



Ordinary Meeting of Council

MINUTES

19 October 2017

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.



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SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 19 October 2017 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr ME White	
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	KB Williams	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 4.10pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 SEPTEMBER 2017

171001

Moved Cr White, seconded Cr Thompson

“That the Minutes of the Ordinary Meeting of Council held on 21 September 2017 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

Nil

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11. MATTERS FOR DECISION

11.01 FINANCIAL STATEMENTS FOR SEPTEMBER 2017

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for September 2017
File Ref:	Nil
Author:	KP O'Neill Manager Finance and Assets
Date:	12 October 2017
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 30 September 2017.

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 2017/18 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Councillors should note that end of year processes are still being allocated for the 2016/17 year, and until the annual financial statements are finalised and audited the 30 June 2017 carried forward figures may be subject to change. This may affect opening balances contained in the monthly financial report.

Note 2 in the financial statements provides commentary on the material variances shown in the statement of financial activity by reporting program, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other 'sundry' debtors - is reported at Note 6. At the end of September approximately 80% in rates had been collected. The closing date for payment of rates, also the option to pay by instalments, was the 1st September.

Note 8 tracks capital grants and contributions, the unspent balance of which is reported as 'Restricted Cash' throughout the financial report.

Capital revenue and expenditure is detailed in Note 12, which includes plant replacement, road construction, building improvements, reserve transfers and loan transactions.

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: **171002**

Moved Cr Paganoni, seconded Cr Dennis

“That the Financial Statement for the period ending 30 September 2017 be adopted.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

11.02 CREDITORS ACCOUNTS PAID SEPTEMBER 2017

Program:	Other Property and Services	
Attachment:	List of Payments for September 2017	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	12 October 2017	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during September 2017.

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	\$615,730.79
Trust Fund	\$0.00
Credit Cards	\$2,994.36
Total	\$618,725.15

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: *171003*

Moved Cr Dennis, seconded Cr Batchelor

“That the list of accounts paid during September 2017, consisting of:-

- *Municipal Fund payments totalling \$615,730.79 comprising*
 - *cheques numbered 3565 to 3580;*
 - *electronic payments numbered EFT9404 to EFT9476; and*
 - *direct debits numbered DD4932.1 to DD4932.4, DD4933.1 to DD4933.4*
- *Credit Card payments totalling \$2,994.36*

be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

11.03 CHANGE OF MEETING DATE – DECEMBER 2017

Program:	Governance
Attachment:	Nil
File Ref:	ADM0091
Author:	KB Williams Chief Executive Officer
Date:	12 October 2017
Disclosure of Interest:	Nil

Summary: Council to consider an alternative date for the December 2017 ordinary meeting of Council.

Background: All Council meetings are held on the third Thursday of the month, with the exception of January when there is no ordinary Council meeting.

The Council meeting was advertised to members of the public for the 21 December 2017.

The December Council meeting has been followed by the Shire Christmas party in previous years. This year it is recommended to hold the Shire Christmas party on a Friday with a change in the Council meeting date required if they are to be held on the same date.

It is proposed to hold the Council meeting on 15 December 2017.

Comment: The *Local Government (Administration) Regulations 1996* require that if an ordinary meeting date is changed public notice is to be given of the proposed change.

For Council discussion and decision.

Consultation: Nil

Statutory Environment: *Local Government (Administration) Regulations 1996* reg 12(1) and (2) state the following:

12. *Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
- are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan includes a Community Aspiration of 'Being Well Governed – Provide leadership for the community through transparent, accountable and representative local government'.

Asset Management Implications: There are no asset management implications

Financial Implications: There will be advertising costs for a notice in the Great Southern Herald. A notice will also go in the BT Times.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *171004*

Moved Cr Batchelor, seconded Cr Dennis

“That Council changes the date of the Thursday 21 December 2017 ordinary meeting to Friday 15 December 2017 and gives local public notice of the change.”

CARRIED 7/0

Reason For Change to Recommendation:

11.04 STRATEGIC COMMUNITY PLAN – PROGRESS REPORT

Program:	Governance
Attachment:	Strategic Community Plan 2012-2022 - Progress Report to 30 June 2017
File Ref:	ADM0382
Author:	PA Hull Strategic Support & Projects Officer
Date:	4 October 2017
Disclosure of Interest:	Nil

Summary: An update of progress of the Strategic Community Plan to 30 June 2017 is provided for Council's information.

Background: As part of the former Department of Local Governments 'Integrated Planning and Reporting Framework' all local governments were required to develop a strategic plan which states the community's long term (10+ years) vision, values, aspirations and priorities, with consideration to other local government plans, information and resourcing capabilities.

The Strategic Community Plan (SCP) drives the development of local government area/place/regional plans, resourcing and other local government informing strategies such as Workforce, Asset Management and Financial, and other supporting strategies.

The SCP was adopted by Council in September 2012, following a series of community engagement activities facilitated by a consultant.

Activities included a survey which was distributed by mail and also printed in the BT Times, targeted response by phone contact to randomly selected residents, and community workshops held in Broomehill and Tambellup. Workshops were also conducted with Councillors of the day, and staff.

The intent of the consultation was to determine the community's aspirations - how residents see our Shire in the future, and what is important to them, and ideas for how these aspirations could be delivered. This information formed the basis of Council's commitments to deliver the SCP for the ten year period 2012-2022. Strategies to achieve the commitments were developed, and measures to track progress defined.

SCP progress was last reported to Council in July 2016, and is reported to the community annually through Council's Annual Report.

A full review of the SCP will be undertaken in 2017-2018.

Comment: The attached report outlines the achievements against the various strategies over the life of the plan, and in particular for the 2016-2017 financial year.

The main outcome from the report is the need for a community perception survey to be conducted to establish current satisfaction levels with services delivered by the Shire.

These results, along with submissions from a program of community

consultation that will be undertaken in coming months, will help to determine Council's future direction through the SCP review.

It is planned to deliver the community perceptions survey during November 2017.

For information.

Consultation: Chief Executive Officer

Statutory

Environment:

Local Government Act 1995 s.5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Policy Implications: Nil

Strategic

Implications:

The SCP provides direction for Council's short, medium and long term planning for the ten year period 2012 to 2022. Specifically, the SCP contains a commitment to 'provide leadership to the community through transparent, accountable and representative local government'.

Asset Management

Implications:

The SCP provides direction for the ongoing management of Councils assets in conjunction with Council's Corporate Plan.

Financial

Implications:

Financial considerations relating to the delivery of commitments contained within the SCP are detailed in Councils Long Term Financial Plan and provision is made in the annual budget.

Workforce Plan

Implications:

Workforce planning considerations relating to the delivery of commitments contained within the SCP are detailed in Council's Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *171005*

Moved Cr Paganoni, seconded Cr Prout

"That Council endorses the 'Strategic Community Plan 2012-2022 - Progress Report to 30 June 2017' as presented."

CARRIED 7/0

Reason For Change to Recommendation:

11.05 ANDERSON'S BORE – REVIEW OF AGREEMENT FOR LANDHOLDERS TO ACCESS WATER

Program:	Economic Services
Attachment:	Draft Agreement Current Agreement Map of Bore Locations October 2013 Council Review Minute Item
File Ref:	CLAF062 & ADM0293
Author:	JA Stewart Manager Corporate Services
Date:	02 October 2017
Disclosure of Interest:	Nil

Summary: Council to review the Agreement with landholders Dawson Patterson and Rowland Sprigg, to access water from Anderson's Bore (shown as 'B' on the attached map).

Background: Council, at its last four reviews of this Agreement, resolved (with relevant year changes) as follows:

161013

"That the Agreement between the Shire of Broomehill-Tambellup, Mr Dawson Patterson and Mr Rowland Sprigg be renewed as follows:

- *Messrs Dawson Patterson and Rowland Sprigg may (and preferably, where possible) pump from the Anderson Bore (marked 'B' on the presented map) between 01st May 2017 and 31st October 2017;*
- *Messrs Dawson Patterson and Rowland Sprigg are granted permission to pump from Anderson Bore 'B' between the hours of 10.00pm and 6.00am in the months November 2016 through to April 2017 inclusive;*
- *Messrs Dawson Patterson and Rowland Sprigg will adhere to the following conditions with regard to the aforementioned Bore:*
 - *maintain, at their cost, the submersible pump;*
 - *pay the power costs of the Bore;*
 - *regularly check the condition of the pump and tank;*
 - *have a spare submersible pump on hand in case of pump failure;*
- *This Agreement is to be reviewed annually; however, may be reviewed earlier or more regularly, depending on seasonal conditions, to ascertain if a change in pumping dates and times is necessary; and*
- *Council reserves the right to withdraw this approval."*

Prior to this, Council had changed the Agreement slightly in accordance with variations in seasonal weather conditions (please see attached a copy of the minute item from Council's 2013 Ordinary Meeting wherein Agreement history is stated).

Comment: The Anderson bores are located in the south east section of the Shire and provide rural residents with access to water for servicing stock and for meeting spraying requirements.

Alternatively, the nearest water supply is via standpipes within the Tambellup townsite that are not easily accessible to rural residents within the above mentioned area.

The author has spoken to Mr Patterson regarding the Agreement and has been advised that he and Mr Sprigg are happy to continue with the current arrangement for the next twelve months.

Consultation: Mr Dawson Patterson

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 for Council

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: 171006***Moved Cr Dennis, seconded Cr Batchelor***

“That the Agreement between the Shire of Broomehill-Tambellup, Mr Dawson Patterson and Mr Rowland Sprigg be renewed as follows:

- ***Messrs Dawson Patterson and Rowland Sprigg may (and preferably, where possible) pump from the Anderson Bore (marked ‘B’ on the presented map) between 01st May 2018 and 31st October 2018;***
- ***Messrs Dawson Patterson and Rowland Sprigg are granted permission to pump from Anderson Bore ‘B’ between the hours of 10.00pm and 6.00am in the months November 2017 through to April 2018 inclusive;***
- ***Messrs Dawson Patterson and Rowland Sprigg will adhere to the following conditions with regard to the aforementioned Bore:***
 - ***maintain, at their cost, the submersible pump;***
 - ***pay the power costs of the Bore;***
 - ***regularly check the condition of the pump and tank;***
 - ***have a spare submersible pump on hand in case of pump failure;***
- ***This Agreement is to be reviewed annually; however, may be reviewed earlier or more regularly, depending on seasonal conditions, to ascertain if a change in pumping dates and times is necessary; and***
- ***Council reserves the right to withdraw this approval.”***

CARRIED 7/0

**Reason For Change to
Recommendation:**

11.06 PROPOSED CAR PORT – LOT 144 (186) ROURKE STREET, TAMBELLUP

Program:	Planning	
Attachment:	Nil	
File Ref:	A473	
Author:	KB Williams	Chief Executive Officer
Date:	12 October 2017	
Disclosure of Interest:	Nil	

Summary: An application has been lodged for the development of a new car port as an addition to an existing dwelling at Lot 144 (186) Rourke Street, Tambellup.

This report recommends that approval be granted, subject to conditions.

Background: An application for the development of a car port was received on 21 September 2017. The application was submitted by G Roosendaal.

The application fees were submitted on 21 September 2017.

Comment: Description of Application

The applicant is seeking a planning approval to develop a car port as an addition to an existing dwelling. The proposed car port will measure 8.0 metres x 11.28 metres with a height of 2.40 metres. It is understood that the car port will be constructed of metal.

The dwelling is located within a designated Bushfire Risk Prone area. A Bushfire Attack Level (BAL) assessment has been completed and submitted, confirming that the BAL is rated as Low. A certificate has been issued accordingly.

Relevant Scheme Provisions

Zoning

The subject lot is zoned ‘Special Rural’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’):

Single Dwellings (and associated outbuildings) are usually exempt from Planning Consent; however Clause 6.5.4 of the Tambellup TPS requires that an application for Planning Consent is required:

6.5.4 Development Requirements

6.5.4.1 Development in a Special Rural Zone shall comply with the following:

a) in addition to a building licence, the Council's planning approval is required for all development including a single house and such application shall be made in writing to the Council and be subject to the provisions of clause 8.2 of the Scheme.

Setback requirements under the Scheme are 10 metres for side boundaries. No setbacks are shown on the application plan, however, it is understood through discussion with the applicant that setbacks will meet the required setback. The planning approval should be conditioned in the absence of any plan clearly showing side setback distances.

Consultation: Council has the ability to advertise any application under the Scheme. Advertising of the application is not considered relevant. No consultation has occurred.

Statutory

Environment: Shire of Tambellup Town Planning Scheme No 2

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: Planning Application fees of \$147.00 have been paid.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Officer

Recommendation: *“That Council approve the application lodged by G Roosendaal for the use and development of a Car Port at Lot 144, No 186 Rourke Street, Tambellup subject to the following conditions:*

- 1. The term of this approval is limited and expires 24 months from the date of this planning consent;*
- 2. Side setbacks shall be a minimum of 10 metres as required under the Shire of Tambellup Local Planning Scheme No 2. Setbacks shall not be reduced without the written consent of Council; and*
- 3. The car port shall not be enclosed without first obtaining written Planning Approval under the Shire of Tambellup Local Planning Scheme No 2.”*

Council Decision: 171007

Moved Cr Batchelor, seconded Cr White

“That Council approve the application lodged by G Roosendaal for the use and development of a Car Port and Shade House with reduced setback at Lot 144, Number 186 Rourke Street, Tambellup subject to the following conditions:

- 1. The term of this approval is limited and expires 24 months from the date of this planning consent;*
- 2. Detailed plans shall be submitted showing heights and dimensions of the Shade House to the satisfaction of the Chief Executive Officer, and in the event that the impact is considered detrimental by the Chief Executive Officer the approval will be referred back to Council for determination; and*
- 3. The car port shall not be enclosed without first obtaining written Planning Approval under the Shire of Tambellup Local Planning Scheme No 2.”*

CARRIED 7/0

Reason For Change to Recommendation:

11.07**REQUEST FOR TENDER NO: 04/2017 – RE-ADVERTISED – PROVISION OF PROJECT MANAGEMENT SERVICES FOR FLOOD DAMAGE RELATED REINSTATEMENT WORKS**

Program:	Transport
Attachment:	CONFIDENTIAL: Tender Evaluations
File Ref:	ADM0414 & ADM0504
Author:	KB Williams Chief Executive Officer
Date:	12 October 2017
Disclosure of Interest:	Nil

Summary: To accept tenders received for the provision of project management services for the flood damage related reinstatement works, funded by Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) AGRN 743.

Background: In February 2017 the Shire of Broomehill Tambellup received damage to road and drainage assets by heavy rain. The Shire engaged Les Hewer Consulting Services to estimate the cost of the damage. The estimation to reinstate road and drainage assets is approximately 3.56 million dollars.

Staff decided the cost of hiring consultants to run the WANDRRA AGRN 743 may exceed \$150,000, considering the overall damage and time reinstatement works will take.

Under the *local government act*, expenditure over the \$150,000 threshold is required to go to public tender.

The first Tender 03/2017 was advertised 12th and 13th of August 2017. Council agreed to reject all tenders received for Tender 03/2017 at the ordinary Council meeting on the 21st of September 2017 and re-advertise for the consulting services for WANDRRA AGRN 743.

Tender 04/2017 was re-advertised 23rd of September 2017.

100% of the expenditure by the Shire of hiring consultants is reimbursed by WANDRRA.

Comment: Twelve tenders were received for the project management tender.

The tenderers were ranked according to criteria that would determine the most effective and efficient management team that will benefit the Shire. Apart from assessing technical specifications and experience, the project management services were assessed and scored by the following criteria; 40% on price, 30% on previous WANDRRA experience and 30% on local knowledge of area and roads.

Les Hewer Consulting Services has WANDRRA experience with the Shire with two other previous events. Les has a good working relationship with Main Roads, shire staff, local contractors and also has extensive knowledge of the area and roads within the shire.

Consultation:	Chief Executive Officer Manager of Finance WALGA
Statutory Environment:	Nil
Policy Implications:	There are no policy implications
Strategic Implications:	This issue is not dealt with in the plan
Asset Management Implications:	There are no asset management implications
Financial Implications:	Any expenditure incurred by the Shire using consultants for the WANDRRA process is fully reimbursed.
Workforce Plan Implications:	This matter has no workforce planning implications
Voting Requirements:	Simple Majority
Council Decision:	<i>171008</i> <i>Moved Cr Prout, seconded Cr White</i> <i>“That Council accepts the quote for Tender No: 04/2017 for the Provision of Project Management Services for Flood Damage Reinstatement Work AGRN 743 from Les Hewer Consulting Services.”</i> <i>CARRIED 7/0</i>
Reason For Change to Recommendation:	

11.08 PLANT REPLACEMENT: GRADER SPECIFICATIONS

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0303	
Author:	GC Brigg	Manager of Works
Date:	12 October 2017	
Disclosure of Interest:	Nil	

Summary: Council's major plant replacement policy includes specifications to be provided to council before tending.

Background: Council's 2017/18 budget has made provision to replace the 2009 Caterpillar 12M grader. Shire will utilise the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council will request quotes from several companies to supply a replacement grader suited to council needs.

Council is still required to go to tender for the disposal of the 12M 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 seek tenders 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 this provides construction with a good tight machine suited to final trim work.

SPECIFICATION FOR SUPPLY: One (1) Motor Grader

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 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: Chief Executive Officer - Keith Williams

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 an aspiration of “Living in a Safe Community”. Road safety is referenced and appropriate equipment is an important tool for Council to deliver this aspiration.

Asset Management

Implications: The 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 2017/18 budget includes a provision of \$250,000 for the changeover of the 12M grader. Funds are utilized from the Plant Replacement Reserve.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *171009*

Moved Cr Thompson, seconded Cr Batchelor

“That Council endorses the specifications as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

11.09 OPENING HOURS – GERALDINE’S RESTAURANT

Program:	Planning	
Attachment:	Nil	
File Ref:	A220	
Author:	KB Williams	Chief Executive Officer
Date:	18 October 2017	
Disclosure of Interest:	Nil	

Summary: For Council to consider modifying the approved opening hours for Geraldine’s Restaurant.

Background: Council approved an application for a restaurant at Lot 25, number 12 Crowden Street, Tambellup. The approval included conditions that require written approval should any change in the development be sought. This includes opening hours.

The restaurant has since opened.

Comment: The applicant has requested opening hours be varied to allow for lunches on Fridays, Saturdays and Sundays.

Opening hours applied for in the original application were Thursday to Sunday 5.30pm to 9.00pm and did not include lunch times.

No issues are seen with the proposed lunch time opening hours, and the revision to the conditions is supported.

Consultation: Applicant

Statutory

Environment: *Town Planning and Development Act 2005*
Local Planning Scheme No 2 - Tambellup

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: Nil

Financial

Implications: Nil

Workforce Plan

Implications: Nil

Voting

Requirements: Simple Majority

Council Decision: *171010*

Moved Cr Thompson, seconded Cr Paganoni

“That Council approves the application submitted by G Merrick for a variation to the revised opening hours of Geraldine’s Restaurant, Lot 25 number 12 Crowden Street, Tambellup to allow opening time of 12 noon Fridays, Saturdays and Sundays.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

12.01 CONFIDENTIAL ITEM

171011

Moved Cr Dennis, seconded Cr Paganoni

“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

12.01

CONFIDENTIAL: BT TIMES MERGER WITH TAMBELLUP TOPICS

Program:	Governance	
Attachment:	Confidential: Correspondence from CRC	
File Ref:	ADM0342	
Author:	KB Williams	Chief Executive Officer
Date:	18 October 2017	
Disclosure of Interest:	Nil	

Council Decision: 171012

Moved Cr Dennis, seconded Cr White

“That Council approves the merger of the BT Times and Tambellup Topics subject to the following conditions and requirements:

- 1. Kristy Boyle shall be engaged by the Tambellup Community Resource Centre to edit the new newsletter for as long as the Shire provides financial support for the publishing of the newsletter or Ms Boyle decides not to continue with editing;*
- 2. The newsletter shall be named to ensure that the name is inclusive of the entire Shire; the suggested name of “Topics” is endorsed, any other name chosen shall require approval of both the board of the Tambellup Community Resource Centre and Council;*
- 3. Shire approval for the final draft of the newsletter shall be obtained prior to publishing;*
- 4. The newsletter shall include the following items for as long as the Shire continues to provide financial support for publishing:*
 - A Shire update submitted to the editor consisting of information relevant to ratepayers regarding Council actions and decisions;*
 - Free adverts for items such as information regarding fire restriction periods, dog registration dates, and any other items considered to be in the public interest;*
- 5. Council will contribute \$950 per month to the Tambellup Community Resource Centre to publish and mail the new newsletter, for a period of three years or until the Tambellup Community Resource Centre ceases to publish the newsletter.”*

CARRIED 7/0

Reason For Change to Recommendation:

171013

Moved Cr Thompson, seconded Cr Batchelor

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

CARRIED 7/0

13.01 PLANT MAINTENANCE REPORT – FOR AUGUST & SEPTEMBER 2017

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 13 October 2017
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Toyota Landcruiser Wagon			2017	2017	1 yr / 15,000km	
1TA	Ford Ranger			2017	2017	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	6,665	10,000	2017	2017	1 yr / 30,000 kms	
BH000	Holden Colorado			2017	2017	1yr / 25,000 km	
BH001	CAT Vibe Roller	384	250	2016		8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	11,543	20,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	21,336	30,000	2017	2017	1 yr / 30,000 km	Serviced @ 20,000 km.
BH004	CAT 12M Grader	8,060	8,500	2009	2009	8 yrs / 8,000 hrs	Replaced Universal joint, transmission oil seal, done service @ 8023.
BH005	Cat Multi Tyre Roller	5,195	5,500	2011	2011	8 yrs / 8000 hrs	Serviced @ 5117, Replaced exhaust muffler and gasket.
BH006	CAT 12M	5,244	5,500	2012	2012	8 yrs / 8,000 hrs	Replaced wiper blades @ 5064 hrs. Checked exhaust leak @ 5020 hrs.
BH007	Toro Mower	599	700	2016	2016	5 yrs / 5,000 hrs	Replaced blade spindle bearing assembly and seal.
BH009	Colorado 4x4 Tray Back	16,785	25,000	2015	2015	1 yr / 30,000 km	
BH012	Isuzu Fire Truck	1,458	Jan-18				Checked starting system.
BH013	Cat 444F Backhoe	1,928	2000	2013	2013	10 yrs / 8,000 hrs	
BH014	Toyota Landcruiser	6,459	10,000	2017	2017	1 yr / 30,000 km	
BHT0	Kenworth Truck	22,904	30,000	2016	2017	5 yrs /250,000 km	Taken to Albany for PTO repair by CJD Machinery (warranty). Serviced @ 19,665 kms.
BHT84	Toro Groundmaster 3500D mower	554	600	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	26	1500	2017	2017	8 yrs / 8,000hrs	New machine

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BHT125	Mack Curser 8 Wheel Tipper	117,417	120,000	2013	2013	5 yrs /250,000 km	Replaced doorlock mechanism.
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	23956		2015	2015		Replaced mudguard
TA001	Toyota Landcruiser	5,442	20,000	2017	2017	1 yr / 30,000 kms	Serviced 10,000 kms.
TA005	Toyota Hilux Tray Top	3,653	10,000	2016	2016	1 yr / 30,000 kms	
TA017	Isuzu Tipper	86,027	95,000	2014	2014	5 yrs /200,000 km	Purchased 2 new tyres. Replaced wench hydraulic pump and solenoid.
TA052	Toyota Hilux Tray Top	8,243	10,000	2017	2017	1 yr 30,000 km	Replaced window switch.
TA06	Jet Patcher Isuzu	147,137	150,000	2007	2010	8 yrs / 8,000 hrs	Fixed front boom hydraulics @ 146,304 kms. Replaced hydraulic Ram seal kit. Checked electrical fault on window winder. Fixed starting system on secondary engine. Fixed leak in radiator of secondary engine.
TA18	12M Grader	1,173	1,500	2016	2016	7 yrs / 8,000 hrs	Transmission oil sample taken for follow up check @ 1099 hrs. Replaced shire radio.
TA281	930K Loader	2,708	3,000	2014	2014	8 yrs / 8,000 hrs	Replaced cutting edge.
TA386	Isuzu Tipper	55,277	60,000	2012	2012	5 yrs /200,000 km	Replaced windshield.
TA2251	3 Axle Float Trailer				2009		Purchased 2 new tyres.
1 TIU 961	Papas Tandem Fuel Trailer			2008			Fixed electronics & replaced plug. Replaced brake shoe and drum kit.
1TMR361	Rockwheeler Side Tipper Trailer	58,454		2012	2012		Replaced hydraulic hoses.
1TMR367	Tandem Axle Dolly						Adjusted brakes on 18/08/17. Replaced tyre.
BKTBR	Skid steer Bucket Broom			2013			
1TTL850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BHT 1626	Papas Tandem Fuel Trailer						Fitted new plate number.
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						Fixed wiring and replaced plug.
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
1TRR872	Hire Side Tipper Trailer	1876		2016			
	Pressure Washer						Fixed leak in gun
	Polesaw						Fixed carburator and sharpened chain.
	Honda Pump						Fixed carburator, replaced outlet fitting and hose.
	Chainsaw						Fixed, cleaned & sharpened.
	Stihl concrete saw						Replaced spark plug & tuned up.

This report was received by Council

13.02**WORKS REPORT FOR AUGUST & SEPTEMBER 2017**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	13 October 2017	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners busy keeping up with mowing and weeding.
- All dams are full.
- Contractor has been engaged to spray the oval for broadleaf and black beetle. Fertilizer to follow.
- Contractors have been trimming trees under power lines to keep ahead of Western Power inspections.
- Pram ramps have been completed around town.
- Drainage contractors have installed drains into the southern end of the oval. The drains seemed to be too short on first inspection. Statewide Turf and the drainage crew installing the drainage said they felt that the drains will work well and still drain the rest of the oval. The contractors had no problems returning and installing longer drains but they would prefer to see how it goes and to identify any areas and if continue to stay wet. They are happy to mobilize the equipment for no cost if areas don't drain. By taking a wait and see approach it will eliminate installing extra expensive drains if not needed. The original quote was for 800m of drains. Contractors installed 760m. Statewide will adjust the quotation.
- TQuip demonstrated 2 Toro mowers on the 10th of October at the golf course and on the oval. Both units worked well.
- Shade structure over the playground is now finished. The project ran longer than expected. The reason it took so long was there has been higher priority work needing to be done, with road repairs and the opening of the new Tambellup Sporting Pavilion. The shire only has a small crew to cover a lot of work. We have to prioritize work at all times.
- Still areas to clean up around Holland Park from the work on the shade.

Tambellup

- Gardeners are behind with mowing and cleaning up around town. They will be back on top of things in the next two weeks as the new landscaping at the Pavilion is taking up a lot of time.
- Oval will be sprayed for broadleaf and black beetle next week.
- All dams are close to full. Number 2 dam is still down 1 metre.
- There have been issues with reticulation at the oval. The small pump to Diprose Park has not been building up pressure and switching off. Thinkwater can't find any issues with the pump. It is looking more likely that the pipe under the carpark at the pavilion is broken.
- Watercorp have recently completed an audit on the treated water system. They are very happy with the processes that Tambellup take to ensure there are no issues.
- Pram ramps are complete in town. Still have bitumen work to complete where they lead on to the road.
- Nibs are constructed at the intersection of Norrish and Crowden Streets. Work will be ongoing over the next few weeks.

- Carport for the Tambellup Administration Office is ready to be installed when the contractor is available. The contractor is currently busy with street scaping.
- All shade sails have been pulled down over the swing area in Diprose Park. They are all damaged from strong winds.
- Katanning Cherry pickers have been trimming tree under power lines.

Roads

- Beejenup Road gravel sheeting is finished. This was Commodity Route funding carried over from 2016/17. This project went well with an extra 3km of gravel sheeting completed.
- Contractor will start vegetation widening on Pallinup South Road and move to Beejenup Road.
- The construction crew have carried out a number of high priority gravel repairs on other roads. The road that needed gravel sheeting significantly was Warrenup Road, after a number of complaints.
- On current estimates, road construction is running around 5 weeks behind schedule.
- Construction crew are now working on Pallinup South Road. The new culvert has been ordered for the next major salt drain through the road. This culvert will be installed this year as the culvert at SLK 4.8 is already installed. The project for 2017/18 allowed for the installation of a major culvert which has already been done.
- Currently sizing culverts for Tambellup-Gnowangerup Road. This is a funded Regional Road Group (RRG) project to increase water capacity under the road. Shire staff will work with the contractors when installing the culvert to gain experience with major culvert works.
- Contractors were employed to grade the northern part of the shire. This was done while roads had good moisture. This allowed shire graders to work the mid and southern parts of the shire. More roads needed urgent grading from rain than shire graders could handle.
- Maintenance graders have been working in the mid-east part of the shire and working south.
- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) contractors have started on North Tieline Road. Road reinstatement and drainage crews are currently working on the same road.
- Jetpatcher is out on bitumen roads. This will be ongoing over the next few weeks.
- Maintenance crew have been working on the town streets and Holland Park. They are currently extending culverts on Pallinup South Road for the new section on sealing.

Plant

- Works Manager's Ford Wildtrak has been delivered.
- Manager of Corporate Services Holden Trailblazer updated to a Ford Everest.
- Maintenance grader driver's Toyota twin cab to be replaced by a Ford next week.
- Leading Hand Parks and Gardens single cab Hilux to be replaced next week by Ford Ranger single cab.
- Mechanic's Landcruiser to be replaced by a Ford Ranger extra cab next week.
- Works Supervisor's dual cab Landcruiser to be updated next month to a Landcruiser. Order is still in the system. Late delivery.
- Leading Hand Construction Landcruiser dual cab ute to be updated next month to a Landcruiser again. Order still in the system. Late delivery
- CEO Toyota wagon will be updated around the end of the month. Late delivery.

- The Broomehill Holden Colorado will be updated to an Isuzu 2.5 tonne 3 way tipper. This will only be replaced every 5 years from now on. This eliminates having to mobilize a tipper from Tambellup when needed.
- The Mack truck went to Albany to have the exhaust manifold repaired. Needs to go back to Albany for a faulty light on the dash.
- A 4,000lt water tank is being constructed by Elite Steel. This will go in to the back of either the 6 tonne maintenance truck to work with the skid steer and stabilizer, or it can be fitted in to the 5 tonne gardener's truck.
- The new 299D Skid Steer and 1200mm stabilizer has been delivered.
- Specifications for a grader replacement presented to Council.

New 299D Skid Steer and 1200mm stabilizer being delivered



This report was received by Council

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

Nil

16. DATE OF NEXT MEETING

16 November 2017

17. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.35pm.