



Ordinary Meeting of Council

MINUTES

20 October 2016

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



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SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 20 October commencing at 4.06pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

| | | |
|-----------------|-----------------|-------------------------------|
| Present: | Cr GM Sheridan | President |
| | Cr SJF Thompson | Deputy President |
| | Cr MR Batchelor | |
| | Cr TW Prout | |
| | Cr MC Paganoni | |
| | Cr CL Dennis | |
| | Cr ME White | |
| | KB Williams | Chief Executive Officer (CEO) |
| | GC Brigg | Manager of Works |
| | KP O'Neill | Manager Finance and Assets |

Apologies: JA Stewart, PA Hull, LK Cristinelli

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.06pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Cr Prout declared a financial interest in Item 10.10

Cr Dennis declared a financial interest in Late Item 10.12

Cr Sheridan declared a financial interest in Late Item 10.12

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 15 SEPTEMBER 2016

161001

Moved Cr Thompson, seconded Cr Paganoni

“That the Minutes of the Ordinary Meeting of Council held on 15 September 2016 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Councillor Sheridan acknowledged the work of the new Chief Executive Officer and also acknowledged that he would need the support of all Councillors as he familiarised himself to the Shire and the role.

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR SEPTEMBER 2016

| | |
|--------------------------------|---|
| Program: | Other Property and Services |
| Attachment: | Monthly Financial Statements for September 2016 |
| File Ref: | Nil |
| Author: | KP O’Neill Manager Finance and Assets |
| Date: | 13 October 2016 |
| Disclosure of Interest: | Nil |

Summary: Council to consider the monthly financial report for the period ending 30 September 2016.

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 2016/17 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Rates were levied on 29th July and the 28 day discount period ended on Friday 26th August. Council budgeted \$80,000 for rates discount, and \$85,092 in discount has been granted. For ratepayers wanting to take advantage of the 2 and 4 instalment options, the first payment was due on Friday 2nd September; 57 assessments have chosen the 4 instalment option and 21 assessments the 2 instalment option. The second instalment on the 4 instalment plan is due on 2nd November 2016; the second (and final) payment on the 2 instalment plan is due 3rd January 2017.

Final notices have been issued to ratepayers who have not opted to pay by either of the instalment plans, or made arrangements with the office to pay their overdue balance. Overdue balances will be pursued with assistance from Councils debt recovery agency, CS Legal.

Note 2 in the financial statements reports the material variances shown in the Statement of Financial Activity by Reporting Program, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

Consultation: Nil

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

34. Financial activity statement report

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing –
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

Policy Implications: Nil

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

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

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

Workforce Plan Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *161002*

Moved Cr Batchelor, seconded Cr Prout

“That the Financial Statement for the period ending 30 September 2016 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID SEPTEMBER 2016

| | | |
|--------------------------------|--|-----------------------------------|
| Program: | Other Property and Services | |
| Attachment: | List of Payments for September 2016 | |
| File Ref: | Nil | |
| Author: | KP O'Neill | Manager Finance and Assets |
| Date: | 13 October 2016 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during September 2016.

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 | \$1,153,338.18 |
| Trust Fund | \$55,715.50 |
| Credit Cards | \$4,582.23 |
| <u>Total</u> | <u>\$1,213,635.91</u> |

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

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

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *161003*

Moved Cr Paganoni, seconded Cr Dennis

“That the list of accounts paid during September 2016, consisting of:-

- Municipal Fund cheques numbered 3232 to 3281 inclusive; electronic payments numbered EFT8123 to EFT8140, EFT8142 to EFT8218 inclusive; and direct debits numbered DD4326.2, DD4330.1 to DD4330.4, DD4349.1 to DD4349.5 and totalling \$1,153,338.18;*
- Trust Fund cheque number 439 and electronic transfers EFT8141 and EFT8223 totalling \$55,715.50; and*
- Credit Card payments totalling \$4,582.23;*

be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 DAFFODIL DAY FUNDRAISER – HALL HIRE FEES

| | | |
|--------------------------------|---|--------------------------------|
| Program: | Governance | |
| Attachment: | <ul style="list-style-type: none"> • Incoming Correspondence • Original Policy – 1.2 - Use of Shire Facilities • Draft Copy of Updated Policy – 1.2 Use of Shire Facilities | |
| File Ref: | ADM0066 | |
| Author: | KB Williams | Chief Executive Officer |
| Date: | 7 September 2016 | |
| Disclosure of Interest: | Nil | |

Summary: For Council to consider a request to exempt the Daffodil Day fundraiser from hall hire fees.

Background: Council has received a written request to waive the hall hire fees for the Tambellup Hall for the annual Daffodil Day event. Correspondence from the event organisers is attached.

Comment: The request from the Daffodil Day event organisers is made on the premise that a bond has been paid in advance when the event was first established.

The organisers reasonably argue that the event has a proven history and, given that all proceeds after costs from the event are donated, the hall fees impact significantly on the amount that can be donated.

It is recommended that the request be supported. Minor amendments to the policy are also recommended.

Consultation: Nil

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

Policy Implications: Nil

Strategic Implications: Strategic Community Plan – *Strengthening Community Spirit*

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

Financial Implications: The cost of the hire of the Hall in 2016 was \$300.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: **161004**

Moved Cr Dennis, seconded Cr Batchelor

“That Council modify Policy No 1.2 – Use of Shire Facilities to include the Daffodil Day Fundraiser in the list of groups to have Shire facility hire costs waived.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

| | | |
|--------------------------------|--|---|
| 10.04 | REQUEST TO FLY ABORIGINAL FLAG AT COUNCIL OFFICES | |
| Program: | Governance | |
| Attachment: | Nil | |
| File Ref: | ADM0145 | |
| Author: | PA Hull | Strategic Support & Projects Officer |
| Date: | 4 October 2016 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider flying the Aboriginal flag at its offices in Broomehill and Tambellup.

Background: Correspondence has been received from the Tambellup Aboriginal Progress Association (TAPA) asking for Council to consider flying the Aboriginal flag at the Shire office in Tambellup.

The group states that although the gesture may seem symbolic, it would promote a sense of belonging and acceptance within the community.

Comment: The Shire enjoys a positive relationship with the indigenous community, and it is considered the flying of the Aboriginal flag at both the Broomehill and Tambellup offices will further strengthen this relationship.

As Councillors may be aware, there are strict protocols regarding the flying of the national flag in conjunction with state and other flags. As government organisations, local governments are required to fly the national flag daily.

Currently, there is only one flag pole installed at each office. In considering this request, Council may also wish to consider whether it wishes to fly the State flag as well, in which case an additional four flagpoles would need to be purchased and installed - two at each office.

Quotes for the purchase of four additional flagpoles have been obtained indicating a cost of \$2,152 plus GST. Installation can be completed by a local contractor.

While there is no formal requirement for Council to agree to the request and undertake these works, it is considered a positive action in the spirit of reconciliation.

For Council discussion.

Consultation: May Penny, Chairperson TAPA
Chief Executive Officer
Manager of Works

Statutory Environment: Nil; however the Australian Government has strict protocols on the flying of the National flag, on its own and in conjunction with other flags. These protocols will be observed.

Policy Implications: Nil

Strategic Implications: Strategic Community Plan - This proposal fits within the Community Aspiration of ‘*Strengthening Community Spirit*’.

Asset Management Implications: The flagpoles will form part of Council’s assets.

Financial Implications: Costs for the purchase of four additional flagpoles can be allocated to Council’s 2016-2017 parks and gardens budget.

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

Voting Requirements: Simple Majority

Council Decision: *161005*

Moved Cr Batchelor, seconded Cr Sheridan

“That Council advises the Tambellup Aboriginal Progress Association that it agrees to the request to fly the Aboriginal flag at the Council offices in Broomehill and Tambellup.”

MOTION LOST 2/5

Council Decision: *161006*

Moved Cr Batchelor, seconded Cr Sheridan

“That Council determines to purchase four additional flagpoles at a cost of \$2,152 plus GST to facilitate the flying of the State and Aboriginal flags in addition to the National flag at its offices in Broomehill and Tambellup.”

MOTION LOST 2/5

Council Decision: *161007*

Moved Cr White, seconded Cr Paganoni,

“That Council authorises purchase of a second flagpole to be installed at both the Broomehill and Tambellup offices to facilitate flying of the Aboriginal flag during NAIDOC Week, and the State flag for the remainder of the year.”

CARRIED 4/3

Reason For Change to Recommendation: Council determined that sufficient funding was available in the 2016/17 budget to accommodate installation of one additional flagpole at each of the Shire offices.

10.05 ORDINARY COUNCIL MEETING DATES 2017

| | | |
|--------------------------------|-----------------------|---|
| Program: | Governance | |
| Attachment: | Nil | |
| File Ref: | ADM0091 | |
| Author: | LK Cristinelli | Governance and Executive Assistant |
| Date: | 6 October 2016 | |
| Disclosure of Interest: | Nil | |

Summary: Council is required to determine and advertise its Ordinary Meeting dates, time/s and venue/s for the 2017 calendar year.

Background: The *Local Government Administration Regulations 1996 reg 12 (1)* requires that at least once a year a local government is to give local public notice of the date on which, and the time and place at which, its Ordinary Meetings of Council are to be held for a twelve month period (2017).

Comment: Council currently holds its meetings on the third Thursday of each month with the exception of January (nil meeting) unless otherwise determined and advertised throughout the course of the year. In keeping with past practice, if meetings continue to be held on the third Thursday of each month, during 2017, the meeting dates will be as follows:

| | | |
|-------------|--------------|------------|
| 16 February | 16 March | 20 April |
| 18 May | 15 June | 20 July |
| 17 August | 21 September | 19 October |
| 16 November | 21 December | |

For Council discussion and decision.

Consultation: Nil

Statutory Environment: *Local Government Administration Regulations 1996 reg 12 (1)*
Local Government Act 1995 sec 5.25 (g)

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: Council is required to advertise the dates

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Decision: *161008*

Moved Cr Batchelor, seconded Cr Dennis

“That the Shire of Broomehill-Tambellup conducts its Ordinary Meetings in the Tambellup Council Chambers commencing at 4.00pm on the following dates during 2017:

| | | |
|--------------------|---------------------|-------------------|
| <i>16 February</i> | <i>16 March</i> | <i>20 April</i> |
| <i>18 May</i> | <i>15 June</i> | <i>20 July</i> |
| <i>17 August</i> | <i>21 September</i> | <i>19 October</i> |
| <i>16 November</i> | <i>21 December”</i> | |

CARRIED 7/0

Reason For Change to Recommendation:

10.06 **AUDIT REPORT FOR THE YEAR ENDING 30 JUNE 2016**

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Auditors Report & Management Letter |
| File Ref: | ADM0058 |
| Author: | KP O'Neill Manager Finance and Assets |
| Date: | 7 October 2016 |
| Disclosure of Interest: | Nil |

Summary: Council to consider the Auditors Report for the year ending 30 June 2016.

Background: In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the Auditors report for the year ending 30 June 2016 and is to determine if any matters raised by the Auditors require action to be taken.

A copy of the Auditors Report is attached. The Annual Financial Report for the year ending 30 June 2016 forms part of the content of the 2015-2016 Annual Report, which will be adopted in a separate item.

Comment: Council's Auditors, Lincolns, were onsite over two days on 29 and 30 August 2016 to undertake the annual audit for the year ending 30 June 2016.

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

The Auditor has provided comments on Council's financial performance for the year, which is measured by the seven ratios prescribed in the Local Government (Financial Management) Regulations 1996. The ratios are reported at Note 19 (page 42) and the two Asset Ratios on page 61 of the financial statements.

The 30 June 2016 ratios have been adversely affected by receipt of the WA Local Government Grants Commission advance payment of approximately 50% of Council's 2015-16 Financial Assistance Grants (FAGs) in the previous financial year (2014-15). The advance payment amounted to \$901,377 and, while this amount was carried forward in the 30 June 2015 surplus as unrestricted cash, it could not be included in the calculations for the ratios at 30 June 2016.

Demolition of the Tambellup Pavilion has also negatively impacted the calculations for two ratios (Debt Service Cover Ratio and the Operating Surplus Ratio), as the significant loss recorded on disposal of this asset has reduced the Net Result reported in the Statement of Comprehensive Income which is used in the calculation of the two ratios.

Current Ratio

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

Council's result of 0.745 does not meet the standard and is reduced from the previous year. This can be attributed to the advance payment of 2015-16 FAGs on 30 June 2015.

Asset Sustainability Ratio

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

Council's result of 2.029 exceeds the standard, and is consistent with prior years. This can be attributed to Council maintaining to undertake a fairly significant road construction and capital works program during the year.

Debt Service Cover Ratio

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

Council's result of (12.592) in 2016 is poor and this negative result is attributable to the advance payment of FAGs in 2014-15. The advance payment of this funding effectively reduces Council operating revenues for the year by \$901,377, the calculations for this ratio do not take into account unrestricted funds carried forward in the surplus. Demolition of the Tambellup Pavilion also impacts this ratio, as the significant loss recorded on disposal of this asset reduces the Net Result in the Statement of Comprehensive Income.

Council currently has three loans outstanding with the WA Treasury Corporation and the total repayments (principal and interest) are approximately \$63,200 per annum.

Operating Surplus Ratio

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

This ratio is a key indicator of a Council's performance and is often used to measure financial sustainability. The 2016 result of (0.671) does not meet the basic standard. This is due, in part, to the receipt of the advance payment of 2015-16 FAGs in the previous financial year. Demolition of the Tambellup Pavilion also impacts this ratio, as the significant loss recorded on disposal of this asset reduces the Net Result in the Statement of Comprehensive Income.

Own Source Revenue Coverage Ratio

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

Council's 2016 result of 0.467 meets the basic standard. Smaller rural Councils have limited rate bases and revenue raising opportunities than larger Councils.

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

Asset Consumption Ratio

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

Council's result of 0.644 meets the standard and is consistent with the previous year. This is a direct result of the revaluation of Assets at fair value, particularly Infrastructure which has by far had the most significant impact on the ledgers.

Asset Renewal Funding Ratio

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

Council's result of 0.812 indicates that the projections for asset renewal included in the Long Term Financial Plan offset the current consumption of assets. This ratio will improve as the Long Term Financial Plan and Asset Management Plans are reviewed and aligned.

A legislative requirement associated with this audit report is that Council is required to meet (which can be by way of telephone) with the auditor at least once in every year. The Audit Committee last met with the auditor, Russell Harrison, by way of teleconference at their meeting in February 2016. The meeting was held prior to the ordinary Council meeting. At this point the auditor has been "pencilled in" for a meeting with the Audit Committee prior to the 16 February 2017 Council meeting.

Consultation:

Chief Executive Officer
Lincolns

Statutory**Environment:**

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

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

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

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

Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.

Policy Implications:

There is no policy in relation to this item.

Strategic**Implications:**

Strategic Community Plan 2012-2022

Being Well Governed

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

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

Asset Management**Implications:**

There are no implications for the Asset Management Plan.

Financial**Implications:**

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

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Voting**Requirements:**

Simple Majority

Council Decision: **161009**

Moved Cr Batchelor, seconded Cr White

“That Council accepts the Auditors Report for the year ending 30 June 2016.”

CARRIED 7/0

Council Decision: **161010**

Moved Cr Batchelor, seconded Cr White

“That Council conduct its annual meeting with the Auditor in conjunction with the 16 February 2017 Council meeting.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.07 ANNUAL REPORT FOR 2015-2016

| | | |
|--------------------------------|--|-----------------------------------|
| Program: | Governance | |
| Attachment: | Copy of the draft Annual Report 2015-2016 | |
| File Ref: | ADM0340 | |
| Author: | KB Williams | Chief Executive Officer |
| | KP O'Neill | Manager Finance and Assets |
| Date: | 12 October 2016 | |
| Disclosure of Interest: | Nil | |

Summary: Council to:-

1. adopt the 2015-2016 Annual Report;
2. confirm the date for the annual electors meeting.

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

The 2015-2016 Financial Report, as prepared by staff, has been audited by Council's Auditor, Russell Harrison of Lincolns and Council has dealt with this matter earlier in the meeting.

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

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

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

The Local Government Act 1995 requires that a Council is to hold an annual electors meeting within 56 days of accepting the Annual Report. The annual electors' meeting is proposed to be held on Thursday 8 December 2016.

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

Consultation: Nil

Statutory

Environment:

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

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

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

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

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

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

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

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

Policy Implications: Nil

Strategic

Implications:

This issue is not dealt with in the Plan

Asset Management

Implications:

There are no Asset Management Implications for Council

Financial

Implications:

This issue has no financial implications for Council

Workforce Plan

Implications: There are no Workforce Plan Implications for Council

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

Simple majority required to accept the second recommendation.

Council Decision: *161011*

Moved Cr Dennis, seconded Cr Paganoni

“That Council, by an Absolute Majority, accepts the Annual Report, including the audited Financial Statement for the year ending 30 June 2016.”

*CARRIED 7/0
By Absolute Majority*

Council Decision: *161012*

Moved Cr Prout, seconded Cr Batchelor

“That Council holds the general meeting of electors on Thursday 8 December 2016.”

CARRIED 7/0

Reason For Change to Recommendation:

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

| | | |
|--------------------------------|--|----------------------------|
| Program: | Economic Services | |
| Attachment: | <ul style="list-style-type: none"> • Current Agreement • Map of bore locations • October 2013 Council Review Minute Item | |
| File Ref: | CLAF062; ADM0293 | |
| Author: | JA Stewart | Manager Corporate Services |
| Date: | 5 October 2016 | |
| Disclosure of Interest: | Nil | |

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

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

151012

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

- *Messrs Dawson Patterson and Rowland Sprigg may (and preferably, where possible) pump from the Anderson Bore (marked 'B' on the presented map) between 01st May 2016 and 31st October 2016;*
- *Messrs Dawson Patterson and Rowland Sprigg are granted permission to pump from Anderson Bore 'B' between the hours of 10.00pm and 6.00am in the months November 2015 through to April 2016 inclusive;*
- *Messrs Dawson Patterson and Rowland Sprigg will adhere to the following conditions with regard to the aforementioned Bore:*
 - *maintain, at their cost, the submersible pump;*
 - *pay the power costs of the Bore;*
 - *regularly check the condition of the pump and tank;*
 - *have a spare submersible pump on hand in case of pump failure;*
- *This Agreement is to be reviewed annually; however, may be reviewed earlier or more regularly, depending on seasonal conditions, to ascertain if a change in pumping dates and times is necessary; and*
- *Council reserves the right to withdraw this approval."*

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

- Comment:** The Anderson bores are located in the south east section of the Shire and provide rural residents with access to water for servicing stock and for meeting spraying requirements.
Alternatively, the nearest water supply is via standpipes within the Tambellup townsite that are not easily accessible to rural residents within the above mentioned area.
- The author has spoken to Mr Patterson regarding the Agreement and has been advised that he and Mr Sprigg are happy to continue with the current arrangement for the next twelve months.
- Consultation:** Mr Dawson Patterson
- Statutory Environment:** Nil
- Policy Implications:** Nil
- Strategic Implications:** This issue is not dealt with in the Plan
- Asset Management Implications:** There are no asset management implications
- Financial Implications:** This issue has no financial implications for Council
- Workforce Plan Implications:** There are no workforce plan implications for Council
- Voting Requirements:** Simple Majority

Council Decision: 161013***Moved Cr Dennis, seconded Cr Batchelor***

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

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

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.09 TAMBELLUP COMMUNITY RESOURCE CENTRE INC. - REVIEW OF MEMORANDUM OF UNDERSTANDING

Program: Recreation & Culture
Attachment: Memorandum of Understanding
File Ref: ADM0111 & CLAF071
Author: JA Stewart Manager Corporate Services
Date: 6 October 2016
Disclosure of Interest: Nil

Summary: Council to review the Memorandum of Understanding (MOU) between the Shire of Broomehill-Tambellup and the Tambellup Community Resource Centre Inc. (CRC) for the use of the building situated at 34 Norrish Street, Tambellup as a resource centre and library.

Background: The current MOU (2014) between Council and the CRC represents a review of the original document formed in October 2010 to formalise the responsibilities of both parties and to assist future funding applications pursued by the CRC Management Committee. The building has been occupied by the CRC for the past eighteen years and has had considerable refurbishment in the way of equipment, improvements and maintenance during that time.

Comment: CRC management has been contacted and the author has been advised that there are nil changes requested to the document; however, it is recommended that the maintenance referred to in clause 5 is clarified as referring to *minor building maintenance*. The date of the MOU will be updated to 01 November 2016 as a matter of course (amendments shown in red font).

For Council discussion and comment.

Consultation: Shane Malland - Tambellup Community Resource Centre Inc

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: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: **161014**

Moved Cr Prout, seconded Cr White

“That Council extends its Memorandum of Understanding (MOU) with the Tambellup Community Resource Centre for the use of the building situated at 34 Norrish Street, Tambellup, for the purpose of a community resource centre and library, with amendments as presented.

The MOU is to be reviewed in October 2018.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.10 PROPOSED DEVELOPMENT – AMBULANCE SUB CENTRE – 58 HENRY STREET TAMBELLUP

| | |
|--------------------------------|--|
| Program: | Planning |
| Attachment: | <ul style="list-style-type: none"> • Proposed Plans • Incoming correspondence |
| File Ref: | A397 & ADM0066 |
| Author: | KB Williams Chief Executive Officer |
| Date: | 14 October 2016 |
| Disclosure of Interest: | Cr Prout declared a financial interest as he is an active member of the Tambellup St John Ambulance Sub Centre, and left the meeting at 4.45pm. |

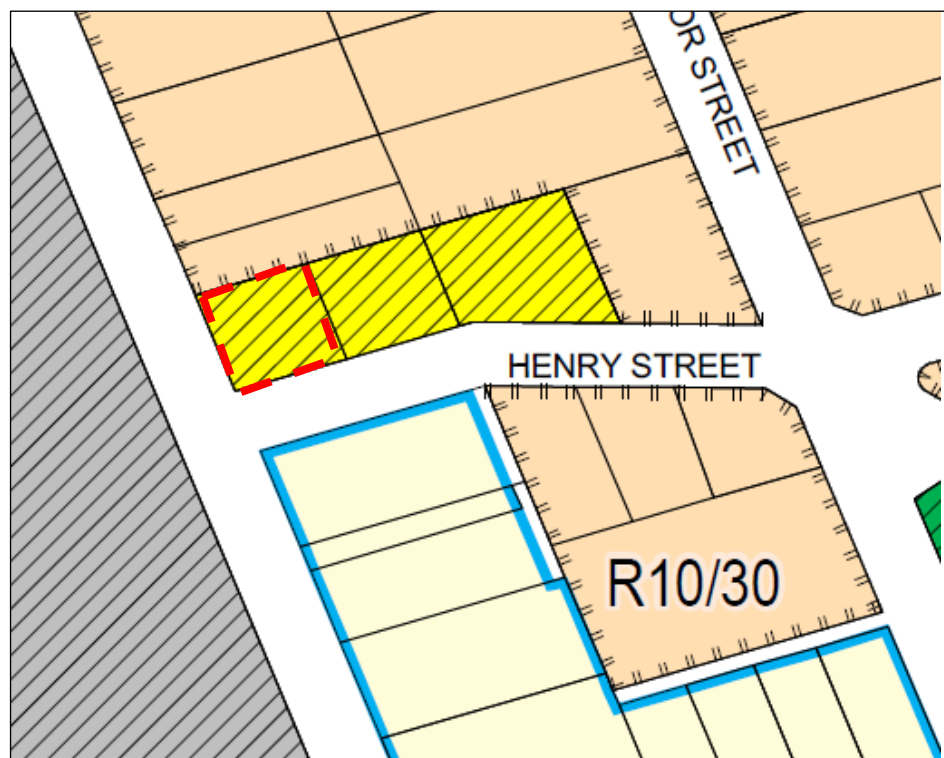
Summary: An application has been lodged for a new Ambulance Depot at Lot 29 Henry Street, Tambellup, for the St John Ambulance organisation.

This report recommends that approval be granted.

Background: An application for the development of an Ambulance Depot to replace an existing Ambulance Depot was received on 30 September 2016.

Comment: Zoning

The subject lot is Reserved for ‘Public Purposes’ under the Shire of Tambellup Local Planning Scheme No 1 (‘the Scheme’). No Specific Use Class is allocated to the Public Purpose.



Description of Application

The applicant is seeking a planning approval to develop a new Ambulance Depot.

The proposed Ambulance Depot consists of:

- A garage for the garaging of ambulance vehicle/s (68.5m²)
- Offices
- Training Area
- Kitchen
- Storage areas
- Ablutions

The building, including the garage, has an area of 284 square metres.

Relevant Scheme Provisions

Under Part 2.3 of the Scheme, Council is required to take into consideration the purpose of the Reservation. An ambulance depot is consistent with the Public Purposes Reservation under the Scheme.

Clause 8.1 of the Scheme Requires development Consent for all development:

8.1 DEVELOPMENT OF LAND

8.1.1 Subject to sub-clause 8.1.2 a person shall not commence or carry out development of any land zoned or reserved under the Scheme without first having applied for and obtained the planning approval of the Council under the Scheme.

The Scheme contains no provisions relating to setbacks or building heights for development on Reserves, though it is considered that the building is placed appropriately on the lot.

No car parking or driveways are shown. It is proposed to require, as a condition of approval, that a parking and access plan be prepared and submitted.

Clause 8.1.2 of the Scheme provides that approval is not required where a Reserve is being used in accordance with the Reservation:

8.1.2 The planning approval of the Council is not required for the following development of land:

a) the use of land in a reserve, where such land is held by the Council or vested in a public authority;

(i) for the purpose for which the land is reserved under the Scheme;
or

(ii) in the case of land vested in a public authority, for any purpose for which such land may be lawfully used by that authority.

However, officers do not have delegation to approve the development, and the development is not proposed by Council, and, under the Building Code, a Building Permit cannot be issued unless a Planning Consent has been issued.

Accordingly, it is recommended that Council determine the application.

Consultation: Council has the ability to advertise any application under the Scheme. Consultation has occurred with the applicant and the contract building surveyor.

Statutory

Environment: Shire of Tambellup Town Planning Scheme No 2

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: The land the subject of the application is a Reserve Vested with Council; however, the building is being built and maintained by St John Ambulance and, consequently, there are no asset management implications.

Financial

Implications: The applicant is seeking to have the Planning and Building fees waived.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Absolute Majority (waiving of fees)

Council Decision: *161015*

Moved Cr Batchelor, seconded Cr Dennis

“That Council:

A. Approves the application lodged by St John Ambulance on 30 September 2016 for the development of an Ambulance Depot on Reserve 14594 Lot 29 Henry Street, Tambellup subject to the following conditions:

- 1. The term of this approval is limited and expires 12 months from the date of the determination of the application*
- 2. The colour/s of the office and shed are to be consistent*
- 3. A parking and access plan shall be submitted within 90 days of the determination of the application*

B. Waive Local Government Planning and Building application fees in recognition that the St John Ambulance is a non-profit organisation that is run by volunteers and provides considerable important services to the local community.”

*CARRIED 6/0
By Absolute Majority*

Reason For Change to Recommendation:

Cr Prout returned to the meeting at 4.47pm.

10.11 PROPOSED DEVELOPMENT – DWELLING – LOT 411 MCGUIRE ROAD, BROOMEHILL

| | | |
|--------------------------------|---|-------------------------|
| Program: | Planning | |
| Attachment: | <ul style="list-style-type: none"> • Map of Bush Fire Prone area • Proposed Plans | |
| File Ref: | A6054 | |
| Author: | KB Williams | Chief Executive Officer |
| Date: | 14 October 2016 | |
| Disclosure of Interest: | Nil | |

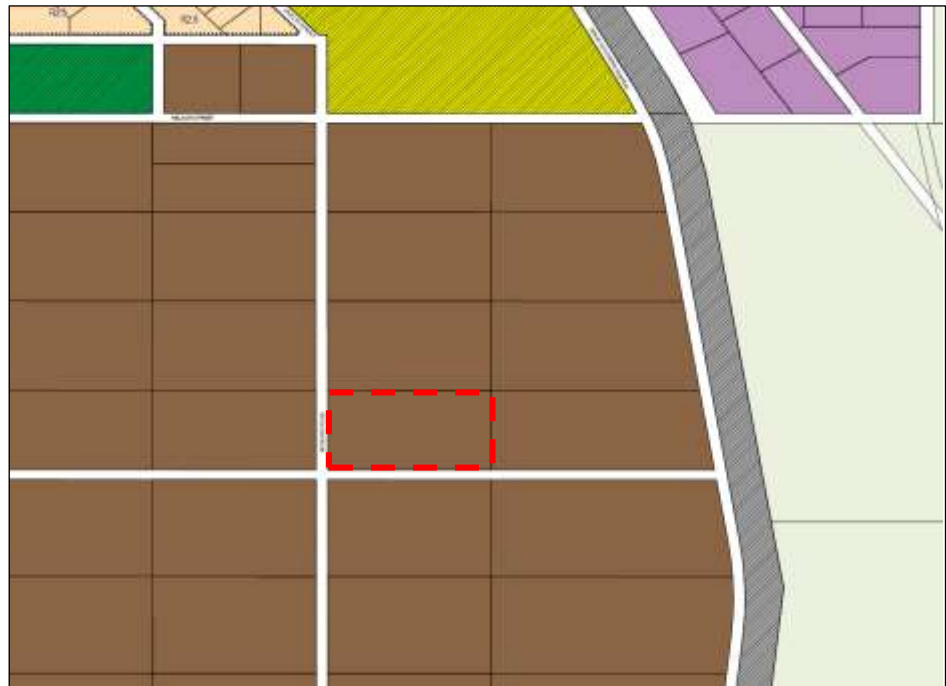
Summary: An application has been lodged for a new 3 bedroom dwelling at Lot 411 McGuire Road Broomehill.

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

Background: An application for the development of a Dwelling was received on 30 September 2016. The application was submitted by M Gilfedder.

Comment: Zoning

The subject lot is zoned ‘Rural Residential’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’):



Description of Application

The applicant is seeking a planning approval to develop a 3 bedroom 1 rendered straw bale and corrugated iron dwelling.

The development consists of:

- 3 bedroom 2 bathroom dwelling (357m²)
- 130,000 Litre water tank
- Solar array (33m²)

An existing shed is located on the property.

The dwelling is not located within a designated Bushfire Risk Prone area.

Relevant Scheme Provisions

Land Use and Development Consent:

Single Dwellings are usually exempt from Planning Consent; however, Clause 5.12.5 requires of the Broomehill TPS requires that an application for Planning Consent is required:

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;

Accordingly, an application has been submitted.

Development Standards:

The Scheme contains the following setback provisions relevant to the application:

5.5 SITE REQUIREMENTS

The site building requirements for land in various zones shall be as set out in Table 2.

TABLE 2 - SITE REQUIREMENTS - MINIMUM SETBACKS FROM BOUNDARIES

| ZONE | STREET | REAR | SIDE |
|--------------------|--------------------------|------------------------------------|-----------------------|
| <i>Residential</i> | <i>As in the R Codes</i> | | |
| <i>Town Centre</i> | <i>0m</i> | <i>At the Council's discretion</i> | |
| <i>Industrial</i> | <i>7.5m</i> | <i>7.5m</i> | <i>5m on one side</i> |
| <i>Rural</i> | <i>15.0m</i> | <i>10.0m</i> | <i>10.0m</i> |
| <i>Residential</i> | | | |
| <i>Farming</i> | <i>15.0m</i> | <i>10.0m</i> | <i>10.0m</i> |

The proposed development has 60 metre front setback and 20 metre side setback and, accordingly, conforms to the Scheme provisions.

The submitted plans do not show a location of the rainwater tank or solar array. Accordingly, it is recommended that the approval is conditional upon a plan, showing the location of these parts of the development, being submitted within 60 days of the date of approval.

The applicant has indicated that the development will commence within 18 months and, accordingly, the approval is recommended to be conditioned to expire after 18 months from the date of approval.

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

Statutory

Environment: Shire of Broomehill Town Planning Scheme No 1

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: Application fees of \$576 have been paid

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Officer

Recommendation: *“That Council approve the application lodged by M Gilfedder for the use and development of a single dwelling at Lot 411 McGuire Road Broomehill subject to the following conditions:*

- 1. The term of this approval is limited and expires 18 months from the date of this planning consent.*
- 2. Plans showing the location of the proposed rainwater tank and solar array conforming to the setback requirements of the Broomehill Local Scheme No 1 shall be submitted within 60 days of the date of the approval by Council.”*

Council Decision: *161016*

Moved Cr Dennis, seconded Cr White

“That Council approve the application lodged by M Gilfedder for the use and development of a single dwelling at Lot 411 McGuire Road Broomehill subject to the following conditions:

- 1. The term of this approval is limited and expires 18 months from the date of this planning consent.*
- 2. Plans showing the location of the proposed rainwater tank and solar array conforming to the setback requirements of the Broomehill Local Scheme No 1 shall be submitted within 60 days of the date of the approval by Council*
- 3. Submission of revised planning application fees based on more accurate development costs.*

CARRIED 7/0

Reason For Change to

Recommendation:

Inclusion of a third condition which will require the applicant to revise the development costs to ensure the correct planning application fees are paid.

10.12 PROPOSED GRAIN SAMPLING STATION – ALBANY HIGHWAY, TUNNEY

| | |
|--------------------------------|--|
| Program: | Economic Services |
| Attachment: | Letter of advice from Main Roads WA |
| File Ref: | ADM0403 |
| Author: | KB Williams Chief Executive Officer |
| Date: | 19 October 2016 |
| Disclosure of Interest: | Shire President Cr Sheridan declared a financial interest as he is a user of this facility, and left the meeting at 4.49pm. Cr Dennis declared a financial interest as he is a user of this facility, and left the meeting at 4.49pm. |

Deputy President Cr Thompson assumed the Chair at 4.49pm.

Summary: For Council to consider a proposal for a grain sampling station at Tunney on Albany Highway.

Background: Historically, a grain sampling station has been installed during the harvest period within a parking bay area on Albany Highway at Tunney, to allow sampling of grain prior to delivery to bulk storage facilities.

The sampling station at Tunney was not operated last year due to road works on Albany Highway preventing access.

A request has been received for Council to agree to this facility being implemented this year, now that road works have been completed. It is understood that the sampling station crosses into a Council Reserve adjacent to the parking bay. Council consent is required for the use of this Reserve.

Comment: Albany Highway is a Main Roads Western Australia (MRWA) responsibility. Council is being requested to consider this matter as a referral agency.

Any approval would be issued by MRWA to Cooperative Bulk Handling (CBH) as the operator of the station, and are valid for a harvest period for a specific year.

Signage, traffic management, repairs, maintenance and management of the site will all be the responsibility of CBH. No impediment is seen to Council confirming that it has no objection.

Consultation: Will Carrington-Jones
Main Roads Western Australia

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management

Implications: There are no asset management implications for Council

Financial

Implications: Nil

Workforce Plan

Implications: There are no workforce plan implications

Voting

Requirements: Simple Majority

Council Decision: *161017*

Moved Cr Batchelor, seconded Cr Prout

“That Council:

- 1. Approve the use of Reserve 18335 adjacent to Albany Highway at Tunney for a grain sampling station for the 2016/2017 harvest period.*
- 2. Advise Main Roads Western Australia and Cooperative Bulk Handling that it has no objection to the use of the parking bay on Albany Highway at Tunney for a grain sampling station for the 2016/2017 harvest period.”*

CARRIED 5/0

**Reason For Change
to Recommendation:**

Cr Sheridan and Cr Dennis returned to the meeting at 4.52pm.
Shire President Cr Sheridan resumed the Chair at 4.52pm.

12.01**MAINTENANCE REPORT FOR OCTOBER 2016**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 14 October 2016
Disclosure of Interest: Nil

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|---------|---------------------------------|-----------------|------------------|---------------------|------------------|------------------|---|
| 0TA | Toyota Prado | | | 2016 | 2016 | 1 yr /15,000km | |
| 1TA | Toyota Hilux | | | 2016 | 2016 | 1 yr/30,000 kms | |
| BH00 | Toyota Hilux Dual Cab | 5,480 | 10,000 | 2016 | 2016 | 1 yr/30,000 kms | |
| BH000 | Holden Captiva | | | 2016 | 2016 | 1yr / 25,000 km | |
| BH001 | CAT vibe Roller | 3,117 | 3,500 | 2009 | | 8 yrs /8000 hrs | Check fuel system for possible leak. |
| BH002 | ISUZU Flatbed Truck | 3,251 | 5,000 | 2016 | 2016 | 7yrs/250,000km | |
| BH003 | Toyota Landcruiser GXL Dual Cab | 7,845 | 10,000 | 2016 | 2016 | 1 yr/ 30,000 km | |
| BH004 | CAT 12M Grader | 7,024 | 7,500 | 2250 | 2009 | 8 yrs /8,000 hrs | Check steering and articulation. Serviced at 7024 hours |
| BH005 | Cat multi tyre Roller | 4,121 | 4,500 | 2011 | 2011 | 8 yrs /8,000 hrs | Check Hub nut lock. Repair warning beacon. Repair flat tyre. Tighten wheel nuts |
| BH006 | CAT 12M | 4,041 | 4,500 | 2012 | 2012 | 8 yrs /8,000 hrs | Check steering and articulation. Service at 4002 hours |
| BH007 | Toro mower | 188 | 300 | 2016 | 2016 | 5 yrs /5,000 hrs | Replaced Blades. Repaired tyre |
| BH009 | Colorado 4x4 Tray Back | 8,354 | 15,000 | 2014 | 2014 | 1 yr /30,000 km | |
| BH012 | Isuzu Fire Truck | | | | | | |
| BH013 | Cat 444F Backhoe | 1,422 | 1500 | 2013 | 2013 | 10 yrs/8,000 hrs | |
| BH014 | Toyota Hilux Ute | 2,802 | 10,000 | 2016 | 2016 | 1 yr /30,000 km | First Service at 1000 km |
| BHT84 | Toro Groundmaster 3500D mower | 356 | 450 | 2013 | 2013 | | |
| BHT92 | CAT 259B3 Skid Steer | 1,130 | 1500 | 2012 | 2013 | 8 yrs /8,000hrs | |
| BHT125 | Mack Curser 8 Wheel Tipper | 86,665 | 100,000 | 2013 | 2013 | 5yrs/250,000km | Repair Pneumatic Valve Switch |

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|----------|---------------------------------|-----------------|------------------|---------------------|------------------|-------------------|---|
| BHT1624 | Fuel trailer | | | 2015 | 2016 | | Check solar battery charger and voltage regulator |
| BHT1633 | Tandem Axle Dolly (Float) | 6245 | | 2015 | 2015 | | |
| TA001 | Toyota Hilux | 1,400 | 1,000 | 2016 | 2016 | 1 yr/30,000 kms | |
| TA005 | Toyota Hilux Tray Top | 967 | 1,000 | 2016 | 2016 | 1 yr/30,000 kms | |
| TA017 | Isuzu Tipper | 55,562 | 65,000 | 2014 | 2014 | 5yrs/200,000km | |
| TA052 | Colorado 4x4 Tray Back | 18,451 | 30,000 | 2014 | 2014 | 1 yr 30,000 km | |
| TA06 | Jet Patcher Isuzu | 135,200 | 150,000 | 2007 | 2010 | 8 yrs / 8,000 hrs | Free up blocked nozzles |
| TA092 | Iveco Strais AD500 8-4 | 88,513 | 90,000 | 2012 | 2012 | 5yrs/250,000km | Check ABS Sensors and wiring. Send to Albany Truck centre for electronic diagnosis. Replace Oil seal in left hand rear hub. |
| TA18 | 12M Grader | 525 | 1,000 | 2016 | 2016 | 7 yrs /8,000 hrs | Check steering and articulation. Serviced at 525 hours |
| TA281 | 930K Loader | 1,794 | 2,000 | 2014 | 2014 | 8 yrs /8,000 hrs | Replaced cutting teeth |
| TA386 | Isuzu Tipper | 45,946 | 60,000 | 2012 | 2012 | 5yrs/200,000km | Repair central locking system |
| TA2251 | 3 axle Float Trailer | | | | 2009 | | |
| 1TIU 961 | Papas Tandem Fuel Trailer | | | 2008 | | | Adjust brake cable. Bolt Compressor onto floor, make Fuel Gun cradle. Fit new fuel meter. Replace O-Ring in pump. |
| 1TMR361 | Rockwheeler Side Tipper Trailer | | | 2012 | 2012 | | Tighten wheel nuts. Grease bearings and adjust brakes. Tighten King pin bolts. |
| 1TMR367 | Tandem Axle Dolly | | | | | | Tighten wheel nuts, grease wheel bearings, Replace LH side marker lights |
| BKTBR | Skid steer Bucket Broom | | | 2013 | | | |
| 1TLT850 | Loadstar 8x5 Trailer | | | 2011 | | | |
| BH2085 | Trailer for Pump at Town dam | | | | | | |
| BH2098 | Boxtop Trailer | | | | | | |
| BH2134 | Trailer for Mobile Standpipe | | | | | | |

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|---------|---------------------------------|-----------------|------------------|---------------------|------------------|------------|--|
| TA2129 | Fuel Tanker | | | | | | |
| 1TCY082 | Papas Tandem Fuel Trailer | | | | | | |
| 1TCY093 | Papas Tandem Trailer | | | | | | |
| 1TIU961 | 8 x 5 Papas Fuel Trailer | | | | | | |
| 1TFH594 | Loadstar Boxtop Trailer | | | | | | |
| 1TFC580 | Gardeners Boxtop trailer | | | | | | Check Hitch lock ball retainer |
| 1TFD241 | Boxtop Trailer for firefighting | | | | | | |
| 1TJX516 | Plant Trailer for Mowers | | | | | | |
| BHT1624 | Fuel Trailer | | | | 2016 | | |
| 1TOI298 | Sign Trailer | | | | 2015 | | |
| Fogger | Fogger | | | | | | |
| TSAW | Tree Saw | | | | | | |
| STAB | Stabiliser attachment | | | | 2014 | | |
| CATBR | Caterpillar Broom | | | | | | |
| | Cement Mixer | | | | | | |
| | Tree Grab | | | | | | |
| | Wacker Packer | | | | | | |
| | Tambellup Fogger | | | | | | |
| | Broomehill Fogger | | | | | | |
| 1TRR872 | Hire Side Tipper Trailer | 383 | | 2016 | | | Set up trailer to Dolly. Fit new Air line. Replace Hydraulic coupler supplied by Allroads. Replaced Kingpin. |

This Report was received by Council

12.02 WORKS REPORT FOR OCTOBER 2016

| | | |
|--------------------------------|------------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | GC Brigg | Manager of Works |
| Date: | 14 October 2016 | |
| Disclosure of Interest: | Nil | |

Broomehill

- Gardeners are busy just keeping grass mown at present.
- It has been difficult mowing town as the mower continually gets bogged.
- The complex needs new plants in the gardens.
- Oval drainage is well over budget. Work won't be done this financial year. Contractors will submit new pricing for next year's budget.
- Complex gardener away for a month.
- Water is backing up in the catchments in all dams.
- One light not working on railway footpath already. Electrician to inspect.
- Thinkwater has priced the reticulation of the grass nibs. They will be installing over the next couple of weeks.
- Thinkwater will install the solar pump at Bignall's dam at the same time.
- Katanning Cherry Pickers pricing the removal of 4 trees close to the pavilion.
- Plans are done for the BH shade structure. Plans and kit form pricing will be presented at the meeting.

Tambellup

- Gardeners have been busy getting ready for the show.
- Constant rain has delayed mowing and gardeners are still catching up.
- Maintenance crew have started work on driveways to finish off Taylor Street.
- Taylor street will be resealed in November when bitumen truck is in the Shire resealing.
- Drainage to be completed in Gordon Street now the rain has eased.
- While contractors were installing the drainage to the carpark at the new pavilion they dug up the irrigation and electrical wiring to the oval reticulation. They have contacted Thinkwater to carry out the necessary repairs.

Roads

- Construction crew have started gravel sheeting on Punchmirup North road.
- Western Stabilizers are due at the start of November, so the construction crew have been shifted to complete overlaying gravel on Nardlah Road.
- Bitumen trucks are booked to seal Nardlah Road on the third week in November.
- Once Nardlah road is sealed the construction crew will complete Punchmirup North gravel sheeting. This project is a carryover from 2015/16 and needs to be completed as soon as possible.
- Wood and Grieve Engineers are designing the intersection of Nardlah Road and Broomehill Gnowangerup Road. This is required by Main Roads as the Shire will be working inside their road reserve. This intersection won't be sealed until Main Roads have approved the design.
- Harley Global Surveyors are designing a radius for the Warrenup Road construct and seal project. The existing radius is currently too sharp.

- Aggregate is currently being delivered for sealing. There is around 3,200 tonnes for the 2016/17 projects.
- Bitumen trucks will be hard to hire during January and February 2017. Colas are already fully booked for those months.
- Maintenance graders are still working in the Southwest of the Shire moving across to the south east over the next couple of weeks.
- A contractor was engaged to grade several roads across the north of the Shire after several complaints.
- Maintenance crew have been working on bitumen repairs.
- There are a number of bitumen failures on Toolbrunup Road. These will increase dramatically when harvest starts.
- Jetpatcher is back from Cranbrook. It will complete a run on the bitumen network before going to Gnowangerup.

Plant

- Iveco truck has been to Albany for repairs to the ABS system. It has spent a few days down during the last month.
- A road train has been hired to try and catch some of the gravel carting.
- CEO Caprice has been replaced with a Toyota Prado. This is a two stage trade to get to the VX model as there is a 12 week wait on that model. A GXL was purchased first and the VX model is ordered.
- Still waiting for the replacement ute for the Tambellup gardener.
- The Work Manager's ute will be replaced next month. This is much quicker than normal. There has been a lot of driving with Technical Working Group project inspections and some extra personal use out of the ordinary.
- All three graders are now on Visionlink which is Caterpillar's satellite tracking system.
- New Kenworth truck has only just been ordered from the factory. This is a custom build truck. No truck can be supplied without receiving a correct full balance and weight sheet. There were some issues raised between the body builder and Kenworth with the length of the vehicle and axle spacing in relation to balancing the weight across all 4 axles. All the issues have been resolved.

This Report was received by Council

12.03 BUILDING SURVEYORS REPORT FOR SEPTEMBER 2016

| | |
|--------------------------------|--|
| Program: | Economic Services |
| Attachment: | BSR Report and Activity Statement |
| File Ref: | ADM0258 |
| Author: | D Baxter Building Surveyor |
| Date: | 3 October 2016 |
| Disclosure of Interest: | Nil |

Summary: Attached are the BSR Report and the Activity Statement for the month of September 2016 that has been sent to all the relevant authorities required by legislation.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of September 2016.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

| | |
|--------------------------------|---|
| Program: | Various |
| Attachment: | Building Maintenance Program Report to 11 October 2016 |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 11 October 2016 |
| Disclosure of Interest: | Nil |

Summary: Report on the Building Maintenance Program for 2016-17 to 11 October 2016.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 11 October 2016 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 2016-17 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

Officer Recommendation: *"No recommendation required – Councillor information only"*
This Report was received by Council

Reason For Change to Recommendation:

12.05 LIBRARY REPORT – SEPTEMBER 2016

| | |
|--------------------------------|--|
| Program: | Recreation & Culture |
| Attachment: | Library Report – September 2016 |
| File Ref: | ADM0097 |
| Author: | S Beaton Library Officers S Reed |
| Date: | 11 October 2016 |
| Disclosure of Interest: | Nil |

Summary: Attached is a Library Report prepared by Library Officers Sheree Beaton, for the Tambellup Library, and Siegrid Reed, for the 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 September 2016.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.06 QUARTERLY OCCUPATIONAL SAFETY AND HEALTH REPORT

| | |
|--------------------------------|---|
| Program: | Various |
| Attachment: | Nil |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 7 October 2016 |
| Disclosure of Interest: | Nil |

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

Comment: The following represents a summary of OSH related matters completed between July and September 2016 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Continuity Plan (BCP) – a desktop scenario (to test Council’s BCP) was undertaken on 11th October 2016;
- 2) OSH refresher/new OSH representative courses have been undertaken, as required;
- 3) Traffic management, dog handling, first aid, and Auschem training have been completed;
- 4) Procedures reviewed include: Purchasing; Dangerous Goods and Hazardous Substances; Volunteer Management, OSH Key Performance Indicators;
- 5) Workplace inspections have taken place at both Depots, the Broomehill Caravan Park and all Public Toilets; and
- 6) Emergency drills have been conducted at the Broomehill Depot and Tambellup Administration office.

The following represents a summary of upcoming OSH matters:

- 1) Tier 2 Audit - still awaiting advice from Local Government Insurance Services as to possible dates for this audit;
- 2) Review of various OSH procedures; and
- 3) OSH refresher course training.

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: There are no asset management implications

Financial

Implications: There are no financial implications

Workforce Plan

Implications: There are no workforce plan implications

Voting

Requirements: Nil

Officer

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

This Report was received by Council

**Reason For Change
to Recommendation:**

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

Nil

14. DATE OF NEXT MEETING

17 November 2016

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.18pm.