



# Ordinary Meeting of Council

## MINUTES

21 August 2014

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## SHIRE OF BROOMEHILL - TAMBELLUP

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 21 August 2014 commencing at 4.07pm.**

### **1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>Present:</b>	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr KW Crosby	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	Cr MR Batchelor	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	LK Cristinelli	Governance and Executive Assistant

**Apologies:** Nil

**Leave of Absence:** Nil

### **2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.07pm.

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

Nil

### **4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATION FOR LEAVE OF ABSENCE****140801***Moved Cr Paganoni, seconded Cr Dennis**That Councillor Thompson be granted Leave of Absence for the 18 September 2014 Ordinary Council Meeting***CARRIED 7/0****140802***Moved Cr Thompson, seconded Cr Prout**That Councillor Crosby be granted Leave of Absence for the 18 September 2014 Ordinary Council Meeting***CARRIED 7/0****6. DECLARATION OF INTEREST**

Cr Prout declared a Financial Interest in Item 10.04 and an Impartiality Interest in Item 10.07.

Cr Batchelor declared a Financial Interest in Item 11.02.

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES****8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 JULY 2014****140803***Moved Cr Dennis, seconded Cr Crosby**“That the Minutes of the Ordinary Meeting of Council held on 17 July 2014 be confirmed as a true and accurate record of proceedings.”***CARRIED 7/0**

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The President extended congratulations to Chief Executive Officer Joanne Trezona on being presented with a Local Government Distinguished Officer Award at the WALGA Local Government Convention on August 6<sup>th</sup> 2014. The award recognised Joanne's work with the previous Shire of Tambellup before 2008, the shared role with Broomehill from 2006-2008 and the Shire of Broomehill-Tambellup since 2008.

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR JULY 2014**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for July 2014</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>13 August 2014</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the monthly financial report for the period ending 31 July 2014.

**Background:** The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the report relates.

Each financial year, Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances.

As part of the 2014/2015 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

**Comment:** Council adopted its' 2014/2015 annual budget on 3<sup>rd</sup> July 2014.

Following adoption of the budget, rates were levied and issued on Friday 11 July 2014. The discount period closed on Friday 8 August, and the due date for payment of rates (without penalty) is Friday 15 August. The due date for the first instalments is also Friday 15 August 2014.

Council resolved to reduce the rate of the discount to 5% this year, and budgeted \$79,000 for the discount. The total discount granted at 31<sup>st</sup> July was \$22,452, and at the close of the discount period \$72,693.

**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 Resolution:** *140804*

*Moved Cr Thompson, seconded Cr Paganoni*

*“That the Financial Statement for the period ending 31 July 2014 be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID JULY 2014**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for July 2014</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>15 August 2014</b>	
<b>Disclosure of Interest:</b>	Nil	

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

**Background:** The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

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

Municipal Fund	\$1,488,235.88
Trust Fund	\$10,855.32
Credit Cards	\$400.05
<u>Total</u>	<u>\$1,499,491.25</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 Resolution:** *140805*

*Moved Cr Batchelor, seconded Cr Prout*

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

- Municipal Fund cheques numbered 2498 to 2560 inclusive and electronic payments numbered EFT5732 to EFT5910 inclusive and totalling \$1,488,235.88;*
- Trust Fund cheques numbered 397 to 398 and electronic payment numbered EFT5888, totalling \$10,855.32;*
- Credit Card payments totalling \$400.05;*

*be endorsed.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.03 INTERIM AUDIT FOR THE YEAR ENDING 30 JUNE 2014**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Interim/Planning Audit Management Letter</b>
<b>File Ref:</b>	<b>ADM0058</b>
<b>Author:</b>	<b>KP O'Neill                      Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>12 August 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the interim audit report for the year ending 30 June 2014.

**Background:** The interim audit for the financial year ending 30 June 2014 was conducted on 2<sup>nd</sup> and 3<sup>rd</sup> July 2014 by Councils Auditors, Lincolns.

The *Local Government Act 1995 Part 7* and *Local Government (Audit) Regulations 1996* prescribe the conduct of an audit. The agreement between Council and Lincolns sets out the objectives, scope and plan for the audit.

**Comment:** An interim audit is undertaken prior to the end of the financial year to assess internal systems and procedures which ultimately ensures the integrity of our data.

Councils Auditors checked the following systems during their visit:-

- Bank Reconciliations
- Payroll
- Payments Systems
- Receipts Systems
- Revenue Systems
- Debtors, Creditors and Rates subsidiary ledgers
- Works Costing

The Auditors are satisfied that reconciliations are occurring correctly, relevant reports are being retained and audit trails exist for Councils internal systems and processes.

They have provided some general observations on three matters, in a separate schedule which is attached for Councillors information. The CEO was given the opportunity to comment on the Auditors recommendations.

General Journals

General journal entries are an area of high audit risk as adjustments can be made which fall outside of existing internal controls.

The recommendation is that all general journals are signed by the originating officer, and countersigned by another as evidence of review.

The current procedure sees that all general journals are filed with supporting documents, but not all have been signed by the originating officer.

Procedures have been implemented to ensure that all general journals are signed by the officer processing the journal. The general journal will be reviewed and signed by an Authorised Person before filing.

#### Credit Card Policy

The recommendation is that Council should implement a policy in relation to the use of Council's Corporate Credit Cards. The policy should clearly outline the limitations of use and be specific about the prohibition of items of a personal or private nature. It is proposed that the Policy contain a declaration from the cardholders that they acknowledge their responsibilities under the policy.

Presently, Council has a "Management Practice" in relation to the provision and use of Corporate Credit Cards.

A new policy for "Corporate Credit Cards" will be developed, which will include specifics about limitations of use and a declaration by cardholders that they acknowledge their responsibilities under the policy.

#### Review of Monthly Subsidiary Reconciliations

The Auditors have noted that whilst monthly bank and subsidiary ledger reconciliations are occurring, there is no evidence that they have been reviewed by an Authorised Person.

Procedures will be implemented to ensure that all reconciliations are signed by the originating officer, and that the reconciliations are reviewed and countersigned by an Authorised Person before filing.

A copy of the Interim Audit Report is provided for Councillors information and comment.

<b>Consultation:</b>	Chief Executive Officer Lincolns
<b>Statutory Environment:</b>	<i>Local Government Act 1995 Part 7 - Audit Local Government (Audit) Regulations 1996</i>
<b>Policy Implications:</b>	There is no policy applicable to this item.
<b>Strategic Implications:</b>	Strategic Community Plan 2012-2022 Community Aspiration – Being Well Governed <i>Provide leadership of the community through transparent, accountable and representative local government.</i>
<b>Asset Management Implications:</b>	There are no implications for the Asset Management Plan.
<b>Financial Implications:</b>	The interim audit assesses risk, checks control systems and procedures and provide reasonable assurance that the financial systems of the Council are functioning reliably.

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *140806*

*Moved Cr Paganoni, seconded Cr Crosby*

*“That Council accepts the Interim Audit Report for the year ending 30 June 2014.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.04 TAMBELLUP BUSINESS CENTRE – RATE CONCESSION**


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<b>Program:</b>	<b>General Purpose Funding</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>A505</b>
<b>Author:</b>	<b>KP O’Neill                      Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>28 July 2014</b>
<b>Disclosure of Interest:</b>	<b>Cr Prout declared a Financial Interest in this Item as he is the Manager of the Tambellup Business Centre and left the meeting at 4.16pm.</b>

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**Summary:** Council to consider granting a rate concession for the 2014/15 year.

**Background:** The Tambellup Business Centre has written requesting Council consider granting a rate concession for the 2014/2015 financial year.

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

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

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

**Consultation:** Nil

**Statutory****Environment:**

*Local Government Act 1995*

*s6.47 Concessions*

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

*\*Absolute majority required.*

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

**Strategic****Implications:**

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

**Asset Management****Implications:**

There are no implications for the Asset Management Plan.

## **Financial**

**Implications:** Rates for the Tambellup Business Centre are \$2,221.62 for the 2014/2015 year.  
Provision of \$5,000 has been included in the 2014/2015 Budget for ‘Rates Written Off’ in anticipation of such requests. The balance of this allocation is \$4,415.

## **Workforce Plan**

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

**Voting Requirements:** Absolute Majority

**Council Resolution:** *140807*

*Moved Cr Thompson, seconded Cr Dennis*

*“That Council grants a rate concession to the Tambellup Business Centre for the 2014/2015 year.”*

*CARRIED 6/0  
By Absolute Majority*

## **Reason For Change to Recommendation:**

Cr Prout returned to the meeting at 4.17pm.

## 10.05 REQUEST FOR PLANNING APPROVAL - LOT 1 KEITH STREET, BROOMEHILL

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<b>Program:</b>	<b>Planning</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>A2003</b>
<b>Author:</b>	<b>Liz Bushby                      Gray &amp; Lewis Land Use Planners</b>
<b>Date:</b>	<b>13 August 2014</b>
<b>Disclosure of Interest:</b>	<b>Gray &amp; Lewis receive planning fees for advice to the Shire, therefore, declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i></b>

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**Summary:** Council is to consider an application for an outbuilding, home office (mobile seed cleaning) and parking of a commercial vehicle on Lot 1 (No 48) Keith Street, Broomehill.

**Background:** Lot 1 is located on the corner of Keith Street and Kimberley Street in Broomehill.

The lot is zoned ‘Residential R5’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

There is an existing house on the lot fronting Keith Street, and existing outbuildings located in the north west corner of the lot.



**Comment:**

- *Description of Development*

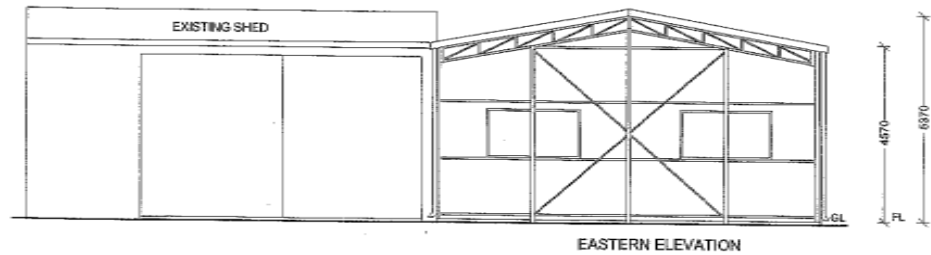
The application proposes to construct a new outbuilding to the immediate north of an existing outbuilding in the north west corner of the lot.

An outbuilding is defined as ‘an enclosed non-habitable structure that is detached from any dwelling, but not a garage’ under the Residential Design Codes (‘R Codes’).

The building is construed as an ‘outbuilding’ instead of a ‘garage’ as garages are defined as being ‘attached to the dwelling’ under the R Codes.

The outbuilding is proposed to be constructed out of zincume materials with a proposed floor area of 145.66m<sup>2</sup> (14.64 metres x 9.95 metres).

The outbuilding is proposed to have a wall height of 4.57 metres and maximum roof height (to the peak) of 5.37 metres, which is comparable to the height of the existing outbuilding located on the lot as follows:



The applicant has advised as follows:

- He operates a mobile seed cleaning business from the property and has a contract agreement with Hannaford Australia.
- The contract requires machinery to be contained in an outbuilding when not in use.
- He is purchasing a larger machine this season so the size of the outbuilding is required to accommodate the seed cleaner machine and his own prime mover.

- *Residential Design Codes*

The outbuilding is required to be assessed in accordance with the Residential Design Codes (‘the Codes’).

The Codes have two options for assessment being:

- A. ‘Deemed to comply’ requirements or;
- B. Design Principles.

The ‘deemed to comply’ requirements of the Codes are measurable criteria. If an application complies with the ‘deemed to comply’ requirements it has a straightforward path of approval, unless Council considers that it doesn’t comply with an aspect of the Scheme (ie impacts on amenity).

If an application does not comply with the ‘deemed to comply’ requirements then the local government has to determine whether it meets a ‘design principle’ and a more subjective assessment has to be made.



The proposed outbuilding seeks variations to the ‘deemed to comply’ requirements as summarised below:

<b>Clause 5.4.3 C3 ‘deemed to comply’ criteria / Outbuildings that:</b>	<b>Officer Comment (Gray &amp; Lewis)</b>
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies. Outbuilding proposed for storage and parking.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Variation. The aggregate area of the existing outbuilding (97.79m <sup>2</sup> ) and proposed outbuilding (145.668m <sup>2</sup> ) is 243.45m <sup>2</sup> .
(iv) do not exceed a wall height of 2.4 metres	<u>Variation.</u> A wall height of 4.57 metres is proposed.
(v) do not exceed a ridge height of 4.2 metres	Complies. A ridge height of 5.37 metres is proposed.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per table 1 of the Codes.
vii) comply with the siting and design requirements for the dwelling, but do not need to meet the rear setbacks requirements of table 1.	Complies.

The outbuilding entails a variation to the ‘deemed to comply’ floor area, wall and ridge height.

The proposed variations are significant and therefore it is recommended that the application be advertised for public comment in accordance with Clause 4.12 of the R Codes. Gray & Lewis has advised the applicant that advertising is required.

Following consultation and having regard for any submissions, Council will have to determine if the development complies with the Performance Criteria which is:

*“Outbuildings that do not detract from the streetscape or the visual amenity of residents of neighbouring properties”.*

It is noted that whilst the outbuilding is sizable, the standard lot size in a Residential R5 zone is 2000m<sup>2</sup> whereas Lot 1 has a total area of 5059m<sup>2</sup> so is significantly larger than surrounding lots in the same streetblock which have areas of approximately 2500m<sup>2</sup>. A complete assessment will be undertaken once neighbours have been consulted.

- *Related Planning matters*

Any business operated from the lot requires planning approval and depending on the nature of activities can be considered as a home office, home occupation or home business.

The parking of a commercial vehicle also requires planning approval.

Gray & Lewis has liaised directly with the applicant who has amended the planning application form to include a home office (mobile seed cleaning business) and the parking of a commercial vehicle.

The applicant has verbally advised:

- The business is a mobile seed cleaning business so it involves seasonal work for 6-7 months of the year.
- During the season he uses a prime mover with a seed cleaning machine attached to go off site and clean seed at various farmers premises.
- The prime mover and seed cleaning machine is parked off site on various farms during the season, and is only parked at the Keith Street property during the off season.
- He utilises a domestic ute to travel between his house and the off site seed cleaning machine during the season.
- The Prime Mover is a 1995 Isuzu FVR.
- Most of the paperwork associated with the business is conducted at the customer's premises, however he has included a 'home office' in the application to enable him to carry out administration within the existing house (kitchen table).
- The seed cleaning business is a franchise and it is a requirement that the seed cleaning machine be kept in a covered building when parked at his address, hence the size of the outbuilding is to accommodate the prime mover and seed cleaning machine.
- The total length of the prime mover and seed cleaner machine (on wheels) is approximately 13.2 metres.

It is also recommended that information on the home office and commercial vehicle parking be included in the advertising to surrounding neighbours.

- Consultation:** This report recommends that consultation with neighbours be undertaken by the Shire.
- Statutory Environment:** Shire of Broomehill Town Planning Scheme No 1 ('the Scheme').
- Policy Implications:** Nil
- Strategic Implications:** The Scheme does not contain landuse definitions for home office, home business or commercial vehicle parking. It is recommended that these landuse definitions be incorporated as part of any scheme amendment or review.
- Asset Management Implications:** Nil
- Financial Implications:** The Shire pays consultancy fees to Gray & Lewis for advice.
- Workforce Plan Implications:** Nil
- Voting Requirements:** Simple Majority
- Council Resolution:** *140808*

*Moved Cr Thompson, seconded Cr Paganoni*

*“That Council:*

- A. Note the application as presented, for an outbuilding, home office (mobile seed cleaning business) and parking of a commercial vehicle (prime mover and seed cleaning machine) on Lot 1 (No 48) Keith Street, Broomehill.*
- B. Authorise the Chief Executive Officer to advertise the application for 14 days by writing to surrounding landowners.*
- C. Authorise the Chief Executive Officer to write to the applicant and advise of the application advertising dates.*
- D. Note that a further report will be referred back to Council for determination.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

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**10.06 ANGLICAN PARISH OF ST ANDREWS KATANNING – REQUEST TO WAIVE BROOMEHILL HALL HIRE FEE**


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**Program:** Recreation & Culture  
**Attachment:** Copy of Correspondence  
**File Ref:** ADM0066  
**Author:** KP O'Neill Manager Finance & Assets  
**Date:** 29 July 2014  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider a request to waive hire fees for the Broomehill Hall.

**Background:** The Anglican Parish of St Andrews Katanning is proposing to host a brunch/lunch after their service on Sunday 31<sup>st</sup> August for the Diocesan Bishop of Bunbury. They advise that the facilities at the Anglican Church in Broomehill are limited and would not accommodate a larger than normal congregation.

The Parish propose to use the Broomehill Hall for approximately 2 hours, and have requested Council give consideration to waiving the hire fee of \$250 on this occasion, as they will be using the facility for a short period of time.

**Comment:** A large majority of hirers of the Council Halls are not-for-profit groups or organisations with limited funding. Council is regularly approached to waive the costs of hiring the venues. It must be remembered that the fees charged by Council assist in the cleaning and upkeep of the facilities.

In the past Council has declined to waive hire fees for its facilities but has opted to make a donation equivalent to the hire fees in some instances.

The hire of the Broomehill Hall is \$250.

For Council consideration.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Financial Implications:** Council has included provision in the 2014/15 budget for \$3,000 in Council donations. This allocation has not been utilised.

**Workforce Plan**

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

**Voting**

**Requirements:** Simple Majority.

**Council Resolution:** *140809*

*Moved Cr Thompson, seconded Cr Crosby*

*“That Council does not waive hire fees for the Broomehill Hall but agrees to make a donation, equivalent to the hire cost of \$250, to the Anglican Parish of St Andrews Katanning.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

**10.07****TAMBELLUP SADDLERY PRECINCT – MACHINERY ITEMS**


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<b>Program:</b>	<b>Recreation and Culture</b>
<b>Attachment:</b>	<b>Item 10.19 – Ordinary Meeting of Council, 15 May 2014</b> <b>Correspondence:</b> <ul style="list-style-type: none"> <li>• <b>Corner Shop Museum Inc</b></li> <li>• <b>Shire of Broomehill-Tambellup</b></li> </ul>
<b>File Ref:</b>	<b>ADM0343</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>28 July 2014</b>
<b>Disclosure of Interest:</b>	<b>Cr Prout declared an Impartiality Interest in this Item as he is a member of the Corner Shop Museum Committee.</b>

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**Summary:** Council to consider a further request from the Corner Shop Museum Inc Committee (Committee) regarding the location of the historic machinery items currently displayed within the Saddlery Precinct, Norrish Street, Tambellup.

**Background:** Prior to the Tambellup Cranbrook Community Bank's use of the building on the south east corner of Norrish and Crowden Streets, Tambellup, the building located at this location served as the Corner Shop Museum and was adjacent to and complemented the Saddlery Precinct area where the historical machinery items currently reside. In 1999, the Museum's contents were re-located to the Station Master's Residence (Residence), a building also located on Norrish Street, slightly to the north west of the commercial area.

In March 2012 Council identified potential safety issues relating to the machinery and approached the Committee suggesting that the items be returned to their owners and, if this was not possible, for the Committee to liaise further with Council. A succession plan for the future care and responsibility of all Museum items (machinery plus contents of the Station Master's Residence) was also requested. In June 2012 the Chief Executive Officer and author met with two Committee representatives and discussed Council's and the Committee's wishes; the Committee responded to Council that it would not be possible to return all items to owners and that the Committee's preferred option was to have exclusion fencing erected around the machinery items, at the present location.

Council is referred to the attached copy of an item that was presented to Council in May 2014, detailing previous requests and decisions. In summary, the Committee, in April 2013, advised that its preference was to have exclusion fencing erected at the Saddlery Precinct and also to display some items in the gazebo opposite this area. Council, in May 2013, responded that it was not prepared to erect fencing in this area and offered to re-locate the items to the rear of the Station Master's Residence (providing \$3,000 towards fencing of the back verandah area). The Committee then approached Council, in March 2014, to request that a larger area, at the rear of the Residence, be fenced (to take in the tank stands) and Council resolved as follows:

**CM140522***“That Council:*

- 1) *Incorporates a larger area to be fenced at the rear of the Station Master’s Residence, Tambellup, for the storage of historic machinery currently located within the Saddlery Precinct, Norrish Street, Tambellup, and approaches the Museum Committee to fund additional fencing over and above Council’s budgeted allocation to accommodate the machinery to be relocated;*
- 2) *Removes the tank stands and tanks from the rear of the Station Master’s Residence; and*
- 3) *Requests a Succession Plan, to be provided by the Corner Shop Museum Incorporated Committee, for the future care and responsibility of the historic machinery currently located at the Saddlery Precinct, Norrish Street, Tambellup.”*

**Comment:**

In response to advice of the above resolutions, the Committee has requested that Council re-assess its previous decisions (see attached correspondence providing reasons for this request).

With regard to visibility of the items, both locations would appear to have low visibility to the public and either would be enhanced by appropriate signage.

What is Council’s future vision for the Saddlery Precinct area?

For Council consideration.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Strategic Implications:**

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

**Asset Management Implications:**

Upkeep of any fencing into the future.

**Financial Implications:**

Council has committed \$3,000, in its 2014/15 budget, towards the fencing of the machinery items if they are relocated and stored at the rear of the Station Master’s Residence.

**Workforce Plan Implications:**

Minor administrative requirements/liaison with the Corner Shop Museum Incorporated Committee.

**Voting Requirements:** Simple Majority (unless changes to the budgeted \$3,000 are made and then by Absolute Majority)

**Officer Resolution:** *“That Council re-iterates its decision to offer \$3,000 towards the fencing of the back verandah area at the Station Master’s Residence, Norrish Street, Tambellup to house re-located historical machinery items currently located at the Saddlery Precinct, Norrish Street, Tambellup.”*

**Council Resolution:** *140810*

*Moved Cr Thompson, seconded Cr Dennis*

- 1. “That Council re-iterates its decision to offer \$3,000 towards the fencing of the back verandah area at the Station Master’s Residence, Norrish Street, Tambellup to house re-located historical machinery items currently located at the Saddlery Precinct, Norrish Street, Tambellup.*
- 2. That Council advises the Corner Shop Museum Committee that it requires the machinery to be removed from the Saddlery by Friday 31<sup>st</sup> October 2014.*
- 3. Council will provide labour and plant assistance to help re-locate the machinery”.*

*CARRIED 6/1*

**Reason For Change to Recommendation:**



**10.08****WIRRAPANDA FOUNDATION REPORT**


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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Copy of Report</b>	
<b>File Ref:</b>	<b>ADM0145</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>1 August 2014</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider a report on activities of the Wirrapanda Foundation in Broomehill and Tambellup.

**Background:** Robbie Minter has been engaged by the Wirrapanda Foundation (Foundation) in partnership with the Department of Sport and Recreation as the Great Southern Aboriginal Sports Development Manager. His role is to work with the indigenous communities in the shires of Gnowangerup, Broomehill-Tambellup, Katanning and Kojonup to improve health and wellbeing outcomes, through increased participation and involvement in sport and recreation activities, and enhanced levels of understanding and communication between the indigenous and non-indigenous communities.

Mr Minter has provided the attached report, which outlines the aims of the Foundation and his role within the Foundation, and the outcomes they are seeking to achieve. The Foundation is seeking to establish partnerships with local governments, local sporting groups and other agencies in order to develop and deliver programs which encourage the Aboriginal community into active sport and recreation.

The report is also provided so that Council may better understand the issues that are currently being experienced within the community.

Mr Minter will be meeting with Council prior to the August Ordinary meeting.

**Comment:** Mr Minter is well known and respected in the community, and since starting in the role, has visited Tambellup on many occasions to meet informally with families to understand the issues and assist where possible. A number of projects have been planned and/or delivered including a mentoring and community coaching course, which will encourage parents and other adults to become more involved with their child's sport, and with the support of the Tambellup Bowling Club, a bowls competition, to encourage physical activity in adults.

While there is no specific support requested at this time, the activities that Mr Minter is coordinating will benefit the community generally by breaking down some of the perceived barriers to indigenous participation in sport and recreation.

It is intended that Mr Minter will provide semi regular updates for Council. This report is provided for information only.

**Consultation:** Robbie Minter

**Statutory Environment:** Nil

**Policy Implications:** There are no policy implications for this matter.

**Strategic Implications:** Council’s Strategic Community Plan identifies ‘Strengthening community spirit’ as an important community aspiration, with a focus on advocating for improved service provision from government and community agencies to enhance support services available to the community.  
The aims of the Wirrapanda Foundation align with this aspiration, through improving health and social outcomes for the indigenous community.

**Asset Management Implications:** There are no asset management implications for this matter.

**Financial Implications:** There are no financial implications for this matter at this time however financial or in kind support for activities may be sought in the future.

**Workforce Plan Implications:** There are no workforce planning implications for this matter.

**Voting Requirements:** Simple Majority

**Council Resolution:** *“No recommendation – for Council’s information only.”*

**Reason For Change to Recommendation:**

**RECEIVED**

## 10.09 BROOMEHILL MUSEUM MACHINERY SHED AND SURROUNDS – STRUCTURE REQUESTS

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<b>Program:</b>	<b>Other Culture</b>	
<b>Attachment:</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>• <b>Broomehill Historical Society</b></li> <li>• <b>Anne Guazzeli</b></li> </ul>	
<b>File Ref:</b>	<b>ADM0400; ADM0325</b>	
<b>Author:</b>	<b>JA Stewart</b>	<b>Manager Corporate Services</b>
<b>Date:</b>	<b>4 August 2014</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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- Summary:** Council to consider:
- a request from the Broomehill Historical Society for use of timber from the upcoming demolition of the Broomehill Police Station to construct an awning on the west side of the Museum building for displaying some of the machinery that is currently housed in the nearby Broomehill Museum machinery shed (old Shire Depot);
  - a suggestion from Anne Guazzeli, through the Broomehill Historical Society, to place a large roof structure adjacent to the Broomehill Museum to house some of the sturdier items from the nearby Broomehill Museum machinery shed.

**Background:** Following Council's 2012 annual building inspection, Council considered the poor condition of both the Old Police Station in Broomehill and the Broomehill Museum machinery shed, visual amenity of the surrounding areas and the possible relocation of the machinery and other items currently stored within the shed. The inspection also noted that the shed contained items that appeared to be of varying historical significance as well as items possibly not relevant to the intent of the collection. A succession plan for the repair, care and responsibility of the collection, into the future, has since been requested of the Society.

Council, at its May 2014 Ordinary Meeting, considered the direction it wished to take on the future of the Old Police Station in Broomehill and resolved as follows:

*CM140520*

*“That Council, having considered the future of the old Broomehill Police Station at length, agrees to make provision in the 2014-15 budget to demolish the building. Further, that prior to undertaking the demolition, Council advises the members of the Broomehill Historical Society of its decision and the reasons for it.”*

Council is currently funding a heritage and culture consultant to provide a Broad Significance Assessment (Assessment) of the machinery collection. With regard to the Museum building, quotations have been called for the replacement of the two windows on the west wall of the Museum building and maintenance works are also scheduled, this financial year, for repairs and painting within the rear office area.

**Comment:** Staff are currently awaiting quotations to be received for the demolition of the Old Police Station and, until such time as they are in hand, will not know the likely cost associated with the demolition; however, based on previous demolition projects, it appears unlikely that there will be a profit from this exercise.

In contemplating the two proposals received:

1) Construction of awning (including recycled materials from the Old Police Station) - matters for consideration would include visual impact, asset management costs into the future, and how an awning would be physically attached given that there are two large windows for approximately half the length of the west wall. With an add-on structure already in place at the rear of the building, it may be challenging for an awning to be constructed that would complement or enhance the existing building.

2) Construction of a large roof structure (to house some of the sturdier machinery items) – this may represent an option for Council to consider in the future, along with any other options Council may contemplate, given that the Old Police Station will no longer be onsite. Space required would influence potential cost to build such a structure. If this proposal was to be considered, the option of housing all of the machinery items (considered relevant to the collection), in the one location, may be more economical and practical than maintaining, and making accessible, two storage/display areas.

In both scenarios, and in any instance where Council constructs new or retains existing infrastructure, ongoing maintenance costs will be incurred. Should two storage locations exist, Council would be required to spend considerable funds to bring the existing machinery shed up to a suitable standard for public viewing and/or access along with the bulk of funds to enable the construction of either new proposal.

Until the Assessment is in hand, Council and the Society cannot be sure as to how much of the collection is likely to be retained and, therefore, the space required. Once this has occurred, both parties will also be better situated to consider these and any other storage/display/relocation options; this would also allow for the possibility of grant funding to be explored.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management**

**Implications:** Initial construction and ongoing building maintenance

**Financial**

**Implications:** Construction and maintenance expenses, if either proposal was to go ahead

**Workforce Plan**

**Implications:** Minor administrative duties and liaison with Building Surveyor

**Voting Requirements:** Simple Majority

**Officer Resolution:**

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

**Council Resolution:** *140811*

*Moved Cr Paganoni, seconded Cr Dennis*

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

**CARRIED 7/0**

**Reason For Change to**

**Recommendation:** Council does not wish to have any awning erected on the west side of the museum.

## 10.10 STANDARD OPERATING PROCEDURES FOR BUSHFIRE BRIGADES 2014/2015

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<b>Program:</b>	<b>Law Order &amp; Public Safety</b>
<b>Attachment:</b>	<b>Copy of Draft Standard Operating Procedures</b>
<b>File Ref:</b>	<b>ADM0118</b>
<b>Author:</b>	<b>KE Hobbs Rates/Finance Officer</b>
<b>Date:</b>	<b>11 August 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review the Standard Operating Procedures (SOP) and Standard Administration Procedures for Bushfire Brigades.

**Background:** The SOP provides the Broomehill and Tambellup Bushfire Brigade volunteers with information and procedures that will assist in reducing the risk that is presented for those who fight fires. The SOP also lists the responsibilities of certain fire officers and procedures that are required to be followed.

The document is reviewed annually to ensure it is updated and continues to be relevant to the Broomehill and Tambellup communities.

**Comment:** The document was forwarded to key brigade personnel for their feedback prior to Councils consideration, resulting in the following amendments:

- Inclusion of reference to **Community Emergency Service Manager (CESM)** - Throughout.  
Council has entered into a joint arrangement with the Shire of Katanning and the Department of Fire and Emergency Services to engage a Community Emergency Services Manager (CESM). The CESM will be a point of contact for key brigade personnel to obtain up to date information including spot weather forecasts and provide brigades with assistance to source external resources if required.
- SOP 6: inclusion of **Road Inspections** - Page 14  
Following an authorised road closure during an incident, an inspection is required to be conducted by an authorised officer before the road is reopened.
- SOP 14: inclusion of **240 Volt Power Generated by Solar Panel** - Page 31  
Inclusion of a procedure for isolating power at properties with solar panels installed.
- New **SOP 16 Entrapment at Bushfire** - Page 33  
Inclusion of procedures to ensure the safety of firefighters entrapped by an encroaching bushfire and subject to a likely turnover of their appliance.

- **New SOP 17 Burnover Blankets - Page 36**  
Procedures for firefighters in the use of burnover blankets. A recommendation from the investigation into the Black Cat Creek incident in 2012 was that all DFES appliances be fitted with burnover blanket and volunteers trained in the burnover blanket entrapment procedures. Burnover blankets have been installed in the Broomehill Central and Tambellup VES appliances and volunteer training completed.
- **New SOP 18 Red Flag Warning - Page 38**  
Inclusion of procedures for Red Flag Warnings to be used as a standard message system, to ensure critical information is confirmed as received to the lowest levels and understood by all personnel at the incident. Again, a recommendation of the investigation into the Black Cat Creek incident was that Red Flag Warnings should be adopted as standard operating procedure for all fire fighting agencies, including Local Government.
- **SAP 7: additional information for Permits to Set Fire to the Bush - Page53**  
To ensure that officers issuing permits abide by best practice procedure and to ensure all records are maintained.

For Council's endorsement.

<b>Consultation:</b>	Chief Fire Control Officer Deputy Chief Fire Control Officers Brigade Captains, Secretaries Cindy Pearce – CESM Pam Hull – Strategic Support & Projects Officer
<b>Statutory Environment:</b>	Bush Fires Act 1954
<b>Policy Implications:</b>	Nil
<b>Strategic Implications:</b>	Strategic Community Plan 'Living in a Safe Community'
<b>Asset Management Implications:</b>	Nil
<b>Financial Implications:</b>	This issue has no financial implications for Council
<b>Workforce Plan Implications:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority

**Council Resolution:**     ***140812***

*Moved Cr Batchelor, seconded Cr Dennis*

*“That the 2014-2015 Standard Operating Procedures and Standard Administrative Procedures for Bush Fire Brigades be endorsed as presented.”*

***CARRIED 7/0***

**Reason For Change to  
Recommendation:**



## 10.11 INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – RENTAL RATE

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<b>Program:</b>	<b>Community Amenities</b>
<b>Attachment:</b>	<b>Under Separate Cover: PL Bolto &amp; Co – Assessment of Expected Rental Value for Six Rental Retirement Units</b>
<b>File Ref:</b>	<b>ADM0417</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>15 July 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the rental rate for the new ILSA units being constructed at Taylor Street, Tambellup, given that less than six applications for tenancy have been received.

**Background:** Provided with a wide range of rental rates within the immediate and surrounding districts and a desire to represent good value for ratepayers and tenants alike, Council obtained a professional rental valuation for the ILSA units (anticipated completion date of September 2014). Previous research brought forth very varied weekly rates for rental accommodation from the surrounding areas:

- Cranbrook - 1 bedroom \$60;
- Mount Barker - 3 bedrooms/fibro \$235;
- Kojonup - 3 bedroom/Bank house \$330;
- Gnowangerup - 2 bedroom/fibro/income based \$152;
- Tenterden - 3 bedroom/5 acres \$270;
- Kendenup - 2 bedroom/upmarket \$230; and
- Katanning - 2 bedroom/basic \$130-\$150.

Council resolved, at its April 2014 Ordinary Meeting, as follows:

*140422*

*“That Council determines to include, in its 2014/15 budget, a weekly rental rate in keeping with the sworn valuation dated 18 February 2014 for each of its Independent Living Seniors Accommodation units currently being constructed at Taylor Street, Tambellup, as from the date of availability of these units for tenancy, unless enquiry is slow or it appears that not all the units will be let; in which case, this matter is to be brought back to Council for further consideration.”*

Committee and Council members were referred to the professional rental valuation which contained an assessment of the market rental to be in the area of \$220-\$225 per week down to \$200 per week if enquiry should be slow or it appeared that not all units would be let on completion.

<b>Comment:</b>	<p>Council wrote to all persons who had placed their names on a waiting list for tenancy of the ILSA units and requested that they indicate, by 30 June 2014, if they wished to be considered for tenancy when the units are complete and become available.</p> <p>Council has received three applications to date: two from the waiting list prior to 30<sup>th</sup> June 2014 and one from outside the waiting list following the 30<sup>th</sup> June 2014. As this figure represents a 50% uptake of the units should Council grant tenancy to all three applicants, the matter of the rental rate is brought back to Council, as per CM 140422, for further deliberation and to enable confirmation of the rate for current and any prospective applicants. It is proposed that the vacancy of the three remaining units will be advertised within the Shire area in the near future.</p>
<b>Consultation:</b>	Nil
<b>Statutory Environment:</b>	Part 6 Division 5 s. 6.16 and s. 6.17 of the <i>Local Government Act 1995</i> – Council obtained a sworn valuation and, therefore, meets clause (1) (c) of s. 6.17 ensuring it is aware of the price at which the service or goods could be provided by an alternative provider.
<b>Policy Implications:</b>	Nil
<b>Strategic Implications:</b>	Plan for the Future: Strategic Objective 2 – People and Community (Action – Develop partnerships to improve aged care facilities and services)
<b>Asset Management Implications:</b>	The amount of rental charged will have an impact on funds available to address asset management needs.
<b>Financial Implications:</b>	The amount of rental charged will have an impact on funds available to cover asset management needs including short and long term capital upgrades, maintenance and repairs.
<b>Workforce Plan Implications:</b>	Nil
<b>Voting Requirements:</b>	<p>Simple Majority – if resolving to charge \$225 per week per ILSA unit, as per Council’s 2014/15 budget deliberation.</p> <p>Absolute Majority – if resolving to change the amount charged per week per ILSA unit.</p>

**Council Resolution: 140813**

*Moved Cr Thompson, seconded Cr Crosby*

*1. “That Council determines to continue to charge \$225 per week per Independent Living Seniors Accommodation unit currently being constructed at Taylor Street, Tambellup, as per its 2014/15 budget, as from the date of availability of these units for tenancy.”*

*2. “That Council advertises, for rental, three vacant Independent Living Seniors Accommodation units as from the date of their availability.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**10.12 INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) - DISSOLUTION OF TAMBELLUP SENIOR CITIZENS UNIT MANAGEMENT COMMITTEE (TSCUM)**

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**Program:** Community Amenities  
**Attachment:** **Under Separate Cover:**  
**TSCUM Constitution**  
**Incoming and outgoing correspondence – TSCUM Committee**

**File Ref:** ADM0417  
**Author:** JA Stewart                      Manager Corporate Services  
**Date:** 21 July 2014  
**Disclosure of Interest:** Nil

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**Summary:** History to date and report on progress of dissolution of the TSCUM Committee.

**Background:** In September 2012 Council was officially advised by the TSCUM Committee that, in addition to honouring its previous pledge of \$100,000 towards the construction of Council's six new, two bedroom Independent Living Seniors Accommodation Units, the TSCUM Committee wished to dissolve and transfer all of its remaining assets to Council, with Council's assistance throughout the process. The TSCUM Committee also requested that, in the event of the above occurring, existing tenancy agreements for the one bedroom TSCUM Committee units in George Street, Tambellup, be upheld for the duration of those tenancies. Council discussed these matters at its November 2012 Ordinary Meeting and advised the TSCUM Committee accordingly, as per the following resolutions:

CM121106

*“That Council forms the Independent Living Seniors Accommodation Committee with the following Terms of Reference:*

*...2) Assist with disbanding of the current Tambellup Senior Citizens Unit Management Committee...;*

*and*

CM121107

*“That Council advises the Tambellup Senior Citizens Unit Management Committee that it supports the proposal to allow any tenancies, current at the transition date from the Tambellup Senior Citizens Unit Management Committee Inc to the new Independent Living Seniors Accommodation Committee, to continue.”*

Subsequently, the Independent Living Seniors Accommodation (ILSA) Committee was formed to consist of five members (three elected members and two community representatives) and held its inaugural meeting on 24 June 2013.

At its February 2014 Ordinary Meeting Council endorsed a Housing Management Manual and associated Management Practices as operation tools for the operation and administration of the ILSA. A ‘Handbook for Tenants’, collection of forms for administration purposes, and a rental amount, for inclusion in Council’s 2014/15 budget, were endorsed by Council at its March 2014 Ordinary Meeting (a separate item is brought to this meeting to ascertain if Council wishes to continue with the pre-determined rental amount or consider changing it).

The TSCUM Committee has recently taken possession of community project funding, to the value of \$50,000, from the Bendigo Bank Ltd, for contribution towards Council’s new ILSA units.

**Comment:**

The following clause is taken from the TSCUM Committee’s Constitution:

*20. Dissolution*

*If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.*

Upon speaking with a Department of Consumer Affairs (Department) representative, the author has been advised that the TSCUM Committee will need to liaise, initially at least, with the Department to ascertain what is required administratively to apply for the Department’s approval to transfer its assets to Council and, if approval is granted, the process to follow from thereon in.

This item, therefore, is to advise Council that staff have informed the TSCUM Committee of the above and that, at this point in time, staff await feedback from the TSCUM Committee as to how and when Council may assist any further.

**Consultation:**

Department of Consumer Affairs, Western Australia

**Statutory**

**Environment:**

*Associations Incorporations Act 1987*  
*Associations Incorporations Regulations 1988*

**Policy Implications:**

Nil

**Strategic**

**Implications:**

Plan for the Future: Strategic Objective 2 – People and Community (Action – Develop partnerships to improve aged care facilities and services)

**Asset Management**

**Implications:** As the beneficiary of property if Departmental approval is obtained for transfer of assets, Council will assume maintenance and capital works responsibility for Lavieville Lodge buildings and surrounds.

**Financial**

**Implications:** Upon commencing management of Lavieville Lodge, Council would receive rental income from tenancies and incur expenses associated with workforce costs (administration and gardening) and asset management.

**Workforce Plan**

**Implications:** Administration staff: administrative tasks associated with documentation, building maintenance and capital works, and tenant liaison  
Depot staff: gardening duties

**Voting Requirements:** Not applicable

**Council Resolution:** *“For Council information”*

**Reason For Change to Recommendation:**

**RECEIVED**

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**11.01 UNDER SEPARATE COVER: INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – ALLOCATION OF HOUSING**

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**Program:** Community Amenities  
**Attachment:** **Under Separate Cover:  
Applications for Tenancy x 3  
Housing Allocation Guidelines - Eligibility Criteria**

**File Ref:** ADM0417  
**Author:** JA Stewart                      Manager Corporate Services  
**Date:** 16 July 2014  
**Disclosure of Interest:** Nil

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**Council Resolution:**     **140814**

*Moved Cr Crosby, seconded Cr Thompson*

*“That Council allocates an Independent Living Seniors Accommodation (ILSA) unit to each of the three applicants, as presented, providing that the following has been completed prior to tenancy commencing:*

- a Residential Tenancy Agreement has been signed by both parties;*
- the tenant has paid a security bond and two weeks’ rent in advance of the tenancy commencing;*
- the tenant has completed a Direct Deduction Authority form and the bank account has been verified by the applicant’s stated banking institution*
- an in-going Property Condition Report has been completed and signed by both parties; and*
- satisfactory referee checks are obtained.”*

**CARRIED 7/0**

**11.02 UNDER SEPARATE COVER: SALE OF 5 TAYLOR STREET TAMBELLUP**

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**Program:** Housing  
**Attachment:** Under Separate Cover:  
Offer and Acceptance  
**File Ref:** ADM0006  
**Author:** JA Stewart Manager Corporate Services  
**Date:** 20 August 2014  
**Disclosure of Interest:** Cr Batchelor declared a Financial Interest in this Item as he is the Real Estate Agent selling 5 Taylor Street Tambellup and left the meeting at 4.50pm.

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**Council Resolution:** 140815

*Moved Cr Thompson, seconded Cr Prout*

*“That Council endorses the actions of the Acting Chief Executive Officer in accepting an Offer for the sale of its 5 Taylor Street, Tambellup property to Jennifer Colley and Maurice Lynn Colley; the Offer being \$100,000 as per the financial terms of that Offer and the Special Condition being that the broken internal window pane in the kitchen be replaced/repared at Council’s cost on or before settlement and, as per the requirements of section 3.58 (3) of the Local Government Act 1995, advertises the disposition of this property.”*

**CARRIED 5/1  
By Absolute Majority**

Cr Batchelor returned to the meeting at 4.55pm.



**12.01 MAINTENANCE REPORT FOR AUGUST 2014**

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

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2014	2014	1 yr/15,000km	
1TA	Toyota FJ			2013	2013	1 yr/10,000 kms	
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	19,560		2012	2012		
TA2251	3 axle Float Trailer						
BH00	Colorado 4x4 Dual Cab	31,010	40,000	2013	2013	1 yr/30,000 kms	Serviced 28/07/2014 and wheels balanced
BH000	Holden Colorado 7			2014	2014	1yr / 25,000 km	
BH001	CAT vibe Roller	2,001	2,150	2009		8 yrs / 8000 hrs	
BH002	ISUZU 6 Wheel Tipper	141,000	150,000	2008	2008	8yrs/ 250,000km	Replaced Hydraulic hoses 24.07.2014
BH003	Toyota Landcruiser GXL Dual Cab	2,027	10,000	2014	2014	1 yr /30,000 km	
BH004	CAT 12M	4,454	4,544	2009	2009	8 yrs/8,000 hrs	Blade replaced 14.07.2014 New tyres fitted 17/07/2014
BH005	Cat multi tyre	2,398	2,500	2011	2011	8 yrs/8000 hrs	Air Hose replaced 25.07.2014 and fitted safety lock on hub
BH006	CAT 12M	1,714	1,788	2012	2012	8 yrs/8,000 hrs	
BH007	Toro 360 mower	107	150	2013	2013	2yrs /1,000 hrs	
BH009	Colorado 4x4 Tray Back	12,373	15,000	2013	2013	1 yr /30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck	7,556	Nov-14	1995	2004		
BH013	Cat 444F Backhoe	485	600	2013	2013	8yrs / 8,000 hrs	
BH014	Colorado 4x4 Tray Back	16,977	30,000	2013	2013	1yr / 30,000 km	

BHT84	Toro Groundmaster 3500D mower	209	50	2013	2013	5 yrs/1,000 hrs	
BHT92	CAT 259B3 Skid Steer	484	750	2012	2013	5 yrs / 3,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	20,733	25,000	2013	2013	5 yrs / 250,000 km	
TA001	Ford Ranger Dual Cab	1,149	25,000	2014	2014	1 yr / 30,000 kms	Serviced 30/07/2014
TA017	Isuzu Tipper	1,475	15,000	2014	2014	5 yrs / 200,000 km	First Service completed
TA052	Colorado 4x4 Tray Back	16,050	30,000	2013	2013	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	119,405	120,000	2007	2010	8 yrs / 8,000 hrs	Replaced Auger bearings 01/08/2014
TA092	Iveco Strais AD500 8-4	37,266	40,000	2012	2012	5 yrs / 250,000 km	Window winder assembly replaced
TA18	12H Grader	7,900	8,000	2006	2006	7 yrs / 8,000 hrs	
TA281	930G Loader	5,913	6,000	2007	2007	8 yrs / 8,000 hrs	Serviced 23.07.2014 and new batteries fitted
TA386	Isuzu Tipper	24,247	25,000	2012	2012	5 yrs / 200,000 km	
TA417	John Deere Gator	420	500	2009		4 yrs	
CATBR	Caterpillar Angle Broom			2010			Both Broom motors resealed 11.07.2014
	Himac skid steer slasher			2013		10 yrs	
1TLT850	Loadstar 8x5 Trailer			2011			Replaced Hitch 01/08/2014
BH2098	Boxtop Trailer						Replaced 7 pin Plug 01/08/2014
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BH010	6 x 4 Fuel Trailer						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						

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**12.02****WORKS REPORT FOR AUGUST 2014**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>14 August 2014</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Water line from the town dam to the School has been laid under ground.
- Fencing complete around dam extension.
- Trees inside dam have been cut down and removed. Stumps have been poisoned.
- Contractor has cleaned up the refuse site and installed a new hole so that the compactor can work within the trench. This work has been expensive.
- Transfer station signage complete.
- Quotations have been received for power at the huts.
- Thinkwater currently installing solar pump and pipe work at CBH dam.
- We received a complaint about the oval getting water logged at one end. The hockey club have asked for sand to be placed over the area. This doesn't address the issues of water logging. The foundation needs addressing first.
- Waiting for contractor to repair the solar lights on the footpath along the railway.
- New plants have been installed around town gardens to replace dead ones.

**Tambellup**

- Watercorp have not been able to rectify issues with the new treated water system. The plant is being handed back to the contractor who installed the system to rectify the problems. Security fencing complete around tanks and area now cleaned up. Still to build more security around the pipe line manifold so it can't be tampered with.
- Transfer station signage installed.
- Contractor to complete full clean up of refuse site area. This work may have to be budgeted for 2015/16 as the Broomehill refuse site was more expensive than expected.
- Front yard at Infant Health building almost complete. Some large pots to be installed, garden mix and plants into the gardens. Reticulation to be set up.
- Oval to be sprayed for black beetle.
- Grass at Diprose Park has some issues. Currently testing to see what is killing the grass off in patches.
- Both Diprose Park signs have been vandalized.

**Roads**

- Contractors finishing off Commodity Route funding on Warrenup Road.
- Construction crew widening shoulders on Tambellup West Road. This is the 8.5 to 12.00 project. The section from 1.5 to 5 is too wet at present.
- Gravel widening complete on the Broomehill-Kojonup Road. Stabilizer booked for early November. Seal for mid November. Hopefully will be warm enough for sealing.
- Vegetation widening on Pallinup Road complete.
- Vegetation widening complete on Warrenup Road.
- Mulcher currently working on the Tambellup West Road.

- Hopefully move on to vegetation widening on Pindellup Road once Roads to Recovery is announced.
- Maintenance crew will be widening culverts on construction projects.
- Crew have been working on Pallinup South culvert when weather is favourable.
- Backhoe has been out cleaning out culverts.
- Mechanic still working on the Jetpatcher. Once in service, patching will take place on the bitumen network.
- Aggregate coming off a stabilized patch on Tambellup West Road. This was sprayed with a primer seal during the cold. The bitumen has shrunk because of the cooler weather and can't hold the stone. This section will be fixed with the Jetpatcher.
- While grading Etna Road, the grader fell through the road and became bogged. The road was extensively damaged while trying to recover the grader. Due to very wet conditions, extensive work has been carried out to re-open the road and make it trafficable again. Some of the mess made won't be cleaned up until it dries out during warmer months.
- Aggregate ordered for seals and reseals.

### **Plant**

- New 6 tonne Isuzu truck was delivered. During operation there was some damage caused while tipping gravel. After discussions with the body builder it was decided there was a design fault. The body builder is making the necessary modifications.
- The 12 H grader needs a new compressor fitted.
- The Jetpatcher is currently being repaired. There have been some problems with the unit and without a mechanic for some time the list grew. There have been a number of shires asking for the Jetpatcher once repairs are finished.
- Tambellup gardener's ute replaced.
- Construction crew cab ute has been ordered. This is changing to Ford Ranger. There are delays on delivery.
- Ute for the Broomehill gardener at the complex has been ordered. This is a Ford Ranger and there are delays on delivery.
- Manager of Works vehicle replaced with Ford Wildtrak. The FJ Cruisers are getting harder to shift now there are more numbers on the road. Being petrol and no diesel version available a lot of people are not buying them used. If we continued on with the FJ Cruisers there were going to be higher changeover costs. Prices were sourced and value for money is Ford Ranger at present. There is a higher initial cost first up as FJ Cruisers were relatively cheap compared to Hilux crew cabs. Ford Ranger offers more equipment standard than the Toyota Hilux and the Ford Ranger was cheaper. Ford are offering same cost on the changeover with more kilometres offered before changing.
- Works Supervisor vehicle changed over.
- New blade and tyres fitted to the Caterpillar 12M grader.

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**12.03 BUILDING SURVEYORS REPORT FOR JULY 2014**


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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>BSR Report and Activity Statement</b>
<b>File Ref:</b>	<b>ADM0076</b>
<b>Author:</b>	<b>D Baxter</b> <b>Building Surveyor</b>
<b>Date:</b>	<b>1 August 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of July 2014 that has been sent to all the relevant authorities that are required by legislation.

**Background:** This report advises of the building approvals and the activity of the Building Surveyor for the month of July 2014.

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

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no Asset Management Implications

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

**Workforce Plan Implications:** There are no Workforce Plan Implications

**Voting Requirements:** Simple Majority

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

**Reason For Change to Recommendation:**

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**12.04 BUILDING MAINTENANCE PROGRAM**


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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program Report to 12 August 2014</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 August 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Report on the Building Maintenance Program for 2014-15 to 12 August 2014.

**Background:** Nil

**Comment:** The Building Maintenance Program Report (Report) is updated to 12 August 2014 and presented for Council's information, comment and/or discussion, if required.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** The Building Maintenance and Capital Works Program is an integral part of Council's Asset Management Plan allowing Council to provide and maintain necessary building infrastructure to cater for community needs in a timely and cost efficient manner.

**Financial Implications:** Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2014-15 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:** Not Applicable

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

**Reason For Change to Recommendation:** Not Applicable

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**12.05 LIBRARY REPORT - JULY 2014**


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<b>Program:</b>	<b>Recreation &amp; Culture</b>	
<b>Attachment:</b>	<b>Library Report – July 2014</b>	
<b>File Ref:</b>	<b>ADM0097</b>	
<b>Author:</b>	<b>C Brown</b>	<b>Library Officers</b>
	<b>S Reed</b>	
<b>Date:</b>	<b>7 August 2014</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**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 July 2014.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** 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

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

**Reason For Change to Recommendation:**

**RECEIVED**

**12.06 TAMBELLUP SPORTS PAVILION ADVISORY COMMITTEE**


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<b>Program:</b>	<b>Recreation and Culture</b>
<b>Attachment:</b>	<b>Notes from meeting - 14 July 2014</b>
<b>File Ref:</b>	<b>ADM0435</b>
<b>Author:</b>	<b>PA Hull Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>1 August 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to receive the notes from the meeting of the Tambellup Sports Pavilion Advisory Committee held on 14 July 2014.

**Background:** The Tambellup Sports Pavilion Advisory Committee was formed to help steer the redevelopment of the Tambellup Sports Pavilion. The committee is comprised of members of Council's Building Committee, representatives from all sporting and community groups in Tambellup, and Council staff. The committee meets as required.

**Comment:** A meeting of the committee was held on 14 July 2014. The notes from the meeting are provided for Council's information.

Any recommendations from the committee requiring Council consideration will be presented as a separate item in the relevant agenda.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** Nil

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

**Workforce Plan Implications:** Nil

**Voting Requirements:** Nil

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

**Reason For Change to Recommendation:**

**RECEIVED**



## 12.07 INDEPENDENT LIVING SENIORS ACCOMMODATION – CONSTRUCTION PROGRESS REPORT

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**Program:** Education & Welfare  
**Attachment:** Expenditure Report as at 31 July 2014  
**File Ref:** ADM0399  
**Author:** KP O'Neill Manager Finance & Assets  
**Date:** 20 August 2014  
**Disclosure of Interest:** Nil

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**Summary:** Report on the progress of the Independent Living Seniors Accommodation project.

**Background:** Council awarded the tender for construction of six units at Lot 295 Taylor Street, Tambellup to Wauters Enterprises in September 2013. Howard + Heaver Architects were appointed as project managers for this construction on behalf of Council.

**Comment:** Construction commenced prior to Christmas, and has progressed fairly steadily. David Heaver, Howard + Heaver Architects, will be onsite on Friday 22 August 2014 to undertake a practical completion inspection with the builder. It is anticipated that handover of the units will still be on track for mid September.

The expenditure report attached is provided for Councillors information.

The report shows the total budget for the project, and measures expenditure to date against the budget for each component of construction.

The second page tracks the expenditure of grant funding from each organisation that has contributed to the project, as well as the usage of Councils Reserve and Municipal Funds.

**Consultation:** Nil

**Statutory Environment:** Nil

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

**Strategic Implications:** The Strategic Community Plan includes a commitment to “*Construct six independent living seniors units in Tambellup to meet local community needs.*”

**Asset Management Implications:** This new asset will be included in the Asset Management Plan, as will the ongoing maintenance and renewal in future years.

**Financial**

**Implications:** This report monitors expenditure against the budget for construction of the six units. Provision has been included in the 2014/15 budget to complete construction of these units.

**Workforce Plan**

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

**Voting**

**Requirements:** Nil

**Council Resolution:** *“For Councillors information and discussion”*

**Reason For Change  
to Recommendation:**

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

Nil

**14. DATE OF NEXT MEETING**

18 September 2014

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.36pm.