
- As part of the town enhancement funding, the new gazebos to be erected in the rail reserve over the next month.
- Bore on the corner of Andersons Road has failed. Pump is still operational but there is no water. Thinkwater have been asked to investigate the problem.
- Katanning Cherry Pickers will be trimming trees under power lines in Tambellup.

Roads

- The first 3 kilometres of Broomehill Kojonup Road widening has been sealed. Crew will continue widening next month. This project still has over 1 km to finish.
- Crew have finished gravel work widening on Tambellup Gnowangerup Road. This section will be left for traffic for the next few weeks before final trim and sealing.
- Construction crew are starting the 2 kilometres of gravel sheeting on the Toolbrunup Road.
- Maintenance crew working on footpaths in Broomehill, culvert repairs and widening, signage and guideposts.
- Maintenance graders are currently working in the Warrenup Road area heading towards northwest part of the shire.
- Jetpatcher completed a run around the shire last month.

Plant

- The shire has employed a mechanic on a full time basis.
- Jetpatcher has finished in Katanning and is going to Gnowangerup next week.
- Katanning Shire is still hiring the John Deere backhoe.
- New truck and dog will be completed next week. It has been held up by slow delivery of the tarp system. Works Manager checked the completion of the body a couple of weeks ago.
- Isuzu truck has been tendered by WALGA and results will be in next week.
- CEO Caprice has been replaced at no cost to council.
- Works Managers vehicle is being replaced at a cost of \$1,500 dollars, with the next trade at 30,000 km expected to be \$3,000 to \$4,000.

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12.3 BUILDING SURVEYORS REPORT FOR APRIL 2012

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	1 May 2012
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of April 2012 that have been sent to all the relevant authorities that are required by legislation.

Background: These reports advise of the building approvals and the activity of the Building Surveyor for the month of April 2012.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“No recommendation required – Councillor information only”*

Reason For Change to Recommendation:

12.4 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program to 8 May 2012
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	8 May 2012
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2011-12 to date.

Background:

Comment: The Building Maintenance Program is updated to 8 May 2012 and presented for Council's information, comment and discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision has been made in the 2011-12 budget or, if unbudgeted expenditure, by Council resolution since, to meet the building maintenance costs within the attached Report.

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

Voting Requirements: Simple Majority

Council Resolution: *“No recommendation required – Councillor information only.”*

Reason For Change to Recommendation:

12.5	GREAT SOUTHERN REGIONAL OCCUPATIONAL SAFETY AND HEALTH REPORT – 1 JULY 2011 TO 31 MARCH 2012	
Program:	Various	
Attachment:	Great Southern Regional Occupational Safety and Health Report 1 July 2011 to 31 March 2012	
File Ref:	Nil	
Author:	JA Stewart	Manager Corporate Services
Date:	9 May 2012	
Disclosure of Interest:	Nil	

Summary: Regional Report (Report) on Occupational Safety and Health (OS&H) throughout the Great Southern Region 01 July 2011 to 31 March 2012.

Background:

Comment: The attached Report is compiled and updated by Local Government Insurance Services' (LGIS) Regional Risk Coordinator, Mr John Appleyard, and represents regional Occupational Safety and Health data for the financial year to 31 March 2012. The Report provides information regarding OS&H activities within the Region with regard to injury and incident levels, training, communications, workshops attended etc and is presented for Council's information and comment or discussion, if desired.

Consultation: John Appleyard, LGIS Regional Risk Coordinator, Great Southern

Statutory

Environment: Nil; however, AS4801 – Section 10 – 'Management Systems' applies

Policy Implications: Council Policy 2.2 – Occupational Safety and Health

Financial

Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Nil

Council Resolution: *"No recommendation required – Councillor information only."*

Reason For Change to Recommendation:

12.6 LIBRARY REPORT – APRIL 2012

Program: Recreation & Culture
Attachment: Library Report – April 2012
File Ref: ADM0097
Author: S Reed Library Officer
Date: 2 May 2012
Disclosure of Interest: Nil

Summary: Attached is a Library Report prepared by Siegrid Reed, Library Officer for Broomehill, 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 April 2012.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“No recommendation required - Councillor information only.”*

Reason For Change to Recommendation:

12.7

**TAMBELLUP INDEPENDENT
ACCOMMODATION (TILSA)**

LIVING

SENIORS

MAY 2012 COUNCIL NOTES

May will commence with the start of the tender being drafted, in regard to specifics for design and build, through Howard and Heaver. A site survey has taken place in early May and will be available for the tender.

The R4R Great Southern Grant Scheme additional funding conditions have now been met in regard to the project being totally funded so we can satisfy all questions and reply within the time frame of 29 August.

Pam Hull and myself will be looking into management models to present to Council for the June meeting. We will be looking at other 'local' seniors units and how they are structured and what the tenants pay. We will be following the Residential Tenancies Act.

RECEIVED

12.8

CLUB DEVELOPMENT OFFICER REPORT MAY 2012



SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP

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

- Broomehill
- Tambellup

Name of Club and brief description of action to date:

Tambellup Golf Club has requested assistance in sourcing funding to install synthetic t-boxes in their golf course.

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

First Aid Training has been arranged through the Royal Life Saving Society (RLSS) for June 17 2012 at the Broomehill Recreation Complex. This course is open to all sporting clubs with in the Shire of Broomehill-Tambellup. A significant discount has been arranged through the RLSS for all sporting clubs. Advertising has commenced though out the Shire.

SHIRE OF KOJONUP

Name of towns within the shire:

- Kojonup
- Muradup
- Jingalup
- Qaelup
- Boscabel

Name of Club and brief description of action to date:

Kojonup Netball Club has collected quotes to replace/repair the current netball courts. The original plan was that the Kojonup Netball Club intend to apply for funding through the Department of Sport in 2012/13 round. However, in recent discussions with the Shire CEO it has been decided that the Shire will be involved in the process and perhaps approach this project in another way.

Kojonup Squash Club is currently liaising with the Shire of Kojonup on the best way to replace their courts.

Kojonup Hockey Club has decided to create a club website using the recourses from DSR. The CDO is assisting them in getting this up and running in time for the winter sporting season.

Due to frequent questions from the Kojonup Hockey Club regarding liquor licensing, the CDO will revisit the demands on conducting a workshop.

OTHER

Sport 4 All

Kidsport

1. THE SHIRE OF BROOMEHILL-TAMBELLUP

At the February 2012 Ordinary Council meeting, the Shire of Broomehill-Tambellup has agreed to administer the *Kidsport program*. Council has received correspondence through the Department of Sport accepting the application for funding. Funds will be received immediately from DSR once approved.

Personalized branded stationary and website downloadable application forms have been created which can be viewed on the Shire website. Please find attached examples of the Shire branded forms for you to view.

The community will be directed to contact the Shire office to collect applications or download forms off the Shire website.

2. THE SHIRE OF KOJONUP

The Shire of Kojonup have decided to administer the *Kidsport program* and received correspondence through the Department of Sport accepting the application for funding. Funds will be received immediately from DSR once approved.

An induction session into the *Kidsport program* was conducted across both Shires for all sporting clubs and referral agents to attend over two evenings in April. These sessions were held at the local Community Resource Centers in Broomehill-Tambellup and Kojonup on 19 and 20 of March from 5:30pm to 6:30pm. Nearly all sporting clubs and referral agents across the two Shires attended the information sessions. Personalized branded stationary and website downloadable application forms have been created which can be viewed on the Shire website.

Professional Development

I attended a professional development coaching day held at the Albany Leisure Centre, which was conducted by the Department of Sport and Recreation, Junior Sport Development to up-skill coaches in innovative ways to deliver sport and recreation.

Proposed workshops

The proposed workshop and seminar schedule for the current financial year is as follows:

- ~~Grant Writing Workshops – 31st January 2012 – COMPLETED~~
- ~~Kidsport Induction – WORKSHOP CONFIRMED 19 & 20
MARCH 5:30PM TO 6:30PM – COMPLETED~~
- How to Create Safe Environments for Children in
Sport and Recreation, March 2012 – **CANCELLED/RESCHEDULED**
- Responsible Service of Alcohol Course by GS TAFE – June TO BE CONFIRMED
- Using Social Media & Website Development - May/June
- First Aid Training conducted by the Royal Life Saving Society –CONFIRMED June
17 TBA
- Corporate Governance – June

RECEIVED

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

Nil

14. DATE OF NEXT MEETING

21 June 2012

15. CLOSURE

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.47pm.