



Ordinary Meeting of Council

MINUTES

20 August 2015

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

LIST OF MOTIONS

20 August 2015	Page No
Broomehill Museum machinery – Significance Assessment	27
Broomehill Museum machinery – Significance Assessment	27
Broomehill Museum machinery – Significance Assessment	27
Confirmation of Previous Meeting Minutes 16 July 2015	3
Creditors Accounts paid July 2015	7
Executive Residence	37
Financial Statements for July 2015	4
New Policy – 1.20 Complaints	11
Proposed extension to existing outbuilding – Lot 140 (No 238) Rourke Street, Tambellup	24
Proposed patio to rear of existing dwelling – Lot 144 (No 186) Rourke Street, Tambellup	21
Proposed permanent closure of Kimberley Street and a portion of Old Nardlah Road – Broomehill	31
Rates Assessment – Penalty Interest Write Off	41
Review of Customer Service Charter and Policy 1.7 – Customer Service	9
Review of Policy 1.15 – Community Engagement	13
Review of Policy 1.16 – Organisational Risk Management	15
Review of Policy 1.18 – Internal Control	17
Review of Policy 1.19 – Legislative Compliance	19
Review of Policy 1.4 – Appointment of Acting Chief Executive Officer	35
Tambellup Business Centre – Rate Concession	39

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 20 August 2015 commencing at 4.12pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr KW Crosby	
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	JM Trezona	Chief Executive Officer (CEO)
	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 4.12pm.
- 2.2 The President welcomed 3 members of the public to the meeting.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Deborah Beynon of 44 Keith Street Broomehill addressed Council about Item 10.12 Proposed Permanent Closure of Kimberley Street and a portion of Old Nardlah Road, Broomehill and some other matters. Ms Beynon raised the following matters:

- She was concerned about the proposed road closure and the impact it may have on the unmade laneway at the rear of her Keith Street property and whether or not access would still be available if Kimberley Street was closed. She also stated that she had concerns that in the case of a bushfire or emergency situation the back access might be the only way off her property.
Ms Beynon was advised that the matter was to be considered at item 10.12 in the agenda and her comments had been noted.
- Ms Beynon raised concerns about the noise of the CBH trains at Broomehill which are running "all day and all night" and the subsequent emission of diesel fumes that are always present in the air. Ms Beynon asked what Council was doing about it.

The Chief Executive Office confirmed her previous advice by letter to Ms Beynon that the *Environmental Protection (Noise) Regulations 1997* specifically exclude noise from trains which presents a difficulty. Ms Beynon was advised that Council was liaising with CBH to try and obtain information regarding their activities.

- Ms Beynon also mentioned that the warning sign indicating that there was a stop sign ahead at the Tie Line Road railway crossing needed replacing. She also mentioned that the Keith Street road sign has been missing for some time.

The Chief Executive Officer advised that a number of street signs in Broomehill have been stolen lately and that the shire was in the process of replacing them.

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Item 10.12: Proposed Permanent Closure of Kimberley Street and Portion of Old Nardlah Road - Broomehill

Cr Sheridan, Cr Thompson, Cr Paganoni, Cr Crosby and Cr Dennis have declared in writing a financial interest in Item 10.12.

An application was made to the Minister for Local Government for approval for all five members to participate in the discussion and decision of Item 10.12.

Approval was granted on 18 August 2015 for Crs Sheridan, Paganoni and Crosby to participate in the discussion and decision making process for Item 10.12 subject to the following conditions:

- 1. The approval is only valid for Councillors Garry Sheridan, Mark Paganoni and Kymleigh Crosby to participate in Item 10.12; Proposed Permanent Closure of Kimberley Street and a Portion of Old Nardlah Road Broomehill, that will come before an Ordinary Council Meeting (OCM) on 20 August 2015;*
- 2. The CEO is to provide a copy of the Departments letter advising of the approval of their participation application to the three (3) disclosing Councillors;*
- 3. The disclosing members declare the nature and extent of their interests at the 20 August 2015 OCM when Item 10.12, is considered together with the approval provided;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the Ordinary Council Meeting when this matter is considered, together with the approval provided;*
- 5. The CEO is to provide to the Department a copy of the Certified Minutes for the OCM and a letter confirming Council has complied with the conditions of the Participation Approval as set out above. It should be noted that the above approval relates only to the interests declared by the Councillors on their Declaration Forms provided with the application. Should any other interests be relevant, these will not be covered by the participation approval and the financial interest provisions of the Act would apply.*

Approval was not granted for Cr Scott Thompson and Cr Craig Dennis to participate.

A copy of the approval is attached.

Councillor Prout declared a Proximity Interest in Item 10.09.

Councillor Prout declared a Financial Interest in Item 10.15.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 16 JULY 2015.

150801

Moved Cr Thompson, seconded Cr Dennis

“That the Minutes of the Ordinary Meeting of Council held on 16 July 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr Garry Sheridan congratulated the local St John Ambulance volunteers Pauline Roosendaal, Barbara Groves, Bryan Trezona and Trevor Prout who recently received Service Medals at a function in Perth.

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR JULY 2015

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for July 2015	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	13 August 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 31 July 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: Councillors should note that final allocations for the year ending 30 June 2015 are still being processed which will affect the amounts carried forward in this report.

Rates & Charges

Rates were levied on 24 July 2015 and are due by 4.00pm on Friday 28 August 2015. The 5% discount period closes at 4.00pm on Friday 21 August 2015.

A following amounts were raised –

Rates	\$2,184,880.94
ESL	\$54,400.00
Rubbish	<u>\$59,210.00</u>
	\$2,298,490.94

At 31 July, approximately 6.38% in rates and charges have been received (refer to note 5 in the report).

Insurances

Insurance policies brokered through Local Government Insurance Services were renewed in July. The Property and Workers Compensation policies offer two instalments for payment, and the second payment is due in October.

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: **150802**

Moved Cr Paganoni, seconded Cr Batchelor

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

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.02 CREDITORS ACCOUNTS PAID JULY 2015

Program:	Other Property and Services	
Attachment:	List of Payments for July 2015	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	13 August 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during July 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	\$1,074,018.95
Trust Fund	\$197,778.04
Credit Cards	\$1,721.45
<u>Total</u>	<u>\$1,273,518.44</u>

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

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

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *150803*

Moved Cr Thompson, seconded Cr Crosby

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

- Municipal Fund cheques numbered 2869 to 2894 inclusive, electronic payments numbered EFT6884 to EFT6987 inclusive and direct debits numbered DD3718.1 and DD3733.1, totalling \$1,074,018.95;*
- Trust Fund electronic payment numbered EFT6988 and totalling \$197,778.04;*
- Credit Card payments totalling \$1,721.45;*

be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 REVIEW OF CUSTOMER SERVICE CHARTER AND POLICY 1.7 – CUSTOMER SERVICE

Program:	Governance
Attachment:	Draft amended Policy 1.7 – Customer Service Existing Policy 1.7 – Customer Service Draft amended Customer Service Charter Existing Customer Service Charter
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	3 August 2015
Disclosure of Interest:	Nil

Summary: Council to review Council Policy ‘1.7 – Customer Service’ along with Council’s Customer Service Charter.

Background: Council’s existing Customer Service policy (Policy) was adopted in 2008 and includes a focus on complaints; the Customer Service Charter was then developed in conjunction with this Policy. Both documents outline the core values of the organisation.

Comment: At this review of Council’s Customer Service policy, the Policy has been divided into two to address separately the different matters contained within the Policy (being customer service and complaints).

This particular item refers to the matter of customer service; a separate item within this agenda deals with a policy addressing the matter of complaints.

Council’s Customer Service Charter is also reviewed at this time due to its alignment with Council’s Customer Service policy.

For Council consideration.

Consultation: Chief Executive Officer
Customer Service Staff

Statutory

Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to ‘*determine the local government’s policies*’.

Policy Implications: This matter is dealt with 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 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: *150804*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council endorses the reviewed and amended ‘Policy 1.7 – Customer Service’, as presented.”

“That Council endorses the reviewed and amended Customer Service Charter, as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.04 NEW POLICY – 1.20 COMPLAINTS

Program:	Governance
Attachment:	Draft new Policy 1.20 – Complaints Existing Policy 1.7 – Customer Service
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	3 August 2015
Disclosure of Interest:	Nil

Summary: Council to consider new Policy ‘1.20 – Complaints’.

Background: Council’s original Customer Service policy (Policy) was adopted in 2008 and included a focus on complaints. Although Council has procedures for dealing with complaints, it has not had a policy specifically addressing its commitment to dealing with them.

Comment: Within this agenda, a review of the Customer Service policy has seen it divided into two policies to separately address customer service and complaints. This item is dealing with the formation of a new, separate Complaints policy due to the recommended removal of the reference to complaints in Council’s amended Customer Service policy.

For Council consideration.

Consultation: Chief Executive Officer
Customer Service Staff

Statutory

Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to ‘*determine the local government’s policies*’.

Policy Implications: This matter is dealt with 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 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: **150805**

Moved Cr Dennis, seconded Cr Batchelor

*“That Council endorses a new policy ‘1.20 – Complaints’, as presented.
CARRIED 7/0*

**Reason For Change to
Recommendation:**

10.05 REVIEW OF POLICY 1.15 – COMMUNITY ENGAGEMENT

Program:	Governance
Attachment:	Copy of Policy 1.15 – Community Engagement
File Ref:	ADM0165
Author:	PA Hull Strategic Support & Projects Officer
Date:	5 August 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy No. 1.15 – Community Engagement.

Background: Council is required to consult with the community to determine its views and opinions on a range of issues. Consultation provides the basis for productive relationships and effective communications with the community.

Council has legislative obligations in relation to giving notice or seeking submissions on various matters, including planning applications, amendments to Town Planning Schemes, Council's Strategic Community Plan, Local Laws, Road Closures, and Intention to Sell or Lease. Many decisions of Council can also be better informed through feedback from the community.

The Community Engagement Policy affirms Council's commitment to established principals of community engagement, and ensures it is used as best practice within the organisation.

The Policy is supported by the Community Engagement Framework Management Practice which has been developed as a resource for the purpose of undertaking community engagement.

Comment: The Policy as endorsed remains appropriate for Council's purposes. It is recommended that point 7 relating to the review of the policy two years after adoption be removed as the foreword of the Policy Manual states that a review of all policies will be conducted at least every three years.

For Councils consideration.

Consultation: Nil

Statutory

Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to *determine the local government's policies*.

Policy Implications: This matter is dealt with as part of the review of Council's Policy Manual.

Strategic

Implications: This matter is not dealt with in the Strategic Community 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: *150806*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council retains Policy 1.15 – Community Engagement and endorses the amendments as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.06 REVIEW OF POLICY 1.16 – ORGANISATIONAL RISK MANAGEMENT

Program: Governance
Attachment: **Copy of Policy 1.16 – Organisational Risk Management**
File Ref: ADM0165
Author: PA Hull **Strategic Support & Projects Officer**
Date: 6 August 2015
Disclosure of Interest: Nil

Summary: Council to review Policy No. 1.16 – Organisational Risk Management.

Background: Effective organisational risk management assists the Shire to achieve its objectives, through identifying possible risks during planning, decision making and operational processes and taking action to ensure exposure to potential risk is minimised.

Areas of significant risk include financial, political, economic, social, environmental and operational.

This policy sets out Council's commitment to risk management principles and processes as being an essential management function in the operations of the Shire and is considered best practice.

Comment: The policy and the associated Organisational Risk Management Guidelines have previously been workshopped with all Councillors and staff, to ensure familiarity with the concept and processes across the organisation.

It is considered the policy is appropriate in its present form and no amendments are required.

For Councils consideration.

Consultation: Nil

Statutory

Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to *determine the local government's policies*.

The policy also ensures compliance with the Integrated Planning requirements of the *Local Government Act (1995) s5.56 (2)*, the *Local Government (Audit) Regulations 1996 amended 2013* and Section 7.2 of the Western Australian Local Government Accounting Manual – Internal Control Framework.

Policy Implications: This matter is dealt with as part of the review of Council's Policy Manual.

Strategic

Implications: This matter is not dealt with in the Strategic Community 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: *150807*

Moved Cr Dennis, seconded Cr Crosby

“That Council retains Policy 1.16 – Organisational Risk Management, in its present form.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.07**REVIEW OF POLICY 1.18 – INTERNAL CONTROL**

Program:	Governance	
Attachment:	Policy 1.18 – Internal Control	
File Ref:	ADM0165	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	7 August 2015	
Disclosure of Interest:	Nil	

Summary: Council to review Policy 1.18 – Internal Control.

Background: The policy was developed in response to the promulgation of a new regulation (Section 17) of the *Local Government (Audit) Regulations 1996* in February 2013.

This regulation requires that a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance be undertaken at least once every two calendar years, with the results of the review to be reported to the Audit Committee.

Comment: The regulation states that the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures.

Development and monitoring of systems and procedures are an operational matter, and this is reflected in the policy as presented.

It is considered the policy should be retained in its present form.

Consultation: Nil

Statutory**Environment:**

Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to *determine the local government's policies*.

Local Government (Audit) Regulations 1996 Regulation 17 states as follows:

'(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

(3) The CEO is to report to the audit committee the results of that review.'

Local Government (Financial Management) Regulations 1996 Regulation 5 states (in part) as follows:

'(1) Efficient systems and procedures are to be established by the CEO of a local government —

- (a) for the proper collection of all money owing to the local government; and
- (b) for the safe custody and security of all money collected or held by the local government; and
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- and
- (d) to ensure proper accounting for municipal or trust —
 - (i) revenue received or receivable; and
 - (ii) expenses paid or payable; and iii) assets and liabilities;
 - (iii) assets and liabilities;
- and
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to —
 - (a) ensure that the resources of the local government are effectively and efficiently managed;’

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

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

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

Financial Implications: This matter has no financial implications.

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

Voting Requirements: Simple Majority

Council Decision: *150808*

Moved Cr Thompson, seconded Cr Prout

“That Council retains Policy 1.18 – Internal Control, in its present form.”

CARRIED 7/0

Reason For Change to Recommendation:

10.08 REVIEW OF POLICY 1.19 – LEGISLATIVE COMPLIANCE

Program:	Governance
Attachment:	Policy 1.19 – Legislative Compliance
File Ref:	ADM0165
Author:	PA Hull Strategic Support & Projects Officer
Date:	7 August 2015
Disclosure of Interest:	Nil

Summary: Council to review Policy 1.19 – Legislative Compliance.

Background: The policy was developed in response to the promulgation of a new regulation (Section 17) of the *Local Government (Audit) Regulations 1996* in February 2013.

This regulation requires that a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance be undertaken at least once every two calendar years, with the results of the review to be reported to the Audit Committee.

Comment: The policy affirms Council's commitment to ensuring appropriate processes and structures are in place to enable legislative requirements to be achieved, and are integrated into Council's operations.

It is considered the policy should be retained in its present form.

Consultation: Nil

Statutory

Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to *determine the local government's policies*.

Local Government (Audit) Regulations 1996 Regulation 14***14. Compliance audits by local governments***

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

Local Government (Audit) Regulations 1996 Regulation 17

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

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

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

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

Financial Implications: This matter has no financial implications.

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

Voting Requirements: Simple Majority

Council Decision: *150809*

Moved Cr Batchelor, seconded Cr Thompson

“That Council retains Policy No. 1.19 – Legislative Compliance, in its present form.”

CARRIED 7/0

Reason For Change to Recommendation:

10.09 PROPOSED PATIO TO REAR OF EXISTING DWELLING – LOT 144 (NO 186) ROURKE STREET, TAMBELLUP

Program:	Planning
Attachment:	Nil
File Ref:	A473
Author:	Gray & Lewis Landuse Planners
Date:	11 August 2015
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of Local Government Act 1995 Cr Prout declared a Proximity Interest in this item as he is an adjoining neighbour to the applicant, and left the meeting at 4.39pm.

Summary: Council is to consider an application for a patio on Lot 144 (No 186) Rourke Street in Tambellup.

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

Comment: Site Description

The subject lot has an approximate area of 1.82 hectares and has been developed with an existing residence.

A location plan is included below for ease of reference.



Description of application

The proposed patio is to the rear of the existing dwelling. It will extend north from the eaves of the existing dwelling, and is proposed to measure 4.26 metres by 16.86 metres.

The existing residence is setback over 40 metres from Rourke Street, and the proposed patio will be setback 15 metres from the east lot boundary.

Scheme requirements

There are specific development requirements applicable to the Special Rural zone under the Shire of Tambellup Town Planning Scheme No 2 ('the Scheme').

Council's prior planning consent is required for all development in the Special Rural zone (in addition to a building permit).

Under Clause 6.5.3 of the Scheme a front setback of 15 metres is required, and a side/rear setback of 10 metres.

The proposed patio is ancillary to the existing residence, and complies with the Scheme setback requirements.

The proposed development will not be visible from the street and conditional approval is recommended.

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 6.5.4.2 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 lots;
- d. Architectural style and design details of the building;
- e. Relationship to surrounding development;
- f. Other characteristics considered by the Council to be relevant; and
- g. Provision to be made for bush fire control in accordance with a Planning Policy adopted by the Council.

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: Simple Majority

Council Decision: 150810

Moved Cr Batchelor, seconded Cr Paganoni

“That Council:

- 1. Approve the application lodged by the owner of Lot 144 (No 186) Rourke Street Tambellup for a patio to the rear of an existing residence 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 6/0

Reason For Change to Recommendation:

Cr Prout returned to the meeting at 4.40pm.

10.10 PROPOSED EXTENSION TO EXISTING OUTBUILDING – LOT 140 (NO 238) ROURKE STREET, TAMBELLUP

Program:	Planning
Attachment:	Nil
File Ref:	A466
Author:	Gray & Lewis Landuse Planners
Date:	11 August 2015
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of Local Government Act 1995

Summary: Council is to consider an application for an extension to an existing outbuilding on Lot 140 (No 238) Rourke Street in Tambellup.

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

Comment: Site Description

The subject lot has an approximate area of 1.96 hectares and has been developed with an existing residence and ancillary outbuilding.

A location plan is included below for ease of reference.



Description of application

There is an existing outbuilding located to the north west of the existing house.

The applicant proposes a 9 metre by 4 metre extension to the west of the existing outbuilding.

The existing outbuilding is setback 60 metres from the front boundary, and the proposed extension will maintain the 60 metre setback.

The extension will be setback 26 metres from the west lot boundary.

Scheme requirements

There are specific development requirements applicable to the Special Rural zone under the Shire of Tambellup Town Planning Scheme No 2 ('the Scheme').

Council's prior planning consent is required for all development in the Special Rural zone (in addition to a building permit).

Under Clause 6.5.3 of the Scheme a front setback of 15 metres is required, and a side/rear setback of 10 metres.

The proposed outbuilding extension is minor, and complies with the Scheme setback requirements.

As the proposed development will not have any negative impact on the amenity of the area, visual impact on neighbours or the existing streetscape, conditional approval is recommended.

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 6.5.4.2 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 its lots;
- d. Architectural style and design details of the building;
- e. Relationship to surrounding development;
- f. Other characteristics considered by the Council to be relevant; and
- g. Provision to be made for bush fire control in accordance with a Planning Policy adopted by the Council.

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: Simple Majority

Council Decision: *150811*

Moved Cr Dennis, seconded Cr Crosby

“That Council:

- 1. Approve the application lodged by the owner of Lot 140 (No 238) Rourke Street Tambellup for an extension to an existing outbuilding 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) The extension to be constructed out of colours and materials to match the existing outbuilding to the satisfaction of the Shire Chief Executive Officer.*
 - (iv) 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 7/0

Reason For Change to Recommendation:

10.11 BROOMEHILL MUSEUM MACHINERY – SIGNIFICANCE ASSESSMENT

Program:	Other Culture
Attachment:	UNDER SEPARATE COVER Significance Assessment – Broomehill Historical Society Machinery Collection
File Ref:	ADM0325
Author:	JA Stewart Manager Corporate Services
Date:	7 August 2015
Disclosure of Interest:	Nil

Summary: Council to receive a Significance Assessment (Assessment) of the Broomehill Museum machinery collection, compiled by heritage and culture consultant, Michelle Slarke, and to further consider the storage of the machinery collection taking into consideration the findings of the Significance Assessment.

Background: During Council's Building Committee's 2012 Annual Building Inspection and subsequent Committee meeting, the poor condition of the Broomehill Museum Machinery Shed (Shed) and yard (previously the old Broomehill Depot and currently offered rent free to the Broomehill Historical Society [Society]) was discussed. At the time, the current Broomehill Depot was suggested as a possible location for the machinery to be relocated to and a number of factors were raised for consideration should this option be investigated. Council, at its April 2012 Ordinary Meeting, resolved as follows:

120413

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

Council has since considered and declined an option to explore leasing of the Broomehill Works Depot facility. An engineer's report on the Broomehill Museum's drainage and structural matters has been undertaken and recommendations acted upon.

In June 2012 Council's Chief Executive Officer and the author attended a meeting with the Society's members wherein the Society advised that it was looking at funding options to have the Broomehill Museum machinery collection professionally assessed; however, had missed a 2012 funding application deadline.

Council subsequently offered to fund a significance assessment of the machinery items. This offer was accepted by the Society and Michelle Slarke was commissioned to undertake the work. As the initial preparatory work proved difficult for the Society to achieve, Council agreed, in May 2014, to fund the cost of engaging Ms Slarke to undertake

this work in order to expedite progress of the Assessment. Council also requested, at this time, that the Society provide a Succession Plan for the future care and responsibility of the historic items.

In August 2014 Council received a request to use timber from the demolition of the Old Police Station to construct an awning on the west side of the Broomehill Museum (Museum) building, for displaying some of the machinery that is currently housed in the Shed. At the same time, Council considered a suggestion to place a large roof structure adjacent to the Museum, to house some of the sturdier machinery items. Council resolved as follows:

140811

1. *“That Council advises the Broomehill Historical Society that it declines any proposal to erect an awning on the west side of the Broomehill Museum; and*
2. *“That Council advises the Broomehill Historical Society (Society) that it will reserve a decision on the possible relocation/display of the Broomehill Museum machinery collection until it has the Broad Significance Assessment for that collection to hand and has had the opportunity to liaise further with the Society.”*

Comment:

Council has, since last considering the matter of the machinery collection’s storage and significance, seen the demolition and removal of the Old Police Station from the Museum grounds and also recently received the commissioned Significance Assessment (attached).

In summary, the Significance Assessment (Assessment) states that the machinery collection comprises of 53 unrestored machines and a 50+ sub-collection of small objects and tools with the condition of the collection, as a whole, being fair to poor. The collection is said to have a high level of historical significance at a local level and interest at a regional or State level. The following items have been identified as being of most importance: Case tractor; Cliff & Bunting Chaff Cutter & Bagger; HV McKay Sunshine Hercules Horse-Works; Lister Shearing Machine; Ronaldson and Tippett Wool Press; Sterling Loaf Forming Machine; Wagon; and a Wheat Pickler. Part Two of the Assessment details the most significant items in the collection and those that are recommended for further investigation. Two inventories are included with the Assessment: one for Machines and Large items and the other for Small Machinery and Tools.

The consultant has determined that the current environmental conditions for storing of the machinery etc are less than ideal due to exposure to light, dust, air and weather. The following issues have been identified: a need for additional covered space to keep historic machines secure and out of the weather; space to work on machines; need to attract younger and more volunteers, especially people to assist working with the machines; volunteer training, equipment and support to conserve machines and to better manage the collection; storage for archives and records; and assistance to scan and make digital copies and digitalise archives and records. A list of the consultant’s key recommendations is included within the Assessment report (pages 11 and 12).

Council to consider the Significance Assessment, as presented, in respect to the future storage/possible relocation of the machinery collection.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: Being well governed – Advocate in the interests of residents and local businesses on issues of importance to the community.

Asset Management Implications: Building maintenance expenses wherever the machinery is housed

Financial Implications: Ongoing maintenance and possible construction costs dependent on Council deliberations

Workforce Plan Implications: Minor administrative duties

Voting Requirements: Simple Majority

Council Decision: *150812*

Moved Cr Crosby, seconded Cr Thompson

“That Council receives a 2015 Significance Assessment of the Broomehill Historical Society’s machinery collection housed in the Shire of Broomehill-Tambellup’s old depot shed on Great Southern Highway, as compiled by Michelle Slarke, Heritage and Culture Consultant.”

CARRIED 7/0

150813

Moved Cr Dennis, seconded Cr Paganoni

“That Council seeks the Broomehill Historical Society’s (Society) comments on a 2015 Significance Assessment of its machinery collection and requests that the Society provides an outline to Council, by 30th September 2015, as to how the Society envisages moving forward with the future storage and restoration of significant machinery collection items identified within the 2015 Significance Assessment compiled by Michelle Slarke, Heritage and Culture Consultant.”

CARRIED 7/0

150814

Moved Cr Batchelor, seconded Cr Paganoni

“That Council requests the Broomehill Historical Society (Society) commence formation of a Succession Plan as previously requested by Council and also recommended within a 2015 Significance Assessment compiled by Michelle Slarke, Heritage and Culture Consultant.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.12 PROPOSED PERMANENT CLOSURE OF KIMBERLEY STREET AND A PORTION OF OLD NARDLAH ROAD - BROOMEHILL

Program:	Transport
Attachment:	Schedule of Submissions Copies of Submissions received Copy of map showing proposed closures
File Ref:	RD86 and RD105
Author:	JM Trezona Chief Executive Officer
Date:	14 August 2015
Disclosure of Interest:	Cr Sheridan declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Cr Thompson declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Cr Paganoni declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Cr Dennis declared a Financial Interest in this matter as a shareholder in CBH, a deliverer of grain and Contractor to CBH. Cr Crosby declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain. Ministerial approval has been granted for Cr's Sheridan, Paganoni and Crosby to participate in the discussion and decision making process for this item. Ministerial approval was not granted for Cr Thompson and Cr Dennis to participate. Cr Thompson and Cr Dennis left the meeting at 4.49pm.

Summary: The purpose of this report is for Council to formally determine to request the Minister for Lands to permanently close Kimberley Street and a portion of Old Nardlah Road Broomehill.

Background: Council agreed at its June 2015 meeting to advertise its intent to permanently close Kimberley Street Broomehill and the portion of Old Nardlah Road Broomehill from Kimberley Street to the northern boundary of Lot 513. Co-operative Bulk Handling (CBH) has confirmed in writing that they support the proposal for them (CBH) to purchase the land.

As previously advised, the former Shire of Broomehill installed barricades to stop vehicle access from Leathley and Keith Streets onto Kimberley Street. I understand this was done as a safety measure to better manage the mix of heavy vehicle traffic and residential traffic particularly during the grain carting season. The results were effective in separating motorists and heavy vehicles but Kimberley Street is now only a driveway for CBH.

The other factor in proposing the closure of a portion of Old Nardlah Road is that CBH has constructed its weighbridge in the road reserve.

The proposed closure was advertised for 45 days - 6 July 2015 to 19 August 2015 inclusive. Due to the publication dates of the Great Southern Herald the advertisement was not published until 16 July 2015 requiring a longer comment period. Letters were written on 6 July 2015

to the adjoining landowners, Water Corporation, Western Power, Main Roads WA, Western Australian Planning Commission, Public Transport Authority and Telstra. Advertisements were placed in the Great Southern Herald and the BT Times. Information on the proposed closure was made available at both offices.

Five submissions have been received at the time of writing this report. A schedule of submissions is attached to this report. Any further submissions will be tabled at the meeting.

NOTE: No further submissions were received at the close of the comment period on 19 August 2015.

Comment:

In closing the roads Council is recommending to the Minister for Lands that the land be disposed of to CBH. CBH have written confirming that they support the acquisition of the land.

The attached Schedule of Submissions notes that the four responses from utility/service providers have no objection to the proposed closures.

The other notable comment is from the Department of Planning who raise the matter of servicing infrastructure within the road reserve. As noted in the schedule, CBH have agreed to extend an existing easement (which is currently located on CBH's title 2837/791 which traverses Lot 48 on DP76384 to service Lot 49) to include the section of Kimberley Street where the services cross the road. The Water Corporation have agreed to the proposal to extend the current easement and CBH have accepted the easement extensions and width conditions required by the Water Corporation.

Council in resolving to permanently close the road will also need to indemnify the Minister for Lands from any costs associated with the road closure.

Consultation:

45 days public consultation

Statutory

Environment:

The *Land Administration Act 1997* states the following:

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the

- requirements of subsections (2) and (3) —
- (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
- (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
- (a) becomes unallocated Crown land; or
 - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

Land Administration Regulations 1998 states the following

9. Local government request to close road permanently (Act s. 58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

Policy Implications: Nil

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

Asset Management**Implications:**

Kimberley Street is currently included in Councils Asset Register and Asset Management Plan. The closure of the road under the *Land Administration Act 1997* will see the road become a private road with Council no longer responsible for the maintenance and renewal of it. This will have a positive effect on the long term financial plan and should reduce the renewal gap albeit marginally, as identified in the Asset Management Plan.

Financial**Implications:**

Council has met the advertising costs but with the permanent closure of the road it will no longer be responsible for the ongoing maintenance and renewal.

Workforce Plan**Implications:**

There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *150815*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council under section 58 of the Land Administration Act 1997

- requests the Minister for Lands to permanently close Kimberley Street Broomehill and a portion of Old Nardlah Road Broomehill from Kimberley Street to the boundary between Lots 512 and 513 Old Nardlah Road Broomehill*
- recommends that the Minister disposes the land to Co-operative Bulk Handling*
- indemnifies the Minister for Lands from any costs associated with the closure*
- receives the Schedule of Submissions and notes the comments raised*
- forwards a copy of this report, the schedule of submissions and a copy of each submission to the Minister for Lands”*

CARRIED 4/1

Reason For Change to Recommendation:

Cr Thompson and Cr Dennis returned to the meeting at 4.58pm.

10.13 REVIEW OF POLICY 1.4 – APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Program:	Governance
Attachment:	Copy of Policy 1.4
File Ref:	ADM0165
Author:	JM Trezona Chief Executive Officer
Date:	12 August 2015
Disclosure of Interest:	Nil

Summary: Council to review its policy 1.4 – Appointment of Acting Chief Executive Officer.

Background: The policy was developed to provide for the appointment of an Acting Chief Executive Officer (CEO) when the CEO is on leave or absent for other reasons.

Comment: The existing policy demonstrates Council confidence that the position of Manager of Corporate Services is suitably qualified to be appointed to the position. The policy also sets out the trigger for when the Acting role comes into force and the level of remuneration for the acting position.

Consultation: Nil

Statutory Environment: Section 2.7 (2) (b) of the *Local Government Act 1995* states that Council is to *determine the local government's policies*.

The *Local Government Act 1995 sec. 5.36(2)* states

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

* *Absolute majority required.*

Local Government (Administration) Regulations 1996 state

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to

advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —

- (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
- (b) a person who will be acting in the position for a term not exceeding one year.

Policy Implications: The policy is currently being considered as part of the review of Council's Policy Manual.

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

Asset Management Implications: There are no asset management implications

Financial Implications: Additional remuneration is paid to the Manager of Corporate Services while acting as the CEO. As a general rule provision is made in the budget to cover the increase in salaries.

Workforce Plan Implications: The position of CEO is identified in the Workforce Plan and is a position of the organisation that is prescribed in legislation.

Voting Requirements: Simple Majority

Members of the public retired from the meeting at 4.59pm.
The Manager of Finance and Assets Kay O'Neill left the meeting at 4.59pm.

Council Decision: *150816*

Moved Cr Thompson, seconded Cr Batchelor

"That Council, having reviewed Policy 1.4 – Appointment of Acting Chief Executive Officer, retains it without change."

CARRIED 7/0

Reason For Change to Recommendation:

10.14 EXECUTIVE RESIDENCE

Program:	Housing	
Attachment:	Draft designs, elevations	
File Ref:	ADM0472	
Author:	PA Hull	Strategic Support and Projects Officer
Date:	12 August 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider draft designs for the proposed executive residence at 63 Taylor St, Tambellup.

Background: Council has recently purchased Lot 275 (No. 63) Taylor St Tambellup for the purpose of constructing a new executive residence.

In June 2015 Council accepted a fee proposal from H & H Architects for full architectural services, including brief preparation, schematic design services, design development services, contract documentation services and contract administration services. A draft design was considered by Council at the discussion session before the June Council meeting and comments noted.

The architects have provided a revised design and elevations for Councils consideration and endorsement if appropriate.

Comment: The architects have provided the following information in relation to the designs as presented:

- A features survey and soil testing has been completed on the land. The house site will be built up to above road level to allow for proper drainage of storm water.
- Two trees in the house site will be removed; others located on the block can be retained.
- External walls are double brick around the bedrooms, and timber frame/weatherboard style cladding elsewhere.
- The windows are an awning wind-out style. These can be changed if required.
- The colour scheme is similar to that of the Sandalwood Villas.
- A pergola has been added over the north facing living area doors, with pedestrian gate access to the front.
- A sliding door has been incorporated between the theatre and activity room, this can be changed to a solid wall if required.
- Vehicle access to backyard provided along the south side of the block – this area incorporates the Water Corporation easement.

Once Council has endorsed the design, the architects can finalise documentation and tender specifications.

Consultation: H & H Architects
Chief Executive Officer

Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** The Strategic Community Plan, Community Aspiration of Building Prosperity includes a commitment to “*Develop a strategy to attract and retain skilled people in the local area.*” Modern housing is an integral component in attracting and retaining skilled people.**Asset Management****Implications:** The new residence will form part of Council’s assets and will be managed through Council’s Asset Management Plan.**Financial****Implications:** Provision for the construction of the residence has been made in the 2015/2016 budget, utilising funds from the Building Reserve.**Workforce Plan****Implications:** Chief Executive Officer/Strategic Support and Projects Officer – administrative duties involved in progression of this matter.**Voting****Requirements:** Simple Majority

Manager of Finance and Assets Kay O’Neill returned to the meeting at 5.02pm.

Council Decision: *150817*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council endorses the draft designs and elevations for the executive residence to be constructed at Lot 275, 63 Taylor St Tambellup, as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.15 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION

Program:	General Purpose Funding
Attachment:	Nil
File Ref:	A505
Author:	KP O’Neill Manager Finance & Assets
Date:	13 August 2015
Disclosure of Interest:	Cr Prout declared a Financial Interest in this Item as he is an employee of the Tambellup Business Centre, and left the meeting at 5.05pm.

Summary: Council to consider granting a concession on rates for the 2015/16 year.

Background: The Tambellup Business Centre has written requesting Council consider granting a rate concession for the 2015/16 financial year.

Comment: The Tambellup Business Centre is a not for profit organisation that provides training and assistance for small businesses, as well as assisting new businesses to start up.

The Business Centre is unique in this area and is managed by a volunteer committee made up of local and regional members, of which Council currently holds a position.

Council has granted a rate concession to the Tambellup Business Centre since 2010.

Consultation: Nil

Statutory**Environment:**

Local Government Act 1995

s6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

**Absolute majority required.*

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

Strategic**Implications:**

Strategic Community Plan 2012-2022 – Building Prosperity
Support the Tambellup Business Centre to enhance local business access to professional services and advice.

Asset Management**Implications:**

There are no implications for the Asset Management Plan.

Financial

Implications: Rates for the Tambellup Business Centre are \$2,458.23 for the 2015/16 year.

Provision of \$3,000 has been included in the 2015/16 Budget for 'Rates Written Off' in anticipation of such requests.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Absolute Majority

Council Decision: *150817*

Moved Cr Crosby, seconded Cr Batchelor

"That Council grants a rate concession to the Tambellup Business Centre for the 2015/2016 year."

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

**Reason For Change
to Recommendation:**

Cr Prout returned to the meeting at 5.06pm.

10.16 RATES ASSESSMENT - PENALTY INTEREST WRITE OFF

Program:	General Purpose Funding	
Attachment:	Nil	
File Ref:	A70	
Author:	KP O'Neill	Manager Finance & Assets
Date:	14 August 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider writing off penalty interest on rates assessment A70.

Background: Rates were issued on 24 July 2015, and the rate notice clearly states the amount that the ratepayer is due to pay by the due date.

Rates and charges on assessment A70 have been outstanding for a number of years and accruing penalty interest. Penalty interest accrues daily, and continued to do so after the rate notices were issued.

The owner of this assessment has since paid the full amount shown on the rate notice, however as penalty interest continued to accrue since the date rates were issued a balance of \$59.26 in penalties remains.

Council has delegated authority to the CEO to write off amounts of penalty interest under \$20.00.

Comment: The owner of this rate assessment paid the full amount requested on his rate notice. It is not unreasonable for Council to write off the additional penalties incurred since issuing the rate notices.

Consultation: Chief Executive Officer

Statutory**Environment:**

Local Government Act 1995

s6.12 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.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

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

Strategic**Implications:**

Strategic Community Plan 2012-2022 – Being Well Governed

Asset Management

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

Financial

Implications: Reduction in revenue of \$59.26 as payment of the penalty interest will not be received should Council agree to waive these charges.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting

Requirements: Absolute Majority

Council Decision: *150818*

Moved Cr Dennis, seconded Cr Prout

“That Council writes off penalty interest of \$59.26 on rate assessment A70.”

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

**Reason For Change
to Recommendation:**

12.01**MAINTENANCE REPORT FOR AUGUST 2015**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 14 August 2015
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	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	31,407		2012	2012		Replaced 2 Mud flaps
TA2251	3 axle Float Trailer				2009		
BH00	Ford Ranger	24,294	30,000	2015	2015	1 yr/30,000 kms	
BH000	Holden Colorado 7			2014	2014	1yr /25,000 km	
BH001	CAT vibe Roller	2,478	2,750	2009		8 yrs /8000 hrs	Replaced Cylinder head cover gasket at 2490 hours. Replaced Hydraulic filters.
BH002	ISUZU 6 Wheel Tipper	161,901	180,000	2008	2008	7 yrs/ 250,000km	Repaired tailgate. Serviced at 161172 kms. Replaced filters. Fitted second hand tyres.
BH003	Toyota Landcruiser GXL Dual Cab	3,471	10,000	2015	2015	1 yr/ 30,000 km	
BH004	CAT 12M Grader	5,601	6,000	2250	2009	8 yrs /8,000 hrs	Serviced at 5529 hours. Replaced filters, oil sample taken. Replaced Radio aerial. Replaced rear beacon assembly.
BH005	Cat multi tyre Roller	3,246	3,250	2011	2011	8 yrs /8000 hrs	
BH006	CAT 12M	2,684	3,000	2012	2012	8 yrs /8,000 hrs	Replaced LH Marker light
BH007	Toro 360 mower	515	650	2013	2013	5 yrs /5,000 hrs	Replaced blades
BH009	Colorado 4x4 Tray Back	8,627	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	912	1000	2013	2013	10 yrs/8,000 hrs	Fitted new number plate light assembly
BH014	Ford Ranger Tray Top Ute	18,274	30,000	2014	2014	1 yr /30,000 km	
BHT84	Toro Groundmaster 3500D mower	202	400	2013	2013		
BHT92	CAT 259B3 Skid Steer	808	1000	2012	2013	8 yrs /8,000hrs	

BHT125	Mack Curser 8 Wheel Tipper	47,404	60,000	2013	2013	5 yrs /250,000 km	Serviced at 46,485kms. Replaced engine and fuel filters.
BHT1633	Tandem Axle Dolly (Float)	1444		2015	2015		
TA001	Ford Ranger Dual Cab	13,855	15,000	2015	2015	1 yr/30,000 kms	Replaced RH rear light assembly. Removed radio, beacon and aerial ready for trade-in.
TA005	Toyota Hilux	2,294	15,000	2014	2014		
TA017	Isuzu Tipper	25,319	30,000	2014	2014	5 yrs/200,000 km	
TA052	Colorado 4x4 Tray Back	15,000	15,000	2014	2014	1 yr/30,000 km	
TA06	Jet Patcher Isuzu	126,540	150,000	2007	2010	8 yrs/8,000 hrs	
TA092	Iveco Strais AD500 8-4	62,913	65,000	2012	2012	5 yrs/250,000 km	Repaired Hydraulic tank crack in weld. Replaced LH lower side mirror. Fitted 8 new rear tyres.
TA18	12H Grader	8,864	9,000	2006	2006	7 yrs / 8,000 hrs	Replaced coolant hose. Swapped tyres around. Replaced broken spring in steering wheel adjuster.
TA281	930K Loader	606	750	2014	2014	8 yrs / 8,000 hrs	Serviced at 551 hours. Replaced filters and oil sample taken.
TA386	Isuzu Tipper	37,075	45,000	2012	2012	5 yr/200,000 km	Replaced Beacon light bulb
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		Replaced Trailer Plug
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
	Cement Mixer						
	Tree Grab						Replaced hoses and fittings
	Wacker Packer						

RECEIVED

12.02**WORKS REPORT FOR AUGUST 2015**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	14 August 2015	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners are doing plenty of weeding and spraying around town and are about to start mowing.
- The town dam is down 1m from full. It will still take significant rain to fill. We have just enough water in that dam to see out the summer. If any more good rain falls we will be able to pump water to the complex dam.
- Currently in the process of repairing the complex dam wall.
- The complex dam is still very low for this time of the year. It doesn't have nearly enough to last the summer. Normally at this time of year the dam is close to full.
- The solar pump at CBH is pumping but not quick enough. When we get confirmation of the variation to water harvest project, we need to place a bigger pump at the CBH dam to increase the capability to transfer water. This is a simple process as we only need a bigger volume pump and an extra solar panel. The smaller pump already at CBH will be used at the Jam Creek Dam.
- Someone has been removing street signs from the town. There are several missing within the town site, brackets are still on the posts.
- There have been some concerns about the oval with heavy soils at one end. The heavy soil becomes water logged in wet periods. This can be rectified with some planning and budgeting.



First we would need to core the oval. This is done with a specific coring machine.



Then we have to spread sand. Sand can be mixed with lime and slow release fertilizer.



Then we need to weep the sand into the holes.



The finished product helps with drainage and aeration of the roots. Done each year over a 2 to 3 year period would be beneficial to the oval to help reduce water logging and also improve the growth of the grass.

- Woodlands inspected Broomehill to plan further streetscaping. Myles Bovell thought that there was little to plan for in Broomehill. He did mention that the gully through Holland Park needed under drainage part of the way, and more focus on a water feature surrounding the foot bridge area. He said Broomehill needed more of a facelift with new kerbing, resealed streets and increased planting in areas. He was going to come back with some ideas if the shire engaged him to do the planning.
- Western Power issued a 30 day cutting list for Broomehill trees under power lines. Katanning Cherry Pickers are starting next week.
- Some broken sections of concrete were removed from the footpath going past the skate park. This has been replaced with gravel and crusher dust overlay to reduce the trip hazards.

Tambellup

- Gardeners are keeping up work around town. There is still mowing to be done and continuous weeding at this time of the year in the gardens.
- Recent rain hasn't added much to the dam levels. Number 2 dam is still only at 1.5 metres.
- Katanning Cherry Pickers are to remove 6 dead trees from within town. These trees are spread around town with two being in Parker Street and 3 in the rail reserve.
- Woodlands did a visual inspection around town to quote on a streetscaping plan. Myles Bovell comes with a lot of experience in streetscaping. One of the things talked about was a more modern look, with rain gardens. Footpaths were a talking point also. Woodlands thought the pavers on the footpath were too good to waste. They suggested that the shire retained paving and introduced some exposed aggregate sections into the paving. If rain gardens were included into the plan the footpath would be narrowed slightly. Woodlands felt the monument needed to be more of a focus point. It was discussed that the larger trees needed removing behind the monument and it being set further back from the road, and making this area greener and more inviting to use with some grass. Having two parking bays either side of the monument would help draw people to this area to have lunch and a place to rest.
- Paul Plant has started the footings for the new shed in the depot.

Roads

- Tambellup West Road footpath had crusher dust placed over the gravel to give it a smoother walking surface.
- The intersection of Gnowangerup Road and Great Southern Highway needs a bit of work to stop water pooling. This will be done with the Jetpatcher. Also some of the bitumen is stripping. That will be repaired with the Jetpatcher.
- Nardlah Road has a bump where the new culvert has been installed in the new sealed section. Maintenance crew will repair this in the next couple of weeks.
- Tambellup West Road has a bump over a culvert near the white dam. This will be repaired with the skid steer and stabilizer when the area dries out.
- Construction crew have been out repairing damaged roads. There have been areas like Tie Line North Road that couldn't be fixed with just maintenance grading. The pavement needed sections re-gravelled as the potholes were too large.
- Other roads the construction crew have been working on with grading and gravel repairs are Ngopitchup, Flat Rocks and Brassey Roads.
- Contractors are currently stockpiling gravel for construction and re-sheeting projects.
- Maintenance grading is back at full capacity with the return of our operators. They are currently working their way to the north eastern part of the shire.
- Maintenance crew have been working on footpaths and bitumen patching and helping with the depot shed pad.

- The Jetpatcher has been working on the network. As the weather dries up we need to keep working on bitumen repairs.

Plant

- Manager of Works Vehicle has been changed over.
- Works Supervisor's ute has been changed over. This vehicle has been changed from Ford to Holden. Holden now offers the Colorado Z71 with a higher level of finish and cheaper than the Ranger. The Colorado will changeover for less money than the XLT Ranger reducing our yearly changeover for that vehicle.
- Iveco truck was down for a week with a leaking hydraulic tank.
- Next month the shire will put the Isuzu 6x4 truck up for sale by tender through WALGA.
- Currently there are no new Cat 12M graders in WA. Westrac currently have 6 Caterpillar 140Ms in stock. Westrac are looking to reduce the price of these graders to the same cost as the 12M graders. We will continue to monitor the pricing.
- Jetpatcher is booked to go to Gnowangerup in the near future.
- Councillors have asked what we could do to supplement our income to help offset reduced funding. I have done some work on the best needs for the area to keep it in line with what council already does.
- All shires in the Great Southern carry out pavement repairs by stabilizing. This work is carried out by contractors. There is a high cost hiring a road profiler. Broomehill-Tambellup spends over \$100,000 per year on stabilization. Most other shires in the area spend much the same. If you add up the shires around, there would be one million dollars spent in the Great Southern each year on stabilizing.
- Most councils use Western Stabilizers to do this work. They are a company who started with one crew and now have three separate crews working. With reduced funding on roads councils will continue to repair failures on roads, rather than reconstruct large sections. This year council is funded by Regional Roads Group to stabilize sections on the Toolbrunup Road. Cost of this project is \$160,000. This is only one road that needs work.
- There are several options. Council now owns a skid steer and 600mm profiler. This machine is more suited to pothole and smaller blow out type work. Companies make larger skid steers that can use a 1200mm profiler. The larger unit can then take on larger roles but is still limited. Caterpillar and other companies make specific road profilers from 1.5m to 2.5m. These machines take on all types of areas.



Type of unit council currently owns



Skid Steer available with 1200mm profiler



Bigger units which contractors use



Over the years with increased maintenance and the way we now maintain roads, the market place has moved along in the area of pavement stabilization. Companies are now producing alternatives to the normal high maintenance to units. They can now be shifted easier, take less maintenance and can be changed out in case of breakdown.

MTH

Soil stabilizer-Stone crusher-
Asphalt grinder* for tractors
between 300 and 400 HP with
a working depth of 50 cm

Standard equipment: PTO driveshaft with cam clutch, dual transmission with cast gear boxes, forged tool holders made of heat treated steel, „double steel cage system” machine shell (WELDOX® steel) provide an effective protection against dust, adjustable HARDOX® counter blade, bolted forged rotor axels, adjustable grid on rear hood, variable shredding chamber, front hydraulic protection hood, rear hydraulic protection/grader hood, hydraulic top link, inner bolted HARDOX® protections.
Options: water spray system. Possibility to have the Rotor equipped with tooth type “G/3”.



This type of contracting works in with what council normally does. It gives better utilization to our other equipment like the water truck, rollers and Jetpatcher for sealing when stabilizing is finished. If funding continues to be reduced, it can be an option for council to consider.

RECEIVED

12.03 BUILDING SURVEYORS REPORT FOR JULY 2015

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0258
Author:	D Baxter Building Surveyor
Date:	3 August 2015
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of July 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 July 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”*

Reason For Change to Recommendation:

RECEIVED

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 15 August 2015
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	5 August 2015
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2015-16 to 05 August 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 05 August 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"*

**Reason For Change to
Recommendation:**

RECEIVED

12.05 LIBRARY REPORT – JULY 2015

Program: Recreation & Culture
Attachment: **Library Report – July 2015**
File Ref: ADM0097
Author: S Beaton Library Officers
S Reed
Date: 10 August 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 July 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”*

Reason For Change to Recommendation:

RECEIVED

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

Nil

14. DATE OF NEXT MEETING

15 October 2015

15. CLOSURE

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