

## **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 July 2012 commencing at 4.03pm.**

### **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 M Sadler	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	KP O'Neill	Senior Finance Officer
	PA Hull	Community Services Officer

Cr Thompson has previously been granted Leave of Absence for the July meeting.

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

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.03pm.

### **3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

### **5. APPLICATION FOR LEAVE OF ABSENCE**

Nil

### **6. DECLARATION OF INTEREST**

Nil

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 JUNE 2012**

*120701*

*Moved Cr Crosby, seconded Cr Kempin*

*“That the Minutes of the Ordinary Meeting of council held on the 21<sup>st</sup> June 2012 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 6/0**

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

Nil

**10. MATTERS FOR DECISION**

**10.1 FINANCIAL STATEMENTS FOR JUNE 2012**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>12 July 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:** The processes and allocations for the end of financial year are still underway and, as a result, the financial statements are not yet available. The monthly financial report for the period ending 30 June 2012 will be included as part of the August 2012 agenda.

**Comment:** Points to note for June 2012:

- Council received an advance instalment of \$761,200 for its Financial Assistance Grants, in June. The amount is equivalent to approximately 50% of Council's allocation for the coming year.
- Funding of \$585,000 from the Department of Regional Development and Lands was received towards the Independent Living Seniors Accommodation project. This amount will be shown as a restricted grant and carried forward as part of the surplus for 30 June 2012.
- The Regional Road Group project on the Gnowangerup-Tambellup Road was not finished and has been carried over for completion in the 2012/2013 Budget.
- The balance of rates and charges outstanding at 30 June was \$153,200.10. Long overdue debts are being pursued through Council's debt collection agency Austral Mercantile.

**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:** *For Councillors information.*

**RECEIVED**

**Reason For Change to  
Recommendation:**

**10.2 CREDITORS ACCOUNTS PAID JUNE 2012**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for June 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>12 July 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 June 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	\$587,978.57
Trust Fund	\$880.00
Credit Cards	\$3,895.74
<u>Total</u>	<u>\$592,754.31</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:** *120702*

*Moved Cr Kempin, seconded Cr Turner*

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

- Municipal Fund cheques numbered 1700 to 1729 inclusive and electronic payments numbered EFT3241 to EFT3326 inclusive and totalling \$587,978.57;*
- Trust Fund cheques numbered 291 to 294 inclusive and totalling \$880.00;*
- Credit Card payments totalling \$3,895.74;*

*be adopted.”*

**CARRIED 6/0**

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**Reason For Change to  
Recommendation:**

**10.3 BROOMEHILL HERITAGE PRECINCT**


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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Copy of quotes - Aaron East Landscaping</b>	
<b>File Ref:</b>	<b>ADM0149</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Community Services Officer</b>
	<b>KP O'Neill</b>	<b>Senior Finance Officer</b>
<b>Date:</b>	<b>11 July 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider quotes received to carry out landscaping works in Broomehill in line with the Broomehill Village Heritage Precinct Plan.

**Background:** Council will recall Karen Birdseye, Hidden Treasures event coordinator, attended the April Council meeting and outlined plans for a community day to be held in Broomehill as part of the 2012 Bloom Festival.

The event was planned around a local volunteer project to plant out an area of the townsite with assistance from a 'celebrity'; in this case, Aaron East whose landscaping work featured on the TV series 'The Block' in 2011. A street market, community BBQ and movie night were also proposed.

The timing of this proposal was opportune as Council had recently finalised the Broomehill Village Heritage Precinct Townscape Plan, which focused on the town centre. It was suggested, by participating in the Bloom Festival event, the works to implement the recommendations in the Plan could be commenced, with community involvement.

A quote was requested from Aaron East Landscaping to carry out all the recommended works. Following that a more itemized quote was requested for the landscaping of the block between the Broomehill Hall and the Broomehill Hotel (Sheridan-Garrity Memorial Garden). Both quotes are attached for information.

Council's consideration of the quotes and proposed arrangements for funding of the planned works is required.

**Comment:** Since the presentation to Council, the event has been scaled back to include only the volunteer planting project, community BBQ and movie night. Council's involvement will be limited to coordinating and funding the planting exercise and submitting a funding application to Lotterywest for approximately \$10,000, on behalf of the community organisers, for all other costs associated with the event. The event is the feature event for the Bloom Festival this year and will receive publicity through the Festival program and associated advertising.

The initial quote of \$178,181 plus GST to carry out all the recommendations of the plan far exceeds any funds Council may be able to allocate to the project. Aside from the costs included in the quote, Council will be required to carry out works to install appropriate drainage and fill in the creek bed. It is considered the cost for this alone will be substantial.

The second quote of \$61,818 plus GST is more achievable in terms of Council's budget and, if proceeded with, will result in a well structured, established garden with immediate visual impact. The proposed work for this area also lends itself to community participation with large numbers of smaller plantings which can be undertaken by volunteers working alongside the landscaping team.

Council has previously allocated \$50,000 from its Country Local Government Fund (CLGF) allocation for 2012-2013 to upgrade Holland Park. Council may wish to reprioritize CLGF allocations to enable this project to proceed. Currently, allocations for 2011-2012 and 2012-2013 funds are as follows (from the Forward Capital Works Plan):

	<b>2011-2012</b>	<b>2012-2013</b>
Tambellup Independent Living Seniors Accommodation	324,889	
Broomehill Office Solar Energy	50,000	
Tambellup Pavilion		194,889
Broomehill Hall - building improvements		30,000
Tambellup Hall - building improvements		100,000
Holland Park – upgrade		50,000
<b>Total</b>	<b>374,889</b>	<b>374,889</b>

In order to bring the Holland Park allocation forward to 2011-2012, it will require the Broomehill Office Solar Energy project to be pushed out to 2012-2013. The Broomehill Office Solar Energy project is a component of the development of the Regional Archive Repository (VROC project) and is able to be fitted, retrospectively, following structural works to the building, which have not yet commenced.

This change in CLGF priorities will need to be endorsed by Council and will result in an amendment to the Forward Capital Works Plan. Amended priorities will be as follows:

	<b>2011-2012</b>	<b>2012-2013</b>
Tambellup Independent Living Seniors Accommodation	324,889	
Broomehill Office Solar Energy		50,000
Tambellup Pavilion		194,889
Broomehill Hall - building improvements		30,000
Tambellup Hall - building improvements		100,000
Holland Park – upgrade	50,000	
<b>Total</b>	<b>374,889</b>	<b>374,889</b>

The balance of the funds required (\$12,000) is able to be sourced from the operating section of the Budget by reducing the various material components in Road Maintenance:

1. Contract Services \$5,000
2. Chemicals \$5,000
3. Road Materials \$2,000



Council will need to consider reallocating this funding prior to adoption of the Annual Budget.

**Consultation:** Aaron East Landscaping  
Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** The 2012/2013 Budget includes provision for both the Holland Park and Solar Energy projects, utilising funds from the Country Local Government Fund. A reallocation of these projects between funding years is required, though this will have no effect on the budget. Council will need to make a further allocation of \$12,000 to undertake this project which can be reallocated from the Road Maintenance budget.

**Strategic Implications:** The Forward Capital Works Plan provides Council with direction for the capital works program and will assist with the requirements of the Integrated Planning program.

**Voting Requirements:** Simple Majority

**Council Resolution:** *120703*

*Moved Cr Turner, seconded Cr Sheridan*

*“That Council endorses the amended Forward Capital Works Plan relating to Country Local Government Fund projects for 2011-2012 and 2012-2013 as follows:*

	2011-2012	2012-2013
<i>Tambellup Independent Living Seniors Accommodation</i>	324,889	
<i>Broomehill Office Solar Energy</i>		50,000
<i>Tambellup Pavilion</i>		194,889
<i>Broomehill Hall – building improvements</i>		30,000
<i>Tambellup Hall – building improvements</i>		100,000
<i>Holland Park – upgrade</i>	50,000	
<i>Total</i>	374,889	374,889

*Further, that Council makes provision in the 2012-2013 budget of an additional \$12,000 for the Holland Park upgrade project by reallocating funds from the Road Maintenance budget.”*

**CARRIED 4/2**

**Reason For Change to Recommendation:**

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**10.4 ADOPTION OF THE 2012/2013 ANNUAL BUDGET**

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Annual Budget for the year ending 30 June 2013 – presented separately to this Agenda</b>
<b>File Ref:</b>	<b>ADM0163</b>
<b>Author:</b>	<b>KP O'Neill Finance Officer</b>
<b>Date:</b>	<b>12 July 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to adopt the Annual Budget for year ending 30 June 2013.

**Background:** The *Local Government Act 1995*, section 6.2, states that a Local Government is to prepare an annual budget not later than 31 August in each financial year, or such extended time as the Minister allows, and adopt by absolute majority, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

**Comment:** The budget, in its draft form, was presented to Council at a workshop held on Thursday, 5 July 2012. All items identified by Council for inclusion in the Budget have been allocated.

A large surplus has been carried forward from the 2012/2013 year which is mainly due to Council holding a significant amount of grant funding at 30 June. The unspent grant funds held at 30 June are shown as restricted cash and have been allocated towards the projects for which they are intended.

Included in the surplus, and forming part of the “unrestricted” cash component, is the advance instalment that Council received from the WA Local Government Grants Commission of \$761,200 for its 2012/2013 allocation of Financial Assistance Grants. These funds were received late June.

Following the guidance of Council from the draft budget workshop, a rate increase of 5.5% for UV (Rural) properties and 10% for GRV (townsite) properties has been factored into the budget.

A 10% early payment discount will continue to be offered for all rates paid within 28 days of issue and Council agreed to continue to offer the two and four instalment options for payment of rates.

Council will be aware that a significant amount of funding, compared with previous years, has been allocated by the Regional Road Group for various road projects throughout the Shire. This funding, in addition to Roads to Recovery funding, has resulted in a large road construction program planned for the coming year.

Council has also made an allocation to reseal a section of the Pootenup Road. This project is fully funded by Council.

A detailed Building Maintenance program is included in the supporting information which will see approximately \$546,900 in maintenance, repairs and upgrades to Council's buildings and facilities. Of this amount the \$100,000 allocated to the Tambellup Hall, \$50,000 to the Broomehill Hall and \$50,000 to repair windows at the Broomehill Admin Building, utilises funding from Council's individual allocation from the Country Local Government Fund.

At a glance, Council's funds are allocated to the following areas:

Governance	\$1,100,000	Recreation & Culture	\$1,466,000
Education & Welfare	\$1,600,000	Transport	\$4,495,000
Housing	\$113,500	Other	\$524,700
Community Amenities	\$994,000	Reserve	\$672,300
Economic Services	\$190,000	Transfers	
		Loan	\$44,500
		Repayments	

The area of Transport (including capital road works and plant replacement) accounts for just over 40% of the overall budget with the other bigger areas of expenditure being Education and Welfare at 14.3%, Recreation and Culture 13.1% and Governance sitting at 9.8% .

Funding programs such as Royalties for Regions and Regional Road Group Funds have contributed considerably to this year's bigger budget. This budget is the largest that Council has adopted since amalgamation.

**Consultation:** Chief Executive Officer  
Manager of Corporate Services  
Manager of Works  
Council

**Statutory Environment:** *Local Government Act 1995*, section 6.2  
Local Government (Financial Management) Regulations 1996  
Local Government (Administration) Regulations 1996

**Policy Implications:** Nil

**Financial Implications:** Adoption of the Annual Budget sets the financial framework for the ensuing financial year.

**Strategic Implications:** The Annual Budget has been prepared with due regard for the objectives set by Council in its Strategic Plan.

**Voting Requirements:** Absolute Majority

**Council Resolution: 120704**

*Moved Cr Kempin, seconded Cr Sadler that Council adopts en bloc Item 1 – 13.*

*“That Council adopts the following:*

**1. GENERAL RATES**

*That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2013:*

<i>Unimproved Values</i>	<i>0.8064 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>9.9319 cents in the dollar</i>

**2. MINIMUM RATES**

*That the minimum rate for Gross Rental Values is set at \$350.00 per assessment and the minimum rates for Unimproved Values is set at \$350.00 per assessment.*

**3. REFUSE AND RECYCLING CHARGES**

*That, in accordance with the provisions of the Waste Avoidance and Resource Recovery Act 2007, Council imposes the following refuse and recycling charges (exclusive of GST) for 2012/2013:*

<i>Residential Refuse – including recycling</i>	<i>\$235.00</i>
<i>Residential Refuse – additional bin</i>	<i>\$135.00</i>
<i>Residential – additional recycling bin</i>	<i>\$100.00</i>
<i>Commercial Refuse – including recycling</i>	<i>\$255.00</i>
<i>Commercial Refuse – additional bin</i>	<i>\$155.00</i>
<i>Commercial – additional recycling bin</i>	<i>\$100.00</i>
<i>240 litre wheelie bin</i>	<i>at cost</i>
<i>Tipping Fee – cubic metre</i>	<i>\$11.00</i>
<i>Asbestos Disposal – trailer/ute</i>	<i>\$110.00</i>
<i>Asbestos Disposal – truckload</i>	<i>\$220.00</i>

**4. DISCOUNT**

**General Rates**

*That Council, in accordance with the provisions of section 6.46 of the Local Government Act 1995, offers a 10% discount on 2012/2013 general rates if full payment of rates, arrears, ESL and refuse charges is received within 28 days from the date of issue on the rate notice.*

**Interim Rates**

*That Council offers a 10% discount on interim rates levied, provided full payment is received within 28 days from the date of issue on the rate notice.*

**5. PAYMENT OPTIONS**

*That Council, in accordance with the provisions of section 6.45 and 6.50 of the Local Government Act 1995, offers the following payment options for the payment of rates:*

**(a) Single Instalment – with 10% discount**

- *Payment in full (including all arrears) within 28 days of the issue of the rate notice and be eligible for a 10% discount on current general rates and minimum charges.*

**(b) Single Instalment – no discount**

- *Payment in full within 35 days of the date of issue of the rate notice.*

**(c) Two Instalments**

- *The first instalment of 50% of the total current rates, ESL, refuse charges, instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.*
- *The second instalment of 50% of the total current rates, ESL, refuse charges and instalment charges, payable 4 months from the due date of the first instalment.*

**(d) Four Instalments**

- *The first instalment of 25% of the total current rates, ESL, refuse charges and instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.*
- *The second, third and fourth instalments, each of 25% of the current rates, ESL, refuse charges and instalment charges, payable at two monthly intervals after the due date of the first instalment.*

**6. INTEREST AND ADMINISTRATION CHARGES FOR INSTALMENT OPTIONS**

*That Council, in accordance with the provisions of section 6.45 of the Local Government Act 1995 imposes an Administration Fee of \$10 per instalment notice together with an interest charge of 5.5%, both of which applies to the second instalment of the Two Instalment option, and the second, third and fourth instalments of the Four Instalment option.*

**7. LATE PAYMENT PENALTY INTEREST**

*That Council, in accordance with the provisions of section 6.13 and 6.51 of the Local Government Act, and Regulations 19A and 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% per annum. Penalty interest will apply to all charges which remain unpaid after 35 days from the date of issue of the rate notice.*

*Excluded are eligible pensioners, deferred pensioner rates and current instalment amounts not yet due.*

**8. FEES AND CHARGES**

*That Council, in accordance with section 6.16 of the Local Government Act 1995, adopts the Schedule of Fees and Charges as set out in the Budget document for the year ending 30 June 2013.*

**9. DETERMINING MATERIAL VARIANCES**

*That, in accordance with the provisions of the Local Government (Financial Management) Regulations 1996 section 34(5), the material variance as reported in the Statement of Financial Activity in the financial year ending 30 June 2013 will be 10% or \$10,000.*

**10. MEMBERS MEETING ATTENDANCE FEES**

*That Council, in accordance with section 5.99 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, adopts an annual allowance for meeting attendance fees for 2012/2013 of \$8,000 per annum for the President and \$3,300 per annum for Councillors.*

**11. PRESIDENT AND DEPUTY PRESIDENT ALLOWANCE**

*That Council, in accordance with section 5.98(5) and 5.98A of the Local Government Act 1995 and Regulation 33 and 33A of the Local Government (Administration) Regulations 1996, adopts an annual allowance of \$1,000 for the President and \$250 for the Deputy President.*

**12. MEMBERS TRAVELLING EXPENSES**

*That Council, in accordance with the provisions of section 5.99A of the Local Government Act 1995 and Regulation 34AB of the Local Government (Administration) Regulations 1996, adopts that travelling expenses are reimbursed to elected members at the rate of 74 cents per kilometre.*

**13. TELECOMMUNICATIONS ALLOWANCE**

*That Council, in accordance with the provisions of section 5.99A of the Local Government Act 1995, and Regulation 34A of the Local Government (Administration) Regulations 1996, adopts a Telecommunications Allowance of \$400 per Councillor per year.*

**CARRIED EN BLOC 6/0**

**By Absolute Majority**

Officer Resolution:

**14. ADOPTION OF THE ANNUAL BUDGET**

*That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2013 comprising the Income Statements, Cash Flow Statement, Rate Setting Statement and associated notes be adopted.”*

**Council Resolution:** 120705

*Moved Cr Sheridan, seconded Cr Crosby*

**14. ADOPTION OF THE ANNUAL BUDGET**

*That:*

- *the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2013 comprising the Income Statements, Cash Flow Statement, Rate Setting Statement and associated notes be adopted;*
- *provision of \$30,000 from the building reserve is made for costs incurred in dealing with underground fuel tanks found to exist at Lot 22 Taylor Street Tambellup; and*
- *the expenditure for landscaping between the Broomehill Hall and Broomehill Hotel be amended to \$61,818.”*

**CARRIED 5/1**

**By Absolute Majority**

**Reason For Change to Recommendation:**

To include in the budget provision for dealing with the underground fuel tanks found to exist on Lot 22 Taylor St, Tambellup, and the amended expenditure (\$61,818) for landscaping between the Broomehill Hall and Broomehill Hotel.

**10.5 RATES WRITE OFF – SURRENDERED MINING TENEMENTS**


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<b>Program:</b>	<b>General Purpose Funding</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>A575, A576, A577</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>12 July 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider writing off the balance of rates for three assessments which are mining tenements that have been surrendered.

**Background:** As part of the end of financial year processes, it has come to our attention that there are three rate assessments for mining tenements with outstanding balances dating back to 2009.

On checking the rating revaluation rolls provided by the Valuer General's Office throughout the year, it has revealed that all three mining tenements were surrendered in 2009. Rates have continued to be levied in error on all three assessments for the ensuing 2009, 2010 and 2011 years.

**Comment:** The Valuer General's Office provide regular information on any changes to the status of mining tenements; however, it appears that on this occasion there has been an oversight by staff in picking up that the three tenements were surrendered.

Council is requested to write off rates and penalties levied on the following assessments:

A575	\$1,129.07
A576	\$1,129.07
A577	\$1,129.07

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** Section 6.12(1)(c) of the *Local Government Act 1995* grants Council the power to write off any amount of money which is owed to the Council, by *absolute majority*.

**Policy Implications:** Nil

**Financial**

**Implications:** A reduction in revenue of \$3,387.21.

**Strategic**

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

**Voting Requirements:** Absolute Majority



**Council Resolution:**     **120706**

*Moved Cr Kempin, seconded Cr Sheridan*

*“That the balance of the following rate assessments be written off:*

<i>A575</i>	<i>\$1,129.07</i>
<i>A576</i>	<i>\$1,129.07</i>
<i>A577</i>	<i>\$1,129.07”</i>

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

**Reason For Change to  
Recommendation:**

The CSO Pam Hull left the meeting at 4.40pm.

**10.6 INTERIM AUDIT REPORT - YEAR ENDING 30 JUNE 2012**


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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Interim Audit Report</b>	
	<b>Interim Audit Observations &amp; Comments Schedule</b>	
<b>File Ref:</b>	<b>ADM0058</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>12 July 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The interim audit for the financial year ending 30 June 2012 was undertaken by Council's Auditors, Lincolns Accountants, on 8 June 2012.

**Background:** *Local Government Act 1995* section 7.9 and the *Local Government (Audit) Regulations 1996* prescribe the conduct of an Audit.

An interim audit is undertaken prior to the end of the financial year to assess the internal systems and procedures which ultimately ensures the integrity of our data.

Council's Auditors checked the following systems during their visit:

- Bank Reconciliations
- Receipts
- Payments
- Debtors, Creditors and Rates ledgers
- Payroll

A copy of the Interim Audit Report is provided for Councillors' information and comment.

**Comment:** The Interim Audit Observations and Comments schedule is provided by the Auditors highlighting areas where there could be improvement to our current procedures, and their recommendations in achieving this. The fourth column in this table was provided for the CEO to respond to the Auditor's recommendations.

Bank Deposit Summaries

The recommendation is for a second officer to check and countersign the daily banking prior to depositing at the bank. A procedure has been implemented to ensure that this occurs.

Monthly Bank and Subsidiary Ledger Reconciliations

In a similar vein to the daily banking, it is recommended that reconciliations for the bank accounts and debtors, creditors and rates ledgers are signed by the performing officer and countersigned by a higher authority.

The monthly bank reconciliations are currently reviewed and signed by the CEO and a procedure in relation to subsidiary ledgers has been implemented.

**Consultation:** Chief Executive Officer  
Lincolns Accountants

**Statutory**

**Environment:** *Local Government Act 1995 – Part 7 Audit*  
Local Government (Audit) Regulations 1996

**Policy Implications:** Nil

**Financial**

**Implications:** The interim audit assesses risk, checks control systems and procedures and provides reasonable assurance that the financial systems of the Council are functioning reliably.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120707*

*Moved Cr Kempin, seconded Cr Turner*

*“That Council accepts the Interim Audit Report for the year ending 30 June 2012.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**10.7 LOCAL GOVERNMENT CONVENTION – AGM OF WALGA**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of motions for consideration</b>
<b>File Ref:</b>	<b>ADM0077</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>4 July 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The Annual General meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held as part of the Local Government Convention.

**Background:** The AGM of WALGA will be held on Wednesday 1 August 2012 at 1.30pm. Attached are copies of the motions that will be considered as part of the meeting. There are three motions that cover a variety of subjects.

**Comment:** Members will need to discuss the motions and determine the preferred voting for each so that conference delegates can carry out Council's wishes.

Council delegates are Cr Webster and Cr Thompson.

**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 discuss the motions for the Annual General Meeting of the Western Australian Local Government Association and advises the Council delegates of its preferred position on each.”*

**Council Resolution:** *“Council discussed the motions for the Annual General Meeting of the Western Australian Local Government Association and advised the Council delegates of its preferred positions on each.”*

**Reason For Change to Recommendation:**

**10.8 REVIEW OF FINANCIAL SYSTEMS**


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<b>Program:</b>	<b>Finance</b>	
<b>Attachment:</b>	<b>Review of Financial Systems</b>	
<b>File Ref:</b>	<b>ADM0058</b>	
<b>Author:</b>	<b>J M Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 July 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The legislation requires a review to be undertaken on a regular basis as to the appropriateness and effectiveness of the financial management systems and procedures of the local government.

The review was undertaken by an external consultant in June 2012. The overall findings are that the current financial management systems are considered effective and appropriate in terms of the size and financial activity of the Shire.

Improvements are recommended for the following areas:

1. Review of policies for investments and credit cards;
2. Formalization of existing written procedures into an organizational manual;
3. Development of written procedures for other operational tasks within the financial management system; and
4. Development of asset capitalization/classification procedures in conjunction with the implementation of the Shire's asset management plan and the legislative direction for the implementation of fair values.

**Background:** The Local Government (Financial Management) Regulations 5(2)(c) requires –  
 (2) The CEO is to -  
 (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

The review was completed by local government consultant, R J Back, in June 2012 and the full report is included in the attached document.

**Comment:** The current financial management systems are considered effective and appropriate in terms of the size and financial activity of the Shire of Broomehill-Tambellup. The processes can be strengthened by the formalising of tasks and processes so that all staff can be informed of the expectations placed on them should experienced local government officers not be available. The current processes would appear to be adequate to meet the Shire's responsibility in terms of the legislation and stewardship role to the community.

The financial management systems meet the requirements placed on the Shire under legislative arrangements. However, it would be appropriate for the elected members to provide feedback as to the appropriateness of the financial information being provided so that they fully understand the financial position of the Shire.

**Consultation:** Nil

**Statutory**

**Environment:** Local Government (Financial Management) Regulations 5(2)(c)

**Policy Implications:** Nil

**Financial**

**Implications:** Nil

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *120708*

*Moved Cr Kempin, seconded Cr Turner*

*“That the Review of Financial Systems for the Shire of Broomehill-Tambellup, undertaken in June 2012, be received.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

The Senior Finance Officer Kay O’Neill left the meeting at 4.55pm.

**10.9 PROPOSED SUBDIVISION – BOUNDARY REALIGNMENT  
HOMESTEAD LOT – LOTS 761 AND 8791 WANDOO ROAD,  
BROOMEHILL WEST (WAPC: 146221)**

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**Program:** Planning  
**Attachment:** Subdivision Plan  
**File Ref:** S146221  
**Author:** Gray and Lewis Landuse Planners  
**Date:** 11 July 2012  
**Disclosure of Interest:** Gray & Lewis receive planning fees for advice to the Shire and, therefore, declare a Financial Interest – Section 5.65 of the *Local Government Act 1995*

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**Summary:** An application has been lodged with the Western Australian Planning Commission (WAPC) to excise a homestead lot from a farming property.

The application also constitutes as a boundary realignment between Lots as there are 2 existing Lots and there will not be any net increase in the number of Lots as part of the subdivision.

The WAPC has referred the application to the Shire for recommendation and comments.

It is recommended that the Shire recommend that the application be conditionally approved by the WAPC.

**Background:** Lots 761 and 8791 (“subject land”) are zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

**Comment:** Description of Application

Existing Lot 8791 is vacant, is used for extensive agriculture and has a total approximate area of 947.26 hectares.

Existing Lot 761 has an area of 64.16 hectares and contains an existing house and buildings in the south west corner.

The application proposes to subdivide the land around the existing house on Lot 761 to be contained on one homestead Lot with an area of approximately 3.54 hectares.

The balance area of Lot 761 is proposed to be amalgamated with adjacent Lot 8791. The size of Lot 8791 will increase to approximately 1007.88 hectares.

Scheme provisions

Under the Scheme the objectives for the Farming zone include ‘*The Council intends the predominant form of rural activity in the farming zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision*’.

It is not considered that the subdivision will undermine this objective as the farm can continue to operate effectively on the expanded Lot B (previously Lot 8719) and it is unlikely that the land in the immediate vicinity to the existing residence is actively used for farming purposes. The proposed homestead Lot simply recognises an existing dwelling and will allow it to be contained on its own separate title.

The Shire's Scheme has a general presumption against subdivision of Farming land unless in specific circumstances. There are no specific provisions in the Scheme which allow for homestead Lots, likely due to the Scheme's age.

Notwithstanding the above, the Scheme allows for subdivision where '*the lots are for farm adjustment and the erection of dwelling houses are restricted*'. The erection of dwellings will be restricted as there is an existing house and the net number of Lots will not increase as a result of the proposal.

#### WAPC Policy DC 3.4 – Rural Subdivision

WAPC Policy DC 3.4 sets out the principles which are used by the WAPC in determining applications for subdivision of rural land.

The WAPC has been actively approving homestead lot applications which comply with the Policy criteria.

<b>WAPC Policy Criteria</b>	<b>Officer Comment</b>	<b>Officer Assessment</b>
The land is in the Wheatbelt agricultural policy area.	Broomehill is included in Appendix 3 of the Policy as being in the Wheatbelt policy area.	Complies
The population in the locality is declining or relatively static.	Australian Bureau of Statistics shows that the population in the Shire has declined.	Complies
The homestead lot has an area between 1 and 4ha, or up to 20 ha where it is desirable to respond to the landform or to include existing outbuildings or water sources.	The proposed homestead lot is 3.54 hectares.	Complies
There is an adequate water supply for domestic, land management and fire management services	The existing house would already be serviced by rainwater tanks.	Complies
The homestead lot fronts a constructed road.	The lot has direct frontage to Wandoo Road.	Complies
The homestead lot contains an existing residence.	It contains an existing house.	Complies
A homestead lot has not been excised from the farm in the past.	It is clear, from the surrounding lot sizes and pattern, that no homestead lots have been excised in the past.	Complies



It is considered that the application complies with WAPC Policy DC 3.4.

### Conclusion

Gray & Lewis recommend that the application be supported based on the following:

- (1) The application complies with WAPC Policy DC 3.4;
- (2) There are community benefits associated with homestead Lots as they help to maintain the existing population; and
- (3) Homestead Lots can provide accommodation for retired farmers who wish to remain in the area and workers and/or provide income for farmers who may wish to construct a new dwelling on the remaining farm Lot.

**Consultation:** Consultation has been conducted by the WAPC who has referred the application to Western Power, Department of Mines and Petroleum, Department of Health and the Water Corporation, for comment.

### **Statutory**

**Environment:** Shire of Broomehill Town Planning Scheme No 1

**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:** *120709*

*Moved Cr Turner, seconded Cr Crosby*

*“That Council:*

- (1) Recommends that the Western Australian Planning Commission approve the application to subdivide Lots 761 and 8791 Wandoo Road, Broomehill West (WAPC: 146221) subject to a condition requiring ‘All buildings having necessary clearance from new boundaries’; and*
- (2) Provides a copy of this report to the WAPC as it includes the assessment conducted of the application.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**10.10 REVIEW OF COUNCIL POLICIES**


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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Policies 2.7 – Electronic Mail Policy, 2.8 Harassment, Bullying and Discrimination Policy, 3.1 – Self Supporting Loans to Community and Sporting Bodies, 6.1 Tourism and Area Promotion</b>	
<b>File Ref:</b>	<b>ADM0165</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 July 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to review five of its policies as part of the staged process of reviewing all of its Policies.

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

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

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

Policies 2.7, 2.8, 3.1, 3.2 and 6.1 are the subject of the current review. The policies have been distributed to senior staff for review and their comments have been reflected in this report.

**Comment:** **2.7 - Electronic Mail Policy**  
The current policy is long and includes a number of sections that relate more to procedure rather than policy. As part of the review it has been determined to break the policy into two – Policy and Management Practice. A draft of the new Policy and Management Practice is attached to this report for Council's information.

**2.8 – Harassment, Bullying and Discrimination Policy**  
This policy recognises that everybody has the right to be treated with respect and dignity at work. This policy is also recommended for division into Policy and Management Practice and a draft of each is attached.

**3.1 – Purchasing Policy**  
A copy of the existing policy is attached for Council's reference. The policy that has been adopted by Council is the model policy that was developed by WALGA. The policy is appropriate; however, it is recommended that Council considers increasing the limit for the lowest threshold from \$1,000 to \$5,000. This will allow staff more flexibility particularly as a considerable percentage of goods and services that we purchase have a value that exceeds the current limit of \$1,000. The time and cost in obtaining three verbal or written quotes can be prohibitive and time consuming for things that you know only one or two suppliers locally can provide. It is recommended that the policy be retained with the recommended changes.

### **3.2 – Self Supporting Loans to Community and Sporting Bodies**

This policy allows Council to support community organisations in larger projects by the provision of self supporting loans. The policy provides guidance to the community groups on what is required when making an application to Council for a loan. It is recommended that the policy be retained.

### **6.1 – Tourism and Area Promotion**

This policy sets out the long term objectives that the Council has in relation to the development of tourism in the Shire. Council needs to determine if the policy is still representative of the direction it wishes to take and in keeping with other relevant policy areas such as its “Strategic Directions – A Plan for the Future”.

Council may wish to consider removing the “entry in Tidy Towns competition,” from the fourth dot point of the policy. Changes to the Tidy Towns competition over the years makes it increasingly difficult for small rural communities to compete. This, of course, will not preclude the community from entering should it wish to do so. It is appropriate to retain the policy in some form.

For Council consideration and discussion.

**Consultation:**

Nil

**Statutory**

**Environment:**

Nil - Section 2.7 (2)(b) of the *Local Government Act 1995* establishes the duty for the Council to *determine the local government’s policies*.

**Policy Implications:**

As per presented changes.

**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: 120710**

*Moved Cr Sadler, seconded Cr Turner*

**“That Council:**

- *having undertaken a review of Policy 2.7 – Electronic Mail Policy adopts the draft of the new policy as presented and endorses the associated Management Practice;*
- *amends Policy 2.8 – Harassment, Bullying and Discrimination Policy, as presented, and endorses the associated Management Practice;*
- *amends Policy 3.1 - Purchasing Policy with the inclusion of an increase of the lowest threshold from \$1,000 to \$5,000 with two verbal quotes required for procurement anticipated to be between \$2,500 and \$5,000;*
- *retains Policy 3.2 – Self Supporting Loans to Community and Sporting Bodies in its present form; and*
- *retains policy 6.1 – Tourism and Area Promotion with the following amendment -removing “entry in Tidy Towns competition” from the fourth dot point.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**12.1 PLANT REPORT FOR JUNE 2012**

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

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2011	2012		
1DCF 535	TORO 3500D	415	500	2009	2009		400 hr service done , control module faulty changed under warranty
1DTA474	Isuzu Gigamax Truck	107264	120000	2007	2007	8 yrs / 250,000 km	ex TA092
1TA	Toyota FJ	26786		2011	2011	1 yr / 40,000 kms	ok
1 TIU 961	Papas Tandem Fuel Trailer			2008			ok
1TMR361	Rockwheeler Side Tipper Trailer	135		2012	2012		at CSC
BH00	Ford Ranger Dual Cab	17380	30000	2011			15000 kl service done
BH000	Nissan Murano	1036		2011	2011		ok
BH001	CAT vibe Roller	1139	1250	2009			ok
BH002	ISUZU 6 Wheel Tipper	91275	120000	2008	2008	8 yrs / 250,000km	90000 kl service done
BH003	Isuzu NPR300 crew cab truck	61881	75000	2009		5 yrs / 200,000km	60000 kl service done
BH004	CAT 12M	2336	2500	2009	2009		250 hr service done , changed engine oil 2295 hrs
BH005	Cat multi tyre	812	1000	2011	2011	8 yrs / 8000 hrs	change engine oil 775 hrs
BH006	Volvo G710B PIN X036498X	6566	6500	2004	2004	8 yrs / 8,000 hrs	ok
BH007	Toro 360 mower	170	200	2011	2011	1 year	150 hrs service done , blades changed at 156 , 168 hrs
BH008	VOLVO L70D Loader Pin L70DU18091 Product No 33738/33154	6851	7000	2001	2001	8 yrs / 8000 hrs	ok
BH009	Toyota Hilux	26329	30000	2009			ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7241		1995	2004		ok
BH013	John Deere 315SG Backhoe PIN T0315SG918300	2933	3000	2003	2003	10 yrs / 8,000 hrs	ok
BH014	Toyota Hilux	9409	10000	2011		1 yr	ok

TA001	Ford Ranger Dual Cab	30878	30000	2011	2011	1 yr	30000 kl service due
TA005	John Deere Tractor 6330	1087	1250	2008	2008	10 yrs / 8000 hrs	ok
TA017	Isuzu Tipper	85540	90000	2009		5 yrs / 200,000 km	ok
TA052	Toyota Hilux 4x4	34800	40000	2009	2009	2 yrs	ok
TA06	Jet Patcher Isuzu	96305	105000	2007	2010	8 yrs / 8,000 hrs	ok
TA092	Iveco Strais AD500 8-4	1295	5000	2012	2012	8 yrs / 250,000 km	at Allroads for repair
TA18	12H Grader	5825	6000	2006	2006	8 yrs / 8,000 hrs	change engine oil 5820 hrs
TA1880	Isuzu Gigamax Truck	87506	90000	2008	2008	8 yrs / 250,000 km	new clutch fitted
TA281	930G Loader	4276	4250	2007	2007	8 yrs / 8,000 hrs	change engine oil 4260 hrs , new column gear shift fitted
TA386	Mitsubishi Fuso Truck	84083	90000	2007	2007	5 yrs / 250,000 km	ok
TA392	Tractor Mower		2228			5 yrs / 5,000 hrs	ok
TA417	John Deere Gator	307	300	2009		4 yrs	ok
XTR579	Road Broom					10 yrs	ok
	Slasher					10 yrs	ok

**RECEIVED**

**12.2 WORKS AND MAINTENANCE REPORT FOR JULY 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>Glen Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>12 July 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Gardeners' general maintenance around town.
- Trees taken out along India Street ready for footpath.
- Small street trees have been ordered to be installed when footpath is finished.
- Asphalt footpaths completed along Latham, Lavarock and Ivy Streets.
- Most trees from storm now cleaned up. A few areas to finish.
- Western Power identified trees for pruning under power lines.
- Katanning Cherry Pickers engaged to carry out the tree pruning around town.
- Contractor will start pad for toilets in Holland Park this month.
- Timber Holland Park sign has been removed ready to construct new signage.
- Currently pumping water to Complex dam. Town dam is only 300mm from full.

**Tambellup**

- Gardeners busy getting oval ready for hockey carnival.
- Storm damage trees around town have been removed.
- Trees along Crowden Street need to be removed.
- Once trees have been removed then the paving needs to be lifted up and re-laid.
- Small street trees will be installed with root barrier to replace large gum trees.
- Katanning Cherry Pickers engaged to trim trees under power lines in town.
- Dam levels are up after recent rains. Jam Creek dam has back dam full and running into front dam which is half full. Number 2 dam is still 2m from full.

**Roads**

- Construction Crew is currently finishing off the Tieline/Norrish Road intersection.
- The intersection won't be sealed until weather warms up and the intersection will be sprayed at the same time as the Tieline Road reseal.
- Crew will move onto Broomehill/Kojonup Road and start gravel widening.
- Maintenance Crew has been busy with signage which was damaged in the winds. The main Broomehill/Tambellup boundary signs have been bent and will be removed and straightened.
- Maintenance graders are working in the mid western part of the Shire.
- All the roads in the Shire have been driven to assess the cost to remove trees from beside the roads.
- Once pricing is complete an application will be made for WANDRRA funding.

**Plant**

- Jetpatcher working in Gnowangerup between rains. Unit is currently in the workshop for repairs as the pin in the hydraulic broom broke and bent the main frame for the broom.
- Work Manager's crew cab due to arrive this month.
- Works Supervisor's crew cab arrives mid August.
- Pickles Auctions still to pick up truck.
- Iveco truck is still in Albany for repairs. Insurance has engaged an engineer to inspect the truck before any repairs are carried out.

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**12.3 BUILDING SURVEYOR'S REPORT FOR JUNE 2012 AND 2011-2012 YEAR**


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**Program:** Economic Services  
**Attachment:** BSR Reports and Activity Statements – June 2012/Annual  
**File Ref:** ADM0076  
**Author:** D Baxter Building Surveyor  
**Date:** 3 July 2012  
**Disclosure of Interest:** Nil

---

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

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

Monthly Account for June	\$ 3,551.64
Yearly Cost for Building Surveying Service	\$ 36,438.39
Labor	\$ 26,861.25
Cost of Vehicle	\$ 9,577.14
Value of Projects Proposed as Registered	\$1,098,300.00
Value of Possible Fees generated	\$ 10,576.15
Value of the Possible Fees to be retained by Council	\$ 7,046.56

GST not included in these sums.

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

**Reason For Change to Recommendation:**

**RECEIVED**

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**12.4 BUILDING MAINTENANCE PROGRAM**

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**Program:** Various  
**Attachments:** Building Maintenance Program Report to 30 June 2012  
**File Ref:** Nil  
**Author:** JA Stewart                      Manager Corporate Services  
**Date:** 09 July 2012  
**Disclosure of Interest:** Nil

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**Summary:** Report on the Building Maintenance Program for 2011-12 to 30 June 2012.

**Background:**

**Comment:** The Building Maintenance Program Report is updated to 30 June 2012 and presented for Council's information, comment and discussion, if required.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Provision was 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:** *"No recommendation required – Councillor information only"*

**Reason For Change to Recommendation:**

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**12.5 LIBRARY REPORT – JUNE 2012**

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**Program:** Recreation & Culture  
**Attachment:** Library Report – June 2012  
**File Ref:** ADM0097  
**Author:** C Brown Library Officer  
**Date:** 10 July 2012  
**Disclosure of Interest:** Nil

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**Summary:** Attached is a Library Report prepared by Colleen Brown, Library Officer for Tambellup, 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 June 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:** Nil

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

**Reason For Change to Recommendation:**

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## 12.6

## CLUB DEVELOPMENT OFFICER REPORT JULY 2012

Department of  
Sport and Recreation

## OVERVIEW – JULY 2012

CLUB DEVELOPMENT OFFICER

SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP &amp; SHIRE OF KOJONUP

### SHIRE OF BROOMEHILL-TAMBELLUP

**Name of towns within the Shire:**

- Broomehill
- Tambellup

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

### SHIRE OF KOJONUP

**Name of towns within the shire:**

- Kojonup
- Muradup
- Jingalup
- Quaelup
- Boscabel

**ACTIVITIES FOR THE MONTH:**

**Broomehill** community members have made contact regarding establishing the Department of Sport and Recreation Active After Schools (AASC) program at the Broomehill Primary School (as it does in Tambellup Primary School.) The Broomehill Primary School Principal has been provided with the details of the program. Unfortunately, the application date for the next semester has closed; however, activities can still be coordinated to support the school in having a level of involvement with another AASC program. The school has been advised about the Prime Minister's Olympic Challenge program for terms three and four. I will be working with the Primary School to get this program started.

**Sport 4 All****Kidsport**

Statistics/results of the Kidsport Program for the Broomehill-Tambellup and Kojonup will be released in August 2012. The information will be provided in the following monthly report.

## **UPDATE ON THE GRANT AGREEMENT**

As a part of the Club Development Officer (CDO) grant agreement between the Department of Sport and Recreation and the Shire of Broomehill-Tambellup and Shire of Kojonup, it is a requirement that the CDO submits a completed Key Result Schedule by the end of July 2012. As this must be completed in conjunction with the CDO from the Shire of Gnowangerup, Kent and Jerramungup and forwarded **as one** document to the Department of Sport and Recreation, I have been working with Neah Browning in order to meet the reporting deadline.

## **PROFESSIONAL DEVELOPMENT**

### **25 June 2012**

A meeting with DSR and CDO's was held on Monday, 25th June 2012. Regular meetings are with DSR and CDO's to provide support and networking opportunities with other Shire CDO's and DSR.

### **28 June 2012**

The Great Southern Regional Recreation Advisory Group (GRRAG) Meeting was held in Albany on Thursday, 28<sup>th</sup> of June. This meeting, attended by CDO's, Local Government employees and Councillors, is informative and provides value to the CDO role. Key items from the June 2012 meeting included:

- An update, by Bill Parker, on outcomes from the Working Party - Great Southern Sport and Recreation Facilities Planning.
- Guest Speaker Greg McLennan (Strategic Policy and Planning for the Department of Sport and Recreation) delivered a session on Sport and Recreation Trends and Impacts. This session was a suggestion from the working party as it was felt that it would be useful for LGA's to have a good understanding of the future trends for sport and recreation to help inform the LGA Strategic Community Plan and Corporate Business planning processes.
- Update from all CDO's (Approx 5mins).

- **PROPOSED Activities**

Following is a list of proposed activities for the next 12 months:

<b>PROPOSED ACTIVITY</b>	<b>DATE:</b>
How to Create Safe Environments for Children	TBA
First Aid Training conducted by the St John Ambulance Kojonup	August 2012
Responsible Service of Alcohol Course by GS TAFE	August 2012
Using Social Media & Website Development	August 2012
Corporate Governance	September 2012

**ONGOING Activities**

- **Tambellup Golf Club** – seeking funding to install synthetic tee boxes
- **Tambellup Hockey Club** – awaiting quotes to make a funding application for additional lights at the Tambellup Oval.
- **Kojonup Netball Club** – liaising with the Kojonup Shire on the proposed upgrade of the netball courts
- **Kojonup Squash Club** - is currently liaising with the Shire of Kojonup on the best way to progress the replacement of their courts.
- **Kojonup Hockey Club** – developing a club website using the recourses from DSR.

**AMELIA BISHOP**  
**CLUB DEVELOPMENT OFFICER**

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

Nil

**14. DATE OF NEXT MEETING**

16 August 2012

**15. CLOSURE**

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.13pm.