



Ordinary Meeting of Council

MINUTES

19 November 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 November 2015 commencing at 4.14pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

| | | |
|-----------------|-----------------|--------------------------------------|
| Present: | Cr GM Sheridan | President |
| | Cr SJF Thompson | Deputy President |
| | Cr MR Batchelor | |
| | Cr TW Prout | |
| | Cr MC Paganoni | |
| | Cr CL Dennis | |
| | Cr ME White | |
| | JM Trezona | Chief Executive Officer (CEO) |
| | JA Stewart | Manager Corporate Services |
| | GC Brigg | Manager of Works |
| | KP O'Neill | Manager Finance and Assets |
| | PA Hull | Strategic Support & Projects Officer |
| | LK Cristinelli | Governance and Executive Assistant |

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.14pm.

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 Thompson declared a Proximity Interest in Item 10.16 Request for Restricted Access Vehicle Network Amendment.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 15 OCTOBER 2015

151101

Moved Cr Prout, seconded Cr Batchelor

“That the Minutes of the Ordinary Meeting of Council held on 15 October 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR OCTOBER 2015

| | | |
|--------------------------------|--|-----------------------------------|
| Program: | Other Property and Services | |
| Attachment: | Monthly Financial Statements for October 2015 | |
| File Ref: | Nil | |
| Author: | KP O'Neill | Manager Finance and Assets |
| Date: | 5 November 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider the monthly financial report for the period ending 31 October 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 2015/16 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment:

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 Decision: *151102*

Moved Cr Paganoni, seconded Cr Prout

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

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID OCTOBER 2015

| | | |
|--------------------------------|--|-----------------------------------|
| Program: | Other Property and Services | |
| Attachment: | List of Payments for October 2015 | |
| File Ref: | Nil | |
| Author: | KP O'Neill | Manager Finance and Assets |
| Date: | 4 November 2015 | |
| Disclosure of Interest: | Nil | |

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

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

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

Comment: Summary of payments made for the month:-

| | |
|----------------|---------------------|
| Municipal Fund | \$719,815.68 |
| Trust Fund | \$169,987.67 |
| Credit Cards | \$436.39 |
| Total | \$890,239.74 |

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

Implications: Lists the payments made from Municipal and Trust Funds during the previous month.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *151103*

Moved Cr Batchelor, seconded Cr Dennis

“That the list of accounts paid during October 2015, comprising:-

- *Municipal Fund –*
 - *cheques 2944 to 2968;*
 - *electronic payments EFT7139 to EFT7221; and*
 - *direct debits DD3822.1 to DD3822.2, DD3842.1 to DD3842.2 totalling \$719,815.68;*
- *Trust Fund –*
 - *cheques 426 to 429; and*
 - *electronic payments EFT7186 to EFT7187, EFT7193, EFT7222 to EFT7223; totalling \$169,987.67;*
- *Credit Card purchases totalling \$436.39; be endorsed.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.03 **AUDIT REPORT FOR THE YEAR ENDING 30 JUNE 2015**

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Auditors Report & Management Letter |
| File Ref: | ADM0058 |
| Author: | KP O'Neill Manager Finance and Assets |
| Date: | 20 October 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider the Auditors Report for the year ending 30 June 2015.

Background: In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the Auditors report for the year ending 30 June 2015 and is to determine if any matters raised by the Auditors require action to be taken.

A copy of the Auditors Report is attached. The Annual Financial Report for the year ending 30 June 2015 forms part of the content of the 2014/2015 Annual Report, which will be adopted in a separate item.

Comment: Councils Auditors, Lincolns, were onsite over three days on 15, 16 and 17 September 2015 to undertake the annual audit for the year ending 30 June 2015.

Council will note that the Auditors have not raised any matters of concern or that require review in their Management letter. Likewise, the Independent Audit Report contains no qualification which is due to the integrity, quality and strength of the Shire's financial recording and reporting systems and the staff who maintain these systems.

The Auditor has provided comments on Councils financial performance for the year, which is measured by the seven ratios prescribed in the Local Government (Financial Management) Regulations 1996. The ratios are reported at Note 19 (page 45 and page 64) in the financial statements.

The WA Local Government Grants Commission advance payment of approximately 50% of Councils Financial Assistance Grants (FAGs) significantly impacted the majority of the ratios in the financial report. The advance payment resulted in additional revenue of \$901,377 in 2014/15.

Current Ratio

This ratio is a measure of Councils short term liquidity, or its ability to meet its financial obligations as and when they fall due. The standard is met if the ratio is greater than 1.

Councils result of 1.767 meets the standard and has increased since the previous year. This can be attributed mainly to the advance payment of FAGs on 30 June 2015.

Asset Sustainability Ratio

This ratio indicates whether the Council is investing in renewal/replacement of its assets, to the degree at which the assets are being consumed (depreciating). The standard is met if the ratio is greater than 0.9.

Council's result of 2.494 exceeds the standard, which can be attributed to the significant road construction and capital works program undertaken during the year. Changeover of the Broomehill Fire Truck, fully funded by Department of Fire and Emergency Services, occurred during the year which also impacts this ratio.

Debt Service Cover Ratio

This ratio measures Council's ability to service debt out of its uncommitted or general purpose fund available for its operations. A basic standard is achieved if the ratio is greater than 2, and advanced standard is met if the ratio is greater than 5.

Council's result of 29.977 in 2015 certainly exceeds the advanced standard, and is significantly higher than previous years. This can be attributed to Council's low debt repayment levels in relation to funding available for operations. The advance payment of FAGs also had a positive impact on this ratio.

Council currently has three loans outstanding with the WA Treasury Corporation and the total repayments (principal and interest) are approximately \$61,800 per annum.

Operating Surplus Ratio

This ratio indicates Council's ability to cover its operational costs through its own source revenue efforts and have revenue available for capital funding or other purposes. A basic standard is met between 0 and 0.15. An advanced standard is met over 0.15.

This ratio is a key indicator of a Council's performance and is often used to measure financial sustainability. The 2015 result of 0.244 is a great improvement from the previous year, though this is the result of Council receiving the advance payment of FAGs.

Own Source Revenue Coverage Ratio

This ratio is the measurement of a local government's ability to cover its costs through its own revenue efforts. A basic standard is met if the ratio is between 0.4 and 0.6. An Intermediate standard is achieved if the ratio is between 0.6 and 0.9. An Advanced standard is achieved if the ratio is greater than 0.9.

Council's 2015 result of 0.540 meets the basic standard. Smaller rural Councils have limited rate bases and revenue raising opportunities than larger Councils.

The following two ratios are audited to the extent that the values are accurately represented in Council's Asset Management Plan and Long Term Financial Plan. Council's Auditors are not required to undertake a complete audit of these plans or the figures used to determine the ratios.

Asset Consumption Ratio

This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost. The standard is met if the ratio is greater than 0.5. The standard is improving if the ratio is between 0.6 and 0.75.

Councils result of 0.645 meets the standard and is an improvement on the previous year. This is a direct result of the revaluation of Assets at fair value, particularly Infrastructure which has by far had the most significant impact on the ledgers.

Asset Renewal Funding Ratio

This ratio is a measure of the ability of a local government to fund its projected asset renewal / replacements in the future. The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05.

Councils result of 0.893 indicates that the projections for asset renewal included in the Long Term Financial Plan offset the current consumption of assets. This ratio will improve as the Long Term Financial Plan and Asset Management Plans are reviewed and aligned.

Consultation:

Chief Executive Officer
Lincolns

**Statutory
Environment:**

*Local Government Act 1995 – Part 6 Financial Management; and
Local Government (Financial Management) Regulations 1996*

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

*Local Government Act 1995 – Part 7 Audit; and
Local Government (Audit) Regulations 1996*

- Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.

Policy Implications: There is no policy in relation to this item.

Strategic Implications: Strategic Community Plan 2012-2022

Being Well Governed

Provide leadership for the Community through transparent, accountable and representative local government.

Council has determined that one of the measures for this commitment is receipt of an unqualified audit.

Asset Management Implications:

There are no implications for the Asset Management Plan.

Financial

Implications:

The Auditors Report provides assurance that the financial systems of the Council have been independently reviewed and are functioning reliably.

Workforce Plan

Implications:

There are no implications for the Workforce Plan.

Voting

Requirements:

Simple Majority

Council Decision:

151104

Moved Cr Thompson, seconded Cr Paganoni

“That Council accepts the Auditors Report for the year ending 30 June 2015.”

CARRIED 7/0

Reason For Change to Recommendation:

10.04 ANNUAL REPORT FOR 2014-2015

| | |
|--------------------------------|--|
| Program: | Governance |
| Attachment: | Copy of the draft Annual Report 2014-2015 |
| File Ref: | ADM0340 |
| Author: | JM Trezona Chief Executive Officer |
| Date: | 6 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to:-

1. adopt the 2014-2015 Annual Report;
2. confirm the date for the annual electors meeting; and
3. determine a date to meet with the Auditor.

Background: The Local Government Act 1995 requires that a local government is to prepare an annual report for each financial year. Council must adopt the Annual Report which includes the audit report prior to holding the Annual Electors Meeting.

The 2014-2015 Financial Report, as prepared by staff, has been audited by Council's Auditor, Russell Harrison of Lincolns Accountants and Business Advisors and Council has dealt with this matter earlier in the meeting.

The Local Government Act 1995 section 5.53 states that the Annual Report must contain the following:

- A report from the President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to the payments made to employees
- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - the number of complaints recorded in the register of complaints; and
 - how the recorded complaints were dealt with; and
 - any other details that the regulations may require; and
- Such other information as may be prescribed

Comment: The attached draft of the Annual Report addresses the requirements of the Act and is presented for Council comment and acceptance.

The Local Government Act 1995 requires that a Council is to hold an annual electors meeting within 56 days of accepting the Annual Report. The annual electors' meeting is proposed to be held on Tuesday 8 December 2015.

A legislative requirement associated with this audit report is that Council is required to meet (which can be by way of telephone) with the auditor at least once in every year. The last meeting with the auditor was in February 2015 and the auditor, Russell Harrison attended the meeting in person.

At this point the auditor has been “pencilled in” for a meeting in conjunction with the 18 February 2016 Council meeting.

Once Council has adopted the Annual Report, the Chief Executive Officer is required to give local public notice of the availability of the report.

Consultation: Nil

Statutory

Environment:

Sections 5.53 to 5.55 of the Local Government Act and Administration Regulations 19B and 19CA apply to the Annual Report processes.

19B. Information about numbers of certain employees to be included (Act s. 5.53(2)(g))

For the purposes of section 5.53(2)(g) the annual report of a local government for a financial year is to contain the following information —

- (a) the number of employees of the local government entitled to an annual salary of \$100 000 or more;
- (b) the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.

19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government’s strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government’s corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

Part 6 - Financial Management of the Local Government Act 1995 and the Financial Management Regulations define the processes and procedures that apply to the recording and reporting of financial matters.

Part 7 – Audit of the Local Government Act 1995 and Audit Regulations deals with audits.

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: There are no Asset Management Implications for Council

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no Workforce Plan Implications for Council

Voting Requirements: An Absolute Majority is required for the acceptance of the Annual Report.

Simple majority required to accept the second recommendation.

Council Decision: *151105*

Moved Cr Dennis, seconded Cr Batchelor

“That Council, by an Absolute Majority, accepts the Annual Report, including the audited Financial Statement for the year ending 30 June 2015.”

*CARRIED 7/0
By Absolute Majority*

Council Decision: *151106*

Moved Cr Dennis, seconded Cr Prout

“That Council agrees:

- that the general meeting of electors be held on Tuesday 8 December 2015*
- meet with the Auditor in conjunction with the Council meeting to be held on 18 February 2016”*

CARRIED 7/0

Reason For Change to Recommendation:

10.05 DEBTOR ACCOUNT WRITE OFF

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

Summary: Council to consider writing off a long outstanding debtors invoice.

Background: In mid-2012 Councils newly purchased Iveco truck experienced some major engineering faults whilst unloading gravel and was the subject of a drawn out insurance claim to rectify the issues. Councils insurers, Local Government Insurance Services (LGIS), settled the claim in February 2013.

Upon delivery of the repaired truck in February 2013, further problems were encountered during the handover which required additional modifications. Expenditure of \$4,522.19 was incurred for the modifications to be undertaken. An email was sent to WA Iveco requesting they cover the additional expense and subsequently an invoice was issued for the amount incurred.

While WA Iveco may have verbally agreed to cover the additional modifications to the truck, there is no record on file of their agreement to reimburse Council. It is difficult now to recoup payment for the invoice without physical evidence that WA Iveco agreed to cover the additional expense.

Comment: The debt is long overdue (the invoice was issued in April 2013) and, without sufficient evidence of WA Iveco's agreement to cover the additional expense, Council is requested to write this debt off.

Consultation: Chief Executive Officer

Statutory

Environment: Local Government Act 1995
6.12 Power to defer, grant discounts, waive or write off debts
(1) Subject to subsection (2) and any other written law, a local government may –
(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
(b) waive or grant concessions in relation to any amount of money; or
(c) write off any amount of money,
which is owed to the local government.
**Absolute majority required*

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

Strategic

Implications: There are no implications for the Strategic Community Plan.

Asset Management

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

Financial

Implications: Reduction of \$4,522.19 in revenue if Council agrees to write off the outstanding invoice.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Absolute Majority

Council Decision: *151107*

Moved Cr Paganoni, seconded Cr Dennis

“That debtor’s invoice 1769 issued to WA Iveco for \$4,522.19 be written off.”

*CARRIED 7/0
By Absolute Majority*

Reason For Change to Recommendation:

10.06 REVIEW OF POLICY 1.6 – FINANCIAL ASSISTANCE FOR LEGAL SERVICES FOR ELECTED MEMBERS

| | | |
|--------------------------------|---|-------------------------------------|
| Program: | Governance | |
| Attachment: | Policy 1.6 – Financial Assistance for Legal Services for Elected Members | |
| File Ref: | ADM0165 | |
| Author: | KP O’Neill | Manager Finance & Assets |
| Date: | 11 November 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to review Policy 1.6 – Financial Assistance for Legal Services for Elected Members.

Background: The existing Policy was adopted in October 2008, and it was last reviewed in February 2012.

The purpose of the Policy is “*to assist with the cost of legal services for elected members in connection with any matter touching on their conduct or the performance of their functions.*”

The Policy sets out the circumstances in which the Shire provide financial assistance to Elected Members who require legal services in course of or arising out of the performance of their official functions. The Policy also outlines the procedure for making and dealing with applications.

Comment: Fortunately to date the Shire has never had to call upon the provisions of this policy.

No changes to the existing Policy are proposed.

Consultation: Chief Executive Officer

Statutory

Environment: *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘*determine the local government’s policies*’.

Policy Implications: This matter is being considered as part of the review of Council’s Policy Manual.

Strategic

Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management

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

Financial

Implications: Provision is made in the budget annually for Elected Members legal expenses.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *151108*

Moved Cr Batchelor, seconded Cr Thompson

“That Council, having reviewed Policy 1.6 – Financial Assistance for Legal Services for Elected Members, retains it without change.”

CARRIED 7/0

Reason For Change to Recommendation:

10.07 REVIEW OF POLICY 1.11 – ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT POLICY

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Policy 1.1 Elected Member Training and Professional Development Policy |
| File Ref: | ADM0165 |
| Author: | KP O’Neill Manager Finance & Assets |
| Date: | 11 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to review Policy 1.11 for Elected Member Training and Professional Development.

Background: Council adopted the existing Policy in March 2013.

The purpose of the Policy is “*to enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire of Broomehill-Tambellup.*”

The Policy encourages Elected Members to attend appropriate conferences and training, and outlines the process surrounding their attendance (ie approval, registration, payment of conference expenses, reimbursement of expenses such as meals and travel).

Comment: Provision is made annually in the budget to enable Councillors to attend various conferences and training as it arises. Reimbursement of associated expenses is also provided for.

The only change proposed is the removal of item 5(d) from the list of approved conferences and training –

5. Conferences and Training that May be Attended

d. Municipal Training Service’s Councillor Induction Program

Municipal Training Services is not long in existence and came under the banner of the former WA Municipal Association, which is now the WA Local Government Association. Councillor inductions are undertaken by the CEO and/or President following Council elections.

No other changes to the Policy are proposed.

Consultation: Chief Executive Officer

Statutory Environment: *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘*determine the local government’s policies*’.

Policy Implications: This matter is being considered as part of the review of Council’s Policy Manual.

Strategic

Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management

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

Financial

Implications: Provision is made in the budget annually for conference and training expenses for Elected Members. Reimbursement of associated expenses is also provided for.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *151109*

Moved Cr Dennis, seconded Cr Paganoni

“That Council, having reviewed Policy 1.11 – Elected Member Training and Professional Development Policy, endorses the removal of item 5(d) referencing Municipal Training Services and, adopts the revised policy.”

CARRIED 7/0

Reason For Change to Recommendation:

10.08 REVIEW OF POLICY 3.1 – PURCHASING POLICY

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Policy 3.1 – Purchasing Policy |
| File Ref: | ADM0165 |
| Author: | KP O’Neill Manager Finance & Assets |
| Date: | 11 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to review Policy 3.1 – Purchasing Policy.

Background: The Policy was first adopted in October 2008, and last reviewed in May 2014. The current Policy is based around the model provided by WA Local Government Association (WALGA).

The purpose of the Policy is “*to deliver a best practise approach and procedures to internal purchasing for the Shire.*”

The Policy states that the Shire is committed to delivering best practise in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practises to be complied with are defined in the Policy and the WALGA Procurement Handbook.

The Policy defines the purchasing process and the thresholds that apply to purchase of goods, services and works.

The Local Government (Functions and General) Regulations 1996 prescribe the amount where local governments are required to tender or utilise the WALGA Preferred Supplier Contracts for the procurement of goods, services and works. For a number of years the threshold was \$100,000.

The Regulations were amended, effective 1 October 2015, and the tender threshold was increased from \$100,000 to \$150,000.

Comment: Throughout the Policy, references to the previous threshold of \$100,000 have been replaced with \$150,000.

No other changes to the Policy are proposed.

Consultation: Chief Executive Officer

Statutory

Environment: *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘*determine the local government’s policies*’.

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the

contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less.

Policy Implications: This matter is being considered as part of the review of Council’s Policy Manual.

Strategic Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

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

Financial Implications: The Policy provides guidance to Officers surrounding the purchase of goods, services and works for the Shire.

Workforce Plan Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *151110*

Moved Cr Thompson, seconded Cr Batchelor

“That Council, having reviewed Policy 3.1 – Purchasing Policy, adopts the revised policy as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.09 REVIEW OF MANAGEMENT PRACTICE 2.4/FORMATION OF POLICY 1.21 – STANDING COMMITTEES OF COUNCIL - TERMS OF REFERENCE

| | | |
|--------------------------------|---|----------------------------|
| Program: | Governance | |
| Attachment: | <ul style="list-style-type: none"> • Management Practice 2.4 – Standing Committees of Council - Terms of Reference • Department of Local Government and Communities ‘Local Government Operational Guidelines Number 09 – revised September 2013 Model Terms of Reference – Audit Committee - Duties and Responsibilities’ • Draft Policy 1.21 – Standing Committees of Council – Terms of Reference | |
| File Ref: | ADM0109 | |
| Author: | JA Stewart | Manager Corporate Services |
| Date: | 12 November 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to review the Terms of Reference for its Standing Committees.

Background: Council, at its October 2015 Special Meeting and as per Section 5.8 of the *Local Government Act 1995*, elected Committee Members to its four Standing Committees.

All Standing Committees of Council have Terms of Reference outlining their purpose and the guidelines they are to operate under.

Comment: Council’s existing Terms of Reference for its Standing Committees are as per the attached copy of Management Practice 2.4.

Due to there being Operational Guidelines (Guidelines) for Audit in Local Government (provided by the Department of Local Government and Communities), it is recommended that the Duties and Responsibilities listed under Appendix 1 of these Guidelines (Model Terms of Reference – Audit Committees), with the exception of optional clauses k, l, m, n, and o, become Council’s Terms of Reference for its Audit Committee, replacing the existing Terms of Reference. A copy of the Guidelines is attached. Given that an Audit Committee is bound by legislation (Sections 7 & 8 of the *Local Government Act 1995*) and its duties and responsibilities outlined by a Departmental Operational Guideline, it is felt that Council’s Terms of Reference for its Standing Committees should be given the higher status of a Policy of Council rather than a Management Practice; the recommendation also takes this into account. A draft copy of Policy 1.21 – Standard Committees of Council – Terms of Reference is attached.

Council will also note that the Independent Living Seniors Accommodation (ILSA) Committee’s Terms of Reference contain some terms that have become redundant and, as such, these Terms can be updated and/or removed. The recommended changes are shown in the Management Practice 2.4 attachment.

There are no recommended changes to the Terms of Reference for Council’s Building, Planning and Economic Services Committee or its Technical Services Committee.; however, Council has this opportunity to review these Committees’ Terms of Reference.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: If resolved according to the Officer Recommendation, Management Practice 2.4 will become Council Policy 1.21, as presented.

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

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

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce implications for Council

Voting Requirements: Simple Majority

Council Decision: *151111*

Moved Cr Thompson, seconded Cr Prout

“That Council:

- 1) Replaces its existing Terms of Reference for its Audit Committee with the Department of Local Government and Communities Model Terms of Reference – Audit Committee ‘Duties and Responsibilities’ (Local Government Operational Guidelines Number 09 – Revised September 2013) with the exception of optional clauses k, l, m, n and o;*
- 2) Amends the Terms of Reference for its Independent Living Seniors Accommodation Committee, as presented;*
- 3) Retains existing Terms of Reference for its Building, Planning and Economic Services Committee and Technical Services Committee; and*
- 4) Removes its Terms of Reference from its Management Practices and forms Policy 1.21 - Terms of Reference for Standing Committees.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.10 REVIEW OF COUNCIL POLICY 1.5 – CODE OF CONDUCT FOR COUNCIL MEMBERS

| | |
|--------------------------------|--|
| Program: | Governance |
| Attachment: | Policy 1.5 – Code of Conduct for Council Members Local Government (Rules of Conduct) Regulations 2007 |
| File Ref: | ADM0117 |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 11 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to review Policy 1.5 – Code of Conduct for Council Members.

Background: Councillors agree to observe the Local Government (Rules of Conduct) Regulations 2007 when they sign the *Declaration by Elected Member of Council* when they are sworn in. Councillors are also guided by Council's Code of Conduct, under Council Policy 1.5, and the contents of these documents are reiterated to councillors during the induction process following their swearing in.

Policy 1.5 was last reviewed by Council in 2011.

Comment: The *Local Government Act 1995* s.5.103 (1) requires every local government to prepare or adopt a Code of Conduct to be observed by Council members, Committee members and employees.

Council's Code of Conduct covers such matters as the role of the Council member, principles guiding a member's behaviour, Council's relationship with employees, use of information, rules applying to disclosure of interests and the receipt of gifts, amongst other matters.

The *Local Government (Rules of Conduct) Regulations 2007* and Council's Code of Conduct for Council Members should be read in conjunction with each other; both documents are attached.

Minor amendments are shown in red font in the attached Code.

Consultation: Nil

Statutory

Environment:

Local Government Act 1995 -

s. 5.103 (1): Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees; and

s. 5.103 (3): Regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government under subsection (1) is of effect only to the extent to which it is not inconsistent with regulations.

Policy Implications: Nil unless Council resolves to further amend Policy 1.5 – Code of Conduct for Council Members

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: There are no asset management implications for Council

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no workforce plan implications for Council

Voting Requirements: Simple Majority

Council Decision: *151112*

Moved Cr Batchelor, seconded Cr Dennis

“That Council, having reviewed Policy 1.5 Code of Conduct for Council Members (Code), endorses its Code with amendments, as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.11 HIDDEN TREASURES – APPOINTMENT OF DELEGATE

| | |
|--------------------------------|---|
| Program: | Economic Services |
| Attachment: | Nil |
| File Ref: | ADM0136 |
| Author: | PA Hull Strategic Support & Projects Officer |
| Date: | 10 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to appoint a delegate to the ‘Hidden Treasures of the Great Southern’ committee.

Background: Council is a participating shire of the Hidden Treasures of the Great Southern group, and as such, is able to nominate a delegate to represent the Shire on the committee. The delegate can be either a Councillor or community representative.

The Hidden Treasures committee has recently written requesting that Council advise it who its current delegate is.

Comment: In June 2014 Council endorsed the appointment of Di Holly as its delegate to the committee. During October 2015, Ms Holly advised Council that due to personal circumstances, she was unable to continue in this role and would be resigning from the committee.

At the Special Meeting on 21 October 2015, held following Council elections, Council determined to advertise for a community representative to act as delegate to the Hidden Treasures committee. Expressions of interest were called in the November edition of BT Times.

Emily Hardie was engaged by the committee to coordinate the Bloom Festival in 2015, and she has indicated that she would also be happy to take on the role of Shire delegate.

No other response was received, and as such, it is recommended that Ms Hardie be formally appointed to the role.

Consultation: Chief Executive Officer
Community through BT Times

Statutory Environment: Nil

Policy Implications: *Council policy 6.1 – Tourism and Area Promotion:*
To maximise the potential of the Shire as a tourist destination by encouraging and supporting the development of man-made and natural tourist facilities, thus increasing the employment potential of the area.

To achieve this, Council has determined it will encourage representation on Regional Tourist Associations and seek representation on local tourist organizations.

Strategic

Implications: The Strategic Community Plan 2012-2022 contains an aspiration of ‘Building Prosperity’. A commitment is to *‘Participate and support Hidden Treasures of the Great Southern to increase local tourism.*

Asset Management

Implications: This matter has no asset management implications for Council.

Financial

Implications: This matter has no financial implications for Council.

Workforce Plan

Implications: This matter has no workforce planning implications for Council.

Voting Requirements: Simple Majority

Council Decision: *151113*

Moved Cr Paganoni, seconded Cr Dennis

“That Council appoints Emily Hardie as its delegate to the Hidden Treasures of the Great Southern committee.”

CARRIED 7/0

Reason For Change to Recommendation:

10.12 LOCAL EMERGENCY MANAGEMENT COMMITTEE – LOCAL WELFARE PLAN

| | | |
|--------------------------------|---|--------------------------------------|
| Program: | Law, Order and Public Safety | |
| Attachment: | Shire of Broomehill-Tambellup Local Emergency Management Plan for the Provision of Welfare Support | |
| File Ref: | ADM0246 | |
| Author: | PA Hull | Strategic Support & Projects Officer |
| Date: | 10 November 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council to endorse the ‘Shire of Broomehill-Tambellup Local Emergency Management Plan for the Provision of Welfare Support’ (Local Welfare Plan) as presented.

Background: As part of its Local Emergency Management Arrangements, Council is required to have in place a Local Welfare Plan. The plan, which was prepared by the Department for Child Protection and Family Services, prescribes arrangements for the provision of welfare support services during an emergency.

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;
- Outline the arrangements and structure for the coordination of emergency welfare support services, including resources, during emergencies; and
- Establish the principles for planning for the provision of welfare support at the local level.

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined within the plan.

The plan was endorsed by the Local Emergency Management Committee at its meeting on 10th November 2015 and is now presented for Council’s endorsement.

Comment: For Council endorsement.

Consultation: Broomehill-Tambellup Local Emergency Management Committee

Statutory

Environment: s.41(1) of the *Emergency Management Act 2005* states that a local government is to ensure that arrangements for emergency management in the local government’s district are prepared.

Policy Implications: Nil

Strategic

Implications: Council’s Strategic Plan identifies ‘Living in a safe community’ as an important community aspiration. The development and maintenance of plans such as the Local Emergency Management Arrangements and its sub-plans assists in maintaining community safety.

Asset Management

Implications: This matter has no asset management implications for Council.

Financial

Implications: This matter has no financial implications for Council.

Workforce Plan

Implications: This matter has no workforce planning implications for Council.

Voting Requirements: Simple Majority

Council Decision: *151114*

Moved Cr Batchelor, seconded Cr Prout

“That the ‘Shire of Broomehill-Tambellup Local Emergency Management Plan for the Provision of Welfare Support’ be endorsed as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.13 PROPOSED SECOND DWELLING – LOT 8828 MOORE ROAD, BROOMEHILL

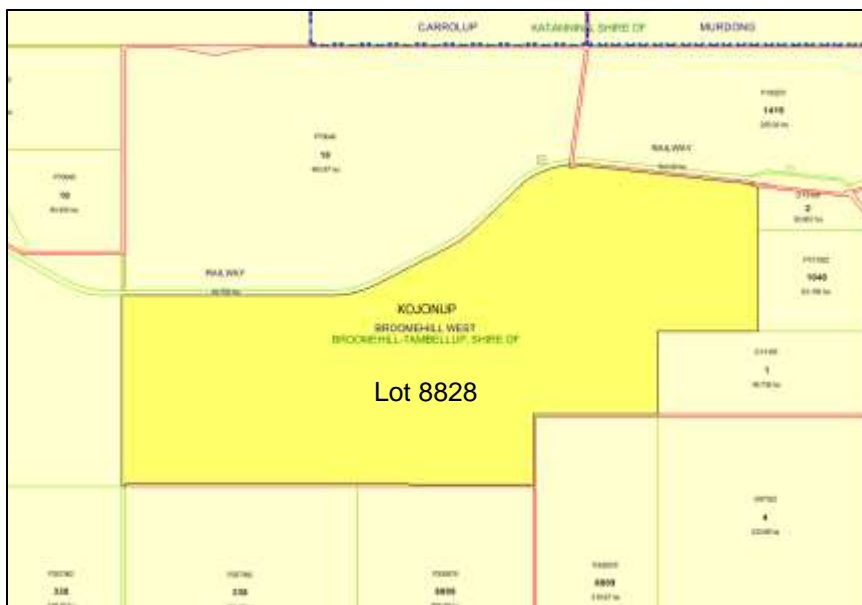
| | |
|--------------------------------|--|
| Program: | Planning |
| Attachment: | Nil |
| File Ref: | A3056 |
| Author: | Gray & Lewis Landuse Planners |
| Date: | 12 November 2015 |
| Disclosure of Interest: | Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.60A and Section 5.70 of the Local Government Act 1995 |

Summary: Council is to consider an application for a new dwelling on Lot 8828 Moore Road Broomehill West.

Background: The property is zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Comment: Site Description

The subject lot has an approximate area of 694.17 hectares. The lot has frontage to Moore Road to the north.



There is an existing dwelling developed on the eastern portion of the lot, and there is an existing driveway to Moore Road.

Description of application

The applicant proposes a new dwelling in the central portion of the lot. The dwelling will be located approximately 130 metres west of the existing driveway – refer aerial.



Scheme requirements

Clause 5.13.2 (a) of the Scheme states that ‘*within the Farming zone Council may permit not more than two dwellings per lot for private residential purposes associated with farm management of the lot*’.

Conclusion

Having regard for the significant size of the lot, it is considered that an additional dwelling can be sustained without negatively impacting on continued agricultural use of the land.

It is recommended that the application be conditionally supported.

- Consultation:** No consultation has been undertaken. Council has discretion to advertise the application to surrounding landowners.

- Statutory Environment:** Shire of Broomehill Town Planning Scheme No 2 - the main Scheme requirements are explained in this report.

- Policy Implications:** Nil

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

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

- Financial Implications:** The Shire pays consultancy fees to Gray & Lewis.

- Workforce Plan Implications:** There are no workforce plan implications for Council

- Voting Requirements:** Simple Majority

Council Decision: **151115**

Moved Cr Thompson, seconded Cr Dennis

“That Council:

- 1. Approve the application lodged by Domenic Laurino on behalf of Benjamin Hewson for a ‘dwelling’ on Lot 8828 Moore Road Broomehill West subject to the following conditions:*
 - (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.*
 - (ii) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of the Shire.*
 - (iii) Water tank(s) and approved on site effluent disposal must be installed and in operation prior to occupation of dwelling.*
 - (iv) The development shall substantially commence within 2 years of the date of this approval. The approval lapses if the development has not substantially commenced before expiration of the two year period.*
- 2. Advise the applicant that planning approval is not consent for site works or construction. A separate building permit is required prior to any commencement of works.”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.14 PROPOSED GAZEBO AND OUTBUILDING – LOT 1 (NO 32) NORRISH STREET, TAMBELLUP

| | |
|--------------------------------|--|
| Program: | Planning |
| Attachment: | Nil |
| File Ref: | A264 |
| Author: | Gray & Lewis Landuse Planners |
| Date: | 12 November 2015 |
| Disclosure of Interest: | Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.60A and Section 5.70 of the Local Government Act 1995 |

Summary: Council is to consider an application for a gazebo and outbuilding proposed to the rear of the Community Resource Centre on Lot 1 Norrish Street Tambellup.

Background: The property is zoned ‘Town Centre’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

Comment: Site Description

The subject lot has an approximate area of 749m² and has been developed with an existing community centre.

Description of application

The application proposes an open sided gazebo, and a new colorbond outbuilding (47.34m²) to the rear of the community centre.

The gazebo will be setback 1 metre from the north boundary, 1.39 metres from the south boundary and 3.15 metres from the existing building.

The outbuilding will be setback 1 metre from the north boundary, 9.5 metres from the rear laneway and 3 metres from the south boundary.

Scheme requirements

There are specific site requirements applicable to the Town Centre zone under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

All site requirements are to the discretion of Council and setbacks are to comply with the Building Code.

Clause 6.2.3.4 states that ‘*the layout of carparking shall have due regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining carpark.*’

Carparking

The rear of the existing lot could be made available for on site carparking as there is access to a rear laneway.

Due to the high availability of street parking in Norrish Street, it is practical however for attendees to park off site without adversely impacting on surrounding businesses.

The proposed outbuilding and gazebo are ancillary to the community centre use, and will not substantially increase carparking requirements.

Consultation: No consultation has been undertaken. Council has discretion to advertise the application to surrounding landowners.

Statutory

Environment: Shire of Tambellup Town Planning Scheme No 2 - the main Scheme requirements are explained in this report.

Under Clause 6.2.3.2 of the Scheme Council has to have regard to:

- a. The colour and texture of external building materials;
- b. Building size, height, bulk, roof pitch;
- c. Setback and location of the building on it's lot;
- d. Architectural style and design details of the building;
- e. Function of the building;
- f. Relationship to surrounding development;
- g. Other characteristics considered by the Council to be relevant; and

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

**Asset Management
Implications:**

The property and building is owned by the Council. The additional structure will be included in the Asset Management Plan.

Financial

Implications: The Shire pays consultancy fees to Gray & Lewis.

**Workforce Plan
Implications:**

There are no Workforce Plan implications.

Voting Requirements: Simple Majority

Council Decision: **151116**

Moved Cr Batchelor, seconded Cr Prout

“That Council:

1. ***Approve the application for a gazebo and outbuilding on Lot 1 (No 32) Norrish Street Tambellup subject to the following conditions:***
 - (i) ***The plans lodged with this application shall form part of this planning approval, and no approval has been granted for any change of ground levels or retaining walls. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.***
 - (ii) ***All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of the Shire.***
 - (iii) ***Development shall be substantially commenced within 2 years from the date of this approval, following which this approval shall expire.***
2. ***Advise the applicant that planning approval is not consent for site works or construction. A building permit is required prior to any commencement of works.”***

CARRIED 6/1

Reason For Change to Recommendation:

10.15**PERMISSION TO COLLECT NATIVE SEEDS**

| | |
|--------------------------------|---|
| Program: | Protection of the Environment |
| Attachment: | Nil |
| File Ref: | ADM0235 |
| Author: | LK Cristinelli Governance & Executive Assistant |
| Date: | 13 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Formosa Flora is seeking permission to collect native seed from within reserves vested in the Shire of Broomehill-Tambellup.

Background: Formosa Flora has written to Council seeking permission to collect native seed from Reserves (including road reserves) vested in the Shire.

The letter of request indicates that all Formosa Flora staff are trained in all aspects of seed collection and are licensed under the *Wildlife Conservation Act 1950*.

The letter states: “*Formosa Flora currently operates from Torbay near Albany, and fulfills seed revegetation requirements for landcare orders across multiple catchment groups but have specific orders for within the Broomehill-Tambellup Shire that require provenance seed. Approval to collect from the Broomehill-Tambellup Shire would enable more complete seed mixes with a greater diversity.*”

Formosa Flora is seeking a 12 month approval terminating at 30 November 2016.

Comment: Council has a local law – Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2008 which deals with the collection of seed from road reserves within the Shire. Clause 5.20 states the following:

5.20 Permit for revegetation projects

- (1) *A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.*
- (2) *The local government may approve an application for a permit under subclause (1) only where-*
 - (a) *the seed is required for a revegetation project in any part of the district; and*
 - (b) *the thoroughfare, or the relevant part of it, is not a special environmental area.*
- (3) *Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –*
 - (a) *the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and*
 - (b) *any licence or approval which may be required under any other written law is to be obtained by the applicant.*

The application seems to comply with the requirements of the local law for the collection of seed from road reserves. The letter of application indicates that the seed will be used throughout the region; however, the region may extend further than the Shire district. Council may wish to clarify where the seed can be used if it determines to grant approval.

In granting an approval Council may wish to consider the following conditions in addition to the two stated in the local law:

- the approval is only for a 12 month period terminating on 30 November 2016;
- all care to be taken to avoid the disturbance of fauna habitat;
- all care to be taken to avoid any disturbance that may lead to soil degradation;
- ensure appropriate hygiene measures are followed at all times to prevent the spread of plant disease and weeds; and
- does it require Council to be specific about a percentage of the seed collected that can be utilised for research.

For Council consideration.

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

Council Decision: 151117

Moved Cr Thompson, seconded Cr Paganoni

“That Council grants approval to Formosa Flora to collect native seed from Council managed reserves and road reserves within the Shire of Broomehill-Tambellup subject to the following conditions:

- the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare;*
- all persons collecting native seed are to hold a current licence under the Conservation Act 1950 and abide by the conditions of that licence;*
- all care to be taken to avoid the disturbance of fauna habitat;*
- all care to be taken to avoid any disturbance that may lead to soil degradation;*
- ensure appropriate hygiene measures are followed at all times to prevent the spread of plant disease and weeds;*
- the approval be granted for a twelve month period terminating on 30 November 2016; and*
- approval is granted to utilise some of the collected seed for research into best practice re-vegetation and development of tree cropping programs for the region.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.16 REQUEST FOR RESTRICTED ACCESS VEHICLE NETWORK AMENDMENT

| | |
|--------------------------------|---|
| Program: | Transport |
| Attachment: | Network 2 Map of Nardlah Road |
| File Ref: | RD15 |
| Author: | JM Trezona Chief Executive Officer |
| Date: | 11 November 2015 |
| Disclosure of Interest: | Cr Thompson declared a Proximity Interest in this Item and left the meeting at 4.45pm. |

Summary: Council to consider a request from Cooperative Bulk Handling to support an application to Main Roads Heavy Vehicle Services to upgrade the Restricted Access Vehicle (RAV) assessment of Nardlah Road from Network 2 to Network 4.

Background: Nardlah Road is 5.38 kms in length, starts at the Broomehill Jerramungup Road and finishes at the Tie Line Road.

The road is an integral component for traffic entering and leaving the Co-operative Bulk Handling facility in Broomehill. The most recent traffic count (taken during harvest in Dec 2013) had an average of 70 vpd. The road currently holds a Network 2 rating and the request is to amend the rating to Network 4.

Comment: The request to upgrade Nardlah Road from Network 2 to Network 4 may be appropriate. If Council is supportive of the proposal it may wish to clarify that the support is given subject to the road not requiring any additional works to achieve the Network 4 status. If this is required, the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in the current or future budgets.

In discussions with the Manager of Works, the intersection of Nardlah Road with the Broomehill Jerramungup Road may be an issue in attaining the requested amendment. As per the Functional Road Hierarchy, Nardlah Road is a Priority 2 Access Road.

Council may also wish to consider the imposing of conditions as part of the process.

Following are the conditions that can be applied to RAV Network 4 roads

- CV7 - No RAV operation on unsealed road segment when visibly wet without road owners approval
- CV9 - Vehicle not to exceed 19m in total length
- CV10 - Vehicle not to exceed 20m in total length
- CV11 - Vehicle not to exceed 25m in total length
- CV12 - Vehicle not to exceed 27m in total length
- CV13 - Vehicle not to exceed 30m in total length
- CV14 - Vehicle not to exceed 36.5m in total length
- CV17 - Not to be used as a through route. For local delivery and pickup only.
Driver must carry documentation as proof of local delivery or

pickup

- *CV18 - Headlights to be switched on in the dipped position at all times*
- *CA01 - Empty travel only*
- *CA03 - Bridge not to be crossed*
- *CA04 All operators require Ngaanyatarraku Aboriginal Council (location Alice Springs) Permit in addition to MRWA Permit to access LG roads off Great Central*
- *CA05 - Single lane operation only.*
- *CA06 - Laden ascent travel only*
- *CA07 All operators must carry written approval from the LG authority permitting use of the road.*

Low Volume roads (LV roads)

In addition to the conditions stipulated in the Table of Permitted Roads applying to LV roads the following conditions must be fulfilled when operating on any LV road:

(a) Low Volume Condition Type A:

- *current written approval from Local Government, permitting use of the road, must be carried and produced on demand;*
- *school bus curfews, as specified in the Local Government approval letter, must be observed;*
- *headlights must be switched on at all times;*
- *operation only during daylight hours;*
- *no operation on unsealed road segment when visibly wet; and*
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

(b) Low Volume Condition Type B:

- *all of the above conditions for type A roads in (a) above; and*
- *single lane road. Road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction, and maximum speed 40 km/h,*

It is recommended that Council include conditions CV7, CV18 and a speed restriction condition of a maximum of 80km per hour.

For Council consideration.

Consultation: Manager of Works

Statutory Environment: Nil

Policy Implications: Nil

Strategic

Implications: This proposal is applicable to the Community Aspiration of *Living in a Safe Community* and the Community Aspiration of *Building Prosperity*.

Asset Management Implications:

The whole of life estimates for this road may be altered by a change in the RAV Network rating.

Financial

Implications: There is no provision in the current budget or long term financial plan for construction works on Nardlah Road.

Workforce Plan

Implications: There are no workforce plan implications for Council at this stage

Voting Requirements: Simple Majority

Officer

Recommendation: *“That Council advises Cooperative Bulk Handling that it supports the proposed upgrade of the Restricted Access Vehicle assessment for Nardlah Road from Network 3 to Network 4 subject to the road not requiring any further Council funded works to achieve the upgrade and if additional works are required, the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes. Further the following conditions are to be included*

- *CV7 - No RAV operation on unsealed road segment when visibly wet without road owners approval*
- *CV18 - Headlights to be switched on in the dipped position at all times*
- *Maximum speed to be 60km/h”*

Council Decision: *151118*

Moved Cr Dennis, seconded Cr Paganoni

“That Council advises Cooperative Bulk Handling that it supports the proposed upgrade of the Restricted Access Vehicle assessment for Nardlah Road from Network 2 to Network 4 subject to the road not requiring any further Council funded works to achieve the upgrade and if additional works are required, the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes. Further the following conditions are to be included

- *CV7 - No RAV operation on unsealed road segment when visibly wet without road owners approval*
- *CV18 - Headlights to be switched on in the dipped position at all times*
- *Maximum speed to be 60km/h”*

CARRIED 6/0

Reason For Change to

Recommendation: To alter the RAV Network from 3 to 2 as per the report.

Cr Thompson returned to the meeting at 4.52pm.

10.17 REQUEST TO RECONSIDER AMENDING THE RAV RATING ON CROSBY ROAD TAMBELLUP

| | | |
|--------------------------------|-------------------------|--------------------------------|
| Program: | Transport | |
| Attachment: | Map of Road | |
| File Ref: | RD207 | |
| Author: | JM Trezona | Chief Executive Officer |
| Date: | 12 November 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council has been requested by Southern Haulage Industries to reconsider its recent decision not to support an amendment to the RAV Network rating currently given to Crosby Road, Tambellup.

Background: A request from Southern Haulage Industries was considered by Council at its October 2015 ordinary meeting to amend the Restricted Access Vehicle (RAV) Network rating for the entire length of Crosby Road, Tambellup. Crosby Road currently has a RAV Network 2 rating and the request was to amend the rating to Network 4.

Council did not support the proposal as the section between Birt Road and Pindellup Road is particularly narrow and windy. Also the road has not been constructed to accommodate vehicles of that size.

Subsequent to this, two property owners along Crosby Road have contacted Council about the decision taken at the October meeting. The outcome of these discussions was to request Council to consider supporting the amendment to the RAV Network rating for a section of the road.

Comment: The Manager of Works has inspected the length of the road and is of the view that the section of Crosby Road between Greenhills South Road and Pindellup Road could be supported for a RAV Network 4 rating. If Council chooses to support this section of road it is recommended that it has a Low Volume Condition Type A.

(a) Low Volume Condition Type A:

- *current written approval from Local Government, permitting use of the road, must be carried and produced on demand;*
- *school bus curfews, as specified in the Local Government approval letter, must be observed;*
- *headlights must be switched on at all times;*
- *operation only during daylight hours;*
- *no operation on unsealed road segment when visibly wet;*
and
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

Both Pindellup and Greenhills South Roads have a RAV Network 4 rating so there should be no anomalies created by the proposal. It is recommended that the section of Crosby Road between Pindellup

Road and Birt Road is not supported. The recent inspection of the road has revealed that the culverts along that section of road are narrow, vegetation is an issue and the horizontal alignment of some of the bends is possibly not adequate.

For Council consideration.

| | |
|---------------------------------------|---|
| Consultation: | Manager of Works Department of Transport – Heavy Vehicle Operations |
| 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: | The whole of life estimates for his road may be altered by a change in the RAV Network rating. |
| Financial Implications: | There are no financial implications at this time however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road. |
| Workforce Plan Implications: | There are no Workforce Plan implications |
| Voting Requirements: | Simple Majority |
| Council Decision: | 151119 |

Moved Cr White, seconded Cr Paganoni

“That Council, having reconsidered the proposal to amend the Restricted Access Vehicle Network 2 rating of Crosby Road, supports the proposal to amend the rating to Network 4 for the section of road between Greenhills South Road and Pindellup Road subject to the following:-

- the road not requiring any further Council funded works to achieve a Network 4 status*
- if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes*
- a ‘Low Volume Condition Type A’ is to be given to the road”*

CARRIED 6/1

Reason For Change to Recommendation:

10.18**REPLACEMENT – GRADER SPECIFICATIONS**

| | | |
|--------------------------------|-------------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | P12M | |
| Author: | GC Brigg | Manager of Works |
| Date: | 11 November 2015 | |
| Disclosure of Interest: | Nil | |

Summary: Council's major plant replacement policy includes specifications to be provided to Council for consideration before tendering.

Background: Council's 2015-2016 budget has made provision to replace the Caterpillar 12H grader utilising the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council will request quotes from several companies who can supply a grader to suit council's needs.

Council is still required to go to tender for the disposal of the 12H grader. The anticipated trade in will exceed the threshold of \$20,000 and Council will be trading it on an item that exceeds the purchase threshold of \$150,000. WALGA also provides a service to advertise and manage the tender process for the trade-in of vehicles. WALGA will carry out 'for sale by tender', while obtaining quotations for the new machine. This minimizes the waiting period if any private buyers are received.

Comment: Council will be seeking quotes for a similar size machine already utilized in the fleet. This grader will be used in construction and the existing construction machine will be moved to maintenance grading. This is common practice as it provides the construction crew with a good tight machine suited to final trim work.

SPECIFICATION FOR SUPPLY: One (1) Motor Grader

The role of this grader is to be used for general construction of roads and maintenance of rural gravel roads. Operating conditions may vary from operating in loamy conditions to laterite gravel. The grader will be required to work in a climate from high ambient temperatures, to below zero temperatures encountered throughout the council's road network.

1. General

- Minimum operating weight 15,000kgs.
- Diesel powered; minimum engine power 125kw.
- Air cleaner to be two stage radial seal dry element type with spinner type pre cleaner
- Groeneveld Automatic Greasing System to be fitted, including filling pump and 20 kg of grease
- Rear Ripper/Scarifier; minimum to include 3 ripper shanks - 9 scarifier shanks
- Blade to be a minimum width of 4267mm (14ft)
- Blade circle slip clutch
- Air dryer fitted to air brake system
- Powershift transmission

- Electric controlled diff lock
- Transmission and undercarriage guarding
- Air compressor with sufficient capacity to power a rattle gun and inflate grader tyres. Compressed air fitting to be on left hand side of grader (1/2 inch Nitto type)
- All lights are to conform with Western Australia Department of Transport Plant Vehicle registration regulations, suitable for 24 hour use
- Tyres to be Yokohama, Bridgestone, Michelin 17.5-25 radial (1 spare tyre and rim to be supplied)
- Ground level fluid checks
- Battery isolation switch
- Rear mounted reversing alarm
- Dual LED Beacons with guards
- Heavy duty lockable, waterproof toolbox
- Two complete sets of keys
- One complete parts and workshop manual, complete operators manual. Provision to be made for the permanent in cab storage of one operator manual
- 2.5kg dry powder fire extinguisher
- UHF radio
- Maintenance free batteries
- All plant tendered are to be current models with compliance plates
- Registered to Council's common expiry date
- Delivered to Shire of Broomehill Tambellup Works Depot
- Extended warranty options and pricing

2. Cabin

- Factory integrated air conditioned lockable cab
- Rear Camera with colour monitor in cabin
- Windscreen wipers & washers to be fitted to front, rear and lower front windows
- Heater / Demister
- Rear vision mirrors (2 exterior- 1 interior)
- UV filter tinting on cabin glass
- Cabin noise level < 80 dBA
- AM/FM Radio – MP3 player

3. Training

The supplier shall provide instruction/training at the point of delivery:

- To workshop personnel on service and maintenance of the unit
- To council operators and workshop staff on all aspects of the operation and field maintenance of the unit

Consultation: Manager of Works - Glen Brigg
Chief Executive Officer - Joanne Trezona

Statutory Environment: *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996

Policy Implications: Policy 4.6 –Replacement of Plant and Vehicles

Strategic Implications: The Strategic Community Plan includes and aspiration of “Living in a Safe Community”. Road safety is referenced and appropriate equipment is an important tool for Council to deliver on this aspiration.

Asset Management

Implications: The new grader will be taken up into the Asset Management Plan (AMP) and the trade will be removed. The changeover of the grader is in keeping with the Plant Replacement Program and the intent of the AMP.

Financial

Implications: Councils 2015-2016 budget includes a provision for the changeover of the 12H grader. Some funds are to come from the Plant Replacement Reserve.

Workforce Plan

Implications: There are no Workforce Plan implications

Voting Requirements: Simple Majority

Council Decision: *151120*

Moved Cr Batchelor, seconded Cr Prout

“That Council endorses the specifications as presented.”

CARRIED 6/1

Reason For Change to Recommendation:

10.19 PURCHASE OF SMALL TRUCK

| | |
|--------------------------------|--|
| Program: | Transport |
| Attachment: | Confidential – Report and Analysis of quotations received |
| File Ref: | ADM0303 |
| Author: | GC Brigg Manager of Works |
| Date: | 12 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider the quotes that have been received for a new beaver tail truck with hydraulic ramps.

Background: Council's 2015-2016 budget has made provision to purchase a new truck to shift the skid steer and other small machines.

Comment: A confidential report and analysis of the quotes received is included for Councillor information under separate cover.

Consultation: Chief Executive Officer

Statutory

Environment: Local Government Act 1995
Local Government (Functions and General) Regulations 1996

Policy Implications: Nil

Strategic

Implications: The Strategic Community Plan includes and aspiration of "Living in a Safe Community". Road safety is referenced and appropriate equipment is an important tool for Council to deliver on this aspiration.

Asset Management

Implications: The purchase of the truck is in keeping with Councils plant replacement program which is a component of Councils Asset Management Plan.

Financial

Implications: Councils 2015-2016 budget includes a provision for the purchase of this particular item of plant.

Workforce Plan

Implications: There are no Workforce Plan implications

Voting Requirements: Simple Majority

Officer

Recommendation: *"That Council accepts the quote from....."*

Council Decision: *151121*

Moved Cr Paganoni, seconded Cr Dennis

"That Council accepts the quote from Albany Isuzu for an Isuzu FSR 850 beaver tail truck (including body by Allroads and winch) for \$113,734 excluding GST."

CARRIED 7/0

Reason For Change to

Recommendation: To include Councils preferred option.

10.20**RATE ASSESSMENT A2061**

| | |
|--------------------------------|---|
| Program: | General Purpose Funding |
| Attachment: | Copy of Correspondence from CS Legal |
| File Ref: | A2061 |
| Author: | KP O'Neill Manager Finance & Assets |
| Date: | 18 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Council to consider transferring land at 14 Lathom Street, Broomehill to either the Shire of Broomehill-Tambellup or State of Western Australia for the non-payment of rates.

Background: Rates and charges have been accruing on this property since 2003. Legal action to recover the outstanding balance has been ongoing for a number of years.

The Shire auctioned the property on 20 September 2014 pursuant to section 6.64 of the *Local Government Act 1995* (WA) (“LGA”) for non-payment of rates where the Property was passed in as no bids met the reserve price set.

The Property was not sold by private treaty during the year following the auction as no reasonable/official offers were received by the Shire.

Pursuant to section 6.71(1) of the LGA, the Shire may now transfer the Property to itself or the State of Western Australia, having tried to auction the property and not selling the property by private treaty within 12 months of the auction.

Comment: In addition to Shire rates and charges outstanding, a sum of around \$8,352 is owing to the Water Corporation for unpaid service charges. Should Council consider transferring the land to itself, these charges would need to be paid by the Shire.

The Officers recommendation is for Council to instigate transfer of this property to the State of Western Australia as a result of non payment of rates.

Councils rates and charges would need to be written off and the property would become non-rateable.

Consultation: Chief Executive Officer
CS Legal
Department of Lands
Water Corporation, Credit Services
Department of Local Government – Operational Guideline 22 ‘Possession of Land for Recovery of Rates and Service Charges’

Statutory**Environment:**

Local Government Act 1995

6.71 Power to transfer land to Crown or to local government

- (1) If under this Subdivision land is offered for sale but at the expiration of 12 months a contract for the sale of the land has not been entered into by the local government, it may by transfer, where the land is subject to the provisions of the *Transfer of Land Act 1893*, and by deed, where the land is not subject to the provisions of that Act, transfer or convey the estate in fee simple in the land to —
 - (a) the Crown in right of the State; or
 - (b) the local government.
- (2) When a local government exercises the power referred to in subsection (1)(a) in relation to any land all encumbrances affecting the land are, by virtue of this section of no further force or effect against that land and the Registrar of Titles or the Registrar of Deeds, as the case requires, is to give effect to this section.
- (3) When exercising the power referred to in subsection (1)(b) the local government is required to pay the sum secured by, or payable under, a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency, or instrumentality of the Crown in right of the State.

Policy Implications:

There is no policy applicable to this item.

Strategic**Implications:**

There are no implications for the Strategic Community Plan.

Asset Management**Implications:**

The land will become vacant crown land once transferred to the State and will have no asset management implications for Council.

Financial**Implications:**

Reduction in the balance of outstanding rates of \$7,335.87 (at 6/11/15).

Should Council wish to transfer the land to itself, expenditure of approximately \$8,352.23 (at 6/11/15) will be payable to the Water Corporation for service charges that remain outstanding. These charges are recorded as a memorial on the property and are required to be settled prior to change of ownership. Section 6.71(3) requires Council to cover these costs.

Once the transfer has taken place, the property will become non-rateable for both the Shire and Water Corporation, and no further charges will be raised.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Voting

Requirements: Absolute Majority is required for all recommendations.

Council Decision: *151122*

Moved Cr Dennis, seconded Cr Paganoni

“That Council initiates transfer of assessment A2061 14 Lathom Street, Broomehill to the State of Western Australia as a result of unsuccessful attempts to sell the property under the provisions of the Local Government Act 1995 for non-payment of rates.”

“That Council, once transfer of 14 Lathom Street, Broomehill to the State has taken place, writes off rates and charges on assessment A2061.”

CARRIED 7/0
By Absolute Majority

**Reason For Change
to Recommendation:**

11 CONFIDENTIAL ITEMS

151123

Moved Cr Thompson, seconded Cr Prout

“That Council in accordance with the Local Government Act s5.23 (2) closes the meeting to members of the public to deal with confidential items behind closed doors.”

CARRIED 7/0

151124

Moved Cr Thompson, seconded Cr Dennis

“That Council re-opens the meeting to members of the public.”

CARRIED 7/0

11.01**CONFIDENTIAL: WASTE SERVICES QUOTATIONS**

Program: Community Amenities
Attachment: **CONFIDENTIAL:**
Attachment 1 – Quotation Price Comparison
Attachment 2 – Qualitative Criteria Assessment
Attachment 3 – Quotation Price Comparison
Attachment 4 – Quotation Price Comparison
Attachment 5 – Ian Watkins Initial Opinion on Quote Assessment
Attachment 6 – Ian Watkins Second Opinion on Quote Assessment

File Ref: ADM0414, ADM0445
Author: JM Trezona Chief Executive Officer
Date: 13 November 2015
Disclosure of Interest: Nil

Council Decision: 151125

Moved Cr Batchelor, seconded Cr Prout

“That Council in considering Request For Quotation Number VROC001 accepts the quotation from Warren Blackwood Waste for collection services, transfer station management and landfill site management and enters into a service contract for a five (5) year period with an option of two (2) plus two (2) years in accordance with the pricing schedule submitted. It is noted that the exact pricing agreed will be subject to the decisions made by other Southern Link VROC members and a discount may apply if all four members appoint Warren Blackwood Waste.”

CARRIED 7/0

11.02**CONFIDENTIAL – TAMBELLUP LOT 500 (RESERVE 22607)
PROPOSAL TO PURCHASE FROM THE CROWN**

Program: Other Property and Services
Attachment: **Copy of letter from Dooellup Enterprises Pty Ltd**
File Ref: RES22607
Author: JM Trezona Chief Executive Officer
Date: 16 November 2015
Disclosure of Interest: Nil

Council Decision: 151126

Moved Cr Dennis, seconded Cr Batchelor

“That:

- Council offers Dooellup Enterprises Pty Ltd the option to purchase Lot 500 (Reserve 22607) outright in a single payment for the agreed sale price subject to Dooellup Enterprises Pty Ltd entering into an unconditional agreement (Agreement) with Council to purchase Lot 500 (Reserve 22607) for the agreed purchase price and that this Agreement is effected within two weeks of the date of Council’s written advice of this offer; and*
- the Chief Executive Officer is authorised to progress the purchase of Lot 500 from the Department of Land for the agreed price; and*
- Council recognises the purchase of the land from the Department of Lands as unbudgeted.*

**CARRIED 7/0
By Absolute Majority**

12.01 MAINTENANCE REPORT FOR NOVEMBER 2015

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 13 November 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 | | | 2015 | 2015 | 1 yr / 15,000km | |
| 1TA | Ford Ranger | | | 2015 | 2015 | 1 yr / 30,000 kms | |
| 1 TIU 961 | Papas Tandem Fuel Trailer | | | 2008 | | | |
| 1TMR361 | Rockwheeler Side Tipper Trailer | 34,761 | | 2012 | 2012 | | |
| TA2251 | 3 axle Float Trailer | | | | 2009 | | |
| BH00 | Ford Ranger | 5,551 | 30,000 | 2015 | 2015 | 1 yr / 30,000 kms | |
| BH000 | Holden Colorado 7 | | | 2014 | 2014 | 1yr / 25,000 km | |
| BH001 | CAT vibe Roller | 2,532 | 2,750 | 2009 | | 8 yrs / 8000 hrs | |
| BH002 | ISUZU 6 Wheel Tipper | 165,380 | 180,000 | 2008 | 2008 | 7 yrs / 250,000km | |
| BH003 | Toyota Landcruiser GXL Dual Cab | 4,075 | 10,000 | 2015 | 2015 | 1 yr / 30,000 km | |
| BH004 | CAT 12M Grader | 5,899 | 6,000 | 2250 | 2009 | 8 yrs / 8,000 hrs | |
| BH005 | Cat multi tyre Roller | 3,450 | 3,500 | 2011 | 2011 | 8 yrs / 8000 hrs | |
| BH006 | CAT 12M | 2,951 | 3,000 | 2012 | 2012 | 8 yrs / 8,000 hrs | |
| BH007 | Toro 360 mower | 618 | 650 | 2013 | 2013 | 5 yrs / 5,000 hrs | |
| BH009 | Colorado 4x4 Tray Back | 11,314 | 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 | 1,022 | 1000 | 2013 | 2013 | 10 yrs / 8,000 hrs | |
| BH014 | Ford Ranger Tray Top Ute | 2,150 | 30,000 | 2014 | 2014 | 1 yr / 30,000 km | |
| BHT84 | Toro Groundmaster 3500D mower | 235 | 400 | 2013 | 2013 | | Fitted new deck |

| | | | | | | | |
|---------|------------------------------|---------|---------|------|------|--------------------|-------------------------------------|
| BHT92 | CAT 259B3 Skid Steer | 848 | 1000 | 2012 | 2013 | 8 yrs / 8,000hrs | |
| BHT125 | Mack Curser 8 Wheel Tipper | 56,839 | 60,000 | 2013 | 2013 | 5 yrs / 250,000 km | |
| BHT1633 | Tandem Axle Dolly (Float) | 2040 | | 2015 | 2015 | | |
| TA001 | Holden Colorado | 10,636 | 3,000 | 2015 | 2015 | 1 yr / 30,000 kms | |
| TA005 | Toyota Hilux | 3,022 | 15,000 | 2014 | 2014 | | |
| TA017 | Isuzu Tipper | 29,664 | 30,000 | 2014 | 2014 | 5 yrs / 200,000 km | |
| TA052 | Colorado 4x4 Tray Back | 3,395 | 15,000 | 2014 | 2014 | 1 yr 30,000 km | Serviced |
| TA06 | Jet Patcher Isuzu | 129,616 | 150,000 | 2007 | 2010 | 8 yrs / 8,000 hrs | |
| TA092 | Iveco Strais AD500 8-4 | 71,855 | 70,000 | 2012 | 2012 | 5 yrs / 250,000 km | |
| TA18 | 12H Grader | 9,097 | 9,000 | 2006 | 2006 | 7 yrs / 8,000 hrs | 6 New Injectors fitted. Serviced |
| TA281 | 930K Loader | 846 | 1,000 | 2014 | 2014 | 8 yrs / 8,000 hrs | |
| TA386 | Isuzu Tipper | 39,196 | 45,000 | 2012 | 2012 | 5 yrs / 200,000 km | |
| TA417 | John Deere Gator | 497 | 500 | 2009 | | 4 yrs | |
| CATBR | Caterpillar Angle Broom | | | 2010 | | | |
| SL | Himac skid steer slasher | | | 2013 | | 10 yrs | |
| BKTBR | Skid steer Bucket Broom | | | 2013 | | | |
| 1TLT850 | Loadstar 8x5 Trailer | | | 2011 | | | |
| BH2085 | Trailer for Pump at Town dam | | | | | | |
| BH2098 | Boxtop Trailer | | | | | | |
| BH2134 | Trailer for Mobile Standpipe | | | | | | |
| TA2129 | Fuel Tanker | | | | | | |
| BH010 | 6 x 4 Fuel Trailer | | | | | | |
| 1TCY082 | Papas Tandem Fuel Trailer | | | | | | |
| 1TCY093 | Papas Tandem Trailer | | | | | | |

| | | | | | | | |
|---------|---------------------------------|--|--|--|------|--|--|
| 1TIU961 | 8 x 5 Papas Fuel Trailer | | | | | | |
| 1TFH594 | Loadstar Boxtop Trailer | | | | | | |
| 1TFC580 | Gardeners Boxtop trailer | | | | | | |
| 1TFD241 | Boxtop Trailer for firefighting | | | | | | |
| 1TJX516 | Plant Trailer for Mowers | | | | | | |
| 1TOI298 | Sign Trailer | | | | 2015 | | |
| Fogger | Fogger | | | | | | |
| TSAW | Tree Saw | | | | | | |
| STAB | Stabiliser attachment | | | | 2014 | | |
| | Cement Mixer | | | | | | |
| | Tree Grab | | | | | | |
| | Wacker Packer | | | | | | |
| | | | | | | | |

This Report was received by Council

12.02**WORKS REPORT FOR NOVEMBER 2015**

| | | |
|--------------------------------|-------------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | GC Brigg | Manager of Works |
| Date: | 13 November 2015 | |
| Disclosure of Interest: | Nil | |

Cr Prout left the meeting at 5.59pm.

Broomehill

- Gardeners general duties around town. Plenty of weeds to keep up with.
- Gardeners are currently rationing water within town. If there is no more rain we need to keep our watering to a minimum as the school uses the town dam as well.
- Thinkwater have installed the new solar panels for the larger pump at the CBH dam. They will finish setting up the pump next week.
- Ron Wright Contracting has installed a new dam to catch the excess water off CBH. It is around 7,500 cubic metres. The area has a salt water table at 3.5m We only took the dam to 3m. Not as deep as expected but still a good size dam for what we are trying to achieve.
- A contractor will be installing the fence around the new dam in the next couple of weeks
- Currently getting quotes to repair the shade sails at Holland Park playground. This won't be cheap. The cost to install the shade sails new, was over \$24,000. We sent a couple of sails away to be repaired in 2013. That cost over \$6000. That doesn't include pulling the shade sails down or putting them back up.

We now have 2 poles and 4 sails that need repairing. If we re-install all the other sails which can be used without repairs I would estimate a 2 year life before those sails need to be repaired or replacing.

If these sails had to be removed during the windy season and replaced then put back up at the start summer, it will be costly. The sails are quite confusing when all on the ground. The corner of each sail has to be marked and matched up with each pole, plus there is a join on each sail in the middle to link sail to sail. They are all triangular and different sizes.

The job requires 2 men and a truck costing around \$120 per hour. It can take a full day to install the sails as men are working off ladders and trying to tension and attach steel cabling to the poles.

Cr Prout returned to the meeting at 6.03pm.

Tambellup

- Gardeners working hard around town. Still mowing to be done. Continuous weeding this time of the year in all the gardens.
- No rain to help the dam levels but we won't have any problems with the water supply for irrigation.
- Number 2 dam is very low already.
- We have started watering the oval with treated water again. Watercorp have indicated they have enough to last 17 weeks with two full irrigation periods per week.
- The Tambellup Depot was broken into one night with 2 laptops stolen from the office.
- New depot shed is ongoing with the main shed up. The lockup bays have been concreted. One division wall to finish and roller doors to be installed.
- Streetscape plan is well under way. We have had some draft concepts (of sections) sent to us for comment. I feel Woodlands will provide us with a great overall plan when completed.
- Thinkwater are currently setting up the solar pump at the 'bowling club dam'. This will be complete next week. The current holdup is waiting for security cameras.

- Thinkwater still to set up the electric pump to enable us to pump from the back dam to the front dam at Jam Creek. Part of the water harvest funding.

Roads

- Bitumen ordered to reseal 900m on Nardlah Road.
- Western Stabilizers are booked after the new year to start stabilizing on Toolbrunup Road. We have a number of blows to repair with RRG funding.
- Construction crew are re-graveling Toolbrunup Road (R2R project). They should be finished there within next 2 weeks. They will then move onto gravel repairs in the area. I don't expect the crew to move onto any other road project until the New Year with only 22 working days left this year. We have enough gravel repairs to finish the year in the southern part of the shire.
- Future program for the construction crew will be the construction and sealing of South Pallinup Road, then moving to Punchmirrup North to re-gravel 9km when the vegetation widening is completed.
- Vegetation widening completed on the Norrish Road sections to be re-graveled.
- Maintenance graders are working their way down the western part of the shire from the north.
- Maintenance crew have been working on culvert headwalls, between signage and odd jobs.
- Jetpatcher to complete a run on the bitumen network before Christmas break.

Plant

- The CEO's vehicle has been replaced.
- Manager of Works vehicle has been replaced. Ford met Toyotas offer of changing the vehicle over \$1,000 including GST.
- The Broomehill gardeners vehicle has been replaced with the same (Holden Colorado).
- Mechanic's new model Toyota Hilux is at the body builders.
- There have been a number of issues with the Caterpillar 12H grader. Injectors were failing one by one. This grader is close to replacing so we were only replacing one injector at a time.
- There was too much downtime doing it in this fashion so a decision was made to replace all 6 injectors at once. The grader worked 1 day and one of the new injectors failed. Westrac found that a bearing in the fuel pump was in the process of failing, causing metal flakes to block the injectors. They have replaced the pump and injectors again, they also cleaned all the lines. Westrac are working with us on the bill so they only charge what is fair as the feel the mechanic should have investigated further on the reason of the failures of the injectors in the first instance.
- Jetpatcher has been working in Plantagenet Shire over the last month sealing driveways. There is still a couple of visits to complete the work.
- The mechanic has been off for the last 3 weeks with a knee problem.

This Report was received by Council

GRADER REPORT

The Shires of Broomehill and Tambellup amalgamated in 2008. Broomehill operated 2 graders, a John Deere and a Volvo while Tambellup operated two Caterpillar 12H graders.

When I started in January 2009 after the amalgamation I saw each day we had an issue with not enough operators to man all the major plant. The most obvious issue was that the new Shire of Broomehill-Tambellup had 16 pieces of major plant and only 10 full time operators. The fleet included

1. 4 graders
2. 4 6x4 trucks
3. 2 loaders
4. 2 backhoes
5. 2 multi tyre rollers
6. 2 vibrating rollers

Across the board all the machines were underutilized thus productivity was low. We also seemed to have the wrong mix of plant. In discussions with the CEO we commenced the development of a long term plan to streamline the fleet and give the newer more suited fleet, better productivity without having to increase manpower and wages to a level the Shire could not sustain.

Working off the age of the graders and the hour meters, it revealed that the average hours for each grader were approximately 618 hours per year, per grader. Collectively this gave the shire 2472 hours per year with 4 graders. The same issue was across the rest of the fleet. This then started an investigation, into the history of the level of service that was being provided. It was found that Broomehill and Tambellup as standalone Shires weren't completing 2 full grades per year.

This problem showed major plant had to be streamlined to suit the manpower and matched with the Shire's ability to fund the work in order to meet a level of service. Council agreed that 2 grades per year would suit the Shire, including extra work if needed (eg bus routes that generally require 3 grades per year). This would include one heavy formation grade in the winter and one summer grade including drainage and back slopes.

The Shire has approximately 750km of gravel and formed roads. There are 226 working days available to do this work. On average, doing winter grades (heavy formation) or summer grades (drains and back slopes), graders average around 3 km each day per grader. The Shire has two full-time maintenance graders. Productivity conversion for grader hours in Local Government is 3 man hours per 2 grader hours. Men have to travel to and from the job and service machines as part of their work day and with the required breaks for morning tea and lunch they get around 6 productive machine hours to 9 man hours. Take out days too wet to grade, major servicing, breakdowns, days when we require all staff to complete reseals or days when staff numbers are too low to man all equipment and that leaves around 180 days available. All up a local government grader will complete around 1,000 to 1,100 hours per year.

Both shires only had graders with 12 feet blades. This meant the graders needed to complete 5 passes to grade the full width of the road. By going to 14 foot blades this meant they could cover the width of the road in 4 passes. Doesn't sound much but on a yearly basis it adds up quickly. If you do one less pass over 750km of road on a normal double grade from one side to the other, that saves 1500km the grader has to travel in grading every 6 months. Over the 2 full grades per year, that is a saving of 3,000km per grader. Multiply that by 2 graders that gives us

6,000km per year less the graders have to travel grading using 14 feet blades over 12 feet blade machines

The Shire then decided to purchase machines with 14 feet blades to help with the productivity. This was planned through the plant replacement program over 7 years. The 12H grader is the last 12 feet blade grader and was due to be replaced last year. It was reprogrammed to be replaced in 2015-2016.

At present Council owns 3 graders - two 12M graders, with 14 foot blades and one 12H with a 12 foot blade. The 3 graders are averaging between 3,000 to 3,300 hours per year for the last 3 years. Before Council was only averaging 2400 hours with 4 graders with less productivity. Cost of running these graders is as follows:-

1. Caterpillar 12H - \$76.96 per hour (higher hours more maintenance)
2. 2009 Caterpillar 12M - \$63.78 per hour
3. 2012 Caterpillar 12M - \$59.51 per hour

Add on an operator which cost council \$25 per hour (rate of pay) and add 100% overheads, totals \$50 per hour for an operator. Operating cost for a newer grader is less than an older one. If we add the operator cost onto the middle aged, 12M grader that will give us an overall rate of \$113.78 per hour to operate. You could use the 12H but the fuel burn is 2,500lts per year more than the 12M. A local contractor with a similar size machine to the 12M is \$185 per hour.

There is a 1,000 hours required to meet the level of service for 2 complete grades per year. A contractor might want to complete those hours over an 8 month period by doing more hours etc but there is still only 1,000 hours required. The overhead cost doesn't reduce for Council, the grader still needs to be managed and supervised so there is no saving in this area of the cost to Council. We still need to provide a staff transport vehicle to the maintenance grader we own. Even if the contractor had a roller attachment we still need to provide a roller in the winter and they would still need to work together for the use of the roller.

To do 1,000 hours with Council's own machine will cost \$113,780. To complete a 1,000 hours with a contract machine will cost \$185,000 - a difference of \$71,220 per year. The construction grader is funded by R2R, Commodity Routes and RRG projects. Maintenance graders are funded by general revenue (rates). To employ a contract grader, Council would have to spend an extra \$71,000 per year which would be a 3% rate rise just to cover the extra cost of that one component.

The climate changes from year to year impact on the way the roads are graded. This year is drier than normal and drier than the last 2 years. Council might not have finished the heavy formation grading this year however this is not new - different weather patterns have been happening for the last 100 years.

Shires have always graded to the weather conditions. If we get a wetter than normal summer then we might complete more heavy formation grading during this period. The purchase of the 3rd 14 feet blade machine will also help with productivity to achieve our goals.

GLEN BRIGG
MANAGER OF WORKS

This Report was received by Council

12.03 BUILDING SURVEYORS REPORT FOR OCTOBER 2015

| | |
|--------------------------------|--|
| Program: | Economic Services |
| Attachment: | BSR Report and Activity Statement |
| File Ref: | ADM0258 |
| Author: | D Baxter Building Surveyor |
| Date: | 2 November 2015 |
| Disclosure of Interest: | Nil |

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

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

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

| | |
|--------------------------------|---|
| Program: | Various |
| Attachment: | Building Maintenance Program Report to 13 November 2015 |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 13 November 2015 |
| Disclosure of Interest: | Nil |

Summary: Report on the Building Maintenance Program for 2015-16 to 13 November 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 13 November 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 2015-16 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

Officer

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

This Report was received by Council

**Reason For Change to
Recommendation:**

12.05 LIBRARY REPORT – OCTOBER 2015

| | |
|--------------------------------|--|
| Program: | Recreation & Culture |
| Attachment: | Library Report – October 2015 |
| File Ref: | ADM0097 |
| Author: | S Beaton Library Officers S Reed |
| Date: | 10 November 2015 |
| Disclosure of Interest: | Nil |

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of October 2015.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

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

Nil

14. DATE OF NEXT MEETING

17 December 2015

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 6.32pm.