



Ordinary Meeting of Council

MINUTES

18 September 2014

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 September 2014 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:

Cr GM Sheridan	President
Cr MR Batchelor	
Cr TW Prout	
Cr CL Dennis	
JM Trezona	Chief Executive Officer (CEO)
GC Brigg	Manager of Works
KP O'Neill	Manager Finance and Assets

Apologies:

Cr MC Paganoni	
Judy Stewart	Manager Corporate Services

Leave of Absence: Cr SJF Thompson, Cr KW Crosby

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 AUGUST 2014

140901

Moved Cr Dennis, seconded Cr Batchelor

“That the Minutes of the Ordinary Meeting of Council held on 21 August 2014 be confirmed as a true and accurate record of proceedings.”

CARRIED 4/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR AUGUST 2014

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for August 2014
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	12 September 2014
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 31 August 2014.

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

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

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

Comment: The financial statements report on activity for 2 months of the 2014/15 year, and it is worthy to note –

Financial Assistance Grants

Council has received its first quarterly instalment from the WA Local Government Grants Commission for general purpose grants and local road funding. These grants are not tied to specific projects.

Rates

Rates and charges were levied on 11 July 2014. At the end of August, approximately 77.95% of rates had been collected. The total discount granted at the close of the discount period was \$72,693, less than the budgeted amount of \$79,000.

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 Resolution: *140902*

Moved Cr Dennis, seconded Cr Prout

“That the Financial Statement for the period ending 31 August 2014 be adopted.”

CARRIED 4/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID AUGUST 2014

Program:	Other Property and Services
Attachment:	List of Payments for August 2014
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	12 September 2014
Disclosure of Interest:	Nil

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during August 2014.

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	\$442,922.56
Trust Fund	\$440.00
Credit Cards	\$1,220.28
Total	\$444,582.84

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 Resolution: *140903*

Moved Cr Batchelor, seconded Cr Prout

“That the list of accounts paid during August 2014, represented by:-

- Municipal Fund cheques numbered 2562 to 2581 inclusive and electronic payments numbered EFT5911 to EFT5981 inclusive and totalling \$442,922.56;*
- Trust Fund electronic payments numbered EFT5975 to EFT5975 inclusive and totalling \$440.00;*
- Credit Card payments totalling \$1,220.28;*

be adopted.”

CARRIED 4/0

Reason For Change to Recommendation:

10.03 NEW POLICY – CORPORATE CREDIT CARDS

Program:	Governance
Attachment:	Proposed Corporate Credit Card Policy
File Ref:	Policy Manual
Author:	KP O'Neill Manager Finance & Assets
Date:	12 September 2014
Disclosure of Interest:	Nil

Summary: Council to consider adopting a new policy in relation to the provision and use of Corporate Credit Cards.

Background: Council was presented with the Interim Audit Report for the year ending 30 June 2014 at the August 2014 meeting. Councillors will recall that the Auditors recommended in their report that Council implement a policy in relation to the use of Council Corporate Credit Cards.

Presently, Council has a Management Practice for the provision and use of Corporate Credit Cards.

A draft Policy for “Corporate Credit Cards” is presented for Council adoption.

Comment: The proposed policy has been developed to include specifics about limitations of use, prohibition of items of a personal or private nature and responsibilities of individual cardholders.

A declaration is also included for cardholders to sign to acknowledge their responsibilities under the policy. The declaration, once signed by relevant staff, will be kept on their personnel file.

Consultation: Chief Executive Officer
Councils Auditors - Lincolns

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

Policy Implications: Adoption of a new policy for provision and use of Corporate Credit Cards.

Strategic Implications: Adoption of the policy will enhance Councils Organisational Risk Management process.

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

Financial Implications: There are no financial implications - Council has provided Corporate Credit Cards to the Chief Executive Officer and Manager Corporate Services for a number of years. Adoption of this policy strengthens existing practices in relation to corporate credit cards.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Simple Majority

Council Resolution: *140904*

Moved Cr Dennis, seconded Cr Batchelor

“That the draft policy for “Corporate Credit Cards” be adopted as presented.”

CARRIED 4/0

**Reason For Change
to Recommendation:**

10.04 INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – CONVERSION OF ILSA MANAGEMENT PRACTICE TO COUNCIL POLICY

Program:	Governance
Attachment:	Housing Allocation Guidelines ILSA Management Practice 1 – Housing Allocation Guidelines Draft ILSA – Housing Allocations for Non-Local Applicants
File Ref:	ADM0417
Author:	JA Stewart Manager Corporate Services
Date:	11 September 2014
Disclosure of Interest:	Nil

Summary: Council to consider conversion of an ILSA Management Practice to a policy of Council.

Background: Council, within its Housing Management Manual for Lavieville Lodge and Sandalwood Villas, has set eligibility criteria to be considered when assessing tenancy applications for its ILSA units (please refer to the attached Housing Allocation Guidelines).

Council has also previously endorsed the following ILSA Management Practice:

1. Housing Allocation Guidelines

Preference will be given to Tambellup and Broomehill residents; however, if vacancies exist for more than three months, applications for tenancy from people outside the Tambellup and Broomehill catchment area may be considered.

Comment: The ILSA units are now complete and Council awaits an official opening prior to uptake of tenancies. In order to ensure transparency and fairness when considering allocation of ILSA housing to applicants who do not meet the ‘local’ criterion, this item is brought to Council to formalise the above Management Practice into a Policy of Council.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Addition to Council’s ‘Governance’ policies

Strategic Implications: Plan for the Future: Strategic Objective 2 – People and Community (Action – Develop partnerships to improve aged care facilities and services)

Asset Management Implications: Nil

Financial

Implications: Nil

Workforce Plan

Implications: Administrative tasks associated with documentation requirements

Voting Requirements: Simple Majority

Council Resolution: 140905

Moved Cr Batchelor, seconded Cr Dennis

“That Council adopts the ‘Independent Living Seniors Accommodation – Housing Allocations for Non-Local Applicants’ policy, as presented, and that this Policy comes into effect from 3rd October 2014.”

CARRIED 4/0

**Reason For Change to
Recommendation:**

10.05**APPLICATION FOR TEMPORARY PLANNING APPROVAL – PROPOSED CBH SAMPLE SITE: ALBANY HIGHWAY ROAD RESERVE, TUNNEY**

Program:	Planning
Attachment:	Nil
File Ref:	ADM0403
Author:	Liz Bushby Gray & Lewis Landuse Planners
Date:	11 September 2014
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>

Summary: An application has been lodged by CBH seeking temporary planning approval for grain sampling to operate within the Albany Highway road reserve for the 2014/15 season.

This report recommends that conditional temporary approval be granted.

Background: The Albany Highway road reserve falls under the care and control of Main Roads Western Australia (MRWA).

CBH had planning approval to utilise the Albany Highway road reserve for the 2012/2013 and 2013/2014 season.

This application proposes to continue that use for the 2014/2015 season. MRWA has no objection to this application however advised that after this season they will not support continuation of the use.

Comment: **Zoning**

The subject land is a local scheme reserve designated as ‘road’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

Council has broad discretion to consider any landuse or development in a local scheme reserve under Part II of the Scheme.

In determining the application Council is required to have regard to the ultimate intended purpose of the reserve, and to consult with any relevant authority in the case of land reserved for the purpose of a public authority.

Gray & Lewis has verbally consulted with MRWA who confirmed they support the application and no formal consultation is required.

Description of Application

CBH has lodged an application to use a portion of the Albany Highway road reserve for sampling of grain. The grain sampling activities and truck parking is proposed in an existing gravel rest area on Albany Highway, opposite the Tunney roadhouse, south of Nymbup Road.

Traffic Management Plan (TMP)

There is an existing Traffic Management Plan for the Tunney site which was updated in 2013.

It is recommended that CBH modify the applicable dates on the TMP simply to keep it updated.

Dust

A condition is also recommended to ensure dust nuisance control and mitigation is reinforced.

Consultation:

Gray & Lewis has liaised with MRWA and they have no objections to the planning application.

MRWA has advised that is the last time the temporary facility can operate in this location as MRWA is installing overtaking lanes this summer. MRWA has advised CBH of the situation.

**Statutory
Environment:**

Shire of Tambellup Town Planning Scheme No 2

Under Clause 8.6.4 of the Shire of Tambellup Town Planning Scheme No 2, Council may limit the time for which a planning consent remains valid.

Policy Implications:

Nil

**Strategic
Implications:**

This issue is not dealt with in the Plan

**Asset Management
Implications:**

There are no asset management Implications for Council

**Financial
Implications:**

CBH has paid a planning application fee. The Shire pays consultancy fees to Gray & Lewis for planning advice.

**Workforce Plan
Implications:**

There are no workforce plan implications

Voting Requirements:

Simple Majority

Council Resolution: 140906

Moved Cr Prout, seconded Cr Dennis

“That Council:

A. Grant temporary planning approval for a sampling facility by CBH Group within Albany Highway road reserve subject to the following conditions:

- 1. The applicant to lodge an updated Traffic Management Plan (endorsed by Main Roads WA) for the Shires records within 2 months of the issue of this approval. The updated Traffic Management Plan is required for the 2014 / 2015 period.***
- 2. The applicant to implement and operate the landuse in accordance with an updated Traffic Management Plan (required by Condition 1).***
- 3. The applicant to undertake adequate measures to prevent any dust nuisance that will cause any safety impediment to traffic on Albany Highway to the satisfaction of the Shire.***
- 4. This planning approval is valid until the 31 January 2015 only and will expire following the 31 January 2015.***
- 5. The land is to be restored to pre-development state following expiry of this planning approval on the 31 January 2015 to the satisfaction of the Shire. All signage and structures to be removed on or before the 31 January 2015.***

B. Include footnote advice on any planning approval as follows:

- (i) CBH is advised that the previous Traffic Management Plan needs minor revision to ensure the dates align with the 2014/2015 season. The Traffic Report will be referred to MRWA for comment.***
- (ii) MRWA has indicated this is the last season that this temporary use can operate as they will be installing overtaking lanes in this location this summer.***
- (iii) The Shire will rely on MRWA advice in regards to satisfaction of conditions 1 and 2. CBH may consider use of a water truck to assist with dust mitigation.”***

CARRIED 4/0

**Reason For Change to
Recommendation:**

10.06**APPLICATION FOR OUTBUILDING, HOME OCCUPATION (MOBILE SEED CLEANING) AND PARKING OF A COMMERCIAL VEHICLE ON LOT 1 (NO 48) KEITH STREET, BROOMEHILL**

Program:	Planning
Attachment:	Nil
File Ref:	A2003
Author:	Liz Bushby Gray & Lewis Landuse Planners
Date:	11 September 2014
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>

Summary:

Council is to consider an application for an outbuilding, home occupation (office and storage for mobile seed cleaning) and parking of a commercial vehicle on Lot 1 (No 48) Keith Street, Broomehill.

The application has been advertised for public comment and at the time of writing this report no submissions had been received.

This report recommends conditional approval be granted.

Background:

Lot 1 is located on the corner of Keith Street and Kimberley Street in Broomehill.

The lot is zoned ‘Residential R5’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

There is an existing house on the lot fronting Keith Street, and existing outbuildings located in the north west corner of the lot.



Comment:

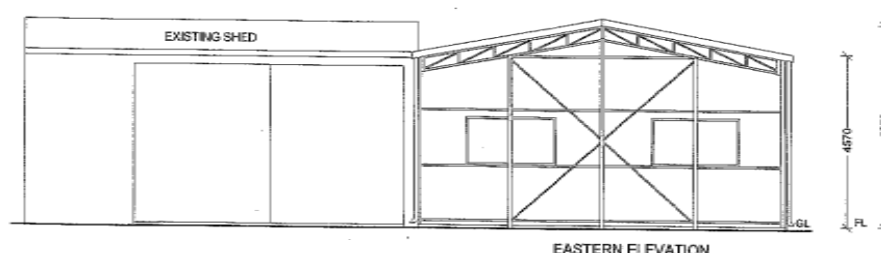
- *Description of Development*

The application proposes to construct a new outbuilding to the immediate north of an existing outbuilding in the north west corner of the lot.

An outbuilding is defined as ‘*an enclosed non-habitable structure that is detached from any dwelling, but not a garage*’ under the Residential Design Codes (‘R Codes’).

The outbuilding is proposed to be constructed out of zinculume materials with a proposed floor area of 145.66m² (14.64 metres x 9.95 metres).

The outbuilding is proposed to have a wall height of 4.57 metres and maximum roof height (to the peak) of 5.37 metres, which is comparable to the height of the existing outbuilding located on the lot as follows:



The applicant has advised as follows:

- He operates a mobile seed cleaning business from the property and has a contract agreement with Hannaford Australia.
- The contract requires machinery to be contained in an outbuilding when not in use.
- He is purchasing a larger machine this season so the size of the outbuilding is required to accommodate the seed cleaner machine and his own prime mover.

- *Residential Design Codes*

The outbuilding is required to be assessed in accordance with the Residential Design Codes (‘the Codes’).

The Codes have two options for assessment being:

- A. ‘Deemed to comply’ requirements or;
- B. ‘Design Principles’.

The ‘deemed to comply’ requirements of the Codes are measurable criteria. If an application complies with the ‘deemed to comply’ requirements it has a straightforward path of approval, unless Council considers that it doesn’t comply with an aspect of the Scheme (ie impacts on amenity).

If an application does not comply with the ‘deemed to comply’ requirements then the local government has to determine whether it meets a ‘design principle’ and a more subjective assessment has to be made.

The proposed outbuilding seeks variations to the ‘deemed to comply’ requirements as summarised below:

Clause 5.4.3 C3 ‘deemed to comply’ criteria / Outbuildings that:	Officer Comment (Gray & Lewis)
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies. Outbuilding proposed for storage and parking.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Variation. The aggregate area of the existing outbuilding (97.79m ²) and proposed outbuilding (145.668m ²) is 243.45m ² .
(iv) do not exceed a wall height of 2.4 metres	<u>Variation.</u> A wall height of 4.57 metres is proposed.
(v) do not exceed a ridge height of 4.2 metres	Complies. A ridge height of 5.37 metres is proposed.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per table 1 of the Codes.
vii) comply with the siting and design requirements for the dwelling, but do not need to meet the rear setbacks requirements of table 1.	Complies.

The outbuilding entails a variation to the ‘deemed to comply’ floor area, wall and ridge height.

Council has to determine if the development complies with the Performance Criteria of the Codes which is:

“Outbuildings that do not detract from the streetscape or the visual amenity of residents of neighbouring properties”.

It is considered that the application meets the performance criteria of the Codes for the following reasons:

- (i) It is of a similar height as the existing outbuilding on the land. This means the area is already characterised by outbuildings of a similar scale that have been approved by the Shire.
- (ii) There is vegetation on adjacent Lot 708 to the immediate west which will partially screen the outbuilding from that neighbour.
- (iii) The outbuilding will have minimal impact on Lots 177 and 178 to the immediate north as those lots are separated from Lot 1 by an existing laneway.
- (iv) There is existing vegetation along the north east boundary of Lot 1 which may partially screen the outbuilding from neighbours.
- (v) The outbuilding is not being located immediately adjacent to the siting of neighbours houses.

It is noted that whilst the outbuilding is sizable, the standard lot size in a Residential R5 zone is 2000m² whereas Lot 1 has a total area of 5059m² so is significantly larger than surrounding lots in the same streetblock which have areas of approximately 2500m².

- *Related Planning matters – Business operation and parking of a commercial vehicle*

Any business operated from the lot requires planning approval if it is a home occupation or home business. The parking of a commercial vehicle in the Residential zone also requires planning approval.

The applicant has verbally advised:

- The business is a mobile seed cleaning service so it involves seasonal work for 6-7 months of the year and all business activities are conducted off site with the exception of occasional paperwork done at home.
- The business entails taking a seed cleaning machine off site and cleaning seed at various farms. The seed cleaning machine is parked off site on various farms during the entire season.
- He utilises a domestic ute to travel between his house and the off site seed cleaning machine during the season.
- Most of the paperwork associated with the business is conducted at the customer's premises, however he has included a 'home office' in the application to enable him to carry out administration within the existing house (kitchen table) and to store his business equipment in the outbuilding.
- No clients or customers attend Lot 1.
- The seed cleaning business is a franchise and it is a requirement that the seed cleaning machine be kept in a covered building when parked at his address, hence the size of the outbuilding is to accommodate the prime mover and seed cleaning machine.
- The outbuilding will only accommodate the prime mover and seed cleaning machine during the months that the business does not operate (off season).

- The total length of the prime mover and seed cleaner machine (on wheels) is approximately 13.2 metres. The Prime Mover is a 1995 Isuzu FVR.

Consultation:	The application was advertised for public comment due to the variations to the Codes. Formal advertising closes on the 12 September 2014. At the time of writing this report no submission had been received.
Statutory Environment:	The Shire of Broomehill Town Planning Scheme No 1 ('the Scheme') defines a home occupation as <i>'means a business or activity carried out with the written permission of the Council within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant'</i> .
Policy Implications:	Nil
Strategic Implications:	The Scheme does not contain landuse definitions for a home office, home business or commercial vehicle parking. It is recommended that these landuse definitions be incorporated as part of any scheme amendment or review.
Asset Management Implications:	Nil
Financial Implications:	The Shire pays consultancy fees to Gray & Lewis for advice.
Workforce Plan Implications:	Nil
Voting Requirements:	Simple Majority

Council Resolution: 140907

Moved Cr Dennis, seconded Cr Batchelor

“That Council:

- 1. Approve the application for a home occupation, commercial vehicle parking (Prime Mover) and outbuilding on Lot 1 (No 48) Keith Street, Broomehill subject to the following conditions:***
 - (i) All stormwater from roofed and paved areas shall be collected and disposed of on-site unless otherwise approved in writing by the Chief Executive Officer.***
 - (ii) The home occupation allows for a mobile seed cleaning business, office/administration, and storage of business equipment (within the proposed outbuilding).***
 - (iii) All development shall be in accordance with the plans lodged as part of the application which form part of this planning approval. No modifications can occur to the approved plans unless specifically agreed to in writing by the Shire Chief Executive Officer.***
 - (iv) This home occupation and commercial vehicle parking approval is specifically issued to the current landowner, being Mr Derek John Batchelor, and is not transferable to any other person or future owner of the property. Any change of land ownership will render the home occupation and commercial vehicle parking approval null and void.***
 - (v) If the outbuilding development the subject of this approval is not substantially commenced within a period of 2 years from the date of this approval, the approval shall lapse and be of no further effect.***
- 2. Advise the applicant (via footnotes on the planning approval) that:***
 - (i) This is planning consent only, and is not authorisation to commence any on site construction. You are required to obtain a separate building permit for the outbuilding prior to any works commencing.”***

CARRIED 4/0

**Reason For Change to
Recommendation:**

10.07 COMMUNITY SPORTING AND RECREATION FACILITIES FUND 2015-2016

Program:	Recreation and Culture
Attachment:	Nil
File Ref:	ADM0328
Author:	PA Hull Strategic Support & Projects Officer
Date:	8 September 2014
Disclosure of Interest:	Nil

Summary: Applications for the next round of funding through the Community Sporting and Recreation Facilities Fund (CSRFF) closed recently. Council is required to consider and prioritise applications received.

Background: The Department of Sport and Recreation (DSR) through the CSRFF program provides funding for local governments and sporting groups for the development of good quality, well designed and well utilised sporting facilities. The 2015/16-2017/18 Triennium Annual and Forward Planning Grant round is aimed at projects with a total project cost over \$500,000.

Funding between \$166,667 and \$3 million is available for projects in the Annual and Forward Planning Grants category, and grants approved by DSR under the program will not exceed one-third of the total project cost. The grant round is extremely competitive, with an independent committee being charged with making final recommendations to the Minister for Sport and Recreation.

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 funding was 29 August 2014. Following rating and ranking by Council, applications must be with DSR by the last working day in September.

Comment: The only application received for this round is that to be submitted by the Shire of Broomehill-Tambellup, for the purpose of the redevelopment of the Tambellup Sports Pavilion.

In 2012 Council was successful in obtaining funding from DSR to undertake a feasibility study and needs assessment for the proposal to upgrade the Tambellup Sports Pavilion. Council has endorsed the recommendations of the study, being that the preferred option for the upgrade of the Pavilion is to construct a new facility and incorporate a synthetic bowling green into the design, to allow for co-location of the Tambellup Bowling Club at the site.

The CSRFF application has been prepared on that basis, with the total project cost estimated at \$3,180,734. A number of elements of the project are not eligible for DSR assistance; therefore the amount of funding being requested is less than one third, at \$974,495.

Key elements of the project include:

- Construction of building – includes verandahs, service yard, disabled ramp, balustrade, steps, retaining walls, brick paving
- External works - retaining walls, brick paving, grass, reticulation
- Upgrade of and connection to external services – electricity, stormwater, water, sewerage
- Construction of synthetic bowling green – site works, brick paving, retaining walls, shade structures, synthetic bowling green

It is anticipated the new facility will provide a multipurpose venue which will become a community ‘hub’ for sporting and social activities. All sporting groups, including the Tambellup Bowling Club, have expressed their support for the project, through provision of letters of support which are attached to the application.

Council’s endorsement of the application is required, and also the ranking of the application as top priority. A copy of the application will be tabled at the meeting for Councillors information.

Consultation: Chief Executive Officer
Chris Thompson – Department of Sport and Recreation

**Statutory
Environment:** Nil

Policy Implications: Nil

**Strategic
Implications:** The Strategic Community Plan identifies that redevelopment of the Tambellup Sporting Pavilion is an important priority for the community. A successful outcome to the CSRFF application will assist Council to achieve this commitment.

**Asset Management
Implications:** A new facility will become an asset of Council, and costs for its future maintenance and replacement will be factored into Council’s Asset Management Plan.

**Financial
Implications:** The 2014/2015 annual budget includes provision of \$3,000,000 towards the upgrade of the Tambellup Pavilion. The delivery of the project is dependent on a successful outcome to the CSRFF application.

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

Voting Requirements: Simple Majority

Council Resolution: 140908

Moved Cr Batchelor, seconded Cr Dennis

“That Council endorses the application by the Shire of Broomehill-Tambellup to be submitted to the Department of Sport and Recreation for funding to assist with the redevelopment of the Tambellup Sports Pavilion.”

CARRIED 4/0

Council Resolution: 140909

Moved Cr Batchelor, seconded Cr Dennis

“That Council advises the Department for Sport & Recreation that the application for funding submitted by the Shire of Broomehill-Tambellup to the Community Sporting and Recreation Facilities Fund 2015/16-2017/18 Annual and Forward Planning Grants Round is supported and ranked as top priority.”

CARRIED 4/0

**Reason For Change to
Recommendation:**

10.08 TAMBELLUP TENNIS CLUB – RENEWAL OF CLUB RESTRICTED LIQUOR LICENCE

Program:	Recreation
Attachment:	Nil
File Ref:	ADM0029, ADM0262
Author:	JM Trezona Chief Executive Officer
Date:	9 September 2014
Disclosure of Interest:	Nil

Summary: The Tambellup Tennis Club is seeking Council's approval to renew its restricted liquor license for the 2014-2015 tennis season.

Background: The Tennis Club has written seeking Council permission to renew its club restricted license for the 2014-2015 tennis season covering the period 1 October 2014 to 30 April 2015. The club are seeking approval for the following hours as per the previous years:

Wednesday	7.00pm to 10.30pm
Thursday	7.00pm to 10.30pm
Saturday	4.00pm to midnight.

Comment: Council has previously advised the Tambellup Tennis Club of the proposal to upgrade the sporting pavilion. Advice provided to staff is that liquor licences such as a Club Restricted Licence, are attached to buildings and as such when a building is demolished the licence also ceases.

Funding is now being sourced for the proposal and it is not likely that the project will start before the end of April 2015 however Council may wish to communicate this to the Tennis Club. There is no known reason why Council should not grant approval again.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This matter is not referred to in the Strategic Plans

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 Resolution: **140910**

Moved Cr Prout, seconded Cr Batchelor

“That Council grants approval to the Tambellup Tennis Club to renew its club restricted liquor license for the period of 01 October 2014 to 30 April 2015.”

CARRIED 4/0

**Reason For Change to
Recommendation:**

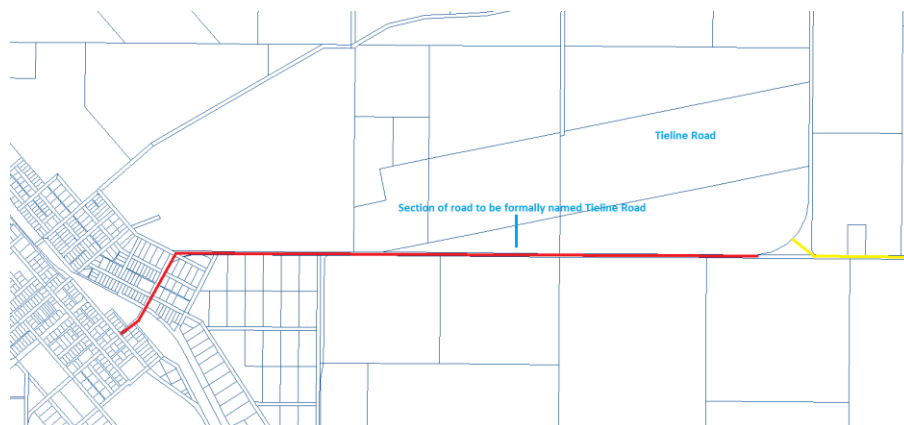
10.09 RENAMING OF A SECTION OF NORRISH ROAD BROOMEHILL

Program:	Transport	
Attachment:	Nil	
File Ref:	RD17, RD5	
Author:	JM Trezona	Chief Executive Officer
Date:	12 September 2014	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Council to consider renaming a portion of Norrish Road Broomehill to Tieline Road to reflect the fact that it is part of a continuous road.

Background: As part of the requirements of the Integrated Planning process, work is currently being done on checking, updating and rationalising our road data that is held in ROMAN II. This is in anticipation of the take up of fair value for the infrastructure asset class at 30 June 2015.

This process has identified the name anomaly that exists with the portion of Norrish Road from Great Southern Highway to the Tieline Road intersection. (See map.)



Some time ago the roads were changed/realigned to make Tieline Road the continuous road however the name was not changed to reflect this.

Comment: Officially changing the name of the portion of road to Tieline Road will reflect what the majority of the public currently know the road as. I note that the street sign at the Great Southern Highway refers to the road as Tieline Road and has done for some time. The length of Norrish Road affected is approximately 4.53kms.

In changing the name there will need to be some alterations made to the State of Construction (SOC) map. For the purpose of the SOC Norrish Road starts at the eastern end of the road so it is straight forward to reduce the length of the road by approximately 4.53kms.

Tieline Road on the other hand currently starts at the intersection of Norrish Road therefore the start will now be at the Great Southern Highway/Jasper Street intersection. By an amazing stroke of luck the rural numbering along Tieline Road already includes the portion of Norrish Road. If this was not the case new numbering would have to be reflected along the entire length of road to its terminus at the Mindarrabin CBH bin in Gnowangerup.

If Council settles on the proposed new name it needs to write to the landholders along the section of road, plus relevant State and government agencies advising of the proposal and seek any comments they may have.

Once the decision is made Council forwards its proposal to the Geographic Names Committee (GNC) for consideration and approval.

The GNC has a Policy and Standards for Geographical Naming in Western Australia. In requesting the name change for the road Council will need to provide the following information

- The reason for the proposal or name change
- The local government where the road is located
- A map clearly indicating the extent and precise start and end points
- Any other supporting documentation

For Council consideration and decision.

Consultation: Nil

**Statutory
Environment:** Nil

Policy Implications: Nil

**Strategic
Implications:** Councils Strategic Plan includes the Community Aspiration of “Living in a Safe Community”. Clear logical road names is just one of the myriad of aspects that goes towards providing a safe community for our residents.

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

**Financial
Implications:** There will be a small operating expense associated with the advertising. Roads signs and rural numbering that are currently in place reflect that the section of road is already known as Tieline Road!

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

Voting Requirements: Simple Majority

Council Resolution: 140911

Moved Cr Batchelor, seconded Cr Dennis

“That Council

- advertises its intent to rename the section of Norrish Road from the Great Southern Highway to the Tieline Road intersection to Tieline Road*
- advertise with stakeholders the proposal inviting comment prior to making a final decision*
- refer the matter back to Council for a final decision and submission of the proposal to the Geographic Names Committee.”*

CARRIED 4/0

**Reason For Change to
Recommendation:**

10.10 PROPOSED BRIDGE WORKS – BRIDGE 4233 AND 4241

Program:	Transport	
Attachment:	Concept Sketches	
File Ref:	BR4233 & BR4241	
Author:	JM Trezona	Chief Executive Officer
Date:	12 September 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider and endorse proposed amendment to the scheduled works to be done on Bridges 4233 and 4241.

Background: Bridge works are scheduled to be done on Bridge 4233 on the Broomehill-Kojonup Road and Bridge 4241 on the Pallinup Road. The scheduled works are:

4233 – replace the bridge with culverts - \$174,000

4241 – replace the bridge with culverts – \$290,000

The Manager of Structures for Main Roads WA Great Southern Region has contacted Council after a recent inspection of both sites. MRWA design consultants have submitted some design options to satisfy the Austroads and Australian Standard bridge design codes. For both designs to comply with the codes without the installation of a barrier, an element of land resumption is required. This is something that MRWA wish to avoid and something that is not included in the budget.

If the works are to fit within the road reserve, installation of barriers will be required at both bridge sites. There is a suggestion that barriers could be removed from bridge 4241 but a speed limit of 80km would need to be imposed. MRWA advise that a speed limit of 80km would be difficult on a gravel road.

Comment: MRWA is seeking Council comment on the proposed barrier installation. From the attached design Council will note that the barriers are to be low performance guard rails. Council needs to consider what impact if any, these barriers might have on our network and any future planned network strategies.

The design for the replacement of Bridge 4233 with culverts will deliver a structure with the same width as the existing bridge.

The design for the replacement of Bridge 4241 with culverts, will deliver a structure far superior to the existing which is only a one lane bridge. The new structure will be 10m wide and two lanes.

Council may wish to consider if the barriers will have any impact on the movement of wider loads along the two roads. It should be noted that Bridge 4241 currently has low performance guard rails.

For Council discussion and decision.

Consultation: Nil

Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** There are no Strategic Implications**Asset Management****Implications:** Replacement of the bridges will have a positive impact on the asset management plan. The replacement of the bridges with culverts will enable Council to undertake future maintenance in house.**Financial****Implications:** The bridge works are included in the 2014-2015 budget and funds covering the project have been received through the Grants Commission.**Workforce Plan****Implications:** There are no Workforce Plan Implications as the works are being undertaken by MRWA.**Voting****Requirements:** Simple Majority**Council Resolution:** **140912***Moved Cr Dennis, seconded Cr Batchelor**“That Council advises Main Roads Western Australia that it supports the installation of barriers into the design for the replacement with culverts, of Bridge 4233 on the Broomehill Kojonup Road and Bridge 4241 on the Pallinup Road.”***CARRIED 4/0****Reason For Change
to Recommendation:**

11.01	UNDER SEPARATE COVER: INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – APPLICATION FOR HOUSING	
Program:	Community Amenities	
Attachment:	Under Separate Cover: Application for Tenancy Housing Allocation Guidelines – Eligibility Criteria	
File Ref:	ADM0417	
Author:	JA Stewart	Manager Corporate Services
Date:	11 September 2014	
Disclosure of Interest:	Nil	

Council Resolution: **140913**

Moved Cr Prout, seconded Cr Batchelor

“That Council advises the applicant, as presented, that, due to not being able to identify the applicant as a person local to the Shire, the application will be deferred for a period of three months from 3rd October 2014, in accordance with Council Policy 1.17, before being considered for approval should there be a vacant unit and nil applications from local people at that time. The applicant, as presented, to be requested to advise Council if they wish to remain for consideration of tenancy at the completion of the above-mentioned period of time, if a unit is available at that time.”

CARRIED 4/0

Item 12.01 and 12.02 were not available for the 18 September 2014 Council Meeting. A combined report will be presented at the 16 October 2014 Council Meeting. Item 12.02 Attachment Road Hierarchy Report for August 2014 was available to include in the Minutes.

12.03 BUILDING SURVEYORS REPORT FOR AUGUST 2014

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	1 September 2014
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of August 2014 that has been sent to all the relevant authorities that are required by legislation.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of August 2014.

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: Simple Majority

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

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 10 September 2014
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	10 September 2014
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2014-15 to 10 September 2014.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 10 September 2014 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 – for Councillor information only

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

Reason For Change to Recommendation:

12.05 LIBRARY REPORT - AUGUST 2014

Program: Recreation & Culture
Attachment: **Library Report – August 2014**
File Ref: ADM0097
Author: C Brown Library Officers
 S Reed
Date: 4 September 2014
Disclosure of Interest: Nil

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of August 2014.

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

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

Reason For Change to Recommendation:

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

Program:	Various	
Attachment:	Nil	
File Ref:	Nil	
Author:	J A Stewart	Manager Corporate Services
Date:	10 September 2014	
Disclosure of Interest:	Nil	

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

Comment: The following represents a summary of OS&H related matters either completed between June and September 2014 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Continuity Plan (BCP) – the next stage of this Plan is in progress (determining resources needed to restore priority functions and services following a crisis);
- 2) The draft Occupational Health, Safety and Environment Plan, based on Worksafe requirements, is being progressed by the OS&H Committee;
- 3) The Workplace Inspection software program has been upgraded;
- 4) Administration building inspections have been completed; and
- 5) Training has included: White card (1 staff), Fire Warden (2 staff), Difficult Customer (5 staff), Traffic Management and Control (3 staff), Chainsaw (3 staff).

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

- 1) Further progression of the draft Occupational Health, Safety and Environment Plan to suit Shire of Broomehill-Tambellup requirements;
- 2) Further progression of the Business Continuity Plan; and
- 3) Training – fire extinguisher (8 staff), Auschem (2 staff), OSH Refresher (2 staff).

Changes to OS&H legislation (OS&H law harmonisation across Australia) is still uncertain as to ‘if’ or ‘when’.

Consultation: Nil

Statutory

Environment: *Occupational Safety & Health Act 1984*
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:**

N/A

**Financial
Implications:**

N/A

**Workforce Plan
Implications:**

N/A

Voting Requirements: Nil

Council Resolution: *“For Councillor Information only”*

**Reason For Change to
Recommendation:**

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

Nil

14. DATE OF NEXT MEETING

16 October 2014

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.10pm.