

## SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill – Tambellup held in the Tambellup Council Chambers on Thursday 16<sup>th</sup> June 2011 commencing at 4.02pm.

### 1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

|                 |                 |   |
|-----------------|-----------------|---|
| <b>Present:</b> | Cr BG Webster   | President                                 |
|                 | Cr KW Crosby    | Deputy President                          |
|                 | Cr MJ Bowman    |   |
|                 | Cr GM Sheridan  |   |
|                 | Cr MR Turner    |   |
|                 | Cr M Sadler     |   |
|                 | Cr SJF Thompson |   |
|                 | Cr EK Schlueter |   |
|                 | Cr DCN Kempin   |   |
|                 | JM Trezona      | Chief Executive Officer                   |
|                 | VN Webster      | Manager Administration & Customer Service |
|                 | GC Brigg        | Works Manager                             |

**Apologies:** Nil

**Leave of Absence:**  
Nil

### 2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

### 3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

### 4. PUBLIC QUESTION TIME

Nil

### 5. APPLICATION FOR LEAVE OF ABSENCE

Cr Sadler requested a Leave of Absence for the July 2011 Ordinary Meeting of Council

**110601**

*Moved Cr Crosby, seconded Cr Schlueter*

*“That Cr Sadler be granted leave of absence for the July 2011 Ordinary Meeting of Council.”*

**CARRIED 9/0**

**6. DECLARATION OF INTEREST**

Cr Thompson declared a Financial Interest in Item 10.4  
Cr Sheridan declared a Proximity Interest in USC Item 11.2

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19<sup>TH</sup> MAY 2011

*110602*

*Moved Cr Kempin, seconded Cr Thompson*

*“That the minutes of the Ordinary meeting of Council held on the 19<sup>th</sup> May 2011 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 9/0**

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**10. MATTERS FOR DECISION**

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**10.1 FINANCIAL STATEMENTS FOR MAY 2011**

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|                                |  |
|--------------------------------|--|
| <b>Program:</b>                | <b>Other Property and Services</b>               |
| <b>Attachment:</b>             | <b>Monthly Financial Statements for May 2011</b> |
| <b>File Ref:</b>               | <b>Nil</b>                                       |
| <b>Author:</b>                 | <b>KP O'Neill Finance Officer</b>                |
| <b>Date:</b>                   | <b>3 June 2011</b>                               |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                                       |

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

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

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

**Comment:** Points to note from the May 2011 report:-

- Council received \$36,000 in bridge funding through the WA Local Government Grants Commission towards repairs to Bridge 4532 on Norrish Road. This funding was to be matched by Main Roads WA, who are also undertaking the repairs. MRWA have advised that Councils contribution towards this project has come in at \$16,180 and that the surplus bridge funding can be reallocated to other bridges that require repairs within the Shire.

Works were undertaken on Bridge 5229 on the Flat Rocks Road in November 2010 costing around \$28,000, which saw two stringers replaced. The surplus bridge funds have been reallocated to partly offset this expense. MRWA have been advised accordingly, and have accepted this reallocation.

- The final instalments from the WA Local Government Grants Commission and Roads to Recovery were received during May.
- Councils Year 1 allocation of Royalties for Regions funding has been acquitted. The acquittal report has been accepted by Regional Development and Lands. This funding was utilised towards the upgrade of Diprose and Holland Parks and the construction of the house at 18 Henry Street.

A funding agreement for the next allocation to Council from the Royalties for Regions pool has not yet been forthcoming. It is a requirement that the first years allocation was to be acquitted before any further funding would be released. The next allocation was estimated to be \$426,500 directly to Council, and this will be carried forward into the 2011/2012 Budget.

- The Department of Local Government has granted an allocation of \$60,000 to Council to assist with preparation of the Asset Management Plan, and a further \$25,000 towards preparation of the Long Term Financial Plan. The funding will be received during June, and the expenditure of these grants will be carried forward into the 2011/2012 Budget.
- The Grants Commission have recently advised that all Councils will be again receiving an advance instalment of their 2011/2012 allocation, as has been the case in previous years.

**Consultation:** Nil

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

**Policy Implications:** Nil

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

Provision will be made in the 2011/2012 Budget for items that need to be carried over into the new financial year.

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *110603*

*Moved Cr Sheridan, seconded Cr Schlueter*

*“That the Financial Statements for the period ending 31 May 2011 be adopted.”*

**CARRIED 9/0**

**Reason For Change to Recommendation:**

**10.2 CREDITORS ACCOUNTS PAID MAY 2011**


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|                                |                                      |                        |
|--------------------------------|--------------------------------------|------------------------|
| <b>Program:</b>                | <b>Other Property and Services</b>   |                        |
| <b>Attachment:</b>             | <b>List of Payments for May 2011</b> |                        |
| <b>File Ref:</b>               | <b>Nil</b>                           |                        |
| <b>Author:</b>                 | <b>KP O’Neill</b>                    | <b>Finance Officer</b> |
| <b>Date:</b>                   | <b>3 June 2011</b>                   |                        |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                           |                        |

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**Summary:** Attached is a list of payments made from the Municipal and Trust Funds during May 2011.

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

**Comment:** Summary of payments made for the month:-

|                |                     |
|----------------|---------------------|
| Municipal Fund | \$266,975.08        |
| Trust Fund     | \$6,498.35          |
| Credit Cards   | \$289.31            |
| <u>Total</u>   | <u>\$273,762.74</u> |

**Consultation:** Nil

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

**Policy Implications:** Nil

**Financial Implications:** List of payments made during the previous month

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *110604*

*Moved Cr Sadler, seconded Cr Thompson*

*“That the list of accounts paid during May 2011, represented by:-*

- Municipal Fund cheques numbered 1298 to 1335 inclusive and electronic payments numbered EFT2168 to EFT2264 inclusive and totalling \$266,975.08;*
- Trust Fund cheques numbered 216 to 220 inclusive and totalling \$6,498.35;*
- Credit Card payments totalling \$289.31;*

*be adopted.”*

**CARRIED 9/0**

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**Reason For Change to  
Recommendation:**

**10.3 LEADERSHIP FORUM – REQUEST FOR SPONSORSHIP**


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|                                |                    |                                |
|--------------------------------|--------------------|--------------------------------|
| <b>Program:</b>                | <b>Governance</b>  |                                |
| <b>Attachment:</b>             | <b>Nil</b>         |                                |
| <b>File Ref:</b>               | <b>ADM0061</b>     |                                |
| <b>Author:</b>                 | <b>JM Trezona</b>  | <b>Chief Executive Officer</b> |
| <b>Date:</b>                   | <b>31 May 2011</b> |                                |
| <b>Disclosure of Interest:</b> | <b>Nil</b>         |                                |

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**Summary:** Southern Regions Community Leadership Inc is seeking sponsorship for the coming Southern Regions Forum.

**Background:** The annual Leadership Forum is run largely by volunteers and is designed to provide a motivating and learning experience for other volunteers in local communities. This year the forum is to be held in Balingup on Thursday the 20<sup>th</sup> and Friday the 21<sup>st</sup> of October 2011.

The Shire has been asked to give consideration to giving \$500 to assist towards the annual forum. In return for the sponsorship the Shire is entitled to nominate two community people to attend the forum at no further cost.

**Comment:** Strong leaders make for a thriving community. If Council determines to provide the requested sponsorship, members will need to be put forward names of community members who would benefit from being given the opportunity to attend this forum.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Council to make provision in the coming 2011-2012 budget to cover the sponsorship.

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

**Voting Requirements:** Simple Majority

Council Resolution: *“That Council does / does not provide sponsorship of \$500 to the Southern Regions Community Leadership Inc annual conference.”*

Council Resolution: **110605**

*Moved Cr Turner, seconded Cr Schlueter*

*“That an advertisement be placed in the July edition of the BT Times seeking expressions of interest from people wishing to attend the Southern Regions Community Leadership Forum in Balingup on 20 – 21 October 2011. If suitable applicants apply that fit the criteria for the forum, Council will provide sponsorship of \$500 to Southern Regions Community Leadership Inc.”*

**CARRIED 9/0**

**Reason For Change to  
Recommendation:**



## 10.4 PROPOSED TEMPORARY PLANNING APPROVAL – LOT 531 OLD NARDLAH ROAD BROOMEHILL

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|                                |   |
|--------------------------------|---|
| <b>Program:</b>                | <b>Planning</b>   |
| <b>Attachment:</b>             | <b>Nil</b>  |
| <b>File Ref:</b>               | <b>ADM0284</b>  |
| <b>Author:</b>                 | <b>Gray &amp; Lewis                      Landuse Planners</b>   |
| <b>Date:</b>                   | <b>8 June 2011</b>  |
| <b>Disclosure of Interest:</b> | <b>Gray &amp; Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i></b> |

More than half the members grow grain and deliver to CBH and may have a financial interest. A request has been made to the Department of Local Government for Ministerial approval for members to deal with this matter. The Department of Local Government and Regional Development has advised that elected members interest is determined as an 'Interest in Common' and no elected member declaration is required.

Cr Thompson declared a Financial Interest in this matter as he is the landowner of Lot 531 Old Nardlah Road, Broomehill and left the meeting at 4.10pm.

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**Summary:** An application has been lodged for a new planning approval for two open bulkheads for grain storage on Lot 531 Old Nardlah Road, Broomehill.

**Background:** *2008 Temporary Approval – Lot 531*

In September 2008, Council received a planning application from Bulkwest Engineering on behalf of Cooperative Bulk Handling (CBH) to establish two emergency open bulkheads on Lot 531 Nardlah Road, Broomehill West. The approval was for 12 months and expired on 23 September 2009.

*2009 Temporary Approval – Lot 531*

In June 2009, Council considered and approved an extension to the planning approval for Lot 531 to 25 September 2010 as the applicant had advised;

- Development in accordance with the planning consent for Lot 530 Nardlah Road will take time to develop.
- It would take time for the building licence to be processed and approved.
- Once planning and building consents are obtained, it would take time to complete construction of infrastructure.

*2009 Planning Approval – Lot 530*

A planning approval was issued in July 2009 for development of Lot 530 for a CBH receival point.

It was anticipated that development of Lot 530 would provide a long term solution to cater for increased crop yields, and eliminate the need for the temporary facility on Lot 531.

Formal approval was issued on the 21 July 2010 subject to a number of conditions. Development of Lot 530 has not proceeded.

### ***Council resolution – 15 July 2010***

A new application for temporary bulkheads on lot 531 was lodged in 2010. The Council resolution from July 2010 is as follows;

*“That Council defer determination of the application seeking a further new ‘temporary’ planning approval for two open bulkheads for grain storage on Lot 531 Old Nardlah Road, Broomehill and;*

1. *Advise CBH that Council has reservations as to whether the proposal is temporary given that 2 previous approvals have already been granted, and CBH has not secured any building licence for development on related Lot 530.*

*Whilst it is understood that development on Lot 530 may take some time Council needs firm advice from CBH on the timeframes it can commit to for development on Lot 530, which relates to the timeframe CBH has proposed for the planning approval for Lot 531.*

2. *Request the following information from CBH:*
  - (i) *CBH has indicated that once a building licence is lodged and issued for Lot 530, construction for on-site facilities will take approximately 4 months. Clarification is sought as to when CBH plans to lodge a building licence for Lot 530 (ie within 2-3 months).*
  - (ii) *CBH has indicated that the Shire did not respond to an email on road construction dated 2 July 2009, however the Shire responded by issuing the planning approval for Lot 530 on the 21 July 2009, which included clear conditions relating to the construction of Nardlah Road.*

*The onus is now on CBH to provide a proposal to the Shire on the road construction.*

*Accordingly Council seeks firm advice on what steps CBH will take to progress construction of the section of Nardlah Road between the existing facility and Lot 530, when a consultant will be engaged to prepare designs, and likely timing for the preparation of the designs and lodgement to Council. Advice is also sought on the timeframe that CBH proposes to complete construction once road construction approval is issued.”*

**Council resolution – 21 October 2010**

In October 2010, CBH attended a Council meeting and advised that the Broomehill Receiving point had not been identified for any funding in the immediate future, and CBH reviews Capital Works Projects annually.

CBH requested that Council support a new temporary approval for Lot 531 and advised CBH hoped to relocate the temporary facility for the 2012 – 2013 growing season.

At its meeting held on the 21 October 2010 Council granted a new temporary planning approval for a bulk storage facility at Lot 531 Old Nardlah Road subject to the following conditions:

- (a) The approval is granted until 30 October 2011.
- (b) CBH to advise Council by the 30 June 2011 on the progress of the development of Lot 530 Old Nardlah Road, Broomehill with a view to providing a timeframe on the development.

**Comment:****Zoning**

The subject lot is zoned 'Farming' under the Shire of Broomehill Town Planning Scheme No 1. Land to the west is zoned 'Rural Residential' and consists of separate lots with potential for development of dwellings.

**Description of Application**

The applicant has lodged a new application on the 12 May 2011 seeking planning approval to retain two open bulkheads for grain storage on Lot 531 Nardlah Road for an extended period.

The applicant advises that:

- (a) The two open bulkheads are required on a seasonal basis depending on the amount of grain remaining in storage and received during the harvest period.
- (b) CBH is conducting an extensive review of its network which will be completed in May 2011 and will establish a five year plan for receiving point storage expansion. Broomehill is unlikely to be included in the plan as there is potential for significant freight rate reductions by diverting grain to the Cranbrook Receiving point. This is likely to occur during the 2012/13 harvest after the new rail contract with Watco comes into effect.
- (c) It is not prudent to progress the development of Lot 530 Old Nardlah Road until freight rate reductions and delivery patterns are confirmed with is likely to take a minimum of two and up to five years.

### **Comment**

Gray & Lewis has previously expressed concerns that CBH has not provided any clear timeline as to when development on Lot 530 will occur. There is uncertainty over whether Lot 530 will be developed.

Having regard that the facility on Lot 531 has already operated since 2008 and that Council has offered continuous support for ongoing use, it may be difficult to justify any planning refusal unless the Shire has clear evidence that the development is causing adverse impacts on amenity through noise, dust, emissions, traffic impact, truck movements etc. Council should still have regard for necessary buffers especially if lots within 500 metres are vacant.

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

The applicant has not specified the timeframe for which they are seeking this new approval, however seems to indicate the use will continue to operate until at least 2013. It is not clear if the bulkheads on Lot 531 will still be required after 2013 if grain is diverted to Cranbrook.

It is recommended that the application be advertised for public comment to gain a greater understanding of whether the existing operation is causing any undue impact.

It is also recommended that CBH be requested to specify the sought term of approval. If the approval is being sought for a reasonable time period, then matters such as buffers and the need for dust management plans may need to be examined.

It is recommended that additional information be requested from the applicant as outlined in the recommendation.

### **Scheme Provisions**

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

It is open to Council to issue a new planning approval for the CBH bulkheads on Lot 531 and limit the approval to a specified number of years (as a condition).

### **Consultation:**

Council advised all residents in close proximity to the bulkheads of the development during the 2008-2009 grain season. It is understood that no complaints were received by the Shire at that time.

As residents were advised that the facility was temporary in 2009, it is recommended that this new application be advertised or public 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 Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *110606*

*Moved Cr Schlueter, seconded Cr Kempin*

*“That Council;*

- 1. Advertise the application lodged by CBH for open bulk heads and grain storage to remain on Lot 531 Old Nardlah Road, Broomehill in accordance with Clause 7.2.3 of the Shire of Broomehill Town Planning Scheme No 1 inviting public comment within 21 days. Advertising is to include;*
  - (i) A public notice published in a newspaper circulating in the district and;*
  - (ii) Letters to owners of properties located within 500 metres of Lot 531.*
- 2. Advise the applicant as follows;*
  - (i) The new application lodged will be advertised for public comment as previous consultation occurred in 2008/2009. Council considers advertising is important to keep the community informed and involved in the planning process, especially as they have been advised the development would be temporary.*
  - (ii) CBH is requested to clarify the approval period being sought, and to provide a scaled location plan showing residential dwellings and properties within a 500 metre radius of the bulkheads. The plan shall clearly show lot cadastral boundaries, lot numbers and approximately dwelling locations.*
  - (iii) Council reserves the right to request additional information if required to address issues raised during public consultation.”*

**CARRIED 8/0**

**Reason For Change to Recommendation:**

Cr Thompson returned to the meeting at 4.14pm.

## 10.5 REQUEST TO ERECT ADVERTISING SIGN IN TAMBELLUP TOWNSITE

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|                                |                                    |                                |
|--------------------------------|------------------------------------|--------------------------------|
| <b>Program:</b>                | <b>Planning</b>                    |                                |
| <b>Attachment:</b>             | <b>Proposed sign, location map</b> |                                |
| <b>File Ref:</b>               | <b>ADM0004</b>                     |                                |
| <b>Author:</b>                 | <b>JM Trezona</b>                  | <b>Chief Executive Officer</b> |
| <b>Date:</b>                   | <b>27 May 2011</b>                 |                                |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                         |                                |

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**Summary:** Council to determine if it wishes to enter into an agreement to erect an advertising sign on land held by the Council.

**Background:** Paramount Outdoor Media has written to Council with a proposal to erect advertising signage in the south east portion of Lot 1 Garrity Street Tambellup (No 11). The land is owned by the Council.

The proposed structure is a double sided advertising sign measuring 8.3 metres by 2.2 metres and will be erected 2 metres above ground level on poles.

The applicant has indicated the Office of Road Safety will be an anchor tenant with ancillary advertising displayed during off peak advertising periods and at the end of campaigns.

The applicant is proposing to lease the property for a 10 year period at \$1,000 per annum ex GST plus outgoings, rates and taxes. The rental will be subject to a 5% annual increase. Paramount also states that they would allow the Shire to use the sign free of charge for two months of the year for its own benefit, should it wish to do so.

Paramount will be responsible for all the maintenance and will have a crew that visits every 2 months.

The land currently has the “Old RSL Hall” located on it.

**Comment:** Prior to referring the matter for planning consideration it is appropriate to ascertain if the Council, as owners of the land, is prepared to enter into an agreement subject to compliance with the Town Planning Scheme and approval from Main Roads WA.

The proposed signage is more in keeping with that which is generally found along highways and main roads outside of townsites and urban areas.

In making its determination Council should have regard for the following:

- The sign is extremely large and would most likely have an impact on the amenity of the area through visual impact, size, scale, and commercial appearance.
- Council will have no control over what is advertised on the sign.

- The proposed sign has no relationship to or with surrounding development and support for the development will set an undesirable precedent for similar signage in other residential areas.

Should Council agree to allow the proposal to go ahead on its property the matter will have to be dealt with through the Town Planning Scheme, Planning Application process. Approval will also have to be sought from Main Roads WA to erect the sign.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** If Agreement is reached Council will receive income through the proposed lease fees. The proposed lease is for a 10 year period commencing at \$1,000 per annum with a 5% annual increase. Council will also receive planning application fees

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *110607*

*Moved Cr Sheridan, seconded Cr Sadler*

*“That Council advises Paramount Outdoor Media that it does not wish to take up the offer for the lease of Lot 1, number 11 Garrity Street Tambellup, to allow for the erection of a double sided advertising sign measuring 8.3 metres by 2.2 metres that will be erected 2 metres above ground level on poles.”*

**CARRIED 8/1**

**Reason For Change to Recommendation:**

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**10.6 PROPOSED RENEWAL OF APIARY AUTHORITY 4508 – RESERVE 29056**


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**Program:** Law Order and Safety  
**Attachment:** Site map  
**File Ref:** RES29056  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 8 June 2011  
**Disclosure of Interest:** Nil

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**Summary:** The Department of Environment and Conservation (DEC) is seeking Council approval to renew and apiary site permit on Reserve 29056. This report recommends that approval be given.

**Background:** The former Shire of Tambellup granted permission in 1979 for the issue of an apiary site permit for Reserve 29056. In October 2006 DEC again contacted Council advising that they were replacing older style apiary site permits with new ones to comply with the *Forest Management Regulations 1993*. This would see permits issued for a five year period. The Tambellup Council again granted approval.

With the current permit expiring in October 2011 DEC are seeking Council approval to issue another permit that will expire on 30 October 2016.

**Comment:** There have been no issues with the current apiary site permit.

**Consultation:** Nil

**Statutory Environment:** Forest Management Regulations 1993

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *110608*

*Moved Cr Kempin, seconded Cr Bowman*

*“That Council advises the Department of Environment and Conservation that it supports the proposal to renew for a five year period, apiary permit AS4508.”*

**CARRIED 9/0**

**Reason For Change to Recommendation:**



**10.7****BUSHFIRE BRIGADE RADIOS**

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|                                |  |
|--------------------------------|--|
| <b>Program:</b>                | <b>Law, Order and Public Safety</b>              |
| <b>Attachment:</b>             | <b>Nil</b>                                       |
| <b>File Ref:</b>               | <b>ADM0360</b>                                   |
| <b>Author:</b>                 | <b>PA Hull</b> <b>Community Services Officer</b> |
| <b>Date:</b>                   | <b>3 June 2011</b>                               |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                                       |

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The Community Services Officer Pam Hull entered the meeting at 4.25pm

**Summary:** Council to consider request from the Fire Advisory Committee for additional Bushfire Brigade radios.

**Background:** The Fire Advisory Committee has requested that Council consider purchasing four additional high band programmable radios to complement the existing WA Emergency Radio Network (WAERN) radios as supplied by FESA.

Presently the Chief Fire Control Officer and Deputy Fire Control Officers are issued with a base radio, and a mobile radio for installation in the vehicle of their choice. Brigade Fire Captains have been issued with a mobile radio, to be installed in a vehicle of their choice. Some have chosen to install the radio in their farm vehicle, while others have installed them in their fire unit.

This appears to be presenting a problem in that when radio scheduled checks (scheds) take place through the restricted and prohibited burning periods, the vehicle with the radio is not always readily available. This is particularly evident during harvest. It has been noted that this issue also impacts on communications at a fire incident, where the vehicle with the radio is not necessarily the vehicle that would be taken to a fire.

If Council agrees to purchase the additional radios, it is proposed they will be issued to the Fire Captains of the four rural brigades, to be installed into an alternative vehicle. The radios are able to be programmed to ensure compatibility with the WAERN network.

The committee feels this will encourage greater participation in regular radio scheds, as well as improving communications on the fire ground.

**Comment:** FESA have advised that the Shire of Broomehill-Tambellup is appropriately resourced with WAERN radios, and the allocation within the brigades has ensured a good spread across the shire. No further radios will be allocated by FESA.

The guidelines for the Emergency Services Levy state that radio equipment is not an eligible item for expenditure.

The request has highlighted three main issues:

**1. Lack of guidelines or operating procedures for volunteers in communications on a fire ground.**

A broader use of UHF radios on a fire ground is to be encouraged, leaving the WAERN network open and available for

communications between the Incident Controller (Chief Fire Control Officer) and the Operations Officer (Fire Control Officer on site). This strategy is in line with the recommendations of the Australasian Interservice Incident Management System (AIIMS) which is used as standard practice by FESA. Training in AIIMS is available for all volunteer members and can be provided locally. In addition, Council's Standard Operating Procedures for Bush Fire Brigades can be modified to include more information on fire ground communications.

It should be noted that this issue was highlighted during the fires experienced in Broomehill in November 2010.

## **2. Understanding of the duties and responsibilities of volunteers in taking on brigade roles.**

This is particularly relevant to those members who have been allocated a bushfire radio. Part of the role is to ensure the communications network is operational at all times through the fire season. This is achieved through regular radio scheds. If operators are not checking in at these times, the integrity of the network cannot be guaranteed. Council has a duty to ensure brigade volunteers are aware of the responsibilities which come with the position. For a radio operator, that includes logging in during scheds.

## **3. Current radio numbers, distribution and use**

The radios allocated to the brigades are as follows:

| <b>Brigade</b>                         | <b>Base</b> | <b>Mobile</b>                  |
|--|-------------|--------------------------------|
| Broomehill East                        |             | 7                              |
| Broomehill West                        |             | 8                              |
| Tambellup East                         |             | 7                              |
| Tambellup West                         |             | 10                             |
| <b>Total</b>                           |             | <b>32</b>                      |
| Tambellup VES                          | 2           | 3 (includes 2 fire appliances) |
| Broomehill Central                     | 1           | 1 (in fire appliance)          |
| Chief Fire Control Officer             | 1           | 2 (one handheld)               |
| Deputy Chief Fire Control Officers (2) | 2           | 2                              |

When the WAERN project was implemented in 2009, all old radios were replaced on a one for one basis. As stated, FESA have advised this is an appropriate level of resourcing for our Shire. Feedback from the present and previous Chief Fire Control Officers indicates there may be some radios which are underutilised.

The issues outlined above are able to be addressed through volunteer training and review of existing procedures and guidelines. It appears the underlying issue is that of convenience, where the radios are not necessarily in the most convenient vehicle or location for scheds.

If this is the case, Council should be sure that the most appropriate solution is to provide more radios. An alternative solution may be to reallocate underutilised radios to fire captains for installation into an

alternative vehicle. With training in the AIIMS system, and given many of the radio operators already use UHF radios in their farming operations, fire ground communications would not be compromised

For discussion.

**Consultation:** Murray Hatton, FESA Great Southern  
Tony Cristinelli, Chief Fire Control Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Council can make provision in the draft 2011/2012 budget to purchase additional radios if required.

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

**Voting Requirements:** Simple Majority

**Officer Resolution:** “*That Council:*

- *Develops and distributes a Standard Administration Procedure relating to the duties and responsibilities of a volunteer taking on a role with a Bush Fire Brigade, in particular that of a radio operator;*
- *Promotes the availability of training in incident and fire ground communications to all volunteer brigade member;*
- *Meets with representatives of the Fire Advisory Committee to further discuss the issue prior to making a determination on purchasing additional radios.”*

**Council Resolution** *Moved Cr Sadler*

“*That Council:*

- *Develops and distributes a Standard Administration Procedure relating to the duties and responsibilities of a volunteer taking on a role with a Bush Fire Brigade, in particular that of a radio operator;*
- *Promotes the availability of training in incident and fire ground communications to all volunteer brigade member.”*

*The motion lapsed due to the lack of a seconder.*

**Council Resolution: 110609**

*Moved Cr Turner, seconded Cr Schlueter*

**“That Council:**

- *Develops and distributes a Standard Administration Procedure relating to the duties and responsibilities of a volunteer taking on a role with a Bush Fire Brigade, in particular that of a radio operator;*
- *Promotes the availability of training in incident and fire ground communications to all volunteer brigade member;*
- *Meets with representatives of the Fire Advisory Committee to further discuss the issue prior to making a determination on purchasing additional radios.”*

**CARRIED 6/3**

**Reason For Change to  
Recommendation:**

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## 10.8 REVIEW POLICY 2.2 – OCCUPATIONAL SAFETY AND HEALTH

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|                                |                           |                         |
|--------------------------------|---------------------------|-------------------------|
| <b>Program:</b>                | Other Property & Services |                         |
| <b>Attachment:</b>             | Nil                       |                         |
| <b>File Ref:</b>               | Policy                    |                         |
| <b>Author:</b>                 | JM Trezona                | Chief Executive Officer |
| <b>Date:</b>                   | 8 June 2011               |                         |
| <b>Disclosure of Interest:</b> | Nil                       |                         |

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**Summary:** The purpose of this report is to review Policy 2.2 – Occupational Safety and Health.

**Background:** Policy 2.2 – Occupation Health and Safety states the following

### POLICY

*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.*

**Comment:** The policy was adopted on 13 October 2008 and is due for review. The policy is considered relevant and should be retained. There are no recommended changes at this time.

**Consultation:** Nil

**Statutory Environment:** Occupational Safety and Health Act 1994  
Occupational Safety and Health Regulations 1996

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *110610*

*Moved Cr Kempin, seconded Cr Turner*

*“That Council Policy 2.2 – Occupational Safety and Health: 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*

*be endorsed.”*

**CARRIED 9/0**

**Reason For Change to Recommendation:**

**10.9 BROOMEHILL VILLAGE HERITAGE PRECINCT**


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|                                |  |
|--------------------------------|--|
| <b>Program:</b>                | <b>Recreation and Culture</b>                    |
| <b>Attachment:</b>             | <b>Copy of concept plan</b>                      |
| <b>File Ref:</b>               | <b>CP.PR.8</b>                                   |
| <b>Author:</b>                 | <b>PA Hull</b> <b>Community Services Officer</b> |
| <b>Date:</b>                   | <b>9 June 2011</b>                               |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                                       |

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**Summary:** Council to endorse draft concept plans for the Broomehill Village Heritage Precinct project.

**Background:** In 2010 Council was successful in obtaining funds from the Great Southern Development Commission to engage a consultant to develop a concept plan for the creation of a Heritage Precinct in the Broomehill townsite.

The concept plan will outline improvements to streetscapes and facilities to connect and link the heritage buildings in the Broomehill town centre as identified in the ‘Broomehill Four Buildings Conservation Plan’ prepared by the former Broomehill Council in 2003. It will also suggest ways in which interpretive elements can be incorporated within the townscape to draw together important aspects of the history of the town.

An additional objective of the plan is to consider appropriate options for the location of new public toilets in the town centre.

**Comment:** Consultants Lynne Farrow and Juliet Albany were engaged to carry out the planning for this project. A small committee was formed and has met with the consultants on two occasions, initially to present a local perspective on the precinct area, and secondly, to review the various options presented in the draft sketch plans.

The feedback from that review has been factored in, and three options for the area have now been presented for Council consideration.

It would also be appropriate for the community to have the opportunity to provide feedback. It is proposed that the draft plans be displayed at the Broomehill Administration office for public comment, prior to being presented to Council for endorsement at the July Council meeting.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial**

**Implications:** Funding of \$6,000 was secured for this project. Council has previously agreed (May 2010) to contribute \$6,000 including in kind.

**Strategic**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *110611*

*Moved Cr Turner, seconded Cr Sheridan*

*“That the draft concept plans for the Broomehill Village Heritage Precinct be advertised and displayed for public comment at the Broomehill Administration office prior to endorsement by Council at the July Ordinary Council meeting.”*

**CARRIED 7/2**

**Reason For Change to Recommendation:**

The Community Services Officer Pam Hull left the meeting at 4.50pm.



**12.1 PLANT REPORT FOR MAY 2011**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 9 June 2011  
**Disclosure of Interest:** Nil

| Reg No. | Description                 | Kms/Hrs | Year of<br>Manufacture | Year of<br>Purchase | Changeover         | Comments         |
|---------|-----------------------------|---------|------------------------|---------------------|--------------------|------------------|
| BH000   | Nissan Murano               |         | 2010                   | 2010                |                    |                  |
| BH00    | Ford Ranger Dual Cab        | 17956   | 2010                   | 2010                |                    | OK               |
| BH002   | ISUZU 6 Wheel Tipper        | 62542   | 2008                   | 2008                | 7 yrs / 250,000 km | Service due      |
| BH003   | Isuzu NPR300 crew cab truck | 35330   | 2009                   |                     | 5 yrs / 100,000 km | Cracked mudguard |
| BH004   | CAT 12M                     | 1213    | 2009                   | 2009                |                    | OK               |
| BH005   | Bomag Multi-Tyred Roller    | 5078    | 2002                   | 2002                | 7 yrs / 8,000 hrs  | OK               |
| BH006   | Volvo 710                   | 5446    | 2004                   | 2004                | 7 yrs / 8,000 hrs  | OK               |
| BH007   | John Deere Ride on Mower    |         | 2003                   | 2003                | 5 yrs / 5,000 hrs  | OK               |
| BH008   | VOLVO L70D Loader           | 6128    | 2001                   | 2001                | 7 yrs / 8,000 hrs  | Broken light     |
| BH009   | Toyota Hilux                | 16000   | 2009                   |                     |                    | OK               |
| BH010   | 6x4 Fuel Trailer            |         | 1981                   | 1981                |                    | OK               |
| BH012   | Isuzu Fire Truck            | 6000    | 1995                   | 2004                |                    | OK               |
| BH013   | John Deere 315SG Backhoe    | 2491    | 2003                   | 2003                | 10 yrs / 8,000 hrs | OK               |
| OTA     | Holden Caprice              |         | 2010                   |                     |                    |                  |
| TA052   | Toyota Hilux 4x4            | 19720   | 2009                   |                     |                    | OK               |

|          |                             |       |      |      |                    |                      |
|----------|-----------------------------|-------|------|------|--------------------|----------------------|
| TA001    | Ford Ranger Dual Cab        | 21583 | 2009 |      |                    | 20k service done     |
| ITA      | Ford Territory              |       |      |      | 1 yr / 40,000 km   |                      |
| TA1880   | Isuzu Gigamax Truck         | 64656 | 2008 | 2008 | 5 yrs / 250,000 km | 60k service done     |
| TA092    | Isuzu Gigamax Truck         | 82282 | 2007 | 2007 | 5 yrs / 250,000 km | OK                   |
| TA386    | Mitsubishi Fuso Truck       | 74000 | 2007 | 2007 | 5 yrs / 250,000 km | Pto repairs          |
| TA18     | 12H Grader                  | 4644  | 2006 | 2006 | 7 yrs / 8,000 hrs  | OK                   |
| BH014    | Ford Ranger Single Cab      | 18411 | 2010 |      |                    | OK                   |
| TA281    | 930G Loader                 | 3324  | 2007 | 2007 | 7 yrs / 8,000 hrs  | Brakes worn to limit |
| TA392    | Tractor Mower               | 2089  |      |      | 5 yrs / 5,000 hrs  | OK                   |
| TA417    | John Deere Gator            | 244   | 2009 |      |                    | OK                   |
| BH001    | CAT Vibe Roller             | 763   | 2009 |      |                    | OK                   |
| TA017    | Isuzu Tipper                | 58043 | 2009 |      |                    | OK                   |
| TA219    | Multipac Multi-tyred Roller | 7520  |      | 2004 | 7 yrs / 8,000 hrs  | Sold                 |
|          | Slasher                     |       |      |      | 10 yrs             | Broken wheel         |
| XTR579   | Road Broom                  |       |      |      | 10 yrs             | Minor repairs        |
| TA06     | Jet Patcher Isuzu           | 82655 | 2007 | 2010 |                    | OK                   |
| IDCF 535 | TORO 3500D                  | 256   | 2009 | 2009 |                    | Service done         |
| TA005    | John Deere Tractor 6330     | 980   | 2008 | 2008 | 10 yrs / 8,000 hrs | OK                   |

**RECEIVED**

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**12.2 WORKS AND MAINTENANCE REPORT FOR MAY 2011**

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|                                |                    |                         |
|--------------------------------|--------------------|-------------------------|
| <b>Program:</b>                | <b>Transport</b>   |                         |
| <b>Attachment:</b>             | <b>Nil</b>         |                         |
| <b>File Ref:</b>               | <b>Nil</b>         |                         |
| <b>Author:</b>                 | <b>GC Brigg</b>    | <b>Manager of Works</b> |
| <b>Date:</b>                   | <b>9 June 2011</b> |                         |
| <b>Disclosure of Interest:</b> | <b>Nil</b>         |                         |

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**Broomehill**

- Gardeners carried out general duties around town cleaning up vegetation and drainage.
- Town dam water levels up from recent rain but still not full.
- Water level still not high enough to pump to Complex dam.
- Picnic setting to be placed in the playground in Holland Park, hardware needed to be ordered.
- Solar bollards still to be completed along the railway footpath.
- Automatic gate almost complete at the refuse site. Turnoff and approaches have been sealed.
- Gate is ready for installation of card readers.
- Main Roads worked on drainage along Great Southern Highway. This work proved to be unsuccessful and a crew is returning to rectify.
- New hole being installed at the refuse site. We are currently using Cranbrook's Volvo excavator. The unit broke down shortly after starting and there is a 14 day wait for parts.

**Tambellup**

- Vandalism has been minimal over the last few weeks with only a couple of plants damaged.
- Community workers raking and cleaning up around town.
- Oval to be sprayed for broad leaf within the next month.
- Work on the depot toilets will now take place in the new financial year.
- Testing and tagging has been completed in accordance with OH&S requirements.
- Dam levels are still at low levels even from recent rain.

**Roads**

- Pootenup - Hassell Road intersection is complete.
- Nookanellup - Broomehill Kojonup Road intersection is complete.
- Construction crew, are currently working on Wandoo Road.
- New alignment has been cleared and currently being gravelled.
- A new culvert will be placed on the new alignment.
- 3km gravel re-sheet completed on the Greenhills Road
- All funded projects will be complete by the end of the financial year. The only outstanding project is the Greenhills Road which is funded by council.
- Graders maintenance grading mid west part of the shire.
- Graders are about to start bitumen shoulder maintenance.
- A roller will join the maintenance graders to complete shoulder work.
- Maintenance crew, have been completing road signage. Most signage within the shire is complete. There have been some road signs stolen recently. They are restricted to road name signs.
- Jetpatcher has been out bitumen patching and sealing turnoffs.

## **Plant**

- New Caterpillar is still on track to be delivered end of July.
- The tree grabs which attach to the Caterpillar loader have broken. Metal fatigue has set into the high tensile steel.
- The new budget will reflect the purchase of new tree grabs as Evertrans in Albany advised that any new work on the unit may not be money well spent.
- Jetpatcher has been running well over the last couple of months. All shires around us have included a budget to use this unit in the new financial year.

***RECEIVED***

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**12.3 BUILDING SURVEYORS REPORT FOR MAY 2011**

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|                                |  |
|--------------------------------|--|
| <b>Program:</b>                | <b>Economic Services</b>                 |
| <b>Attachment:</b>             | <b>BSR Report and Activity Statement</b> |
| <b>File Ref:</b>               | <b>ADM0076</b>                           |
| <b>Author:</b>                 | <b>D Baxter</b> <b>Building Surveyor</b> |
| <b>Date:</b>                   | <b>1 June 2011</b>                       |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                               |

---

**Summary:** Attached are the BSR Report and the Activity Statement for the month of May 2011 that have been sent to all the relevant authorities that are required by legislation.

**Background:** These reports advise of the building approvals and the activity of the Building Surveyor for the month of May 2011.

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

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Simple Majority

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

**Reason For Change to Recommendation:**

**12.4 BUILDING MAINTENANCE PROGRAM**

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|                                |  |                |  |
|--------------------------------|--|----------------|--|
| <b>Program:</b>                | <b>Various</b>                                   |                |  |
| <b>Attachment:</b>             | <b>Building Maintenance Program for May 2011</b> |                |  |
| <b>File Ref:</b>               | <b>Nil</b>                                       |                |  |
| <b>Author:</b>                 | <b>VN Webster</b>                                | <b>Manager</b> | <b>Administrative and Customer Service</b> |
| <b>Date:</b>                   | <b>9 June 2011</b>                               |                |  |
| <b>Disclosure of Interest:</b> | <b>Nil</b>                                       |                |  |

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**Summary:** Update of the Building Maintenance Program for 2010-2011.

**Background:**

**Comment:** The Building Maintenance Program is updated on a regular basis and presented for Councils information, comment and discussion if required. The report will be tabled at the Council Meeting.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Provision has been made in the 2010-2011 budget to meet the building maintenance program costs.

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

**Voting Requirements:** Simple Majority

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

**Reason For Change to Recommendation:**

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**12.5 LIBRARY REPORT – MAY 2011**

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**Program:** Recreation & Culture  
**Attachment:** Library Report – May 2011  
**File Ref:** ADM0097  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 9 June 2011  
**Disclosure of Interest:** Nil

---

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

**Background:** This report outlines the activities of both Broomehill and Tambellup libraries for the month of May 2011.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

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

**Voting Requirements:** Simple Majority

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

**Reason For Change to Recommendation:**

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

Nil

**14. DATE OF NEXT MEETING**

21<sup>st</sup> July 2011

**15. CLOSURE**

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.17pm.