

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 September 2012 commencing at 4.14pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present: Cr BG Webster President
 Cr GM Sheridan
 Cr MR Turner
 Cr SJF Thompson
 Cr M Sadler
 Cr DCN Kempin
 JM Trezona Chief Executive Officer (CEO)
 JA Stewart Manager Corporate Services
 GC Brigg Manager of Works

Apologies: Cr KW Crosby Deputy President

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.14pm.

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 16 AUGUST 2012

120901

Moved Cr Thompson, seconded Cr Turner

“That the Minutes of the Ordinary Meeting of council held on the 16 August 2012 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr Barry Webster thanked Cr Garry Sheridan for Chairing the Local Emergency Management Committee Meeting on 11 September 2012.

Congratulations to Cr Barry Webster on his appointment as a Board Member on the Great Southern Development Commission.

10. MATTERS FOR DECISION

10.1 FINANCIAL STATEMENTS FOR AUGUST 2012

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for August 2012
File Ref:	Nil
Author:	KP O’Neill Finance Officer
Date:	12 September 2012
Disclosure of Interest:	Nil

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: Rates were issued on 27 July, and the due date for payment was 31 August. The 28 day discount period closed on 24 August with a greater number of ratepayers taking advantage of the 10% discount than anticipated. The total discount granted is \$136,211, which exceeds our budget estimate of \$130,000.

Payment of the first instalment was also due on 31 August, and 88 properties have opted either the two or four instalment method for payment of their rates.

Penalty interest applies to all rates outstanding after the close of business on 31 August.

Consultation: Nil

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: **120902**

Moved Cr Sadler, seconded Cr Sheridan

“That the Financial Statement for the period ending 31 August 2012 be adopted.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.2 CREDITORS ACCOUNTS PAID AUGUST 2012

Program:	Other Property and Services	
Attachment:	List of Payments for August 2012	
File Ref:	Nil	
Author:	KP O’Neill	Finance Officer
Date:	11 September 2012	
Disclosure of Interest:	Nil	

Summary: Attached is a list of payments made from the Municipal and Trust Funds during August 2012.

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	\$309,550.09
Trust Fund	\$161,182.40
Credit Cards	\$882.82
<u>Total</u>	<u>\$471,615.31</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: *120903*

Moved Cr Sadler, seconded Cr Kempin

“That the list of accounts paid during August 2012, represented by:-

- Municipal Fund cheques numbered 1761 to 1788 inclusive and electronic payments numbered EFT3439 to EFT3509 inclusive and totalling \$309,550.09;*
- Trust Fund cheques numbered 295 to 300 inclusive and totalling \$161,182.40;*
- Credit Card payments totalling \$882.82;*

be adopted.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.3 RATES DISCOUNT – BD & AV AYLMORE

Program:	General Purpose Funding	
Attachment:	Nil	
File Ref:	A85 & A594	
Author:	KP O'Neill	Finance Officer
Date:	12 September 2012	
Disclosure of Interest:	Nil	

Summary: Council has been requested to consider granting the discount on the rates of two assessments owned by Brian and Anne Aylmore.

Background: As part of the annual budget deliberations, Council agreed to again offer a 10% discount for rates paid within 28 days from the date of issue of the rate notice. The discount period closed at 4.00pm on Friday 24 August 2012.

Mr & Mrs Aylmore paid their rates electronically, and the funds were received into Councils bank account on Monday 27 August 2012. They have since paid the outstanding discount amounts to avoid penalties.

They state in their correspondence that they misread the rates notice and inadvertently looked at the due date of 31 August 2012 as the closing date for the discount. They have, in previous years, always paid early to claim the discount and advise that it was their intention to do so again this year. They request Council consider granting the discount for their two assessments, in light of the misunderstanding.

Comment: The Local Government Act 1995 states that the due date for rates is 35 days after the date of issue of the rate notice, which this year was Friday 31 August 2012. Council resolved to grant a 10% discount on rates provided that payment was received 28 days after the date of issue of the rate notice. The 28th day was Friday 24 August 2012.

The closing date for the discount is clearly stated several times on both the rate notice and accompanying information provided with the rate notice.

The amount of the discount on assessment A85 is \$359.65 and A594 is \$689.47.

Consultation: Chief Executive Officer

Statutory

Environment: Local Government Act 1995 Section 6.47 Concessions states that “Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.”

** Absolute Majority required.*

Policy Implications: Nil

Financial

Implications: Increase in the overall discount allowed for rates of \$1,049.12 if Council grants the discount for the two assessments.

Strategic

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

Voting Requirements: Absolute Majority if allowed

Local Government Act Section 6.47 states that an absolute majority is required if Council resolves to waive a rate or service charge, or resolve to grant other concessions in relation to a rate or service charge.

Officer Resolution: *“That Council does / does not allow the discount on A85 of \$359.65 and A594 of \$689.47 for the 2012/2013 financial year.”*

Council Resolution: *120904*

Moved Cr Thompson, seconded Cr Turner

“That Council does not allow the discount on A85 of \$359.65 and A594 of \$689.47 for the 2012/2013 financial year.”

CARRIED 6/0

Reason For Change to Recommendation:

10.4 RATES DISCOUNT – MJ & EA REYNALDS

Program:	General Purpose Funding	
Attachment:	Nil	
File Ref:	A39	
Author:	KP O’Neill	Finance Officer
Date:	12 September 2012	
Disclosure of Interest:	Nil	

Summary: Council has been requested to consider granting the discount on the rates of six assessments owned by Michael and Liz Reynolds.

Background: As part of the annual budget deliberations, Council agreed to again offer a 10% discount for rates paid within 28 days from the date of issue of the rate notice. The discount period closed at 4.00pm on Friday 24 August 2012.

Mr & Mrs Reynolds have written to Council advising that they had been away for 5 weeks and returned to Tambellup on Sunday 26 August 2012. Rates were issued during their time away and the discount period closed prior to their return. As a result, they missed the opportunity to claim the discount on their rates.

They have requested Council consider their circumstances and allow the discount on their six rate assessments.

Comment: The Local Government Act 1995 states that the due date for rates is 35 days after the date of issue of the rate notice, which this year was Friday 31 August 2012. Council resolved to grant a 10% discount on rates provided that payment was received 28 days after the date of issue of the rate notice. The 28th day was Friday 24 August 2012.

The amount of the discount on their assessments is:-

A10	\$208.05
A39	\$453.20
A2	\$592.34
A11	\$58.06
A38	\$182.25
A436	\$219.34
TOTAL	\$1,713.24

Consultation: Chief Executive Officer

Statutory

Environment: Local Government Act 1995 Section 6.47 Concessions states that “Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.”

** Absolute Majority required.*

Policy Implications: Nil

Financial

Implications: Increase in the overall discount allowed for rates of \$1,713.24 if Council grants the discount for the six assessments.

Strategic

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

Voting Requirements: Absolute Majority if allowed

Officer Resolution: *“That Council does / does not allow the discount on the following assessments for the 2012/13 financial year:-*

<i>A10</i>	<i>\$208.05</i>
<i>A39</i>	<i>\$453.20</i>
<i>A2</i>	<i>\$592.34</i>
<i>A11</i>	<i>\$58.06</i>
<i>A38</i>	<i>\$182.25</i>
<i>A436</i>	<i>\$219.34”</i>

Council Resolution: *120905*

Moved Cr Thompson, seconded Cr Kempin

“That Council does not allow the discount on the following assessments for the 2012/13 financial year:-

<i>A10</i>	<i>\$208.05</i>
<i>A39</i>	<i>\$453.20</i>
<i>A2</i>	<i>\$592.34</i>
<i>A11</i>	<i>\$58.06</i>
<i>A38</i>	<i>\$182.25</i>
<i>A436</i>	<i>\$219.34”</i>

CARRIED 6/0

Reason For Change to Recommendation:

10.5 RE-APPOINTMENT OF AUDITOR

Program:	Governance
Attachment:	Nil
File Ref:	ADM0058
Author:	KP O'Neill Finance Officer
Date:	12 September 2012
Disclosure of Interest:	Nil

Summary: Section 7.2 of the Local Government Act 1995 requires that the accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

The appointment of an auditor is made under Section 7.3 of the Local Government Act and can be a period of no more than five years. The appointment requires the decision to be by an absolute majority of Council.

Background: In the minutes of the December 2008 Council meeting, Lincolns Accountants and Business Advisors were appointed to provide audit services for the period 1 July 2009 to 30 June 2012.

The Expression of Interest submitted by Lincolns was to provide their services for the 2009/10 through to 2013/14 years, which was accepted by Council. Inadvertently, the Council resolution didn't acknowledge this time frame, though the agreement between Council and the Auditors has been signed and is not due to expire until 30 June 2014.

Comment: Acceptance of the original agreement for the period 2009/10 through to 2013/14 is not in contravention with Section 7.6(1) of the Local Government Act 1995 whereby an Auditor cannot be appointed for a period of more than 5 financial years.

To rectify the incorrect dates included in the December 2008 minutes, Council as a formality needs to resolve to re-appoint Russell Harrison of Lincolns Accountants and Business Advisors to provide audit services for the remainder of the agreement, which expires on 30 June 2014.

Consultation: Chief Executive Officer
Vern McKay - Department of Local Government

Statutory Environment: Local Government Act 1995
Section 7.6(1) – Term of Office of Auditor

Policy Implications: Nil

Financial Implications: Provision is made each year in the annual budget for Audit services.

Strategic

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

Voting Requirements: Absolute Majority

Council Resolution: *120906*

Moved Cr Sheridan, seconded Cr Kempin

“That Council, by absolute majority, reappoints Russell Harrison of Lincolns Accountants and Business Advisors as the Shire of Broomehill-Tambellup’s auditor for the period 1 July 2012 to 30 June 2014.”

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

**Reason For Change to
Recommendation:**

10.6 PROPOSED REMOVAL OF REFUSE, RUBBISH AND DISUSED MATERIALS LOCAL LAW 2012

Program:	Governance
Attachment:	Copy of Proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012
File Ref:	ADM0080
Author:	JM Trezona Chief Executive Officer
Date:	04 September 2012
Disclosure of Interest:	Nil

Summary: The purpose of this report is for the Presiding member of the meeting to give notice of the Purpose and Effect of the proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012, for the Council to adopt the proposed Local Law and to allow for the advertising of the proposed Local Law for public comment.

Background: The proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 is based on the City of Geraldton-Greenough Local Law 2008.

The **purpose** of the Local Law is to provide for the clearing of refuse, rubbish or disused material from land within the Shire of Broomehill-Tambellup.

The **effect** of the Local Law is to control the keeping and storage of refuse, rubbish and disused materials on land throughout the Shire, and require the removal of such to reduce hazards and any adverse affects on health, comfort or convenience of the inhabitants of the district.

Comment: The proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 gives the local authority the legislative power to control the keeping and storage of refuse, rubbish and disused material on land throughout the district.

It will provide Council with the authority to issue notices on the owner or occupier of land to not only remove rubbish but also deal with overgrown vegetation. The proposed Local Law includes a penalty clause of \$5,000 and a daily penalty of \$500. It also provides that Council can undertake the work if an owner fails to comply with a notice, and claim the costs through the courts.

Councillors will be aware that the process to adopt this local law has already been done however due to an administrative error of not complying with a date sequence and sending information to the Minister for Local Government to early we have been advised that the Local Law will be disallowed.

Advice has been sought from the Parliamentary Committee for Delegated Legislation to ascertain that it is compliant for Council to commence the process again prior to the gazettal of the disallowance. This was confirmed by the committee representative.

Consultation: The local law is advertised for public comment for a period of forty two days. Any submission received must be considered by Council before making the local law.

Statutory

Environment: As it is proposed to make a new Local Law the following process as set out in the Local Government Act 1995 sec 3.12 must be followed

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) The local government is to —*
 - (a) give Statewide public notice stating that —*
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice;*
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) After the local law has been published in the Gazette the local government is to give local public notice —*
 - (a) stating the title of the local law;*

- (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

The Local Law comes into effect 14 days after publication in the Government Gazette.

Policy Implications: Nil

Financial Implications: The proposed Local Law needs to be advertised in a newspaper circulating throughout the State and once made needs to be advertised in the Government Gazette. Council will have to meet the costs of advertising.

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

Voting Requirements: Absolute Majority

Council Resolution: *120907*

Moved Cr Turner, seconded Cr Kempin

“That Council adopts the proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012 in the form presented and advertise its intentions statewide inviting public submissions.”

CARRIED 6/0
By Absolute Majority

Reason For Change to Recommendation:

10.7 INTEGRATED PLANNING – STRATEGIC COMMUNITY PLAN

Program:	Governance
Attachment:	Copy of submissions received
File Ref:	CP.PR.24
Author:	PA Hull Community Services Officer
Date:	11 September 2012
Disclosure of Interest:	Nil

Summary: Council to consider the final draft of the Strategic Community Plan with a view to adoption of the document.

Background: As part of the Integrated Planning process, Council is required to develop a Strategic Community Plan.

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

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

At the August 2012 Ordinary meeting, Council endorsed the draft document for public comment. The period for public submissions closed on Friday 7 September 2012.

Comment: At the end of the comment period two submissions had been received. Copies of the submissions are attached for information.

Letters will be written to the residents who responded, thanking them for their contribution to the process and to advise Council had noted their comments. Further information relating to matters raised will be provided as required.

For Council consideration.

Consultation: CEO
Jamie Robertson - 361° Stakeholder Management Services

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: A grant of \$45,000 from the Department of Local Government has been received to carry out the Strategic Community Plan process.

Strategic

Implications:

The Strategic Community Plan will provide direction for Council in the long term (10+ years). It will work in conjunction with other Council plans, including the Workforce Plan, Asset Management Plan, and Long Term Financial Plan and will ultimately assist with the annual budget process.

Voting Requirements: Absolute Majority

Council Resolution: *120908*

Moved Cr Turner, seconded Cr Sadler

“That Council adopts the Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022 as presented.”

*CARRIED 6/0
By Absolute Majority*

**Reason For Change to
Recommendation:**

10.8 VROC EXECUTIVE OFFICER

Program:	Governance	
Attachment:	Nil	
File Ref:	ADM0298	
Author:	JM Trezona	Chief Executive Officer
Date:	10 September 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider an alternative approach for the engagement of an Executive Officer for the Southern Link VROC.

Background: Council has previously endorsed the engagement of an Executive Officer for the Southern Link VROC and has made provision in the budget to cover this Council's 25% share of the cost of employing the officer.

Advertising has taken place for the position with two very strong applicants being selected for interview. At the eleventh hour one of the applicants withdrew. The remaining applicant is currently employed with the Shire of Plantagenet in the role of Executive Secretary.

The Plantagenet Shire is proposing a different approach. The Shire of Plantagenet will appoint another Level 3 Officer to assist or be the understudy for the Executive Secretary Position at Plantagenet taking on the more mundane tasks of the current secretarial role. This would enable the Executive Secretary to spend more time on higher level issues including that of the Executive Officer for the VROC. This proposal has been predicated on the fact that the current Executive Secretary appeared to have all the necessary attributes and experience to undertake the VROC position. She has previously been the Executive Officer of Plantagenet Village Homes and during her tenure successfully undertook several large capital building projects.

Comment: Copies of the applications for Executive Officer were made available to each of the Southern Link VROC CEO's. The resume of the officer in question certainly indicated that she would be capable of filling the position being offered by the VROC.

Consultation: Plantagenet Shire CEO

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: It is proposed that 50% of the VROC officer position will be covered by Plantagenet with the other 50% being met by the remaining 3 VROC Councils. This will result in a reduction in the estimated cost to Council.

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

Voting Requirements: Simple Majority

Council Resolution: *120909*

Moved Cr Turner, seconded Cr Sadler

“That Council endorses the proposal as presented by the Shire of Plantagenet, that the current position of Executive Secretary at the Shire of Plantagenet be amended to incorporate the role of Executive Officer for the Southern Link VROC.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.9 ANNUAL REVIEW OF THE DELEGATIONS REGISTER

Program:	Governance
Attachment:	Copy of Delegations Register
File Ref:	ADM0239
Author:	JM Trezona Chief Executive Officer
Date:	11 September 2012
Disclosure of Interest:	Nil

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. The Delegations Register was last reviewed on 20 October 2011.

Comment: A copy of the current Delegations Register is included with the agenda papers. Staff have not recommended any changes to the current delegations register. 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: *120910*

Moved Cr Kempin, seconded Cr Turner

“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 presented.”

CARRIED 6/0
By Absolute Majority

Reason For Change to Recommendation:

10.10 REQUEST FOR DONATION – KATANNING SENIOR HIGH SCHOOL STUDENT LEADERSHIP GROUP

Program: Governance
Attachment: Nil
File Ref: ADM0061
Author: LK Cristinelli Executive Assistant
Date: 30 August 2012
Disclosure of Interest: Nil

Summary: The Katanning Senior High School Student Leadership Group 2012 is seeking financial support for the 2012 Spirit Week event.

Background: Spirit Week at the Katanning Senior High School was originally a week during the school term designed to raise school spirit among students and provide activities for all students to participate in. Over the years, Spirit Week has diminished to become Spirit Day.

The current Student Leadership Group's aim is to bring Spirit Week back to the event it once was and bring students together throughout the week by providing fun and enjoyable activities for students.

They are seeking financial assistance to assist with bringing the activities to the school.

Comment: Students from both Broomehill and Tambellup attend the Katanning Senior High School.

Council has made a \$100 contribution to Spirit Day each year since 2008.

For Council discussion and comment.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision of \$3,000 is made in the 2012/2013 Budget for Council donations. A contribution could be made from this allocation.

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

Voting Requirements: Simple Majority

Council Resolution: *120911*

Moved Cr Sheridan, seconded Cr Kempin

“That Council donates \$100 to the Katanning Senior High School Student Leadership Group for the 2012 Spirit Day event.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.11 SURRENDER OF MANAGEMENT ORDER FOR LOTS 254, 259, 260, 298 AND 305

Program: Community Amenities
Attachment: Copy of Smart Plan
File Ref: ADM0253
Author: JM Trezona Chief Executive Officer
Date: 05 September 2012
Disclosure of Interest: Nil

Summary: Council to consider surrendering the Management Order for Lots 254, 259, 260, 298 and 305, Tambellup.

Background: Council has previously made application to Landcorp under the Regional Development Assistance Program to have residential land released in the Tambellup townsite. Landcorp have approved the release of the above Lots to a ‘shovel ready’ state.

Previously, Council has had no success in its applications to Landcorp for the release of land so followed an alternative path working with State Land Services to have the identified lots managed by Council with the Council developing the land for release as required. To do this a ‘super lot’ was created with a Management Order issued to the Council.

To enable Landcorp to develop the five identified lots Council will need to advise State Land Services that it is willing to surrender the Management Order on them.

Comment: Members will recall that they agreed at the March 2012 meeting to agree to cede Council owned Lots 383 and 384 to Landcorp to be incorporated into a proposed development of 8 Lots at the eastern end of Parnell Street Tambellup. We have been advised that this is a longer term project and that the above 5 Lots can be put onto the market in a much shorter period of time.

It is concerning that the original project of 8 Lots may be shelved indefinitely and as such the CEO has raised this matter on a number of occasions with Landcorp representatives and the Board of Landcorp including the chairman Monty House.

There is no reason why Council should not agree to the surrender of the Management Order for Lots 254, 259, 260, 298 and 305 however it may wish to confirm in writing with Landcorp that the 8 Lot sub division in Parnell Street is the preferred project and strongly recommends that it is pursued as soon as possible.

For Council consideration and decision.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: There are no financial implications at this time.

Strategic Implications: Develop partnerships that will enhance Town growth through the provision of suitable land.

Voting Requirements: Simple Majority

Council Resolution: 120912

Moved Cr Turner, seconded Cr Sheridan

“That Council advises the Department of Regional Development and Lands, State Land Services that it is willing to surrender the Management Order for Lots 254, 259, 260, 298 and 305 in Tambellup to allow their development for residential housing by Landcorp.”

CARRIED 6/0

Council Resolution: 120913

Moved Cr Turner, seconded Cr Sheridan

“That Council writes to Landcorp advising that the proposed 8 Lot subdivision at the eastern end of Parnell Street Tambellup is its first priority and highly recommends that it be pursued as soon as possible.”

CARRIED 6/0

Reason For Change to Recommendation:

10.12 REQUEST FOR EXTENSION OF TIME FOR UPGRADING OF TRANSPORTED DWELLING (SINGLE HOUSE) – LOT 108 GREENHILLS SOUTH ROAD, TAMBELLUP

Program:	Planning
Attachment:	Owners letter
File Ref:	A653
Author:	Gray & Lewis Landuse Planners
Date:	11 September 2012
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>

Summary: An application for a transported dwelling (previously class rooms) on Lot 108 Greenhills South Road was approved in 2010 for use as single house.

A condition of planning approval required all external works and upgrading to be completed within 12 months of the issue of a building licence. Internal works were required to be completed within 2 years.

The owners have lodged correspondence with the Shire seeking an extension in time to complete the internal, external works and all upgrading by December 2013.

Background: Zoning

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

Comment: An application for two transported buildings (previously used as classrooms) to be upgraded and converted into a residential dwelling was approved by Council in December 2010.

Condition (i) of the planning approval required ‘*all external works and upgrading to be completed within 12 months of the issue of a building licence to the satisfaction of the Chief Executive Officer unless otherwise agreed to in writing by the Shire.*’

Condition (ii) of the planning approval required internal works to be completed within 2 years of the issue of the building licence.

The building licence was issued on the 31 July 2011 therefore Condition (i) was required to be met by the 31 July 2012, and Condition (ii) by the 31 July 2013.

The owners have requested an extension in time to December 2013 to complete the necessary work. They advise that the main delay has been the plumbing fitout, septic installation and electrical re-wiring.

The owners confirm they have commenced works and have outlined scheduled works in their correspondence which is attached for information.

The owners also advise that they have connected to mains water therefore rainwater tanks (as originally required) are no longer proposed as part of the development.

It is recommended that the request for an extension be supported.

The owners have lodged a \$5000.00 bond which will not be refunded until all works are complete.

Consultation: Not applicable

Statutory

Environment: Shire of Tambellup Town Planning Scheme No 2

Policy Implications: Many local governments have Local Planning Policies on Transported Dwellings which act as a guide on Councils requirements, matters considered in assessment and may address issues such as bond amounts.

Local Planning Policies must be adopted by Council, advertised for public comment, and then granted final Council approval. Policies are guidelines and can be periodically reviewed or modified.

The Shire may consider implementing a Local Planning Policy as they assist to advise applicants what the Council requires.

Financial

Implications: Nil

Strategic

Implications: Nil

Voting Requirements: Simple Majority

Council Resolution: *120914*

Moved Cr Sadler, seconded Cr Turner

“That Council;

- 1. Authorise the Chief Executive Officer to advise the applicant that:

 - (i) In accordance with Condition (i) and Condition (ii) of the planning approval dated 20 December 2010, an extension of time is granted to allow all internal works, external works and upgrading to be completed by the 31 December 2013.*
 - (ii) The Shire cannot alter the conditions imposed on the original 2010 planning approval, however confirms that if there is a connection to mains water supply, an onsite water tank is not required. Mains water supply is adequate to meet the intention of Condition (v) of the existing planning approval as it provides a reliable potable water supply.”**

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.13 PLANNING APPLICATION FOR LOT 108 (67) BROWN STREET, TAMBELLUP

Program: Economic Services
Attachment: Block Plan
File Ref: A653
Author: D Baxter Building Surveyor
Date: 13 September 2012
Disclosure of Interest: Nil

Summary: Council has received an application for approval to construct a 105m² shed on Lot 108 Brown Street Tambellup for domestic storage.

Background: The owner has supplied a block plan and plans for this 105m² shed at Lot 108 Brown Street, Tambellup.

Comment: The owner will be the builder for this project.

The owner has supplied all the documentation for this planning application to proceed. A building licence will be issued subject to this Planning Application being approved.

Consultation: Nil

Statutory Environment: Shire of Tambellup Town Planning Scheme No 2

Policy Implications: The Shire of Tambellup Town Planning Scheme No 2 requires that Council give Planning Permission for any development that is to be undertaken in the Special Rural zones in the Shire.

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: *120915*

Moved Cr Thompson, seconded Cr Sheridan

- 1 "That Council gives Planning Permission for the construction of a 105m² shed at Lot 108 Brown Street, Tambellup as per the site plan attached.*
- 2 That the owner be advised that the approved purpose of the structure is for domestic storage only."*

CARRIED 6/0

Reason For Change to Recommendation:

10.14 TAMBELLUP TOWNSITE GROUNDWATER BORES/WATER TABLE LEVELS

Program:	Economic Services	
Attachment:	Department of Agriculture and Food, WA (DAFWA) – Tambellup Townsite and Groundwater Monitoring and Salinity Risk Assessment 2000-2010 – unpublished report (Report) Correspondence – DAFWA Photograph – Community Awareness Bore	
File Ref:	ADM0280	
Author:	JA Stewart	Manager Corporate Services
Date:	14 September 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider recommendations from DAFWA in relation to:

- 1) Continued monitoring of water levels in the Tambellup townsite;
- 2) Retention and capping of piezometers in the Tambellup townsite namely the Community Awareness Bore and the bores located in the administration building staff carpark (carpark);
- 3) Decommissioning of bores located on the Tambellup Independent Living Seniors Accommodation (TILSA) development site; and
- 4) Control of shallow water tables around the Tambellup administration building.

Background: During a building inspection conducted for Occupational Safety and Health purposes, the bollard type structures topping the piezometers in the administration staff carpark were identified as potential vehicle hazards and were noted, in the 2012 Building Maintenance Report to Council, for capping at ground level if approval to do so could be obtained. The author has been liaising with a hydrogeologist from DAFWA to establish whether these structures need to remain; this eventuated in the attached DAFWA report and recommendations.

Comment: The DAFWA report notes three areas in the town centre, in addition to river edge areas, where the water level is less than the two metre threshold at which salinity damage to infrastructure and land increases. DAFWA states that it appears that the rising trends are caused by poor drainage of surface water leading to recharge occurring and groundwater rising in lower permeability clays and sands in the top of the profile.

In addition to the production bore in the carpark (00TAMPB), it is recommended that a number of monitoring bores also be retained (including one set at the carpark). DAFWA is prepared to make available four flush mount covers for the production bore and three monitoring bores in the carpark. Should Council wish to cap other bores, the cost would be in the vicinity of \$30-40 per cap plus freight and labour costs.

Following further discussions with the hydrogeologist, it would appear sensible to retain all bores throughout the townsite given that they are already in place and may be of use in the future if water table issues should arise. To alleviate the potential hazard posed by bores located in traffic areas, namely the Shire administration staff carpark, it is recommended that these bores be capped off at ground level. There has also been some deterioration in the quality of the public information on the Community Awareness Bore (00TAM14M) and Council may wish to remove the structure and cap this bore at ground level, too (see attached photograph).

The Report confirms that the two monitoring bores (00TAM13) located on Lot 1295 (TILSA development site) are approved for decommissioning and it is recommended that this occurs due to the site undergoing development and, therefore, requiring the bores to be filled to negate any future possibility of the structures collapsing.

The correspondence lists two options for controlling shallow water tables; the hydrogeologist suggested contacting Water Corporation to ascertain whether the Corporation may be able to conduct a drainage system audit around the area where the water table has been rising in order to establish if anything is leaking and re-charging the water table. Water Corporation will check records and advise if an audit of the mains meters in Tambellup has been done in the relatively recent past; an audit of the drains, culverts and pipelines around the administration building is recommended. The hydrogeologist has also recommended that the Shire monitor the water level on a regular basis (monthly, if possible; otherwise, at least quarterly) for a further twelve months, using a multimeter on the production bore (00TAMPB) at the rear of the staff carpark), to establish if the water table level is continuing to rise in this area and prior to exploring a second option of pumping water via this bore. Any one of the sets of monitoring bores in the carpark may be monitored as they have all shown the same water level trend in the past. Council would need to explore disposal methods for any discharged water from the production bore (with the Department of Environment and Conservation) should this option be exercised following a further twelve month monitoring period.

Consultation: Bob Paul, Hydrogeologist, Department of Agriculture and Food WA
Greg Hall, Water Corporation, Katanning

**Statutory
Environment:** Nil

Policy Implications: Nil

Financial**Implications:**

- 1) Minor costs for purchase of bore caps and water level contact gauge/multimeter (approximately \$1,000);
- 2) Any costs associated with decommissioning of two bores - dependent on whether Council staff can perform the task or contractors need to be engaged;
- 3) Costs, if any, associated with a drainage audit being conducted; and
- 4) Any personnel costs associated with the above procedures.

Strategic**Implications:**

Strategic Objective 3 – Managing the Built and Natural Environment

Voting Requirements: Simple Majority

Council Resolution: 120916

Moved Cr Turner, seconded Cr Thompson

“That Council:

- 1) Receives the Department of Agriculture and Food’s August 2012 ‘Tambellup Townsite Groundwater Monitoring and Salinity Risk Assessment 2000-1010 (unpublished report)’ by Bob Paul, Hydrogeologist;*
- 2) Arranges for the leveling at ground level and capping of the monitoring and production bores located within the Tambellup administration office staff carpark (carpark) and the Community Awareness Bore (00TAM14M) located off Norrish Street;*
- 3) Arranges for the decommissioning of the two bores at monitoring site 00TAM13 (Tambellup Independent Living Seniors Accommodation development site);*
- 4) Monitors the water level near the Tambellup administration office on a regular basis (monthly, if possible; otherwise, at least quarterly) for a twelve month period to establish if the water table level is continuing to rise and prior to exploring future pumping options via the production bore located in the carpark;*
- 5) Liaises with the Water Corporation and further investigates options for conducting an audit of drainage around the Tambellup administration office; and*
- 6) Recognises any costs associated with these procedures and works as out of budget expenditure.”*

CARRIED 6/0

Reason For Change to Recommendation:

10.15 **TAMBELLUP** **INDEPENDENT** **LIVING** **SENIORS**
ACCOMMODATION

Program: Welfare
Attachment: Gantt chart of indicative timeline
File Ref: ADM0399
Author: JM Trezona Chief Executive Officer
Date: 11 September 2012
Disclosure of Interest: Nil

Summary: Council to consider if it will provide the documentation and design for the Tambellup Independent Living Seniors Accommodation project.

Background: Council recently called for expressions of interest from suitably qualified construction companies to design and construct 6 x 2 bedroom units for the above project. Council determined at its meeting held on 16 August 2012 to invite three companies to proceed to the next stage of the project.

One company has verbally advised that it will most likely not take up the invitation due to the cost that will be involved in the submission of the tender.

Comment: It appears that on the information we have received the costs involved to submit a tender would be somewhere upward of \$30,000 with the majority of this being the design and accompanying documentation. This can be a large investment for a private business on a tender that may not be successful. It appears to be a ‘big ask’ for a business when the odds of being successful are not evenly balanced.

It would seem to be appropriate for Council to develop its own design and specifications, then call tenders for the construction. This will hopefully encourage greater participation from the market and deliver the Council and community the best value for money. No matter which way the Council determines to go the design and documentation costs will ultimately be met by the Council.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: A quote has been obtained from H+H Architects to provide the design and contract documents. The quote is \$25,120. Previous work undertaken by H+H Architects for the expression of interest has seen a lot of the investigative work already done which has resulted in the quote being discounted by \$5,880.

H+H Architects have also been asked to provide a quote to review the tenders and project manage the construction of the project. The quote received is \$2,000 for the tender review and \$15,600 for the management of the construction which also includes 12 month post contract administration.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *120917*

Moved Cr Turner, seconded Cr Sadler

“That Council

- amends the project brief and develops the design and contract documents for the Tambellup Independent Living Seniors Accommodation*
- accepts the quote from H+H Architects of \$25,120 to provide the design and contract documents*
- accepts the quote from H+H Architects of \$2,000 to review and provide recommendations on the tenders received*
- accepts the quote from H+H Architects of \$15,600 for the management of the contract including 12 months post contract administration.”*

CARRIED 6/0

Reason For Change to Recommendation:

10.16 PROPOSED RESERVATION OF LOT 152 TAMBELLUP ON DEPOSITED PLAN 223140

Program: Parks and Gardens
Attachment: Copy of Smart Plan
File Ref: Res27848
Author: JM Trezona **Chief Executive Officer**
Date: 11 September 2012
Disclosure of Interest: Nil

Summary: Council to consider accepting a Management Order for the purpose of “Landscape Protection” for Lot 152 (Reserve 27848) Tambellup.

Background: Further to Councils efforts to have more land released for residential purposes in both Broomehill and Tambellup, Council and the Department of Regional Development and Lands (RDL) have commenced a process in Tambellup to have an area to the south of the town released for residential purposes.

Council has been working closely with RDL to have land previously identified, set aside as a ‘super lot’ for Council to develop when it is able. Part of this process required the Council to undertake a Heritage Survey as part of the requirements of the *Aboriginal Heritage Act 1972*.

Lot 152 was identified in the heritage survey as a place of potential significance for the Noongar people as it was believed that a tree with cultural scarring may be located on the lot. An inspection of the site revealed that unfortunately if there was such a tree it is no longer there - the only tree on the Lot being a pine tree. This information has been passed back to RDL. Council also advised RDL that it still required the Lot and would consider utilising it as public open space.

RDL have now written to Council seeking its agreement to accept a Management Order for Lot 152 for the purpose of ‘Landscape Protection’ with the vegetation to remain on the lot including the pine tree.

Comment: Does Council wish to accept the Management Order?

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: There will be a small annual maintenance amount for the Lot that will include such items as fire hazard reduction, weed control etc.

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

Voting Requirements: Simple Majority

Council Resolution: *120918*

Moved Cr Turner, seconded Cr Thompson

“That Council advises Regional Development and Lands, State Land Services that it is willing to accept the Management Order for Lot 152 Tambellup on Deposited Plan 223140 for the purpose of ‘Landscape Protection’.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.17**FIRE ADVISORY COMMITTEE**

Program:	Law Order and Public Safety
Attachment:	Copy of letter from Fire Advisory Committee
File Ref:	ADM0360
Author:	PA Hull Community Services Officer
Date:	11 September 2012
Disclosure of Interest:	Nil

Community Services Officer Pam Hull entered the meeting at 4.55pm

Summary: Council to consider a request from the Broomehill-Tambellup Fire Advisory Committee (FAC) to split the Shire into two zones for harvest ban purposes.

Background: At the May 2012 Ordinary Council meeting, Council considered a request from the FAC to split the Shire into four zones for harvest ban purposes. At that time Council determined not to grant this request.

As other matters which were raised at the same Council meeting required clarification from the FAC, a meeting of the FAC and Councillors was arranged, and the issue of splitting the Shire into zones was discussed at length.

The FAC have now requested that Council consideration be given to splitting the Shire into two zones, using the Great Southern Highway as the boundary to create East and West zones. The townsite brigade areas would be excluded from this arrangement.

The FAC states that splitting the Shire in this manner would allow for a harvest ban to be imposed on an individual zone according to different weather patterns across the Shire, and also, after a fire, to encourage fire fighters in the affected zone to assist with the ‘mopping up’ process.

Comment: The meeting held with the FAC was positive and a better understanding was gained by all, of both the reasons for splitting the Shire, and the issues faced by the Shire from an administration perspective.

Pros and cons of the proposal are outlined below:

Reasons FOR the proposal:

- Provides the ability to impose a harvest ban on a specific area of the shire when weather conditions are vastly different across the Shire;
- Provides the ability to impose a harvest ban on a specific area of the shire to encourage brigade members to assist with ‘mop up’ operations;
- Use of east/west divide allows for the use of Great Southern Highway as a definite boundary.

Reasons AGAINST the proposal:

- Extensive community education process required;
- Potential to cause confusion in the community through landowners who are unaware of the arrangements;

Does the number of occasions of diverse weather conditions experienced historically warrant splitting the shire?

Statistics for bans imposed since amalgamation (2008) follow:

Year	No. of Bans imposed
2008/2009	3
2009/2010	1
2010/2011	3
2011/2012	2

These statistics relate to bans imposed during business hours where the Shire has been able to maintain records. The previous Chief Bush Fire Control Officer has indicated there may have been a maximum of an additional five occasions over the last two seasons where bans were imposed over weekends.

In the majority of cases of bans imposed during business hours where records are maintained, the bans were short term in nature, being imposed early to mid afternoon and lifted late afternoon/early evening.

In relation to imposing a ban on a specific zone due to widely diverse weather conditions, it is considered the number of occasions when this is experienced, and the short term nature of these occurrences does not warrant separate zones being declared.

An occurrence of extreme conditions during the 2011-2012 fire season affected the far eastern section of the Shire for a period; however conditions only a little further west were far more moderate. It is assumed landowners on the edges of the shire have subscribed to the Harvest Ban SMS service of neighbouring shires and would have been aware of bans imposed in these shires due to the inclement weather pattern. It is expected common sense would prevail and people in the vicinity who are affected by these conditions would cease harvesting on notification by the adjoining local government.

If the conditions deteriorate and extend further into the Shire, it would be expected that a ban be imposed over the entire shire until conditions had eased, as is the current practice.

The proposal to impose bans on a specific zone for 'mop up' purposes is of good intent. Brigade members from across the shire are willing to attend and assist at a fire, however the mop up after the fire is generally left with the brigade concerned. If brigade members are unable to continue with their seasonal activities due to a ban, they may be more inclined to assist with the mop up.

It is recommended that should Council approve the request, that the townsites be included in any ban that is imposed for the reasons stated. With lifestyle blocks located on the outer areas east and west of both townsites, the risk of a fire starting during a ban is as high as in rural areas of the shire.

It is also recommended that should Council approve the request, that the change be implemented for the 2013-2014 fire season, to allow for an effective community education process to be carried out.

- Consultation:** Chief Executive Officer
- Statutory Environment:** Bush Fires Act (1954)
- Policy Implications:** Nil
- Financial Implications:** Nil
- Strategic Implications:** This issue is not dealt with in the Plan
- Voting Requirements:** Simple Majority
- Officer Resolution:** *“That Council does/does not agree to the following proposal as submitted by the Broomehill-Tambellup Fire Advisory Committee:*
- *That the Shire of Broomehill-Tambellup be split into two zones being East and West, using Great Southern Highway as the boundary, to enable Harvest and Vehicle Movement Bans to be imposed on a specific zone on occasions of diverse weather conditions, or to assist with ‘mop up’ operations after a fire;*
 - *That the townsites of Broomehill and Tambellup be included in any Harvest and Vehicle Movement Ban imposed for the above reasons.*
 - *That the change to be effective from the 2013-2014 fire season.”*
- Council Resolution:** **120919**
- Moved Cr Thompson, seconded Cr Sheridan*
- “That Council does agree to the following proposal as submitted by the Broomehill-Tambellup Fire Advisory Committee:*
- *That the Shire of Broomehill-Tambellup be split into two zones being East and West, using Great Southern Highway as the boundary, to enable Harvest and Vehicle Movement Bans to be imposed on a specific zone on occasions of diverse weather conditions, or to assist with ‘mop up’ operations after a fire;*
 - *That the townsites of Broomehill and Tambellup be included in any Harvest and Vehicle Movement Ban imposed for the above reasons.*
 - *That the change to be effective from the 2012-2013 fire season.”*
- CARRIED 5/1**
- Reason For Change to Recommendation:** To change the timeframe at the third dot point from 2013-2014 to 2012-2013.

The Community Services Officer Pam Hull left the meeting at 5.04pm.

10.18 PLANT REPLACEMENT - GRADER

Program: Transport
Attachment: Quote analysis – UNDER SEPARATE COVER
File Ref: ADM0303
Author: GC Brigg Manager of Works
Date: 10 September 2012
Disclosure of Interest: Nil

Summary: Quotes have been obtained for the replacement of Councils Volvo 710 grader.

Background: Council's budget has made provision to replace the Volvo 710 grader. We have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council requested quotes from Hitachi for John Deere, Komatsu and Westrac. Quotations closed on the 28th of August 2012 and all three companies supplied prices.

In utilising WALGA's Purchasing Service Council is still required to go to tender for the disposal of the Volvo grader. The anticipated trade in will exceed the threshold of \$20,000.

WALGA will also be utilised to manage the tender process for the sale of the Volvo grader. WALGA will carry out the process for sale by tender, while waiting for delivery of the new machine. This minimizes the waiting period if any private tenders are received.

Comment: The analysis of the quotes received is for Council consideration and decision. All graders priced, are appropriate machines and conform to all the specifications asked for.

Pricing excludes GST and all machines priced include 5 year / 6,000 hour extended warranty.

Hitachi Construction Equipment provided a demo John Deere 770GP for operators to trial for a day. Operators from the Shire of Broomehill-Tambellup and Shire of Cranbrook attended and they had a chance to operate the machine first hand. Operators were impressed with the machine and the features however their preference at this time is with the Caterpillar 12M.

Companies can price many configurations, but the best suited for our use is a higher horsepower grader with, 14' blade and 17.5 x 25 tyres. The wider blade and tyres allow for maximum traction, better stability and increased productivity when grading.

Consultation: We contacted shires within WA that are currently using or using similar machines to the Caterpillar 12M, John Deere 770GP and Komatsu GD550-5 for their feedback. The feedback was positive on all machines.

Statutory**Environment:** Nil**Policy Implications:** Nil**Financial****Implications:** Councils 2012-2013 budget includes a provision of \$290,000 for the nett cost of replacement of the Caterpillar 12H grader. Some funds are to come from the Plant Replacement Reserve.**Strategic****Implications:** Local Government Act 1995
Local Government (Functions and General) Regulations 1996**Voting Requirements:** Simple Majority**Council Resolution:** *120920**Moved Cr Thompson, seconded Cr Sadler*

“That Council accepts the quote from Westrac for the purchase of a new Caterpillar 12M grader with 14’ blade, 17.5X25 tyres and 60 month, 6,000 hour extended warranty for \$335,000. Council to accept the trade-in offered by Westrac for its existing Volvo 710 grader, subject to the tender process for the outright sale of the machine not resulting in a greater trade in value for the machine.”

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

10.19**PLANT REPLACEMENT – SMALL TRUCK**

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0303	
Author:	GC Brigg	Manager of Works
Date:	12 September 2012	
Disclosure of Interest:	Nil	

Summary: As part of the 2012-2013 budget council has made provisions for the replacement of its Mitsubishi Fuso Truck registration number TA 386 which is used in Parks and Gardens.

Background: The replacement of the Parks and Gardens small truck has been provided for in the current 2012-2013 budget. The Western Australian Local Government Association (WALGA) purchasing network has been consulted for the replacement of the vehicle. Unfortunately there are limited trucks of this size available within the WALGA purchasing network.

Over the past years Council has recognized that Isuzu offer very good value for money for this type of vehicle and has a number of Isuzu units within its fleet.

Comment: Initially it was proposed to replace the existing 4 tonne Mitsubishi Fuso truck with a truck of similar size. Upon reflection and giving consideration to Councils current and proposed fleet changes, investigation was done to see if the new truck could be sized up to 5 tonne and then provide greater flexibility. One of the immediate benefits will be the ability of the new truck to transport a skid steer which is to be purchased in the current budget.

Council would then have two 5 tonne Isuzu trucks in the fleet. This can be an advantage as the current 5 tonne truck is fitted with a hiab making the tray too small to fit a skid steer. This also eliminates the need to use the low loader to shift the skid steer at all times.

A written quote has been obtained from Albany City Motors for the replacement of the truck. The quote has been checked against other small truck providers and is very competitive.

Quotation from Albany City Motors ex GST is as follows with the included extras listed below:

Dealer	Truck	Price	Trade	Changeover
Albany City Motors	Isuzu FRR500	\$79,432.20	\$26,363.64	\$53,068.56

Toolbox fitted between cab and body
 Reposition of body to allow space for toolbox
 Twin amber flashing lights
 Fire extinguisher
 Rubber floor mats

Consultation: A visit was made to the City of Albany to inspect their current Isuzu fleet. They have many different specialized units and different configurations. All of Albany's light truck fleet is Isuzu.

The quoted truck comes with a standard factory tipper and doesn't need a body build. There are some modifications to be carried out by Evertrans to meet our specifications.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Councils 2012-2013 budget includes a provision of \$65,000 nett to replace TA 386

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

Voting Requirements: Simple Majority

Council Resolution: *120921*

Moved Cr Turner, seconded Cr Sheridan

“That Council accepts the quote from Albany City Motors for the purchase of a new 5 tonne Isuzu FRR500 truck for \$79,432.20 and accepts the trade in offer of \$26,363.64 for its existing Mitsubishi Fuso Truck registration number TA 386 resulting in a nett changeover to Council of \$53,068.56.”

CARRIED 6/0

Reason For Change to Recommendation:

10.20**APPLICATION FOR TEMPORARY PLANNING APPROVAL – PROPOSED CBH SAMPLE SITE: LOT 669 TOOLBRUNUP ROAD/CORNER BEEJENUP ROAD, LAKE TOOLBRUNUP**

Program: Planning
Attachment: CBH responses to issues raised by the Shire of Broomehill-Tambellup
File Ref: ADM0284
Author: Gray & Lewis Landuse Planners
Date: 17 September 2012
Disclosure of Interest: Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of *Local Government Act 1995*

More than half the members grow grain and deliver to CBH and may have a financial interest. A request has been made to the Department of Local Government for Ministerial approval for members to deal with this matter. The Department of Local Government and Regional Development has advised that elected members interest is determined as an ‘Interest in Common’ and no elected member declaration is required.

Summary:

An application has been lodged by CBH seeking temporary planning approval for grain sampling to operate on Lot 669 Toolbrunup Road / corner Beejenup Road, Lake Toolbrunup.

The application has been advertised for public comment and no submissions have been received.

This report recommends that conditional temporary approval be granted.

Background:

In December 2011, Council granted conditional approval for a temporary CBH sampler facility on Lot 669 Toolbrunup Road, Lake Toolbrunup. The planning consent was only granted for a period up to the 29 February 2012.

The owner of the land has provided written consent for the land to be used for the 2011/2012 to 2016/17 grain harvest periods.

A report on this application was considered by Council at its August Council meeting. Council resolved to advertise the landuse as ‘Rural Industry’ and requested additional information from the applicant including a revised Traffic Management Plan.

Comment:**Zoning**

The subject lot is zoned ‘Farming’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

Description of Application

CBH has lodged an application to use a portion of the land for sampling of grain which involves placing a sea container on site to cater for trucks attending the site each day.

The applicant is seeking approval for a 5 year period. Gray & Lewis has reservations about supporting any approval for 5 years as it will be difficult to predict traffic counts to the site for that time period.

Gray & Lewis recommend that a maximum 3 year period be supported. If the facility continues to operate without impact, then a longer 5 year timeframe can be considered for a future separate application.

Traffic Management Plan

The applicant lodged a Traffic Management Plan dated 18 June 2012 and some anomalies were identified and outlined in the report to Council in August 2012.

In August 2012, Council resolved to request an amended Traffic Management Plan by Contraflow (or an alternative qualified traffic consultant) to address the anomalies.

CBH has not provided a revised Traffic Management Plan at this juncture, however has clear intentions to amend the Traffic Management Plan. CBH has tabled the changes requested and commented on each issue in a table – refer Attachment 1.

CBH has indicated that it will amend the Traffic Management Plan to address the issues raised with the exception that:

- They do not want to replace the 'Road Approval Authority' section to be signed by the Shire with a section to be signed by CBH stating they will implement the Traffic Management Plan. Gray & Lewis have no objections to this, as a condition can be placed on the planning approval requiring CBH to implement the recommendations of any Traffic Management Plan approved by the Shire Chief Executive Officer.
- CBH has objected to including a copy of the development plan in the Traffic Management Report or any reference to the site plan lodged with the application. CBH advises it is not necessary and the Traffic Control Diagram is similar.

It is recommended that a condition be placed on the planning consent requiring lodgement of an amended Traffic Management Plan for separate approval in writing by the Shire Chief Executive Officer, and the TMP to include either a revised Traffic Control Diagram that includes all crossover width and distance dimensions consistent with and as shown on the development plan or a copy of the development plan as an Appendix.

Dust and Noise:

This is not a major consideration as the closest house was measured at over 300m away from the site. Gray & Lewis are not aware of any dust complaints lodged during the last harvest season, and no submissions complaining of dust nuisance have been lodged during advertising of this application.

Landuse Permissibility

The proposed land uses is being processed as a 'Rural Industry' which includes *'an industry handling, treating, processing, or packing primary products grown, reared, or produced on the locality, and a workshop servicing plant or equipment used for rural purposes in the locality'*.

A 'Rural Industry' is an 'SA' use in the 'Farming' zone which means that *'the use is not permitted unless the Council has exercised its discretion by granting planning approval after giving special notice in accordance with clause 8.3.1'*.

Gray & Lewis is generally supportive of the application and notes that there are no known adverse impacts from the last harvest operating period.

Consultation: The application has been advertised for 21 days in accordance with Clause 8.3.1 of the Scheme. No submissions have been received.

Statutory

Environment:

Shire of Tambellup Town Planning Scheme No 2

Under Clause 8.6.4 of the Shire of Tambellup Town Planning Scheme No 2, Council may limit the time for which a planning consent remains valid.

Policy Implications:

Nil

Financial

Implications:

CBH has paid a planning application fee. The Shire pays consultancy fees to Gray & Lewis for planning advice.

Strategic

Implications:

Nil

Voting Requirements: Simple Majority

Council Resolution: 120922

Moved Cr Thompson, seconded Cr Kempin

“That Council:

- A. Grant temporary planning approval for a temporary sampling facility by CBH Group on Lot 669 Toolbrunup Road / corner Beejenup Road, Lake Toolbrunup subject to the following conditions:**
- 1. Prior to commencement or operation, lodgement of an amended Traffic Management Plan for separate approval in writing by the Shire Chief Executive Officer. The amended Traffic Management Plan shall include a revised Traffic Control Diagram that includes all crossover width and distance dimensions consistent with and as shown on the development plan or a copy of the development plan as an Appendix.**
 - 2. The applicant to implement and operate the landuse in accordance with the recommendations of an amended Traffic Management Plan separate approval in writing by the Shire Chief Executive Officer (under Condition 1).**
 - 3. The applicant shall advise the Shire in writing of the contact details of the individuals or parties responsible for the implementation of the Traffic Management Plan prior to operation or commencement of the landuse.**
 - 4. This planning approval is valid for a maximum of 3 years from the date of issue.**
- B. Include footnote advice on any planning approval as follows:**
- (i) CBH is advised that signs are to be erected by a person accredited in Advance Worksite Traffic Management as per the recommendations of the Traffic Management Plan.”**

CARRIED 6/0

Reason For Change to Recommendation:

**11.1 UNDER SEPARATE COVER:
PROPOSED ARCHIVE REPOSITORY**

Program: Governance
Attachment: Copy of Design Report
 Copy of Plans
File Ref: ADM0408
Author: JM Trezona Chief Executive Officer
Date: 14 September 2012
Disclosure of Interest: Nil

Officer Resolution: *“That Council advises the Southern Link VROC of the indicative costs that have been received for the Archive Repository project and*

- *advise that the Broomehill-Tambellup Shire is prepared to consider meeting the costs associated with the library and reception area upgrade from its Building Reserve*
- *obtain agreement from the member Councils of the Southern Link VROC that any over budget costs for the remainder of the Archive Repository project will be met equally by the member Councils.”*

Council Resolution: 120923

Moved Cr Kempin, seconded Cr Sheridan

“That Council advises the Southern Link VROC of the indicative costs that have been received for the Archive Repository project and

- *obtain agreement from the member Councils of the Southern Link VROC that any over budget costs for the remainder of the Archive Repository project will be met equally by the member Councils.”*

CARRIED 6/0

Reason For Change to Recommendation: The first dot point was removed as it was felt that it was not necessary to make a determination on this until such time as tenders had been received.

12.1 PLANT REPORT FOR AUGUST 2012

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 13 September 2012
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2011	2011		
1DCF 535	TORO 3500D	435	500	2009	2009		ok
1TA	Colorado 4x4 Dual Cab		3000	2012	2012	1 yr / 40,000 kms	ok
1 TIU 961	Papas Tandem Fuel Trailer			2008			ok
1TMR361	Rockwheeler Side Tipper Trailer	135		2012	2012		at CSC
BH00	Ford Ranger Dual Cab	22878	30000	2011	2011		ok
BH000	Nissan Murano	1036		2011	2011		ok
BH001	CAT vibe Roller	1166	1250	2009			ok
BH002	ISUZU 6 Wheel Tipper	94451	120000	2008	2008	7 yrs / 250,000km	clutch adjusted , front bumper changed
BH003	Isuzu NPR300 crew cab truck	67107	75000	2009		5 yrs / 200,000km	ok
BH004	CAT 12M	2493	2500	2009	2009		ok
BH005	Cat multi tyre	1007	1000	2011	2011	8 yrs / 8000 hrs	ok
BH006	Volvo G710B	6793	7000	2004	2004	8 yrs / 8,000 hrs	ok
BH007	Toro 360 mower	229	300	2011	2011	5 yrs / 5,000 hrs	200 hrs service done , blades changed 208 , 217 hrs
BH008	VOLVO L70D Loader	6952	7000	2001	2001	8 yrs / 8000 hrs	hydraulic hose damaged & replaced
BH009	Colorado 4x4 Tray Back	746	3000	2012	2012	2 yrs	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7443		1995	2004		ok
BH013	John Deere 315SG Backhoe	2966	3000	2003	2003	10 yrs / 8,000 hrs	ok
BH014	Colorado 4x4 Tray Back	516	3000	2012		1 yr	Hilux traded at 14510 kms
TA001	Colorado 4x4 Dual Cab	2400	3000	2012	2012	1 yr / 40,000 kms	ok
TA005	John Deere Tractor 6330	1087	1250	2008	2008	10 yrs / 8000 hrs	ok
TA017	Isuzu Tipper	90001	105000	2009		5 yrs / 200,000 km	90000 kms service done

TA052	Colorado 4x4 Tray Back	1300	3000	2012	2012	2 yrs	ok
TA06	Jet Patcher Isuzu	97709	105000	2007	2010	8 yrs / 8,000 hrs	on hire to KSC
TA092	Iveco Strais AD500 8-4	1295	5000	2012	2012	5 yrs / 250,000 km	at Allroads for repair
TA18	12H Grader	6032	6000	2006	2006	7 yrs / 8,000 hrs	ok
TA1880	Isuzu Gigamax Truck	90502	120000	2008	2008	8 yrs / 250,000 km	90000 km service done
TA281	930G Loader	4420	4500	2007	2007	8 yrs / 8,000 hrs	ok
TA386	Mitsubishi Fuso Truck	86183	90000	2007	2007	5 yrs / 250,000 km	ok
TA392	Tractor Mower		2228			5 yrs / 5,000 hrs	ok
TA417	John Deere Gator	316	400	2009		4 yrs	ok
XTR579	Road Broom					10 yrs	ok
	Slasher					10 yrs	ok

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The CEO and Manager of Works updated the Council on the status of the Iveco truck TA092. The truck chassis was bent while tipping gravel on the job. The truck was only half loaded with gravel. The accident occurred on 31 May 2012. Local Government Insurance Services were advised and the necessary claim forms completed. The truck was taken to All Roads in Albany. All Roads built the body for the truck and at that time staff were unsure if the problem was with the body or the chassis.

Council is now in a position where the insurance company requires a sign off for the repairs to the chassis to be done. The insurance company will meet the cost of all repairs but not modifications. The sign off includes the usual statements of Council releasing the insurance company from all actions, suits, proceedings, causes, costs, claims and demands whatsoever arising out of or in consequence of the said accident plus any further claim relating to the accident.

LGIS advise that Iveco have told the insurance company that the wrong type of truck was ordered by the Council for the body that has been built and the work Council intends to use the truck for. There is an inference that the problem will continue to occur and their solution is build a new body or buy a new truck.

Council purchased the truck through the tender process and provided the specifications it was looking for. Tenders were received and included quotes for the body. Skipper Iveco were the successful tenderer. The Skippers representative that Council dealt with for the purchase of the new truck has verbally confirmed that they were aware of Councils requirements for the new vehicle and the type of body required. The purchased Iveco was one of the vehicles recommended.

120924

Moved Cr Kempin seconded Cr Sheridan

“That Council seeks legal advice regarding its position in the matter of the accident of 31 May 2012 with its Iveco truck and how best to ensure that Council ends up with a vehicle fit for the intended purpose.”

CARRIED 6/0

12.2 WORKS AND MAINTENANCE REPORT FOR AUGUST 2012

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	13 September 2012	
Disclosure of Interest:	Nil	

Broomehill

- Broomehill is currently short of reticulation water. Town dam is currently 2 metres down. Sports complex dam is still 1m below the inlet pipes. The last 2 years, both dams have been full at this time of year.
- Plants have been stolen from the Broomehill rest stop.
- Gardeners have planted established trees in various places around town.
- New toilets well underway in Holland Park.
- Footpath ready in India Street for asphalt. Delays with the contractor at present.
- New drainage has been installed in relation to the footpath.
- Starting the rain garden over the next few weeks in the subdivision.
- Katanning Cherry Pickers have pruned trees identified by Western Power under power lines.
- There is more tree pruning to be done under power lines.
- Town weed spraying underway in the next two weeks.
- Oval will be sprayed for black beetle and weeds next week.

Tambellup

- Gardeners have been planting established trees in various locations around town. This will help replace many that have been damaged by storms over the last few years.
- Fence will be installed at the corner of Norrish and North Terrace new open space area. Dial before you dig has been completed. There is a holdup while we are waiting for the other services (water, sewer etc) to be located..
- All dams are reasonably well placed at this time. All the water for the oval came from number one dam last year. This allowed Jam Creek and number 2 dam to increase in capacity.
- Kids have damaged many plants in Diprose Park. The park currently needs a lot of replacements.
- Gravel work around the new gazebos is finished ready for asphalt. Waiting on contractor.
- Andersons bore has been repaired by Thinkwater.
- Katanning Cherry Pickers have pruned trees under power lines in Tambellup.
- Area of the old power station will be filled as it is currently holding water.
- Town weed spraying will be carried out in the next two weeks.

Roads

- Two kilometres of gravel widening complete on the Broomehill Kojonup Road. There is still around 3 km to complete.
- Cranbrook Shire excavator has completed vegetation widening the full length of project.
- Crew now working on Gnowangerup Road. They have just completed widening vegetation with loaders. It is now ready to place gravel.
- Crew have carried out gravel repairs on Tieline North Road

- Also carried out gravel repairs on Pallinup South Road.
- Currently moving over to carry out repairs to bitumen on Pootenup Road. This is preparing for reseals.
- Johnnys Creek signs have been stolen again.
- If warm weather continues, the widening on Gnowangerup and Broomehill Kojonup will be sealed next month.
- Maintenance graders are working in the mid eastern area of the shire.
- Maintenance crew have been doing guide posts, culvert widening and footpaths.
- When Jetpatcher returns it will carry out pot hole repairs and failures.
- Contractor has been notified to carry out road side spraying. This will be underway soon.

Plant

- CEO's vehicle has been replaced for \$590. This was done earlier than normal to take advantage of the low changeover.
- Works Managers vehicle has been replaced. It will be changed again in November to take advantage of another low changeover. Total running cost of this vehicle is very low. By the expected November changeover date it will have travelled approximately 20,000km. That will result in a km rate of 27 cents per kilometre. Half of this cost is charged back to Cranbrook.
- It has been taking up to 4 months for delivery of utes. This is expected to get better with more stock starting to filter into the dealers.
- Works Supervisor's vehicle has been changed over for a very low cost to council. This will need another change before the end of the 12-13 financial year. Even with 2 changeovers, this vehicle will be well under budget.
- Both gardener's utes have been replaced. Broomehill gardener's vehicle has been changed from a 4x2 to a 4x4. It was also purchased with a tipping tray. This tipping unit will be changed from old vehicle to replacement vehicles to keep costs down.
- Manager of Corporate Services vehicle has been changed from Nissan Murano to Holden Captiva.
- Iveco truck is still in Albany for repairs. Insurance has been delaying approval to carry out repairs needed to get the truck back on the road.
- Jetpatcher is currently being hired by the Shire of Kellerberrin. It will be there for around 2 months. It will do a run around our shire and then will be sent to Cranbrook.
- Isuzu truck is currently having body repairs at Albany.

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12.3 BUILDING SURVEYORS REPORT FOR AUGUST 2012

Program: Economic Services
Attachment: BSR Report and Activity Statement
File Ref: ADM0076
Author: D Baxter Building Surveyor
Date: 3 September 2012
Disclosure of Interest: Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of August 2012 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 August 2012.

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

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

Reason For Change to Recommendation:

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12.4 BUILDING MAINTENANCE PROGRAM

Program: Various
Attachment: Building Maintenance Program Report to 13 September 2012
File Ref: Nil
Author: JA Stewart Manager Corporate Services
Date: 13 September 2012
Disclosure of Interest: Nil

Summary: Report on the Building Maintenance Program for 2012-13 to 13 September 2012.

Background:

Comment: The Building Maintenance Program Report is updated to 13 September 2012 and presented for Council's information, comment and discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision was made in the 2012-13 budget or, if unbudgeted expenditure, by Council resolution since, to meet the building maintenance costs within the attached Report.

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

Voting Requirements: Nil

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

Reason For Change to Recommendation:

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

Program:	Various	
Attachment:	Nil	
File Ref:	Nil	
Author:	JA Stewart	Manager Corporate Services
Date:	04 September 2012	
Disclosure of Interest:	Nil	

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

Background:

Comment: The following represents a summary of OS&H related matters either completed between July and September 2012 or currently being addressed (emanating from administration workplace inspections and associated administrative requirements):

- 1) Completion of ‘Dealing with Unreasonable Customers’ training;
- 2) The Dept of Agriculture and Food WA (DAFWA) has recently provided Council with an unpublished report: ‘Tambellup Townsite Groundwater Monitoring and Salinity Risk Assessment 2000-2010’. The Report follows enquiries by the author as to the possibility of removing the ‘bollard like’ top sections of piezometers located around the Tambellup administration building and on the land to be used for constructing accommodation for the well aged (an agenda item is located elsewhere in this agenda in relation to this matter);
- 3) A second Depot OS&H Safety Representative has completed the required 5 day OS&H Safety Representative course and the author has completed the remainder of the same course commenced earlier in the year (however, will not be acting in the capacity of a safety representative);
- 4) Two safety representatives have attended an OS&H Refresher Course;
- 5) 1st Aid training has been completed by Depot staff;
- 6) Formation of a Business Continuity Plan (BCP) is progressing with staff now analysing tasks in order to establish what needs to be prioritised following a crisis;
- 7) Depot OS&H inspections were undertaken in June;
- 8) Four Depot staff have attended an Auschem course; and
- 9) Two Depot staff have completed an Electrical Tagging and Testing Course.

- The following represents a summary of upcoming OS&H matters:
 - 1) Ergonomic and Manual Handling training (Health on the Move/Local Government Insurance Services);
 - 2) Formation of a Safety Based Preferred Supplier (contractor) list based upon online safety course completion;
 - 3) Office OS&H inspections to be undertaken during September;
 - 4) Progression of the 5 Year OS&H Plan;
 - 5) OS&H training for new safety representative; and
 - 6) Ongoing Leading Hand skill set and Construction 3 Certificate.

Changes to OS&H legislation (OS&H law harmonisation across Australia) are now anticipated to come into effect late 2013/early 2014.

Consultation:	Nil
Statutory Environment:	<i>Occupational Safety & Health Act 1984</i> Occupational Safety & Health Regulations 1996
Policy Implications:	Policy 2.2 – Occupational Safety and Health
Financial Implications:	This issue has no financial implications for Council
Strategic Implications:	This report is not dealt with specifically in Council’s Strategic Plan; however, its contents fall under Strategic Objective 5 – Corporate Governance – Compliance with Legislation (Performance Measurement).
Voting Requirements:	Nil
Council Resolution:	<i>“No recommendation required – Councillor information only”</i>
Reason For Change to Recommendation:	

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12.6 LIBRARY REPORT – AUGUST 2012

Program: Recreation & Culture
Attachment: Library Report – August 2012
File Ref: ADM0097
Author: C Brown, S Reed Library Officers
Date: 3 September 2012
Disclosure of Interest: Nil

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of August 2012.

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: Nil

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

Reason For Change to Recommendation:

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12.7

CLUB DEVELOPMENT OFFICER REPORT SEPTEMBER 2012

Department of
Sport and Recreation**SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP****PLEASE NOTE: CDO WILL BE ON ANNUAL LEAVE FOR THE MONTH OF SEPTEMBER 2012****ACTIVITIES FOR THE MONTH:**

Annual club Profile Update 2011/12

- As a part of our annual club profile update, all clubs are requested to complete a survey. This survey will assist the Club Development Officer to maintain the Club data base, assess the Club's needs and establish good communication. Several Surveys have been received and are currently being processed.
- Key Result Schedule for 2011/12 completed and submitted to DSR. Hard and soft copies have been sent to DSR for review.
- Annual Review for the CDO position took place on 3 September 2012 with CEO, Jo Trezona.
- Kidsport – A re-launch of the Kidsport program is being arranged for the 2012/13 summer sporting season. Extensive advertising and communication will commence as of October 2012. Using the feedback from sporting clubs and the general sporting community, it is the Club Development Officer's priority to promote and educate the sporting clubs and sporting community on this program.

Statistics/results of the Kidsport Program for the Shire of Broomehill-Tambellup and the Shire of Kojonup have been attached for your reference.

- A Meeting was held with all surrounding CDOs and DSR Great Southern on 27 August to discuss workshops for 2012/13.
- A meeting is being arranged with Moberup Polo Crosse Club, the CDO and DSR to discuss funding opportunities to upgrade their current amenities. Waiting for club to confirm a date and time.
- A meeting is currently being arranged with the Kojonup Netball Club, the CDO and DSR to discuss funding opportunities to upgrade their current bitumen courts.
- Sports House Meeting held with all CDOs and DSR Great Southern on 27 August.

- DSR Perth, DSR Great Southern, the CEO of Shire of Kojonup, the CEO of the Shire of Broomehill-Tambellup and the CDO will be meeting in October to discuss the KRS for 2012/13. This is the last year of funding for the CDO position.

PROPOSED Activities/workshops:

Following is a list of proposed activities/workshops for 2012/13 financial year.

PROPOSED ACTIVITY	DATE:
Kidsport re-launch for summer sports 2012/13	OCTOBER - TBA
Responsible Service of Alcohol	OCT/NOV
Grant writing course – Kojonup CONFIRMED	FEBRUARY 2013
Kidsport re-launch for winter sports 2013	MARCH - TBA

ONGOING Activities

Tambellup Golf Club – seeking funding to install synthetic tee boxes

Tambellup Hockey Club – funding application for additional lights at the Tambellup Oval.

Kojonup Squash Club - liaising with the Shire of Kojonup on the best way to progress the replacement of their courts.

Kojonup Hockey Club – developing a club website using the recourses from DSR.

Kojonup Netball Club - seeking funding to replace current bitumen courts.

AMELIA BISHOP
CLUB DEVELOPMENT OFFICER

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

Nil

14. DATE OF NEXT MEETING

18 October 2012

15. CLOSURE

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.04pm.