

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 15th March 2012 commencing at 4.00pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr BG Webster	President
	Cr KW Crosby	Deputy President
	Cr GM Sheridan	
	Cr MR Turner	
	Cr SJF Thompson	
	Cr M Sadler	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Works Manager
	KP O'Neill	Senior Finance Officer

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.00pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 16TH FEBRUARY 2012

120301

Moved Cr Sadler, seconded Cr Thompson

“That the Minutes of the Ordinary meeting of Council held on the 16th February 2012 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The President thanked Cr Crosby for conducting the February 2012 meeting in his absence.

10. MATTERS FOR DECISION

10.1 FINANCIAL STATEMENTS FOR FEBRUARY 2012

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for February 2012
File Ref:	Nil
Author:	KP O'Neill Finance Officer
Date:	8 March 2012
Disclosure of Interest:	Nil

Summary: A monthly financial report is to be prepared at the end of each month in accordance with the provisions of Regulation 34 of the Local Government (Financial Management) Regulations 1996.

The report is to be presented to an ordinary meeting of Council within 2 months after the end of the month to which the report relates.

Background: Notes have been provided throughout the statements for Councillors information and comment.

Comment: Points to note from the February 2012 financial statements:-

- Fabrication of the side tipping trailer and tandem axle dolly are complete. The Iveco truck has been delivered to Albany and is having the body fitted. Delivery of this equipment is expected during March.
- The sale of Councils house at 7 Howard Street Tambellup settled on 28 February 2012. The proceeds from the sale of this house was \$132,810 (after associated expenses) which has exceeded our budget allocation. The proceeds from the sale of this house will be transferred into the Building Reserve.
- The third instalment of Financial Assistance Grants from the WA Local Government Grants Commission was received. The final instalment is due in May.
- The fencing was replaced at the Tambellup Infant Health Clinic building. The total cost has exceeded the budget allocation, however this has been addressed as part of the Budget Review.
- The gazebo at the Gordon River reserve has been installed, as has the seating. Landscaping to tidy up the area and finish off this project will be undertaken in the coming months.
- Shade sails have been purchased for the play equipment at the Broomehill Recreation Complex. A contribution for the same amount has been received from the Broomehill Complex Committee.

Consultation: Nil

Statutory Environment: Local Government Act 1995 – Financial Management Regulation 34

Policy Implications: Nil

Financial

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

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *120302*

Moved Cr Sheridan, seconded Cr Turner

“That the Financial Statement for the period ending 29 February 2012 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.2 CREDITORS ACCOUNTS PAID FEBRUARY 2012

Program:	Other Property and Services	
Attachment:	List of Payments for February 2012	
File Ref:	Nil	
Author:	KP O’Neill	Finance Officer
Date:	9 March 2012	
Disclosure of Interest:	Nil	

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

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

Comment: Summary of payments made for the month:-

Municipal Fund	\$615,041.84
Trust Fund	\$1,185.25
Credit Cards	\$329.45
<u>Total</u>	<u>\$616,556.54</u>

Consultation: Nil

Statutory Environment: Local Government Act 1995 – Financial Management Regulation 13

Policy Implications: Nil

Financial Implications: List of payments made during the previous month

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

Voting Requirements: Simple Majority

Council Resolution: 120303

Moved Cr Crosby, seconded Cr Turner

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

- Municipal Fund cheques numbered 1599 to 1618 inclusive and electronic payments numbered EFT2888 to EFT2953 inclusive and totalling \$615,041.84;*
- Trust Fund cheque numbered 265 and totalling \$1,185.25;*
- Credit Card payments totalling \$329.45;*

be adopted.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.3 2011/2012 BUDGET REVIEW AS AT 29 FEBRUARY 2012

Program:	Governance
Attachment:	2011/2012 Budget Review as a separate document
File Ref:	ADM0163
Author:	KP O'Neill Finance Officer
Date:	8 March 2012
Disclosure of Interest:	Nil

Summary: Council to review the 2011/2012 Annual Budget for the period 1 July 2011 to 29 February 2012.

Background: A review of the annual budget for the year is to be undertaken between 1 January and 31 March in each financial year, in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996. The review must be submitted to Council within 30 days of completion.

Comment: The 2011/2012 Budget Review is provided as a separate document to the agenda. All information and comments contained in the original budget document have been included, with additional information on any variances or actual figures shown in bold and highlighted by a border.

A revised budget has been included for projected revenue and expenditure at 30 June 2012. A surplus of funds remains unallocated for Councils consideration and decision.

The surplus in the Budget Review has arisen due to:-

- the conservative estimate of the carried forward surplus at 30 June 2011 which resulted in additional funds to allocate of \$192,100;
- additional revenue has been realised from the 50/50 share arrangement for the services of our Manager of Works;
- additional revenue in private works from the dry hiring of the Jetpatcher to other Councils.

Council may consider allocating the surplus identified in the Budget Review as a transfer into the Tambellup Recreation Ground and Pavilion Reserve to assist with the planned redevelopment of the Pavilion.

Broomehill Bowling Club – Synthetic Bowling Green

The Broomehill Bowling Club has recently had their CSRFF application approved to install a synthetic bowling green. Council has committed \$75,000 towards this project in the 2011/2012 Budget, which includes \$45,000 from the Broomehill Recreational Complex Reserve and \$30,000 in Municipal funds. It is not likely that Councils contribution will be required during this financial year.

It is recommended that the \$30,000 of Municipal funds are transferred into the Broomehill Recreational Complex Reserve so as to ensure that the funds are restricted and available as the project progresses.

Variances between budget and actual revenue and expense has been identified in the following areas:-

RATES

Revenue

03005 - Discount

Increased from \$125,000 to \$130,000

A greater number of ratepayers took advantage of the 10% discount option than was anticipated.

GENERAL PURPOSE FUNDING

Revenue

03234 - Royalties for Regions

Increased from \$426,500 to \$801,400

Councils 2011/12 allocation from the Country Local Government Fund, has been allocated to:-

Aged Accommodation	\$324,900
Solar Energy Bhill Admin Building	\$ 50,000
	\$374,900

Expenditure for these projects is shown in the capital section.

MEMBERS OF COUNCIL

Expenditure

04101 - Professional Services

Increased from \$13,300 to \$15,000

Councils land and buildings were revalued for insurance purposes and the increase reflects the actual costs incurred. A rebate of 40% is available from Councils insurers LGIS and an invoice is yet to be submitted for reimbursement.

04101 - Other Sundry Expenses

Increased from \$5,000 to \$9,000

WALGA State Council meeting fees are paid to the President through this allocation and are offset by revenue from WALGA for the same amount. Farewell gifts have been purchased for departing staff members and retiring Councillors.

ELECTIONS

Expenditure

04102 - Professional Services

Reduced from \$9,000 to \$5,000

Based on the actual costs for the 2011 October ordinary elections conducted by the WA Electoral Commission.

ADMINISTRATION GENERAL***Expenditure******04301 - Workers Compensation Insurance***

Increased from \$15,000 to \$16,700

The increase is based on the actual premiums paid for the year. The premiums are calculated on the estimated wages for the ensuing year, which is provided to LGIS each financial year.

04301 - Recruitment Costs & Subsidies

Increased from \$1,000 to \$2,500

Additional expenditure has been incurred due to the changeover in administration staff.

04301 - Staff Housing Allocation

Increased from \$26,800 to \$28,800

Increase in costs allocated to administration staff housing which is reported under the "Housing" section.

04301 - Repairs & Maintenance

Increased from \$200 to \$1,000

Additional repair to office equipment has been incurred.

04301 - Computer & Internet Expenses

Increased from \$42,000 to \$50,000

Increase is based on the actual expenditure incurred to date.

04301 - Insurance

Reduced from \$25,000 to \$12,500

Allocation is reduced based on actual expenditure incurred. Council received a "Scheme Contribution Discount" on each of the two instalments to LGIS totalling \$3,593.84. The Public Liability premium was around \$1,500 less than the previous year and the premiums included on the plant schedule for miscellaneous structures, business continuity, increased cost of working etc were lower than the previous year.

OTHER GOVERNANCE***04123 and 04129 - Strategic Planning Capacity Building***

Increase of \$45,000 in both revenue and expenditure. Council has received funding to assist with preparation of the Strategic Community Plan.

FIRE PREVENTION - OTHER***Expenditure******05121 - Insurance***

Increased from \$10,500 to \$14,200

The insurance premium for bushfire brigade volunteers was higher than anticipated.

WELFARE

Revenue

08201 - Grants Non Operating

Reduced from \$1,519,300 to \$1,194,400

Funding from Councils allocation from the Country Local Government Fund has been allocated to this project. This revenue is shown under the General Purpose Funding heading.

HOUSING

Revenue

09006 - Contributions

Increased to \$3,000

It is anticipated that a contribution will be received from the adjoining property owners of 1 Janus Street towards replacing the fencing.

Expenditure

09104 - 27 East Terrace

Repairs and maintenance increased from \$1,500 to \$15,000

Council authorised unbudgeted expenditure to replace the kitchen and the hot water system.

09105 - 5 Taylor Street

Repairs and maintenance increased from \$12,000 to \$27,000

It is proposed to replace the fencing at this property, and is estimated to cost in the vicinity of \$15,000.

09122 - 1 Janus Street

Repairs and maintenance increased from \$13,500 to \$15,500

Quotations have been received for retiling and regrouting of the laundry, bathroom and ensuite. The quotation is \$2,000 more than the original budget allocation, but will see the adjacent toilet retiled and rectify water damage to the walls in the ensuite.

09123 - 54 India Street

Repairs and maintenance increased from \$16,500 to \$22,500

It is proposed to replace the asbestos fencing at this property.

PUBLIC HALLS & CIVIC CENTRES

Expenditure

11080 - Tambellup Hall

Repairs and Maintenance increased from \$16,500 to \$25,000

Council authorised unbudgeted expenditure to undertake the following work at the Tambellup Hall:-

- Replace kitchen floor and lino
- Replace carpet in foyer and reception room
- Drill main hall floor for required termite treatment

- Install floor vents in lesser hall.

11241 - Tambellup Pavilion

Repairs and maintenance increased from \$2,500 to \$5,000

Asbestos panels are required to be removed from this building, for an estimated cost of around \$2,000.

OTHER RECREATION & SPORT

Revenue

11151 - Reimbursements

Increased from \$2,000 to \$11,000

Additional revenue is shown for the reimbursement by the Broomehill Recreation Complex Committee for the cost of the shade sails that were installed over the playground at the Broomehill Recreational Complex. Expenditure for this amount is shown in the capital section.

ROAD CONSTRUCTION

Revenue

12005 - Pathways

Increased to \$25,600

Council has been successful in attracting funding through the Regional Bike Network of \$25,650 for pathways on Ivy Street Broomehill. Council is required to commit funding of the same amount, which is shown in the capital section.

ROAD MAINTENANCE

Expenditure

12251 – Street Lighting

Increase from \$17,000 to \$25,000

Western Power have increased street lighting charges and it is anticipated that the cost for providing street lights in both Broomehill and Tambellup townsites will be approximately \$25,000 for the year.

12258 – Asset Depreciation Infrastructure

Reduced from \$1,320,000 to \$600,000.

A review of the asset register has highlighted several road assets that have been fully depreciated, which has resulted in a significant decrease in depreciation allocated for the year.

This highlights the fact that Councils Infrastructure Assets require revaluation. A revaluation of these assets has not been undertaken for many years, and staff are currently investigating the appropriate method in which to do this.

12259 – Staff Housing Allocation

Increase from \$28,500 to \$42,000

Additional works have been undertaken at 27 East Terrace. Please refer to the Housing program for additional information.

12260 – Gravel Pit Rehabilitation

Contract Services Increase from \$3,000 to \$6,000

Additional works have been required to rehabilitate gravel pits that are no longer being used.

TOURISM & AREA PROMOTION***Expenditure*****13226 – Caravan Park Broomehill**

Repairs and maintenance increased from \$2,000 to \$4,000

Electrical works have been required to install an RCD and repair security and pedestrian lighting.

PRIVATE WORKS***Revenue*****14001 – Fees and Charges**

Increased from \$40,000 to \$70,000

Additional revenue has been realised from the dry hiring of the Jetpatcher to other Councils. The Works Crew have also undertaken a significant amount of private works for the Shire of Katanning at the new saleyards.

Expenditure**14051 – Private Works**

The Works Crew have undertaken a significant amount of private works for the Shire of Katanning at the new saleyards.

PUBLIC WORKS OVERHEADS***Revenue*****14100 – Reimbursements**

Increase from \$8,500 to \$65,000

The increase in revenue is resulting from the 50/50 share arrangement with the Shire of Cranbrook for the services of the Manager of Works.

Expenditure**14151 – Employee Provisions**

Increase from \$130,000 to \$160,000

Four members of the works crew have resigned since the start of the year, which has resulted in payments of accrued long service leave, annual leave and sick leave benefits totalling around \$40,000. The payment of long service leave is offset by a transfer from the Leave Reserve which will be done in June 2012 when the actual amount of LSL

taken is known.

14153 – Occ Health & Safety

Contract Services increased to \$5000

The requirements for training of staff in Occupational Health and Safety procedure are ever increasing.

UNCLASSIFIED

Revenue

14701 – Resource Sharing

Reduced from \$21,000 to \$15,000

The works crew haven't been working as many hours for the Shire of Cranbrook as in the previous year. This revenue is offset by expenditure for the same amount.

CAPITAL

Broomehill Admin Building – Solar Energy

Increased to \$50,000

Council resolved at the February 2012 meeting to allocate \$50,000 from its Country Local Government Fund to install solar energy at the Broomehill Admin Building.

Infant Health Building – Fencing

Increased from \$10,000 to \$13,200

The cost of replacing the fencing was higher than originally anticipated.

7 Howard Street – Proceeds from Sale

Increased from \$100,000 to \$132,000

The sale of this property settled on 28 February 2012 and the net proceeds (after expenses) was \$132,000. The total proceeds from the sale of this house are proposed to be transferred into the Building reserve.

Broomehill Recreational Complex – Shade Sails

Increased to \$9,000

Shade sails have been installed over the playground equipment at the Broomehill Complex, which has been fully reimbursed by the Committee. Revenue for this is shown in the operating section.

Broomehill Museum – Replace Windows

Increased to \$12,000

Provision was made for this work to be undertaken in the 2010/2011 Budget, however the windows were not repaired and the work was omitted from the 2011/2012 budget. The windows require urgent attention.

Plant Replacement

Council has previously authorised the following changes to the Plant Replacement Program:-

- Changeover for Ford Ranger utility TA001 increased from

\$10,000 to \$19,000

- Changeover for Ford Ranger utility BH00 increased from \$10,000 to \$15,000
- Changeover of Toyota Hilux utility TA052 deferred to the 2012/2013 Budget
- Changeover of Toyota Hilux utility BH009 deferred to the 2012/2013 Budget
- Tree grabs for the Loader has been deferred as repairs to the existing equipment has extended the life of the equipment. Reduced transfer from the Plant Reserve of \$35,000.
- Purchase of an 8,000 litre self bunded storage tank costing \$17,200 which will be funded by the Plant Reserve.
- The Iveco truck will come in under budget of around \$44,600.

Roadworks

Council has authorised the following amendments to the Capital Road Program for the 2011/2012 year:-

- Reallocation surplus Roads to Recovery funding from the Greenhills Road to Gnowangerup-Tambellup Road to enable reconstruction and seal of the section of road immediately east of the railway crossing in the Tambellup townsite.
- Reallocation of Council funds from the reseal projects on Greenhills Road and Flat Rocks Road to reseal a larger section of the Pootenup Road and undertake resheeting works on Warrenup Road.

Pathways

Council has prioritised the pathways that will be upgraded utilising the 2010/11 allocation from the Country Local Government Fund:-

- India Street – Journal St to Janus St
- India Street – Ivy St to Journal St
- Lavarock Street – Leven St to Lathom St
- Lathom Street – Lavarock St to Laveter St

Council has been successful in attracting funding through the Regional Bike Network of \$25,650 for pathways on Ivy Street Broomehill. Council is required to commit funding of the same amount, and the total project is estimated to cost \$51,300.

RESERVES

Plant Replacement Reserve

Reduction in transfer from this reserve as the \$35,000 allocated to purchase new tree grabs for the loader has been deferred. An 8,000 litre self bunded storage tank will be purchased and \$17,200 will be transferred from the reserve for this.

Building Reserve

Increased transfer to this reserve of \$32,000 resulting from the increased proceeds from the sale of Councils property at 7 Howard Street Tambellup.

Consultation: Chief Executive Officer
Manager Corporate Services
Manager of Works

Statutory

Environment: Local Government Act 1995
Local Government (Financial Management) Regulations 1996 -
Regulation 33A

Policy Implications: Nil

Financial

Implications: This document reviews the Councils financial operations for the year to date, and provides the opportunity to reallocate funding within the budget if required.

Strategic

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

Voting Requirements: Absolute Majority required as all recommendations are amending the original budget.

Council Resolution: *120304*

Moved Cr Sheridan, seconded Cr Turner

“That Council transfers to the Broomehill Recreation Complex Reserve the \$30,000 that has been committed to the synthetic bowling green at the Broomehill Complex. The funds will be transferred from the Reserve when they are required.”

CARRIED 7/0
By Absolute Majority

Council Resolution: *120305*

Moved Cr Sheridan, seconded Cr Turner

“That Council transfers surplus funds of \$200,000 identified in the 2011/2012 Budget Review to the Tambellup Recreation Ground and Pavilion Reserve to assist with planned redevelopment of the Tambellup Pavilion.”

CARRIED 7/0
By Absolute Majority

Council Resolution: *120306*

Moved Cr Sheridan, seconded Cr Turner

“That the 2011/2012 Annual Budget Review for the period 1 July 2011 to 29 February 2012, including amendments to the original budget, be adopted.”

CARRIED 7/0
By Absolute Majority

**Reason For Change to
Recommendation:**

10.4 **2011 COMPLIANCE AUDIT RETURN**

Program:	Governance
Attachment:	Copy of Compliance Audit Return 2011
File Ref:	ADM0302
Author:	JM Trezona Chief Executive Officer
Date:	7 March 2012
Disclosure of Interest:	Nil

Summary: Council to consider the 2011 Compliance Audit Return.

Background: Each Local Government is required to undertake an annual Compliance Audit Return (CAR) in relation to the period 01 January to 31 December. The 2011 CAR has been completed against the requirements that have been set out.

The CAR for the 2011 period is similar to previous years but contains substantially fewer questions. The Department of Local Government have advised that the 2011 CAR has been restricted to those areas considered high risk.

Amendments to regulation 14 of the *Local Government (Audit) Regulations 1996* which was gazetted on 30 December 2011 requires that Local Governments Audit Committee now review the CAR and reports the results of that review to the Council prior to adoption and submission to the Department by 31 March 2012.

The CAR is completed online.

Comment: A copy of the CAR is attached for Councillor information. Members will note that there is no known breach of any of the areas of compliance in the review period.

Members will note that

- the questions relating to Commercial Enterprises were not applicable
- the three questions relating to Delegations of Powers and Duty were answered in the positive and include a note advising that the review of delegations was undertaken at the October 2011 ordinary meeting
- The six questions under the heading of Disclosure of Interest were all responded to with Yes
- The two questions relating to Disposal of Property other than by tender or auction were not applicable as Council did not dispose of any property outside the tender process during the review period
- The heading of Elections has one question pertaining to the establishing of an Electoral Gift Register for local government elections and the registering of any electoral gifts. Council has a register and no registrations were made during the review period
- Finance is one of the bigger sections of this years CAR. Council has complied with all the requirements with the exception of those that were not applicable during the review period.

- There are five questions in the Local Government Employees section – four pertaining to the employment of a new CEO which were not applicable for the review period and the fifth pertaining to designated senior employees and their employment and dismissal, which also is not applicable
- There are six questions relating to Official Conduct with the first being not applicable as the CEO is the designated complaints officer and the remaining five questions have a Yes response. Council has a complaints register with Nil entries to date
- Tenders for Providing Goods and Services has four questions relating to the calling of expressions of interest which Council did not enter into during the review period therefore were noted as not applicable. The other questions were answered in the affirmative

The Audit Committee has considered the CAR and has recommended it for Council endorsement.

Consultation: Nil

Statutory Environment:

The *Local Government (Audit) Regulations 1996* state the following:

14. Compliance audits by local governments
- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
 - (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
 - (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
 - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council/Committee

Resolution: *120307*

Moved Cr Kempin, seconded Cr Sadler

“That having undertaken a review of the Compliance Audit Return 2011 the Audit Committee recommends that it be adopted by Council and forwarded to the Department of Local Government by 31 March 2012.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

The Senior Finance Officer Kay O’Neill left the meeting at 4.15pm.

10.5 INTEGRATED PLANNING – STRATEGIC COMMUNITY PLAN

Program:	Governance	
Attachment:	Draft Consultants Brief	
File Ref:	CP.PR.24	
Author:	JM Trezona	Chief Executive Officer
Date:	9 March 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider a draft brief for selection of a consultant to carry out the Strategic Community Planning process.

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

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

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

It is not intended that the Plan should be a static document; rather it should be reviewed regularly to monitor the progress of strategies.

Widespread community consultation is an integral part of the process.

Comment: Council has received funding of \$45,000 through the Local Government Reform Capacity Building Program to complete this process.

The Department for Local Government has established an 'Approved Consultants Panel' to assist Local Governments to implement funded reform projects such as this. To achieve the best results, it is considered Council should engage the services of a consultant to carry out the process from start to finish.

A draft consultant's brief has been developed and is attached for Council's consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Strategic

Implications:

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

Voting Requirements: Simple Majority

Council Resolution: *120308*

Moved Cr Turner, seconded Cr Crosby

“That the draft consultant’s brief for the development of the Strategic Community Plan be endorsed as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.7 CLONTARF FOUNDATION – REQUEST FOR FEE WAIVER

Program:	Governance
Attachment:	Correspondence – Director, Katanning Football Academy, Clontarf Foundation
File Ref:	ADM0066
Author:	JA Stewart Manager Corporate Services
Date:	8 March 2012
Disclosure of Interest:	Nil

Summary: Council to consider a request for the waiving of Tambellup Sporting Complex changeroom and oval fees.

Background: The Clontarf Foundation (Foundation) Katanning Football Academy Director, Mr Jarrod Chipperfield, enquired upon booking of the Tambellup Sporting Complex change room and oval at the end of February for a football match to be held 07 March 2012, as to the possibility of the Foundation obtaining a discount on the hire fees.

As per Mr Chipperfield's correspondence, the Clontarf Foundation is a not for profit organisation working with young indigenous men, a number of whom reside in Broomehill and Tambellup.

Due to the timing of the football game, the proponent is retrospectively requesting the fee waiver as Council was not holding an Ordinary Meeting between the booking and event dates, in which to consider this request.

Comment: Historically, Council has been reluctant to waive the hire costs of its facilities with the exception of those instances that apply in Council Policy 1.2 – Use of Shire Facilities. Council has, in the past and when choosing not to waive a hire fee, considered making a donation equivalent to a hire fee.

Council currently has \$200 in its Members' Donation Account; a request for Council to consider making a donation to another cause is also for resolution at this meeting.

For Council's consideration.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial**Implications:**

The cost to hire the Tambellup Sporting Complex oval and a change room totals \$140 – this fee has been received.

Council currently has, unless it determines elsewhere in this meeting to expend donation funds, a current balance of \$200 in its Members' Donation Account.

Strategic**Implications:**

This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does/does not retrospectively waive the Tambellup Sporting Complex oval and change room fees, being \$140.00, and does/does not make a donation of \$..... to the Clontarf Foundation Katanning Football Academy for a football game held on 07 March 2012 at the Tambellup Sporting Complex.”*

Council Resolution: **120310**

Moved Cr Turner, seconded Cr Sheridan

“That Council does not retrospectively waive the Tambellup Sporting Complex oval and change room fees, being \$140.00, and does make a donation of \$140 to the Clontarf Foundation Katanning Football Academy for a football game held on 07 March 2012 at the Tambellup Sporting Complex. That Council writes to the Clontarf Foundation in appreciation of the Foundation’s initiative and support of local indigenous youth.”

CARRIED 6/1

Reason For Change to**Recommendation:**

To specify choice of options and to recognise the Clontarf Foundation’s local support.

10.8 REVIEW OF COUNCIL POLICIES

Program:	Governance	
Attachment:	Policies 2.2 Occupational Safety and Health, 2.3 Corporate Uniform and Appropriate Dress, 2.4 Gratuity and Redundancy payments, 2.5 Staff Benefits, 2.6 Fitness for Work Policy	
File Ref:	ADM0165	
Author:	JM Trezona	Chief Executive Officer
Date:	8 March 2012	
Disclosure of Interest:	Nil	

Summary: Council to review five of its policies as part of the staged process of reviewing all its Policies.

Background: Council has a Policy Manual that contains a number of policies covering many aspects of the Shire's operations.

All members have previously been supplied with a complete copy of the Policy Manual.

Council adopted the Policy Manual in 2008 with the comment in the Foreword that *Council will conduct a review of all policies at least every three years.*

Policies 2.2, 2.3, 2.4, 2.5 and 2.6 have been distributed to the senior staff for review and their comments have been reflected in this report.

Comment: **2.2 Occupational Safety and Health**
This policy sets out Council commitment to providing a safe and healthy work environment for all employees, contractors and visitors.

It is recommended that this be retained with the inclusion of "volunteers" into the wording as one of the stakeholders that are covered by the policy.

2.3 Corporate Uniform and Appropriate Dress
The policy recognises the importance of corporate identity and dress that is appropriate to work and conditions. It also encourages staff to wear the local government industry uniform.

It is proposed that the policy be amended as follows

Office based staff

To support a corporate dress standard the cost of the approved uniform will be subsidised to a maximum to be determined as part of the annual budget process.

New employees, after successfully completing their three month probationary period, are entitled to purchase uniforms from Councils preferred supplier within the provision determined in the Annual Budget

Depot based staff

New employees, after successfully completing their three month probationary period, are entitled to receive 5 shirts, 2 jumpers, 3 pair

trousers, a wide brim hat, one pair of safety sunglasses, one pair of boots with protective caps.

The annual top up allocation is made up of 3 pair trousers, 3 jumpers, 3 shirts and a pair of boots. Jackets and vests are at the discretion of the Chief Executive Officer and subject to budget allocation.

2.4 Gratuity and Redundancy Payments

This policy describes the circumstances in which gratuity and redundancy payments can be made to staff. Apart from a couple of punctuation changes and the insertion of the word “the employment” in the second last paragraph, it is recommended that the policy be retained as it is.

Council, after taking into account the above criteria, may agree to the awarding of the following redundancy payment, in addition to the employment Award or Agreement conditions.

2.5 Staff Benefits

Council recognises that to attract employees the Shire must have employment conditions which are fair, provide incentive and opportunity. It is proposed that the policy be retained.

2.6 Fitness for Work Policy

This policy recognises that the Shire of Broomehill-Tambellup has a duty of care under the Occupational Health and Safety Act, 1984 to provide a safe working environment. The Shire of Broomehill-Tambellup also recognises that this duty is incumbent on all employees that extends to co-workers and individuals alike in order to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

It is recommended that the policy be retained.

Consultation:	Nil
Statutory Environment:	Section 2.7 (2)(b) of the <i>Local Government Act 1995</i> establishes the duty for the Council to <i>determine the local government’s policies</i> .
Policy Implications:	Nil
Financial Implications:	This issue has no financial implications for Council
Strategic Implications:	This issue is not dealt with in the Plan
Voting Requirements:	Simple Majority

Council Resolution: 120311

Moved Cr Turner, seconded Cr Sheridan

1. *“That Council amends existing policy – 2.2 Occupational Safety and Health, to include a reference to “volunteers” as being covered by the policy.*
2. *That Council amends existing policy – 2.3 Corporate Uniform and Appropriate Dress as follows*
 - Office based staff*

To support a corporate dress standard the cost of the approved uniform will be subsidised to a maximum to be determined as part of the annual budget process.

New employees, after successfully completing their three month probationary period, are entitled to purchase uniforms from Councils preferred supplier within the provision determined in the Annual Budget
 - Depot based staff*

New employees, after successfully completing their three month probationary period, are entitled to receive 5 shirts, 2 jumpers, 3 pair trousers, a wide brim hat, one pair of safety sunglasses, one pair of boots with protective caps.

The annual top up allocation is made up of 3 pair trousers, 3 jumpers, 3 shirts and a pair of boots. Jackets and vests are at the discretion of the Chief Executive Officer and subject to budget allocation.
3. *That Council amends existing policy - 2.4 Gratuity and Redundancy Payments to include the word ‘employment’ to give better clarity to the policy*
4. *That Council retains policy - 2.5 Staff Benefits, in its present form*
5. *That Council retains policy – 2.6 Fitness for Work Policy in its present form.”*

CARRIED 5/2

Reason For Change to Recommendation:

10.9 COMMUNITY RESOURCE CENTRE SIGN

Program:	Economic Services
Attachment:	Example of proposed sign and location
File Ref:	ADM0369
Author:	JM Trezona Chief Executive Officer
Date:	9 March 2012
Disclosure of Interest:	Nil

Summary: The Tambellup Community Resource Centre (CRC) seeks permission to erect signage.

Background: The CRC have written seeking permission to erect two signs, one on either end of the verandah that runs in front of the CRC building located at 34 Norrish Street Tambellup. The CRC building is the property of the Council. An example of the sign and positioning is attached for Councils information.

The letter also includes a request to have a fingerboard sign put on the corner of Gnowangerup Road and Great Southern Highway.

Comment: The request to erect signage at either end of the verandah seems to be without any issues. Council in granting permission should consider that

- The proposed signage is no bigger than the one portrayed in the application
- The sign to be securely fixed to the verandah
- The sign to be maintained in good order and repair at all times
- Council reserves the right to withdraw the approval and request the removal of the sign
- The finger board sign will be ordered and erected by Council with the costs being met by the CRC

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Council will incur some minor staff time costs to erect the fingerboard sign on Great Southern Highway. All other costs will be met by the CRC.

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

Voting Requirements: Simple Majority

Council Resolution: 120312

Moved Cr Turner, seconded Cr Thompson

“That Council grants permission to the Tambellup Community Resource Centre to erect two signs on the verandah of the building at 34 Norrish Street Tambellup and a fingerboard directional sign on Great Southern Highway subject to the following conditions

- The proposed signage is no bigger than the one portrayed in the application*
- The sign to be securely fixed to the verandah*
- The sign to be maintained in good order and repair at all times*
- Council reserves the right to withdraw the approval and request the removal of the sign*
- The finger board sign will be ordered and erected by Council with the costs being met by the CRC.”*

CARRIED 7/0

Reason For Change to Recommendation:

**10.10 PROPOSED HOME BUSINESS (CATERING) – LOT 2307
(NO. 1521) GNOWANGERUP-TAMBELLUP ROAD, TAMBELLUP**

Program:	Planning	
Attachment:	Not Applicable	
File Ref:	A628	
Author:	Gray & Lewis	Landuse Planners
Date:	7 March 2012	
Disclosure of Interest:	Nil	

Summary: Council is to consider an application for a ‘home business’ on Lot 2307 (No. 1521) Gnowangerup Tambellup Road, Tambellup.

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

Background: The property is zoned ‘Farming’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

Comment: Site Description

The subject lot contains an existing residence and has an approximate area of 64.75 hectares.

Description of application

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

The applicant has advised as follows;

- a. No persons will be employed to work in the kitchen and only the applicant will be cooking meals in the kitchen.
- b. All catering is proposed off site. Food cooked in the dwelling will be transported to other premises for catering.
- c. No service or sales are proposed from the house.

Scheme requirements

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

A Home Occupation is defined as a use that:

- a. Does not employ any person not a member of the occupier’s household;
- b. will not cause injury to or adversely affect the amenity of the neighbourhood;
- c. does not occupy an area greater than 20 square metres;
- d. Does not display a sign exceeding 0.2 square metres in area.
- e. Does not involve the retail sale, display or hire of goods of any nature;
- f. In relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic

volume in the neighbourhood, does involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and

- g. Does not involve the use of an essential service of greater than normally required in the zone. “*

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

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

Council has approved similar small scale catering businesses as home occupations under the Broomehill Town Planning Scheme No 1.

Health Requirements

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

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

Recommendation

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

Consultation:

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

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

Statutory

Environment:

Relevant Scheme requirements

The main Scheme requirements are explained in this report.

Policy Implications:

Not applicable

Financial

Implications:

Not applicable

Strategic**Implications:**

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

This matter will be resolved once the Shire has a new combined Town Planning Scheme.

Voting Requirements: Simple Majority

Council Resolution: *120313*

Moved Cr Turner, seconded Cr Kempin

“That Council approve the application for a ‘home occupation’ on Lot 2307 (No. 1521) Gnowangerup Tambellup Road, Tambellup lodged by Olivia Letter to allow for cooking associated with a catering business subject to the following conditions;

- 1. The maximum floor area for the proposed business within the existing dwelling (inclusive of the kitchen) shall be limited to a maximum of 20m².*
- 2. The home occupation approval is only for cooking within the existing dwelling and all catering services/ food consumption shall occur off site.*
- 3. No customers shall attend the site.*
- 4. No retail sales shall occur from the site, and no food shall be sold to shops for further sale or wholesale.*
- 5. Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.*
- 6. This approval is issued specifically to Olivia Letter as occupier of Lot 2307 (No. 1521) Gnowangerup Tambellup Road, Tambellup and shall not be transferred or assigned to any other person or property.*
- 7. Any food cooked on the premises shall not be collected by members of the public, and shall be transported off site by the occupier(s).”*

CARRIED 7/0

Reason For Change to Recommendation:

10.11 DEVELOPMENT OF TOWNSITE LOTS BY LANDCORP – BROOMEHILL AND TAMBELLUP

Program: Community Amenities
Attachment: Copy of Maps
File Ref: ADM0253
Author: JM Trezona Chief Executive Officer
Date: 7 March 2012
Disclosure of Interest: Nil

Summary: Council to endorse two separate proposals from Landcorp, to develop land in the Broomehill and Tambellup townsites.

Background: Councillors will recall that more than a couple of applications have been made to Landcorp over the years to have them develop residential land in both Broomehill and Tambellup townsites. These applications have been largely unsuccessful due mainly to Landcorp determining that that they are too costly.

Councils staff has continued to push the matter and it seems that we may have had a small break through. Mr Brenton Pham from Landcorp and Mr Mal Tingey visited the Shire on Friday 17 February and inspected the two towns. The proposal is to initially develop 8 lots in Tambellup and for Council to submit an application for the next funding round to develop the 25 lots that have previously been identified in Broomehill.

BROOMEHILL

An application will have to be submitted for the development of the Broomehill Lots. Clarification is required to determine what the status is with the Broomehill Lots. Members will recall that Council has been working directly with State Land Services to acquire the Lots with a view to Council developing them over time.

TAMBELLUP

In relation to the Tambellup proposal Landcorp is seeking Councils advice on whether it will consider the ceding of Lots 383 and 384 to Landcorp as a contribution to the project for development purposes. This will enable the delivery of 8 lots. Council currently holds the freehold title for both Lots.

Comment: Due to the very small timeframe provided to Landcorp and the Council it is has been necessary for Council to advise Landcorp of its in principle support for both proposals subject to formal confirmation at the March Council meeting.

BROOMEHILL

Attached is a map showing the Broomehill Lots that Council identified and agreed to at the March 2010 ordinary meeting for development. A Regional Development Assistance Program application has been completed awaiting submission for the Lots. The initial discussions with Landcorp indicated that they may release the Lots in stages.

Council has indicated in the application that our contribution to the project would be by way of any clearing that may be required.

TAMBELLUP

A map has been included with this report that identifies the two Lots that Council is to consider ceding to Landcorp for the proposed 8 Lot release in the Tambellup townsite.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications: The costs associated with the clearing can be included in the coming 2012-2013 budget.
Agreement to transfer the two Tambellup Lots will require Council to write them out of the asset register. Lot 383 currently has a written down value of \$5,499.30 and Lot 384 \$5,400.00. This will be recorded as a Loss on Sale of Asset.

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *120314*

Moved Cr Turner, seconded Cr Crosby

“That Council endorses the action to

- Submit an application to the Regional Development Assistance Program for the development of residential Lots in the Broomehill Townsite*
- Cede Lots 383 and 384 in the Tambellup townsite to Landcorp for inclusion in the proposed 8 Lot subdivision on Parnell Street.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.12**ANZAC DAY 2012**

Program:	Other Culture	
Attachment:	Tambellup CWA correspondence	
	Copy of note that went into BT Times	
File Ref:	ADM0053	
Author:	JM Trezona	Chief Executive Officer
Date:	9 March 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider if it will organise the Anzac Day Service in Tambellup for 2012.

Background: The former Shire of Tambellup became involved in organising an Anzac Day service in the early 1990's. Prior to that, if memory serves correctly, the school organised a community Anzac Day Service. Changes to the school terms and public holiday arrangements made it difficult for the school to continue with the ceremony. The Shire filled the gap.

Anzac Day 2011 fell in the Easter holiday period and Council determined not to organise a function in Tambellup. A number of Staff and Councillors were not available. The Broomehill community manage the Anzac Day function in their town, and with the organisers consent, Council encouraged Tambellup residents to join in that event.

The Tambellup community, through the local CWA branch rallied and organised an Anzac function in Tambellup for 2011. In speaking to people who attended, it was a very successful event.

As such, a note has gone into the BT Times seeking an expression of interest from any interested community members or groups who would like to take on the organising and running of the Anzac Day Service for 2012.

Council will need to determine if it will again organise the event if no response is received from the community.

Comment: Firstly, the running of the Anzac Day event in Tambellup in its current format is tried and true with the most difficult thing being getting someone to do the short address. However there is an expectation, and that is evident from the attached letter from the CWA, that Councils staff will give up a public holiday, unpaid, to organise the event on the day. Unfortunately that expectation is unrealistic and not sustainable.

The CWA has kindly offered to do morning tea for this year's function.

In determining which course of action Council takes it may wish to consider the following:

- Return to the status quo and Council organise and run the event – this will involve additional costs as staff cannot be expected to give up their own time free of charge. Staff also cannot be made to work on the day if they do not choose to.

- Council is advised that the Anzac ceremony is valued by the Tambellup residents, so it is not unrealistic that they should be prepared to become involved in the organising and running of the annual event
- Council organises the event in conjunction with the CWA for 2012 and advises the community that it will not be doing so in future years and encourages the community to get involved as was the case in 2011. Council support can still be provided by way of providing facilities at no cost, helping with advertising, printing of any documents etc.
- Advise the community that it will not be organising the event for 2012

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: It is recommended that Council provide the use of the hall free of charge if the event is run by the community. Council would also undertake the closure of Norrish Street and provide assistance with printing and advertising.

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

Voting Requirements: Simple Majority

Council Resolution: *120315*

Moved Cr Thompson, seconded Cr Sheridan

“That in the event that no community group volunteers to organise the Anzac Day Service for 2012, Council organises the event in conjunction with the Tambellup CWA. Further Council advises the community that it is withdrawing from organising any future Anzac Day Services.”

CARRIED 4/3

Reason For Change to Recommendation:

10.13 CITY OF ALBANY – GRAND PIANO APPEAL

Program:	Recreation and Culture	
Attachment:	Letter from Ms Faileen James, CEO, City of Albany Albany Entertainment Centre Flyer	
File Ref:	ADM0061	
Author:	JA Stewart	Manager Corporate Services
Date:	7 March 2012	
Disclosure of Interest:	Nil	

Summary: Council to consider providing sponsorship, in the form of financial assistance, to the Albany Entertainment Centre’s Grand Piano Appeal (Appeal).

Background:

Comment: Council is requested to consider if it wishes to assist the Albany Entertainment Centre’s endeavour to purchase a new Steinway Concert Piano, for a total of \$135,000, as a contribution to a project that is deemed to be Regionally beneficial. With the assistance of the Great Southern Development Commission, \$50,000 has been sourced through seed funding, to date, through the Jack Family Charitable Trust; a further \$85,000 funding is being sought through this Appeal.

Currently, Council has \$200 in its members’ Donation Account; however, this does not dictate whether Council may wish to contribute to this cause or, likewise, prescribe how much Council would contribute if it determined to do so. Corporate packages are available relative to financial sponsorship (please see attached flyer for details).

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: As per Council resolution (Council currently has \$200 in its Members’ Donation Account).

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

Voting Requirements: Simple Majority

Officer Resolution: *“That Council does/does not provide sponsorship of \$..... to the Albany Entertainment Centre’s Grand Piano Appeal.”*

Council Resolution: **120316**

Moved Cr Turner, seconded Cr Kempin

“That Council does not provide sponsorship to the Albany Entertainment Centre’s Grand Piano Appeal.”

CARRIED 7/0

Reason For Change to

Recommendation: To specify choice of options.

11. UNDER SEPARATE COVER

Nil

12. MATTERS FOR INFORMATION

12.1**PLANT REPORT FOR FEBRUARY 2012**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 8 March 2012
Disclosure of Interest: Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano	1020	2010	2010		OK
BH00	Ford Ranger Dual Cab	9139	2011	2011		Due for 10,000km service
BH002	ISUZU 6 Wheel Tipper	82457	2008	2008	7 yrs / 250,000 km	Due for service
BH003	ISUZU NPR300 Crew Cab Truck	52119	2009		5 yrs / 100,000 km	OK - Dent to be repaired
BH004	CAT 12M	2001	2009	2009		2,000km service done by Westrac. New fuel tank
BH005	Cat Multi-Tyre	516	2011	2011	7 yrs / 8,000 hrs	OK
BH006	Volvo 710	6123	2004	2004	7 yrs / 8,000 hrs	New fan fitted. Thermostat order for overheating
BH007	Toro 360 Mower	113	2011	2011	5 yrs / 5,000 hrs	OK
BH008	VOLVO L70D Loader	6640	2001	2001	7 yrs / 8,000 hrs	Service due
BH009	Toyota Hilux	22641	2009	2009	2 yrs / 40,000 kms	OK
BH010	6x4 Fuel Trailer		1981	1981		Serviced
BH012	Isuzu Fire Truck	7241	1995	2004		OK
BH013	John Deere 315SG Backhoe	2721	2003	2003	10 yrs / 8,000 hrs	Needs new engine management module

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0TA	Holden Caprice	14000	2011	2011	1 yr / 20,000 km	OK
TA052	Toyota Hilux 4x4	29940	2009	2009	2yrs / 40,000 km	OK
TA001	Ford Ranger Dual Cab	15539	2011	2011	1 yr / 30,000 km	Service done
ITA	Toyota FJ	20567	2011	2011	1 yr / 40,000 km	20,000 Service done by Great Southern Toyota
TA1880	Isuzu Gigamax Truck	82906	2008	2008	7 yrs / 8,000 hrs	OK
TA092	Isuzu Gigamax Truck	100223	2007	2007	7 yrs / 8,000 hrs	OK
TA386	Mitsubishi Fuso Truck	78200	2007	2007	5 yrs / 250,000 km	OK
TA18	12H Grader	5454	2006	2006	7 yrs / 8,000 hrs	OK
BH014	Toyota Hilux	2795	2011	2012	1 yr / 40,000 km	First service due
TA281	930G Loader	4000	2007	2007	7 yrs / 8,000 hrs	Westrac carried out 4,000 hr service
TA392	Tractor Mower	2228			5 yrs / 5,000 hrs	Deck needs work
TA417	John Deere Gator	315	2009	2009	5 yrs / 5,000 hrs	OK
BH001	CAT Vibe Roller	1017	2009	2009	7 yrs / 8,000 hrs	Westrac carried out 1,000 hr service
TA017	Isuzu Tipper	77252	2009	2009	5 yrs / 250,000 km	Service done
	Slasher				10 yrs	Down – Needs major rebuild
XTR579	Road Broom				10 yrs	OK
TA06	Jet Patcher Isuzu	90100	2007	2010	7 yrs / 8,000 hrs	New screen fitted
IDCF 535	TORO 3500D	358	2009	2009	5 yrs / 5,000 hrs	OK
TA005	John Deere Tractor 6330	1087	2008	2008	10 yrs / 8,000 hrs	OK

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12.2 WORKS AND MAINTENANCE REPORT FOR FEBRUARY 2012

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	8 March 2012	
Disclosure of Interest:	Nil	

Broomehill

- Monash Electrical have repaired the pump at the dam after many weeks of problems.
- Reticulation is being installed at the caravan park. Tank delivered.
- Boneseed is continuing to re-grow around town. Gardeners removing when found.
- Excavator still to arrive and install new hole at the refuse site.
- Repairs carried out to the concrete mouldings on the office. Still to be painted.
- Culverts ordered to widen Ivy Street so the new footpath can be built.
- New plants placed in gardens at the caravan park.
- Refuse site caught on fire and was covered up on long weekend.

Tambellup

- New sprinklers have been ordered for the oval. Areas not being covered at present.
- Plants installed in the bank at the oval.
- When cooler weather arrives oval will be scalped and aerated. Hard pans are starting to appear.
- Trees have arrived for the open area on the corner of Norrish Street.
- Thinkwater have installed new floating pump at Jam Creek Dam. Monash Electrical currently connecting to power.
- Still waiting for excavator to install new hole at the refuse site next week.
- Heritage trail re-gravelling completed.

Roads

- Construction crew have cleared full distance of widening on Gnowangerup Road.
- Bitumen repairs carried out on Gnowangerup Road. Repairs have been sealed.
- Construction crew currently final trimming widening ready for seal on Broomehill- Kojonup Road.
- Currently unable to widen culvert with water continuing to run through culvert.
- With a wet start to the summer bitumen truck is now in high demand. We have had to book well in advance to get openings late March and early April and again mid April.
- Maintenance crew working on signage, and working with construction crew running traffic control.
- Jetpatcher carrying out bitumen repairs. Truck is still travelling to Albany to load.
- Graders are working in the south east part of the shire.
- Still waiting for design for intersection of Norrish and Tieline Road.
- Gravel sourced for Warrenup Road. Dozer will stockpile in the next couple of weeks.
- Cranbrook excavator currently working on Holly Siding road mulching overgrown vegetation and working towards Parnell Road.

- At the last meeting some councillors expressed concerns with complaints from ratepayers on the current condition of our roads. They were asking for more information to be able to share when questioned.

Increases to funding by way of Roads to Recovery and Regional Road Group over the last 12 years has seen an increase in new bitumen roads but a decline in reseals and re-gravelling.

These choices have impacted on other roads across the Shire particularly in the amount of gravel thickness on some roads. Increases in heavy traffic have resulted in breaks in the thinner pavement causing the sub grade to break up below the gravel.

Looking at ARRB research results on Laterite gravel in this area, the wear rate is approximately 8mm per year to the thickness of the pavement. If the gravel is originally 160mm thick this will give the gravel pavement around a 20 year life.

The Broomehill-Tambellup Shire has around 750km of unsealed roads in the network. This includes approximately 600km gravel pavement. The shire would need to carry out approximately 30km of re-gravelling each year just to maintain the gravel asset.

On these figures over a 10 year period Council needed to re-gravel approximately 300km at the 30km per year. This hasn't occurred with council only achieving approximately 60km of gravel sheeting in the last 10 years. Council has focused on constructing new sealed roads. This leaves many kilometres of road with very thin layers at different depths.

It was previously identified that Council couldn't fund or physically haul enough gravel with its current fleet to keep up with the construction and asset management required for keeping the roads in better condition. Council has recently purchased an 8x4 truck and quad axle dog to not only increase the haulage capabilities but also reduce the cost.

In summary good roads are easy to maintain. Worn roads are hard to repair whether they are bitumen roads past their reseal date or gravel roads which have worn thin.

If the road has good thickness of gravel and it gets rough, grading usually makes it trafficable again. If the gravel is worn thin and the sub grade breaks up, then gravel needs to be imported to repair the blowouts. This becomes expensive.

Council's budget this year for road maintenance is around \$550,000. That is around \$550 per kilometre to maintain a 1,000km network. This includes maintenance grading, gravel and bitumen repairs, culvert repairs, culvert cleaning, signage and guide posts.

Current cost for gravel sheeting is approximately \$25,000 per km and bitumen resealing and bitumen around \$27,000 per km. Council spends more than its current rate base on the road network each year.

Plant

- Westrac have been servicing equipment as we currently don't have a mechanic on staff.
- Jetpatcher has been working in Cranbrook. It is going to Katanning next week and then on to Gnowangerup when finished there.
- Iveco truck is at Allroads Albany having the body built and fitted. Due to be finished by the end of the month.

- All graders have been broken down over the recent month. A stick punctured the fuel tank on the Caterpillar 12M. The fan on the Volvo grader broke up due to fatigue. Caterpillar 12H hit a stump while clearing back slopes and bent a lift ram.

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12.3 BUILDING SURVEYORS REPORT FOR FEBRUARY 2012

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0076
Author:	D Baxter Building Surveyor
Date:	6 March 2012
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of February 2012 that have been sent to all the relevant authorities that are required by legislation.

Background: These reports advise of the building approvals and the activity of the Building Surveyor for the month of February 2012.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

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

Reason For Change to Recommendation:

12.4 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program to 6 March 2012
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	7 March 2012
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2011-2012 to date.

Background:

Comment: The Building Maintenance Program is updated to 06 March 2012 and presented for Council's information, comment and discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision has been made in the 2011-2012 budget or, if unbudgeted expenditure, by Council resolution since, to meet the building maintenance costs within the attached Report.

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

Voting Requirements: Nil

Council Resolution: *“For Councillor information only”*

Reason For Change to Recommendation:

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

Program:	Various	
Attachment:	Nil	
File Ref:	Nil	
Author:	JA Stewart	Manager Corporate Services
Date:	9 March 2012	
Disclosure of Interest:	Nil	

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

Background:

Comment: The following represents a summary of OS&H related matters either completed or currently being addressed:

- Tasks emanating from administration workplace inspections and associated administrative requirements:
 - 1) Dealing with Unreasonable/Irate Customers – policy and procedure formed and ready for presentation to, and endorsement by, OS&H Committee (Committee);
 - 2) Review and update of emergency/evacuation procedures;
 - 3) 1st Aid training – Administration employees completed; Depot employees’ training in planning;
 - 4) Ergonomic training/protocols being progressed;
 - 5) Security - Broomehill office
 - a) an internal door lock has been fitted to improve security of main office area;
 - b) a duress alarm has been installed within the reception office; and
 - 6) Several other minor matters have been, or are being, attended to.
- Electrical Tagging and Testing occurring during March 2012.
- A Purchasing Procedure (for new products and equipment) has been endorsed and implemented instructing purchasing staff to take into consideration, prior to purchase: hazard levels (is this the safest product/equipment?); any training required for, and safety issues associated with, new purchases; fitness for purpose; cost effectiveness; Material Safety Data Sheets accompanying products; licence requirements; availability/purchase of appropriate Personal Protective Equipment; relevant checklists are completed.
- An Asbestos Management Plan has been completed and is currently with Council’s Regional Risk Coordinator for final comment prior to Committee endorsement and presentation to Council.

- The author has worked through the OS&H Planning Tool (Tool), as presented to Council's December meeting, with Council's Regional Risk Coordinator and a written explanation of each requirement (question) has been completed. This document is currently being modified to meet recent changes that combine similar questions. The document, once modified, will then be used throughout the Region to guide local governments in their compliance with OS&H legislation.
- Inspections are in progress of all Shire buildings containing asbestos – Tambellup inspections have almost been completed; Broomehill inspections to be conducted late March 2012. Work to be actioned from these inspections will be progressed in the near future.
- Contractors Online Safety Induction Course – reminder letters sent to contractors yet to complete the Course.

The following represents a summary of upcoming OS&H matters either commenced or planned:

- OS&H Safety Representative training (Administration representative) – 19th – 23rd March 2012;
- OS&H Safety Representative training (Depot representative) – 26th – 30th March;
- OS&H Manager training – 19th & 20th March 2012;
- Safety Based Preferred Supplier List to be formed based upon online safety course completion;
- Business Continuity Plan training – May 2012 (dates to be confirmed); and
- 5 Year OS&H Plan is progressing.

The much anticipated changes to OS&H legislation (OS&H law harmonisation across Australia) have been delayed, purportedly as a result of the federal election to be held in 2013.

Consultation: N/A

Statutory

Environment: *Occupational Safety & Health Act 1984*
Occupational Safety & Health Regulations 1996

Policy Implications: Policy 2.2 – Occupational Safety and Health

Financial

Implications: N/A

Strategic

Implications: This report is not dealt with specifically in Council's Strategic Plan; however, its contents fall under Strategic Objective 5 – Corporate Governance – Compliance with Legislation (Performance Measurement).

Voting Requirements: Nil

Council Resolution: *“For Councillor information only”*

**Reason For Change to
Recommendation:**

12.6 LIBRARY REPORT – FEBRUARY 2012

Program: Recreation & Culture
Attachment: Library Report – February 2012
File Ref: ADM0097
Author: Siegrid Reed Library Officer
Date: 6 March 2012
Disclosure of Interest: Nil

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

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

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Council Resolution: *“For Councillor information only”*

Reason For Change to Recommendation:

12.7

**TAMBELLUP INDEPENDENT
ACCOMMODATION (TILSA)**

LIVING**SENIORS**

March 2012 Council Notes

The Action Agenda grant still has no outcome known as of yet, we have received a letter stating that *'the scheme was vastly oversubscribed, resulting in a very competitive field of proposals vying for the available funds.'* From this they have now requested us to provide some additional information about the project which is due by 12 March. They do not have an outcome date at all now.

I have been advised that the Shire of Broomehill-Tambellup council has increased its CLGF money input from \$178 000 to \$324 000, with this additional income our figures now stand at:

Total Project Cost	\$1 681 000	
Incoming Cash		\$634 000
Incoming Grant money (at this stage)		\$145 000
Inkind Project Costs		\$185 000
TOTALS	\$1 681 000	\$964 000

This still leaves us with a deficit of \$717 000.

We have had a second meeting with Daphne Cotton, a freelance consultant, to help with the business case and strategically follow all options that TILSA can be built. A 'staged' building approach maybe the best option if we don't receive more funding.

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12.8

CLUB DEVELOPMENT OFFICER REPORT MARCH 2012



SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP

SHIRE OF BROOMEHILL-TAMBELLUP**Name of towns within the shire:**

- Broomehill
- Tambellup

Name of Club and brief description of action to date:

Old Fellas Football Fitness League (OFFFL) Tambellup has been able to get a Fitness instructor to donate their time at no cost to develop the fitness of the OFFFL members. A full team photo has been arranged for Monday 12 March at 6pm at the Tambellup Oval with an invite extending to the CDO to attend.

Broomehill Bowling Club is successful in applying for a grant through the Community Sporting and Recreation Facilities Fund (CSRFF) to install a synthetic bowling green at the Broomehill Complex to replace the existing grass greens.

Tambellup Golf Club has requested assistance in sourcing funding to install synthetic t-boxes in their golf course.

Tambellup Hockey Club Lighting Committee attended the Bright Ideas Lighting Solution Workshop held in Albany on Thursday 11 August 2011. The committee is currently liaising with a local lighting company for quotes and advice on their project. Once this has been established the Tambellup Hockey Club intends to apply for funding through the Department of Sport and Recreation and the Shire of Broomehill-Tambellup to replace/improve the current lighting at the Tambellup Sports Ground.

Tambellup Bowling Club held a meeting with DSR and the Shire of Broomehill-Tambellup on February 13 in regards to replacing the current grass green with a synthetic surface.

SHIRE OF KOJONUP

Name of towns within the shire:

- Kojonup
- Muradup
- Jingalup
- Quaelup
- Boscabel

Name of Club and brief description of action to date:

Kojonup Netball Club has collected quotes to replace/repair the current netball courts. The original plan was that the Kojonup Netball Club intend to apply for funding through the Department of Sport in 2012/13 round. However, in recent discussions with the Shire CEO it has been decided that the Shire will be involved in the process and perhaps approach this project in another way.

Kojonup Squash Club is currently liaising with the Shire of Kojonup on the best way to replace their courts.

Kojonup Hockey Club has decided to create a club website using the recourses from DSR. The CDO is assisting them in getting this up and running in time for the winter sporting season.

Due to frequent questions from the Kojonup Hockey Club regarding liquor licensing, the CDO will revisit the demands on conducting a workshop.

OTHER

Approximately half of all sporting clubs in the Shire of Broomehill-Tambellup and Shire of Kojonup have returned the completed survey requesting specific information about their club. This information will be used to help maintain the data base of contact details and particular areas that need to be addressed in their clubs. This survey is extremely important for me to make sure I am assisting the clubs the best I can.

All sporting clubs have received a *Sports Club Self Assessment* which is required to be completed and returned back to the CDO for submitting to the Department of Sport. A fifty dollar gift voucher is up for offer for the first eight sporting clubs to return their assessment.

Sport 4 All

The Premier of WA, Colin Barnett launched the *Sport 4 All* program on Wednesday 9th November 2011. I attended two information sessions conducted by DSR to inform Clubs and other various representatives how the *Kidsport* program will work.

Kidsport

1. At the February 2012 Ordinary Council meeting, the Shire of Broomehill-Tambellup has agreed to administer the *Kidsport program*. Council has received correspondence through the Department of Sport accepting the application for funding. Funds will be received immediately from DSR.
2. The Shire of Kojonup have decided to administer the *Kidsport* program and received correspondence through the Department of Sport accepting the application for funding. Funds will be received immediately from DSR.
3. An induction session into the *Kidsport* program will be conducted across both Shires for all sporting clubs and referral agents to attend. These sessions will be

held at the local Community Resource Centres in Broomehill-Tambellup and Kojonup on 19 and 20 of March from 5:30pm to 6:30pm. The Department of Sport in conjunction with the Club Development Officer will be conducting these workshops. Advertising to all sporting clubs and referral agents has already commenced.

Professional Development

I will be attending two compulsory days of Professional Development held at DSR Perth in April 2012. The schedule for this has not been released.

Proposed workshops

The proposed workshop and seminar schedule for the current financial year is as follows:

- ~~Grant Writing Workshops – 31st January 2012 – COMPLETED~~
- Kidsport Induction – **WORKSHOP CONFIRMED 19 & 20 MARCH 5:30PM TO 6:30PM**
- How to Create Safe Environments for Children in Sport and Recreation, March 2012 – **WORKSHOP CONFIRMED/DATE TBA**
- Corporate Governance - April
- Using Social Media & Website Development - May/June

Completed workshops for 2012 is as follows:

- Grant Writing Workshops – 31st January 2012

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

Nil

14. DATE OF NEXT MEETING

19th April 2012

15. CLOSURE

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.15pm.