

## **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 19<sup>th</sup> April 2012 commencing at 4.09pm.**

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

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

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

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.09pm.

### **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 15<sup>TH</sup> MARCH 2012

**120401**

*Moved Cr Turner, seconded Cr Kempin*

*“That the Minutes of the Ordinary Meeting of council held on the 15<sup>th</sup> March 2012 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 7/0**

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

Nil

**10. MATTERS FOR DECISION**

**10.1 FINANCIAL STATEMENTS FOR MARCH 2012**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for March 2012</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>11 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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

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

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

**Comment:** Budget Review  
Council adopted the 2011/2012 Budget Review at the March 2012 meeting. The amendments to the budget resulting from the review are reflected in the financial statements.

Outstanding Rate Debtors

Following adoption of Councils procedure for recovery of rates, long outstanding rate debtors have been requested, in writing, to make payment of their rates in full by a specified date. They were advised that failure to do so would result in legal action by Councils collection agency, Austral Mercantile.

The following is provided for Councils information:-

<u>Assess</u>	<u>Amount</u>	<u>Comment</u>
A189	\$2,178.34	Paid in full
A190	\$3,766.28	Paid in full
A244	\$4,479.28	Forwarded to Austral Mercantile
A251	\$7,705.08	Paid in full
A363	\$2,849.91	Paid in full
A411	\$6,203.29	Forwarded to Austral Mercantile
A450	\$3,783.22	Forwarded to Austral Mercantile
A1023	\$5,046.63	Forwarded to Austral Mercantile
A6054	\$2,007.09	Property in hands of Public Trustee (awaiting appraisal for Trustee to sell)
A6092	\$11,535.57	Forwarded to Austral Mercantile

Austral Mercantile have been requested to pursue sale of the abovementioned properties that remain outstanding, as they have been outstanding for a period exceeding three years (*Local Government Act 1995 Section 6 Subdivision 5 – Recovery of Unpaid Rates and Service Charges*). There are already three properties (not mentioned above) that are planned for sale by auction during April.

There are an additional 7 properties that have rates outstanding for at least two years. For the owners that have not made any attempt to pay or contacted the office to make alternative arrangements, their account has been forwarded to Austral Mercantile for collection.

#### Reserve Funds

The proceeds from the sale of 7 Howard Street have been transferred into the Building Reserve, in accordance with the 2011/12 Budget.

Funds of \$30,000 have been transferred into the Broomehill Recreational Complex Reserve, per the recommendation from the Budget Review. A transfer will be made from this reserve of \$75,000 when the funds are required.

**Consultation:** Nil

#### **Statutory**

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

**Policy Implications:** Nil

#### **Financial**

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

#### **Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120402*

*Moved Cr Thompson, seconded Cr Sheridan*

*“That the Financial Statement for the period ending 31 March 2012 be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.2 CREDITORS ACCOUNTS PAID MARCH 2012**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for March 2012</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>11 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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

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

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

Municipal Fund	\$243,003.91
Trust Fund	\$2,280.00
Credit Cards	\$621.94
<u>Total</u>	<u>\$245,905.85</u>

**Consultation:** Nil

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

**Policy Implications:** Nil

**Financial Implications:** List of payments made during the previous month

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120403*

*Moved Cr Crosby, seconded Cr Turner*

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

- Municipal Fund cheques numbered 1619 to 1633 inclusive and electronic payments numbered EFT2954 to EFT3019 inclusive and totalling \$243,003.91;*
- Trust Fund cheques numbered 266 to 276 inclusive and totalling \$2,280.00;*
- Credit Card payments totalling \$621.94;*

*be adopted.”*

**CARRIED 7/0**

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**Reason For Change to  
Recommendation:**

**10.3 ASSOCIATION HONOURS 2012**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>List of Association Honours Policy</b>
<b>File Ref:</b>	<b>ADM0159</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>22 March 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The Western Australian Local Government Association (WALGA) is calling for nominations for the 2012 Association Honours.

**Background:** Nominations for the 2012 WALGA Honours Program are now open and members of local governments, zones and state councillors are invited to submit nominations.

There are five categories:

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

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

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

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

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

**Comment:** Does Council wish to make a nomination for Association Honours?

For Council discussion and comment.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Strategic**

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

**Voting Requirements:** Simple Majority

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

**Council Resolution:**

**Reason For Change to**

**Recommendation:** Council discussed the Association Honours 2012 and have no nominations to put forward at this time.



## 10.4 PROPOSED REMOVAL OF REFUSE, RUBBISH AND DISUSED MATERIALS LOCAL LAW 2012

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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012</b>	
<b>File Ref:</b>	<b>ADM0080</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>3 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The purpose of this report is for the Presiding member of the meeting to give notice of the Purpose and Effect of the proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012, for the Council to adopt the proposed Local Law and to allow for the advertising of the proposed Local Law for public comment.

**Background:** The proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 is based on the City of Geraldton-Greenough Local Law 2008.

The **purpose** of the Local Law is to provide for the clearing of refuse, rubbish or disused material from land within the Shire of Broomehill-Tambellup.

The **effect** of the Local Law is to control the keeping and storage of refuse, rubbish and disused materials on land throughout the Shire, and require the removal of such to reduce hazards and any adverse affects on health, comfort or convenience of the inhabitants of the district.

**Comment:** The proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 gives the local authority the legislative power to control the keeping and storage of refuse, rubbish and disused material on land throughout the district.

It will provide Council with the authority to issue notices on the owner or occupier of land to not only remove rubbish but also deal with overgrown vegetation. The proposed Local Law includes a penalty clause of \$5,000 and a daily penalty of \$500. It also provides that Council can undertake the work if an owner fails to comply with a notice, and claim the costs through the courts.

**Consultation:** The local law is advertised for public comment for a period of forty two days. Any submission received must be considered by Council before making the local law.

**Statutory Environment:** As it is proposed to make a new Local Law the following process as set out in the Local Government Act 1995 sec 3.12 must be followed

### *3.12. Procedure for making local laws*

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give Statewide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice;*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
  - (a) *stating the title of the local law;*
  - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

The Local Law comes into effect 14 days after publication in the Government Gazette.

**Policy Implications:** Nil

**Financial Implications:** The proposed Local Law needs to be advertised in a newspaper circulating throughout the State and once made needs to be advertised in the Government Gazette. Council will have to meet the costs of advertising.

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

**Voting Requirements:** Simple Majority

**Officer Resolution:** *“That Council adopts the proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 in the form presented and advertise its intentions statewide inviting public submissions.”*

**Council Resolution:** ***120404***

*Moved Cr Turner, seconded Cr Sadler*

*“That Council adopts the proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 in the form presented and advertise its intentions statewide inviting public submissions with the date under the heading on the first page amended to read 2012.”*

***CARRIED 7/0***

**Reason For Change to Recommendation:** Amendment to date within document.

**10.5 VROC EXECUTIVE OFFICER**


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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0298</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to advise the Southern Link VROC of its support for an Executive Officer.

**Background:** The Southern Link VROC has previously agreed to consider engaging the services of an Executive Officer. The CEO's were charged with developing an appropriate position description for the proposed position.

The CEO of the Shire of Plantagenet has recently advised that the Plantagenet Council has agreed to increase its staff establishment by 1.0 Full Time Equivalent (FTE) to enable the appointment of the officer for the Southern Link VROC.

Plantagenet Council is seeking confirmation that this Council will contribute a quarter of the employment costs of the officer.

**Comment:** The positive direction that the Southern Link VROC is taking, and the desired future direction of the organisation, is placing a greater demand on the time of the four CEO's of the VROC. The input required for the regional component of the CLGF alone, has increased dramatically. The projects that are being worked up for the Business Cases to secure the funding are very exciting and will provide wonderful benefits to the region, but they are not without a cost.

A position description has been developed with the following objectives:

- To provide EXECUTIVE ASSISTANCE to the Chief Executive Officers of the Southern Link Voluntary Regional Organisation of Councils (VROC), including research, funding applications, minute taking, report and letter writing, and project administration
- Ensure that all duties are carried out in a manner that reflects well on the member Councils and assist in the smooth running of the Southern Link VROC
- Strive for continuous improvement in the workplace and excellence in customer service
- Comply with Risk Management and Occupational Safety and Health policies and procedures
- Strive for the achievement of the member Shires' missions and values

Since the establishment of the Southern Link VROC, the Broomehill-Tambellup Council has made provision in its annual budget for a shared officer. Previously the provision covered an asset management officer that was based with the Shire of Kojonup.

It is proposed to establish the position in the 2012-2013 financial year.

It is recommended that the Council advises the Southern Link VROC and the Shire of Plantagenet that it will commit an annual budget allocation to cover a quarter of the cost of the Executive Officer.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** The estimated cost for the VROC Executive Officer is \$80,000 which will require Council to commit \$20,000 per annum.

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120405*

*Moved Cr Turner, seconded Cr Thompson*

*“That Council advises the Southern Link VROC that it supports the employment of an Executive Officer and agrees to make a provision in its annual budget for 25% of the cost of employing an Executive Officer for the VROC. Further Council advises the Shire of Plantagenet as the sponsor of the position, of its decision.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**

## 10.6 RESOLUTION OF MISCONDUCT COMPLAINTS AT THE LOCAL LEVEL - CONSULTATION PAPER

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Consultation Paper, WALGA InfoPage</b>
<b>File Ref:</b>	<b>ADM0117</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>10 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Councils comment invited on the Minister for Local Governments ‘*Resolution of Misconduct Complaints at the Local Level*’ Consultation Paper.

**Background:** The ‘*Resolution of Misconduct Complaints at the Local Level*’ Consultation Paper outlines proposals for dealing with low level misconduct at the local level, in support of the existing Rules of Conduct Regulations.

The Minister for Local Government has recently requested a review of the Local Government Standards Panel and its supporting legislation. The review committee has identified that there is an opportunity to implement a more effective process for resolving complaints against elected members involving low-level misconduct.

The report highlighted the following

- The number of complaints submitted to the Panel has grown steadily since its commencement and the cost of dealing with those complaints has also grown;
- The total number of complaints made were attributable to approximately one quarter of all local governments;
- Over 75% of allegations made to the Panel resulted in findings of no breach in the 2010/2011 financial year;
- The period of time in many instances between receiving an allegation and making a determination was unacceptably lengthy; and
- Under current legislation, the Standards Panel is required to deal with every allegation made.

The consultation timeframe is very short requiring responses back to the Minister by 11 May 2012. The Western Australian Local Government Association (WALGA) is doing an industry response and is seeking comments from Council by 13 April or via Councils respective WALGA zones in the late April/ early May round of meetings. The short timeframe is to permit the Local Government Act amendments to be introduced and considered by Parliament this calendar year.

All Councillors were emailed and agreed that they would send a response through the WALGA Zone meeting.

- Comment:** The Consultation Paper proposes the following
- **A Uniform Code of Conduct for Elected members**  
It is proposed to introduce a Uniform Code of Conduct for Elected Members and any allegations of breached of this code be dealt with at the local level by the President. It is anticipated that the Uniform Code of Conduct will reflect the general principles of the Rules of Conduct legislation.
  - **Referral of low level complaints to the President**  
The President is to be empowered to assess allegations of a breach of the Uniform Code of Conduct. The President will have access to a range of actions if the allegation is upheld.
  - **The formation of a Peer Review Panel**  
A Peer Review Pane can be formed on an as-needs basis if the President is not satisfied a satisfactory resolution to a complaint can be reached by the parties, or if the complainant/respondent is dissatisfied with the outcome of the process undertaken by the President.
  - **Method of dealing with vexatious complaints**  
It is proposed that the Standards Panel and the President will be empowered to dismiss any complaint deemed to be vexatious or frivolous. It is further proposed that there will be no right of review by the State Administrative Tribunal or the Peer Review Panel of complaints deemed vexatious or frivolous.

A copy of the Consultation Paper is attached for Councillors information. Council needs to determine if it supports all, or part of the proposed changes as detailed in the Consultation Paper and advise its WALGA Zone delegates accordingly.

- Consultation:** Nil
- Statutory Environment:** Nil
- Policy Implications:** Nil
- Financial Implications:** This issue has no financial implications for Council
- Strategic Implications:** This issue is not dealt with in the Plan
- Voting Requirements:** Simple Majority

**Officer Resolution:** *“That Council supports the proposed changes as described in the ‘Resolution of Misconduct Complaints at the Local Level’ Consultation Paper and advises the Great Southern Zone of WALGA, through its delegates, of its view.”*

**Council Resolution:** *120406*

*Moved Cr Sadler, seconded Cr Turner*

*“That Council does not support the proposed changes as described in the ‘Resolution of Misconduct Complaints at the Local Level’ Consultation Paper. Council supports the WALGA view regarding ‘Resolution of Misconduct complaints at the Local Level’.*

*CARRIED 7/0*

**Reason For Change to Recommendation:**

Council chose to support the WALGA view regarding ‘Resolution of Misconduct Complaints at the Local Level’ rather than the view expressed in the Department of Local Government’s Consultation Paper on the same matter.



**10.7 ENDORSEMENT OF ASBESTOS MANAGEMENT PLAN**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Draft Asbestos Management Plan</b>
<b>File Ref:</b>	<b>ADM0313</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>13 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** In order to meet the requirements of Occupational Health and Safety (OS&H) legislation, Council is required to have an Asbestos Management Plan (Plan).

**Background:** Whilst the necessary procedure is followed when dealing with any matters regarding the management of asbestos containing materials, the formalisation of an appropriate Plan demonstrates an ongoing progression of the OS&H process.

**Comment:** Following discussions with Council's LGIS Regional Risk Coordinator, OS&H Committee members and relevant staff, the attached Asbestos Management Plan is presented for Council's information and endorsement.

**Consultation:** Mr John Appleyard, LGIS Regional Risk Coordinator  
Great Southern Staff involved with the formulation of OS&H Policy and Procedure

**Statutory Environment:** OS&H Regulations 1996 - Regulations 3.1 and 5.43

**Policy Implications:** Council Policy 2.2 – Occupational Health and Safety

**Financial Implications:** Nil

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120407*

*Moved Cr Kempin, seconded Cr Sheridan*

*“That Council endorses the Asbestos Management Plan, as presented.”*  
*CARRIED 7/0*

**Reason For Change to Recommendation:**

## 10.8 PLANNING APPLICATION FOR LOT 375 SPENCER STREET BROOMEHILL

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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>Block Plan and Associated Building Plans</b>
<b>File Ref:</b>	<b>A6103</b>
<b>Author:</b>	<b>D Baxter                      Building Surveyor</b>
<b>Date:</b>	<b>26 March 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council has received an application for approval to construct a 210m<sup>2</sup> dwelling on Lot 375 Spencer Street Broomehill.

**Background:** The builder has supplied a block plan and plans for this 210m<sup>2</sup> dwelling on Lot 375 Spencer Street Broomehill.

**Comment:** Mr Joseph Klashorst will be the builder for this project and has supplied all the documentation for this planning application to proceed. A building licence will be issued subject to this Planning Application being approved.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** The Shire of Broomehill-Tambellup Town Planning Scheme requires that Council give planning permission for any development that is to be undertaken in the Rural Residential Zones in the Shire of Broomehill-Tambellup.

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

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120408*

*Moved Cr Kempin, seconded Cr Crosby*

1. *“That Council gives Planning Permission for the construction of a 210m<sup>2</sup> dwelling, at Lot 375 Spencer Street Broomehill.*
2. *That Mr Joseph Klashorst constructs the 210m<sup>2</sup> dwelling in keeping with the approved drawing that will be issued for this project once this application has been approved and complies with all the Statutory Requirements of the Building Act 2011.*
3. *That the property only be used for Residential Purposes.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

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


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**Program:** Housing  
**Attachment:** Nil  
**File Ref:** ADM0006  
**Author:** JA Stewart **Manager Corporate Services**  
**Date:** 12 April 2012  
**Disclosure of Interest:** Nil

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**Summary:** Council to resolve to retain or sell Council’s residential housing situated at 5 Taylor Street, Tambellup.

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

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

**Comment:** The sworn valuations, as referred to above, were obtained; however, the time period that has elapsed since would necessitate obtaining new sworn valuations.

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

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

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

- Internal paint (whether selling or not)
- Remove patio (whether selling or not)
- Replace patio and install balustrade (if not selling)
- Repair and paint or replace external window trims and wooden sections of garage door (whether selling or not)

Replace roller door (if not selling)  
 Install blinds to internal windows (provided to all employees using staff housing) – quotes requested for roller & vertical blinds  
 Remove oven alcove and replace with Rangehood  
 Replace 3 in 1 light in bathroom  
 Replace paving to pergola area  
 Repair hole in wall (patching & sealing)

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

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

Due to the large size of Lot 302 Taylor Street, Tambellup, the Committee discussed the possibility of subdividing this Lot.

**Consultation:** Building, Planning and Economic Services Committee members

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** If Council retains this property, improvement and ongoing general maintenance expenditure, as per Council's budget deliberations, will be incurred as is usual with all of Council's residential housing.

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

**Voting Requirements:** Simple Majority

**Building Committee Resolution:** *120409*

*Moved Cr Sheridan, seconded Cr Sadler*

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

**Building Committee Resolution:** *“That Council investigates the future subdivision of Lot 302 Taylor Street, Tambellup.”*

**CARRIED 6/1**

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**Reason For Change to  
Recommendation:**

**10.10 BUILDING MAINTENANCE PROGRAMME – 2012-13**

<b>Program:</b>	<b>Housing</b>
<b>Attachment:</b>	<b>Building Inspections Report – 2012</b>
<b>File Ref:</b>	<b>ADM0121</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

<b>Summary:</b>	To consider the attached Building Inspections Report following the recent Councillor Building Inspection, Council’s Regional Risk Coordinator’s Occupational Safety and Health Inspection and Council’s Building Surveyor’s Inspection of Public Buildings in order to identify items to be costed for Council’s building maintenance program 2012-13 budget deliberation purposes.
<b>Background:</b>	Each year the Building, Planning and Economic Services Committee (Committee) conducts an inspection of Council’s public buildings and housing assets. The Committee carried out this year’s inspection on 22 <sup>nd</sup> March after which the other inspections mentioned above were also conducted to help identify any matters relating specifically to public safety and compliance with relevant legislation.
<b>Comment:</b>	In addition to the building inspection notes, the Committee discussed specifically: <ul style="list-style-type: none"> <li>➤ the poor condition of the Broomehill Museum Shed and the general amenity of the machinery storage area with a view to re-locating the machinery and improving the area that fronts the Great Southern Highway; (This matter is dealt with at Item 10.11 of this Agenda)</li> <li>➤ the historical machinery stored within the Saddlery precinct; and</li> <li>➤ the need for regular gutter cleaning to be conducted on all Council buildings.</li> </ul>
<b>Consultation:</b>	Building, Planning and Economic Services Committee Chief Executive Officer Council’s Building Surveyor Council’s Regional Risk Coordinator Council Building Occupants and Tenants
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Council’s resolution will form the basis for costings to be obtained and presented for Council’s 2012-13 building maintenance program budget.
<b>Strategic Implications:</b>	This issue is not dealt with in the Plan; however, matters concerning staff housing are addressed under Council Policy 2.5 – Staff Benefits and within the Housing and Land Strategy adopted by Council in 2009.

**Voting Requirements:** Simple Majority

**Building Committee**

**Resolution:** 120410

*Moved Cr Sheridan, seconded Cr Kempin*

*“That Council contacts the Tambellup Historical Society regarding the historical items currently housed in the Saddlery Precinct bordering the Tambellup Community Resource Centre in Tambellup requesting that the owners take possession of the historical items or, if the owners so desire, they may negotiate with Council as to Council’s re-location of these items.”*

**CARRIED 7/0**

**Building Committee**

**Resolution:** 120411

*Moved Cr Turner, seconded Cr Sadler*

*“That Council forms a policy to address regular cleaning of gutters in Council buildings.”*

**CARRIED 7/0**

**Building Committee**

**Resolution:**

*“That the items included in the Building Inspections Report – 2012, as listed under the headings ‘For consideration in 2012-13 budget - from inspection’ and ‘General Maintenance identified during inspection’, be costed for 2012-13 budget deliberation purposes in accordance with amendments, clarifications and additions, as highlighted in yellow in the presented, attached copy of the Building Inspections Report - 2012.”*

**Building  
Committee/Council  
Resolution:**

120412

*Moved Cr Sadler, seconded Cr Kempin*

*“That the items included in the Building Inspections Report – 2012, as listed under the headings ‘For consideration in 2012-13 budget - from inspection’ and ‘General Maintenance identified during inspection’, be costed for 2012-13 budget deliberation purposes in accordance with amendments, clarifications and additions, as highlighted in yellow in the presented, attached copy of the Building Inspections Report – 2012, with an amendment to have the Shire remove the trees and shrubs at the Broomehill RSL Hall.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

Change of responsibility for removal of trees and shrubs.

**10.11 BROOMEHILL MUSEUM MACHINERY DISPLAY**


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<b>Program:</b>	<b>Other Culture</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0325</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** To consider the Building, Planning and Economic Services Committee's (Committee) recommendation to investigate the relocation of the Broomehill Museum machinery.

**Background:** It was noted during the Committee's recent building inspection and subsequent Committee meeting, that the generally poor condition of the Broomehill Museum machinery shed and yard should prompt Council discussion as to the possible relocation of the machinery and reparation of the existing machinery storage area. The current Broomehill Depot facility was suggested as a possible location for the machinery. The machinery shed was, in the past, the Broomehill Shire Depot and is currently offered rent free to the Broomehill Historical Society.

**Comment:** A number of factors would need to be taken into consideration if Council wishes to relocate the machinery including, but not limited to:

- Is the relocation of the machinery to be temporary or permanent?
- If temporary, what is proposed for the existing machinery shed – upgrade or replacement?
- If permanent what impact will this have on Council's operation into the future (considered to be minimal – a new storage area would need to be identified for parks and gardens equipment);
- Liaison with the Broomehill Historical Society;
- Suitability of the Council Depot facility (yard and buildings) for this purpose (any modifications required?);
- Responsibility for re-locating the items of machinery;
- Access by the public;
- Signage; and
- Future use/function of the area where the machinery shed and machinery are currently located.

**Consultation:** Building, Planning and Economic Services Committee  
Chief Executive Officer  
Works Manager

**Statutory Environment:** Nil

**Policy Implications:** Nil



**Financial**

**Implications:** Dependent on Council’s resolution: ongoing maintenance costs at either location, possible capital costs for repair of existing shed, demolition costs if existing shed is removed, any modification costs should they be required at the Council Depot.

**Strategic**

**Implications:** Strategic Objective 3 – Managing the Built and Natural Environment

**Voting Requirements:** Simple Majority

**Committee Resolution:** *“That Council investigates the relocation of the Broomehill Museum machinery to the Broomehill Council Works Depot facility and the subsequent reparation of the Broomehill Museum machinery yard.”*

**Committee/Council  
Resolution:**

**120413**

*Moved Cr Turner, seconded Cr Sheridan*

*“That Council investigates the relocation of the Broomehill Museum machinery to the Broomehill Council Works Depot facility and the subsequent reparation of the Broomehill Museum machinery yard in consultation with the Broomehill Historical Society and undertakes a structural review of the Broomehill Museum, Museum Shed, Old Police Station and Museum Toilets.”*

**CARRIED 6/1**

**Reason For Change to  
Recommendation:**

Council wished to consult with the Broomehill Historical Society and to undertake a structural review of all the buildings in association with the Broomehill Museum.

**10.12 RESOURCE SHARING AGREEMENT – MANAGER OF WORKS**


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<b>Program:</b>	<b>Other Services</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0376</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to undertake a review of the current agreement between the Shire and the Shire of Cranbrook for the sharing of the Manager of Works position.

**Background:** Council entered into a Memorandum of Understanding with the Shire of Cranbrook on 21 October 2011, to resource share the position of Manager of Works. The MOU was for an initial period of 6 months with the term finishing on 20 April 2012.

The Cranbrook Shire has written asking if Council would be prepared to extend the agreement for a further six months or formalise the agreement in some other form.

The Broomehill-Tambellup Shire had been providing a shared service to Cranbrook on an ad hoc basis for nearly 12 months prior to the establishment of the MOU in October 2011.

At the request of the Cranbrook Council the MOU was for a 6 month period. This was to enable the Council to advertise and secure the services of their own employee. At the time of writing this report Cranbrook had not secured the services of their own officer.

The correspondence from the Cranbrook CEO indicated that he believed that the arrangement was working very well and the contribution that Glen Brigg was making in the shared role had been significant. Glen is also well respected by the elected members.

**Comment:** Further discussion with the CEO of Cranbrook has indicated that he would like to formalise the agreement for a longer period of time. The fact that the CEO and the Council are very satisfied with the sharing of the position indicates that they will not actively be looking for their own officer.

Council needs to consider if it is agreeable to formalising a more permanent arrangement for the shared position.

Discussions have been held with the Manager of Works who has indicated his willingness to continue in the shared position.

From a CEO perspective I can see no issue with entering into a more permanent arrangement, however I would recommend that we renew the current arrangement for a further 6 month period with a view to entering into a longer term arrangement after the expiry of the period. This will allow for us to formalise changes within our own works crew to

compliment the shared arrangement.

**Consultation:** Peter Northover – CEO Shire of Cranbrook  
Glen Brigg – Manager of Works – currently performing the shared position

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** The Cranbrook component of the shared position is met by that Shire.

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120414*

*Moved Cr Sadler, seconded Cr Turner*

*“That Council advises the Shire of Cranbrook that it agrees to extend the current Memorandum of Understanding (MOU) for the sharing of the Manager of Works position for a further 6 months with a view to entering into a long term agreement for the shared position at the end of the MOU period.”*

*CARRIED 6/1*

**Reason For Change to Recommendation:**

**10.13 UNIVERSITY BLOCK, BROOMEHILL – SALE OF LOTS**


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<b>Program:</b>	<b>Other Property &amp; Services</b>	
<b>Attachment:</b>	<b>Map of Subdivided Block</b>	
	<b>Copy of Sworn Valuation Report – <b>UNDER SEPARATE COVER</b></b>	
<b>File Ref:</b>	<b>S136250</b>	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>12 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider the sale of Lots 1 to 5 Lathom Street and Lots 7 to 12 Leven Street, Broomehill.

**Background:** At the August 2011 meeting, Council determined to obtain sworn valuations for the eleven lots resulting from the subdivision of Lot 263 Lathom Street, known as the University Block, and advertise its intent to sell the lots. The proceeds from the sale of the lots would be transferred into the Building Reserve.

Council also resolved to retain ownership of two lots for future staff housing, though didn’t specify which two would be retained.

**Comment:** The Local Government Act 1995 section 3.58(4)(c) requires Council to obtain “*the market value of the disposition as ascertained by valuation carried out not more than 6 months before the proposed disposition.*”

Valuation of the lots was undertaken by Ian Bolto of PL Bolto & Co, Katanning and a report of the valuations was received during December 2011. A copy of Mr Bolto’s report is attached, under separate cover, for Councillors information.

At the August Council meeting, Council did not specify which two lots would be retained for staff housing. A map showing the subdivided University Block is provided to enable Council to determine which two of the eleven lots it wishes to retain for future staff housing. Note that Lot 6 on the corner of Lathom and Leven Streets is not available for sale.

The best outcome for Council to dispose of the land would be to engage a real estate agent to list the lots and manage the sale. Council can delegate authority to the Chief Executive Officer to appoint the agent.

To expedite the sale process, and avoid each offer being presented at the next Council meeting, it may be prudent to delegate authority to the Chief Executive Officer to act on Council’s behalf to accept offers to purchase the lots and instigate the process to sell the land by private treaty. It is recommended that Council make this delegation on the proviso that offers are only to be accepted if they meet or exceed the sworn valuation.

**Consultation:** Chief Executive Officer  
Jenni Law, Department of Local Government

**Statutory****Environment:** Local Government Act 1995 Section 3.58 – Disposing of Property**Policy Implications:** Nil**Financial****Implications:** Provision will be made in the 2012/2013 Budget for the sale of the nine lots.

Proceeds from the sale will be transferred into the Building Reserve, in accordance with resolution 110804 from the August 2011 ordinary Council meeting.

**Strategic****Implications:** This issue is not dealt with in the Strategic Plan**Voting Requirements:** Simple Majority for the first recommendation.

Absolute Majority for second and third recommendations.

**Officer Resolution:** *“That Council retains ownership of Lot x and Lot x for future staff housing.”***Council Resolution:** **120415**

*Moved Cr Thompson, seconded Cr Crosby*

*“That Council retains ownership of Lot 5 and Lot 12 for future staff housing.”*

**CARRIED 7/0**

**Officer Resolution:** *“That Council lists the remaining nine lots for sale with a real estate agent, and delegate authority to the Chief Executive Officer to appoint the agent.”*

*\* Absolute Majority required*

**Council Resolution:** **120416**

*Moved Cr Kempin, seconded Cr Sadler*

*“That Council lists the remaining nine lots for sale with 2 real estate agents, and delegate authority to the Chief Executive Officer to appoint the agents.”*

**CARRIED 7/0**  
**By Absolute Majority**

**Council Resolution:**     **120417**

*Moved Cr Thompson, seconded Cr Kempin*

*“That Council delegate authority to the Chief Executive Officer to accept offers to purchase the lots, subject to the offer meeting or exceeding the sworn valuation obtained in December 2011, and subsequently instigates the process to sell the property by private treaty.”*

**CARRIED 7/0**  
**By Absolute Majority**

**Reason For Change to  
Recommendation:**

**10.14 SOUTHERN LINK VROC - REGIONAL TRANSFER STATIONS**


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<b>Program:</b>	<b>Community Amenities</b>
<b>Attachment:</b>	<b>Copy of drawings for Broomehill and Tambellup sites</b>
<b>File Ref:</b>	<b>ADM0394, ADM0395</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>3 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to endorse the designs for the waste transfer stations at the Broomehill and Tambellup refuse sites.

**Background:** Council is a member of the Southern Link VROC, along with Cranbrook, Kojonup and Plantagenet Shires. With the assistance of the regional component of the Country Local Government Fund (CLGF) the member Councils have been able to pursue a regional waste project.

This particular waste project sets about establishing 7 transfer stations across the VROC region. The designs for each location have been finalised and now require Council to sign off on them. Copies of the designs from Broomehill and Tambellup are attached for Council information.

**Comment:** The Broomehill facility will be located entirely on Reserve 10431 while the Tambellup one will be located on Reserve 18011. The project specifications are being finalised and will include the use of precast concrete retaining walls. Opus who have been undertaking the design on behalf of the VROC have recommended the use of 'L' wall retaining above other types of retaining as they required minimal sub-grade preparation and are relatively quick to install. The next stage is to go to tender for the construction of the projects.

Council needs to endorse the designs as presented for the Broomehill and Tambellup projects. Mort Wignall EHO, and the Manager of Works, Glen Brigg will be available to expand on the design and answer any questions that may arise.

**Consultation:** Ian Watkins  
Bart Wassink – Opus International  
Southern Link VROC – CEO's

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** The project is being funded through the regional component of the CLGF.

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120418*

*Moved Cr Thompson, seconded Cr Sheridan*

*“That Council endorse the designs as presented for the proposed waste transfer stations at Broomehill to be located on Reserve 10431 and Tambellup to be located on Reserve 18011.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**





**Council Resolution:**     **120419**

*Moved Cr Turner, seconded Cr Thompson*

*“That Council approves the design for signage at the entrance to  
Diprose Park as proposed by Danthonia Designs, as presented.”*

**CARRIED 5/2**

**Reason For Change to  
Recommendation:**

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**10.16 UPGRADE, RENOVATION OR RENEWAL OF THE TAMBELLUP SPORTING PAVILION**


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**Program:** Recreation  
**Attachment:** Nil  
**File Ref:** ADM0385  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 12 April 2012  
**Disclosure of Interest:** Nil

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Cr Sheridan left the meeting at 5.37pm and returned at 5.40pm.

CEO left the meeting at 5.39pm and returned at 5.42pm.

**Summary:** Council to give consideration on whether or not to pursue a proposal to upgrade/renovate the existing Sporting Pavilion in Tambellup or construct a new purpose built facility.

**Background:** As a result of a Council decision in May 2010 a resolution was passed that determined two actions

- Look at funding methods to consider the replacement of the asbestos roof on the existing sporting pavilion
- Meet with the relevant sporting groups to ascertain their view on the refurbishment of the interior of the building

Council submitted an application for CSRFF funding for the replacement of the asbestos roof that was not successful as the proposed replacement was not considered urgent.

A meeting was held with the sporting groups and a number of suggestions were made for consideration in any proposed renovation to the existing building.

Council engaged the Services of H+H Architects in Albany who did a first draft of plans, taking into consideration the suggestions from the meeting with the sporting groups, for the refurbishment of the existing building. This included a proposal to accommodate the Tambellup Bowling Club. Quantity Surveyor estimates were obtained that indicated a renovation and upgrade would cost in the order of \$2.41m.

Council then requested that the Architect do a concept design and costing for the replacement of the existing building with a new one. David Heaver of H+H Architects meet with the Building, Planning and Economic Services Committee on 10 April 2012 and presented a concept design incorporating a bowling green for a total cost estimate of \$3.21m.

A copy of the concept plan will be tabled at the Council meeting.

**Comment:** In order to progress the proposal Council needs to make a decision on whether to continue with the initial upgrade/renovation or determine to go with the building of a new facility.

In making a decision Council will naturally have regard for the cost of the new versus the upgrade/renovation model, but consideration needs to be given to the long term benefits of both options. Once a decision is made Council can engage in further consultation with the community to

ensure the project reflects the needs and expectations of the users.

For Council discussion and decision.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Council has earmarked \$200,000 from the CLGF towards the project as well as setting aside a further \$200,000 in the Tambellup Recreation Ground and Pavilion Reserve which is estimated to have a 30 June balance of \$207,500.

Staff have commenced preliminary investigations into funding sources. A successful application to the Community Sporting and Recreation Facilities Fund (CSRFF) can provide up to 1/3 of the funding. There is also a possibility of attracting 50% of the funding through CSRFF if a project can meet the “development” criteria. This however seems to be difficult to achieve. A ball park estimate of funding so far is as follows:

<b>Funding Sources</b>	<b>New Building</b>	<b>Upgrade/Renovation</b>
CLGF	\$200,000	\$200,000
Reserve	\$207,500	\$207,500
CSRFF– if successful	\$1,065,950	\$795,300
Balance Required	\$1,741,550	\$1,207,200
<b>TOTAL</b>	<b>\$3,215,000</b>	<b>\$2,410,000</b>

As mentioned funding investigations are very preliminary and there are still a number of options to explore. There has been no allowance made for works that can be undertaken by the Council. Indicative quotes have been obtained for a \$1.6m loan over a 10, 20 and 30 year repayment period. A copy of the quote is included for information with the agenda documents.

The Tambellup Bowling Club is yet to provide written advice of their decision concerning the proposed relocation of the club to the Sporting Complex. If the Club decides not to relocate this will provide a reduction in the total cost of the project of between \$350,000 and \$400,000.

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

**Voting Requirements:** Simple Majority

**Council Resolution:**     **120420**

*Moved Cr Turner, seconded Cr Sadler*

*“That Councils preferred option for the Tambellup Sporting Pavilion is to construct a new purpose built facility.”*

**CARRIED 4/3**

**Reason For Change to  
Recommendation:**

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**10.17** **UPCOMING 100 YEAR ANNIVERSARY OF WORLD WAR 1/  
WAR SERVICE HISTORY**


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**Program:** Recreation and Culture  
**Attachment:** “Saluting Their Service” Grant information  
**File Ref:** ADM0396  
**Author:** JA Stewart **Manager Corporate Services**  
**Date:** 12 April 2012  
**Disclosure of Interest:** Nil

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**Summary:** To consider the use of a research service to identify and form a database containing information for publication relating to individuals from within the Shire of Broomehill-Tambellup who served in World War 1 (WW1) and subsequent wars, in line with the anticipated 2014 100 year anniversary of World War 1.

**Background:** Some time ago, Ms Sandra Playle, Vision Research Services, communicated with Council offering to research and compile a database of details relating to war servicemen and women from within the Shire of Broomehill-Tambellup. The author has since spoken with Ms Sandra Playle to gauge a better understanding of the service provided. Ms Playle has a particular interest in identifying and researching individuals who served for Australia and has worked for Shires throughout Western Australia to bring this historical information to their communities. It is believed that Council has previously shown interest in having its servicemen and women more formally recognised and, in particular, identifying those who served in WW2; however, has had difficulty in locating an organisation or person who could provide such a service.

**Comment:** Should Council wish to pursue obtaining a detailed history of servicemen and women from within the Shire, in the form of a database for publication that can also be updated if new information should come forward in the future, it may wish to consider the service that Ms Playle, Vision Research Services, is offering. The proponent’s business card states that Ms Playle has a B Arts & Post Grad. Cert (Soc Sc) and is a Military Researcher, Genealogist and Social Researcher. The time spent researching each serviceman or woman is estimated at between 1 to 1 ½ hours. Volume of detail relating to individual people varies in accordance with the amount of information able to be sourced.

Federal government funding may be available, for this and other purposes, by way of ‘Saluting Their Service’ grants which can be applied for throughout the year. The author has spoken with the Department of Veterans’ Affairs and has obtained a copy of the grant application and guidelines for same – a portion of this information is attached. Grants of \$3,000 and \$4,000 are available, dependent on the nature of a particular project.

It would be anticipated, should Council wish to pursue Ms Playle’s offer, that such a project would fall under ‘Public Awareness Activity’ (Part E) and that the database contents (as suggested by the Proponent) could be available in printed form and distributed throughout Shire offices, Libraries, Museums and Schools. It may be that Council might also

consider applying for funding under ‘Restoration, preservation and/or display of wartime memorabilia’ (Part C) as the Building, Planning and Economic Services Committee has recently identified at least one honour board in need of restoration.

Ms Playle has conducted some preliminary research encompassing WW1, Korea, Vietnam and WW2 and has identified approximately 400 individuals from the Broomehill-Tambellup area who have served Australia.

**Consultation:** Ms Sandra Playle, Vision Research Services  
Department of Veterans’ Affairs  
Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Estimated cost - \$8,000 based on 400 servicemen and women @ \$20.00 per person. If grant funding was forthcoming, this could lessen the cost by up to \$3,000 for engagement of the service provider and up to \$4,000 for the cost of Honour Board restoration work or possible replacement.

**Strategic Implications:** Nil

**Voting Requirements:** Simple Majority

**Officer Resolution:** *“That Council pursues funding through the Federal Government’s ‘Saluting Their Service’ grants to:*

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

*That Council makes provision of \$..... in its 2012-13 draft budget towards costs associated with these projects.”*

**Council Resolution: 120421**

*Moved Cr Turner, seconded Cr Sadler*

*“That Council pursues funding through the Federal Government’s ‘Saluting Their Service’ grants to:*

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

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

**CARRIED 5/2**

**Reason For Change to Recommendation:**

To not specify an amount at this stage.



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**10.18 COUNTRY LOCAL GOVERNMENT FUND – BUSINESS CASE APPLICATION – WATER RECLAMATION PROPOSAL**

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**Program:** Recreation, Parks & Gardens  
**Attachment:** Options proposal  
**File Ref:** ADM0149  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 13 April 2012  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider and endorse the Water Reclamation Options Proposal for the Shire of Broomehill-Tambellup.

**Background:** The Southern Link VROC Strategic Plan has recently been reviewed and endorsed by Council at its meeting held on 16 February 2012. The Regional Priorities identified for the current years Country Local Government Fund regional component funding are

- Water Recycling
- Aged Accommodation

Funding applications must be lodged with the Department of Regional Development and Lands (RDL) by 30 May 2012. Funding applications must include a business case for each project. The Great Southern Development Commission again has a small pool of funding to assist groups of Councils develop their business cases.

**Comment:** The VROC CEO's have commenced working on the applications for the identified projects. OPUS International are doing the preliminary work on the Water Recycling project in anticipation of developing the business case for the Southern Link VROC.

At this stage there will be no application going into the current funding round for the Aged Housing as the time frame is too short to develop an acceptable business case.

The brief to OPUS is to develop two separate business cases that cover

- Water harvesting
- Water recycling/reuse

It is also planned that the business cases will identify projects across the four Councils that will be planned for delivery over a number of years. This should make the application process in future years more streamlined and remove the necessity to do a new business case each year (we hope).

The CEO and Manager of Works have met with Dr Danny Burkett to discuss the options for Broomehill and Tambellup and to do an inspection of the two townsites. In brief we are looking at the capture and storage of stormwater for use in Councils parks and gardens and the reuse of the sewer water in Tambellup. Is Council aware of any other item that need to be included in the brief which will be used to develop the business case for inclusion with the funding application to RDL. A copy of the brief is attached for Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial**

**Implications:** The GSDC has indicated that they have \$25,000 available to assist with the development of each of the business cases. The member Councils of the Southern Link VROC will have to contribute any shortfall that there may be. Council has a provision in the current budget to cover this type of expenditure. Once the scope of the projects for each Council is agreed upon a quote can be obtained from OPUS and an application made to GSDC for funding assistance.

The identified projects will be funded with the regional component of the CLGF. This current round of funding has 50% of the total funds in the pool which is approximately \$1,489,000 when using the original 2008-2009 allocations. Receipt of more recent advice from RDL indicates that the allocations for each Council have risen marginally so the total pool will be slightly higher.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120422*

*Moved Cr Sheridan, seconded Cr Turner*

*“That Council endorses the Shire of Broomehill-Tambellup Water Reclamation Options Proposal as presented.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**



annual provision of \$50,000 to go into the Aged Accommodation Reserve. If it was to do so for the coming budget there would still be an additional \$90,000 call on the 2012-2013 budget.

## **2. Raise a loan of \$140,000 to cover the shortfall.**

Again provision can be made in the coming budget to raise a loan to cover the short fall. A copy of indicative rates from the WA Treasury Corporation as at 11 April 2012 is included with the agenda papers for Councillor information.

## **3. Utilise funds from the Building Reserve**

The Building Reserve currently has a balance of \$380,626 and it is estimated that the closing balance at 30 June will be \$291,200. Council can determine to meet the short fall from the Reserve as part of the budget process.

## **4. Reassign CLGF allocations**

An alternative option may be to reallocate funding assigned to Country Local Government Fund projects:

- Reassign the \$200,000 from 2010-2011 CLGF (Tambellup Sports Pavilion refurbishment) to TILSA project
- Reassign \$140,000 from 2012-2013 CLGF (TILSA Project) to Tambellup Sports Pavilion refurbishment.

The extra \$60,000 gained to the TILSA project through this option will reduce the funds required from Council's Aged Accommodation Reserve. This amount can be transferred from the Aged Accommodation Reserve to the Tambellup Recreation Ground and Pavilion Reserve to be used in the refurbishment of the facility.

By taking this option, CLGF funding will be available to each of the projects at an appropriate time, reducing the possibility of delays to 2012-2013 projects. Council will need to advise RDL of the proposed changes in the application of the funds.

If RDL is not satisfied that the funding portfolio for the TILSA project is secure, the offer may be withdrawn.

It is recommended that Council supports option 4 and reassigns the CLGF allocations

**Consultation:** Department of Regional Development and Lands

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Depending on the decision that Council takes, provision will have to be made in the coming budget. If the officer recommendation is supported there will be no financial implications.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120423*

*Moved Cr Turner, seconded Cr Sheridan*

*“That Council agrees to*

- reassign the \$200,000 from 2010-2011 CLGF (Tambellup Sports Pavilion refurbishment) to the Tambellup Independent Living Seniors Accommodation project*
- Reassign \$140,000 from 2012-2013 CLGF (Tambellup Independent Living Seniors Accommodation project) to Tambellup Sports Pavilion refurbishment/replacement project*
- The \$60,000 reduction in fund utilization from the Aged Accommodation Reserve be transferred to the Tambellup Recreation Ground and Pavilion Reserve to be utilised in the renovation/replacement of the facility.”*

*CARRIED 6/1*

**Reason For Change to Recommendation:**

**10.20 REQUEST TO EXTEND REILLY ROAD BROOMEHILL**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Aerial map of Reilly Road</b>	
<b>File Ref:</b>	<b>A4070, RD105</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council has received a request from a landowner on Reilly Road Broomehill for the extension of the road to their gateway.

**Background:** Council has received a written request from the owner of Lot 542 Reilly Road Broomehill asking Council to consider upgrading Reilly Road to the south east corner of his property. The owner has indicated that he intends to put a transportable home on his property and is unable to gain access along the road in its present state. He indicated that he hoped that the home would be ready from transport within the next 4 months.

**Comment:** The attached aerial map shows the section of Reilly Road that is the subject of the request. The portion of road has not been formed and could only be classed as an access track in its present state.

The section of road is approximately 210 metres in length to the south east corner of the property. The Manager of Works has inspected the site and estimated that the cost to undertake the clearing, deal with the drainage issues, form and gravel the section would cost between \$6,000-7,000.

Council has no obligation to provide road access to the property.

For Council consideration.

**Consultation:** Manager of Works

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** The cost to undertake the work is not budgeted in the current financial year. Council may choose to agree to the request and the funds would have to come from the road budget. Other options may be for Council to do the works subject to

- the applicant covering all the costs
- the applicant covering half the costs

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

**Voting Requirements:** Absolute Majority if the Council agrees to do the work in this financial year.

**Council Resolution:** *120424*

*Moved Cr Sadler, seconded Cr Turner*

*“That Council advises the owner of Lot 542 Reilly Road Broomehill that it is prepared to extend Reilly Road, Broomehill to the south east corner of his property subject to the owner meeting half the costs of work.”*

***CARRIED 6/1  
By Absolute Majority***

**Reason For Change to  
Recommendation:**

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## 10.21 INTEGRATED PLANNING – STRATEGIC COMMUNITY PLANNING

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**Program:** Governance  
**Attachment:** Copies of quotes received  
**File Ref:** CP.PR.24  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 13 April 2012  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider quotations received to produce a Strategic Community Plan for the Shire of Broomehill-Tambellup.

**Background:** At the March 2012 ordinary meeting Council endorsed a brief to engage a suitably qualified consultant to produce a Strategic Community Plan for the Shire of Broomehill-Tambellup. As Broomehill-Tambellup was fortunate to receive financial assistance to do the plan it is a requirement of the funding to utilise consultants from the Approved Consultants Panel.

The brief was sent to 4 consultants however only 2 have provided a quote by the closing date. Quotes have been received from CAMManagement Solutions and 361° Stakeholder Management Services.

**Comment:** Council included as part of its brief a selection criteria to assist in the appointment of a consultant. The selection criteria is as follows

1. Understanding and appreciation of the Brief (10%)
2. Previous experience in facilitating similar community workshops (20%)
3. Methodology for carrying out the project tasks (20%)
4. Project budget (40%)
5. Availability and time line for project (10%)

Both of the submitted quotes have met the criteria with the only point of difference being the price. The quoted prices are as follows:

CAMManagement Solutions - \$40,600 ex GST plus \$8,300 travel costs  
 361° Stakeholder Management Services - \$33,600 ex GST

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Council has received funding of \$45,000 from the Department of Local Government to assist with the development of its Strategic Community Plan.

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



**Voting Requirements:** Simple Majority

**Council Resolution:** *120425*

*Moved Cr Turner, seconded Cr Sheridan*

*“That Council accepts the quote from 361° Stakeholder Management Services for \$33,600 to do the Strategic Community Plan for the Shire of Broomehill-Tambellup.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**10.22 BROOMEHILL RECREATIONAL COMPLEX**


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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Quote, Asset replacement plan</b>	
<b>File Ref:</b>	<b>CP.PR.26</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider a condition of the agreement for funding from the Department of Sport and Recreation.

**Background:** As Council is aware, a successful application was submitted to the Department of Sport and Recreation's (DSR) Community Sporting and Recreation Facilities Fund (CSRFF) on behalf of the Broomehill Recreational Complex Committee for the installation of a synthetic bowling green.

The cost of the project is \$193,570. Council has previously agreed to contribute \$75,000 towards the project - \$35,000 from the Broomehill Recreational Complex Reserve and \$40,000 cash contribution. Funding of \$64,523 from DSR has been approved.

The financial agreement has been received and is required to be signed and returned. A condition of the funding is that Council must create an Asset Replacement Fund for the future replacement of the synthetic surface.

**Comment:** An indicative quote for the replacement of the surface is attached for information. The cost (in today's terms) is \$86,000 ex GST. A spreadsheet is attached showing the annual contributions required to be made to the Asset Replacement Fund over a ten year period, based on the original cost plus 5% CPI.

If Council accepts the condition attached to the agreement, the Broomehill Bowling Club and/or the Broomehill Recreational Complex Committee will need to be consulted to negotiate the amount of an annual contribution towards the replacement of the synthetic surface.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** It is recommended that a separate Reserve Fund be established for the replacement of the synthetic surface, with annual contributions to be determined in consultation with the Broomehill Bowling Club and/or the Broomehill Recreational Complex Committee.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120426*

*Moved Cr Sheridan, seconded Cr Turner*

*“That Council:*

- agrees to the establishment of an Asset Replacement Fund for the replacement of the synthetic bowling surface, and signs off on the agreement with Department of Sport and Recreation;*
- establishes a new Reserve Fund as part of the 2012-2013 budget process for the purpose of replacement of the Broomehill Recreational Complex synthetic bowling green;*
- negotiates with the Broomehill Bowling Club and/or the Broomehill Recreational Complex Committee to determine the amount of an annual contribution towards the replacement of the synthetic bowling surface.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**12.1 PLANT REPORT FOR MARCH 2012**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 12 April 2012  
**Disclosure of Interest:** Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano	5,000	2010	2010		OK
BH00	Ford Ranger Dual Cab	10,068	2011			OK
BH002	ISUZU 6 Wheel Tipper	83,312	2008	2008	8 yrs / 250,000km	OK
BH003	ISUZU NPR300 Crew Cab Truck	53,850	2009		5 yrs / 200,000km	OK
BH004	CAT 12M	2073	2009	2009		OK
BH005	Cat Multi-Tyre	591	2011	2011	8 yrs / 8,000 hrs	OK
BH006	Volvo G710B	6254	2004	2004	8 yrs / 8,000 hrs	OK
BH007	Toro 360 Mower	188	2011	2011	1 yr	OK
BH008	VOLVO L70D Loader	6659	2001	2001	8 yrs / 8,000 hrs	6500 Service done
BH009	Toyota Hilux	23,680	2009		1 yr	OK
BH010	6x4 Fuel Trailer		1981	1981		OK
BH012	Isuzu Fire Truck	7241	1995	2004		OK
BH013	John Deere 315SG Backhoe	2651	2003	2003	10 yrs / 8,000 hrs	Overdue for service / On hire to Katanning Shire Council

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0TA	Holden Caprice		2011	2011		OK
TA052	Toyota Hilux 4x4	31,350	2009	2009	2yrs	31,000 service done
TA001	Ford Ranger Dual Cab	18,941	2011	2011	1 yr	OK
ITA	Toyota FJ		2011	2011	1 yr / 40,000km	OK
TA1880	Isuzu Gigamax Truck	84,086	2008	2008	8 yrs / 250,000km	OK
TA092	Isuzu Gigamax Truck	102,236	2007	2007	8 yrs / 250,000km	OK
TA386	Mitsubishi Fuso Truck	80,265	2007	2007	5 yrs / 250,000km	80,000 Service done
TA18	12H Grader	5562	2006	2006	8 yrs / 8,000 hrs	OK
BH014	Toyota Hilux	4146	2011		1 yr	OK
TA281	930G Loader	4043	2007	2007	8 yrs / 8,000 hrs	OK
TA392	Tractor Mower				5 yrs / 5,000 hrs	OK
TA417	John Deere Gator	283	2009		4 yrs	OK
BH001	CAT Vibe Roller	1033	2009			OK
TA017	ISUZU Tipper	79,468	2009		5 yrs / 200,000km	OK
	Slasher				10yrs	Rebuilding rotars
XTR579	Road Broom				10yrs	OK
TA06	Jet Patcher Isuzu	93,224	2007	2010	8 yrs / 8,000 hrs	OK
IDCF 535	TORO 3500D	371	2009	2009		OK
TA005	John Deere Tractor 6330	1087	2008	2008	10 yrs / 8,000 hrs	OK
ITIU 961	Papas Tandem Fuel Trailer		2008			Service on trailer and pump

**RECEIVED**

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**12.2 WORKS AND MAINTENANCE REPORT FOR MARCH 2012**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>12 April 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Problems with office reticulation. The town dam has too many suspended solids blocking filters. Cleaning filters every day.
- Reticulation installed at the caravan park. This only covers the area around the amenities building. There currently isn't enough water flow to reticulate all areas at present. If council wants to cover extra areas we will have to run a supply line from the town dam. We are already experiencing complaints from park users, of very low water pressure while the tank is re-filling
- New hole installed at the refuse site.
- Concrete repairs at the office have been painted.
- Culverts being installed in Ivy Street for new footpath.
- New plants ordered for the rest stop to replace red Cordylines.

**Tambellup**

- Some new sprinklers have been installed on the oval. Currently working reasonably well.
- Gardeners cleaning up the open area on the corner of Norrish Street ready to install trees. Water meter needs to be installed by Watercorp for future reticulation.
- New pump at Jam Creek still not complete. Electrician has wired the pump in reverse. Still to be completed.
- Many plants have been damaged in Diprose Park. One of the trees at the main entrance has been completely broken off.
- Large rocks to be installed along the Heritage trail to stop motor bikes accessing the trail.

**Roads**

- Construction crew final trimmed Broomehill Kojonup Road ready for bitumen. Sealing date was cancelled by the bitumen company. Sealing was rescheduled and was primed ready for the seal before Easter. Wet weather delayed the actual seal until after the Easter break. Spray trucks have been very difficult to book. All seal and reseals are now booked for the 17<sup>th</sup> to the 20<sup>th</sup> of April.
- Broomehill Kojonup Road project is currently more than 1km short of total road project distance and is already at full budget. Some work may need to be done at council expense.
- The construction crew have moved to Gnowangerup Road to continue gravel work on widening project.
- Cranbrook excavator has completed vegetation widening on Holly Siding, Moore, Parnell and Fairfield Roads.
- Maintenance graders moving across the southern part of the shire.
- Maintenance crew currently working on culvert widening in the Broomehill town centre and new footpaths.

**Plant**

- Shire has employed a mechanic on a casual basis to fill in while position is called.
- Jetpatcher has been working in Cranbrook and is now working in Katanning. Then it is going to Gnowangerup.
- Katanning Shire is currently dry hiring council's backhoe while the Shire sources one to purchase.
- New emulsion tank is complete and is now in the depot.
- New Iveco truck will be complete by the end of the month.

**RECEIVED**

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**12.3 BUILDING SURVEYORS REPORT FOR MARCH 2012**

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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>BSR Report and Activity Statement</b>
<b>File Ref:</b>	<b>ADM0076</b>
<b>Author:</b>	<b>D Baxter</b> <b>Building Surveyor</b>
<b>Date:</b>	<b>5 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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

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

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

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *“Council discussed the Officers Report”*

**Reason For Change to Recommendation:**



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**12.4 BUILDING MAINTENANCE PROGRAM**

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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program to 12 April 2012</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 April 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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

**Background:**

**Comment:** The Building Maintenance Program is updated to 12<sup>th</sup> April 2012 and presented for Council's information, comment and discussion, if required.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Voting Requirements:** Nil

**Council Resolution:** *“For Councillor information only.”*

**Reason For Change to Recommendation:**

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**12.5 LIBRARY REPORT – MARCH 2012**

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**Program:** Recreation & Culture  
**Attachment:** Library Report – March 2012  
**File Ref:** ADM0097  
**Author:** S Reed Library Officer  
**Date:** 5 April 2012  
**Disclosure of Interest:** Nil

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

**Background:** This report outlines the activities of both Broomehill and Tambellup libraries for the month of March 2012.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *“For Councillor information only”*

**Reason For Change to Recommendation:**



## 12.7

## CLUB DEVELOPMENT OFFICER REPORT APRIL 2012




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**SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP**


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

- Broomehill
- Tambellup

**Name of Club and brief description of action to date:**

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

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

**SHIRE OF KOJONUP****Name of towns within the shire:**

- Kojonup
- Muradup
- Jingalup
- Quaelup
- Boscabel

**Name of Club and brief description of action to date:**

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

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

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

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

## **OTHER**

### **Sport 4 All**

Promotion is in full swing for the DSR Community Volunteer Grants. All Clubs and the general public have been informed of this funding opportunity.

### **Kidsport**

1. At the February 2012 Ordinary Council meeting, the Shire of Broomehill-Tambellup has agreed to administer the *Kidsport program*. Council has received correspondence through the Department of Sport accepting the application for funding. Funds will be received immediately from DSR once approved.
2. The Shire of Kojonup have decided to administer the *Kidsport program* and received correspondence through the Department of Sport accepting the application for funding. Funds will be received immediately from DSR once approved.
3. An induction session into the *Kidsport program* was conducted across both Shires for all sporting clubs and referral agents to attend over two evenings in April. These sessions were held at the local Community Resource Centers in Broomehill-Tambellup and Kojonup on 19 and 20 of March from 5:30pm to 6:30pm. Nearly all sporting clubs and referral agents across the two Shires attended the information sessions.

### **Professional Development**

I attended three compulsory days of Professional Development held at DSR Perth in April 2012. The PD days included the following sessions/workshops:

- Is your club legal? - Governance, policies and planning
- Department of Commerce - Liaison and Compliance Section of Associations and Charities
- Sports Law
- Financial and senior management for not for profit and commercial sector
- WA Sports Federation – Communications and harassment free sport

I am attending two workshops on coaching which will be held on Saturday 21 April and Tuesday 24 April.

### **Proposed workshops**

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

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

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

Nil

**14. DATE OF NEXT MEETING**

**17<sup>th</sup> May 2012**

**15. CLOSURE**

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.43pm.