



Ordinary Meeting of Council

MINUTES

19 February 2015

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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 19 February 2015 commencing at 4.12pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr KW Crosby	
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	LK Cristinelli	Governance and Executive Assistant

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

- 2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.12pm.
- 2.2 The President welcomed to the meeting Andrew Borrett, Crystal Bell, Emily Burgess and Amy Halliday from the Department of Local Government.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Cr Sheridan declared an Impartiality Interest in Item 10.08.

Cr Prout declared an Impartiality Interest in Item 10.08.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 18 DECEMBER 2014

The Chief Executive Officer advised the Council that the recommendation that resulted in resolution 141214 had been amended and the reason for the change had been omitted from the unconfirmed minutes that had been distributed.

150201

Moved Cr Dennis, seconded Cr Paganoni

“That the Minutes of the Ordinary Meeting of Council held on 18 December 2014 with the inclusion of the reason for the change to the recommendation at resolution 141214 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

8.2 RECEIPT OF THE MINUTES OF THE ANNUAL ELECTORS MEETING HELD ON THE 10 FEBRUARY 2015

150202

Moved Cr Crosby, seconded Cr Thompson

“That the Minutes of the Annual Electors Meeting held on the 10 February 2015 be received.”

CARRIED 7/0

Council noted the matters that were raised at the Electors Meeting held on the 10 February 2015.

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR DECEMBER 2014 & JANUARY 2015

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for December 2014 & January 2015	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	3 February 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 31 December 2014 and 31 January 2015.

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

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

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

Comment: Comments are provided in the report to address material variances for both reporting periods.

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: *150203*

Moved Cr Prout, seconded Cr Paganoni

“That the Financial Statements for the period ending 31 December 2014 and 31 January 2015 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID DECEMBER 2014 & JANUARY 2015

Program:	Other Property and Services	
Attachment:	List of Payments for December 2014 & January 2015	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	3 February 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during December 2014 and January 2015.

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

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

Comment: Summary of payments made for the month:-

December 2014

Municipal Fund	\$750,849.21
Trust Fund	\$2,374.00
Credit Cards	\$1,151.27
<u>Total</u>	<u>\$754,374.48</u>

January 2015

Municipal Fund	\$705,967.28
Trust Fund	\$5,541.93
Credit Cards	\$3,569.06
<u>Total</u>	<u>\$715,078.27</u>

Consultation: Nil

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

13. Lists of accounts

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

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

Policy Implications: Nil

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

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

Financial Implications: Lists the payments made from Municipal and Trust Funds during the previous two months.

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

Voting Requirements: Simple Majority

Council Resolution: *150204*

Moved Cr Batchelor, seconded Cr Prout

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

- Municipal Fund cheques numbered 2700 to 2728 inclusive and electronic payments numbered EFT6262 to EFT6375 inclusive and totalling \$750,849.21;*
- Trust Fund cheques numbered 407 to 409 inclusive and electronic payments numbered EFT6308 to 6309 inclusive and totalling \$2,374.00;*
- Credit Card payments totalling \$1,151.27;*

and;

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

- Municipal Fund cheques numbered 2729 to 2750 inclusive and electronic payments numbered EFT6377 to EFT6454 inclusive and totalling \$705,967.28;*
- Trust Fund electronic payments numbered EFT6376, EFT6408 to EFT6409 inclusive and totalling \$5,541.93;*
- Credit Card payments totalling \$3,569.06;*

be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 2014/2015 ANNUAL BUDGET REVIEW

Program:	Governance
Attachment:	2014/15 Budget Review
File Ref:	ADM0163
Author:	KP O'Neill Manager Finance & Assets
Date:	11 February 2015
Disclosure of Interest:	Nil

Summary: Council to review the 2014/15 Budget for the period 1 July 2014 to 31 January 2015.

Background: The Local Government (Financial Management) Regulations 1996, Regulation 33A requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget has been prepared to include all information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Council adopted a 10% or \$10,000 minimum for the reporting of material variances to be used in the statement of financial activity and the annual budget review.

Comment: The 2014/15 Budget Review is provided with the information and comments that were contained in the original budget document included. Additional information in relation to any variances has been shown in these notes in bold and highlighted by a border.

A report on material variances is included in the front pages of the document.

Consultation: Chief Executive Officer
Manager of Works
Manager Corporate Services

Statutory Environment: Local Government Act 1995
Local Government (Financial Management) Regulations 1996 - Regulation 33A -

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year;
- (2A) The review of an annual budget for a financial year must –
 - (a) consider the local governments financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local governments financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
* Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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

Strategic Implications: The budget is developed having regard for the aspirations contained in Councils *Community Strategic Plan* and *Corporate Business Plan*.

Asset Management Implications: The Budget directly impacts the Asset Management Plan as it details the planned maintenance and renewal of existing assets, and creation of new assets.

Financial Implications: This document reviews the Councils financial operations for the year to date, and provides the opportunity to reallocate funding within the budget if required.

Workforce Plan Implications: Provision has been included to pay the current workforce for the full year, and the associated overheads incurred in employing staff. The budget review does not propose any changes to the current workforce.

Voting Requirements: Absolute Majority required in accordance with Regulation 33A

Council Resolution: *150205*

Moved Cr Thompson, seconded Cr Crosby

“That the 2014/2015 Annual Budget Review for the period 1 July 2014 to 31 January 2015, including amendments to the original budget, be adopted.”

CARRIED 7/0
By Absolute Majority

Reason For Change to Recommendation:

10.04 LOCAL LAW REVIEW

Program:	Governance	
Attachment:	Nil	
File Ref:	ADM0080	
Author:	JM Trezona	Chief Executive Officer
Date:	13 February 2015	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is to advise Council of an intention to review the Shire of Broomehill-Tambellup's Local Laws in collaboration with the Southern link VROC partners, the Shire of Cranbrook, Kojonup and Plantagenet.

Background: The *Local Government Act 1995* requires that a Council must, eight years after the adoption of any local law, review the local law to ensure that it still retains currency.

The Shire of Broomehill-Tambellup adopted new local laws as part of the amalgamation process of the Shires of Broomehill and Tambellup. While the local laws review is not quite due it is an opportune time to undertake a review.

Currently the Shire of Broomehill-Tambellup has 12 Local Laws. These are:

- Standing Orders Local Law 2008
- Pest Plant Local Law 2008
- Local Government Property Local Law 2008
- Dogs Local Law 2008
- Fencing Local Law 2008
- Activities in Thoroughfares and Public Places and Trading Local Law 2008
- Cemeteries Local Law 2008
- Extractive Industries Local Law 2008
- Health Local Law 2008
- Waste Services Local Law 2009
- Waste Services Amendment Local Law 2010
- Removal of Refuse, Rubbish and Disused Materials Local Law 2012

Through the Southern Link VROC (VROC) meetings an opportunity was identified to undertake this mandatory review of Local Laws collaboratively. The West Australian Local Government Association (WALGA) offer a suite of templates for local laws which can be changed to suit local conditions.

Comment:	<p>The first stage in this collaborative process is to review, identify, compare, seek public comment and develop actions. Following this a further report will be submitted to the Council so that Council can determine by resolution whether or not the local law should be repealed, amended or a new local law adopted.</p> <p>To commence the review process Council is required to advertise state-wide its intention to review the local laws. As this is a collaborative project with the VROC, joint advertising will be undertaken.</p>
Consultation:	<p>VROC CEO's have previously discussed the proposal to undertake a review of local laws in a collaborative manner. Discussions have also been held with a representative from WALGA.</p>
Statutory Environment:	<p><i>Local Government Act 1995 sec 3.16</i></p>
Policy Implications:	<p>Nil</p>
Strategic Implications:	<p>The Shire of Broomehill-Tambellup Strategic Community Plan includes the following aspiration:</p> <p><i>Being Well Governed – provide leadership for the community through transparent, accountable and representative local government.</i></p>
Asset Management Implications:	<p>There are no asset management implications</p>
Financial Implications:	<p>Costs associated with the review will be advertising and gazettal of the reviewed local laws.</p>
Workforce Plan Implications:	<p>There are no workforce plan implications</p>
Voting Requirements:	<p>Simple Majority</p>

Council Resolution: 150206

Moved Cr Dennis, seconded Cr Batchelor

“That:-

- 1. a review of the Shire of Broomehill-Tambellup’s Local Laws be undertaken collaboratively with Southern Link VROC partners the Shires of Cranbrook, Kojonup and Plantagenet*
- 2. the review of the following local laws be advertised in accordance with s3.16(2) of the Local Government Act 1995*

Standing Orders Local Law 2008

Pest Plant Local Law 2008

Local Government Property Local Law 2008

Dogs Local Law 2008

Fencing Local Law 2008

Activities in Thoroughfares and Public Places and Trading Local Law 2008

Cemeteries Local Law 2008

Extractive Industries Local Law 2008

Health Local Law 2008

Waste Services Local Law 2009

Waste Services Amendment Local Law 2010

Removal of Refuse, Rubbish and Disused Materials Local Law 2012

- 3. a further report be submitted to the Council following the six week advertising period so that Council can determine whether any local laws should be repealed or amended.”*

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.05 SOUTHERN LINK VOLUNTARY REGIONAL ORGANISATION OF COUNCILS – ADOPTION OF NEW STRATEGIC PLAN

Program: Governance
Attachment: **VROC Strategic Directions (2015-2020) final draft Dec 2014**
File Ref: ADM0298
Author: JM Trezona Chief Executive Officer
Date: 12 February 2015
Disclosure of Interest: Nil

Summary: The purpose of this report is to present to the Council a new Southern Link Voluntary Regional Organisation of Councils (VROC) Strategic Plan.

Background: The inaugural meeting of the VROC was held on 27 November 2008. A partnering agreement was developed between the four members Council (Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet) and the Minister for Local Government the Hon John Castrilli attended the signing ceremony.

Subsequently the VROC's first strategic plan was developed and adopted by each member Council. The Shire of Broomehill-Tambellup adopted the plan at its meeting held on 20 May 2010 and a review of this plan was undertaken in 2011. Council adopted the revised plan on 16 February 2012.

During 2014, as part of its forward planning and in recognition of changes to funding opportunities, the VROC agreed that a new strategic plan was required and a consultant was appointed to drive the process.

Several workshops with individual Councils as well as combined groups, collating both Councillor and staff viewpoints were held. The result of the planning sessions were summarised in a document presented to the full VROC on 26 November 2014. At this meeting further minor changes were made.

Comment: The VROC Strategic Plan document 'Strategic Directions (2015-2020)' provides a good framework to commence collaborative implementation planning (who, when, what resources, what cost) within the four VROC member Councils.

Throughout the process opportunities were identified which are captured in the document.

Consultation: The process was facilitated by Mr Bevan Bessen of Tuna Blue Pty Ltd and involved VROC CEO's, individual Councillors and senior staff.

Statutory

Environment: A VROC, as the name states, is a voluntary co-operative grouping of like-minded Councils. It does not enjoy any legal standing or statutory power as provided to regional councils through section 3.61 of the *Local Government Act 1995*.

Nevertheless the VROC grouping has been recognised for funding particularly through the regional component of the Royalties for Regions program.

Policy Implications: There are no Policy Implications

Strategic

Implications: The Strategic Directions (2015-2020) aligns with the Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022 in a number of areas

Being well Governed –

C1.2 – Advocate the interest of resident and local business on issues of importance

Strengthening Community Spirit

S1.1 – Advocate for enhanced service provision from government and community agencies to enhance the support service available to local families and individuals.

Maintaining a Country Lifestyle

S2.5 – Encourage the installation of renewable energy generation technologies in the Shire.

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: *150207*

Moved Cr Thompson, seconded Cr Batchelor

“That the Strategic Plan ‘Strategic Directions 2015-2020’ of the Southern Link Voluntary Regional Organisation of Councils, as attached be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

10.06 DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Program: Planning
Attachment: Copy of the Nomination Form
File Ref: ADM0317
Author: JM Trezona Chief Executive Officer
Date: 12 February 2015
Disclosure of Interest: Nil

Summary: Council is requested to nominate four elected members to sit on the local Development Assessment Panel (DAP).

Background: Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire of Broomehill-Tambellup is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the local DAP as required.

Nominations need to include date of birth, contact information and a short CV. Nominations are to be received by 27 February 2015. The Minister will then consider all nominees and make appointments for up to a two year term expiring 26 April 2017. All appointed members will be placed on the member register and advised of DAP training dates and times. It is a mandatory requirement that all DAP members attend training before they can sit on a DAP and determine applications. Those members who have previously been appointed and have received training are not required to attend further training.

Comment: Councils current DAP members are

DAP Member	Deputy Member
Cr Sheridan	Cr Dennis
Cr Thompson	Cr Batchelor

Council needs to nominate four members to sit on the DAP. The existing members can be renominated if Council so determines.

Consultation: Nil

Statutory Environment: *Planning and Development Act 2005 and Regulations Planning and Development (Development Assessment Panels) Regulations 2011*

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: Training for the DAP members is free however there would be a small cost to cover accommodation if the training is held in Perth.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Officer Resolution: *“That Council nominates Crs and as Development Assessment Panel members and Crs and as Deputy Development Assessment Panel members.”*

Council Resolution: *150208*

Moved Cr Crosby, seconded Cr Paganoni

“That Council nominates Crs Sheridan and Thompson as Development Assessment Panel members and Crs Dennis and Batchelor as Deputy Development Assessment Panel members.”

CARRIED 7/0

Reason For Change to

Recommendation: To show the nominated Development Assessment Panel members.

10.07 REQUEST FOR RESTRICTED ACCESS VEHICLE UPGRADE ASSESSMENT

Program:	Transport	
Attachment:	Map of Roads	
File Ref:	RD86, RD105	
Author:	JM Trezona	Chief Executive Officer
Date:	12 February 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider a request to support an application to upgrade the Restricted Access Vehicle (RAV) assessment for three roads in the vicinity of the Broomehill Co-operative Bulk Handling (CBH) facility.

Background: As part of the review of the West Australian road network used for grain freight being undertaken by Main Roads WA, WALGA and CBH, a request has been made by CBH for Council to consider upgrading the RAV rating on three roads within the vicinity of their Broomehill facility.

The roads in question are:-

1. Tieline Road – between Great Southern Highway and Kimberley Street – current rating Network 3
2. Kimberley Street – Tieline Road to the CBH Bin - currently no rating
3. Old Nardlah Road – from Kimberley Street to the new bulkheads – currently no rating.

Comment: There are a number of issues surrounding the request that Councils should take into consideration when making its decision.

1. Tieline Road

The request to upgrade this section of road from Network 3 to Network 4 is appropriate. However if Council grants support for the proposal it needs to clarify that the support is given subject to the section of road not requiring any additional works to it to achieve the Network 4 status. If this is required consideration will have to be made in future budget processes.

2. Kimberley Street – Tieline Road to CBH Bin

Kimberley Street is in the process of being closed and incorporated into CBH property. The process has been exceedingly long and protracted and was commenced by the previous Shire of Broomehill at the request of CBH. In speaking with Department of Lands 12 February 2015 there are still a number of loose ends to tie up on behalf of both parties. It would be pointless in getting a RAV assessment done for this section of road.

3. Old Nardlah Road – Kimberley Street to the new CBH Bulkheads

Again a section of old Nardlah Road is included in the Kimberley Street road closure. The attached map shows the section of Old Nardlah Road that will remain. It is appropriate for the road to be rated. Again Council may wish to provide its support subject to the section of road not requiring any additional works to achieve the desired Network 4.

	For Council discussion and decision.
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	This proposal is applicable to the Community Aspiration of <i>Living in a Safe Community</i> and the Community Aspiration of <i>Building Prosperity</i> .
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
Officer Resolution:	<p><i>“That Council advises Co-operative Bulk Handling of the following:</i></p> <ul style="list-style-type: none"><i>• it supports the proposed upgrade of the Restricted Access Vehicle assessment for the section of Tieline Road between Great Southern Highway and Kimberley Street from Network 3 to Network 4 subject to the road not requiring any further Council funded works to achieve the upgrade. If additional works are required this would be a matter for consideration in future budgets.</i><i>• does not support the allocation of a Restricted Access Vehicle assessment for Kimberley Street between Tieline Road and the Co-operative Bulk Handling facility</i><i>• supports the proposal to allocate a Network 4 rating to the section of Old Nardlah Road between the northern boundary of Lot 513 and the new bulkheads to the south subject to the road not requiring any further Council funded works to achieve the upgrade. If additional works are required this would be a matter for consideration in future budgets.”</i>

Council Resolution: 150209

Moved Cr Dennis, seconded Cr Thompson

“That Council advises Co-operative Bulk Handling of the following:

- it supports the proposed upgrade of the Restricted Access Vehicle assessment for the section of Tieline Road between Great Southern Highway and Kimberley Street from Network 3 to Network 4 subject to the road not requiring any further Council funded works to achieve the upgrade. If additional works are required this would be a matter for consideration in future budgets.*
- does not support the allocation of a Restricted Access Vehicle assessment for Kimberley Street between Tieline Road and the Co-operative Bulk Handling facility as the road is in the process of being permanently closed and becoming a part of the CBH facility.*
- supports the proposal to allocate a Network 4 rating to the section of Old Nardlah Road between the northern boundary of Lot 513 and the new bulkheads to the south subject to the road not requiring any further Council funded works to achieve the upgrade. If additional works are required this would be a matter for consideration in future budgets. The northern end of Old Nardlah Road is in the process of being permanently closed and becoming a part of the CBH facility.”*

CARRIED 7/0

Reason For Change to Recommendation:

To clarify Councils reason for not supporting the proposal as presented.

10.08**PROPOSAL TO ENLARGE DAM**

Program:	Sport and Recreation
Attachment:	Map of dam Copy of Tambellup Bowling Club correspondence
File Ref:	ADM0072
Author:	JM Trezona Chief Executive Officer
Date:	18 February 2015
Disclosure of Interest:	Cr Sheridan declared an Impartiality Interest as a member of the Bowling Club. Cr Prout declared an Impartiality Interest as a member of the Bowling Club.

Summary: Council to consider a proposal to enlarge the dam on Jam Creek Road known as “the Bowling Club dam” as a variation to the Stormwater Harvesting Project funded through the regional component of the Country Local Government Fund (CLGF).

Background: Council along with its Southern Link VROC partners was successful in securing \$662,860 for a stormwater harvesting project across the four Shires. The Shire of Broomehill-Tambellup portion of the funding was \$346,000 – Broomehill \$146,000 and Tambellup \$200,000.

The scope of the two projects was amended and a variation approved by the Department of Regional Development midway through 2014.

The project scope was varied to the following

Broomehill – extend the Town Dam from 7,500m³ to 13,500m³ and construct an additional dam adjacent to the sports ground dam (10,000m³), and for the installation of a transfer pump and pressure pipes at the settling dam at the new Co-operative Bulk Handling (CBH) expansion to transfer water to the sports ground dams.

Tambellup – installation of two 150kl ground level storage tanks at the Tambellup sports ground, and installation of infrastructure to transfer water from the No 1 dam on Jam Creek Road to the tanks at the sports ground. Infrastructure will also be installed to enable reticulation of Diprose Park from the sports ground tanks.

All the proposed works have been completed except for the construction of the additional dam in Broomehill adjacent to the sports ground dam (10,000m³).

The Tambellup project still has \$87,065 of unspent grant funds available. Senior staff have proposed the expansion of the bowling club dam, the installation of pumps and piping to move the water to the Oval Dam and appropriate security infrastructure for the plant and equipment on site. The estimate for the proposal is \$67,000.

If the project is approved this will increase storage capacity and enhance the capture of storm water for use on the sporting oval.

Comment:

The Bowling Club Dam is located on Lot 241 on the corner of Jam Creek and Gnowangerup Tambellup Roads. The dam is on land held in freehold by the Tambellup Bowling Club. If memory serves me correctly an agreement of was reached between the Bowling Club and the former Shire of Tambellup in the 1990's around the use of the dam.

I understand that the dam water was having a detrimental effect on the bowling surface (clay content in the water) and the club stopped using the water in favour of Scheme water. The Shire obtained the use of the water along with the responsibility for maintaining the site. The land also became exempt from rates. I do not know if there was ever a formal agreement written or if it was just one of those things that happened!

Preliminary contact has been made with the Tambellup Bowling Club to seek its support for the proposal. Formal advice has been received from the club supporting the proposal and at the same time proposing to transfer the land to the Shire. (Copy of correspondence attached).

Further contact with the author of the attached letter clarifies that the Bowling Club's proposal is to transfer the land to the Council with Council meeting the conveyance costs. If Council agrees to accept the transfer of land I am advised that it will need to be ratified by all Bowls members at their AGM in May.

Anecdotal evidence suggests that there may be rock in the area as the original dam had issues with rock when it was constructed. This will need to be explored.

The Department of Regional Development (RDL) has detailed guidelines on what can and cannot be funded with the CLGF. It is possible to purchase land with the funds provided the following is the case:

The purchase of land must clearly relate to the establishment of:

- *A fixed community and local government infrastructure asset;*
- or*
- *Residential, commercial or industrial subdivision*

CLGF cannot be used for the sole purpose of purchasing and selling land in its vacant state. Development of the land needs to commence within 2 years of signing the Financial Assistance Agreement.

If Council is in agreement with the proposal, a variation will need to be sought from the Department of Regional Development (RDL). Works cannot commence until the variation is approved by RDL.

Consultation:

Peter Rampenilli, A/Principal Project Officer, Department of Regional Development regarding the requirement or not to submit a variation for the proposal

Glen Brigg – Manager of Works

Secretary of the Tambellup Bowling Club

Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** The Shire of Broomehill-Tambellup Strategic Community Plan has a community aspiration of *Staying Active and being Entertained – sporting and recreation facilities are important and there is a commitment to ensure that the venues are well maintained and that we encourage greater community use.***Asset Management****Implications:** If Council obtains the asset it will be recorded in the Asset register and included in the Asset Management Plan. The condition of the dam at present is fair and the Local Government Accounting Manual recommends that dams in our area are depreciated over a period of 75 years.**Financial****Implications:** At present Council maintains the catchment on the dam with an annual cost of approximately \$1,000. Cleaning out of the dam is done on an irregular basis, as required and when conditions permit. The dam was last cleaned out utilising Council staff and equipment in 2001.

The conveyance costs will need to be met from general revenue.

Workforce Plan**Implications:** There should be no additional impact on the workforce plan as staff are presently carrying out the maintenance of the facility which is reflected in the Workforce Plan.**Voting****Requirements:** Simple Majority**Council Resolution:** *150210**Moved Cr Crosby, seconded Cr Batchelor*

“That Council endorses the proposal to extend the Bowling Club Dam on Jam Creek Road Tambellup and writes to the Department of Regional Development seeking a variation to the Stormwater Harvesting project in Tambellup. The variation is to enlarge the dam and install the necessary pumps and piping to move the water to the Oval Dam and reticulation systems along with the installation of appropriate security infrastructure for the plant and equipment on site.”

CARRIED 7/0

Council Resolution: **150211**

Moved Cr Paganoni, seconded Cr Dennis

“That Council endorses the proposal from the Tambellup Bowling Club to accept the transfer of Lot 241 on the corner of Jam Creek and Gnowangerup Tambellup Roads, Tambellup. Further Council agrees to meet the conveyance costs of the transfer.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

12.01**MAINTENANCE REPORT FOR FEBRUARY 2015****Program:** Transport**Attachment:** Nil**File Ref:** Nil**Author:**

GC Brigg

Manager of Works

Date:

12 February 2015

Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2014	2014	1 yr / 15,000km	
1TA	Ford Ranger			2014	2014	1 yr / 15,000 kms	
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	23,107		2012	2012		
TA2251	3 axle Float Trailer						
BH00	Ford Ranger	11,471	15,000	2014	2014	1 yr / 30,000 kms	
BH000	Holden Colorado 7			2014	2014	1yr / 25,000 km	
BH001	CAT vibe Roller	2,251	2,250	2009		8 yrs / 8000 hrs	
BH002	ISUZU 6 Wheel Tipper	146,704	175,000	2008	2008	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	4,905	10,000	2014	2014	1 yr / 30,000 km	
BH004	CAT 12M	4,998	5,000	2250	2009	8 yrs / 8,000 hrs	
BH005	Cat multi tyre	2,836	3,000	2011	2011	8 yrs / 8000 hrs	Replace union inflators, Replaced tyre
BH006	CAT 12M	2,194	2,250	2012	2012	8 yrs / 8,000 hrs	
BH007	Toro 360 mower	386	400	2013	2013	5 yrs / 5,000 hrs	Replaced broken Hood & screen
BH009	Colorado 4x4 Tray Back	4,048	15,000	2014	2014	1 yr / 30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck		Nov-14	1995	2004		
BH013	Cat 444F Backhoe	716	1000	2013	2013	8 yrs / 8,000 hrs	Repair broken locking pin
BH014	Ford Ranger Tray Top Ute	6,125	25,000	2014	2014	1 yr / 30,000 km	
BHT84	Toro Groundmaster 3500D mower	117	200	2013	2013		Fixed hydraulic leak, replaced broken o-ring
BHT92	CAT 259B3 Skid Steer	655	750	2012	2013	8 yrs / 8,000hrs	Replace broken Beacon lamp
BHT125	Mack Curser 8 Wheel Tipper	34,480	45,000	2013	2013	5 yrs / 250,000 km	
TA001	Ford Ranger Dual Cab	8,145	3,000	2014	2014	1 yr / 30,000 kms	
TA005	Toyota Hilux	605	1,000	2014	2014		
TA017	Isuzu Tipper	13,461	15,000	2014	2014	5 yrs / 200,000 km	
TA052	Colorado 4x4 Tray Back	7,544	15,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	122,690	150,000	2007	2010	8 yrs / 8,000 hrs	Replaced rubber spout, fitted stone guard
TA092	Iveco Strais AD500 8-4	49,958	50,000	2012	2012	5 yrs / 250,000 km	Repair Hydraulic hose, replace hydraulic stop valve

TA18	12H Grader	8,430	8,500	2006	2006	7 yrs / 8,000 hrs	Replace broken Beacon lamp, wear strip and steering tie-rod end.
TA281	930K Loader	88		2014	2014	8 yrs / 8,000 hrs	Fitted radio and aerial, set up loadrite monitor
TA386	Isuzu Tipper	32,556	45,000	2012	2012	5 yrs / 200,000 km	Windscreen replaced December
TA417	John Deere Gator	497	500	2009		4 yrs	
CATBR	Caterpillar Angle Broom			2010			
	Himac skid steer slasher			2013		10 yrs	
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BH010	6 x 4 Fuel Trailer						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
Fogger	Fogger						
TSAW	Tree Saw						Repaired motors and reassembled
	Stabiliser				2014		Replaced cutting tips and holder
	Cement Mixer						Repair pulley, replace drive belt, adjust mounting

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12.02 WORKS REPORT FOR FEBRUARY 2015

Program:	Transport
Attachment:	Road Hierarchy January 2015
File Ref:	Nil
Author:	GC Brigg Manager of Works
Date:	12 February 2015
Disclosure of Interest:	Nil

Broomehill

- Gardeners have been busy keeping water up to parks and gardens.
- Oval has been sprayed for Black Beetle and grubs. It has been an extended period for Black Beetle this year.
- Oval has been fertilized.
- We have had a number of problems with sprinklers around the gardens. We use rotators which have fine jets. After time the small jets get blocked.
- Barker Electrics have repaired the lights on the path along the railway.
- They also repaired stand pipe lights.
- Town dam is receding quickly with no summer storms.
- Complex dam is empty.
- CBH dam is empty. CBH used the dam for construction work.
- Broomehill needs another source for water supply. Hopefully with extensions to the bins in CBH this may help run more water.

Tambellup

- Gardeners working hard to keep water up to parks and gardens with plenty of warmer weather.
- There has been a lot of vandalism to the reticulation in Diprose Park.
- Over the Christmas break the reticulation controller burnt out in the Norrish Street gardens near the Deli. This garden lacked water for a couple of weeks and a number of plants died.
- We had problems with the irrigation system at the oval. During the Christmas break we had to keep resetting the pump every day as it kept tripping out on overload. Thinkwater thought it was the controller. I engaged Monash Electrical to trouble shoot the problem. The new pump that was put in last year draws 26 amps when running. When the solenoids change stations the pump draws 32 amps. This trips the overload switch. The only remedy is to replace the motor with a variable speed motor which can increase the speed until the second solenoid closes off.
- Station 5 solenoid burned out. The full string wasn't working for a period of time and grass has dried off along that run.
- Treated water is almost finished this year for the oval. The current level is 1.3m. Watercorp want us to stop using it at 1 metre.
- Jam Creek dams are down to 50% capacity. We are currently pumping water from the old bowling dam to the storage at Jam Creek.
- We engaged Albany Custom Marine to repair a leak in the water line from number 2 dam. They had the poly welder we required.

Roads

- We have only just got our full crew back to work after the Christmas break.
- Graders have been working in the south eastern part of the shire moving to the south western part heading north again.
- Construction crew have been out repairing roads which broke up during the harvest.
- Construction crew have repaired Etna Road and it is now open. Some of the area is still quite damp.
- Western Stabilizers will be here to start work on the Tambellup West Road towards the end of the month. We have a sealing crew booked for early March.
- I am still working with Main Roads on the black spot project, widening the turning radius on Gnowangerup Road and Great Southern Highway intersection. This project has a number of issues.
- Reseal completed on the Broomehill-Kojonup Road and Greenhills North Road. We had good warm weather during the work.
- Commodity Route funding has been announced. There were 5 million dollars worth of projects for a 2.1 million dollar pool. Broomehill-Tambellup had two project submissions. They were sealing Nardlah Road and gravel sheeting Beejenup Road. Council has Beejenup partly funded (\$95,000) from the 2015/2016 funding round.
- There has been no further advice if Regional Road Group funding has been increased at all. At the moment council is only partly funded for construction seal work on Pallinup South Road.
- There is a double allocation of Roads to Recovery funding for the 15/16 year only.

Plant

- The Jetpacher is away in Cranbrook.
- Iveco truck has been away in Albany with tipping issues. Repairs are complete.
- I was going to submit a report on the best way to shift the skid steer in the future. I haven't received enough pricing to give a full report as yet.

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12.03 BUILDING SURVEYORS REPORT FOR DECEMBER 2014 & JANUARY 2015

Program: Economic Services
Attachment: **BSR Report and Activity Statements**
File Ref: ADM0258
Author: D Baxter Building Surveyor
Date: 2 February 2015
Disclosure of Interest: Nil

Summary: Attached are the BSR Report and the Activity Statements for the months of December 2014 and January 2015 that have been sent to all the relevant authorities required by legislation.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the months of December 2014 and January 2015.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

Reason For Change to Recommendation:

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12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 11 February 2015
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	11 February 2015
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2014-15 to 11 February 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 11 February 2015 and presented for Council's information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2014-15 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

Council Resolution: *"No recommendation required – Councillor information only"*

Reason For Change to Recommendation:
Glen Brigg left the meeting at 5.17pm

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12.06	COMMUNITY EMERGENCY SERVICES MANAGER REPORT – AUGUST 2014 – FEBRUARY 2015	
Program:	Law, Order & Public Safety	
Attachment:	Department of Fire and Emergency Services Report: August 2014 – February 2015	
File Ref:	ADM0467	
Author:	Cindy Pearce	Community Emergency Services Manager
Date:	10 February 2015	
Disclosure of Interest:	Nil	

Summary:	Attached is a Community Emergency Services Manager (CESM) Report prepared by Cindy Pearce for the Broomehill-Tambellup Shire for August 2014 to February 2015.
Background:	This report outlines the activities for the period of August 2014 to February 2015.
Comment:	For Council information.
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	This issue is not dealt with in the Plan
Asset Management Implications:	There are no Asset Management Implications
Financial Implications:	This issue has no financial implications for Council
Workforce Plan Implications:	There are no Workforce Plan Implications
Voting Requirements:	Nil
Council Resolution:	<i>“No recommendation required – Councillor information only”</i>
Reason For Change to Recommendation:	

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12.07 EMERGENCY EVACUATION AND RESPONSE POLICY AND PROCEDURE - REPORT

Program:	Governance
Attachment:	Emergency Evacuation and Response Policy and Procedure
File Ref:	ADM0313
Author:	JA Stewart Manager Corporate Services
Date:	12 February 2015
Disclosure of Interest:	Nil

Summary: Occupational Health and Safety Committee review of Emergency Evacuation and Response Policy and Procedure - for Council information.

Background: Occupational Safety and Health requirements include regular review of Council's Emergency Evacuation and Response Policy and Procedure. The objective of this document is to ensure that all staff are aware of the evacuation procedures in place.

Comment: The Occupational Safety and Health Committee has recently endorsed the attached Emergency Evacuation and Response Policy and Procedure inclusive of minor amendments to properly reflect current practices.

Consultation: Nil

Statutory Environment: *Occupational Safety and Health Act 1984*
Occupational Safety and Health Regulations 1996: 3.5 to 3.10
AS/NZS 4360 – Risk Management
Australian Standard 3745-2010 – Planning for Emergencies in facilities

Policy Implications: 2.2 Occupational Safety and Health – Providing a safe and healthy work environment for all employees, contractors, visitors and volunteers

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: Minor administrative requirements (e.g.; evacuation drills/review of documentation)

Voting Requirements: Nil

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

Reason For Change to Recommendation:
Glen Brigg returned to the meeting at 5.20pm

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

Nil

14. DATE OF NEXT MEETING

19 March 2015

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.21pm.