



Ordinary Meeting of Council

MINUTES

18 July 2013

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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, 18 July 2013 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

Apologies: Nil

Leave of Absence: Cr M Sadler

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.10pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

130705

Moved Cr Sheridan, seconded Cr Crosby

“That Councillor Webster and Councillor Kempin be granted Leave of Absence for the August 2013 Ordinary Meeting of Council.”

CARRIED 6/0

6. DECLARATION OF INTEREST

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 27 JUNE 2013

130706

Moved Cr Turner, seconded Cr Thompson

“That the Minutes of the Ordinary Meeting of Council held on 27 June 2013 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

8.2 SPECIAL MEETING OF COUNCIL MINUTES 08 JULY 2013

130707

Moved Cr Sheridan, seconded Cr Crosby

“That the Minutes of the Special Meeting of Council held on 08 July 2013 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

10.01 FINANCIAL STATEMENTS FOR JUNE 2013

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for June 2013
File Ref:	Nil
Author:	KP O'Neill Finance Officer
Date:	10 July 2013
Disclosure of Interest:	Nil

Summary: Council to consider the interim monthly financial report for the period ending 30 June 2013.

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 2012/13 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: The report presented is an interim report for the period ending 30 June 2013. Processes and allocations for the end of financial year are still to be done, and will alter the content of this report.

The Annual Financial Statements for the year ended 30 June 2013 are required to be submitted to Councils Auditor no later than 30 September. The end of year audit has been scheduled at this stage for the first week in October.

Points to Note for June

- Council received a 50% advance on its 2013/14 Financial Assistance Grants from the WA Local Government Grants Commission, made up of \$511,638 in general purpose grants and \$325,428 in untied road grants.
- The first claim to MRWA for WANDRRA funding to recoup costs incurred for roadside clearing was received.
- Projects not complete during the year have been identified and carried over into the 2013/14 Budget. The balance of any funding received to complete projects has been carried over as part of the surplus.

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

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

Officer Resolution:

For Councillors' information.

Council Resolution:

130708

Moved Cr Sheridan, seconded Cr Kempin

“That Council receives the interim monthly financial report for the period ending 30 June 2013.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.02 CREDITORS ACCOUNTS PAID JUNE 2013

Program:	Other Property and Services	
Attachment:	List of Payments for June 2013	
File Ref:	Nil	
Author:	KP O'Neill	Finance Officer
Date:	10 July 2013	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during June 2013.

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	\$636,204.77
Trust Fund	\$12,627.50
Credit Cards	\$1,346.62
<u>Total</u>	<u>\$650,178.89</u>

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Financial

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

Strategic

Implications: This issue is not dealt with in the Plan

Voting Requirements: Simple Majority

Council Resolution: *130709*

Moved Cr Kempin, seconded Cr Crosby

“That the list of accounts paid during June 2013, represented by:

- Municipal Fund cheques numbered 2082 to 2115 inclusive and electronic payments numbered EFT4347 to EFT4466 inclusive and totalling \$636,204.77;*
- Trust Fund cheque numbered 344 and electronic payment numbered EFT4504 and totalling \$12,627.50;*
- Credit Card payments totalling \$1,346.62;*

be adopted.”

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.03 ADOPTION OF THE 2013/2014 ANNUAL BUDGET

Program:	Governance
Attachment:	Annual Budget for the year ending 30 June 2013
File Ref:	ADM0163
Author:	KP O'Neill Finance Officer
Date:	11 July 2013
Disclosure of Interest:	Nil

Summary: Council to adopt the Annual Budget for year ending 30 June 2014.

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

Comment: The budget, in its draft form, was presented to Council at workshops held on 27 June 2013 and 8 July 2013. All items identified by Council for inclusion in the Budget have been allocated.

A large surplus has been carried forward from the 2012/2013 year which is mainly due to Council holding a significant amount of grant funding at 30 June. The unspent grant funds held at 30 June are shown as restricted cash and have been allocated towards the projects for which they are intended.

Included in the surplus, and forming part of the “unrestricted” cash component, is the advance instalment that Council received from the WA Local Government Grants Commission of \$837,000 for its 2013/2014 allocation of Financial Assistance Grants. These funds were received late June.

Following the guidance of Council from the draft budget workshop, a rate increase of 5% for both UV (Rural) properties and GRV (townsite) properties has been factored into the budget.

A 10% early payment discount will continue to be offered for all rates paid within 28 days of issue and Council agreed to continue to offer the two and four instalment options for payment of rates.

Council will be aware that a significant amount of road funding has been allocated by the Regional Road Group for various road projects throughout the Shire. For the first time, Council has been successful in attracting funds through the Commodity Route pool, which is also determined by the Regional Road Group. In addition to this, Roads to Recovery enters its final year in the current round of funding. In all, a hefty capital road program is scheduled for the coming year.

A detailed Building Maintenance program is included in the supporting information which will see approximately \$469,500 in maintenance, repairs and upgrades to Council's buildings and facilities.

A snapshot of the 2013/14 year sees Council funds allocated to the following areas –

Governance	\$1,043,300	Recreation & Culture	\$1,333,500
Education & Welfare	\$1,602,200	Transport	\$6,758,800
Housing	\$81,400	Other	\$423,400
Community Amenities	\$996,900	Reserve Transfers	\$875,800
Economic Services	\$251,400	Loan Repayments	\$47,300
Law, Order & Public Safety	\$575,500		

The area of Transport (which includes road construction, maintenance and plant replacement) accounts for around 48% of the overall budget. Other major areas of expenditure include Education & Welfare at 11%, Recreation & Culture at 10% and Governance at 7%.

Funding programs for road construction such as Roads to Recovery and the Regional Road Group have contributed significantly to this year's budget. Alongside this, the projects funded through Council's involvement with the Southern Link VROC and the Independent Living Seniors Accommodation project contribute to this year's budget being the largest that Council has adopted since amalgamation.

Consultation: Chief Executive Officer
 Manager of Corporate Services
 Manager of Works
 Council

Statutory Environment: *Local Government Act 1995 Division 2 – Annual Budget*
Local Government (Financial Management) Regulations 1996 – Part 3

Policy Implications: Nil

Financial Implications: Adoption of the Annual Budget sets the financial framework for the ensuing financial year. The budget is balanced, with a nil surplus/deficit projected to 30 June 2014.

Strategic**Implications:**

The Annual Budget has been prepared with due regard for the objectives set by Council in its Strategic Community Plan and Corporate Business Plan. Adoption of the Annual Budget gives the strategic intent of the Council for the ensuing twelve months.

Voting**Requirements:**

Absolute Majority

Council Resolution:

130710

Moved Cr Kempin, seconded Cr Sheridan

“That Council adopts the following:

1. General Rates

That the following rate in the dollar be adopted for the Shire of Broomehill-Tambellup for the year ending 30 June 2014:

<i>Unimproved Values</i>	<i>10.3090 cents in the dollar</i>
<i>Gross Rental Value</i>	<i>0.8492 cents in the dollar</i>

2. Minimum Rates

That the minimum rate for Gross Rental Values is set at \$375.00 per assessment and the minimum rates for Unimproved Values is set at \$375.00 per assessment.

3. Refuse and Recycling Charges

That, in accordance with the provisions of the Waste Avoidance and Resource Recovery Act 2007, Council imposes the following refuse and recycling charges (exclusive of GST) for 2013/2014:

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

4. Discount**General Rates**

That Council, in accordance with the provisions of section 6.46 of the Local Government Act 1995, offers a 10% discount on 2013/2014 general rates if full payment of rates, arrears, ESL and refuse charges is received within 28 days from the date of issue on the rate notice.

Interim Rates

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

5. Payment Options

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

(a) Single Instalment – with 10% discount

- *Payment in full (including all arrears) within 28 days of the issue of the rate notice and be eligible for a 10% discount on current general rates and minimum charges.*

(b) Single Instalment – no discount

- *Payment in full within 35 days of the date of issue of the rate notice.*

(c) Two Instalments

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

(d) Four Instalments

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

6. Interest and Administration Charges For Instalment Options

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

7. Late Payment Penalty Interest

That Council, in accordance with the provisions of section 6.13 and 6.51 of the Local Government Act, and Regulations 19A and 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% per annum. Penalty interest will apply to all charges which remain unpaid after 35 days from the date of issue of the rate notice. Excluded are eligible pensioners, deferred pensioner rates and current instalment amounts not yet due.

8. Fees and Charges

That Council, in accordance with section 6.16 of the Local Government Act 1995, adopts the Schedule of Fees and Charges as set out in the Budget document for the year ending 30 June 2014.

9. Determining Material Variances

That, in accordance with the provisions of the Local Government (Financial Management) Regulations 1996 section 34(5), the material variance as reported in the Statement of Financial Activity in the financial year ending 30 June 2014 will be 10% or \$10,000.

10. Members Meeting Attendance Fees

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2013 (Part 2), adopts an annual allowance for meeting attendance fees of \$13,000 per annum for the President and \$6,500 per annum for Councillors.

11. President and Deputy President Allowance

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2013 (Part 3), adopts an annual allowance of \$2,000 for the President and \$500 for the Deputy President.

12. Members Travelling Expenses

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2013 (Part 4), adopts that travelling expenses are reimbursed to elected members at the rate of 74 cents per kilometre.

13. Information and Communications Technology Allowance

That Council, in accordance with section 5.99 of the Local Government Act 1995 and the Salaries and Allowances Tribunal Local Government Elected Council Members Determination No. 1 of 2013 (Part 5), adopts an annual Information and Communications Technology Allowance of \$500 per Councillor.

14. Adoption of the Annual Budget

That the Annual Budget for the Shire of Broomehill-Tambellup for the year ending 30 June 2014 comprising –

- *Statement of Comprehensive Income by Nature & Type;*
- *Statement of Comprehensive Income by Program;*
- *Cash Flow Statement;*
- *Rate Setting Statement; and*
- *Associated notes and supporting information*

be adopted.”

CARRIED 6/0
By Absolute Majority

**Reason For Change
to Recommendation:**

10.04 LOCAL GOVERNMENT CONVENTION – ANNUAL GENERAL MEETING OF WALGA

Program: Governance
Attachment: **Copy of motions for consideration**
File Ref: ADM0077
Author: JM Trezona Chief Executive Officer
Date: 09 July 2013
Disclosure of Interest: Nil

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

Background: The AGM of WALGA will be held on Wednesday, 7 August 2013 at 1.30pm. Attached are copies of the motions that will be considered as part of the meeting. There are twelve motions that cover a variety of subjects.

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

Council delegates are Cr Sheridan and Cr Thompson.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Officer Resolution: "That Council discuss the motions for the 2013 Annual General Meeting of the Western Australian Local Government Association and advise the Council delegates of its preferred position on each."

Council Resolution: *"Council discussed the motions for consideration at the 2013 Annual General Meeting (AGM) of the Western Australian Local Government Association and indicated its preferred position on each to the Council delegates attending the AGM."*

Reason For Change to Recommendation:

10.05**PERMISSION TO COLLECT NATIVE SEEDS**

Program:	Protection of the Environment	
Attachment:	Nil	
File Ref:	ADM0235	
Author:	JM Trezona	Chief Executive Officer
Date:	09 July 2013	
Disclosure of Interest:	Nil	

Summary: Greening Australia WA (GAWA) is seeking permission to collect native seed from within reserves vested in the Shire of Broomehill-Tambellup.

Background: Greening Australia has written to Council seeking permission to collect native seed from Reserves (including road reserves) vested in the Shire.

The letter of request indicates that all GAWA staff are trained in all aspects of seed collection and are licensed under the *Wildlife Conservation Act 1950*.

The letter states: “*Seed collection from within the reserves will be utilised in strategic re-vegetation projects throughout the region, and will directly benefit the community as a whole. Some seed may also be used for the purposes of research into best practice re-vegetation and development of tree cropping programs for the region.*”

GAWA are seeking a 12 month approval terminating at 30 June 2014.

Comment: Council has a local law – Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2008 which deals with the collection of seed from road reserves within the Shire. Clause 5.20 states the following:

5.20 Permit for revegetation projects

- (1) *A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.*
- (2) *The local government may approve an application for a permit under subclause (1) only where-*
 - (a) *the seed is required for a revegetation project in any part of the district; and*
 - (b) *the thoroughfare, or the relevant part of it, is not a special environmental area.*
- (3) *Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –*
 - (a) *the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and*
 - (b) *any licence or approval which may be required under any other written law is to be obtained by the applicant.*

The application seems to comply with the requirements of the local law for the collection of seed from road reserves. The letter of application

indicates that the seed will be used throughout the region; however, the region may extend further than the Shire district. Council may wish to clarify where the seed can be used if it determines to grant approval.

In granting an approval Council may wish to consider the following conditions in addition to the two stated in the local law:

- the approval is only for a 12 month period terminating on 30 June 2014;
- all care to be taken to avoid the disturbance of fauna habitat;
- all care to be taken to avoid any disturbance that may lead to soil degradation;
- ensure appropriate hygiene measures are followed at all times to prevent the spread of plant disease and weeds; and
- does it require Council to be specific about a percentage of the seed collected that can be utilised for research.

Council has previously granted approval for the 2012-2013 year.

For Council consideration.

Consultation: Nil

Statutory Environment: Shire of Broomehill-Tambellup Activities in Thoroughfares and Public Places and Trading Local Law 2008 – clause 5.20

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: 130711

Moved Cr Kempin, seconded Cr Thompson

“That Council grants approval to Greening Australia WA to collect native seed from Council managed reserves and road reserves within the Shire of Broomehill-Tambellup subject to the following conditions:

- the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare;*
- all persons collecting native seed are to hold a current licence under the Conservation Act 1950 and abide by the conditions of that licence;*
- all care to be taken to avoid the disturbance of fauna habitat;*
- all care to be taken to avoid any disturbance that may lead to soil degradation;*
- ensure appropriate hygiene measures are followed at all times to prevent the spread of plant disease and weeds;*
- the approval be granted for a twelve month period terminating on 30 June 2014; and*
- approval is granted to utilise some of the collected seed for research into best practice re-vegetation and development of tree cropping programs for the region.”*

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.06**PROPOSED NATURE PLAYGROUND**

Program:	Recreation & Culture
Attachment:	One Life – Nature Playground Proposal information
File Ref:	ADM0061
Author:	PA Hull Community Services Officer
Date:	09 July 2013
Disclosure of Interest:	Nil

Summary: Council to consider a request for support to establish a nature playground in Tambellup.

Background: The OneLife Suicide Prevention Strategy (Strategy) is part of the State Government's initiative to improve the mental health and wellbeing of Western Australians and, in particular, to address the high suicide rate in Western Australia.

As part of the Strategy, regional and local support workers have been engaged to deliver local initiatives that increase suicide awareness and build community resilience, with the goal of reducing the risk and incidence of suicide in the community.

OneLife, through two local support workers, is working with the Tambellup Noongar community to conduct activities which enable participants to connect with culture and also raise awareness about mental and physical wellbeing.

OneLife has advised the funding available to engage local support workers may end in September 2013, and is keen for the local community to achieve a long lasting resilience building project for Tambellup. Participants have identified that their preference is to construct a nature playground for children on Lot 363 Crawford Street, adjoining the existing basketball court. It is anticipated the area required will measure approximately 20m x 20m around the existing trees on this Lot, and that the local Noongar community will design and provide the labour to construct the playground.

It is proposed that, initially, six items of play equipment will be designed and constructed:

- A dirt mound with a large culvert/cement pipe in it, with a two person width slide down one side;
- A treehouse cubby and/or a mia mia on the ground;
- Stepping logs secured in the ground and a low wooden bridge linking tree to tree;
- Some boulders and half buried tyres in amphitheatre style for seating/yarning circle;
- Hopscotch - cement slabs embedded in flat perimeter court-side; and
- A music board - (secured hubcaps and stick) for tapping and rhythm games.

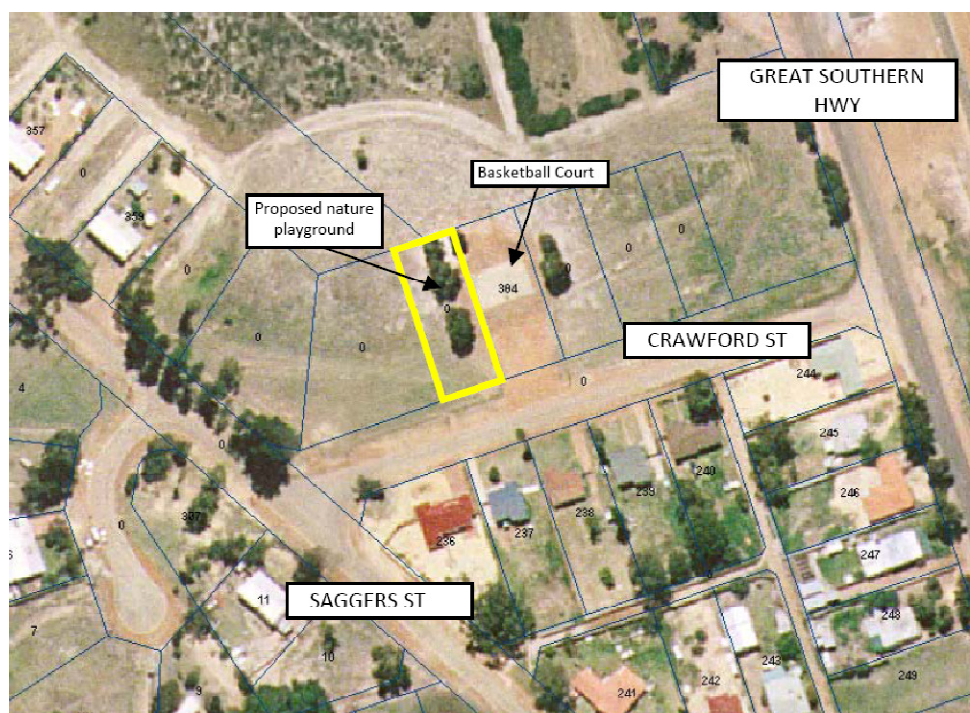
Initially, the group is seeking Council's permission to construct the playground in this area and, if approval is granted, some in-kind

assistance through provision of materials and use of Shire plant for placement of heavy items

Materials requested include a mound of dirt, a large (1200mm diameter) culvert pipe, logs and tree trunks cut to various sizes, large boulders and timber and bolts.

OneLife is able to contribute up to \$1,000 towards the project, to purchase any fabricated items required for the project.

Tracey Blaszkow, from Kidsafe WA, and local Community Support Workers Kerry Smith and Nigel Penny will be addressing Council prior to the meeting to present the concept. Ms Blaszkow will also explain how this type of playground equipment meets National Quality Standards and safety requirements.



Comment:

As the tenure of Lot 383 is unallocated crown land, the Department of Lands will need to be consulted for permission to use the site for the purpose stated.

Nature playgrounds are becoming more prevalent in Western Australia with many examples located in schools, day care centres and within major parks such as Kings Park in Perth. While the installations provide a more natural environment for play, they are subject to the same safety standards as fabricated play equipment; for example, finger entrapment hazards and fall zones. It is understood Ms Blaszkow will provide advice and guidance to the group in this area.

It would be appropriate for Council to request a plan of the proposed playground including details of the play items to be constructed, for assessment by Council's Building Surveyor prior to granting approval.

Consultation: Jane Mouritz - OneLife Assistant Network Coordinator - Wheatbelt
Kerry Smith
Nigel Penny
Tracey Blaszkow
Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Council will incur the cost of a 1200mm culvert, of approximately \$700. Some staff and plant time will be required to collect identified materials and assist with the placement of large items. Ongoing maintenance of the playground is anticipated to be minimal.

Strategic Implications: *Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022: The community aspiration “Staying active and being entertained’ includes a commitment to provide for ‘the local community to explore and present to the Shire suggestions for new and enhanced local recreation and entertainment events and/or facilities’.*

Voting Requirements: Simple Majority

Council Resolution: *130712*

Moved Cr Turner, seconded Cr Kempin

“That Council gives its in-principle support to Nigel Penny and Kerry Smith, OneLife Community Support Workers, and the Tambellup Noongar community, for the construction of a nature playground on Lot 383, Crawford Street, Tambellup, subject to:

- Approval being received from the Department for Lands to use Lot 383 Crawford Street, Tambellup for that purpose; and*
- A plan of the proposed nature playground being submitted to Council for approval.”*

CARRIED 6/0

Reason For Change to Recommendation:

10.07	INTERIM AUDIT FOR YEAR ENDING 30 JUNE 2013
Program:	Governance
Attachment:	Interim/Planning Audit Management Letter
File Ref:	ADM0058
Author:	KP O'Neill Finance Officer
Date:	17 July 2013
Disclosure of Interest:	Nil

Summary: Council to accept the interim audit report for the year ending 30 June 2013.

Background: The interim audit for the financial year ending 30 June 2013 was conducted on 20 and 21 June 2013 by Councils Auditors, Lincolns Accountants.

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

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

Councils Auditors checked the following systems during their visit:-

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

The Auditors are satisfied that reconciliations are occurring correctly, relevant reports are being retained and audit trails exist for Councils internal systems and processes. They have not raised any areas of concern.

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

Consultation: Chief Executive Officer
Lincolns Accountants

Statutory Environment: *Local Government Act 1995 Part 7 - Audit*
Local Government (Audit) Regulations 1996

Policy Implications: Nil

Financial Implications: The interim audit assesses risk, checks control systems and procedures and provide reasonable assurance that the financial systems of the Council are functioning reliably.

Strategic Implications: Strategic Community Plan 2012-2022
Community Aspiration – Being Well Governed
Provide leadership of the community through transparent, accountable and representative local government.

Voting Requirements: Simple Majority

Council Resolution: *130713*

Moved Cr Sheridan, seconded Cr Turner

“That Council accepts the Interim Audit Report for the year ending 30 June 2013.”

CARRIED 6/0

Reason For Change to Recommendation:

11.01 UNDER SEPARATE COVER BENDIGO AND ADELAIDE BANK LTD – DEED OF RENEWAL AND VARIATION OF LEASE/DEED OF ENTRY

Program:	Governance	
Attachment:	UNDER SEPARATE COVER Timeline of dealings with Bendigo and Adelaide Bank Ltd Copy of Council’s February 2013 Ordinary Meeting Item 11.1 Creditor Ledger report – Civic Legal invoices (amounts relating to this matter are highlighted)	
File Ref:	CLAF072	
Author:	J A Stewart	Manager Corporate Services
Date:	09 July 2013	
Disclosure of Interest:	Nil	

Council Resolution: *130714*

Moved Cr Thompson, seconded Cr Sheridan

“That Council writes to the Bendigo and Adelaide Bank Ltd (Bank):

- 1) advising of the information received by the Shire of Broomehill-Tambellup (Shire) that it was no longer considered necessary for the Shire and the Great Southern Community Financial Services Ltd (GSCFS) to sign an amended Deed of Renewal and Variation of Lease/Deed of Entry for the premises currently occupied by the Tambellup Cranbrook Community Bank in Norrish Street, Tambellup; and*
- 2) requesting that the Bank reimburses the Shire of Broomehill-Tambellup the legal fees that the Shire has incurred as a result of negotiating with the Bank on a matter initiated by the Bank. Further, that the above mentioned correspondence be copied to the GSCFS.”*

CARRIED 6/0

Reason For Change to Recommendation:

**11.02 UNDER SEPARATE COVER RETENTION/SALE OF 5
TAYLOR STREET, TAMBELLUP – RESIDENTIAL HOUSING**

Program: Housing
Attachment: **UNDER SEPARATE COVER**
Item 10.9 of Council's April 2013 Ordinary Meeting
PL Bolto & Co – Sworn Valuation 22 June 2013

File Ref: ADM0006
Author: J A Stewart Manager Corporate Services
Date: 10 July 2013
Disclosure of Interest: Nil

Council Resolution: **130715**

Moved Cr Turner, seconded Cr Kempin

“That Council lists for sale its 5 Taylor Street, Tambellup property with two real estate agents and delegates authority to the Chief Executive Officer to appoint the agents.”

CARRIED 6/0
By Absolute Majority

**Reason For Change to
Recommendation:**

11.03 UNDER SEPARATE COVER RETENTION/SALE OF 54 INDIA STREET, BROOMEHILL – RESIDENTIAL HOUSING

Program: Housing**Attachment:** **UNDER SEPARATE COVER**
Item 10.10 of Council's April 2013 Ordinary Meeting
PL Bolto & Co – Sworn Valuation 22 June 2013**File Ref:** ADM0011**Author:** J A Stewart Manager Corporate Services**Date:** 10 July 2013**Disclosure of Interest:** Nil

Council Resolution: **130716***Moved Cr Turner, seconded Cr Sheridan**“That Council lists for sale its 54 India Street, Broomehill property with two real estate agents and delegates authority to the Chief Executive Officer to appoint the agents.”*

CARRIED 6/0
By Absolute Majority

Reason For Change to Recommendation:

12.01**PLANT REPORT FOR JULY 2013**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg **Manager of Works**
Date: 05 July 2013
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2012	2012	1 yr / 15,000 kms	ok
1DCF 535	TORO 3500D	533	600	2009	2009		500hrs service done at 533 hrs, replace blades
1TA	Holden Colorado 7	3,266	3,000	2012	2012	1 yr / 30,000 kms	ok
1 TIU 961	Papas Tandem Fuel Trailer			2008			ok
1TMR361	Rockwheeler Side Tipper Trailer	2,831		2012	2012		ok
BH00	Colorado 4x4 Dual Cab	24,062	30,000	2012	2012	1 yr/30,000 kms	ok
BH000	Holden Captiva	3500		2012	2012		3,000kms service done
BH001	CAT vibrate Roller	1,472	1,500	2009			ok
BH002	ISUZU 6 Wheel Tipper	116,410	120,000	2008	2008	7 yrs / 250,000kms	ok
BH003	Isuzu NPR300 crew cab truck	89,676	90,000	2009		5 yrs / 200,000kms	ok
BH004	CAT 12M	3,377	3,500	2009	2009	8 yrs / 8,000 hrs	ok
BH005	Cat multi tyre	1,540	1,750	2011	2011	8 yrs / 8000 hrs	Fuel pump changed under warranty
BH006	CAT 12M	633	750	2012	2012	8 yrs / 8,000 hrs	ok
BH007	Toro 360 mower	509	600	2011	2011	5 yrs / 5,000 hrs	500hrs service at 509 hrs, replace blades
BH008	VOLVO L70D Loader	7,420	7,500	2001	2001	8 yrs / 8000 hrs	ok
BH009	Colorado 4x4 Tray Back	7,759	15,000	2012	2012	1 yr / 30,000 kms	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7,443		1995	2004		ok
BH013	John Deere 315SG Backhoe	3,182	3500	2003	2003	10 yrs / 8,000 hrs	ok
BH014	Colorado 4x4 Tray Back	15,658	30,000	2012	2012	1 yr / 30,000 kms	1,500kms service done at 15,431km
BHT92	CAT 259B3 Skid Steer	139	250	2012	2013	8 yrs / 8,000 hrs	ok

TA001	Colorado 4x4 Dual Cab	10,348	15,000	2013	2013	1 yr / 30,000 kms	ok
TA005							
TA017	Isuzu Tipper	108,312	120,000	2009		5 yrs / 200,000 kms	ok
TA052	Colorado 4x4 Tray Back	13,648	15,000	2012	2012	1 yr 30,000 kms	ok
TA06	Jet Patcher Isuzu	111,179	120,000	2007	2010	8 yrs / 8,000 hrs	ok
TA092	Iveco Strais AD500 8-4	9,951	20,000	2012	2012	5 yrs / 250,000 kms	Replace FRH cab airbag under warranty
TA18	12H Grader	6,806	7,000	2006	2006	7 yrs / 8,000 hrs	Thermostats changed, 6,750 hrs service done at 6,790 hrs
TA1880	Isuzu Gigamax Truck	109,834	120,000	2008	2008	8 yrs / 250,000 kms	Replace bin safety wire, accident in truck rollover
TA281	930G Loader	5,107	5,250	2007	2007	8 yrs / 8,000 hrs	ok
TA386	Isuzu Tipper	8,097	15,000	2012	2012	5 yrs / 200,000 kms	ok
TA392							
TA417	John Deere Gator	354	400	2009		4 yrs	ok
XTR579	Road Broom					10 yrs	ok
	Slasher					10 yrs	ok

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12.02 WORKS AND MAINTENANCE REPORT FOR JULY 2013

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	12 July 2013	
Disclosure of Interest:	Nil	

Broomehill

- Constant pumping to Complex dam will stop with limited rain. Town dam now down.
- Automatic dump gate has been damaged once again; this may be beyond repair. Paul Plant contacted to check whether he can fix it.
- Street trees to be planted in India Street. Dial before you dig indicate services where trees are to be planted. Need to have services located before digging holes.
- Katanning Cherry Pickers have trimmed trees around town. Western Power now give 30 day notices for trees to be trimmed when identified. Failure to complete the work in 30 days eventuates in Western Power sending its contract vegetation companies to complete the work at Council's expense.
- James Beaton repaired stand pipe on Greenhills Road. Still to modify the town dam standpipe.
- Bollard lights to be repaired on footpath along railway; these may include new batteries.
- New rubbish hole installed at the dump.

Tambellup

- Gardeners carried out new plantings around town. This included the oval bank, established trees in rail reserve and toilet gardens.
- Toilets in Norrish Street were vandalized. This included trellis in front of building and broken window.
- Footpath in Taylor Street completed but contractor is coming back to do some repair work.
- New rubbish hole installed at the dump.
- New gazebo has been erected at the cemetery; still to have niche walls completed.
- Gardeners have started the oval fertilizing program; this will be ongoing for 12 months. Work will include verti mowing and aerating in the Spring.

Roads

- Construction crew currently working on northern end of Warrenup Road. There is around 10km of gravel sheeting to complete on this road using R2R and Commodity Route money.
- Contractor has started pushing gravel on the Gnowangerup Road. Shifting to Tambellup West to push gravel for 2 sections. Then on to Warrenup and Broomehill-Kojonup Road.
- Vegetation widening has started on Gnowangerup Road. This is becoming a huge expense to Council; this work is now averaging \$13,000 per km using history from last year's work.
- Jetpatcher to complete repairs on own bitumen network.
- Maintenance crew working on drainage in town sites.
- Maintenance graders working on the mid western part of the Shire.
- Council will engage WANDRRA contractors again in August. WANDRRA contractors will go back and do work not completed along Broomehill-Kojonup Road.
- Currently preparing Regional Road Group and Commodity Route submissions.

Plant

- One of the Isuzu 6x4 tippers has been rolled over. Both Isuzu 6x4 trucks were due to be replaced with a new 8x4 during 13/14. Council is currently seeking quotations for a new 8x4 truck. Going on past history, a new truck will take up to 8 months before delivery. This includes the process for Council to accept the quote, order the truck and wait for the body to be built. This will slow down our productivity during a huge year for construction.
- Chief Executive Officer replacement vehicle is due at the end of July.
- Calling prices to replace crew cab utility.

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12.03 BUILDING SURVEYOR'S REPORT FOR JUNE 2013 AND 2012-2013 YEAR

Program: Economic Services
Attachment: Activity Statements and BSR Reports – June 2013/Annual
File Ref: ADM0076
Author: D Baxter Building Surveyor
Date: 28 June 2013
Disclosure of Interest: Nil

Summary: Attached are the BSR report and Summary reports for the year 2012-2013; all other reports have been sent to all relevant authorities as required by legislation.

Background: These reports advise of the building approvals and the activity of the Building Surveyor for the month of June 2013 and the year 2012-2013.

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

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

Reason For Change to Recommendation:

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12.04 BUILDING MAINTENANCE REPORT

Program: Various
Attachments: **Building Maintenance Program Report to 30 June 2013**
File Ref: Nil
Author: JA Stewart Manager Corporate Services
Date: 11 July 2013
Disclosure of Interest: Nil

Summary: Report on the Building Maintenance Program for 2012-13 to 30 June 2013.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 30 June 2013 and presented for Council's information, comment and discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision was made in the 2012-13 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: *“No recommendation required – Councillor information only”*

Reason For Change to Recommendation:

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12.05 LIBRARY REPORT - JUNE 2013

Program: Recreation & Culture
Attachment: **Library Report – June 2013**
File Ref: ADM0097
Author: C Brown Library Officers
S Reed
Date: 08 July 2013
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 June 2013.

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: Nil

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

Reason For Change to Recommendation:

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OVERVIEW – JUNE 2013

CLUB DEVELOPMENT OFFICER (CDO)
SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP

ACTIVITIES FOR THE MONTH:

- Collating information required for grant acquittal submission for the Grant Writing Made Easy Workshop held Thursday 16 May.
- Completed Annual Club Updates for 2013/2014 forms are being received by clubs. CDO currently updating database.
- Active After Schools, a DSR supported program is in the process of being available for Broomehill Primary School children – ongoing.
- In the process of negotiating with *Fair Game*, an organization directed to support underprivileged children in rural Western Australia to bring their program to Broomehill, Tambellup and Kojonup.
- In the process of assisting the Broomehill Hockey Club to formalize their club.
- In the process of updating the club contacts for the Kojonup Squash Club as they have continued running their club after the resurfacing of squash courts.
- In the process of completing the Club Development Officer Key Result Schedule for 2012/2013.

PROPOSED Activities/workshops:

Following is a list of proposed activities/workshops for 2013/14 financial year.

PROPOSED ACTIVITY	DATE:
Website training – to be confirmed	AUGUST 2013

ONGOING Activities:

- **Kojonup Netball Club** - seeking funding to replace current bitumen courts
- **Tambellup Hockey Club** – Flood lighting project

**AMELIA SIMPSON
CLUB DEVELOPMENT OFFICER**

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

Nil

14. DATE OF NEXT MEETING

22 August 2013

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 4.50pm.