

SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of the Ordinary Meeting of Council held in the Tambellup Council Chambers on Monday 13th October 2008 commencing at 4.00pm.

1. RECORD OF ATTENDANCE

<u>Present:</u>	Jan Grimoldby	Commissioner
	Joanne Trezona	Chief Executive Officer
	Peter Bentley	Manager Administration and Customer Services
	Vicki Webster	Executive Officer

Gallery: There were four members of the public present.

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Commissioner Jan Grimoldby welcomed visitors and staff to the meeting and declared the meeting open at 4.00pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME / PUBLIC COMMENTS ON AGENDA ITEMS

Nil

5. DECLARATION OF INTEREST

Nil

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

7. CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 Ordinary Meeting of Council held Thursday 18th September 2008

081001

“The Commissioner resolved that the Minutes of the Ordinary Meeting of Council held Thursday 18th September 2008 be confirmed as a true and accurate record of proceedings.”

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Commissioner advised that this Ordinary Meeting of Council would be the last meeting run by herself as the inaugural election of the Shire of Broomehill-Tambellup would be held on Saturday 18th October.

The Commissioner advised that the following items would need consideration by the Council: Town Planning Scheme, Website maintenance, Strategic Plan, Plan for the Future and the Adoption of Local Laws.

The Commissioner congratulated staff on the implementation of the community newsletter, the BT Times.

9. MATTERS FOR DECISION

9.1 FINANCIAL STATEMENTS FOR SEPTEMBER 2008

Program:	Other Property and Services	
Attachment:	Monthly Financial Report for September 2008	
File Ref:	Nil	
Author:	KP O’Neill	Finance Officer
Date:	8th October 2008	
Disclosure of Interest:	Nil	

Summary: Attached is the Monthly Financial Report for the period ending 30th September 2008.

Background:

Comment: For Council information, notes have been included against the operating and capital sections of the report.

Consultation: Nil

Statutory Environment: Nil

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 Strategic Plan

Voting Requirements: Simple Majority

Officer / Council Resolution: *081002*

“The Commissioner resolved -

That the Financial Report for the period ending 30th September 2008, be adopted.”

Reason For Change to Recommendation:

SHIRE OF BROOMEHILL-TAMBELLUP
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

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**SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

Variances - Revenues

Governance

-94% - The second (and final) instalment of the grant funding for the amalgamation will not be received until the first instalment has been fully expended. We anticipate that this funding will be invoiced during November 2008.

General Purpose Funding

-54% - The first quarterly instalment of Financial Assistance Grants was received from the Grants Commission in August. The second payment is due in November 2008.

Law, Order & Public Safety

428% - ESL charges were levied on rate assessments on the 29th August.

Housing

-88% - Revenue relates to the profit on sale of housing at 7 Howard Street and 48 India Street – both of which have not yet been sold.

Community Amenities

227% - Household and Commercial refuse collection charges were issued with the rate notices on the 29th August 2008. The second instalment for the infill sewerage connections were also raised at this time.

Recreation & Culture

-90% - Grant funding towards the Broomehill Hall has not yet been received. Claims will be made on the funding as the project progresses.

Transport

-75% - Revenue relates to the profit on sale of plant and equipment. The revenue will be included once the auditors have completed the end of year audits for the former Shires and the asset registers are merged. The Direct Grant from Main Roads WA has been received.

Variances – Expenditure

Governance

-14% - Expenditure relating to the amalgamation process is ongoing.

Transport

-52% - Maintenance of the road network is undertaken over the full twelve months in the year. Depreciation on assets has not yet been allocated. This will be done once the two asset registers have been merged following the end of year audit.

Other Property & Services

707% - Payments have been made for the year for insurance of plant and equipment, workers compensation insurance, vehicle registrations etc. The costs for these are incurred in the first months of the year and will be allocated over the full twelve months. Plant Operation Costs and Public Works Overheads will be monitored throughout the year.

**SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

Non-Cash Revenue and Expenditure

Profit & Loss on Asset Disposals

The asset register from the former Shires have not yet been merged. This will be done once the end of year audits have been completed. Once this has been done, the profit and loss will be recorded on the plant items that have already been changed over.

Depreciation on Assets

Depreciation has not yet been allocated on assets. Once the asset registers have been merged, depreciation will be allocated. This will be seen in the statements for the month ending 31 October 2008.

Variances – Capital Revenue and Expenditure

Purchase of Land and Buildings

-79% - The renovations to the Broomehill Hall are ongoing, as is the subdivision of the University Block in Broomehill.

Purchase of Infrastructure Assets – Roads

-92% - Works have commenced on the capital road works scheduled for this financial year.

Purchase of Infrastructure Assets – Parks

157% - The fencing for Diprose Park has been received as part of the ongoing upgrade.

Purchase of Plant & Equipment & Proceeds from Disposal of Assets

62% & 21% - Two utilities and two heavy trucks have been changed over so far this year.

Transfers to and from Reserves

Transfers to and from the Reserve accounts occur as the funds are required (ie for plant purchases) and the interest earned on maturity of the investment.

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	NOTE	ACTUAL 2008/2009	CUMUL BUDGET 2008/2009	BUDGET 2008/2009	VARIANCE
Operating Revenue	1,2				
Governance		4,573.15	77,604	310,450	-94%
General Purpose Funding		315,160.44	679,695	1,327,858	-54%
Law, Order, Public Safety		39,207.57	7,431	29,740	428%
Health		194.73	414	1,658	-53%
Education and Welfare		(0.00)	297	1,200	-100%
Housing		4,036.56	34,191	136,770	-88%
Community Amenities		77,981.59	23,865	95,495	227%
Recreation and Culture		4,937.51	49,860	31,536	-90%
Transport		91,645.23	363,621	416,213	-75%
Economic Services		8,927.37	13,284	53,164	-33%
Other Property and Services		16,489.90	21,120	84,500	-22%
		563,154.05	1,271,382	2,488,584	
Operating Expenses	1,2				
Governance		(180,021.12)	(209,520)	(838,393)	-14%
General Purpose Funding		(36,246.50)	(35,802)	(143,260)	1%
Law, Order, Public Safety		(19,075.08)	(19,704)	(78,940)	-3%
Health		(7,088.78)	(10,122)	(40,570)	-30%
Education and Welfare		(410.24)	(945)	(3,800)	-57%
Housing		(4,669.51)	(2,868)	(11,702)	63%
Community Amenities		(42,306.37)	(52,005)	(208,235)	-19%
Recreation & Culture		(103,378.55)	(115,452)	(462,677)	-10%
Transport		(318,372.63)	(667,113)	(2,668,673)	-52%
Economic Services		(33,060.47)	(45,180)	(181,040)	-27%
Other Property and Services		(109,656.02)	(13,581)	(54,540)	707%
		(854,285.27)	(1,172,292)	(4,691,830)	
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>					
(Profit)/Loss on Asset Disposals	4	(0.00)	(102,458)	(409,830)	-100%
Depreciation on Assets	2(a)	(0.00)	453,862	1,815,446	-100%
<u>Capital Revenue and (Expenditure)</u>					
Purchase Land Held for Resale	3	(6,007.22)	(37,500)	(150,000)	
Purchase Land and Buildings	3	(16,354.00)	(76,750)	(307,000)	-79%
Purchase Infrastructure Assets - Roads	3	(31,610.80)	(417,250)	(1,669,000)	-92%
Purchase Infrastructure Assets - Parks	3	(25,382.50)	(9,875)	(39,500)	157%
Purchase Plant and Equipment	3	(458,613.56)	(283,690)	(1,134,760)	62%
Purchase Furniture and Equipment	3	(0.00)	(0)	(0)	0%
Proceeds from Disposal of Assets	4	206,820.73	171,125	684,500	21%
Grants for the Development of Assets		270,720.00	284,774	1,139,097	
<u>Debt Management</u>					
Repayment of Debentures	5	(13,266.75)	(21,625)	(86,500)	-39%
Proceeds from New Debentures	5	(0.00)	(0)	(0)	0%
Self-Supporting Loan Principal Income	5	(0.00)	400	1,600	-100%
<u>Reserves and Restricted Funds</u>					
Transfers to Reserves	6	(10,000.00)	(103,325)	(413,300)	-90%
Transfers from Reserves	6	240,000.00	232,259	929,036	3%
ADD Net Current Assets July 1 B/Fwd	7	490,244.69	452,488	452,488	
LESS Net Current Assets Year to Date	7	(1,750,989.04)	(2,032,494)	(0)	
Amount Raised from Rates	8	1,395,569.67	1,390,969	1,390,969	

SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING STATEMENT BY PROGRAM
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	BUDGET 2008/2009	ACTUAL 2008/2009
<u>OPERATING REVENUE</u>		
General Purpose Funding	2,718,827	1,710,730.11
Governance	310,450	4,573.15
Law, Order & Public Safety	29,740	39,207.57
Health	1,658	194.73
Education & Welfare	1,200	(0.00)
Housing	136,770	4,036.56
Community Amenities	95,495	77,981.59
Recreation & Culture	199,536	4,937.51
Transport	1,387,310	362,365.23
Economic Services	53,164	8,927.37
Other Property & Services	84,500	16,489.90
	5,018,650	2,229,443.72
<u>OPERATING EXPENSE</u>		
General Purpose Funding	(143,260)	(36,246.50)
Governance	(838,393)	(180,021.12)
Law, Order & Public Safety	(78,940)	(19,075.08)
Health	(40,570)	(7,088.78)
Education & Welfare	(3,800)	(410.24)
Housing	(11,702)	(4,669.51)
Community Amenities	(208,235)	(42,306.37)
Recreation & Culture	(462,677)	(103,378.55)
Transport	(2,668,673)	(318,372.63)
Economic Services	(181,040)	(33,060.47)
Other Property & Services	(54,540)	(109,656.02)
	(4,691,830)	(854,285.27)
CHANGE IN NET ASSETS	326,820	1,375,158.45

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	Note	ACTUAL 2008/2009
CURRENT ASSETS		
Cash	10	2,017,023.18
Investments	10	0.00
Receivables	11	856,347.63
Stock on Hand	12	44,641.24
TOTAL CURRENT ASSETS		2,918,012.05
CURRENT LIABILITIES		
Creditors and Provisions	13	444,720.75
Borrowings	14	73,182.08
TOTAL CURRENT LIABILITIES		517,902.83
NET CURRENT ASSETS		2,400,109.22
NON-CURRENT ASSETS		
Receivables	11	100,320.49
Investments		7,928.78
Property, Plant and Equipment	15	4,146,510.14
Infrastructure Assets		27,549,973.32
TOTAL NON-CURRENT ASSETS		31,804,732.73
NON-CURRENT LIABILITIES		
Creditors and Provisions	13	18,046.29
Borrowings	14	465,223.14
TOTAL NON-CURRENT LIABILITIES		483,269.43
NET ASSETS		33,721,572.52
EQUITY		
Accumulated Surplus		18,945,989.66
Reserves - Asset Revaluation		13,813,673.72
Reserves - Cash Backed		961,909.14
TOTAL EQUITY		33,721,572.52

SHIRE OF TAMBELLUP
STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	Note	ACTUAL 2008/2009
RESERVES		
Balance at the beginning of the year		1,191,909.14
Amount transferred (to)/from accumulated surplus		(230,000.00)
Balance at the end of the year	6	961,909.14
ACCUMULATED SURPLUS		
Balance at beginning of year		17,340,831.21
Adjustments due to compliance with a new accounting standard		0.00
Change in net assets resulting from operations		1,375,158.45
Transfer from / (to) reserves	6	230,000.00
Balance at end of year		18,945,989.66
ASSET REVALUATION RESERVE		
Balance at Beginning of Year		13,813,673.72
Revaluation Increment		0.00
Revaluation Decrement		0.00
Balance at end of the year		13,813,673.72
TOTAL EQUITY		33,721,572.52

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Water supply piping & drainage systems	75 years

(h) Adoption of Australian Equivalents to International Financial Reporting Standards (AIFRSs)

For reporting periods commencing on or after 1 January 2005, the Shire will be required to prepare its annual financial report using Australian equivalents to International Financial Reporting Standards and their related pronouncements (AIFRSs) as issued by the Australian Accounting Standards Board (AASB).

As the AASB has prohibited the early adoption of the AIFRSs, the Shire will report for the first time in compliance with AIFRSs in the annual financial report for the year ended 30 June 2006 (that is, the year commencing 1 July 2005 or this current budget year).

The Shire is required to prepare an opening balance sheet in accordance with AIFRSs as at 1 July 2004. Most adjustments required on transition to AIFRSs will be made retrospectively against opening retained earnings on 1 July 2004 in accordance with AIFRSs. Transitional adjustments relating to those standards for which comparatives are not required will only be made with effect from 1 July 2005.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Administration and operation of facilities and services to members of Council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

Rates, general purpose Government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention and animal control.

HEALTH

Food quality control, pest control, operation of the Infant Health Clinic.

EDUCATION AND WELFARE

Assistance to the Tambellup Primary School and family care services.

HOUSING

Provision of community housing.

COMMUNITY AMENITIES

Rubbish collection services, operation of the tip, administration of the Town Planning Scheme, cemetery maintenance, public conveniences, protection of the environment and stormwater drainage.

RECREATION AND CULTURE

Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the library and support for the Tambellup Telecentre.

TRANSPORT

Construction and maintenance of streets, roads and bridges, cleaning and lighting of streets, maintenance of staff housing and the depot.

ECONOMIC SERVICES

Tourism and area promotion, noxious weeds and vermin control, maintenance of standpipes.

OTHER PROPERTY & SERVICES

Private works, public works overheads, plant operation costs and unclassified items.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

3. ACQUISITION OF ASSETS

The following assets have been acquired during the period under review:

By Program

Governance

Plant & Equipment

Land and Buildings

Law, Order & Public Safety

Land and Buildings

Education & Welfare

Land and Buildings

Community Amenities

Plant & Equipment

Recreation and Culture

Land and Buildings

Infrastructure - Parks and Ovals

Transport

Plant & Equipment

Infrastructure - Roads

Other Property and Services

Development of Land for Resale

	ACTUAL 2008/2009	BUDGET 2008/2009
	0.00	99,000
	894.91	0
	4,550.00	40,000
	0.00	5,000
	0.00	17,760
	10,909.09	262,000
	25,382.50	39,500
	458,613.56	1,018,000
	31,610.80	1,669,000
	6,007.22	150,000
	537,968.08	3,300,260
	6,007.22	150,000
	16,354.00	307,000
	31,610.80	1,669,000
	25,382.50	39,500
	458,613.56	1,134,760
	0.00	0
	537,968.08	3,300,260

By Class

Development of Land for Resale

Land and Buildings

Infrastructure Assets - Roads

Infrastructure Assets - Parks and Ovals

Plant and Equipment

Furniture and Equipment

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	ACTUAL 2008/2009	ACTUAL 2008/2009	ACTUAL 2008/2009
Governance			
Transport			
Ford Utility BH00		19,181.82	
Mitsubishi Triton Utility TA001		18,318.18	
Isuzu Truck - BH002		81,933.09	
Mitsubishi Truck - TA1880		87,387.64	
		206,820.73	

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	ACTUAL 2008/2009	ACTUAL 2008/2009	ACTUAL 2008/2009
Plant and Equipment			
Ford Utility BH00		19,181.82	
Mitsubishi Triton Utility TA001		18,318.18	
Isuzu Truck - BH002		81,933.09	
Mitsubishi Truck - TA1880		87,387.64	
		206,820.73	

Summary

Profit on Asset Disposals
Loss on Asset Disposals

ACTUAL 2008/2009
0
0

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1 July 2008	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			ACTUAL 2008/2009	BUDGET 2008/2009	ACTUAL 2008/2009	BUDGET 2008/2009	ACTUAL 2008/2009	BUDGET 2008/2009
<i>Governance</i>								
Loan 95 - Admin Building	252,634.61		-	11,100	252,634.61	241,500	-	13,900
<i>Education & Welfare</i>								
Loan 96 - P&C Association	12,533.37		380.48	1,600	12,152.89	10,900	189.14	700
<i>Housing</i>								
Loan 54 - GEHA Housing Tamb	3,340.45		-	1,600	3,340.45	1,700	-	300
Loan 56 - GEHA Housing Tamb	751.34		-	400	751.34	400	-	100
Loan 4 - 38 Ivy Street Bhill	70,104.54		-	6,000	70,104.54	64,100	-	4,500
<i>Community Amenities</i>								
Loan 97 - Bulk Connect Infill Sewer	91,000.00		7,728.33	15,700	83,271.67	75,300	3,284.14	6,300
<i>Recreation & Culture</i>								
Loan 93 - Tamb Hall Renovations	33,633.17		-	7,600	33,633.17	26,000	-	2,100
<i>Transport</i>								
Loan 94 - Grader	43,843.60		-	21,300	43,843.60	22,500	-	2,100
<i>Economic Services</i>								
Loan 3 - Bhill Caravan Park	43,830.89		5,157.94	21,200	38,672.95	22,600	752.80	2,500
	551,671.97	0.00	13,266.75	86,500	538,405.22	465,000	4,226.08	32,500

All debenture repayments were financed by general purpose revenue.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

(b) New Debentures

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount Used		Balance Unspent
	ACTUAL 2008/2009	BUDGET 2008/2009						ACTUAL 2008/2009	BUDGET 2008/2009	

c) Self Supporting Loan Income

	Interest Repayments		Principal Repayments	
	ACTUAL 2008/2009	BUDGET 2008/2009	ACTUAL 2008/2009	BUDGET 2008/2009
Loan 96 - P&C Association	0	700	0.00	1600
	0	700	0	1600

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

6. RESERVES	ACTUAL 2008/2009	BUDGET 2008/2009
(a) Leave Reserve		
Opening Balance	96,203.96	96,204
Amount Set Aside / Transfer to Reserve	0.00	10,000
Amount Used / Transfer from Reserve	0.00	(25,000)
Interest Received	0.00	4,500
	96,203.96	85,704
(b) Plant Reserve		
Opening Balance	346,440.22	346,439
Amount Set Aside / Transfer to Reserve	0.00	150,000
Amount Used / Transfer from Reserve	(240,000.00)	(440,000)
Interest Received	0.00	3,100
	106,440.22	59,539
(c) Fire Fighting Equipment Reserve		
Opening Balance	3,176.48	3,176
Amount Set Aside / Transfer to Reserve	0.00	0
Amount Used / Transfer from Reserve	0.00	(3,176)
Interest Received	0.00	0
	3,176.48	0
(d) Building Reserve		
Opening Balance	253,302.21	253,302
Amount Set Aside / Transfer to Reserve	0.00	200,000
Amount Used / Transfer from Reserve	0.00	(100,000)
Interest Received	0.00	19,400
	253,302.21	372,702
(e) Computer Reserve		
Opening Balance	19,610.48	19,610
Amount Set Aside / Transfer to Reserve	0.00	0
Amount Used / Transfer from Reserve	0.00	0
Interest Received	0.00	1,100
	19,610.48	20,710
(f) Tambellup Recreation Ground & Pavilion Reserve		
Opening Balance	6,128.01	6,128
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	300
	6,128.01	6,428
(g) Broomehill Recreation Complex Reserve		
Opening Balance	35,093.74	35,094
Amount Set Aside/Transfer to Reserve	0.00	8,600
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	2,400
	35,093.74	46,094
(i) Broomehill Village Hall Replacement Reserve		
Opening Balance	109,653.23	109,653
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(60,000)
Interest Received	0.00	2,700
	109,653.23	52,353
(j) Housing Reserve		
Opening Balance	21,441.12	21,441
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	1,200
	21,441.12	22,641

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

6. RESERVES	ACTUAL 2008/2009	BUDGET 2008/2009
(k) Roads Reserve		
Opening Balance	300,859.69	300,860
Amount Set Aside/Transfer to Reserve	0.00	0
Amount Used/Transfer from Reserve	0.00	(300,860)
Interest Received	0.00	0
	300,859.69	0
(l) Public Open Space Reserve		
Opening Balance	0.00	0
Amount Set Aside/Transfer to Reserve	10,000.00	10,000
Amount Used/Transfer from Reserve	0.00	0
Interest Received	0.00	0
	10,000.00	10,000
Total Cash Backed Reserves	961,909.14	676,171
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	0.00	14,500
Plant Reserve	0.00	153,100
Fire Fighting Equipment Reserve	0.00	0
Building Reserve	0.00	219,400
Computer Reserve	0.00	1,100
Tambellup Rec Ground & Pavilion Reserve	0.00	300
Broomehill Rec Complex Reserve	0.00	11,000
Broomehill Village Hall Replacement Reserve	0.00	2,700
Housing Maintenance Reserve	0.00	1,200
Roadworks Reserve	0.00	0
Public Open Space Reserve	10,000.00	10,000
	10,000.00	413,300
Transfers from Reserves		
Leave Reserve	0.00	(25,000)
Plant Reserve	(240,000.00)	(440,000)
Fire Fighting Equipment Reserve	0.00	(3,176)
Building Reserve	0.00	(100,000)
Computer Reserve	0.00	0
Tambellup Rec Ground & Pavilion Reserve	0.00	0
Broomehill Rec Complex Reserve	0.00	0
Broomehill Village Hall Replacement Reserve	0.00	(60,000)
Housing Maintenance Reserve	0.00	0
Roadworks Reserve	0.00	(300,860)
Public Open Space Reserve	0.00	0
	(240,000.00)	(929,036)
Total Transfer to/(from) Reserves	(230,000.00)	(515,736)

All of the above reserve accounts are supported by money held in financial institutions.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

6. RESERVES

In accordance with Council policy in relation to each reserve account, the purpose for which the funds are set aside are as follows:-

- * **Leave Reserve** - to be used to meet the Councils Long Service Leave liability for its employees.
- * **Plant Reserve** - to be used to assist with purchase of major items of plant.
- * **Fire Fighting Equipment Reserve** - to be used to ensure that fire fighting equipment is maintained and upgraded as necessary. This Reserve is to be finalised in 2008/09.
- * **Building Reserve** is to be used to finance replacement of Council buildings and costs associated with subdivision and development of land.
- * **Computer Reserve** - to be used for the replacement or upgrade of computer hardware and software.
- * **Tambellup Recreation Ground and Pavilion Reserve** - to be used to maintain and develop sport and recreational facilities at the Tambellup Receation Ground and Pavilion.
- * **Broomehill Recreation Complex Reserve** - to be used for works at the Broomehill Recreation Complex in agreeance with the Management Committee of the Broomehill Recreation Complex Inc.
- * **Broomehill Village Hall Replacement Reserve** - to be used for the replacement of the existing Broomehill Village Hall with a modern multi-functional facility, or refurbishing the existing facility.
- * **Housing Maintenance Reserve** - to be used for major repairs to Council owned houses.
- * **Roads Reserve** - to be used for development or renewal of the Shires road network.
- * **Public Open Space Reserve** - funds are provided from contributions made by developers in lieu of providing public open space. The Reserve is to be used for development of Public Open Space.

7 CURRENT ASSETS

Cash - Unrestricted
 Cash - Restricted
 Rates Debtors
 Sundry Debtors
 Inventories

LESS: CURRENT LIABILITIES

Sundry Creditors
 Nett GST & PAYG
 DPI Licensing

Less: Cash - Reserves - Restricted

NET CURRENT ASSET POSITION

	ACTUAL 2008/2009	C/FWD 1 JULY 2008
	1,055,114.04	191,388.48
	961,909.14	1,191,909.14
	367,649.68	75,769.38
	361,689.49	369,226.52
	44,641.24	44,641.24
	2,791,003.59	1,872,934.76
	(113,812.53)	(207,835.41)
	36,533.54	28,768.00
	(826.42)	(11,713.52)
	2,712,898.18	1,682,153.83
	(961,909.14)	(1,191,909.14)
	1,750,989.04	490,244.69

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value	Rate Revenue 2008/2009	Interim Rates 2008/2009	Back Rates 2008/2009	Total Revenue 2008/2009	Budget 2008/2009
Differential General Rate								
UV	1.2870	420	105,702,500	1,360,391.42	0.00	0	1,360,391.42	1,357,920
GRV Residential	11.04200	224	912,240	100,729.59	0.00	0	100,729.59	99,105
GRV Commercial	11.04200	12	108,524	11,983.22	0.00	0	11,983.22	10,789
Sub-Totals		656	106,723,264	1,473,104.23	0.00	0	1,473,104.23	1,467,814
Minimum Rates	Minimum \$							
UV	275	13	134,800	3,575.00	0.00	0	3,575.00	3,300
UV - Mining	275	6	34,077	1,650.00	0.00	0	1,650.00	0
GRV Residential	275	135	75,557	37,125.00	0.00	0	37,125.00	37,950
GRV Commercial	275	5	4,410	1,375.00	0.00	0	1,375.00	1,375
Sub-Totals		159	248,844	43,725.00	0.00	0	43,725.00	42,625
Specified Area Rates							1,516,829.23	1,510,439
							1,516,829.23	1,510,439
Discounts							(121,259.56)	(119,470)
Totals							1,395,569.67	1,390,969

All land except exempt land in the Shire of Broomehill-Tambellup is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2008/09 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

	Balance at 1 July 08	Receipts	Payments	Balance at 30 Sept 08
Hall Bonds	1,200.00	950.00	(1,350.00)	800.00
Key Bonds	1,780.00	0.00	(450.00)	1,330.00
Equipment Bonds	440.00	0.00	(220.00)	220.00
Portable Toilet Bonds	0.00	50.00	(50.00)	0.00
House Bonds	1,780.00	880.00	0.00	2,660.00
Nomination Deposits	0.00	1,040.00	0.00	1,040.00
Hidden Treasures	59,135.69	2,680.00	(13,601.57)	48,214.12
Broomehill Liaison Group	2,408.80	0.00	0.00	2,408.80
Fire Prevention	3,492.00	0.00	0.00	3,492.00
Youth Support Donations	630.00	0.00	0.00	630.00
Tourism Donations	266.83	0.00	0.00	266.83
Sundry	1,100.00	0.00	0.00	1,100.00
Housing Retention Bond	5,400.00	0.00	(5,400.00)	0.00
Unclaimed Money (2003)	1,566.00	0.00	0.00	1,566.00
	79,199.32	5,600.00	(21,071.57)	63,727.75

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	ACTUAL 2008/2009
10 CASH AND INVESTMENTS	
Restricted	961,909.14
Unrestricted	1,055,114.04
	2,017,023.18
<p>The following restrictions have been imposed by regulations or other externally imposed requirements:</p>	
Reserves	
Leave Reserve	96,203.96
Plant Reserve	106,440.22
Fire Fighting Equipment Reserve	3,176.48
Building Reserve	253,302.21
Computer Reserve	19,610.48
Tambellup Recreation Ground & Pavilion Reserve	6,128.01
Broomehill Recreation Complex Reserve	35,093.74
Broomehill Village Hall Replacement Reserve	109,653.23
Housing Maintenance Reserve	21,441.12
Roadworks Reserve	300,859.69
Public Open Space Reserve	10,000.00
	961,909.14
11 RECEIVABLES	
Current	
Rates Outstanding	359,059.94
Sundry Debtors	361,189.49
Self Supporting Loan Debtors	17,289.62
GST receivable	114,060.46
Accrued Income	4,748.12
	856,347.63
Non-Current	
LG House Unit Trust	7,928.78
Shares BKW Co-operative	897.00
Western Power Deposit Recreation Complex	4,590.00
Deferred Rates Debtors	8,589.74
Self Supporting Loan Debtors	86,243.75
	108,249.27
12 STOCK ON HAND	
Stock and Materials	44,641.24
	44,641.24

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	ACTUAL 2008/2009
13 CREDITORS AND PROVISIONS	
Current	
Sundry Creditors	(113,812.53)
Accrued Wages	(26,058.47)
Accrued Expenses	(13,295.50)
Accrued Interest on loans	(4,731.79)
GST Payable	(55,659.54)
PAYG Taxation	(21,867.38)
Provision for Annual Leave	(104,583.04)
Provision for Long Service Leave	(103,886.08)
Clearing - Licensing	(826.42)
	(444,720.75)
Non-Current	
Trust	0.00
Provision for Annual Leave	0.00
Provision for Long Service Leave	(13,794.21)
Provision - Long Service Leave Creditors	(4,252.08)
	(18,046.29)
14 BORROWINGS	
Current	
Loans	(73,182.08)
Non-Current	
Loans	(465,223.14)
15 PROPERTY, PLANT & EQUIPMENT	
Land and Buildings - Cost	2,805,045.94
Less Accumulated Depreciation	(942,878.35)
	1,862,167.59
Plant and Machinery - Cost	4,009,672.40
Less Accumulated Depreciation	(1,869,070.62)
	2,140,601.78
Furniture and Equipment - Cost	433,552.61
Less Accumulated Depreciation	(289,811.84)
	143,740.77
Infrastructure - Cost	46,524,049.74
Less Accumulated Amortisation	(18,974,076.42)
	27,549,973.32
	31,696,483.46

SHIRE OF BROOMEHILL-TAMBELLUP

SCHEDULE 2

FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	BUDGET REVENUE 2008/2009	BUDGET EXPENSE 2008/2009	ACTUAL REVENUE 2008/2009	ACTUAL EXPENSE 2008/2009
<u>OPERATING SECTION</u>				
General Purpose Funding	2,718,827	(143,260)	1,710,730.11	(36,246.50)
Governance	310,450	(838,393)	4,573.15	(180,021.12)
Law, Order & Public Safety	29,740	(78,940)	39,207.57	(19,075.08)
Health	1,658	(40,570)	194.73	(7,088.78)
Education & Welfare	1,200	(3,800)	(0.00)	(410.24)
Housing	136,770	(11,702)	4,036.56	(4,669.51)
Community Amenities	95,495	(208,235)	77,981.59	(42,306.37)
Recreation & Culture	199,536	(462,677)	4,937.51	(103,378.55)
Transport	1,387,310	(2,668,673)	362,365.23	(318,372.63)
Economic Services	53,164	(181,040)	8,927.37	(33,060.47)
Other Property & Services	84,500	(54,540)	16,489.90	(109,656.02)
	5,018,650	(4,691,830)	2,229,443.72	(854,285.27)
<u>CAPITAL SECTION</u>				
General Purpose Funding	0	0	(0.00)	(0.00)
Governance	89,000	(99,000)	(0.00)	(894.91)
Law, Order & Public Safety	0	(40,000)	(0.00)	(4,550.00)
Health	0	0	(0.00)	(0.00)
Education & Welfare	0	(5,000)	(0.00)	(0.00)
Housing	200,000	0	(0.00)	(0.00)
Community Amenities	0	(17,760)	(0.00)	(0.00)
Recreation & Culture	0	(301,500)	(0.00)	(36,291.59)
Transport	395,500	(2,687,000)	206,820.73	(490,224.36)
Economic Services	0	0	(0.00)	(0.00)
Other Property & Services	0	(150,000)	(0.00)	(6,007.22)
Reserves	929,036	(413,300)	240,000.00	(10,000.00)
Loans	1,600	(86,500)	(0.00)	(13,266.75)
	1,615,136	(3,800,060)	446,820.73	(561,234.83)
	6,633,786	(8,491,890)	2,676,264.45	(1,415,520.10)
LESS: Depreciation Charged	(0)	1,815,446	(0.00)	(0.00)
LESS: (Profit) / Loss on Sale of Assets	(425,330)	15,500	(0.00)	(0.00)
	6,208,456	(6,660,944)	2,676,264.45	(1,415,520.10)
Municipal Fund 30 June 2008	452,488	(0)	490,244.69	(0.00)
	6,660,944	(6,660,944)	3,166,509.14	(1,415,520.10)
Municipal Fund 30 June 2009	(0)	(0)	(0.00)	(1,750,989.04)
	6,660,944	(6,660,944)	3,166,509.14	(3,166,509.14)

**SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING SCHEDULE SUMMARY
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

GENERAL PURPOSE FUNDING

Rates

Rates were raised on the 29th August 2008, with the following amounts levied on assessments:-

Rates	\$1,516,829.23
Rubbish Charges	\$53,450.00
ESL	\$32,720.00
TOTAL	\$1,602,999.23

The discount period closed on the 26th September 2008 with \$121,259.56 in discount being granted. The option to pay by instalments ends on the 3rd October 2008. Penalty interest commences on amounts outstanding from the 4th October 2008.

At the 30th September 2008 approximately 23% (\$359,060) in rates and charges remain outstanding.

General Purpose Funding

The first quarterly instalment of Financial Assistance Grants was received in August 2008, broken down as follows:-

General Purpose	\$184,625.00
Roads	\$126,963.00
TOTAL	\$311,588.00

The second instalment is due in November 2008.

GOVERNANCE

Members of Council

Expenditure of grant funding in relation to the amalgamation process is ongoing. Once the first instalment of funding has been fully expended, the second instalment will be received.

LAW, ORDER & PUBLIC SAFETY

Fire Prevention

Revenue shown is from the annual ESL charge levied with the rates for this year. The bulk of the expenditure shown for Fire Prevention relates to the payment of insurance premiums for 2008/09.

SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING SCHEDULE SUMMARY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	BUDGET REVENUE 2008/2009	BUDGET EXPENSE 2008/2009	ACTUAL REVENUE 2008/2009	ACTUAL EXPENSE 2008/2009
GENERAL PURPOSE FUNDING				
Rate Revenue	1,410,759	(137,160)	1,396,193.68	(34,761.91)
General Purpose Funding	1,235,968	0	311,588.00	(0.00)
Other General Purpose Funding	72,100	(6,100)	2,948.43	(1,484.59)
	2,718,827	(143,260)	1,710,730.11	(36,246.50)
TOTAL GENERAL PURPOSE FUNDING	2,718,827	(143,260)	1,710,730.11	(36,246.50)
GOVERNANCE				
Members Of Council	296,000	(838,393)	253.56	(177,534.22)
Administration General	14,450	0	4,319.59	(2,486.90)
	310,450	(838,393)	4,573.15	(180,021.12)
TOTAL GOVERNANCE	310,450	(838,393)	4,573.15	(180,021.12)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	26,750	(48,180)	37,810.57	(14,695.67)
Animal Control	2,990	(30,760)	197.00	(4,252.14)
Other Law, Order & Public Safety	0	0	1,200.00	(127.27)
	29,740	(78,940)	39,207.57	(19,075.08)
TOTAL LAW,ORDER & PUBLIC SAFETY	29,740	(78,940)	39,207.57	(19,075.08)
HEALTH				
Maternal & Infant Health	0	(12,040)	(0.00)	(1,895.74)
Health Inspection & Adminisatration	1,658	(25,180)	194.73	(4,547.42)
Preventative Services - Pest Control	0	(3,350)	(0.00)	(645.62)
Other Health	0	0	(0.00)	(0.00)
	1,658	(40,570)	194.73	(7,088.78)
TOTAL HEALTH	1,658	(40,570)	194.73	(7,088.78)
EDUCATION & WELFARE				
Other Education	700	(2,800)	(0.00)	(410.24)
Other Welfare	500	(1,000)	(0.00)	(0.00)
	1,200	(3,800)	(0.00)	(410.24)
TOTAL EDUCATION & WELFARE	1,200	(3,800)	(0.00)	(410.24)

**SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING SCHEDULE SUMMARY
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

HOUSING

Other Housing

Revenue budgeted is for the profit on sale of housing at 7 Howard Street and 48 India Street, both of which have not yet been sold.

COMMUNITY AMENITIES

Household Refuse

Revenue shown is from the annual Household and Commercial collection charges levied with rates each year. A total of \$53,450 in rubbish collection charges was raised.

Sewerage

Residents that chose the 5 year repayment option to connect their properties to the infill sewerage have been invoiced for the second instalment.

RECREATION & CULTURE

Public Halls & Civic Centres

An amount of \$188,000 in grant funding was budgeted for the renovations to the Broomehill Hall. A claim for portion of this funding has not been made.

TRANSPORT

Road Construction

The first 40% claim for grant funding on Regional Road Group projects has been submitted, amounting to \$270,720.

Streets, Roads, Bridges & Depot Maintenance

The Direct Grant for 2008/09 of \$83,720 has been received from Main Roads WA, which is to be utilised towards maintenance of the road network.

Traffic Control

Revenue and expenditure under this heading relates to the operation of the Dept Planning & Infrastructure Licensing Agency, and the commissions Council receives from this.

SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING SCHEDULE SUMMARY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	BUDGET REVENUE 2008/2009	BUDGET EXPENSE 2008/2009	ACTUAL REVENUE 2008/2009	ACTUAL EXPENSE 2008/2009
HOUSING				
Other Housing	136,770	(11,702)	4,036.56	(4,669.51)
	136,770	(11,702)	4,036.56	(4,669.51)
TOTAL OTHER HOUSING	136,770	(11,702)	4,036.56	(4,669.51)
COMMUNITY AMENITIES				
Household Refuse	53,335	(116,080)	52,889.00	(24,346.30)
Protection Of The Environment	1,000	(3,380)	(0.00)	(0.00)
Town Planning & Regional Development	16,460	(29,920)	4,583.49	(6,669.90)
Other Community Amenities	1,500	(30,985)	300.00	(4,401.41)
Public Conveniences	0	(18,247)	(0.00)	(3,604.62)
Urban Stormwater Drainage	0	(3,323)	(0.00)	(0.00)
Sewerage	23,200	(6,300)	20,209.10	(3,284.14)
	95,495	(208,235)	77,981.59	(42,306.37)
TOTAL COMMUNITY AMENITIES	95,495	(208,235)	77,981.59	(42,306.37)
RECREATION & CULTURE				
Public Halls & Civic Centres	184,566	(109,659)	3,279.60	(36,774.48)
Other Sport & Recreation	14,620	(258,585)	1,540.00	(46,021.22)
Libraries	350	(52,779)	117.91	(16,621.04)
Other Culture	0	(34,465)	(0.00)	(2,282.89)
Television Rebroadcasting	0	(7,189)	(0.00)	(1,678.92)
	199,536	(462,677)	4,937.51	(103,378.55)
TOTAL RECREATION & CULTURE	199,536	(462,677)	4,937.51	(103,378.55)
TRANSPORT				
Road Construction	971,097	0	270,720.00	(0.00)
Streets Roads Bridges & Depot Maint	391,300	(2,639,113)	85,673.57	(311,286.77)
Traffic Control	24,913	(29,560)	5,971.66	(7,085.86)
	1,387,310	(2,668,673)	362,365.23	(318,372.63)
TOTAL TRANSPORT	1,387,310	(2,668,673)	362,365.23	(318,372.63)

**SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING SCHEDULE SUMMARY
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

OTHER PROPERTY & SERVICES

Public Works Overheads

Public Works Overheads is expenditure relating to the Works Crew (ie insurances, protective clothing, superannuation etc). Overheads are currently under allocated. This can be attributed to expenses such as insurance and protective clothing being paid during the first few months in the new year, however the costs are allocated through the payroll to the jobs undertaken by the Works Crew over the full twelve months. Overheads will be monitored to ensure that the correct allocation rates are applied.

Plant Operation Costs

Plant Operation costs are currently under allocated. This can be attributed to expenses such as insurance and vehicle registrations being paid for in the first few months in the new year, however the costs are allocated as the plant items are utilized over the full twelve months. Plant Costs will be monitored to ensure that the correct allocation rates are applied.

SHIRE OF BROOMEHILL-TAMBELLUP
OPERATING SCHEDULE SUMMARY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	BUDGET REVENUE 2008/2009	BUDGET EXPENSE 2008/2009	ACTUAL REVENUE 2008/2009	ACTUAL EXPENSE 2008/2009
ECONOMIC SERVICES				
Rural Services	3,000	(5,020)	(0.00)	(537.15)
Tourism & Area Promotion	9,144	(95,322)	1,470.54	(13,765.23)
Building Control	28,000	(50,530)	5,004.59	(8,950.61)
Other Economic Services	13,020	(30,168)	2,452.24	(9,807.48)
	53,164	(181,040)	8,927.37	(33,060.47)
TOTAL ECONOMIC SERVICES	53,164	(181,040)	8,927.37	(33,060.47)
OTHER PROPERTY & SERVICES				
Private Works	65,000	(54,070)	8,959.77	(7,143.47)
Public Works Overhead	5,000	0	2,762.13	(20,111.30)
Plant Operation Costs	14,500	0	4,768.00	(51,374.79)
Stocks & Materials	0	0	(0.00)	(7,016.15)
Salaries & Wages	0	0	(0.00)	(23,698.23)
Unclassified	0	(470)	(0.00)	(312.08)
	84,500	(54,540)	16,489.90	(109,656.02)
TOTAL OTHER PROPERTY & SERVICES	84,500	(54,540)	16,489.90	(109,656.02)
TOTAL OPERATING	5,018,650	(4,691,830)	2,229,443.72	(854,285.27)

**SHIRE OF BROOMEHILL-TAMBELLUP
CAPITAL REVENUE & EXPENDITURE
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

LAW, ORDER & PUBLIC SAFETY

Tambellup Fire Shed Refurbishment

Payment has been made to Glenhale Mechanical Services for airconditioning installed to the Fire Shed. Grant funding from FESA will be received to offset this.

RECREATION & CULTURE

Broomehill Hall

A progress payment has been made to Lawrence Cuthbert & Associates for the ongoing works to renovate the Broomehill Hall.

Diprose Park

Fencing for the perimeter of the park has been delivered and is yet to be installed.

TRANSPORT

Plant Purchases

The two dual cab utilities (TA001 and BH00) were changed over in July. The nett cost to Council for both these utilities was \$22,560 from the Municipal Fund.

The two heavy trucks (TA1880 and BH002) were changed over in September. A transfer was made from the Plant Reserve of \$230,000 to assist with purchase of the trucks, in accordance with the 2008/09 Budget.

Repairs have been undertaken to the Tree Saw, as well as it being fitted to the Loader, costing \$8,503.56.

Capital Road Works

Works on the capital road projects for 2008/09 have commenced, with clearing and removal of overburden on the Pootenup and Gnowangerup-Tambellup Roads.

SHIRE OF BROOMEHILL-TAMBELLUP
CAPITAL REVENUE & EXPENDITURE
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

		BUDGET REVENUE 2008/2009	BUDGET EXPENSE 2008/2009	ACTUAL REVENUE 2008/2009	ACTUAL EXPENSE 2008/2009
GOVERNANCE					
Ford XR6 Sedan OTA	<i>Plant&Equip</i>	32,000	(32,000)	0.00	0.00
Ford XR6 Sedan OTA	<i>Plant&Equip</i>	32,000	(32,000)	0.00	0.00
Ford Fairmont BH000	<i>Plant&Equip</i>	25,000	(35,000)	0.00	0.00
Broomehill Admin Building	<i>Buildings</i>	0.00	0.00	0.00	(894.91)
		89,000	(99,000)	(0.00)	(894.91)
LAW, ORDER & PUBLIC SAFETY					
Crime Prevention Strategy	<i>Land & Bldg</i>	0	(40,000)	0.00	0.00
Tambellup Fire Shed refurbishment	<i>Buildings</i>	0	(0)	0.00	(4,550.00)
		(0)	(40,000)	(0.00)	(4,550.00)
EDUCATION & WELFARE					
Infant Health Centre Tambellup - fencing	<i>Land & Bldg</i>	0	(5,000)	0.00	0.00
		(0)	(5,000)	(0.00)	(0.00)
HOUSING					
Sale of 7 Howard Street Tambellup	<i>Buildings</i>	100,000	0	0.00	0.00
Sale of 48 India Street Broomehill	<i>Buildings</i>	100,000	0	0.00	0.00
		200,000	(0)	(0.00)	(0.00)
COMMUNITY AMENITIES					
Standpipe Water Management System	<i>Plant&Equip</i>	0	(17,760)	0.00	0.00
		(0)	(17,760)	(0.00)	(0.00)
RECREATION & CULTURE					
Refurbish Toilets Broomehill Hall	<i>Land&Build</i>	0	(30,000)	0.00	0.00
Broomehill Hall Village Refurbishment	<i>Land&Build</i>	0	(228,000)	0.00	(10,909.09)
Telecentre Fence	<i>Land&Build</i>	0	(4,000)	0.00	0.00
Diprose Park	<i>Infrastructure</i>	0	(39,500)	0.00	(25,382.50)
		(0)	(301,500)	(0.00)	(36,291.59)
TRANSPORT					
14 Tonne Truck - TA1880	<i>Plant&Equip</i>	100,000	(230,000)	87,387.64	(195,025.00)
14 Tonne Truck - BH002	<i>Plant&Equip</i>	86,000	(196,000)	81,933.09	(195,025.00)
Mitsubishi 4x4 Utility - TA001	<i>Plant&Equip</i>	18,300	(30,000)	18,318.18	(30,030.00)
John Deere JD670B Grader - BH004	<i>Plant&Equip</i>	100,000	(300,000)	0.00	(0.00)
Bomag Vibrating Roller - 1AZJ510	<i>Plant&Equip</i>	25,000	(125,000)	0.00	(0.00)
Mitsubishi Truck - TA1855	<i>Plant&Equip</i>	25,000	(75,000)	0.00	(0.00)
Ford Dual Cab - BH00	<i>Plant&Equip</i>	19,200	(30,000)	19,181.82	(30,030.00)
Toyota 4x4 Utility - TA052	<i>Plant&Equip</i>	22,000	(32,000)	0.00	(0.00)
Tree Saw - repairs & fitting to Loader	<i>Plant&Equip</i>	0	0	0.00	(8,503.56)
Roadworks	<i>Infrastructure</i>				
~Bhill/Koji Rd Widen Seal	<i>Infrastructure</i>	0	(229,600)	0.00	(904.01)
~Tieline Rd Reseal	<i>Infrastructure</i>	0	(140,500)	0.00	(0.00)
~Bhill/Koji Rd Reseal	<i>Infrastructure</i>	0	(94,000)	0.00	(0.00)
~Gnow/Tamb Rd Widen Seal	<i>Infrastructure</i>	0	(132,600)	0.00	(10,671.46)
~Pootenup Rd Gravel Sheet	<i>Infrastructure</i>	0	(80,400)	0.00	(13,108.93)
~Tamb West Rd Widen Seal	<i>Infrastructure</i>	0	(197,700)	0.00	(423.32)
~Tamb West Rd Reconstruct 1.5km	<i>Infrastructure</i>	0	(94,900)	0.00	(92.68)

**SHIRE OF BROOMEHILL-TAMBELLUP
CAPITAL REVENUE & EXPENDITURE
FOR THE PERIOD ENDING 30 SEPTEMBER 2008**

RESERVE TRANSFERS

Plant Replacement Reserve

A transfer of \$230,000 has been made from this reserve to assist with purchase of the two heavy trucks TA1880 and BH002 as detailed in the 2008/09 Budget.

Public Open Space Reserve

A transfer was made to this Reserve as detailed in the 2008/09 Budget. This is a requirement as part of the subdivision of the University Block – cash in lieu of public open space.

SHIRE OF BROOMEHILL-TAMBELLUP
CAPITAL REVENUE & EXPENDITURE
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

		BUDGET REVENUE 2008/2009	BUDGET EXPENSE 2008/2009	ACTUAL REVENUE 2008/2009	ACTUAL EXPENSE 2008/2009
TRANSPORT <i>continued</i>					
~Pootenup Rd Sealing	<i>Infrastructure</i>	0	(131,700)	0.00	(0.00)
~Pootenup Rd Sealing (07/08 section)	<i>Infrastructure</i>	0	(82,000)	0.00	(0.00)
~Brassey Rd Resheeting	<i>Infrastructure</i>	0	(47,800)	0.00	(276.56)
~Punchmirup South Rd Replace culvert	<i>Infrastructure</i>	0	(72,500)	0.00	(0.00)
~Nookanellup Rd Resheeting	<i>Infrastructure</i>	0	(112,500)	0.00	(276.56)
~Gnow/Tamb Rd Reseal	<i>Infrastructure</i>	0	(135,200)	0.00	(0.00)
~Birt Road Curve alignment	<i>Infrastructure</i>	0	(33,900)	0.00	(0.00)
~McGuire Rd Seal (07/08)	<i>Infrastructure</i>	0	0	0.00	(368.17)
~Nelson Rd Seal (07/08)	<i>Infrastructure</i>	0	0	0.00	(634.77)
~Carmody Place Formation (07/08)	<i>Infrastructure</i>	0	0	0.00	(108.75)
Construction Projects - Job Depreciation		0	(83,700)	0.00	(4,745.59)
		395,500	(2,687,000)	206,820.73	(490,224.36)
OTHER PROPERTY & SERVICES					
Subdivision Costs Lot 22 Taylor Street	<i>Land & Bldg</i>	0	(40,000)	0.00	(0.00)
University Block Development	<i>Land & Bldg</i>	0	(110,000)	0.00	(6,007.22)
		0.00	(150,000)	0.00	(6,007.22)
TOTAL					
		684,500	(3,300,260)	206,820.73	(537,968.08)
LAND & BUILDINGS		200,000	(457,000)	0.00	(22,361.22)
PLANT & EQUIPMENT		484,500	(1,134,760)	206,820.73	(458,613.56)
FURNITURE & EQUIPMENT		0	0	0.00	(0.00)
INFRASTRUCTURE		0	(1,708,500)	0.00	(56,993.30)
		684,500	(3,300,260)	206,820.73	(537,968.08)
RESERVE TRANSFERS <i>(from) / to</i>					
Long Service Leave		25,000	(14,500)	0.00	0.00
Plant Replacement		440,000	(153,100)	240,000.00	0.00
Fire Fighting & Equipment		3,176	0	0.00	0.00
Building		100,000	(219,400)	0.00	0.00
Computer		0	(1,100)	0.00	0.00
Tambellup Rec Ground & Pavilion		0	(300)	0.00	0.00
Broomehill Rec Complex		0	(11,000)	0.00	0.00
Broomehill Village Hall Replacement		60,000	(2,700)	0.00	0.00
Housing Maintenance		0	(1,200)	0.00	0.00
Roadworks		300,860	0	0.00	0.00
Public Open Space Reserve		0	(10,000)	0.00	(10,000.00)
		929,036	(413,300)	240,000.00	(10,000.00)
LOANS					
Loan Repayments		0	(86,500)	0.00	(13,266.75)
Proceeds from New Loans		0	0	0.00	0.00
Self Supporting Loans		1,600	0	0.00	0.00
		1,600	(86,500)	(0.00)	(13,266.75)
TOTAL CAPITAL					
		1,615,136	(3,800,060)	446,820.73	(561,234.83)

9.2 CREDITORS ACCOUNTS PAID SEPTEMBER 2008

Program:	Other Property and Services	
Attachment:	List of Cheque Payments for September 2008	
File Ref:	Nil	
Author:	KP O’Neill	Finance Officer
Date:	8th October 2008	
Disclosure of Interest:	Nil	

Summary: Attached is the list of Creditors accounts paid for the month of September 2008.

Background:

Comment: **Summary:-**

Municipal	\$645,806.21
Trust	\$2,901.01
Credit Card	\$1,910.10
TOTAL	\$650,617.32

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 Strategic Plan

Voting Requirements: Simple Majority

Officer / Council Resolution: **081003**

“The Commissioner resolved -

That the Creditors list of accounts paid during September 2008, being Municipal Fund cheques numbered 14 to 91 inclusive and EFT payments numbered EFT39 to EFT100 inclusive and totalling \$645,806.21, Trust Fund cheque number 11 to 24 inclusive and totalling \$2,901.01 and Credit Card payments totalling \$1,910.10 be adopted.”

SHIRE OF BROOMEHILL-TAMBELLUP

Municipal Fund & Trust Fund Payments

Presented to Council on the 13th October 2008

Financial Management Regulations No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal	Trust
11	17/09/2008	AUSTRALIA'S SOUTH WEST	2008/09 Hidden Treasures Silver Membership		480.00
12	17/09/2008	CURLEW CREEK B&B	Hidden Treasures - Accom for Murdoch Students visit		231.00
13	17/09/2008	GREAT SOUTHERN REGION MARKETING ASSOC. INC	Hidden Treasures - Annual Membership		275.00
14	17/09/2008	JEROME HARDIE	Refund of Bond - Equipment Hire 22 Oct 2007		220.00
15	17/09/2008	ONGERUP MUSEUM	Hidden Treasures - Merchandise for Murdoch Students visit		40.00
16	17/09/2008	ONGERUP TELECENTRE	Hidden Treasures - Merchandise for Murdoch Students visit		30.00
17	17/09/2008	RAY SQUIBB	Refund of Bond - Portable Toilet Hire		50.00
18	17/09/2008	ROXANNE KING	Hidden Treasures - Fuel for Murdoch Students visit		110.01
19	17/09/2008	SOUTHERN ABORIGINAL CORPORATION	Refund of Bond - Hall Hire		250.00
20	17/09/2008	TAMBELLUP P&C ASSOCIATION INC.	Refund of Bond - Hall Hire for Quiz Night		450.00
21	17/09/2008	TAMBELLUP PRIMARY SCHOOL	Refund of Pavlion & Key bond		250.00
22	17/09/2008	TAMBELLUP TENNIS CLUB	Refund of Key Bond for 2 sets Pavilion keys for 2007/08 season		400.00
23	17/09/2008	YONGERGNOW AUSTRALIAN MALLEEFOWL CENTRE	Hidden Treasures - Meeting Room hire & Afternoon tea		93.00
24	17/09/2008	SHIRE OF KATANNING	Hidden Treasures - Meeting Room hire for August meeting		22.00
14	02/09/2008	A SMART START - CENTRAL GREAT SOUTHERN INC	Contribution to A Smart Start 1 Jan to 30 June 2008	243.21	
15	02/09/2008	ALBANY SECURITY SUPPLIES	To re-cut master key for hall	27.00	
16	02/09/2008	AUSTRALIA POST	Postage 8 - 24 July 2008	328.97	
17	02/09/2008	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Telecommunications tower licences to 27 September 2009	140.00	
18	02/09/2008	BLYTH GARDEN CENTRE PLANTS PLUS	1 Claret Ash Tree + fertilizer	66.31	
19	02/09/2008	BROOMEHILL P & C ASSOCIATION INC	Catering Councillors/past Presidents dinner	1,250.00	
20	02/09/2008	BROOMEHILL ROADHOUSE	2 gas bottles for Ivy Street house	259.60	
21	02/09/2008	BROOMEHILL ROADHOUSE	Newspapers	26.70	
22		Cancelled		0.00	
23	02/09/2008	CJD EQUIPMENT PTY LTD	Oil filter	60.12	
24	02/09/2008	COURIER AUSTRALIA	Stationery and Library exchange Freight	198.73	
25	02/09/2008	CUT-N-COTE	Roof vent	162.30	
26	02/09/2008	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	Vehicle registration	92.60	
27		Cancelled		0.00	
28	02/09/2008	FJ HARDWARE	Rubber mallet, paint, trowel	65.05	
29	02/09/2008	GRAY & LEWIS	University block recommendation	775.50	
30	02/09/2008	GREAT SOUTHERN ZONE OF WALGA	2008-09 Annual subscription	715.00	
31	02/09/2008	HITACHI	John Deere grader service	444.43	
32	02/09/2008	HOWARD MACHINERY	Service for John Deere tractor	599.54	
33	02/09/2008	INSTITUTE AUTOMOTIVE MECHANICAL ENG.	Electrical Tag Taining x 3	1,650.00	

SHIRE OF BROOMEHILL-TAMBELLUP

Municipal Fund & Trust Fund Payments

Presented to Council on the 13th October 2008

Financial Management Regulations No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal	Trust
34	02/09/2008	JEM TRUCK SALES	Mud Flaps for truck	63.25	
35	02/09/2008	KATANNING GLAZING & SECURITY	Repair window	607.67	
36	02/09/2008	KOJONUP TYRE SERVICE	4 new tyres	679.80	
37	02/09/2008	LAND ASSESSMENT PTY LTD	University block land assessment	4,070.00	
38	02/09/2008	LANDGATE	UV schedule R2008/3 - interim valuations	812.25	
39	02/09/2008	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION	WA Works & Parks Conference - 2 attendees	1,347.00	
40	02/09/2008	LW HULL	Road verge spraying - various roads	7,913.62	
41	02/09/2008	NEAT N' TRIM UNIFORMS PTY LTD	Staff Uniforms	924.44	
42	02/09/2008	NORM MORRISON ENGINEERING	Hydraulic rams	609.40	
43	02/09/2008	PROTECTOR FIRE SERVICES	Fire extinguisher inspection	2,788.89	
44	02/09/2008	RECORDS MAINTENANCE & STORAGE	Files for record management	84.37	
45	02/09/2008	RICOH AUSTRALIA PTY LTD	Ink Cartridge For Licensing Printer	154.00	
46	02/09/2008	RUSSELL KEMP	Maintenance Broomehill & Tambellup Depots	4,814.04	
47	02/09/2008	SHIRE OF GNOWANGERUP	Share of Sport & Rec. officer costs - January to June 2008	1,204.75	
48	02/09/2008	SOMERSET	Local Govt Week accommodation CEO & Commissioner	2,269.50	
49	02/09/2008	SYNERGY	Electricity accounts to 07 August 2008	2,674.05	
50	02/09/2008	TAMBELLUP DELI	Fuel for small motors and newspapers July 2008	163.60	
51	02/09/2008	TAMBELLUP G & T MOTORS	Commissioner Accom July, various parts & repairs for plant items	2,541.90	
52		Cancelled		0.00	
53	02/09/2008	TOWN OF NARROGIN	Building inspections fees July, 2008	2,229.48	
54	02/09/2008	WA LOCAL GOVERNMENT ASSOCIATION	Local Govt Week registrations, Works Manager advertising	6,188.37	
55	02/09/2008	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions July & August 2008	36,553.40	
56	02/09/2008	WARREN BLACKWOOD WASTE	July Recycling collections - Broomehill & Tambellup	2,403.27	
57	02/09/2008	WATER CORPORATION	Annual water & Sewerage rates	1,197.00	
58-59		Cancelled		0.00	
60	05/09/2008	SYNERGY	Electricity accounts to 07 August 2008	992.20	
61	05/09/2008	WA LOCAL GOVERNMENT ASSOCIATION	Annual subscriptions - Tax Services, Local Laws, ROMAN etc.	14,898.40	
62	12/09/2008	AUSTRALIA POST	Postage to 04 September 2008	429.27	
63	12/09/2008	BLIGHT'S AUTO ELECTRICS	1 alternator for multipac roller	960.00	
64	12/09/2008	BLYTH GARDEN CENTRE PLANTS PLUS	Plants for gardens	926.05	
65	12/09/2008	BRENTON STEWART ELECTRICS	Replace hot water element - 7 Howard Street	280.50	
66	12/09/2008	BROOMEHILL ROADHOUSE	Papers for August 2008	48.50	
67	12/09/2008	B.T.W.	5kg welding rods	169.00	
68	12/09/2008	BURGESS RAWSON	Rent Station Masters Res & Railway Buildings, water charges	601.04	

SHIRE OF BROOMEHILL-TAMBELLUP

Municipal Fund & Trust Fund Payments

Presented to Council on the 13th October 2008

Financial Management Regulations No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal	Trust
69	12/09/2008	COURIER AUSTRALIA	Freight on computers returned to Perth	70.47	
70	12/09/2008	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	Vehicle registration	17.85	
71	12/09/2008	DEPT FOR PLANNING & INFRASTRUCTURE	Vehicle registration	17.85	
72	12/09/2008	GRAY & LEWIS	Town Planning Consulting Services - August 2008	1,546.88	
73	12/09/2008	JR & A HERSEY PTY LTD	Brooms, shovels, batteries etc.	618.35	
74	12/09/2008	KOJONUP TYRE SERVICE	6 new tyres - BH003	1,903.00	
75	12/09/2008	LANDGATE	GRV interim schedule G2008/5	3,857.55	
76		Cancelled		0.00	
77	12/09/2008	QFH MULTIPARTS	Hose assembly and various parts for steam cleaner	12.25	
78	12/09/2008	SOUTH WEST PRINTING & PUBLISHING	Printing of 2008 Fire Break Orders	1,148.00	
79	12/09/2008	STEWARTS AUTO REPAIRS	Wheel alignment - gardeners truck	137.01	
80	12/09/2008	SYNERGY	Electricity to 26 August 2008	3,336.90	
81	12/09/2008	TAMBELLUP DELI	Fuel for small motors and newspapers - August 2008	234.10	
82	12/09/2008	TAMBELLUP G & T MOTORS	Oil	2,539.47	
83	12/09/2008	TAMBELLUP QUALITY MEATS	Lunch for Work Place Agreement Consultation.	42.36	
84	12/09/2008	TELSTRA	Admin phone accounts	921.03	
85	12/09/2008	TOWN OF NARROGIN	June building inspections 17 hrs x \$58 ph, 389 kms @ .75 p km	1,405.53	
86	12/09/2008	WA LOCAL GOVERNMENT ASSOCIATION	Amendment to Town Planning Scheme S1/A2	270.20	
87	12/09/2008	WARREN BLACKWOOD WASTE	August pick up 340 bins - Tambellup 1	1,602.18	
88	12/09/2008	WATER CORPORATION	Water 28 April to 28 August 2008	2,402.90	
89	18/09/2008	SHIRE OF BROOMEHILL-TAMBELLUP	Petty Cash Reimbursement	322.40	
90	26/09/2008	BARRY KOWALD	Rates refund for assessment A3040 - did not claim discount	198.20	
91	26/09/2008	NICHOLAS TOMNEY	Rates refund for assessment A238 - received twice	554.39	
EFT39	02/09/2008	AIR LIQUIDE	Oxygen, acetylene, migshield for July 2008 - depot	73.32	
EFT40	02/09/2008	ALLAN MORTIMER	Contract Health Inspector 13 August 2008	618.75	
EFT41	02/09/2008	BEST OFFICE SYSTEMS	Black & white & Colour copy charges for August	750.40	
EFT42	02/09/2008	BKW CO-OP	Clothes line for 48 India Street	465.85	
EFT43	02/09/2008	COMFORT INN ADMIRAL	Accommodation and meals - WA Parks and Gardens Conference	538.65	
EFT44	02/09/2008	CORPORATE EXPRESS	200 reams A4 white paper	1,116.83	
EFT45	02/09/2008	GREAT SOUTHERN WASTE DISPOSAL	Rubbish collection July - Broomehill & Tambellup	2,842.40	
EFT46	02/09/2008	IMPRINT PLASTIC	Staff badges - Shire Broomehill-Tambellup	567.05	
EFT47	02/09/2008	JEFF'S AUTOMOTIVE ELECTRICAL SERVICE	Switch fan	10.00	
EFT48	02/09/2008	KAT BRAKE CLUTCH & AG REPAIRS	Repairs to trailer	1,188.00	
EFT49	02/09/2008	KATANNING CARPET CARE	Clean carpets at 48 India St	195.80	

SHIRE OF BROOMEHILL-TAMBELLUP

Municipal Fund & Trust Fund Payments

Presented to Council on the 13th October 2008

Financial Management Regulations No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal	Trust
EFT50	02/09/2008	KATANNING STOCK & TRADING	Screws for signs	170.25	
EFT51	02/09/2008	KIM BOULTON	Records Management August 2008	615.00	
EFT52	02/09/2008	KLEENHEAT GAS	Gas bottle rental for year	51.70	
EFT53	02/09/2008	MESSAGE MEDIA	Harvest Ban SMS service charges	19.92	
EFT54	02/09/2008	N.P. & N.A. EPIS	Town Street cleaning	2,299.00	
EFT55	02/09/2008	PERFECT COMPUTER SOLUTIONS PTY LTD	Computer memory - 2 x 1 GB ram	209.00	
EFT56	02/09/2008	RECHARGE-IT	Refill printer cartridges	88.00	
EFT57	02/09/2008	RON BACK	Project Management - Amalgamation	9,487.50	
EFT58	02/09/2008	TAMBELLUP POST CAFE	Catering & Postage July 2008	594.10	
EFT59	02/09/2008	TAMBELLUP SETTLER'S MART	Nuts, bolts for signs, Office supplies	260.00	
EFT60	02/09/2008	TAMBELLUP TELECENTRE INC	Broomehill library exchange June - July 2008	757.00	
EFT61	02/09/2008	WOOD & GRIEVE ENGINEERS	Submissions for progress claims for roads	2,340.25	
EFT62	02/09/2008	ZIPFORM PTY LTD	1000 rates notices	1,331.00	
EFT	02/09/2008	SALARIES & WAGES	Bulk Payment F.E. 29 Aug 2008	34,851.56	
EFT65	05/09/2008	ALBANY FINANCE	Payroll deductions	254.00	
EFT66	05/09/2008	KEYSTART	Payroll deductions	475.00	
EFT67	05/09/2008	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	260.00	
EFT68	12/09/2008	JEM TRUCK SALES	Changeover of 14 tonne trucks TA1880 & BH002	242,802.20	
EFT69	12/09/2008	WA TREASURY CORPORATION	Loan Repayments - Loan # 3, 96 & 97	17,492.83	
EFT71	12/09/2008	AIR LIQUIDE	Oxygen, acetylene, migshield rental	73.32	
EFT72	12/09/2008	BKW CO-OP	20 lengths galv. pipe	3,069.56	
EFT73	12/09/2008	CORPORATE EXPRESS	Stationery	458.53	
EFT74	12/09/2008	DAVID WILLS & ASSOCIATES	Consulting August on University block - Lot 263 Lathom St	1,408.00	
EFT75	12/09/2008	DENEFE SIGNS	Various signs	5,023.22	
EFT76	12/09/2008	GREAT SOUTHERN WASTE DISPOSAL	Rubbish Collection August - Broomehill & Tambellup	2,281.40	
EFT77	12/09/2008	KATANNING STOCK & TRADING	Service Fairmont BH000	168.55	
EFT78	12/09/2008	KIM BOULTON	Records Management - September 2008	1,886.00	
EFT79	12/09/2008	LANDMARK	Chemical for roadside spraying	3,165.25	
EFT80	12/09/2008	LAWRENCE CUTHBERT & ASSOCIATES	Commencement of works on Broomehill Town Hall restoration.	12,000.00	
EFT81	12/09/2008	LINK ENERGY	15,000 ltrs diesel, Fuel for OTA	28,459.57	
EFT82	12/09/2008	PERFECT COMPUTER SOLUTIONS PTY LTD	Admin Salary Sacrifice - Toshiba laptop computer	2,105.00	
EFT83	12/09/2008	RON BACK	Project Management - Amalgamation	9,707.50	
EFT84	12/09/2008	TAMBELLUP POST CAFE	Postage for August 2008	205.60	
EFT85	12/09/2008	TAMBELLUP SETTLER'S MART	Various kitchen supplies	106.17	

SHIRE OF BROOMEHILL-TAMBELLUP

Municipal Fund & Trust Fund Payments

Presented to Council on the 13th October 2008

Financial Management Regulations No. 12 & No. 13

Chq/EFT	Date	Name	Description	Municipal	Trust
EFT86	12/09/2008	TAMBELLUP TELECENTRE INC	Tambellup Topics printing - July, August, September 2008	1,584.00	
EFT87	12/09/2008	WESTRAC EQUIPMENT PTY LTD	250 hr service on grader	807.38	
EFT88	12/09/2008	WOOD & GRIEVE ENGINEERS	Submissions for progress claim for roads	6,003.25	
EFT89	12/09/2008	ZIPFORM PTY LTD	1000 Cheque remittances	1,719.30	
EFT	16/09/2008	SALARIES & WAGES	Bulk Payment F.E. 12 Sept 2008	34,053.18	
EFT90	16/09/2008	ALBANY FINANCE	Payroll deductions	254.00	
EFT91	16/09/2008	KEYSTART	Payroll deductions	475.00	
EFT92	16/09/2008	JAN GRIMOLDBY	Commissioner Meeting Fees August 2008	5,544.17	
EFT93	16/09/2008	LGIS PROPERTY	50% Property Insurance For 2008-2009 Year	18,638.19	
EFT94	18/09/2008	GLENHALE ELECTRICAL MECHANICAL SERVICES	Instal Airconditioners In Fire Shed	5,005.00	
EFT95	30/09/2008	AUSTRALIAN TAXATION OFFICE	BAS for July 2008 - nett of GST accounts & PAYG taxation	5,395.08	
EFT96	30/09/2008	AUSTRALIAN TAXATION OFFICE	BAS August 2008 - nett GST accounts & PAYG	4,295.63	
EFT99	12/09/2008	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	661.46	
EFT100	26/09/2008	SHIRE OF BROOMEHILL-TAMBELLUP	Payroll deductions	506.51	
EFT	30/09/2008	SALARIES & WAGES	Bulk Payment F.E. 26 Sept 2008	36,158.09	
				<u>645,806.21</u>	<u>2,901.01</u>

Credit Card Payments

July 2008

Council meeting refreshments etc.	140.50
Fuel - OTA	83.00
Fuel - BH000	362.10
Bank Charges (card fees etc)	16.00
	<u>601.60</u>

August 2008

Shire vehicle registrations	977.75
Council meeting refreshments etc.	149.86
Fuel - BH000	129.23
Janus Street housing mtce	35.75
Bank Charges (card fees etc)	15.91
	<u>1,308.50</u>

TOTAL

1,910.10

9.3 ADVERTISING RATES – BT TIMES

Program:	Community Services	
Attachment:	Nil	
File Ref:	ADM0111	
Author:	JM Trezona	Chief Executive Officer
Date:	24th September 2008	
Disclosure of Interest:	Nil	

Summary: Setting of the advertising rates for the BT Times.

Background: Council is required to include in its Annual Budget the fees and charges to be imposed for the next financial year (Local Government Act 1995 Section 6.2(4) (c).

Comment: The 2008-2009 Annual Budget was adopted by Council before the inception of the BT Times. As it is a legislative requirement for fees and charges to be include in the Annual Budget, Council will need to adopt the following advertising rates for Out of town advertisements for the BT Times;

- Full A4 page - \$66 inc GST
- Half A4 page - \$33 inc GST
- Quarter A4 page - \$17 inc GST
- Eighth of A4 page - \$9 inc GST

Consultation: Nil

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Financial Implications: The advertising rates will be additional revenue for Council

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

Voting Requirements: Absolute Majority

Officer Resolution: *The Commissioner resolves –*

“That Council adopt the following advertising rates for Out of town advertisements for the BT Times:

- *Full A4 page - \$66 inc GST*
- *Half A4 page - \$33 inc GST*
- *Quarter A4 page - \$17 inc GST*
- *Eighth of A4 page - \$9 inc GST.”*

Council Resolution: **081004**

“The Commissioner resolved –

1. That Council adopt the following advertising rates for Out of Shire advertisements for the BT Times :

- **Full A4 Page - \$66 inc GST**
- **Half A4 Page - \$33 inc GST**
- **Quarter A4 Page - \$17 inc GST**
- **Eighth of A4 Page - \$9 inc GST**

2. That Council adopt the following rates for Local Businesses and Community Groups advertisements for the BT Times:

- **Full A4 Page - \$66 inc GST**
- **Half A4 Page - \$33 inc GST**
- **Quarter A4 page - free advertisement**
- **Eighth of A4 page - free advertisement.”**

By Absolute Majority

**Reason For Change
to Recommendation:**

To encourage local businesses and community groups to advertise free of charge on smaller advertisements and to recover costs on the larger advertisements for both local and out of shire businesses.

9.4 PROPOSED SUBDIVISION – LOT 392 NELSON STREET / CORNER CHILLICUP ROAD, BROOMEHILL – WAPC 138536

Program:	Planning
Attachment:	Subdivision Plan
File Ref:	S138536
Author:	Gray and Lewis Land Use Planners
Date:	30th September 2008
Disclosure of Interest:	Gray and Lewis receive planning fees for advice to the Shire of Broomehill-Tambellup and therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>.

Summary: An application has been lodged with the Western Australian Planning Commission (WAPC) to subdivide Lot 392 Nelson Street, Broomehill.

The WAPC has referred the application to the Shire for recommendation and comment.

The report recommends that the Shire recommend that the application be refused by the WAPC.

Background: The subject lots are zoned ‘Rural Residential’ under the Shire of Broomehill Town Planning Scheme No. 1 (“the Scheme”).

Comment: *Description of Application*

The existing lot is located on the corner of Nelson Street and Chillicup Road and has an approximate area of 5.2 hectares.

The application proposes to subdivide Lot 392 into two lots of 2.63 hectares.

Scheme Provisions

Clause 5.12.1(a) requires an overall plan for any land in the rural residential zone and this is generally used as a subdivision guide plan.

The lots form part of an area controlled through provisions listed under Schedule 2 of the Scheme. Schedule 2 refers to the ‘*existing cadastral plan for the townsite and the suburban area as shown on the scheme map*’ as the plan of subdivision referred to in Clause 5.12.1(a).

Essentially this means that the Scheme does not contemplate any further subdivision of existing lots as the existing cadastral plan is the subdivision plan for this ‘Rural Residential’ area.

Conclusion

The proposed subdivision does not comply with the Scheme and accordingly refusal is recommended. There is no land capability or information provided which demonstrates that the lot is capable of supporting smaller lot sizes and approval will set a precedent for similar

subdivision to occur in the surrounding locality.

It is noted that the predominant lot size in the area exceeds 4 hectares and therefore the subdivision is seeking lot sizes smaller than that prevailing in the area

Consultation: Consultation has been conducted by the WAPC who has referred the application to Western Power and Water Corporation for comment.

Statutory

Environment: Shire of Broomehill Town Planning Scheme No. 1

Policy Implications: Nil

Financial

Implications: This issue has no financial implications for Council

Strategic

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

Voting

Requirements: Simple Majority

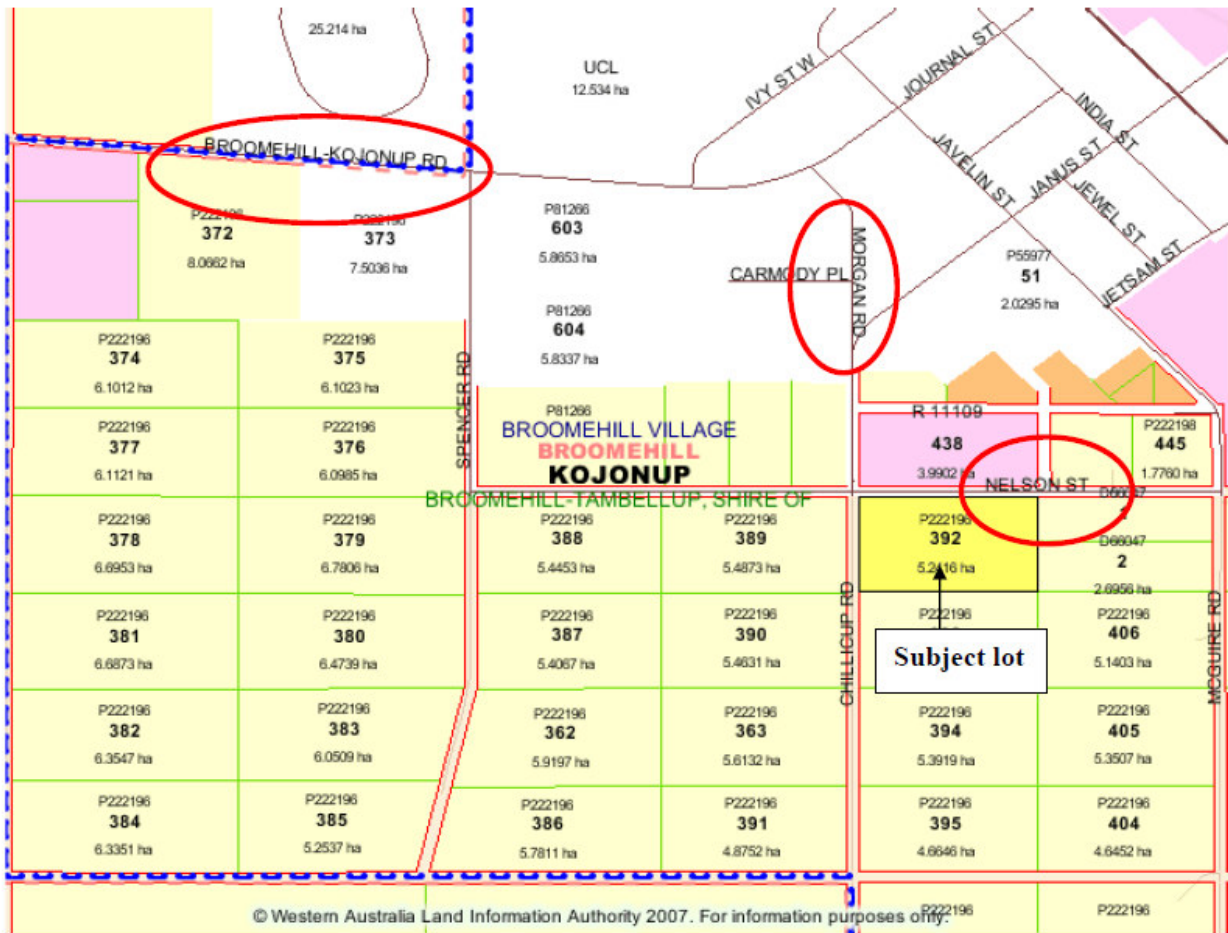
Officer / Council

Resolution: 081005

“The Commissioner resolved –

That Council recommend that the Western Australian Planning Commission refuse the subdivision application for Lot 392 Nelson Street, Broomehill for the following reasons:

- 1. The application does not comply with the provisions of the Shire of Broomehill Town Planning Scheme No 1 as the lot sizes for this ‘Rural Residential’ zone are controlled through Schedule 2 which refers to the ‘existing cadastral plan for the townsite and the suburban area are shown on the scheme map’ as the plan of subdivision referred to in Clause 5.12.1(a). The lot cannot be further subdivided in accordance with the Scheme.*
- 2. There is no land capability or information provided which demonstrates that the lot is capable of supporting smaller lot sizes.*
- 3. The subdivision creates lots which are inconsistent with the prevailing 4 hectare lot sizes in the surrounding locality. Approval for the subdivision will therefore set an undesirable precedent for similar widespread 2 hectare lots in the surrounding ‘Rural Residential’ zone without land capability, an overall subdivision guide plan or proper planning.”*



JOHN KINNEAR AND ASSOCIATES

Consulting Surveyors

JKA REF. 9975

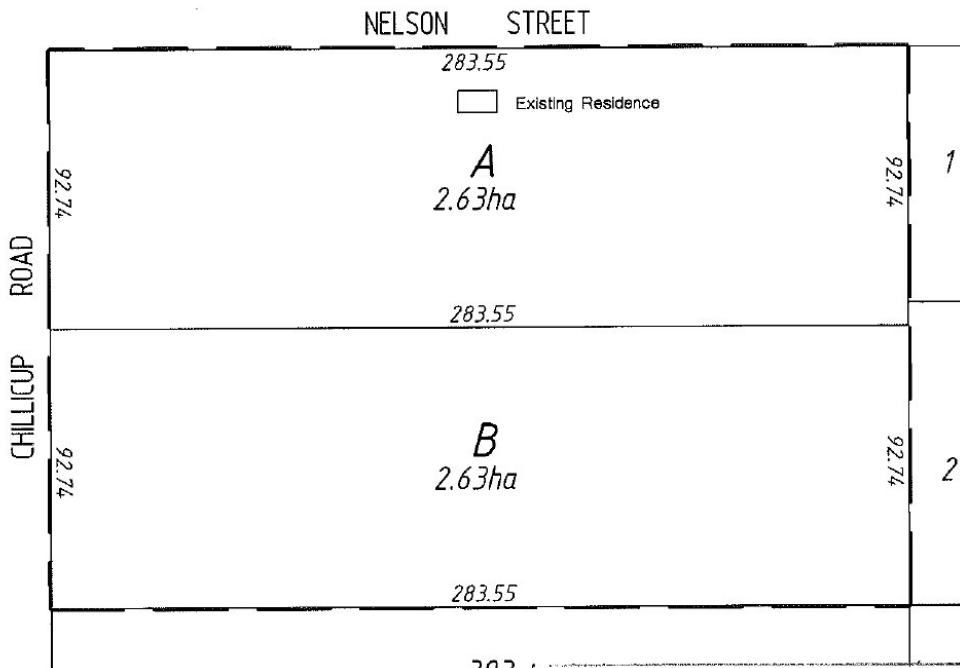
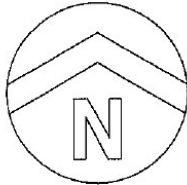
234 STIRLING TERRACE.
P.O. BOX 293, ALBANY, WA, 6330.
TELEPHONE (08) 9842 1353. FACSIMILE (08) 9842 1570.

PROPOSED. SUBDIVISION

LOT 392	PLAN 222196	MAP BJ29 (10) 8.3
C/T Volume 1987	Folio 189	LOCAL AUTHORITY Shire of Tambellup-Broomehill
LOCALITY BROOMEHILL	ZONING RURAL	OWNER P. YIEND
Total Area 5.26ha	Scale 1:2000	
No. of Exist Lots 1	Date Sept 08	
No. of Prop Lots 2	Job No. 9975	

**NOTE: DISTANCES AND AREAS
SUBJECT TO SURVEY.**

LEGEND	
	Water Meter
	Telstra Pit/Pillar
	Sewer Connection
	Power Connection
	Window
	Doorway
	Tree
	Subject Land
	Existing Boundary
	Boundary
	Kerb
	Water Main
	Sewer Line
	Overhead Power Line



393

DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	
DATE	FILE
16 SEP 2008	138536

● PROPOSAL TO SUBDIVIDE LOT 392 INTO 2 LOTS

Licensed Land, Mining and Engineering Surveyors

9.5 STRATEGIC WASTE MANAGEMENT PLAN

Program:	Community Amenities	
Attachment:	Copy of Draft Plan (Separate document)	
File Ref:	ADM0099	
Author:	P Durtanovich	Project Officer
Date:	1st October 2008	
Disclosure of Interest:	Nil	

Summary: A draft strategic waste management plan has been prepared for the Stirling Group of Local Governments.

This report recommends that Council receive the draft plan for public comment.

Background: The draft strategic waste management plan has been developed in alignment with the Waste Authority of Western Australia's Zero Waste Plan Development Scheme (ZWPDS).

The scheme involves three Phases – Phase 1 consisted of an online survey to establish base line characteristics for all local governments across the state. The survey has been successful in capturing municipal waste and recycling data across the state, as well as assisting local governments in identifying data gaps. Phase 1 results, including Department of Environment and Conservation recommendations therein, are incorporated in Phase 2 of the ZWPDS, which involves the development of Strategic Waste Management Plans (SWMP). Phase 3 is the implementation stage of approved SWMP's.

The Zero Waste Plan Development Scheme guidelines provide for SWMP's to be prepared for individual local governments or groups of local governments.

In November 2007, the Shire's of Broomehill, Tambellup, Kent, Gnowangerup and Jerramungup, identified as the Stirling Group of Local Governments, agreed by memorandum of understanding, to work together to develop a SWMP for the region. Pascoe Durtanovich was appointed project officer for the group to review current waste management practices and develop a regional waste management plan.

Comment: The draft SWMP outlines existing waste services provided by member councils, details of current waste generation including recycling data, and recommended strategies to achieve improved outcomes for the region and the individual local governments in the management of waste.

A key component of the plan is the development of the current Shire of Katanning landfill site as a regional site, particularly to service the Shire's of Broomehill – Tambellup, Kent and Gnowangerup. It is also recommended that the Shire of Jerramungup investigate the feasibility of developing a new landfill site to service that shire. The regional landfill approach would result in the closure of some landfill sites in the region and the conversion of others to transfer stations.

Many of the initiatives in the SWMP require a regional approach. On an individual shire basis the main impact on the Shire of Broomehill – Tambellup is the provision of manned transfer stations in Broomehill and in Tambellup, with restricted opening times.

Consultation: In developing the draft SWMP the project officer has consulted with officers from each of the participating councils and the Department of Environment and Conservation Regional Co-ordinator.

Council should now advertise the draft plan for public comment, either through the local bulletin, a public meeting, or both, with submissions received to be considered at the November 2008 ordinary meeting of council.

Statutory

Environment: Relevant legislation is the Waste Avoidance and Resource Recovery (WARR) Act 2007 and WARR Regulations 2008. The Act does not make it compulsory for local governments to prepare SWMP's, however, given that council has agreed to participate in the plan development scheme, compliance with the WARR Act and Regulations is expected.

Policy Implications: Nil

Financial

Implications: The SWMP outlines estimated expenditure for the actions recommended. Annual operating costs for the transfer stations will be determined once opening times are set.

The plan indicates an estimated total cost of \$133,000 to the Shire of Broomehill - Tambellup for the implementation of the actions recommended. It is likely that the Department of Environment and Conservation will provide some funding for Phase 3 (implementation) therefore the above amount will be reduced by any grants received.

Strategic

Implications: The actions recommended in the plan will improve waste management practices in the Shire of Broomehill – Tambellup in order to protect human health and the environment.

Voting

Requirements: Simple Majority

Officer Resolution: *“That the Commissioner resolves -*

- 1. The Draft Strategic Waste Management Plan for the Stirling Group of Local Governments be received.*
- 2. The draft plan be advertised in the BT Times for public comment.*
- 3. Submissions received be considered by council at the November, 2008 ordinary meeting of council.”*

Council Resolution: 081006

“The Commissioner resolved –

- 1. The Draft Strategic Waste Management Plan for the Stirling Group of Local Governments be received.*
- 2. The draft plan be advertised in the BT Times for public comment closing midday 14th November 2008.*
- 3. Submissions received be considered by Council at the November 2008 ordinary meeting of Council.”*

**Reason For Change
to Recommendation:**

The public comment period to close at midday on 14th November 2008 so that the Chief Executive Officer has sufficient time to prepare an agenda item for the ordinary meeting of Council in November.

DRAFT

Towards Zero Waste

Strategic Waste Management Plan

Stirling Group of Local Governments

Shire of Broomehill-Tambellup

Shire of Kent

Shire Gnowangerup

Shire of Jerramungup

19 September 2008

Prepared by:
Pascoe Durtanovich
Project Officer

Executive Summary

The Stirling Group of Local Governments (SGLG) Strategic Waste Management Plan has been developed in alignment with the Waste Authority of Western Australia's Zero Waste Plan Development Scheme. The purpose of this plan is to provide strategies and actions to guide the local governments and communities of the Shires of Kent, Broomehill -Tambellup, Gnowangerup and Jerramungup to improve waste management practices consistent with the state's vision of "Towards Zero Waste" in order to protect human health and the environment.

The Stirling Group of Local Governments, located in the heart of the Great Southern, covers a total area of 20,800 square kilometres.

In November 2007 the group agreed, by memorandum of understanding, to work together to develop strategies to achieve improved outcomes for the region and the individual local governments, in the management of waste. A project officer was appointed to review current waste management practices and to develop a Regional Waste Management Plan that would guide the management of solid waste in the region. Assessment of current practices employed by member Councils revealed that each Council is making a concerted effort to deal with most forms of waste generated by their communities, however major changes are required to improve waste management practices consistent with the state's vision of "Towards Zero Waste".

Other observations made:

Waste Collection

- All member Councils outsource the kerbside collection of solid waste. There are two private contractors providing the service.
- Kerbside recycling collection is provided by all the local governments. Again, this service is provided by a private contractor.
- Collection contract expiry dates vary.

Waste Management / Facilities

- Unmanned landfills
- Potential environmental impact from landfill
- Lack of information as to current landfill cells at each of the landfill sites
- Limited data collection
- Disposal of recyclable waste to landfill
- Tyres in some instances landfilled
- Too many landfill sites

The assessment identified the following actions as necessary to improve waste management across the region.

Disposal of Waste to Landfill

There are eleven landfill sites and one transfer station currently in use within the boundaries of the Stirling Group of Local Governments. Apart from the transfer station none of the facilities are manned. In most instances compliance with the Environmental Protection (Rural Landfill) Regulations 2002 is minimal.

Landfill sites should be closed over a five-year period and in some areas replaced with staffed transfer stations.

The Shires of Kent, Broomehill-Tambellup and Gnowangerup should seek an agreement with the Shire of Katanning for the disposal of waste in the Katanning landfill site. The Shire of Jerramungup should plan to close existing landfill sites and develop a new complying site to accept waste from within that Shire.

Data Collection

Member Councils should work with the Department of Environment and Conservation and adopt appropriate, standardised waste data collection processes. This action should be taken immediately. Data collection will achieve accurate reporting and will assist in the planning of waste management initiatives.

Community Education

The Stirling Group of Local Governments should establish a working group to advise member Councils on waste management issues. One of the group's tasks should be to develop a regional education and awareness program focused on minimising the amount of waste to landfill. The program should be developed with the assistance of the Department of Environment and Conservation.

The Working Group should be established by June 2009.

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1. VISION, GOALS, PURPOSE AND OBJECTIVES

Vision

Towards Zero Waste

Goals

- Minimisation of the direct and indirect environmental impacts of waste and its management over the next five years
- Waste managed in a sustainable manner
- Increased community awareness of the impact of waste issues on the environment

Purpose and Objectives

- To protect human health and the environment
- To confirm current waste infrastructure and levels of service
- To identify priority actions and associated costs and timelines to incrementally improve waste management within the local government area(s) covered by the plan
- To form partnerships with other local governments, business and industry to achieve economies of scale where feasible
- To increase community awareness, appreciation and responsiveness to waste related issues
- To assign actions, costs and timelines
- To define a performance monitoring and review schedule

1.1 *Legislative Arrangements*

The preparation of strategic waste management plans is governed by the Waste Avoidance and Resource Recovery (WARR) Act 2007 and WARR Regulations 2008. The Act came into effect on the 1st July, 2008.

The Act provides for:

- waste avoidance and resource recovery
- establishment of the Waste Authority
- the provision of waste services by local governments
- levies on waste; and
- repeal of other legislation as required

The objects of the Act are to contribute to sustainability, and the protection of human health and the environment in Western Australia and the move towards a waste-free society by –

- promoting the most efficient use of resources, including resource recovery and waste avoidance
- reducing environmental harm, including pollution through waste
- the consideration of resource management options against the following hierarchy:
 - avoidance of unnecessary resource consumption
 - resource recovery (including reuse, reprocessing, recycling and energy recovery)
 - disposal

At this time, there is no requirement for a local government to have a waste plan. However, the fact the waste plan provisions are in the WARR Act (sections 40 to 44 inclusive), and "The CEO may by written notice require a local government to include within its Plan For The Future a waste plan outlining how, in order to protect human health and the environment, waste services provided by the local government will be managed to achieve consistency with the waste strategy" implies a clear expectation that each local government would develop a waste plan, and at sometime in the future may be required to have one. Hence, the Waste Authority has been providing funds to local governments to assist them develop their strategic waste management plans. It is also important for local governments to have a SWMP if they are to qualify for funding that may be available through the Waste Authority, for the implementation of waste management infrastructure etc.

2. Existing Waste Services and Infrastructure

This section of the report gives a summary of existing waste management practices in the region and expands on information provided in Phase 1 of the Department of Environment and Conservation's 'Zero Waste Development Scheme'. All Councils participated in Phase 1 via an online survey. The results of the survey were summarised by the Department of Environment and Conservation and provided to Councils. **Appendix A**

Information gained through this process has identified a number of issues that require action. These issues are addressed in **Section 3**.

2.1 Regional Profile

The Stirling Group of Local Governments consists of the Shire of Kent, Shire of Jerramungup, Shire of Katanning and the Shire of Broomehill – Tambellup and is located in the heart of the Great Southern. The region covers an area of 20,800 square kilometres and supports predominately agriculture and to a lesser degree tourism.

Figure 2.1: Map Showing Local Government Boundaries and Regional Group



2.1.1 Shire of Broomehill – Tambellup

The Shire was formed on 1 July 2008, with the voluntary merger of the previous Shires of Broomehill and Tambellup. Governance of the Shire will be undertaken by Commissioner Jan Grimoldby from 1 July 2008 to October 2008 when new elections will be held.

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern Region approximately 300 km southeast of Perth and 126 km north of Albany. The region is predominantly a sheep and grain producing area, with growing interest in aquaculture, viticulture and horticulture. The Shire has a permanent population of 1,187 people and an area of approximately 2,813 square kilometres.

The Shire has two towns - Broomehill Village and Tambellup. Both offer the advantages of rural lifestyle with the convenience of most essential services, including recreation and leisure facilities, government,

health and education services. Although the towns are small, they offer numerous sites of interest for tourists and travellers. The most well-known is the Holland Track, which starts at Broomehill and ends at Coolgardie.

The Shire Administration centre is located in Tambellup.

2.1.2 Shire of Gnowangerup

The Shire of Gnowangerup is situated approximately 354 km southeast of Perth and 140 km from Albany via Chester Pass Road.

Gnowangerup was initially gazetted as a Road Board in 1912. In 1961 it became a Shire Council. It covers an area of approximately 5,000 square kilometres and is a prosperous grain growing and sheep producing area, with an average annual rainfall of 405 mm. Other industries include engineering, manufacturing and aquaculture. The area is noted Australia-wide for its merino sheep.

Tourism is alive in the Shire, with magnificent attractions such as the Stirling Ranges which contain such well known climbing and scenic delights as Bluff Knoll, Mount Toolbrunup and Mount Trio.

There are three towns in the shire which service agricultural and tourism requirements. Gnowangerup is the major centre and houses the Shire Administration centre, hospital medical services and the majority of major facilities required to service the district and residents' needs. The Shire has a permanent population of approximately 1,363.

Ongerup is some 50 km east of Gnowangerup on the Broomehill / Esperance road, and services a town population of approximately 300, plus the immediate surrounding rural population.

Borden is situated between Ongerup and Gnowangerup on the main Chester Pass Road route to Albany and nestles near the foot of the Stirling Ranges. It is a small town of less than 100 people and the existing facilities service the basic needs of its residents and the immediate surrounding district.

2.1.3 Shire of Kent

The Shire of Kent was first established in 1923 as the Kent Road Board. In 1955 the name was changed to the Nyabing-Pingrup Road Board. In 1961 it became a Shire. The name was further altered in 1973 to the Shire of Kent.

Covering area in excess of 6,500 square kilometres, the Shire of Kent is predominately an agricultural area. The average annual rainfall of approximately 375mm is ideal for production of wheat, barley and other grains, and legumes. The Shire's permanent population is approximately 564.

The principal centres in the Shire are the towns of Nyabing (pop approx 120) and Pingrup (pop approx 80) (ABS 2006 Census). Nyabing is approximately 320km south east of Perth and Pingrup a further 40km east of Nyabing.

The Shire Administration is located in the town of Nyabing.

2.1.4 Shire of Jerramungup

The Shire of Jerramungup was established on 1 July 1982, having been annexed from the Shire of Gnowangerup.

Located 440 km southeast of Perth, the Shire of Jerramungup is the western gateway to the world-famous Fitzgerald River National Park. The Shire comprises 6,501 square kilometres and incorporates the towns of Jerramungup and Bremer Bay, and the districts of Needilup, Jacup, Gairdner and Boxwood Hill.

The town of Jerramungup was established in 1953 as a war service settlement area. Though only a relatively young farming and agricultural region, the area is rich in history and proud of its heritage.

The town of Bremer Bay is growing fast, both in terms of development and tourism. The unspoilt coastline offers numerous recreational pursuits. The Fitzgerald River National Park is one of the largest national parks in Australia, containing 20% of the state's described plant species. The Park covers an area of 329,039 ha.

The Shire of Jerramungup has a permanent population of 1128. Local industries include agriculture, fish processing, and tourism.

The Shire Administration is located in the town of Jerramungup.

2.1.5 Demographics

Shire populations are closely linked to the agricultural industry.

The region's permanent population is 4,202. This increases significantly in the peak tourism season particularly in the Shire of Jerramungup and to a lesser degree Gnowangerup.

In terms of waste generation the major impact is on the Shire of Jerramungup, with the coastal town of Bremer Bay being a popular tourist destination.

The region's population is unlikely to experience any significant growth over the next ten years, with some Shires predicted to experience population decline. **Table 2.1**

Accordingly, it is unlikely that waste generated within the region will increase beyond current levels.

Table 2.1: Shire population and projected changes over the next ten years.

Local Government Area	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Broomehill - Tambellup	1,137	1,157	1,187	1,207	1,207	1,207	1,247	1,267	1,307	1,327	1,347	1,357	1,367
Gnowangerup	1,363	1,363	1,363	1,263	1,263	1,263	1,263	1,263	1,263	1,263	1,263	1,263	1,263
Jerramungup	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128
Kent	574	564	564	564	554	554	554	554	554	554	524	524	524
TOTAL	4,202	4,212	4,242	4,162	4,152	4,152	4,192	4,212	4,252	4,272	4,262	4,272	4,282

Source: Based on information provided by the Great Southern Development Commission and the Australian Bureau of Statistics

2.2 Municipal Waste Generation

2.2.1 Major Waste Sources / Generators

The region is primarily agriculture-based, therefore there is no specific source or individual generator of a large quantity of waste.

2.2.2 Waste Data

There is limited data available in terms of waste volumes disposed of at landfill sites within the region. All Shires operate unmanned facilities, therefore quantities and categories of waste are not monitored.

As the amount of kerbside collected municipal solid waste is not recorded, quantities have been estimated based on the number of collections.

The Shire of Gnowangerup provides an annual domestic / commercial kerbside bulk collection. However, quantities and categories of waste from this source are not recorded. Based on assessment of landfill sites and discussions with stakeholders it appears that commercial and demolition waste and commercial and industrial waste is minimal throughout the region.

For the purpose of identifying estimated quantities the following process was used.

- Kerbside collected household waste (240L MGBs) calculated at 30kg per bin (Shire of Manjimup Waste Audit)
- Recycling figures are provided by contractor, based on estimated truck volumes. The materials recovery facility does not have a weighbridge.

- Waste to unmanned landfills has been estimated at 30 tonnes per annum for the Shire of Broomehill–Tambellup and the Shire of Kent, and 90 tonnes per annum for the Shire of Gnowangerup, (based on the quantity of waste delivered to the Bremer Bay transfer station (approximately 60 tonnes per annum)).

Based on these estimates, the quantity of all waste generated within the region, inclusive of commercial and demolition waste, and commercial and industrial waste is shown in **Table 2.2**.

Table 2.2: Waste Quantities for each Shire 2007 / 08

Shire	Population (2008)	(Tonnes per annum)	Recyclables (Tonnes per annum)	Total Tonnes per Annum	Waste kg per Person per Annum
Broomehill - Tambellup	1,137	454	73	527	463
Kent	564	285	36	321	569
Gnowangerup	1,363	940	75	1,015	744
Jerramungup	1,128	929	80	1,009	894

Source: Recycling quantity for Shire of Kent is estimated – service commenced in April 2008

The table highlights a significant variance between Broomehill–Tambellup and Jerramungup in terms of kilograms per annum per person. Contributing factors are tourists and absentee owners in Bremer Bay. Comparing Gnowangerup with Broomehill–Tambellup, the variance can be attributed to the number and size of urban centres.

2.2.3 Priority Waste

The total amount of waste generated by the Stirling Group of Local Governments is minimal compared with populated regions; nevertheless management of this waste is just as important.

There is no one priority waste stream.

2.2.4 Findings – Data Gaps

Following assessment of waste generation within each of the Shires covered under this plan the following issues were identified:

- All Shires have limited or no waste records, consequently waste quantities have been estimated based on industry data.
- Apart from the Bremer Bay transfer station all waste disposal sites are unmanned and permanently open; consequently quantities of waste direct to landfill is not recorded. Again, estimates were calculated based on industry data.

2.3 Services Provided

All local governments within the Stirling Group of Local Governments provide similar waste collection services. These include kerbside collection of domestic and commercial waste and recyclables.

Councils provide 'street bins' in each of the towns' commercial areas. All waste collection services provided by the Stirling Group of Local Governments are outsourced to private contractors, apart from public bins in the Shire of Kent, which are serviced by that Council's day labour.

Table 2.3 lists the collection services currently provided by each council. The Shires of Broomehill–Tambellup and Kent use the same contractor, Great Southern Waste. The Shires of Gnowangerup and Jerramungup are contracted to Warren Blackwood Waste.

All four Shires contract to Warren Blackwood Waste for their recycling services. Recyclable materials are transported to the material recovery facility at Katanning for processing

Table 2.3: Council Waste Collection Services.

Shire	Areas Served	Domestic Refuse	Commercial Refuse	Public Bins	Recyclables	Waste from Council Works	Other Collections
Broomehill - Tambellup	Broomehill - Tambellup	240L MGB weekly collection	240L MGB weekly collection	120L MGB collected as required	240L MGB fortnightly collection	Inert and greenwaste as required	Car bodies / scrap metal collected from landfill sites as required
Kent	Nyabing Pingrup	240L MGB weekly collection	240L MGB weekly collection	120L MGB collected as required	240L MGB fortnightly collection	Inert and greenwaste as required	Car bodies / scrap metal collected from landfill sites as required
Gnowangerup	Gnowangerup Borden Ongerup	240L MGB weekly collection	240L MGB weekly collection	60L bins collected as required	240L MGB fortnightly collection	Inert and greenwaste as required	Car bodies / scrap metal collected from landfill sites as required Annual bulk pickup - Non Putrescible sites as required
Jerramungup	Bremer Bay	240L MGB weekly collection	240L MGB weekly collection	240L MGB collected as required	240L MGB fortnightly collection	Inert and greenwaste as required	Fish offal from two fish cleaning facilities at Bremer Bay

2.4 Infrastructure

There are twelve disposal sites in the Stirling Group of Local Governments region, eleven landfill sites and one transfer station. All twelve facilities were inspected and reviewed as part of the Strategic Waste Management Plan Development process.

Figure 2.2 indicates the location of existing facilities. Details of these facilities are shown in **Table 2.4**.

All sites apart from the transfer station at Bremer Bay are registered landfills and have been assessed for compliance with the Environmental Protection (Rural Landfill) Regulations 2002. A list of all waste disposal facilities in the region is contained in **Appendix B**.

Figure 2.2 Map Showing the Location of Existing Facilities

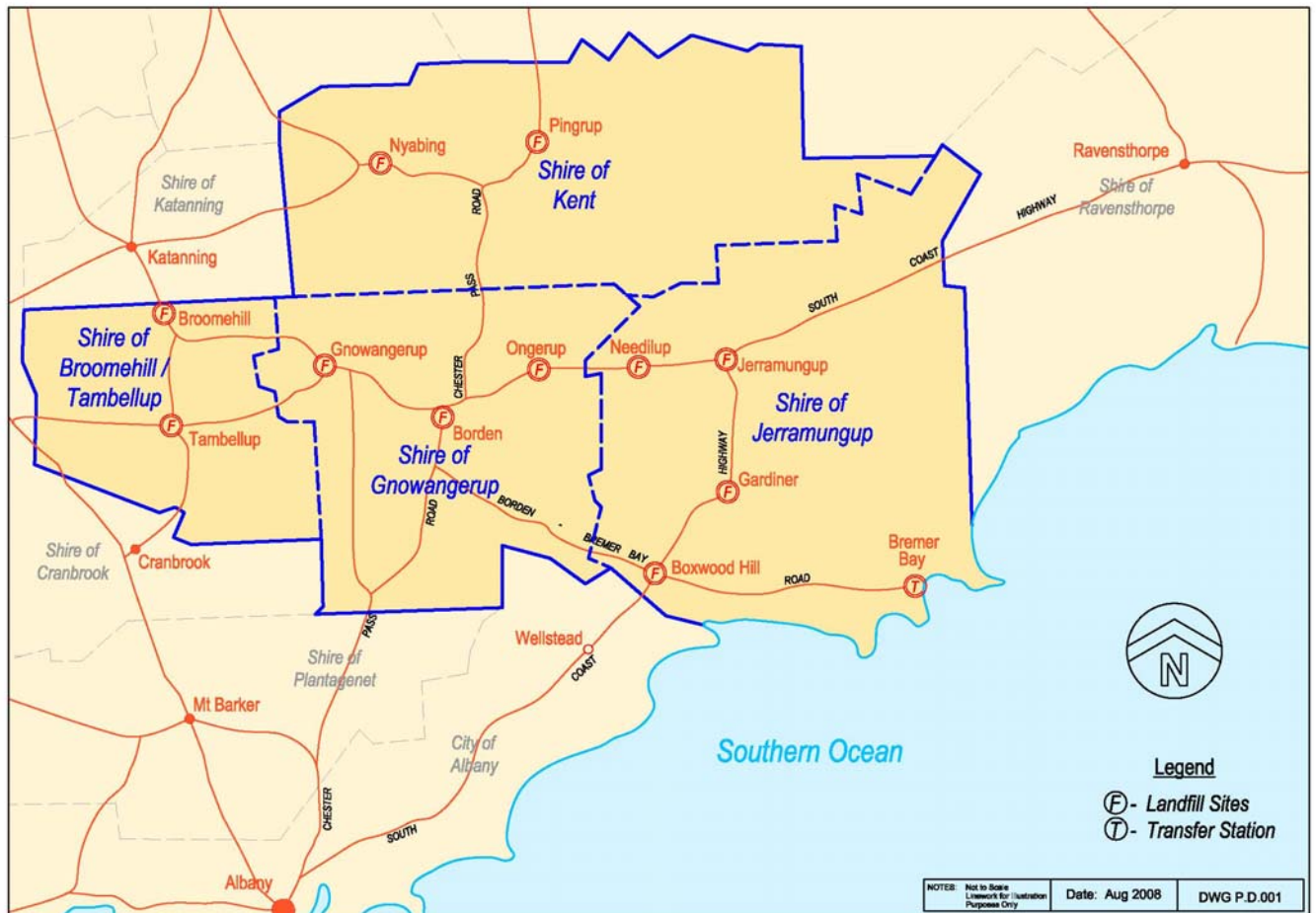


Table 2.4 Waste Disposal Facilities in the Stirling Group of Local Governments Region

Shire	Service Area	Owner Operator	Category	Landfilling Technique	Life Expectancy	Infrastructure	Recycling Material Separation
Broomehill	Broomehill town and surrounding rural areas plus kerbside collected waste from Tambellup	Shire of Broomehill - Tambellup	Category 89 - Putrescible Landfill	Trench and Cover	5 to 10 years	Nil	Car bodies, Metal
Tambellup	Tambellup town and surrounding rural areas	Shire of Broomehill - Tambellup	Category 89 - Putrescible Landfill	Trench and Cover	Nil	Nil	Car bodies, Metal
Nyabing	Nyabing town site and surrounding rural areas and kerbside collected waste from Pingrup	Shire of Kent	Category 89 - Putrescible Landfill	Trench and Cover	7 to 10 years	Shed / Office	Car bodies, Metal, Chemical Containers, Motor Oil, Glass, Paper, Cans
Pingrup	Pingrup town site and surrounding rural areas	Shire of Kent	Category 89 - Putrescible Landfill	Trench and Cover	1 year	Shed / Office	Chemical Containers, Motor Oil
Gnowangerup	Gnowangerup and surrounding rural areas	Shire of Gnowangerup	Category 89 - Putrescible Landfill	Trench and Cover	3 to 5 years	Nil	Chemical Drums, Car Bodies, Metal
Borden	Borden town site and surrounding rural areas	Shire of Gnowangerup	Category 89 - Putrescible Landfill	Trench and Cover	Upwards of 5 years	Nil	Chemical Drums
Ongerup	Ongerup town and surrounding rural areas	Shire of Gnowangerup	Category 89 - Putrescible Landfill	Trench and Cover	Upwards of 5 years	Nil	Chemical Drums
Boxwood Hill	Boxwood Hill rural Bremer Bay transfer bin and Bremer Bay kerbside collection	Shire of Jerramungup	Category 89 - Putrescible Landfill	Trench and Cover	Nil	Nil	Nil
Gairdner	Gairdner rural	Shire of Jerramungup	Category 89 - Putrescible Landfill	Trench and Cover	Nil	Nil	Nil
Jerramungup	Jerramungup town and surrounding rural areas	Shire of Jerramungup	Category 89 - Putrescible Landfill	Trench and Cover	3 years	Nil	Nil
Needilup	Needilup rural	Shire of Jerramungup	Category 89 - Putrescible Landfill	Trench and Cover	Nil	Nil	Nil
Bremer Bay	Bremer Bay	Shire of Jerramungup	Category 89 - Putrescible Landfill	Transfer Station	N/A	Transfer Bin, Hardstand, Office	Paper, Cans, Batteries, White Goods, Glass, Furniture

Note: Life expectancy of all landfill sites is estimated – A detailed assessment was not undertaken

A summary of each Shire facility is provided below:

2.4.1 Shire of Broomehill–Tambellup

Broomehill Refuse Site

Area serviced:	Town of Broomehill and surrounding rural area, plus kerbside household waste from Tambellup
Population serviced:	478
Waste quantity per annum:	424 tonnes
Area:	5.1436 ha
Staffed:	No
Life expectancy:	5 to 10 years
Infrastructure:	Nil

Comments:

- The Broomehill site accepts kerbside domestic waste from Tambellup
- One cell is developed at a time
- No record of inactive cells
- No infrastructure onsite
- Site is only partially fenced
- Apart from fencing wire, inert waste is not separated and is uncovered
- Non-compliant, in some aspects, with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**). However site was reasonably tidy.
- Post-closure management plan prepared in 2005

Tambellup Refuse Site

Area serviced:	Town of Tambellup and surrounding rural area
Population serviced:	659
Waste quantity per annum:	30 tonnes
Area:	103.667 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	Nil

Comments:

- The site receives predominantly inert waste and greenwaste. Kerbside collected domestic waste is deposited in the Broomehill site
- No record of inactive cells
- Site is not adequately fenced
- No infrastructure onsite
- Non-compliant with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- Post-closure management plan prepared in 2005

2.4.2 Shire of Kent

Nyabing Waste Management Facility

Area serviced:	Town of Nyabing and surrounding rural area
Population serviced:	564 (Shire population)
Waste quantity per annum:	270 tonnes
Area:	4.0469 ha
Staffed:	No
Infrastructure:	Shed / Office
Life expectancy:	7 to 10 years

Comments:

- The Nyabing site accepts kerbside collected domestic waste from Pingrup
- One cell is developed at a time
- No record of inactive cells
- Inert waste only partially separated
- Minor non-compliance with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- Site is well maintained
- Post-closure management plan prepared February 2007

Pingrup Waste Management Facility

Area serviced:	Town of Pingrup and surrounding rural area
Population serviced:	564 (Shire Population)
Waste quantity per annum:	15 tonnes
Area:	14.094 ha
Staffed:	No
Infrastructure:	Shed / Office
Life expectancy:	1 year

Comments:

- Pingrup kerbside collected domestic waste is deposited in the Nyabing site
- No record of inactive cells
- Inert waste only partially separated
- Minor non-compliance with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- Site is well maintained
- Post-closure management plan prepared February 2007

2.4.3 Shire of Gnowangerup

Borden Waste Management Facility

Area serviced:	Town of Borden and surrounding rural area
Population serviced:	264
Waste quantity per annum:	127 tonnes
Area:	6.8791 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	5 years plus

Comments:

- A number of cells developed at the same time but only one open - the remaining cells are fenced off
- Cells are over 4 metres deep, which constitutes a safety issue.
- Inert waste only partially separated
- Non compliant in some aspects with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- No post-closure management plan

Gnowangerup Waste Management Facility

Area serviced:	Gnowangerup and surrounding rural area
Population serviced:	880
Waste quantity per annum:	721 tonnes
Area:	24.3919 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	3 to 5 years estimated

Comments:

- A number of cells developed at the same time but only one open - the remaining cells are fenced off
- Depth of cells could pose a safety hazard
- Inactive cells not recorded
- Inert waste not separated
- Non-compliant, in some aspects, with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- No post-closure management plan

Ongerup Waste Management Facility

Area serviced:	Town of Ongerup and surrounding rural area
Population serviced:	219
Waste quantity per annum:	92 tonnes
Area:	4.0469 ha
Staffed:	No
Life expectancy:	5 years plus
Infrastructure:	Nil

Comments:

- Inactive cells not recorded
- Inert waste only partially separated
- Minor non compliance with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**). However site is reasonably well maintained
- Depth of cells could pose a safety hazard
- No post closure management plan

2.4.4 Shire of Jerramungup

Boxwood Hill Landfill Facility

Area serviced:	Boxwood Hill rural areas and Bremer Bay kerbside collection and transfer bin
Population serviced:	505
Waste quantity per annum:	653 tonnes
Area:	7.3972 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	Nil

Comments:

- Inactive cells not recorded
- Inert waste only partially separated
- Landfill trench area not fenced
- Receives kerbside collected domestic waste from Bremer Bay
- Landfill operations established outside registered site
- Not compliant with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- No post-closure management plan

Jerramungup Waste Management Facility

Area serviced:	Town of Jerramungup and surrounding rural area
Population serviced:	350
Waste quantity per annum:	300 tonnes
Area:	16.2456 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	2 to 3 years

Comments:

- Inactive cells not recorded
- Landfill trench area not fenced
- Inert waste not separated
- Not compliant with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- Untidy site with little management
- No post-closure management plan

Gairdner Waste Management Facility

Area serviced:	Gairdner rural
Population serviced:	Unknown - minimal
Waste quantity per annum:	10 tonnes
Area:	4.2568 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	Nil

Comments:

- Does not comply with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- Inactive cells not recorded
- Limited signage
- Post-closure management plan prepared in 2004

Needilup Landfill Facility

Area serviced:	Needilup rural
Population serviced:	Unknown - minimal
Waste quantity per annum:	10 tonnes
Area:	2.0234 ha
Staffed:	No
Infrastructure:	Nil
Life expectancy:	Nil

Comments:

- Does not comply with the Environmental Protection (Rural Landfill) Regulations 2002 (see **Appendix B**)
- Inactive cells not recorded
- Landfill operations not established on registered site
- Post-closure management plan prepared in 2004.

Bremer Bay Transfer Station

Area serviced:	Bremer Bay
Population serviced:	505
Waste quantity per annum:	60 tonnes (transported to Boxwood Hill site)
Area:	Not provided, part of larger reserve
Staffed:	Yes
Infrastructure:	Transfer bin, hardstand, office
Life expectancy:	Unlimited

Comments:

- The transfer station is not on the designated reserve. Action needs to be taken to excise the actual site from recreation reserve 40674
- Site is well managed
- Opened 10am to 4pm Fridays and 12 noon to 4pm Sundays
- Some materials diverted from disposal bin for reuse and recycling

2.4.5 Findings – Data Gaps

Following inspection and assessment of waste disposal facilities within each of the Shires covered under this plan the following issues were identified:

- No records of inactive cells in any of the landfill sites. No documented plans for future cells
- All greenwaste is burned
- OH & S issues with some trenches
- All landfill sites are unmanned
 - Lack of tipping control
 - Recycling not maximised
 - No record of waste quantities and categories

- No gate fees
- No separation of hazardous waste
- Minimal compliance with the Environmental Protection (Rural Landfill) Regulations 2002
- Not all landfill sites have post-closure management plans
- Too many landfill sites
- Recycling drop-off areas at landfill sites can be improved in some instances

2.5 Resource Recovery

All local governments within the Stirling Group provide recycling services, consisting of kerbside collections and drop-off facilities. In each Shire the service is delivered by contractor (Warren Blackwood Waste). All recyclables are processed at the Katanning Materials Recovery Facility (MRF), operated by the contractor.

2.5.1 Kerbside Collection

The Shire of Broomehill-Tambellup introduced the recycling service in 2006. The service is delivered by Warren Blackwood Waste under contract, which expires in August 2011. The service consists of 240L MGBs collected on a fortnightly basis.

For the 2007/08 financial year the Shire of Broomehill-Tambellup provided approximately 73 tonnes of recyclables, which equates to 64kg per person (**Table 2.5**) which is some 10% below the average of 75kg per person indicated in the 2006 state-wide report on the Resource Recover Rebate Scheme.

The Shire of Gnowangerup introduced the recycling service in 2006. The service is delivered by Warren Blackwood Waste under contract, which expires in June 2011. The service consists of 240L MGBs collected on a fortnightly basis. For the 2007/08 financial year the Shire of Gnowangerup provided approximately 75 tonnes of recyclables, which equates to 55kg per person (**Table 2.5**) which is significantly below the Shire of Broomehill-Tambellup. The variance is attributed to the fact that the Shire of Broomehill-Tambellup provides 240L MGBs to its Tambellup rural ratepayers for recycling purposes. The recyclables are delivered by landowners to the Tambellup drop-off centre. While a number of rural landowners have MGBs the quantity of recyclables from this source is not recorded.

The Shire of Jerramungup introduced the recycling service in 2005. The service is delivered by Warren Blackwood Waste under contract, which expires in June 2013. The service consists of 240L MGB's collected on a fortnightly basis. For the 2007/08 financial year the Shire of Jerramungup provided approximately 80 tonnes of recyclables, which equates to 70kg per person (**Table 2.5**) which is considerably higher than both Broomehill-Tambellup and Gnowangerup. The variance is contributed to the fact that the Shire of Jerramungup experiences a surge in population during peak tourist seasons, particularly in the coastal town of Bremer Bay.

The Shire of Kent introduced the recycling service in April, 2008. The service is delivered by Warren Blackwood Waste under contract which expires in June 2013. The service consists of 240L MGBs collected on a fortnightly basis. Given the recent commencement date quantity details are not available.

Table 2.5 Recycling Details

Shire	Population	Number of Collections per fortnight	Recyclables (tonnes)	Kg per Person per Annum (2007/08)	Annual Cost \$ (2007/08)
Broomehill-Tambellup	1,137	240	73	64	10,400
Gnowangerup	1363	420	75	55	27,570
Jerramungup	1128	540	80	70	45,917
Kent	574	130	N/A	N/A	N/A

Source: Quantities from Warren Blackwood Waste (Contractor)

Note: Quantities are estimated and include recyclables from drop-off centres

2.5.2 Drop-off sites

As part of the recycling service provided, some of the member Councils provide drop-off facilities in addition to the kerbside collection.

The Shires of Broomehill-Tambellup, Gnowangerup and Kent provides 240L MGBs and / or bulk receptacles in their town sites or at the landfill sites. In addition car bodies and scrap metal can be deposited at the landfill sites for collection by metal recycling contractors as required.

The Councils also provide chemical drums and used oil-recycling facilities. Both these recyclables are collected as required.

There are no recycling drop-off facilities within the Shire of Jerramungup but the Bremer Bay transfer station does accept whitegoods, batteries, timber etc. Car bodies and scrap metal can be deposited at the landfill sites for collection by metal recycling contractors, as required.

2.5.3 Greenwaste

The exact quantity of greenwaste generated by the Stirling Group of Local Governments is not recorded. Based on discussions held with member local government representatives it is estimated that some 250 to 350 tonnes of greenwaste is produced within the region per annum. All greenwaste is burned in accordance with the Environmental Protection (Rural Landfill) Regulations 2002. No burning occurs during the prohibited burning period (very little greenwaste is generated during this time).

2.5.4 Quantity and Category of Recycling Collected Annually

Table 2.6 Analysis of Material Quantities

Shire	Paper Cardboard (tonnes)	Glass (tonnes)	Plastic (tonnes)	Aluminium	Steel Cans	Cartons, Milk Juice etc	Total
Broomehill-Tambellup	53.82	11.44	3.90	1.17	1.82	0.78	72.93
Gnowangerup	56.03	10.92	3.90	0.91	1.82	1.77	75.35
Jerramungup	58.37	12.74	4.55	1.17	2.34	0.91	80.08
Kent	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	168.22	35.10	12.35	3.25	5.98	3.46	228.36

Source: Warren Blackwood Waste (Contractor)

2.5.5 Findings – Data Gaps

Assessment of the region's resource recovery services has highlighted a number of issues:

- Despite the initiative being relatively new, local governments are achieving encouraging results.
- Based on results achieved by local governments in other regions there is scope for the Stirling Group to increase the quantity of recyclable material collected
- Drop-off facilities should be provided in the Shire of Jerramungup in addition to those at the Bremer Bay transfer station
- Recycling of construction and demolition waste should be addressed
- Greenwaste is currently burned

3. Issues and Recommendations

3.1 Department of Environment and Conservation Recommendations

As part of Phase 1 of the Zero Waste Plan Development Scheme (ZWPDS) the Department of Environment and Conservation (DEC) provided recommendations for each council to consider when developing their Strategic Waste Management Plans (SWMPs). The DEC recommendations are in two parts: regional – all councils and council-specific. Where appropriate the DEC recommendations have been included in the report's recommendations and implementation strategy. The DEC recommendations are listed in the following tables.

3.1.1 DEC Recommendations – Collaboration with Stirling Group of Local Governments

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Collaboration with other local governments and groupings of local governments	1	<ul style="list-style-type: none"> i. Service provision, infrastructure and plant ii. Unmanaged or marginally managed landfills that fall short of good environmental practice iii. Human resource, staff skills, training and development iv. Communications, awareness and learning 	<p>Rationalisation of waste management services and infrastructure within a regional grouping might include consideration of the following examples:</p> <ul style="list-style-type: none"> ▪ Investigate opportunities to jointly tender contracts for the provision of waste services. Enabling joint contracting of waste management services can increase market power and enable resource sharing across the region. This could promote economies of scale and lead to greater efficiencies in purchasing, resourcing, and better waste management practices. ▪ Where external contractors are used to handle wastes and recyclables, consider aligning the timing of new waste contracts as existing contracts expire. ▪ Consider sharing infrastructure and plant between local governments, for example: <ul style="list-style-type: none"> - mulchers / chippers - crushers for glass and construction and demolition waste - compactors / balers ▪ Where possible, share human resource skills on a regional basis through professional forums, site visits, formal training or the implementation of waste management programs etc. ▪ Consider working with other local governments and DEC to promote and invigorate recycling. Contact your DEC Regional Coordinator who can assist in the development and delivery of consistent waste education and promotion material for Western Australia
Drop-Off Facilities	5	(5L) HHW Facility	Local Governments are encouraged to participate in the joint DEC/MWAC household hazardous waste collection program proposed to commence in 2008.
Landfill Management	6	(6A) Number / Status (6E) Data Collection	<p>DEC has a strong preference for fewer well-run landfills that are serviced, where necessary, by transfer stations, rather than multiple loosely-managed landfills. Working with other local governments may assist in identifying options for rationalising the number of landfills in your region.</p> <p>Regular waste audits can track progress and promote the efficient allocation of resources and actions for diverting waste from landfill and general waste management.</p> <p>DEC is developing a set of waste and recycling audit protocols to ensure a</p>

			consistent methodology is used for waste data collection across the State. Consider developing and implementing a schedule of periodic waste audits. Contact your DEC Regional Coordinator for advice regarding waste audits.
Communication / Education	8	(8B) Publications / Flyers	(b) A range of educational resources is available from www.zerowaste.com.au Local Governments are encouraged to access these. Regional groups are encouraged to establish waste educator networks.

3.1.2 DEC Recommendations – Specific to Individual Shires

Shire of Broomehill-Tambellup

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Drop-Off Facilities	5	(5L) HHW Facility	Local governments are encouraged to participate in the joint DEC/MWAC household hazardous waste collection program proposed to commence in 2008.
Landfill Management	6	(6E) Data Collection	Regular waste audits can track progress and promote the efficient allocation of resources and actions for diverting waste from landfill and general waste management. DEC is developing a set of waste and recycling audit protocols to ensure a consistent methodology is used for waste data collection across the State. Consider developing and implementing a schedule of periodic waste audits. Contact your DEC Regional Coordinator for advice regarding waste audits.
Local Government's Own Activities	9	(9C) Office Waste (9D) Data Collection & Reporting (9E) Sustainable Procurement Policy	DEC encourages local government to lead in the field of waste management and recycling, through the management of its own waste streams. Mechanisms you might consider to assist in this are listed below. (d) Conduction a waste audit of Local Government activities. An audit can then lead to the establishment of a suitable, waste and recycling data management system. Contact your DEC Regional Coordinator for advice on where to get information on undertaking waste audits. To compliment auditing activities, an environmental achievement report can be included in a local Government annual performance report to its ratepayers. (e) Develop and implement sustainable procurement policies and programs,

			based on the purchase and use of recycled and / or recycled content products.
Participation in External Programs	10	(10C) Mobile Muster (10D) Tidy Town Sustainable Communities	<p>In addition to the above activities, DEC would like to take this opportunity to alert local government to a number of waste related programs that you may like to participate in:</p> <ul style="list-style-type: none"> ▪ MobileMuster – is a national recycling program of the mobile phone industry in Australia. The program collects and recycles mobile phone handsets, batteries and accessories. Contact 1800 249 113 www.mobilemuster.com.au ▪ Waste Wise Schools – helps schools reduce the waste they send to landfill through encouraging attitudinal and behavioural change with respect to waste and the impact on the environment. The program includes resources and support for teachers. Contact Vanessa Dow on (08) 6467 5141. The participation of school students in the program has broader positive implications for the education of student households. ▪ Tidy Towns – is a national program run by Keep Australia Beautiful. The program is designed to encourage the Australian community to protect and conserve the natural environment through individual actions. Contact Deborah Cork on 6476 5131. ▪ Recycle@Work – A Western Australian program provided by Amcor Recycling WA with the support of the State Government's Strategic Waste Initiative Scheme. Contact 1800 819 000 www.recycleatwork.com.au ▪ Cartridges for Planet Ark – is a national multi-vendor used ink cartridge recycling campaign with collection boxes in participating corporate and government organisations Australia wide. Register on-line at www.closestheoop.com.au ▪ GreenStamp – is an industry-based program that assists small-to-medium-sized businesses to incorporate processes that avoid, reduce, reuse, recycle and dispose of waste in an environmentally friendly manner. The program is an initiative of the Motor Trade Association of Australia (MTA), the Printing Industries Association of Australia (PIAA) and Building Service Contractors Association of Australia (BSCAA) – WA Divisions respectively. Contact 9361 4625 for more information ▪ There are a number of websites which provide details on companies which provide recycled / recyclable products. Visit – www.zerowastewa.com.au www.brba.com.au www.ecobuy.org.au

Shire of Jerramungup

Please note: Limited information was provided by the Shire of Jerramungup in a number of areas of Phase 1 of the online survey. The recommendations hereunder respond only to information provided in Phase 1 and may not be appropriate to the true waste landscape in the Shire. If that is the case, then casual influences, such as limited resources or data management issues, should be addressed in the Strategic Waste Management Plan.

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Drop-Off Facilities	5	(5A) Waste Transfer Stations (5B) Paper Cardboard (5C) Glass Containers (5D) Plastics (5E) Metal (ferrous) (5F) Metal (non ferrous) (5G) Aluminium (5H) E-waste (5I) Greenwaste (5J) Oil (5K) Batteries (auto and/or other) (5L) HHW Facility	Investigate the feasibility of establishing a drop-off centre, or where the service is limited, increase the scope of materials that can already be dropped off for recovery, at the local landfill or waste transfer station. If regional landfill is located some distance from your town, the provision of a transfer station that is readily accessible to residents could be investigated. Local Governments are encouraged to participate in the joint DEC/MWAC household hazardous waste collection program proposed to commence in 2008.
Landfill Management	6	(6A) Number / Status (6B) Operational Staff (6C) Fenced (6D) Lined (6E) Data Collection (6F) Gas Recovery	Regular waste audits can track progress and promote the efficient allocation of resources and actions for diverting waste to landfill and general waste management. DEC is developing a set of waste and recycling audit protocols to ensure a consistent methodology is used for waste data collection across the State. Consider developing and implementing a schedule of periodic waste audits. Contact Laura-Jayne Edgecombe for assistance with waste audits - laura-jayne.edgecombe@dec.wa.gov.au or 06467 5317. DEC has a strong preference for fewer, well-run facilities that are serviced, where necessary, by transfer stations, rather than multiple loosely-managed facilities. Working with other local governments in your region may assist in identifying options for rationalising the number of landfills in your region. Where rationalising the number of landfills is not possible in the short term consider requesting an inspection of your landfill operations by a DEC licensing officer to help identify areas for immediate improvement and to ensure the basic regulatory requirements are being met.
Local Government's Own Activities	9	(9A) C&D Waste (9B) Greenwaste	DEC has a preference for the reuse or recycling of construction and demolition wastes where possible, rather than direct disposal to landfill.

	<p>(9C) Office Waste (9D) Data Collection & Reporting (9E) Sustainable Procurement Policy</p>	<p>Consider separating and reprocessing materials resulting from the activities of the commercial sectors and of Local Government's own public work activities, such as bricks, brick rubble and concrete and glass, for local use in pavements, road base, fillings and bedding material, foot and cycle paths and drainage. For guidance on opportunities for the reuse of this material contact Peter Tapsell at peter.tapsell@dec.wa.gov.au or on 6467 5310</p> <p>DEC encourages local governments to lead in the field of waste management and recycling, through the management of its own waste streams. Mechanisms you might consider to assist in this include:</p> <ul style="list-style-type: none"> ▪ Conducting a waste audit of Local Government activities. An audit can then lead to the establishment of a suitable waste data collection system. Contact Laura-Jayne Edgecombe for assistance with waste audits - laura-jayne.edgecombe@dec.wa.gov.au or 6467 5317. ▪ Develop and implement sustainable procurement policy and programs based on purchase and use of recycled products. ▪ As a follow-on to the auditing activities, an environmental achievement report can be included in a Local Government annual performance report to its ratepayers. ▪ Consider developing and introducing waste management plans for activities associated with the building, maintenance, improvement and/or demolition of public facilities to ensure recyclable waste is utilised in the most appropriate way. ▪ Look at options to produce mulch or compost from greenwaste to enable the products to be used by Local Government or the community. ▪ Consider introducing a staff training program to increase the awareness and skills of Local Government personnel in respect to all aspects of waste management and recycling.
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Shire of Kent

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Drop-Off Facilities	9	(9D) Data Collection & Reporting (9E) Sustainable Procurement Policy	<p>DEC encourages local government to lead in the field of waste management and recycling, through the management of its own waste streams. Mechanisms you might consider to assist in this are listed below:</p> <p>(d) Conduct a waste audit of Local Government activities. An audit can lead to the establishment of a suitable waste and recycling data management system. Contact your DEC Regional Coordinator for advice on where to get information on undertaking waste audits.</p> <p>To complement auditing activities, an environmental achievement report can be included in a Local Government annual report to its ratepayers.</p> <p>(e) Develop and implement sustainable procurement policies and programs, based on the purchase and use of recycled and / or recycled content products.</p>
Participation in External Programs	10	(10B) ChemClear (10C) Mobile Muster (10D) Tidy Town Sustainable Communities	<p>In addition to the above activities, DEC would like to take this opportunity to alert local government to a number of waste-related programs that you may like to participate in:</p> <ul style="list-style-type: none"> ▪ MobileMuster – is a national recycling program of the mobile phone industry in Australia. The program collects and recycles mobile phone handsets, batteries and accessories. Contact 1800 249 113 www.mobilemuster.com.au ▪ ChemClear – is a chemical waste disposal program, which, through industry stewardship, safely manages unwanted rural agricultural and veterinary chemicals. Contact 1800 008 182 www.chemclear.com.au ▪ Waste Wise Schools – helps schools reduce the waste they send to landfill through encouraging attitudinal and behavioural change with respect to waste and the impact on the environment. The program includes resources and support for teachers. Contact Vanessa Dow on 6467 5141. The participation of school students in the program has broader positive implications for the education of student households. ▪ Tidy Towns – is a national program run by Keep Australia Beautiful. The program is designed to encourage the Australian community to protect and conserve the natural environment through individual actions. Contact Deborah Cork on 6476 5131. ▪ Recycle@Work – A Western Australian program provided by Amcor

			<p>Recycling WA with the support of the State Government's Strategic Waste Initiative Scheme. Contact 1800 819 000 www.recycleatwork.com.au</p> <ul style="list-style-type: none">▪ Cartridges for Planet Ark – is a national multi-vendor used ink cartridge recycling campaign with collection boxes in participating corporate and government organisations Australia wide. Register on-line at www.closestheoop.com.au▪ GreenStamp – is an industry-based program that assists small-to-medium-sized businesses to incorporate processes that avoid, reduce, reuse, recycle and dispose of waste in an environmentally friendly manner. The program is an initiative of the Motor Trade Association of Australia (MTA), the Printing Industries Association of Australia (PIAA) and Building Service Contractors Association of Australia (BSCAA) – WA Divisions respectively. Contact 9361 4625 for more information▪ There are a number of websites which provide details on companies which provide recycled / recyclable products. Visit – www.zerowastewa.com.au www.brba.com.au www.ecobuy.org.au
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Shire of Gnowangerup

Matrix Area	Ref	Service Area / Issue	DEC Recommendations
Drop-Off Facilities	5	(5L) HHW Facility	Local governments are encouraged to participate in the joint DEC/MWAC household hazardous waste collection program proposed to commence in 2008.
Landfill Management	6	(6E) Data Collection	<p>Regular waste audits can track progress and promote the efficient allocation of resources and actions for diverting waste from landfill and general waste management.</p> <p>DEC is developing a set of waste and recycling audit protocols to ensure a consistent methodology is used for waste data collection across the State. Consider developing and implementing a schedule of periodic waste audits. Contact your DEC Regional Coordinator for advice regarding waste audits.</p>
Local Government's Own Activities	9	(9C) Office Waste (9D) Data Collection & Reporting (9E) Sustainable Procurement Policy	<p>DEC encourages local government to lead in the field of waste management and recycling, through the management of its own waste streams. Mechanisms you might consider to assist in this are listed below.</p> <p>(d) Conduct a waste audit of Local Government activities. An audit can then lead to the establishment of a suitable, waste and recycling data management system. Contact your DEC Regional Coordinator for advice on where to get information on undertaking waste audits.</p> <p>To compliment auditing activities, an environmental achievement report can be included in a local Government annual performance report to its ratepayers.</p> <p>(e) Develop and implement sustainable procurement policies and programs, based on the purchase and use of recycled and / or recycled content products.</p>
Participation in External Programs	10	(10C) Mobile Muster (10D) Tidy Town Sustainable Communities	<p>In addition to the above activities, DEC would like to take this opportunity to alert local government to a number of waste related programs that you may like to participate in:</p> <ul style="list-style-type: none"> ▪ MobileMuster – is a national recycling program of the mobile phone industry in Australia. The program collects and recycles mobile phone handsets, batteries and accessories. Contact 1800 249 113 www.mobilemuster.com.au ▪ Waste Wise Schools – helps schools reduce the waste they send to

		<p>landfill through encouraging attitudinal and behavioural change with respect to waste and the impact on the environment. The program includes resources and support for teachers. Contact Vanessa Dow on (08) 6467 5141. The participation of school students in the program has broader positive implications for the education of student households.</p> <ul style="list-style-type: none"> ▪ Tidy Towns – is a national program run by Keep Australia Beautiful. The program is designed to encourage the Australian community to protect and conserve the natural environment through individual actions. Contact Deborah Cork on 6476 5131. ▪ Recycle@Work – A Western Australian program provided by Amcor Recycling WA with the support of the State Government’s Strategic Waste Initiative Scheme. Contact 1800 819 000 www.recycleatwork.com.au ▪ Cartridges for Planet Ark – is a national multi-vendor used ink cartridge recycling campaign with collection boxes in participating corporate and government organisations Australia wide. Register on-line at www.closestheoop.com.au ▪ GreenStamp – is an industry based program that assists small-to-medium-sized businesses to incorporate processes that avoid, reduce, reuse, recycle and dispose of waste in an environmentally friendly manner. The program is an initiative of the Motor Trade Association of Australia (MTA), the Printing Industries Association of Australia (PIAA) and Building Service Contractors Association of Australia (BSCAA) – WA Divisions respectively. Contact 9361 4625 for more information ▪ There are a number of websites which provide details on companies which provide recycled / recyclable products. Visit – www.zerowastewa.com.au www.brba.com.au www.ecobuy.org.au
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3.2 Local Government Actions

In reviewing the waste management practices of the Stirling Group of Local Governments a number of issues were identified, which have to be addressed in order that waste management across the region can be improved, consistent with the state's vision of "Towards Zero Waste".

Recommendations / actions have been categorised as follows:

Data Collection

Accurate, meaningful data is essential for a number of reasons. It will assist the Waste Authority to fulfil its obligations under the WARR Act 2007. It is required to measure performance in terms of waste minimisation and, most importantly, is an invaluable resource for planning waste management infrastructure and services.

Waste Minimisation

Minimisation of waste will reduce infrastructure costs and the risk of environmental damage.

Management of Infrastructure

Effective, efficient management of infrastructure and service delivery will reduce operational and maintenance costs, minimise environmental risk and preserve assets.

Community Education

Community education and understanding of waste management issues is essential if local government is to successfully implement strategies to achieve waste minimisation and cost-effective service delivery.

Local Governments Own Waste Management Practices

For Councils to be successful in educating their communities in understanding the reasons, benefits and need for changes in how waste is managed, it is important that Councils lead by example.

Recommendations / proposed actions to address issues identified are shown in the following tables. Due regard has been given to the DEC recommendations (**Section 3.1**).

In some instances a collaborative approach is necessary or advisable, and the tables have been structured accordingly.

3.3 Data Collection – Regional Action – All Councils

3.3.1 Availability of Waste Data

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
There is no data available in respect of waste quantity or categories from kerbside collections or direct to landfill	Implement data collection and reporting procedures - Standardise data collection and reporting procedures amongst member councils - Undertake kerbside waste audits, in accordance with the DEC Kerbside Waste and Recycling Audit Manual - Monitor and record waste coming to each landfill site. Record quantity and category.	Waste data collection and reporting standards adopted	30 June 2009	Local Government CEO	Administration time	Local Government
		Council(s) complete waste audits	31 December 2009	Local Government CEO	\$3,000 per local government	Department of Environment & Conservation
		Council(s) complete landfill waste audit	30 June 2010 (Depending when transfer stations are completed and sites are manned)	Local Government CEO	\$2,000 per local government	Local Government / DEC

3.3.2 Landfill Cell Location and Waste Category Records

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
Records of waste categories and location of inactive cells and planning for future cells is minimal	All landfill sites, apart from those to be permanently closed, should be surveyed to establish remaining area, identify inactive and future disposal cells including asbestos. Site plans should be produced with levels and including waste covering techniques	Landfill site plans developed	September 2009	Local Government CEO	\$3,000 - \$5,000 per site	Local Government / DEC

Note: The extent of implementation of this action will depend on outcomes regarding a regional landfill site and the use of transfer station's.

3.4 Waste Minimisation – Regional Action – All Councils

Minimisation of waste will reduce infrastructure costs and the risk of environmental damage.

3.4.1 Household Hazardous Waste (HHW) Collection

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>There is limited separation of hazardous household waste from landfill.</p> <p>Materials currently collected include motor vehicle batteries, used oil and farm chemical containers. There is no collection of domestic chemicals, batteries, paints, cleaners etc</p>	<p>Investigate the feasibility of all councils establishing drop-off facilities at manned landfill sites and transfer stations for interim storage of HHW.</p> <p>Deliver training to facilities staff for safe handling and recording of HHW.</p>	<p>Determine feasibility of providing HHW collection service.</p> <p>Liaise with DEC</p>	<p>December 2009 (Following completion of waste audits)</p>	<p>Regional Waste Management Working Group</p>	<p>Administration time</p> <p>Training \$2,000 (\$500 per local government)</p>	<p>Local Government / DEC</p>

3.4.2 Electronic Waste (E-Waste) Collections

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>There are no avenues / facilities for the collection of electronic waste</p>	<p>All Councils should establish e-waste drop off facilities at manned landfill and transfer station sites, or at other strategic locations.</p>	<p>Drop off facilities in place</p>	<p>September 2009</p>	<p>Local Government CEO</p>	<p>Covered compound.</p> <p>Approximate cost - \$1,000 to \$2,000 per local government</p>	<p>Local Government / DEC</p>

3.4.3 Greenwaste Processing

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>All Councils currently burn greenwaste. This is permitted under the Rural Landfill Regulations with certain conditions.</p> <p>Acknowledging that there is only a minimal amount of greenwaste generated in the region, pollution and fire risk are still real</p>	<p>Investigate feasibility of purchasing or hiring suitable mulching plant to service the Stirling Group of Local Governments and local governments in the vicinity.</p> <p>All councils to monitor and record the quantity of greenwaste for 9 to 12 months to assist in determining feasibility.</p>	<p>Determine feasibility of mulching greenwaste</p>	<p>December 2009</p>	<p>Regional Waste Management Working Group</p>	<p>Administration time</p>	<p>Local Government</p>

3.4.4 Fees and Charges

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>Currently there are no "gate" fees collected at any of the refuse sites apart from the Bremer Bay transfer station.</p> <p>There is limited separation of trailer waste which reduces recycling quantities. "Gate" fees can play a significant role in encouraging material separation.</p>	Introduce higher fees for contaminated trailer waste, and lower fees or no charge for separated trailer waste	Set fees and charges	When landfill sites are secured and manned	Local Government CEO	N/A	N/A

3.4.5 Other Waste Minimisation Initiatives

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>Cardboard A significant amount of cardboard from commercial premises goes to landfill because there is no process in place for collecting it.</p>	<p>For a collection service to be viable all local governments would have to participate.</p> <p>All Councils should establish cardboard drop-off facilities at landfill and transfer station sites.</p> <p>Liase with contractor for collection of material.</p>	<p>Establish drop-off facilities.</p> <p>Collection contract in place.</p>	December 2009	Local Government CEO	<p>Transfer bins can be used at transfer stations.</p> <p>Weekly bin hire rate \$38.</p> <p>Transport \$400 - \$800 depending on pick-up point.</p>	Introduce gate fees to cover costs
<p>Used Tyres From January 2011 landfill disposal of used tyres will be prohibited within the defined zone. Although the Stirling Group of Local Governments is currently outside the defined zone, action should be taken to exclude tyres from landfill.</p>	<p>Investigate options for recycling of used tyres.</p> <p>Currently a facility exists in Albany and there has been interest expressed in establishing a facility in Tambellup</p>	Determine facility to exclude used tyres from landfill	June 2009	Regional Waste Management Working Group	Administration time	Local Government
<p>Web-Based Recycling Information Most Councils are linked to a website designed to promote recycling and reuse of materials and products.</p> <p>Many household items that are still useable including clothing, furniture etc are disposed of to landfill.</p>	<p>Review and update websites.</p> <p>Advertise , promote, website to community</p>	Site updated and promoted	June 2009	Local Government CEO	Administration time	Local Government

3.5 Management of Infrastructure and Operations

Effective, efficient management of infrastructure and service delivery would reduce operational and maintenance costs, minimise environmental risk and preserve assets

3.5.1 Regional Approach to Landfill Waste Disposal – Regional Action – All Councils

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>The majority of landfill sites in the region have limited life expectancy, are difficult to manage and do not comply with all requirements of the Environmental Protection (Rural Landfill) 2002 Regulations.</p> <p>The DEC encourages a regional approach to landfill waste disposal with towns being serviced by transfer stations.</p> <p>Given the Stirling Group of Local Governments region's limited ability to provide a new centrally located regional landfill site, due to cost and ground conditions, the possibility of working collaboratively with Shire of Katanning to establish the current Katanning landfill site as a regional facility should be investigated.</p> <p>Informal discussions with Katanning Council staff and elected members have been positive to the extent of not opposing a detailed investigation of the regional option.</p>	<p>Liaise with the Shire of Katanning to confirm remaining capacity at the Katanning site.</p> <p>Prior to progressing the concept of a regional site, prepare a Memorandum of Understanding between the Shire of Katanning and the Stirling Group of Local Governments.</p> <p>The MOU to include the following issues:</p> <ul style="list-style-type: none"> - Agreement in principle to conduct investigation - Investigation to include but not be limited to: <ul style="list-style-type: none"> a) Identification and recording of inactive cells b) Mapping and sequencing of new cells c) Method of landfill disposal – trench, above ground or both d) Requirement for transfer station on site e) Requirement for weighbridge f) Other plant and infrastructure required g) Whole-of-life costing in determining disposal fees h) Legal contractual arrangements between participating local governments 	<p>Determine feasibility and workability of establishing the Katanning landfill site as a regional facility to service the Stirling Group of Local Governments, particularly the Shires of Broomehill-Tambellup, Gnowangerup and Kent</p>	<p>September 2009</p>	<p>Stirling Group of Local Governments in liaison with the Shire of Katanning</p>	<p>Investigation \$30,000 to \$80,000</p>	<p>Participating Local Governments including Katanning Shire. However the majority of funding should be sought from DEC.</p>

3.5.2 Closure of Landfill Sites – Shire of Jerramungup

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>Two landfill sites in the Shire of Jerramungup - Needilup and Gairdner service a small number of ratepayers from the immediate area. These sites are unmanned and do not comply with the Environmental Protection (Rural Landfill) 2002 Regulations and the cost of converting to transfer facilities is not warranted.</p> <p>Both sites should be closed and revegetated (as appropriate). Closure of the sites is in accord with the DEC's preference for less landfill sites.</p>	<p>Close the Needilup and Gairdner sites immediately following notification to the local community.</p> <p>Reasons for the closure to be explained as part of the notification process.</p> <p>Capping and revegetation of the landfill sites to be in accordance with the Post Closure Management Plan.</p>	Close both sites and revegetate (as appropriate)	May 2009	Local Government CEO	\$1,500 to \$3,000 per site	Local Government

3.5.3 Establishment of New Landfill Site – Shire of Jerramungup

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>All landfill sites in the Shire of Jerramungup have limited life.</p> <p>Needilup and Gairdner should be closed immediately. The remaining sites – Boxwood Hill and Jerramungup - should remain active until such time as a new landfill site is established.</p>	<p>Investigations should commence to identify a suitable site, strategically located to accept waste from Jerramungup, Bremer Bay and the surrounding areas of Gairdner and Boxwood Hill. The facility should be for local government use only and not open to the public.</p> <p>Interest has been expressed by a private landowner to establish such a facility. This interest should be pursued.</p> <p>If a suitable site is not available or the establishment cost is prohibitive the possibility of using the Bakers Junction site in the City of Albany or the Katanning site, should be considered.</p>	<p>Complete investigations into the establishment of a new landfill site – Category 89 Putrescible Landfill.</p> <p>Establish new landfill facility including cell design, fencing, management infrastructure, access etc, and post-closure management plan</p>	<p>June 2009</p> <p>June 2010</p>	<p>Local Government CEO</p> <p>Local Government CEO</p>	<p>\$40,000</p> <p>\$100,000</p>	<p>Local Government / DEC</p> <p>Local Government / DEC</p>

3.5.4 Provision of Transfer Stations – All Shires

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>All landfill facilities in the region are unmanned and have limited management.</p> <p>The sites in questions are Broomehill, Tambellup, Nyabing, Pingrup, Gnowangerup, Ongerup, Borden, Jerramungup and Boxwood Hill.</p> <p>There is no management of waste disposed, monitoring of quantities and categories of waste etc. Gate fees cannot be collected and the lack of management of some of the sites means compliance with the Environmental Protection (Rural Landfill) 2002 Regulations is minimal.</p> <p>More significant is the fact that the life expectancy of most sites is limited, a long term view needs to be taken in terms of waste management at these sites.</p>	<p>Transfer stations should be established at Nyabing, Pingrup, Broomehill, Tambellup, Gnowangerup, Ongerup and Borden and waste transported to Katanning.</p> <p>Transfer stations should also be established at Jerramungup and Boxwood Hill and waste transported to the new landfill site.</p> <p>The closure of the landfills and the provision of transfers stations, manned and opened on a restricted basis will achieve better recycling and eliminate any chance of environmental risk from the current landfills.</p> <p>When landfill operations cease revegetation of sites should be undertaken.</p>	<p>Establish manned transfer stations with restricted opening hours.</p>	<p>December 2009 for Pingrup and Tambellup, as waste can be transported to Nyabing and Broomehill respectively.</p> <p>Within twelve months after approval for use of the Katanning site for Broomehill, Nyabing, Ongerup, Borden and Gnowangerup.</p> <p>Jerramungup and Boxwood Hill transfer stations should be established immediately a new landfill site is established in the Shire or other arrangements made for that Shire's waste disposal.</p>	Local Government CEO	\$50,000 to \$100,000 (Includes all infrastructure – fencing, recycling drop-off facilities, signage, access etc)	Local Government / DEC

3.5.5 Facilities on Incorrect Location – Shire of Jerramungup

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>The Needilup and Boxwood Hill landfill operations are not located on the registered sites.</p> <p>The Bremer Bay transfer station is located on a recreation reserve.</p> <p>The plan proposes that the Needilup and Boxwood Hill landfills will be closed, nevertheless for future reference the correct location should be documented.</p> <p>The Bremer Bay transfer station will remain, so the operating area should be excised from the recreation reserve and a separate, specific - purpose reserve created.</p>	<p>Take action through the Department of Planning and Infrastructure to have the correct locations identified and specified on new management orders, as required.</p>	<p>Document correct location of waste management activities and secure appropriate reserve vesting orders</p>	<p>June 2009</p>	<p>Local Government CEO</p>	<p>Administration time \$2,000</p>	<p>Local Government</p>

3.5.6 Post-Closure Management Plans

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>Post Closure Management Plans are not available for the Gnowangerup, Borden, Ongerup , Boxwood Hill and Jerramungup landfill sites.</p> <p>A post-closure plan is a requirement under the Environmental Protection (Rural Landfill) Regulations 2002.</p>	<p>Prepare post-closure plans setting out a plan for the rehabilitation of the site after it ceases to be used as a landfill site.</p> <p>The plan to specify details as identified in Clause 17 (2) of the Environmental Protection (Rural Landfill) Regulations 2002.</p>	<p>Finalise Post-Closure Management Plans</p>	<p>June 2009</p>	<p>Local Government CEO</p>	<p>Administration Time \$1,000 per plan</p>	<p>Local Government</p>

3.5.7 Joint Tendering – All Councils

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>Currently all Councils outsource their kerbside collection service both domestic / commercial and recycling.</p> <p>The domestic / commercial collection is undertaken by two contractors and the recycling by one. Contracts expire on different dates.</p> <p>Domestic / Commercial contracts range from expired (2) to 2012.</p> <p>Recycling contracts expire in 2011 (2) and 2013 (2).</p> <p>Having joint contracts with one supplier will achieve efficiencies in collection processes, and be reflected in lower cost per service.</p>	Let all contracts expire and then call joint tender for collection services: one tender for domestic / commercial kerbside collection and one for the recycling service.	Complete tender process and appoint contractor.	2012 for domestic / commercial 2013 for recycling	Local Government CEO Regional Waste Management Working Group	Administration time \$2,000	\$500 per local government

3.5.8 Staff Training – Regional Action – All Councils

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
Under current operations - and importantly, when landfill facilities are converted to transfer stations and manned - staff have to be fully aware of their responsibilities, not only to manage the sites efficiently but to understand material separation and handling, and public safety issues	Operation staff should attend / receive appropriate training in waste management, to improve their knowledge.	Work with DEC, WALGA and Councils risk management providers to provide suitable training.	June 2009	Regional Waste Management Working Group	\$4,000 (\$1,000 per local government)	Local Government / DEC

3.6 Community Education and Consultation – Regional Action – All Councils

Waste minimisation is the key element to successful waste management and successful implementation of waste management strategies. Community awareness and understanding of the issues is important, particularly why management programs are introduced, and how they will affect individuals, the community and the region.

3.6.1 Establishment of Waste Management Advisory Group

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>There is a need to educate and consult the community throughout the region about waste management.</p> <p>Councils also need to be informed and advised on changes and opportunities in waste management.</p>	<p>The Stirling Group of Local Governments should establish a Working Group to advise member councils on waste management issues, including community education.</p> <p>The Working Group to liaise with member councils, DEC and key community members.</p> <p>Working Group to include:</p> <ul style="list-style-type: none"> ▪ One nominated officer or councillor from each local government ▪ One community member from each shire ▪ Secretariat to be rotated amongst member councils. ▪ Frequency of meetings and other operational matters to be determined by the Working Group 	Establish Waste Management Advisory Working Group	31 March 2009	Local Government CEOs	Administration time / travelling (\$1,000 per annum per local government)	Local Government

3.6.2 Development of Communication and Education Program

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>There is a need for a regional communication and education program, that can be adopted by each council.</p> <p>The program should encompass existing initiatives - eg Waste Wise and focus on sustainability issues.</p> <p>Reporting requirements on achievements / performance should also be included.</p>	<p>Develop communication and education program.</p> <p>Liaise with DEC, which is currently developing a program.</p>	Adopt a communication and education program.	June 2009	Regional Waste Management Working Group Local Government CEO's	Administration time \$2,000 (\$500 per local government)	Local Government / DEC

3.6.3 Communication of Changes

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
Waste Management practices will change significantly with the implementation of the Strategic Waste Management Plan, particularly in relation to access to landfill / transfer stations and gate fees.	<p>Significant changes to waste management practices should be communicated to the community well in advance of the changes commencing.</p> <p>Reasons for the changes (statutory requirements, State Government, policy, financial and environmental benefits etc) should be clearly communicated.</p>	Communicate waste management changes	At least three months prior to implementation of change	Local Government CEO's	Administration time	Local Government

3.7 Local Governments' Own Waste Management Practices

For Councils to be successful in educating their communities to understand the reasons, benefits and need for changes in how waste is managed, it is important that Councils lead by example.

3.7.1 Sustainable Procurement – Regional Action – All Councils

Issue	Action / Response	Outcomes		Responsibility	Estimated Cost	Potential Funding
		Event	Date			
<p>Member Councils participate in recycling mainly paper, containers, cans etc and consider a "Sustainable Procurement" Policy.</p> <p>The procurement of environmentally preferable or "green" goods and services will have a lower impact on the environment over the lifecycle of the goods or services.</p>	<p>Councils should develop a procurement policy to ensure their operation and contractors engaged use recycled-content products.</p> <p>In developing a policy Councils should first ascertain the type of goods available for their operation and undertake a cost-benefit analysis.</p>	<p>Adopt a sustainable procurement policy. The extent of the policy will depend on the availability of appropriate goods and services, and cost effectiveness</p>	<p>June 2009</p>	<p>Regional Waste Management Working Group</p>	<p>Administration time \$2,000 (\$500 per local government)</p>	<p>Local Government / DEC</p>

4. Community Consultation

(To be completed after consultation has occurred)

5. Budget and Implementation Schedule

Table 5.1 Shire of Broomehill-Tambellup

Ref	Action	Start Date	Completion Date	Cost \$	Funding	Comments
	Data Collection					
3.3.1	Availability of waste data	June 2009	June 2010	5,000	DEC / Local Government	
3.3.2	Landfill cell locations and waste category records	June 2009	Sept 2009	8,000	Local Government	
	Waste Minimisation					
3.4.1	Household hazardous waste collection	June 2009	Dec 2009	500	DEC / Local Government	
3.4.2	Electronic waste collection	June 2009	Sept 2009	4,000	DEC / Local Government	Costing based on two sites
3.4.3	Greenwaste processing	Dec 2009	Dec 2010	-	-	
3.4.4	Fees and charges	July 2009	Dec 2009	-	-	Fees and charges to be set in 2009 /10 budget
3.4.5	Other waste minimisation initiatives	June 2009	Dec 2009	2,000	Local Government	Cost per annum
	Management of Infrastructure and Operations					
3.5.1	Regional approach to landfill waste disposal	Dec 2008	Sept 2009	10,000	DEC / Local Government	
3.5.2	Closure of landfill sites	-	-	-		
3.5.3	Establishment of new landfill site	-	-	-		
3.5.4	Provision of transfer stations	July 2009	Dec 2009	100,000	DEC / Local Government	Two transfer stations – Tambellup to be completed by Dec 2009 – Broomehill depending on when regional site is determined
3.5.5	Facilities on incorrect location	-	-	-		
3.5.6	Post-closure management plans	-	-	-		
3.5.7	Joint tendering	-	2012 & 2013	500	Local Government	
3.5.8	Staff training	-	June 2009	1,000	DEC / Local Government	Cost per annum
	Community Education and Consultation					
3.6.1	Establishment of waste management advisory group	Jan 2009	March 2009	1,000	Local Government	
3.6.2	Development of communication and education program	Jan 2009	June 2009	500	DEC / Local Government	
3.6.3	Communication of changes	-	-	-		As required
	Local Governments Own Waste Management					
3.7.1	Sustainable procurement	Jan 2009	June 2009	500	DEC / Local Government	

Note: Estimated costs shown are for the individual Local Governments portion – Funding is either DEC or Local Governments or both.

Table 5.2 Shire of Kent

Ref	Action	Start Date	Completion Date	Cost \$	Funding	Comments
	Data Collection					
3.3.1	Availability of waste data	June 2009	June 2010	5,000	DEC / Local Government	
3.3.2	Landfill cell locations and waste category records	June 2009	Sept 2009	8,000	Local Government	
	Waste Minimisation					
3.4.1	Household hazardous waste collection	June 2009	Dec 2009	500	DEC / Local Government	
3.4.2	Electronic waste collection	June 2009	Sept 2009	3,000	DEC / Local Government	Costing based on two sites
3.4.3	Greenwaste processing	Dec 2009	Dec 2010	-	-	
3.4.4	Fees and charges	July 2009	Dec 2009	-	-	Fees and charges to be set in 2009 / 10 budget
3.4.5	Other waste minimisation initiatives	June 2009	Dec 2009	2,000	Local Government	Cost per annum
	Management of Infrastructure and Operations					
3.5.1	Regional approach to landfill waste disposal	Dec 2008	Sept 2009	10,000	DEC / Local Government	
3.5.2	Closure of landfill sites	-	-	-		
3.5.3	Establishment of new landfill site	-	-	-		
3.5.4	Provision of transfer stations	July 2009	Dec 2009	80,000	DEC / Local Government	Two transfer stations – Pingrup to be completed by Dec 2009 – Nyabing depending on when regional site is determined
3.5.5	Facilities on incorrect location	-	-	-		
3.5.6	Post-closure management plans	-	-	-		
3.5.7	Joint tendering	-	2012 & 2013	500	Local Government	
3.5.8	Staff training	-	June 2009	1,000	DEC / Local Government	Cost per annum
	Community Education and Consultation					
3.6.1	Establishment of waste management advisory group	Jan 2009	March 2009	1,000	Local Government	
3.6.2	Development of communication and education program	Jan 2009	June 2009	500	DEC / Local Government	
3.6.3	Communication of changes	-	-	-		As required
	Local Governments Own Waste Management					
3.7.1	Sustainable procurement	Jan 2009	June 2009	500	DEC / Local Government	

Note: Estimated costs shown are for the Local Governments portion – Funding is either DEC or Local Governments or both.

Table 5.3 Shire of Gnowangerup

Ref	Action	Start Date	Completion Date	Cost \$	Funding	Comments
	Data Collection					
3.3.1	Availability of waste data	June 2009	June 2010	5,000	DEC / Local Government	
3.3.2	Landfill cell locations and waste category records	June 2009	Sept 2009	12,000	Local Government	
	Waste Minimisation					
3.4.1	Household hazardous waste collection	June 2009	Dec 2009	500	DEC / Local Government	
3.4.2	Electronic waste collection	June 2009	Sept 2009	6,000	DEC / Local Government	Costing based on three sites
3.4.3	Greenwaste processing	Dec 2009	Dec 2010	-	-	
3.4.4	Fees and charges	July 2009	Dec 2009	-	-	Fees and charges to be set in 2009 / 10 budget
3.4.5	Other waste minimisation initiatives	June 2009	Dec 2009	3,000	Local Government	Cost per annum
	Management of Infrastructure and Operations					
3.5.1	Regional approach to landfill waste disposal	Dec 2008	Sept 2009	10,000	DEC / Local Government	
3.5.2	Closure of landfill sites	-	-	-		
3.5.3	Establishment of new landfill site	-	-	-		
3.5.4	Provision of transfer stations	July 2009	Dec 2009	150,000	DEC / Local Government	Three transfer stations to be established when a regional site is determined
3.5.5	Facilities on incorrect location	-	-	-		
3.5.6	Post-closure management plans	Jan 2009	June 2009	3,000	Local Government	
3.5.7	Joint tendering	-	2012 & 2013	500	Local Government	
3.5.8	Staff training	-	June 2009	1,000	DEC / Local Government	Cost per annum
	Community Education and Consultation					
3.6.1	Establishment of waste management advisory group	Jan 2009	March 2009	1,000	Local Government	
3.6.2	Development of communication and education program	Jan 2009	June 2009	500	DEC / Local Government	
3.6.3	Communication of changes	-	-	-		As required
	Local Governments Own Waste Management					
3.7.1	Sustainable procurement	Jan 2009	June 2009	500	DEC / Local Government	

Note: Estimated costs shown are for the Local Governments portion – Funding is either DEC or Local Governments or both.

Table 5.4 Shire of Jerramungup

Ref	Action	Start Date	Completion Date	Cost \$	Funding	Comments
	Data Collection					
3.3.1	Availability of waste data	June 2009	June 2010	5,000	DEC / Local Government	
3.3.2	Landfill cell locations and waste category records	June 2009	Sept 2009	10,000	Local Government	Jerramungup and Boxwood Hill, minimal work required for Needilup and Gairdner
	Waste Minimisation					
3.4.1	Household hazardous waste collection	June 2009	Dec 2009	500	DEC / Local Government	
3.4.2	Electronic waste collection	June 2009	Sept 2009	6,000	DEC / Local Government	Costing based on three sites
3.4.3	Greenwaste processing	Dec 2009	Dec 2010	-	-	
3.4.4	Fees and charges	July 2009	Dec 2009	-	-	Fees and charges to be set in 2009 / 10 budget
3.4.5	Other waste minimisation initiatives	June 2009	Dec 2009	2,000	Local Government	Cost per annum
	Management of Infrastructure and Operations					
3.5.1	Regional approach to landfill waste disposal	Dec 2008	Sept 2009	10,000	DEC / Local Government	
3.5.2	Closure of landfill sites	Jan 2009	May 2009	6,000	Local Government	
3.5.3	Establishment of new landfill site	Jan 2009	June 2010	140,000	DEC / Local Government	Estimated costs includes assessment and establishment
3.5.4	Provision of transfer stations	-	June 2010	100,000	DEC / Local Government	Two transfer stations – Boxwood Hill and Jerramungup
3.5.5	Facilities on incorrect location	Jan 2009	June 2009	4,000	Local Government	Boxwood Hill and Bremer Bay
3.5.6	Post-closure management plans	Jan 2009	June 2009	2,000	Local Government	Jerramungup and Boxwood Hill
3.5.7	Joint tendering	-	2012 & 2013	500	Local Government	
3.5.8	Staff training	-	June 2009	1,000	DEC / Local Government	Cost per annum
	Community Education and Consultation					
3.6.1	Establishment of waste management advisory group	Jan 2009	March 2009	1,000	Local Government	
3.6.2	Development of communication and education program	Jan 2009	June 2009	500	DEC / Local Government	
3.6.3	Communication of changes	-	-	-		As required
	Local Governments Own Waste Management					
3.7.1	Sustainable procurement	Jan 2009	June 2009	500	DEC / Local Government	

Note: Estimated costs shown are for the Local Governments portion – Funding is either DEC or Local Governments or both.

6. *Monitoring and Review*

The plan will have to be reviewed by each of the Councils, given that a number of actions depend on the establishment of a new landfill site in the Shire of Jerramungup, and for the Shires of Broomehill-Tambellup, Kent and Gnowangerup, access to the Katanning landfill site.

Actions requiring considerable expenditure have been programmed to commence in the 2009 / 2010 financial year to enable Councils to budget accordingly.

Each Council should include a report on the progress of the implementation of the Strategic Waste Management Plan in the annual report to their ratepayers and residents.

References

- Australian Bureau of Statistics - 2006 Census
- Great Southern Development Commission
- Department of Environment and Conservation (DEC), Zero Waste Plan Development Plan - Phase 1 Report
- Resource Recovery Rebate Scheme - Period 16 data
- Shire of Manjimup - Waste Audit Data
- Department of Environment and Conservation (DEC), Statement of Strategic Direction for Waste Management in Western Australia
- Zero Waste Western Australia - Waste Legislation - Questions and Answers
- Environmental Protection (Rural Landfill) Regulations 2002
- Waste Avoidance and Resource Recovery Act 2007

Appendix A

**EXISTING SERVICES DELIVERED BY
THE STIRLING GROUP OF LOCAL GOVERNMENTS –
DEC. ZWP.PHASE 1 MATRIX**

MATRIX 2 – Existing Services Delivered by “Stirlings” Group Local Governments in a Matrix of Services Currently Practiced in WA (as at 31 December 2007)

	Reference		BROOMEHILL	GNOWANGERUP	JERRAMUNGUP	KENT	TAMBELLUP
Collaboration	1	Are you a single Local Government or part of a Regional Council or a grouping of Local Governments	Regional Centre dealing with its material only	Regional Centre dealing with its material only	Regional Centre dealing with its material only	Information not provided	Regional Centre dealing with its material only
Kerbside	2A	Container type and size (waste)	240 MGB	240MGB	240MGB	240MGB	240MGB
	2B	Container type and size (recycling)	240MGB	N/A	240MGB	N/A	240MGB
	2C	Collection frequency (waste)	Weekly	Weekly	Weekly	Weekly / Fortnightly	Weekly
	2D	Collection frequency (recycling)	Fortnightly	On Demand	Fortnightly	N/A	Fortnightly
	2E	Participation rate (recycling)	90%	N/A	80%	N/A	>90%
	2F	C & I services	Contractor	LG or Contractor	LG or Contractor	LG or Contractor	Contractor
Verge side Collections	3A	Green Waste (GW)	No Service	No Service	No Service	Yes	No Service
	3B	Bulk waste	No Service	No Service	No Service	Information not provided	No Service
Public Place / Event Recycling	4A	Waste Collection	Yes	Yes	Yes	Yes	Yes
	4B	Public Place Recycling	Yes	Yes	Yes	Yes	No
Drop-off Centres	5A	Waste Transfer Station	No	No	Information not provided	No	
	5B	Paper / cardboard	Information not provided	No	Information not provided	Yes	Information not provided
	5C	Glass Container	Information not provided	No	Information not provided	Yes	Information not provided
	5D	Plastics	Information not provided	No	Information not provided	Yes	Information not provided
	5E	Metal (ferrous)	Yes	No	Information not provided	Yes	Information not provided

	Reference		BROOMEHILL	GNOWANGERUP	JERRAMUNGUP	KENT	TAMBELLUP
	5F	Metal (non ferrous)	Yes	No	Information not provided	No	Information not provided
	5G	Aluminium	Yes	No	Information not provided	Yes	Information not provided
	5H	E-waste	No	No	Information not provided	No	Information not provided
	5I	Greenwaste	No	No	Information not provided	No	Information not provided
	5J	Oil	Information not provided	Yes	Information not provided	No	Information not provided
	5K	Batteries	Information not provided	No	Information not provided	No	Information not provided
	5L	HHW facility	No	No	No	No	No
Landfill Management	6A	Number / Status	Single, Limited Management	More than one, Limited Management	More than one, Limited Management	More than one, Limited Management	Single, Limited Management
	6B	Operational staff	No	No	Information not provided	No	No
	6C	Fenced	No	No	Information not provided	Yes	No
	6D	Lined	Yes	No	Information not provided	No	Yes
	6E	Data Collection	No	Information not provided	Information not provided	No	No
	6F	Gas Recovery	N/A	N/A	Information not provided	N/A	N/A
Separation / treatment / strategies	7A	Transfer Station(s)	No	No	Information not provided	No	No
	7B	Access to MRF	Yes	No	No	No	No
	7C	AWT facility for organics from MSW	No	No	No	No	No
	7D	Greenwaste facility	No	Information not provided	No	Information not provided	Yes

	Reference		BROOMEHILL	GNOWANGERUP	JERRAMUNGUP	KENT	TAMBELLUP
Communications / Education	8A	Education centre (or have access to)	No	No	No	No	No
	8B	Publications / Flyers	No	Regular Targeted Information	No	No	No
	8C	Waste Wise Schools	No	No	No	No	Yes
Local Government's own activities	9A	C&D Waste	Information not provided	Information not provided	Information not provided	Information not provided	Information not provided
	9B	Greenwaste	Information not provided	Information not provided	Information not provided	Information not provided	
	9C	Officewaste	Information not provided	Yes	Information not provided	Yes	Information not provided
	9D	Data Collection & Reporting	No	Information not provided	Information not provided	Information not provided	Information not provided
	9E	Sustainable Procurement Policy	No	No	Information not provided	Yes	Information not provided
Participation in waste management related programs	10A	DrumMUSTER	Yes	Yes	Yes	Yes	Yes
	10B	ChemClear	Yes	Yes	Yes	No	Yes
	10C	Mobile Muster	Information not provided	Information not provided	Information not provided	Information not provided	Information not provided
	10D	Tidy Town-sustainable communities	No	Yes	No	No	No

SUMMARY OF WASTE DISPOSAL SITES

Name of Facility	<i>Tambellup Refuse Disposal Site</i>
Address of Facility	<i>Hankinson Road, Tambellup</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Broomehill – Tambellup</i>
Operator	<i>Shire of Broomehill – Tambellup</i>
Established	<i>Unknown</i>
Area	<i>103.6678 ha</i>
Life Expectancy	<i>Nil</i>
Capacity Remaining	<i>Nil</i>
- Airspace	-
- Other	-
Post Closure Management Plan	<i>Yes</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Serviced	<i>Tambellup town and surrounding areas</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available. Overall landfill management costs for 2007 / 08 = \$10,000 (approx)</i>
Water Management	
- Storm Water	<i>No storm water management</i>
- Leachate	<i>Quantity of waste does not warrant leachate control</i>
- Groundwater	<i>No groundwater monitoring</i>
Other Management	
Fencing	<i>No</i>
Recycling	<i>No</i>
Waste Received	<i>Trailer waste Inert waste Asbestos</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>Fuel loading reduced</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>No</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation	
- Landfill Cover	<i>Minimal natural vegetation</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	-	<i>Domestic kerbside collection deposited in Broomehill site. Site has limited management</i>
Asbestos Waste	Yes	<i>Minimal quantity – 1 Tonne 2007 / 08</i>
Management of Site	-	
Fencing	<i>Minimal</i>	
Litter	<i>No</i>	
Signage	Yes	
Monitoring and Reporting	<i>No formal process</i>	
Dust	<i>N/A</i>	
Burning of Waste	<i>No</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	Yes	<i>Monitoring not required</i>
Other Comments <i>Site is not used for kerbside collected waste – this is deposited in the Broomehill site. This site should be closed and a transfer station established</i>		

BROOMEHILL**Waste Disposal Site - Landfill**

Name of Facility	<i>Broomehill Refuse Site</i>
Address of Facility	<i>Tie Line Road, Broomehill</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Broomehill – Tambellup</i>
Operator	<i>Shire of Broomehill – Tambellup</i>
Established	<i>Unknown</i>
Area	<i>5.1436 ha</i>
Life Expectancy	<i>5 – 10 years</i>
Capacity Remaining - Airspace - Other	<i>N/A</i> <i>-</i>
Post Closure Management Plan	<i>Yes</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>Nil</i>
Area Served	<i>Broomehill town and surrounding rural areas, plus waste from Tambellup</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available.</i> <i>Overall landfill management costs for 2007 / 08 = \$15,000 (approx)</i>
Water Management - Storm Water - Leachate - Groundwater	<i>Natural clay base</i> <i>No storm water management</i> <i>Quantity of waste does not warrant leachate control</i> <i>No groundwater monitoring</i>
Other Management	
Fencing	<i>Partially fenced</i>
Recycling	<i>Nil</i>
Waste Received	<i>Household waste</i> <i>Commercial waste</i> <i>Inert waste</i> <i>Trailer waste</i> <i>Asbestos</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>Nil</i>
Fire Control	<i>Fuel loading reduced</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>No</i>
Dust Control	<i>Not required</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation - Landfill Cover - Sections After Use	<i>Minimal natural vegetation</i>

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	-	<i>Domestic waste landfilled Inert waste not separated Site has limited management</i>
Asbestos Waste	-	<i>Minimal quantity – ½ tonne 2007 / 08</i>
Management of Site	<i>No</i>	
Fencing	<i>Minimal</i>	
Litter	<i>No</i>	
Signage	<i>No</i>	
Monitoring and Reporting	<i>No formal process</i>	
Dust	<i>No</i>	
Burning of Waste	<i>No</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	<i>Yes</i>	<i>Monitoring not required</i>
Other Comments <i>In the medium term, this site should be closed and replaced with a transfer station.</i>		

BORDEN**Waste Disposal Site - Landfill**

Name of Facility	<i>Borden Waste Management Facility</i>
Address of Facility	<i>Chester Pass Road, Borden</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Gnowangerup</i>
Operator	<i>Shire of Gnowangerup</i>
Established	<i>Unknown</i>
Area	<i>6.8791 ha</i>
Life Expectancy	<i>Upwards of 5 years</i>
Capacity Remaining	<i>Up to 2,000 tonne landfill (Trench) (Estimate)</i>
- Airspace	-
- Other	-
Post Closure Management Plan	<i>No</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Served	<i>Borden town and surrounding rural areas</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available.</i> <i>Overall landfill management costs for 2007 / 08 = \$9,779</i>
Water Management	
- Storm Water	<i>No storm water management</i>
- Leachate	<i>Quantity of waste does not warrant leachate control</i>
- Groundwater	<i>No groundwater monitoring</i>
Other Management	-
Fencing	<i>Yes</i>
Recycling	<i>Yes – Chemical drums</i>
Waste Received	<i>Household waste</i> <i>Trailer waste</i> <i>Inert waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>Yes</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation	
- Landfill Cover	<i>Minimal natural revegetation</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	<i>No</i>	
Asbestos Waste	<i>Not received</i>	
Management of Site	-	
Fencing	Yes	<i>Boundary and landfill area</i>
Litter	Yes	
Signage	Yes	
Monitoring and Reporting	-	
Dust	<i>No</i>	
Burning of Waste	<i>No burning</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	Yes	<i>Monitoring not required</i>
Other Comments <i>Site reasonably managed, however does not comply with all landfill regulations. Recommend convert to transfer station.</i>		

GNOWANGERUP**Waste Disposal Site - Landfill**

Name of Facility	<i>Gnowangerup Waste Management Facility</i>
Address of Facility	<i>Airport Road, Gnowangerup</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Gnowangerup</i>
Operator	<i>Shire of Gnowangerup</i>
Established	<i>Unknown</i>
Area	<i>24.3919 ha</i>
Life Expectancy	<i>3 to 5 years (estimated)</i>
Capacity Remaining	<i>Up to 5,000 tonne (estimated)</i>
- Airspace	-
- Other	-
Post Closure Management Plan	<i>No</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Served	<i>Gnowangerup and surrounding rural areas</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available. Overall landfill management costs for 2007 / 08 = \$32,342</i>
Water Management	
- Storm Water	<i>No storm water management</i>
- Leachate	<i>Quantity of waste does not warrant leachate control</i>
- Groundwater	<i>No groundwater monitoring</i>
Other Management	-
Fencing	<i>Yes</i>
Recycling	<i>Yes – Chemical drums</i>
Waste Received	<i>Domestic waste Trailer waste Scrap metal Inert waste Asbestos Green waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>No</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>N/A</i>
Dust Control	<i>No</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation	
- Landfill Cover	<i>Limited natural revegetation</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	No	Site not staffed
Asbestos Waste	Yes	
Management of Site	-	
Fencing	Yes	
Litter	No	
Signage	Yes	
Monitoring and Reporting	-	
Dust	No	
Burning of Waste	No burning apart from green waste	
Storm Water Management	No	
Ground Water Monitoring	Yes	Monitoring not required
Other Comments Life expectancy difficult to estimate without detailed investigation. From observation there appears to be 3 to 5 years' capacity.		

Name of Facility	<i>Ongerup Waste Management Facility</i>
Address of Facility	<i>Moir Highway, Ongerup</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Gnowangerup</i>
Operator	<i>Shire of Gnowangerup</i>
Established	<i>Unknown</i>
Area	<i>4.0469 ha</i>
Life Expectancy	<i>Upwards of 5 years (estimated)</i>
Capacity Remaining	<i>2,000 tonne landfill (estimated)</i>
- Airspace	-
- Other	-
Post Closure Management Plan	<i>No</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Serviced	<i>Ongerup town and surrounding rural areas</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available.</i> <i>Overall landfill management costs for 2007 / 08 = \$16,568</i>
Water Management	
- Storm Water	<i>No storm water management</i>
- Leachate	<i>Quantity of waste does not warrant leachate control</i>
- Groundwater	<i>No groundwater monitoring</i>
Other Management	-
Fencing	<i>Yes</i>
Recycling	<i>Yes – Chemical drums</i>
Waste Received	<i>Household waste</i> <i>Trailer waste</i> <i>Inert waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>No</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation	
- Landfill Cover	<i>Minimum natural revegetation</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	<i>No</i>	
Asbestos Waste	<i>Not received</i>	
Management of Site	<i>-</i>	
Fencing	<i>Yes</i>	
Litter	<i>No</i>	
Signage	<i>Yes</i>	
Monitoring and Reporting	<i>No formal process</i>	
Dust	<i>N/A</i>	
Burning of Waste	<i>No burning</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	<i>Yes</i>	<i>Monitoring not required</i>
Other Comments <i>Site reasonably managed, however does not comply with all landfill regulations. Recommend convert to transfer station.</i>		

NYABING**Waste Disposal Site - Landfill**

Name of Facility	<i>Nyabing Waste Management Facility</i>
Address of Facility	<i>Katanning / Nyabing Road, Nyabing</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Kent</i>
Operator	<i>Shire of Kent</i>
Established	<i>1923</i>
Area	<i>4.0469 ha</i>
Life Expectancy	<i>7 – 10 years</i>
Capacity Remaining - Airspace - Other	- -
Post Closure Management Plan	<i>Yes</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>Nil</i>
Area Serviced	<i>Nyabing town site and surrounding rural areas, and kerbside domestic waste from Pingrup</i>
Infrastructure / Equipment	<i>Shed / Office</i>
Disposal Costs	<i>Separate waste category costs not available. Overall landfill management costs for 2007 / 08 = \$16,000 (approx)</i>
Water Management - Storm Water - Leachate - Groundwater	<i>Natural clay base No storm water management Quantity of waste does not warrant leachate control No groundwater monitoring</i>
Other Management	<i>-</i>
Fencing	<i>Yes</i>
Recycling	<i>Glass, paper, cans, plastics Chemical container facility Oil recycling facility Sims Metal – car bodies and other metals</i>
Waste Received	<i>Household waste Commercial waste Trailer waste Inert waste Asbestos</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>Soil onsite – covered as required</i>
Litter Control	<i>Periodic pick-up</i>
Fire Control	<i>Fuel loading reduced</i>
Vermin Control	<i>No</i>
Weed Control	<i>As required</i>
Odour Control	<i>N/A</i>
Dust Control	<i>No</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation - Landfill Cover - Sections After Use	<i>Natural vegetation</i>

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	-	<i>Domestic waste landfilled Inert waste not separated Site has limited management</i>
Asbestos Waste	Yes	<i>Approximately 20m³</i>
Management of Site	-	
Fencing	Yes	
Litter	Yes	<i>Periodic pick-up</i>
Signage	Yes	
Monitoring and Reporting	<i>No formal process</i>	
Dust	<i>N/A</i>	
Burning of Waste	Yes	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	Yes	<i>Monitoring not required</i>
Other Comments <i>Facility is adequately maintained.</i>		

Name of Facility	<i>Pingrup Waste Management Facility</i>
Address of Facility	<i>Sanderson Street, Pingrup</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Kent</i>
Operator	<i>Shire of Kent</i>
Established	<i>1924</i>
Area	<i>14.094 ha</i>
Life Expectancy	<i>12 months</i>
Capacity Remaining - Airspace - Other	- -
Post Closure Management Plan	<i>Yes</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Served	<i>Pingrup town and surrounding rural areas</i>
Infrastructure / Equipment	<i>Shed / Office</i>
Disposal Costs	<i>Separate waste category costs not available</i> <i>Overall landfill management costs for 2007 / 08 = \$8,500 (approx)</i>
Water Management - Storm Water - Leachate - Groundwater	<i>Natural clay base</i> <i>No storm water management</i> <i>Quantity of waste does not warrant leachate control</i> <i>Groundwater monitoring</i>
Other Management	<i>Adjoining lake is fenced off</i>
Fencing	<i>Yes</i>
Recycling	<i>Chemical container facility.</i> <i>Oil recycling facility.</i>
Waste Received	<i>Trailer waste</i> <i>Inert waste</i> <i>Asbestos</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>Yes - Periodic pick-up</i>
Fire Control	<i>Fuel loading minimal</i>
Vermin Control	<i>No</i>
Weed Control	<i>As required</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process apart from groundwater monitoring bores</i>
Rehabilitation - Landfill Cover - Sections After Use	<i>Natural Revegetation</i>

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	-	<i>Domestic kerbside disposed of at Nyabing landfill site. Site has limited use</i>
Asbestos Waste	Yes	<i>Approximately 30m³</i>
Management of Site	-	
Fencing	Yes	
Litter	Yes	<i>Periodic pick-up</i>
Signage	Yes	
Monitoring and Reporting	<i>No formal process</i>	<i>Site has limited use</i>
Dust	N/A	
Burning of Waste	Yes	
Storm Water Management	No	
Ground Water Monitoring	Yes	
Other Comments <i>Nyabing accepts most of the waste generated from Pingrup. Site should be closed and replaced with a transfer station.</i>		

BOXWOOD HILL**Waste Disposal Site - Landfill**

Name of Facility	<i>Boxwood Hill Landfill Facility</i>
Address of Facility	<i>Bremer Bay Road, Borden</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Jerramungup</i>
Operator	<i>Shire of Jerramungup</i>
Established	<i>Unknown</i>
Area	<i>7.3972 ha</i>
Life Expectancy	<i>Nil</i>
Capacity Remaining - Airspace - Other	<i>Nil</i> - -
Post Closure Management Plan	<i>No</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Served	<i>Boxwood Hill rural and Bremer Bay transfer bin and domestic collection kerbside</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available.</i> <i>Overall landfill management costs for 2007 / 08 = \$26,673</i>
Water Management - Storm Water - Leachate - Groundwater	<i>No storm water management</i> <i>Quantity of waste does not warrant leachate control</i> <i>No groundwater monitoring</i>
Other Management	<i>-</i>
Fencing	<i>Partially</i>
Recycling	<i>No</i>
Waste Received	<i>Household waste</i> <i>Commercial waste</i> <i>Inert waste</i> <i>Trailer waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>Limited fuel loading</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation - Landfill Cover - Sections After Use	<i>Minimal natural vegetation</i>

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	<i>No</i>	<i>No management</i>
Asbestos Waste	<i>Yes</i>	
Management of Site	<i>-</i>	
Fencing	<i>No</i>	<i>Only boundary is fenced – not landfill area</i>
Litter	<i>No</i>	
Signage	<i>Yes</i>	
Monitoring and Reporting	<i>-</i>	
Dust	<i>N/A</i>	
Burning of Waste	<i>Yes</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	<i>Yes</i>	<i>Monitoring not required</i>
Other Comments <i>Site not managed – recommend closure.</i>		

BREMER BAY**Waste Disposal Site – Transfer Station**

Name of Facility	<i>Bremer Bay Transfer Station</i>
Address of Facility	<i>Wellstead Road, Bremer Bay</i>
Class Type	<i>Transfer Station</i>
Owner	<i>Shire of Jerramungup</i>
Operator	<i>Shire of Jerramungup</i>
Established	<i>2001</i>
Area	<i>Unknown – part of large Reserve</i>
Life Expectancy	<i>N/A</i>
Capacity Remaining	<i>N/A</i>
- Airspace	<i>N/A</i>
- Other	<i>N/A</i>
Type of Landfill	<i>N/A</i>
Staffing	<i>Yes</i>
Area Served	<i>Bremer Bay</i>
Infrastructure / Equipment	<i>Transfer Bin, Hard Stand, Office</i>
Disposal Costs	<i>2007 / 08 \$39,062 – Includes transfer costs to Boxwood Hill</i>
Water Management	
- Storm Water	<i>N/A</i>
- Leachate	
- Groundwater	
Other Management	<i>-</i>
Fencing	<i>Yes</i>
Recycling	<i>Yes</i>
Waste Received	<i>Domestic waste</i> <i>Commercial waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>Bin covered</i>
Litter Control	<i>Yes</i>
Fire Control	<i>Yes</i>
Vermin Control	<i>Yes</i>
Weed Control	<i>Yes</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>Yes</i>
Rehabilitation	
- Landfill Cover	<i>N/A</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	Yes	<i>Facility is staffed and opening hours managed</i>
Asbestos Waste	<i>Not received</i>	
Management of Site	-	
Fencing	Yes	
Litter	Yes	<i>Bin cover is available</i>
Signage	Yes	
Monitoring and Reporting	Yes	
Dust	N/A	
Burning of Waste	N/A	
Storm Water Management	N/A	
Ground Water Monitoring	N/A	
Other Comments <i>Transfer station is well managed and maintained. Facility area has to be excised from larger reserve.</i>		

Name of Facility	<i>Gairdner Waste Management Facility</i>
Address of Facility	<i>Devils Creek Road, Gairdner</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Jerramungup</i>
Operator	<i>Shire of Jerramungup</i>
Established	<i>1969</i>
Area	<i>4.2568 ha</i>
Life Expectancy	<i>Nil</i>
Capacity Remaining	<i>Nil</i>
- Airspace	-
- Other	-
Post Closure Management Plan	<i>Yes</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Served	<i>Gairdner Rural</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available</i> <i>Overall landfill management costs for 2007 / 08 = \$914</i>
Water Management	
- Storm Water	<i>No storm water management</i>
- Leachate	<i>Quantity of waste does not warrant leachate control</i>
- Groundwater	<i>No groundwater monitoring</i>
Other Management	-
Fencing	<i>No</i>
Recycling	<i>Nil</i>
Waste Received	<i>Household waste</i> <i>Trailer waste</i> <i>Inert waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>Limited fuel loading</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation	
- Landfill Cover	<i>Minimal natural vegetation</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	<i>No</i>	<i>No separation of waste – all landfilled</i>
Asbestos Waste	<i>Not received</i>	
Management of Site	<i>-</i>	
Fencing	<i>No</i>	
Litter	<i>No</i>	<i>Limited wind blown material</i>
Signage	<i>No</i>	
Monitoring and Reporting	<i>No formal process</i>	
Dust	<i>N/A</i>	
Burning of Waste	<i>Yes</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	<i>Yes</i>	<i>Monitoring not required</i>
Other Comments <i>Site not managed – recommend closure.</i>		

JERRAMUNGUP**Waste Disposal Site - Landfill**

Name of Facility	<i>Jerramungup Waste Management Facility</i>
Address of Facility	<i>Reserve 25460, Jerramungup</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Jerramungup</i>
Operator	<i>Shire of Jerramungup</i>
Established	<i>Unknown</i>
Area	<i>16.2456 ha</i>
Life Expectancy	<i>2 to 3 years</i>
Capacity Remaining - Airspace - Other	- -
Post Closure Management Plan	<i>No</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Serviced	<i>Jerramungup town site and surrounding rural areas</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available</i> <i>Overall landfill management costs for 2007 / 08 = \$17,473</i>
Water Management - Storm Water - Leachate - Groundwater	<i>No storm water management</i> <i>Quantity of waste does not warrant leachate control</i> <i>No groundwater monitoring</i>
Other Management	<i>-</i>
Fencing	<i>Limited</i>
Recycling	<i>No</i>
Waste Received	<i>Household waste</i> <i>Commercial waste</i> <i>Inert waste</i> <i>Trailer waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>No</i>
Fire Control	<i>No</i>
Vermin Control	<i>No</i>
Weed Control	<i>No</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation - Landfill Cover - Sections After Use	<i>Minimal natural vegetation</i>

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	No	Site has limited management
Asbestos Waste	Not received	
Management of Site	-	
Fencing	No	Only boundary fenced
Litter	No	
Signage	Yes	
Monitoring and Reporting	No formal process	
Dust	N/A	
Burning of Waste	Yes	
Storm Water Management	No	
Ground Water Monitoring	Yes	Monitoring not required
Other Comments Site not managed – recommend convert to transfer station and landfill inert waste only.		

NEEDILUP**Waste Disposal Site - Landfill**

Name of Facility	<i>Needilup Landfill Facility</i>
Address of Facility	<i>North Needilup Road</i>
Class Type	<i>Category 89 – Putrescible Landfill</i>
Owner	<i>Shire of Jerramungup</i>
Operator	<i>Shire of Jerramungup</i>
Established	<i>1950's</i>
Area	<i>2.0234 ha</i>
Life Expectancy	<i>Nil</i>
Capacity Remaining	<i>Nil</i>
- Airspace	-
- Other	-
Post Closure Management Plan	<i>Yes</i>
Type of Landfill	<i>Trench and cover</i>
Staffing	<i>No</i>
Area Served	<i>Needilup Rural</i>
Infrastructure / Equipment	<i>Nil</i>
Disposal Costs	<i>Separate waste category costs not available</i> <i>Overall landfill management costs for 2007 / 08 = \$6,851</i>
Water Management	<i>Natural clay base</i>
- Storm Water	<i>No storm water management</i>
- Leachate	<i>Quantity of waste does not warrant leachate control</i>
- Groundwater	<i>No groundwater monitoring</i>
Other Management	<i>Nil</i>
Fencing	<i>Nil</i>
Recycling	<i>No</i>
Waste Received	<i>Household waste</i> <i>Trailer waste</i> <i>Inert waste</i>
Waste Compaction	<i>No</i>
Waste Cover Frequency	<i>As required</i>
Litter Control	<i>Nil</i>
Fire Control	<i>Nil</i>
Vermin Control	<i>Nil</i>
Weed Control	<i>Nil</i>
Odour Control	<i>N/A</i>
Dust Control	<i>N/A</i>
Monitoring and Reporting	<i>No formal process</i>
Rehabilitation	
- Landfill Cover	<i>Nil</i>
- Sections After Use	

Site Visit Assessment

Condition	Compliance	Comments
Waste Received and Managed	<i>No</i>	<i>Minimal management</i>
Asbestos Waste	<i>Not received</i>	
Management of Site	-	
Fencing	<i>No</i>	
Litter	<i>No</i>	<i>Some collection</i>
Signage	<i>No</i>	
Monitoring and Reporting	<i>No formal process</i>	
Dust	<i>Yes</i>	
Burning of Waste	<i>No</i>	
Storm Water Management	<i>No</i>	
Ground Water Monitoring	<i>Yes</i>	<i>Monitoring not required</i>
Other Comments <i>Site not managed – should be closed and revegetated.</i>		

9.6 PROPOSED CBH RECEIVAL POINT – LOTS 525 – 530 OLD NARDLAH ROAD AND REILLY STREET, BROOMEHILL

Program:	Community Amenities
Attachment:	Location plan, site plan and copy of applicants covering letter
File Ref:	ADM0284
Author:	Gray and Lewis Land Use Planners
Date:	30th September
Disclosure of Interest:	Gray and Lewis receive planning fees for advice to the Shire of Broomehill-Tambellup and therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i>.

Summary: An application has been lodged for a CBH receival point on Lots 525, 526, 527, 528, 529 and 530 Old Nardlah and Reilly Street, Broomehill.

This report recommends that the application be refused.

Background: CBH has advised that above average yields are expected due to the increased area of land utilised for growing crops rather than livestock. Current harvest estimates indicate that storage at the Broomehill receival point needs to be increased by 60,000 tonnes.

Comment: **Zoning**

The subject lots are zoned ‘Rural Residential’ under the Shire of Broomehill Town Planning Scheme No 1.

One of the main objectives of the Rural Residential zone is “*to select areas wherein closer subdivision will be permitted into lots one hectare and above to provide for such uses as hobby farms, horse breeding and rural residential retreats, and to make provision for the retention or improvement of the rural landscape and environment.*”

Description of Application

A copy of the applicants covering letter is included as an attachment.

The application is for earthworks, two open bulkheads, driveover grid and pit, elevator, conveyor, stacker, pavement sealing and drainage.

Landuse Classification & Landuse Permissibility

In determining the application, Council has to consider which landuse definition / classification most appropriately applies to the proposed development.

There are two options in dealing with the landuse classification as follows;

➤ *Option 1*

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

A ‘Rural Industry’ is not permitted in the ‘Rural Residential’ zone and Council has no discretion to approve the landuse.

➤ *Option 2*

Council may decide that the use cannot reasonably be determined as falling under any existing land use definition and process the development as a ‘use not listed’.

Council has 2 options when dealing with a ‘Use Not Listed’ under the Scheme in accordance with Clause 3.2.5 as follows;

(a) determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted;

(b) determine by absolute majority that the proposed use may be consistent with the objectives and purposes of the zone and thereafter follow the advertising procedures of Clause 7.2 in considering an application for planning consent.

It is considered reasonable to apply the ‘rural industry’ landuse definition as the proposed use does involve handling of primary products grown in the locality. Accordingly Option 1 is recommended.

Even if Council determined the landuse as a ‘use not listed’ it is not considered that it could be reasonably concluded that the use is consistent with the objectives of the ‘Rural Residential’ zone.

Support for the landuse would set an undesirable precedent for other ‘bulk grain storage’ activities to be permissible in the Rural Residential zone.

Other relevant planning considerations

1. Landuse compatibility and EPA ‘Guidance for the assessment of environmental factors – separation distances between Industrial and Sensitive Landuses’.

Under EPA guidelines a 500 metre generic buffer is recommended to sensitive landuses. The applicant has advised that;

- The nearest residential zoned land is Lot 162 at the corner of Keith and Kimberley Street which is approximately 280 metres.
- The 2 established belts of trees in between provide a buffer for potential noise and dust impacts outside the boundary of the existing facility.

- A 50 metre buffer will be retained on the northern side of Lots 528, 529 and 530 Nardlah Road between the area to be cleared and Reilly Street. The eastern side of Lots 525, 526 and 530 Nardlah Road will be planted with native vegetation as an offset required under the DEC clearing permit.
- All on site roads will be sealed to minimise dust from vehicle movements.
- Construction dust and noise management plans would be applied.
- Existing practices such as covering of open grain stacks would continue.
- CBH has not received any formal complaints regarding dust and noise from the existing operation, however has a complaints process in place.

Non compliance with the EPA recommended 500 metre buffer is still a major concern due to the following;

- It applies to any residential use which includes 'Rural Residential' zoned land and not just 'Residential' zoned land.
- The subject lots are surrounded by 'Rural Residential' zoned land to the immediate north and north east. All of these lots have potential to be developed with a single house and there would be minimal buffers provided.
- Whilst vegetation buffers can be an effective tool to mitigate dust nuisance, it does not provide any protection against potential noise emissions.
- The applicant refers to vegetation located to the north of Reilly Street however it is outside of this application.

If Council were to contemplate support for the development, then Gray & Lewis would recommend referral to the Department for Environment and Conservation (DEC) for specific advice on the proposed variation to recommended buffers.

2. *Removal of native vegetation*

One of the objectives of the Rural Residential zone makes reference to '*provision for the retention or improvement of the rural landscape and environment.*'

The subject lots have reasonable native vegetation cover which would require removal to facilitate the proposed development. It is likely that the scale of this development will result in more vegetation loss than if the lots were developed for rural residential purposes as the Scheme applies a 3000m² building envelope for 'Rural Residential' lots.

For any proposed clearing referral to DEC would be recommended.

3. *Amalgamation*

CBH is progressing closure of a portion of Old Nardlah Road through the Shire and this road currently provides road frontage to Lots 525-528. CBH has advised that they propose to amalgamate the lots and the portion of closed road. Amalgamation would be recommended prior to the issue of any building licence as;

- (i) It not desirable to have any structures crossing multiple green title boundaries (which are a fire source under the Building Code of Australia).
- (ii) While individual titles exist, any of the lots can be sold independently.

4. *Truck movements / access*

Access into existing CBH facilities is currently located on private property (Lot 544) on the corner of Kimberley Street and Tie Line Road. This is an issue that needs to be resolved for the following reasons;

- Agreement to use a portion of Lot 544 was made with a previous owner and it does not appear to date that CBH has had any discussions with the current owner.
- There was a WAPC approval to amalgamate a portion of Lot 544 and Lot 543 to resolve the access issue however CBH did not act on it, and the approval has expired. There is no guarantee that CBH would act on any new approval.
- There is no formal arrangement with the current owner for CBH to use their land.
- There may be liability and insurance issues for the current owner should an accident occur on their private property. Any insurance that CBH has is not likely to extend to Lot 544.

Lot 544 is not included in this application therefore the access issue is not an impediment to this development. However it is a related matter and it is recommended that Council take the opportunity to advise CBH that the issue needs to be resolved.

CBH has indicated that they will liaise with the current owner, however unless they obtain and act on a WAPC approval it will be an ongoing issue.

In regards to truck use, it is anticipated that there will be increased truck movements into the area due to increased tonnage capacity. CBH has not indicated the truck route it proposes to use for this development however it is likely they will continue to use access through Lot 544 which is of concern.

CBH has provided detailed information on tonnes received during specified time periods, however has not clarified the existing number of trucks/loads and anticipated increase in truck traffic.

Consultation: Gray & Lewis liaised with the applicant regarding the planning applications/lodgement requirements, and recommended that a planning consultant be engaged to assist CBH. No public consultation has been conducted.

Statutory Environment: Shire of Broomehill Town Planning Scheme No 1

Policy Implications: Nil

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

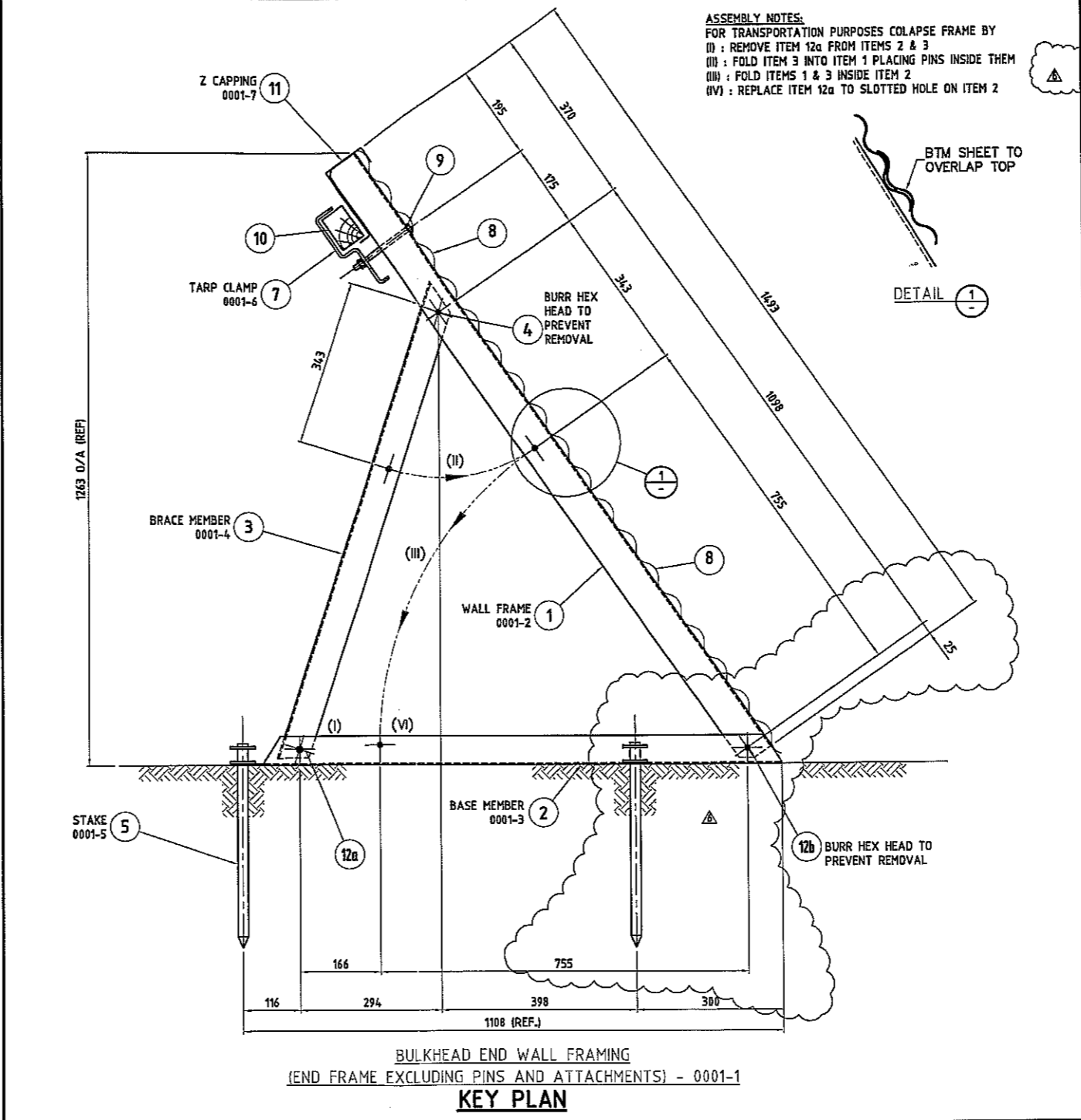
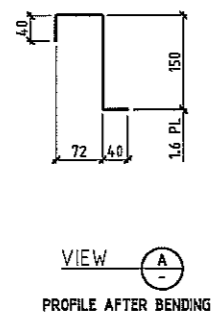
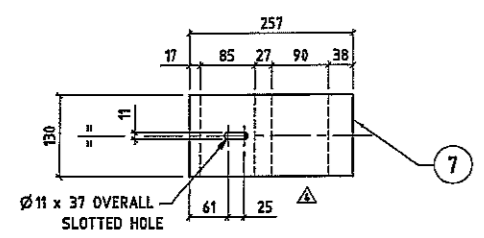
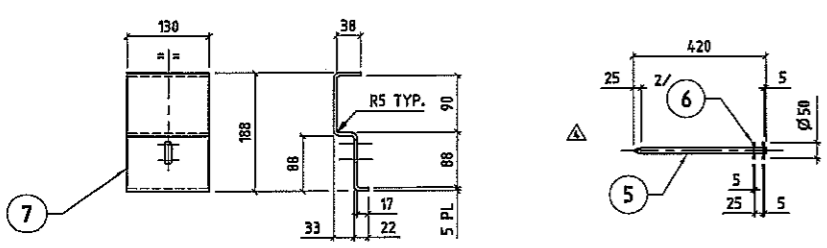
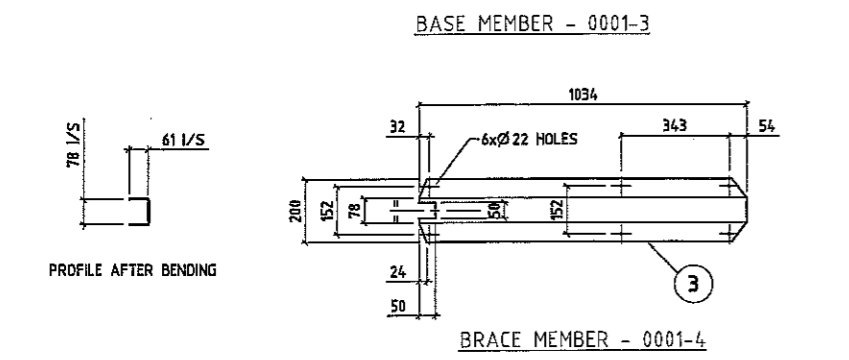
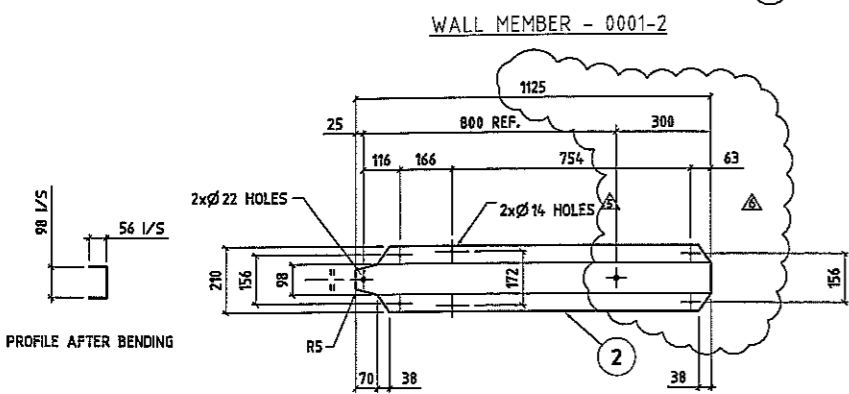
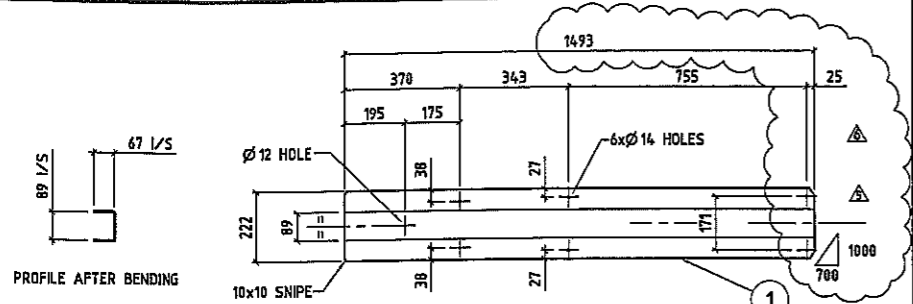
Officer / Council Resolution: 081007

“The Commissioner resolved -

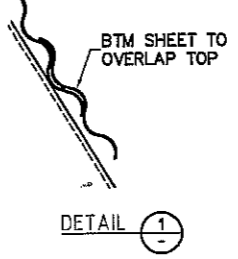
- 1. To determine that the proposed development is a ‘Rural Industry’ and refuse the application for ‘two open bulkheads, drive over grid, pit, elevator, conveyor, pavement sealing, drainage and stackers’ on Lots 525-530 Old Nardlah Road/Reilly Street, Broomehill for the following reasons;*
 - The proposed landuse is not permitted in the ‘Rural Residential’ zone and Council does not have the discretion to support the landuse under the provisions of the Shire of Broomehill Town Planning Scheme No. 1;*
 - The proposed development has potential to negatively impact on the amenity of the area and cause landuse conflict with adjacent ‘Rural Residential’ zoned lots through dust and noise and does not comply with the relevant recommended EPA buffers;*
 - Approval of the development will set an undesirable precedent for further ‘bulk grain storage’ uses in the ‘Rural Residential’ zone.*
- 2. Advise the applicant that;*
 - The Shire would encourage CBH to engage a planning consultant to assist looking at alternative locations for bulkheads in a more appropriate location having regard for the recommended EPA buffers applicable to any form of residential development (including rural residential).*
 - Whilst a separate issue, Council would request that CBH take positive action to resolve the use of Lot 544 for access into existing CBH facilities in consultation with the existing owner*

and would like CBH to provide regularly two month updates to the Shire on progression of a resolution.”

**Reason For Change
to Recommendation:**

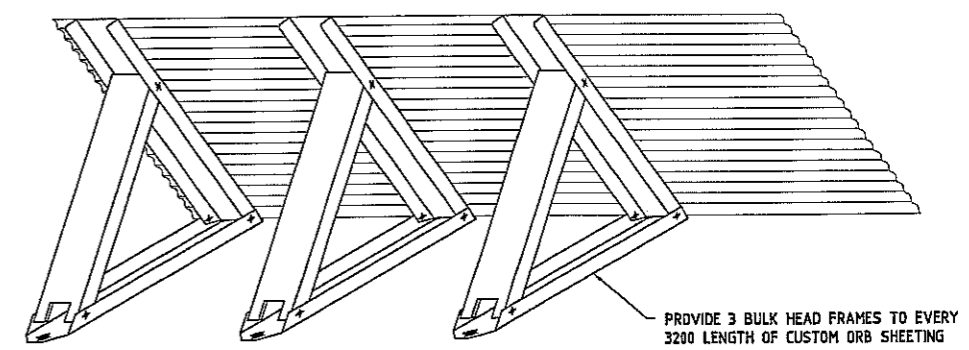
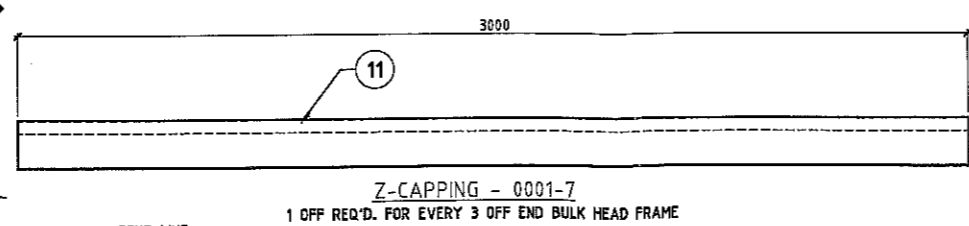


ASSEMBLY NOTES:
FOR TRANSPORTATION PURPOSES COLAPSE FRAME BY
(I) : REMOVE ITEM 12a FROM ITEMS 2 & 3
(II) : FOLD ITEM 3 INTO ITEM 1 PLACING PINS INSIDE THEM
(III) : FOLD ITEMS 1 & 3 INSIDE ITEM 2
(IV) : REPLACE ITEM 12a TO SLOTTED HOLE ON ITEM 2



ITEM NO	DESCRIPTION	NO REQ'D	C.B.H. PART NO
INTERMEDIATE B/HEAD WALL FRAME			
1	3PL x222 x1493LG	3	0001-2
2	3PL x210 x1125LG	3	0001-3
3	3PL x200 x1034LG	3	0001-4
4	M12x120LG GALV. BOLT, NUT & FW	3	5301062019
ATTACHMENTS:			
STAKE			
5	Ø20 BAR x 420LG	6	0001-5
6	5PL x Ø50	12	
TARP CLAMP			
7	130x5FL x 257	3	0001-6
8	CUSTOM ORB SHEETING	3200	2
9	M10x120LG GALV. BOLT, NUT & FW	3	
10	75x50 x 3m R/S TIMBER	1	
Z-CAPPING			
11	1.6PL x 300x3000	1	0001-7
12a	M12x130LG GALVANISED BOLT & NUT	3	
12b	M12x130LG GALVANISED BOLT & NUT	3	

- GENERAL NOTES**
- ALL STEELWORK, WELDING AND FABRICATION TO CONFORM WITH CURRENT S.A.A. CODES AS1554 CAT. GP
 - ALL WELDS TO BE 6mm FILLET U.O.N. AND 3mm FILLET ON 3 PL.
 - REMOVE ALL BURRS AND SHARP EDGES.
 - SURFACE TREATMENT: AS PER BULKWEST SPECIFICATION
 - ALL HOLES Ø14 TO SUIT M12 HEX. HEAD BOLT GR. 4.6 U.O.N.
 - ALL NOTCHES TO HAVE 11mm RADIUS AT INTERNAL CORNERS



REF. DWG. No.	REFERENCE DRAWINGS	ISSUE DATE	BY	AMENDMENT
6	M.D.R.	G.F.		FRONT PIN MOVED TO OUTSIDE OF BULKHEAD
1	Z.L.M.	G.F.		CHAIN TAG DELETED
2	H.P.R.	J.R.		QUANTITIES REVISED
3	H.P.R.	J.R.		DIMENSIONS REVISED
4	H.P.R.	J.M.R.		Z-CAPPING AND STAKE MODIFIED
5	M.D.R.	M.B.		NOTCH REMOVED FROM MEMBER 0001-2 & SLOTTED HOLES ON BASE MEMBER 0001-3 CHANGED TO 14mm HOLES



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SCALE	NOT TO SCALE	DATE	CLIENT / PROJECT / SITE	PROJECT NO.
DRAWN:	RSF	19-06-02		
CHECKED:	GF	19-06-02		
VERIFIED:	BWE	NA		
APPROVED:	GF	19-06-02		

TITLE	CLIENT DRAWING NO.	REVN
1.2m PORTABLE BULKHEAD WALL FRAMING ARRANGEMENT DETAILS		
	BULKWEST DRAWING NO. STD-034-0001	6



Our Ref: 690329v1
Your Ref:
Contact: Tim Dolling
Direct Line: 08 9216 6094



Gayfer House
30 Delhi Street, West Perth
Western Australia 6005

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Perth WA 6842

Tel: (08) 9237 9600
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www.cbh.com.au

4 September 2008

Chief Executive Officer
Shire of Broomehill-Tambellup
46-48 Norrish St
TAMBELLUP WA 6320

Dear Joanne

CBH GROUP BROOMEHILL RECEIVAL POINT PLANNING CONSENT APPLICATION

I refer to Bulkwest Engineering's planning consent application for approval of the earthworks, two open bulkheads, drive-over-grid and pit, elevator, conveyor, stacker, pavement sealing and drainage, dated 25 July and Gray & Lewis Land Use Planners advice to Council in relation to its assessment. Please amend the planning consent application form to include Lot 529.

Please find attached a CD containing the following. Aerial photo of the receival point showing the remanent vegetation retained as a buffer to the north and east of the area to be cleared for development. Photos taken on Nardlah Road of the two established belts of trees as a buffer between the residential zoned land northwest of the area to be cleared for development. And photos of the area to be cleared for development in the directions of the remanent vegetation retained as a buffer to the north and east. Copies of this correspondence and the CD have been posted to Gray & Lewis Land Use Planners office.

With reference to Liz Bushby from Gray & Lewis Land Use Planners advice to you in her email sent 9 July, I advise as follows:

1. Weighbridge on Nardlah Road:
 - (a) CBH is progressing this road closure application:
 - (i) Council would be aware that CBH wrote to the Shire on 25 May 2008 requesting this road to be formally closed in order to progress past road closure applications, which the Shire has since advertised and advised CBH.
 - (ii) CBH will now apply to amalgamate Lots 525 to 530 with the road closure.
 - (iii) CBH has a long term 99-year Lease over its existing site (land to the South) forming part of the rail reserve. Under CBH's

Lease and s63B of the *Government Railways Act 1904*, the Company has the option to convert the leased land to freehold title. To avoid complexities with this, it is proposed CBH will convert this leasehold land to freehold title separately, which will need to be completed through the WA Planning Commission subdivision/amalgamation process.

2. Access to the receival point across private property:

(a) This portion of Lot 544 is based on past agreements the Shire had with the former owners of Lot 544.

(i) CBH will speak to the current owners direct to get this on track to finalise.

(b) Access from Kimberley Street:

(i) It is proposed CBH will amalgamate the closed section of Kimberley Street with CBH's Lot 543 and that portion of Lot 544 when acquired from the adjoining owner to form one lot.

3. Request for additional information:

(a) EPA separation distances between industrial and sensitive land uses:

The EPA 'Guidance for the assessment of Environmental Factors: Separation Distances Between Industrial and Sensitive Land Uses' publication outlines minimum recommended separation distances between industrial and sensitive land uses, as well as references likely environmental impacts. The minimum recommended separation distance between a grain elevator enterprise and a sensitive land use (e.g. residential) is 500 metres, with the potential impacts associated with a grain elevator indicated as noise and dust. As the guidance document makes no reference to the size of the operation it is assumed this separation distance guideline is applicable to this proposal.

Noise and Dust impacts of proposal

(i) With reference to Appendix 1 of the EPA Guidance for the Assessment of Environmental Factors (in accordance with the Environmental Protection Act 1986) No.3, a 500 m buffer from sensitive land use is recommended for a grain elevator where grain transfer using belts is conducted. The lots are surrounded by land zoned rural residential to the north and east, railway to the west and industrial to the south. The nearest residential zoned land, Lot 162 at the corner of Keith and Kimberley Streets is approximately 280 metres away from the end of the open bulkheads and conveyor at the north western boundary of Lot 528 Nardlah Road. However, the two established belts of trees in between provide a buffer for any potential noise and dust impacts outside the boundary of the existing facility.

In addition, a 50 metre vegetation buffer to be retained on the northern side of Lots 528, 529 and 530 Nardlah Road between the area to be cleared for development and Reilly Street and

on the eastern side of Lots 525, 526 and 530 Nardlah Road will be planted with local native vegetation as part of offset planting required under the DEC clearing permit.

- (ii) Entry, exit and on site roads servicing the proposal site will be sealed to minimise any dust generated from vehicle movements.
 - (iii) Construction dust and noise management plans would be applied for all construction activities.
 - (iv) Existing operational dust management practices, such as monitoring and maintaining site hygiene levels, and covering of open grain stacks would be applied across the proposal site.
 - (v) CBH have received no formal complaints regarding dust and noise from the operations of the existing facility; however CBH has in place a complaints process that includes the reporting, investigation and implementing where applicable of immediate and/or remedial action for any complaints received.
- (b) Information on how the development will operate:
- (i) Above average yields are expected due to the increased area of land utilised for growing crops rather than traditionally, livestock in the western area of the wheat belt which requires additional storage. Current harvest estimates indicate storage at the Broomehill receival point needs to be increased by 60,000 tonnes. Emergency storage planning for the Albany Zone including Broomehill is in progress. The problem will be exacerbated by out-loading at the Albany Port expected to be below normal which will restrict out-loading by rail.
- (c) Existing and proposed truck movements:
- (i) Road receivals at Broomehill receival point from 2001/02 to 2007/08 were as follows:
 - From 14/11/01 to 23/01/02, 63,545 tonnes were received in 3305 loads. The maximum was 3,431 tonnes in 166 loads on 29/11/01.
 - From 12/11/02 to 31/12/02, 67,351 tonnes were received in 2994 loads. The maximum was 3,371 in 159 loads on 29/11/02.
 - From 17/11/03 to 09/02/04, 80,032 tonnes were received in 3048 loads. The maximum was 4,455 tonnes in 176 loads on 12/12/03.
 - From 16/11/04 to 12/01/05, 69,700 tonnes were received in 2,486 loads. The maximum was 4,257 tonnes in 153 loads on 10/12/04.

From 21/11/05 to 27/01/06, 49,013 tonnes were received in 1746 loads. The maximum was 3,234 in 109 loads on 28/12/05.

From 16/11/06 to 18/12/06, 33,209 tonnes were received in 1,324 loads. The maximum was 2,839 tonnes in 119 loads on 27/11/06.

From 13/11/07 to 10/01/08, 69,886 tonnes were received in 2,606 loads. The maximum was 4,304 tonnes in 164 loads on 13/12/07.

- (ii) Road and rail out-loading from Broomehill receival point from 2001 to 2008 were as follows:

From 05/12/01 to 21/12/01, 7,660 tonnes with a maximum of 1,233 tonnes on 11/12/01.

From 03/01/02 to 23/12/02 43,840 tonnes with a maximum of 3,062 tonnes on 11/09/02.

From 02/01/03 to 30/12/03 64,607 tonnes with a maximum of 3,069 tonnes on 07/10/03.

From 04/01/04 to 20/11/04 78,616 tonnes with a maximum of 3,025 tonnes on 12/03/04.

From 02/01/05 to 04/11/05 62,766 tonnes with a maximum of 2,985 tonnes on 22/03/05.

From 10/02/06 to 21/11/06 34,652 tonnes with a maximum of 2,992 tonnes on 19/11/06.

From 22/01/07 to 20/12/07 51,586 tonnes with a maximum of 3,021 tonnes on 10/07/07.

From 03/01/08 to 29/07/08 50,475 tonnes with a maximum of 2,994 tonnes on 16/05/08.

- (d) Staff numbers and hours of operation:

(i) CBH Operations advise the number of staff on site is likely to increase by two, currently nine during harvest period receivals down to four during outloading periods.

(ii) Hours of operation depending on the amount of grain received and to be out-loaded, Monday to Friday from 7 am to 7 pm, if busy Saturday and if very busy, Sunday.

If you have any enquiries, please contact Tim Dolling, Planning Superintendent, on 08 9216 6094, 0439 969 835 or email tim.dolling@cbh.com.au.

Yours faithfully

pp *Colin Barry*

COLIN BARRY
General Manager

Enc

c.c. Gray & Lewis Land Use Planners
5/2 Hardy Street
SOUTH PERTH WA 6151

9.7 DRAFT POLICY MANUAL

Program:	Governance
Attachment:	Copy of the draft Policy Manual
File Ref:	ADM0165
Author:	JM Trezona Chief Executive Officer
Date:	8th October 2008
Disclosure of Interest:	Nil

Summary: A draft Policy Manual is presented for Council consideration and adoption. This reports recommends the adoption of the draft

Background: With the amalgamation of the Shires of Broomehill and Tambellup it is necessary to develop and adopt a new policy manual for the Shire of Broomehill-Tambellup.

Comment: Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*.

The objectives of the Council Policies should be to

1. to provide Council with a formal written record of all policy decisions;
2. to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
3. to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
4. to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
5. to enable electors to obtain immediate advice on matters of Council Policy.
6. Policies are to relate to issues of an on-going nature; policy decisions on single issues should not to be recorded a policy manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of council policies.

Council should conduct a complete review of all policies at least every three years.

Consultation: It is recommended that the policies relating to Gratuity and Redundancy Payments, and Relocation of Second-hand Buildings be advertised for public comment prior to final adoption.

Statutory Environment: *Local Government Act 1995*

Policy Implications: Adoption of the draft will establish Council’s position on matters of governance and community.

Financial Implications: This issue has no financial implications for Council

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

Voting Requirements: Simple Majority

Officer Resolution: *“That the Commissioner resolves -*

- *To adopt the draft policy manual for the Shire of Broomehill-Tambellup*
- *To advertise for public comment draft policy 2.4 Gratuity and Redundancy Payments and draft policy 5.1 Relocation of Second-Hand Buildings for the prescribed period prior to final adoption.”*

Council Resolution: 081008

“The Commissioner resolved –

- *To adopt the draft policy manual for the Shire of Broomehill-Tambellup;*
- *To advertise draft policy 2.4 Gratuity and Redundancy Payments; and*
- *Advertise under the Town Planning Schemes of Broomehill and Tambellup the draft policy 5.1 Relocation of Second-Hand Buildings for the prescribed period prior to final adoption.”*

Reason For Change to Recommendation:

SHIRE OF BROOMEHILL-TAMBELLUP

POLICY MANUAL

FOREWORD

Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the CEO by the Act.

The objectives of the Council's Policy Manual are:

1. to provide Council with a formal written record of all policy decisions;
2. to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
3. to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
4. to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
5. to enable electors to obtain immediate advice on matters of Council Policy.
6. Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of council policies. Council will conduct a complete review of all policies at least every three years.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff. The manuals are to remain the property of the Shire.

Changes to Council Policy shall be made only on:

- a) The outcome of the Triennial Review or
- b) an agenda item clearly setting out details of the proposed amendment

Users should be mindful of the fact that in simple terms:

- Policy provides what can be done;
- Procedures provide for how to do it;
- Delegation provides for who can do it.

It is important to note that Shire's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

DEFINITIONS

POLICY: A principle or value which represents Council's view on a matter and determines the way in which a matter is dealt with.

Policies will generally only be developed if they will further the achievement of the Shire's strategic goals or contribute to the fulfilment of mandatory obligations. They are intended to give guidance to staff on what is permissible when dealing with certain matters. They guide the discretionary part of Council's decision making and form an essential step in the delegation of the Shire's powers and duties.

MANAGEMENT PRACTICE: A series of actions conducted in a certain order or manner to perform a task.

Management practices represent the strategies and actions by which a policy is implemented and may detail the steps and processes to be observed by staff. Management practices are a function of management and are subject to review at any time according to circumstances, to ensure that policies are being implemented in a correct, efficient and effective manner.

DRAFT

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PART 1 - GOVERNANCE

<i>Policy No:</i>	1.1 RECORDS MANAGEMENT POLICY
<i>Policy Objective</i>	To control and manage government records within a records management and record keeping framework that complies with legislative, accountability and best practice requirements.
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

The Shire of Broomehill-Tambellup is committed to making and keeping full and accurate records of its business transactions and official activities. Records created and received by Shire personnel, elected members and contractors, irrespective of format, are to be managed in accordance with the Shire's Record Keeping Plan and Records Management Procedure Manual. Records will not be destroyed except by reference to the State Records Office's General Disposal Schedule for Local Government Records.

The Shire is responsible for the security and protection of all records created or captured as part of the Shire's day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business.

It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Shire are appropriately documented and that records are created and maintained in fulfilment of legislative requirements;

Access to Shire records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's policy on Freedom of Information. Access to the Shire's records by elected members will be through the CEO in accordance with the *Local Government Act 1995*;

Records will only be destroyed or otherwise disposed of by reference to the *General Disposal Authority for Local Government Records* issued by the State Records Office, and following authorisation from the Section Manager and the CEO. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the *General Disposal Authority for Local Government Records*.

All significant records, irrespective of format, are to be registered, classified and captured into the Shire's official record keeping systems. All correspondence should be attached to a corporate file;

Records created or received by elected members of the Shire, in the performance of their functions and roles specified in the *Local Government Act 1995*, are government records and will be managed in accordance with the Shire's Records Keeping Plan and the *State Records Act 2000*. This policy applies to any records documenting decisions which are made outside normal Shire or Committee meetings.

Local government records fall into one of two categories:

Local government records of continuing value

Local government records of continuing value are those records created or received containing information of:

- (a) administrative value to the Shire, including records which:
 - provide an interpretation of the Shire's policy or the rationale behind it;
 - document progress and coordination of responses to issues;
 - document formal communications and/or transactions, such as a Minute report or submission, between elected members and another party; and
 - document elected members' decisions, directives, reasons and actions.
- (b) legal value to the Shire, including records which document compliance with statutory requirements or court orders which stipulate the retention of records;
- (c) evidential value, such as information about the legal rights and obligations of the Shire of Broomehill-Tambellup including elected members, ratepayers, organisations and the general community; and
- (d) historical value to the Shire of Broomehill-Tambellup and to the State.

Local government records of continuing value are to be forwarded to the Administration Officer, for incorporation into the Shire's recordkeeping system.

Records of no continuing value. (Ephemeral)

These records do not need to be incorporated into the Shire's recordkeeping system and can be destroyed when reference to them ceases, but only in accordance with the General Disposal Authority for Local Government Records (GDA LG). Elected members should contact the Administration Officer for advice prior to destroying any records.

ACTION: Records of no continuing value can be destroyed when reference to them ceases but only in accordance with the General Disposal Authority for Local Government Records (GDA LG). Elected members should contact the Administration Officer in order to dispose of these records correctly.

<i>Policy No:</i>	1.2 USE OF SHIRE FACILITIES
<i>Policy Objective</i>	To ensure that the users of Shire Facilities are available for the appropriate use to the community.
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

Council is committed to see that its community facilities are used to the benefit and advantage of all sections of the community and keeps fees and charges at a level to permit ready access by user groups.

To support this, an administrative procedure will be developed which provides clear guidelines for users. Fees and charges relevant to council facility use will be reviewed annually at the time of the budget adoption.

Council recognises that a number of community groups and agencies provide substantial support to the community through their activities, and have limited funds to assist.

The following groups have their hire costs waived for the use of Shire facilities:

- Blue Light Discos – Hall
- Agricultural Society – Hall for the Tambellup Show
- Primary Schools – Hall for End of year Presentation Night.
- Senior Citizens Christmas Luncheon - Hall

This Policy applies for the purposes of Clause 3.5 of the Shire's *Local Government Property Local Law 2008*.

<i>Policy No:</i>	1.3 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
<i>Policy Objective</i>	To provide for the appointment of an Acting CEO when the CEO is on leave or otherwise absent.
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement

For the purposes of section 5.36(2) of the Local Government Act 1995 Council is satisfied that the Manager of Administrative & Customer Services is suitably qualified to be appointed to the position of Acting Chief Executive Officer.

<i>Policy No:</i>	1.4 CODE OF CONDUCT FOR COUNCIL MEMBERS
<i>Policy Objective</i>	To provide council members with guidelines for their role and acceptable standards of conduct both at meetings and in public
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

1. PREAMBLE

The Code of Conduct provides council members with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and the *Local Government (Rules of Conduct) Regulations 2007* (the Regs). The Act incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for council members. It encourages a commitment to ethical and professional behaviour and outlines principles in which the Shire's responsibilities may be based.

2. THE ROLE OF A COUNCIL MEMBER

A council member's primary role is to represent the community. The effective translation of the community's needs and aspirations into a direction and future for the Shire will be the focus of the council member's public life.

A council member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct.

In fulfilling the various roles, council members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Shire's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on council members and the Shire.

3. GENERAL PRINCIPLES TO GUIDE THE BEHAVIOUR OF COUNCIL MEMBERS

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) avoid damage to the reputation of the Shire; and
 - (e) be open and accountable to the public; and
 - (f) base decisions on relevant and factually correct information; and
 - (g) treat others with respect and fairness; and
 - (h) not be impaired by mind affecting substances.
- (2) The general principles referred to in clause (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

4. CONTRAVENTION OF CERTAIN LOCAL LAWS

- (1) In this Code —

“local law as to conduct” means a local law relating to conduct of people at council or committee meetings (Standing Orders).
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

5. RULES OF CONDUCT

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

6. USE OF INFORMATION

- (1) In this Code —

“closed meeting” means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

“confidential document” means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

“non-confidential document” means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Clause (2) does not prevent a person who is a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

7. SECURING PERSONAL ADVANTAGE OR DISADVANTAGING OTHERS

- (1) A person who is a council member must not make improper use of the person's office as a council member —
 - (a) to gain directly or indirectly an advantage for the person or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Clause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

8. MISUSE OF LOCAL GOVERNMENT RESOURCES

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918; or
 - (b) for any other purpose,
- unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

9. PROHIBITION AGAINST INVOLVEMENT IN ADMINISTRATION

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.
- (2) Clause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

10. RELATIONS WITH LOCAL GOVERNMENT EMPLOYEES

- (1) A person who is a council member must not —
 - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a Shire employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a Shire employee in the person's capacity as a Shire employee.
- (2) Clause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
 - (a) make a statement that a Shire employee is incompetent or dishonest; or
 - (b) use offensive or objectionable expressions in reference to a Shire employee.
- (4) Clause (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

11. DISCLOSURE OF INTEREST

- (1) In this code —

“interest” means an interest that could, or could reasonably be having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting;
 - or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Clause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Clause (2) does not apply if —
 - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
 - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under clause (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —
 - (a) under clause (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b) under clause (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

12. Gifts

- (1) In this code —

“activity involving a local government discretion” means an activity —

 - (a) that cannot be undertaken without an authorisation from the local government;
 - or
 - (b) by way of a commercial dealing with the local government;

“gift” has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

 - (a) a gift from a relative as defined in section 5.74(1) of the Act; or
 - (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
 - (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

“notifiable gift”, in relation to a person who is a council member, means —

 - (a) a gift worth between \$50 and \$300; or
 - (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

“prohibited gift”, in relation to a person who is a council member, means —

 - (a) a gift worth \$300 or more; or
 - (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.

- (2) A person who is a council member must not accept a prohibited gift from a person —
 - (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.
- (3) A person who is a council member and who accepts a notifiable gift from a person —
 - (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with clause (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
 - (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,
 of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of gifts in which details of notices received under clause (4) are recorded.

Attachment A

EXTRACTS FROM THE LOCAL GOVERNMENT ACT 1995

5.104. Other regulations about conduct of council members

- (1) Regulations may prescribe rules, to be known as the rules of conduct for council members, that council members are required to observe.
- (2) The rules of conduct for council members apply, to the extent stated in the regulations, to a council member when acting as a committee member.
- (3) The rules of conduct may contain provisions dealing with any aspect of the conduct of council members whether or not it is otherwise dealt with in this Act.
- (4) Regulations cannot prescribe a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations cannot specify that contravention of a local law under this Act is a minor breach if contravention of the local law would, in addition to being a minor breach under section 5.105(1)(b), also be a serious breach under section 5.105(3).
- (6) The rules of conduct do not limit what a code of conduct under section 5.103 may contain.
- (7) The regulations may, in addition to rules of conduct, prescribe general principles to guide the behaviour of council members.

5.105. Breaches by council members

- (1) A council member commits a minor breach if he or she contravenes —
 - (a) a rule of conduct under section 5.104(1); or
 - (b) a local law under this Act, contravention of which the regulations specify to be a minor breach.
- (2) A minor breach is a recurrent breach if it occurs after the council member has been found under this Division to have committed 2 or more other minor breaches.
- (3) A council member who commits any offence under a written law, other than a local law made under this Act, of which it is an element that the offender is a council member or is a person of a description that specifically includes a council member commits a serious breach.

SIGNED _____ DATE _____

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<i>Policy No:</i>	1.5 FINANCIAL ASSISTANCE FOR LEGAL SERVICES FOR ELECTED MEMBERS
<i>Policy Objective</i>	To assist with the cost of legal services for elected members in connection with any matter touching on their conduct, or the performance of their functions.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Purpose:

This Policy is designed to set out:

- the circumstances in which the Shire will, as a general rule, provide financial assistance to elected members who require legal services in the course of or arising out of the performance of their official functions; and
- the procedure for making and dealing with applications.

In each case it will be necessary to determine in the final analysis whether financial assistance is justified for the good government of the district.

Policy

Members of the Council from time to time may require legal services in connection with any matter touching on their conduct, or the performance of their functions as members.

Questions may arise from time to time as to whether, and the extent to which, the Shire should provide financial assistance to secure legal services, and this Policy is intended to facilitate decision-making on those questions.

As a general rule, financial assistance will only be provided to a member for a matter which arises out of or in the course of their conduct, or the performance of their functions, as members.

It is intended that financial assistance will not be provided to a member who has acted unlawfully, dishonestly, improperly, or otherwise in bad faith.

As a general rule financial assistance may be provided to former, or may continue to be provided for members after they cease their membership, where that can manifestly be seen to be justified by the interest of good government of the district.

The level of financial assistance provided is to be assessed in all cases against an evaluation of the extent to which it is justified in the interest of the good government of the district.

1. Definitions

In this Policy:

“**Act**” means the Local Government Act 1995;

“**CEO**” means the Chief Executive Officer of the Shire;

“**department inquiry**” means an inquiry initiated under section 8.3 of the Act;

“**district**” means the local government district of the Shire;

“**financial assistance**” means the provision by the Shire of money to pay the whole or part of the cost of legal services, or a guarantee of or indemnity for the payment of such cost or part;

“improperly” in this Policy describes conduct which would be appropriate to be reported to the Corruption and Crime Commission as corruption or improper conduct;

“inquiry” means a department inquiry or a panel inquiry under Part 8 of the Act;

“legal services” means the provision of legal advice on any matter, or legal advice and legal representation in connection with court proceedings, or in connection with any other investigation, inquiry, hearing or adjudication, including but without limiting the generality of the foregoing an inquiry under Part 8 of the Act;

“member” means a member of the Council of the Shire including a Commissioner appointed under Part 8 of the Act;

“panel inquiry” means an Inquiry initiated under section 8.16 of the Act;

“President” means the President of the Shire;

“Shire” means the Shire of Broomehill-Tambellup.

2. Eligible Persons

A person is eligible to make application for financial assistance under this Policy if that person is a member.

3. Proceedings in respect of which financial assistance may be provided

Proceedings in respect of which financial assistance may be provided include:

- 3.1 Proceedings brought by any member to enable them to undertake or continue to undertake the duties and responsibilities associated with their office. An example is where a member seeks a restraining order against a person using threatening behaviour.
- 3.2 Proceedings brought by any member in respect of defamation against them PROVIDED THAT legal advice obtained by the Shire supports such action as being capable of being regarded as appropriate for the good government of the district to ensure members are not deflected from the performance of their duties by unreasonable interference. Such proceedings may involve:
 - (a) seeking an injunction to prevent further defamation of a specific member, the intention being to seek the removal of a distraction or impediment to the performance by the member of their functions as such; or
 - (b) making a claim for damages:
 - (i) additional to an injunction, if it is determined or appears likely that an injunction has failed or will fail to prevent further defamation of the affected member; or
 - (ii) as an alternative to an injunction if damages is the more appropriate remedy or in the event that a Court declines to grant an injunction on grounds that are not directly related to the merits of the proposed action.
- 3.3 Proceedings brought against one or more members in the performance of their functions as such. For example, this could be in relation to a decision of the Council who aggrieves another person (e.g. refusing a development application).
- 3.4 In, or in connection with, an inquiry or other official proceeding or investigation where, in the opinion of the Council, representation of members is appropriate or justified.

4. Legal Service Provider

- 4.1 Legal services provided under this Policy are to be provided by a lawyer or a firm of lawyers nominated by the Chief Executive Officer (CEO).

- 4.2 The CEO or the Council, as the case requires, may entertain an application by a member for financial assistance for legal services provided by a lawyer other than a lawyer nominated by the CEO or the Council, as the case may be, provided that clear justification is given. An example of a justification that may be adequate is where there is a perceived conflict of interest on the part of a nominated lawyer.

5. Form of Application

An application under this Policy should:

- (a) be in writing;
- (b) provide full details of the nature and extent of the legal services anticipated to be required and when they are required;
- (c) detail how the matter for which the legal services are required arises out of the conduct or performance of functions of the applicant as a;
- (d) explain how it might be said that the provision of financial assistance would be justified in the interest of the good government of the district;
- (e) provide, in the event that the application is not made in advance, details of the services previously provided and the explanation for there being no application in advance;
- (f) indicate if the applicant considers that the application is urgent and the applicant's reasons for that view;
- (g) contain a declaration by the applicant that:
 - (i) the applicant has read this Policy and accepts its terms (including, without limiting the generality of the foregoing, the terms as to repayment in clause 11); and
 - (ii) the applicant in relation to the matter in respect of which the legal services are required did not act unlawfully, dishonestly, improperly or otherwise in bad faith.

An application when presented to the Council is to be accompanied by a report and recommendation prepared through the office of the CEO in response to the application. .

6. Who Determines an Application

- 6.1 The CEO may determine an application seeking financial assistance not exceeding, or reasonably anticipated as not likely to exceed, \$3,000.00.
- 6.2 Where the provision of legal services must occur as a matter of urgency prior to the earliest opportunity for an application to be considered by the Council, the CEO may authorize financial assistance up to the value of \$5,000.00, even if that is not anticipated to be the full extent of the financial assistance ultimately required. In any such case the CEO, shall present a report to the next available meeting of the Council detailing the application and outlining the circumstances that required the application to be dealt with as a matter of urgency.
- 6.3 Subject to clause 6.2, all applications seeking financial assistance exceeding, or reasonably anticipated as likely to exceed \$3,000.00 in total, are to be determined by the Council.
- 6.4 Notwithstanding the preceding provisions, the CEO may refer any application to the Council for determination.
- 6.5 An application for financial assistance in respect of proceedings referred to in clause 3.2 is not to be dealt with by the CEO on an urgent application - any application for financial assistance in respect of proceedings referred to in clause 3.2 is to be determined by the Council.

7. Formal Agreement to be Executed

- 7.1 A person to whom financial assistance is to be provided, whether by the decision of the CEO or the Council, shall be required to execute a formal agreement with the Shire, either in a standard form provided by the Shire, or prepared for the occasion by the Shire's solicitors, setting out the terms and conditions upon which the assistance is offered.
- 7.2 In ordinary circumstances the applicant will be required to execute the agreement prior to any financial assistance being provided.
- 7.3 In the case of an application for urgent financial assistance, the CEO may accept a written undertaking by the applicant to execute a formal agreement as contemplated by this Policy, as soon as it is presented for execution.

8. Preconditions to the Provision of Financial Assistance

Financial assistance will only be provided:

- 8.1 In proceedings to be brought by any member where the CEO or the Council, as the case may be, forms the opinion that the action proposed to be taken is reasonably necessary to enable the member or employee to continue to perform their functions without unreasonable obstruction, impediment or discouragement.
- 8.2 In the case of any proceedings against a member or employee, where legal action has been taken or is threatened or seems likely to be taken, in relation to conduct or circumstances arising out of or in the course of the performance of the functions of the member.
- 8.3 In the case of an inquiry where:
- (a) prior to the final report on the outcome of the inquiry, an adverse allegation is made against the member, or the inquiry or any officer assisting indicates that an adverse finding against the member is possible;
 - (b) where conduct of the member or employee is subject to inquiry and/or report in the terms of reference of the inquiry, or the member or employee receives a summons or subpoena from the inquiry requiring her to give evidence and/or produce documents;
 - (c) conduct of the member in the performance of their functions as such is under consideration; and
 - (d) the legal services are required prior to the conclusion of the inquiry.
- 8.4 In any case, financial assistance will only be provided where no indemnity for legal services is provided for under a policy of insurance taken out by the member or employee, or by the Shire, or to the extent that full cover is not provided under such policy of insurance.

9. CEO May Continue to Seek Legal Advice

Nothing in this Policy derogates from the authority of the CEO or other employees to obtain legal services concerning the business and affairs of the Shire from the Shire's solicitors.

10. Repayment of Financial Assistance

- 10.1 It is a condition of the provision of financial assistance under this Policy, and it shall be a condition of the formal agreement referred to in clause 7, that:
- (a) the provision of financial assistance shall be at an end; and
 - (b) any financial assistance already paid by the Shire shall be repaid by the member in the event that:

- (c) a finding is made in the report of an inquiry or in court proceedings that the member has acted unlawfully, dishonestly, improperly, or otherwise in bad faith, in circumstances that are fundamental to the inquiry or the court proceedings in respect of which the financial assistance was sought;
- (d) the Council determines on legal advice that the member has acted unlawfully, dishonestly, improperly, or otherwise in bad faith in circumstances that are fundamental to the proceedings in respect of which financial assistance was obtained; or
- (e) where information provided to the CEO or to the Council in the application is materially false or misleading.

10.2 Members are not to personally benefit financially from proceedings to the extent that they are financed by the Shire. Damages or costs awarded to the member in excess of any expenses incurred separately by the member or employee should be dealt with in the following order:

- (a) in reimbursement of any expenses paid or payable personally by the member;
- (b) in reimbursement of the financial contribution of the Shire which reimbursement may be repaid to the ordinary funds of the Shire; and
- (c) any excess should be held by the Shire to be used for a charitable purpose within the district.

The reason for the provisions in this clause is not that the Shire should benefit financially from legal proceedings taken by or against a member, but rather to ensure that financial assistance will only be provided by the Shire in circumstances where it can be demonstrated manifestly that the purpose for the Shire providing financial assistance is to act in the interest of good government of the Shire's district by ensuring that members are not deflected or discouraged from the performance of their official functions by their inability to finance appropriate legal services.

10.3 Where financial assistance is withdrawn, the member who obtained the financial assistance is required to repay any moneys already provided.

11. Recovery

A member applying for financial assistance under this Policy must agree under clause 7 that:

- (a) the Shire may take action to recover any financial assistance required to be repaid under clause 10;
- (b) the moneys to be repaid shall constitute a debt due by the member to the Shire and may be recovered in a court of competent civil jurisdiction; and
- (c) the Shire is entitled additionally to deduct the amount of any outstanding financial assistance from any allowance payable by the Shire to the member.

The agreement to be prepared under clause 7 should make provision for such repayment and recovery.

<i>Policy No:</i>	1.6 CUSTOMER SERVICE
<i>Policy subject:</i>	
<i>Policy Objective</i>	To recognise the Council's commitment to the operation of a fair complaints management process in the Shire.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

The Council is committed to the provision of a customer service which acknowledges the rights of both customers and staff to be treated with respect and their viewpoints to be acknowledged and addressed.

The CEO is responsible for developing an organisational culture which accepts complaints as an opportunity to improve service to the community. In doing this, the CEO will establish, maintain, monitor and report on, if requested, a complaints or grievance management system which:

- Ensures commitment to efficient and reasonable resolution of complaints.
- Ensures the privacy and fair treatment of all parties.
- Provides a framework for the recording and analysis of complaints to assist with continuous improvement of policies and work practices.

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<i>Policy No:</i>	1.7 HONORARY CITIZEN OF THE SHIRE
<i>Policy Objective</i>	To honour outstanding community members
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

The Council believes that there is a need for the Shire on behalf of the community to recognise the unique contribution that some members of the community make to the Shire district.

The highest honour council may bestow is as an ‘Honorary Citizen of the Shire’ to be awarded for exceptional service that advances the goals of the Shire and the personal contribution given in pursuit of benefits for the community.

The conferring of the title Honorary Citizen of the Shire upon a person does not grant to her any right or privilege other than that of permitting the person to designate himself or herself by the title so conferred.

A suitable inscribed memorial is presented to the conferee.

The Honour may only be bestowed by a resolution of the Council carried by an absolute majority.

A person may only be nominated by a serving elected member, who is responsible for providing a detailed submission regarding the nominee in order that council may make an informed decision. The nomination must be seconded by another member of council.

Eligibility Criteria:

Nominees for the conferring of the title “Honorary Citizen of the Shire” should be residents, or past residents of the Shire who have given distinguished service to the Shire and/or the community over a long period, preferably in more than one capacity.

Selection Criteria:

Nominees will be judged on their record of service to the community. The selection criteria are to include:

- Length of service in a field (or fields) of activity
- Level of commitment to the field (or fields) of activity
- Personal leadership qualities;
- Benefits to the Shire and/or community resulting from the persons achievements; and
- Special achievements of the nominee.

Formal conferring of the title

The formal conferring of the title is to be carried out at a reception held by the Shire. The decision on the occasion and format of the reception shall rest with the President, in consultation with the CEO.

PART 2 - EMPLOYEES

<i>Policy No:</i>	2.1 EQUAL OPPORTUNITY
<i>Policy subject:</i>	
<i>Policy Objective</i>	To maintain a workforce where all employees are treated equally
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy:

This Shire recognizes its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions. This policy applies to all elected members, employees and contractors to the Shire.

All employment training with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or concerning a persons race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The CEO is responsible for developing and implementing procedures, practices or guidelines to deal with harassment, perceived harassment or discrimination.

<i>Policy No:</i>	2.2 OCCUPATIONAL SAFETY AND HEALTH
<i>Policy Objective</i>	To providing a safe and healthy work environment for all employees, contractors and visitors.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	
<i>Legislative basis</i>	<i>Occupational Safety and Health Act 1994 (Act)</i> <i>Occupational Safety and Health Regulations 1996 (Regulations)</i>

Policy Statement:

Council is committed to providing a safe and healthy work environment for all employees, contractors and visitors.

The Shire encourages a consultative process to improve safety within the workplace and will provide the time and resources required to minimise the risk of injury, harm or damage to the Shires employees and property.

Safety is considered a shared responsibility and the Shire will strive to ensure the compliance and integrity of this policy is maintained.

To achieve this, the CEO will allocate responsibilities and accountabilities to all levels of persons within the Shire to ensure the following:

- An annual reduction of workplace injury and disease.
- The provision and maintenance of a safe workplace, plant and systems of work.
- The identification, elimination and control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard.
- A safety culture where best practice initiatives are entrenched in daily business activities.
- Compliance with the relevant Occupational Safety and Health Legislation, Standards and Codes of Practice.

<i>Policy No:</i>	2.3 CORPORATE UNIFORM AND APPROPRIATE DRESS
<i>Policy Objective</i>	To establish a professional dress standard for its staff that is in keeping with customer and corporate expectations.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy statement:

Council recognises the importance of corporate identity and dress appropriate to the work and conditions and encourages Shire employees to wear the local government industry uniform.

Office based staff

To support a corporate dress standard, the cost of the approved uniform will be subsidised to a maximum of \$500 per annum.

New employees will be recouped the cost of a uniform to a maximum of \$500 on production of paid invoices and after six months service; additional uniform expenses will be funded on an annual basis to a maximum of \$500.

Depot based staff

All employees with the Shire's depot based workforce shall receive two shirts and trousers, one pullover and a wide brim hat and one set of sun glasses, plus one pair of boots with protective caps. This shall apply to all employees engaged in work dealing with concrete, bitumen, garbage, oils, lubricating agents, fuel and chemicals.

Thereafter, employees shall receive replacement at the discretion of the CEO.

<i>Policy No:</i>	2.4 GRATUITY AND REDUNDANCY PAYMENTS
<i>Policy subject:</i>	
<i>Policy Objective</i>	To recognise an employee's length of service and contribution by payment on retirement or voluntary redundancy of an amount over and above the employee's legal entitlement.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Purpose

To describe the circumstances in which gratuity and redundancy payments may be made to staff.

Policy

1. Gratuities

Council will consider the payment of a gratuity to any employee of ten years or more standing who is leaving the service of the Shire either for retirement purposes or as a voluntary redundancy.

In considering this matter, Council will give particular regard to:

- (a) the employee's history and length of employment with the Shire
- (b) the employee's sick leave record,
- (c) performance review reports from the previous three years; and
- (d) the employee's personal contribution to the progress of the Shire's objectives and community wellbeing.

Council, after taking into account the above criteria, may agree to the awarding of the following gratuity:

- (a) A payment to the employee of four weeks' pay for every year of service to a maximum of one year's salary, or
- (b) A payment based on unused sick leave entitlements.

Employees leaving to take up another position elsewhere will not be eligible for a gratuity payment but may, at the discretion of the CEO, be eligible for a gift up to the value of \$100 for every year of service.

2. Voluntary Redundancies

In the event of council seeking applications for voluntary redundancy fro specific staff or classes of staff, council will have regard to the following, when determining a redundancy package:

- (a) the employee's history and length of employment with the Shire
- (b) the employee's sick leave record,
- (c) performance review reports from the previous three years; and
- (d) the employee's personal contribution to the progress of the Shire's objectives and community wellbeing.

Council, after taking into account the above criteria, may agree to the awarding of the following redundancy payment, in addition to award or agreement conditions:

An over-award payment to the employee of up to four weeks' pay for every year of service to a maximum of one year's salary,

<i>Policy No:</i>	2.5 STAFF BENEFITS
<i>Policy Objective</i>	To provide for consistency of employment conditions for all staff
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy statement:

Council recognises that to attract employees the Shire must have employment conditions which are fair, provide incentive and opportunity. To achieve this, council will:

Housing:

Provide good quality housing which contains

- window treatments;
- carpets to bedrooms, lounge and family rooms;
- vinyl to meals and kitchen floors or tiles;
- tiles to WC, bathroom and laundry areas;
- bathroom to have vanity cupboards;
- suitable linen, kitchen and storage cupboards;
- solid fuel or gas heaters;
- solar hot water systems with electric booster;
- fully reticulated lawn and garden areas;
- carport and/or garage;
- garden shed;
- built in wardrobes in bedrooms;
- 4,500 litre rain water tank (1000 gallons)

Provide a subsidised rental;

Relocation expenses

The Shire will provide financial assistance to employees moving to the Shire by reimbursing all or part of their relocation expenses.

Relocation expenses will be reimbursed to a maximum of \$2,000, with 50% of the relocation expenses paid in advance and the remaining portion paid on provision of receipts.

Telephones

The Shire will provide financial assistance to employees who require a telephone connection to their private residence for Shire purposes and will reimburse any employee for telephone charges incurred undertaking Shire business.

PART 3 - FINANCE

<i>Policy No:</i>	3.1 PURCHASING POLICY
<i>Policy subject:</i>	
<i>Policy Objective</i>	To deliver a best practice approach and procedures to internal purchasing for the Shire.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

The Shire of Broomehill-Tambellup is committed to establishing and maintaining efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures that the Shire considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire's purchasing practices that withstand probity.

ETHICS & INTEGRITY

All officers and employees of the Shire of Broomehill-Tambellup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;

- For new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

AMOUNT OF PURCHASE	POLICY
Up to \$1,000	Direct purchase from suppliers requiring only two verbal quotations.
\$1,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$1,000

Where the value of procurement of goods or services does not exceed \$1,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk. Record keeping requirements must be maintained in accordance with record keeping policies.

\$1,001 to \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999.

At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.
- Record keeping requirements must be maintained in accordance with record keeping policies.

\$20,000 to \$39,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation should include as a minimum:

- Written Specification
- Selection Criteria to be applied
- Price Schedule
- Conditions of responding
- Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be addressed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.
- The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

\$40,000 to \$99,999

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

<i>Policy No:</i>	3.2 SELF SUPPORTING LOANS TO COMMUNITY AND SPORTING BODIES
<i>Policy Objective</i>	To assist community organisations by providing funds through self supporting loans
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

Council will support community organisation to undertake projects through providing self supporting loans.

All applications for self supporting loans shall provide the following detail:

- The works and undertakings and purpose of the loan.
- Plans and specifications and statutory approvals together with detailed costings.
- Audited financial statements for 3 years to demonstrate the ability to repay the loan, or such lesser financial documentation acceptable to Shire.
- Statements demonstrating the need for the loan together with reasons of inability to obtain alternative funds.
- Certificate of incorporation.
- A signed copy of the Minutes of the Association which resolves to seek the self-supporting loan;
- Provide any other information requested by Shire to assist with consideration of the application.
- An "Acknowledgement of Debt" to be signed and sealed between applicant and the Shire.

PART 4 - ENGINEERING

<i>Policy No:</i>	4.1 ROAD CONSTRUCTION AND MAINTENANCE - MINIMUM STANDARDS
<i>Policy Objective</i>	To assist in achieving a uniformity of road conditions and serve as a guideline to staff when developing works programmes.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

The objectives of adopting standards for road construction and maintenance are firstly, to establish the ideal in road standards which Shire will plan to achieve, and secondly, to ascertain the works required to achieve that ideal, given the resources available.

The setting of road standards will assist in achieving a uniformity of road conditions and serve as a guideline to staff when developing works programmes.

Although it cannot be assumed that the design standards will be practical in every situation, eg when the road reserve is too narrow to allow for clearing to a standard width, the standards will assist in ensuring that the road network of the Shire is the safest and most functional, given the resources available.

All roads considered for sealing to be sealed to a minimum width of 7.0 metres. (May 00)

Management Practice:

1. STANDARDS

The following design standards and assessment standards are adopted as a guideline:

DESIGN STANDARDS

<i>RURAL</i>				
Max ADT	3		19	199
Formation (m)		11.5	13.0	15.0
Pavement (m)		6.5	8.0	10.0
Seal (m)		0.0	0.0	7.0

<i>URBAN</i>			
Max ADT	3	19	199
<i>Formation (m)</i>			
Commercial	11.5	18.0	15.0
Industrial	11.5	13.0	15.0
Residential	11.5	13.0	15.0
<i>Pavement (m)</i>			
Commercial	6.5	8.0	10.0
Industrial	6.5	8.0	10.0
Residential	6.5	8.0	10.0
<i>Seal</i>			
Commercial	0.0	0.0	7.0
Industrial	0.0	0.0	7.0
Residential	0.0	0.0	7.0

ASSESSMENT STANDARDS

<i>RURAL</i>					
Max ADT	3	19	199	1999	
Formation (m)	9.0	11.5	14.0	15.0	
Pavement (m)	0.0	6.5	9.0	10.0	
Seal (m)	0.0	0.0	3.5	7.0	

ASSESSMENT STANDARDS

<i>URBAN</i>					
Max ADT	3	19	199	1999	
<i>Formation (m)</i>					
Commercial	11.5	11.5	14.0	14.0	
Industrial	11.5	11.5	14.0	14.0	
Residential	11.5	11.5	14.0	14.0	
<i>Pavement (m)</i>					
Commercial	6.5	6.5	9.0	9.0	
Industrial	6.5	6.5	9.0	9.0	
Residential	6.5	6.5	9.0	9.0	
<i>Seal (m)</i>					
Commercial	0.0	0.0	6.0	6.0	
Industrial	0.0	0.0	6.0	6.0	
Residential	0.0	0.0	6.0	6.0	

OTHER DESIGN STANDARDS

Pavement Thickness

The standard pavement thickness shall be 300mm.

The minimum working layer thickness shall be 100mm (compacted).

Crossfall

Sufficient crossfall should be provided to allow easy run-off of water from the surface, to prevent potholes developing. If too great a crossfall is applied, the surface material will be prone to scouring and erosion. For dual carriageway, two way crossfalls should meet with a crown. This will assist in preventing the development of potholes in the road centre. For single lane carriageways, it may be best to have single crossfall for ease of grading during regular maintenance.

Generally,

- for unsealed roads, a crossfall of 4 - 5% shall apply,
- for sealed roads, a crossfall of 3% shall apply,
- for shoulders or straights, the crossfall of road shoulders may be up to 2% steeper than the crossfall of the traffic lane it flanks, and
- for shoulders or curves with superelevated pavements, both shoulders can be superelevated to crossfalls not less than the pavement crossfalls.

2. WIDTHS - UNSEALED SHOULDERS ON SEALED ROADS

The purpose of shoulders is to:

- give lateral support to the pavement,
- carry surface water away from the pavement,
- give extra width for traffic to stop or stand for emergency use,
- allow overtaking or passing movements, particularly on single lane pavements, and
- create a sense of open space, and therefore increase the effective use of traffic lanes.

Shoulder widths on sealed roads should ideally be 1.6m on each side, although this can be reduced to 1.0m on dual lane minor roads.

3 DRAINAGE WORKS

Table Drains

Table drains should be a minimum of 300m below the gravel pavement layer.

Drains should be free of all vegetation and obstructions, to allow for free drainage and improved sight distances.

Culverts

Culvert bedding should comprise of cement stabilised gravel (40kg of cement per cubic metre of loose gravel) in a minimum thickness of 100mm (compacted). Culvert backfill should comprise of cement stabilised gravel in a maximum working thickness of 100mm (compacted).

For sealed roads, the cement stabilised gravel should be constructed up to the finished level and the seal coat applied.

For unsealed roads, the cement stabilised backfill should be constructed to 150mm below the finished road level.

Box Culvert Cases

All new and/or replaced box culverts are to have a continuous concrete slab base.

Headwalls

For all culverts, headwalls shall be constructed of concrete or grouted stone pitched headwalls comprising of wingwalls, aprons and cut off walls.

For culverts greater than 750mm diameter or height, the headwalls shall be steel reinforced.

Batters

In shallow cuttings - up to 3m depth, cut batters are usually flattened for improved appearance beyond that required for stability purposes.

Batters should not be steeper than 6 to 1.

Slope Benches

On high batters, exceeding 10m vertical height, or where batters are constructed of unstable material, consideration should be given to the provision of benches.

Benches are beneficial for:

- eliminating the need to flatten the batter slope in the interests of stability,
- reducing scour on the batter face,
- minimising the possibility of rock falling onto the pavement,
- improving the appearance of the cutting,
- assisting the re-establishment of vegetation, and
- improving sight distance on horizontal curves.

The width of bench should be 3m with a maximum crossfall of 10%. The width of bench for maintenance purposes is 5m.

4. ROAD VERGE MAINTENANCE AND CLEARING

Where sufficient area permits, verge clearing on new works shall be 1.0m from the top of the table drain backslope.

5. MAINTENANCE GRADING PROGRAM

The maintenance grading of unsealed roads is a priority within the annual works program. Maintenance grading is to include the road surface, batters and drains

In planning the maintenance grading program a priority is to be given to School Bus Routes and during the harvest period roads that carry high volumes of traffic.

Gravel roads within the Shire shall be graded at least twice per year.

NOTES

1. All sealed road shoulders - 1 winter grade
2. Winter grades include reshaping and rolling
3. Summer grade includes all drains and batters.

6. MAINTENANCE GRADING

Light grading to smooth road surfaces should maintain or restore the crossfall, camber and crown to construction standard. Care should be taken when grading superelevation on curves and in transition sections.

Batters and table drains shall be reinstated to shape and level. Drains shall be reconditioned to an even grade with no obstructions or hollows to impede the flow of water. Care should be taken not to disturb vegetation outside the drain area.

All offshoot drains within road grading sections should be reinstated. Any surplus material shall be disposed of adjacent to the drain unless otherwise approved by Shire. Care shall be taken not to disturb vegetation outside the drain area.

Guideposts, road signs and road furniture shall be reinstated.

7. SHOULDER AND TABLE DRAIN MAINTENANCE ON ROADS

The objective of shoulder maintenance is to:

- maintain a smooth and safe trafficable surface that is free from defects, and
- prevent ponding of water, thereby reducing the cause of surface defects.

Method of Vegetation Control

Light - Grasses and Scrub

- Annual Road Verge Spray Programme
- Grader and Loader Operation

Medium - Thick Scrub and Light Timber

- Grader and Loader Operation

Heavy - Predominantly Heavy Timber

- Dozer and Loader Operation

8. SHOULDER MAINTENANCE ON SEALED ROADS

All verge grading on bitumen roads to be immediately followed by a road broom to remove loose particles from bitumen surface.

9. GUIDEPOST SPACING

Shire utilises the Main Roads Standards

10. DELINEATORS

Shire utilises the Main Roads Standard

11. CROSSOVERS

The following is Shires policy in relation to crossovers.

Urban Areas

- (a) All crossovers shall be constructed to the Shire approved specifications. The owner / agent is to arrange for construction of the crossover.
- (b) The crossover shall be paved utilising sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks.
- (c) Shire will contribute (or subsidise) half the cost of a standard crossover (one crossover to a property) subject to the crossover being deemed to conform with the specifications.
- (d) The subsidy applies to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy will apply to each crossover up to the number of dwellings.
- (e) Crossovers, eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed. Crossovers in excess of six months old shall have a reduced subsidy based on straight line depreciation, for age and type, as per the following: (Crossovers in excess of their life are not eligible).

CROSSOVER TYPE	MAXIMUM LIFE OF CROSSOVER
2 Coat Seal	10 years
Asphalt	15 years
Brick/Block	20 years
Concrete	25 years.

- (f) Reconstruction of one crossover to a property will attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years) as determined by the Works Supervisor.
- (g) The reference a "standard crossover" shall mean a sealed or paved construction to a size conforming with standard widths, referred to in specifications.

Rural and Special Rural Area

The Shire will contribute stormwater pipes (if required) or deliver 5m³ of gravel, as its half contribution towards the cost of first crossover off a gravel road to the property, upon approval from the Works Supervisor. Where a crossover is proposed off a sealed road, the crossover shall also be sealed and drained and the subsidy will be as per gravel crossovers. All special rural developments require a sealed crossover where a sealed road frontage exists.

Crossover Maintenance

Shire will not be responsible for maintenance of crossovers.

Bonds

Bonds for the construction or reconstruction of crossovers will be required to be paid at time of issue of building licence. The amount of the bond will be set by the Shire.

Crossover construction or reconstruction is required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Works Supervisor that the construction is necessary. Construction/ reconstruction of a crossover as a condition of the building licence will not be required if the value of the licence is less than \$5,000 or the building works involve only minor works (eg shed, pool, toilet), but will apply to all building licences for structures accessible to vehicles.

Shire may construct the crossover in concrete if not constructed by the owner/agent within six months of practical completion or occupation of the building, where payment of a crossover bond has been made.

CONCLUSION

Standards are adopted as an ideal measure given ideal conditions and unlimited resources. The standards are also a tool to assist management in programming works. However, there will be situations where conditions are less than ideal and/or local knowledge precludes the scheduling of works or design to the standard set. Each job should be assessed on its merit using the standards as a guide.

DRAFT

<i>Policy No:</i>	4.2 ADVERTISING AND PORTABLE DIRECTIONAL SIGNS
<i>Policy Objective</i>	To provide guidelines for persons applying to install signs under Part 3 of the Shire’s Activities on Thoroughfares and Public Places and Trading Local Law 2008.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

This policy supports the Shire’s Activities on Thoroughfares and Public Places and Trading Local Law 2008 and if a conflicts exits between this Policy and the Local Law, the Local Law prevails.

General

- (a) This policy provides information to the public on Shires requirements for the provision of directional signs on the Shire controlled road verges for private businesses, public facilities such as sports grounds plus Government offices and institutions.
- (b) The policy attempts to balance the need to keep to a minimum unnecessary signs which create aesthetic problems particularly in townsites, while still allowing for the necessary directions to be given to the travelling public.
- (c) It is acknowledged that a number of directional signs can greatly increase the viability of local businesses. It must also be recognised that large numbers of signs at many townsite and rural intersections can reduce road safety, clutter up the landscape and greatly reduce the high quality aesthetic, natural beauty of this region.

Road Sign Standards

General – All signs to be installed on road reserves are to be on a metal plate mounted on a 50mm galvanised iron pipe section. All sign posts are to be securely concreted into the ground and positioned in the road reserve for maximum visibility but this positioning shall not interfere with machine maintenance of road site drains.

Size of Letters

Minimum sizes for road names, townsite directions, Shire facilities etc. to be 100mm on a 150mm metal plate size. Signs on highways showing the same information to be 150mm letters on a 200mm high metal plate. Sizes of lettering for commercial sign posting to be decided by the Shire for each individual case.

Colours

- (a) All directional signs will be fully reflectorised with white letters or numbers.
- (b) For road or street names and townsite directions the background plate colour would be white.
- (c) Commercial and business signs will have a blue background while historical and tourist signs will have a brown background. Recreation facilities plus Shire controlled park land will be on a green background.

- (d) The galvanised pipe up –stand to be left unpainted, in the original steel colour or powder coated in a colour determined by the Shire from time to time.

Height / Installation / Length

- (a) The lowest point on any installed sign shall not be lower than 2.5m above ground level, in townsite areas.
- (b) All signs on State road intersections shall be in 150mm letter signing.
- (c) In townsites, wherever possible, street signs are to be installed on power poles, 3 metres from ground level.
- (d) On rural roads, signs may be installed 2 metres above ground level where there is no chance of pedestrians normally walking under the sign and the sign is away from the area of road use or road drainage maintenance.
- (e) All signs will be 1.0m long, to allow for possible future connection of several signs on one installation as a vertical stack of signs.
- (f) Directional signs will only be allowed at road or street intersections, not “mid block.”

Symbolic Signs

- (a) Signs featuring symbols as silhouettes eg. Caravans, petrol pump, crossed knife and fork etc. are allowed as directional signs.
- (b) No more than 4 such symbolic signs will be allowed in any one site, and each symbolic board will be 250mm maximum (square) on minor roads and 400mm maximum (square) on major roads, as assessed by the Shire.

Vertical “Banks” Of Directional Signs

- (a) Where a number of directional signs, pointing in the same direction, are to be erected at the one intersection, then these signs, up to a maximum of 4, will be installed as a vertical stack with the street or road name sign on top.
- (b) The sign lengths for such a stack will be 1.0 metres. The signs will be attached, at each end, to a 50mm O.D. galvanised iron pipe.

Number of Signs Allowed Per Business

- (a) A total amount (maximum) of 3 signs will be allowed for a single business on Shire controlled road verges. Signs on State roads controlled road verges will be included in this number. Extra signs will be at the discretion of the CEO.
- (b) All other signs would be installed on Tourist Information. Maximum use should also be made by businesses of Tourist Bureaus and similar outlets for advertising and giving directions.
- (c) No “Advance Warning” signs will be allowed apart from those required for safety requirements.
- (d) For this policy, single businesses shall be those having separate and different ownerships or lessees serving different business functions.

<i>Policy No:</i>	4.3 GRAVEL SUPPLIES AND REHABILITATION
<i>Policy Objective</i>	To ensure that there is adequate supply of road building materials available for council road works and that an effective rehabilitation program is in place.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Access to Gravel:

Council recognises that in order to access gravel it needs to pay a fair price and abide by its own policies and local laws. To this end, Council will undertake the following:

- approach the landowner at least seven days prior to the time that the works are due to commence, to advise the landowner of the Shire's intention, negotiate compensation and enable the landowner to make any domestic arrangements in relation to stock, etc.
- All gravel pits opened on private property will be reclaimed before the plant shifts to the next programmed job, unless firm arrangements are made with the landowner for not reclaiming.
- If the area is required for dam catchments, all top soil shall be stock piled, or removed if suitable for road building.
- If required by land holder, gravel areas shall be fenced and suitable gates fitted to fenced area, at Shires expense.
- All care is to be taken to cause the least amount of inconvenience to the landowner as is possible.
- All Gravel Pits are to be rehabilitated in accordance with this Policy.
- The landowner to be given the option of compensation in the form of private works if the gravel is used for roadworks, this option must be taken up within twelve months from the date of the agreement and is subject to the Shire's works program requirements.
- All transactions to be in accordance with relevant legislation and include a written agreement setting out all relevant details, including rehabilitation of the quarry/pit.

Gravel Pit Rehabilitation

The Shire recognises and accepts that gravel pit rehabilitation is necessary to avoid soil compaction, increase surface drainage, avoid erosion and minimise visual pollution.

1. In general, prior to opening a gravel pit, a plan for the management of the site will be prepared which will include a plan for rehabilitation and monitoring.
2. Private operators are required to submit and abide to a gravel pit management plan, which includes a plan for rehabilitation and monitoring, before establishing a gravel pit.
3. Wherever possible, new gravel pits will be established on cleared land, not existing bushland and will not be located on a road verge.
4. Where necessary, the visual impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and visual vantage point/s.
5. Where necessary, the dust and noise impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and neighbours.

6. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.
7. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.
8. If necessary, drainage structures will be established within the pit, to ameliorate any ponding and surface erosion.
9. Rehabilitation will be done progressively throughout the life of the gravel pit.
10. The site will be monitored every year and for three years after closure of the pit. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

Bush Sites

Where a proposed gravel pit is located within bushland, the following will apply:

1. Prior to opening a gravel pit, seed from local endemic species will be collected from the site and stored for use in the revegetation phase of rehabilitation.
2. The general process of rehabilitation will be to first rip the floor of the pit at 1 metre intervals across the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. The batter slopes should be no steeper than 4H:1V. Next, the overburden, and then the topsoil should be returned to the pit. The site should then be cross-ripped at 1m intervals on the contour to encourage plant growth. Finally, the vegetation and debris should be returned to the pit.
3. Seeds collected prior to pit establishment should be scattered on the site at the time of year suited for germination (varies with location) if establishment from respreading vegetation has been inadequate. If a store of seeds is not available, seed from local endemic species should be collected from surrounding areas.
4. If the gravel pit is located on farm land, it will be fenced to exclude stock to help ensure adequate regeneration.

Pastured Sites

1. Prior to establishment of the site, the landowner will be asked how they want the site rehabilitated.
2. For sites to be rehabilitated back to pasture the general process of rehabilitation will be as follows. Firstly the floor of the pit will be ripped to a depth of at least 50cm along the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. Next, the overburden and then topsoil should be returned to the pit.
3. Pasture seed will be spread and the area top dressed with fertiliser.

Abandoned Gravel Pits

1. An amount of \$500 will be budgeted each financial year for rehabilitating abandoned gravel pits until all pits are rehabilitated to a satisfactory level.
2. The method for rehabilitation will not change from that mentioned in the section on current gravel pits.
3. If fill is no longer available, spoil from roadworks etc. will be used. Topsoil, if no longer on site, will be carted to the area to ensure regeneration will be satisfactory.
4. The site will be monitored every year for three years after rehabilitation works. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

<i>Policy No:</i>	4.4 CLEARING OF VEGETATION FOR ROAD CONSTRUCTION
<i>Policy Objective</i>	To consult with landowners before clearing of verges
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

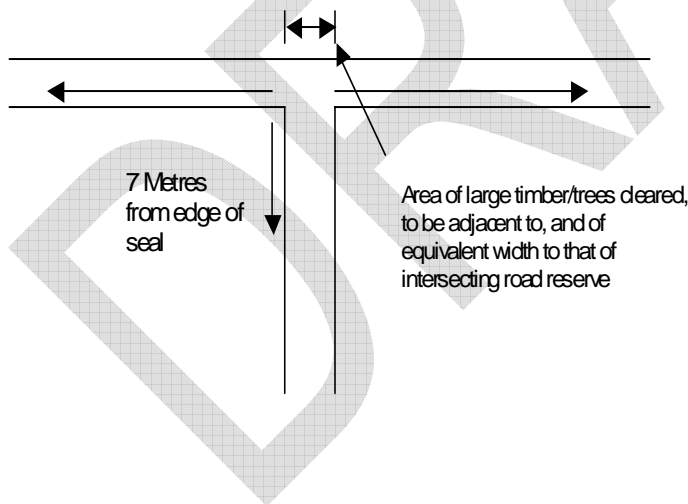
Policy Statement:

In general, Council prefers to preserve as much standing timber as possible, but also recognises the need to provide safe and unobstructed access on the roads. Council is committed to giving adjoining land owners an opportunity for input into any clearing of vegetation during road construction.

To achieve this, prior to the commencement of any clearing on public roads, adjoining owners shall be advised of the proposed clearing and endeavour to reach agreement to the extent of the proposed clearing prior to work commencing.

Clearing at Intersections

- Vegetation interfering with vision at road intersections shall be cleared to allow for sight distance for 210 metres from a predetermined point
- The predetermined point is a distance of 7 metres from the edge of the seal/running surface on the through road, down the intersecting road.
- At “T” junctions, all trees to be removed on the through road in the area immediately adjacent to and of equivalent width to the intersecting road.
- Low scrub and other small plants to remain.



<i>Policy No:</i>	4.5 STREET VERGES - DEVELOPMENT
<i>Policy Objective</i>	To enhance the visual amenity of townsites within the Shire.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

It is the policy of Council to assist landowners within townsites in the development of street lawns and gardens by clearing, levelling, filling and providing top soil in the street verge. The work may be carried out while Shire's plant is in the vicinity, without reference to the Shire and without charge to the landowner.

This Policy is subject to the Shire's Activities on Thoroughfares and Public Places and Trading Local law 2008:

- (a) Any owner or occupier of land within a townsite may plant lawn on the street verge adjoining the property, without obtaining approval from the Shire.
- (b) Street lawns are to be maintained by the owner or occupier of the adjoining property. Where a street lawn has been neglected and in the opinion of the CEO, is in need of mowing to preserve the amenity of the area, the CEO is authorised to arrange for Shire employees to mow the lawn.
Where land adjoining a street lawn is occupied by people who are aged or disabled, the CEO may approve employees mowing the street lawn on a case by case basis..
- (c) Any person wishing to install reticulation within a street verge for watering a street lawn or for any other purpose is required to apply in writing to the CEO. The CEO is authorised to approve such applications subject to conditions as he/she sees fit.
- (d) Any approval to install reticulation in a street verge is to contain a condition that the Shire will not under any circumstances be responsible for any damage caused to the reticulation whether that damage is caused by the Shire, another public authority or any other agent or individual. A further condition of approval is that the reticulation is to be located so that it will not create a hazard for pedestrians.
- (e) Any person wishing to develop a street verge with anything other than lawn e.g. brick paving, bitumen, native plants etc., is required to make application, in writing, to the CEO who may make a determination on the matter or refer the matter to council for decision.

PART 5 – BUILDING, HEALTH AND PLANNING

<i>Policy No:</i>	5.1 RE-LOCATION OF SECOND-HAND BUILDINGS
<i>Policy Objective</i>	To establish the standard of second-hand buildings that can be relocated to the Shire
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Policy Statement:

Council accepts the relocation of second hand buildings into the Shire but wishes to ensure that second hand buildings that are relocated are of a standard that will not adversely affect the established visual amenity.

Management Practice:

The following Planning Policy has been prepared in accordance with the Shire of Broomehill-Tambellup Town Planning Scheme (“the Scheme”).

The following policy shall apply to all second-hand buildings proposed for relocation to or within the Shire of Broomehill-Tambellup.

a) Planning Consent Policy for Second Hand Relocatable Buildings and Second-hand materials

1. All proposals for buildings involving the relocation of second-hand building to a townsite within the Shire shall be subject to the planning consent of the Shire.
2. The Shire in considering an application for planning consent shall give consideration to the proposed building in relation to the amenity of the area.
3. Planning consent for second-hand buildings will be valid for a period of six (6) months in which time the visual amenity of the building shall be brought to the standard specified by the Shire.
4. No person shall occupy a second-hand building until such time that a Certificate of Occupancy has been issued by the Building/Health Surveyor on behalf of the Shire.
5. Only buildings which have been specifically designed and built to withstand relocation will be considered for relocation to a townsite within the Shire.

b) Building Application

1. All second-hand buildings are to be inspected by the Building Surveyor prior to consideration by the Shire being given to the applications so as to ensure that the standard of construction and appearance are acceptable and to enable necessary conditions of approval to be determined.
2. (a) Any such inspection will require the pre-payment of an inspection fee of fifty dollars (\$50.00).

A travelling charge, which will be determined at the going rate as specified in the Local Government Officers (Western Australia) Award, 1988 will also be charged and shall be pre-paid.

- (b) Any building requiring inspection outside a two hundred kilometre radius of a townsite within the Shire will incur additional charges of one hundred dollars per day (\$100/day) plus accommodation expenses should the inspection exercise involve more than one day.

- (c) The Shire may in exceptional circumstances accept the report of a Building Surveyor from another local government regarding the suitability of a building for relocation subject to the applicant:-
 - (i) Pre-paying the fifty dollars (\$50.00) inspection fee to the Shire of Broomehill-Tambellup; and
 - (ii) Accepting responsibility for the payment of all costs incurred by the inspecting authority.
3.
 - (a) A normal building application (site plan, floor plan and a minimum of six (6) quality photographs of the building) shall be lodged together with completed septic tank application form (where applicable) for consideration by the Shire. The photographs shall be submitted in addition to the site inspection and not in lieu thereof.
 - (b) The owner is to pay the assessed fees as stipulated in clause (ii) above and have in hand a receipted building licence prior to the building being moved.
 - (c) The building licence so issued will be expressly valid for six (6) months from the date of licence issue. No extensions will be granted. Buildings remaining uncompleted at the expiration of the six (6) months will be dealt with in accordance with Section 409A of the Local Government Act, 1960 (as amended).
4. All health and building legislative requirements will be applicable to all second-hand buildings even though those requirements may not be specifically noted on the approved plans.
5. The Shire Building Surveyor shall be given 72 hours notice of the time of transportation to the site.
6. The Building Surveyor, on behalf of the Shire, reserves the right to impose further conditions of approval after the structure is positioned on the new site, with all subsequent conditions being covered by the original building licence. Secondary conditions may be imposed at any time during the duration of the building licence.
7. Relocated second-hand buildings shall not be occupied until the Building Surveyor has certified in writing that the conditions imposed thereon have been carried out to the satisfaction of the Shire.
8. The following minimum works must be completed within the six (6) month period covered by the building licence:-
 - The dwelling shall be properly fixed to stumps on the new lot;
 - External and internal walls, fixtures and fittings to be made good;
 - Doors and windows to be installed and working;
 - Septic installations and/or sewerage connections to be completed;
 - All plumbing to be completed and connected;
 - Dwelling to be painted internally and externally, as required by the Shire;
 - Brick perimeter skirts shall be provided to all second-hand buildings as directed by the Shire;
 - Debris to be removed and site left clean.

Adopted by the Shire for public inspection on.....

Advertised for public inspection on _____

Adopted by the Shire on _____ after consideration of
 submissions. _____ Chief Executive Officer

PART 6 - OTHER

<i>Policy No:</i>	6.1 TOURISM AND AREA PROMOTION
<i>Policy Objective</i>	To maximise the potential of the Shire as a tourist destination by encouraging and supporting the development of man-made and natural tourist facilities, thus increasing the employment potential of the area.
<i>Minute No:</i>	
<i>Date of adoption:</i>	
<i>Date of Amendment</i>	

Council, in setting its long-term objectives, will develop its role as a catalyst for co-ordinating marketing efforts for the development of tourism in the Shire.

It is the policy of Council that it will

- ensure that, in promoting the area as a tourist destination, the natural beauty and tranquillity of the Shire is not destroyed.
- work with the relevant statutory authorities to establish and promote natural and historical attractions, at the same time ensuring that they are not destroyed.
- encourage tourist orientated commercial development, particularly development of a “country style” nature; to rationalise the placement of such facilities and to endeavour to ensure they harmonise with the existing tourist facilities and the natural environment.
- promote residents pride in the area by such means as town beautification, entry in Tidy Towns Competition, encouragement of residents to know and understand their district attractions and assets etc.
- ensure that tourism funding is spent to the best advantage, avoiding duplication.
- carry out direction promotion of tourist facilities and events where appropriate.
- apply for such grants as may be deemed appropriate to assist in attaining any or all of the above objectives.
- foster and create a community awareness of the benefits of tourism within the Shire.
- provide the basic facilities and infrastructure sufficient to encourage development.
- ensure that facilities within the area are adequate to cater for visitors and residents.

To achieve this, Council will:

- Provide an adequate budget allocation for tourism expenditure.
- Assist (financially and by other means) tourist organizations or events which have the potential to develop tourism in the Shire.
- Encourage representation or Regional Tourist Associations and seek representation on local tourist organizations.
- The formulation of its planning regulations will have regard to the requirements of tourist development.
- Review planning instruments, for example, Strategic Plans and Town Plans, to take into consideration policies on tourism and other leisure related issues.

-
- When preparing local laws will have regard to their impact on tourism and the balanced development of the Shire.
- Encourage tourism product development and investment throughout the Shire and will facilitate the development application process.
- Ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
- Assessment of tourism developments will consider the social, cultural, economic and environment impact of the proposal within the area.
- Initiate the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries.
- Encourage the landscaping of residential and commercial centres within the Shire.
- Where practical support the enhancement of specific natural features, conservation area, areas of outstanding beauty, and recognise items of heritage significance.
- Support the development of appropriate scenic routes and lookouts.
- Where a need for a tourism facility has been identified, Council may consider taking an entrepreneurial role in the establishment of those facilities if, and only if, private enterprise displays no interest in the provision of those facilities.
- Support and approve, where appropriate, quality, seasonal entrepreneurial entertainment and attractions.

DRAFT

9.8 INTERIM RATES – DISCOUNT

Program:	General Purpose Income	
Attachment:	Nil	
File Ref:	ADM0037	
Author:	JM Trezona	Chief Executive Officer
Date:	8th October 2008	
Disclosure of Interest:	Nil	

Summary: Consideration to be given to expanding the 10% discount on rates to include Interim Rates.

Background: Council offered a 10% discount on general rates that were paid within 28 days of the issue date of the annual rate as part of the adoption of the 2008-2009 budget.

Comment: With the amount of land sales and particularly the breaking off and on selling of small farming lots, Council staff are raising an increased number of interim rates. This is also true for the revaluations that are occurring from an increase in the building of new homes and outbuildings in the Rural Residential areas.

In order to encourage the prompt payment of the interim rates it is considered appropriate to extend the discount provisions to interim rates.

Consultation: Nil

Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

Financial Implications: The 10% discount will see a loss of revenue however the cost of following up on outstanding accounts exceeds the discount that is offered.

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

Voting Requirements: Absolute Majority

Officer / Council Resolution: *081009*

“The Commissioner resolved -

That by an absolute majority in accordance with the provision of section 6.46 of the Local Government Act 1995 to offer a 10% discount on all 2008-2009 interim rates paid in full within 28 days of the issue date.”

By Absolute Majority

9.9 CONTRACT FOR THE PROVISION OF LICENSING SERVICES

Program:	Transport	
Attachment:	Nil	
File Ref:	CLAFF	
Author:	JM Trezona	Chief Executive Officer
Date:	8th October 2008	
Disclosure of Interest:	Nil	

Summary: Council to sign a new contract for the Provision of Licensing Services.

Background: With the amalgamation of the Shires of Broomehill and Tambellup, the Governors Order and the provisions of the Local Government Act 1995 allowed for the legal right of carriage of existing contracts.

Council has received variations to the Contract for the Provisions of Licensing Services for both the former Shires. These were required to be signed and returned by 15 September 2008.

The previous contracts came into effect on 01 July 2007. The proposed variations can be broken into 5 broad categories

- New transactions added to the Schedule of Rates
- The removal of Schedule E – employee Confidentiality Undertaking
- Clarification of maintenance provisions, clarification of the supply of services and general clean-up to the provisions
- A revised Schedule of Rates
- The application of the agreed CPI increase to 4.3%

The new contract is effective from 01 July 2008 and will expire at 31 December 2017.

Comment: As there is to be a variation to the existing contract with the Department for Planning and Infrastructure for the provision of licensing services it is appropriate to enter into a new contract in the name of the Shire of Broomehill-Tambellup. The new contract also includes the proposed variations.

While there may always be valid arguments for not continuing with the contract, Council is currently providing a valuable service to the community and continuation of the service is recommended.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial

Implications:

The variation allows for an increase in the commissions that Council receives for the provision of the service.

Strategic

Implications:

This issue is not dealt with in the Strategic Plan

Voting

Requirements:

Simple Majority

Officer / Council

Resolution:

081010

“The Commissioner resolved -

That the Contract including the current variations for the Provision of Licensing Services between the Shire of Broomehill-Tambellup and the Department for Planning and Infrastructure be signed and sealed by the Chief Executive Officer on behalf of Council.”

**Reason For Change
to Recommendation:**

9.10 REQUEST TO COLLECT SEEDS

Program:	Community Amenities	
Attachment:	Nil	
File Ref:	ADM0235	
Author:	JM Trezona	Chief Executive Officer
Date:	9 th October 2008	
Disclosure of Interest:	Nil	

Summary: Council has received a request for permission to collect native seeds from Council controlled reserves and road reserves.

Background: Mrs May Penny has written to Council advising that she intends to apply to the Department of Environment and Conservation for a license to collect native seeds.

In order for Mrs Penny to obtain a license she needs to have Council permission.

Mrs Penny stated that her main interest at this time was in collecting acacia accuminata (jam wattle) seeds.

Comment: In determining whether permission is granted Council should consider and include the following conditions.

- That the provisions of the Wildlife Conservation Act and Regulation and any notices in force under this Act and Regulations are complied with.
- That an appropriate licence issued by the Department of Environment and Conservation is obtained prior to collection of seed.
- Council may wish to consider the application for the collection of other seeds to include a condition that requires a report on the species and quantities collected
- The authorisation be granted for a twelve month period.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Council has a set fee of \$55.00 for commercial seed collection. Mrs Penny is a local Noongar resident who is hoping to establish a small business and has asked that Council consider waiving the fee at this time.

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

Voting

Requirements: Simple Majority for the first resolution and absolute majority for the second resolution.

Officer / Council

Resolution: *081011*

“The Commissioner resolved

That permission be granted to Mrs May Penny to collect seed of acacia acuminata and other native plants from road reserves and reserves under the care and control of the Shire of Broomehill-Tambellup subject to the following conditions.

- *That the provisions of the Wildlife Conservation Act and Regulation and any notices in force under this Act and Regulations are complied with.*
- *That an appropriate licence issued by the Department of Environment and Conservation is obtained prior to collection of seed.*
- *That a report on the species and quantity of all collected seed be sent to the Council at the expiry of the authorisation.*
- *The authorisation be granted for a twelve month period.”*

Officer / Council

Resolution: *081012*

“The Commissioner resolved

That Council waives the \$55.00 application fee for Mrs May Penny for this application for a commercial seed collection permit.”

By Absolute Majority

**Reason For Change
to Recommendation:**

9.11 STANDPIPE WATER USAGE CHARGES

Program:	Economic Services
Attachment:	Nil
File Ref:	ADM0078
Author:	KP O’Neill Finance Officer
Date:	9th October 2008
Disclosure of Interest:	Nil

Summary: Proposal to increase the fee charged for water usage from Councils standpipes.

Background: The current fee for sale of water from Councils standpipes, as adopted in the 2008/09 Budget Schedule of Fees and Charges, is \$1.10 per kilolitre. This fee has not been changed for a number of years.

On the recent Water Corporation accounts for the standpipes, Council has been charged between \$1.50 and \$2.00 per kilolitre for water used from the standpipes throughout the Shire. Electricity accounts are also received to provide the water supply to the standpipe.

Comment: The current fee of \$1.10 per kilolitre does not cover costs. In order to recover costs, Council needs to increase the current fee that is charged for water taken from the standpipes. It is recommended that the cost be increased to \$3.30 per kilolitre (inclusive of GST).

Consultation: As this is a change to the Schedule of Fees and Charges that was adopted in the 2008/09 Budget, Council is required to give local public notice of its intention to alter the schedule fees and charges, in accordance with Section 6.19 of the Local Government Act 1995.

Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

Financial Implications: Increase in fees charged for water usage from standpipes in order to recover costs.

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

Voting Requirements: Absolute Majority

Officer / Council

Resolution: *081013*

“The Commissioner resolved -

“That the 2008/09 Schedule of Fees and Charges be amended to increase the fee for sale of water from Councils standpipes to \$3.30 per kilolitre (inclusive of GST).”

By Absolute Majority

**Reason For Change
to Recommendation:**

9.12 VOLUNTARY REGIONAL ORGANISATION OF COUNCILS

Program:	Governance	
Attachment:	Partnering Agreement	
File Ref:	ADM	
Author:	JM Trezona	Chief Executive Officer
Date:	9th October 2008	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is to seek Councils endorsement for the formation of a Voluntary Regional Organisation of Councils (VROC) with the Shires of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet as members.

Background: The Shire of Plantagenet approached the Council in mid August to discuss the possibility of forming a VROC. Plantagenet advised that they felt the Councils to the north of them had more relevance than did Albany and Denmark to the south.

As a result the Chief Executive Officers of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet undertook to meet to float the idea of a VROC. That meeting took place on 14 August 2008 at Kojonup. At the meeting the CEO's indicated a positive response and a willingness to take the matter to the next level.

Given the positive reaction by the CEO's, Cr Forbes the Plantagenet Shire President contacted the Shire Presidents of each of the other Councils to arrange a further meeting with the Shire Presidents and the CEO's. That meeting was held on 10 September at the Cranbrook Shire Offices. Again the response was positive and a draft Partnering Agreement was settled for presentation to each Council.

The Shire of Woodanilling was also invited and has asked to be kept informed of the progress.

Comment: The development of a VROC is supported. The level of cooperation between the proposed member Councils is very high and the working relationship between each of the CEO's is also of a high standard.

Items that have been discussed for consideration are

- Joint tendering and purchasing
- Bitumen works
- Information communications technology
- Town Planning services
- Engineering services
- Standardised Procedures and Terminology
- Records Management
- Payroll/Costing
- Refuse site management

Consultation: The matter has been discussed with the Shire Presidents and CEO's of each Shire. The Shire of Woodanilling has also been involved in those discussions.

Statutory

Environment: Section 3.61 of the Local Government Act 1995 relates to the establishment of a Regional Local Government. A regional Local Government established pursuant to the Act is constituted as a Body Corporate with perpetual succession and a common seal. Opponents to the creation of a Regional Local Government indicate that this creates a further level of government with the attendant overheads.

A VROC on the other hand is not constituted as a Body Corporate and only exists while the members of such an alliance continue to cooperate for joint initiatives. A draft Partnering Agreement is attached to this report setting out the terms of such a possible alliance.

Policy Implications: Nil

Financial

Implications: The setting up of a VROC has no cost to the Council. However, projects that are endorsed by the VROC do need to be funded.

Strategic

Implications:

Voting

Requirements: Simple Majority

Officer / Council

Resolution: *081014*

“The Commissioner resolved -

“That the Partnering Agreement between the Shire of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet for shared projects within the areas of those Councils be adopted.”

**Reason For Change
to Recommendation:**

**PARTNERING AGREEMENT
SHARED PROJECTS IN BOUNDARY AREAS
OF THE SHIRES OF BROOMEHILL-TAMBELLUP
CRANBROOK, KOJONUP AND PLANTAGENET**

OCTOBER 2008

PREAMBLE

Local governments should provide works projects and services in a cost-effective and efficient manner. There are many projects that would benefit from cooperation among a number of local governments because they occur across or on shared boundaries. A high degree of understanding, cooperation and communication is essential if these projects are to be delivered to the satisfaction of all stakeholders.

The local governments mentioned below have identified that projects and responsibilities will sometimes be better effected and facilitated across district boundaries.

This Partnering Agreement provides the framework for future resource sharing in boundary areas. It is not intended to create any legal obligation between the parties. It is a statement that incorporates the spirit of cooperation and shared discourse. Its aim is simply to establish the guiding principles for future resource sharing so that these may be implemented in a manner that provides cost benefits to the community, greater efficiency in the management of resources, and better outcomes for members and their communities.

PARTIES TO THE PARTNERING AGREEMENT

The principles contained within this Partnering Agreement apply to the following local governments:

The Shire of Broomehill - Tambellup
The Shire of Cranbrook
The Shire of Kojonup
The Shire of Plantagenet

INTENTION OF THE PARTIES

This Partnering Agreement does not create any contractual or legal relationship between the parties. It is a commitment to cooperate in good faith in the best interests of the relevant parties and may include Councils not party to this agreement.

PURPOSE

The purpose of this Partnering Agreement is to ensure the continuity and quality of the voluntary partnership between the Shires of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet.

SCOPE

The Partnering Agreement extends to projects which occur across or on shared boundaries of the members of the Partnering Agreement.

STRATEGIC PRINCIPLES

- Working in partnership to ensure that projects across, or on shared, boundaries benefit the collective communities of the member Councils.
- Developing effective processes for the management of projects and services across boundaries.
- Sharing skills and expertise.

PRINCIPLES OF THE PARTNERING AGREEMENT

GUIDING PRINCIPLES

The Partnering Agreement is based on the principles of:

- Shared commitment and expertise;
- Seeking the optimum benefit for the communities involved;
- Reduction of duplication of effort;
- An integrated approach to regional projects;
- Joint planning and teamwork;
- Joint control of projects; and
- Recognition of the autonomy of all participants.

OUTCOMES

Leading to:

- Cost benefits to Councils and their communities;
- Greater efficiency in the management and use of resources;
- Increased sharing of knowledge and expertise; and
- Better outcomes for members and their communities.

PROJECT IMPLEMENTATION, COORDINATION AND MANAGEMENT

Formation of Voluntary Regional Organisation (VROC)

Each Council shall appoint two (2) elected members as representatives on the VROC.

The Chief Executive Officers of each of the member Councils shall form the Executive Committee.

Where it is deemed appropriate that a collective approach to a project be implemented, then the affected parties agree to:

- (a) Actively engage in pre project discussion and,
- (b) Appoint a project management team.

The project management team will prepare a project plan which details the roles and responsibilities of its members in relation to the preparation, implementation,

monitoring and evaluation of the project. The Project Plan may include components such as:

(1) *Identification of stakeholder interest*

- (a) Who will be affected by this project; and
- (b) What are their needs?

(2) *Implementation – Management Responsibility*

Which local governments will be responsible for the overall management and implementation of the project. How will responsibility for the project be shared.

- (a) How will this be decided by the parties;
- (b) How will communication be maintained between the parties;
- (c) How will information be disseminated between the parties;
- (d) Who will be responsible for the coordination of the project and allocation of funding; and
- (e) Who will be responsible for publicity and dissemination of information to the various stakeholders.

(3) *Project Conclusion*

- (a) Who is responsible for the ongoing maintenance of the project.
- (b) How will this be funded.
- (c) How will reviews be carried out by the parties.

INFORMATION EXCHANGE

The members of this Partnering Agreement will freely exchange relevant information whilst respecting confidentiality.

DURATION

The Partnering Agreement will be periodically reviewed and amended as agreed by resolution of the VROC on recommendation of the Executive Committee.

Signed on behalf of the participating local governments.

Ms Jan Grimoldby
Commissioner
Shire of Broomehill-Tambellup

Mrs Joanne Trezona
Chief Executive Officer
Shire of Broomehill-Tambellup

Cr Nick Burges
President
Shire of Cranbrook

Mr Anthony Middleton
Chief Executive Officer
Shire of Cranbrook

Cr Jill Mathwin
President
Shire of Kojonup

Mr Stephen Gash
Chief Executive Officer
Shire of Kojonup

Cr Kevin Forbes AM
President
Shire of Plantagenet

Mr Rob Stewart
Chief Executive Officer
Shire of Plantagenet

9.13 BROOMEHILL RECREATIONAL COMPLEX COMMITTEE AGREEMENT

Program:	Recreation and Culture	
Attachment:	Copy of Agreement	
File Ref:	ADM	
Author:	JM Trezona	Chief Executive Officer
Date:	9th October 2008	
Disclosure of Interest:	Nil	

Summary:	A review of the Groundsman Agreement between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex Inc (BRC) has been completed.
Background:	The former Shire of Broomehill had entered into an agreement with the BRC on the matter of employing a groundsman for the recreation complex. The agreement was signed in December 2004. This is the first review of that agreement.
Comment:	The agreement is simple and outlines the responsibility of each of the parties. Changes have been made to item <i>C. Consideration</i> to reflect the introduction of the Collective Workplace Agreement. There has also been a small increase from one third to 35%, in the amount that BRC will reimburse Council.
Consultation:	BRC have been given a copy of the proposed changes for their comment.
Statutory Environment:	Nil
Policy Implications:	Nil
Financial Implications:	Contribution by BRC helps to offset the cost of employing the groundsman.
Strategic Implications:	This issue is not dealt with in the Strategic Plan
Voting Requirements:	Simple Majority
Officer / Council Resolution:	081015

“The Commissioner resolved -

“That Council adopts the agreement between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex Inc for a groundsman as reviewed.”

AGREEMENT

This Agreement is made on the _____ day of _____ 2008

Between:

The Shire of Broomehill-Tambellup (hereinafter called the Council);

And:

The Broomehill Recreational Complex Inc. (hereinafter called BRC Inc).

Whereas:

- 1 BRC Inc requires a sustainable maintenance service for the golf course, bowling greens and pavilion gardens located on Reserve 22820.
- 2 Previously the Council and BRC Inc were parties to an agreement whereby the desired services were by contract managed by BRC Inc by delegated authority of the Council.
- 3 BRC Inc leases the recreation complex from the Council by way of a formal lease made with the Shire of Broomehill on 11 August 2000 setting out the responsibilities of the parties.
- 4 The Lease Agreement has precedent over this Grounds Maintenance Agreement (hereinafter called the GMA).

It is agreed that:

A. The Council will;

1. Employ a person capable of carrying out the works described in the attached document referenced attachment Appendix 1 –
2. Delegate authority to BRC Inc to supervise the work of the employee in liaison with Councils Parks and Gardens leading hand.

B. BRC Inc will;

1. Nominate in writing the name of one person and one deputy who are authorised to supervise the work of the employee.
2. Maintain a level of voluntary input to the upkeep of the grounds.
3. Provide training where special techniques are required including but not limited to the bowling greens.
4. Refer any matters of an industrial nature to the Chief Executive Officer (CEO).

C. Consideration

1. The employee will be paid fortnightly through Councils payroll on Level 4A as per the terms of the Collective Workplace Agreement
The superannuation guarantee contribution of 9% is additional
2. On receipt of an invoice BRC Inc will pay to Council an amount equal to 35% of the employee costs.
3. The level of this contribution to works to be reviewed by Council at least annually.

D. Review

1. This agreement is to be reviewed by the parties at least annually.

E. Determination of Agreement

1. Either party may withdraw from the agreement by giving three months notice in writing.

Signed by **ANDREW WEBSTER, President Broomehill Recreational Complex Inc** and with its express authority.

Date

Signed by **JOANNE TREZONA, Chief Executive Officer Shire of Broomehill-Tambellup** and with its express authority.

Date

9.14 PLANNING APPLICATION – LOT 381 CEMETERY ROAD, BROOMEHILL

Program:	Community Amenities	
Attachment:	Application	
File Ref:	ADM0259	
Author:	JM Trezona	Chief Executive Officer
Date:	9 th October 2008	
Disclosure of Interest:	Nil	

Summary: Mr Nicholas Nelissen is applying to Council for approval to construct a 113m² shed at Lot 381 Cemetery Road, Broomehill Village.

Background: Mr Nelissen has provided the necessary documentation and completed the application for planning consent as required by the Shire of Broomehill Town Planning Scheme No 1.

Comment: The proponent has advised that he will be the owner builder for the project.

Consultation: Nil

Statutory

Environment: Shire of Broomehill Town Planning Scheme No 1 requires planning approval for all development in the Rural Residential Zone.

Policy Implications: Nil

Financial

Implications: Council will receive planning application fees as per the Schedule of fees and Charges.

Strategic

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

Voting

Requirements: Simple Majority

Officer / Council

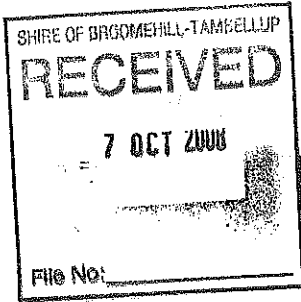
Resolution: 081016

“The Commissioner resolved -

1. *“That in keeping with the requirements of the Broomehill Town Planning Scheme No1 for land zoned Rural Residential, Planning Approval be granted to Mr Nicholas Nelissen to construct the 113m² shed on Lot 381 Cemetery Road Broomehill Village.*
2. *That Mr Nelissen constructs the shed in keeping with the drawings that will be approved for this project once the planning approval has been granted*
3. *That Mr Nelissen be advised that changes in the use of the shed*

for any purpose other than storage will require further Council approval.”

**Reason For Change
to Recommendation:**



A 6109



FORM 5.1.
SHIRE OF BROOMEHILL
TOWN PLANNING SCHEME NO 1

APPLICATION FOR COUNCIL'S PLANNING CONSENT TO PROPOSED
DEVELOPMENT

Name of Owner of Land on which Development is proposed:

Surname Nelissen Given Names Nicolas
Address 17 Silverhill loop Seville Grove 6112

Submitted by Nicolas Nelissen
Address _____ for _____ Correspondence

Locality of Development Broomehill Street Cemetery Rd
Titles Office Description of Land:

Plan or Lot No	Location Diagram	Cert. of Number	Title Vol	Folio
<u>381</u>			<u>1924</u>	<u>604</u>

State type of building proposed, or describe briefly the proposed development:

113 m² shed, Colorbond walls, zinc roof.

State approximate cost of proposed development ~~\$15,000~~ 19,500

State estimated time of completion 6 months

- Three (3) copies of the site layout plan and other necessary plans of the proposal are submitted with this application.

Signed [Signature] Owner of the Land

Date 2/8/2008

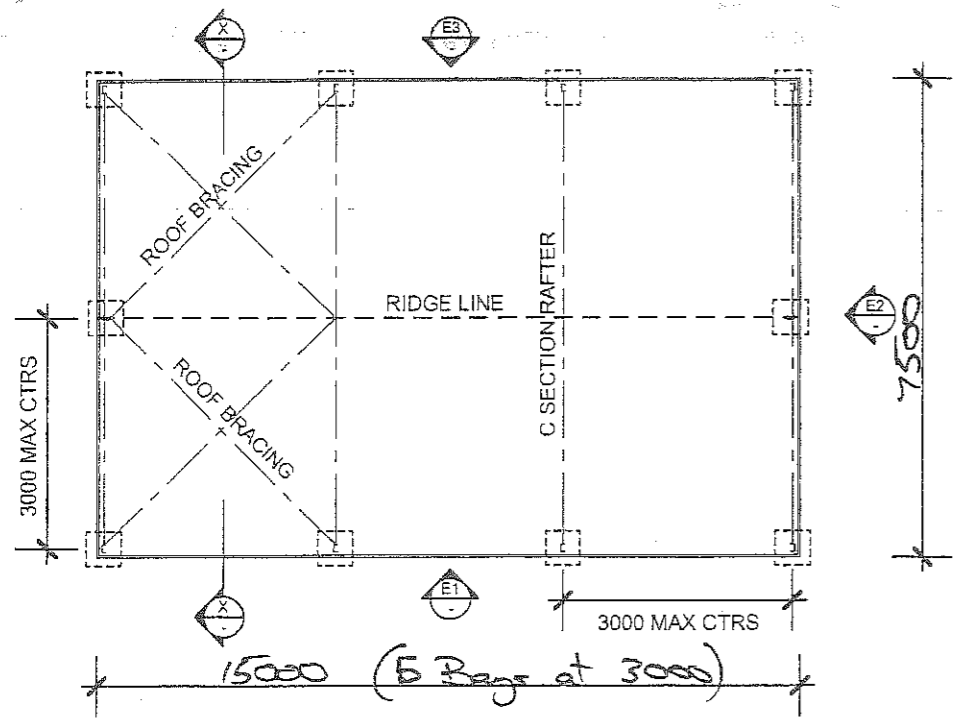
Notes

- This application can only be signed by the owner, or purchaser under option, of the land on which the development is proposed.
- This is not an application for a building licence. Separate application forms and plans are to be submitted for such, after Planning Consent has been obtained.
- This application is to be submitted in triplicate, together with copies of the plans requested, to the Council Office, Shire of Broomehill.

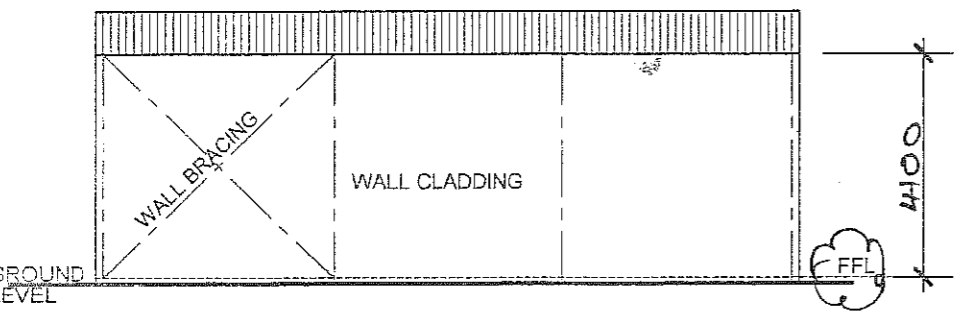
For Office Use Only

File No _____ Gross Floor Area _____
 Lot Area _____ Date Received _____
 Zone _____ Effective Frontage _____
 Use Table Symbol _____ Use Class _____

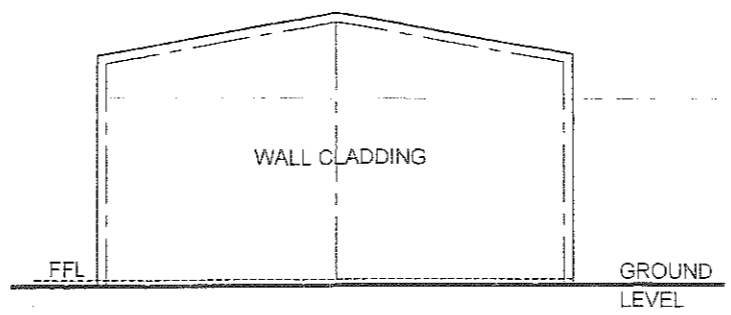
Y:\VARIOUS FORMS\planning consent application form and advice of outcome.doc



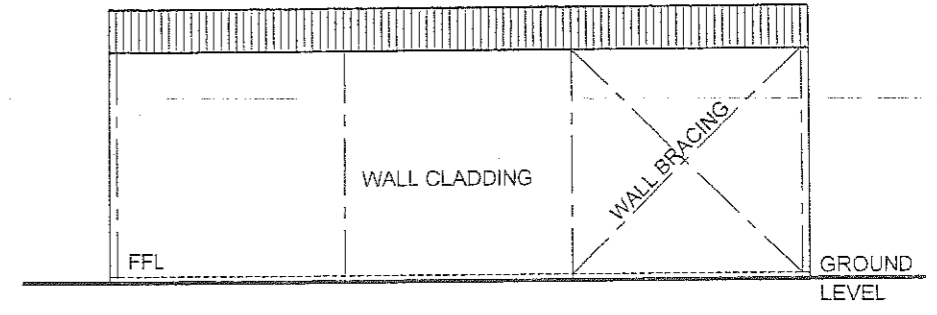
PLAN



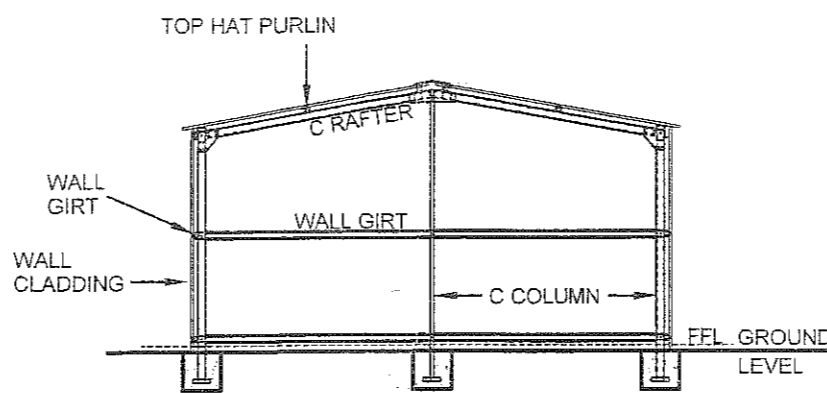
ELEVATION 1



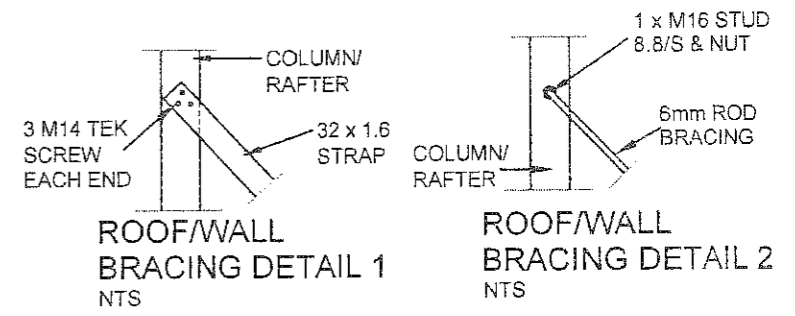
ELEVATION 2



ELEVATION 3



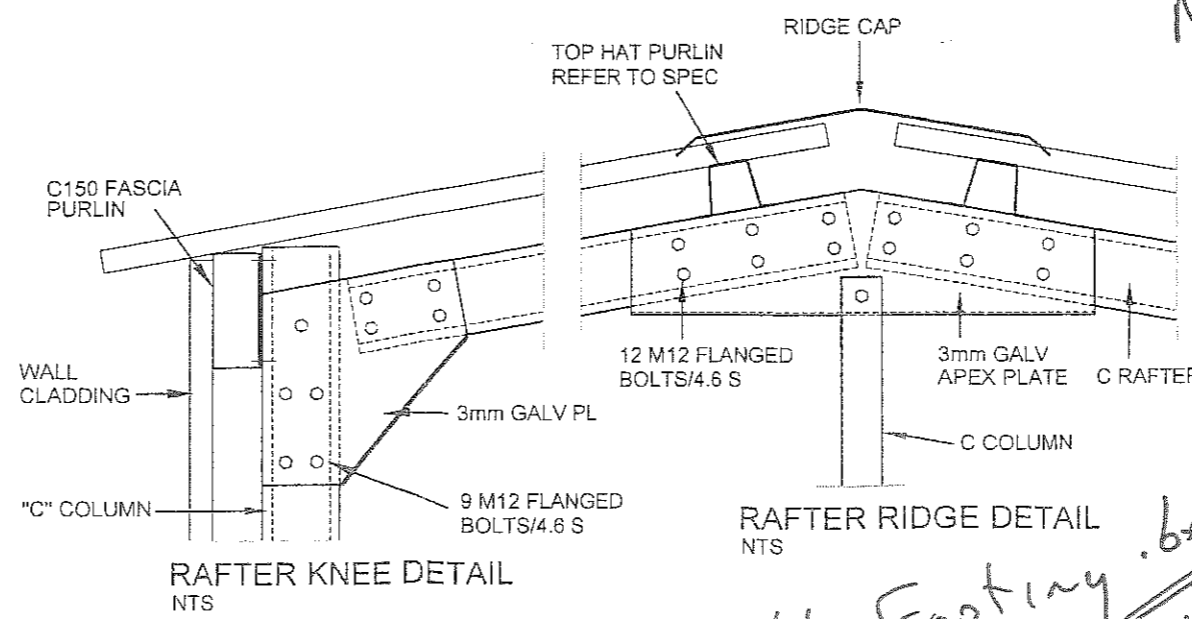
SECTION THROUGH X-X



No Floor

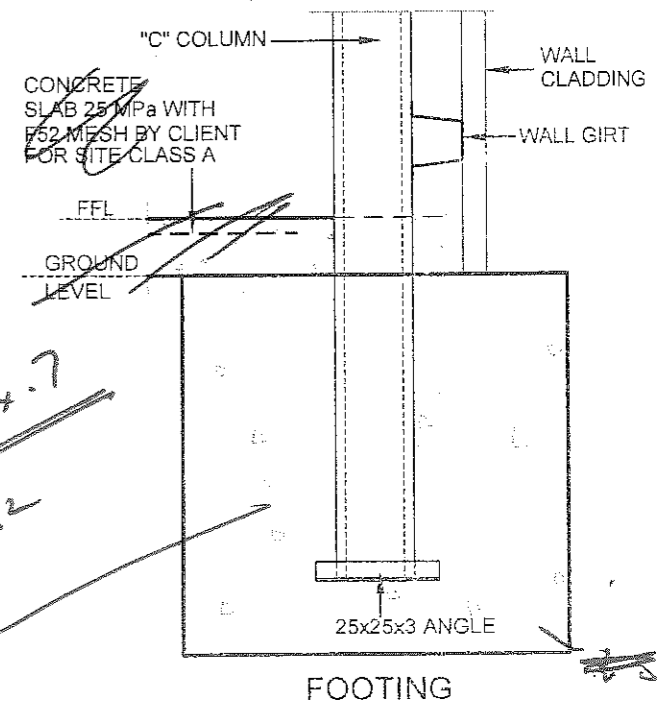
SPECIFICATIONS				
SPANS	UP TO 5400	UP TO 6000	UP TO 7500	UP TO 9000
HEIGHT (H)	UP TO 3100	UP TO 3100	UP TO 3400	UP TO 4200
RAFTERS & COLUMNS	C10012	C15012	C15015	C15024
PURLINS & GIRTS	TS6480			
APEX & KNEE JOINTS	3mm GALV. PLATES			
BRACING	Ø6mm ROD OR 32mm x 1.6mm STRAP			
CLADDING	0.42 BMT ROOF & WALLS			
FLASHINGS	0.55 BMT			
ROOF PITCH	5 - 15°			
HEIGHT TO 3100 NAKED FOOTING SIZE	400 x 400 x 400 DEEP	400 x 400 x 400 DEEP	450 x 450 x 450 DEEP	500 x 500 x 500 DEEP
HEIGHT TO 3650 NAKED FOOTING SIZE	400 x 400 x 600 DEEP	400 x 400 x 600 DEEP	450 x 450 x 600 DEEP	500 x 500 x 600 DEEP

No Floor: L B/C



RAFTER KNEE DETAIL NTS

ALL Footing .6x.6x.7 .24m2



FOOTING



GARAGE WHOLESALERS
UNIT 10, 11 HANSON STREET MADDINGTON, WA 6109
Ph: 9459 9655 Fax: 9459 9644



Phillip W. Seal
MIEAust CPEng
Chartered Professional Engineer
Membership No. 6349
The Institution of Engineers, Australia
Job No: 3037.22.18

CLIENT: *Nicolas Nelissen*
ADDRESS: *Lot 381 Cemetery Rd*
Boonahill
SALESMAN: *Phil Snow* DATE: *16/7/08*

TYPE OF SHED:
 FULLY ENCLOSED
 OPEN SIDED

JOB NO: *GWA 5923* SHEET: 1/1

10.1 PLANT REPORT FOR SEPTEMBER 2008

Program: Transport
Attachment: Nil
File Ref: ADM0255
Author: EJ Farmer Works Supervisor
Date: 9th October 2008
Disclosure of Interest: Nil

Reg No.	Description	Kms/Hrs	Yr of Manufacture	Yr of Purchase	Changeover	Comments
BH000	Ford Fairmont		2007	2007		OK
BH00	Ford Ranger Dual Cab	882	2008	2008	2 yrs / 40,000km	OK
BH001	ISUZU 6 Wheel Tipper	20106	2007	2007	7 yrs / 151,000km	OK
BH002	ISUZU 6 Wheel Tipper	new	2008	2008	7 yrs / 151,000km	OK
BH003	Mitsubishi Canter Crew Cab	81505	2004	2004	5 yrs / 100,000km	OK
BH004	JD 670B Grader	8545	1996	1996	10 yrs / 10,000 hrs	OK
BH005	Bomag Multi-Tyred Roller	3265	2002	2002	10 yrs	OK - Serviced
BH006	Volvo 710	2884	2004	2004	10 yrs / 10,000 hrs	OK – Head lights fitted
BH007	John Deere Ride on Mower		2003	2003	5 yrs / 5,000 hrs	OK
BH008	VOLVO L70D Loader		2001	2001	7 yrs / 7000 hrs	Serviced-lights and flickers fitted
BH009	Holden Rodeo	30005	2004	2004	5 yrs / 100,000kms	OK
BH010	6x4 Fuel Trailer		1981	1981		OK
BH012	Isuzu Fire Truck		1995	2004	14 yrs	OK
BH013	John Deere 315SG Backhoe		2003	2003	10 yrs / 10,000 hrs	OK
BH813	Multi Tyre Roller		1960	1980		OK

0TA	Ford XR6		2008	2008	15,000km	OK
TA052	Toyota Hilux 4x4	23089	2007	2007	2yrs	OK
TA001	Ford Ranger Dual Cab	1402	2008	2008	40,000km	OK
1TA	Toyota Hilux	6227	2008	2008	40,000km	OK
TA1880	Isuzu Gigamax Truck	New	2008	2008	5 yrs	Fixed tail gate bent by tree stump
TA092	Isuzu Gigamax Truck	22617	2007	2007	5 yrs	OK
TA1855	Mitsubishi Rubbish Truck			2000	4 yrs	New tyres
TA386	Mitsubishi Fuso Truck	21747	2007	2007	4 yrs	New tyres
TA18	12H Grader	1956	2006	2006	8 yrs	OK
TA1835	12H Grader	2654	2002	2003	8 yrs	OK
TA281	930G Loader	838	2007	2007	8 yrs	Cracked window – replaced leaking hoses
TA392	Tractor Mower	4932			4 yrs	Replaced hydrant hose
TA1221	John Deere Tractor	7769		1987	15 yrs	OK
TA2180	Evertrans Trailer		2000	2000	8 yrs	OK
TA017	JCB 3CX-E Backhoe	653		2004	10 yrs	OK – window cracked needs service
TA219	Multipac Multi-tyred Roller	7156		2004	10 yrs	OK
TA1196	Large Roller				Retain	OK
TA2015	Vibrating Roller			1977		OK
	Slasher					OK
XTR579	Road Broom				Retain	OK
	Mobile Fuel Tanker				Retain	OK
1AZJ510	Bomag Vibrating Roller	9309		2001		OK
TA005	John Deere Tractor	1002	2008	2008		OK

RECEIVED

10.2 WORKS & MAINTENANCE REPORT FOR SEPTEMBER 2008

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	EJ Farmer	Works Supervisor
Date:	8th October 2008	
Disclosure of Interest:	Nil	

Works Report**Maintenance Grading**

The following roads have been graded:

Crosby Rd, North West Rd, Johnston Rd, Birt Rd, Sorrento Rd, Paul Valley Rd, Brown Rd, Watergarrup Rd.

Pootenup Rd

Carting of the overburden from the clearing should be completed in a couple of weeks then the gravel will be carted for the resheeting.

Gnowangerup Rd

Clearing of trees and tidying up culverts for extension. Gravel pits are all pushed up. Thanks to John Davis and the local landholders who provided the gravel.

Parks & Gardens Report

Activities have included mowing, slashing and whipper snipping around both Broomehill and Tambellup as well as undertaking some weed spraying.

New plants have been planted at the Broomehill office, truck stop and the Tambellup town gardens. Spraying of roses and hedging for aphids and black spot is completed on a fortnightly basis. Weeding of the garden beds and the town centre has been undertaken in Tambellup in preparation for the Tambellup Show.

General cleaning up of streets and pick up of prunings and branches in both Tambellup & Broomehill.

Minor building maintenance and the relocation of some playground equipment at Diprose Park. Assisted in the digging of a trench across the front of the Broomehill office as part of the process to address the rising damp issues at the building.

Maintenance Report

- School bus and/or directional signs have been put up and repaired on Heron Rd, Lavater St, Poonawariup Rd, Etna Rd, Greenhill South, Brassey Rd, Warrenup Rd, Tambellup West Rd, North West Rd, North Greenhill Rd, O'Neill Rd, Yarranup Rd, Nookanellup Rd, Johnston floodway, Pallinup Rd, Jam Creek Rd, Pootenup Rd, Morgan Rd and Birt Rd.
- 104 guidepost and reflectors have been replaced and 53 new ones installed on the following roads-
 - Broomehill/Kojonup Rd, Greenhills North Rd, Nardlah Rd, Tie Line Rd, Flat Rocks Rd, Brassey Rd, Greenhill South Rd, Pindellup Rd, Peter Valley Rd and Crosby Rd.
- Bitumen patching has been carried on Tie Line Rd, Tambellup West Rd, Flat Rocks Rd, Johnston floodway, Watergarrup Rd and Pallinup Rd.

- After hours callouts were carried out to cut trees off roads on the Great Southern Highway and Greenhill South Rd.
- 2 days of Traffic management on the Gnowangerup/Tambellup Rd.
- Planning commenced for the extension of pipes as part of the widening on the Gnowangerup/Tambellup Road culverts

Reading of power meters on Lake Toolbrunup Rd/bore, TV tower and dam on Jam Creek Rd and Anderson bore.

RECEIVED

10.3 BUILDING SURVEYOR REPORT FOR SEPTEMBER 2008

Program: Economic Services
Attachment: Activity Statement and BSR Report
File Ref: ADM0076
Author: D Baxter Building Surveyor
Date: 9th October 2008
Disclosure of Interest: Nil

Summary: Attached are the Activity Statement and BSR Report for the month of September 2008 that have been sent to all 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 September 2008.

Comment:

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 Strategic Plan

Voting Requirements: Simple Majority

Officer / Council Resolution: *Council discussed the Officers Report.*

Reason For Change to Recommendation:

SHIRE OF BROOMEHILL-TAMBELLUP
BUILDING SURVEYOR SERVICE

Month: SEPTEMBER

Date	Duties Carried Out	From	To	Hrs	Kms
8-9-08	Process and issue a building license for Ms Beermier of 44 Keith Street, Broomehill Village.	10.00	12.00	2.00	
8-9-08	Check on several enquiries For DOLA in Broomehill for different lots in town as to the status of the buildings and licences issued.	14.00	14.45	0.75	
11-09-08	Shire Visit. Check on the projects that are being constructed for compliance to the approved plans. Issue a building licence for a shed on Lovegrove Street.	7.00	16.00	9.50	364
16-9-08	Talk to Mrs. P Hull concerning her concern about the relocating of the Play equipment in Diprose Park as for compliance with the various acts concerning these items	8.30	9.00	0.50	
17-9-08	Talk to Mr. Taylor concerning the illegal work that has been done to his house and what is required to make the work compliant with building requirements.	9.30	10.00	0.50	
23-9-08	Attend a Builders Registration Board Meeting at Corrigin Shire Council to discuss the Building Contracts Act	8.30	13.30	.75	60
25-9-08	Shire Visit. Meet with builder at the Broomehill Hall for concerns about EXITS etc. Meet with the Chaplin family concerning some extra work at their place's and the proposed new structure for Ms Chaplin (daughter). Issue a building licence for the proposed temporary CBH bins at Broomehill Lot 531.	7.00	16.00	9.50	305
30-9-08	Compile BSR reports, Activity Statement for the Month and the Agenda Item for Council.	14.00	15.00	1.00	
Totals for the Month of September2008				24.5	729

Shire of	Broomehill-Tambellup	Hrs	24.5	\$60.00	\$1,470.00	Kms	729	\$0.80	\$583.20	\$2,053.20	GST	\$205.32	\$2,258.52	Totals
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SHIRE OF BROOMEHILL-TAMBELLUP
YEARLY RETURN OF BUILDING PERMITS 9 08.09

Approval Date	Lic No	year	Name & Address of Owner	Name & Address of Contractor. If owner-builder please indicate	Builders Phone Number	RB or O/B No	Situation of Building Lot or Street No & Town or Suburb	Name of HII insurer if applicable	HII Policy No	ASS. No	Type of Work	class	Type of Building	Materials of External Walls	Roof Covering	Main Material of Floor	No of Dwellings	Floor Area Sq.m	Cost \$ Excluding Land
8-9-08	23	07.08	DEBOROUGH BEERMER 30 BEAUFORT STREET KATANNING WA 6317	O/B	0428 955 741	OB/0647/08	LOT 798 (44) KEITH STREET BROOMEHILL WA 6318	O/B	O/B	A7,751	NEW	1A	Canadian Barn Style Dwelling	C/BOND	C/BOND	CONC.	1	332	335,455
11-09-08	9	08.09	ENZO CADELLI PO BOX 163 TAMBELLUP WA 6320	O/B	9825 1617	N/A	LOT 197 9390 LOVEGROVE STREET TAMBELLUP WA 6320	N/A	N/A	A 560	NEW	10A	SHED	C/BOND	C/BOND	CONC.	N/A	84	19,000
25-9-08	10	08.09	SCOTT THOMPSON PO BOX 12 BROOMEHILL WA 6353	BULK WEST ENGINEERING GPO L 886 PERTH WA 6842	0439 969 835	12,370	LOC 531 GARRITY ROAD BROOMEHILL WA 6353	N/A	N/A	A 6033	NEW	10B	BULK HEAD	Z/A	N/A	N/A	N/A	17,500	35,000
	11	08.09																	
	30	08.09																	
																		389,455	

I certify that to the best of my knowledge and belief, the particulars given in this return are a true and complete record of proposed building operations known to this local authority.

Signature: _____
 (Authorised Officer)

Date: _____

10.4 BUILDING MAINTENANCE REPORT FOR SEPTEMBER 2008

Program: Various
Attachment: Copy of the Building Maintenance Program
File Ref: ADM
Author: JP Bentley **Manager Administration & Customer Services**
Date: 9th October 2008
Disclosure of Interest: Nil

Summary: Update of the Building Maintenance Program for 2008-2009.

Background:

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Provision has been made in the 2008-2009 budget to meet the building maintenance program costs.

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

Voting Requirements: Simple Majority

Officer / Council Resolution: *Council discussed the Officers Report.*

Reason For Change to Recommendation:

SHIRE OF BROOMEHILL BUILDING MAINTENANCE PROGRAM

	ACTUAL	BUDGET	
	2008/09	2008/09	COMMENTS
BROOMEHILL			
1 Janus Street			
- Replace Blinds & Curtains Throughout		5,000	
- General		2,000	
- Fan/Heater to Ensuite		500	
- Paint & Regrout tiles to Ensuite		1,200	
- Lazerlite & Colourbond Roof to Pergola		2,500	
- Insect Treatment		200	
- Repair or Replace Gutters to western side of house		1,500	
		12,900	
11 Lavarock Street			
- Replace Carpet BR 1 & Remove Dynabolts		1,500	
- Blinds		750	
- Tile Passage		2,000	Tiles Purchased - Sept/Oct
- Insect Treatment		200	
- General		1,900	
		6,350	
48 India Street			
- General Maintenance		1,500	
- Install Clothes Line			Complete
		1,500	
54 India Street			
- Repair cracks to walls in lounge & meals		2,000	
- Replace Light Fitting BR 1		300	
- Internal Paint		5,000	
- Insect Treatment		200	
- General		1,500	
		9,000	
38 Ivy Street			
- General Maintenance		1,800	
- Insect Treatment		200	
- Install TV Dish & Decoder		750	Complete
		2,750	
Recreation Complex			
- General Maintenance		2,500	
- Insect Treatment		400	
		2,900	
Hall			
- General Maintenance Public Toilets		33,000	
		33,000	
Administration Building			
- Remove Dirt from Northern Frontage & Install Drainage		20,000	
- Rebuild Kitchen Benches		3,000	
- General Maintenance		4,000	
- BH Power Issues		6,000	New Board Installed
		33,000	

SHIRE OF BROOMEHILL BUILDING MAINTENANCE PROGRAM

	ACTUAL	BUDGET	
	2008/09	2008/09	COMMENTS
Museum Precinct			
- Clean Gutters/General Maintenance		1,500	
- Repair or replace window on west side of museum		2,500	
- Remove tree on western side of museum		500	
		4,500	
RSL Hall			
- Replace Roof		6,500	
- Replace Ceiling - Kitchen		1,500	
- Vinyl to floors		1,500	
- Remove Existing CCA Play Equipment		1,500	
- Remove Small Trees to Eastern Side of Building		500	
- Grind Stumps at Southern Gate		500	
- Insect Treatment		200	
- General Maintenance		1,500	
		13,700	
Caravan Park			
- Install sink with H & C Water to eastern side of CP Building		2,000	Complete
- Install Plumbing gulleys etc to waste lines at CP			
- Tidy up of leach drain area		1,000	
		3,000	
		122,600	
TAMBELLUP			
7 Howard Street			
- Paint - Internal		-	
- Replace Doors		-	
- Replace Blinds & Curtains Throughout		-	
		-	
27 East Street			
- Vertical Blinds to Meals Area Door		600	
- Finish Surround to Oven		750	Complete
- Shelve & Conduit power at old oven nook		500	Complete
- Retile Fire Plinth		1,500	Complete
- Replace or Repair Store Room Door		500	
- Internal Paint		5,500	Complete
		9,350	
5 Taylor Street			
- Replace Missing Lintel & Repair Brickwork		1,000	Complete
- Replace Kitchen Bench Tops & Sink		2,000	
- Install Roof Ventilation		400	
		3,400	
20 Henry Street			
		-	
3827 Gnowangerup Road			
- Door Handle - Bedroom		150	
- General Maintenance		2,000	
		2,150	

SHIRE OF BROOMEHILL BUILDING MAINTENANCE PROGRAM

	ACTUAL	BUDGET	
	2008/09	2008/09	COMMENTS
Pavillion			
- Remove Old Barbecue		1,500	
- Remove Wood Heater		2,500	
- Replace Glass to Trophy Cabinet		300	
- Remove Wooden Seats - Oval		1,000	
- Replace Ceiling Tile and inspect for leakage & Repair		1,500	
		6,800	
Hall			
- Fix Leak - Ceiling fan over carpet		400	
- Repair leak through front room near door		1,500	
- Remove Strip Heater Front Room		100	
- Replace Roof Ventilation (Broken Whirlybird)		250	
- Refix Exit Sign & Repair Plaster		500	
- Repair Leak Ceiling Fan Ladies Toilets		500	
- Repair Broken Windows Rear Section		500	
- Repair Plumbing - Vanity at Rear		500	
		4,250	
Administration Building			
- General Maintenance		2,500	
		2,500	
Infant Health Clinic			
- Replace Fencing		2,000	
- Internal Blinds		1,000	
- Flush Plumbing and/or Replace		1,000	
		4,000	
Telecentre			
- Repair Cracks in Office Walls		750	
- Repair Floor & Stump at Front of rear room		4,000	
- Repair Floorboard in Kitchen		500	
- Repair Roofing Beam at rear Verandah		750	
- Globes for Exit Signs		100	
- Rectify flooding at side door		1,000	
		7,100	
Station Masters Building			
- Install 3 Phase Electricity		3,300	
		3,300	
Depot Building			
- Install Washdown Shower		2,500	
		2,500	
Diprose Park			
- Redevelopment		-	
		-	
		45,350	
		167,950	

10.5 AMALGAMATION PROJECT REPORT

Program: Governance
Attachment: Project Report
File Ref: ADM0112
Author: Ron Back **Consultant – Amalgamation of the Shires of Broomehill and Tambellup**
Date: 9th October 2008
Disclosure of Interest: Nil

Summary: Attached is a progress report on the amalgamation for the Shire of Broomehill-Tambellup.

Background:

Comment:

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 / Council Resolution: *Council discussed the Consultants Report.*

Reason For Change to Recommendation:

Date 7/10/2008

PROJECT REPORT

Council

Representation on Industry and Community Groups, and Committees will be made at the meeting of the Council on 20 October 2008 following the elections on the 18 October 2008.

Tenders for audit services will be advertised on Wednesday 15 October 2008. This will allow the Council to make an appointment in November 2008.

Preparation of Strategic Plan

Process is scheduled for early 2009 to allow new Council to develop strategic plan.

Revision of Policy Manual

A policy manual is being prepared and will be submitted to the October 2008 meeting of the Council.

Revision of Delegations to the CEO

Initial delegations have been resolved by the Commissioner and a full listing will be prepared for the consideration of the new Council in November following the October 2008 elections.

Revision/amalgamation of Local Laws

All draft local laws have been considered by the Council and are in the process of public consultation.

Town Planning Scheme

The review of the Planning Schemes will be undertaken in 2009.

Local Government Elections - October

Election will take place on 18 October 2008. Elections will be required in each ward of the new Shire. A special meeting of Council will be on 23 October 2008.

Community Information Dissemination

Project reports are included in the monthly agenda of Council. Updates are included on the website and in the local publication (BT Times).

Community satisfaction survey

Benchmark survey is planned for late 2008.

Project Management

Mr R Back has been appointed as project manager and will continue through to early 2009.

Amalgamation costs to date are \$114,510 which has been applied against the initial grant of \$139,500. (Total grant is \$433,000)

IT, Communications

The merger of all IT systems is complete and have been installed with new equipment and software which is now fully operational. Training programs for staff include new application programs.

New computer hardware and software has been installed and apart from a few minor problems all systems are operational. Office systems are now operating MicroSoft Office 2007.

New communications/phone system.

The new telephone system has been installed. The new telephone number for the Shire is 08 9825 3555. In-dial facility is operational that will allow direct calling to staff.

Public Signage, Stationery & Seal

The Shire has a new email domain and is fully operational. Suppliers and contractors were advised early July 2008 as to the change of business arrangements and contact details. This process will not be complete until a new website is established.

Details of public signs have been recorded. Arrangements have been made for minor alterations to existing signs where appropriate. New designs are being prepared for major signs throughout the Shire.

Designs are under consideration for new entry statements for the Shire.

Proposals are being developed to create a new logo for the Shire. The new Council will be involved in the determination of the new logo.

Date 7/10/2008

PROJECT REPORT

Legal Opinion

The employment agreements negotiated in the lead up to the amalgamation will only require minor procedural changes that will facilitate the transfer of the operations from two Shires to one.

There has been a payment to LANDGATE investigation and identification of required land transfers as requested by G Horobin (DLGRD) of \$4,680.

Staff support

Agreement should be transferred without problem. Anne Lake will monitor and provide comment.

Provision of training – CEO

Training needs being developed.

Staff training – additional skills

With the implementation of new computer software training will be organised for staff training in Office 2007. It is proposed to provide the training onsite.

Review and upgrade of records management

Kim Boulton has completed the task of establishing the record keeping system and is current preparing a records management plan for the new Shire.

Records storage

Specifications for the storage facilities at Broomehill have been prepared.

The proposed site has since been identified as having moisture penetration problems. Investigations are underway to rectify the problem.

Website amalgamation

Temporary modifications have been made to the Broomehill site to allow access to information pertaining to the new Shire of Broomehill-Tambellup. Access to prior electronic information from both the former Shires is accessible from the existing site.

Mr S Tidey from Katanning Web Services has been engaged to develop a new web site for the Shire. The site concept/design has been complete and development work has commenced.

Office Redesign

Minor alterations are to be made to the partitioning at the Tambellup Office.

The merger of the day labour workforce has raised issues as to the accommodation needs of the Tambellup Depot.

A proposal is being developed to allow more accommodation at the Tambellup Depot.

Office furniture/relocation expenses

Some minor equipment has been acquired.

12. DATE OF NEXT MEETING

Thursday 20th November 2008

13. CLOSURE

There being no further business, the Commissioner thanked visitors and staff for their attendance and declared the meeting closed at 4.24pm.