



Ordinary Meeting of Council

MINUTES

21 July 2016

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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 July 2016 commencing at 4.00pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

| | | |
|-----------------|-----------------|--------------------------------------|
| Present: | Cr GM Sheridan | President |
| | Cr SJF Thompson | Deputy President |
| | Cr TW Prout | |
| | Cr MC Paganoni | |
| | Cr CL Dennis | |
| | Cr ME White | |
| | JM Trezona | Chief Executive Officer (CEO) |
| | JA Stewart | Manager Corporate Services |
| | KP O’Neill | Manager Finance and Assets |
| | PA Hull | Strategic Support & Projects Officer |
| | LK Cristinelli | Governance and Executive Assistant |

Apologies: GC Brigg

Leave of Absence: Cr MR Batchelor

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.02pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Item 10.03: Proposed Temporary Planning Approval – Lot 4 Nardlah Road, Broomehill

Cr Sheridan, Cr Thompson, Cr Paganoni, Cr Dennis and Cr White have declared in writing, a Financial Interest in Item 10.03.

An application has been made to the Minister for Local Government for approval for all five members to participate in the discussion and decision of Item 10.03.

Approval was granted on 19 July 2016 for Crs Sheridan, White and Paganoni to participate in the discussion and decision making process for Item 10.03 subject to the following conditions:

- 1. The approval is only valid for the abovementioned item, when it is considered at the Ordinary Council Meeting to be held on 21 July 2016;*
- 2. Councillors Garry Sheridan, Michael White and Mark Paganoni declare the nature of their interests at the Ordinary Council Meeting of 21 July 2016 when the abovementioned item is considered, together with the approval provided;*
- 3. The CEO is to provide a copy of the Department of Local Government and Communities letter advising of the approval to Councillors Garry Sheridan, Michael White and Mark Paganoni; and*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the Ordinary Council Meeting of 21 July 2016; and*
- 5. The CEO is to provide a copy of the confirmed minutes of the Ordinary Council Meeting of 21 July 2016 to the Department of Local Government and Communities to allow the Department to verify compliance with the conditions of this approval; and*
- 6. The above approval relates only to the interests declared by the Councillors on their Declaration Forms provided with the application. Should any other interests be relevant, these will not be covered by the participation approval and the financial interest provisions of the Act would apply.*

Approval was not granted for Cr Scott Thompson and Cr Craig Dennis to participate.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 16 JUNE 2016

160701

Moved Cr White, seconded Cr Prout

“That the Minutes of the Ordinary Meeting of Council held on 16 June 2016 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

8.2 SPECIAL MEETING OF COUNCIL MINUTES 14 JULY 2016

160702

Moved Cr Dennis, seconded Cr Paganoni

“That the Minutes of the Special Meeting of Council held on 14 July 2016 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR JUNE 2016

| | |
|--------------------------------|---|
| Program: | Other Property and Services |
| Attachment: | Monthly Financial Statements for June 2016 |
| File Ref: | Nil |
| Author: | KP O'Neill Manager Finance and Assets |
| Date: | 14 July 2016 |
| Disclosure of Interest: | Nil |

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

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

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

As part of the 2015/16 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Councillors should note that the financial report provided is an interim report for the financial year ending 30 June 2016. End of year processes are still to be allocated which will affect the content of the report.

The following are the more significant projects that were not complete during the year and have been carried over into the 2016/17 budget –

- The balance of expenditure for construction of the executive residence, which is fully funded by a transfer from the Building Reserve.
- The redevelopment of the Tambellup Pavilion has been carried over into 2016/17. Architectural services and other Consultant fees incurred to date are funded from the Tambellup Pavilion and Recreation Ground Reserve. Grants and loan funds are earmarked for the construction stages. Grant funding already received is carried forward in the 30 June surplus and shown as restricted cash.
- Funds from the new loan for the Tambellup Pavilion were not required during 2015/16. The loan will be raised in 2016/17, once the project is well underway and other funding sources are exhausted.
- Road Construction projects - Beejenup Road resheeting (funded by MRWA Commodity Routes) and Punchmirup North Road widening & resheeting (funded by Roads to Recovery) were not finished by 30 June, and the unexpended balance for both has been carried over for completion in 2016/17.

Note 1 in the report provides commentary on material variances which are highlighted in the Statement of Financial Activity, by Reporting Program and the Statement of Financial Activity, by Nature or Type.

Consultation: Nil

Statutory

Environment:

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*

(2) Each statement of financial activity is to be accompanied by documents containing –

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) such other supporting information as is considered relevant by the local government.*

Policy Implications: Nil

Strategic

Implications:

This issue is not dealt with in the Plan

Asset Management

Implications:

There are no implications for the Asset Management Plan.

Financial

Implications:

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

Workforce Plan

Implications:

There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: **160703**

Moved Cr Paganoni, seconded Cr Thompson

“That the interim Financial Statement for the period ending 30 June 2016 be received.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.02 CREDITORS ACCOUNTS PAID JUNE 2016

| | | |
|--------------------------------|---------------------------------------|-----------------------------------|
| Program: | Other Property and Services | |
| Attachment: | List of Payments for June 2016 | |
| File Ref: | Nil | |
| Author: | KP O’Neill | Manager Finance and Assets |
| Date: | 14 July 2016 | |
| Disclosure of Interest: | Nil | |

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

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

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

Comment: Summary of payments made for the month:-

| | |
|----------------|-----------------------|
| Municipal Fund | \$1,148,392.81 |
| Trust Fund | \$287,735.76 |
| Credit Cards | \$1,165.04 |
| <u>Total</u> | <u>\$1,437,293.61</u> |

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

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

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *160704*

Moved Cr Dennis, seconded Cr Prout

“That the list of accounts paid during June 2016, comprising:-

- *Municipal Fund payments totalling \$1,148,392.81 –*
 - *cheques 3161 to 3194;*
 - *electronic payments EFT7849 to EFT7943, EFT7947 to EFT7968;*
 - *direct debits DD4204.1 to DD4204.3 and DD4219.1 to DD4219.4.*
 - *Trust Fund payments totalling \$287,735.76 –*
 - *electronic payments EFT944 to EFT7946.*
 - *Credit Card purchases totalling \$1,165.04.*
- be endorsed.”*

CARRIED 6/0

Reason For Change to Recommendation:

10.03 PROPOSED TEMPORARY PLANNING APPROVAL – LOT 4 NARDLAH ROAD, BROOMEHILL

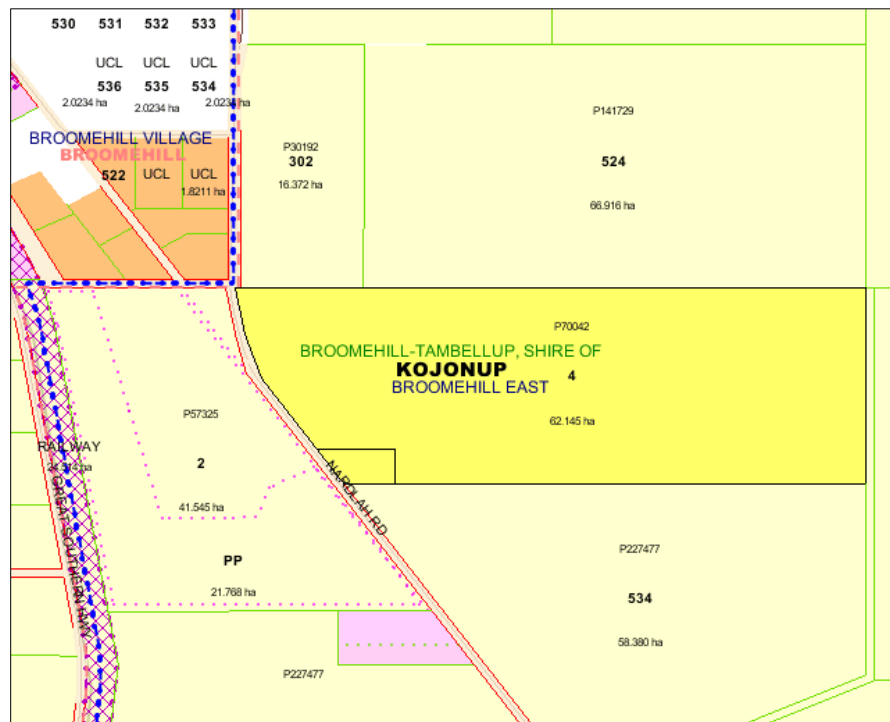
| | |
|--------------------------------|--|
| Program: | Planning |
| Attachment: | Nil |
| File Ref: | ADM0284 |
| Author: | Liz Bushby |
| | Gray & Lewis Landuse Planners |
| Date: | 15 June 2016 |
| Disclosure of Interest: | <p>Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>.</p> <p>Cr Sheridan declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain.</p> <p>Cr Thompson declared a Financial Interest in this matter as a shareholder in CBH, a deliverer of grain and the lessor of the land where the bulkheads are located.</p> <p>Cr Paganoni declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain.</p> <p>Cr Dennis declared a Financial Interest in this matter as a shareholder in CBH, a deliverer of grain and Contractor to CBH.</p> <p>Cr White declared a Financial Interest in this matter as a shareholder in CBH and a deliverer of grain.</p> <p>Ministerial approval has been granted for Cr's Sheridan, Paganoni and White to participate in the discussion and decision making process.</p> <p>Ministerial approval was not granted for Cr Thompson and Cr Dennis to participate.</p> <p>Cr Thompson and Cr Dennis left the meeting at 4.15pm.</p> |

Summary: An application has been lodged for a new temporary planning approval for retention of two open bulkheads for grain storage on Lot 4 Nardlah Road, Broomehill.

This report recommends that a new approval be granted for a 12 month period.

Background: Lot number changes

It is important to note that Lot 4 Nardlah Road was previously known as Lot 531.



Historic planning approvals were issued under the former lot numbers. A series of ‘temporary’ planning approvals have been issued for this land since 2008.

The last planning approval for 2 bulkheads on Lot 4 was issued on the 23 March 2016 and expires on the 4 July 2016.

Comment:

Zoning

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

A ‘Rural Industry’ is permitted in Farming zone under the Scheme ‘*provided it complies with the relevant standards and requirements laid down in the Scheme and all conditions (if any) imposed by the Council in granting planning consent.*’

A ‘Rural Industry’ is defined in the Scheme as ‘*means an industry handling, treating, processing, or packing primary products grown, reared, produced, or used in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality*’.

Description of Application

The applicant has lodged a new application on the 14 June 2016 seeking a further 12 month extension for the ‘temporary’ planning approval to retain two open bulkheads for grain storage on Lot 4 Nardlah Road.

The applicant advises that:

- (i) The existing temporary planning approval for Lot 4 expires on the 4 July 2016.

- (ii) Due to the amount of grain remaining from the 2015 harvest and positive outlook for the 2016 season, it is likely the open bulkheads will be required for the 2016 harvest.
- (iii) Approval is sought for an additional 12 months.

Relevant Scheme Provisions

Under Clause 7.3.3 of the Shire of Broomehill Town Planning Scheme No 1, Council may limit the time for which a planning consent remains valid.

It is open to Council to issue a new planning approval for the CBH bulkheads on Lot 4 and limit the approval time.

Buffers and Landuse Compatibility

It is desirable from a planning perspective to avoid locating uses near one another where there is potential for conflict or impact on amenity.

The Environmental Protection Authority has ‘Guidance for the assessment of environmental factors – separation distances between Industrial and Sensitive Landuses’ (‘EPA Guidelines’). The EPA Guidelines recommend a buffer of 500 metres between any grain elevator and sensitive landuse.

As the use on Lot 4 has become more permanent with regular extensions and recurring approvals, the issue of buffers was examined in detail as part of the temporary approval issued in 2011.

CBH lodged an aerial in 2011 which showed a 500 metre buffer measured from the centre of the bulkheads.

The Council needs to be mindful of the buffer and ensure it is taken into consideration when dealing with development in the surrounding area.

Gray & Lewis is not aware of any complaints lodged about the facility or any documented adverse impacts on existing residences.

Dust Management Plan

CBH lodged a Dust Management Plan to the Shire in 2011 for the development on Lot 4 (then Lot 531).

The 2011 Dust Management Plan does not form part of the current application, therefore a condition requiring lodgement of a Dust management Plan is recommended. It is likely CBH can use the 2011 plan and simply bring the document up to date.

Consultation: Council has the ability to advertise any application under the Scheme. No consultation has been undertaken.

Statutory

Environment: Shire of Broomehill Town Planning Scheme No 1

Policy Implications: Nil

Strategic Implications: The buffer to CBH should be taken into account for strategic planning.

Asset Management Implications: There are no asset management implications

Financial Implications: The Shire pays planning fees to Gray & Lewis for advice.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160705*

Moved Cr White, seconded Cr Prout

“That Council;

A. Approve the application lodged by CBH on the 14 June 2016 for open bulk heads and grain storage to remain on Lot 4 Nardlah Road, Broomehill subject to the following conditions:

- 1. The term of this approval is limited and expires 12 months from the date of this planning consent.*
- 2. The operation is to be conducted in accordance with a Dust Management Plan to be lodged to the Shire for separate written approval of the Shire Chief Executive Officer.*

B. Include an advice note to the applicant that ‘The Shire notes that a Dust Management Plan for Lot 4 was prepared and lodged in 2011. It is recommended that this plan simply be revised to refer to the new approval dates.’”

CARRIED 4/0

Reason For Change to Recommendation:

Cr Thompson and Cr Dennis returned to the meeting at 4.18pm.

10.04 RENEWAL OF REVIEWED AGREEMENT WITH THE TAMBELLUP PRIMARY SCHOOL – NON-POTABLE WATER SUPPLY – TAMBELLUP DAM NO.1 (JAM CREEK)

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Under Separate Cover: Updated Draft Agreement between the Tambellup Primary School and Shire of Broomehill-Tambellup for access to the non-potable water supply from Tambellup No. 1 Dam (Jam Creek) |
| File Ref: | CLAF060, ADM0072 |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 4 July 2016 |
| Disclosure of Interest: | Nil |

Summary: Council to consider renewal of an Agreement between the Tambellup Primary School and Shire of Broomehill-Tambellup for continued access to non-potable water from Tambellup No. 1 Dam (Jam Creek).

Background: Council will recall resolving to sign, at its June 2016 Ordinary Meeting, a reviewed and updated Agreement with the Water Corporation for the use of non-potable water from the Tambellup Dam No. 1 (Jam Creek).

Following the above-mentioned Agreement originally being formalised in July 2010, Council entered into an Agreement with the Tambellup Primary School (School) allowing the School to access the same non-potable water supply for reticulation of its oval.

Comment: The Shire's original Agreement with the School expired on 01 July 2015; however, due to a delay in the review of the Shire's Agreement with the Water Corporation for the Shire's use of this water supply, renewal of this Agreement has also been delayed accordingly.

Updates to the Agreement are shown in red font or by way of wording being struck through.

For Council consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: Routine maintenance and upkeep of associated infrastructure

Financial

Implications:

- Ongoing infrastructure maintenance costs as also required by the Shire's Agreement with the Water Corporation
- Water usage costs for reticulation of the School oval are recovered from the Tambellup Primary School

Workforce Plan

Implications:

Nil

Voting Requirements: Simple Majority

Council Decision: *160706*

Moved Cr Dennis, seconded Cr Paganoni

“That Council endorses the reviewed and updated agreement between the Shire of Broomehill-Tambellup and the Tambellup Primary School (School), as presented, being for the School's access to the supply of non-potable water from the Tambellup No. 1 Dam (Jam Creek) for utilisation on the Tambellup Primary School oval and forwards to the Principal of the Tambellup Primary School for endorsement.”

CARRIED 6/0

Reason For Change to Recommendation:

10.05 LOCAL GOVERNMENT CONVENTION – ANNUAL GENERAL MEETING

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | 2016 WALGA Annual General Meeting Agenda Items |
| File Ref: | ADM0077 |
| Author: | JM Trezona Chief Executive Officer |
| Date: | 12 July 2016 |
| Disclosure of Interest: | Nil |

Summary: Council to determine its voting preferences for the items included in the agenda of the coming annual general meeting of the Western Australian Local Government Association (WALGA).

Background: The AGM of WALGA will be held on Wednesday, 3 August 2016 at 1.30pm. Attached are copies of the motions that will be considered as part of the meeting. There are eleven motions that cover a variety of subjects.

Comment: Members are asked to discuss the motions and determine the preferred voting for each item so that conference delegates can carry out Council's wishes.

Council's voting delegates are Cr Sheridan and Cr Dennis.

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

Officer

Recommendation: *“That Council discuss the motions for the 2016 Annual General Meeting of the Western Australian Local Government Association and advise the Council delegates of its preferred position on each.”*

Council Decision: Council discussed the motions for consideration at the 2015 Annual General Meeting (AGM) of the Western Australian Local Government Association and indicated its preferred position on each to the Council delegates attending the AGM.

Reason For Change to Recommendation:

10.06 STRATEGIC COMMUNITY PLAN – PROGRESS REPORT

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Strategic Community Plan 2012-2022 - Progress Report to 30 June 2016 |
| File Ref: | ADM0382 |
| Author: | PA Hull Strategic Support & Projects Officer |
| Date: | 15 July 2016 |
| Disclosure of Interest: | Nil |

Summary: An update of progress of the Strategic Community Plan to 30 June 2016 is provided for Council's information.

Background: As part of the Department of Local Governments 'Integrated Planning and Reporting Framework' all local governments were required develop a strategic plan which states the community's long term (10+ years) vision, values, aspirations and priorities, with consideration to other local government plans, information and resourcing capabilities.

The Strategic Community Plan (SCP) drives the development of local government area/place/regional plans, resourcing and other local government informing strategies such as Workforce, Asset Management and Financial, and other supporting strategies.

The SCP was adopted by Council in September 2012, following a series of community engagement activities facilitated by a consultant.

Activities included a survey which was distributed by mail and also printed in the BT Times, targeted response by phone contact to randomly selected residents, and community workshops held in Broomehill and Tambellup. Workshops were also conducted with Councillors of the day, and staff.

The intent of the consultation was to determine the community's aspirations - how residents see our Shire in the future, and what is important to them, and ideas for how these aspirations could be delivered. This information formed the basis of Council's commitments to deliver the SCP for the ten year period 2012-2022. Strategies to achieve the commitments were developed, and measures to track progress defined.

SCP progress was last reported to Council in April 2015, and is reported to the community annually through the Annual Report.

A two-year desktop review of the SCP was completed in 2015, and is due for full review in 2016/2017.

Comment: The SCP was assessed by the Department for Local Government and Communities as meeting their required standard, however it is considered the document is not as 'strategic' as other examples. Most of the commitments were defined as being 'short term' - achievable within one to four years, with no long term vision to the future.

The commitments contained within the SCP are largely ‘business as usual’ activities, and as such, most have been achieved and will be ongoing.

It is difficult, however, to measure the success or otherwise of commitments which involve advocacy or lobbying of external agencies and service providers, for new, improved or increased levels of service to the community. While every opportunity to engage with these agencies is taken by Council and staff, the decision on delivery of services or infrastructure lies with the agency concerned and their broader picture planning for the community, region and state. For this reason, commitments that involve ‘advocacy’ or ‘lobbying’ have been noted as achieved, and in most cases, ongoing.

Two commitments in particular have not been achieved: S1.3 relating to establishment of community gardens, and S1.5 relating to the establishment of Men’s Sheds in the Shire. Community gardens and Men’s Sheds provide a wealth of benefits to those who participate, and are worthy of Council support, however the drive to establish and coordinate these initiatives needs to come from the community for long term success. Both ideas were promoted to the community through BT Times on a number of occasions, however no approaches were forthcoming.

Other commitments not progressed include S4.2 - review of the Broomehill skate park facility location, design and amenity, and E1.4 - development of a strategy to attract and retain skilled people in the local area.

The main outcome of the report is the need to survey the community to determine levels of satisfaction with Council’s performance in every area. With the SCP due for full review during 2016/2017, it is recommended that a community survey be carried out prior to the review process commencing. The information the survey provides will provide Council with a basis for the full review of the SCP.

This report will be included in Council’s 2015-2016 Annual Report.

For Council’s information.

Consultation: Chief Executive Officer

Statutory

Environment:

Local Government Act 1995 s.5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Policy Implications: Nil

Strategic**Implications:**

The SCP provides direction for Council's short, medium and long term planning for the ten year period 2012 to 2022. Specifically, the SCP has a commitment to *'provide leadership to the community through transparent, accountable and representative local government'*.

Asset Management**Implications:**

The SCP provides direction for the ongoing management of Councils assets in conjunction with Council's Corporate Plan.

Financial**Implications:**

Financial considerations relating to the delivery of commitments contained within the SCP are detailed in Councils Long Term Financial Plan and provision is made in the annual budget.

Workforce Plan**Implications:**

Workforce planning considerations relating to the delivery of commitments contained within the SCP are detailed in Council's Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *160707*

Moved Cr Paganoni, seconded Cr White

"That Council endorses the 'Strategic Community Plan 2012-2022 - Progress Report to 30 June 2016' as presented."

CARRIED 6/0

Reason For Change to Recommendation:

10.07 TAMBELLUP GOLF CLUB – RATE CONCESSION

| | |
|--------------------------------|--|
| Program: | General Purpose Funding |
| Attachment: | Nil |
| File Ref: | A447 |
| Author: | JM Trezona Chief Executive Officer |
| Date: | 5 July 2016 |
| Disclosure of Interest: | Cr Sheridan declared an Impartiality Interest as he is a member of the Golf Club. Cr Prout declared an Impartiality Interest as he is a member of the Golf Club. Chief Executive Officer Joanne Trezona declared an Impartiality Interest in this item as she is a member of the Golf Club. |

Summary: Council to consider a request for a rate concession for the 2016/2017 financial year.

Background: The Tambellup Golf Club has written requesting Council consider granting a rate concession for the 2016/2017 financial year.

Comment: The Golf Club provides 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 Club members and non members.

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

The Tambellup Golf Club has previously been granted rate concessions since 2000. The Club is still liable to pay rubbish and recycling charges, and the Emergency Services Levy which is determined each year by the Department of Fire and Emergency Services (DFES).

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: Council does not have a policy in relation to granting concessions for rates or service charges.

Strategic**Implications:**

Strategic Community Plan 2012 – 2022

Community Aspiration – Staying Active & Being Entertained

Asset Management

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

Financial

Implications: Rates for the Tambellup Golf Club were \$614.06 for the 2015/2016 year. Provision of \$3,000 has been included in the 2016/2017 Budget for ‘Rates Written Off’ in anticipation of such requests.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Absolute Majority

Council Decision: *160708*

Moved Cr Dennis, seconded Cr Paganoni

“That Council grants a rate concession for the Tambellup Golf Club for the 2016/2017 financial year.”

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

**Reason For Change to
Recommendation:**

10.08 DEPARTMENT OF AGRICULTURE AND FOOD WA – MAPPING FOOD PRODUCTION PROJECT

| | |
|--------------------------------|---|
| Program: | Economic Services |
| Attachment: | Project scoping document |
| File Ref: | ADM0061 |
| Author: | PA Hull Strategic Support & Projects Officer |
| Date: | 6 July 2016 |
| Disclosure of Interest: | Nil |

Summary: The Department of Agriculture & Food WA (DAFWA) has requested Council's financial and in kind support for a new collaborative project being initiated.

Background: DAFWA, in conjunction with Regional Development Australia Great Southern (RDA), is seeking support for a new project that will look at enhancing economic development of food producing and processing businesses in the Great Southern.

The project will quantify the current local and regional food production and processing industry in the Great Southern, and the analysis of statistical and economic data will identify gaps and opportunities for industry development through value adding, industry collaboration, processing, logistics and agritourism.

The project is being jointly funded by DAFWA and RDA, and additional financial support from stakeholders including local governments is sought.

DAFWA has requested Council's support for:

- Financial support of at least \$500;
- Active promotion of the project to food producers and processors in the Shire's catchment through web, print and social media; and
- Support for survey work through connection with local networks.

DAFWA has advised that this support will enable production of a tailored report of food production and processing within the Shire.

Comment: For Council discussion and decision.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: Council's Strategic Community Plan identifies 'Building Prosperity' as an important aspiration of the community. Contained within the aspiration is the acknowledgment that economic development within the Shire will require partnering and collaboration with other organisations to achieve favourable community outcomes.

Asset Management

Implications: The matter has no asset management implications.

Financial

Implications: Provision has been made in the 2016-2017 budget for Members Donations of \$5,000.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements:

Simple Majority

Officer

Recommendation: *“That Council does/does not make a contribution of \$..... towards the Department of Agriculture and Food WA ‘Mapping food production and processing in the Great Southern Region of Western Australia’ project.”*

Council Decision: ***160709***

Moved Cr Paganoni, seconded Cr Dennis

“That Council does not make a contribution towards the Department of Agriculture and Food WA ‘Mapping food production and processing in the Great Southern Region of Western Australia’ project.”

CARRIED 6/0

Reason For Change to

Recommendation: To include Council’s preferred option.

10.09 REVIEW OF DELEGATION 3.1 – PERMITS, ROAD TRAINS AND EXTRA MASS

Program: Transport
Attachment: Delegation 3.1 with draft amendments
File Ref: ADM0239
Author: JM Trezona Chief Executive Officer
Date: 11 July 2016
Disclosure of Interest: Nil

Summary: Council to review and amend Delegation 3.1 – Permits, Road Trains and Extra Mass to reflect current Heavy Vehicle practices.

Background: The introduction of the Chain of Responsibility Legislation has seen considerable changes to the Restricted Access Vehicle (RAV) network and the resultant impact this has had on Council’s local roads.

Council currently has Delegation 3.1 that empowers the Chief Executive Officer to grant permission for heavy vehicles to use our roads. This is a power no longer available to Councils. RAV network approvals are assessed and controlled by Main Roads WA. Councils are consulted as part of the assessment to endorse or not, all proposals that affect their local roads.

Comment: At this juncture it appears that the only approval that Council now provides is authorisation for individual trucking companies to operate in our Shire on local roads that are approved concessional routes under the Accredited Mass Management Scheme (AMMS).

Council has previously determined to provide annual approvals to transport companies when an application is received.

A draft of the amended Delegation is attached for Council consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This proposal is applicable to the Community Aspiration of *Living in a Safe Community* and the Community Aspiration of *Building Prosperity*.

Asset Management Implications: The whole of life estimates for roads approved under the Accredited Mass Management Scheme may be impacted if there is a marked increase in the freight moved on our road network.

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

Workforce Plan

Implications: There are no Workforce Plan implications.

Voting Requirements: Absolute Majority required.

Council Decision: *160710*

Moved Cr Prout, seconded Cr White

“That Council having reviewed Delegation 3.1 – Permits, Road Trains and Extra Mass endorses the amendments to the delegation as presented.”

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

**Reason For Change to
Recommendation:**

10.10 2017-2018 REGIONAL ROAD GROUP PROJECTS

| | | |
|--------------------------------|---------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | ADM0499 | |
| Author: | GC Brigg | Manager of Works |
| Date: | 15 July 2016 | |
| Disclosure of Interest: | Nil | |

Summary: Council to consider the 2017-2018 proposed Regional Road Group Projects. Submissions are due by Friday 31 July 2016.

Background: Submissions for the 2017-2018 Regional Road Group Projects must be forwarded by 31 July 2016. If Council is submitting more than one project, then all the projects must be prioritised.

Council will be submitting the following projects for the 2017-2018 financial year:

- Pallinup South Road – Construct and seal - SLK 3.20 – 6.45
- Warrenup Road – Construct and seal - SLK 2.40 - 4.60
- Broomehill Kojonup Road - stabilize patches and seal SLK 17.08 - 19.77
- Broomehill Kojonup Road – Stabilize patches and reseal SLK 19.91 - 20.16
- Broomehill Kojonup Road - culvert upgrade SLK 13.26
- Gnowangerup Tambellup Road - stabilize patches and reseal SLK 13.20 -18.82
- Gnowangerup Tambellup Road - culvert upgrade SLK 13.26
- Tambellup West Road – Stabilized patches and reseal SLK 21.31 - 23.33

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

1. Pallinup South Road – Construct and seal - SLK 3.20 - 6.45
2. Warrenup Road - Construct and seal - SLK 2.40 - 4.60
3. Gnowangerup Tambellup Road - stabilize patches reseal 7.0m - SLK
4. Broomehill Kojonup Road - stabilize patches reseal – SLK 17.08 -19.77
5. Broomehill Kojonup Road - stabilize patches and reseal SLK 19.91 - 20.16
6. Tambellup West Road - stabilize patches and reseal SLK 21.31 – 23.33
7. Broomehill Kojonup Road – culvert upgrade SLK 13.26
8. Gnowangerup Road SLK – culvert upgrade SLK 15.30

Comment: For Council discussion and decision

Consultation: Chief Executive Officer
Allan Millar – Wood and Grieve Engineers

Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** The Strategic Community Plan identifies ‘Living in a Safe Community’ as a key aspiration with safe roads and road safety playing an important role in that aspiration.**Asset Management****Implications:** If successful the works will assist in reducing the renewal gap that is currently reflected in Councils Asset Management Plan.**Financial****Implications:** Funding for these road projects, if the applications are successful is on a 2:1 basis. Provision will be made in the 2017-2018 budget for Councils one third contribution if the projects are approved.**Workforce Plan****Implications:** The current staffing structure has sufficient capacity to undertake the works proposed.**Voting Requirements:** Simple Majority**Council Decision:** *160711**Moved Cr Prout, seconded Cr White**“That Council agrees to prioritise the 2017-2018 Regional Road Group Project submissions as follows:*

- 1. Pallinup South Road – Construct and seal - SLK 3.20 - 6.45*
- 2. Warrenup Road - Construct and seal - SLK 2.40 - 4.60*
- 3. Gnowangerup Tambellup Road - stabilize patches reseal 7.0m - SLK*
- 4. Broomehill Kojonup Road - stabilize patches reseal – SLK 17.08 -19.77*
- 5. Broomehill Kojonup Road - stabilize patches and reseal SLK 19.91 - 20.16*
- 6. Tambellup West Road - stabilize patches and reseal SLK 21.31 – 23.33*
- 7. Broomehill Kojonup Road – culvert upgrade SLK 13.26*
- 8. Gnowangerup Road SLK – culvert upgrade SLK 15.30”*

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

10.11 REPLACEMENT – 8 X 4 TIPPING TRUCK SPECIFICATIONS

| | | |
|--------------------------------|---------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | ADM0303 | |
| Author: | GC Brigg | Manager of Works |
| Date: | 15 July 2016 | |
| Disclosure of Interest: | Nil | |

Summary: Council's major plant replacement policy includes specifications to be provided to Council for consideration before tendering.

Background: Council's 2016-2017 budget has made provision to replace the 8x4 Iveco tipping truck utilising the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council will request quotes from several companies who can supply an 8x4 truck to suit council's needs.

Council is still required to go to tender for the disposal of the 8x4 Iveco tipping truck. The anticipated trade in will exceed the threshold of \$20,000 and Council will be trading it on an item that exceeds the purchase threshold of \$150,000. WALGA also provides a service to advertise and manage the tender process for the trade-in of vehicles. WALGA will carry out 'for sale by tender', while obtaining quotations for the new machine. This minimizes the waiting period if any private buyers are received.

Comment: Council will be seeking quotes for a similar size truck already utilized in the fleet. This truck will be used in road construction and maintenance.

SUPPLY OF ONE (1) NEW 8X4 END AND SIDE TIPPER

- Compliance Plate for 110T GCM
- Engine minimum power 372 KW (500hp)
- Engine to have turbo timer fitted
- 18 speed Road Ranger
- Steel 14 cubic metre end and side tipping body
- Fuel tank to have minimum 400 litre capacity
- Reversing alarm
- Rubber Guards Rear
- 11R 22.5 16 ply tyres plus spare tyre and chassis mounted carrier or equivalent
- Remote Keyless Entry
- External sun visor
- Head light covers
- Windscreen stone guard
- Canvas seat covers
- Air conditioned
- Exhaust Pipe Top Discharge
- AM/Fm Radio/ MP3 player

- Dual roof mounted amber flashing lights controlled within the cabin
- Tinted windows
- Floor mats
- Fire extinguisher fitted
- Cab blower gun
- Lockable external tool box minimum size 1200 x 600 x 600
- Tool kit including Jack, air adaptor etc.
- Hot shift PTO and hydraulic control, pump to be minimum 136 litre per minute (30 gallons)
- 50mm ringfeeder with all air connections for dog trailer
- Hydraulic plumbing for side tipping dog
- Complete set of workshop, spare parts and operator manuals
- UHF 40 channel 2 Way Radio and Antenna
- Full Diff Lock
- Show all Warranties
- Delivered to Shire of Broomehill Tambellup Shire depot, Bridge Street Tambellup
- State anticipated delivery date

Training

The supplier shall provide instruction/training at the point of delivery:

- Training to workshop personnel on service and maintenance of the unit

To council operators and workshop staff on all aspects of the operation and field maintenance of the unit

Consultation: Manager of Works - Glen Brigg
Chief Executive Officer - Joanne Trezona

Statutory

Environment: *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996

Policy Implications: Policy 4.6 –Replacement of Plant and Vehicles

Strategic

Implications: The Strategic Community Plan includes and aspiration of “Living in a Safe Community”. Road safety is referenced and appropriate equipment is an important tool for Council to deliver on this aspiration.

Asset Management

Implications: The new truck will be taken up into the Asset Management Plan (AMP) and the trade will be removed. The changeover of the grader is in keeping with the Plant Replacement Program and the intent of the AMP.

Financial

Implications: Councils 2016-2017 budget includes a provision for the changeover of the 8x4 Iveco tipping truck. Funds are to come from the Plant Replacement Reserve.

Workforce Plan

Implications: There are no Workforce Plan implications

Voting Requirements: Simple Majority

Council Decision: *160712*

Moved Cr Thompson, seconded Cr Paganoni

“That Council endorses the specifications as presented.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.12 VIETNAM VETERANS ASSOCIATION OF AUSTRALIA WA BRANCH INCORPORATED – REQUEST FOR CONTRIBUTION TO LOCAL COMMEMORATIVE SERVICE

| | |
|--------------------------------|---|
| Program: | Governance |
| Attachment: | Correspondence: Vietnam Veterans Association of Australia - WA Branch Incorporated |
| File Ref: | ADM0396/ADM0061 |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 20 July 2016 |
| Disclosure of Interest: | Nil |

Summary: Council to consider a request from the Vietnam Veterans Association of Australia WA Branch Incorporated (VVAAWA) to contribute towards the provision of afternoon tea following a commemoration at the Tambellup Cemetery.

Background: Council, from time to time, considers donating to various causes that are of significance to the Shire.

Comment: As stated in the attached correspondence, the VVAAWA is arranging Commemoration of the Vietnam War and the 50th Anniversary of the Battle of Long Tan by way of Commemorative Services (Service) at grave sites around Western Australia and is proposing to conduct such a Service at the Tambellup Cemetery on Friday, 12th August 2016 at 2.00pm.

The VVAAWA plans to advertise the Commemorative Services throughout communities in the near future and is inviting shire councils and other organisations to be involved. To this end, the VVAAWA has asked if the Shire of Broomehill-Tambellup may wish to provide tea, coffee and other refreshments following the planned local Service.

For Council consideration.

Consultation: Richard Williams – President, VVAAWA

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: Nil

Asset Management Implications: Nil

Financial Implications: Provision of \$5,000 for donations requested of Council, at various times throughout the year, has been included in the Shire's 2016/17 budget.

Workforce Plan

Implications: Nil

Voting

Requirements: Simple Majority

Officer

Recommendation: *“That Council provides a donation of \$.....to the Vietnam Veterans Association of Australia WA Branch Incorporated for the purpose of providing afternoon tea following a Commemorative Service to be held at the Tambellup Cemetery on 12 August 2016.”*

Council Decision: **160713**

Moved Cr Paganoni, seconded Cr Dennis

“That Council provides a donation, if required, of up to \$250.00 to the Vietnam Veterans Association of Australia WA Branch Incorporated for the purpose of providing afternoon tea following a Commemorative Service to be held at the Tambellup Cemetery on 12 August 2016.”

CARRIED 6/0

Reason For Change

to Recommendation: To include Council’s preferred amount.

12.01**MAINTENANCE REPORT FOR JUNE 2016**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg **Manager of Works**
Date: 15 July 2016
Disclosure of Interest: Nil

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|---------|---------------------------------|-----------------|------------------|---------------------|------------------|-------------------|--|
| OTA | Holden Caprice | | | 2016 | 2015 | 1 yr /15,000km | |
| 1TA | Toyota Hilux | | | 2016 | 2016 | 1 yr /30,000 kms | |
| BH00 | Toyota Hilux Dual Cab | 12,674 | 20,000 | 2015 | 2016 | 1 yr /30,000 kms | Serviced at 11050 km Replaced Fuel and Oil filter |
| BH000 | Holden Captiva | | | 2016 | 2016 | 1yr / 25,000 km | |
| BH001 | CAT vibe Roller | 2,932 | 3,000 | 2009 | | 8 yrs /8,000 hrs | Insulated wiring harness in warning beacon |
| BH002 | ISUZU Flatbed Truck | 2,222 | 5,000 | 2016 | 2016 | 7 yrs /250,000km | |
| BH003 | Toyota Landcruiser GXL Dual Cab | 349 | 1,000 | 2016 | 2016 | 1 yr /30,000 km | |
| BH004 | CAT 12M Grader | 6,733 | 7,000 | 2250 | 2009 | 8 yrs /8,000 hrs | Checked circle drive. Checked Hydraulic Motor and Gearbox, adjusted wear pads, replaced hose guide. Checked Air Con. |
| BH005 | Cat multi tyre Roller | 3,928 | 4,000 | 2011 | 2011 | 8 yrs /8,000 hrs | Checked Hydraulic system, replaced fuse. Checked Diff Lock switch and wiring. Checked Power train and final drive oil leak. Replaced left hand outer final drive hub seal. |
| BH006 | CAT 12M | 3,752 | 4,000 | 2012 | 2012 | 8 yrs /8,000 hrs | |
| BH007 | Toro mower | 88 | 100 | 2016 | 2016 | 5 yrs /5,000 hrs | Checked Hydrostat, adjusted speed link. Replaced blades |
| BH009 | Colorado 4x4 Tray Back | 5,731 | 15,000 | 2014 | 2014 | 1 yr /30,000 km | |
| BH012 | Isuzu Fire Truck | | | | | | |
| BH013 | Cat 444F Backhoe | 1,315 | 1500 | 2013 | 2013 | 10 yrs /8,000 hrs | Greased machine, checked system. Fixed dent in front grill mesh |
| BH014 | Toyota Hilux Ute | 17,513 | 20,000 | 2014 | 2014 | 1 yr /30,000 km | |
| BHT84 | Toro Groundmaster 3500D mower | 328 | 450 | 2013 | 2013 | | |
| BHT92 | CAT 259B3 Skid Steer | 1,067 | 1500 | 2012 | 2013 | 8 yrs /8,000hrs | |
| BHT125 | Mack Curser 8 Wheel Tipper | 76,651 | 80,000 | 2013 | 2013 | 5 yrs /250,000 km | Replaced air dryer filter. Checked Air compressor valves. Checked brakes, greased under chassis, replaced hose on Diff Lock. |

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|-----------|---------------------------------|-----------------|------------------|---------------------|------------------|-------------------|---|
| BHT1624 | Fuel trailer | | | 2015 | 2016 | | Fitted tank, set up hose reels and nozzle cradle. |
| BHT1633 | Tandem Axle Dolly (Float) | 6245 | | 2015 | 2015 | | |
| TA001 | Toyota Hilux | 3,654 | 10,000 | 2016 | 2016 | 1 yr /30,000 kms | Fitted Radio, beacon, aerial. Serviced at 1000km |
| TA005 | Toyota Hilux Tray Top | 488 | 1,000 | 2016 | 2016 | 1 yr /30,000 kms | |
| TA017 | Isuzu Tipper | 49,041 | 50,000 | 2014 | 2014 | 5 yrs /200,000 km | Fixed Hydraulic oil leak. Rotated tyres |
| TA052 | Colorado 4x4 Tray Back | 14,272 | 15,000 | 2014 | 2014 | 1 yr 30,000 km | |
| TA06 | Jet Patcher Isuzu | 133,961 | 150,000 | 2007 | 2010 | 8 yrs /8,000 hrs | Checked Jetpatcher, unblocked nozzles. Replaced throttle solenoid in compressor |
| TA092 | Iveco Strais AD500 8-4 | 85,802 | 90,000 | 2012 | 2012 | 5 yrs /250,000 km | Replaced Beacon. Fixed engine fault. |
| TA18 | 12M Grader | 279 | 250 | 2016 | 2016 | 7 yrs /8,000 hrs | Checked Tandem drive chain noise |
| TA281 | 930K Loader | 1,505 | 1,500 | 2014 | 2014 | 8 yrs /8,000 hrs | Replaced cutting teeth |
| TA386 | Isuzu Tipper | 44,184 | 45,000 | 2012 | 2012 | 5 yrs /200,000 km | |
| TA2251 | 3 axle Float Trailer | | | | 2009 | | |
| 1 TIU 961 | Papas Tandem Fuel Trailer | | | 2008 | | | Replaced Jockey wheel, and plug |
| 1TMR361 | Rockwheeler Side Tipper Trailer | 44,964 | | 2012 | 2012 | | |
| 1TMR367 | Tandem Axle Dolly | | | | | | |
| BKTBR | Skid steer Bucket Broom | | | 2013 | | | |
| 1TLT850 | Loadstar 8x5 Trailer | | | 2011 | | | |
| BH2085 | Trailer for Pump at Town dam | | | | | | |
| BH2098 | Boxtop Trailer | | | | | | |
| BH2134 | Trailer for Mobile Standpipe | | | | | | |
| TA2129 | Fuel Tanker | | | | | | |
| 1TCY082 | Papas Tandem Fuel Trailer | | | | | | |
| 1TCY093 | Papas Tandem Trailer | | | | | | |
| 1TIU961 | 8 x 5 Papas Fuel Trailer | | | | | | |
| 1TFH594 | Loadstar Boxtop Trailer | | | | | | |
| 1TFC580 | Gardeners Boxtop trailer | | | | | | |
| 1TFD241 | Boxtop Trailer for firefighting | | | | | | |
| 1TJX516 | Plant Trailer for Mowers | | | | | | |

| Reg No. | Description | Current Kms/Hrs | Next Service Due | Year of Manufacture | Year of Purchase | Changeover | Comments |
|---------|-----------------------|-----------------|------------------|---------------------|------------------|------------|---|
| BHT1624 | Fuel Trailer | | | | 2016 | | Set up Tank, hose reels and nozzle cradle |
| 1TOI298 | Sign Trailer | | | | 2015 | | |
| Fogger | Fogger | | | | | | |
| TSAW | Tree Saw | | | | | | |
| STAB | Stabiliser attachment | | | | 2014 | | |
| CATBR | Caterpillar Broom | | | | | | |
| | Cement Mixer | | | | | | |
| | Tree Grab | | | | | | |
| | Wacker Packer | | | | | | |
| | Tambellup Fogger | | | | | | |
| | Broomehill Fogger | | | | | | |

This Report was received by Council

12.02 WORKS REPORT FOR JUNE 2016

| | | |
|--------------------------------|---------------------|-------------------------|
| Program: | Transport | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | GC Brigg | Manager of Works |
| Date: | 15 July 2016 | |
| Disclosure of Interest: | Nil | |

Broomehill

- Gardeners are busy keeping up around town. Constant rain is making it harder than normal.
- Pavers at the Rest Stop to be levelled. There are some high risk trip hazards.
- Replacement plants have been installed in Sheridan's Garden.
- Western Power issued a 'vegetation under power line' notice. There are only 3 trees within town to be trimmed.
- All dams are full except the town dam, which is down around 1m.
- Thinkwater are working on a quotation for the solar pump for the new dam.
- Sussex Turf is sending a drainage crew out to look at the oval and find the best solution to the drainage issues, without making the job too big that the shire can't afford to do the work.
- Monash Electrical has ordered new tops for the railway footpath lights. These will include LED bulbs for better life.
- Monash Electrical has installed security lights at the depot. This also doubles up as a yard light for when crews are called out at night and also for yard lighting during the winter months.

Tambellup

- Gardeners are working hard to keep up around town with constant rain.
- New plants have been installed in all areas. Some mature shrub planting is still to be done at the cemetery.
- All dams are at good levels. Treated water is increasing and there will be a few weeks of treated water available when irrigation starts next summer.
- Still trying to finish off Taylor Street work. It has been too wet to seal and backfill the kerb. We have an asphalt contractor waiting to finish the driveways when weather permits.
- Contractor has sorted the Taylor Street drainage as best as they could, working with all the issues.
- Contractor has damaged the brick gateway into the oval. The gateway posed a hazard to the public. The gateway has been removed.

Roads

- Construction crew finished gravel sheeting 5km on the Pallinup South Road. This means the gravel carting for the 2016/17 RRG construct and seal section is already complete. This only needs water binding, shaping and sealing leading into warmer weather. There are culverts to be installed in this section before any further work.
- Construction crew gravel sheeted 3km Beejenup Road (2015/16 Commodity Route Funding). WANDRA has gravel sheeted 1km. Gravel stockpiled on Beejenup Road was exhausted so the crew have moved on to road repairs.

- Construction crew are currently repairing Greenhills South Road and moving on to Flat Rocks Road when finished.
- Next project is gravel sheeting Punchmirup North Road.
- Maintenance graders are finished in the North East of the shire and are back in the central west working their way south. There are a number of roads which need grading urgently.
- Some staged pictures were taken to highlight the issues council is facing with gravel roads at present with all the constant rain. In the first picture you can see the road has just been graded. The traffic is making small tyre marks in the road.



Traffic will leave the slightest tyre mark. This allows water to pool in those depressions. Next shower of rain will fill the small tyre marks with water even though very small at first. During continual rain the gravel becomes soaked and weak. When traffic continues travelling over the soaked gravel the weight of the vehicles continue to make larger wheel tracks as the gravel has lost its strength and ability to hold together. This is day 2.



Day 4 after more rain.



Next picture is the same road around 100m further along. This is day 7.

Currently it takes over 6 months to grade every road in the shire. This happened within a week. You might say that this road isn't a very good example of a good gravel road. This road is pretty similar to approximately 300km (45%) of the shire's gravel network at present.

- The productivity of grader maintenance has been analysed: shire graders against contract graders during the 2015/16 year.

Council owned graders: This only includes grading of roads, rolling not included, but supervision is included.

1. Hour's maintenance grading between 2 graders. 1945 hours.
2. Kilometres graded 1084 km.
3. Cost per cost for grading the shire for the year was \$403,000.
4. Cost per kilometre is \$371.

Contract owned grader: This only includes grading, no roller and no supervision.

1. Hours maintenance grading was 93 hours.
2. Kilometres graded was 61 km.
3. Cost for 61 km was \$19,800 excluding GST.
4. Cost per kilometre is \$324.

Things to remember when comparing rates: There is no supervision in the cost of the contract grader. Supervision is added on to the council graders. If the same rate was applied to the contract grader it will then cost an extra \$34 per kilometre which equals **\$358** per kilometre.

Council graders were miss-matched for most of the year. One 12 feet blade machine (less horsepower as well) and one 14 feet. Contractor grading was done with 14 feet blade only.

Productivity is down over the year with only 1084km graded, but I expect a better result in the next 12 months.

There is 750km of gravel roads to complete one full grade.

Contract grader was medium grading during the time period. Council graders measured are combined light summer, medium and heavy formation grading. Heavy formation grading takes extra time.

- Flood damage road works crew is moving back to Hassell Road after completing works on Beejenup Road. Drainage crew currently working on Gnowangerup Road working towards town. The drainage crew are currently working below the estimated costs.
- Someone has cut the hoses of 2 traffic counters and taken the hoses.

- Pallinup Bridge is almost complete. Pictures are about 2 weeks old.



Plant

- Jetpatcher is up and running and still at the Cranbrook Shire.
- The Toyota Hilux used by the grader maintenance crew hit a tree while travelling to work. The vehicle was written off and has already been replaced. We need to thank Great Southern Toyota who provided us with a dual cab ute at no cost until the new Toyota arrived. The Landcruiser dual cab was replaced late in June. It wasn't going to be replaced until 2016/17, but Toyota offered to replace the vehicle for \$500.
- Manager of Corporate Services vehicle has been traded. Holden have taken possession of the trade vehicle. There is a hold up to the supply of the new Colorado 7s. Station Motors have supplied a new Holden Captiva at no cost to council until the new Colorado 7 is delivered.
- Allroads have completed the new quad axle dog trailer. The trailer will be picked up next week and put to work. This trailer is complete with ringfeeder and hydraulic lines. This allows either of the trucks to pull 2 trailers if the need arises.

This Report was received by Council

12.03 BUILDING SURVEYORS REPORT FOR JUNE 2016

| | |
|--------------------------------|---|
| Program: | Economic Services |
| Attachment: | BSR Report and Activity Statement for June 2016 Summary of Building Activity 2015-2016 |
| File Ref: | ADM0258 |
| Author: | D Baxter Building Surveyor |
| Date: | 4 July 2016 |
| Disclosure of Interest: | Nil |

Summary: Attached are the BSR Report and the Activity Statement for the month of June 2016 that has been sent to all the relevant authorities required by legislation and the Yearly Report for 2015-2016.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of June 2016 and for the 2015-2016 year.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

| | |
|--------------------------------|---|
| Program: | Various |
| Attachment: | Building Maintenance Program Report to 30 June 2016 |
| File Ref: | Nil |
| Author: | JA Stewart Manager Corporate Services |
| Date: | 5 July 2016 |
| Disclosure of Interest: | Nil |

Summary: Report on the Building Maintenance Program for 2015-16 to 30 June 2016.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 30 June 2016 and presented for Council’s information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council’s Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2015-16 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil – for Councillor information only

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

This Report was received by Council

Reason For Change to Recommendation:

12.05 LIBRARY REPORT – JUNE 2016

| | | |
|--------------------------------|-----------------------------------|-------------------------|
| Program: | Recreation & Culture | |
| Attachment: | Library Report – June 2016 | |
| File Ref: | ADM0097 | |
| Author: | S Beaton | Library Officers |
| | S Reed | |
| Date: | 15 July 2016 | |
| Disclosure of Interest: | Nil | |

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of June 2016.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

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

| | | |
|--------------------------------|-------------|----------------------------|
| Program: | Various | |
| Attachment: | Nil | |
| File Ref: | Nil | |
| Author: | JA Stewart | Manager Corporate Services |
| Date: | 5 July 2016 | |
| Disclosure of Interest: | Nil | |

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

Background: Nil

Comment: The following represents a summary of OS&H related matters completed between March and June 2016 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Continuity Plan (BCP) – a final copy was included in Council’s June 2016 Ordinary Meeting agenda;
- 2) Work towards Tier 2 audit requirements has progressed (covering the categories of Management Commitment, Consultation, Hazard Management & Safe Work Procedures, Training & Supervision, and Reporting & Monitoring Safety) – awaiting audit date from Local Government Insurance Services;
- 3) Council’s OS&H Policy has been reviewed by the Safety Committee and endorsed by Council and Council’s Asbestos Management Plan and Asbestos Register have been reviewed and updated as have the following procedures: OS&H Issue Resolution, Injury Management and Workers Compensation, Smoking in the Workplace, Visitor Management, Isolated Workers and OS&H Terms of Reference. Two new procedures being OS&H Reporting Requirements and Reporting Work Related Deaths, Serious Injury, Illness or Disease to WorkSafe have been endorsed;
- 4) Fire drills have been performed in both Administration offices and the Tambellup Depot;
- 5) The administration OSH representative has undertaken OS&H training; and
- 6) One depot staff member has completed chainsaw training.

The following represents a summary of upcoming OS&H matters:

- 1) Review of various OS&H procedures
- 2) OSH training for one new OSH representative and other re-elected OSH representatives;
- 3) A desktop exercise is planned for October 2016 to test the BCP; and
- 4) Ongoing preparation for an OS&H Audit.

The WorkSafe national harmonisation of work health and safety laws has been put out for public comment again and is open until the end of August.

| | |
|---|---|
| Consultation: | Nil |
| Statutory Environment: | <i>Occupational Safety & Health Act 1984</i> Occupational Safety & Health Regulations 1996 |
| Policy Implications: | Policy 2.2 – Occupational Safety and Health |
| Strategic Implications: | This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic Leadership – Being well governed (Compliance with Legislation/Performance Measurement). |
| Asset Management Implications: | There are no Asset Management Implications |
| Financial Implications: | This issue has no financial implications for Council |
| Workforce Plan Implications: | There are no Workforce Plan Implications |
| Voting Requirements: | Nil |
| Officer Recommendation: | <i>“No recommendation required – Councillor information only”</i> <i>This Report was received by Council</i> |
| Reason For Change to Recommendation: | |

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

Nil

14. DATE OF NEXT MEETING

18 August 2016

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.02pm.