



Ordinary Meeting of Council

MINUTES

18 April 2013

**PLEASE NOTE - THESE MINUTES HAVE YET TO BE CONFIRMED
BY COUNCIL AS A TRUE AND ACCURATE RECORD OF
PROCEEDINGS.**

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



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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 18 April 2013 commencing at 4.24pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr BG Webster	President
	Cr GM Sheridan	Deputy President
	Cr KW Crosby	
	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	Manager of Works

Apologies: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.24pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Cr Sheridan declared an Impartiality Interest in Item 11.1.

Cr Crosby declared an Impartiality Interest in item 11.1.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 MARCH 2013

130401

Moved Cr Turner, seconded Cr Crosby

“That the Minutes of the Ordinary Meeting of Council held on the 21 March 2013 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

10.1 FINANCIAL STATEMENTS FOR MARCH 2013

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for March 2013
File Ref:	Nil
Author:	KP O'Neill Finance Officer
Date:	8 April 2013
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 31 March 2013.

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 2012/13 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Council adopted the amendments in the 2012/13 Budget Review at the March 2013 meeting. Those amendments have now been reflected in the financial statements.

Approximately 7.9% in rates and charges remain outstanding at the end of the month. CS Legal have been engaged to act on Councils behalf to pursue overdue rate debtors.

The cleanup of storm damage along the roadsides is progressing, which is funded through the WA Natural Disaster Relief & Recovery Arrangements. A recoup has been submitted to MRWA for costs incurred to date.

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

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: *130402*

Moved Cr Kempin, seconded Cr Sadler

“That the Financial Statement for the period ending 31 March 2013 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.2 CREDITORS ACCOUNTS PAID MARCH 2013

Program:	Other Property and Services	
Attachment:	List of Payments for March 2013	
File Ref:	Nil	
Author:	KP O'Neill	Finance Officer
Date:	8 April 2013	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during March 2013.

Background: The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

Comment: Summary of payments made for the month:-

Municipal Fund	\$944,304.82
Trust Fund	\$3,030.70
Credit Cards	\$738.63
<u>Total</u>	<u>\$948,074.15</u>

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

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: **130403**

Moved Cr Kempin, seconded Cr Sheridan

“That the list of accounts paid during March 2013, represented by:-

- Municipal Fund cheques numbered 1973 to 2014 inclusive and electronic payments numbered EFT4063 to EFT4149 inclusive and totalling \$944,304.82;*
- Trust Fund cheques numbered 329 to 332 inclusive and totalling \$3,030.70;*
- Credit Card payments totalling \$738.63;*

be adopted.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.3 COUNCIL POLICY – ASSET CAPITALISATION THRESHOLDS

Program:	Governance
Attachment:	Draft Policy “Asset Capitalisation Thresholds”
File Ref:	Policy Manual
Author:	KP O’Neill Finance Officer
Date:	4 April 2013
Disclosure of Interest:	Nil

Summary: The purpose of this report is for Council to consider and endorse a proposed Policy for Asset Capitalisation Thresholds.

Background: The objective of the policy is to establish a minimum threshold amount for the recognition of non-current assets.

Comment: There are practical reasons for establishing a minimum threshold amount for the recognition of any non-current assets. Without these limits, items such as a \$25 calculator would be included as an asset as it would meet all the relevant recognition criteria. The threshold sets the value under which an asset is considered immaterial and the cost is expensed in the year it is acquired.

All items that meet the recognition criteria and fall below the threshold amount will be kept in a separate register to maintain internal control over those items of furniture, plant and equipment.

Assets currently recorded in the asset register that do not meet the minimum threshold for the relevant class will be presented to Council at the May meeting to be written off. They will continue to be recorded in a separate register.

Adopting this policy is an acceptable accounting practice that will establish clear guidelines to ensure that all items purchased are correctly accounted for.

Consultation: Chief Executive Officer
Department of Local Government – Western Australian Local Government Accounting Manual

Statutory Environment: *Local Government (Financial Management) 1996 Regulation 5(1)(d)*

5. *Financial management duties of the CEO*
 - (1) *Efficient systems and procedures are to be established by the CEO of a local government –*
 - (d) *to ensure proper accounting for municipal or trust –*
 - (i) *revenue received or receivable;*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities.*

*Australian Accounting Standards Board (AASB)
Standard 116 – Property, Plant and Equipment*

- 7 *The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:*
- (a) it is probable that future economic benefits associated with the item will flow to the entity; and*
 - (b) the cost of the item can be measured reliably.*
- 9 *This Standard does not prescribe the unit of measure for recognition, that is, what constitutes an item of property, plant and equipment. Thus, judgement is required in applying the recognition criteria to an entity's specific circumstances.*

Policy Implications: Adoption of a new policy.

Financial Implications: Adoption of this policy will have minimal effect on Councils financial reports. Currently, assets are not recorded in the asset register if they fall below \$2000 in value. Provision is made annually throughout the operating budget to purchase minor items of furniture, plant and equipment that are below this amount in value.

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

Voting Requirements: Simple Majority

Council Resolution: **130404**

Moved Cr Sheridan, seconded Cr Turner

“That Council adopts the Policy for ‘Asset Capitalisation Thresholds’ as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.4 ASSOCIATION HONOURS 2013

Program:	Governance
Attachment:	List of Association Honours Policy
File Ref:	ADM0159
Author:	LK Cristinelli Executive Officer
Date:	3 April 2013
Disclosure of Interest:	Nil

Summary: The Western Australian Local Government Association (WALGA) is calling for nominations for the 2013 Association Honours.

Background: Nominations for the 2013 WALGA Honours Program are now open and members of local governments and state councillors are invited to submit nominations.

There are six categories:

Local Government Medal – recognises outstanding achievement and significant contribution by elected members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors.*

Life Membership – recognises the long and outstanding service of elected members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Governments.*

Eminent Service Award (previously Certificate of Appreciation) - recognises personal commitment, eminent service and contribution to Local Government or the Association. *Available for nomination by State Councillors and Local Government.*

Long and Loyal Service Award – this Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for eight or more years, or as an elected member for twelve or more years. *Available for nomination by State Councillors and Local Governments.*

Local Government Officer Award – (New Category) this is a new Award category that has been included to recognise Local Government officers or employees of Agencies of the sector, to reward their achievements.

Merit Award (previously Distinguished Service Award) – recognises elected members who have provided distinguished service to the community through their Local Government. *Available for nomination by State Councillors and Local Governments.*

Comment: Does Council wish to make a nomination for Association Honours? Nominations close on Friday 17 May 2013.

For Council discussion 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

Officer Resolution: “*That Council nominates for a
..... Associations Honour.*”

Council Resolution: ***130405***

Moved Cr Sadler, seconded Cr Sheridan

“That Council nominates Cr Barry Webster for an Association Honour.”

CARRIED 6/1

**Reason For Change to
Recommendation:**

10.5 BROOMEHILL REGIONAL ARCHIVE REPOSITORY – MEMORANDUM OF UNDERSTANDING

Program:	Governance	
Attachment:	Copy of MOU	
File Ref:	ADM0423	
Author:	JM Trezona	Chief Executive Officer
Date:	12 April 2013	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is to seek the Council's agreement to enter into a Memorandum of Understanding with the Shires of Cranbrook, Kojonup and Plantagenet relating to the operations of the Broomehill Regional Archive Repository.

Background: The renovation of the Broomehill Administration office to accommodate the regional archive repository is well underway.
The renovation is an endorsed project of the Southern Link VROC and funding from the regional component of the Country Local Government Fund is being used to achieve the agreed outcome.
The anticipated completion date is early in the second half of this year.

Comment: The Memorandum of Understanding attached to this report is a simple agreement to reflect the rights and responsibilities of each of the signatories, being the Shires of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet.

It is reasonable to note that the regional component of the Country Local Government Fund has been utilised to refurbish existing infrastructure owned by the Shire of Broomehill-Tambellup. For the ratepayers and residents of the other member Councils to continue to take advantage of this regional component, it will be necessary to continue to use the facility constructed. The Agreement notes that if any signatory withdraws, that signatory has no right to any capital refund as this would be contrary to the original grant agreement.

It should also be acknowledged that the Memorandum of Understanding is also attempting to protect the interests of each VROC member Council in the event of any future amalgamation.

Consultation: The Memorandum of Understanding attached to this report has been endorsed by each member Council CEO and it is intended for each Council to endorse the Memorandum of Understanding.

Statutory Environment: Royalties for Regions Act 2009

Policy Implications: Council Policy 1.1 – Records Management Policy sets out a framework to control and manage government records within a records management and record keeping framework that complies with legislative, accountability and best practice requirements.

Financial**Implications:**

Each Council will contribute towards the operating costs of the Archive Facility.

Strategic**Implications:**

Council's current plan has a strategic objective of Managing the Built and Natural Environment and incorporates an action of – *facilitate and implement the exchange knowledge and work practices with the view to achieving a better level of service and gain benefits from economies of scale through the VROC*

Voting Requirements: Simple Majority

Officer Resolution:

“That the Shire President and Chief Executive Officer be authorised to sign the Memorandum of Agreement between the Shires of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet relating to the Broomehill Regional Archive Repository.”

Council Resolution:

130406

Moved Cr Kempin, seconded Cr Thompson

“That the Shire President and Chief Executive Officer be authorised to sign the Memorandum of Understanding between the Shires of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet relating to the Broomehill Regional Archive Repository.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

Change of wording.

10.6	DRAFT COMMUNITY ENGAGEMENT POLICY AND COMMUNITY ENGAGEMENT FRAMEWORK
Program:	Governance
Attachment:	Draft policy, Community Engagement Framework
File Ref:	ADM0165/Policy Manual/Management Practices Manual
Author:	PA Hull Community Services Officer
Date:	8 April 2013
Disclosure of Interest:	Nil

Summary: Council to consider the adoption of a new Community Engagement Policy and the endorsement of a Community Engagement Framework.

Background: Council is required to consult with the community to determine its views and opinions on a range of issues. Consultation provides the basis for productive relationships and effective communications with the community.

The development of the Community Engagement Policy as presented affirms Council's commitment to established principals of community engagement, and ensures it is used as best practice within the organisation. A copy of the draft policy is attached for consideration.

The Community Engagement Framework has been developed as a resource for the purpose of undertaking community engagement. The document is provided for Council's endorsement, and will be included in the Management Practices manual.

Comment: The development of the policy has come about through the ongoing process of meeting the requirements of the Integrated Planning Framework, specifically the development of the Community Strategic Plan, however it is a worthwhile practice for Council to formally adopt.

The benefits of community engagement include:

- Strengthening of relationships between the council and the community by allowing for clear and honest communication, improving the understanding of each other's opinions, concerns, restrictions and strengths.
- Helping to encourage ownership within the community over strategies, projects and decisions. This community ownership can support long-term sustainability of projects and initiatives.
- Helping the council develop an understanding of the make-up, characteristics, needs and priorities of the community.
- Searching for solutions, information, and opportunities that the council could not develop on its own. There is a wealth of information within the community and engagement allows the council to access this for the development of strategies and policies.

The draft policy acknowledges that different issues and situations require different levels and methods of engagement, and provides examples of the methods that can be employed to achieve the response required.

Council's attention is drawn to the following policy statements regarding the use of community engagement:

3. **POLICY**

*The Shire of Broomehill-Tambellup **must** use community engagement methods when:*

- *It is required by legislation*
- *An issue may have potential impacts on the health, safety or well-being of any community member.*

*The Shire of Broomehill-Tambellup **should** use community engagement methods when:*

- *Any proposed changes will impact on current users or customers of a council service or facility*
- *Any proposed changes will affect the rights or entitlements of community members, including minority groups;*
- *There is potential impact on surrounding neighbours;*
- *It wants to identify community issues, needs and priorities;*
- *It wants to monitor customer satisfaction with Councils services and facilities;*
- *There is a level of controversy or conflict or sensitivity about a particular issue.*

Underpinning the Community Engagement Policy is the 'Community Engagement Framework', a copy of which is attached. This document provides Council and staff with the information required to determine the appropriate level of community engagement for each situation, and a process for undertaking the consultation and subsequent evaluation of feedback.

Consultation:

Chief Executive Officer

Statutory Environment:

The *Local Government Act 1995 s 5.56* and *Local Government (Administration) Regulations 1996 r. 19C (9)* both stipulate that community engagement is a requirement of the development and subsequent modification of a strategic community plan.

In addition the Integrated Planning and Reporting Advisory Standard states that a local government must have a community engagement policy/strategy in place to meet the Standard.

Policy Implications:

New policy

Financial Implications:

This issue has no financial implications for Council

Strategic Implications:

Relevant actions in Council's 'Plan for the Future': Strategic Objective 2- People and Community are to '*encourage participation on Committees and in the Council's decision making processes*' and '*survey community members on services/facilities and future community needs*'.

Voting Requirements: Simple Majority

Council Resolution: ***130407***

Moved Cr Turner, seconded Cr Kempin

“That Council adopts the ‘Community Engagement Policy’ as presented, and endorses the ‘Community Engagement Framework’ as a resource for undertaking future community engagement.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.7 DRAFT STATE EMERGENCY MANAGEMENT POLICY 4.4 – RECOVERY COORDINATION

Program:	Law order & Public Safety
Attachment:	Copy of draft policy
File Ref:	ADM0246
Author:	PA Hull Community Services Officer
Date:	5 April 2013
Disclosure of Interest:	Nil

Summary: Council is invited to provide comment on the draft State Emergency Management Policy 4.4: Recovery Coordination.

Background: The State Emergency Management Committee (SEMC) has reviewed the above policy and is seeking comment from Local Governments. A copy is attached for information.

Comment: The aim of the policy is to provide a framework for recovery from an emergency. The draft presented clarifies the roles and responsibilities of various agencies involved with the transition from emergency response to recovery, including local governments.

Council's attention is drawn to the following specific roles of local government. Under the *Emergency Management Act 2005*, the local government is required to:

- Manage recovery following an emergency affecting the community in its district;
- Prepare local emergency management arrangements which are to include a recovery plan and the nomination of a Local Recovery Coordinator;

To meet these requirements, in the event of an emergency the local government is required to:

- Participate in the incident management arrangements with the Controlling Agency
- Receive and consider the impact assessment provided by the Controlling Agency;
- Receive and consider the needs assessment provided by the Controlling Agency;
- Prepare ongoing impact and needs assessments;
- Prepare and continually update a plan detailing recovery actions for the emergency.
- Liaise with and assist charities, non-government organizations, welfare agencies and other public authorities in relation to public appeals and donations;
- Liaise with the State Recovery Controller in relation to all aspects of the recovery process.

In addition, in circumstances where the local government is the Controlling agency for the emergency, it is required to:

- Liaise with the local recovery coordinator where the incident is occurring and include them in the incident management arrangements including the Incident Support Group and

Operations Area Support Group;

- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator;
- Undertake a needs assessment in relation to the impact of the emergency on the local community including the identification of damage to or disruption of electricity, gas, water supplies, telecommunications, transport/road infrastructure and services, and liaise with the local recovery coordinator, State Recovery Controller and the providers of those services in relation to restoration;
- Conduct a formal ‘handover’ of control of the emergency to a designated recovery controller.

For Council’s information, local emergency management arrangements, including a Local Recovery Action Plan, were prepared and endorsed by Council in 2010. The Plan states that the nominated Local Recovery Coordinator will be the Chief Executive Officer, or alternatively the Manager of Corporate Services or another prominent member of the community. These documents are due for review in 2015.

As the draft policy presented by the SEMC will be adopted for a five year period, now is an opportune time for members to provide comment should they wish.

For discussion.

Consultation: Nil

Statutory Environment: *Emergency Management Act 2005*

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

Strategic Implications: ‘Plan for the Future’ - An action under Strategic Objective 2 - People and Communities is to ‘Liaise with State agencies and develop processes on issues of public safety (preventative and proactive).

Voting Requirements: Simple Majority

Officer Resolution: *“That Council provides the following comments to the State Emergency Management Committee in relation to the Draft State Emergency Management Policy 4.4 - Recovery Coordination:*

- 1.*
- 2.*
- 3.”*

Council Resolution: *130408*

Moved Cr Sheridan, seconded Cr Thompson

“That Council provides in principle support of the Draft State Emergency Management Policy 4.4 - Recovery Coordination.”

CARRIED 7/0

Reason For Change to Recommendation:

Council wished to express in principle support rather than make comment.

10.8 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – LOT 1 (NO 3766) GNOWANGERUP-TAMBELLUP ROAD, BOBALONG

Program:	Planning
Attachment:	Planning Report by NBN Co Limited Suggested consultation plan (compiled by Gray & Lewis)
File Ref:	ADM0205
Author:	Gray & Lewis Landuse Planners
Date:	11 April 2013
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i> The Chief Executive Officer Joanne Trezona declared a Proximity Interest. Cr Barry Webster declared a Proximity Interest and left the meeting at 4.37pm. The Deputy President took the Chair.

Summary: An application has been lodged for telecommunications infrastructure on Lot 1 (No 3766) Gnowangerup-Tambellup Road, Bobalong.

This report recommends that the application be advertised for public comment.

Background: The lot has an area of approximately 55.6 hectares, is currently vacant and used for farming. It contains an existing house in the south west corner.

Comment: Description of Application

The application is for an 81 metre high guyed mast to provide high speed wireless broadband coverage to Tambellup. The tower includes ancillary components such as 2 outdoor units which will be enclosed in a secure compound measuring approximately 96m².

There will be three anchor points securing the guyed wires to the ground, located approximately 57 metres from the mast.

The applicant has advised as follows:

- NBN Co is a government business enterprise and is a wholly federal government owned company established to design, build and operate the National Broadband Network.
- The tower will provide a fixed wireless network which is like a fixed broadband network but delivered over air instead of fibre optic cable.
- This site is part of the greater Katanning area and is amongst the first release areas nationally.
- A number of candidate sites were examined for in depth investigation and this site was considered the preferred option.
- The compound will be setback approximately 63 metres from the main road to the south and 426 metres from Cremasco Road to the west.

- The compound will be accessed by a proposed track along the south corner to connect to Gnowangerup-Tambellup Road.
- Vegetation removal is limited to some minor shrubs.
- A total construction period of 10 weeks is anticipated.

A copy of the applicants planning report is included as an attachment.

Zoning

The subject lot is zoned 'Farming' under the Shire of Tambellup Town Planning Scheme No 2 ('the Scheme').

Under the Scheme the objectives for the Farming zone include '*..to ensure the continuation of broad hectare farming as the principle land use in the District..*' and '*..to consider non rural uses where they can be shown to be of benefit to the district..*'.

Landuse classification and permissibility

When an application is lodged, part of the planning assessment involves examining the landuse definitions in the Scheme, and determining the 'best fit' landuse classification.

There is a specific landuse definition for 'telecommunications infrastructure' under the Shire of Tambellup Town Planning No 2 ('the Scheme') and it is defined as '*means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in connection with, a telecommunications network*'.

Whilst the 'telecommunications infrastructure' landuse is defined in the Scheme, it is not listed in the Zoning table.

It is therefore recommended that Council process the 'telecommunications infrastructure' as a 'Use Not Listed'.

Council has 3 options when dealing with a 'Use Not Listed' in accordance with Clause 3.3.2 of the Shire of Tambellup Town Planning No 2 as follows;

- '(a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of Clause 8.3 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted.'*

It is recommended that Council pursue Option (b) as:

- The proposed tower will not prevent the remainder of the land being continued to be used for Farming.

- Option b allows for public advertising so surrounding landowners can be consulted.

General Planning considerations

A full assessment of the application will be conducted following public consultation.

Council will need to have regard for the visual impact of the proposed development, impact on amenity, and the Western Australian Planning Commission Statement of Planning Policy No 5.2 on 'Telecommunications Infrastructure'.

Consultation:	It is recommended that the application be referred to surrounding and nearby landowners for comment.
Statutory Environment:	Shire of Tambellup Town Planning Scheme No 2
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:	130409

Moved Cr Turner, seconded Cr Kempin

“That Council:

- 1. Determine that the proposed telecommunication infrastructure may be consistent with the objectives of the Farming zone and thereafter follow the advertising procedures of Clause 8.3 in considering an application for planning approval.*
- 2. Authorise the Chief Executive Officer to write to nearby and surrounding landowners seeking comment on the application within 21 days in accordance with Clause 8.3.3 of the Shire of Tambellup Town Planning Scheme No 2 and the Consultation Plan. A copy is included as an attachment.*
- 3. Note that a further report will be referred to Council following formal advertising.”*

CARRIED 6/0

Reason For Change to Recommendation:

Cr Webster returned to the meeting at 4.38pm and resumed the Chair.

10.9 RETENTION/SALE OF 5 TAYLOR STREET, TAMBELLUP – RESIDENTIAL HOUSING

Program:	Housing	
Attachment:	Nil	
File Ref:	ADM0006	
Author:	JA Stewart	Manager Corporate Services
Date:	28 March 2013	
Disclosure of Interest:	Nil	

Summary: Committee to form a recommendation to Council with regard to retaining or selling Council's residential housing situated at 5 Taylor Street, Tambellup.

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 garage and was built circa 1963.

Council's original Residential Housing 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 properties 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 of 5 Taylor Street at \$375,000. Tenants, at the time, were not interested in purchasing these properties.

Comment: The sworn valuations, as referred to above, were obtained; however, the time period that has elapsed would necessitate obtaining new sworn valuations if Council was to consider selling this property.

Works carried out in this and recent years (2009-13) include bathroom renovations, replacement of door handles and locks on internal doors, new floor coverings throughout, new kitchen benches & sink, fireplace removal, brickwork repairs, internal paint, re-tiling of oven alcove, replacement of asbestos fence with Colorbond fence, new interior blinds and removal of old patio totalling approximately \$34,700. General maintenance for the same period totals approximately \$13,650. External painting is budgeted for the current financial year and is yet to be completed (\$5,500). Council also resolved in its 2012-13 budget (if retaining the property) to replace the patio (including balustrade installation and paving) and replace the garage door with a roller door (if possible) - estimated expenditure \$12,400.

During Council's 2012 building inspection it was noted that this house, although amongst the more aged of Council's residential housing, was structurally sounder than some of Council's newer residential housing.

Items identified during Council's 2013 building inspection, for consideration in Council's 2013-14 budget for this property, include replacement of the hot water system with solar or gas and the option of the patio replacement having raised flooring to become an extension of

the existing back verandah flooring.

At Council's April 2012 Ordinary Meeting, Council resolved to retain this property, make improvements and investigate the future subdivision of this Lot.

In May 2012, Council was advised that three potentially costly expenditure items had been identified by contractors, these being: possible future need to replace existing single insulated electrical wiring, if required for compliance (estimate between \$5,000 and \$6,000); replacement of crumbling mortar (in the vicinity of \$3,500); and replacement of the roof and rafters which are said to be bowing and sagging (estimate of \$20,000).

With regard to the possible subdivision of this Lot, Council resolved to consult its Town Planner prior to re-considering the long term retention of the property. Advice has subsequently been received advising that to subdivide this property would involve demolition of the existing house or the purchasing of more land to provide access to what would become the second Lot.

As it is noted in Council's Housing and Land Strategy that this property has been noted to be sold and replaced, this item is presented for Committee discussion and consideration.

Consultation:	Building, Planning and Economic Services Committee members
Statutory Environment:	Nil
Policy Implications:	Nil
Financial Implications:	Expenditure relating to cost of sworn valuation, if applicable. (Budgeted expenditure yet to occur this financial year = \$17,900)
Strategic Implications:	This issue is not dealt with in the Plan.
Voting Requirements:	Simple Majority
Council Resolution:	130410

Moved Cr Turner, seconded Cr Crosby

“That Council:

- 1) Obtains a new sworn valuation for and re-considers the sale of 5 Taylor Street, Tambellup when the sworn valuation is presented to Council; and***
- 2) Does not proceed further with the possible subdivision of Lot 302 Taylor Street (5 Taylor Street), Tambellup at this point in time.”***

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.10 RETENTION/SALE OF 54 INDIA STREET, BROOMEHILL – RESIDENTIAL HOUSING

Program:	Housing	
Attachment:	Nil	
File Ref:	ADM0011	
Author:	JA Stewart	Manager Corporate Services
Date:	2 April 2013	
Disclosure of Interest:	Nil	

Summary: Committee to form a recommendation to Council with regard to retaining or selling Council's residential housing situated at 54 India Street, Broomehill.

Background: Council's house at 54 India Street was built in the 1960's and is a brick and tile clad three bedroom, one bathroom air conditioned residence with a rear patio and single car garage.

Council's Housing and Land Strategy (Strategy) of June 2012 states: 'In accordance with the Building, Planning and Economic Services Committee's (Committee) comment (10 April 2012) this property is to remain noted for sale and its sale pursued should the housing market improve or the current tenancy cease.' The Strategy puts replacement value of 54 India Street at \$330,000 (based upon a 2011 valuation).

Comment: Works carried out in this and recent years (2009-13) include bathroom renovations, new floor coverings throughout, new kitchen benches and stove, repairs to cracks to lounge and kitchen/dining walls and internal re-paint, replacement of patio, installation of air conditioner, and replacement of asbestos and storm damaged fences totalling approximately \$42,654. General maintenance for the same period totals approximately \$4,783. External painting, replacement of guttering and installation of extra downpipes is budgeted for the current financial year and is yet to be completed (totalling \$6,500).

During the 2013 annual building inspection, the Committee identified nil building or maintenance requirements and suggested deferring a request to install blinds to the patio area.

The latest sworn valuation on this property has lapsed; therefore, if Council should wish to consider selling this property, a new sworn valuation would be necessary. Tenants have not indicated any interest in purchasing this property since first approached.

As this property is noted for sale in Council's Housing and Land Strategy, this item is brought before the Committee for discussion and consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Expenditure relating to cost of sworn valuation, if applicable.

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

Voting Requirements: Simple Majority

Council Resolution: *130411*

Moved Cr Turner, seconded Cr Kempin

“That Council obtains a new sworn valuation for its 54 India Street, Broomehill property and re-considers the sale of this property when the sworn valuation is presented to Council.”

CARRIED 7/0

Reason For Change to Recommendation:

Cr Crosby retired from the meeting at 4.43pm.

10.11 TAMBELLUP WORLD WAR 1 HONOUR BOARD

Program:	Recreation and Culture
Attachment:	Quotes
File Ref:	ADM0396
Author:	JA Stewart Manager Corporate Services
Date:	2 April 2013
Disclosure of Interest:	Nil

Summary: Committee to consider the options available for the restoration or partial/full replacement of the existing, damaged Tambellup World War 1 (WW1) Honour Board (usually located in the Tambellup Town Hall).

Background: During Council's 2012 annual building inspection it was noted that the central section of the Tambellup WW1 Honour Board (Board), being the section containing name plaques, had deteriorated: the boards making up the central section were noticeably warped.

In April 2012, Council resolved the following:

120421

Moved Cr Turner, seconded Cr Sadler

"That Council pursues funding through the Federal Government's 'Saluting Their Service' grants to:

- 1) Engage Ms Sandra Playle, Vision Research Services, to research the history of war servicemen and women from within the Shire of Broomehill-Tambellup and to form a database of that information for publication; and*
- 2) Fund the restoration/preservation or replacement of honour boards on public display within the Shire of Broomehill-Tambellup.*

That Council makes provision in its 2012-13 draft budget towards costs associated with these projects."

CARRIED 5/2

Council has made provision for the repair or replacement of this Board in the event that any funding applications may be unsuccessful.

In December 2012 the author took the damaged section of the Board to one locally based and two Perth based signmakers, for advice and quoting purposes. Councillors were presented with the resulting quotes ahead of Council's March 2013 Ordinary Meeting and requested that quotes be obtained for 100% jarrah rather than jarrah veneer options as signmakers had quoted.

Comment:	<p>New quotes have been received for 100% jarrah product and are attached, with previous quotes for jarrah veneer product, for Committee discussion and recommendation to Council prior to staff submitting a funding application to cover same. Council's options could include:</p> <ol style="list-style-type: none"> 1) replaces the existing honour board in its entirety with 100% jarrah and repairs and retains the existing plaques/replaces the existing plaques with new plaques/lettering; 2) replaces the existing honour board in its entirety with jarrah veneer and repairs and retains the existing plaques/replaces the existing plaques with new plaques/lettering; 3) repairs the existing honour board surround and replaces the plaque section with 100% jarrah and repairs and retains the existing plaques/replaces the existing plaques with new plaques/lettering; or 4) repairs the existing honour board surround and replaces the plaque section with jarrah veneer and repairs and retains the existing plaques/replaces the existing plaques with new plaques/lettering.
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Financial Implications:	As per the successful quotation and dependent on the success, or otherwise, of any funding application/s made.
Strategic Implications:	Nil
Voting Requirements:	Simple Majority
Council Resolution:	<p>130412</p> <p><i>Moved Cr Turner, seconded Cr Thompson</i></p> <p><i>“That Council accepts a quote from Ray Ford Signs for \$2,524 (plus GST) to repair the existing Tambellup World War 1 Honour Board surround and replace the plaque section within this Honour Board with 100% jarrah and repair and re-attach the existing plaques.”</i></p> <p>CARRIED 6/0</p>
Reason For Change to Recommendation:	

10.12 BUILDING MAINTENANCE PROGRAMME - 2013-14

Program:	Housing	
Attachment:	Annual Building Inspection Report – 2013	
File Ref:	ADM0121	
Author:	JA Stewart	Manager Corporate Services
Date:	5 April 2013	
Disclosure of Interest:	Nil	

Summary: To consider the Building Inspection Report (attached) developed from the recent Councillor Building Inspection in order to recommend to Council items to be costed for 2013-14 budget deliberation purposes.

Background: Each year the Building, Planning and Economic Services Committee (Committee) conducts an inspection of Council's public buildings and housing assets. The Committee carried out this year's inspection on 13th March.

Comment: Maintenance and capital works identified during the 2013 inspection are in non-italic font at the beginning of each property's details under each respective heading. Following the deliberations of this Committee meeting, an item will be presented to Council for resolution as to the items it wishes to have costed for budget consideration.

Consultation: Building, Planning and Economic Services Committee
Building Occupants and Tenants

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: The recommendations from this meeting and the subsequent Council resolution will form the basis for costings to be obtained and presented for Council's 2013-14 budget deliberation.

Strategic Implications: This issue is not dealt with in the Plan; however, is addressed under Council Policy 2.5 – Staff Benefits and within the Housing and Land Strategy adopted by Council in 2009 and reviewed since that date.

Voting Requirements: Simple Majority

Council Resolution: **130413**

Moved Cr Sadler, seconded Cr Turner

“That the items in the Building Maintenance Programme – 2013-14, as listed under the headings ‘For consideration in 2013-14 budget - from inspection’ and ‘General Maintenance identified during inspections’, be costed for consideration in Council’s 2013-14 draft budget.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.13**FUNCTIONAL ROAD HIERARCHY - REVIEW**

Program:	Transport	
Attachment:	Prioritised list of Roads and Maps	
File Ref:	ADM0315	
Author:	GC Brigg	Works Manager
Date:	12 April 2013	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Councillors to review the road hierarchy of the Shire of Broomehill-Tambellup.

Background: Attached is the endorsed Functional Road Hierarchy for Broomehill-Tambellup. The list of all roads within the Shire has previously been prioritised by the Council and is again presented for review.

The roads have been split into rural and town streets and a priority of 1, 2 or 3 has been assigned to each road. The exception to this is those roads, which are listed below, that have been identified as part of the Main Roads WA Functional Road Hierarchy.

1 – Broomehill-Kojonup Road	3 - Flat Rocks Road
5 - Tie Line Road	12 - North Greenhill Road
37 – Tie Line North Road	40 – O’Neill Road
41 – Beejenup Road (part)	46 – Pindellup Road
58 – Warrenup Road	203 – Paul Valley Road
205 - Toolbrunup Road	212 – Pootenup Road
217 – Johnson Road (part)	247 – Newton Road
294 – Gnowangerup-Tambellup Road	297 – Tambellup West Road

Comment: The priority assigned to each road seems to be appropriate however local knowledge may suggest otherwise. The attached maps provide a visual interpretation of the current Road Hierarchy and may highlight some anomalies in the prioritising. The road hierarchy assists Councillors and staff in setting the priorities for its road construction program and road maintenance program.

ROADS 2030

As part of the formulation of the Roads 2030 Strategy Council has made application to have Fairfield, South Punchmirup, small portion of Nookanellup, Warrenup and Pallinup South Roads included as Roads of Regional Significance.

In reviewing the hierarchy it has become apparent that should the South Punchmirup- Nookanellup-Warrenup link be endorsed for inclusion it may be a worthwhile exercise for Council to consider renaming the roads so that the same name applies from the Broomehill-Kojonup Road through to the Albany Highway. Any proposed change of name must be approved by the Geographic Names Committee.

Council will be need to advertise the proposed name change and consult with relevant State and Government Agencies as well as the wider community prior to making a final decision and submitting the proposal to the Geographic Names Committee.

For Council consideration and endorsement.

Consultation: Manager of Works

**Statutory
Environment:** Nil

Policy Implications: Council has listed in Management Practice 5.9, the list of road classifications that it uses for the hierarchy. They are

- Primary Distributor
- Regional Distributor
- Local Distributor
- Access Road of Regional Significance
- Local Access Roads
 - Priority 1
 - Priority 2
 - Priority 3

Council has determined to review the road hierarchy on an annual basis.

**Financial
Implications:** The road hierarchy assists Council and staff in prioritising projects for inclusion in the annual budget and now also plays an important part in the development of an Asset Management Plan, Long Term Financial Plan and Corporate Plan.

**Strategic
Implications:** The Shire of Broomehill-Tambellup Strategic Directions – A Plan for the Future has a strategic objective of managing the built and natural environment. It includes actions to develop best practice principals, review our road building practices and reviewing of our road network.

Voting Requirements: Simple Majority

Council Resolution: 130414

Moved Cr Turner, seconded Cr Thompson

“That Council endorses the Functional Road Hierarchy for the Shire of Broomehill-Tambellup as presented.”

CARRIED 6/0

Council Resolution: 130415

Moved Cr Thompson, seconded Cr Sheridan

“That a report to consider a change of road name for the Warrenup Road, a section of the Punchmirup South Road, south of the Broomehill Kojonup Road and small section of Nookanellup Road that currently links Warrenup and Punchmirup South Roads, be referred to the next ordinary meeting of Council.”

**Reason For Change to
Recommendation:**

10.14 PROPOSED FIVE YEAR ROAD CONSTRUCTION PROGRAM

Program:	Transport
Attachment:	Copy of Proposed 5 year Program
File Ref:	ADM0310
Author:	GC Brigg Works Manager
Date:	12 April 2013
Disclosure of Interest:	Nil

Summary: Council to review its 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 external organisation such as Roads to Recovery and Regional Road Group.

Comment: **Regional Road Group Funds**

Councillors will note that the Shire has been successful in attracting Regional Road Group funds for the coming 2013-2014 financial year. The funding for the next financial year will complete the widening on the Gnowangerup Tambellup Road. The Broomehill Kojonup Road should also be completed but a problem with SLK measuring sees us 800 metres short of the boundary.

The Tambellup West Road will have two sections left to widen at the end of 2013-2014.

1. SLK 1.2 to 4.90
2. 4.90 to 8.60 reconstructed (13/14 budget)
3. SLK 8.6 to 12.3.

The current years work on the Tambellup West Road sees the widening finish at SLK 26.60 which is the Warrenup Road intersection. Members of the Technical Working Group have indicated that it would be difficult to get support for the widening of the rest of the road from the Warrenup Road intersection to the boundary (4km) as the road is already 6.2 metres wide. RRG have funded a reseal for this section in 2013-2014.

The winding down of construction projects over the next 5 years means Council may wish to focus on work (reseals). Unfortunately these works are material intensive and provide little work for the construction crew.

Looking at the proposed Roads 2030 program Council has applied for Fairfield, Punchmirup South and Warrenup to be classed from Local Distributors to Regional Distributors. This would provide more construction work to council's workforce if accepted by the Regional Road Group.

Pallinup South Road is currently listed as a Local Road of Regional Significance. The road is 13km in length and gravel. It starts at the

Tambellup Gnowangerup Road (sealed) and finishes at a “T” intersection with Toolbrunup Road (sealed) which is also listed as Regional Distributer. Ten kilometres of this road was re-sheeted 2 years ago. Council may wish to consider including this road into the five year program for funding consideration to undertake construction and seal works.

Roads to Recovery

The current funding round of Roads to Recovery (R2R) is scheduled to finish at the end of 2013-2014. Fortunately another funding round has been approved. R2R funding has been used for the last 4 years for gravel sheeting. On current costs this is still only funding half of the gravel sheeting to keep up normal road asset management. With a larger than normal program some of R2R could be used for council funded reseals.

Blackspot Funding

Council has been successful with two Blackspot projects for the 2013-2014 year. With the reduction of funds available Blackspot projects have been difficult to get. Councils two successful projects are:

- Staggering the Beejenup intersection crossing the Gnowangerup Tambellup Road
- Widening the radius of the Gnowangerup Tambellup Road intersection with Great Southern Highway. This will allow trucks to turn left onto the Great Southern Highway without crossing lanes near the bridge.

Commodity Route Funding

Council has been very fortunate with the success of both submissions for Commodity Route Funding. The two projects are

- Resealing Fairfield Road from Broomehill Kojonup Road to the boundary.
- Gravel sheeting Warrenup Road south of the Tambellup West Road.

Future projects for Commodity Routes funding will depend on if Warrenup and Punchmirup South are included in Regional Roads for future funding.

Council Funded

RRG, R2R, Black Spot, Commodity Route funding all have a 2:1 funding ratio – that is two thirds of the total project cost is funded by either the state or federal government while Council must provide one third.

With a large program for the 2013-2014 year, council's one third contribution is significant and as such no Council funded reseals have been included in the program.

Three years ago council adopted a reseal program which we haven't been able to continually fund. This is starting to have a marked impact. North Greenhills, Greenhills South and some of Flatrocks Roads are at a critical stage. As you can see by the current 5 year reseal program the

continual postponement of reseals is starting to add up with a \$500,000 program needed in 2014-2015. \$700,000 if North Greenhills is added.

For Council discussion and consideration.

Consultation: Chief Executive Officer

**Statutory
Environment:** Nil

Policy Implications: Nil

**Financial
Implications:** Provision will be made in the coming 2013-2014 budget

**Strategic
Implications:** Managing the Built Environment – Ensure roads, footpaths and tracks are safe and accessible.
The 5 year road program will also have bearing on the Asset Management Plan, the Long Term Financial Plan, Workforce Plan and Corporate Plan.

Voting Requirements: Simple Majority

Council Resolution: *130416*

Moved Cr Thompson, seconded Cr Turner

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

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.15 ENDORSEMENT OF COMMUNITY MEMBER ON THE INDEPENDENT LIVING SENIORS ACCOMMODATION COMMITTEE

Program:	Governance	
Attachment:	Nil	
File Ref:	ADM0109	
Author:	JM Trezona	Chief Executive Officer
Date:	16 April 2013	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Council to endorse the nomination of the second community member on the Independent Living Seniors Accommodation committee.

Background: Council at its meeting in November 2012 established by an absolute majority the Independent Living Seniors Accommodation committee. The committee is comprised of five members – three elected members and two community members. The inaugural committee is to include one member from the Tambellup Senior Citizens Unit Management Committee (TSCUMC) and one other community member.

TSCUMC have nominated Barbara Groves as their representative with Council endorsing the nomination at the February 2013 ordinary meeting. Liz Reynolds has been approached to fill the other community position. Council will need to endorse that appointment.

Comment: Liz Reynolds has indicated her willingness to be a member of the committee.

Consultation: Nil

Statutory Environment: *Local Government Act 1995* – s 5.9 (1) and (2) (d), s 5.10 (1) (a), and s 5.11 (2)

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Strategic Objective 2 – People and Community

Voting Requirements: Absolute Majority

Council Resolution: **130417**

Moved Cr Kempin, seconded Cr Turner

“That Council appoints Elizabeth Reynalds as a community representative on the Independent Living Seniors Accommodation Committee.”

CARRIED 6/0
By Absolute Majority

**Reason For Change to
Recommendation:**

11.1 INFORMATION REPORT – APPLICATION LODGED WITH THE STATE ADMINISTRATIVE TRIBUNAL (PROPOSED WIND FARM)

Program:	Planning
Attachment:	SAT Pamphlet on third parties
File Ref:	ADM0283
Author:	Gray & Lewis Landuse Planners
Date:	11 April 2013
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i> Cr Sheridan declared an Impartiality Interest.

Council Resolution: **130418**

Moved Cr Thompson, seconded Cr Kempin

That Council:

- 1. Note that Moonies Hill Energy Pty Ltd has lodged an application to the State Administrative Tribunal (SAT) seeking a review of the decision of the Great Southern Joint Development Assessment Panel at the meeting held on the 26 February 2013 on the wind farm application.*
- 2. Note that the Great Southern Joint Development Assessment Panel will be the respondent for the SAT matter.*
- 3. Authorise the Chief Executive Officer to write to the State Administrative Tribunal and advise that representatives of the Shire would welcome an opportunity to be involved in any future mediation sessions relating to the application (if invited through a SAT Order).*

CARRIED 6/0

Reason For Change to Recommendation:

12.1 PLANT REPORT FOR APRIL 2013

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 12 April 2013
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2012	2012	1 yr / 15,000km	ok
1DCF 535	TORO 3500D	488	500	2009	2009		ok
1TA	Toyota FJ		3,000	2012	2012	1 yr / 30,000 kms	ok
1 TIU 961	Papas Tandem Fuel Trailer			2008			ok
1TMR361	Rockwheeler Side Tipper Trailer	818		2012	2012		ok
BH00	Colorado 4x4 Dual Cab	16,063	30,000	2012	2012	1 yr / 30,000 kms	15,000 km service done at 14,774
BH000	Holden Colorado	1036		2012	2012		ok
BH001	CAT vibe Roller	1,360	1,500	2009			seat repaired & new seat belt fitted under warranty
BH002	ISUZU 6 Wheel Tipper	108,898	120,000	2008	2008	7 yrs / 250,000km	ok
BH003	Isuzu NPR300 crew cab truck	81,738	90,000	2009		5 yrs / 200,000km	ok
BH004	CAT 12M	3,120	3,250	2009	2009		ok
BH005	Cat multi tyre	1,394	1,500	2011	2011	8 yrs / 8000 hrs	ok
BH006	CAT 12M	350	500	2012	2012	8 yrs / 8,000 hrs	ok
BH007	Toro 360 mower	392	400	2011	2011	5 yrs / 5,000 hrs	ok
BH008	VOLVO L70D Loader	7,272	7,500	2001	2001	8 yrs / 8000 hrs	ok
BH009	Colorado 4x4 Tray Back	5,636	15,000	2012	2012	1 yr / 30,000 km	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7,443		1995	2004		ok
BH013	John Deere 315SG Backhoe	3,158	3500	2003	2003	10 yrs / 8,000 hrs	ok
BH014	Colorado 4x4 Tray Back	11,124	15,000	2012	2012	1 yr / 30,000 km	ok
BHT92	CAT 259B3 Skid Steer	15	250	2012	2013	8 yrs / 8,000 hrs	ok
TA001	Colorado 4x4 Dual Cab	804	3,000	2013	2013	1 yr / 30,000 kms	traded at 23,969 km
TA005	John Deere Tractor 6330	1,130	1250	2008	2008	10 yrs / 8000 hrs	sent to Pickles Albany for auction

TA017	Isuzu Tipper	104,298	120,000	2009		5 yrs / 200,000 km	15,000 km service done at 104,298 km
TA052	Colorado 4x4 Tray Back	10,015	15,000	2012	2012	1 yr 30,000 km	ok
TA06	Jet Patcher Isuzu	107,440	120,000	2007	2010	8 yrs / 8,000 hrs	ok
TA092	Iveco Strais AD500 8-4	4,039	5,000	2012	2012	5 yrs / 250,000 km	ok
TA18	12H Grader	6,574	6,750	2006	2006	7 yrs / 8,000 hrs	ok
TA1880	Isuzu Gigamax Truck	104,844	120,000	2008	2008	8 yrs / 250,000 km	ok
TA281	930G Loader	4,860	5,000	2007	2007	8 yrs / 8,000 hrs	ok
TA386	Isuzu Tipper	4,288	15,000	2012	2012	5 yrs / 200,000 km	5,000 km service done at 4,052 km
TA392	Tractor Mower		2228			5 yrs / 5,000 hrs	sent to Pickles Albany for auction
TA417	John Deere Gator	354	400	2009		4 yrs	ok
XTR579	Road Broom					10 yrs	ok
	Slasher					10 yrs	ok

RECEIVED

12.2 WORKS AND MAINTENANCE REPORT FOR APRIL 2013

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	12 April 2013	
Disclosure of Interest:	Nil	

Broomehill

- Gardener's are doing general duties around town. Town mown after recent rains.
- Some plants to be replaced in the new garden beside hall. Plants ordered.
- Drainage needed at the bottom of the new gardens. Laying water after rain is causing problems with plants.
- Refuse Site gate damaged again. Vehicle has driven through the gate and broken off the main lug inside the post connecting the chain.
- Using a Plantagenet Shire surveyor to mark out new pits at the refuse site. Once locations are done we will the dig new pits. Surveying pits is now part of the DEC requirements.
- Still waiting for Holland Park sign to be laser cut so it can be installed.
- Oval has been inspected by Statewide Turf. They feel the oval needs aerating. I have met with Woodlands consultant about products to use once this is completed.
- Started mosquito fogging around town.
- Trees are still being trimmed around town under power lines.
- Asphalt will be laid along India Street by the end of the month. The street trees will be installed when finished.
- There has been some criticism about the installation of the new pump at the standpipe in Broomehill. We don't have electricians or irrigation experts on staff. This means we have to engage trades people. We engage them in good faith to carry out the job quickly. Sometimes we just have to wait in line when they are busy. This work wasn't straight forward as the system provides water to our parks and gardens reticulation around town and pumps water to the complex during the wet season. I don't have staff to be able to carry out the work.

Tambellup

- Gardeners slashing around town after recent rains.
- People still stealing plants from office and gardens around town.
- Ordering plants to be replaced around town. Last plantings for the financial year.
- Stumps left from trees removed in Crowden Street have now been ground down.
- Rubbish pits being surveyed and new holes will be dug.
- Still waiting for fencing around new Gazebo with the grader. Fence has arrived.
- Fogging has started around town.
- All slabs from the footpath have been removed. Gravel has been placed but still needs work to finish off ready for asphalt.
- There are around 1,000 concrete slabs on pallets in the depot. There is a lot of community interest to purchase the slabs so Council will need to determine this is best managed
- Pump has burnt out at Jam Creek dam. This will be an insurance claim so may take time to complete.
- There is a lot repair work needed to the drainage and footpaths within the business parts of town. This can be carried out over several years.

Roads

- Tambellup-Gnowangerup Road is sealed and finished. The last widening project is 13/14. This completes the road widening.
- Crew currently final trimming Broomehill-Kojonup Road. Seal truck is booked for end of the month. Hopefully we will still have enough good weather to hot seal.
- Trees have been pushed over along the reconstruction project on Tambellup West through the water reserve. Loader currently stacking the trees for burning during unrestricted burning period.
- Tieline and Norrish Road intersection is sealed and finished.
- WANDRRA work is continuing with the first \$400,000 claim in. It takes 8 weeks for payment. The clearing crew may need to shut down for a month until claims start coming back in.
- Maintenance crew working on culvert headwalls signage.
- Maintenance graders working in the north west part of the shire.
- Jetpatcher is back from Mt Barker and will start a run on our own network.
- There has been a lot of criticism about the length of time it takes to get some maintenance work done. People need to remember that we are a very small crew looking after a lot. We have 16 staff (if nobody is sick or on holidays), that look after 1,000 km of road which includes 300km of sealed roads, 700 km of gravel roads, over 3,000 culverts, vegetation, signage, storm water drainage, footpaths, and 2 refuse sites etc. Out of the 16 staff we have 3 1/2 gardeners who look after 2 towns, 2 sporting ovals, 2 town parks, 2 caravan parks and all other open spaces and gardens, plus everything else we get them to do; for example traffic management. The crew has full time work doing funded capital works, so general maintenance takes time to complete to minimize the impact finishing funded projects.

Plant

- New Caterpillar backhoe will be delivered late 12/13 or early 13/14.
- This impacts on the sale of the Volvo loader during the 12/13 year. We can't sell it until we have a backup loader.
- CEO's Caprice can't be replaced until the new model is released at the end of June. No older models are available.
- Works Manager's vehicle will be replaced with a Holden Colorado 7 LTZ wagon next week. This is a straight swap.
- Works Supervisors vehicle has been replaced with the same vehicle. Holden Colorado LTZ.
- Jetpatcher is back from Mt Barker and will complete a run on our own network. Then it will go to Cranbrook for a couple of weeks.
- Iveco truck has been back in service for a month and finally working well. It is currently working in Katanning while the construction crew are final trimming the Broomehill-Kojonup Road.
- John Deere tractors were sold through Pickles Auctions Albany. The 6330 tractor reserve was \$40,000 and it sold for \$44,000. The small tractor mower reserve was \$6000 and sold for \$7,500. The slasher reserve was \$2000 and it sold for \$3,500.
- Tree saw needs repairs to hydraulic pumps. Cost of repairs is \$10,000. We are going to hold off until next financial year before carrying out repairs.

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130419

Moved Cr Turner, seconded Cr Sadler

“That the cost to repair the swipe card chain gate at the Broomehill Refuse site be reported to the May ordinary meeting of Council. Further Council advise the community that

- The Broomehill Refuse hours of operation will be reduced***
- Consideration is being given to manning the site during opening hours***
- The gates to the site will be locked restricting access outside of the reduced operating hours***
- The reduction in operating hours is to be a temporary measure until the swipe card chain gate can be repaired or another measure put in place***
- The community to be clearly advised why the measure to reduce the refuse site operating hours has being taken.”***

CARRIED 5/1

12.3 BUILDING SURVEYORS REPORT FOR MARCH 2013

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	2 April 2013
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of March 2013 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 March 2013.

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:

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12.4 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 11 April 2013
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	11 April 2013
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2012-13 to 11 April 2013.

Background: The Building Maintenance Program Report is updated to 11 April 2013 and presented for Council's information, comment and discussion, if required.

Comment: The Building Maintenance Program is updated on a regular basis and presented for Councils information, comment and discussion if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision was made in the 2012-13 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: Nil

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

Reason For Change to Recommendation:

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12.5 LIBRARY REPORT - MARCH 2013

Program: Recreation & Culture
Attachment: **Library Report – March 2013**
File Ref: ADM0097
Author: C Brown Library Officers
 S Reed
Date: 4 April 2013
Disclosure of Interest: Nil

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of March 2013.

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: Nil

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

Reason For Change to Recommendation:

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12.6

CLUB DEVELOPMENT OFFICER REPORT MARCH 2013

Department of
Sport and Recreation

CLUB DEVELOPMENT OFFICER

SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP

ACTIVITIES FOR THE MONTH:

- Attended the Great Southern Recreation Advisory Group meeting which was hosted by the Shire of Broomehill-Tambellup.
- A meeting was held at the Shire of Broomehill-Tambellup with Kylie Clark – CDO for the Shires of Plantagenet, Denmark and Cranbrook, Kayla Brown – CDO for the Shires of Jerramungup, Gnowangerup and Kent, Ben Armstrong - Project Officer – Community Sport and Recreation from the Department of Sport and Recreation and Brent Sheridan, Regional Officer – Great Southern from the Department of Sport and Recreation. The reason for this meeting was to discuss the CDO Scheme and its future.
- Attended meetings with Andrea McGuire - Physical Education teacher from St Benards Primary School Kojonup, Simon House - Kojonup Youth Group, Graham Treloar - Physical Education teacher from Kojonup District High School, Chris Mathews - Principal from Tambellup Primary School, Marg Holmes – Principal from Broomehill Primary School, Adrienne Bowman – Tambellup Nursing Post to discuss the Kidsport program and their involvement as referral agents.
- CDO was requested by the Tambellup JNR Football Club to attend their Annual General Meeting which was held at the Tambellup Pavilion. At this meeting I was asked to discuss the Kidsport program.
- CDO was requested by the Tambellup Hockey Club to attend their Lighting Committee meeting. This was also attended by Wood & Grieve Engineers who discussed with the hockey club their lighting options for the Tambellup Oval.
- *Talk Sporting Clubs* CDO Newsletter has received positive feedback. The purpose of this newsletter is to enable a more effective method of distributing information to clubs and sporting groups and will assist the Club Development Officer to engage key stakeholders. This will allow community members to be informed and updated on anything sport club related in their Shire. This can also be viewed on the Shire website.
- *A Grant Writing Made Easy Workshop for Thursday 16th May 2013 is now full.*

- Assisting the Kojonup Pony Club to create a club website through the Department of Sport and Recreation fee website program.
- Undertook an interview regarding the Feasibility Study for the Tambellup Pavilion. .
- Data entering for the Kidsport program 2013 has commenced.
- Please find attached a snapshot of the Kidsport Program to date.

- **PROPOSED Activities/workshops:**

Following is a list of proposed activities/workshops for 2012/13 financial year.

PROPOSED ACTIVITY	DATE:
Kidsport re-launch for winter 2013	COMPLETED
Grant writing course – Kojonup CONFIRMED	16 th MAY 2013

ONGOING Activities:

Kojonup Netball Club - seeking funding to replace current bitumen courts

Kojonup Pony Club – inquiring about financial assistance for equipment and creating a club website.

Tambellup Hockey Club – Lighting project

AMELIA SIMPSON
CLUB DEVELOPMENT OFFICER

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

Nil

14. DATE OF NEXT MEETING

16 May 2013

15. CLOSURE

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.08pm.