



# Ordinary Meeting of Council

## MINUTES

19 December 2013

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## SHIRE OF BROOMEHILL - TAMBELLUP

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 19 December 2013 commencing at 2.20pm.**

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

<b>Present:</b>	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr KW Crosby	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	Cr MR Batchelor	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	KP O'Neill	Finance Officer
	PA Hull	Community Services Officer

**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 2.20pm.

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

Nil

### **4. PUBLIC QUESTION TIME**

Mr Julian Wills raised the matter of the relocation of the standpipe in India Street Broomehill and asked when and if, the Council was going to relocate the standpipe.

Mr Wills explained to the Council that when the standpipe is used his residence experiences a severe drop in water pressure often resulting in no water at his home at all. Mr Wills noted that the Council had made a decision in 2012 to relocate the standpipe and as of the date of the meeting the relocation had not occurred.

Mr Wills advised that he had been in contact with the Water Corporation about the matter. Council advised Mr Wills on the progress it had made and the contact it has had with the Water Corporation. Mr Wills was advised that the Council would be considering a further site on the southern side of Broomehill Kojonup Road as a late item in the agenda. The Council advised that the decision would be conveyed to Mr Wills as soon as practicable after the meeting. Mr Wills left the meeting at 2.35pm.

**5. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**6. DECLARATION OF INTEREST**

Cr Trevor Prout declared a Financial Interest in Item 10.05.

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 NOVEMBER 2013**

*131201*

*Moved Cr Batchelor, seconded Cr Crosby*

*“That the Minutes of the Ordinary Meeting of Council held on 21 November 2013 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 7/0**

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

Nil

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR NOVEMBER 2013**


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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for November 2013</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O'Neill Finance Officer</b>
<b>Date:</b>	<b>11 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the monthly financial report for the period ending 30 November 2013.

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

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

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

**Comment:** Comments are provided in the report to address the material variances for the reporting period to 30 November 2013.

Councillors are referred to Note 2 – Current Assets which reports a large amount of outstanding sundry debtors and accrued income carried forward from 30 June 2013. Note 3 details the cash held at the end of the month, and the restricted cash that Council is holding for specific projects (grant funding) and reserve funds.

Accrued Income

Council is still awaiting payment of claims 2 and 3 through the WANDRRA program, which were submitted in June and October 2013 respectively. MRWA Albany has been contacted to determine when we can expect to receive these funds (totalling \$907,659). They were unable to give any definite timeframe. The hold up in processing payments on their part is due to the disbanding of the Office of Shared Services and they now have a backlog of processing as a result.

Sundry Debtors

Claims for the first progress payment of Regional Road Group, Commodity Route and Black Spot funds were submitted to MRWA at the start of November 2013. Along the same vein as the WANDRRA funds, MRWA Albany cannot give any certainty as to when the funds will be forthcoming. The total of these claims are \$561,795.

It was never anticipated that there would be such a hold up in recoup of funds under the WANDRRA program, or receiving payment for progress claims from MRWA. This has had a significant impact on Councils

cashflow, which is constantly monitored.

**Consultation:** Nil

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

*34. Financial activity statement report*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*

*(2) Each statement of financial activity is to be accompanied by documents containing –*

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) such other supporting information as is considered relevant by the local government.*

**Policy Implications:** Nil

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

**Asset Management Implications:** This issue has no implications for the Asset Management Plan.

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

**Workforce Plan Implications:** This issue has no implications for the Workforce Plan.

**Voting Requirements:** Simple Majority

**Council Resolution:**     **131202**

*Moved Cr Thompson, seconded Cr Dennis*

*“That the Financial Statement for the period ending 30 November 2013  
be adopted.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID NOVEMBER 2013**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for November 2013</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>11 December 2013</b>	
<b>Disclosure of Interest:</b>	Nil	

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

**Background:** The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

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

Municipal Fund	\$856,725.70
Trust Fund	\$5,064.61
Credit Cards	\$3,805.44
<b>Total</b>	<b>\$865,595.75</b>

**Consultation:** Nil

**Statutory**

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

*13. Lists of accounts*

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

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

**Policy Implications:** Nil

**Strategic**

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

**Asset Management**

**Implications:** This issue has no implications for the Asset Management Plan.



**Financial**

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

**Workforce Plan**

**Implications:** This issue has no implications for the Workforce Plan.

**Voting Requirements:** Simple Majority

**Council Resolution:** *131203*

*Moved Cr Thompson, seconded Cr Dennis*

*“That the list of accounts paid during November 2013, represented by:-*

- Municipal Fund cheques numbered 2264 to 2298 inclusive and electronic payments numbered EFT4928 to EFT5045 inclusive and totalling \$856,725.70;*
- Trust Fund cheques numbered 362 to 364 and electronic payments numbered EFT5046 to EFT5047 inclusive and totalling \$5,064.61;*
- Credit Card payments totalling \$3,805.44;*

*be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

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**10.03** **AUDIT REPORT FOR THE YEAR ENDING 30 JUNE 2013**

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Audit Report and Management Letter</b>
<b>File Ref:</b>	<b>ADM0058</b>
<b>Author:</b>	<b>KP O'Neill</b> <b>Manager Finance and Assets</b>
<b>Date:</b>	<b>9 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the Auditors Report and Management Letter for the year ending 30 June 2013.

**Background:** In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the auditors report for the year ending 30 June 2013 and is to determine if any matters raised by the auditors require action to be taken.

A copy of the Auditors Report and Management Letter is attached. The Annual Financial Report for the year ending 30 June 2013 is included within the 2012/2013 Annual Report, which is attached as a separate document for adoption in a separate item.

**Comment:** The annual audit for the year ending 30 June 2013 was undertaken by Councils auditors, Lincolns Accountants, on 7<sup>th</sup> and 8<sup>th</sup> October 2013.

Council will note that the Independent Audit Report contains no qualification which is due to the integrity, quality and strength of the Shire's financial recording and reporting systems and the staff who maintain these systems.

There are no issues of concern raised in the auditors Management Letter, rather the auditor has included comments on Councils financial performance for the year, which is measured by the seven ratios prescribed in the *Financial Management* regulations.

All but one of Councils ratios fall within, or exceed, acceptable benchmarks determined by the Department of Local Government. The Asset Consumption Ratio does not meet the basic standard. This ratio measures the extent to which depreciable assets are being consumed (depreciated) by comparing the written down value at 30 June with the current replacement cost. It is hoped that over the next few years this ratio will improve, which will be the result of the introduction of fair value as the basis for valuation of assets and having residual values for individual assets recorded in the asset register. Assets are presently depreciating down to a zero written down value, which in most cases does not reflect the real value of the asset at the end of its life.

A legislative requirement associated with this audit report is that Council is required to meet (which can be by way of telephone) with the auditor at least once in every year. The Audit Committee last met with the auditor, by telephone conference, in February 2013.

A meeting of the Audit Committee will be scheduled for February 2014, prior to the Ordinary Council meeting, for the purpose of meeting with the auditor by telephone conference.

**Consultation:** Chief Executive Officer  
Lincolns Accountants

**Statutory**

**Environment:**

*Local Government Act 1995 – Part 6 Financial Management; and  
Local Government (Financial Management) Regulations 1996*

- Defines the processes and procedures that apply to the recording and reporting of financial matters.

*Local Government Act 1995 – Part 7 Audit; and  
Local Government (Audit) Regulations 1996*

- Defines the audit of the financial accounts of local governments, including the appointment of auditors and the conduct of audits.

**Policy Implications:** There is no policy in relation to this item.

**Strategic**

**Implications:**

This issue has no strategic implications for the Council.

**Asset Management**

**Implications:**

There are no asset management implications.

**Financial**

**Implications:**

This issue has no financial implications for Council.

**Workforce Plan**

**Implications:**

There are no workforce plan implications.

**Voting Requirements:** Simple Majority

**Council Resolution:** *131203*

*Moved Cr Thompson, seconded Cr Paganoni*

*“That Council accepts the Auditors Report for the year ending 30 June 2013.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**10.04 ANNUAL REPORT**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Annual Report 2012-2013 including the independent Auditors Report and Finance Report Auditors Management Letter</b>
<b>File Ref:</b>	<b>ADM0340</b>
<b>Author:</b>	<b>JM Trezona Chief Executive Officer</b>
<b>Date:</b>	<b>5 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to:-

1. adopt the 2012-2013 Annual Report;
2. confirm the date for the annual electors meeting; and
3. determine a date to meet with the Auditor.

**Background:** The 2012-2013 Financial Report, as prepared by staff, has been audited by Council's Auditor, Russell Harrison of Lincolns Accountants and Business Advisors.

Council must adopt the Annual Report which includes the audit report prior to holding the Annual Electors Meeting.

The Local Government Act 1995 section 5.53 states that the Annual Report must contain the following:

- A report from the President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year
- The financial report for the financial year
- Such information as may be prescribed in relation to the payments made to employees
- The auditor's report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - (i) the number of complaints recorded in the register of complaints; and
  - (ii) how the recorded complaints were dealt with; and
  - (iii) any other details that the regulations may require; and
- Such other information as may be prescribed

**Comment:** Council will note that the Independent Audit Report contains no qualification which is due to the integrity, quality and strength of the Shire's financial recording and reporting systems and the staff who maintain these systems.

A legislative requirement associated with this audit report is that Council is required to meet (which can be by way of telephone) with the auditor at least once in every year. The last meeting with the auditor was in

March 2013.

At this point the auditor has been “pencilled in” for a meeting in conjunction with the February 2014 Council meeting.

Once Council has adopted the Annual Report, the Chief Executive Officer is required to give local public notice of the availability of the report.

The Local Government Act 1995 requires that the Council is to hold an annual electors meeting within 56 days of accepting the Annual Report. The annual electors meeting is proposed to be held on Thursday 6 February 2014 which comes inside the 56 day timeframe of 13 February 2014.

**Consultation:**

Nil

**Statutory Environment:**

Sections 5.53 to 5.55 of the Local Government Act and Administration Regulations 19B and 19CA apply to the Annual Report processes.

Part 6 - Financial Management of the Local Government Act 1995 and the Financial Management Regulations define the processes and procedures that apply to the recording and reporting of financial matters.

Part 7 – Audit of the Local Government Act 1995 and Audit Regulations deals with audits.

**Policy Implications:**

Nil

**Strategic Implications:**

This issue is not dealt with in the Plan

**Asset Management Implications:**

There are no Asset Management Implications

**Financial Implications:**

This issue has no financial implications for Council

**Workforce Plan Implications:**

There are no Workforce Plan Implications

**Voting Requirements:**

An Absolute Majority is required for the acceptance of the Annual Report.

Simple majority required to accept the second recommendation.

**Council Resolution: 131204**

*Moved Cr Thompson, seconded Cr Crosby*

*“That Council, by an Absolute Majority, accepts the Annual Report, including the audited Financial Statement for the year ending 30 June 2013.”*

**CARRIED 7/0**  
**By Absolute Majority**

**Council Resolution: 131205**

*Moved Cr Crosby, seconded Cr Paganoni*

*“That Council:*

- 1. That the general meeting of electors be held on Thursday 6 February 2014.*
- 2. Meet with the Auditor in conjunction with the Council meeting to be held in February 2014.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

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**10.05 TAMBELLUP CRANBROOK COMMUNITY BANK – ANNUAL RENT REVIEW**


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**Program:** Economic Services  
**Attachment:** Nil  
**File Ref:** CLAF072  
**Author:** KP O'Neill                      Manager Finance and Assets  
**Date:** 9 December 2013  
**Disclosure of Interest:** Cr Prout as a member of the Board of the Tambellup Cranbrook Community Bank declared a Financial Interest and left the meeting at 2.52pm.

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**Summary:** A review of the rental for the Community Bank premises at 36 Norrish Street, Tambellup is now due.

**Background:** In accordance with the Lease Agreement between Council and Great Southern Community Financial Services Ltd the review date for the rental of the building is due on 11 January each year.

Currently the rent is \$151.37 per week (exclusive of GST), payable in advance by equal successive calendar monthly payments of \$655.91 (exclusive of GST) due on the first day of each month.

Item 3.2 of the Agreement states –

*On each Rent Review Date the Rent shall be reviewed and in calculating the rent payable from each Rent Review Date the Rent shall be increased by*

- a) A factor equal to the percentage increase in the Consumer Price Index for the quarter ending immediately prior to the relevant rent review date, and quarter ending immediately prior to the previous Rent Review Date; or*
- b) 5% per annum*

*whichever is greater.*

**Comment:** The Lease of the building to Great Southern Community Financial Services was extended by Council in June 2009 for a further five year term.

The Perth Consumer Price Index through the year to the September 2013 quarter was 2.6%.

As per the terms of the Lease Agreement, the following increases can apply –

2.6% CPI        = \$155.31 + \$15.54 GST = \$170.85 per week  
 5.0%            = \$158.94 + \$15.90 GST = \$174.84 per week

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** Nil

**Policy Implications:** There is no policy applicable to this item.

**Strategic**

**Implications:** This issue has no strategic implications for the Council.

**Asset Management**

**Implications:** There are no asset management implications.

**Financial**

**Implications:** Council is to determine the increase in rental in accordance with the terms of the Lease to Great Southern Community Financial Services Ltd for the Community Bank premises at 36 Norrish Street, Tambellup.

Additional revenue will be realised from any increase in the weekly rent for this property.

**Workforce Plan**

**Implications:** There are no workforce plan implications.

**Voting**

**Requirements:** Simple Majority

**Council Resolution:** *131206*

*Moved Cr Thompson, seconded Cr Batchelor*

*“That, in accordance with the terms of the Lease Agreement between the Shire of Broomehill-Tambellup and Great Southern Community Financial Services Ltd., the rent for the premises at 36 Norrish Street, Tambellup be increased by 5.0% to \$174.84 per week (inclusive of GST).”*

**CARRIED 6/0**

**Reason For Change  
to Recommendation:**

Cr Prout returned to the meeting at 2.53pm.

Finance Officer KP O’Neill retired from the meeting at 2.55pm.



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**10.06 SHIRE OF BROOMEHILL-TAMBELLUP LOCAL PLANNING STRATEGY – DRAFT COPY**


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**Program:** Town Planning & Development  
**Attachment:** **Final Draft Local Planning Strategy**  
**File Ref:** ADM0347  
**Author:** Phil Shephard – Town Planning Consultant  
**Date:** 10 December 2013  
**Disclosure of Interest:** Nil

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**Summary:** To consider the outcome of the meeting held between the CEO and Town Planner and Department of Planning (DoP) Officers in Albany to discuss Council's response to their suggested modifications on the draft Local Planning Strategy (draft LPS).

**Background:** Following completion of the draft LPS to Council's satisfaction, the draft LPS was referred to the Department of Planning (Albany Office) for their consideration and comment prior to Council commencing the formal process of adopting the strategy etc.

At the 17 October 2013 meeting, Council considered the suggested modifications and resolved as follows:

- 1) *That Council accepts suggested modifications 1, 2, 6, 11, 13, 17, 20, 21, 22, 25, and 30 as set out in the table in the report.*
- 2) *That Council not accept suggested modifications 3, 4, 5, 7, 8, 9, 10, 12, 14, 15, 16, 18, 19, 23, 24, 26, 27, 28, 29 and 31 as set out in the table in the report.*
- 3) *That Council authorises the Chief Executive Officer to finalise the wording of the draft Local Planning Strategy with the Department of Planning, in consultation with the Town Planner.*
- 4) *That Councillors be provided with a copy of the final draft of the Shire of Broomehill Tambellup Local Planning Strategy when modifications with the Department of Planning have been completed.*

The CEO and Town Planner met with the Department staff in Albany on 18 November 2013 to discuss Council's response to their suggested modifications.

**Comment:** The meeting was successful with all points raised discussed positively. The CEO and Town Planner highlighted that at this stage, the draft LPS is the Shire's land use planning strategy and the wording should reflect the intentions of the Shire rather than the DoP who have a limited role in its implementation.

That said, given the Shire is required to gain the DoP's endorsement for the strategy to progress, staff sought to be inclusive of the modifications where they are not at odds with the Council's original intentions and/or were the differing aims could be accommodated within a combined statement.

The modifications are suggested only at this stage and do not form part of their ‘formal’ response to the draft LPS by the Department of Planning which will be received following the submission on the draft LPS to them for endorsement prior to public consultation occurring.

The modifications to the maps are still being completed and will be provided to Councillors as soon as they are received.

The table below only includes those suggested modifications not accepted by Council at its October meeting. Those suggested modifications accepted by Council and general rewording/reformatting are not included in the table.

No	DoP Suggested Modification	Staff Comment
3	Change existing Population and Housing Aim statement from: ‘Provide sufficient zoned land for housing to meet future needs.’ to ‘Provide sufficient land for housing to meet future needs.’	Staff highlighted that the Council’s aim was to clearly identify and zone land for residential purposes through the strategy and subsequent new scheme and that no change was supported by Council.
4	Change existing Population and Housing sub-strategy statement from: ‘Maintain existing residential and rural residential zoned land unless affected by a known hazard.’ to ‘Residential and rural residential development shall only be supported in those areas designated for such uses as shown in the SLUP.’	Staff accepted that the modification does not affect the Council’s intentions. The statement shall now read: <ul style="list-style-type: none"> <li>• <i>Residential and rural residential development shall only be supported in those areas designated for such uses on the SLUP.</i></li> </ul>
5	Change existing Population and Housing sub-strategy statement from: ‘Provide for a variety of residential lot sizes within the Broomehill and Tambellup townsites.’ to ‘All development shall be required to demonstrate land use capability for the intended use. A variety of residential lot sizes within the Broomehill and Tambellup townsites.’	Staff accepted that the modification does not affect the Council’s intentions. The statement shall now read: <ul style="list-style-type: none"> <li>• <i>A variety of residential lot sizes is to be provided within the Broomehill and Tambellup townsites.</i></li> </ul>
7	Change existing Population and Housing sub-strategy statement from: ‘Allow for urban density increases where deep sewer infrastructure is available.’ to ‘Urban density increases shall be supported where deep sewer	Staff accepted that the modification does not affect the Council’s intentions. The statement shall now read: <ul style="list-style-type: none"> <li>• <i>Urban density increases shall be supported where deep sewer infrastructure is available for infill and the land is outside of the 1:100</i></li> </ul>

	infrastructure is available for infill and the proposal is outside of the 1 in 100 year flood level.’	<i>year flood level.</i>
8	Change existing Population and Housing sub-strategy statement from: ‘Promote alternative housing types such as single bedroom dwellings, ancillary accommodation, grouped dwellings and aged person’s accommodation.’ to ‘Council shall promote alternative housing types such as single bedroom dwellings, ancillary accommodation, grouped dwellings and aged person’s accommodation throughout the areas designated Residential.’	Staff accepted that the modification could be incorporated into the existing statement without affecting the Council’s intentions. The statement shall now read: <ul style="list-style-type: none"> <li>• <i>Promote alternative housing types such as single bedroom dwellings, ancillary accommodation, grouped dwellings and aged person’s accommodation within residential areas.</i></li> </ul>
9	Change existing Population and Housing sub-strategy statement from: ‘Continue to monitor Census data and household changes over time.’ to ‘Census data and household changes over time shall be monitored and strategies reviewed over time to respond to the Shire’s changing demographic.’	Staff accepted that the modification could be incorporated into the existing statement without affecting the Council’s intentions. The statement shall now read: <ul style="list-style-type: none"> <li>• <i>Continue to monitor Census data and household changes over time to respond to the Shire’s changing demographic.</i></li> </ul>
10	Change existing Population and Housing sub-strategy statement from: ‘Liaise with the developers to encourage variety in housing choices being developed.’ to ‘Liaise with the developers and adopt local planning policies which encourage variety in housing choices being developed in Residential areas.’	Staff argued that the modification was unnecessary and the existing statement should remain to state: <ul style="list-style-type: none"> <li>• <i>Liaise with the developers to encourage variety in housing choices being developed.</i></li> </ul>
12	Change existing Environment sub-strategy statement from: ‘Support the Federal and State Government natural resource management initiatives.’ to ‘Require developments to incorporate Federal and State Government natural resource management initiatives into proposals.’	Staff argued that the modification was unnecessary and the existing statement should remain to state: <ul style="list-style-type: none"> <li>• <i>Support the Federal and State Government natural resource management initiatives.</i></li> </ul>

14	<p>Change existing Environment sub-strategy statement from: ‘Identify and protect raw materials including gravel and sand resources.’</p> <p>to ‘Developments shall identify and protect raw materials including gravel and sand resources.’</p>	<p>Staff accepted that the modification could be incorporated into the existing statement without affecting the Council’s intentions.</p> <p>The statement shall now read:</p> <ul style="list-style-type: none"> <li>• <i>Identify and protect raw materials including gravel and sand resources from inappropriate developments that would prevent their future use.</i></li> </ul>
15	<p>Change existing Environment sub-strategy statement from: ‘Developments shall identify existing and potential areas affected by natural hazards and/or land degradation including flood, salinity and groundwater or the like and facilitate measures to reduce its impacts.’</p> <p>to ‘Developments shall identify existing and potential areas affected by natural hazards and/or land degradation including flood, salinity and groundwater or the like and facilitate measures to reduce impacts.’</p>	<p>Staff accepted that the modification could be incorporated into the existing statement without affecting the Council’s intentions.</p> <p>The statement shall now read:</p> <ul style="list-style-type: none"> <li>• <i>Identify existing and potential areas affected by natural hazards and/or land degradation including flood, salinity and groundwater or the like and facilitate measures to reduce its impacts.</i></li> </ul>
16	<p>Change existing Environment sub-strategy statement from: ‘Encourage incorporation of water sensitive urban design principles into developments.’</p> <p>to ‘Incorporate water sensitive urban design principles into developments.’</p>	<p>Staff highlighted that the Council’s aim was to ‘encourage’ the adoption of this principle and that no change was supported by Council.</p>
18	<p>Delete existing Environment Aim stating: ‘Identify and protect places of natural, historic architectural, scientific and cultural significance to the community.’</p>	<p>Staff highlighted that the Council’s aim was to identify and protect significant and important places to the community and that no change was supported by Council.</p>
19	<p>Include new Scheme Action to state: ‘Whole of R48248 (Lot 300 Lavarock Street) and R10600 (Lots 312-334, 367, 425-433, 437 &amp; 438 north of Linden Street Broomehill be reserved to Parks and Recreation; Restricted with a reserve purpose of ‘Conservation of Flora and Fauna and Heritage Trail.’</p>	<p>Staff accepted the modification in part. Whilst the reservation of this land is supported, the designation as ‘Restricted’ and purpose of Conservation of Flora/Fauna and Heritage Trail is not for the Local Planning Strategy to determine as this is done through the <i>Land Administration Act</i>.</p> <p>The new Scheme Action to read:</p> <p>6) <i>Include Reserve 48248 (Lot 300 Moultryerup Road/Lavarock Street) and</i></p>

		<i>Reserve 10600 (Lots 312 – 334, 367, 425, 433 – 435, 437 &amp; 438) north of Linden Street, Broomehill within the Parks and Recreation Local Scheme Reserve.</i>
23	Delete existing Settlement and Infrastructure sub-strategy stating: ‘Combine the existing special rural/rural residential zones into a single rural residential zone.’	Staff highlighted that the Council’s aim was to combine the existing 2 zones and that no change was supported by Council.
24	Combine the text of existing Settlement and Infrastructure sub-strategies to state: ‘Ensure adequate commercial and public facilities are available for residents and visitors in land designated as Town Centre.’	Staff highlighted that these Council’s strategies could not be combined as they addressed different matters and that no change was supported by Council.
27	Change existing Economy and Employment sub-strategy statement from: ‘Protect the use of existing agricultural land for primary production purposes.’ to ‘Protect land designated as General Agriculture for primary production purposes and only support subdivision of this land in accordance with WAPC Policies SPP2.5 and DC3.4.’	Staff highlighted that the Council’s intention was to protect agricultural land for farming purposes and the DoP cannot mandate what Council decides on a subdivision, much as the Council cannot tell the DoP what to do with a subdivision. Therefore no change was supported by Council. The WA Planning Commission are the decision-making authority in regards to subdivisions in the State and these policies guide that decision. The Shire provides advice on a subdivision/amalgamation based on its own scheme/policies etc which must also reflect these policies.
28	Delete the existing Scheme Action in Economy and Employment which states: ‘Prepare a Local Planning Policy to deal with the development of tree plantations for either wood/fibre production or environmental purposes (rehabilitation, carbon credits) within the General Agriculture Zone.’	Staff highlighted that Council was concerned with the development of whole farms to trees, especially for carbon farming which should be properly addressed through a Local Planning Policy and no change was supported by Council.
29	Include a new sub-strategy in Economy and Employment which states: ‘Designate the existing adjacent industrial and rural residential land south and south-east of the CBH operations in Broomehill as Industrial Buffer.’	Staff accepted the modification for the draft LPS but highlighted to the DoP that their approach would likely be subject to opposition from affected landowners and this would lead to submissions and revision during the LPS process.

	They also recommend a complimentary scheme action requiring the land be zoned as Special Site – Industrial Buffer.	
30	Delete future industrial site in Broomehill (Lot 24 Broomehill – Kojonup Road)	Staff highlighted the ‘indicative’ nature of the industrial proposal and accepted that its designation in the draft LPS should not be construed as approval to proceed. Staff accepted the need for additional environmental, planning and engineering reports to be prepared to support the proposal before it could proceed.
31	Modify the flood prone land to be consistent with the Q100 flood mapping provided by the DoP.	Staff accepted the modification and the Q100 map will be included within the draft LPS.

**Consultation:**

The draft strategy has been subject to consultation with Councillors and two previous public meetings. The initial draft LPS has been referred to the Department of Planning (Albany Office) for their consideration and comment which forms the basis of this report.

Additional consultation with Government agencies and residents/general public is required following the endorsement of the draft strategy by the WAPC/DoP.

The minimum requirement for advertising for comment of a draft LPS is 21-days. Given the time of year it is recommended that Council seek an extended advertising period of 42-days to provide the greatest opportunity for comments to be received.

**Statutory**

**Environment:**

*Planning and Development Act/Regulations* govern the preparation and adoption of Local Planning Strategies.

**Policy Implications:**

Nil

**Strategic**

**Implications:**

This issue is not dealt with in the Strategic Plan

**Asset Management**

**Implications:**

This issue is not dealt with in the Asset Management Plan

**Financial**

**Implications:** The funds for the preparation of the Local Planning Strategy and future Local Planning Scheme have been budgeted for from funds received when the amalgamation was completed.

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *131207*

*Moved Cr Thompson, seconded Cr Dennis*

- 1) *“That Council note and accept the outcomes and modifications to the draft Local Planning Strategy as set in the table in the report.*
- 2) *That Council formally adopt the draft Local Planning Strategy in accordance with the Planning and Development Act/Regulations and submit it to the Western Australian Planning Commission/Department of Planning for approval to advertise for public comment for a period of 42-days.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**

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<b>10.07</b>	<b>BROOMEHILL LOTS 72 &amp; 73, RESERVE 2224 JANITOR STREET</b>
<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Copy of Map</b>
<b>File Ref:</b>	<b>RES2224</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>12 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Councils comment is sought on the proposal to dispose of Lots 72 & 73 (Reserve 2224) Janitor Street Broomehill.

**Background:** The Department of Lands have written to Council advising that the Western Australian Police Department has identified Lots 72 & 73 (Reserve 2224) as surplus to requirements and propose to sell this land via the Property Asset Clearing House.

Council is invited to make a comment on the proposal.

**Comment:** In speaking with an officer of the Department of Lands, government departments and local governments have a 30 day period to register an interest in land that is intended for sale via the Property Asset Clearing House.

If Council were interested in purchasing the property a market value would be determined by the Valuer General.

At this stage Council holds a number of residential blocks that are for sale including 12 lots in Lathom Street so there is no requirement at this time to purchase additional lots.

For Council consideration.

**Consultation:** Kim Treloar – Department of Lands

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:** There are no Asset Management Implications at this time

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

**Workforce Plan Implications:** There are no Workforce Plan Implications in this matter



**Voting Requirements:** Simple Majority

**Council Resolution:** *131208*

*Moved Cr Batchelor, seconded Cr Prout*

*“That Council advise the Department of Lands that it does not wish to register an interest in Lots 72 and 73 (Reserve 2224) and has no objection to the disposal of Lots.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

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**10.08 WASTE TRANSFER STATIONS**

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<b>Program:</b>	<b>Community Amenities</b>
<b>Attachment:</b>	<b>Sample Tip Passes</b>
<b>File Ref:</b>	<b>ADM0084</b>
<b>Author:</b>	<b>PA Hull</b> <b>Community Services Officer</b>
<b>Date:</b>	<b>12 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to endorse proposed hours of operation and token system for Broomehill and Tambellup Waste Transfer Stations.

**Background:** Council will be aware that the Waste Transfer Stations in Broomehill and Tambellup are due for completion at the end of December 2013.

In order for the facilities to be operational as soon as possible after completion and commissioning, staff are currently working on the operations manual, which will cover site management, security, safety, emergency procedures and operating procedures.

In addition, a position description has been developed for the role of Waste Transfer Station Attendant. Advertising to fill the two positions will be conducted early in the new year.

The Transfer Stations have been developed at the entrance to each of the landfill sites to allow easy access and operational control. The sites will be manned and operated with restricted opening hours, and will be securely locked after hours.

The incoming material (waste and recyclables) will be deposited by users into various storage areas and containers whilst being supervised by the site attendant.

Signage at the entrance to the Transfer Station will clearly indicate which wastes can be deposited at the site, and those that are not accepted. Signs will also be placed at each waste/recycling receptacle or location so the public can easily identify where to dispose of sorted waste.

The sites will receive the following wastes:

- Putrescible household waste
- Recycled materials - paper, cardboard, plastic, glass, aluminium and steel containers
- Batteries
- Inert building and construction material
- Assorted scrap metal and white goods
- Green waste
- Tyres

The banks of recycling bins located adjacent to the Shire Depot in Broomehill and opposite the Police Station in Tambellup will be removed once the Waste Transfer Stations are operating.

Asbestos, waste oil, chemical drums and septage are not accepted at either the Broomehill or Tambellup Waste Transfer sites. Chemical drums are collected each year through the drumMuster program which is coordinated by the Tambellup P & C Association. The drumMuster compound is located at the Shire depot in Tambellup.

Charges apply when depositing any material that is not able to be recycled, including household waste and any contaminated recyclable material. Deposit of recyclable materials is free to all residents.

Two matters relating to the operations of the Waste Transfer Stations are presented for Council's consideration and endorsement:

- Hours of operation; and
- A proposed token system for use at the Waste Transfer Stations.

**Comment:**

**OPENING HOURS**

Given the Waste Transfer Stations will operate with restricted opening hours, the arrangement of opening hours will require monitoring and review to ensure the facility is available to residents at times that are convenient.

Initially it is planned that the facilities will be open at the following times:

Thursday and Friday	1.00pm - 4.30pm
Sunday	10.00am - 4.00pm
Monday	8.00am - 1.00pm

Access during weekends is important, however with many residents being involved in Saturday sport, it was considered opening for a longer period on Sunday would be appropriate.

It is acknowledged that the hours will not suit everyone initially, and there will be an adjustment period for all, however residents will be encouraged to provide feedback which will then allow for the matter to be reviewed during the annual budget process.

**TIP PASS SYSTEM**

In order to eliminate the need for cash to be handled at the Waste Transfer Sites, it is proposed that Council implement a Tip Pass system at both sites.

The Tip Pass will be a laminated card with tokens marked. Each token has a face value of \$2.80 including GST (reviewed annually in line with the budget process), and is current from 1 August of the year of issue to 31 July the following year. Unused tokens cannot be carried over past 31 July. Tip Passes are numbered, and apply only to the resident they are issued to. Passes will be colour coded each year.

On arrival at the Waste Transfer Station, the attendant will assess the composition and quantity of the waste to be deposited, and punch the required number of tokens. The attendant will then direct the resident to the appropriate areas of the transfer station to deposit their rubbish or recycling.

Residents without a weekly rubbish collection service will receive a Tip Pass containing 52 tokens. Each token will allow entry to either the Broomehill or Tambellup Waste Transfer Sites up to 52 times, with household rubbish equivalent to one 240 litre mobile garbage bin.

Larger loads or items will require the use of two or more tokens as set out in Council's annual fees and charges. For example, one trailer load of rubbish will require four tokens.

One Tip Pass will be distributed with rates notices at the beginning of the financial year for rural residents. If there are several residences on a farming property, additional passes can be obtained, on application to the Shire Administration Offices.

After the tokens on the initial Tip Pass have been fully utilised, additional Tip Passes containing 5, 10 or 20 tokens can be purchased from the Shire Administration offices at the prescribed fee.

Residents who currently receive a weekly rubbish collection service can purchase a Tip Pass with 5, 10 or 20 tokens for the prescribed fee. Each token will allow for the deposit of household rubbish equivalent to one 240 litre mobile garbage bin.

As outlined above, larger loads or items will require the use of two or more tokens.

The Tip Pass should be presented on every visit to the Waste Transfer Sites. If a Tip Pass is lost, the resident will need to purchase a replacement Pass from the Shire Administration Offices.

For contractors working in the Shire, pre-paid Tip Passes of 5, 10 or 20 tokens can be purchased at the Shire Administration Offices prior to attendance at the Waste Transfer Sites. Fees for pre-paid Tip Passes will be as per Council's fees and charges in the annual Budget.

Council will consider proposed fees and charges relating to the operations of the Waste Transfer Sites elsewhere in this agenda. Examples of proposed Tip Passes are attached for information.

For Council discussion and endorsement.

**Consultation:** Chief Executive Officer  
Shire of Plantagenet

**Statutory  
Environment:** Nil

**Policy Implications:** Nil

**Strategic**

**Implications:** A commitment of the *Shire of Broomehill-Tambellup Community Strategic Plan* under the aspiration ‘Being Healthy’ is to ‘develop and implement a region wide Total Waste Management Plan as part of the Southern Link VROC group’. The Waste Transfer Stations have been funded through the regional allocation of Country Local Government Fund as part of a VROC region project.

**Asset Management**

**Implications:** The Waste Transfer Stations form part of Councils infrastructure assets, and will enable more effective management of waste in the shire.

**Financial**

**Implications:** Provision has been made in the 2012-2013 budget for operating costs associated with the Waste Transfer Stations, including staffing. Additional revenue will be realised from the sale of Waste Transfer Station Tip Passes and imposition of fees and charges relating to the use of the facilities.

**Workforce Plan**

**Implications:** Two new staff positions will be created to man the Waste Transfer Stations.

**Voting Requirements:** Simple Majority

**Officer Resolution:** “That Council endorses the opening times for the Broomehill and Tambellup Waste Transfer Stations as proposed:

- *Thursdays and Fridays from 1.00pm to 4.30pm;*
- *Sundays from 10.00am to 4.00pm; and*
- *Mondays from 8.00am to 1.00pm.”*

**Council Resolution: 131209**

*Moved Cr Dennis, seconded Cr Batchelor*

*“That Council endorses the opening times for the Broomehill and Tambellup Waste Transfer Stations as proposed:*

- Thursdays and Fridays from 1.00pm to 4.30pm;*
- Sundays from 10.00am to 4.00pm; and*
- Mondays from 8.00am to 1.00pm*
- And that the opening hours be reviewed as part of the annual budget process.”*

**CARRIED 7/0**

**Council Resolution: 131210**

*Moved Cr Paganoni, seconded Cr Prout*

*“That Council endorses the implementation of the Tip Pass system for the Broomehill and Tambellup Waste Transfer Stations, whereby passes containing a number of tokens are available:*

- for a one off annual distribution to residents with no weekly rubbish collection; and*
- for sale to residents who receive a weekly rubbish collection, and to residents requiring additional access to the Waste Transfer Stations.*

*Each token to have a face value to be determined by Council as part of the annual budget process.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

To allow re-consideration of the opening hours.

**10.09 FEES AND CHARGES – WASTE TRANSFER STATIONS**


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<b>Program:</b>	<b>Community Amenities</b>
<b>Attachment:</b>	<b>Proposed Fees and Charges</b>
<b>File Ref:</b>	<b>ADM0084</b>
<b>Author:</b>	<b>PA Hull                      Community Services Officer</b>
<b>Date:</b>	<b>12 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to set fees and charges applicable to the Waste Transfer Stations.

**Background:** As Council will be aware, the construction of its new Waste Transfer Stations is due to be completed by the end of December 2013.

In order to ensure the facilities are operational as soon as possible after completion, Council will need to set in place appropriate fees and charges.

**Comment:** Fees as outlined in the attachment have been compiled following examination of fees charged by a number of Councils in the Great Southern and South West which offer a similar level of service, and our best estimate.

Council will be utilising services provided by Warren Blackwood Waste initially, for the hire of waste and recycle bins, emptying of the putrescible waste bin and landfill compaction.

A review of actual revenue and expenditure for the facilities will be undertaken as part of the annual budget process, and the fees will be reviewed accordingly.

**Consultation:** Chief Executive Officer

**Statutory Environment:** *Local Government Act 1995:*

**6.16. Imposition of fees and charges**

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) *supplying a service or carrying out work at the request of a person;*
  - (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence,*

- permit, authorisation or certificate;*
  - (e) supplying goods;*
  - (f) such other service as may be prescribed.*
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) imposed\* during a financial year; and*
  - (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

#### **6.17. Setting level of fees and charges**

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) the cost to the local government of providing the service or goods; and*
  - (b) the importance of the service or goods to the community; and*
  - (c) the price at which the service or goods could be provided by an alternative provider.*
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) under section 5.96; or*
  - (b) under section 6.16(2)(d); or*
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) Regulations may —*
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
  - (b) limit the amount of a fee or charge in prescribed circumstances.*

#### **6.18. Effect of other written laws**

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
- (a) determine an amount that is inconsistent with the amount determined under the other written law; or*
  - (b) charge a fee or charge in addition to the amount determined by or under the other written law.*



- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

**6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) *its intention to do so; and*  
(b) *the date from which it is proposed the fees or charges will be imposed.*

**Policy Implications:** Nil

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

**Asset Management Implications:** Income derived from fees and charges will contribute financially to the ongoing maintenance of the facilities.

**Financial Implications:** Additional revenue will be realised from the imposition of the fees and charges.

**Workforce Plan Implications:** This issue has no implications for the Workforce Plan.

**Voting Requirements:** Absolute Majority

Officer Resolution: “That the following fees and charges relating to the operations of the Broomehill and Tambellup Waste Transfer Stations be adopted:

<i>Item</i>		<i>Charge (inc GST)</i>
<i>Prepaid Tip Pass - 20 tokens</i>		<i>56.00</i>
<i>Prepaid Tip Pass - 10 tokens</i>		<i>28.00</i>
<i>Prepaid Tip Pass - 5 tokens</i>		<i>14.00</i>
<i>Nature and quantity of waste</i>	<i>Tokens required</i>	<i>Charge (inc GST)</i>
<i>1 x 120L or 240L mobile garbage bin, each</i>	<i>1</i>	<i>2.80</i>
<i>Car boot load</i>	<i>1</i>	<i>2.80</i>
<i>Station Wagon boot load</i>	<i>2</i>	<i>5.60</i>
<i>Van, Utility or Trailer - not exceeding 1.8m x 1.2m</i>	<i>4</i>	<i>11.20</i>
<i>Small truck (2-4 tonne)</i>	<i>12</i>	<i>33.60</i>
<i>Medium truck (4-6 tonne)</i>	<i>16</i>	<i>44.80</i>
<i>Truck (6-8 tonne)</i>	<i>24</i>	<i>67.20</i>
<i>Truck (8 plus tonne single axle)</i>	<i>32</i>	<i>89.60</i>
<i>Truck (8 plus tonne dual axle)</i>	<i>40</i>	<i>112.00</i>
<i>Truck (semi trailer - 20m<sup>3</sup> capacity)</i>	<i>80</i>	<i>224.00</i>
<i>Bulk bin (3m<sup>3</sup> or less)</i>	<i>12</i>	<i>33.60</i>
<i>Bulk bin (3m<sup>3</sup>- 6m<sup>3</sup>)</i>	<i>16</i>	<i>44.80</i>
<i>Bulk bin (6m<sup>3</sup>- 10m<sup>3</sup>)</i>	<i>24</i>	<i>67.20</i>
<i>Bulk Bin (exceeding 10m<sup>3</sup>)</i>	<i>40</i>	<i>112.00</i>
<i>White goods</i>	<i>Free</i>	<i>No charge</i>
<i>Batteries (car, truck etc.)</i>	<i>Free</i>	<i>No charge</i>
<i>Scrap metal - sorted, uncontaminated</i>	<i>Free</i>	<i>No charge</i>
<i>Timber - uncontaminated</i>	<i>Free</i>	<i>No charge</i>
<i>Green waste - domestic, uncontaminated</i>	<i>Free</i>	<i>No charge</i>
<i>Recyclables (glass, plastics, cardboard - uncontaminated)</i>	<i>Free</i>	<i>No charge</i>
<i>Car body - if placed in recyclable area</i>	<i>Free</i>	<i>No charge</i>
<i>Truck body, large equipment - if recyclable</i>	<i>Free</i>	<i>No charge</i>
<i>Builders rubble - to landfill (per cubic metre)</i>	<i>5</i>	<i>14.00</i>
<i>Tyres - passenger vehicle and motor cycle, each</i>	<i>1</i>	<i>2.80</i>
<i>Tyres - passenger vehicle, on rim, each</i>	<i>2</i>	<i>5.60</i>
<i>Tyres - small truck, 4WD, each</i>	<i>2</i>	<i>5.60</i>
<i>Tyres - small truck, 4WD, on rim, each</i>	<i>3</i>	<i>8.40</i>
<i>Tyres - large truck, each</i>	<i>4</i>	<i>11.20</i>
<i>Tyres - large truck, on rim, each</i>	<i>9</i>	<i>25.20</i>
<i>Tyres - tractor, small up to 1m, each</i>	<i>12</i>	<i>33.60</i>
<i>Tyres - tractor, large 1m-2m, each</i>	<i>26</i>	<i>72.80</i>

*Further, that the proposed fees and charges be advertised in accordance with Section 6.19 of the Local Government Act 1995.”*

**Council Resolution: 131211***Moved Cr Thompson, seconded Cr Paganoni**“That the following fees and charges relating to the operations of the Broomehill and Tambellup Waste Transfer Stations be adopted:*

<i>Item</i>		<i>Charge (inc GST)</i>
<i>Prepaid Tip Pass - 20 tokens</i>		<i>56.00</i>
<i>Prepaid Tip Pass - 10 tokens</i>		<i>28.00</i>
<i>Prepaid Tip Pass - 5 tokens</i>		<i>14.00</i>
<i>Nature and quantity of waste</i>	<i>Tokens required</i>	<i>Charge (inc GST)</i>
<i>1 x 120L or 240L mobile garbage bin, each</i>	<i>1</i>	<i>2.80</i>
<i>Car boot load</i>	<i>1</i>	<i>2.80</i>
<i>Station Wagon boot load</i>	<i>2</i>	<i>5.60</i>
<i>Van, Utility or Trailer - not exceeding 1.8m x 1.2m</i>	<i>4</i>	<i>11.20</i>
<i>Small truck (2-4 tonne)</i>	<i>12</i>	<i>33.60</i>
<i>Medium truck (4-6 tonne)</i>	<i>16</i>	<i>44.80</i>
<i>Truck (6-8 tonne)</i>	<i>24</i>	<i>67.20</i>
<i>Truck (8 plus tonne single axle)</i>	<i>32</i>	<i>89.60</i>
<i>Truck (8 plus tonne dual axle)</i>	<i>40</i>	<i>112.00</i>
<i>Truck (semi trailer - 20m<sup>3</sup> capacity)</i>	<i>80</i>	<i>224.00</i>
<i>Bulk bin (3m<sup>3</sup> or less)</i>	<i>12</i>	<i>33.60</i>
<i>Bulk bin (3m<sup>3</sup>- 6m<sup>3</sup>)</i>	<i>16</i>	<i>44.80</i>
<i>Bulk bin (6m<sup>3</sup>- 10m<sup>3</sup>)</i>	<i>24</i>	<i>67.20</i>
<i>Bulk Bin (exceeding 10m<sup>3</sup>)</i>	<i>40</i>	<i>112.00</i>
<i>White goods</i>	<i>Free</i>	<i>No charge</i>
<i>Batteries (car, truck etc.)</i>	<i>Free</i>	<i>No charge</i>
<i>Scrap metal - sorted, uncontaminated</i>	<i>Free</i>	<i>No charge</i>
<i>Timber - uncontaminated</i>	<i>Free</i>	<i>No charge</i>
<i>Green waste - uncontaminated</i>	<i>Free</i>	<i>No charge</i>
<i>Recyclables (glass, plastics, cardboard - uncontaminated)</i>	<i>Free</i>	<i>No charge</i>
<i>Car body - if placed in recyclable area</i>	<i>Free</i>	<i>No charge</i>
<i>Truck body, large equipment - if recyclable</i>	<i>Free</i>	<i>No charge</i>
<i>Builders rubble - to landfill (per cubic metre)</i>	<i>5</i>	<i>14.00</i>
<i>Tyres - passenger vehicle and motor cycle, each</i>	<i>1</i>	<i>2.80</i>
<i>Tyres - passenger vehicle, on rim, each</i>	<i>2</i>	<i>5.60</i>
<i>Tyres - small truck, 4WD, each</i>	<i>2</i>	<i>5.60</i>
<i>Tyres - small truck, 4WD, on rim, each</i>	<i>3</i>	<i>8.40</i>
<i>Tyres - large truck, each</i>	<i>4</i>	<i>11.20</i>
<i>Tyres - large truck, on rim, each</i>	<i>9</i>	<i>25.20</i>
<i>Tyres - tractor, small up to 1m, each</i>	<i>12</i>	<i>33.60</i>
<i>Tyres - tractor, large 1m-2m, each</i>	<i>26</i>	<i>72.80</i>

*Further, that the proposed fees and charges be advertised in*

*accordance with Section 6.19 of the Local Government Act 1995.”*

***CARRIED 7/0  
By Absolute Majority***

Residents purchased an automatic gate entry card for the Broomehill Refuse Site when the gate was installed. The gate was continuously vandalised by person/s unknown and rarely operational. As such Council is of the view that it is appropriate to refund the full purchase cost of the cards to those residents who purchased the cards.

**Council Resolution:** *131212*

*Moved Cr Thompson, seconded Cr Dennis*

*“That Council, on presentation of the automatic gate entry cards for the Broomehill Refuse site, refunds the full amount of \$22 for each card or exchanges an existing card for a 10 token tip pass to the Transfer Station.”*

***CARRIED 7/0  
By Absolute Majority***

**Reason For Change to Recommendation:**

Motion 131211 was amended to remove the word ‘domestic’ from Green Waste – domestic, uncontaminated as it was felt that this may restrict some larger loads of green waste being recycled.

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<b>10.10</b>	<b>NEW POLICY – APPOINTMENT OF FIRE CONTROL OFFICERS</b>
<b>Program:</b>	<b>Law, Order and Public Safety</b>
<b>Attachment:</b>	<b>Copy of new Policy</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>PA Hull                      Community Services Officer</b>
<b>Date:</b>	<b>10 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to endorse a new policy relating to the appointment of Fire Control Officers.

**Background:** At the November 2013 Ordinary Meeting, Council considered a draft policy which set out eligibility criteria for people nominating for the position of Fire Control Officer to ensure those appointed are suitably experienced and qualified to perform the role.

At that time Council determined the draft policy should be distributed to all brigades for comment prior to its endorsement at this meeting.

**Comment:** The draft policy was sent to all Fire Control Officers and brigade secretaries for their information and comment if required. No feedback was received.

**Consultation:** Chief Executive Officer  
Fire Control Officers  
Brigade Secretaries

**Statutory Environment:** *Bush Fires Act 1954*

**Policy Implications:** New Policy

**Strategic Implications:** *Shire of Broomehill-Tambellup Strategic Community Plan: ‘Living in a safe community’*

**Asset Management Implications:** Nil

**Financial Implications:** Nil

**Workforce Plan Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Resolution:**     **131213**

*Moved Cr Thompson, seconded Cr Dennis*

*“That Council endorses the ‘Appointment of Bush Fire Control Officers’ policy as presented.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

The Community Services Officer PA Hull retired from the meeting at 3.42pm.

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**11.01** **UNDER SEPARATE COVER: CLUB DEVELOPMENT OFFICER SCHEME FUNDING**

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**Program:** Sport and Recreation  
**Attachment:** Nil  
**File Ref:** ADM0370  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 12 December 2013  
**Disclosure of Interest:** Nil

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**Council Resolution:** 131214

*Moved Cr Prout, seconded Cr Dennis*

*“That Council agrees to join with the Shire of Kojonup in making an application to the Department of Sport and Recreation 2014-2016 Club Development Officer Funding Scheme to engage an officer to undertake the role for a day a week in each Shire. Further Council supports the concept of the Club Development Officer role being part of a fulltime position.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**12.01 MAINTENANCE REPORT NOVEMBER 2013**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 13 December 2013  
**Disclosure of Interest:** Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2013	2013	1 yr / 15,000km	ok
1TA	Toyota FJ Cruiser			2013	2013	1 yr / 15,000 kms	ok
1 TIU 961	Papas Tandem Fuel Trailer			2008			ok
1TMR361	Rockwheeler Side Tipper Trailer	8,617		2012	2012		Going to Allroads for repairs over Christmas break
BH00	Colorado 4x4 Dual Cab	11,241	15,000	2013	2013	1 yr / 30,000 kms	ok
BH000	Holden Colorado	1036		2012	2012		ok
BH001	CAT vibe Roller	1,648	1,750	2009		8 yrs / 8000 hrs	ok
BH002	ISUZU 6 Wheel Tipper	127,963	150,000	2008	2008	7 yrs / 250,000km	ok
BH003	Toyota Landcruiser GXL Dual Cab	6,631	10,000	2013	2013	1 yr / 15,000 km	ok
BH004	CAT 12M	3,817	4,000	2009	2009	8 yrs / 8,000 hrs	3,750 hrs service done at 3,811 hrs
BH005	Cat multi tyre	1,967	2,250	2011	2011	8 yrs / 8000 hrs	2,000 hrs service done at 1,967 hrs
BH006	CAT 12M	1,094	1,250	2012	2012	8 yrs / 8,000 hrs	both tandem oil changed under warranty due to bad test results
BH007	Toro 360 mower	119	150	2013	2013	5 yrs / 5,000 hrs	100 hrs service done at 119 hrs
BH008	VOLVO L70D Loader	7,745	8,000	2001	2001	8 yrs / 8000 hrs	ok
BH009	Colorado 4x4 Tray Back	2,704	3,000	2013	2013	1 yr / 30,000 km	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7,556	Nov-14	1995	2004		Inspection check over & testing done at 7,556 km
BH013	Cat 444F Backhoe	157	250	2013	2013	10 yrs / 8,000 hrs	outrigger control valve changed under warranty
BH014	Colorado 4x4 Tray Back	4,847	15,000	2013	2013	1 yr / 30,000 km	3,000 km service done at 4,306 km
BHT84	Toro Groundmaster 3500D mower	21	50	2013	2013		ok
BHT92	CAT 259B3 Skid Steer	294	500	2012	2013	8 yrs / 8,000hrs	250 hrs service done at 272 hrs
BHT125	Mack	1,486		2013	2013	5 yrs / 250,000 km	new truck delivered 05/12/2013



TA001	Toyota Hilux Dual Cab	13,341	20,000	2013	2013	1 yr / 30,000 kms	10,000 km service done at 10,141 km
TA017	Isuzu Tipper	121,306	135,000	2009		5 yrs / 200,000 km	120,000 km service done at 120,699 km
TA052	Colorado 4x4 Tray Back	5,300	15,000	2013	2013	1 yr 30,000 km	3,000 km service done at 5,150 km
TA06	Jet Patcher Isuzu	111,994	120,000	2007	2010	8 yrs / 8,000 hrs	ok
TA092	Iveco Strais AD500 8-4	21,163	20,000	2012	2012	5 yrs / 250,000 km	ok
TA18	12H Grader	7,206	7,250	2006	2006	7 yrs / 8,000 hrs	Mouldboard wear strips & shims replaced , fan belt replaced
TA281	930G Loader	5,370	5,500	2007	2007	8 yrs / 8,000 hrs	new bucket teeth fitted
TA386	Isuzu Tipper	13,831	15,000	2012	2012	5 yrs / 200,000 km	ok
TA417	John Deere Gator	413	500	2009		4 yrs	400 hrs service done at 405 hrs
XTR579	Road Broom					10 yrs	
	Slasher					10 yrs	ok

**RECEIVED**

**12.02****WORKS REPORT FOR DECEMBER 2013**

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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>13 December 2013</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Complex dam 0.5 of a metre under inlet pipes.
- Town dam down .8 of a metre.
- Weed spraying around town done.
- Gardeners have fully mown town.
- Continual irrigation problems at present causing issues to the gardens. Struggling to keep up current water needs.
- Transfer station cleared 135m back from original site. Surveyors have set out the new site.
- Newmans have placed wall waiting for earthworks to be done.
- Earthworks for this transfer station will be carried out by the shire as contractors are unavailable.
- New valve has been fitted to the standpipe at the dam. Electrician has it in good working condition. Need to fit bigger solenoid valve on delivery side. Light also fitted if loading at night.

**Tambellup**

- Jam Creek dam has a leak in the line to the oval. Still to be repaired.
- Town sprayed for weeds.
- Vandals have been at work throughout all gardens. Damaged plants and reticulation.
- Gypsum and lime to be spread out on the oval. Part of the ongoing program.
- Lawn Doctor will be back to verti-drain the oval for the second time. The first run failed to open up the ground enough for good water penetration.
- Tanks priced for oval. These will be started by the end of January.
- Transfer station almost complete. Sealing to be done.
- Paul Plant completing the fencing around the transfer station.

**Roads**

- Crew finished final trim on the Gnowangerup Road and it has been sealed. Seal was spread over two visits, as rain delayed us on the first visit.
- Tambellup West Road reconstruction section, is almost complete. Only guide posts to go.
- Reseal complete on Tambellup West Road.
- Wheel rutting project on Gnowangerup Road is complete with a hot seal over the CRS seal.
- Tambellup West Road stabilized patches have been hot sealed over CRS seals.
- Crew now working on Tambellup West Road widening. Hope to have the gravel complete by Christmas break.
- Contractors finished gravel widening on the Broomehill-Kojonup Road Final trim and sealing in the new year.
- Plenty of bitumen problems appearing on the network.

- Maintenance crew have been mainly working with the construction crew over the last month.
- Maintenance graders working on Beejenup Road problems.
- Trucks have been re-sheeting along Beejenup Road.
- Graders still working in the south eastern corner.
- Councillors need to be aware that some roads won't appear on the list for maintenance grading on the spreadsheet given out at the last meeting. This comes about as some maintenance grading has been done as part of WANDRRA and won't appear on the breakdown on our road cost system.
- There will be a lot of complaints for roads over the next few months with a big harvest. Need to remember that we only have 2 maintenance graders for the shire. It costs over \$300,000 per year to run these graders all year. It takes around 6 months to completely grade the shire. The harvest period does all the damage over a 2 month period. If council wanted to repair the damage done in the same period, it would need 13 graders working for that period. I continually calculate the cost of repairs. It would cost the shire \$260,000 extra to repair the roads immediately after harvest in a 2 month period. Council would need a grading budget of over \$560,000 per year. You would need a 13% increase in rates to cover the extra costs.

### **Plant**

- New Mack truck has arrived and working. It does have to go back to the body builders over the Christmas break for some adjustments.
- Dog trailer also needs to go to the builders for repairs. Even though the unit is over 2 years old they are prepared to carry out the repairs at their cost.
- CEO vehicle has replaced.
- New Works Supervisor vehicle will be replaced mid December.
- Manager of Works vehicle replaced. This was done quicker than normal because if the Holden ute was kept for the extra 3 month period, it would have cost council an extra \$3,000. I did listen to bad advice from 3 different dealers at the time when purchasing the vehicle. The changeover looks higher than normal on paper. Things council won't see are: price is GST inclusive, budgets aren't. Money back from the last vehicle, and we have continued to charge Katanning back for the vehicle. The real cost to council is approximately \$4,000 for the year to date. Budget is \$16,000. I recently checked the Shire of Kent vehicle change over cost. The last Toyota they did was 12 months old, and had done 48,000km. It cost \$16,000 to change over, plus a set of tyres and 4 services.
- Jetpatcher is currently working in Cranbrook. It still has to go to Kellerberrin and Tammin Shires. They have been short of operators.

**RECEIVED**



level of under expenditure in 2012/13. While RRG's will be 'over-programming' for 2014/15, the increased funding required to undertake a larger program will come from an advance of the 2015/16 Road Project Grants.

**Comment:**

The impact of the interim measures on the current year is minimal. It is expected that communication with MRWA (or RRG) on the timely delivery of projects will increase and additional reporting will be required when making application for progress payments and acquittal of funds.

The Great Southern RRG has considered and assessed Council submissions, and has determined a draft program for the 2014/15 year. The entire pool distributed to the Great Southern Region has been allocated for the year, which has taken into account the increased funding available as a result of the 2015/16 advance. There is one project partially funded, and any additional funding into the pool will be allocated to this project. There are no reserve projects.

The advance of funds from the 2015/16 year does not see the funding pool depleted for that year. Funds will continue to be allocated in advance in future years until the level of under expenditure has been addressed

Reading between the lines, it would appear that the State Government is calling Local Governments bluff in its continual appeal for additional funding for roads and a larger stake in the revenue from vehicle licensing. It would be difficult for any Government to justify additional funding to roads when Councils are continually under expending their allocations each year, without good reason.

This report is provided for Councillors information and discussion. No action is required of the Council. Regional Road Groups are required to submit their proposed programs for 2014/15, and any additional information, by 10 February 2014.

**Consultation:**

Chief Executive Officer  
Manager of Works  
Steve Hutchings – Main Roads WA, Great Southern

**Statutory****Environment:**

Nil

**Policy Implications:**

There is no policy applicable to this item.

**Strategic****Implications:**

This issue has no strategic implications for the Council.

**Asset Management**

**Implications:** Programming additional road projects in future years will have a significant impact on the Asset Management Plan.

At present, a gap exists between required renewal and maintenance expenditure and current renewal and maintenance expenditure. Additional construction works will increase Councils expenditure on renewal of its assets, thereby assisting to close the gap.

**Financial**

**Implications:** The interim procedures proposed by the SAC do not have a financial impact on the 2013/14 year.

In future years all projects approved for funding by the Regional Road Group will be included in the relevant budget for the year.

Council will need to be mindful that if, as a result of the increased funds into the Great Southern RRG pool, we have an increase in the number of projects approved for funding Council is required to commit 1/3 of the total cost of the project.

The draft 2014/15 RRG program sees the Shire of Broomehill-Tambellup receiving a large portion of funding over a number of projects. This heavy works program will require careful management and commitment from the works crew to ensure delivery of the projects.

**Workforce Plan**

**Implications:** An increase in road construction projects will impact the outside works crew. Council may be required to employ additional staff, or engage contractors, to ensure completion of the allocated road projects.

**Voting**

**Requirements:** Nil.

**Council Resolution:** *“For Council information and discussion.”*

**Reason For Change  
to Recommendation:**

**RECEIVED**

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**12.04 BUILDING SURVEYORS REPORT FOR NOVEMBER 2013**

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**Program:** Economic Services  
**Attachment:** **BSR Report and Activity Statement**  
**File Ref:** ADM0076  
**Author:** D Baxter Building Surveyor  
**Date:** 1 November 2013  
**Disclosure of Interest:** Nil

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of November 2013 that has been sent to all the relevant authorities that are required by legislation.

**Background:** This report advises of the building approvals and the activity of the Building Surveyor for the month of November 2013.

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

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:**

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

**Workforce Plan Implications:**

**Voting Requirements:** Simple Majority

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

**Reason For Change to Recommendation:**

**RECEIVED**

**12.05 BUILDING MAINTENANCE PROGRAM**


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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program Report to 12 December 2013</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>12 December 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Report on the Building Maintenance Program for 2013-14 to 12 December 2013.

**Background:** Nil

**Comment:** The Building Maintenance Program Report (Report) is updated to 12 December 2013 and presented for Council's information, comment and/or discussion, if required.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Financial Implications:** Council's Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2013-14 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

**Voting Requirements:** Nil

**Council Resolution:** *"No recommendation required – Councillor information only"*



**Reason For Change to  
Recommendation:**

**RECEIVED**

## 12.06 QUARTERLY OCCUPATIONAL SAFETY AND HEALTH (OS&H) REPORT

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<b>Program:</b>	Various	
<b>Attachment:</b>	Nil	
<b>File Ref:</b>	Nil	
<b>Author:</b>	J A Stewart	Manager Corporate Services
<b>Date:</b>	11 December 2013	
<b>Disclosure of Interest:</b>	Nil	

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

**Comment:** The following represents a summary of OS&H related matters either completed between October and December 2013 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Impact Analyses have been completed for our Business Continuity Plan (BCP); currently awaiting response from LGIS, Council's insurers, ahead of progressing to the next stage;
  - 2) A draft Occupational Health, Safety and Environment Plan has been formed, based on Worksafe requirements, and is currently being reviewed by OSH Committee members;
  - 3) Two staff members (one administration/one depot) have updated their First Aid training; and
  - 4) The regional, six monthly OS&H meeting (held Friday, 11<sup>th</sup> October 2013 in Tambellup) discussed the following topics:
    - Regional statistics
    - Hazard Management outcomes
    - Traffic Management (Main Roads WA)
    - Emergency Management (LGIS Senior Risk Consultant)
    - Asbestos in Local & State Government
    - Termination of the LGIS online Contractor Induction Course
- The following represents a summary of upcoming/progressing OS&H matters:
    - 1) The next stage of forming our Business Continuity Plan, pending opinion from LGIS, will be to look into the resources needed to maintain continuity of service in the areas identified within the Business Impact Analyses as requiring prioritisation following a disaster;
    - 2) Further progression of the draft Occupational Health, Safety and Environment Plan to suit Shire of Broomehill-Tambellup requirements;
    - 3) Rigging and dogging training to be undertaken by depot staff;
    - 4) New employees to attend 'high risk' training; and
    - 5) Emergency drills and administration office inspections to be conducted.

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	Changes to OS&H legislation (OS&H law harmonisation across Australia) are now anticipated to come into effect mid 2014.
<b>Consultation:</b>	Nil
<b>Statutory Environment:</b>	<i>Occupational Safety &amp; Health Act 1984</i> Occupational Safety & Health Regulations 1996
<b>Policy Implications:</b>	Policy 2.2 – Occupational Safety and Health
<b>Strategic Implications:</b>	This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic Leadership – Being well governed (Compliance with Legislation/Performance Measurement).
<b>Asset Management Implications:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Workforce Plan Implications:</b>	N/A
<b>Voting Requirements:</b>	Nil
<b>Council Resolution:</b>	<i>“No recommendation required – Councillor information only”</i>
<b>Reason For Change to Recommendation:</b>	

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**12.07 LIBRARY REPORT - NOVEMBER 2013**

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**Program:** Recreation & Culture  
**Attachment:** **Library Report – November 2013**  
**File Ref:** ADM0097  
**Author:** C Brown                      Library Officers  
                  S Reed  
**Date:** 12 November 2013  
**Disclosure of Interest:** Nil

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

**Background:** This report outlines the activities of both Broomehill and Tambellup libraries for the month of November 2013.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

**Asset Management Implications:**

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

**Workforce Plan Implications:**

**Voting Requirements:** Nil

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

**Reason For Change to Recommendation:**

**RECEIVED**

12.08

## CLUB DEVELOPMENT OFFICER REPORT NOVEMBER 2013

Department of  
Sport and Recreation**OVERVIEW – NOVEMBER 2013**

CLUB DEVELOPMENT OFFICER (CDO)

**ACTIVITIES FOR THE MONTH:**

- A *Liquor Licensing* workshop is in the early stages of planning with Department of Racing, Gaming and Liquor. Estimated date for workshop – March 2014.
- Assisting the Kojonup Amateur Swimming Club with the KidSport process and locating grant funding. Currently in contact with the State Sporting Association, Swimming Western Australia to arrange meeting with the club.
- A meeting was held with the Shire of Broomehill-Tambellup Chief Executive Officer, Joanne Trezona, Department of Sport and Recreation Regional Officer Great Southern, Brent Sheridan and I as per the new Club Development Officer Scheme Key Result Schedule/Grant Agreement. This meeting was arranged to discuss the Club Development Officer new Key Result Schedule/Grant Agreement and Annual Review.
- KidSport vouchers are currently being processed for the summer sporting season. Invoices from the sporting clubs are being paid/processed by the Local Government accounts payable departments accordingly.
- Assisting the Principal, Kendall Lange from the Tambellup Primary School to locate appropriate grant funding assistance for the potential of starting a junior basketball club in the Tambellup community.
- Attended two compulsory Professional Development days held in Perth. These days consisted of updates and introductions to the Department of Sport and Recreation related programs, education on current and new grant opportunities, workshops and information sessions on various topics. The Professional Development days are of great value to the Club Development Officer position as they provide an opportunity to network with other Club Development Officers, the Department of Sport and Recreation staff and it also provides education and information on everything sport and recreation related. These days are compulsory as per the Club Development Officer Key Result Schedule.

- The Tambellup Golf Club has been in contact to discuss the following issues; the potential opportunity of holding a three day golf event in August 2014, expressing concern with regards to the declining membership, declining volunteer base and the potential environmental issues they have become aware of. A meeting is in the process of being arranged with the Tambellup Golf Club, State Sporting Association, Golf Western Australia and I for February 2014.

#### **PROPOSED Activities/workshops:**

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

<b>PROPOSED ACTIVITY</b>	<b>DATE:</b>
Website training – to be confirmed with Department of Sport and Recreation	February/ March 2014
Liquor Licensing information – to be confirmed with Department of Racing, Gaming and Liquor WA	March 2014
An introduction to Better Meetings workshop – to be confirmed with Rostrum, Albany	April 2014
Treasurer Workshop - to be confirmed	May 2014

#### **ONGOING Activities:**

- **Kojonup Netball Club** - replace current bitumen courts.  
DSR has contacted the Shire of Kojonup regarding the approval of their CSRFF grant application. A meeting is being arranged with the Kojonup Netball Club to discuss.
- **Tambellup Hockey Club** – Flood lighting project.  
Lights have been ordered and electrician booked to install in January 2014

**AMELIA SIMPSON  
CLUB DEVELOPMENT OFFICER**

**RECEIVED**

Cr Prout left the meeting at 4.04pm.

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL****13.1 Relocation of Broomehill Standpipe.***131215**Moved Cr Dennis, seconded Cr Batchelor*

*“That Council agrees to deal with the matter relating to the relocation of the India Street standpipe as New Business of an Urgent Nature.”*

**CARRIED 6/0**

Council considered the issues raised by Mr Julian Wills regarding the very poor water pressure at his residence when the India Street standpipe is in use.

The Ceo advised that an onsite inspection, immediately prior this Council meeting with Mr Anthony Bodycoat and Mr Greg Hall of the Water Corporation, provided that it was possible to install a new standpipe at the corner of Cemetery and Broomehill Kojonup Roads. This location is a much more cost effective site as it is on the same side of the road as the Water Corporation main line. This would eliminate having to bore under the Broomehill Kojonup Road. Four large eucalypts (Sugar Gums) would have to be removed to provide sufficient room to install a new standpipe and enough room for vehicles to fill up safely off the road.

The Water Corporation representatives advised that they should be able to install a new connection early in the New Year.

Provision has been made in the 2013-2014 budget to relocate the standpipe.

*131216**Moved Cr Thompson, seconded Cr Dennis*

*“That Council agrees to relocate the standpipe currently situated at India Street, Broomehill, to the corner of Broomehill Kojonup and Cemetery Roads, Broomehill.*

**CARRIED 6/0****14. DATE OF NEXT MEETING**

20 February 2014

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 4.15pm.