



Ordinary Meeting of Council

MINUTES

23 April 2015

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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 23 April 2015 commencing at 4.19pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.19pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

150401

Moved Cr Thompson, seconded Cr Crosby

That Councillor Batchelor be granted Leave of Absence for the 18 June 2015 Ordinary Council Meeting

CARRIED 7/0

6. DECLARATION OF INTEREST

Cr Prout declared a Financial Interest in Item 10.11
Cr Batchelor declared a Financial Interest in Item 11.01

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 MARCH 2015

150402

Moved Cr Paganoni, seconded Cr Dennis

“That the Minutes of the Ordinary Meeting of Council held on 19 March 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

8.2 SPECIAL MEETING OF COUNCIL MINUTES 25 MARCH 2015

150403

Moved Cr Crosby, seconded Cr Batchelor

“That the Minutes of the Special Meeting of Council held on 25 March 2015 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR MARCH 2015

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for March 2015	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	15 April 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 31 March 2015.

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

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

As part of the 2014/15 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Council adopted the 2014/15 Budget Review at the February 2015 meeting. The amendments adopted from the review have been incorporated into the financial report. Actual revenue and expenditure is now measured against the revised budget amounts.

Comments are provided in the report to address material variances for the reporting period.

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 Recommendation: *150404*

Moved Cr Thompson, seconded Cr Paganoni

“That the Financial Statement for the period ending 31 March 2015 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID MARCH 2015

Program:	Other Property and Services	
Attachment:	List of Payments for March 2015	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	15 April 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during March 2015.

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	\$649,998.55
Trust Fund	\$105,359.38
Credit Cards	\$2,184.94
Total	\$757,542.87

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

Recommendation: *150405*

Moved Cr Dennis, seconded Cr Batchelor

“That the list of accounts paid during March 2015, represented by:-

- Municipal Fund cheques numbered 2777 to 2804 inclusive and electronic payments numbered EFT6530 to EFT6629 inclusive and totalling \$649,998.55;*
- Trust Fund cheques numbered 412 to 415 inclusive and electronic payment numbered EFT6605 and totalling \$105,359.38;*
- Credit Card payments totalling \$2,184.94;*

be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 LOCAL GOVERNMENT CONVENTION – WALGA AGM

Program:	Governance
Attachment:	2015 Local Government Convention General Information
File Ref:	ADM0159
Author:	JM Trezona Chief Executive Officer
Date:	1 April 2015
Disclosure of Interest:	Nil

Summary: The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 5th August 2015.

Background: The Local Government Convention will be held at the Perth Convention Exhibition Centre from 5th to 7th August 2015. The convention incorporates the following events:

- Annual General Meeting WALGA
- Conference Plenary Sessions
- Special Focus Groups

On Wednesday 5th August, the Annual General Meeting will be held commencing at 1.30pm.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2015 Annual General Meeting of WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **Monday 8th June 2015**. It should be noted that any motions proposing alterations or amendments to the Constitution of WALGA must be submitted by Friday 15th May 2015 in order to satisfy the sixty day constitutional notification requirements.

The following guidelines should be followed by members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay;
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums;
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would the matter be better handled immediately by the Association;
- The likely political impact of the motion should be carefully considered;
- Due regard should be given to the educational value to Members – ie. does awareness need to be raised on the particular matter?;

- The potential media interest of the subject matter should be considered;
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate and delegates resolve accordingly at the meeting. Please refer to the Conference Standing Orders for details.

Comment:	Nil
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	This issue is not dealt with in the Plan
Asset Management Implications:	This issue has no asset management implications for Council.
Financial Implications:	Provision will be made in the 2015-2016 budget for members to attend the conference.
Workforce Plan Implications:	This issue has no workforce plan implications for Council
Voting Requirements:	Simple Majority
Council Resolution:	<i>“That Councillors put forward items that they wish to have included in the Agenda for the Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 5th August 2015.”</i>
Reason For Change to Recommendation:	Council discussed the matter and had no items to put forward for the WALGA AGM.

10.04 ASSOCIATION HONOURS 2015

Program:	Governance
Attachment:	List of Association Honours Policy
File Ref:	ADM0159
Author:	LK Cristinelli Governance & Executive Assistant
Date:	18 March 2015
Disclosure of Interest:	Nil

Summary: The Western Australian Local Government Association (WALGA) is calling for nominations for the 2015 Association Honours.

Background: Nominations for the 2015 WALGA Honours Program are now open and members of local governments and state councillors are invited to submit nominations.

There are six categories:

Local Government Medal – recognises outstanding achievement and significant contribution by elected members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Government with a co-signature from a State Councillor.*

Life Membership – recognises the long and outstanding service of elected members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Governments.*

Eminent Service Award (previously Certificate of Appreciation) - recognises personal commitment, eminent service and contribution to Local Government or the Association. *Available for nomination by State Councillors and Local Government.*

Long and Loyal Service Award – this Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for eight or more years, or as an elected member for twelve or more years. *Available for nomination by State Councillors and Local Governments.*

Local Government Distinguished Officers Award – this Award category has been included to recognise Local Government officers or employees of Agencies of the sector, to reward their achievements. *Available for nomination by State Councillors and Local Governments.*

Merit Award (previously Distinguished Service Award) – recognises elected members who have provided distinguished service to the community through their Local Government. *Available for nomination by State Councillors and Local Governments.*

Comment: Does Council wish to make a nomination for Association Honours? Nominations close on Friday 15 May 2015.

For Council discussion and comment.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Recommendation: *“That Council nominates for a Associations Honour.”*

Reason For Change to Recommendation: After discussing the matter there was no nomination made.

10.05**STRATEGIC COMMUNITY PLAN – YEAR 2 REVIEW**

Program:	Governance
Attachment:	Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022 (reviewed April 2015)
File Ref:	ADM0382
Author:	PA Hull Strategic Support & Projects Officer
Date:	30 March 2015
Disclosure of Interest:	Nil

Summary: Council to endorse the review of the Strategic Community Plan.

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.

Following extensive community consultation the SCP was adopted by Council in September 2012. In accordance with *Local Government (Administration) Regulations 1996* a review of the SCP is required to be completed every four years, however it is considered best practice to conduct at the minimum a minor (desktop) review after two years in consideration of performance against measures and changing circumstances.

Comment: Staff have conducted the review of the SCP, which is presented for Council's consideration and endorsement.

The main outcome of the review is the need to undertake a community survey to determine residents' satisfaction with various areas of Council operation and service provision. The last survey was undertaken in 2009 after the amalgamation of the Shires. Staff will develop a survey to be delivered to the community later in the year.

Resourcing identified in the Corporate Plan for delivery of Strategic Plan commitments is considered adequate however this is monitored and reviewed in line with the annual budget process.

Consultation: Chief Executive Officer

Statutory Environment: *Local Government (Administration) Regulations 1996- Regulation 19C*

Policy Implications: Nil.

Strategic**Implications:**

The SCP provides direction for Councils 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**Recommendation:**

150406

Moved Cr Prout, seconded Cr Dennis

“That Council endorses the two-year review of the Strategic Community Plan 2012-2022 as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.06 ASBESTOS MANAGEMENT PLAN – REPORT ON REVIEW

Program:	Governance
Attachment:	Asbestos Management Plan – Reviewed January 2015
File Ref:	ADM0313
Author:	JA Stewart Manager Corporate Services
Date:	8 April 2015
Disclosure of Interest:	Nil

Summary: Occupational Health and Safety Committee review of Asbestos Management Plan - for Council information.

Background: Occupational Safety and Health requirements include regular review of Council's Asbestos Management Plan. The objective of this document is to assist Council to comply with government policy and legislative requirements in the management of asbestos containing materials (ACM) in workplaces; the document aligns with Council's Building Asbestos Register.

Comment: Council's Occupational Safety and Health Committee has recently endorsed the attached Asbestos Management Plan inclusive of the amendments as shown in red font.

Consultation: Nil

Statutory Environment: *Occupational Safety and Health Act 1984*
Occupational Safety and Health Regulations 1996:
Regulation 5.43 – requiring the presence and location of asbestos at a workplace to be identified and managed in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces

Policy Implications: 2.2 Occupational Safety and Health – Providing a safe and healthy work environment for all employees, contractors, visitors and volunteers

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

Asset Management Implications: Control measures, monitoring and management of asbestos, as referred to within the Asbestos Management Plan, will align with future Levels of Service yet to be defined in Council's Asset Management Plan.

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Minor administrative requirements (e.g.; annual review and alignment with Asbestos Register)

Voting Requirements: Simple Majority

Council

Recommendation: *150407*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council receives the Asbestos Management Plan, reviewed by Council’s Occupational Safety and Health Committee, as presented”.

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.07 GREAT SOUTHERN SPORT AND RECREATION FACILITIES PLAN

Program:	Sport and Recreation	
Attachment:	Nil	
File Ref:	ADM0144	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	25 March 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider a request from the Department of Sport and Recreation Great Southern for funding support to progress the Great Southern Sport and Recreation Facilities Plan.

Background: The Great Southern Recreation Advisory Group (GSRAG), of which Council has representation, has identified there is a need for a coordinated approach to provision of sport and recreation facilities within the region, and has indicated its support to the Department of Sport and Recreation Great Southern (DSR) for the development of a Great Southern Sport and Recreation Facilities Plan.

Within the context of planning for future growth of regional communities, the planning for provision of future sport and recreation facilities needs to be in line with the State Planning Strategy 2050 and Directions 2031 and Beyond, and also the Great Southern Regional Blueprint.

DSR Great Southern and GSRAG consider that a coordinated approach across Great Southern local governments with a cooperative approach to the location and delivery of facilities across the region will enhance funding success when seeking State and Federal funding support.

DSR is seeking funding support from Great Southern local governments to progress the development of a Great Southern Sport and Recreation Facilities Plan.

Comment: The concept of project alignment with various plans and strategies is not new to local government, right down to the base level of alignment with the local government's Strategic Community Plan.

The draft project brief provided by DSR outlines the methodology that will be used in developing the Plan, including:

- an assessment of the current and proposed level of facilities, services and programs in the region; and
- extensive consultation with relevant stakeholders including local governments to identify current and future sport and recreation needs, and the process by which the needs have been established.

This process will ensure that the needs of smaller local governments are not overlooked and are given full consideration at the regional level.

A cooperative regional approach to the future provision of facilities will also reduce competition within the Great Southern region for the limited funding that is available through state and federal programs.

DSR has indicated that based on similar studies conducted in other regions of WA the cost of the project will be in the vicinity of \$50,000, with DSR allocating \$25,000 to the initiative in the 2015-2016 financial year. The balance of the funding is being sought from local governments in the Great Southern, with a sliding scale of contributions based on population. The anticipated contribution from this Shire is \$500.

For Council consideration.

Consultation: Chris Thompson – Department of Sport and Recreation Great Southern

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Shire of Broomehill-Tambellup Strategic Community Plan has Community Aspirations of “*Being Healthy*” and “*Staying Active and being Entertained*”. Provision of appropriate and well considered sport and recreational facilities meets the intent of both aspirations.

Asset Management Implications: This issue has no asset management implications.

Financial Implications: A contribution of \$500 is being requested; provision can be made in the 2015-2016 budget.

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

Voting Requirements: Simple Majority

Council Recommendation: *150408*

Moved Cr Paganoni, seconded Cr Crosby

“That Council agrees to make provision in the 2015-2016 budget to contribute \$500 towards the development of a Great Southern Sport and Recreation Facilities Plan by the Department of Sport and Recreation Great Southern.”

CARRIED 7/0

Reason For Change to Recommendation:

10.08 WINDING UP OF THE TAMBELLUP LAND CONSERVATION DISTRICT COMMITTEE (LCDC)

Program:	Protection of the Environment	
Attachment:	Nil	
File Ref:	ADM0101	
Author:	LK Cristinelli	Governance & Executive Assistant
Date:	15 April 2015	
Disclosure of Interest:	Nil	

Summary: Council support is sought for the winding up of the Tambellup Land Conservation District Committee (LCDC).

Background: The Commissioner of Soil and Land Conservation has written to Council advising that the Tambellup LCDC members' term of appointment expired on 30 June 2007 and the LCDC ceased to exist. Since that time the LCDC has had no authority to operate. As it is apparent that there is now a lack of interest in continuing the LCDC moves are being made to wind-up the organisation.

Prior to a proposal to wind-up the Tambellup LCDC being presented to the Commissioner, Council's support must be obtained.

Comment: For a number of years there has been little or no interest in the Tambellup LCDC so it is appropriate to wind-up the organisation.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: There are no strategic implications for Council

Asset Management Implications: There are no asset management implications

Financial Implications: There are no financial implications

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council

Recommendation: *150409*

Moved Cr Thompson, seconded Cr Dennis

“That Council supports the application by the Commissioner of Soil and Land Conservation to wind-up the Tambellup Land Conservation District Committee.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.09 REVIEW OF ARRANGEMENTS BETWEEN THE SHIRE AND THE BROOMEHILL RECREATIONAL COMPLEX COMMITTEE

Program:	Recreation
Attachment:	Copy of lease between the Shire and BRC Copy of Appendix 1
File Ref:	ADM0286, CLAF
Author:	JM Trezona Chief Executive Officer
Date:	17 April 2015
Disclosure of Interest:	Nil

Summary: Council to consider proposed changes to the current arrangement that exist between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex (BRC) Committee.

Background: The former Shire of Broomehill entered into a twenty year lease arrangement with the BRC Inc for the rights to occupy/manage the complex and associated sporting grounds which are located on Reserve 22820. The lease expires on 30 June 2018.

The arrangement for the most part has been very successful with only a couple of ‘grey’ issues arising around the responsibility for maintenance and replacement of certain components of the facility.

To review and clarify the current issues, the Building Committee members met with Mr Jerome Hardie, President of the BRC to discuss amongst other things, matters pertaining to the reticulation infrastructure at the complex.

A copy of the agreement and other documents is provided as background for Councils information.

Comment: The discussion determined that the matter that was currently creating confusion was who had the responsibility for the maintenance of the reticulation system and associated infrastructure. Recently a tank liner had to be replaced in one of the tanks that form part of the watering system for the oval at the complex. The liner has been replaced at a cost approximately \$4,000.

The lease agreement states at clause 10
The Tenant must keep and maintain the interior of all buildings and outbuildings and all dividing and other fences, gates, dams, tanks, piping, reticulation, troughing and other accessories and improvements for the time being comprising any part of the demised premises in the same repair as they were at the commencement date except for fair wear and tear

There is also another document ‘Appendix 1’ which it is unclear what it is an appendix to, but it appears to try and clarify each parties responsibilities. It states amongst other things that
That the Shire willmaintain the dam and tanks for the watering of the oval and bowling green as well as maintain the reticulation system.

The Building Committee has discussed the matters included in ‘Appendix 1’ and is of the view that it is a fair reflection of responsibilities and recommends that Council endorses it.

Consultation: Jerome Hardie – President BRC

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: In the Strategic Community Plan, the community aspiration of ‘Staying active and being entertained’ identifies that *sporting and recreation facilities are important gathering points for community activities. Ensuring these venues are well maintained encourages community use and greater community interaction.*

Asset Management Implications: The infrastructure at the BRC is included in Councils asset register and is incorporated in Councils Asset Management Plan. The lease arrangement with the BRC provides a small financial assistance towards the renewal of the community asset.

Financial Implications: Council makes annual provision in its budget to cover costs associated with the Broomehill Recreational Complex. Provision has also been included in the Long term Financial Plan over the life of the plan.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Recommendation: *150410*

Moved Cr Dennis, seconded Cr Paganoni

“That Council endorses Appendix 1 as an attachment to the existing Lease between the Shire and the Broomehill Recreational Complex Incorporated.”

CARRIED 7/0

Reason For Change to Recommendation:

10.10**PROPOSAL TO LEASE PART OF RESERVE 38566**

Program:	Other Property and Services	
Attachment:	Map of Reserve	
File Ref:	Res38566	
Author:	JM Trezona	Chief Executive Officer
Date:	8 April 2015	
Disclosure of Interest:	Nil	

Summary: Council to determine the next steps in the proposal to lease a portion of Reserve 38566.

Background: As the result in an enquiry from a third party Council agreed at its March 2014 meeting to consider leasing a portion of Reserve 38566 (former Shire of Broomehill Depot site) to a third party.

The attached aerial photograph shows the area proposed to be leased to a third party and also indicates that the Broomehill fire shed is on the same reserve.

Council determined to request approval to lease the reserve or portion thereof with power to lease to a third party. This decision was taken on the recommendation of the Department of Lands (DoL). The power to lease in the first instance will provide a time buffer to pursue the outright purchase if that is to be the preferred option in the future. This process also allows for a much easier path to split the reserve into two to protect the fire shed, rather than pursuing a subdivision once the land is held in freehold.

During the life of the lease Council is then able to pursue the matter of obtaining freehold of the land if required. The Crown through DoL is able to sell the land directly to the Council but not a third party. Council will be required to purchase the land which will have an unimproved value. It then has the opportunity to on sell it at the improved value.

Contact has recently been made with DoL who advise that the variation to the Management Order has been made (copy attached) which now allows Council to lease Reserve 38566.

Comment: Council now needs to determine the next action it will take. Members may wish to consider calling for expressions of interest from persons interested in entering into an arrangement for the lease of a portion of the Broomehill Depot site (see attached map).

Once Council has an indication of the level of interest, it can proceed to enter into a lease arrangement with DoL. If there is no interest Council will not have committed itself to lease payments.

DoL through the Valuer General will determine what the annual lease rental of the property is and charge Council accordingly. Council is then required to enter into a separate agreement with a third party to on lease the land. In previous cases such as this the Council has adopted a cost neutral approach as the minimum.

For Council discussion.

Consultation: Nil

**Statutory
Environment:**

To lease the land to a third party will require Council to comply with section 3.58 of the *Local Government Act 1995*.

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried

out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

Policy Implications: Nil

Strategic Implications: The Community Aspiration – Building Prosperity includes commitment to “..... support local businesses where ever practicable.”
“develop a strategy to attract and retain skilled people in the local area”

Asset Management Implications: If Council ultimately determines to dispose of the depot, this will have a positive result on the renewal gap currently shown in our Asset Management Plan. Council’s asset register currently shows that the main depot building has a 50 year useful life of which 44% remains. The crib room is a much newer building with 70% of its useful life remaining. These figures are based on the valuations done in 2014 for the take up of fair value.

Financial Implications: Council will need to cover any costs associated with the lease between DoL and itself. The costs of the third party lease will be borne by the third party. The lease costs will be met by the third party. There will be advertising costs associated with the expression of interest. Provision can be made in the coming 2015-2016 budget to cover the costs associated with the lease if Council determines in favour of the proposal.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council

Recommendation: *150411*

Moved Cr Thompson, seconded Cr Batchelor

“That Council advertises for expressions of interest for the lease of a portion of Reserve 38566 as shown on the attached map.”

LOST 3/4

**Reason For Change to
Recommendation:**

10.11 RENEWAL OF LEASE J540019 LOT 301 ON DEPOSITED PLAN 45071 - TAMBELLUP

Program:	Other Property and Services
Attachment:	Copy of map
File Ref:	A197
Author:	JM Trezona Chief Executive Officer
Date:	8 April 2015
Disclosure of Interest:	Cr Prout declared a Financial Interest as he is listed as a lessee in the agreement and left the meeting at 4.53pm.

Summary: Council comment is sought on a proposal to renew Lease J540019 for a further 10 years.

Background: In early 2004 changes to legislation required that all kerbside fuel dispensers were to be permanently decommissioned by 30 June 2005. The Explosives and Dangerous Goods (Dangerous Goods Handling and Storage) Regulations 1992 require compliance with the Australian Standard 1940-1993 when dispensing fuel.

Kerbside dispensers do not comply with the standard. The regulations require that

- Vehicles being filled with petrol must be entirely on the premises
- Any spillages of fuel cannot flow off the premises
- Any source of ignition must be prevented from entering the hazardous zone while any tanker is unloading.
- Storage tanks must be 4m from the boundary.

Retention of the kerbside dispensers after 30 June 2005 would only be considered in exceptional circumstances. In making an application for Exceptional Circumstances a property owner needed to include a letter of support from the Council as the Council by virtue of legislation has the care and control of road reserves within its boundaries.

The then Shire of Tambellup had two fuel outlets, one on Garrity Street (Great Southern Highway) and the other on Crowden Street, and both had kerbside bowsers. The removal of the outlets was viewed as extremely detrimental to the community. Both outlets were unable to change how they dispensed fuel so needed to apply for an exemption.

Contact with Councils insurers (LGIS) provided that a letter of support could not be given because of the effect it would have on its liability insurance and the exposure to risk that the Council and ultimately the community could be subject to.

A solution to the impasse was found with the assistance of the Department of Planning and Infrastructure (DPI) now the Department of Lands. The proprietors were able to make application to DPI to lease a portion of the road reserve in front of their businesses where the bowsers sat. Once the lease was in place Council no longer had liability issues in the matter and was able to write a letter to support the applications for Exceptional Circumstances.

The lease for the portion of road reserve (8m²) on Garrity Street is now up for renewal. It is proposed to enter into another 10 year arrangement. Council are invited to make comment on the proposal.

Comment: From Councils perspective there has been no issues with the current lease and it is recommended that Council advises the Department of Lands that it has no objection to the renewal of the lease and no comment to make at this time.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan includes the Community Aspiration – Building Prosperity includes commitment to “..... support local businesses where ever practicable.”

Asset Management Implications: There are no asset management implications

Financial Implications: There are no financial implications

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Recommendation: *150412*

Moved Cr Crosby, seconded Cr Paganoni

“That Council advises the Department of Lands that it has no objection to the renewal of Lease J540019 for a further 10 year period and has no comment to make on the proposal at this time.”

CARRIED 6/0

Reason For Change to Recommendation:

Cr Prout returned to the meeting at 4.54pm.

10.12 BUILDINGS ASSET MANAGEMENT PLAN 2014-2024

Program:	Governance
Attachment:	Buildings Asset Management Plan 2014-2024
File Ref:	ADM0380
Author:	KP O'Neill Manager Finance & Assets
Date:	8 April 2015
Disclosure of Interest:	Nil

Summary: Council to consider the Draft Asset Management Plan for Buildings.

Background: As part of the Department of Local Governments (The Department) 'Integrated Planning and Reporting Framework' all local governments were required to deliver by 1 July 2013 the following outcomes:-

- A long term strategic plan that clearly links the community's aspirations with the Councils vision and long term strategy;
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan;
- A clearly stated vision for the future viability of the local government area.

Asset management is an informing strategy under the Integrated Planning umbrella. The Department has developed an 'Asset Management Framework' for local governments to refer to when preparing asset management plans. The Framework addresses the minimum processes and activities required to improve asset management by local government.

In June 2013, Council adopted its Asset Management Plan 2013-2023 which covered all Building and Infrastructure Assets. The plan was compiled based on dated historical data, which was not entirely reliable.

As part of the revaluation of Building assets for fair value, which was implemented 30 June 2014, information was also provided by Griffin Valuation Advisory for replacement values and condition assessments for all buildings. Using the updated data and valuations, now is the opportune time to incorporate this into a separate asset management plan for buildings.

Comment: Council currently has 49 buildings and structures assets under its care and control. These assets have a combined replacement value of approximately \$23,161,800.

The Plan allows for continuation to provide the following services/facilities within the year planning period:-

- Operations and maintenance of buildings and structures to meet levels of service set by Council;
- Major asset renewals include conservation works to the Broomehill and Tambellup town halls;
- Major asset upgrades include redevelopment of the Tambellup Pavilion and future upgrades of staff housing.

Proposed 'Levels of Service' for buildings has been included for Councils discussion and amendment, if necessary. Detail on the Levels of Service is shown in Section 3, commencing on page 6.

A 'Building Hierarchy' is proposed which will prioritise buildings and determines Councils levels of service for each building. The hierarchy definitions are reported on Page 14, and the 'Building Hierarchy' is included as Appendix D on pages 33 and 34.

The Plan contains three ratios which are used to measure Councils Asset Sustainability.

Asset Consumption Ratio

This ratio shows the written down current value of the Councils assets relative to their 'as new' valuation. It highlights the aged condition of the physical assets and the potential magnitude of capital outlays required in the future to preserve their service potential.

Councils ratio is 38.15%, which highlights predominantly the age of our assets (there are 11 buildings aged 90 years and older with a combined replacement value of \$9.93million).

The Departments target for this ratio is between 50% and 70%. Their Guidelines suggest that *"a ratio less than 50% indicates a rapid deterioration of the Councils asset base. Urgent investment may be required to ensure service levels are maintained."*

Asset Sustainability Ratio

This ratio indicates whether a local government is renewing or replacing existing assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the rate of depreciation of assets for the same period.

Councils ratio is 207%, which indicates that Councils current investment in renewing its assets covers the depreciation allocated on average over time.

The Departments target for this ratio is between 90% and 110%. The Guidelines suggest that *"a ratio greater than 110% indicates that the Council may be over-investing in renewal and replacement of its asset base."*

Asset Renewal Funding Ratio

This ratio is a measure of the ability of the local government to fund its projected asset renewals and replacements in the future. Councils Long Term Financial Plan makes annual provisions to renew assets where their condition has degraded beyond an objective threshold. This requirement will vary from year to year, potentially creating different short term and long term funding needs.

Councils ratio is 76.43% which indicates that Councils Long Term Financial Plan does not make adequate provision to maintain existing levels of service and renew or replace assets.

The Departments target for this ratio is between 95% and 105%. The Guidelines suggest that “a ratio of between 95% and 105% indicates that the Councils Long Term Financial Plan makes adequate provision to maintain existing levels of service and renew or replace assets.”

This Plan will be reviewed annually as part of the budget process to ensure expenditures are kept up to date. A major review will be undertaken in 4 years to coincide with the next Buildings revaluation.

Consultation:

- Griffin Valuation Advisory – Buildings Revaluation & Condition Assessment Report June 2014;
- Department of Local Government – Integrated Planning and Reporting Framework and Guidelines, Asset Management Framework;
- IPWEA International Infrastructure Management Manual;
- IPWEA Australian Infrastructure Financial Management Guidelines.

Statutory Environment:

Local Government Act 1995 and Local Government (Administration) Regulations 1996

Regulation 19DA Corporate business plans, requirements for states (in part):-

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to –*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

...

Policy Implications:

Policy 1.13 – Asset Management Policy states (in part):-

‘...the Shire of Broomehill-Tambellup is committed to ensuring that Asset Management is recognised as a major corporate function within Council and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its assets. To achieve this, the Shire will prepare an Asset Management Improvement Strategy that will guide the implementation of asset management practices across the organisation. The major outcome being the adoption by Council of an Asset Management Plan...’

Strategic**Implications:**

Strategic Objective 5 – Corporate Governance highlights the following objectives of the Council which seek to:-

- *Improve organisational performance measurement and reporting;*
- *Develop financial sustainability and effective asset management indicators.*

Asset Management**Implications:**

The Asset Management Plan sets out how Council will implement and improve asset management practices and processes. The key outcome is the development of a credible plan which links to the Long Term Financial Plan setting out the resources we intend to allocate in the coming years.

Financial**Implications:**

The Asset Management Plan identifies proposed renewal and upgrade expenditure over the 10 year reporting period, for which resources will need to be allocated in future Budgets and the Long Term Financial Plan.

The ongoing operations and maintenance expenditure for Councils assets have been included in the Long Term Financial Plan.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Any works required on Councils buildings are undertaken by external contractors.

Voting Requirements: Simple Majority

Committee**Recommendation:**

“That the Draft ‘Buildings Asset Management Plan 2014-2024’ be recommended to Council for adoption, as amended.”

Council**Recommendation:**

150413

Moved Cr Paganoni, seconded Cr Batchelor

“That the Draft ‘Buildings Asset Management Plan 2014-2024’, as presented, be adopted.”

CARRIED 7/0

Reason For Change to**Recommendation:**

To make the wording relevant.

10.13 ROAD ACCESS TO LOT 62 IVY STREET BROOMEHILL

Program:	Transport	
Attachment:	Map of Lot	
File Ref:	A2066	
Author:	JM Trezona	Chief Executive Officer
Date:	17 April 2015	
Disclosure of Interest:	Nil	

Summary: Council to consider an approach from the current owner, to provide “permanent access” to Lot 62 Ivy Street Broomehill.

Background: The owner of Lot 62 (No 11) Ivy Street Broomehill has written asking Council to “*provide written confirmation from the Shire regarding the permanent access to this block*”.

Previous telephone conversations between staff members and the owner of the Lot reveal that the owner has the Lot for sale and an offer has been made. The offer however is subject to there being appropriate access to the Lot.

Comment: The attached map shows that Lot 62 currently has no constructed road access to it. The Manager of Works has inspected the site and estimates that to construct a road to an acceptable standard to provide access to the Lot is \$15,000. These estimates include

- Construction
- Drainage
- Sealing
- Kerbing

It is recommended that if the road is to be constructed that it is sealed to stop dust and prevent any impact it would have on the existing neighbouring residences and occupants.

The conversations with the owner and real estate agent suggest that there may be a proposal to erect a house on the Lot by the person making the offer.

Council is not obliged to provide road access to the Lot. Similar applications that have been received in the past have resulted in Council agreeing to do the work at the applicant’s expense.

For Council discussion and consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic**Implications:**

The Strategic Community Plan includes the aspiration of Strengthening Community Spirit including the *embracing of all opportunities offered by the attractiveness of Broomehill-Tambellup as a place to settle, including the benefits of an increasing population,*

Asset Management**Implications:**

The challenge of Asset Management currently sees Council carefully scrutinising its road assets and making decisions on the future of them with particular emphasis on those that provide value to the whole community. Any extension to the road network will be included along with the whole of life costing into the asset management plan.

Financial**Implications:**

Council has no provision in the current budget to undertake these works if it is to be at Council's cost. Any expenditure of funds would be unbudgeted or the matter can be delayed and provision made in the coming 2015-2016 budget.

Payment for the works by the applicant will not impact financially on the Council's budget.

There is no provision in the Long Term Financial Plan for the construction of this road.

Workforce Plan**Implications:**

There are no workforce plan implications

Voting Requirements:

Simple Majority

Council**Recommendation:**

150414

Moved Cr Thompson, seconded Cr Dennis

“That Council advises the owner of Lot 62 (No 11) Ivy Street Broomehill that it will construct and seal a section of the unmade portion of the Lathom Street road reserve between Laveter and the northern corner of Lot 62, subject to all the costs to build the road being met by the owner.”

CARRIED 7/0

Reason For Change to Recommendation:

10.14 PLANT & EQUIPMENT ASSET MANAGEMENT PLAN

Program:	Governance
Attachment:	Plant & Equipment Asset Management Plan 2015-2025
File Ref:	ADM0380
Author:	KP O'Neill Manager Finance & Assets
Date:	17 April 2015
Disclosure of Interest:	Nil

Summary: Council to consider the Draft Asset Management Plan for Plant and Equipment.

Background: As part of the Department of Local Governments (The Department) 'Integrated Planning and Reporting Framework' all local governments were required to deliver by 1 July 2013 the following outcomes:-

- A long term strategic plan that clearly links the community's aspirations with the Councils' vision and long term strategy;
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan;
- A clearly stated vision for the future viability of the local government area.

Asset management is an informing strategy under the Integrated Planning umbrella. The Department has developed an 'Asset Management Framework' for local governments to refer to when preparing asset management plans. The Framework addresses the minimum processes and activities required to improve asset management by local government.

In June 2013, Council adopted its Asset Management Plan 2013-2023 which covered all Building and Infrastructure Assets. Plant and equipment were not included in this document.

Comment: Council currently has 123 items of plant and equipment assets under its care and control. These assets have a combined replacement value of approximately \$4,902,192.

The Plan provides details to support a long term financial plan for plant and equipment over a 10 year period.

Proposed 'Levels of Service' for plant and equipment has been included for Councils' discussion and amendment, if necessary. Detail on the Levels of Service is shown in Section 3, page 8.

The 10 Year Plant Replacement Program is shown as Appendix A, commencing on page 26. This provides the basis for asset renewals of the 10 year period.

The Plan contains three ratios which are used to measure Councils' Asset Sustainability.

Asset Consumption Ratio

This ratio shows the written down current value of the Councils' assets relative to their 'as new' valuation. It highlights the aged condition of the physical assets and the potential magnitude of capital outlays required in the future to preserve their service potential.

Councils' ratio is 60.57%, which highlights that Council is responsibly maintaining and renewing its plant and equipment.

The Departments target for this ratio is between 50% and 75%. Their Guidelines suggest that *"a ratio of 60% indicates an adequate usable level of service across individual asset categories."*

Asset Sustainability Ratio

This ratio indicates whether a local government is renewing or replacing existing assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the rate of depreciation of assets for the same period.

Councils' ratio is 118.2%, which indicates that Councils current strategy for replacement of plant and equipment is adequate.

The Departments' target for this ratio is between 90% and 110%. The Guidelines suggest that *"a ratio greater than 110% indicates that the Council may be over-investing in renewal and replacement of its asset base."*

Asset Renewal Funding Ratio

This ratio is a measure of the ability of the local government to fund its projected asset renewals and replacements in the future. Councils Long Term Financial Plan makes annual provisions to renew assets where their condition has degraded beyond an objective threshold. This requirement will vary from year to year, potentially creating different short term and long term funding needs.

Councils' ratio is 103.4% which indicates that Councils Long Term Financial Plan adequately provides to maintain existing levels of service and renew/replace plant and equipment.

The Departments target for this ratio is between 95% and 105%. The Guidelines suggest that *"a ratio of between 95% and 105% indicates that the Councils Long Term Financial Plan makes adequate provision to maintain existing levels of service and renew or replace assets."*

This Plan will be reviewed annually as part of the budget process to ensure expenditures are kept up to date. A major review will be undertaken to coincide with the next Plant and Equipment revaluation.

- Consultation:**
- Department of Local Government – Integrated Planning and Reporting Framework and Guidelines, Asset Management Framework;
 - IPWEA International Infrastructure Management Manual;
 - IPWEA Australian Infrastructure Financial Management Guidelines.

Statutory

Environment:

Local Government Act 1995 and Local Government (Administration) Regulations 1996

Regulation 19DA Corporate business plans, requirements for states (in part):-

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) A corporate business plan for a district is to –*
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

...

Policy Implications:

Policy 1.13 – Asset Management Policy states (in part):-

‘...the Shire of Broomehill-Tambellup is committed to ensuring that Asset Management is recognised as a major corporate function within Council and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its assets. To achieve this, the Shire will prepare an Asset Management Improvement Strategy that will guide the implementation of asset management practices across the organisation. The major outcome being the adoption by Council of an Asset Management Plan...’

Strategic

Implications:

Strategic Objective 5 – Corporate Governance highlights the following objectives of the Council which seek to:-

- *Improve organisational performance measurement and reporting;*
- *Develop financial sustainability and effective asset management indicators.*

Asset Management

Implications: The Asset Management Plan sets out how Council will implement and improve asset management practices and processes. The key outcome is the development of a credible plan which links to the long term financial plan setting out the resources we intend to allocate in the coming years.

Financial

Implications: The Asset Management Plan identifies proposed renewal and upgrade expenditure over the 10 year reporting period, for which resources will need to be allocated in future Budgets and the Long Term Financial Plan.

The ongoing operations and maintenance expenditure for Councils assets have been included in the Long Term Financial Plan.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Committee

Recommendation: *“That the Draft ‘Plant and Equipment Asset Management Plan 2015-2025’ be recommended to Council for adoption.”*

Council

Recommendation: *150415*

Moved Cr Dennis, seconded Cr Crosby

“That the Draft ‘Plant and Equipment Asset Management Plan 2015-2025’, as presented, be adopted.”

CARRIED 7/0

Reason For Change to

Recommendation: To make the wording relevant.

10.15 REVIEW OF THE TEN YEAR PLANT REPLACEMENT PROGRAM

Program:	Transport
Attachment:	Copy of the Plant Replacement Program
File Ref:	ADM0303
Author:	JM Trezona Chief Executive Officer
Date:	17 April 2015
Disclosure of Interest:	Nil

Summary: Council to review the Ten Year Plant Replacement Program as part of the Integrated Planning and Reporting process and the development of the 2015-2016 budget.

Background: The Ten Year Plant Replacement Program for the Shire of Broomehill-Tambellup is reviewed annually by Council and was previously considered in May 2014.

The plan has been developed to give Council an overview of the future requirements of the organisation and has been incorporated into the Long Term Financial Plan and Corporate Plan. It also plays a major role in the asset management plan and includes estimates for future replacement costs. The plan will be utilised as part of the 2015-2016 budget process.

Comment: The Ten Year Plant Replacement Program includes for the 2015-2016 year, the replacement of the 2006 Cat 12H grader TA18. This was rescheduled from the 2014-2015 year to accommodate the replacement of the Cat 930G Loader to allow Council to better comply with the Chain of Responsibility legislation.

Provision has also been made for the updating of Councils light fleet vehicles following established changeover timeframes.

Members will note that there is also provision to upgrade two fuel trailers which are considered to have reached the end of their useful life and additional attachments for the skid steer.

The program is presented for Council consideration and discussion.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: A modern up to date plant fleet is an integral part in the realisation of the vision and aspirations reflected in the Strategic Community Plan of the Shire of Broomehill-Tambellup and the community.

Asset Management

Implications: The Plant Replacement Program assists Council in managing this class of assets as well as providing a plan for the management of the renewal gap.

Financial

Implications: An indicative funding budget is included at the bottom of the plant replacement program which indicates where the funding can be accessed from. Provision will be made in the coming 2015-2016 draft budget. Provision for the ongoing renewal of Councils plant fleet is included in the Long Term Financial Plan and the Corporate Plan.

Workforce Plan

Implications: There are no Workforce Plan Implications

Voting Requirements: Simple Majority

Council

Recommendation: *150416*

Moved Cr Prout, seconded Cr Batchelor

“That Council endorses the Ten Year Plant Replacement program 2015-2016 to 2024-2025 for the Shire of Broomehill-Tambellup as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.16 FUNCTIONAL ROAD HIERARCHY REVIEW

Program:	Transport	
Attachment:	Prioritised list of roads and maps	
File Ref:	ADM0315	
Author:	JM Trezona	Chief Executive Officer
Date:	17 April 2015	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Councillors to review the road hierarchy of the Shire of Broomehill-Tambellup.

Background: Attached is the endorsed Functional Road Hierarchy for Broomehill-Tambellup. The list of all roads within the Shire has previously been prioritised by the Council and is again presented for review.

The roads have been split into rural and town streets and a priority of 1, 2 or 3 has been assigned to each road. The exception to this is those roads, which are listed below, that have been identified as part of the Main Roads WA Functional Road Hierarchy.

1 – Broomehill-Kojonup Road - LDRS	3 – Flat Rocks Road - LD
5 - Tie Line Road - LDRS	12 – North Greenhill Road - LD
37 – Tie Line North Road - LD	40 – O’Neill Road - LD
41 – Beejenup Road (part) - LD	46 – Pindellup Road - LD
58 – Warrenup Road - LD	203 - Paul Valley Road - LD
205 - Toolbrunup Road (part)- LDRS	205 – Toolbrunup Road (part) - ARRS
217 – Johnson Road (part) - LD	212 – Pootenup Road - LDRS
294 – Gnowangerup-Tambellup Road - LDRS	247 – Newton Road - LD
	297 – Tambellup West Road - LDRS

Comment: The priority assigned to each road has been appropriate however local knowledge may suggest otherwise. The attached maps provide a visual interpretation of the current Road Hierarchy and may highlight some anomalies in the prioritising. The road hierarchy is just one of the tools that assist Council in setting the priorities for its road construction program and road maintenance program.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Council has listed in Management Practice 5.9, the list of road classifications that it uses for the hierarchy. They are

- Primary Distributor
- Regional Distributor
- Local Distributor - LD
- Local Distributor of Regional Significance – LDRS
- Access Road of Regional Significance - ARRS
- Local Access Roads
 - Priority 1
 - Priority 2
 - Priority 3

Council has determined to review the road hierarchy on an annual basis.

Strategic Implications: The community vision of “Living in a Safe Community’ identifies road safety, road maintenance, speed limits, heavy vehicle routes and footpaths as some of the areas where improvement could be made. Adopting the hierarchy assists in planning so that funding can be utilised according to the Council and community priorities.

Asset Management Implications: There are no asset management implications

Financial Implications: Provision is made over the life of the Long Term Financial Plan for road construction and maintenance.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Recommendation: *150417*

Moved Cr Paganoni, seconded Cr Batchelor

“That Council endorses the Functional Road Hierarchy for the Shire of Broomehill-Tambellup as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.17 REVIEW OF THE FIVE YEAR ROAD CONSTRUCTION PROGRAM

Program:	Transport
Attachment:	Copy of 5 year Program
File Ref:	ADM0310
Author:	JM Trezona Chief Executive Officer
Date:	17 April 2015
Disclosure of Interest:	Nil

Summary: Council to review its Five Year Road Construction Program.

Background: Council has previously considered long term programs that have looked at capital works required for its road network including a detailed look at resealing and resheeting.

The attached program for consideration has taken these previous decisions into consideration as well as included works that will be funded by external organisation such as Roads to Recovery (R2R) and Regional Road Group (RRG).

Comment: **Regional Road Group Funds**
Councillors will note that the Shire has been successful in attracting Regional Road Group funds for the coming 2015-2016 financial year. The funding for the next financial year will provide a reseal on 3.5km of the Gnowangerup Tambellup Road, stabilise and reseal a 3.4km section of the Toolbrunup Road and commence the construct and seal program on the Pallinup South Road. Due to cuts in RRG funding Council will only receive sufficient funds to do 1km on the Pallinup South Road in the 2015-2016 year.

Roads to Recovery

The 2015-2016 financial year will see a double Roads to Recovery allocation made to Councils. It is proposed to utilise these funds to resheet sections of the Punchmirup North, Norrish and Toolbrunup Roads.

Commodity Route Funding

Council has been fortunate with the success of its application for Commodity Route Funding. Funds have been approved to resheet 4kms on Beejenup Road.

Council Funded

It is proposed to undertake gravel resheeting on Beejenup and Norrish Roads.

For Council consideration and discussion.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic

Implications: The Shire of Broomehill-Tambellup’s Strategic Community Plan includes the Community aspiration of Living in a Safe Community - *Road safety is a prominent concern and includes road maintenance, speed limits, heavy vehicle routes and footpaths.*

Asset Management

Implications: Roads are Councils single biggest asset class and provide some of the biggest management challenges. Councils Asset Management Plan highlights the importance of maintenance and upgrades in keeping the road assets in a condition to ensure they deliver the best service and continue to add value for the members of our community. Well maintained assets are a step in the right direction to reduce the current funding gap that exists in the current AMP.

Financial

Implications: Provision for the proposed 2015-2016 program will be made in the coming draft budget. Allocations have been included in the Long Term Financial Plan.

Workforce Plan

Implications: The outside workforce numbers are determined by the Council capacity to fund road works.

Voting Requirements: Simple Majority

Council

Recommendation: *150418*

Moved Cr Crosby, seconded Cr Prout

“That Council endorses the Proposed Five Year Road Construction Program 2015-2016 to 2019-2020 for the Shire of Broomehill-Tambellup.”

CARRIED 7/0

Reason For Change to Recommendation:

10.18 PLANT REPLACEMENT PROGRAM – TRUCK FOR SHIFTING SKID STEER

Program: Transport
Attachment: **Truck Report for Shifting the Skid Steer**
File Ref: ADM0303
Author: JM Trezona Chief Executive Officer
Date: 22 April 2015
Disclosure of Interest: Nil

Summary: Council to consider the options put forward for the transportation of the skid steer.

Background: The attached report provides options for Councils consideration for the transport of its skid steer.

Comment: The Technical Services committee considered the options at its recent meeting and recommended option 3. Since the meeting staff have undertaken further investigation and have included a fourth option for Council consideration.

For Council consideration and decision.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: A modern up to date plant fleet is an integral part in the realisation of the vision and aspirations reflected in the Strategic Community Plan.

Asset Management Implications: The report includes an estimated whole of life costing for each of the options. The changeover of the Isuzu will need to be incorporated into future plant replacement programs and budgets. It will have a minimal impact on the ratios by virtue of keeping the Isuzu longer than 8 years.

Financial Implications: There will be ongoing maintenance and operation costs for the Isuzu while it is still utilised.

Workforce Plan Implications: There are no Workforce plan implications

Voting Requirements: Simple Majority

Committee

Recommendation: *“That Council retains the 2008 Isuzu Gigamax truck and it be used with the float trailer to transport the skid steer when required.”*

Council

Recommendation: *150419*

Moved Cr Thompson, seconded Cr Dennis

“That Council makes provision in the 2015-2016 draft budget to trade the 2008 Isuzu Gigamax truck and purchase a six tonne truck to be used to transport the skid steer, signs and other plant and equipment when required.”

CARRIED 7/0

Reason For Change

to Recommendation: The purchase of a six tonne truck is considered to be a better long term option.

Pam Hull retired from the meeting at 5.35pm.

11.01 UNDER SEPARATE COVER: PURCHASE OF 63 TAYLOR STREET TAMBELLUP

Program: Housing
Attachment: Map of Lot
File Ref: A229
Author: JM Trezona Chief Executive Officer
Date: 22 April 2015
Disclosure of Interest: Cr Batchelor declared a Financial Interest as the Real Estate Agent selling 63 Taylor Street and left the meeting at 5.37pm.

Council Recommendation: 150420

Moved Cr Thompson, seconded Cr Crosby

“That Council endorses the action of the Shire President and Chief Executive Officer in signing and sealing the Transfer of Land documents for the purchase of Lot 275 (No 63) Taylor Street Tambellup. Further Council recognises the purchase of the land as unbudgeted.”

**CARRIED 5/1
By Absolute Majority**

Cr Batchelor returned to the meeting at 5.40pm.

12.01**MAINTENANCE REPORT FOR APRIL 2015**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 17 April 2015
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2014	2014	1 yr/15,000km	
1TA	Ford Ranger			2015	2015	1 yr/30,000km	
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	26,478		2012	2012		
TA2251	3 axle Float Trailer				2009		
BH00	Ford Ranger	16,113	25,000	2014	2014	1 yr/30,000km	15000km, service completed
BH000	Holden Colorado 7			2014	2014	1yr/25,000km	
BH001	CAT vibe Roller	2,388	2,500	2009		8 yrs/8000 hrs	Replaced Front scraper, fitted new battery
BH002	ISUZU 6 Wheel Tipper	153,747	175,000	2008	2008	7yr/250,000 km	Fitted new cap on Hydraulic Oil tank. Replaced Air Gate switch. Replaced Fan Belts and Batteries.
BH003	Toyota Landcruiser GXL Dual Cab	8,355	10,000	2014	2014	1 yr/30,000 km	
BH004	CAT 12M	5,229	5,250	2250	2009	8 yrs/8,000 hr	
BH005	Cat multi tyre	2,965	3,250	2011	2011	8 yrs/8,000hr	Fitted new right hand outer rear tyre. Serviced at 2965 hours. Replaced Fan belts
BH006	CAT 12M	2,385	2,250	2012	2012	8 yrs / 8,000 hrs	
BH007	Toro 360 mower	418	650	2013	2013	5yrs/5,000 hrs	Fitted new blades, serviced at 400 hours
BH009	Colorado 4x4 Tray Back	5,730	15,000	2014	2014	1yr/30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck		Nov-14	1995	2004		
BH013	Cat 444F Backhoe	795	1000	2013	2013	10 yr/8,000 hr	
BH014	Ford Ranger Tray Top Ute	10,301	25,000	2014	2014	1yr/30,000 km	
BHT84	Toro Groundmaster 3500D mower	117	200	2013	2013		
BHT92	CAT 259B3 Skid Steer	726	750	2012	2013	8 yr/ 8,000hrs	

BHT125	Mack Curser 8 Wheel Tipper	37,787	45,000	2013	2013	5yr/250,000 km	
BHT1633	Tandem Axle Dolly (Float)	666		2015	2015		
TA001	Ford Ranger Dual Cab	11,575	15,000	2015	2015	1yr/30,000 km	
TA005	Toyota Hilux	1,365	1,000	2014	2014		
TA017	Isuzu Tipper	17,466	30,000	2014	2014	5yr/ 200,000 km	
TA052	Colorado 4x4 Tray Back	10,572	15,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	122,690	150,000	2007	2010	8 yr/8,000 hrs	
TA092	Iveco Strais AD500 8-4	54,211	65,000	2012	2012	5 yr/ 250,000 km	
TA18	12H Grader	8,971	9,000	2006	2006	7 yr/8,000 hrs	Fitted new Injection Pump, 3 Idler pulleys, engine oil filter. Replaced coolant. Fitted 4 new tyres
TA281	930K Loader	279	500	2014	2014	8 yr/8,000 hrs	Westrac completed 250 hour service 30th March
TA386	Isuzu Tipper	34,264	45,000	2012	2012	5 yr/200,000 km	
TA417	John Deere Gator	497	500	2009		4 yrs	
CATBR	Caterpillar Angle Broom			2010			
	Himac skid steer slasher			2013		10 yrs	
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						
BH010	6 x 4 Fuel Trailer						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						Replaced right hand hub assembly
1TFC580	Gardeners Boxtop trailer						Greased wheel hubs
1TFD241	Boxtop Trailer for firefighting						

1TJX516	Plant Trailer for Mowers						
Fogger	Fogger						
TSAW	Tree Saw						
	Stabiliser				2014		
	Cement Mixer						

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12.02 WORKS REPORT FOR APRIL 2015

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	17 April 2015	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners are having reticulation issues from the town dam. The pump has been cutting out. Thinkwater is having a look at it.
- Gardeners are weeding and getting ready for Anzac Day.
- Oval has had a verti-mow. Woodlands didn't think it needed verti-draining this year.
- Woodlands have done soil samples and given the shire a fertilizing program. Oval is up to date with the program.
- Continual problems with the standpipe lights. Monash electrical has been advised.
- Town dam level is up a metre from the recent rain.
- Water has been pumped from Dan Bignell's dam to the complex dam over the last few weeks. It was very good of Dan to give council water from his own water source to keep the complex oval green. The sports complex dam is very low again now.
- CBH dam is full again, after recent rain. We went to restart the CBH solar pump but found it has a broken shaft. Parts will be here in the next couple of days to get it going.
- We should get a long pumping season from this dam this year from the CBH dam.

Tambellup

- Gardeners busy getting ready for Anzac day.
- Gardener currently ordering replacement plants for gardens around town.
- Vandalism is still ongoing with reticulation around town .
- Oval has had verti-mow and verti-drain.
- Woodlands have done soil samples and a fertilizing program. Oval is currently up to date.
- Recent rain was a good start to the season, but there was not a lot of running water to change dam heights.
- Treated water is finished for this year. We will be bombing the tanks for mosquitoes.
- Spaying catchment area around Number Two dam for re-growth.
- Catchment on Number One dam needs some work when we get the rights to it.

Roads

- Sealing on the Tambellup West road has been complete but has some issues. Before the sealing we experienced good rain. Although the gravel pavement looked good on top was actually wet underneath. Once sealed the water has drawn up just below the new seal. This doesn't allow any drying of gravel pavement below. The gravel pavement becomes soaked and weak as the moisture can't escape below the seal. We will have to cement stabilize this section to dry the gravel and seal it again.

- The crew are working on Nardlah Road getting a section ready for sealing. This will extend the current 900 metre seal by an extra 600m. This section was stabilized with Claycrete some years ago for a test section. Every time it has rained this section becomes very slippery as the stabilization keeps rising though the existing gravel even though it has been re-sheeted previously.
- New pipe to be installed into Nardlah Road near the CBH dam spillway. There is reasonable flow of water from the dam overflow when raining. In storm conditions this may wash out the road if pipes aren't upgraded.
- Crew will move onto Pindellup Road when work is complete on Nardlah Road.
- The Blackspot job on the corner of Gnowangerup Road and Great Southern Highway is scheduled to start early May.
- Maintenance graders are working around the Broomehill town area. They will be moving to construction work.
- The Jetpatcher will be doing a maintenance run next month on our own bitumen network.
- Maintenance crew have been working on a wide range of jobs including signage, drainage and culvert cleaning with the backhoe.
- Culvert widening on Broomehill Kojonup Road is delayed due to rain.
- Tambellup West Road drainage is installed. Graders are trimming up the gravel ready for seal. Once sealed contractors will install the new kerb.

Plant

- Mechanic is currently doing strengthening work on the skid steer slasher attachment. This is a typical problem with these attachments. They are built too light for the skid steers and the attachment is pushed instead of trailing like on a tractor. The attachments tend to bend and wear the skirts of the slasher as they are pushed into the ground rather than dragged over the top. Once the sides are plated to make heavier skirts, and tungsten wear strips are fitted, they usually give little trouble.
- Caterpillar 12H had issues with the last oil sample. There was 18% dilution of the engine oil. The fuel pump has been repaired and new oil samples taken.
- Works Managers vehicle has been replaced.
- Works Supervisors vehicle has been replaced.
- CEO's vehicle will be replaced next couple of weeks.

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12.03 BUILDING SURVEYORS REPORT FOR MARCH 2015

Program: Economic Services
Attachment: **BSR Report and Activity Statement**
File Ref: ADM0258
Author: D Baxter Building Surveyor
Date: 1 April 2015
Disclosure of Interest: Nil

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

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of March 2015.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

Reason For Change to Recommendation:

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12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 15 April 2015
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	15 April 2015
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2014-15 to 15 April 2015.

Background: Nil

Comment: The Building Maintenance Program Report (Report) is updated to 15 April 2015 and presented for Council’s information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council’s Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2014-15 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

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

**Reason For Change to
Recommendation:**

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12.05 LIBRARY REPORT – MARCH 2015

Program:	Recreation & Culture
Attachment:	Library Report – March 2015
File Ref:	ADM0097
Author:	C Brown Library Officers S Reed
Date:	7 April 2015
Disclosure of Interest:	Nil

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

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of March 2015.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

Reason For Change to Recommendation:

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

Nil

Glenn Brigg left the meeting at 5.59pm.
Glen Brigg returned to the meeting at 6.02pm.

14. DATE OF NEXT MEETING

21 May 2015

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 6.07pm.