

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 21st July 2011 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr BG Webster	President
	Cr KW Crosby	Deputy President
	Cr MJ Bowman	
	Cr GM Sheridan	
	Cr MR Turner	
	Cr SJF Thompson	
	Cr EK Schlueter	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer
	VN Webster	Manager Administration & Customer Service
	GC Brigg	Works Manager
	KP O'Neill	Finance Officer

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 4.10pm

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

6. DECLARATION OF INTEREST

Cr Bowman and Cr Sheridan declared a Proximity Interest in Item 10.13

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 16TH JUNE 2011

110701

Moved Cr Schlueter, seconded Cr Bowman

“That the minutes of the Ordinary meeting of Council held on the 16th June 2011 be confirmed as a true and accurate record of proceedings.”

CARRIED 9/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.1 FINANCIAL STATEMENTS FOR JUNE 2011

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for June 2011	
File Ref:	Nil	
Author:	KP O'Neill	Finance Officer
Date:	14 July 2011	
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: The financial report for June 2011 is an interim report provided for information. Councillors should be aware that end of financial year accruals and adjustments are still to be allocated which will affect the content of the report.

Points to note:-

- An advance instalment of Councils 2011/12 allocation was received from the Grants Commission at the end of June.
- The Department of Local Government has allocated \$25,000 to assist with preparation of the Long Term Financial Plan which is required as part of the Integrated Planning process.
- All capital roadworks undertaken with the assistance of Roads to Recovery, Regional Road Group and the State Black Spot have been completed.

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: **110702**

Moved Cr Sadler, seconded Cr Kempin

“That the Interim Financial Statements for the period ending 30 June 2011 be received.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.2 CREDITORS ACCOUNTS PAID JUNE 2011

Program:	Other Property and Services	
Attachment:	List of Payments for June 2011	
File Ref:	Nil	
Author:	KP O'Neill	Finance Officer
Date:	14 July 2011	
Disclosure of Interest:	Nil	

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

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

Comment: Summary of payments made for the month:-

Municipal Fund	\$241,221.12
Trust Fund	\$2,914.00
Credit Cards	\$865.08
<u>Total</u>	<u>\$245,000.20</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: *110703*

Moved Cr Crosby, seconded Cr Sheridan

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

- Municipal Fund cheques numbered 1336 to 1355 inclusive and electronic payments numbered EFT22658 to EFT2328 inclusive and totalling \$241,221.12;*
- Trust Fund cheques numbered 221 to 226 inclusive and totalling \$2,914.00;*
- Credit Card payments totalling \$865.08;*

be adopted.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.3 ADOPTION OF THE 2011/2012 ANNUAL BUDGET

Program:	Governance
Attachment:	Annual Budget for the year ending 30 June 2012
File Ref:	ADM0163
Author:	KP O'Neill Finance Officer
Date:	14 July 2011
Disclosure of Interest:	Nil

Summary: Council to adopt the Annual Budget for year ending 30 June 2012.

Background: The Local Government Act 1995, section 6.2, states that a Local Government is to prepare an annual budget not later than 31 August in each financial year, or such extended time as the Minister allows, and adopt by absolute majority, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

Comment: The budget in its draft form was presented to Council at a workshop held on Thursday 30 June 2011.

All items identified by Council for inclusion in the Budget have been allocated.

The WA Local Government Grants Commission have advised of Councils allocation for 2011/2012. An additional \$21,900 in revenue will be received. This has been utilised towards Councils contribution to the Synthetic Bowling Green at the Broomehill Recreational Complex in order to reduce the transfer from the associated reserve. By doing this Council can ensure that there are still sufficient funds in future years for further maintenance required at the Complex. The expenditure of the funds towards the synthetic green are also dependent upon the successful application by the Complex Committee for CSRFF funding to enable the project to progress.

Applications have been made to various agencies for funding to construct the Seniors Accommodation in Tambellup. The full cost of the project is shown in the capital section, with a transfer from Councils Aged Accommodation reserve to assist with the project. The success of the applications is not yet known.

Following the guidance of Council from the draft budget workshop, a rate increase of 6% has been factored in to the budget. A 10% early payment discount will continue to be offered for all rates paid within 28 days of issue.

Consultation: Chief Executive Officer
 Manager of Administration & Customer Services
 Manager of Works
 Council

Statutory

Environment: Local Government Act 1995, section 6.2
Local Government (Financial Management) Regulations 1996
Local Government (Administration) Regulations 1996

Policy Implications: Nil

Financial

Implications: Adoption of the annual budget sets the financial framework for the ensuing financial year.

Strategic

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

Voting Requirements: Absolute Majority

Officer Resolution: “That Council adopts the following:-

1. GENERAL RATES

That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2012:-

<i>Unimproved Values</i>	<i>0.7643 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>8.6150 cents in the dollar</i>

Council Resolution: *110704*

Moved Cr Bowman, seconded Cr Schlueter

GENERAL RATES

“That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2012:-

<i>Unimproved Values</i>	<i>0.7643 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>9.0290 cents in the dollar.”</i>

CARRIED 8/1
By Absolute Majority
Against Cr Sheridan

Council Resolution: *110705*

Moved Cr Kempin, seconded Cr Bowman

MINIMUM RATES

“That the minimum rate for Gross Rental Values is set at \$330.00 per assessment and the minimum rates for Unimproved Values is set at \$330.00 per assessment.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110706

Moved Cr Sadler, seconded Cr Sheridan

REFUSE AND RECYCLING CHARGES

“That in accordance with the provisions of the Waste Avoidance and Resource Recovery Act 2007 that Council imposes the following refuse and recycling charges (exclusive of GST) for 2011/2012:-

<i>Residential Refuse – including recycling</i>	<i>\$235.00</i>
<i>Residential Refuse – additional bin</i>	<i>\$135.00</i>
<i>Residential – additional recycling bin</i>	<i>\$100.00</i>
<i>Commercial Refuse – including recycling</i>	<i>\$255.00</i>
<i>Commercial Refuse – additional bin</i>	<i>\$155.00</i>
<i>Commercial – additional recycling bin</i>	<i>\$100.00</i>
<i>240 litre wheelie bin</i>	<i>at cost</i>
<i>Tipping Fee – cubic metre</i>	<i>\$11.00</i>
<i>Asbestos Disposal – trailer/ute</i>	<i>\$110.00</i>
<i>Asbestos Disposal – truckload</i>	<i>\$220.00.”</i>

CARRIED 9/0

By Absolute Majority

Council Resolution: 110707

Moved Cr Bowman, seconded Cr Kempin

DISCOUNT**General Rates**

“That Council, in accordance with the provisions of section 6.46 of the Local Government Act 1995, offers a 10% discount on 2011/2012 general rates if full payment of rates, arrears, ESL and refuse charges is received within 28 days from the date of issue on the rate notice.

Interim Rates

That Council offers a 10% discount on interim rates levied, provided full payment is received within 28 days from the date of issue on the rate notice.”

CARRIED 9/0

By Absolute Majority

Council Resolution: 110708

Moved Cr Kempin, seconded Cr Crosby

PAYMENT OPTIONS

“That Council, in accordance with the provisions of section 6.45 and 6.50 of the Local Government Act 1995, offers the following payment options for the payment of rates:-

- (a) Single Instalment – with 10% discount*
 - Payment in full (including all arrears) within 28 days of the issue of the rate notice and be eligible for a 10% discount on current general rates and minimum charges.*
- (b) Single Instalment – no discount*
 - Payment in full within 35 days of the date of issue of the rate notice.*

(c) Two Instalments

- *The first instalment of 50% of the total current rates, ESL, refuse charges, instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.*
- *The second instalment of 50% of the total current rates, ESL, refuse charges and instalment charges, payable 4 months from the due date of the first instalment.*

(d) Four Instalments

- *The first instalment of 25% of the total current rates, ESL, refuse charges and instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.*
- *The second, third and fourth instalments, each of 25% of the current rates, ESL, refuse charges and instalment charges, payable at two monthly intervals after the due date of the first instalment.”*

CARRIED 9/0
By Absolute Majority

Council Resolution: 110709

Moved Cr Bowman, seconded Cr Kempin

**INTEREST AND ADMINISTRATION CHARGES FOR
INSTALMENT CHARGES**

“That Council, in accordance with the provisions of section 6.45 of the Local Government Act 1995 imposes an Administration Fee of \$10 per instalment notice together with an interest charge of 5.5%, both of which applies to the second instalment of the Two Instalment option, and the second, third and fourth instalments of the Four Instalment option.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110710

Moved Cr Schlueter, seconded Cr Sadler

LATE PAYMENT PENALTY INTEREST

“That Council, in accordance with the provisions of section 6.13 and 6.51 of the Local Government Act, and Regulations 19A and 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% per annum. Penalty interest will apply to all charges which remain unpaid after 35 days from the date of issue of the rate notice.

Excluded are eligible pensioners, deferred pensioner rates and current instalment amounts not yet due.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110711

Moved Cr Thompson, seconded Cr Turner

FEES AND CHARGES

“That Council, in accordance with section 6.16 of the Local Government Act 1995, adopts the Schedule of Fees and Charges as set out in the Budget document for the year ending 30 June 2012.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110712

Moved Cr Kempin, seconded Cr Sheridan

DETERMINING MATERIAL VARIANCES

“That, in accordance with the provisions of the Local Government (Financial Management) Regulations 1996 section 34(5), the material variance as reported in the Statement of Financial Activity in the financial year ending 30 June 2012 will be 10% or \$10,000.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110713

Moved Cr Thompson, seconded Cr Turner

MEMBERS MEETING ATTENDANCE FEES

“That Council, in accordance with section 5.99 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, adopts an annual allowance for meeting attendance fees for 2011/2012 of \$8,000 per annum for the President and \$3,300 per annum for Councillors.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110714

Moved Cr Sheridan, seconded Cr Kempin

PRESIDENT AND DEPUTY PRESIDENT ALLOWANCE

“That Council, in accordance with section 5.98(5) and 5.98A of the Local Government Act 1995 and Regulation 33 and 33A of the Local Government (Administration) Regulations 1996, adopts an annual allowance of \$1,000 for the President and \$250 for the Deputy President.”

CARRIED 9/0
By Absolute Majority

Council Resolution: 110715

Moved Cr Thompson, seconded Cr Crosby

MEMBERS TRAVELLING EXPENSES

“That Council, in accordance with the provisions of section 5.99A of the Local Government Act 1995 and Regulation 34AB of the Local Government (Administration) Regulations 1996, adopts that travelling expenses are reimbursed to elected members at the rate of 74 cents per kilometre.”

CARRIED 9/0

Council Resolution: 110716

Moved Cr Thompson, seconded Cr Bowman

TELECOMMUNICATIONS ALLOWANCE

“That Council, in accordance with the provisions of section 5.99A of the Local Government Act 1995, and Regulation 34A of the Local Government (Administration) Regulations 1996, adopts a Telecommunications Allowance of \$300 per Councillor per year.”

CARRIED 9/0

By Absolute Majority

Council Resolution: 110717

Moved Cr Bowman, seconded Cr Sadler

ADOPTION OF THE ANNUAL BUDGET

“That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2012 comprising the Income Statements, Cash Flow Statement, Rate Setting Statement and associated notes be adopted.”

CARRIED 9/0

By Absolute Majority

Reason For Change to Recommendation:

The Finance Officer KP O’Neill left the meeting at 4.35pm

10.4 LOCAL GOVERNMENT CONVENTION – AGM OF WALGA

Program:	Governance
Attachment:	Copy of motions for consideration
File Ref:	ADM0077
Author:	JM Trezona Chief Executive Officer
Date:	14 July 2011
Disclosure of Interest:	Nil

Summary: The Annual General meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held as part of the Local Government Convention.

Background: The AGM of WALGA will be held on Saturday 6 August 2011 at 1.00pm. Attached are copies of the motions that will be considered as part of the meeting. There are seven motions that cover a variety of subjects.

Comment: Members will need to discuss the motions and determine the preferred voting for each so that conference delegates can carry out Councils wishes.

Council delegates are Cr Bowman and Cr Schlueter.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council discuss the motions for the Annual General Meeting of the Western Australian Local Government Association and advise the Council delegates of its preferred position on each.”*

Council Resolution: *Council discussed the motions for the Annual General Meeting of the Western Australian Local Government Association and advised the Council delegates of its preferred positions on each.*

Reason For Change to Recommendation:

The Honourable Terry Waldron MLA, Minister for Sport and Recreation, Racing and Gaming entered the meeting at 4.45pm to discuss various issues with Council.

The President thanked Terry Waldron MLA for attending the meeting and he left the meeting at 5.31pm.

The meeting adjourned at 5.31pm and reconvened at 5.35pm

10.5 TAMBELLUP GOLF CLUB – RATE CONCESSION 2011-2012

Program:	General Purpose Funding		
Attachment:	Nil		
File Ref:	ADM0027 / A447		
Author:	VN Webster	Manager	Administration & Customer Service
Date:	6 July 2011		
Disclosure of Interest:	Cr Sheridan and the CEO Joanne Trezona declared an Impartiality Interest in this matter as they are members of the Tambellup Golf Club.		

Summary: Request for a rate concession for the 2011-2012 financial year.

Background: The Tambellup Golf Club has requested Council to consider granting a rate concession for the 2011-2012 financial year.

Comment: The Local Government Act 1995 section 6.47 states:

“Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing 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.”

The Golf Club supplies a facility that is available to all members of the community and is used extensively during the golf season, as well as outside the season, by both golf members and non members.

The club remains the only sporting organisation within the Broomehill-Tambellup Shire that has Council rates levied against it.

The Golf Club has previously been granted rate concessions since 2000. The Club is still liable to pay the rubbish and recycling charges and the Emergency Services Levy set by FESA.

Consultation: Nil

Statutory Environment: Local Government Act 1995 section 6.47

Policy Implications: Nil

Financial Implications: Councils rate income would be reduced by the amount of the Golf Club rates. The rates levied for 2010-2011 was \$505.40. In anticipation of this request, provision has been made in the 2011-2012 budget for this rate concession to be granted.

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

Voting Requirements: Absolute Majority

Council Resolution: **110718**

Moved Cr Kempin, seconded Cr Schlueter

“That Council grants a rate concession for the Tambellup Golf Club for the 2011-2012 financial year.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.6 REVIEW OF AGREEMENT ACCESS TO WATER BY LANDHOLDERS

Program:	Economic Services		
Attachment:	Copy of email		
File Ref:	ADM0293		
Author:	VN Webster	Manager	Administration & Customer Service
Date:	8 July 2011		
Disclosure of Interest:	Nil		

Summary: Council to review the agreement with landholders to access water from Anderson's Bore.

Background: In October 2010 Council reviewed the agreement with Dawson Patterson and Rowland Sprigg allowing them to pump water directly from the tank at Anderson' bore. Due to the unseasonal dry weather conditions the original agreement was amended to:

That the agreement between the Shire of Broomehill-Tambellup and Mr Dawson Patterson and Mr Rowland Sprigg be renewed until 31st October 2011 subject to the following:

- *Pumping directly from the bore by Messrs Patterson and Sprigg be amended at 31st October 2010;*
- *That Mr Patterson be allowed to pump from the Number 2 Bore between the hours of 2.00am and 4.00am daily;*
- *The above times can be reviewed at the discretion of the President and the Chief Executive Officer depending on the seasonal conditions;*
- *The agreement to be reviewed in April 2011 or earlier, depending on the seasonal conditions to ascertain when pumping of water direct from the water source can recommence."*

In June 2011 Mr Patterson was approached and asked to measure the water levels at Andersons No 1 and 2 Bores. Mr Patterson's report is attached for Council perusal.

Comment: In late June and early July 2011 landholders have finally received some good rainfall and have caught much needed water in dams on their properties. Council may wish to consider reverting back to the original agreement with Mr Dawson Patterson and Mr Rowland Sprigg for access water from Anderson's Bore.

For Council discussion and decision.

Consultation: Chief Executive Officer
Mr Dawson Patterson

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications: Costs associated with maintaining the pump and power costs at Andersons Bore.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *110719*

Moved Cr Bowman, seconded Cr Schlueter

“That the agreement between the Shire of Broomehill-Tambellup and Mr Dawson Patterson and Mr Rowland Sprigg be renewed until 31st October 2011 subject to the following conditions:

- Messrs Patterson and Sprigg will maintain at their cost the submersible pump;*
- Pay the power costs at the bore;*
- Regularly check the condition of the pump and tank;*
- To pump water out of season, where possible to lessen the pressure on the bore during the summer months. Pumping to be permitted between the months of May and October inclusive;*
- The agreement to be reviewed annually; and*
- Council reserves the right to withdraw the approval.”*

CARRIED 9/0

Reason For Change to Recommendation:

**10.7 PROPOSED HOME BUSINESS (CATERING) – LOT 2868 (NO.168)
EUREKA ROAD, BROOMEHILL**

Program: Planning
Attachment: Not Applicable
File Ref: A6002
Author: Gray & Lewis Landuse Planners
Date: 6 July 2011
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*

Summary: Council is to consider an application for a ‘home business’ on Lot 2868 (No.168) Eureka Road, Broomehill.

This report recommends that the ‘home occupation’ be conditionally approved.

Note: Two separate applicants are setting up a joint catering business. There is an identical separate application listed in this Council Agenda as Item 10.8 for 576 Greenhills South Road, Broomehill.

Background: The property is zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Comment: Site Description

The subject lot contains an existing residence has an approximate area of approximately 133 hectares.

Description of application

The applicant proposes to operate an off-site catering service and utilise the kitchen in the existing residence to cook meals for catering jobs.

The applicant has advised as follows;

- a. No persons will be employed to work in the kitchen and only the applicant will be cooking meals in the kitchen.
- b. All catering is proposed off site. Food cooked in the dwelling will be transported to other premises for catering.
- c. There will be no retail sales from the property and no food will be sold to shops for further sale or wholesale.
- d. There will be no customers attending the site at any time and there will be no direct collection or purchase of food from the property.

Scheme requirements

Council has discretion to consider a ‘home occupation’ in the Farming zone under the Scheme.

Under Clause 5.10 of the Scheme the Council is not to grant planning consent to a home occupation unless it is satisfied that the use:

- 'a. will not prejudicially affect the amenity of the neighbourhood by way of emissions of any nature;*
- b. will not occupy an area greater than 20 square metres;*
- c. does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;*
- d. does not entail the retail sale of any goods not produced on the site;*
- e. is compatible with the principal uses to which the land in the zone in which it is located may be put and will not in the opinion of Council generate a volume of traffic that would prejudice the amenity of the area; and*
- f. does not display a sign exceeding 0.2 square metres in area.'*

The proposed home occupation only involves an occupier of the house using the existing dwelling kitchen to cook meals. All meals will be taken off site and no customers will attend the property.

The business is small scale, is considered to meet all the Scheme requirements, and will not negatively impact on the amenity of the area.

Health Requirements

As the proposed business involves food handling, the premises has been inspected by the Shires Environmental Health Officer (EHO).

Gray & Lewis has liaised with the Shires EHO who has no objections to the proposed home occupation. The EHO has indicated that the premises will be inspected regularly as per other food handling premises.

The applicants have advised that food will be transported off site using iceboxes and if necessary foamed hot boxes.

Recommendation

It is recommended that the application be approved subject to standard conditions.

Consultation:

Gray & Lewis would normally recommend that 'home occupations' be advertised for public comment.

Advertising has not been recommended in this case because the business does not entail any customers attending the site. However, Council has discretion to advertise any application for public comment if deemed appropriate.

Statutory Environment:

Relevant Scheme requirements

The main Scheme requirements are explained in this report.

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

Strategic Implications: It should be noted that the requirements and definitions of ‘home occupations’ vary between the Shires Tambellup and Broomehill Town Planning Schemes.

The Broomehill Scheme is more flexible as it allows ‘home occupations’ to have retail sales of goods produced on the site. The Tambellup Scheme does not allow for any retail sales.

This matter will be resolved once the Shire has a new combined Town Planning Scheme. Council may consider the limitations it seeks to place on home occupations under a new Scheme.

Voting Requirements: Simple Majority

Council Resolution: *110720*

Moved Cr Thompson, seconded Cr Kempin

“That Council approve the application for a ‘home occupation’ on Lot 2868 (No.168) Eureka Road, Broomehill to allow for cooking associated with a catering business subject to the following conditions;

- 1. The maximum floor area for the proposed business within the existing dwelling (inclusive of the kitchen) shall be limited to a maximum of 20m².*
- 2. The home occupation approval is only for cooking within the existing dwelling and all catering services/ food consumption shall occur off site.*
- 3. No customers shall attend the site.*
- 4. No retail sales shall occur from the site, and no food shall be sold to shops for further sale or wholesale.*
- 5. Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.*
- 6. This approval is issued specifically to Sherryl Altus as occupier of Lot 2868 (No.168) Eureka Road, Broomehill and shall not be transferred or assigned to any other person or property.*
- 7. Any food cooked on the premises shall not be collected by members of the public, and shall be transported off site by the occupier(s).”*

CARRIED 9/0

Reason For Change to Recommendation:

**10.8 PROPOSED HOME BUSINESS (CATERING) – LOT 602 (NO.576)
GREENHILLS SOUTH ROAD, BROOMEHILL**

Program:	Planning
Attachment:	Not Applicable
File Ref:	A4008
Author:	Gray & Lewis Landuse Planners
Date:	1 July 2011
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: Council is to consider an application for a ‘home business’ on Lot 602 (No.576) Greenhills South Road, Broomehill.

This report recommends that the ‘home occupation’ be conditionally approved.

Note: Two separate applicants are setting up a joint catering business. There is an identical separate application listed in this Council Agenda as Item 10.7 for 168 Eureka Road, Broomehill.

Background: The property is zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Comment: Site Description

The subject lot contains an existing residence has an approximate area of 40.46 hectares.

Description of application

The applicant proposes to operate an off-site catering service and utilise the kitchen in the existing residence to cook meals for catering jobs.

The applicant has advised as follows;

- a. No persons will be employed to work in the kitchen and only the applicant will be cooking meals in the kitchen.
- b. All catering is proposed off site. Food cooked in the dwelling will be transported to other premises for catering.
- c. There will be no retail sales from the property and no food will be sold to shops for further sale or wholesale.
- d. There will be no customers attending the site at any time and there will be no direct collection or purchase of food from the property.

Scheme requirements

Council has discretion to consider a ‘home occupation’ in the Farming zone under the Scheme.

Under Clause 5.10 of the Scheme the Council is not to grant planning consent to a home occupation unless it is satisfied that the use:

- 'a. will not prejudicially affect the amenity of the neighbourhood by way of emissions of any nature;*
- b. will not occupy an area greater than 20 square metres;*
- c. does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;*
- d. does not entail the retail sale of any goods not produced on the site;*
- e. is compatible with the principal uses to which the land in the zone in which it is located may be put and will not in the opinion of Council generate a volume of traffic that would prejudice the amenity of the area; and*
- f. does not display a sign exceeding 0.2 square metres in area'.*

The proposed home occupation only involves an occupier of the house using the existing dwelling kitchen to cook meals. All meals will be taken off site and no customers will attend the property.

The business is small scale, is considered to meet all the Scheme requirements, and will not negatively impact on the amenity of the area.

Health Requirements

As the proposed business involves food handling, the premises has been inspected by the Shires Environmental Health Officer (EHO).

Gray & Lewis has liaised with the Shires EHO who has no objections to the proposed home occupation. The EHO has indicated that the premises will be inspected regularly as per other food handling premises.

The applicants have advised that food will be transported off site using iceboxes and if necessary foamed hot boxes.

Recommendation

It is recommended that the application be approved subject to standard conditions.

Consultation:

Gray & Lewis would normally recommend that 'home occupations' be advertised for public comment.

Advertising has not been recommended in this case because the business does not entail any customers attending the site. However, Council has discretion to advertise any application for public comment if deemed appropriate.

Statutory Environment:

Relevant Scheme requirements

The main Scheme requirements are explained in this report.

Policy Implications: Not Applicable

Financial Implications: Not Applicable

Strategic Implications: It should be noted that the requirements and definitions of ‘home occupations’ vary between the Shires Tambellup and Broomehill Town Planning Schemes.

The Broomehill Scheme is more flexible as it allows ‘home occupations’ to have retail sales of goods produced on the site. The Tambellup Scheme does not allow for any retail sales.

This matter will be resolved once the Shire has a new combined Town Planning Scheme. Council may consider the limitations it seeks to place on home occupations under a new Scheme.

Voting Requirements: Simple Majority

Council Resolution: *110721*

Moved Cr Thompson, seconded Cr Sheridan

“That Council approve the application for a ‘home occupation’ on Lot 602 (No.576) Greenhills South Road, Broomehill to allow for cooking associated with a catering business subject to the following conditions;

- 1. The maximum floor area for the proposed business within the existing dwelling (inclusive of the kitchen) shall be limited to a maximum of 20m².*
- 2. The home occupation approval is only for cooking within the existing dwelling and all catering services/food consumption shall occur off site.*
- 3. No customers shall attend the site.*
- 4. No retail sales shall occur from the site, and no food shall be sold to shops for further sale or wholesale.*
- 5. Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.*
- 6. This approval is issued specifically to Kathy Bradshaw as occupier of Lot 602 (No.576) Greenhills South Road, Broomehill and shall not be transferred or assigned to any other person or property.*
- 7. Any food cooked on the premises shall not be collected by members of the public, and shall be transported off site by the occupier(s).”*

CARRIED 9/0

Reason For Change to Recommendation:

**10.9 PROPOSED HOME OCCUPATION – LOT 5616 (NO. 107)
CURNOW ROAD, BROOMEHILL EAST**

Program:	Planning
Attachment:	Application Letter
File Ref:	A5031
Author:	Gray & Lewis Landuse Planners
Date:	13 July 2011
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: Council is to consider an application for a ‘home occupation’ for beauty therapy services on Lot 5616 (No. 107) Curnow Road, Broomehill East.

Background: The property is zoned ‘Farming’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

Comment: Description of application

The applicant proposes to operate a small beauty therapy service as a home occupation from a room within the existing residence. The applicant has passed units of waxing, tinting and facials via correspondence with the Australian College of Beauty Therapy. The applicant seeks to offer beauty therapy services to the surrounding community. The business would operate at a part time scale from 9.00am to 4.00pm Wednesdays and Thursdays, but with flexibility to suit family needs.

Clients will only attend by appointment and only one client can be treated at a time. The room to be converted into a salon is approximately 3 metres by 3 metres.

Scheme requirements

Council has discretion to consider a ‘home occupation’ in the Farming zone.

Home Occupations in Broomehill must comply with the following ‘home occupation’ requirements:

1. Will not prejudicially affect the amenity of the neighbourhood by way of emissions of any nature;
2. Will not occupy an area greater than 20 square metres;
3. Does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;
4. Does not entail the retail sale of any goods not produced on the site;
5. Is compatible with the principal uses to which the land in the zone in which it is located may be put and will not in the opinion of Council generate a volume of traffic that would prejudice the amenity of the area; and
6. Does not display a sign exceeding 0.2 square metres in area.

Parking and amenity

The applicant has advised there is parking available in front of the existing house.

As all clients will attend the property by appointment, there would likely be a maximum of 2 clients on site at any one time where there is any appointment overlap (ie one client leaving as another arrives).

There are extensive setbacks between the house and any neighbouring properties. Due to the small scale nature of the proposed occupation and the size of the property, there will be no negative impact on amenity.

Health Requirements

There are health regulations which have to be met by anyone who wishes to operate a commercial skin penetration business. Skin penetration includes 'depilatory waxing'.

The applicant will need to comply with the Health (Skin Penetration Procedure) Regulations 1988 and the Code of Practice for Skin Penetration Procedures.

The Shires Environmental Health Officer has inspected the premises and advised that;

1. The room to be used has a wood floor. The applicant has agreed to overlay the entire floor with loose laid linoleum sheeting as it is a better surface to clean and disinfect.
2. The room has to be supplied with a hand basin. The applicant has agreed to install a hand basin in the room. The room is adjacent to a bathroom so plumbing can be extended.
3. The premises can be inspected randomly at any time by the Environmental Health Officer to check for compliance.

Gray & Lewis does not recommend that conditions be placed on any planning approval for items that are required under separate health legislation. However an advice note to the applicant is recommended.

Recommendation

It is recommended that the application be approved subject to standard conditions.

Consultation:

Gray & Lewis recommended that the Shire advertise this application for public comment as the proposed home occupation entails customers attending the site.

Advertising of the application closes on the 20 July 2011. At the time of writing this report no submissions had been received.

Statutory**Environment:** Relevant Scheme requirements

The main Scheme requirements are explained in this report.

Policy Implications: Not applicable.**Financial****Implications:** Consultancy fees are paid to Gray & Lewis for planning advice.**Strategic****Implications:** It should be noted that the requirements and definitions of ‘home occupations’ vary between the Shires Tambellup and Broomehill Town Planning Schemes.

The Broomehill Scheme is more flexible as it allows ‘home occupations’ to have retail sales of goods produced on the site. The Tambellup Scheme does not allow for any retail sales.

This matter will be resolved once the Shire has a new combined Town Planning Scheme. Council may consider the limitations it seeks to place on home occupations under a new Scheme.

Voting Requirements: Simple Majority**Council Resolution:** *110722*

Moved Cr Thompson, seconded Cr Kempin

“That Council;

- 1. Approve the application for a ‘home occupation’ to allow for a beauty therapy service on Lot 5616 (No. 107) Curnow Road, Broomehill East subject to the following conditions;*
 - i. The maximum floor area for the proposed occupation within the existing dwelling shall be limited to a maximum of 20m².*
 - ii. Any products may only be used as part of the beauty therapy service on clients attending the site, and no products can be sold from the premises.*
 - iii. No retail sales shall occur from the site.*
 - iv. Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.*
 - v. This approval is issued specifically to Colleen Paganoni as occupier of Lot 5616 (No. 107) Curnow Road, Broomehill East and shall not be transferred or assigned to any other person or property.*
 - vi. All parking for clients is to be made available within the property boundaries.*

2. *Advise the applicant that the proposed beauty therapy business has to comply with the Health (Skin Penetration Procedure) Regulations 1988 and the Code of Practice for Skin Penetration Procedures. The Shire Environmental Health Officer (EHO) advises that the room to be used needs to be modified to include a handbasin with a hot and cold water service. The existing wood floor needs to be covered with loose laid linoleum sheeting. Once the basin and floor covers have been installed please notify the Shires EHO that works are complete. No clients should attend until health requirements are met.”*

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.10 APPLICATION TO CONSTRUCT 3 PATIOS AT LOT 2 (14) MCGUIRE ROAD BROOMEHILL VILLAGE

Program: Planning
Attachment: Map of Proposed Gable Roof Patios
File Ref: A6100
Author: Darryle Baxter Building Surveyor
Date: 27 June 2011
Disclosure of Interest: Nil

Summary: Council has received an application for planning consent to add three patios to a residence on a property zoned Rural Residential.

Background: Council has received an application from Outdoor World Albany on behalf of their client seeking approval to construct three patios with a total area of 26m² at Lot 2 (14) McGuire Road, Broomehill Village.

All the necessary documentation has been provided and meets requirements.

Comment: The property is zoned Rural Residential and the proposal complies with the standards of Residential development.

Consultation: Nil

Statutory Environment: The Shire of Broomehill Town Planning Scheme No 1 requires that Council must give planning approval for any development that is to be undertaken on land zoned Rural Residential.

Policy Implications: Nil

Financial Implications: Council will receive planning applications fees.

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

Voting Requirements: Simple Majority

Council Resolution: *110723*

Moved Cr Thompson, seconded Cr Kempin

“That Council:

- Give planning permission to construct three patios of a total area of 26m² at Lot 2 (14) McGuire Road Broomehill Village.*
- That construction is in keeping with the approved drawings that will be issued for this project once the application has been approved.*
- That the construction of the three patios of a total area of 26m² be used for Residential purposes only.”*

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.11**EMERGENCY SERVICES LEVY ADMINISTRATION**

Program:	Law Order and Public Safety		
Attachment:	Copy of agreement		
File Ref:	ADM0130, CLAF		
Author:	VN Webster	Manager	Administration and Customer Service
Date:	28 June 2011		
Disclosure of Interest:	Nil		

Summary: Council to enter into an “Option B” open ended term agreement with Fire and Emergency Services Authority (FESA) for the payment of the Emergency Services Levy (ESL).

Background: In July 2008 the Shire of Broomehill-Tambellup entered into a three year agreement with FESA to collect the ESL. The agreement required Council to pay, in quarterly instalments the total amount of ESL raised.

FESA is keen to standardize the arrangements and documentation associated with the Option B administrative process. Under the “Option B” arrangement Council will be required to:

- Continue to make ESL related payments quarterly by the twenty first day of September, December, March and June;
- Continue to lodge an “ESL Assessment Profile Return Form on an annual basis within fourteen days of the issues of Rates/ESL Notices; and
- Lodge an “ESL Billing Adjustment Advice for each levy year to 30 June by 31 July of the succeeding levy year.

A copy of the proposed agreement is attached for Councils perusal.

Comment: The ESL has been collected for FESA under the “Option B” agreement in the past three years and has not proved a problem for Council staff to administer.

For Council discussion and decision.

Consultation: Nil

Statutory

Environment: Fire and Emergency Services Authority of Western Australia Act 1998 section 36ZJ.

Policy Implications: Nil

Financial

Implications: Provision will be made in the annual budget to meet the costs of the ESL.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: **110724**

Moved Cr Sheridan, seconded Cr Kempin

“That the agreement between the Shire of Broomehill-Tambellup and the Fire and Emergency Services Authority of Western Australia for the administration of the Emergency Services Levy under Option B be signed and sealed.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

10.12 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS - SHIRE OF GNOWANGERUP

Program: Law Order & Public Safety
Attachment: Nil
File Ref: ADM0244
Author: JM Trezona Chief Executive Officer
Date: 13 July 2011
Disclosure of Interest: Nil

Summary: The Shire of Gnowangerup seeks the appointment of Dual Fire Control Officers.

Background: The Shire of Gnowangerup seeks the appointment of the following Dual Fire Control Officers to respond to incidents within then Shire of Broomehill-Tambellup for the coming 2011-2012 season:

Michael Lance – Gnowangerup Brigade
 Jeremy Hitsert – Borden Brigade

Comment:

Consultation: Nil

Statutory Environment: Bush Fires Act 1954 section 40.

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: *110725*

Moved Cr Bowman, seconded Cr Thompson

“That Council approves the registration of Michael Lance and Jeremy Hitsert as Dual Fire Control Officers for the Shire of Gnowangerup for the coming 2011-2012 fire season.”

CARRIED 9/0

Reason For Change to Recommendation:

10.13 2012-2013 REGIONAL ROAD GROUP PROJECTS

Program:	Transport
Attachment:	Copy of RRG-5 year road program
File Ref:	ADM0367
Author:	JM Trezona Chief Executive Officer
Date:	13 July 2011
Disclosure of Interest:	Cr Bowman declared a Proximity Interest in this matter as he has land adjoining Gnowangerup Tambellup Road and left the meeting at 5.40pm.
	Cr Sheridan declared a Proximity Interest in this matter as he has land adjoining Tambellup West Road and left the meeting at 5.40pm.

Summary: Council to consider the 2012-2013 proposed Regional Road Group Projects. Submissions are due by Friday 29 July 2011.

Background: Submissions for the 2012-2013 Regional Road Group Projects must be forwarded by 29 July 2011. If Council is submitting more than one project, then all the projects must be prioritised.

Council will be submitting the following projects for the 2012-2013 financial year:

BT1 – Broomehill-Kojonup Road – widen, prime and seal to 7.0m – slk 23.3 to 27.7

BT2 – Broomehill-Kojonup Road – reseal to 7.0m – slk 5.6 to 6.6

BT3 – Norrish – Tieline Road – reseal – slk 4.2 to 8.7

BT10 – Gnowangerup Tambellup Road – widen seal to 7.0m – slk 0.00 to 7.8

BT12 – Tambellup West Road – widen seal to 7.0m – slk 22.6 to 26.6

BT14 – Tambellup West Road – reconstruct and widen to 7.0m – slk 4.9 to 8.6

BT15 – Gnowangerup Tambellup Road – reseal 7.0m – slk 13.9-20.9

BT16 – Tambellup West Road – reseal 7.0m – slk 12.3 to 15.6

Council needs to prioritise the above projects. It is proposed to rank the projects as follows:

1. BT10
2. BT1
3. BT12
4. BT2
5. BT3
6. BT14
7. BT15
8. BT16

Comment: For Council discussion and decision.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications: Funding for these road projects, if the applications are successful is on a 2:1 basis. Provision can be made in the 2012-2013 budget for Councils one third contribution.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *110726*

Moved Cr Crosby, seconded Cr Kempin

“That Council agrees to prioritise the 2012-2013 Regional Road Group Project submissions as follows:

- 1. BT10 – Gnowangerup Tambellup Road – widen seal to 7.0m – slk 0.00 to 7.8*
- 2. BT1 – Broomehill-Kojonup Road – widen, prime and seal to 7.0m – slk 23.3 to 27.7*
- 3. BT12 – Tambellup West Road – widen seal to 7.0m – slk 22.6 to 26.6*
- 4. BT2 – Broomehill-Kojonup Road – reseal to 7.0m – slk 5.6 to 6.6*
- 5. BT3 – Norrish – Tieline Road – reseal – slk 4.2 to 8.7*
- 6. BT14 – Tambellup West Road – reconstruct and widen to 7.0m – slk 4.9 to 8.6*
- 7. BT15 – Gnowangerup Tambellup Road – reseal 7.0m – slk 13.9 to 20.9*
- 8. BT16 – Tambellup West Road – reseal 7.0m – slk 12.3 to 15.6.”*

CARRIED 7/0

Reason For Change to Recommendation:

Crs Bowman and Sheridan returned to the meeting at 5.42pm

10.14**NOTIFICATION OF ROAD CLOSURES**

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0162	
Author:	PA Hull	Community Services Officer
Date:	13 July 2011	
Disclosure of Interest:	Nil	

Summary: Council to consider the use of the Harvest Ban SMS system for the notification of road closures within the Shire.

Background: Since 2008 Council has utilised an SMS system to notify landowners and other agencies of the implementation of harvest bans, by sending text messages to nominated mobile phone numbers. The service is very well utilised and appears to be a very effective way of communicating this information.

It has been suggested the service could be extended to include the notification of road closures within the Shire. Road closures generally only occur following periods of heavy rain, where one or more roads are closed to protect the gravel surface. On many occasions the closure applies only to heavy vehicles.

Many landowners who are affected by road closures are already utilising the SMS system for harvest bans. Current users also include local and regional haulage contractors, who are often most affected when roads are closed. Whilst radio stations are advised of road closures, often the information is not broadcast in a timely manner. Notification by SMS would ensure these businesses are immediately aware of local conditions and can take actions to avoid the roads concerned.

Comment: As the SMS system is already set up, the administrative implications would be minimal.

There would be additional cost incurred in sending SMS notifications of road closures, and reopening. At present there are 232 users registered, and the current cost is 15c per message. The cost to send two messages (closure and reopening) is approximately \$80 for each occasion.

On searching the records, it appears road closures due to heavy rainfall have been implemented on four occasions since 2008. On two occasions individual roads have been closed in order to complete sealing works.

If Council approves the use of the system for this purpose, all current registered users will be contacted to seek their agreement for inclusion in road closure notifications.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Potential cost of approximately \$80 for each incidence of road closure.

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

Voting Requirements: Simple Majority

Council Resolution: *110727*

Moved Cr Thompson, seconded Cr Bowman

“That the Harvest Ban text message notification system also be utilised to advise registered users of road closures and re-openings within the Shire. Further that all current users are advised of the change and their agreement is obtained for inclusion in road closure notifications.”
CARRIED 9/0

Reason For Change to Recommendation:

10.15**BROOMEHILL VILLAGE HERITAGE PRECINCT**

Program:	Recreation and Culture
Attachment:	Copy of community feedback
File Ref:	CP.PR.8
Author:	PA Hull Community Services Officer
Date:	13 July 2011
Disclosure of Interest:	Nil

Summary: Council to endorse draft concept plans for the Broomehill Village Heritage Precinct project.

Background: In 2010 Council was successful in obtaining funds from the Great Southern Development Commission to engage a consultant to develop a concept plan for the creation of a Heritage Precinct in the Broomehill townsite.

Draft concept plans were developed in consultation with a local working group. At the June Ordinary meeting, Council agreed to advertise the plans for public comment prior to further consideration and endorsement at the July meeting.

The community was notified by mail and through the BT Times that the plans were on display at the Broomehill Administration office, and feedback was invited.

At the end of the comment period, two people had provided comments, A copy of the feedback received is provided for Councils information.

In order to commence the project, Council endorsement of the plan is required.

Comment: The consultants brief included the requirement for the plans to present options for the location of new public toilets. Two locations have been suggested:

1. On the east side of Holland Park, visible from India St, or alternatively;
2. On the south boundary of the proposed town square, adjacent to the right of way near the Hotel.

The first option was the preference of the consultants.

In making a final determination Council should consider this, as well as the comments received from the public.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications: Not at this time, however avenues of funding will be investigated in order to progress the plan over coming years.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Officer Resolution: *“That Council endorses the draft concept plans for the Broomehill Village Heritage Precinct, including the following amendments:*

- a) As per option, new public toilets be located at*
- b)*”

Procedural Motion: *110728*

Moved Cr Thompson, seconded Cr Sadler

That the matter lay on the table until further investigations and a site inspection has been undertaken by Council.”

CARRIED 9/0

Reason For Change to Recommendation:

10.16 RESERVE 684 – FLAT ROCKS ROAD

Program:	Transport	
Attachment:	Copy of Map	
File Ref:	RES684	
Author:	JM Trezona	Chief Executive Officer
Date:	20 July 2011	
Disclosure of Interest:	Nil	

Summary: Council to consider an addition to the request to formalise the Flat Rocks Road alignment.

Background: In May 2011 after the required consultation period, Council formally agreed to request the Minister for Lands to formalise the Flat Rocks Road alignment and close sections of existing unmade road reserves in the vicinity.

An issue arose with the owner of Location 7861 and access to the property. The owner of the property has been in contact with State Land Services to discuss the matter and explain his proposed plans for the future for the land. State Land Services have provided the following suggestion which require Council endorsement.

It is proposed that a 20 metre wide strip abutting the northern boundary of Reserve 684 is set aside as a road reserve (see attached map). The strip is about 70 meters long and by leaving the portions of the redundant road adjoining Locations 7861 and 8060 open will mean that both Locations will retain legal access. State Land Services has advised that the landowner is “comfortable” with that suggestion.

Comment: Reserve 684 is an “A” Class Reserve so there will be a parliamentary process to amend the reserve to dedicate the Flat Rocks Road alignment. State Land Services have indicated that they do not believe there will be any difference to the process by adding the proposed small section at the top of Reserve 684 as proposed.

Council will be responsible for the dedication of the road in the future.

Consultation: Ken McCracken – State Land Services

Statutory

Environment: Land Administration Act 1997
Land Administration Regulations 1998

Policy Implications: Nil

Financial

Implications: There are no financial implications at this time however there will be the cost of advertising when the proposed reserve is to be dedicated.

Strategic

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

Voting Requirements: Simple Majority

Council Resolution: *110729*

Moved Cr Schlueter, seconded Cr Kempin

“That Council advises State Land Services that as part of the formalising of the Flat Rocks Road Reserve it endorses the proposal to include a 20m wide strip of land abutting the northern boundary of Reserve 684 extending between Flat Rocks Road and Location 7861 for the purpose of a road reserve to provide access to Locations 7861 and 8060.”

CARRIED 9/0

**Reason For Change to
Recommendation:**

12.1**PLANT REPORT FOR JUNE 2011**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 14 July 2011
Disclosure of Interest: Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano		2010	2010		OK
BH00	Ford Ranger Dual Cab	20777	2010	2010		20k Service done
BH002	ISUZU 6 Wheel Tipper	65283	2008	2008	7 yrs / 250,000 km	60k Service done
BH003	Isuzu NPR300 crew cab truck	37126	2009		5 yrs / 100,000 km	New mudguards
BH004	CAT 12M	1321	2009	2009		OK
BH005	Bomag Multi-Tyred Roller	6090	2002	2002	7 yrs / 8,000 hrs	OK
BH006	Volvo 710	5553	2004	2004	7 yrs / 8,000 hrs	OK
BH007	John Deere Ride on Mower		2003	2003	5 yrs / 5,000 hrs	OK
BH008	VOLVO L70D Loader	6211	2001	2001	7 yrs / 8,000 hrs	Broken light
BH009	Toyota Hilux	18000	2009			6 mth service done
BH010	6x4 Fuel Trailer		1981	1981		OK
BH012	Isuzu Fire Truck	6000	1995	2004		OK
BH013	John Deere 315SG Backhoe	2531	2003	2003	10 yrs / 8,000 hrs	Service due

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0TA	Holden Caprice		2010			
TA052	Toyota Hilux 4x4	20495	2009			6 mth service done
TA001	Ford Ranger Dual Cab	25855	2009			OK
ITA	Ford Territory				1 yr / 40,000km	
TA1880	Isuzu Gigamax Truck	66285	2008	2008	5 yrs / 250,000 km	OK
TA092	Isuzu Gigamax Truck	84417	2007	2007	5 yrs / 250,000 km	OK
TA386	Mitsubishi Fuso Truck	74925	2007	2007	5 yrs / 250,000 km	OK
TA18	12H Grader	4717	2006	2006	7 yrs / 8,000 hrs	OK
BH014	Ford Ranger Single Cab	20588	2010			20k service done
TA281	930G Loader	3414	2007	2007	7 yrs / 8,000 hrs	Brakes worn to limit
TA392	Tractor Mower	2114			5 yrs / 5,000 hrs	Deck repairs
TA417	John Deere Gator	261	2009			OK
BH001	CAT Vibe Roller	778	2009			OK
TA017	Isuzu Tipper	61793	2009			60k service done
	Slasher				10 yrs	Broken wheel
XTR579	Road Broom				10 yrs	Minor repairs
TA06	Jet Patcher Isuzu	83448	2007	2010		OK
IDCF535	TORO 3500D	267	2009	2009		OK
TA005	John Deere Tractor		2008	2008	10 yrs / 8,000 hrs	OK

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12.2 WORKS AND MAINTENANCE REPORT FOR JUNE 2011

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	13 July 2011	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners are doing general duties around town; weeding, raking, mowing and trimming gardens.
- Southern Road Services to return and work on drainage within town where it runs over the road.
- Picnic table still to be finished at Holland Park playground.
- Solar bollard lighting finished along railway path.
- Community workers cleaning up around town.
- Currently installing swipe card electrical equipment to the automatic gate at the refuse site.
- New rubbish hole installed at the refuse site.
- Recent rain allowed the pumping of water from the town dam to the recreational complex, after town dam completely filled.
- Oval sprayed for broad leaf weeds and grubs. Will be re-sprayed in a month.
- Holland Park and office will be sprayed when weather permits.

Tambellup

- Gardeners carrying out general duties around town; weeding, raking leaves and trimming trees. Town has been fully mown.
- New rubbish hole has been installed at the refuse site.
- Community workers cleaning up around rail reserve.
- New asphalt footpath has been completed in Taylor Street. Community workers gravelled the edges of the pathway.
- Recent rain has increased the water levels in dams, but it will take quite a bit more to fill them properly. Number 1 dam has increased by 1.5 metres. Number 2 dam 2 metres and Jam Creek dam increased by around 2 metres in the first dam, no increase to the second.

Roads

- Crew are currently working on Greenhills Road. This project was from the 2010-2011 year. It also continues in the 2011-2012 year funded by Roads to Recovery.
- Currently around 4km gravelled and around 6km widened by tree saw and loaders.
- All funded projects were completed in the 2010-2011 year.
- We did have some issues with black spot intersections with the cold seals; done because of cold weather. They didn't hold 9mm aggregate on a one seal coat. We carried out a reseal with 7mm aggregate with good results.
- Continuing rain has caused some problems with gravel roads and receiving some complaints from ratepayers.

We have to remember that we have just gone through an extended dry time. With gravel being dry and traffic continually driving following the same wheel tracks, wheel rutting has formed. There are also low areas along floodways and where culverts have been installed. With recent rains water has filled wheel rutting and low areas in the road causing the gravel to become soaked. Once this happens, continual traffic pushes soaked gravel aside causing increased wheel rutting, and low areas become boggy and holes (potholes) form.

We have started repairing these problems with spot gravelling and grading. We are currently working on them on a priority basis. We need to remember we only have a small crew so it does take time to repair these roads as we have a 1,000 km road network to maintain.

- For council information rates levied last year were approximately 1.6 million dollars. We carried out approximately 1.85 million dollars of road construction, reseals and road maintenance.
- The recent rains have highlighted that some town streets have deteriorated along kerbing. In earlier times, town streets were widened at low cost and sprayed with bitumen. Bitumen has oxidized with age and water running along kerbing has stripped the bitumen surfacing. We will start some repairs with the jetpatcher.
- Some sections of streets in both towns highlighted that the water isn't travelling along the kerbing to under drainage or culverts to recede off the street. There are some ways we can improve the problem. One is by removing existing kerbing, cement stabilize the gravel, seal and place new kerbing. The other is using hot asphalt to re-profile the road edge. Whether kerbing is removed and replaced would depend on condition of existing kerb.
- Currently putting a program in place to cost repairs needed.
- Maintenance graders have been working with some interruptions with repairs to the Volvo Grader.
- Maintenance crew working on drainage, guide posts and footpaths.

Plant

- New Caterpillar roller is ready for delivery and will arrive within the next few days.
- Volvo loader windscreen was broken while using the tree saw. This isn't a common occurrence.
- New Holden Caprice has been ordered and should arrive around the end of the month. There were some significant savings ordering early.
- Evertrans of Albany are currently pricing new tree grab attachment for the Caterpillar 930 loader. There will be some build time so ordering early is crucial as all road construction projects this year require road widening and tree clearing.
- Katanning Ford have released some pricing for their new models. It has caused some budget problems for changeovers of the Manager of Works vehicles.
- The problem comes from not being able to supply as well as 2 vehicles being programmed during the 2011-2012 year. Ford are currently working on 30,000km or 9 months before changing, for best pricing. The Manager of Works vehicle was changed twice last year because of extra kilometres travelling to help Cranbrook with their road works in the absence of a Works Manager. Vehicle costs were recovered from Cranbrook to aid with the purchase of the second vehicle. If any further work was needed by Cranbrook, vehicle cost recovery would be included again.
- The new Ford Territory has been released but the new Ford Ranger won't be released until late 2011.
- They have some set prices for the new Ford Territory but still don't have any set pricing for the Ford Ranger.
- Katanning Ford have estimated new Ranger pricing and vehicle changeovers are as follows,

Current Vehicle	New Vehicle Type	Changeover cost	Second change this financial year	12months approximate cost to change
Ford Territory	Ford Territory (New model)	\$10,000	\$7,000	\$7,000 \$14,000 if 2 required
	Wait until end of year and trade to Ranger twin cab	\$15,000	Nil	\$7,000 one vehicle \$14,000 if 2 needed
	Toyota FJ Cruiser	\$17,000	Nil	\$10,000 to \$12,000
	Nissan Murano	\$ 15,000	Nil	\$15,000
	Hyundai Santa Fe Elite	\$14,000	Nil	\$12,000 to \$15,000
	Land-Rover Freelander	\$15,000	Nil	\$12,000 to \$15,000

All vehicles other than Ford were budgeted by trading in only once per year. Keeping the Fords for the full 12 months didn't achieve any reduction in changeovers, but trading regularly saved on maintenance costs. Changeovers for Hyundai and Land Rover were \$10,000 if travelled 30,000km. When asked about 50,000km the changeover was increased.

When first dealing with Katanning Ford the twin cab ute was \$2,500 changeover and the Ford Territory was \$5,500 changeover.

Currently the Works Manager's vehicle travels approximately 50,000km per year with around 25% private use.

- Cost estimates for tippers to carry out contract work carting gravel are provided below.

Name	Truck Configuration	Volume	Cost Per Hour	Cost Per M3
Brett Nelson	Road Train	40M3	\$170 Road train	\$4.25
	Single semi	20M3	\$130 Single	\$6.50
Barrie Baynes	Road Train	40M3	\$160 Road train	\$4.00
Gray Carter	6x4 with pig	20M3	\$125	\$6.25
Coalcliff	Road Train	40M3	\$217 Road Train	\$5.42
Shire	8x4 Quad dog	34M3	\$140	\$4.11

Prices per cubic metre are worked out as an average of 1 load per hour. Some cases may take longer and others shorter.

Prices obtained for the 8x4 and quad dog are from another shire that are currently using the 8x4 plus quad dog configuration. Total cost of running 8x4 + quad dog for a year is \$189,000 achieving around 46,000 M3 for an average year of 226 days worked.

The 8x4 truck will be able to double up and be used for a spreader when doing bitumen work. Truck and semi trailer can't be used unless it has a quick hitch tipper body which is rare.

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12.3 BUILDING SURVEYORS REPORT FOR JUNE 2011

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	8 July 2011
Disclosure of Interest:	Nil

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

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

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“Council discussed the Officers Report”*

Reason For Change to Recommendation:

12.4 BUILDING MAINTENANCE PROGRAM

Program:	Various		
Attachment:	Building Maintenance Program for June 2011		
File Ref:	Nil		
Author:	VN Webster	Manager	Administrative and Customer Service
Date:	14 July 2011		
Disclosure of Interest:	Nil		

Summary: Update of the Building Maintenance Program for 2010-2011

Background:

Comment: The Building Maintenance Program is updated on a regular basis and presented for Councils information, comment and discussion if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision has been made in the 2010-2011 budget to meet the building maintenance program costs.

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

Voting Requirements: Simple Majority

Council Resolution: *“Council discussed the Officers Report.”*

Reason For Change to Recommendation:

12.5 LIBRARY REPORT – JUNE 2011

Program: Recreation & Culture
Attachment: Library Report – June 2011
File Ref: ADM0097
Author: JM Trezona Chief Executive Officer
Date: 13 July 2011
Disclosure of Interest: Nil

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

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

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“Council discussed the Officers Report.”*

Reason For Change to Recommendation:

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

Nil

14. DATE OF NEXT MEETING

18th August 2011

15. CLOSURE

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 6.25pm.