



Ordinary Meeting of Council

MINUTES

18 June 2015

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH 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 June 2015 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

| | | |
|-----------------|-----------------|--------------------------------------|
| Present: | Cr GM Sheridan | President |
| | Cr SJF Thompson | Deputy President |
| | Cr KW Crosby | |
| | 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 |
| | LK Cristinelli | Governance and Executive Assistant |

Apologies: Nil

Leave of Absence: Cr MR Batchelor

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

150601

Moved Cr Paganoni, seconded Cr Dennis

That Councillor Thompson be granted Leave of Absence for the 16 July 2015 Ordinary Council Meeting.

CARRIED 6/0

6. DECLARATION OF INTEREST

Item 10.05: Proposed Permanent Closure of Kimberley Street and Portion of Old Nardlah Road - Broomehill

Cr Sheridan, Cr Thompson, Cr Paganoni, Cr Crosby and Cr Dennis have declared in writing a financial interest in Item 10.05.

An application has been made to the Minister for Local Government for approval for all five members to participate in the discussion and decision of Item 10.05.

Approval was granted on 12 June 2015 for Crs Sheridan, Paganoni and Crosby to participate in the discussion and decision making process for Item 10.05 subject to the following conditions:

- 1. The approval is only valid for the abovementioned item, when it is considered at the Ordinary Council Meeting to be held on 18 June 2015;*
- 2. The CEO is to provide a copy of the Department of Local Government and Communities letter advising of the approval to Councillors Garry Sheridan, Mark Paganoni and Kymleigh Crosby; and*
- 3. Councillors Garry Sheridan, Mark Paganoni and Kymleigh Crosby declare the nature of their interests at the Ordinary Council Meeting of 18 June 2015 when the abovementioned item is considered, together with the approval provided;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the Ordinary Council Meeting of 18 June 2015; and*
- 5. The above approval relates only to the interests declared by the Councillors on their Declaration Forms provided with the application. Should any other interests be relevant, these will not be covered by the participation approval and the financial interest provisions of the Act would apply.*

Approval was not granted for Cr Scott Thompson and Cr Craig Dennis to participate.

Councillor Crosby declared an Impartiality Interest in Item 10.12.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 MAY 2015

150602

Moved Cr Dennis, seconded Cr Thompson

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

CARRIED 6/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR MAY 2015

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

Summary: Council to consider the monthly financial report for the period ending 31 May 2015.

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

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

As part of the 2014/2015 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Councillors will note that the majority of capital/construction works are complete, or nearing completion. The Plant Replacement Program has been achieved, and the majority of work included in the Building Maintenance Program has been undertaken.

Those projects included in the 2014/15 budget that have not yet commenced or are partially complete have been identified and will be carried forward for inclusion in the 2015/16 budget.

Final claims for funding through Main Roads WA, under the Regional Road Group, Commodity Routes and Black Spot pools, will be submitted mid June when the final costings for each project are known.

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 Recommendation: *150603*

Moved Cr Paganoni, seconded Cr Prout

“That the Financial Statement for the period ending 31 May 2015 be adopted.”

CARRIED 6/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID MAY 2015

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

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during May 2015.

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

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

Comment: Summary of payments made for the month:-

| | |
|----------------|---------------------|
| Municipal Fund | \$487,431.94 |
| Trust Fund | \$1,646.98 |
| Credit Cards | \$1,121.55 |
| <u>Total</u> | <u>\$490,200.47</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

Recommendation: *150604*

Moved Cr Prout, seconded Cr Crosby

“That the list of accounts paid during May 2015, represented by:-

- Municipal Fund cheques numbered 2826 to 2841 inclusive and electronic payments numbered EFT6705 to EFT6789 inclusive, totalling \$487,431.94;*
- Trust Fund cheques numbered 417 to 418 inclusive and electronic payment numbered EFT6712, totalling \$1,646.98;*
- Credit Card payments totalling \$1,121.55;*

be adopted.”

CARRIED 6/0

Reason For Change to Recommendation:

10.03 ANGLICAN PARISH OF ST ANDREWS KATANNING – REQUEST TO WAIVE BROOMEHILL HALL HIRE FEE

Program: Recreation & Culture
Attachment: Copy of Correspondence
File Ref: ADM0066
Author: LK Cristinelli Governance and Executive Assistant
Date: 20 May 2015
Disclosure of Interest: Nil

Summary: Council to consider a request to waive hire fees for the Broomehill Hall.

Background: The Anglican Parish of St Andrews Katanning is proposing to host a brunch/lunch after their service on Sunday 29th November 2015 for the Diocesan Bishop of Bunbury. They advise that the facilities at the Anglican Church in Broomehill are limited and would not accommodate a larger than normal congregation.

The Parish propose to use the Broomehill Hall for approximately 2 hours, and have requested Council give consideration to waiving the hire fee of \$250 on this occasion, as they will be using the facility for a short period of time.

Comment: A large majority of hirers of the Council Halls are not-for-profit groups or organisations with limited funding. Council is regularly approached to waive the costs of hiring the venues. It must be remembered that the fees charged by Council assist in the cleaning and upkeep of the facilities.

In the past Council has declined to waive hire fees for its facilities but has opted to make a donation equivalent to the hire fees in some instances.

The current charge for hiring the Broomehill Hall is \$250.

For Council consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Provision can be made in the 2015/16 Donations Budget should Council agree to make a contribution to the hall hire fees.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council

Recommendation: *150605*

Moved Cr Thompson, seconded Cr Crosby

“That Council does not waive hire fees for the Broomehill Hall but agrees to make a donation, equivalent to the hire cost of the Hall, to the Anglican Parish of St Andrews Katanning.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.04 ENDORSEMENT OF FIRE CONTROL OFFICER FOR 2015-2016

| | | |
|--------------------------------|--------------------------------------|------------------------------|
| Program: | Law Order & Public Safety | |
| Attachment: | Nil | |
| File Ref: | ADM0244 | |
| Author: | KE Hobbs | Finance/Rates Officer |
| Date: | 25 May 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to endorse Cindy Pearce CESM as a Fire Control Officer for the 2015-2016 fire season.

Background: Council has engaged in an agreement with DFES, Shire of Katanning for a Community Emergency Services Manager for a 3 year term. As part of the agreement costs will be shared. DFES will fund 70% with the Shires of Katanning and Broomehill-Tambellup funding 15% each.

DFES has requested that the CESM be appointed as a Fire Control Officer.

Fire Control Officers for the Shire of Broomehill-Tambellup are appointed on an annual basis.

Section 38 of the Bush Fire Act 1954 gives local authorities the authority to appoint such persons as it deems necessary.

Comment: The appointment of the CESM as FCO has been created to assist the Fire Brigades with on ground responses, administrative duties and compliance, this will in turn free up Fire Brigade personnel.

The CESM will also be the central point of contact in the communities for any fire related matter.

Consultation: Nil

Statutory Environment: Bush Fires Act 1954

Policy Implications: *Council Policy 6.2 - Appointment of Bush Fire Control Officer.*

Strategic Implications: Council's Strategic Community Plan has identified 'Living in a Safe Community' as an important community aspiration. Within that aspiration is the acknowledgement that Council's volunteer Bush Fire Brigades play a vital role in keeping our community safe.

Asset Management Implications: There are no asset management implications for Council

Financial Implications: This issue has no financial implications for Council

Workforce Plan

Implications: Nil

Voting Requirements: Simple Majority

Council

Recommendation: *150606*

Moved Cr Dennis, seconded Cr Paganoni

“That Council endorses the appointment of Cindy Pearce Community Emergency Services Manager as a Fire Control Officer for the 2015-2016 fire season.”

CARRIED 6/0

Reason For Change to Recommendation:

| | |
|--------------------------------|---|
| 10.05 | PROPOSED PERMANENT CLOSURE OF KIMBERLEY STREET AND PORTION OF OLD NARDLAH ROAD - BROOMEHILL |
| Program: | Transport |
| Attachment: | Copy of Map Notes on the history of the proposed closure |
| File Ref: | RD86 and RD105 |
| Author: | JM Trezona Chief Executive Officer |
| Date: | 25 May 2015 |
| Disclosure of Interest: | Cr Sheridan declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Cr Thompson declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Cr Thompson declared a proximity interest in this matter as the owner of the land where the bulkheads are located. Cr Paganoni declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Cr Dennis declared a Financial Interest in this matter as a shareholder in CBH, a deliverer of grain and Contractor to CBH. Cr Crosby declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Ministerial approval has been granted for Cr's Sheridan, Paganoni and Crosby to participate in the discussion and decision making process. Ministerial approval was not granted for Cr Thompson and Cr Dennis to participate. Cr Thompson and Cr Dennis left the meeting at 4.19pm. |
| Summary: | Council to consider the permanent closure of Kimberley Street, Broomehill and a portion of Old Nardlah Road in Broomehill with the land to be disposed of, to Co-operative Bulk Handling. |
| Background: | The attached notes provide the background to date on the previous proposals to close the two roads. This proposal being made under the Land Administration Act 1997 is to close all of Kimberley Street and a portion of Old Nardlah Road, Broomehill between Kimberley Street and the northern boundary of Lot 513. CBH have confirmed that they support the acquisition of the land by them. |
| Comment: | The attached notes give a more detailed background on the actions that have been started over the past 10 or so years. Some time ago the former Shire of Broomehill installed barricades to stop vehicle access from Leathley and Keith Streets onto Kimberley Street. I understand this was done as a safety measure to better manage the heavy vehicle traffic and residential traffic particularly during the grain carting season. These actions have effectively turned Kimberley Street into a driveway for CBH. The other factor in proposing the closure of a portion of Old Nardlah Road is that CBH's weighbridge has been constructed in the road reserve. |

It appears that the proposed closure will have no impact on surrounding land holders as the land on the eastern side of both roads is owned by CBH.

For Council discussion and consideration.

Consultation: Lee Nilan – Co-operative Bulk Handling
Officers at the Department of Lands

Statutory Environment: Council must advertise the proposal for a minimum 35 day period prior to formally requesting the Minister for Lands to close the road.

Land Administration Act 1997.

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or
 - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

Land Administration Regulations 1998.

9. Local government request to close road permanently (Act s. 58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

Policy Implications: Nil

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

Asset Management Implications: Kimberley Street is currently included in Councils Asset Register and Asset Management Plan. The closure of the road under the Land Administration Act will see the road become a private road with Council no longer responsible for the maintenance and renewal of it. This will have a positive effect on the long term financial plan and should reduce the renewal gap albeit marginally, as identified in the Asset Management Plan.

Financial Implications: Council will no longer be responsible for the maintenance and renewal of the roads, however Council will have to meet the advertising costs.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council

Recommendation: **150607**

Moved Cr Crosby, seconded Cr Paganoni

“That as per the requirements of the Land Administration Act 1997 sec 58(3) Council advertises its intent to permanently close the whole of Kimberley Street, Broomehill and a portion of Old Nardlah Road between Kimberley Street and the northern boundary of Lot 513 with the land to be disposed to Co-operative Bulk Handling. At the close of the advertising period a report to be presented back to Council for a final decision.”

CARRIED 4/0

**Reason For Change to
Recommendation:**

Cr Thompson and Cr Dennis returned to the meeting at 4.27pm.

10.06 PROPOSED BOUNDARY REALIGNMENT – LOTS 171, 201, 256, 288, 8345 BROOMEHILL KOJONUP ROAD & LOT 26 GREENHILLS ROAD NORTH, BROOMEHILL (WAPC REFERENCE: 151940)

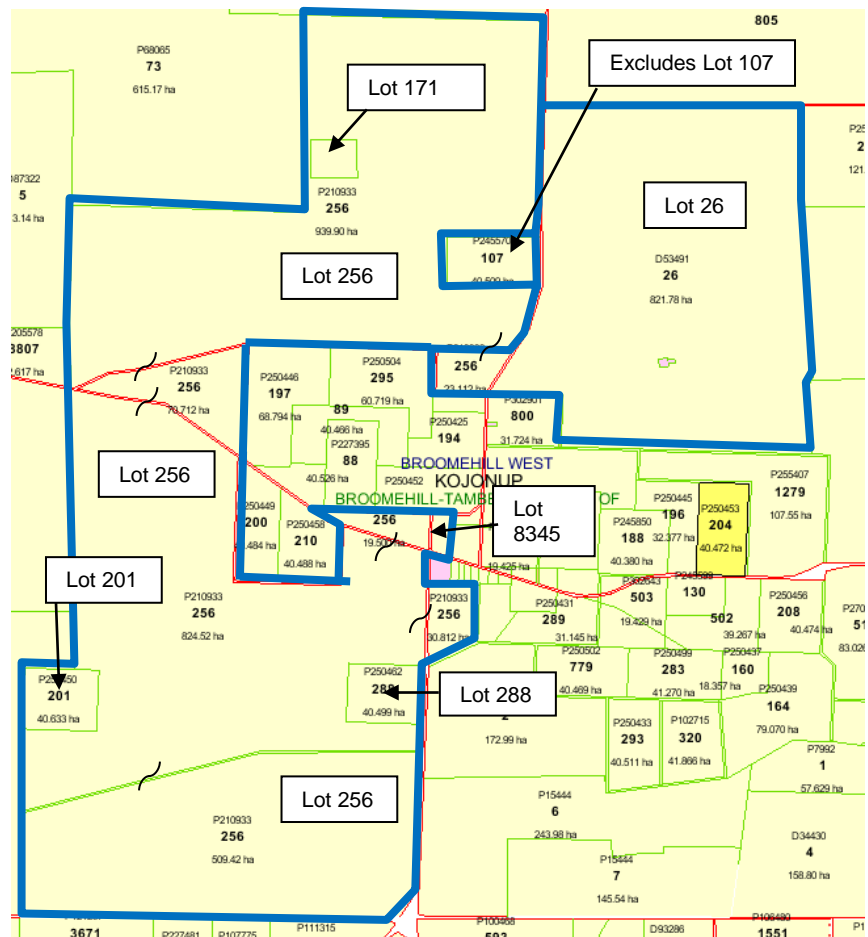
Program: Planning
Attachment: **Location Plan**
Boundary Alignment Plan
File Ref: S151940
Author: Gray & Lewis Landuse Planners
Date: 27 May 2015
Disclosure of Interest: Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of *Local Government Act 1995*
 Cr Dennis declared a Proximity Interest in this Item and left the meeting at 4.28pm.

Summary: An application has been lodged with the Western Australian Planning Commission (WAPC) for a boundary re-alignment between six existing lots in Broomehill.

The WAPC has referred the application to the Shire of Broomehill-Tambellup for comment and recommendations.

This report recommends that the Shire conditionally support the application.

Background: The existing lots are outlined in blue below.



The existing lot sizes are as follows:

| Lot Number | Size (hectares) |
|------------|-----------------|
| 26 | 821.78 |
| 171 | 16.187 |
| 201 | 40.633 |
| 256 | 2387.164 |
| 288 | 40.499 |
| 8345 | 7.2966 |

Lot 256 traverses several roads, and existing Lots 171 and 201 are landlocked with no direct frontage to a gazetted road.

The lots are used for broad acre cropping and sheep grazing. There are two existing sheds on Lot 256 which will be retained.

Comment:

Zoning

The subject lots are zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Description of Application

The application proposes to realign the boundaries between the existing lots – refer Attachment 1.

The application will not result in any increase in the total number of lots.

The proposed lot sizes are as follows:

| Lot Number | Size (hectares) |
|------------|-----------------|
| A | 1052 |
| B | 394 |
| C | 428 |
| D | 28 |
| E | 1418 |
| F | 32 |

Although proposed Lots D and F are relatively small and commensurate of ‘lifestyle lots’, it is recognised that existing Lots 171, 201 and 288 were already under 50 hectares.

It is also noted that these two smaller lots are proposed in an area where the majority of nearby and adjacent lots to the east are under 50 hectares. The lot size pattern is therefore consistent with that in the immediate area.

Gray & Lewis is supportive of the subdivision as it creates more useable lots, provides all lots with gazetted road access, and the majority of lots are of a sufficient size to continue to be used for agricultural purposes.

Relevant Scheme Provisions

Under Clause 5.13.1 of the Shire of Broomehill Town Planning Scheme No 1, there is a general presumption against subdivision except under specific circumstances, including where *‘the lots are for farm adjustment and the erection of dwellings is restricted’*.

The subdivision can be considered under the Scheme as the net number of lots will not increase.

WAPC Development Control Policy 3.4

The WAPC has a Development Control Policy 3.4 which provides guidance on the requirements for subdivision of rural land.

Subdivision can be considered under exceptional circumstances including *‘to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses’*.

An assessment of the application against relevant policy criteria is included in the tables below.

| 1. BOUNDARY RE-ALIGNMENT | |
|--|--|
| Policy Criteria | Officer Comment |
| a) there is no increase in the number of lots; | Complies. There are 6 existing and proposed lots. |
| b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use; | Complies. The majority of the proposed lots can be utilised for farming. The two smaller proposed Lots D and F are located in an area where similar lot sizes (under 50 hectares) already exist. |
| c) no new roads are created, unless supported by the local government; | Complies. No new roads are created. |
| d) new vehicle access points on State roads are minimised; and | Complies. There are no adjacent state roads. |
| e) rural living sized lots (1-40ha) created as a result of the rationalisation have appropriate buffers from adjoining farming uses and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production. | Generally complies with condition. It is recommended that a condition be imposed requiring a Notification on the Title of proposed Lots D and F to ensure purchasers are aware they may be impacted on by rural activities. |

Consultation:

The WAPC has referred the application to the Water Corporation, Western Power, Department of Mines and Petroleum, Department of Parks and Wildlife, Department of Water, Department of Parks and Wildlife, Main Roads WA and the local government.

Statutory

Environment: Shire of Broomehill Town Planning Scheme No 1

Policy Implications: Nil. The WAPC Development Control Policy 3.4 requirements are explained in the body of this report.

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: Simple Majority

Council

Recommendation: *150608*

Moved Cr Prout, seconded Cr Thompson

“That Council;

A. Recommend that the Western Australian Planning Commission approve the application for a boundary re-alignment applicable to Lots 171, 201, 256, 288, 8345 Broomehill Kojonup Road and Lot 26 Greenhills Road North, Broomehill (WAPC Reference: 151940) subject to the following condition:

1. A notification, pursuant to section 165 of the Planning and Development Act 2005 is to be placed on the Certificate of Title of proposed Lot D and F advising of the existence of a hazard or other factor. Notice of this notification is to be included on the deposited plan. The notification to state as follows:

‘This lot is located within a Farming Zone and has the potential to be affected by odours, noise, spray drift and dust that are associated with broad agricultural activities and rural landuses.’

B. Advise the WAPC as follows:

(i) Condition 1 is recommended as proposed Lots D and F are immediately adjacent to larger farming lots to the south west and south east. Imposition of Condition 1 is consistent with Clause 6.3 (e) of WAPC Policy 3.4.

C. Authorise the Chief Executive Officer to provide a copy of this report to the WAPC as record of the assessment.”

CARRIED 5/0

Reason For Change to Recommendation:

Cr Dennis returned to the meeting at 4.32pm.

10.07 DEBTORS ACCOUNT WRITE-OFF

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Nil |
| File Ref: | ADM0064 |
| Author: | KP O'Neill Manager Finance & Assets |
| Date: | 11 June 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider writing off long outstanding and unrecoverable debtors accounts.

Background: Outstanding debtor balances have been reviewed and a number of accounts are presented to have the balances written off.

Those accounts which still have balances owing for the connection to the infill sewerage in Tambellup will be forwarded to CS Legal to pursue payment through legal processes.

Debtors with standpipe water charges owing were not issued with a new swipe card when the controllers were replaced.

Comment: A summary is provided of the debtors accounts which are requested to be written off –

| Account Number | Invoice | Date | Description | Amount |
|----------------|-----------------|--------------------------|---|-----------------|
| 422 | 1176 1369 | 04/04/2011 13/09/2011 | Library Books | 70.40 |
| 431 | 1284 | 31/05/2011 | Library Books | 80.30 |
| 433 | 1283 | 31/05/2011 | Library Books | 5.50 |
| 44 | 1342 | 09/09/2011 | Infill Sewerage charged in error | 800.00 |
| 455 | 1989 | 24/02/2014 | Standpipe Water to 03/03/2013 | 257.40 |
| 522 | 1811 | 09/07/2013 | Reglaze broken window in Public Toilets | 251.47 |
| 545 | 2006 | 27/03/2014 | Reglaze broken window in Youth Centre | 576.50 |
| B100 | 1544 | 30/06/2012 | Standpipe Water to 30/06/2012 | 32.20 |
| B20898 | BH28 BHPW582 | 31/10/2017 17/11/2006 | Private Works Removal of Concrete Batching Plant | 1,400.01 |
| | | | TOTAL | 3,473.78 |

Consultation: Chief Executive Officer

Statutory**Environment:**

Local Government Act 1995

6.12 Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may –

(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money, which is owed to the local government.

Absolute majority required*Policy Implications:**

There is no policy applicable to this item.

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:**

A reduction in revenue of \$3,473.78 should Council agree to write off the outstanding accounts.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Voting Requirements:

Absolute Majority

Council**Recommendation:*****150609******Moved Cr Dennis, seconded Cr Paganoni******“That the following outstanding debtor accounts be written off –******Debtor 422 - \$70.40******Debtor 431 - \$80.30******Debtor 433 - \$5.50******Debtor 44 - \$800.00******Debtor 455 - \$257.40******Debtor 522 - \$251.47******Debtor 545 - \$576.50******Debtor B100 - \$32.20******Debtor B20898 - \$1,400.01”******CARRIED 6/0
By Absolute Majority*****Reason For Change to
Recommendation:**

10.08 ASSET REGISTER - INFRASTRUCTURE

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Nil |
| File Ref: | 2014/15 Audit File |
| Author: | KP O'Neill Manager Finance & Assets |
| Date: | 12 June 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider writing off a number of assets from the Asset Register.

Background: Local Government (Financial Management) Regulations 1996, Regulation 17A requires Council to record the value of assets in its financial reports at fair value.

The implementation of fair value revaluations were staggered over a three year period, with Plant and Equipment being revalued for year end 30 June 2013 and Land and Buildings at 30 June 2014. Infrastructure (and all other assets) is due for revaluation at 30 June 2015.

Comment: It is an opportune time to review the Infrastructure class of assets, prior to revaluation, to ensure that Councils assets are accurately recorded.

The items requested to be written off are either obsolete, disposed of or demolished and physical location/identity of the asset is not known. A small number are double-ups and another asset exists for the same item.

Griffin Valuation Advisory have been engaged to undertake the revaluation of 'other' infrastructure assets (which excludes road infrastructure), and they have stressed the importance of being able to identify each asset in the register.

Consultation: Chief Executive Officer

Statutory**Environment:**

Local Government (Financial Management) Regulations 1996

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.

17A. Assets, valuation of for financial reports etc.

(2) Subject to subregulation (3), the value of an asset shown in a local government's financial reports must be the fair value of the asset.

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

Strategic

Implications: This matter is not dealt with the Plan.

Asset Management

Implications: The Infrastructure Asset Management Plan should reflect the assets that are captured in the Asset Register. Writing the mentioned assets out of the financial register will ensure this. When a review of the current plan is undertaken during 2015/16, Councils Infrastructure Assets will be accurately recorded.

Financial

Implications: A reduction in the Balance Sheet value of Councils Infrastructure Asset class will be realised by writing assets out of the register, however this class is due for revaluation at Fair Value for year end 30 June 2015 so the impact is negligible.

For a number of assets, a loss on disposal will be realised at the time of writing the asset out of the register. This is a non-cash book entry.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Absolute Majority

Council

Recommendation: *150610*

Moved Cr Paganoni, seconded Cr Dennis

“That the following Infrastructure Assets be written out of the asset register –

| <i>Asset Code</i> | <i>Description</i> | <i>Asset Location</i> | <i>Historical Cost</i> | <i>Written Down Value</i> |
|-------------------|---|-------------------------------------|------------------------|---------------------------|
| <i>I19</i> | <i>Fencing</i> | <i>TA Other Property – Townsite</i> | <i>3,580.00</i> | <i>0</i> |
| <i>I20</i> | <i>Stone Structures</i> | <i>TA Other Property – Townsite</i> | <i>2,880.00</i> | <i>195.39</i> |
| <i>I21</i> | <i>Signs</i> | <i>TA Other Property – Townsite</i> | <i>1,240.00</i> | <i>0</i> |
| <i>I22</i> | <i>Rubbish Bins</i> | <i>TA Other Property – Townsite</i> | <i>480.00</i> | <i>0</i> |
| <i>I100</i> | <i>Tennis Court Lighting</i> | <i>BH Recreation Complex</i> | <i>6,088.35</i> | <i>0</i> |
| <i>I138</i> | <i>Powder Coated Bollards x 2</i> | <i>TA Diprose Park</i> | <i>1,224.00</i> | <i>1,104.47</i> |
| <i>I158</i> | <i>Velo Bike Rail with Gal Mount frame – Norrish Street</i> | <i>TA Other Property – Townsite</i> | <i>473.55</i> | <i>439.18</i> |
| <i>I167</i> | <i>Seating & Bike Rack – Norrish Street</i> | <i>TA Other Property – Townsite</i> | <i>1,700.00</i> | <i>1,615.16</i> |
| <i>I26</i> | <i>Grass & Turf</i> | <i>TA Other Property – Townsite</i> | <i>116,595.00</i> | <i>0</i> |
| <i>I27</i> | <i>Stone Brick & Concrete Structures</i> | <i>TA Other Property – Townsite</i> | <i>7,539.00</i> | <i>576.07</i> |
| <i>I28</i> | <i>Footpath Pavements</i> | <i>TA Other Property – Townsite</i> | <i>9,345.00</i> | <i>0</i> |
| <i>I29</i> | <i>Kerbing</i> | <i>TA Other Property – Townsite</i> | <i>12,500.00</i> | <i>1,970.55</i> |
| <i>I30</i> | <i>Roads</i> | <i>TA Other Property – Townsite</i> | <i>24,649.00</i> | <i>5,821.55</i> |
| <i>I31</i> | <i>Metal Park Furniture</i> | <i>TA Other Property – Townsite</i> | <i>14,700.00</i> | <i>0</i> |
| <i>I32</i> | <i>PVC Pipes</i> | <i>TA Other Property – Townsite</i> | <i>6,000.00</i> | <i>0</i> |

| | | | | |
|------|---|------------------------------|-----------|-----------|
| I33 | Fencing | TA Other Property – Townsite | 69,326.00 | 0 |
| I34 | Lighting – Tamb Oval | TA Oval | 17,382.63 | 11,499.22 |
| I35 | Landscaped Gardens | TA Other Property – Townsite | 28,985.00 | 0 |
| I36 | Timber Park Furniture | TA Other Property – Townsite | 8,600.00 | 0 |
| I37 | Signs | TA Other Property – Townsite | 7,239.51 | 0 |
| I38 | Small Pumps & Motors | TA Other Property – Townsite | 5,600.00 | 0 |
| I39 | Rubbish Bins | TA Other Property – Townsite | 2,775.00 | 0 |
| I40 | Townscape Plan | TA Other Property – Townsite | 6,900.00 | 6,900.00 |
| I41 | Heritage Trail Design Plan | TA Other Property – Townsite | 16,675.00 | 16,675.00 |
| I46 | Skateboard Ramps at Old Basketball Courts | TA Other Property – Townsite | 3,446.00 | 3,446.00 |
| I47 | Metal Park Furniture – Heritage Trail | TA Other Property – Townsite | 2,599.18 | 0 |
| I62 | 2 Basketball Courts & Lighting | TA Oval | 500.00 | 232.10 |
| I63 | 4 Tennis Courts at Diprose Park | TA Diprose Park | 100.00 | 46.23 |
| I64 | Playground Equipment | TA Diprose Park | 1,581.00 | 0 |
| I65 | Playground Fencing at Diprose Park | TA Diprose Park | 1,846.58 | 0 |
| I92 | Rec Complex Playground Equipment | BH Recreation Complex | 5,132.33 | 0 |
| I94 | Rec Complex Access Road | BH Recreation Complex | 37,000.00 | 14,876.30 |
| I97 | Holland Park Surface Improvements | BH Holland Park | 7,500.00 | 3,031.30 |
| I140 | Automated Gate at Broomehill Tip entrance | BH Rubbish Tip | 15,337.59 | 9,328.81 |
| I88 | Refuse Site Earthworks | BH Other Property – Townsite | 4,000.00 | 0 |
| I89 | Refuse Site Fencing | BH Other Property – Townsite | 1,650.00 | 0 |
| I59 | TV Rebroadcasting Equipment | TA Other Property – Rural | 70,981.45 | 28,755.71 |
| I2 | Dams | TA Other Property – Townsite | 20,000.00 | 1,041.25 |
| I3 | Roaded Catchments | TA Other Property – Townsite | 46,800.00 | 2,436.77 |
| I4 | Concrete Water Tanks | TA Other Property – Townsite | 13,000.00 | 1,253.42 |
| I5 | Bore Holes | TA Other Property – Townsite | 2,000.00 | 0 |
| I6 | Power Poles | TA Other Property – Townsite | 3,000.00 | 387.81 |
| I7 | Fencing | TA Other Property – Townsite | 9,800.00 | 0 |
| I8 | PVC Pipes | TA Other Property – Townsite | 11,200.00 | 0 |

CARRIED 6/0
By Absolute Majority

**Reason For Change
to Recommendation:**

10.09**WORKFORCE STRATEGIC PLAN 2012-2016 - REVIEW**

| | |
|--------------------------------|--|
| Program: | Governance |
| Attachment: | Workforce Strategic Plan 2012-2016 Review of Workforce Plan June 2015 |
| File Ref: | ADM0383 |
| Author: | PA Hull Strategic Support and Projects Officer |
| Date: | 5 June 2015 |
| Disclosure of Interest: | Nil |

Summary: The Workforce Strategic Plan 2012-2016 has been reviewed in line with recommended practice for Integrated Planning and Reporting (IPR) documents.

Background: The Workforce Strategic Plan 2012-2016 (WFP) was developed as an informing strategy to the Corporate Business Plan, outlining human resourcing capacity to deliver on commitments contained within the Strategic Community Plan.

The WFP was adopted by Council in June 2013, and requires review to ensure it continues to accurately reflect Councils capabilities in this area and to inform the annual review of the Corporate Business Plan.

The reviewed document is presented for Council's endorsement.

Comment: Council endorsed the review of the Strategic Community Plan 2012-2022 at the April 2015 Ordinary meeting. There was no significant change made to this document, resulting in minimal impact on the WFP.

The review of the WFP centred on two areas:

- Internal and external environment and organisation profile; and
- Review of strategies to address gaps between current and future workforce capability, and identify areas of skills or capacity shortage.

A copy of the WFP and the review are provided as an attachment to this agenda item, however a summary follows:

1. External and Internal environment and organisation profile

- Western Australian employment environment data has been updated.
- Western Australian Local Government employment environment includes commentary on the State Governments February 2015 announcement that the local government reform agenda had been put on hold, impacts on the sector are yet to be analysed.
- A new organisational structure has been implemented that clearly sets out reporting lines, roles and responsibilities.
- Workforce profile data has been updated for the period December 2012-December 2014.
- The increase in operations employees since December 2012 (+2) reflected a more extensive road works program in 2014/2015, however a decrease in road funding and a smaller road construction program for 2015/2016 may require a reduced

number of staff, to be realised through natural attrition.

The review of roles and responsibilities in the Administration area recommended the creation of a new Administration/Finance position and modification of other roles, resulting in an increase in capacity to meet governance and management requirements.

- Succession planning and knowledge management practices have been implemented and are ongoing across the organisation to mitigate against the risk posed in the event of long serving staff leaving the organisation. This includes provision of basic training in all areas of operation for works staff, and development of concise procedures in all areas of administration.
- Staff turnover of 18 positions during the period December 2012-December 2014, mainly in the operations area. This included nine terms of employment of less than one year, termination of two casual administration positions at the end of specific projects and the end of the Club Development Officer contract, for which continuation funding was not received.

2. Review of strategies

Of the 15 strategies noted for the implementation of the WFP, seven have been completed, and the remainder have been implemented and are ongoing.

Significant achievements have included the promotion of staff to more senior roles to address gaps in capacity (Finance and Asset Management, Strategic Support & Projects) and the creation of the new Administration/Finance position. These actions have ensured that the requirements of the Integrated Planning Framework are being monitored and addressed in accordance with the Local Government Act 1995, Regulations and best practice.

The actions which have been noted as ongoing have been included as strategies for 2015-2016.

For Council consideration and endorsement.

Consultation: Chief Executive Officer

Statutory

Environment:

Local Government Act 1995 and Local Government (Administration) Regulations 1996 r19DA

Regulation 19DA Corporate business plans, requirements for states (in part):-

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) A corporate business plan for a district is to –*
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to*

operations that are within the capacity of the local government’s resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Policy Implications: Policy 1.12 – Integrated Workforce Planning and Management Policy
Policy objective:-
‘To demonstrate that the Shire is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing...’

Strategic Implications: The Workforce plan ensures that Council is adequately resourced to deliver commitments included within the Strategic Community Plan.

Asset Management Implications: The Workforce Plan ensures that programs and operations are structured to ensure efficient and effective use and management of existing resources and assets.

Financial Implications: Sufficient resources will be allocated in the 2015/2016, and subsequent years, budgets for implementation of the strategies contained in the Workforce Strategic Plan.

Workforce Plan Implications: This review ensures that the Workforce Plan continues to remain relevant and reflect the requirements of the organisation to achieve its objectives.

Voting Requirements: Simple Majority

Council Recommendation: *150611*

Moved Cr Thompson, seconded Cr Crosby

“That the Workforce Strategic Plan 2012-2016 as reviewed be endorsed.”

CARRIED 6/0

Reason For Change to Recommendation:

10.10 POLICY REVIEW – 1.3 SHIRE OF BROOMEHILL-TAMBELLUP LOGO

| | | |
|--------------------------------|---|--------------------------------|
| Program: | Governance | |
| Attachment: | Proposed amendments to Policy 1.3 – Shire of Broomehill-Tambellup Logo | |
| File Ref: | ADM0165 | |
| Author: | JM Trezona | Chief Executive Officer |
| Date: | 9 June 2015 | |
| Disclosure of Interest: | Nil | |

Summary: The purpose of this report is to review Councils policy relating to the Shire logo.

Background: In 2010 Council adopted its current logo which is the corporate signature of the Shire of Broomehill-Tambellup. It is appropriate that the Shire of Broomehill-Tambellup have a logo.

The Shire of Broomehill-Tambellup logo was developed by Market Creations and the artistic characteristics and use of the logo is enunciated in the publication “Our Identity” – copy tabled for Council’s information. It is considered appropriate that this publication be cross referenced in the policy.

There is also the matter of use of the Shire’s logo by “other parties” It is understood that the logo does not have the protection of copyright or trade mark and is thus vulnerable to use by other parties.

In an attempt to place some control on the use of the logo the policy was updated in 2011 stating that the Shire’s logo cannot be used by any other person or organisation without the prior approval of the Council. The CEO was delegated authority to approve the use by a third party. While this likely does not have any legal standing it at least provides a perception that the logo is not available to “all and sundry”

Comment: Some minor changes have been made to the policy to incorporate a copy of the logo into the policy and cross reference it to the delegations register.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: The current policy – 1.3 Shire of Broomehill-Tambellup Logo states the following

Council has adopted the new logo for the Shire of Broomehill-Tambellup.

It represents the ‘tree change’ lifestyle many new residents come to the Shire of Broomehill-Tambellup for.

Within the embracing shape of the forked tree branches are a number of squares in a variety of green shades, representing the multi-faceted community of the Shire coming together.

The use of the Shire of Broomehill-Tambellup logo:

- a) shall be in accordance with the guidelines contained in the publication “Our Identity” and*
- b) is not permitted by any other person or organisation without the written approval of the Shire of Broomehill-Tambellup.*

Council has by Absolute Majority, delegated to the Chief Executive Officer authority to grant approvals in regard to item 3(b) above.

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: Simple Majority

Council

Recommendation: *150612*

Moved Cr Dennis, seconded Cr Crosby

“That Council having undertaken a review of policy 1.3 – Shire of Broomehill-Tambellup Logo, adopts the policy as amended.”

CARRIED 6/0

Reason For Change to Recommendation:

10.11 REVIEW OF INTEGRATED WORKFORCE PLANNING AND MANAGEMENT POLICY

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Policy 1.12 Integrated Workforce Planning and Management Policy Manual |
| File Ref: | Policy Manual |
| Author: | PA Hull Strategic Support & Projects Officer |
| Date: | 9 June 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to review its Integrated Workforce Planning and Management Policy.

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

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

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

Policy 1.12 Integrated Workforce Planning and Management has been reviewed and is presented for Council's consideration.

Comment: The policy was initially adopted in March 2013 following the introduction of the Integrated Planning and Reporting Framework, and specifically the Workforce Plan.

Workforce planning is a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.

The policy recognises the importance of workforce planning as a management function essential to achieving its goals and objectives.

No amendments are required, and it is recommended that the policy be retained.

Consultation: Chief Executive Officer

Statutory

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

Policy Implications: Review of existing policy.

Strategic

Implications: Effective workforce planning is essential for Council to deliver the outcomes required of the Strategic Community Plan 2012-2022.

Asset Management

Implications: This issue has no asset management implications.

Financial

Implications: This issue has no financial implications.

Workforce Plan

Implications: The policy supports the implementation and future development of the Workforce Plan in order to achieve Councils objectives.

Voting Requirements: Simple Majority

Council

Recommendation: *150613*

Moved Cr Thompson, seconded Cr Paganoni

“That Council retains Policy 1.12 – Integrated Workforce Planning and Management, in its present form.”

CARRIED 6/0

Reason For Change to Recommendation:

10.12 GILLAMII CENTRE – REQUEST FOR CONTRIBUTION

| | |
|--------------------------------|---|
| Program: | Community Amenities |
| Attachment: | Copy of Correspondence |
| File Ref: | ADM0061 |
| Author: | KP O’Neill Manager Finance & Assets |
| Date: | 11 June 2015 |
| Disclosure of Interest: | Cr Crosby declared an Impartiality Interest in this Item as he has been previously involved in projects with Gillamii. |

Summary: Council to consider a request from the Gillamii Centre to make a financial contribution over a three year period.

Background: Council will recall that members of the Gillamii Centre Management Committee made a presentation in the Briefing Session prior to the April ordinary meeting highlighting the activities of the Centre.

Since Councils April meeting, the Gillamii Centre has undergone its strategic restructure in line with funding reductions and changes in priority outcomes. Two new staff members have been engaged in the positions of Executive Officer and part-time Project Officer.

The correspondence states that the Gillamii Centre delivers a wide range of projects in the Broomehill-Tambellup Shire. They have requested Council give consideration to making a financial contribution of \$20,000 per annum for a period of three years, which will enable the Centre to continue to deliver services and develop projects of local priority.

25% of this funding would be used to support the employment of the Executive Officer, and the remaining 75% used to develop appropriate projects in both the Shires of Broomehill-Tambellup and Cranbrook.

Funds committed would be used to leverage funding from other agencies and organisations.

Comment: A handful of landowners in the southern-most section of the Shire currently utilise the services provided by the Gillamii Centre.

For Council consideration.

Consultation: Chief Executive Officer

Statutory Environment: Nil

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

Strategic Implications: Councils Strategic Community Plan 2012-2022 contains a Community Aspiration of ‘Maintaining a Country Lifestyle’, which acknowledges the importance of maintaining the natural environment and managing the impact of future environmental change.

Asset Management

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

Financial

Implications: Should Council wish to commit to the request for funding, provision will need to be included in the 2015/16, 2016/17 and 2017/18 budgets.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Officer

Recommendation: *“That Council does/does not provide a financial contribution to the Gillamii Centre for a three year period.”*

Council

Recommendation: *150614*

Moved Cr Thompson, seconded Cr Paganoni

“That Council does not provide a financial contribution to the Gillamii Centre for a three year period.”

CARRIED 6/0

Reason For Change to

Recommendation: To show Council’s preferred option.

10.13 APPOINTMENT OF DUAL FIRE CONTROL OFFICER – SHIRE OF GNOWANGERUP

| | |
|--------------------------------|---------------------------------------|
| Program: | Law Order & Public Safety |
| Attachment: | Nil |
| File Ref: | ADM0244 |
| Author: | KE Hobbs Finance/Rates Officer |
| Date: | 8 June 2015 |
| Disclosure of Interest: | Nil |

Summary: The Shire of Gnowangerup seeks the appointment of Dual Fire Control Officers.

Background: The Shire of Gnowangerup seeks the appointment of the following Dual Fire Control Officer to respond to incidents within the Shire of Broomehill-Tambellup for the coming 2015-2016 season:

Wayne Pech – Gnowangerup Brigade

Comment: Nil

Consultation: Nil

Statutory Environment: *Bush Fires Act 1954 section 40*

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: Simple Majority

Council Recommendation: *150615*

Moved Cr Thompson, seconded Cr Dennis

“That Council approves the request by the Shire of Gnowangerup for registration of Wayne Pech as Dual Fire Control Officer for the coming 2015-2016 fire season.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.14 STATE LIBRARY OF WESTERN AUSTRALIA FOUNDATION – REQUEST FOR DONATION TOWARDS DIGITISATION PROJECT

| | | |
|--------------------------------|---|----------------------------|
| Program: | Recreation and Culture | |
| Attachment: | Correspondence: State Library of Western Australia Foundation Flyer: <i>'Help us conserve and make accessible some of our important World War 1 records'</i> | |
| File Ref: | ADM0061 | |
| Author: | JA Stewart | Manager Corporate Services |
| Date: | 5 June 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider a request from the State Library of Western Australia Foundation (Foundation) for a monetary donation towards the digitisation and increased accessibility of Western Australian newspapers that were published during the World War 1 years and beyond, inclusive of the 'Tambellup Times' (1912 to 1924).

Background: The Foundation is a Not-For-Profit organisation that raises funds for the State Library of Western Australia and is currently conducting an *'On the Homefront'* appeal to raise money to assist in making the above-mentioned newspapers available on the National Library of Australia's Trove website.

In 2013 Council engaged Vision Research Services to produce local War Histories; these documents are available for perusal at the Shire's two libraries. Council also restored its Tambellup World War 1 honour board at that time.

Comment: The Foundation has approached Council for a donation towards the *On the Homefront* appeal citing the availability and accessibility of Tambellup Times newspapers, in particular, as being of interest to the Shire's past and present residents wherever they now reside.

An example of the costs involved in digitisation of records is included in the attached flyer.

For Council consideration.

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: Council includes provision for donations in its budget and currently has \$2,155 in unallocated funds for this purpose.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Officer

Recommendation: *“That Council provides a donation of \$...../does not provide a donation to the State Library of Western Australia Foundation (Foundation) towards the Foundation’s ‘On the Homefront’ appeal.”*

Council

Recommendation: *150616*

Moved Cr Dennis, seconded Cr Thompson

“That Council does not provide a donation to the State Library of Western Australia Foundation (Foundation) towards the Foundation’s ‘On the Homefront’ appeal.”

CARRIED 5/1

Reason For Change to

Recommendation: To choose the option of not providing a donation.

10.15**PERMISSION TO COLLECT NATIVE SEEDS**

| | | |
|--------------------------------|--------------------------------------|---|
| Program: | Protection of the Environment | |
| Attachment: | Nil | |
| File Ref: | ADM0235 | |
| Author: | LK Cristinelli | Governance and Executive Assistant |
| Date: | 9 June 2015 | |
| Disclosure of Interest: | Nil | |

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 2016.

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 2016;
- 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 2014-2015 year.

For Council consideration.

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

Council**Recommendation:** 150617*Moved Cr Paganoni, seconded Cr Crosby*

“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 2016; 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:**

10.16 PROPOSED EXECUTIVE RESIDENCE – FEE PROPOSAL FOR ARCHITECTURAL SERVICES

| | | |
|--------------------------------|-----------------------------|--------------------------------|
| Program: | Housing | |
| Attachment: | Copy of fee proposal | |
| File Ref: | ADM0472 | |
| Author: | JM Trezona | Chief Executive Officer |
| Date: | 15 June 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider a fee proposal from Howard and Heaver Architects for full architectural services for the construction of the new executive residence.

Background: Council has recently purchased Lot 275 (No. 63) Taylor St Tambellup for the purpose of constructing a new executive residence. H & H Architects have developed a draft design which has been provided for Council comment in the discussion session preceding this meeting.

H & H Architects have also provided a fee proposal for full architectural services for this project. Services offered include:

- Brief preparation
- Schematic design services
- Design development services
- Contract documentation services
- Contract administration services

The total fee for the proposed service is \$24,750 excluding GST, plus travel costs where required.

Comment: Most recently, H & H Architects provided a similar service to Council for the Tambellup Independent Living Seniors Accommodation project.

As Council's administration staff do not have the capacity to develop the required documentation and manage a project of this scope, it is considered that the proposal, with the experience and diligence provided by H & H Architects, represents a sound investment for Council.

For Council's consideration.

Consultation: David Heaver, H & H Architects

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This matter has no strategic implications.

Asset Management

Implications: The new residence will form part of Councils assets.

Financial

Implications: Provision of \$42,000 has been made in the 2014/2015 budget for design, architectural and project management fees for the new executive residence.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting

Requirements: Simple Majority

Council

Recommendation: *150618*

Moved Cr Paganoni, seconded Cr Dennis

“That Council accepts the fee proposal from H & H Architects of \$24,750 excluding GST for full architectural services for the construction of the new executive residence at 63 Taylor St Tambellup.”

CARRIED 6/0

**Reason For Change
to Recommendation:**

10.17 POLICY REVIEW - CORPORATE CREDIT CARDS

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Copy of amended Policy 1.17 Corporate Credit Cards |
| File Ref: | Policy Manual |
| Author: | KP O'Neill Manager Finance & Assets |
| Date: | 18 June 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider an amendment to the current policy for Corporate Credit Cards.

Background: Council adopted a policy for the provision and use of Corporate Credit Cards at the September 2014 meeting.

The existing Policy allows for the Chief Executive Officer (CEO) and Manager Corporate Services (MCS) to be provided with a Corporate Credit card, each with a limit of \$4,000.

Both the CEO and MCS have signed agreements to acknowledge their responsibilities in being provided with and for the use of the Corporate Credit Card.

Comment: The Policy review proposes to increase the CEO's credit limit to \$10,000.

Recent experience has proven that the current limit is insufficient, as payment for Staff and Councillors travel, accommodation and conference registrations is more often than not required by card. Staff should not be inconvenienced by having to pay for these expenses themselves in the first instance, before seeking reimbursement from the Shire.

Consultation: Chief Executive Officer

Statutory

Environment: *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996 – regulation 11(1)(a)

Policy Implications: Amendment to current policy 1.17 Corporate Credit Cards.

Strategic

Implications: Councils Strategic Community Plan has placed an emphasis on the Shire exercising responsible and accountable financial management.

Asset Management

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

Financial

Implications: There are no financial implications.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Absolute Majority

Council

Recommendation: *150619*

Moved Cr Crosby, seconded Cr Thompson

“That Council amend Policy 1.17 – Corporate Credit Cards to increase the Chief Executive Officers credit card limit to \$10,000.”

***CARRIED 6/0
By Absolute Majority***

**Reason For Change
to Recommendation:**

12.01**MAINTENANCE REPORT FOR JUNE 2015**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 12 June 2015
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 | Ford Ranger | | | 2015 | 2015 | 1 yr/30,000 kms | |
| 1 TIU 961 | Papas Tandem Fuel Trailer | | | 2008 | | | |
| 1TMR361 | Rockwheeler Side Tipper Trailer | 30,678 | | 2012 | 2012 | | |
| TA2251 | 3 axle Float Trailer | | | | 2009 | | |
| BH00 | Ford Ranger | 19,551 | 25,000 | 2015 | 2015 | 1 yr/30,000 kms | |
| BH000 | Holden Colorado 7 | | | 2014 | 2014 | 1yr / 25,000 km | |
| BH001 | CAT vibe Roller | 2,448 | 2,500 | 2009 | | 8 yrs / 8000 hrs | |
| BH002 | ISUZU 6 Wheel Tipper | 156,998 | 175,000 | 2008 | 2008 | 7yrs/ 250,000km | Replaced right hand window and regulator |
| BH003 | Toyota Landcruiser GXL Dual Cab | 1,205 | 10,000 | 2014 | 2014 | 1 yr/30,000 km | |
| BH004 | CAT 12M Grader | 5,424 | 5,250 | 2250 | 2009 | 8 yrs / 8,000 hrs | |
| BH005 | Cat multi tyre Roller | 3,088 | 3,250 | 2011 | 2011 | 8 yrs / 8000 hrs | Replaced service Brake pads at 3031 hours |
| BH006 | CAT 12M | 2,545 | 2,750 | 2012 | 2012 | 8 yrs / 8,000 hrs | Serviced at 2545 hours. New filters. Replaced breathers and two hoses for blade side shift. |
| BH007 | Toro 360 mower | 477 | 650 | 2013 | 2013 | 5 yrs /5,000 hrs | |
| BH009 | Colorado 4x4 Tray Back | 6,941 | 15,000 | 2014 | 2014 | 1 yr/30,000 km | |
| BH010 | 6x4 Fuel Trailer | | | 1981 | 1981 | | |
| BH012 | Isuzu Fire Truck | | Nov-14 | 1995 | 2004 | | |
| BH013 | Cat 444F Backhoe | 860 | 1000 | 2013 | 2013 | 10 yrs/8,000 hrs | |
| BH014 | Ford Ranger Tray Top Ute | 14,823 | 25,000 | 2014 | 2014 | 1 yr / 0,000 km | |
| BHT84 | Toro Groundmaster 3500D mower | 185 | 200 | 2013 | 2013 | | Replaced blades |
| BHT92 | CAT 259B3 Skid Steer | 752 | 750 | 2012 | 2013 | 8 yrs / 8,000hrs | Remove and dismantle right hand final drive at 740 hours and reassemble. Waiting for new final drive replacement. |

| | | | | | | | |
|---------|---------------------------------|---------|---------|------|------|--------------------|---|
| BHT125 | Mack Curser 8 Wheel Tipper | 42,871 | 45,000 | 2013 | 2013 | 5 yrs / 250,000 km | |
| BHT1633 | Tandem Axle Dolly (Float) | 1333 | | 2015 | 2015 | | |
| TA001 | Ford Ranger Dual Cab | 8,909 | 15,000 | 2015 | 2015 | 1 yr / 30,000 kms | |
| TA005 | Toyota Hilux | 1,698 | 15,000 | 2014 | 2014 | | |
| TA017 | Isuzu Tipper | 21,843 | 30,000 | 2014 | 2014 | 5 yrs / 200,000 km | |
| TA052 | Colorado 4x4 Tray Back | 11,789 | 15,000 | 2014 | 2014 | 1 yr 30,000 km | |
| TA06 | Jet Patcher Isuzu | 125,461 | 150,000 | 2007 | 2010 | 8 yrs / 8,000 hrs | |
| TA092 | Iveco Strais AD500 8-4 | 57,246 | 65,000 | 2012 | 2012 | 5 yrs / 250,000 km | Replaced leaking oil filters |
| TA18 | 12H Grader | 8,722 | 9,000 | 2006 | 2006 | 7 yrs / 8,000 hrs | |
| TA281 | 930K Loader | 433 | 500 | 2014 | 2014 | 8 yrs / 8,000 hrs | Refitted and sealed Transmission output sensor that popped out from carrier |
| TA386 | Isuzu Tipper | 36,105 | 45,000 | 2012 | 2012 | 5 yrs / 200,000 km | |
| TA417 | John Deere Gator | 497 | 500 | 2009 | | 4 yrs | |
| CATBR | Caterpillar Angle Broom | | | 2010 | | | Replaced broken auxillary plug |
| SL | Himac skid steer slasher | | | 2013 | | 10 yrs | |
| BKTBR | Skid steer Bucket Broom | | | 2013 | | | |
| 1TLT850 | Loadstar 8x5 Trailer | | | 2011 | | | |
| BH2085 | Trailer for Pump at Town dam | | | | | | |
| BH2098 | Boxtop Trailer | | | | | | |
| BH2134 | Trailer for Mobile Standpipe | | | | | | |
| TA2129 | Fuel Tanker | | | | | | |
| BH010 | 6 x 4 Fuel Trailer | | | | | | |
| 1TCY082 | Papas Tandem Fuel Trailer | | | | | | |
| 1TCY093 | Papas Tandem Trailer | | | | | | |
| 1TIU961 | 8 x 5 Papas Fuel Trailer | | | | | | |
| 1TFH594 | Loadstar Boxtop Trailer | | | | | | |
| 1TFC580 | Gardeners Boxtop trailer | | | | | | |
| 1TFD241 | Boxtop Trailer for firefighting | | | | | | |

| | | | | | | | |
|---------|--------------------------|--|--|--|------|--|---|
| 1TJX516 | Plant Trailer for Mowers | | | | | | |
| 1TOI298 | Sign Trailer | | | | 2015 | | |
| Fogger | Fogger | | | | | | |
| TSAW | Tree Saw | | | | | | |
| STAB | Stabiliser attachment | | | | 2014 | | |
| | Cement Mixer | | | | | | |
| | Tree Grab | | | | | | |
| | Wacker Packer | | | | | | Replaced throttle cable and mounting rubber |

RECEIVED

12.02 WORKS REPORT FOR JUNE 2015

| | | |
|--------------------------------|---------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | GC Brigg | Manager of Works |
| Date: | 12 June 2015 | |
| Disclosure of Interest: | Nil | |

Broomehill

- Gardeners busy keeping up with weeds around town after recent rains.
- Gardeners have planted established Jacaranda trees around the skate park.
- Town dam is up around 1 metre. About 3 metres to go.
- The complex dam pump pressure tank rusted out and caused a major leak. The pressure of the water has caused a large hole on the dam bank inside the pump shed. The water followed weak spots (honeycombed) inside the dam bank and travelled 10 metres along the middle of the bank before turning and coming out at the bottom of the bank some 20 to 30 metres from the shed. Looking at the damage, the dam bank would need to be excavated to repair the honeycombed wall and re-compacted. This would be costly as the pump shed would have to be removed including all the electrical. The cheapest solution would be to pour a slurry cement down the hole to fill any voids in the bank.
- Thinkwater have looked at the solar pump at the CBH dam. It was an easy solution to the low volume of water being pumped. Being close to the road the dust is settling on the solar panels and restricting the light to the panels needed to keep the pump at full power. Cleaning them has increased the pump speed.
- There was damage caused to the reticulation while installing the new gazebo. Thinkwater have been engaged to repair the problem as some of the electrics are damaged.
- Maintenance crew will be repairing the footpath past the skate park over the next couple of weeks.

Tambellup

- Gardeners busy keeping up with mowing and weeding around town.
- Kerbing has been installed along Tambellup West Road. The kerbing was damaged by kids before drying late in the afternoon. Maintenance crew did as much as they could to camouflage the damage.
- Maintenance crew will start backfilling the kerb next week.
- Pump failed at the Tambellup West standpipe. Monash have fitted a new pump.
- Number one dam down 1.5 metres, Jam Creek dam around 50% and Number 2 dam only ½ metre from empty.
- Oval needs spraying for broadleaf weeds.

Roads

- Tambellup West Road complete.
- Construction crew gravel sheeting Nardlah Road.
- Maintenance crew working on culvert headwalls Nardlah Road.
- Intersection of Gnowangerup Road and Great Southern Highway almost complete. Just needs backfilling of the kerb to be complete.
- Need to carry over Roads to Recovery funding on Pallinup Road as crew will only finish Nardlah Road this financial year. Only nine working days left.

- RRG submissions due next month. Hopefully we will do better than 15/16 program. Funding is tight though.
- Maintenance grading has been stop start. We had a number of crew away at times. Graders are still in the south eastern part of the shire.

Plant

- There have been some last minute vehicle changeovers. These are within budget. We changed over the construction Landcruiser twin cab.
- Manager of Corporate Services, Holden Colorado 7 will be changed over next week.
- Jetpatcher has been working in Katanning, and Mt Barker.

RECEIVED

12.03 BUILDING SURVEYORS REPORT FOR MAY 2015

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

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

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

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council.

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

| | |
|--------------------------------|---|
| Program: | Various |
| Attachment: | Building Maintenance Program Report to 8 June 2015 |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 8 June 2015 |
| Disclosure of Interest: | Nil |

Summary: Report on the Building Maintenance Program for 2014-15 to 08 June 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 08 June 2015 and presented for Council's information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2014-15 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 – MAY 2015

| | | |
|--------------------------------|----------------------------------|-------------------------|
| Program: | Recreation & Culture | |
| Attachment: | Library Report – May 2015 | |
| File Ref: | ADM0097 | |
| Author: | M Lanigan | Library Officers |
| | S Reed | |
| Date: | 3 June 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Attached is a Library Report prepared by Library Officers Melissa Lanigan 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 May 2015.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council.

Reason For Change to Recommendation:

12.06 **DISABILITY ACCESS AND INCLUSION PLAN 2015-2020 (DAIP) YEARLY PROGRESS REPORT (2014-15)**

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | DAIP 2014-15 Progress Report |
| File Ref: | ADM0124 |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 4 June 2015 |
| Disclosure of Interest: | Nil |

Summary: Yearly report on the progress of Council’s Disability Access and Inclusion Plan 2015-2020 (DAIP) strategies.

Background: The *Disability Services Act WA (1993)* requires local government to implement a DAIP to ensure people with disability have equal access to its services and facilities. Council’s DAIP outlines seven desired outcome areas and the strategies Council has developed to achieve those outcomes. Legislation requires a progress report to be forwarded to the Disability Services Commission (DSC) annually and the Plan itself stipulates that a report be made to Council on a yearly basis. A report on Council’s implementation of its DAIP is also included within its Annual Report. Council may recall endorsing a reviewed DAIP (2015-2020) at its March 2015 Ordinary Meeting. As part of the review process, Council was required to conduct public consultation; this occurred during April 2015 with nil comments received. The 2015-2020 DAIP has subsequently been forwarded to the Disability Services Commission.

Comment: This year’s Progress Report has been completed and forwarded to the DSC; a copy is hereby presented for Council’s information.

Consultation: Nil

Statutory Environment: *Disability Services Act WA – Part 5*
Disability Services Regulations

Policy Implications: Nil

Strategic Implications: Community Aspirations:
Strengthening community spirit
Living in a safe community
Staying active and being entertained
Being healthy

Asset Management Implications: Nil

Financial Implications: There are no financial implications

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:**

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

| | | |
|--------------------------------|-------------|----------------------------|
| Program: | Various | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | JA Stewart | Manager Corporate Services |
| Date: | 8 June 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Report on Occupational Safety and Health matters – for Council information, comment and/or discussion.

Background: Nil

Comment: The following represents a summary of OS&H related matters completed between March and June 2015 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Continuity Plan (BCP) – following completion of the Risk and Business Impact Analysis section of this process, Council’s insurers, LGIS, are now compiling response options and plans (for the re-establishment of critical activities following a disaster) as the next phase of forming Council’s Business Continuity Plan;
- 2) Requirements for an upcoming OSH audit are being worked through including formation of the Occupational Health, Safety and Environment Plan, based on WorkSafe specifications, along with other relevant procedures;
- 3) Emergency Evacuation drills have taken place at the Tambellup Administration office (June 2015) and Tambellup Depot (March 2015);
- 4) Council’s Building Asbestos Register and OSH Policy have been reviewed;
- 5) All available staff have attended Ergonomics and Manual Handling training; and
- 6) Depot inspections have been undertaken and resulting tasks are being addressed.

The following represents a summary of upcoming OS&H matters:

- 1) Further progression of Occupational Health, Safety and Environment and Business Continuity Plans;
- 2) Health and Wellbeing Programme services will be provided to staff at the end of July 2015 (services are funded and sourced by LGIS);
- 3) Administration building inspections;
- 4) Evacuation drills for Broomehill Administration office and Broomehill Depot; and
- 5) Ongoing preparation for an OSH Audit.

Change to OS&H legislation (OS&H/WHS law harmonisation across Australia) is still uncertain as to ‘what’ or ‘when’ with the latest advice being that Western Australia may see some components brought into line with the national legislation.

| | |
|---|---|
| Consultation: | Nil |
| Statutory Environment: | <i>Occupational Safety & Health Act 1984</i> Occupational Safety & Health Regulations 1996 |
| Policy Implications: | Policy 2.2 – Occupational Safety and Health |
| Strategic Implications: | This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic Leadership – Being well governed (Compliance with Legislation/Performance Measurement). |
| Asset Management Implications: | There are no asset management implications |
| Financial Implications: | This issue has no financial implications for Council |
| Workforce Plan Implications: | There are no workforce plan implications |
| Voting Requirements: | Nil |
| Officer Recommendation: | <i>“No recommendation required – Councillor information only”</i> <i>This Report was received by Council.</i> |
| Reason For Change to Recommendation: | |

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

Nil

14. DATE OF NEXT MEETING

16 July 2015

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.15pm.