



Ordinary Meeting of Council

MINUTES

20 March 2014

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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 20 March 2014 commencing at 4.12pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

Apologies: Nil

Leave of Absence: Cr KW Crosby

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.12pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

140301

Moved Cr Thompson, seconded Cr Dennis

“That Councillor Crosby be granted Leave of Absence for the March 2014 Ordinary Meeting of Council.”

CARRIED 6/0

6. DECLARATION OF INTEREST

Cr Paganoni, Cr Dennis and Cr Thompson declared an Impartiality Interest in Item 10.11
Cr Prout declared a Financial Interest in Item 10.05

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 20 FEBRUARY 2014

140302

Moved Cr Thompson, seconded Cr Paganoni

“That the Minutes of the Ordinary Meeting of Council held on 20 February 2014 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR FEBRUARY 2014

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for February 2014	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	11 March 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 28 February 2014.

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 2013/14 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: At the February 2014 meeting, Council adopted the 2013/14 Budget Review. Councillors should note that the budget estimates contained in the monthly financial report reflect the amendments adopted as part of the review.

The February statements report on 8 months of the financial year. It is worthy to note –

- Council holds \$2.8m in cash backed investments with the Bendigo Bank, of which \$1.3m represents Reserve Funds.
- Transfers into Reserves have been made, in accordance with the 2013/14 Budget and subsequent review;
- The report on material variances shown at Note 1 explains significant variances between budget and actual figures, which is required by the regulations.

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: This matter has 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: This matter does not have any implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Resolution: *140303*

Moved Cr Batchelor, seconded Cr Paganoni

“That the Financial Statement for the period ending 28 February 2014 be adopted.”

CARRIED 6/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID FEBRUARY 2014

Program:	Other Property and Services	
Attachment:	List of Payments for February 2014	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	11 March 2014	
Disclosure of Interest:	Nil	

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

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	\$1,955,260.47
Trust Fund	\$128,940.02
Credit Cards	\$1,295.73
<u>Total</u>	<u>\$2,085,496.22</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: This matter has 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: This matter does not have any implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Resolution: *140304*

Moved Cr Thompson, seconded Cr Prout

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

- Municipal Fund cheques numbered 2360 to 2377 and electronic payments numbered EFT5248 to EFT5342, totalling \$1,955,260.47;*
- Trust Fund cheques numbered 371 to 382 and electronic payments numbered EFT5303, and EFT5343 to EFT5344, totalling \$128,940.02;*
- Credit Card payments totalling \$1,295.73;*

be adopted.”

CARRIED 6/0

Reason For Change to Recommendation:

10.03**COMPLIANCE AUDIT RETURN 2013**

Program:	Governance
Attachment:	Copy of Compliance Audit Return for 2013
File Ref:	ADM0302
Author:	JM Trezona Chief Executive Officer
Date:	14 March 2014
Disclosure of Interest:	Nil

Summary: Council to consider the 2013 Compliance Audit Return.

Background: Each Local Government is required to undertake an annual Compliance Audit Return (CAR) in relation to the period 01 January to 31 December. The return has been completed against the requirements that have been set out in the 2013 CAR.

The Department of Local Government introduced a reduced format for the CAR in 2011 with the areas of compliance restricted to those considered high risk. The Department have continued with this format again in 2013.

Regulation 14 of the *Local Government (Audit) Regulations 1996* was amended in December 2011 requiring the Audit Committee to review the CAR and report the results of that review to the Council prior to adoption and submission to the Department by 31 March 2013.

Local Government (Audit) Regulations 1996 – Regulation 14 states:-

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.*

The CAR is completed online and is submitted electronically once it has been adopted by Council.

Comment: A copy of the CAR is attached for Councillor information. Members will note that there is no known breach of any of the areas of compliance in the review period.

Members will note that

- the questions relating to Commercial Enterprises were not applicable;
- The 16 questions relating to Delegation of Power/duty have eight answered in the affirmative and 5 which were not applicable for the period under review
- The Disclosure of Interest section has 16 questions that relate to the disclosure of interests by Councillors and officers and the completion of Annual and Primary Returns. Compliance was met on all but 2 of the questions which were not applicable to the 2013 year
- Council had complied with the two questions relating to the disposal of property.
- The heading of Elections has one question pertaining to the establishing of an Electoral Gift Register for local government elections and the registering of any electoral gifts. Council has a register and no registrations were made during the review period;
- Finance is one of the bigger sections of the CAR. This section includes 15 questions which all pertain to the process for the appointment of the auditor and the audit for the year under review. Council has complied with the requirements of this section.
- There are 5 questions in the Local Government Employees section – four pertaining to the employment of a new CEO which was not applicable for the review period, and the fifth pertaining to designated senior employees and their employment and dismissal, which also is not applicable;
- There are 6 questions relating to Official Conduct with the first being not applicable as the CEO is the designated complaints officer and the remaining five questions have a Yes response. Council has a complaints register with Nil entries to date;
- There are fifteen questions in the Tenders for Providing Goods and Services section. They are in relation to calling for tenders and expressions of interest

The Audit Committee has considered the CAR at their 20 February 2014 meeting and has recommended it for Council endorsement.

Consultation: Nil

Statutory Environment:

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.

Policy Implications: Nil

Strategic Implications: *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.

Asset Management Implications: There are no Asset Management Implications

Financial Implications: Nil

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Resolution: **140305**

Moved Cr Prout, seconded Cr Dennis

“That Council accepts the recommendation of the Audit Committee and adopts the Compliance Audit Return 2013 and forwards it to the Department of Local Government by 31 March 2014.”

CARRIED 6/0

**Reason For Change
to Recommendation:**

10.04 STRATEGIC COMMUNITY PLAN

Program:	Governance	
Attachment:	Strategic Community Plan - revised	
File Ref:	CP.PR.24	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	7 March 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider and endorse Key Performance Measures relating to the Strategic Community Plan.

Background: In September 2012 Council adopted the Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022.

The Strategic Community Plan states the community's long term (10+ years) vision, values, aspirations and priorities with consideration to Councils other documented plans and resourcing capabilities.

Its purpose is to drive the development of place-based plans, issue-based strategies, corporate business plan and other Local Government informing strategies (such as Workforce Plan, Asset Management Plan).

Council received \$45,000 in funding from the Department of Local Government and Communities to assist with the development of the Plan. Following submission of the project acquittal to the Department, advice has been received that further information is required, specifically a means of measuring performance against each commitment.

Key Performance Measures have been developed and are presented as an appendix to the Plan. Council adoption of the revised Plan is required.

Comment: Staff are required to undertake regular reporting to Council on the progress of each commitment contained within the Plan. The Key Performance Measures will assist to convey this information to Council, and the community.

Following Council's adoption of the revised Plan, the community will be advised of the changes by public notice.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan provides direction for Council in the long term (10+ years). It works in conjunction with other Council plans, including the Workforce Plan, Asset Management Plan, and Long Term Financial Plan and ultimately assists with the annual budget process.

Asset Management

Implications: The development of Key Performance Measures will enable progress towards the achievement of commitments involving Council assets to be measured.

Financial

Implications: Costs relating to the progress and achievement of Strategic Community Plan commitments have been factored into the Long Term Financial Plan and the annual budget.

Workforce Plan

Implications: Costs relating to the progress and achievement of Strategic Community Plan commitments have been factored into the Long Term Financial Plan and the annual budget.

Voting

Requirements: Absolute Majority

Council Resolution: *140306*

Moved Cr Thompson, seconded Cr Batchelor

“That the Key Performance Measures for the Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022 be endorsed as presented, and further that the Key Performance Measures be included as an appendix to the Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022.”

*CARRIED 6/0
By Absolute Majority*

**Reason For Change
to Recommendation:**

10.05	APPLICATION FOR PLANNING CONSENT – LOT 143 ROURKE STREET TAMBELLUP
Program:	Economic Services
Attachment:	Block Plan
File Ref:	A226
Author:	D Baxter Building Surveyor
Date:	13 March 2014
Disclosure of Interest:	Cr Prout declared a Financial Interest in this Item and left the meeting at 4.22pm.

Summary: This report recommends granting planning consent for a dwelling extension to be undertaken at Lot 143 Rourke Street Tambellup.

Background: Council has received an Application for Planning Consent from the owner of Lot 143 Rourke Street Tambellup to build a 33m² (approx) extension to the existing residence. The application also includes the extension of the existing back patio area and a new 19.7m patio across the front of the residence.
The applicant will be the owner/builder on the project and has supplied the necessary documentation for the application to proceed.

Comment: Nil

Consultation: Nil

Statutory Environment: Shire of Tambellup Town Planning Scheme No 2
The land on which the development is to take place is zoned Special Rural under the Shire of Tambellup Town Planning Scheme No 2 and therefore requires that planning consent must first be obtained.

Special Rural

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.*

8.2 Application for Planning Approval

Every application for planning approval shall be made in the form prescribed by the Council and in accordance with the directions thereon.

Policy Implications: Nil

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

Asset Management**Implications:** Nil**Financial****Implications:** Council receives planning fees as part of the application process.**Workforce Plan****Implications:** There are no Workforce Plan Implications**Voting Requirements:** Simple Majority**Council Resolution:** *140307**Moved Cr Paganoni, seconded Cr Dennis**“That Council grants planning approval for the owners of Lot 143 Rourke Street Tambellup to construct*

- a 33m² extension to the existing residence on the property, extend the existing carport and construct a new verandah across the front of the residence*
- the construction is to be in keeping with the plans as approved by the Building Surveyor*
- The new structure is only approved for residential purposes*

*Further the applicant be advised that planning approval is not consent for site works or construction. A building licence is required prior to any commencement of works.”**CARRIED 5/0***Reason For Change to Recommendation:**

Cr Prout returned to the meeting at 4.24pm.

10.06 APPLICATION FOR PLANNING CONSENT – LOT 446 NELSON STREET BROOMEHILL

Program:	Economic Services
Attachment:	Block Plan
File Ref:	A6045
Author:	D Baxter Building Surveyor
Date:	13 March 2014
Disclosure of Interest:	Nil

Summary: This report recommends granting planning consent to construct a carport and utility shed at Lot 446 Nelson Street Broomehill.

Background: Council has received an Application for Planning Consent from the owner of Lot 446 Nelson Street Broomehill to construct a 34.5m² carport and 16.7m² utility shed. The applicant will be the owner/builder on the project and has supplied the necessary documentation for the application to proceed.

Comment: Nil

Consultation: Nil

Statutory

Environment: Shire of Broomehill Town Planning Scheme No 1
The land on which the development is to take place is zoned Rural Residential under the Shire of Broomehill Town Planning Scheme No 1 and therefore requires that planning consent must first be obtained.

Rural Residential

5.12.5– Development Requirements:

The provisions for controlling subdivision and development in a Rural Residential Zone shall comply with the requirements of Schedule 2 and with the following

b) in addition to a building licence, the Council's prior planning consent 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 the Scheme

Policy Implications: Nil

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

Asset Management Implications: Nil

Financial Implications: Council receives planning fees as part of the application process.

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Resolution: *140308*

Moved Cr Thompson, seconded Cr Dennis

“That Council grants planning approval for the owners of Lot 446 Nelson Street Broomehill to construct

- a 34.5m² carport and 16.7m² utility shed*
- the construction is to be in keeping with the plans as approved by the Building Surveyor*
- The new structure is only approved for domestic purposes*

Further the applicant to be advised that planning approval is not consent for site works or construction. A building licence is required prior to any commencement of works.”

CARRIED 6/0

Reason For Change to Recommendation:

10.07 DISPOSAL OF LOT 2843 (RESERVE 16475)

Program:	Other Property and Services	
Attachment:	Map of Lot	
File Ref:	RES16475	
Author:	JM Trezona	Chief Executive Officer
Date:	13 March 2014	
Disclosure of Interest:	Nil	

Summary: Council has been requested to provide comment on a proposal to dispose of Lot 2843 (Reserve 16475) to the adjoining landowner.

Background: The Department of Lands (DoL) have written advising that they have received a requested to dispose of Lot 2843 (Reserve 16475) to the adjoining landowner of Lot 629.

The land is currently a Reserve set aside for the purpose of ‘Water’ with a Management Order issued to the Water and Rivers Commission. The Department of Water (DoW) has advised that the Reserve is surplus to their requirements therefore supports the proposal to dispose of the land.

Council has been requested to provide any comments or objections to the proposal.

Comment: Councillors will recall that the Reserve was pointed out during the recent road inspection. As the land is surplus to the requirements of DoW it is logical that it be disposed of to the adjoining landowner. Staff are not aware of any interests that the Council may have in the property.

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: Simple Majority

Council Resolution: **140309**

Moved Cr Dennis, seconded Cr Paganoni

“That Council advises the Department of Lands that it has no comment to make at this time or objection, to the proposal to dispose of Lot 2843 (Reserve 16475) to the adjoining landowner.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.08 TAMBELLUP PRIMARY SCHOOL – REQUEST FOR FINANCIAL SUPPORT

Program:	Education & Welfare	
Attachment:	Nil	
File Ref:	ADM0061	
Author:	KP O'Neill	Manager Finance & Assets
Date:	5 March 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider a request from the Tambellup Primary School to make a financial contribution to assist with offering water based activities (eg swimming lessons) to students.

Background: The Tambellup Primary School state in their correspondence that this year, more so than ever, the financial pressures on the School has caused them to re-evaluate the programs and services they are able to offer to parents and students. Costs associated with providing these activities, including transportation, are heavily subsidised by the School in order to ensure that all children are given the opportunity to be involved.

The School has requested Council consideration in granting a contribution to assist with delivering the water based activities to students, given that there is no local swimming pool and the high costs associated with transporting the students.

The School is aware that Council makes a contribution of \$1,000 to the Broomehill Primary School to assist with transporting their students to swimming lessons, and request that Council consider making a similar contribution.

Comment: Council has, for a number of years, made allocation in the budget for support to both the Broomehill and Tambellup Primary Schools. The Broomehill Primary School has been granted a contribution to assist with bus hire to transport students to Katanning for swimming lessons, which is a commitment carried over from the former Shire of Broomehill.

In years gone by, the Tambellup Primary School has been provided with works “in kind”, which includes supply of gravel/sand and machine hire when undertaking works in the school yard. There have been no in kind works provided during the 2013/14 year.

Provision has been included in the 2013/14 Budget of \$1,000 for assistance to the Tambellup Primary School, if required. This amount has not been expended.

For Council consideration.

Consultation: Nil

Statutory Environment: Nil

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

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

Asset Management Implications: This matter has no implications for the Asset Management Plan.

Financial Implications: Provision of \$1,000 has been included in the 2013/14 Budget for a donation to the Tambellup Primary School, if required. This allocation has not been expended.

Workforce Plan Implications: This item does not impact the Workforce Plan.

Voting Requirements: Simple Majority

Council Resolution: *140310*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council provides a contribution of \$1,000 to the Tambellup Primary School to assist with providing water based activities to students.”

CARRIED 6/0

Reason For Change to Recommendation:

10.09

**DEPARTMENT OF FIRE & EMERGENCY SERVICES
VEHICLE IDENTIFIER STICKERS FOR PRIVATE EQUIPMENT
AT FIRES**

Program:	Law, Order and Public Safety
Attachment:	Vehicle identifier sticker information
File Ref:	ADM0238
Author:	PA Hull Strategic Support & Projects Officer
Date:	13 March 2014
Disclosure of Interest:	Nil

Summary: Council to consider the implementation of the Vehicle Identifier Sticker program.

Background: In December 2011 the Department of Fire and Emergency Services (DFES) introduced new Vehicle Identifier stickers (Identifiers), for private equipment such as farmer response vehicles, which are affixed to the windscreen of a vehicle to identify that it may be required to support a bush fire incident.

Local governments electing to participate in the initiative are required to issue the individually numbered Identifiers with regard given to the background and skills of the volunteer applying for the Identifier, and maintain a register of Identifiers issued. Those applying will also be issued with the DFES ‘*Guidelines for Operating Private Equipment at Fires*’ booklet, and will be required to formally agree to a number of conditions imposed by DFES, and the Local Government if required. The minimum conditions imposed by DFES are:

- *It is the responsibility of the owner and driver of the vehicle to comply with the Road Traffic Act 1974;*
- *Appropriate Personal Protective Equipment and Clothing will be worn at all times; and*
- *The driver will ensure that the vehicle’s presence at an incident is recorded on both arrival and departure.*

It is the Incident Controller’s responsibility to determine and manage access to and from a fire ground, and the presence of an Identifier does not provide automatic right of entry. It does, however, allow an Incident Controller to quickly assess the vehicle in the knowledge that the owner has been issued with the ‘*Guidelines*’ booklet and has agreed to the conditions on the application.

Where the Identifiers become valuable from a fire operations perspective is where a road closure has been imposed during a fire event. WA Police have advised if a road closure is imposed, with access only to emergency vehicles, the only vehicles allowed to cross a manned checkpoint will be those bearing red and blue emergency lights. The presence of an Identifier on a vehicle will alleviate issues which may be experienced in volunteers accessing a fire ground. Police will still be required to confirm access with the Incident Controller.

Identifiers are valid for a maximum of two bushfire seasons.

The matter is presented for Council discussion and decision as to whether it wishes to participate in the initiative.

Comment:

Council considered this matter in August 2011 when WALGA sought comment on the proposal. Advice received from DFES Great Southern at that time was that a number of issues relating to the initiative were yet to be clarified and that Council should wait for further information. Nothing official has been forthcoming since that time.

The matter was also discussed at the February 2014 Local Emergency Management Committee (LEMC) meeting, with Sgt Simon Bickers from Tambellup Police and Murray Hatton From DFES Great Southern in attendance. Sgt Bickers has had recent experience of manning checkpoints at the Greenbushes fires in February 2012, where the program was not in use, and he reported many issues were experienced in volunteers not being able to access the fire ground due to the directive from WA Police that only ‘emergency’ vehicles, ie police, ambulance and formal brigade appliances bearing red and blue lights, were able to cross the checkpoint.

Sgt Bickers has been invited to attend the upcoming Bush Fire Advisory Committee meeting to explain the concept to the bushfire brigade representatives.

It was noted by the LEMC that Council is required to endorse the implementation of the program in Broomehill-Tambellup if it considers it is warranted.

For Council discussion.

Consultation:

Chief Executive Officer
Sgt Simon Bickers, Tambellup Police
Murray Hatton, DFES

Statutory Environment:

Nil

Policy Implications:

Nil

Strategic Implications:

Council’s Strategic Community Plan has identified ‘Living in a Safe Community’ as an important community aspiration. Within that aspiration is the acknowledgement that Council’s volunteer Bush Fire Brigades play a vital role in keeping our community safe.

Asset Management Implications:

This issue has no Asset Management implications for Council.

Financial Implications:

This issue has no financial implications for Council

Workforce Plan

Implications: Council provides a staff member to liaise and assist the volunteer Bush Fire Brigades. Issuing Identifiers and maintaining the register will be a responsibility of this role.

Voting Requirements: Simple Majority

Strategic Support & Projects Officer Pam Hull entered the meeting at 4.30pm.

Officer Resolution: *“That Council supports in principle participation in the Department of Fire and Emergency Services program of Vehicle Identifier Stickers for Private Equipment at Fires. This support is subject to receipt of feedback from the next Bush Fire Advisory Committee meeting.”*

Council Resolution: *140311*

Moved Cr Thompson, seconded Cr Batchelor

“That Council defers it’s decision regarding the Department of Fire and Emergency Services program of Vehicle Identifier Stickers for Private Equipment at Fires until Council has received feedback from the Bush Fire Advisory Committee meeting.”

CARRIED 6/0

Reason For Change to

Recommendation: To wait for feedback from the next Bush Fire Advisory Committee meeting.

10.10**APPLICATION TO KEEP MORE THAN TWO DOGS**

Program:	Law, Order and Public Safety
Attachment:	Nil
File Ref:	A1048
Author:	JM Trezona Chief Executive Officer
Date:	14 March 2014
Disclosure of Interest:	Nil

Summary: Council approval is sought to keep a third dog at 15 Journal Street in Broomehill.

Background: An application has been submitted by the owner of 15 Journal Street Broomehill to keep a third dog on the property. The *Shire of Broomehill-Tambellup Dogs Local Law 2008* sets the maximum number of dogs over the age of 3 months allowable in the townsites, at two. To keep more than the prescribed number requires Council approval.

The application is to keep a third dog which has not yet been obtained. The applicant advises that one of their current dogs is very old and therefore they would like to obtain another dog and get it socialised and trained with the assistance of the old dog.

Comment: The Ranger has visited the premises and advises that the property meets the requirements for the dog's wellbeing and containment on the property. The owners appear to be capable and responsible dog owners and their property is well maintained. The two existing dogs are registered.

It is recommended that approval be granted to keep a third dog.

Consultation: Nil

Statutory Environment:

Dog Act 1976
Shire of Broomehill-Tambellup Dogs Local Law 2008

- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
 - (b) cannot authorise the keeping in or at those premises of —
 - (i) more than 6 dogs that have reached 3 months of age; or
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;
- and
- (c) may be revoked or varied at any time.

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: Nil

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Officer Resolution: *“That Council grants approval to the owners of 15 Journal Street Broomehill to keep a third dog on the property subject to the following:*

- the exemption only applies to the keeping of the two existing dogs and the one additional dog*
- Council reserves the right to withdraw or vary the approval at anytime”*

Council Resolution: 140312

Moved Cr Thompson, seconded Cr Paganoni

“That Council grants approval to the owners of 15 Journal Street Broomehill to keep a third dog on the property subject to the following:

- the exemption only applies to the keeping of the two existing dogs and the one additional dog*
- Council reserves the right to withdraw or vary the approval at anytime*
- The owner to ensure the additional dog is registered and microchipped.”*

CARRIED 6/0

Reason For Change to Recommendation: To include that the additional dog be registered and microchipped.

10.11 BROOMEHILL RECREATIONAL COMPLEX – REQUEST TO UTILISE RESERVE FUNDS

Program: Recreation & Culture
Attachment: Nil
File Ref: ADM0286
Author: KP O'Neill Manager Finance & Assets
Date: 28 February 2014
Disclosure of Interest: Cr Paganoni, Cr Dennis and Cr Thompson declared an Impartiality Interest in this Item.

Summary: Council to consider a request from the Broomehill Recreational Complex Committee to utilise funds from the Broomehill Recreation Complex Reserve to assist with installation of air conditioning.

Background: Council had originally included in its 2013/14 Budget provision of \$10,000 for installation of air conditioning in the Ross Thompson Pavilion, at the request of the Broomehill Recreational Complex Committee.

The air conditioning was to be funded by a grant through the Department of Sport and Recreations' CSRFF pool, a contribution from the Committee and transfer from the Broomehill Recreation Complex Reserve.

The application for CSRFF funding was not successful. The project was withdrawn from Councils budget as part of the Budget Review at 31 January 2014 in anticipation that it would not go ahead.

The Committee has obtained a quote to supply and install a split system reverse cycle air conditioning unit for \$10,179.40. They have requested Council to consider transferring \$5,000 from the Broomehill Recreation Complex Reserve to assist with the purchase and installation. They plan on having the air conditioning installed prior to winter sports commencing.

Comment: The Broomehill Recreation Complex Reserve currently has a balance of \$54,201 (at 28 February 2014). Council originally budgeted to withdraw \$3,400 from the Reserve as a one-third contribution towards installation of air conditioning, in the event that the application to CSRFF was successful.

The purpose of this Reserve is –
To be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreational Complex Inc.

Consultation: Broomehill Recreational Complex Committee

Statutory Environment: Nil

Policy Implications: There is no policy applicable to this item

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

Asset Management Implications: The air conditioning unit will form part of Councils assets. Minimal expenditure to service and maintain the unit will be required in the future, in consultation with the Committee.

Financial Implications: The balance of the Broomehill Recreation Reserve will be reduced by the amount withdrawn.

Workforce Plan Implications: This item does not impact the Workforce Plan.

Voting Requirements: Simple Majority

Council Resolution: *140313*

Moved Cr Prout, seconded Cr Dennis

“That Council transfers \$5,000 from the Broomehill Recreation Complex Reserve to assist with installation of air conditioning in the Ross Thompson Pavilion.”

CARRIED 6/0

Reason For Change to Recommendation:

10.12**BANNER POLES**

Program:	Recreation and Culture	
Attachment:	Nil	
File Ref:	ADM0278	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	13 March 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider a request to purchase banner poles.

Background: The Broomehill and Tambellup Primary Schools have been involved in the design and production of painted banners for the ‘Banners in the Terrace’ competition held in conjunction with Local Government Week each year.

A request has been received from the Broomehill Primary School for Council to consider purchasing and installing banner poles in a prominent location in both towns so the banners can be displayed.

Sheridan’s Memorial Garden has been suggested as a suitable location in Broomehill.

Comment: Some points Council may wish to consider in making their determination:

- Sheridan’s Memorial Garden is quite a formal garden – is it an appropriate location for installing banner poles? It is important that the banners be high enough so they are not a target for vandalism.
- Tambellup has six existing banner poles, located at the northern and southern ends of the central railway reserve. A common issue is that of damage to the banners by strong winds.
- In considering potential locations, access by large equipment such as loaders will be required to hang the banners.
- Is this a project Council wishes to pursue?

Council may wish to investigate further with a view to including the request in the 2014-2015 budget process.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan includes ‘Strengthening Community Spirit’ as an important community aspiration. The painting and display of the banners by school students and community members each year is a reflection of community spirit.

Asset Management

Implications: The purchase of banner poles will be included in the Asset Management Plan if Council determines to proceed.

Financial

Implications: Costings for the project can be considered as part of the annual budget process for 2014-2015.

Workforce Plan

Implications: This matter has no impact on the Workforce Plan.

Voting Requirements: Simple Majority

Officer Resolution: *“That Council advises the Broomehill Primary School of its in-principle support for the purchase and installation of banner poles in Broomehill, with more research into possible locations and costings to be included in 2014-2015 budget deliberations.”*

Council Resolution: *140314*

Moved Cr Paganoni, seconded Cr Dennis

“That Council defers this matter to the April Ordinary Council Meeting to enable staff to provide cost estimates, appropriate locations for consideration, types of banner poles and if it is feasible to use and relocate existing banner poles.”

CARRIED 6/0

Reason For Change to Recommendation:

To defer the matter to the April Council meeting and come back with additional information.

10.13**PROPOSED DISPOSAL OF PART OF LOT 1, JAM CREEK ROAD
TAMBELLUP – DAM AND CATCHMENT**

Program:	Recreation	
Attachment:	Map	
File Ref:	ADM0072	
Author:	JM Trezona	Chief Executive Officer
Date:	14 March 2014	
Disclosure of Interest:	Nil	

Summary: In principle agreement is sought from the Council for the disposal of Part of Lot 1, as shown on the attached map to the Shire of Broomehill-Tambellup from the Water Corporation.

Background: Over many years the Tambellup townsite obtained the majority of its potable water from a dam located on Jam Creek Road Tambellup. The dam is colloquially known as the No 1 dam.

For some time now the Water Corporation facility on Jam Creek Road Tambellup has not been utilised by the Corporation as a potable water supply for the townsite. The town is serviced with scheme water from the Harris River Dam and stored in a tank to the east of the dam and catchment.

Previous Councils have made approaches to the Water Corporation about obtaining the facility should it eventually become surplus to their requirements.

The Chief Executive Officer met with Water Corporation representatives in May 2013 and further discussed the acquisition of the dam. The Corporation advised that the dam was now surplus to their requirements and were looking at progressing the disposal of it to the Shire of Broomehill-Tambellup.

The Water Corporation are looking for in principle support to the following proposal

- Disposing of the freehold land marked 'A' on the attached map which contains the existing dam and associated catchment, to the Shire
- A Deed of Grant of easement giving the Water Corporation right of access over the area delineated yellow is required
- The area delineated red to become an unmade road reserve so that it provides road frontage to parts A and B and legal access to the adjoining landowner for access to his lot.
- Lot A will have access to a road via the battle axe along the southern boundary
- The Shire to meet all conveyance and fencing (rural stock) costs associated with eh subdivision

Comment: As mentioned earlier, previous Councils have advised the Water Corporation of their interest in obtaining the facility if it were to become surplus to requirements.

In the 2010/2011 year Council along with the financial contribution of \$12,000 from the Tambellup P&C installed the necessary pipe work to deliver water from the No 1 dam to the school for their oval and the sports ground to compliment Councils existing water supply. The water is currently charged a 30.89c/kl. The schools usage is recorded on a sub-meter and accounts are raised against them for their water usage.

In obtaining the facility it will place Council's water storage facilities for parks, gardens and reserves in a much better position to meet the watering demands of the summer period. It also provides an opportunity to ensure that the maintenance on the sealed catchment to the dam is kept up.

The points that the Water Corporation are looking to gain Councils in principle support for appear to be reasonable. In anticipation of this coming before the Council at an earlier date provision has been made in the current 2013-2014 budget to cover the costs associated with the subdivision of the land.

For Council discussion.

Consultation: Ken Pearce – Water Corporation
John Dibble – Water Corporation

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: Nil

Asset Management Implications: The land and infrastructure will be taken up into Councils Asset Register and Asset Management Plan. The acquisition of this facility will greatly enhance the life of other assets such as the sporting oval, Diprose Park and other parks and gardens.

Financial Implications: Provision has been made in the current 2013-2014 budget to cover the costs associated with the subdivision and transfer of the land to the Council.

Workforce Plan Implications: Council staff will be utilised to undertake any maintenance required at the site.

Voting**Requirements:** Simple Majority

Officer Resolution: *“That Council gives in principle support to the proposal to accept the handover of the Water Corporation’s Jam Creek Dam (No 1 Dam) to the Shire of Broomehill-Tambellup and the following associated conditions*

- *acceptance of the freehold land marked ‘A’ on the attached map which contains the existing dam and associated catchment*
- *Enter into a Deed of Grant of Easement giving the Water Corporation right of access over the area delineated yellow on the attached map*
- *Supports the proposal that the area delineated red becomes an unmade road reserve so that it provides road frontage to parts A and B and legal access to the adjoining landowner for access to his lot.*
- *Lot A to have access to a road via the battle axe along the southern boundary*
- *The Shire to meet all conveyance and fencing (rural stock) costs associated with the subdivision”*

Council Resolution: 140315*Moved Cr Dennis, seconded Cr Paganoni*

“That Council gives in principle support to the proposal to accept the handover of the Water Corporation’s Jam Creek Dam (No 1 Dam) to the Shire of Broomehill-Tambellup and the following associated conditions

- *acceptance of the freehold land marked ‘A’ on the attached map which contains the existing dam and associated catchment*
- *Enter into a Deed of Grant of Easement giving the Water Corporation right of access over the area delineated yellow on the attached map*
- *Supports the proposal that the area delineated red becomes an unmade road reserve so that it provides road frontage to parts A and B and legal access to the adjoining landowner for access to his lot.*
- *Lot A to have access to a road via the battle axe along the southern boundary*
- *The Shire to meet all conveyance and fencing (rural stock) costs associated with the subdivision*

Further as part of the in principle support Council requests that a current, satisfactory engineers report be provided for the dam by the Water Corporation. ”

CARRIED 6/0**Reason For Change to Recommendation:**

To include the condition of a satisfactory engineer’s report.

10.14**STORM WATER HARVESTING AND WASTE WATER REUSE PROJECTS – PROJECT VARIATIONS**

Program:	Recreation	
Attachment:	Nil	
File Ref:	ADM437, ADM438	
Author:	JM Trezona	Chief Executive Officer
Date:	14 March 2014	
Disclosure of Interest:	Nil	

Summary: Council to consider a variation to the scope of the Storm Water Harvesting and Waste Water Reuse projects.

Background: Council, through its involvement with the Southern Link VROC, has received funds through the regional component of the Country Local Government Fund (CLGF) to undertake Stormwater Harvesting Projects in the Broomehill and Tambellup townsites, along with funds for Waste Water Reuse projects in Tambellup.

Council has previously discussed varying the scope of the projects due to constraints on the amount of funding allocated to elements of the projects. At the November 2013 Ordinary meeting, Council resolved the following:

Council Resolution 131116:

Moved Cr Dennis, seconded Cr Batchelor

“That the Tambellup Waste Water Re-use project scope be refined as follows:

- Construction of concrete storage tank(s) with an approximate capacity of 450kl located adjacent to the existing concrete tanks;*
- Installation of pipework required to connect the tanks to the Water Corporations Waste Water Treatment Plant on Cremasco Road;*
- Installation of infrastructure required to connect the effluent storage tanks to existing Sporting Ground irrigation and reticulation infrastructure.*
- Re-organisation of pipework manifold at the storage tanks to simplify use and sources of water;*
- Fencing off storage tank area for security purposes.*

That the Storm Water Harvesting (Tambellup) project be deferred for further consideration and a report be brought back to the Council on or before the April Council Meeting.

That the Storm Water Harvesting (Broomehill) project scope be refined as follows:

- The settling dam at the new CBH expansion (adjacent to Nardlah Road) be increased in capacity and a transfer pump and pressure pipe be installed to transfer this water to the Sportsground Dam;*
- An additional dam be constructed adjacent to the existing Sportsground Dam to increase storage capacity. Dam to be located to enable the existing inlet pipe to be left uncapped to automatically balance the levels of the two dams.*

- *Investigations be undertaken to ascertain the probability of approval from Brookfield Rail and Main Roads WA to install 300mm culverts underneath the railway line and Great Southern Highway near the northern railway crossing;*
- *Subject to successful negotiations with Main Roads WA and Brookfield Rail, the Broomehill Town Dam capacity be expanded and culverts installed to capture the stormwater that travels along the eastern side of the railway line.”*

Tambellup projects:

The funding allocated to the Waste Water Reuse project (\$60,500) is not adequate to supply the three 150kL tanks as proposed in the project scope. At the February 2014 Ordinary meeting Council accepted a quote from Armadale Concrete Tank Co for the construction of three 150kL concrete tanks. It was proposed that the Waste Water Reuse budget be utilised to construct one 150kL tank and infrastructure to connect the tank to the Water Corporation Treatment Plant, and that a variation to the Stormwater Harvesting project be sought to allow for the construction of the two additional tanks, and associated infrastructure.

Council determined that if the variation was not approved by the Department of Regional Development, the shortfall of funds would be met from the Building Reserve.

At this point, Council needs to be clear on the revised scope of the projects in order to seek the variations required.

Comment:

Stormwater Harvesting - Broomehill:

The project budget includes an allocation for project management, and Mr Les Hewer has since been engaged to manage the Broomehill Stormwater Harvesting projects.

The proposal is as follows:

- Extend the Town Dam and construct an additional dam adjacent to the Sportsground Dam to increase the capacity.
- Install a transfer pump and pressure pipe at the settling dam at the new CBH expansion (adjacent to Nardlah Road) to transfer this water to the Sportsground Dam.

Councillors have inspected the Town Dam and Sportsground Dam during the road inspection undertaken recently.

Stormwater Harvesting - Tambellup:

Councillors will be aware the Shire is currently in negotiation with the Water Corporation to take over the Water Corporation facility at Jam Creek Rd (No. 1 Dam) which is surplus to the Water Corporations needs. It is considered this will be a more reliable water source than the proposal to transfer water from the Tambellup CBH site.

For this reason it is recommended that Council seeks the following project variation:

- Construct two 150kL concrete tanks at the Tambellup Sportsground;

- Install infrastructure to transfer water from No. 1 Dam to the tanks;
- Install infrastructure required to reticulate Diprose Park and other parks and gardens in the townsite

Waste Water Reuse – Tambellup:

As the funding allocated to the project is insufficient to construct three tanks as proposed, it is recommended that Council seeks the following project variation:

- Construct one 150kL concrete tank at the Tambellup Sportsground;
- Install infrastructure required to transfer treated waste water from the Water Corporation Treatment Plant on Cremasco Rd for reticulation of the Tambellup Oval.

As the Tambellup projects are intrinsically linked, it is considered Council staff will be able to provide project management.

For Council discussion.

Consultation: Manager of Works

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Shire of Broomehill-Tambellup Community Strategic Plan 2012-2022 includes strategies for “Living in a Safe Community” and “Staying Active and being Entertained”. Councils Corporate Plan includes measures to review facilities to meet needs and seeking funding opportunities.

Asset Management Implications: New assets will be constructed as part of this project and therefore will be included in the Asset Management Plan.

Financial Implications: The Southern Link VROC was successful in obtaining a grant of which the Shire of Broomehill-Tambellup’s portion is \$441,100. It is envisaged that this will 100% fund the project. The project is contained within the 2013/2014 adopted budget and is recognized in the Long Term Financial Plan.

Workforce Plan Implications: Council staff will be involved in the construction of the Tambellup projects initially, with further consideration to be given to the Broomehill projects.

Voting Requirements: Simple Majority

Council Resolution: 140316

Moved Cr Batchelor, seconded Cr Paganoni

That Council seeks approval from the Department of Regional Development to vary the Storm Water Harvesting and Waste Water Reuse projects as follows:

Stormwater Harvesting – Broomehill

- *Extend the Town Dam and Sportsground Dam to increase the holding capacity;*
- *Increase the capacity of the settling dam at the new CBH expansion (adjacent to Nardlah Road) and install a transfer pump and pressure pipe to transfer this water to the Sportsground Dam;*

Stormwater Harvesting – Tambellup:

- *Construct 2 x 150kL concrete tanks at the Tambellup Sports Ground;*
- *Install infrastructure required to transfer water from the No. 1 Dam on Jam Creek Rd to the tanks at the Sports Ground;*
- *Install infrastructure to enable reticulation of Diprose Park from the tanks at the Sportsground;*

Waste Water Reuse – Tambellup

- *Construct one x 150kL concrete tank at the Tambellup Sportsground;*
- *Install infrastructure required to transfer treated waste water from the Water Corporation Treatment Plant on Cremasco Rd for reticulation of the Tambellup Oval.*

CARRIED 6/0

**Reason For Change
to Recommendation:**

10.15 PLANT REPLACEMENT – 6 TONNE TIPPING TRUCK

Program:	Transport	
Attachment:	Nil	
File Ref:	PTT16	
Author:	GC Brigg	Manager of Works
Date:	14 March 2014	
Disclosure of Interest:	Nil	

Summary: Quotes have been received for the purchase of a new 6 tonne tipping truck.

Background: Council's 2013/14 budget has made provision to replace the Isuzu FRR 500 tipping truck and we have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council requested quotes from Albany City Motors Isuzu, WA Hino and UD Trucks. Only one quotation was received, from Albany City Motors for an Isuzu FRR 600.

Comment: The truck to be replaced is a 5 tonne tipper currently used by the maintenance crew. The unit has a toolbox on the front section and a Kevrek crane inside the tipping body. The replacement truck will be slightly bigger so the skid steer can be transported by the maintenance crew.

Council did upgrade the Parks and Garden truck to a 5 tonne unit last year to help transport the skid steer. Manual handled ramps were purchased to load the skid steer in and out of the body. This has created a safety issue, plus different crews had timing problems for truck use.

The new 6 tonne truck has been designed take a bigger toolbox and bigger tipping body which will only side tip. The back tailgate will have hydraulic ramps to load the skid steer. This will help safety concerns and timing problems between crews.

Body will be custom built by Allroads Albany.

Consultation: Manager of Works - Glen Brigg

Isuzu trucks are currently being used in local government WA. Contact has been made with Cranbrook as they have recently purchased an Isuzu FRR600. The truck isn't very old but Cranbrook had no problems with the unit.

Statutory

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

Policy Implications: Nil

Strategic

Implications: The matter is not identified in the Strategic Plan

Asset Management

Implications: Council has developed a 10 year plant replacement program and the replacement of the existing truck is in keeping with that plan.

Financial

Implications: Councils 2013-2014 budget includes a provision of \$95,000 and trading the existing Isuzu FRR 500 tip truck for \$25,000.

Workforce Plan

Implications: Nil

Voting Requirements: Simple Majority

Council Resolution: *140317*

Moved Cr Thompson, seconded Cr Prout

"That Council accepts the quote from Albany City Motors for the purchase of an Isuzu FRR600 tipping truck (including body) for \$92,439.94 and trading the Isuzu \$29,090.91 excluding GST"

CARRIED 6/0

Reason For Change to Recommendation:

12.01 MAINTENANCE REPORT FOR MARCH 2014

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 14 March 2014
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice	10,900	15,000	2013	2013	1 yr / 15,000km	ok
1TA	Toyota FJ	1,158	10,000	2013	2013	1 yr / 10,000 kms	First Service Done
1 TIU 961	Papas Tandem Fuel Trailer			2008			Adjust Wheel bearings, repaired brakes
1TMR361	Rockwheeler Side Tipper Trailer	11,177		2012	2012		ok
BH00	Colorado 4x4 Dual Cab	18,373	20,000	2013	2013	1 yr / 30,000 kms	ok
BH000	Holden Colorado			2013	2013		ok
BH001	CAT vibe Roller	1,756	1,750	2009	2009	8 yrs / 8000 hrs	ok
BH002	ISUZU 6 Wheel Tipper	130,318	150,000	2008	2008	7 yrs / 250,000km	ok
BH003	Toyota Landcruiser GXL Dual Cab	4,692	10,000	2013	2013	1 yr / 30,000 km	ok
BH004	CAT 12M	4,026	4,276	2009	2009	8 yrs / 8,000 hrs	4000 service
BH005	Cat multi tyre	2,071	2,250	2011	2011	8 yrs / 8000 hrs	ok
BH006	CAT 12M	1,266	1,516	2012	2012	8 yrs / 8,000 hrs	Serviced at 1266
BH007	Toro 360 mower	127	150	2013	2013	5 yrs / 5,000 hrs	ok
BH008	VOLVO L70D Loader	7,784	8,000	2001	2001	8 yrs / 8000 hrs	ok
BH009	Colorado 4x4 Tray Back	7,167	15,000	2013	2013	1 yr / 30,000 km	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7,556	Nov-14	1995	2004		ok
BH013	Cat 444F Backhoe	261	250	2013	2013	10 yrs / 8,000 hrs	ok
BH014	Colorado 4x4 Tray Back	9,265	15,000	2013	2013	1 yr / 30,000 km	ok
BHT84	Toro Groundmaster 3500D mower	42	50	2013	2013		ok
BHT92	CAT 259B3 Skid Steer	382	500	2012	2013	8 yrs / 8,000hrs	ok
BHT125	Mack Curser 8 Wheel Tipper	6,324		2013	2013	5 yrs / 250,000 km	Hydraulic valve repaired

TA001	Ford Ranger Dual Cab	9,654	10,000	2013	2013	1 yr / 30,000 kms	ok
TA017	Isuzu Tipper	127,071	135,000	2009		5 yrs / 200,000 km	ok
TA052	Colorado 4x4 Tray Back	9,200	15,000	2013	2013	1 yr 30,000 km	ok
TA06	Jet Patcher Isuzu	117,801	120,000	2007	2010	8 yrs / 8,000 hrs	
TA092	Iveco Strais AD500 8-4	23,863	40,000	2012	2012	5 yrs / 250,000 km	ok
TA18	12H Grader	7,468	7,693	2006	2006	7 yrs / 8,000 hrs	Serviced and coolant leak repaired
TA281	930G Loader	5,526	5,750	2007	2007	8 yrs / 8,000 hrs	Repaired tail & brake lights
TA386	Isuzu Tipper	16,742	20,000	2012	2012	5 yrs / 200,000 km	Service
TA417	John Deere Gator	420	500	2009		4 yrs	ok
Cat BR	Road Broom			2010	2010	10 yrs	Needs hydraulic motor seals
	Slasher					10 yrs	ok

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12.02**WORKS REPORT FOR MARCH 2014**

Program:	Transport
Attachment:	Copy of Road Hierarchy
File Ref:	Nil
Author:	GC Brigg Manager of Works
Date:	14 March 2014
Disclosure of Interest:	Nil

Broomehill

- Town dam pump has been left alone over the last month. Pump hasn't been switched off.
- Town dam getting low. We would have around 6 weeks watering left if there is no rain.
- Transfer Station progressing. Fencing almost complete. Kerbing to be installed next week.
- The stumps being ground around the subdivision on the university block are finished.
- Complex dam getting very low. Only a week or two of watering left.
- Still waiting for head works to be done by Watercorp for standpipe at cemetery.
- Thinkwater completing the reticulation around Holland Park. This project is over 2 years old.
- Electrician has repaired power to reticulation at the caravan park.
- Need to get on with water harvest projects before it starts raining.
- Need to tart any earthworks required with the water harvest projects. The wet season is approaching quickly.

Tambellup

- Oval starting to green up again. Temporarily have pump working on reticulation. A lot of sprinklers have been replaced.
- Quotes have been received to replace the pump. This includes a lot of pipework with the new tanks being built.
- Vetridrain isn't working quite as well on the oval as thought. Need to change to earth quaking to see if we get a better result.
- Transfer Station only needs office building and kerbing. Kerbing crew due next week.
- Pipeline from Jam Creek dam had a major leak once again. That has been repaired.
- Crew have constructed a sand pad to build new concrete tanks at the oval.
- James Beaton will be installing water lines into the existing oval tanks next week so we can get treated water on line.

Roads

- Reseals have been completed on Broomehill-Kojonup, Fairfield and Tambellup West roads. This completes the years reseal program.
- Crew currently stabilizing Tambellup West Road. The seal will be carried out next week. This will complete the regional roads projects in the budget.
- We still have 2 blackspot projects and our gravel sheeting projects which include Warrenup and Pallinup roads.
- Jetpatcher has been working on bitumen roads in the shire. Still plenty of bitumen patching to be done.
- Major culvert has been replaced on Pallinup South Road. Headwall complete on one side. Still to do the second headwall. This has been a large project.

- We have been short of crew and maintenance grading has been slow using operators with reseals and stabilizing.

Plant

- Mack truck has been in Albany for hydraulic valve repairs.
- Loader is being sent to Pickles next week for upcoming auction.
- Manager of Works vehicle has been replaced. Deal was taken up with Toyota for guaranteed changeovers, over the next 2 vehicles.
- Caterpillar 12H has had some major problems with radiator hoses. These were burnt during a fire in the engine bay 18 months ago. The hoses are at the bottom of the engine bay and half the rear of the machine has to be stripped to get to them. We have lost a number of days with this problem.
- Jetpatcher has spent quite a lot of time in Cranbrook. It is going to Katanning next.

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12.03 BUILDING SURVEYORS REPORT FOR FEBRUARY 2014	
Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	4 March 2014
Disclosure of Interest:	Nil

Summary:	Attached are the BSR Report and the Activity Statement for the month of February 2014 that has been sent to all the relevant authorities that are required by legislation.
Background:	This report advises of the building approvals and the activity of the Building Surveyor for the month of February 2014.
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:	Nil
Financial Implications:	This issue has no financial implications for Council
Workforce Plan Implications:	Nil
Voting Requirements:	Simple Majority
Council Resolution:	<i>“No recommendation required – Councillor information only”</i>
Reason For Change to Recommendation:	

RECEIVED

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 5 March 2014
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	5 March 2014
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2013-14 to 5 March 2014.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 5 March 2014 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 2013-14 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

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

**Reason For Change to
Recommendation:**

RECEIVED

12.05 QUARTERLY OCCUPATIONAL SAFETY AND HEALTH (OS&H) REPORT

Program:	Various
Attachment:	Nil
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	6 March 2014
Disclosure of Interest:	Nil

Summary: Report on Occupational Safety and Health matters – for Council information, comment and/or discussion.

Background: Nil

Comment: The following represents a summary of OS&H related matters either completed between December 2013 and March 2014 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Impact Analyses have been completed for our Business Continuity Plan (BCP) – these have been considered by Local Government Insurance Services (Council’s insurers) and our BCP is ready to progress to the next stage;
- 2) A draft Occupational Health, Safety and Environment Plan has been formed, based on Worksafe requirements, and is currently being reviewed by OSH Committee members;
- 3) Emergency fire drill completed at the Depot;
- 4) One staff member attended an OS&H safety representative five day course;
- 5) Office Safety Inspections have been completed in Broomehill and Tambellup;
- 6) Asbestos has been labeled throughout Shire buildings in accordance with WorkSafe requirements;
- 7) A reviewed Asbestos Management Plan was endorsed by the OS&H Committee in January;
- 8) Council’s Building Asbestos Register was updated and reviewed in February;
- 9) The Chemicals Register has been updated and Material Safety Data Sheets checked for existence and currency; and
- 10) Staff attended a Regional OS&H meeting in Cranbrook on 07th March 2014 (matters discussed included regional progress/activity, new Workplace Inspection Program, drug and alcohol testing, and claims and injury management).

- The following represents a summary of upcoming/progressing OS&H matters:
 - 1) The next stage of forming our Business Continuity Plan - looking into the resources needed to maintain continuity of service in the areas

- identified within the Business Impact Analyses as requiring prioritisation following a disaster;
- 2) Further progression of the draft Occupational Health, Safety and Environment Plan to suit Shire of Broomehill-Tambellup requirements; and
 - 3) Training – ergonomics, Auschem, traffic management control and traffic refresher, chainsaw, fire extinguisher (new staff), and OS&H safety representative refreshers.

Changes to OS&H legislation (OS&H law harmonisation across Australia) are now uncertain as to ‘if’ or ‘when’.

Consultation: Nil

Statutory

Environment: *Occupational Safety & Health Act 1984*
Occupational Safety & Health Regulations 1996

Policy Implications: Policy 2.2 – Occupational Safety and Health

Strategic

Implications: This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic Leadership – Being well governed (Compliance with Legislation/Performance Measurement).

Asset Management

Implications: This has no Asset Management Implications

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: This has no Workforce Plan Implications

Voting Requirements: Nil

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

Reason For Change to Recommendation:

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12.06 LIBRARY REPORT - FEBRUARY 2014

Program: Recreation & Culture
Attachment: **Library Report – February 2014**
File Ref: ADM0097
Author: C Brown Library Officers
S Reed
Date: 3 March 2014
Disclosure of Interest: Nil

Summary: Attached is a Library Report prepared by Library Officers Colleen Brown 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 February 2014.

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: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Nil

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

Reason For Change to Recommendation:

RECEIVED

Manager of Works Glen Brigg left the meeting at 6.06pm.
Manager of Works Glen Brigg returned to the meeting at 6.08pm.

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

Nil

14. DATE OF NEXT MEETING

17 April 2014

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 6.12pm.