

## SHIRE OF BROOMEHILL-TAMBELLUP

**Minutes of an Ordinary Meeting of Council of the Shire of Broomehill-Tambellup held in the Tambellup Council Chambers on Thursday 20<sup>th</sup> October 2011 with proceedings commencing at 4.00pm and the Council meeting commencing at 4.05pm.**

### A. SWEARING IN OF COUNCILLORS

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<b>Program:</b>	Governance	
<b>Attachment:</b>	Copy of Declaration by Elected Member of Council	
<b>File Ref:</b>	ADM0109	
<b>Author:</b>	JM Trezona	Chief Executive Officer
<b>Date:</b>	20 <sup>th</sup> October 2011	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** All newly elected Councillors must be sworn in.

**Background:** Section 2.29 of the Local Government Act 1995 requires that all Councillors have to make a declaration stating that they will undertake the duties of Councillors fairly and honestly before they can act in the office. Councillors must also agree to observe the *Local Government (Rules of Conduct) Regulations 2007*.

**Declaration:** *Councillors Crosby, Thompson and Sheridan read aloud the Declaration of Elected Member of Council before Trevor Prout JP.*

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer took the Chair and opened the meeting at 4.05pm and commenced proceedings for the election of Shire President.

### 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

<b>Present:</b>	Cr BG Webster	President
	Cr KW Crosby	Deputy President
	Cr GM Sheridan	
	Cr SJF Thompson	
	Cr M Sadler	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Works Manager
	KP O'Neill	Senior Finance Officer
	PA Hull	Community Services Officer

**Apologies:** Cr MR Turner

**Leave of  
Absence:** Nil

**B. ELECTION OF PRESIDENT**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of Nomination form for the position of President</b>
<b>File Ref:</b>	<b>ADM0109</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>20<sup>th</sup> October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Members are required to elect a President from amongst themselves.

**Background:** Schedule 2.3 of the Local Government Act 1995 sets out the process for the election of President of the Council:

- The office is to be the first matter to be dealt with;
- The CEO is to preside until the office is filled and conduct the election;
- The Councillors elect the President;
- Nominations for the position are to be in writing and given to the CEO;
- If a Councillor is nominated by another Councillor, the CEO cannot accept the nomination unless the nominee has advised the CEO that they are willing to be nominated. This advice can be given in writing or orally;
- If there is more than one nomination, voting is by secret ballot;
- Under the current legislation, the count for such elections is to be conducted in a preferential basis;
- If there is a tied vote at the first ballot, the count is to be discontinued and the meeting is to be adjourned for not more than seven days. Any nomination for the office may be withdrawn and further nominations may be made, before or when the meeting resumes. When the meeting resumes, the Councillors are to vote again;
- If, when votes are cast a second time, there is an equality of votes between two candidates who are the only candidates in, or remaining in the count, lots are to be drawn to determine who is elected. The candidate whose name is drawn out is elected.

**Election/Declaration:** *The CEO declared the position of Shire President vacant and called for nominations for the position of Shire President.*

*Cr Crosby nominated Cr Webster, who accepted the nomination.*

*There being no further nominations, the CEO declared Cr Webster elected to the position of Shire President.*

*Cr Webster read aloud the Declaration to the office of Shire President in the presence of Trevor Prout JP.*

*Shire President, Cr Webster, took the Chair at 4.12pm.*

The President welcomed Councillors and Staff to the meeting.

**C. ELECTION OF DEPUTY PRESIDENT**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of nomination form for the position of Deputy President</b>
<b>File Ref:</b>	<b>ADM0109</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>20<sup>th</sup> October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Members are required to elect a Deputy President from amongst themselves.

**Background:** Schedule 2.3 of the Local Government Act 1995 sets out the process for the election of Deputy President of the Council:

- The office is to be the first matter to be dealt with;
- The CEO is to preside until the office is filled and conduct the election;
- The Councillors elect the Deputy President;
- Nominations for the position are to be in writing and given to the CEO;
- If a Councillor is nominated by another Councillor, the CEO cannot accept the nomination unless the nominee has advised the CEO that they are willing to be nominated. This advice can be given in writing or orally;
- If there is more than one nomination, voting is by secret ballot;
- Under the current legislation, the count for such elections is to be conducted in a preferential basis;
- If there is a tied vote at the first ballot, the count is to be discontinued and the meeting is to be adjourned for not more than seven days. Any nomination for the office may be withdrawn and further nominations may be made, before or when the meeting resumes. When the meeting resumes, the Councillors are to vote again;
- If, when votes are cast a second time, there is an equality of votes between two candidates who are the only candidates in, or remaining in the count, lots are to be drawn to determine who is elected. The candidate whose name is drawn out is elected.

**Election/Declaration:** *The President called for nominations for the position of Deputy Shire President.*

*The President nominated Cr Crosby, who accepted the nomination.*

*There being no further nominations, Cr Webster declared Cr Crosby elected to the position of Deputy Shire President.*

*Cr Crosby read aloud the Declaration to the office of Deputy Shire President in the presence of Trevor Prout JP.*

The Senior Finance Officer and the Community Services Officer left the meeting at 4.15pm.

**D. ELECTION OF COMMITTEE MEMBERS**

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0109</b>
<b>Author:</b>	<b>JM Trezona</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>20<sup>th</sup> October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to elect members to the Standing Committees.

**Background:** Section 5.8 of the Local Government Act 1995 states that Council, by an absolute majority decision, may establish Committees of three or more persons.

Council at present has four Standing Committees. The Policy Manual lists the terms of reference for the committees as follows:

**Audit Committee**

Investigate and make recommendations, where appropriate on the following;

1. To provide guidance and assistance to the local government in the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
2. Develop a process to be used to select and appoint a person to be an auditor;
3. Provide guidance and assistance to the local government on
  - Matters to be audited
  - The scope of the audits
  - Its function under Part 7 of the Act
  - The carrying out of its functions relating to other audits and other matters related to financial management
  - Administrations corrective action on matters of non-compliance.

**Building Committee**

Investigate and make recommendations, where appropriate on the following;

1. Building Control
2. Land suitable for housing development
3. Planning construction and maintenance of Council's housing and public buildings
4. Other matters relating to Council owned/controlled buildings
5. Aged accommodation.

**Planning and Economic Services Committee**

Will plan, develop and enhance the town, sport and recreation, youth, aged, health, heritage and arts matters towards the community vision. To investigate and make recommendations to Council on matters requiring decision on;

1. Economic Services
2. Town Beautification
3. All matters relating to Recreation and Sport

4. Town planning and development
5. Cemeteries
6. Cultural development
7. Protection of heritage
8. Provision of youth services
9. Tourism
10. Health
11. Other community and cultural issues

### **Technical Services Committee**

Will plan for the future of Transport Services while maintaining a quality standard that takes into account cost effectiveness and revenue raising opportunities. To investigate and make recommendations to Council on matters requiring decision on;

1. Fire Control
2. Animal Control
3. Waste Management
4. Plant replacement
5. Road construction and maintenance
6. Maintenance and improvements to the Shires Work Depot
7. Private works
8. Other matters relating to Councils plant, works and transport services.

Each committee has a membership of four Councillors and a quorum of two members.

Section 5.10 of the Local government Act 1995 states that at any given time each Council member is entitled to be a member of at least one committee. A Councillor can nominate themselves for a committee.

The President can exercise his/her right to be a member of a particular committee.

<b>Comment:</b>	For Council discussion.
<b>Consultation:</b>	Nil
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	Councillors are paid an annual meeting attendance fees which includes committee meetings.
<b>Strategic Implications:</b>	This issue is not dealt with in the Plan.
<b>Voting Requirements:</b>	Absolute Majority

Officer Recommendation: *“That Council elect members to the four standing committees of Council.”*

**Council Resolution:** *111001*

*Moved Cr Kempin, seconded Cr Thompson*

*“Audit Committee*  
*All Councillors*

*Building Committee*

*Cr Webster nominated himself.*

*Cr Kempin nominated himself.*

*Cr Sadler nominated himself.*

*Cr Turner nominated herself prior to the meeting.*

*Planning and Economic Services Committee*

*Council deferred assigning members to the Planning and Economic Services Committee, to the December 2011 Ordinary Meeting, due to proposing to combine this Committee with the Technical Services Committee.*

*Technical Services Committee*

*Cr Webster nominated himself.*

*Cr Crosby nominated himself.*

*Cr Thompson nominated himself.*

*Cr Sheridan nominated himself.”*

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

## E. ELECTION OF COUNCILLORS TO ADVISORY AND OCCASIONAL COMMITTEES

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0109</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>20<sup>th</sup> October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council is required to elect members to Advisory and Occasional Committees.

**Background:** There are a number of Advisory and Occasional Committees that the Council provide one or more delegates to.

Following is the list of committees that Council had delegates and proxies to:

- Bush Fire Advisory Committee
- Great Southern Regional Recreational Advisory Committee
- Great Southern Regional Road Group
- Great Southern Zone of WALGA
- Road Wise Committee
- Senior Citizens Unit Management Committee
- Tambellup Community Resource Management Committee

Following is the list of committees that Council only had a delegate to:

- Broomehill Recreational Complex and Management Committee
- Crime Prevention Committee
- Local Emergency Management Committee
- Nurse Turner / Snowy Wilson Awards Committee
- Great Southern Development Assessment Panel

In the past the delegate to the Great Southern Zone of WALGA has been the presiding member of Council.

The two DAP members and deputy members have been approved just recently by the Minister for Planning. This will apply until such time as the members leave Council or determine to retire from the Panel. There is compulsory training required before the Minister will grant approval to a person to be a member of a local DAP.

**Comment:**

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

**Strategic**

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

**Voting Requirements:** Simple Majority

Officer Recommendation: “That Council nominates delegates and proxies for the Advisory and Occasional Committees.”

**Council Resolution:** *Council endorsed the following appointments:*

	<u>Delegate</u>	<u>Proxy</u>
<u>Bush Fire Advisory Committee</u>	<i>Cr Thompson</i>	<i>Cr Sheridan</i>
<u>Great Southern Regional Recreational Advisory Committee</u>	<i>Cr Kempin</i>	<i>Cr Sheridan</i>
<u>Great Southern Regional Road Group</u>	<i>Cr Thompson</i>	<i>Cr Crosby</i>
<u>Great Southern Zone WA Local Government Association</u>		
<i>Cr Webster (Chair)</i>	<i>Cr Turner</i>	<i>Cr Crosby</i>
<u>RoadWise Committee</u>	<i>Cr Sadler</i>	<i>Cr Sheridan</i>
<u>Senior Citizens Unit Management Committee</u>	<i>Cr Sadler</i>	-
<u>Tambellup Community Resource Centre Management Committee</u>	<i>Cr Webster</i>	-
<u>Broomehill Recreational Complex &amp; Management Committee</u>	<i>Cr Turner</i>	<i>Cr Kempin</i>
<u>Crime Prevention Committee</u>	<i>Cr Turner</i>	-
<u>Local Emergency Management Committee</u>	<i>Cr Webster</i>	<i>Cr Crosby</i>
<u>Nurse Turner/Snowy Wilson Awards Committee</u>	<i>Cr Crosby</i>	-
<u>Great Southern Development Assessment Panel</u>		
<i>DAP Member 1</i>	<i>Cr Webster</i>	<i>Cr Turner</i>
<i>DAP Member 2</i>	<i>Cr Thompson</i>	<i>Cr Sheridan</i>
<u>Tambellup Business Centre Committee</u>	<i>Cr Sadler</i>	-



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

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**6. DECLARATION OF INTEREST**

Nil

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 15<sup>TH</sup> SEPTEMBER 2011**

*111002*

*Moved Cr Crosby, seconded Cr Kempin*

*“That the Minutes of the Ordinary meeting of Council held on the 15<sup>th</sup> September 2011 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**

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**10.1 FINANCIAL STATEMENTS FOR SEPTEMBER 2011**

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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for September 2011</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O'Neill Finance Officer</b>
<b>Date:</b>	<b>11 October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** A monthly financial report is to be prepared at the end of each month in accordance with the provisions of Regulation 34 of the Local Government (Financial Management) Regulations 1996.

The report is to be presented to an ordinary meeting of Council within 2 months after the end of the month to which the report relates.

**Background:** Notes have been provided throughout the statements for Councillors information and comment.

**Comment:** Points to note from the September 2011 financial report:-

- Approximately 77% of rates and charges have been received. Some 70 assessments took advantage of the two and four instalment option.
- The first instalment of Financial Assistance Grants was received from the Grants Commission.
- The two Administration vehicles have been changed over in accordance with the Budget. The Bomag Roller has also been changed over.
- Councils allocation of Royalties for Regions funding has been received, which is earmarked to undertake the following projects:-
  - Broomehill Public Toilets
  - Repair Broomehill Admin Building windows
  - Tambellup Pavilion
  - Pathways in Broomehill
- Council is the nominated banker for the Southern Link VROC. The Royalties for Regions funding of \$775,000 towards Regional Waste Management has been received. These monies will be kept in the Trust Fund until such time as the four Councils require them to undertake their individual projects.
- Royalties for Regions funding of \$236,134 for the Broomehill Archive Repository has been received and has been transferred into an investment until the project is ready to progress. These funds were made available from the regional allocation to the VROC.

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** Local Government Act 1995 – Financial Management Regulation 34

**Policy Implications:** Nil

**Financial**

**Implications:** The report represents the financial position of the Council at the end of the previous month.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *111003*

*Moved Cr Kempin, seconded Cr Thompson*

*“That the Financial Statement for the period ending 30 September 2011 be adopted.”*

**CARRIED 6/0**

**10.2 CREDITORS ACCOUNTS PAID SEPTEMBER 2011**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for September 2011</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>12 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Attached is a list of payments made from the Municipal and Trust Funds during September 2011.

**Background:** The Local Government Act 1995 – Financial Management Regulation 13 states that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions. The list is to be presented to the Council at the next ordinary meeting after the list is prepared.

**Comment:** Summary of payments made for the month:-

Municipal Fund	\$608,722.55
Trust Fund	\$6,043.53
Credit Cards	\$1,369.03
<u>Total</u>	<u>\$616,135.11</u>

**Consultation:** Nil

**Statutory Environment:** Local Government Act 1995 – Financial Management Regulation 13

**Policy Implications:** Nil

**Financial Implications:** List of payments made during the previous month

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *111004*

*Moved Cr Sadler, seconded Cr Sheridan*

*“That the list of accounts paid during September 2011, represented by:-*

- Municipal Fund cheques numbered 1424 to 1457 inclusive and electronic payments numbered EFT2476 to EFT2564 inclusive and totalling \$608,722.55;*
- Trust Fund cheques numbered 236 to 241 inclusive and totalling \$6,043.53;*
- Credit Card payments totalling \$1,369.03;*

*be adopted.”*

**CARRIED 6/0**

**10.3****PROCEDURE FOR RECOVERY OF OVERDUE RATES**


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<b>Program:</b>	<b>General Purpose Funding</b>	
<b>Attachment:</b>	<b>Copy of Procedure</b>	
<b>File Ref:</b>	<b>Procedures Manual</b>	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>12 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider endorsing the procedure that will guide staff in taking the appropriate action for the recovery of overdue rates, with particular regard to properties that have three or more years unpaid.

**Background:** The Local Government Act 1995 section 6.64 gives authority to the Council to recover rates or service charges that have been unpaid on any rateable land for at least 3 years, which can be by way of:-

- a) leasing the land;
- b) selling the land;
- c) transferring the land to the crown;
- d) transferring the land to the Council.

In order to proceed with sale of property for non payment of rates, there is a specific process that is required to be strictly adhered to. A copy of this is provided as an attachment.

**Comment:** Council’s outstanding rate debtors are increasing, and it appears that each year it is the same ratepayers that do not make any attempt to pay their rates.

The attached procedure details the process that is required in accordance with the Local Government Act 1995 to sell a property for non payment of rates and the forms that are required to be completed at various stages.

Previously, some ratepayers that have had legal action taken against them have made arrangements to pay, made one payment and defaulted on the balance. Once this first payment is received, the legal action stops and the action needs to start again.

It is proposed that by endorsing this procedure, Council’s position will be:-

- where legal action has commenced no further payment arrangements will be accepted; and
- payment of the outstanding balance is required to be paid in full.

If payment in full for the outstanding balance is not forthcoming, the legal action and process to sell the property will continue.

The procedure will empower staff to confidently handle the collection of rates and provide the correct information to affected ratepayers.

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** Local Government Act 1995 – Subdivision 6 *Actions against land where rates or service charges unpaid*

**Policy Implications:** Nil

**Financial**

**Implications:** Recovery of long outstanding rate debtors.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *111005*

*Moved Cr Sheridan, seconded Cr Kempin*

*“That Council endorses the procedures for recovery of overdue rates.”*  
**CARRIED 6/0**

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## 10.4 HIDDEN TREASURES – REVIEW OF AGREEMENT FOR OFFICE SPACE IN BROOMEHILL

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**Program:** Governance  
**Attachment:** Agreement  
**File Ref:** ADM0136  
**Author:** KP O’Neill **Finance Officer**  
**Date:** 13 October 2011  
**Disclosure of Interest:** Nil

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**Summary:** Council to review the agreement with the Hidden Treasures of the Great Southern for use of office space in Broomehill.

**Background:** Council entered into an agreement with the Hidden Treasures of the Great Southern in October 2009 for the provision of office space in the Broomehill Administration building. This agreement is reviewed annually and was renewed again in October 2010.

There are no changes proposed to the agreement, which is attached for Councillors perusal.

**Comment:** The office space that has been provided is being utilised to store archival material at present. The Hidden Treasures have previously advised that they do not require “office space” as such, rather an area to store archival material.

They are presently utilising the office that was formerly the Finance office in Broomehill, which can be secured and accessed separately from the administration area.

As this agreement is not for a commercial purpose, consideration should be given to allow the CEO to review and renew the agreement each year.

**Consultation:** Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council.

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

**Voting Requirements:** Simple Majority

**Council Resolution: 111006**

*Moved Cr Thompson, seconded Cr Crosby*

*“That Council renews the agreement between the Shire of Broomehill-Tambellup and the Hidden Treasures of the Great Southern for archival space in the Broomehill administration building. Future reviews of this agreement are to be undertaken annually by the CEO.”*

**CARRIED 6/0**



**10.5 ANNUAL REVIEW OF DELEGATIONS REGISTER**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of Delegations Register</b>
<b>File Ref:</b>	<b>ADM0239</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>11 October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Councils Delegation Register must be reviewed once every financial year.

**Background:** Council has the ability to delegate authority relating to a variety of powers and tasks to the Chief Executive Officer.

This is done to facilitate prompt business transaction and streamline customer service of the Council so that waiting times and delays are kept to a minimum. In addition it alleviates the necessity for Council to deal with routine items at its monthly meetings thus freeing up time for matters of strategy and policy.

*The Local Government Act 1995* states that at least once every financial year, delegations are to be reviewed by the Delegator.

**Comment:** A copy of the current Delegations Register is included with the agenda papers. Proposed amendments are in red.

Does Council wish to amend or delete any of the delegations?

**Consultation:** Nil

**Statutory Environment:** Local Government (1995) Act Sections 5.42 & 5.43

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

\*Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegate on.

5.43. Limits on delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties

- (a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) Appointing an auditor;

- (d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, or 5.100;
- (f) Borrowing money on behalf of the local government;
- (g) Hearing or determining an objection of a kind referred to in section 9.5;
- (h) Any power or duty that requires the approval of the Minister or the Governor; or
- (i) Such other powers or duties as may be prescribed.

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Absolute Majority required

**Council Resolution:** *111007*

*Moved Cr Sheridan, seconded Cr Kempin*

*“That Council, having undertaken a review of the Delegations Register in accordance with the requirements of the Local Government Act 1995 section 5.42(2), adopts the delegations as amended.”*

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

## 10.6 PROPOSAL FOR THE FORMATION OF A REGIONAL COUNCIL

<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0227</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>12 October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**Summary:** The Shire of Plantagenet has written to Council seeking its interest in exploring the formation of a Regional Council.

**Background:** The Shire of Plantagenet has written to Council to ascertain its interest in forming a Regional Council pursuant to section 3.61 of the *Local Government Act 1995*.

The resolution that the Shire of Plantagenet passed provides what is proposed

1 *That the City of Albany and the Shires of Broomehill-Tambellup, Cranbrook, Denmark, and Kojonup be approached to work with the Shire of Plantagenet investigating the formation of a Regional Council pursuant to the Section 3.61 of the Local Government Act 1995 for the following purposes:*

- *Establish, operate and manage a landfill site or sites for the disposal of waste for the benefit of the participants*
- *Undertake the recycling, processing, treatment, collection and removal of waste from the districts of the participants*

*and to this end invites the Chief Elected representative and the Chief Executive Officer of each of those Councils to attend a forum to be held at the Shire of Plantagenet to develop a position on the proposal and, if agreed, proceed to the establishment of a Regional Council of Local Government, and*

2 *The participants also be requested to discuss other potential service to be provided by the Regional Council including but not limited to, capital road works, information technology, health services, aged care and the like.*

The invitation is primarily to establish interest in commencing the discussions relating to the formation of a Regional Council for the purpose of dealing with waste. The second part of their motion highlights some of the other possibilities should a regional council be formed.

It is proposed that a meeting be held on Wednesday 16 November 2011 at 10.00am in Mount Barker to start the process of exploring the possibility of a Regional Council. The invitation is for the Shire President and CEO to attend however other interested Councillors are welcome to attend also.

**Comment:** The predominant responsibility of established Regional Councils across the State is that of waste. This Council has had informal discussions for sometime on the matter of establishing a regional Council for waste. Our VROC partners Cranbrook, Kojonup and Plantagenet would make ideal Regional Council partners for waste and would complement the current Regional Waste Project that we are undertaking through the CLGF monies.

The inclusion of Albany and Denmark in a proposed Regional Council for waste would be a positive one as they would deliver volume of waste which is a major part in the long term viability of a regional structure.

Council is also required to respond to the Department of Environment and Conservation - Waste Authority by 06 January 2012 advising them of our preferred grouping of Local Governments that we intend to work with for the purpose of the next round of funding to support the Strategic Waste Management Plans that were developed in 2008.

**Consultation:** Nil

**Statutory Environment:** Local Government Act 1995 sec 3.61 and 3.62 states the following

### **3.61. Establishing a regional local government**

- (1) Two or more local governments (referred to in this Division as the *participants*) may, with the Minister's approval, establish a regional local government to do things, for the participants, for any purpose for which a local government can do things under this Act or any other Act.
- (2) An application for the Minister's approval is to be —
  - (a) in a form approved for that purpose by the Minister; and
  - (b) accompanied by a copy of an agreement between the participants to establish the regional local government (referred to in this Division as the *establishment agreement*).
- (3) The participants are to supply the Minister any further information about the application that the Minister asks for.
- (4) If the Minister approves the application the Minister is to declare, by notice in the *Gazette*, that the regional local government is established —
  - (a) on the date;
  - (b) under the name; and
  - (c) for the purpose,set out in the notice.

**3.62. Constitution and purpose of a regional local government**

- (1) A regional local government —
  - (a) is a body corporate with perpetual succession and a common seal; and
  - (b) is to have as its governing body a council established under the establishment agreement and consisting of members of the councils of the participants.
- (2) The purpose for which a regional local government is established (referred to in this Division as the *regional purpose*) is as set out in the establishment agreement.

**Policy Implications:** Nil

**Financial Implications:** There are no financial implications at this stage.

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *111008*

*Moved Cr Crosby, seconded Cr Sheridan*

*“That Council provides in principle support for the establishment of a Regional Council for the purpose of dealing with waste and that the Shire President and Chief Executive Officer attend the meeting at the Plantagenet Council on 16 November 2011 to further explore the proposal. Further Council is supportive of considering other purposes for the Regional Council should it be established.”*

**CARRIED 6/0**

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**10.7 COMMUNITY SPORTING AND RECREATION FACILITIES FUND – GRANT APPLICATIONS**

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**Program:** Recreation and Culture  
**Attachment:**  
**File Ref:** ADM0328  
**Author:** PA Hull **Community Services Officer**  
**Date:** 12 October 2011  
**Disclosure of Interest:** Nil

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**Summary:** Applications to the next round of funding through the Community Sporting Recreation Facilities Fund (CSRFF) closed on 30 September 2011.

**Background:** The Department of Sport and Recreation (DSR) through CSRFF offers a range of funding opportunities for the development of good quality, well designed and well utilised sporting facilities. The Annual Grant Round is aimed at projects with a total construction cost between \$150,001 and \$500,000

Funding approved by DSR under the program will not exceed one-third of the total project cost.

As in previous years, applications are to be received and prioritised by the Local Government before forwarding to DSR for assessment. The closing date for submission of applications to the Shire for this round of Annual Grants was 30 September 2011. Following rating and ranking by Council, applications must be with DSR by the last working day in October.

**Comment:** One application has been received at the closing date. A summary of the application is provided below:

The Broomehill Recreational Complex Committee is proposing to replace the current grass bowling green with a Synthetic bowling green. The project is anticipated to cost a total of \$230,597 (ex GST) with funding of \$117,733.64 requested from the CSRFF pool.

A copy of the Broomehill Recreational Complex Committee's application is included for Councillors information.

Councillors will recall that an allocation of \$75,000 was included in the 2011/2012 Budget as Councils contribution towards this project, with \$45,000 of these funds coming from the Broomehill Recreational Complex reserve.

This project will contribute to the long term viability of the Broomehill Bowling Club and the Broomehill Recreational Complex. As this is the only application received, it should be ranked as top priority.

**Consultation:** David Kempin  
Greg Holly  
Amelia Bishop

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Council has made provision of \$75,000 from the 2011/2012 budget towards this project - \$45,000 to come from the Recreational Complex Reserve and \$30,000 from general revenue.

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

**Voting Requirements:** Simple Majority

**Officer Recommendation:** *“That Council advises the Department for Sport & Recreation that the application for funding through the Community Sporting and Recreation Facilities Fund 2011 Annual Grant Round submitted by the Shire of Broomehill-Tambellup on behalf of the Broomehill Bowling Club is supported and ranked as top priority.”*

**Council Resolution:** *111009*

*Moved Cr Sheridan, seconded Cr Thompson*

*“That Council advises the Department for Sport & Recreation that the application for funding through the Community Sporting and Recreation Facilities Fund 2011 Annual Grant Round submitted by the Shire of Broomehill-Tambellup on behalf of the Broomehill Recreational Complex Committee is supported and ranked as top priority.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:** Correction of name from Broomehill Bowling Club to Broomehill Recreational Complex Committee.

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**10.8 APPLICATION FOR AUTHORITY TO PERFORM DUTIES,  
ISSUE OF IDENTITY CARD AND LETTER OF APPOINTMENT –  
BUILDING SURVEYOR**

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<b>Program:</b>	<b>Building Services</b>
<b>Attachment:</b>	<ul style="list-style-type: none"><li>• <b>Section A General Provisions – Part A3 Classification of Buildings and Structures and proponents comments</b></li><li>• <b>Australian Institute of Building Surveyors’ (AIBS) Qualifications and Membership</b></li><li>• <b>Relevant Sections of the <i>Building Bill 2011</i></b></li></ul>
<b>File Ref:</b>	<b>ADM0239</b>
<b>Author:</b>	<b>JM Trezona</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>7 October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** This item recommends that Council authorises its Building Surveyor with the power to perform his duties as the Building Surveyor and Approvals Officer for building and demolition permits, performing of inspections and enforcement of relevant codes and that this person also be issued with an Identity Card and Letter of Appointment to indicate this.

**Background:** New legislation, being the *Building Bill 2011*, will be implemented on 01 January 2012 and will require a building officer to be provided with authority to issue building and demolition permits, perform inspections and enforce relevant codes. Council, in keeping with legislation of the *Building Bill 2011*, is to:

1. Provide an Authorised Person who is capable of granting a Building Permit to Certified Plans for all classes of buildings, from Class 1 to Class 10 structures;
2. A service where Uncertified Class 1 and 10 buildings can be given a Certificate of Compliance by a least a Level 2 Building Surveyor;
3. Issue a building permit where applications have been issued with a Certificate of Compliance for Class 1 and 10 structures;
4. Ensure such structures will only be up to 3 stories high and less than 2,000m<sup>2</sup> in floor area; and
5. If it so chooses, have a Certificate of Compliance issued by a qualified Building Surveyor to provide a service for the other classes of structures. This would be the issuing of a Certificate of Compliance for Classes 2 to 9.

Part 3A – Classification of Buildings and Structures, as referred to above, is attached.

**Comment:** Council’s Building Surveyor has been, for the past fourteen years, performing the role of the approved building surveyor in this area. Due to the passing of the new *Building Bill 2011* for implementation on 01 January 2012, legislative requirements are such that the Building Surveyor needs to be authorised by Council to perform the functions of Approvals Officer, Inspections Officer and Building Surveyor.



A copy of the proponent's AIBS qualifications and membership are attached:

- Nationally accredited (AIBS) Level 2 Building Surveyor (#7271 expiry 31/08/2014)
- Level 2 Building Surveyor in Western Australia (#067)
- AIBS Certificate of Membership (#3751)

**Consultation:**

Darryle Baxter – Building Surveyor:

- Building Commission Seminars and Documentation Explanations and Notes
- *Building Bill 2011*

**Statutory**

**Environment:**

*Building Bill 2011*

**Policy Implications:**

Nil

**Financial**

**Implications:**

The continued employment of Council's Building Surveyor and his ability to function as the Approval Officer and Enforcement Officer for the fees raised in performance of his service.

**Strategic**

**Implications:**

If Council obliges this request, it will continue to be able to provide the approving of construction and habitation of structures as per its legislated function and in compliance with the new *Building Bill 2011*.

**Voting Requirements:**

Simple Majority

**Council Resolution: 111010**

*Moved Cr Crosby, seconded Cr Sadler*

*“That Council:*

- *Grants its Building Surveyor, Darryle Thomas Baxter, the power and authority to perform his duties as Authorised Building Approval Officer and Building Surveyor to issue all relevant Certificates and other documentation as required by legislation; and*
- *Provides its Building Surveyor with an Identity Card and Letter of Appointment effective from the implementation of the Building Bill 2011*

*Enabling its Building Surveyor to perform the following duties for the fees raised for issuing of:*

- *Building and Demolition Licences*
- *Certificates of Building Compliance*
- *Certificates of Occupancy*
- *Certificates of Structural Adequacy*
- *Any other services provided by Council for the fees prescribed in the legislation herein referred to being the Building Bill 2011.”*

**CARRIED 6/0**

**10.9 DEDICATION OF NEW SECTION OF WANDOO ROAD**

<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Copy of map</b>	
<b>File Ref:</b>	<b>RD94, ADM0361</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

**Summary:** Council to formally resolve to request the Minister for Lands to dedicate the new section of Wandoo Road which is the result of a re-alignment.

**Background:** Council's Works crew has completed the construction of the new section of Wandoo Road. It is now a requirement of the *Land Administration Act 1997* for Council to request the Minister for Lands to dedicate the new section of road. Section 56 of the Land Administration Act prescribes how this is to be done.

Council must also resolve to indemnify the Minister for Lands against any costs or claims associated with the dedication.

**Comment:** The dedication of the new road should be the finalisation of this project.

**Consultation:** Department of Regional Development and Lands – Lands Division have advised that the dedication and formal closure of the road reserve on the northern side of Location 1959 will both be done at the same time.

**Statutory****Environment:**

The *Land Administration Act 1997* states:

**56. Dedication of roads**

(1) *If in the district of a local government —*

- (a) *land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government;*
- (b) *in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —*
  - (i) *the holder of the freehold in that land applies to the local government, requesting it to do so; or*
  - (ii) *those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;*

*or*

- (c) *land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate*

- that land as a road.*
- (2) *If a local government resolves to make a request under subsection (1), it must —*
- (a) *in accordance with the regulations prepare and deliver the request to the Minister; and*
- (b) *provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.*
- (3) *On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —*
- (a) *subject to subsection (5), by order grant the request;*
- (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.*
- (4) *On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.*
- (5) *To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —*
- (a) *unallocated Crown land or, in the case of a private road, alienated land; and*
- (b) *designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.*
- (6) *If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.*

**Policy Implications:** Nil

**Financial Implications:** Council must indemnify the Minister for Lands against any costs arising from the formalisation of the road.

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

**Voting Requirements:** Simple Majority

**Council Resolution: 111011**

*Moved Cr Thompson, seconded Cr Sheridan*

*“That having complied with the Land Administration Act 97 sec 56 Council, requests the Minister for Lands to dedicate as a public road the portion of Wandoo Road as shown marked orange on the attached map. Further Council indemnifies the Minister for Lands against any costs or claims for compensation that may arise as part of the dedication of the land as a road.”*

**CARRIED 6/0**

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**10.10 PLANT REPLACEMENT PROGRAM – CHANGEOVER OF WORKS UTILITIES TA001 & BH00**


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**Program:** Transport  
**Attachment:** Analysis of quotes received  
**File Ref:** ADM0303  
**Author:** GC Brigg Manager of Works  
**Date:** 10 October 2011  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider quotations received to replace TA001 and BH00 crew cab vehicles as per the adopted plant replacement programme for 2011-2012.

**Background:** Provision of \$10,000 changeover per vehicle has been included made in the 2011-2012 budget to replace these vehicles.

**Comment:** While formulating the 2011-2012 Budget, firm fleet vehicle pricing was difficult to obtain. Ford were about to release new models of the Ford Territory used by the Manager of Works and the Ford Ranger used by the works crew. No pricing was available to deliver a close estimate at the time. Pricing was done on speculation.

After July 2011, initial pricing was released for Ford Territory with the new diesel Territory models increasing by \$10,000. It has proved to be of better value for council to change to Toyota this year and look at returning to Ford in 2011-2012 for the Works Managers vehicle.

Earlier this year, Council were advised that it was better not to change over its works vehicles until the new Ranger models were released as this would enable us to move into the newer model for better resale value. This meant Council's older models would extend past the 30,000km and 9 month period and Council wouldn't be penalized greatly with the changeover.

Ford just released the new Ranger models and they have increased the new price by approximately \$10,000 compared to the older version. This wasn't anticipated by anyone including the dealers. Katanning Stock and Trading still expect to be able to continue with the \$5,000-\$6,000 changeovers if Council were to make the initial increased purchase.

New Ranger models are limited in Western Australia. The Works Supervisors vehicle could be upgraded to an XLT model and shouldn't limit him with a weld back body. Most times the vehicle is on the road without anything in the back. There are still vehicles available if needed to carry anything.

By going to a XLT Ranger for the Works Supervisor it is expected to increase the resale value and reduce whole life cost to council. The last top of the line Ranger crew cab was on \$3,000 changeover at 30,000km or 9 months.

Council can still replace the construction crew cab vehicle with the XL model and drop side tray to enable them to carry signs and tools. At this stage Ford in Katanning has a 1x XL and 1x XLT Ranger available but may not later in the year. Council also need to be aware that there is another Council that also deal with Katanning Stock and Trading on the same changeovers and we are aware that there is another one in the region who are currently talking to them for the same changeover program.

These purchases would increase the 2011-2012 plant replacement budget but can be offset by deferring the two gardeners utes until 2012-2013. Both gardeners utes are currently two years old but have only travelled approximately 25,000km each. By deferring these two utes this year would result in an overall saving to vehicle replacement in 2011-2012 as per attachment.

**Consultation:** Katanning Stock and Trading

**Statutory Environment:** *Local Government Act 1995*

**Policy Implications:** Nil

**Financial Implications:** By amending the Plant Replacement Program for the current year, the increased changeover prices for the Ford Territory and the two Ford Ranger utilities TA001 and BH00 are offset by the two gardeners utilities being deferred until the 2012/2013 Budget.

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

**Voting Requirements:** Absolute Majority is required to amend the Plant Replacement program as the proposed changes are effectively amending the 2011/2012 Budget.

The resolution to accept the quotations for changeover of the two works utilities requires a Simple Majority decision.

**Council Resolution: 111012**

*Moved Cr Thompson, seconded Cr Sadler*

*“That Council amends the 2011/2012 Plant Replacement Program as follows:-*

- 1. defer the changeover of the Toyota Hilux 4x4 utility TA052 and Toyota Hilux 4x2 utility BH009 until the 2012/2013 Budget;*
- 2. Increase the net changeover for the Ford Ranger crew cab TA001 from \$10,000 to \$18,950;*
- 3. Increase the net changeover for the Ford Ranger crew cab BH00 from \$10,000 to \$15,084.”*

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

**Council Resolution: 111013**

*Moved Cr Thompson, seconded Cr Kempin*

*“That Council accepts the quotation from Katanning Stock and Trading to changeover the Ford Ranger crew cab utility TA001 for a Ford Ranger XLT for a net changeover price of \$18,950.”*

*“That Council accepts the quotation from Katanning Stock and Trading to changeover the Ford Ranger crew cab utility BH00 for a Ford Ranger XL crew cab for a net changeover price of \$15,084.”*

**CARRIED 6/0**



**10.11 SALE OF JOHN DEERE 595 TRACTOR MOWER**


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<b>Program:</b>	<b>Parks and Gardens</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>BH007</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>12 October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The purpose of this report is for Council to consider the offers for the outright sale of the John Deere 595 Tractor/Mower. It is recommended that Council accepts no offer.

**Background:** Council determined in the 2011-2012 budget that it would replace the John Deere 595 tractor/mower. Quotes have been obtained for the replacement of the mower however it was felt that the trade being offered was low. As such it was decided to advertise locally for the outright sale of the mower.

Council received 5 written offers.

**Comment:** The offers that were received were for amounts of \$1,650, \$1,800, \$2,001, \$2,555 and \$3,330.00. All of the offers are below the trade in prices that have been quoted as part of the changeover to a new mower. It is recommended that Council does not accept any of the offers for the outright sale of the mower.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Budget provision has been made for the replacement of the mower. The changeover to the preferred choice of a Toro Groundmaster 360-D 2WD including a canopy plus accepting their trade-in will see Council exceed the budget by \$1,900.

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *111014*

*Moved Cr Thompson, seconded Cr Crosby*

*“That Council does not accept any of the submitted offers for the outright sale of the John Deere 595 tractor/mower.”*

**CARRIED 6/0**

**10.12 PURCHASE OF TRUCK BODY FOR IVECO**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0303</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>14 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider quotations received for body building for Council's recently purchased 8x4 Iveco truck.

**Background:** Quotations were invited to construct a new tip both ways (end and side) body to fit the 8x4 truck purchased through Skipper trucks. Due to the extended delivery time for the truck, Council determined to deal directly with the body builders.

**Comment:** Six companies were asked to quote for this body and 3 quotations have been received. All engineering firms who quoted are reputable body builders.

Council made provision of \$320,000 in the 2011-2012 budget to purchase a 8x4 tipper truck. An 8x4 Iveco cab chassis was purchased from Skipper trucks for \$218,910 (ex GST). Prices to build bodies are set out in the table below. Prices are ex GST.

Evertrans Albany	\$61,273
Allroads Albany	\$56,500
Howard Porter Perth	\$64,650

All prices are valid for 30 days however all the body builders don't expect rises to these quotations in the short term. If prices were to rise all companies expect the rise to be minimal.

It is recommended that Council accepts the quote from Allroads Albany.

**Consultation:** Nil

**Statutory Environment:** *Local Government Act 1995*

**Policy Implications:** Nil

**Financial Implications:** If Council accepts the quote from Allroads this will bring the total cost of the truck to \$275,410 which is well under the budgeted amount of \$320,000.

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

**Voting Requirements:** Simple Majority

Officer Recommendation: *“That Council accepts the quote of \$56,500 ex GST from Allroads Albany for the purchase of a two way tipper (end and side) for the recently purchased 8 x 4 Iveco Stralis.”*

**Council Resolution:** *111015*

*Moved Cr Kempin, seconded Cr Sheridan*

*“That Council adopts En Bloc the Officer’s Recommendations from Item 10.12 to Item 10.14.”*

*“That Council accepts the quote of \$56,500 ex GST from Allroads Albany for the purchase of a two way tipper (end and side) for the recently purchased 8 x 4 Iveco Stralis.”*

**CARRIED 6/0**

**10.13 PURCHASE OF TANDEM AXLE TRAILER**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0303</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>14 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider quotations received for an 18m<sup>3</sup> side tipping tandem axle trailer.

**Background:** Council has been made provision in the 2011-2012 budget to purchase a tandem axle trailer.

Quotes have been sought from various suppliers for the 18m<sup>3</sup> trailer.

**Comment:** Six companies were asked to quote on the trailer.

***Trailer***

Three quotations have been received for the provision of the trailer. The three engineering companies who quoted are reputable trailer builders who produce a quality product.

The quotes received to build the tandem axle trailer are set out in the table below.

Evertrans Albany	\$86,000
Allroads Albany	\$86,000
Howard Porter Perth	\$79,800

It is recommended that Council accepts the quote from Allroads Albany.

**Consultation:** Nil

**Statutory**

**Environment:** *Local Government Act 1995*

**Policy Implications:** Nil

**Financial**

**Implications:** The Allroads quote will exceed the budget by \$6,000. The over budget amount can be offset by the savings made in the recent purchase of the new truck Iveco truck which will cost a total of \$275,410. Council made a provision of \$320,000 with an anticipated trade for the existing truck of \$70,000. The tender has not yet been called for the trade vehicle.

**Strategic**

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

**Voting Requirements:** Simple Majority

Officer Recommendation: *“That Council accepts the quote from Allroads Albany for the purchase of an 18m<sup>3</sup> side tipping tandem axle trailer for the quoted price of \$86,000 ex GST. Further, Council recognises the acquisition as over budget.”*

**Council Resolution:** *Refer to Council Resolution at Item 10.12 - “That Council adopts En Bloc the Officer’s Recommendations from Item 10.12 to Item 10.14.”*

*“That Council accepts the quote from Allroads Albany for the purchase of an 18m<sup>3</sup> side tipping tandem axle trailer for the quoted price of \$86,000 ex GST. Further, Council recognises the acquisition as over budget.”*

**10.14 PURCHASE OF A TANDEM AXLE DOLLY**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0303</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>14 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider quotations received for tandem axle dolly.

**Background:** Council made provisions in the 2011-2012 budget to purchase a tandem axle side tipper and a tandem axle dolly to be utilized between float and side tipper.

**Comment:** Six companies were asked to quote on the tandem axle dolly and 4 quotations have been received. Engineering companies who were asked to quote are recognized trailer builders.

Quotations received (ex GST) are set out in the table below.

Evertrans Albany	\$25,500
Allroads Albany	\$22,000
Howard Porter	\$24,600
Lake Grace Engineering	\$22,273

It is recommended that Council accepts the quote from Allroads in Albany.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** The Allroads quote will exceed the budget by \$2,000. The over budget amount can be offset by the savings made in the recent purchase of the new truck Iveco truck which will cost a total of \$275,410. Council made a provision of \$320,000 with an anticipated trade for the existing truck of \$70,000. The tender has not yet been called for the trade vehicle.

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

**Voting Requirements:** Simple Majority

Officer Recommendation: *“That Council accepts the quote from Allroads Albany of \$22,000 ex GST for the supply of a tandem axle dolly. Further Council recognises the acquisition as over budget.”*

**Council Resolution:** *Refer to Council Resolution at Item 10.12 -*

*“That Council adopts En Bloc the Officer’s Recommendations from Item 10.12 to Item 10.14.”*

*“That Council accepts the quote from Allroads Albany of \$22,000 ex GST for the supply of a tandem axle dolly. Further Council recognises the acquisition as over budget.”*

**CARRIED 6/0**

**10.15 CENTRAL GREAT SOUTHERN CRICKET ASSOCIATION**


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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>CP.PR.10, ADM0061</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Community Services Officer</b>
<b>Date:</b>	<b>17 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The Central Great Southern Cricket Association is requesting assistance from the Dry Season Assistance Scheme to provide entertainment at its annual fundraising event for 2011.

**Background:** In December 2010 the State Government announced community service grants were available to local governments affected by the 2010 dry season. The Broomehill-Tambellup shire received \$20,000 to be spent on one or more community events that help maintain community spirit and welfare. Events are to be held by 30 November 2011.

An additional contribution of \$1000 was received from the Lord Mayor's Distress Relief Fund.

Community groups in Broomehill and Tambellup were invited to submit expressions of interest in holding events which met the funding criteria, including:

- the involvement of community groups;
- the demonstration of benefit to the community; and
- as far as possible, be inclusive of all members of the community.

To date funds totalling \$20,171 have been distributed to community groups for local events.

The Central Great Southern Cricket Association (CGSCA) proposes to hold its annual fundraiser and get together for all clubs at the Sprigg Bar in Katanning on November 12, and seeks a contribution towards the provision of a guest speaker or other entertainment for the evening. It is estimated the cost for such entertainment is in the order of \$1000.

**Comment:** The Association has recently merged with the Mt Barker & Districts Cricket Association to significantly expand the competition. Teams are nominated from Broomehill, Tambellup, Katanning, Woodanilling, Dumbleyung, Gnowangerup, Cranbrook, Mt Barker and Frankland. This summer is the first season of the new competition.

The event will be held in Katanning as the Association feels this is central for most clubs and there is a greater potential to attract patrons from the wider community.

**Consultation:** Brant Dennis, President CGSCA



**Statutory****Environment:** Nil**Policy Implications:** Nil**Financial****Implications:**

Dry Season funding of \$829 remains and is available for projects which may arise. Council is eligible to retain up to 10% of the \$20,000 funding received to cover administrative costs. Funds are required to be spent by 30 November 2011.

**Strategic****Implications:**

This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority**Officer****Recommendation:**

*“That Council does/does not make a contribution of \$..... from Dry Season Assistance Scheme funding to the Central Great Southern Cricket Association for the provision of entertainment at the annual fundraising evening on 12 November 2011.”*

**Council Resolution:**

*Moved Cr Crosby, seconded Cr Sheridan*

*“That Council makes a contribution of \$250 from Dry Season Assistance Scheme funding to the Central Great Southern Cricket Association for the provision of entertainment at the annual fundraising evening on 12 November 2011.”*

*LOST 1/5*

**Council Resolution:**

*111016*

*Moved Cr Sadler, seconded Cr Thompson*

*“That Council does not make a contribution from Dry Season Assistance Scheme funding to the Central Great Southern Cricket Association for the provision of entertainment at the annual fundraising evening on 12 November 2011.”*

*CARRIED 5/1*

**Reason For Change to****Officer****Recommendation:**

Council wished to allocate the remaining \$829 Dry Season Assistance Scheme Funding to cover administration costs.

**10.16 HOUSING MAINTENANCE – 27 EAST TERRACE, TAMBELLUP**


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<b>Program:</b>	<b>Staff Housing</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM009</b>	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>18 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider replacement of the kitchen bench and cupboards at 27 East Terrace, Tambellup.

**Background:** A recent inspection of this property has revealed that the kitchen benches and cupboards are in a poor and worn condition, and are the original fit out when the house was constructed.

Internally, the cupboard shelving is badly worn and the melamine has become thin from cleaning over the years. The external laminate is worn and badly chipped.

A quote had been obtained from Wilko’s Kitchens, Albany to supply and fit new a new kitchen for an estimated \$5,000. An electrician and plumber would need to be contracted to complete the installation. It is estimated that \$7,000 would be required to replace the kitchen.

**Comment:** This property has had a new oven installed some 3-4 years ago, which does not require replacing.

Internally, the house is in good order and has been well maintained over the last few years. Replacement of the kitchen would significantly enhance the appearance and amenity of the property.

Renovation of the kitchen is included in the Building Maintenance Schedule, but is not due to be undertaken until 2013/2014.

**Consultation:** Chief Executive Officer

**Statutory Environment:** Local Government Act 1995 S6.8

**Policy Implications:** Nil

**Financial Implications:** Provision of \$1,500 was included in the 2011/2012 Budget for minor maintenance for this property. An amount of \$7,000 is required to replace the kitchen and Council will need to recognise this expenditure as unbudgeted.

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

**Voting Requirements:** Absolute Majority

Local Government Act 1995 Section 6.8 states that an absolute majority is required when authorising expenditure that has not been included in the Annual Budget.

**Council Resolution:**     ***111017***

*Moved Cr Kempin, seconded Cr Sadler*

*“That Council allows \$7,000 to replace the kitchen at 27 East Terrace, Tambellup and recognises this as unbudgeted expenditure.”*

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

**11.     UNDER SEPARATE COVER ITEMS**

Nil

**12.     REPORTS**

**12.1 PLANT REPORT FOR SEPTEMBER 2011**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 10 October 2011  
**Disclosure of Interest:** Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano	1020	2010	2010		
BH00	Ford Ranger Dual Cab	31096	2010	2010		30k Service done
BH002	ISUZU 6 Wheel Tipper	72022	2008	2008	7 yrs / 250,000 km	New tyres
BH003	Isuzu NPR300 Crew Cab Truck		2009		5 yrs / 100,000 km	OK
BH004	CAT 12M	1626	2009	2009		1500 Service done. Hubs warranty
BH005	Cat Multi Tyre	194	2011	2011	7 yrs / 8,000 hrs	OK
BH006	Volvo 710	5711	2004	2004	7 yrs / 8,000 hrs	Master cylinder
BH007	John Deere Ride on Mower	220	2003	2003	5 yrs / 5,000 hrs	New drive shaft
BH008	VOLVO L70D Loader	6337	2001	2001	7 yrs / 8,000 hrs	Minor repairs
BH009	Toyota Hilux	19240	2009			OK
BH010	6x4 Fuel Trailer		1981	1981		New wheel bearings
BH012	Isuzu Fire Truck	7241	1995	2004		OK
BH013	John Deere 315SG Backhoe	2591	2003	2003	10 yrs / 8,000 hrs	Service due

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0TA	Holden Caprice		2011			
TA052	Toyota Hilux 4x4	24357	2009			OK
TA001	Ford Ranger Dual Cab	36000	2009			OK
ITA	Ford Territory				1 yr / 40,000 km	
TA1880	Isuzu Gigamax Truck	74190	2008	2008	5 yrs / 250,000 km	OK
TA092	Isuzu Gigamax Truck		2007	2007	5 yrs / 250,000 km	Frame welding
TA386	Mitsubishi Fuso Truck	75920	2007	2007	5 yrs / 250,000 km	OK
TA18	12H Grader	5013	2006	2006	7 yrs / 8,000 hrs	Circle repairs
BH014	Ford Ranger Single Cab	26940	2010			OK
TA281	930G Loader	3653	2007	2007	7 yrs / 8,000 hrs	Minor repairs
TA392	Tractor Mower	2230			5 yrs / 5,000 hrs	OK
TA417	John Deere Gator	265	2009			OK
BH001	CAT Vibe Roller	871	2009			OK
TA017	Isuzu Tipper	68208	2009			OK
	Slasher				10 yrs	Broken wheel
XTR579	Road Broom				10 yrs	New broom shaft
TA06	Jet Patcher Isuzu	83728	2007	2010		Auxiliary engine failure
IDCF535	TORO 3500D	309	2009	2009		Service done
TA005	John Deere Tractor 6330	980	2008	2008	10 yrs / 8,000 hrs	OK

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**12.2 WORKS AND MAINTENANCE REPORT FOR SEPTEMBER 2011**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>10 October 2011</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Gardeners carrying out general duties around town.
- Laurie Hull is going to carry out full town spraying.
- New controller for solar lights has arrived but is not fitted yet.
- New hole to be installed at the refuse site in the near future.
- Skate park work is complete. Looking at fitting a grinding rail.
- No more water has been pumped to the complex dam.
- With a good season gardeners are struggling to maintain grass.
- New plants installed at the rest stop and office gardens. Hopefully they will get a chance to grow.
- There have been no community workers for the last month.
- Oval sprayed for broad leaf weeds.

**Tambellup**

- Oval sprayed for broad leaf weeds.
- Plants replaced in gardens that had been vandalized.
- New plants installed around town that haven't been growing in the same manner as the rest.
- Maintenance crew measuring up shire's assets for the strategic plan.
- Diprose park grass needs aerating with some dieback areas in lawn.
- Oval will be fertilized in the next couple of weeks.
- Builder to repair toilets after being vandalized.
- Gardeners spraying weeds around town.
- Laurie Hull to commence town spraying this month.

**Roads**

- Construction crew have completed the full 10km of re-sheeting of gravel on the Greenhills Road. This project is currently under budget but we have exhausted gravel stockpiles. Crew hauled approximately 13,000 cubic metres of gravel.
- Crews will be shifting to the Broomehill-Kojonup Road to start widening. There is still no permit for clearing and crew will only be able to clear to the top of the back slope. If the permit is approved after construction we will return to complete the clearing.
- Looking to have some gravel in place on the Broomehill-Kojonup Road so compaction can be gained from trucks during the harvest season.
- Early plans were to get both Broomehill-Kojonup and Gnowangerup Roads completed with gravel so trucks could compact shoulders during the harvest period on both main roads. Weather hasn't permitted us to start either road.
- Will be commencing Gnowangerup Road early in 2012.

- Maintenance grading is slow due to the absence of operators. There has been a problem keeping machines working. Currently training more operators.
- Currently a one man maintenance crew. He has been carrying out signage work and guide post replacements. He is also gathering information for the strategic plan.
- New employee has started to help with maintenance and is a trainee operator.
- Road side spraying to get underway this month.

### **Plant**

- Jetpatcher was sent to Kellerberrin and compressor motor failed. Kellerberrin Shire operator carried out full prestart inspection. Compressor motor failed within the first couple of hours of operation. Looks like a conrod has failed and went through the side of the block. Compressor motor has been replaced with a new unit.
- Manager of Works Vehicle still not supplied but told that it is currently in the country.
- Works twin cab vehicles have exceeded the maximum kilometres before trading. This is due to no new models in the country.
- Continual problems with mowers. These are an aging fleet.
- Volvo grader has been down waiting for parts. Clutch master cylinder was 3 weeks wait.
- Blade circle repairs carried out by Westrac to the older Cat 12H.

**RECEIVED**

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**12.3 BUILDING SURVEYOR'S REPORT FOR SEPTEMBER 2011**

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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>BSR Report and Activity Statement</b>
<b>File Ref:</b>	<b>ADM0076</b>
<b>Author:</b>	<b>D Baxter</b> <b>Building Surveyor</b>
<b>Date:</b>	<b>11 October 2011</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of September 2011 that have been sent to all the relevant authorities that are required by legislation.

**Background:** These reports advise of the building approvals and the activity of the Building Surveyor for the month of September 2011.

**Comment:** These reports confirm the activity of the Building Surveyor.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *Council discussed the Officer's Report.*

**Reason For Change to Recommendation:**



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**12.4 LIBRARY REPORT – SEPTEMBER 2011**

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**Program:** Recreation & Culture  
**Attachment:** Library Report – September 2011  
**File Ref:** ADM0097  
**Author:** C Brown Library Officer  
**Date:** 11 October 2011  
**Disclosure of Interest:** Nil

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**Summary:** Attached is a Library Report prepared by Colleen Brown, Library Officer for Broomehill and Tambellup, outlining the activities of both libraries within each town.

**Background:** This report outlines the activities of both Broomehill and Tambellup libraries for the month of September 2011.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *For Councillor information only.*

**Reason For Change to Recommendation:**

12.5

**TAMBELLUP      INDEPENDENT      LIVING      SENIORS  
ACCOMMODATION (TILSA)**

## OCTOBER COUNCIL UPDATE

After a successful R4R Great Southern Grant Scheme application last month we have unfortunately been unsuccessful in our second grant application through the Regional Development Australia Fund (RDAF), in which received 550 national applications. A second round will open in November with a pool of \$150 million available.

The outcome for our third Action Agenda grant will be known in November.

The project costs are as follows:

TILSA PROJECT COST	\$1 681 000	
<u>CONFIRMED CASH</u>		
* INKIND COUNCIL CONTRIBUTION		\$185 000
* TA SENIORS CITIZENS UNIT MGMT COMMITTEE		\$100 000
* BENDIGO BANK		\$50 000
* SHIRE BT RESERVE ACCOUNT		\$100 000
* 2012 COUNTRY LOCAL GOVT FUND		\$176 000
* R4R GREAT SOUTHERN GRANT SCHEME		\$145 000
	<b>\$1 681 000</b>	<b>\$756 000</b>

In the Action Agenda grant we have applied for \$770 000, at this stage we are still require an additional \$925 000 to make up our total project costing of \$1 681 000. If we are successful with the \$770 000 our remaining deficit will be \$155 000. Hopefully in the following months we will know the outcome of the Action Agenda grant and then have a clear idea of the amount of cash we require for our application in round two of the RDAF.

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Mr Kim Hastie, Acting Chief Executive Officer as of 24 October 2011, entered the meeting at 5.36pm.

## 12.6

## CLUB DEVELOPMENT OFFICER REPORT SEPTEMBER 2011



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**SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP**

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**SHIRE OF BROOMEHILL-TAMBELLUP****Name of towns within the shire:**

- Broomehill
- Tambellup

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

**Broomehill Bowling Club** has completed the Community Sporting and Recreation Facilities Fund (CSRFF) application to install a synthetic bowling green at the Broomehill Complex to replace the existing grass greens. The application will be in the October Ordinary Meeting Council Agenda so it can be approved by Council before the application can be submitted to the Department of Sport and Recreation (DSR) in November 2011.

**Broomehill Cricket Club** inquired on how they can create a new cricket club to include in their association. I am currently using the Department of Sport and Recreation resources in assisting them in getting the club up and running before the 2011/12 season.

**Tambellup Golf Club** has requested assistance in sourcing funding to install synthetic t-boxes in their golf course.

**Tambellup Hockey Club** Lighting Committee attended the Bright Ideas Lighting Solution Workshop held in Albany on Thursday 11 August 2011. The committee is currently liaising with a local lighting company for quotes and advice on their project. Once this has been established the Tambellup Hockey Club intends to apply for funding through the Department of Sport and Recreation and the Shire of Broomehill-Tambellup to replace/improve the current lighting at the Tambellup Sports Ground.

**SHIRE OF KOJONUP****Name of towns within the shire:**

- Kojonup
- Muradup
- Jingalup
- Qaelup
- Boscabel

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

**Kojonup Netball Club** has collected quotes to replace/repair the current netball courts. The Kojonup Netball Club intend to apply for funding through the Department of Sport in 2012/13 round.

**OTHER**

DSR with Sport 4 All will be running a new program called *KidsSport* which allows eligible youth 5-18 years to apply for financial assistance to contribute to club fees. The fees will go directly to the registered KidSport clubs participating in the project through their local government.

I will be attending the 2011 Club Conference, Sport and Recreation Industry Awards Dinner and a Professional Development Day held in Perth late November 2011.

As a part of International Volunteer Day held on 5 December at the Albany Entertainment Centre, DSR wishes to acknowledge the contribution sport and recreation administrators and boards make to regional sport delivery in the Great Southern. DSR requests one nomination from each Shire to attend.

The proposed workshop and seminar schedule for the current financial year is as follows:

- International Volunteer Day Volunteer Recognition Event - Monday 5 December
- Coaches Club Workshop & Dinner - Wed 7 Dec
- Grant Writing Workshops - End Jan/Early Feb
- How to Create Safe Environments for Children in Sport and Recreation - Feb/March
- Corporate Governance - April
- Using Social Media & Website Development - May/June

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

Nil

**14. DATE OF NEXT MEETING**

15<sup>th</sup> December 2011

**15. CLOSURE**

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.50pm.