



# Ordinary Meeting of Council

## MINUTES

18 August 2016

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## SHIRE OF BROOMEHILL - TAMBELLUP

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 18 August 2016 commencing at 4.05pm.**

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

<b>Present:</b>	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer

**Apologies:** Nil

**Leave of Absence:** Cr White

### **2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

2.1 The President welcomed Councillors, Staff and Keith Williams and declared the meeting open at 4.05pm.

### **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 Dennis declared a Proximity Interest in Item 10.09  
Cr Sheridan declared a Proximity Interest in Item 10.09  
Cr Paganoni declared a Proximity Interest in Item 10.09  
Cr Prout declared a Financial Interest in Item 10.06

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 JULY 2016**

*160801*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That the Minutes of the Ordinary Meeting of Council held on 21 July 2016 be confirmed as a true and accurate record of proceedings.”*

***CARRIED 6/0***

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Congratulations to Chief Executive Officer Joanne Trezona on the Eminent Services Award which was presented at the 2016 WALGA Local Government Convention on 3 August 2016.

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR JULY 2016**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for July 2016</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>12 August 2016</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the monthly financial report for the period ending 31 July 2016.

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

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

As part of the 2016/17 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

**Comment:** Council's budget for the 2016/17 year was adopted at a Special Meeting held on 14 July 2016. The budget included a rate increase for both UV and GRV properties of 5%.

Rates were issued on 29 July 2016, with the following amounts being levied –

Rates	\$2,296,028.16
Emergency Services Levy	\$56,587.00
Rubbish Charges	<u>\$60,285.00</u>
TOTAL	\$2,412,900.16

The discount period ends at 4.00pm on Friday 26 August 2016, and the due date for payment of rates (without penalty) and the first instalments on the 2 and 4 instalment plans is Friday 2 September 2016. Penalty interest will apply on all amounts not paid by the close of business on this day.

Councillors should note that the financial statements for the 2015/16 year have not yet been finalised and audited, and until they are signed off by Council's Auditors they may be subject to change. This may affect the opening balances contained in the July financial report.

**Consultation:** Nil

**Statutory****Environment:** *Local Government (Financial Management) Regulations 1996**34. Financial activity statement report*

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing –*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*

**Policy Implications:** Nil**Strategic****Implications:** This issue is not dealt with in the Plan**Asset Management****Implications:** There are no implications for the Asset Management Plan.**Financial****Implications:** The report represents the financial position of the Council at the end of the previous month.**Workforce Plan****Implications:** There are no implications for the Workforce Plan.**Voting Requirements:** Simple Majority

**Council Decision:**        **160802**

*Moved Cr Thompson, seconded Cr Prout*

*“That the Financial Statement for the period ending 31 July 2016 be received.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID JULY 2016**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for July 2016</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>10 August 2016</b>	
<b>Disclosure of Interest:</b>	Nil	

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

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

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

**Comment:** Summary of payments made for the month:-

Municipal Fund	\$576,705.21
Trust Fund	\$75,486.73
Credit Cards	\$1,841.31
<u>Total</u>	<u>\$654,033.25</u>

**Consultation:** Nil

**Statutory**

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

*13. Lists of accounts*

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

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

**Policy Implications:** Nil

**Strategic**

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

**Asset Management**

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



**Financial**

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

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Decision:** *160803*

*Moved Cr Paganoni, seconded Cr Batchelor*

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

- *Municipal Fund payments totalling \$576,705.21 –*
    - *cheques 3195 to 3205;*
    - *electronic payments EFT7969 to EFT7999 and EFT8001;*
    - *direct debits DD4257.1 to DD4257.4 and DD4268.1 to DD4268.4.*
  - *Trust Fund payments totalling \$75,486.73 –*
    - *electronic payment EFT8000.*
  - *Credit Card purchases totalling \$1,841.31.*
- be endorsed.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**10.03****COUNTRY LOCAL GOVERNMENT FUND 2012-2013**

<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>CP.PR.34</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>2 August 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

**Summary:** Council to consider reallocation of remaining funding from the Shire's Country Local Government Fund (CLGF) 2012-2013 allocation.

**Background:** Council received its CLGF 2012-2013 allocation of \$374,889 in May 2015. Funding was allocated to the following projects:

<b>Project</b>	<b>Budget</b>
Broomehill Administration Office - Installation of photovoltaic system	50,000
Broomehill Hall - Renovations to understage area	50,000
Tambellup Hall - Roof and ablutions Renovations	80,000
Tambellup Sports Pavilion Upgrade - external works	194,889
	\$374,889

Works at the Broomehill Administration Office, Broomehill Hall and Tambellup Hall were completed by 30 June 2016, and expenditure on all three projects totalled \$66,811.29 - \$113,188.71 under budget.

Council will need to consider reallocation of the remaining funds so a formal variation request can be submitted to the Department for Regional Development (DRD) for approval.

In considering projects for the reallocation of funding, DRD has set down the following criteria:

- 1: Projects must be identified in a Council approved Forward Capital Works Program;
- 2: Local governments should be well advanced in their project planning; and
- 3: CLGF expenditure must be directly related to the delivery of capital works projects.

It is considered the only project that meets the criteria at this time is the Tambellup Sports Pavilion Upgrade.

**Comment:** Council will be aware the Tambellup Sports Pavilion Upgrade project has only recently commenced, with demolition of the existing infrastructure completed in June.

Funding from a number of external sources has been confirmed, including CLGF 2012-2013, and Council has previously committed to raising a loan for the balance of funding required to complete the project. Other funding opportunities are still being investigated, and any new funding obtained will serve to decrease the amount of the loan that Council will raise.

Aside from the surplus funds outlined above, interest earned on the investment of the funding is also to be spent on the nominated projects. As at 30 June 2016, the total amount available for reallocation was:

Surplus funds	113,188.71
Interest	9,671.41
<b>Total</b>	<b>\$122,860.12</b>

If Council determines to reallocate these funds to the Tambellup Sports Pavilion upgrade project, the total funds allocated will be \$317,749.12, plus any future interest earned on investment.

For Council discussion and decision.

**Consultation:** Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

**Asset Management Implications:** All funded works provide improvements to existing assets and construction of new assets of Council.

**Financial Implications:** The cost estimate for the construction of a new Pavilion and synthetic bowling green at the Tambellup Sports Ground is \$3.6 million. To 30 June 2016, approximately \$133,200 had been expended, which has been funded from the Pavilion Reserve. Revenue from the following sources has been included in the budget to complete the project:

National Stronger Regions Fund	950,000
Dept. Sport and Recreation - CSRFF	700,000
Great Southern Development Commission	200,000
Country Local Government Fund 2012-2013	194,889
Shire of Broomehill-Tambellup - Pavilion Reserve	254,800
Council funds	17,811
Loan	1,150,000
<b>Total</b>	<b>3,467,500</b>

CLGF 2012-2013 funds have been received and have been carried forward in the budget surplus.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *160804*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Council seeks approval from the Department for Regional Development to reallocate surplus funds from its Country Local Government Fund 2012-2013 allocation to the Tambellup Sports Pavilion Upgrade project.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

**10.04 BANK OVERDRAFT - INCREASE**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>CLAF037</b>
<b>Author:</b>	<b>KP O'Neill                      Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>12 August 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council is requested to approve a permanent increase to the Municipal Fund overdraft facility.

**Background:** An overdraft on the Municipal Fund of \$250,000 has been in place with the Bendigo Bank since formation of the Shire on 1 July 2008. The former Shires of Broomehill and Tambellup also had this arrangement in place, each having an overdraft facility of this amount.

While the overdraft has not ever been utilised, it is a convenient backup should Council have a short term cashflow problem.

Cashflow is historically tight around July and August, until the majority of rate payments have been received, as well as the first instalment in Financial Assistance Grants allocations for the year. Bearing in mind also, that Council adopts a balanced budget each year and plans to expend all of its resources by 30 June.

**Comment:** In 2015/16, aside from the usual end of financial year rush on payments to creditors, the payment of WANDRRA contractors has imposed heavily on cashflow. Council is out of pocket these expenses for several weeks as this is the estimated turnaround for processing of WANDRRA claims.

Going forward into the 2016/17 year, construction of the pavilion may have a significant impact on our cashflow. While grant funding has been approved for this project, Council will be required to expend the funds first before milestone payments are received from the various agencies. Provision has been made to raise a loan to complete the construction; however it would be prudent to refrain from doing this until the actual amount of funds required is known.

Staff request that Council consider increasing the Municipal Fund overdraft facility with Bendigo Bank to \$500,000 to accommodate increased cashflow requirements throughout the year, which will ensure timely payment of contractor invoices.

**Consultation:** Chief Executive Officer  
Tambellup Cranbrook Community Branch - Bendigo Bank

**Statutory Environment:** *Local Government Act 1995 – Subdivision 3 – Borrowings*  
**S6.20 Power to Borrow**

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

**Strategic**

**Implications:** Nil

**Asset Management**

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

**Financial**

**Implications:** The requested increase in the overdraft facility will allow Council to fulfil its obligations in a timely manner, and not necessitate drawing upon Reserve Funds as a short term cashflow solution.

Interest will be charged when the overdraft facility is utilised. There are no costs incurred if the facility is not used. Provision has been made in the annual budget to accommodate bank fees and interest charged on the Municipal Fund.

**Workforce Plan**

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

**Voting**

**Requirements:** Absolute Majority

**Council Decision:** *160805*

*Moved Cr Thompson, seconded Cr Batchelor*

*“That Council approves an increase in the Municipal Fund overdraft facility with the Bendigo Bank from \$250,000 to \$500,000.”*

*CARRIED 6/0  
By Absolute Majority*

**Reason For Change  
to Recommendation:**

**10.05 REQUEST TO WAIVE BROOMEHILL TOWN HALL HIRE FEES**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0066 &amp; ADM0061</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 August 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider a request to waive hire fees (\$250) for the Broomehill Town Hall (Hall).

**Background:** Council, from time to time, is requested to waive Hall hire fees for community based functions. Council, in considering the waiving of fees, usually takes into consideration the limited funding available within the community for such functions balanced with the cost to Council of facility cleaning and upkeep.

In the past, Council has often declined the waiving of hire facilities; instead, opting to make a donation equivalent to the hire fees in some instances.

**Comment:** Council may recall that Council Policy 1.2 – ‘Use of Shire Facilities’ recognises that community groups provide support to the community through their activities and, because of often limited funds, have hire fees waived; however, this function does not fall within the specified list to have fees waived.

Linda Hewson and Lisa Thompson, on behalf of people involved in the organising of a Long Table Lunch for community members on Friday, 9<sup>th</sup> September 2016 with guest chef, Anna Gare, have requested that Council waive the Hall hire fees due to the community minded nature of the function and the good publicity it will bring to the Shire. It is the intention that, if there is any profit, it will be put towards the Royal Flying Doctor Service and the Broomehill Playgroup.

For Council consideration.

**Consultation:** Linda Hewson and Lisa Thompson

**Statutory Environment:** Nil

**Policy Implications:** Council Policy 1.2 – Use of Shire Facilities

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

**Asset Management Implications:** There are no asset management implications

**Financial**

**Implications:** Provision of \$5,000 for donations requested of Council at various times throughout the year has been included in the Shire’s 2016/17 budget.

**Workforce Plan**

**Implications:** There are no workforce plan implications

**Voting Requirements:** Simple Majority

Officer

**Recommendation:** *“That Council does not waive hire fees for the Broomehill Town Hall (Hall) and agrees/does not agree to make a donation, equivalent to the hire cost of the Hall, to Linda Hewson for the purpose of conducting a Long Table Lunch community function on 09<sup>th</sup> September 2016.”*

**Council Decision:** **160806**

*Moved Cr Batchelor, seconded Cr Dennis*

*“That Council does not waive hire fees for the Broomehill Town Hall (Hall) and agrees to make a donation, equivalent to the hire cost of the Hall, to Linda Hewson for the purpose of conducting a Long Table Lunch community function on 09<sup>th</sup> September 2016.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**



**10.06 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION**


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<b>Program:</b>	<b>General Purpose Funding</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>A505</b>
<b>Author:</b>	<b>KP O’Neill                      Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>12 August 2016</b>
<b>Disclosure of Interest:</b>	<b>Cr Prout declared a Financial Interest in this Item as the Manager of the Tambellup Business Centre and left the meeting at 4.25pm.</b>

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**Summary:** Council to consider granting a concession on rates for the 2016/17 year.

**Background:** The Tambellup Business Centre has written requesting Council consider granting a rate concession for the 2016/17 financial year.

**Comment:** The Tambellup Business Centre is a not for profit organisation that provides training and assistance for small businesses, as well as assisting new businesses to start up.

The Business Centre is unique in this area and is managed by a volunteer committee made up of local and regional members, of which Council currently holds a position.

Council has granted a rate concession to the Tambellup Business Centre since 2010.

**Consultation:** Nil

**Statutory****Environment:**

*Local Government Act 1995*

*s6.47 Concessions*

*Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

*\*Absolute majority required.*

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

**Strategic****Implications:**

Strategic Community Plan 2012-2022 – Building Prosperity  
*Support the Tambellup Business Centre to enhance local business access to professional services and advice.*

**Asset Management****Implications:**

There are no implications for the Asset Management Plan.

**Financial**

**Implications:** Rates for the Tambellup Business Centre are \$2,584.03 for the 2016/17 year.

Provision of \$3,500 has been included in the 2016/17 Budget for ‘Rates Written Off’ in anticipation of such requests.

**Workforce Plan**

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

**Voting**

**Requirements:** Absolute Majority

**Council Decision:** *160807*

*Moved Cr Thompson, seconded Cr Paganoni*

*“That Council grants a rate concession to the Tambellup Business Centre for the 2016/2017 financial year.”*

**CARRIED 5/0  
By Absolute Majority**

**Reason For Change  
to Recommendation:**

Cr Prout returned to the meeting at 4.27pm.

## 10.07 COMMUNITY SPORTING AND RECREATION FACILITIES FUND – 2016-2017 SMALL GRANTS ROUND

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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0328</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>8 August 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Applications for the latest round of funding through the Community Sporting Recreation Facilities Fund (CSRFF) Small Grants Round closed recently.

**Background:** The Department of Sport and Recreation (DSR) through CSRFF offers a range of funding opportunities for the development of good quality, well designed and well utilised sporting facilities. The Small Grants Round is aimed at projects with a total project cost up to \$200,000.

Funding approved by DSR under the program will generally not exceed one-third of the total project cost.

As in previous years, applications are to be received and prioritised by the Local Government before forwarding to DSR for assessment. The closing date for submission of applications to the Shire for this round of Small Grants was 5 August 2016. Following rating and ranking by Council, applications must be with DSR for consideration by the last working day in August.

**Comment:** Only one application has been received at the closing date, from the Broomehill Recreational Complex Committee (BRCC) seeking funding to assist with the relocation of the existing light tower adjacent to the oval to a position on the bank further to the west, and the installation of a new, second light tower at the original site. The upgraded lighting will provide the Broomehill Cricket and Hockey Clubs with a safer environment for training at night. The project cost is estimated at \$20,800 ex GST.

As part of the 2016-2017 budget deliberations, Council approved a request from the BRCC for a one third contribution of approximately \$7,000 towards the cost of the project, with funds to be taken from the Broomehill Recreational Complex Reserve. Provision has been made in the budget for this request.

The BRCC's application to the same grant round in 2014-2015 was successful, with funding received to construct a storeroom on the southern verandah of the building. The Committee has a strong focus on forward planning and projects are well justified and executed.

As the lighting towers will form part of Council's assets, the application will be submitted in the Shire's name on behalf of the BRCC.

It is recommended that Council endorses the application, and as this is the only application received, it should be ranked as first priority.

**Consultation:** Brant Dennis - BRCC  
Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** Council's Strategic Community Plan contains an aspiration of 'Staying active and being entertained'. Within the aspiration is the commitment to provide the community with a process to explore and present to the Shire suggestions for new or enhanced recreation facilities.

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

**Financial Implications:** The cost of the project is estimated at \$20,800. Provision of \$7,000 has been made in the 2016-2017 budget for Council's one third contribution to the project, with funds to be taken from the Broomehill Recreational Complex Reserve. The Reserve currently has a balance of \$63,463.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *160808*

*Moved Cr Batchelor, seconded Cr Paganoni*

*"That Council endorses the application to be submitted to the Department of Sport and Recreation by the Shire of Broomehill-Tambellup for the Broomehill Recreational Complex Committee, for funding to assist with the relocation of existing lighting and installation of new lighting at the Broomehill Oval."*

**CARRIED 6/0**

**Council Decision:** *160809*

*Moved Cr Batchelor, seconded Cr Paganoni*

*"That Council advises the Department for Sport & Recreation that the application for funding submitted by the Shire of Broomehill-Tambellup for the Broomehill Recreational Complex Committee to the Community Sporting and Recreation Facilities Fund 2016-2017 Small Grants Round is supported and ranked as first priority."*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

**10.08 PERMISSION TO COLLECT NATIVE SEEDS**


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<b>Program:</b>	<b>Protection of the Environment</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0235</b>
<b>Author:</b>	<b>LK Cristinelli Governance and Executive Assistant</b>
<b>Date:</b>	<b>1 August 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Greening Australia WA (GAWA) is seeking permission to collect native seed from within reserves vested in the Shire of Broomehill-Tambellup.

**Background:** Greening Australia has written to Council seeking permission to collect native seed from Reserves (including road reserves) vested in the Shire.

The letter of request indicates that all GAWA staff are trained in all aspects of seed collection and are licensed under the *Wildlife Conservation Act 1950*.

The letter states: “Seed collection from within the reserves will be utilised in strategic re-vegetation projects throughout the region, and will directly benefit the community as a whole. Some seed may also be used for the purposes of research into best practice re-vegetation and development of tree cropping programs for the region.”

GAWA are seeking a 12 month approval terminating at 31 July 2017.

**Comment:** Council has a local law – Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2008 which deals with the collection of seed from road reserves within the Shire. Clause 5.20 states the following:

**5.20 Permit for revegetation projects**

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where-
  - (a) the seed is required for a revegetation project in any part of the district; and
  - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –
  - (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
  - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

The application seems to comply with the requirements of the local law for the collection of seed from road reserves. The letter of application indicates that the seed will be used throughout the region; however, the region may extend further than the Shire district. Council may wish to clarify where the seed can be used if it determines to grant approval.

In granting an approval Council may wish to consider the following conditions in addition to the two stated in the local law:

- the approval is only for a 12 month period terminating on 31 July 2017;
- all care to be taken to avoid the disturbance of fauna habitat;
- all care to be taken to avoid any disturbance that may lead to soil degradation;
- ensure appropriate hygiene measures are followed at all times to prevent the spread of plant disease and weeds; and
- does it require Council to be specific about a percentage of the seed collected that can be utilised for research?

Council has previously granted approval for the 2015-2016 year.

For Council consideration.

<b>Consultation:</b>	Nil
<b>Statutory Environment:</b>	Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2008 – clause 5.20
<b>Policy Implications:</b>	Nil
<b>Strategic Implications:</b>	This issue is not dealt with in the Plan.
<b>Asset Management Implications:</b>	Nil
<b>Financial Implications:</b>	This issue has no financial implications for Council
<b>Workforce Plan Implications:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority

**Council Decision: 160810**

*Moved Cr Thompson, seconded Cr Dennis*

*“That Council grants approval to Greening Australia WA to collect native seed from Council managed reserves and road reserves within the Shire of Broomehill-Tambellup subject to the following conditions:*

- the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare;*
- all persons collecting native seed are to hold a current licence under the Conservation Act 1950 and abide by the conditions of that licence;*
- all care to be taken to avoid the disturbance of fauna habitat;*
- all care to be taken to avoid any disturbance that may lead to soil degradation;*
- ensure appropriate hygiene measures are followed at all times to prevent the spread of plant disease and weeds;*
- the approval be granted for a twelve month period terminating on 31 July 2017; and*
- approval is granted to utilise some of the collected seed for research into best practice re-vegetation and development of tree cropping programs for the region.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**



**10.09 REQUEST TO AMEND RAV RATING**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** ADM0220, RD3, RD58, RD1 & RD5  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 11 August 2016  
**Disclosure of Interest:** Cr Dennis, Cr Paganoni and Cr Sheridan declared a Proximity Interest in this Item as nearby land owners and left the meeting at 4.31pm.  
 Cr Thompson assumed the Chair.

**Summary:** Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for a number of roads within the Shire.

**Background:** Council has received a request to support a proposal to amend the RAV rating of the following roads to RAV 7:

- Tie Line Road between Great Southern Highway and the Gnowangerup Shire boundary (*currently RAV 4 from Great Southern Highway to Norrish Road and RAV 5 from Norrish Road to the Gnowangerup Shire boundary*)
- Warrenup Road between Tambellup West Road and Albany Highway (*currently has a RAV 3 rating*)
- Broomehill Kojonup Road/Journal Street from Great Southern Highway to the Kojonup Shire boundary (*currently RAV 5 - an application has previously been endorsed by Council for an amendment to RAV 7*)
- Flat Rocks Road between Broomehill Kojonup Road and Brassey Road (*currently has a RAV 5 rating*)
- Tambellup West Road from Great Southern Highway to Warrenup Road (*already carries a RAV 7 rating with conditions*)



RAV Networks:  1 x 1 x 2 x 3 x 4 x 5 x 6 x 7 x 8 x 9 x 10

**Comment: Tie Line Road**

Council at its May 2016 Ordinary meeting of Council supported an application to amend the RAV rating on the Tie Line Road to RAV 7 subject to a number of conditions.

**Broomehill Kojonup Road/Journal Street**

Council at its May 2016 Ordinary meeting of Council supported an application to amend the RAV rating on the Broomehill Kojonup Road/Journal Street to RAV 7 subject to a number of conditions.

On a recent check of the Main Roads website there have been no network addendums since 29 June 2016. From that Council can assume that the assessment of the roads is yet to be undertaken, or Main Roads has not approved the applications. Council will also be aware that there is a new application process being introduced on 01 September 2016.

**Warrenup Road between Tambellup West Road and Albany Highway**

Council at its May 2016 Ordinary meeting of Council supported an application to amend the RAV rating on the Warrenup Road to RAV 4 subject to a number of conditions. In discussions with the Manager of Works it is unlikely that Warrenup Road will meet the specifications for a RAV 7 rating therefore it is recommended that this not be supported.

**Flat Rocks Road between Broomehill Kojonup Road and Brassey Road**

Flat Rocks Road currently has a RAV 5 rating. In requesting a small portion of the road there is no connectivity to other RAV 7 roads and again it is considered that the road will not meet the specification for a RAV 7 rating. As such it is recommended that the proposal it not supported.

**Consultation:** Manager of Works

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** This proposal is applicable to the Community Aspiration of *Living in a Safe Community* and the Community Aspiration of *Building Prosperity*.

**Asset Management Implications:** The whole of life estimates for roads may be altered by a change in the RAV Network rating.

**Financial Implications:** There are no financial implications at this time, however a change in RAV Network Ratings for roads has the potential to reduce the life of the roads and increase the maintenance requirements of the roads.

**Workforce Plan**

**Implications:** There are no Workforce Plan implications

**Voting Requirements:** Simple Majority

**Council Decision:** *160811*

*Moved Cr Batchelor, seconded Cr Prout*

*“That Council, having considered the proposal to amend the Restricted Access Vehicle Network ratings on the following roads to Network 7, advises the applicant that the proposal is not supported for:*

- Warrenup Road between Tambellup West Road and Albany Highway*
- Flat Rocks Road between Broomehill Kojonup Road and Brassey Road*

*Further Council advises the applicant that:*

- it has previously supported an application for an assessment of Tie Line Road and Broomehill Kojonup Road for a Network 7 rating*
- Tambellup West Road currently has a Network 7 rating.”*

**CARRIED 3/0**

**Reason For Change to Recommendation:**

Cr Dennis, Cr Paganoni and Cr Sheridan returned to the meeting at 4.35pm.  
Cr Sheridan resumed the Chair at 4.35pm.

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**10.10 REVIEW OF POLICY 4.1 – ROAD CONSTRUCTION AND MAINTENANCE - MINIMUM STANDARDS**


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**Program:** Transport  
**Attachment:** Draft Policy  
**File Ref:** ADM0165  
**Author:** GC Brigg                      Manager of Works  
**Date:** 12 August 2016  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider the adoption of a new Engineering Policy.

**Background:** Council policies are required to be reviewed at least every three years. As part of the rolling review of the Policy Manual a new Engineering Policy has been drafted for Council to consider.

Policy 4.1 was adopted by Council in 2008 and aims to assist in achieving a uniformity of road conditions and serve as a guideline to staff when developing works programmes.

**Comment:** A copy of the draft has previously been provided to Councillors. The new draft policy has regard for Council's road hierarchy and provides greater clarity and direction for each of the components of road construction and maintenance.

For Council discussion and endorsement.

**Consultation:** Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Review of existing Policy

**Strategic Implications:** Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

**Asset Management Implications:** There are no asset management implications

**Financial Implications:** Council makes provision through its annual budget to undertake road construction and maintenance works.

**Workforce Plan Implications:** There are no workforce plan implications

**Voting Requirements:** Simple Majority

**Council Decision:**        **160812**

*Moved Cr Thompson, seconded Cr Prout*

*“That Council adopts amended Policy 4.1 – Road Construction and Maintenance – Minimum Standards, as presented.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

**12.01****MAINTENANCE REPORT FOR AUGUST 2016**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 18 August 2016  
**Disclosure of Interest:** Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Holden Caprice			2015	2015	1 yr/15,000km	
1TA	Toyota Hilux			2016	2016	1 yr/30,000 kms	
BH00	Toyota Hilux Dual Cab	1,772	10,000	2016	2016	1 yr/30,000 kms	Fitted aerial, radio and beacon
BH000	Holden Captiva			2016	2016	1yr/25,000 km	
BH001	CAT vibe Roller	2,994	3,500	2009		8 yrs/8000 hrs	Serviced at 2994 hours. Replaced engine, fuel and hydraulic filters
BH002	ISUZU Flatbed Truck	3,008	5,000	2016	2016	7yrs/250,000km	Fix Ramp Stand Lock
BH003	Toyota Landcruiser GXL Dual Cab	3,127	10,000	2016	2016	1 yr/30,000 km	Fit Radio, Aerial and beacon. Fit electric brakes for trailer. 1,000 KM service.
BH004	CAT 12M Grader	6,848	7,000	2250	2009	8 yrs/8,000 hrs	Fix radio aerial
BH005	Cat multi tyre Roller	4,031	4,500	2011	2011	8 yrs/8000 hrs	Fix Transmission traction control lever. Replace Deff Lock Switch and Resistor switch. Fix Hub Nut retainer Left outer rear. Replaced Hub lock Left Outer and Right inner. Fix exhaust bracket. Replace front left tyres. Serviced at 4015 hours. Replaced Engine, Fuel and Trans filters. Fix beacon light plug. Repair left hand inner tyre
BH006	CAT 12M	3,870	4,000	2012	2012	8 yrs/8,000 hrs	
BH007	Toro mower	124	150	2016	2016	5 yrs/5,000 hrs	Replace cutting deck belt centre. Replace Blades. Fix Traction control Link Rod.
BH009	Colorado 4x4 Tray Back	6,471	15,000	2014	2014	1 yr/30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,375	1500	2013	2013	10 yrs/8,000 hrs	Fix hydraulic oil leak in bucket hose coupler
BH014	Toyota Hilux Ute	20,380	30,000	2014	2014	1 yr /30,000 km	
BHT84	Toro Groundmaster 3500D mower	328	450	2013	2013		

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BHT92	CAT 259B3 Skid Steer	1,078	1500	2012	2013	8 yrs/8,000hrs	Fix Cooling system. Replace Radiator Pressure Cap. Fix hydraulic oil leak in coupler
BHT125	Mack Curser 8 Wheel Tipper	81,054	100,000	2013	2013	5yrs/250,000km	Replaced Bonnet Rubber Latch. Replace UHF Aerial. Replaced UHF Radio hand piece
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly (Float)	6245		2015	2015		Fix air line coupler. Adjust brakes. Fix turn table pin.
TA001	Toyota Hilux	8,864	10,000	2016	2016	1 yr/30,000 kms	Fitted new UHF Aerial
TA005	Toyota Hilux Tray Top	724	1,000	2016	2016	1 yr/30,000 kms	Modify Tow bar
TA017	Isuzu Tipper	51,964	65,000	2014	2014	5yrs/200,000km	Serviced at 50,840 kms. Replaced engine and fuel filters. Greased under chassis
TA052	Colorado 4x4 Tray Back	16,329	30,000	2014	2014	1 yr 30,000 km	Serviced at 15,305kms. Replaced oil and fuel filters.
TA06	Jet Patcher Isuzu	133,961	150,000	2007	2010	8 yrs/8,000 hrs	Replace work sign actuator
TA092	Iveco Strais AD500 8-4	87,504	90,000	2012	2012	5yrs/250,000km	Replace coolant reservoir. Fix Mudguard bracket. Replace Battery. Check ECU Faults, remove water pump and check for leaks. Replace Water pump
TA18	12M Grader	353	250	2016	2016	7 yrs /8,000hrs	
TA281	930K Loader	1,593	2,000	2014	2014	8 yrs /8,000 hrs	Serviced at 1540 hrs. Replaced all filters. Replaced wear plates. Fix broken auto lube hose coupler
TA386	Isuzu Tipper	44,650	60,000	2012	2012	5yrs/200,000km	Grease Under chassis. Serviced at 44,360 kms. Replaced Engine and fuel filters.
TA2251	3 axle Float Trailer				2009		Adjust brakes
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	47,089		2012	2012		
1TMR367	Tandem Axle Dolly						Fix pin in turn table, grease nipple
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						

*This Report was received by Council*



**12.02 WORKS REPORT FOR AUGUST 2016**

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

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**Broomehill**

- Gardeners working with wet conditions, making it hard to keep up with some tasks.
- All dams are currently full with the recent rain. This is the first time the town dam has been full since being extended.
- Quotations for draining the oval have been received. Best pricing for this project is \$26,000. This pricing provides drains on around 50% of the oval and will drain the areas that are causing problems. There isn't enough money in the 2016/17 budget to complete this work.
- A vegetation management notice from Western Power has been given to the Shire for trees under power lines. There is only one tree on the list.
- A contractor will be engaged to spray town when weather permits.

**Tambellup**

- Gardeners working hard to keep up with all the parks and gardens. There has been time spent cleaning up the cemetery.
- Vegetation notice issued from Western Power for trees under power lines in Tambellup. There is only one tree on the list.
- Some sections of Garrity Street footpath require work. This footpath is high risk to pedestrians. To keep costs down during 2016/17 works will trial sections of crushed cement stabilized limestone where the footpath needs replacing. This could be a low cost solution to footpaths outside the business area.



1. Crushed cement stabilized limestone can be kept very neat with borders. Stone, concrete kerb logs or concrete sleepers can all be used for borders.
2. Stabilized crushed stone is cheaper and has a longer asset life than asphalt.
3. Can be easily repaired by using the skid steer stabilizer to remix if failure occurs.
4. Tree roots can be removed and pavement replaced in sections without waiting for contractors.
5. Could use permeable paving grids like pictured, and retain a finer crushed stone (much finer than the picture) with or without stabilizing.

## **Roads**

- Construction crew are repairing gravel roads. This work will be ongoing for the next few weeks. There are a number of roads which require a lot of gravel patching.
- The crew have spent the last 2 weeks on Nymbup Road, Paul Valley Road and are currently on Jam Creek Road.
- Grader crew are working in the mid west of the Shire working their way south. Over the last month the crew have lost some days due to wet weather.
- Maintenance crew has been concentrating on fixing bitumen edge breaks and potholes. This work needs to be completed before shoulder grading.
- Jetpatcher is still at Cranbrook. Wet weather has held up their progress. Once back it will carry out repairs on the bitumen network.
- A section of the Gnowangerup Road resealed earlier this year is stripping. This is a problem relating to when the vehicle movement ban was in place. Bitumen was cancelled and only part of the Gnowangerup Road was resealed when weather was more favourable. When we missed our booked time slot because of the vehicle movement ban, bitumen was rebooked. The earliest opening was weeks away leading into cooler temperatures. The bitumen was ordered with 5% cutter to counter the colder weather. When resealing with cutback bitumen it is an educated guess how much penetration is achieved into the old seal, changing the weight of the bitumen with cutter. The rate was lifted to counter the cutter, and extra penetration, but it could have used another 0.2lts per square metre, as the bitumen was drier than expected.
- WANDRRA contractors have been stood down until the current claim is paid.

## **Plant**

- Jetpatcher has been booked to go to Gnowangerup.
- New Toyota Hilux is on order for the mechanic. It will take a few weeks.
- Holden Colorado has arrived and will be delivered this week for Manager Corporate Services.
- There have been quite a few issues with the multi tyre roller causing downtime. The mechanic seems to have sorted most of the issues.
- Iveco Truck has been down over the last month. Water pump has been replaced. The fan drive sheared the locking bolt.
- There is no plant report for August 2016 as the works assistant is on holidays and the daily mechanic sheets haven't been entered into the system to get an overall report.

***This Report was received by Council***

Pam Hull left the meeting at 4.50pm

Pam Hull returned to the meeting at 4.51pm.

**12.03 BUILDING SURVEYORS REPORT FOR JULY 2016**


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

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of July 2016 that has been sent to all the relevant authorities required by legislation.

**Background:** This report advises of the building approvals and the activity of the Building Surveyor for the month of July 2016.

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

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no Asset Management Implications

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** There are no Workforce Plan Implications

**Voting Requirements:** Nil

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

*This Report was received by Council*

**Reason For Change to Recommendation:**

**12.04 BUILDING MAINTENANCE PROGRAM**


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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program Report to 31 July 2016</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 August 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Report on the Building Maintenance Program for 2016-17 to 31 July 2016.

**Background:** Nil

**Comment:** The Building Maintenance Program Report is updated to 31 July 2016 and presented for Council’s information, comment and/or discussion, if required.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Financial Implications:** Council’s Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2016-17 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

**Voting Requirements:** Nil

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

**Reason For Change to Recommendation:**

**12.05 LIBRARY REPORT – JULY 2016**


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<b>Program:</b>	<b>Recreation &amp; Culture</b>
<b>Attachment:</b>	<b>Library Report – July 2016</b>
<b>File Ref:</b>	<b>ADM0097</b>
<b>Author:</b>	<b>S Beaton                      Library Officers</b> <b>S Reed</b>
<b>Date:</b>	<b>9 August 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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

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

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no Asset Management Implications

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** There are no Workforce Plan Implications

**Voting Requirements:** Nil

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

*This Report was received by Council*

**Reason For Change to Recommendation:**

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**12.06 COMMUNITY EMERGENCY SERVICES MANAGER REPORT – 1ST FEBRUARY 2016 – 1ST AUGUST 2016**


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**Program:** Law, Order & Public Safety  
**Attachment:** Department of Fire and Emergency Services Report: 1<sup>st</sup> February 2016 – 1<sup>st</sup> August 2016  
**File Ref:** ADM0467  
**Author:** Cindy Pearce Community Emergency Services Manager  
**Date:** 3 August 2016  
**Disclosure of Interest:** Nil

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**Summary:** Attached is a Community Emergency Services Manager (CESM) Report prepared by Cindy Pearce for the Broomehill-Tambellup Shire for February 2016 to August 2016.

**Background:** This report outlines the activities for the period of February 2016 to August 2016.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no Asset Management Implications

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** There are no Workforce Plan Implications

**Voting Requirements:** Nil

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

*This Report was received by Council*

**Reason For Change to Recommendation:**

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

Nil

**14. DATE OF NEXT MEETING**

15 September 2016

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.05pm.