



# Ordinary Meeting of Council

## MINUTES

21 November 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 21 November 2013 commencing at 4.08pm.**

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

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

**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 4.08pm.

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

Nil

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

Nil

### **5. APPLICATION FOR LEAVE OF ABSENCE**

Nil

### **6. DECLARATION OF INTEREST**

Nil

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 OCTOBER 2013**

***131101***

***Moved Cr Crosby, seconded Cr Paganoni***

***“That the Minutes of the Ordinary Meeting of Council held on 17 October 2013 be confirmed as a true and accurate record of proceedings.”***

***CARRIED 6/0***

**8.2 SPECIAL MEETING OF COUNCIL MINUTES 24 OCTOBER 2013**

***131102***

***Moved Cr Batchelor, seconded Cr Prout***

***“That the Minutes of the Special Meeting of Council held on 24 October 2013 be confirmed as a true and accurate record of proceedings.”***

***CARRIED 6/0***

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

Nil

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR OCTOBER 2013**


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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for October 2013</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O'Neill                      Finance Officer</b>
<b>Date:</b>	<b>14 November 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 31 October 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 financial report to address the material variances for the period.

**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 has no strategic implications for the Council.

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

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

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *131103*

*Moved Cr Crosby, seconded Cr Dennis*

*“That the Financial Statement for the period ending 31 October 2013 be adopted.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID OCTOBER 2013**


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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>List of Payments for October 2013</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O'Neill                      Finance Officer</b>
<b>Date:</b>	<b>14 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during October 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	\$871,375.40
Trust Fund	\$1,380.00
Credit Cards	\$2,023.01
<b>Total</b>	<b>\$874,778.41</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 has no strategic implications for the Council.

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

**Financial**

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

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Resolution:** *131104*

*Moved Cr Paganoni, seconded Cr Prout*

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

- Municipal Fund cheques numbered 2233 to 2263 inclusive and electronic payments numbered EFT4794 to EFT4927 inclusive and totalling \$871,375.40;*
- Trust Fund cheques numbered 356 to 361 inclusive and electronic payments numbered EFT4891, EFT4892 and EFT4900 totalling \$900.00;*
- Credit Card payments totalling \$2,023.01;*

*be adopted.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**



**10.03 2013/2014 ANNUAL BUDGET AMENDMENT**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Net Current Asset Analysis</b> <b>Plant Replacement Program 2013/14 (amended)</b> <b>Reserves Budget 2013/14 (amended)</b>
<b>File Ref:</b>	<b>ADM0163</b>
<b>Author:</b>	<b>KP O'Neill</b> <b>Finance Officer</b>
<b>Date:</b>	<b>5 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider amendments to the 2013/14 Budget.

**Background:** The Annual Budget for the 2013/2014 year was adopted by Council on 18 July 2013.

The *Local Government (Financial Management) Regulations 1996*, regulation 31 requires the Net Current Assets at the start of the financial year are to be shown in the annual budget, however the regulations also state that –

*31. (2) If at the time of preparation of the annual budget the net current assets is now known, an estimate of that figure may, if it is disclosed as an estimate, be included in the budget.*

The budget is adopted prior to the actual value of Councils Net Current Assets (surplus) at 30 June being known, and an estimate of the surplus that will be carried forward into the new year is included in the budget.

The estimated surplus included in the budget, was \$3,825,600. The annual financial report is now complete, and being reviewed by Councils auditors, and shows the actual surplus carried forward at 1 July 2013 being \$3,398,305. The variance is \$427,295 which is material and action will need to be taken to amend the budget to accommodate this.

**Comment:** As the variance between estimated and actual surplus carried forward is significant, amendments to the 2013/14 budget are required to ensure the appropriate allocation of resources for the year.

The calculations for the estimated surplus have been reviewed, and compared with the actual surplus carried forward, to determine where the variances have occurred.

- **Cash at Bank – unrestricted**  
The anticipated unrestricted cash balance was overestimated by approximately \$200,000. Council received an advance payment of its Financial Assistance grants through the WA Local Government Grants Commission late in June and it was anticipated that the full amount of this allocation would be unexpended at 30 June. Due to the large amount of invoices paid in May and June, and the outstanding WANDRRA funds, unrestricted cash carried forward was less than anticipated.

- **Receivables**  
The anticipated balance of receivables (rates & sundry debtors) was underestimated by \$71,474. Council has a large amount of funds owing from the WANDRRA pool, the amount of which was underestimated at 30 June. Invoices for private works to neighbouring Councils were issued in June and were outstanding at the end of the financial year.
- **Inventories**  
It was anticipated that a large portion of gravel would be held in stock at 30 June, which occurred in the previous financial year. This scenario did not eventuate with gravel purchased being utilised on road projects. This resulted in a reduction in the amount of stock on hand at 30 June of \$78,562.
- **Payables and Provisions**  
Outstanding creditor invoices at 30 June were estimated to be \$142,100. The actual amount was \$365,393, a variance of \$223,293. Progress payments for the Broomehill Archive Repository are included in this amount and totalled approximately \$200,000. Whilst it was anticipated that this project would be nearing completion by 30 June, provision for payment of these invoices was overlooked.

Staff have undertaken a review of the Budget and identified the following expenditure that Council can consider deferring to bring the budget back in line –

- **Reserve Transfers**  
Additional funds, after considering the wishlist, were allocated into Reserves,
  - ♦ Plant Reserve \$45,000
  - ♦ Building Reserve \$100,000
  - ♦ Tambellup Recreation Ground & Pavilion Reserve \$100,000
- **Tambellup Depot - Machinery Shed**  
Provision of \$140,000 was made for construction of a 5 bay machinery shed to house Councils plant at the Tambellup Depot. This can be deferred to another budget year.

If the items listed above are deferred, a variance of \$42,300 will remain. Council is required (in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996*) to conduct a budget review between 1 January and 31 March each year. The outcome of the budget review in January 2014 will allow for this variation to be addressed.

**Budget Amendments**

It is proposed that the following amendments be made to the 2013/14 Budget –

	Adopted Budget	Amended Budget	Variance
Surplus / (Deficit)			(\$427,300)
Transfers to Reserves			
- Plant Reserve	(\$235,000)	(\$190,000)	\$45,000
- Building Reserve	(\$345,000)	(\$245,000)	\$100,000
- Tambellup Pavilion	(\$198,000)	(\$98,000)	\$100,000
Depot Machinery Shed	(\$140,000)	\$0	\$140,000
			(\$42,300)

**Proceeds from Sale of Housing**

On a separate matter, whilst Council is considering amendments to the budget to accommodate the reduced surplus, it would be prudent to include amendments to account for the sale of Councils properties at 54 India Street, Broomehill and 5 Taylor Street, Tambellup.

Council resolved at the 18 July 2013 meeting to advertise for sale these two properties. As Council had not determined whether to retain or sell these properties at the time of adopting the budget, provision was not included.

At the October 2013 meeting, Council accepted an offer to purchase 54 India Street for \$140,000. The property at 5 Taylor Street remains listed for sale at \$120,000 with Councils real estate agents.

It is appropriate that the proceeds from the sale of these properties be transferred into the Building Reserve to fund future construction of executive housing.

**Budget Amendments**

To accommodate the sale of the two properties, it is proposed that the following amendments be made to the 2013/14 Budget –

	Adopted Budget	Amended Budget	Variance
Proceeds – Disposal of Assets			
- 54 India Street	\$0	\$140,000	\$140,000
- 5 Taylor Street	\$0	\$120,000	\$120,000
Transfers to Reserves			
- Building Reserve	(\$245,000)	(\$505,000)	(\$260,000)
			\$0

Note that the Transfer to Building Reserve figure of \$245,000 assumes that Council will endorse the proposed amendments for the reduced surplus carried forward.

It may be helpful for Councillors to bring their copy of the 2013/14 Budget to the meeting.

<b>Consultation:</b>	Chief Executive Officer
<b>Statutory Environment:</b>	<i>Local Government Act 1995 – Section 6.2 and Local Government (Financial Management) Regulations 1996 – Part 3 prescribe the form and content of the Annual Budget.</i>
<b>Policy Implications:</b>	Council does not have a policy in relation to this item.
<b>Strategic Implications:</b>	Strategic Community Plan 2012 – 2022 Community Aspiration - Being Well Governed <i>Provide leadership for the community through transparent, accountable and representative local government.</i>
<b>Asset Management Implications:</b>	The proposed amendment to include the sale of the two properties impacts the asset management plan immediately. The renewal estimate for building infrastructure is reduced by the value of the two properties, thereby reducing the required annual maintenance for buildings. In turn, this assists to close the ‘funding gap’ between required renewal and maintenance expenditure and current renewal and maintenance expenditure.
<b>Financial Implications:</b>	<p>A reduction in the estimated surplus carried forward of \$427,300 impacts significantly on projects included in the 2013/14 Budget. Amendments to the budget are required to account for the reduced surplus carried forward.</p> <p>Provision for the sale of the two properties was not included in the annual budget. It is appropriate that the proceeds from the sale of the properties are transferred into the Building Reserve to enable future construction of executive housing.</p>
<b>Workforce Plan Implications:</b>	There are no workforce plan implications.
<b>Voting Requirements:</b>	Absolute Majority  Amendments to the budget are required to be passed by an Absolute Majority decision of Council.

**Council Resolution: 131105**

*Moved Cr Dennis, seconded Cr Crosby*

*“That Council authorises the following amendments to the 2013/2014 Annual Budget:-*

- Transfer to the Plant Reserve be reduced to \$190,000;*
- Transfer to the Building Reserve be increased to \$505,000, which is a net amount to include firstly the reduction of \$100,000 and secondly the increase for the proceeds from sale of Councils properties of \$260,000;*
- Transfer to the Tambellup Recreation Ground and Pavilion Reserve reduced to \$98,000;*
- Defer construction of the machinery shed at the Tambellup depot for \$140,000;*
- Bring to account proceeds from sale of 54 India Street Broomehill for \$140,000;*
- Bring to account proceeds from sale of 5 Taylor Street Tambellup for \$120,000.”*

***CARRIED 6/0  
By Absolute Majority***

**Reason For Change to  
Recommendation:**

<b>10.04</b>	<b>PROPOSAL TO ESTABLISH A REGIONAL COUNCIL FOR ROAD CONSTRUCTION AND MAINTENANCE</b>	
<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Under Separate Cover - A Proposal to Establish a Regional Council for Road Construction and Maintenance</b>	
<b>File Ref:</b>	<b>ADM0298</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 November 2013</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

**Summary:** The purpose of this report is to obtain a position from the Council relating to the investigation of the proposal to establish a Regional Council between the Shires of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet for the purpose of road construction and maintenance.

**Background:** For the past several years, both the State Government and the WA Local Government Association have been emphasising the concept of regional cooperation between Councils. The Shire of Broomehill-Tambellup has a good record of regional cooperation from ad hoc arrangements in the use of plant and equipment, more formal arrangements in staff sharing plus being a partner in the Southern Link VROC with the Shires of Cranbrook, Kojonup and Plantagenet.

The VROC member Councils on a numbers of occasions have had informal discussions about the establishment of more formal structures (Regional Council) to deliver services such as waste and road construction. Broomehill-Tambellup previously has always taken a positive view on undertaking the necessary investigations to see if the proposal will stack up.

Mr Anthony Middleton has prepared a report relating to the potential for the VROC to establish a Regional Council (RC) with responsibilities for road construction and road maintenance.

The report was received in mid October but was outside the timeframe for the October Council meeting, so the VROC representatives were unable to formally give Councils decision on the proposal at the full VROC meeting held on 6 November 2013.

**Comment:** The attached report is preliminary and should be considered the first step. Council is to consider supporting the proposal to take the next step, to engage an outside consultant to put together a business case to determine if the proposal is viable or not. It is unknown at present whether or not a Regional Council is an effective and efficient way to undertake this particular part of Council business. Therefore it is reasonable, should the Council agree, to indicate that the Council would support the investigation of such a proposition. Anything further would be premature.

It should be noted that if the proposal were to move to the establishment of a Regional Council, a business case is required to accompany the request made to the Minister to establish a Regional Council under the *Local Government Act 1995*.

- Consultation:** Although the concept of the development of a Regional Local Government has been discussed many times at a VROC level, there is no definitive path forward at this time.
- Statutory Environment:** A Regional Local Government can be established pursuant to Section 3.61 of the *Local Government Act 1995*.  
A Voluntary Regional Organisation of Councils has no status as a Corporate Body and cannot make decisions on its own behalf. A Regional Local Government, on the other hand, is constituted as a Body Corporate with Perpetual Succession and a Common Seal and therefore is able to make decisions.
- Policy Implications:** There are no policy implications for this report.
- Strategic Implications:** The Shire of Broomehill-Tambellup Corporate Business Plan 2013 includes the functional activity of Roads and Other Transport Networks. This aligns with the Strategic Community Plan 2012-2022 at S3 – Living in a Safe Community and S4 – Staying Active and being Entertained.
- Asset Management Implications:** The establishment of a Regional Local Government will have asset management implications. A Regional Local Government established for the purpose of road construction and maintenance, would be undertaking work on Council assets (roads) and may also use Council plant.
- Financial Implications:** It is too early to develop financial implications regarding the establishment of a Regional Local Government.  
As is noted in the attached report prepared by Mr Middleton, a Regional Local Government will have many of the overheads that any other Local Government will have. This is a prime consideration when establishing a Regional Local Government.  
The purpose of the present report is to seek a position from the Council so that costs may be established to assist further decision making.  
The development of a business case for the VROC may cost in the vicinity of \$20,000.00. Council will have to cover 25% of the business case costs. A provision is included in the 2013-2014 budget of \$10,000 to cover commitments such as this.
- Workforce Plan Implications:** The establishment of a Regional Local Government will have workforce planning implications.
- Voting Requirements:** Simple Majority

**Officer Resolution:** *“That the Southern Link Voluntary Regional Organisation of Councils be advised that the Shire of Broomehill-Tambellup supports the preparation of a business case regarding the establishment, pursuant to Section 3.61 of the Local Government Act 1995, of a Regional Local Government for the purpose of undertaking capital and maintenance road works on behalf of the member Councils.”*

**Council Resolution:** *131106*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That the Southern Link Voluntary Regional Organisation of Councils be advised that the Shire of Broomehill-Tambellup supports the preparation of a business case regarding options available for undertaking capital and maintenance road works on behalf of the member Councils. The establishment, pursuant to Section 3.61 of the Local Government Act 1995, of a Regional Local Government for the purpose is to be included as part of the consultants brief.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

The change is to allow for all available options to be considered by the VROC member Councils.



**10.05 REVIEW OF DELEGATIONS REGISTER**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of Delegations Register</b>
<b>File Ref:</b>	<b>ADM0239</b>
<b>Author:</b>	<b>JM Trezona</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The purpose of this report is for Council to review its Delegations Register.

**Background:** Council has the ability to delegate authority relating to a variety of powers and tasks to the Chief Executive Officer.

This is done to facilitate prompt business transaction and streamline customer service of the Council so that waiting times and delays are kept to a minimum. In addition it alleviates the necessity for Council to deal with routine items at its monthly meetings thus freeing up time for matters of strategy and policy.

*The Local Government Act 1995* states that at least once every financial year, delegations are to be reviewed by the Delegator. The Delegations Register was last reviewed on 20 September 2012.

**Comment:** A copy of the current Delegations Register is included with the agenda papers. Amendments are proposed for Delegations

- 1.6 Property Acquisition and Disposal
- 2.8 Reimburse Expenses of Councillors

Both amendments are minor. The proposed amendments to delegation 1.6 are to clearly provide the parameters of the delegation, while the proposed change to 2.8 is to provide a cross reference to Councils policy relating to reimbursement of Councillor expenses.

Does Council wish to amend, include or remove further delegations?

**Consultation:** Nil

**Statutory Environment:** *Local Government Act 1995* Sections 5.42 & 5.43

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

*\*Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegate on.

5.43. Limits on delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties

- (a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) Appointing an auditor;
- (d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, or 5.100;
- (f) Borrowing money on behalf of the local government;
- (g) Hearing or determining an objection of a kind referred to in section 9.5;
- (h) Any power or duty that requires the approval of the Minister or the Governor; or
- (i) Such other powers or duties as may be prescribed.

**Policy Implications:** Nil

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

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

**Financial Implications:** There are no financial implications.

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

**Voting Requirements:** Absolute Majority

**Council Resolution:** *131107*

*Moved Cr Crosby, seconded Cr Dennis*

*“That Council, having undertaken a review of the Delegations Register in accordance with the requirements of the Local Government Act 1995 section 5.42(2), adopts the delegations as presented including the proposed amendments to Delegation 1.6 – Property Acquisition and Disposal and Delegation 2.8 – Reimburse Expenses of Councillors.”*

**CARRIED 6/0**  
**By Absolute Majority**

**Reason For Change to Recommendation:**

**10.06****BROOMEHILL WASTE TRANSFER STATION**


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<b>Program:</b>	<b>Community Services</b>
<b>Attachment:</b>	<b>Letter of objection</b> <b>Subdivision Guide Plan – Lot 301</b> <b>Design layout plan</b> <b>Photos of the site</b>
<b>File Ref:</b>	<b>ADM0394</b>
<b>Author:</b>	<b>JM Trezona</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>15 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The purpose of this report is for Council to consider an objection to the location of the proposed Waste Transfer Station in Broomehill.

**Background:** As part of the regional component of the Country Local Government Fund for the 2010-2011 year, the four member Councils of the Southern Link Voluntary Regional Organisation of Councils (VROC) agreed, and were successful in their application to the Department of Regional Development and Lands (RDL), to do a regional waste project. In conjunction with the requirement for every Council across the state to have a Waste Minimisation Strategy as part of the state government's Towards Zero Waste Strategy, the VROC Councils all had similar strategies in their plans to reduce waste to landfill and increase recycling. As such it was unanimously agreed to construct waste transfer stations across 7 sites with Kojonup doing a smaller project that involved sealing an area of their existing Transfer Station.

Council had two years from the date of signing the Financial Assistance Agreement (FAA) to complete the projects. The FAA was signed on 12 July 2011.

The planning stage of the project has met with a number of obstacles not the least being the confusion around whether or not all the transfer station sites required a Department of Environmental Regulation (DER formerly DEC) Works Approval. Once it was clear that we did need the Works Approval, DER did not issue the first Works Approval until 17 July 2013. I understand that the last of the Works Approvals has just been issued.

Realising that it was not going to be possible to meet the funding deadline, a letter seeking an extension to the funding period was sent to RDL on 12 March 2013. An extension was granted on 28 May 2013 for the construction to be completed by 31 December 2013 and the final acquittal of the grant to be submitted by 31 March 2014.

The designs for the Broomehill and Tambellup projects were approved by Council on 19 April 2012.

The Chief Executive Officer has received a couple of phone calls and a visit from Mr Dan Bignell who has recently renovated and moved into a residence located approximately 650m east of the proposed site for the Transfer Station. Mr Bignell has now submitted a letter of objection to

Council. The objection centres on the proposed location of the facility in Broomehill and a request for Council to reconsider the site of the facility. A copy of the letter is included as an attachment to this report.

**Comment:**

The proposal has been over two years in the planning and the process to get approval to build the transfer station has been lengthy, bureaucratic and frustrating.

The transfer station to be located on this site will be a low impact development and will provide a much more formal process for the delivery of waste to the site than the current practice of just putting waste into a hole.

Council has made provision in its current budget and its Long Term Financial Plan, for the manning of Councils two refuse sites so there will no longer be unrestricted public access. The putrescibles waste will be contained in a bulk volume bin with lids which will greatly improve the control of litter and odour. When the site is closed the lids will be closed. There is the additional benefit of much better recycling opportunities to reduce the amount of waste going to landfill. Recycling will be stored in a sealed container which will also minimise any windblown litter.

The visual impact from the road depends largely on the direction that you are coming from. The attached photos show the aspect looking from the Tieline Road into the facility at the existing gateway and immediately to the east of the gateway. In an effort to minimise any visual impact from the facility, Council has agreed to undertake plantings around the perimeter fence of the Transfer Station.

**Subdivision across the road from the Proposed Transfer Station**

Concern has been raised in the attached letter about the impact on the rural residential land subdivision (owned by a third party) across the road from the proposed Transfer Station.

A copy of the Subdivision Guide Plan that was endorsed by Council on 11 December 2012 and given final approval by the Western Australian Planning Commission, is attached. No comment or contact has been received from the owners of the property.

Councillors will note that each Lot contains a building envelope with a requirement that all buildings are to be located within the envelope. The closest building envelope is in excess of 188 metres from the southern side of the Tieline Road immediately across from the entrance to the proposed Transfer Station. The Subdivision Guide Plan also includes proposed revegetation along the Tieline Road which will provide a visual buffer.

DER sets a minimum recommended buffer of 150m for a single residential property. DER, as part of the Works Approval process, assessed the potential impact of the waste transfer facility on the surrounding community (including the impact on the existing residences) and determined that the proposed development is acceptable.

The two closest, existing residences are approximately 650m to the east and 630m to the west from the proposed Transfer Station site.

The 150m DER buffer is applied to facilities that receive hundreds of thousands of tonnes of waste per annum. Broomehill currently receives about 250 tonnes per annum.

**Proposal to move the facility further north into the Refuse Reserve**

The main reason stated in the letter of objection is that it will be “.....completely visible from the road and would create an unpleasant scene in the now-natural bushland” and, therefore, they are asking that Council consider moving the location of the facility further back from the Tieline Road.

Enquiry has been made to ascertain if the location of the Transfer Station can be moved at this stage. DER advised that Council has the option to make an application to vary the Works Approval. Staff are advised that this is not difficult but, at the time of writing this report, a timeframe for such a variation to be approved by DER is unknown.

In moving the facility further north, even a few metres, will require an application for a clearing permit as the area to the north has a medium to heavy vegetation cover. Clearing permits take a minimum of three months to obtain, or longer if there are objections or other complications such as rare fauna or flora habitats. The existing site was chosen because it has been previously cleared. Also contrary to the attached letter there is still some natural vegetation remaining on the east side of the gateway between the road and the proposed facility.

In considering this Council members should have regard for the following:

- If the proposed facility is built on the existing chosen site it will not be visible from any existing neighbouring residences
- The facility will be visible to traffic passing by the entrance on Tieline Road
- Plantings around the perimeter fence will reduce the visual impact from the road; however, part of the facility will always be visible when looking through the gateway
- Building envelopes for the Lot 301 subdivision easily meet the 150m minimum buffer distance set by DER
- Proposed revegetation along the Tieline Road boundary of the property will further reduce any visual impact for future residents on the Lot 301 subdivision
- No objection has been received from the owner of Lot 301
- It is possible to seek a variation to the Works Approval to relocate the facility
- A clearing permit will be required which has a minimum timeframe of three months so Council could expect an approval by the end of February 2014 at the earliest
- Council has received \$120,000.00 from the regional component of the Country Local Government Fund for the project
- An extension has been granted to 31 December 2013 for the construction of the facility

- The funding for the transfer stations was part of the 2010-2011 funding round. Until these funds are acquitted, the 2012-2013 regional Country Local Government Funds are withheld by RDL. This has consequences across the four VROC Councils
- The construction of this facility will provide much better management of the existing landfill and should also prolong the life of it. This allows Council to continue to provide an important service to its residents that is affordable.

**Consultation:** Mr Ian Watkins – IW Projects

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** The Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022 includes a community aspiration of Being Healthy. Council has committed to *‘Develop and implement a region wide Total Waste Management Plans as part of the Southern Link VROC group.’*

**Asset Management Implications:** This is a new asset for the Council and will need to be included into the Asset Management Plan. The construction of this asset will assist in the long term management of the existing refuse site.

**Financial Implications:** There will be ongoing operational and maintenance requirements once the facility is running.

**Workforce Plan Implications:** The Workforce Plan includes the creation of two new part time positions for the manning of the two Waste Transfer Stations.

**Voting Requirements:** Simple Majority

**Additional Information:** The Chief Executive Officer was able to advise the meeting that the Dept of Environmental Regulation (DER) had advised the following:

- A clearing permit was not required should the transfer station be relocated. Under Schedule 6 clause 2 (c) (ii) of the *Environmental Protection Act 1986*, a clearing permit is not required, if the clearing is in accordance with a works approval. Council has been issued a Works Approval W5492/2013/1 which allows the construction of the transfer station.
- Contact with DER in Albany confirmed that the facility could be relocated on the refuse site and only required the submission of a variation to the Works Approval.
- A further inspection of the site by the CEO and Manager of Works late Wednesday 20<sup>th</sup> after receiving DER advice, provided two alternative sites for consideration. One approximately 135m from the front entrance and the second one approximately 235m from the front entrance.

- Council is required to consider the additional cost implications if an alternative site is to be chosen. It is estimated that the alternative site at 135m and 235m will require an additional funds of \$25,000 and \$35,000 respectively. This is to cover the additional fencing costs, clearing, survey, road construction and cartage of fill (which is already on the original site)
- Council will need to determine how the extra costs are to be funded. Council may wish to utilise Building Reserve funds.

**Officer Resolution:** *“That Council reconfirms its decision of 19 April 2012 on the design and location of the proposed Broomehill Transfer Station noting that there is to be a vegetation buffer planted around the perimeter fence which will reduce the visual impact of the facility from the road.”*

**Council Resolution:** *131108*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Council agrees to amend its decision of 19 April 2012 and site the proposed Broomehill Waste Transfer Station approximately 135m north of the Tie Line Road to reduce the visual impact of the facility from the road.”*

**CARRIED 6/0**

**Council Resolution:** *131109*

*Moved Cr Crosby, seconded Cr Prout*

*“That the additional costs incurred to move the site of the proposed Broomehill Transfer Station be met with funds from the Building Reserve. Council recognises that the additional cost is over budget and that the transfer from the Building Reserve is unbudgeted.*

**CARRIED 6/0**

**By Absolute Majority**

**Reason For Change to Recommendation:**

Council having received additional information from DER on the possibility of being able to relocate the site of the proposed transfer station that would meet the timeframe for the project, agreed to an alternative site that would also meet the expectations of the Broomehill residents.

## 10.07

**APPLICATION FOR ALTERATIONS AND ADDITIONS TO AN  
EXISTING OUTBUILDING/STORAGE SHED USED FOR RURAL  
INDUSTRY (FEED PALLET MILL) – LOT 253 BROOMEHILL-  
GNOWANGERUP ROAD, BROOMEHILL**

<b>Program:</b>	<b>Planning</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>A6011</b>
<b>Author:</b>	<b>Gray &amp; Lewis                      Landuse Planners</b>
<b>Date:</b>	<b>1 November 2013</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>

### Summary:

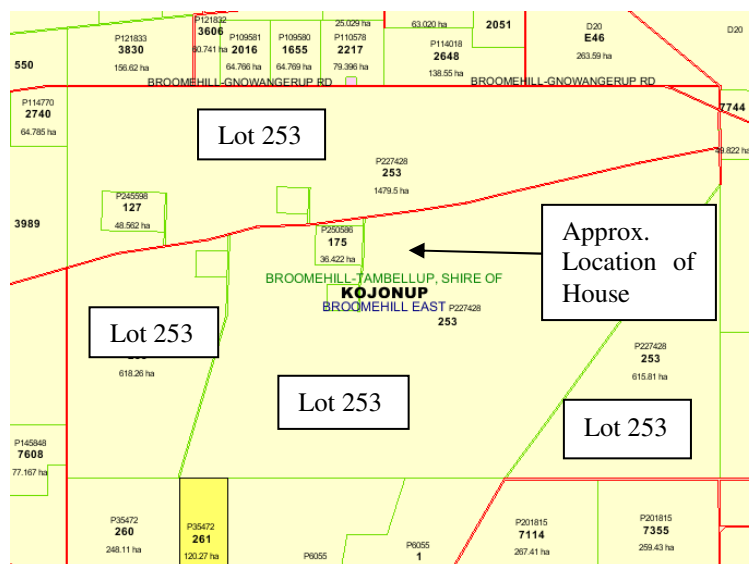
An application has been lodged seeking planning approval for alterations and additions to an existing outbuilding / storage shed associated with an approved Rural Industry (feed pellet mill) on Lot 253 Broomehill Gnowangerup Road, Broomehill.

This report recommends that the application be conditionally approved.

### Background:

The lot traverses several roads and has a combined area exceeding 4840 hectares. The land is substantially cleared, used for farming and contains an existing dwelling, associated sheds, and dams.

An existing dwelling has driveway access from Treasure Road.



Source: Landgate

Council considered and approved a planning application for the existing outbuilding and a Rural Industry (feed pellet mill) on Lot 253 at the meeting held on the 27 June 2013.



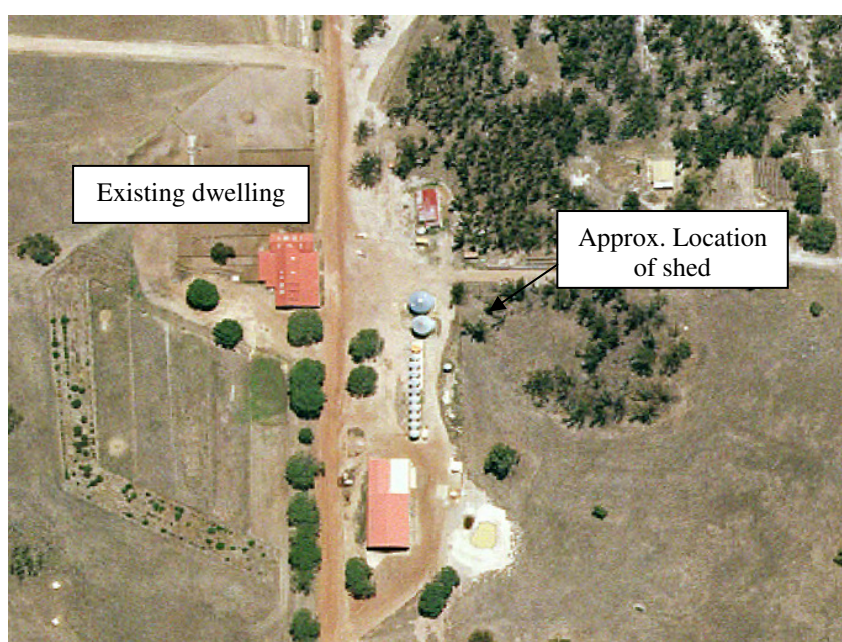
**Comment:****Description of Application**

An existing outbuilding has already been constructed on the lot and it has a floor area of approximately 504m<sup>2</sup>. It is located to the immediate south-east of the existing dwelling on the lot and has been approved for use as a Rural Industry.

The existing outbuilding is used for making and storing stock pellets.

This application proposes two additions to the existing outbuilding, each measuring 12 metres by 14 metres. The additions will increase the floor area of the outbuilding by a total of 576m<sup>2</sup>.

For ease of reference, Gray & Lewis has compiled an aerial plan below.

**Zoning**

The subject lot is zoned 'Farming' under the Shire of Broomehill Town Planning Scheme No 1 ('the Scheme').

The Scheme objectives of the Farming zone mainly discuss subdivision however one main objective is '*the Council intends the predominant for of rural activity in the farming zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.*'

The existing outbuilding and proposed additions are on a portion of the lot not actively used for farming, and farming can continue to operate on the balance land.

Landuse

The applicant has not lodged any written advice with the application, however planning approval has already been issued for the landuse of Rural Industry to occur on the lot.

It is assumed that the outbuilding addition is associated with the existing approved use.

A 'Rural Industry' is permitted in Farming zone under the Scheme *'provided it complies with the relevant standards and requirements laid down in the Scheme and all conditions (if any) imposed by the Council in granting planning consent.'*

Setbacks

The existing outbuilding and proposed additions comply with the setbacks outlined in Clause 5.5 of the Scheme being 15 metres from the street and 10 metres to any rear / side boundary.

As the development is central to the large farming property and located substantial distances from any neighbours, it is not anticipated that it will have any significant visual impact.

<b>Consultation:</b>	No consultation has been undertaken. Council has discretion to advertise any proposal in accordance with Clause 7.2 of the Scheme.
<b>Statutory Environment:</b>	Shire of Broomehill Town Planning No 1
<b>Policy Implications:</b>	Nil
<b>Strategic Implications:</b>	The Shire of Broomehill-Tambellup Strategic Community Plan 2012-2022 includes a community aspiration of How we will generate Wealth. Council has committed to supporting local business.
<b>Asset Management Implications:</b>	There are no Asset Management implications for Council.
<b>Financial Implications:</b>	There are no long term financial implications for Council. Council receives planning fees as part of the application process.
<b>Workforce Plan Implications:</b>	There are no Workforce Plan implications
<b>Voting Requirements:</b>	Simple Majority

**Council Resolution: 131110**

*Moved Cr Batchelor, seconded Cr Dennis*

***“That Council:***

- 1. Approve the application lodged by Dan Turner for alterations and additions (576m<sup>2</sup>) to an existing 504m<sup>2</sup> outbuilding on Lot 253 Broomehill Gnowangerup Road, Broomehill subject to the following conditions:***
  - (a) Development shall be generally in accordance with the application and plans as submitted unless otherwise approved in writing by the Shire Chief Executive Officer.***
  - (b) The development approved is to be substantially commenced within 2 years to the satisfaction of the Shires Chief Executive Officer. If the development is not substantially commenced within two years the planning consent will expire and become void.***
- 2. Advise the applicant in a footnote on the planning approval that ‘A planning consent is not an approval to commence any site works or construction. A separate building permit must be obtained for all works.’***

***CARRIED 6/0***

**Reason For Change to  
Recommendation:**

**10.08****REQUEST FOR EXTENSION OF TIME FOR UPGRADING OF  
TRANSPORTED DWELLING (SINGLE HOUSE) – LOT 108  
GREENHILLS SOUTH ROAD, TAMBELLUP**


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<b>Program:</b>	<b>Planning</b>
<b>Attachment:</b>	<b>Owners Letter</b>
<b>File Ref:</b>	<b>A653</b>
<b>Author:</b>	<b>Gray &amp; Lewis                      Landuse Planners</b>
<b>Date:</b>	<b>1 November 2013</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>

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**Summary:**

An application for a transported dwelling (previously class rooms) on Lot 108 Greenhills South Road was approved in 2010 for use as single house.

A condition of planning approval required all external works and upgrading to be completed within 12 months of the issue of a building licence. Internal works were required to be completed within 2 years.

In 2012 Council granted an extension to allow the owners until December 2013 to complete external works and upgrading.

The owners have lodged new correspondence with the Shire seeking an extension in time to complete the internal, external works and all upgrading by December 2015.

**Background:**

An application for two transported buildings (previously used as classrooms) to be upgraded and converted into a residential dwelling was approved by Council in December 2010.

Condition (i) of the planning approval required '*all external works and upgrading to be completed within 12 months of the issue of a building licence to the satisfaction of the Chief Executive Officer unless otherwise agreed to in writing by the Shire.*'

Condition (ii) of the planning approval required internal works to be completed within 2 years of the issue of the building licence.

The building licence was issued on the 31 July 2011 therefore Condition (i) was required to be met by the 31 July 2012, and Condition (ii) by the 31 July 2013.

Last year the owners requested an extension in time to December 2013 to complete the necessary work. The matter was considered by Council at the meeting held on the 20 September 2012 and the extension was granted until the 31 December 2013.

The owners have lodged a \$5000.00 bond which will not be refunded until all works are complete.

**Comment:** The owners are now seeking an extension of time until December 2015 to complete the necessary upgrading. They advise that the main issue is that they have not been able to sell their house at 7 Taylor Street in Tambellup.

They advise that they have completed the following external works to date:

- Painted the walls in surfmist
- Removed all conduits and external pipes
- All windows and doors have been relocated to their permanent position.
- All new windows have been installed.

The owners are also progressing other external works as explained in their letter.

It is recognised that the owners have been progressing upgrading works incrementally and have demonstrated an intention to comply with the planning conditions and complete upgrading works in the longer term.

It is recommended that the proposed extension of time until December 2015 be supported. It is noted that the owners bond will not be refunded until all works are completed to the Shires satisfaction.

**Consultation:** Nil

#### **Statutory**

**Environment:** Shire of Tambellup Town Planning Scheme No 2 - the subject lot is zoned 'Special Rural' under the Shire of Tambellup Town Planning Scheme No 2 ('the Scheme').

**Policy Implications:** Many local governments have Local Planning Policies on Transported Dwellings which act as a guide on Councils requirements, matters considered in assessment and may address issues such as bond amounts.

Local Planning Policies must be adopted by Council, advertised for public comment, and then granted final Council approval. Policies are guidelines and can be periodically reviewed or modified.

The Shire may consider implementing a Local Planning Policy as they assist to advise applicants what the Council requires.

#### **Strategic**

**Implications:** This issue has no strategic implications

#### **Asset Management**

**Implications:** There are no Asset Management Implications

#### **Financial**

**Implications:** There are no long term financial implications for Council. Council receives planning fees as part of the application process.

**Workforce Plan**

**Implications:** There are no Workforce Plan implications.

**Voting Requirements:** Simple Majority

**Council Resolution:** *131111*

*Moved Cr Prout, seconded Cr Paganoni*

*“That Council;*

*1. Authorise the Chief Executive Officer to advise the applicant in writing that:*

- (i) In accordance with Condition (i) and Condition (ii) of the planning approval dated 20 December 2010, an extension of time is granted to allow all internal works, external works and upgrading to be completed by the 31 December 2015.*
- (ii) No bonds will be refunded until such time as all works have been completed to the Shire’s satisfaction.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**10.09****PROPOSED ROOF EXTENSION TO EXISTING DWELLING AND PROPOSED OUTBUILDING – LOT 140 (NO 238) ROURKE STREET, TAMBELLUP**


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<b>Program:</b>	<b>Planning</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>A466</b>
<b>Author:</b>	<b>Gray &amp; Lewis                      Landuse Planners</b>
<b>Date:</b>	<b>8 November 2013</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>

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**Summary:** An application has been lodged for a roof extension on Lot 140 (No 238) Rourke Street, Tambellup. The application also includes a separate outbuilding.

This report recommends conditional approval.

**Background:** The subject lot is zoned ‘Special Rural’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

The lot has an area of approximately 1.9 hectares. It contains an existing dwelling and garage.

**Comment:** Roof Extension

There is an existing garage located 3.3 metres to the side of the existing house on Lot 140. The existing house has a verandah around its perimeter.

The application proposes a small roof extension to connect the house verandah to the garage. The roof extension only measures 3.3 metres wide with a length of 6 metres (19.8m<sup>2</sup>).

The proposed development is minor, will not have any visual impact, and is simply a small roof connecting two existing buildings.

Outbuilding

The application also proposes an outbuilding to the rear of the existing house. The outbuilding will be located 60 metres from Rourke Street and 30 metres from the west side boundary.

The outbuilding will measure 7 metres by 9 metres, with a wall height of 3 metres. The total floor area will be 63m<sup>2</sup> and a portion of the outbuilding will be an open roof area.

Setbacks

Both the roof extension and the outbuilding comply with all of the Scheme setback requirements as summarised in a table overpage.

	<b>Required Clause 6.5.3 of Scheme</b>	<b>Provided (Complies)</b>
Front	15m	30m to roof extension 60 metres to outbuilding
Side	10m	30 metres and greater for roof extension and outbuilding
Rear	10m	Over 80 metres for roof extension and outbuilding

It is recommended that the proposed development be conditionally approved.

**Consultation:** Nil

**Statutory Environment:** Shire of Tambellup Town Planning Scheme No 2

**Policy Implications:** Nil

**Strategic Implications:** There are no Strategic Implications

**Asset Management Implications:** There are no Asset Management Implications

**Financial Implications:** There are no long term financial implications for Council. Council receives planning fees as part of the application process.

**Workforce Plan Implications:** There are no Workforce Planning implications.

**Voting Requirements:** Simple Majority



**Council Resolution: 131112**

*Moved Cr Crosby, seconded Cr Dennis*

***“That Council:***

- 1. Approve the application lodged by Barbara Sloan for an outbuilding (63m<sup>2</sup>) and separate roof area (connecting the house and existing garage) on Lot 140 (No 238) Rourke Street Tambellup subject to the following conditions:***
  - (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.***
  - (ii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.***
  - (iii) The development approved is to be substantially commenced within 2 years of the date of this approval. The approval lapses if the development has not substantially commenced before expiration of the 2 year period.***
- 2. The applicant be advised as a footnote on the planning approval that ‘Planning approval is not a consent for any works. A separate building permit is required prior to commencement of works.’”***

***CARRIED 6/0***

**Reason For Change to  
Recommendation:**

## 10.10 PROPOSED SHED AT LOT 392 NELSON STREET, BROOMEHILL

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<b>Program:</b>	<b>Planning</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>A6083</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>8 November 2013</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** An application has been lodged to construct a 108m<sup>2</sup> shed on Lot 392 (No 113) Nelson Street Broomehill.

This Report recommends conditional approval.

**Background:** The subject lot is zoned 'Rural Residential' under the Shire of Broomehill Town Planning Scheme No 1 ('the Scheme')

The Lot has an area of approximately 5 hectares and contains an existing dwelling and garage.

**Comment:** The application proposes a shed to be built to the rear of the existing garage. The proposed shed will be located approximately 45m from Nelson Street and 130m from the rear boundary.

The shed will measure 9 metres by 12 metres with a wall height of 4 metres. The total floor area will be 108m<sup>2</sup> with the western bay being open.

### Setbacks

The shed complies with all the Scheme setback requirements and is summarised in the following table:

	<b>Required Clause 5.5 of Scheme</b>	<b>Provided (Complies)</b>
Front	15m	Approx 45metres to proposed shed
Side	10m	110 metres and greater
Rear	10m	Approx 130 metres

It is recommended that the proposed development be conditionally approved.

**Consultation:** Nil

**Statutory Environment:** Shire of Broomehill Town Planning Scheme No 1

**Policy Implications:** Nil

**Strategic**

**Implications:** There are no Strategic implications.

**Asset Management**

**Implications:** There are no Asset Management implications.

**Financial**

**Implications:** There are no long term financial implications for Council. Council receives planning fees as part of the application process.

**Workforce Plan**

**Implications:** There are no Workforce Plan implications.

**Voting Requirements:** Simple Majority

**Council Resolution:** *131113*

*Moved Cr Paganoni, seconded Cr Dennis*

*“That Council:*

- 1. Approve the application lodged for a shed (108m<sup>2</sup>) on Lot 392 (No 113) Nelson Street Broomehill subject to the following conditions:*
  - (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.*
  - (ii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.*
  - (iii) The development approved is to be substantially commenced within 2 years of the date of this approval. The approval lapses if the development has not substantially commenced before expiration of the 2 year period.*
- 2. The applicant be advised as a footnote on the planning approval that ‘Planning approval is not a consent for any works. A separate building permit is required prior to commencement of works.’”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**10.11 NEW POLICY – APPOINTMENT OF FIRE CONTROL OFFICERS**

<b>Program:</b>	<b>Law, order and Public Safety</b>
<b>Attachment:</b>	<b>Draft Policy</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>PA Hull</b> <b>Community Services Officer</b>
<b>Date:</b>	<b>13 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**Summary:** Council to consider the implementation of a new policy relating to the endorsement of Fire Control Officer appointments.

**Background:** People taking on the position of Fire Control Officer for their brigade are nominated by the Brigade, with the nomination endorsed by the Bush Fire Advisory Committee (BFAC). Council is then required to officially endorse these appointments, in accordance with section 38 of the *Bush Fires Act 1954*. This is done on an annual basis following the BFAC annual general meeting.

Although the people taking on these positions are volunteers, they are appointed by Council, and as such are officers of the Council. The provisions of the Act allow for certain activities to be carried out in the exercising of their duties.

Council has previously discussed implementing some eligibility criteria (through development of a new policy) for people nominating for these positions to ensure those appointed are suitably experienced and qualified to perform the role.

**Comment:** In accordance with Occupational Safety and Health regulations, Council has a duty of care to all its brigade volunteers to provide as safe a working environment as possible. This extends to ensuring Fire Control Officers are appropriately skilled to manage a fire incident, and the volunteers assisting.

Establishing the rules for the appointment of Fire Control Officers will assist in meeting Councils obligations for duty of care.

**Consultation:** Chief Executive Officer

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

**Workforce Plan**

**Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Resolution:** *131114*

*Moved Cr Crosby, seconded Cr Paganoni*

*“That Council gives in-principle endorsement to the draft ‘Appointment of Bush Fire Control Officers’ policy as presented, and refers the draft policy to its Brigades for comment prior to adoption at the December 2013 Ordinary meeting.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

## 10.12 STANDARD OPERATING PROCEDURES FOR BUSHFIRE BRIGADES

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<b>Program:</b>	<b>Law Order and Public Safety</b>
<b>Attachment:</b>	<b>Copy of draft Standard Operating Procedures</b>
<b>File Ref:</b>	<b>ADM0118</b>
<b>Author:</b>	<b>K E Hobbs Finance/Administration</b>
<b>Date:</b>	<b>14 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review the Standard Operating Procedures and Standard Administration Procedures for Bushfire Brigades (SOP).

**Background:** The SOP provides the Broomehill and Tambellup Bushfire Brigade volunteers with information and procedures that will assist in reducing the risk that is presented for those who fight fires. The SOP also lists the responsibilities of certain fire officers and procedures that are required to be followed.

The document is reviewed annually to ensure it is updated and continues to be relevant to the Broomehill and Tambellup communities.

**Comment:** The document has been circulated to key DFES personnel for comment. Amendments to the document include:

- Updated SOP 12 'Driving Guidelines' to include driving rules for exemption from Road Traffic Code 2000 with respect to people travelling in load space of private fire appliances on the fire ground but not to & from fire ground and wearing of seatbelts.
- Update of wording from FESA to Department of Fire and Emergency Services (DFES).
- Update of wording from Department Environment & Conservation to Department Parks & Wildlife (DPAW).
- Inclusion of agency contact numbers for Wildfire Operational Management.
- Updated email address for Radio West Harvest Bans.
- Updated SOP 7 to include maintenance of burnover fire blankets.

Minor amendments have been made, and it is presented for Council consideration and endorsement.

**Consultation:** John Tonkin – DFES  
Chief Executive Officer

**Statutory Environment:** Bush Fires Act 1954

**Policy Implications:** Nil

**Strategic Implications:** Strategic Community Plan 'Living in a Safe Community'

**Asset Management**

**Implications:** Nil

**Financial**

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

**Workforce Plan**

**Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Resolution:** *131115*

*Moved Cr Batchelor, seconded Cr Prout*

*“That the 2013-2014 Standard Operating Procedures for Bush Fire Brigades be endorsed as presented.”*

**CARRIED 6/0**

**Reason For Change to**

**Recommendation:**

**10.13****STORM WATER HARVESTING AND WASTE WATER RE-USE - PROJECT SCOPE**

<b>Program:</b>	<b>Recreation</b>
<b>Attachment:</b>	<b>Opus Report</b>
<b>File Ref:</b>	<b>ADM0437, ADM0438</b>
<b>Author:</b>	<b>Anthony Middleton      Middleton Projects and Consulting</b>
<b>Date:</b>	<b>15 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**Summary:** The purpose of this report is to review the project scope for the budgeted waste water re-use and storm water harvesting projects.

**Background:** The Southern Link VROC has been successful in obtaining grant funding for various storm water harvesting and waste water reuse infrastructure projects. The funding approved for the Shire of Broomehill-Tambellup is as follows:

- Waste Water Reuse – Tambellup Oval - \$60,500
- Stormwater Harvesting – Broomehill - \$146,000
- Stormwater Harvesting – Tambellup - \$200,000
- Project Management – \$40,100
- TOTAL - \$441,100

**Comment:** Before works commence on this project, it is important to be satisfied with the project scope and review is necessary.

Specific details of the approved funding are as follows:

	water from water corporation and connect to existing		
	infrastructure		\$ 55,000
			<b>\$ 55,000</b>
	<b>Storm Water Harvesting - Broomehill</b>		
	Cap Inlet pipes at Sporting Club Dam		\$ 1,000
	Railway Line Retention Dam and transfer pump		\$ 25,000
	CBH Capture Pond, transfer pump and pressure main		\$ 120,000
			<b>\$ 146,000</b>
	<b>Storm Water Harvesting - Tambellup</b>		
	Transfer pump and pressure main for capture at		
	CBH and storage in holding tanks at sports ground		\$ 200,000
			<b>\$ 200,000</b>
	<b>Project Management</b>		
			<b>\$ 40,100</b>

It is envisaged that this CLGF grant will fund 100% of the project and therefore no matching contribution is required from the Shire.

**Waste Water Reuse - Tambellup**

This approved grant component of \$55,000 is to deliver:

- “Installation of three 150kL ground level storage tanks at the Tambellup Sporting Ground to store waste water effluent from the Water Corporation Waste Water Treatment Plant (WWTP) and some storm water runoff from the tennis courts and sports club area; and



- Installation of infrastructure required to connect the effluent storage tanks to existing Sporting Ground irrigation and reticulation infrastructure.”

The Water Corporation are in the process of constructing the chlorination system at the WWTP in readiness to transfer the treated water to the oval. The sewer treatment ponds are presently at their design capacity (excess is being transported to Katanning) and the Shire receiving this treated waste water is beneficial to both the Shire and the Water Corporation.

To utilize this treated waste water in a public facility requires a license through the Department of Health and the application for this license has been submitted. The use of (treated) waste water on a public facility has additional control measures that need to be undertaken and therefore places management responsibilities onto the Shire. In essence though, the main issues are as follows:

- The water must be utilised within 24 hours of being chlorinated; and
- Watering of the oval should occur at night to minimise contact with the treated waste water.

Currently a complete watering cycle of the Tambellup Oval utilises approximately 360kL of water, which allows each station to run for 20-25mins. The oval would benefit from a longer watering period but is limited by water availability. Present water storage at the oval in the existing tanks is 180kL and half of the oval is watered each evening, i.e. all of the oval is getting watered every second day. The grant received allows for the construction of three (3) 150kL tanks (total 450kL). The treated waste water is required to be used within 24 hours of being treated.

No special tank material is required to store treated waste water, however, due to previous experience with the vandalism of corrugated iron and plastic tanks it is recommended only concrete tanks be installed. It is also recommended that the tanks be installed adjacent to the existing concrete tanks to simplify plumbing requirements, allow their dual use with stormwater and maintain the aesthetics of the remainder of the sporting complex. This may require a minor realignment of the gravel entrance driveway.

The existing concrete storage tanks will be maintained and used exclusively for storm water, ensuring no contamination with treated waste water. This water supply can continue to be used for the oval, when required, or alternatively, a project variation be sought to expand the project and connect these storage tanks to Diprose Park, the Shire Administration Office & Hall Gardens and other parks and gardens around the townsite. This will then represent real ‘scheme’ water and cost savings to the Shire. It is recommended that this option be considered after firm costs of the remainder of the project are known.

To summarise, it is recommended that the Tambellup Waste Water Re-use project scope be refined as follows:

- Construction of concrete storage tank(s) with an approximate

- capacity of 450kl located adjacent to the existing concrete tanks;
- Installation of pipework required to connect the tanks to the Water Corporations Waste Water Treatment Plant on Cremasco Street;
- Installation of infrastructure required to connect the effluent storage tanks to existing Sporting Ground irrigation and reticulation infrastructure.
- Re-organisation of pipework manifold at the storage tanks to simplify use and sources of water;
- Fencing off storage tank area for security purposes.

#### Storm Water Harvesting - Tambellup

This approved grant component of \$200,000 is to deliver:

- “Utilise the three 150kl ground level storage tanks at the Tambellup Sporting Ground (used to store treated waste water) for water from the CBH facility. A transfer pump and pressure main will be required to transfer the water from CBH to the water tanks;

The CBH Facility covers an area of 1.5ha comprising building and bitumen hard stand areas. There is a formal system of drainage on-site which is stored in an on-site dam with approximately 4ML of storage. It is estimated that the annual volume of stormwater from this site is approximately 7ML.”

The exact capacity and water that will be generated from the waste water re-use listed above is unknown at this stage, considering the Tambellup sewer system is relatively new. Figures provided by the Water Corporation indicate approximate inflows into the treatment ponds of 40kL to 50kL per day. These inflows will build up over the winter months, filling the treatment ponds until the onset of summer when evaporation and usage on the oval (180kL per day) will see outflows exceed inflows. Anecdotal evidence from other Council’s using treated waste water suggest that it might provide 50% to 75% of the Tambellup oval watering needs. Considering existing storm water supplies (Jam Creek Dam, number two Dam and soon to be number one Dam) provide enough storm water for the oval in all but the driest of years, the additional source of treated waste water represents a doubling of our water availability and it is expected will meet current and future needs. The value of expanding the storm water harvesting network therefore needs to be reviewed.

This component of the grant is the largest in dollar value, yet it appears to be the lowest priority. It is recommended that this portion of the project not commence until full costing of the remainder of the project is known at which time it will be reviewed. This will allow flexibility in budgeting (if required) and keep options open for project variations should issues arise, or if the Council see other areas such as connecting the town gardens to storm water as a higher priority.

The rationale for deferring commencement of this portion of the project include:

- Anecdotally, the CBH dam is very salty and any capture from the drainage system would require a new capture point prior to

entering the dam;

- The CBH facility has not been maintained. Drains are overgrown and not formally structured and gutters on buildings are rusted out. The future value of this water source is therefore questioned;
- The proposal is to capture the storm water and pump into storage tanks at the oval. Presumably the water is captured when it rains and pumped to the oval at a time that it is not required. The tanks will then be emptied with one watering of the oval, representing no valuable storage. Should this CBH proposal proceed, it is considered a better option to pump to one of the existing storage dams currently servicing the oval;
- The estimated capture of 7ML represents watering the oval nineteen (19) times (or five and a half weeks if watering every second day) for an investment of \$200,000; and
- The need for this additional water source is unknown until the treated waste water option comes on-line.

#### Storm Water Harvesting - Broomehill

This approved grant component of \$146,000 is to deliver:

- “Cap the inlet pipes to the Sporting Club Dam to prevent water entering or leaving the dam, to maximize the dam’s storage capacity;
- Divert and capture the storm water runoff from the railway line area into a new 300m<sup>3</sup> dam to be located near the main pressure pipe that transfers water from the Town Dam to the Sporting Club Dam. A small pump will be required to transfer water to the sporting club dam;
- Divert the stormwater flowing off the CBH area into an existing pond which needs to be increased to 800kl. Install a transfer pump and 600m of pressure pipe to discharge the water adjacent to the railway line area, which will then be diverted to the new 300m<sup>3</sup> dam.

The CBH area covers 4ha of land which includes buildings and bitumen hard stand areas. It is estimated that the stormwater runoff from the CBH facility could be 10ML.”

The project scope listed above improves the quantity and storage of water available to an already well established system for the Broomehill Sporting Complex. As a result of the recent expansions to the CBH facility, minor amendments are suggested to the approved grant project scope. These are as follows:

The settling dam adjacent to Nardlah Road at the new CBH expansion represents an ideal opportunity to capture storm water runoff and transfer to the sporting complex. Increasing the size of this dam and transferring this water to be used is valuable, however it is suggested that transferring to the Sportsground dam rather than discharging along the railway line would simplify the system.

The Sportsground dam is often at capacity and therefore an additional dam in this location is considered a simple, inexpensive way of increasing

storage capacity, where it is needed, using existing pumping infrastructure to the oval. Expansion adjacent to the existing dam will enable the existing inlet pipe to be left uncapped, which will then automatically balance the levels of the two dams.

Capturing the significant amount of water that travels along the eastern side of the railway line also represents a good opportunity to increase capacity. Rather than create an additional dam within the Broomehill townsite, it is considered that increasing the size of the existing Town Dam is a better option. Obviously, getting the water under the railway line and the Great Southern Highway becomes the issue. If this can be achieved near the northern railway crossing, this option is considered the best and most effective option, in conjunction with expanding the size of the town dam, as it utilises existing pump and pipe infrastructure and keeps the system at its simplest level.

As such, the following is the recommended scope for the Storm Water Harvesting (Broomehill) component of the project:

- The settling dam at the new CBH expansion (adjacent to Nardlah Road) be increased in capacity and a transfer pump and pressure pipe be installed to transfer this water to the Sportsground Dam;
- An additional dam be constructed adjacent to the existing Sportsground Dam to increase storage capacity. Dam to be located to enable the existing inlet pipe to be left uncapped to automatically balance the levels of the two dams.
- Investigations be undertaken to ascertain the probability of approval from Brookfield Rail and Main Roads WA to install 300mm culverts underneath the railway line and Great Southern Highway near the northern railway crossing;
- Subject to successful negotiations with Main Roads WA and Brookfield Rail, the Broomehill Town Dam capacity be expanded and culverts installed to capture the stormwater that travels along the eastern side of the railway line.

**Consultation:**

Chief Executive Officer, Manager of Works and the Water Corporation

Further consultation is required with Main Roads WA, Brookfield Rail and CBH. Discussions will also need to be had with the Broomehill Complex Committee to seek their comment and keep them informed of the proposal.

**Statutory**

**Environment:** Requirements for use of treated waste water are regulated by the Health Department.

**Policy Implications:** Nil

**Strategic**

**Implications:** The Shire of Broomehill-Tambellup Community Strategic Plan 2012-2022 includes strategies for “Living in a Safe Community” and “Staying Active and being Entertained”. Councils Corporate Plan includes measures to review facilities to meet needs and seeking funding opportunities.

**Asset Management**

**Implications:** New assets will be constructed as part of this project and therefore will be included in the Asset Management Plan.

**Financial**

**Implications:** The Southern Link VROC was successful in obtaining a grant of which the Shire of Broomehill-Tambellup’s portion is \$441,100. It is envisaged that this will 100% fund the project. The project is contained within the 2013/2014 adopted budget and is recognized in the Long Term Financial Plan.

**Workforce Plan**

**Implications:** This project will have minimal impact on the day to day duties of our current workforce however there is a stringent water sampling regime that needs to be adhered to. This is to be undertaken by Council’s Environmental Health Officer who is utilized on a contract basis.

**Voting Requirements:** Simple Majority

**Council Resolution: 131116**

*Moved Cr Dennis, seconded Cr Batchelor*

*“That the Tambellup Waste Water Re-use project scope be refined as follows:*

- Construction of concrete storage tank(s) with an approximate capacity of 450kl located adjacent to the existing concrete tanks;*
- Installation of pipework required to connect the tanks to the Water Corporations Waste Water Treatment Plant on Cremasco Road;*
- Installation of infrastructure required to connect the effluent storage tanks to existing Sporting Ground irrigation and reticulation infrastructure.*
- Re-organisation of pipework manifold at the storage tanks to simplify use and sources of water;*
- Fencing off storage tank area for security purposes.*

*That the Storm Water Harvesting (Tambellup) project be deferred for further consideration and a report be brought back to the Council on or before the April Council Meeting.*

*That the Storm Water Harvesting (Broomehill) project scope be refined as follows:*

- The settling dam at the new CBH expansion (adjacent to Nardlah Road) be increased in capacity and a transfer pump and pressure pipe be installed to transfer this water to the Sportsground Dam;*
- An additional dam be constructed adjacent to the existing Sportsground Dam to increase storage capacity. Dam to be located to enable the existing inlet pipe to be left uncapped to automatically balance the levels of the two dams.*
- Investigations be undertaken to ascertain the probability of approval from Brookfield Rail and Main Roads WA to install 300mm culverts underneath the railway line and Great Southern Highway near the northern railway crossing;*
- Subject to successful negotiations with Main Roads WA and Brookfield Rail, the Broomehill Town Dam capacity be expanded and culverts installed to capture the stormwater that travels along the eastern side of the railway line.”*

**CARRIED 6/0**

**Reason For Change to  
Recommendation:**

# 11.01 **UNDER SEPARATE COVER: RATES RECOVERY – 14 LATHOM STREET, BROOMEHILL**

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<b>Program:</b>	General Purpose Funding	
<b>Attachment:</b>	Nil	
<b>File Ref:</b>	A2061	
<b>Author:</b>	KP O'Neill	Finance Officer
<b>Date:</b>	14 November 2013	
<b>Disclosure of Interest:</b>	Nil	

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**Council Resolution:** 131117

*Moved Cr Dennis, seconded Cr Paganoni*

*“That pursuant to section 6.68(2)(b) of the Local Government Act 1995 Council resolves to exercise its power of sale under Part 6 Subdivision 6 of the Local Government Act 1995 over 14 Lathom Street, Broomehill, noting that the Shire of Broomehill-Tambellup has not made any attempt to recover the outstanding money under section 6.56 of the Local Government Act 1995 because in this case the owner is believed to be deceased and no executor or administrator of the estate can be located.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

**12.01 MAINTENANCE REPORT FOR NOVEMBER 2013**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 15 November 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	Holden Ute			2013	2013	1 yr / 10,000 kms	ok
1 TIU 961	Papas Tandem Fuel Trailer			2008			ok
1TMR361	Rockwheeler Side Tipper Trailer	8,317		2012	2012		ok
BH00	Colorado 4x4 Dual Cab	9,001	15,000	2013	2013	1 yr / 30,000 kms	ok
BH000	Holden Colorado	1036		2013	2013		ok
BH001	CAT vibe Roller	1,626	1,750	2009		8 yrs / 8000 hrs	ok
BH002	ISUZU 6 Wheel Tipper	124,262	150,000	2008	2008	7 yrs / 250,000km	Air con serviced , new steerer tyre fitted , second hand drive tyres fitted from TA092
BH003	Toyota Landcruiser GXL Dual Cab	4,274	10,000	2013	2013	1 yr / 30,000 km	ok
BH004	CAT 12M	3,709	3,750	2009	2009	8 yrs / 8,000 hrs	ok
BH005	Cat multi tyre	1,890	2,000	2011	2011	8 yrs / 8000 hrs	ok
BH006	CAT 12M	1,011	1,250	2012	2012	8 yrs / 8,000 hrs	1,000 hrs service done at 1,011 hrs
BH007	Toro 360 mower	73	100	2013	2013	5 yrs / 5,000 hrs	50 hrs service done at 73 hrs
BH008	VOLVO L70D Loader	7,597	8,000	2001	2001	8 yrs / 8000 hrs	ok
BH009	Colorado 4x4 Tray Back	1,453	3,000	2013	2013	1 yr / 30,000 km	ok
BH010	6x4 Fuel Trailer			1981	1981		ok
BH012	Isuzu Fire Truck	7,556		1995	2004		ok
BH013	Cat 444F Backhoe	111	250	2013	2013	10 yrs / 8,000 hrs	ok
BH014	Colorado 4x4 Tray Back	2,578	3,000	2013	2013	1 yr / 30,000 km	ok
BHT84	Toro Groundmaster 3500D mower	15	50	2013	2013		10 hrs service done at 15 hrs
BHT92	CAT 259B3 Skid Steer	243	250	2012	2013	8 yrs / 8,000hrs	ok
TA001	Toyota Hilux Dual Cab	8,229	10,000	2013	2013	1 yr / 30,000 kms	ok
TA017	Isuzu Tipper	119,170	120,000	2009		5 yrs / 200,000 km	ok



TA052	Colorado 4x4 Tray Back	2,589	3,000	2013	2013	1 yr 30,000 km	ok
TA06	Jet Patcher Isuzu	112,955	120,000	2007	2010	8 yrs / 8,000 hrs	Stone auger replaced
TA092	Iveco Strais AD500 8-4	17,366	20,000	2012	2012	5 yrs / 250,000 km	New drive tyre fitted
TA18	12H Grader	7,090	7,250	2006	2006	7 yrs / 8,000 hrs	7,000 hrs service done at 7,002 hrs
TA1880	Isuzu Gigamax Truck	109,834	120,000	2008	2008	8 yrs / 250,000 km	Accident in truck rollover
TA281	930G Loader	5,356	5,500	2007	2007	8 yrs / 8,000 hrs	Air con serviced
TA386	Isuzu Tipper	12,300	15,000	2012	2012	5 yrs / 200,000 km	ok
TA417	John Deere Gator	440	400	2009		4 yrs	ok
XTR579	Road Broom					10 yrs	
	Slasher					10 yrs	ok

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**12.02****WORKS REPORT FOR NOVEMBER 2013**


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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Road Hierarchy October 2013</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>GC Brigg                      Manager of Works</b>
<b>Date:</b>	<b>15 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Broomehill**

- Mosquito fogging ongoing.
- Town dam down .5 of a metre
- The Complex dam is level with inlet pipes now that warmer weather has started.
- Gardeners have done a big job cleaning up around town, after the wet season.
- Chain on refuse site gate has been run into numerous times. The security camera has identified the vehicle but the plates were not readable. Witnesses have come forward to report a certain person continually running into the gate knocking the posts over. The gate is left open for now as it became a daily problem.
- Vertimowing is done on the oval. Oval has been vertidraind. Liquid fertilizer has been applied over the oval.
- Newmans Concrete have made the precast walls for the transfer station. Waiting to be installed.
- Installing extension to the reticulation in Holland Park.
- Vandalized plants around parks and gardens have been replaced.

**Tambellup**

- Mosquito fogging is ongoing around town. Numbers are dwindling.
- Gardeners have been cleaning up round town.
- Gardeners establishing new gardens around the gazebo in the cemetery.
- Vertimowing and vertidraind has been done on the oval.
- Grass root treatment done. Liquid fertilizer applied. Waiting for contractor to spread lime and gypsum.
- Transfer station is around 60% complete, concrete finished, gravel nearing completion and fencing ordered.
- Number one dam .4 from full, Number 2 dam 50% working on Jam Creek dams around 75%

**Roads**

- Carry over reconstruction work from 12/13 on Tambellup West Road is complete. This job has been stabilized with Polycom. This modifies the gravel to gain better maximum dry density.
- Carry over repairs to floodway and reseal work from 12/13 is complete on Tambellup West Road. Floodway was cement stabilized.
- Work continuing on gravel widening on Tambellup West Road from SLK 22 to 26. One kilometre complete and floodway in this section has been cement stabilized and sealed with the Jetpatcher. Hot sealed in December.
- Wheel rutted section on the Gnowangerup road has been cement stabilized. This will be final trimmed and sealed with the jetpatcher next week. Hot sealed in December.
- Contractors have carted all the gravel for the widening of Broomehill-Kojonup Road. This project will be left to settle for a couple of months before final trimming and sealing. Sealing booked for the start of February.
- Outer wheel path rutting on Tambellup West Road SLK 21 has been cement stabilized and will be sealed with jetpatcher and hot sealed in December.

- All reseals have been booked for February. This will take around a week. RnR will be the bitumen contractors.
- All the aggregate has been hauled by Hansons to complete this year's sealing and resealing program.
- Maintenance crew have been finishing off road projects finishing headwalls and signage and guideposts.
- Jetpatcher about to do full run on our bitumen road network.
- Maintenance graders have been working in the south east section of the shire. One of the graders was used to help complete gravel work on the Broomehill-Kojonup Road while the second grader working on roads in the north west part of the shire.
- Contractor has completed roadside spraying for this year.

### **Plant**

- New Mack truck, tipping body is finished and truck is currently in Perth getting rear mud guards fitted and will be delivered next week.
- Jetpatcher has had some repairs to augers and sensors.
- Jetpatcher still to go to Kellerberrin and Tammin Shire. They have been short of operators.
- CEO vehicle ordered for replacement.
- Manager of Works vehicle replaced with Holden ute. Nobody wanted to replace the Toyota with an existing 2013 4x4 vehicle so close to 2014. All brands of 4x4 vehicles coming out with updates in 2014. Council received money back on the deal.
- Supervisor of Works replacement vehicle has been ordered. (Ford Ranger)
- The following is for Councillors information:
  - ♦ Local government gets a larger than normal discount on all brands of vehicles. Ford are the highest with 24% discount. Toyota the lowest with 15%. Years ago Council could make money out of vehicle trades all the time. Those times are gone.
  - ♦ Last year we moved to a fleet of Holdens which then became 30,000km before trading with small changeovers. It is now down 20,000km before changing over. The market is getting harder to keep costs down.
  - ♦ To give you an example, we keep the vehicle for 20,000km and change it for \$4,000 including GST. We give the vehicle one service no new tyres and it is traded.
  - ♦ If we kept the vehicle 30,000km it would then cost 7 to 8 thousand dollars and we would have another service and a set of tyres.
  - ♦ If we kept the car 12 months and did 50,000km it would cost us \$12,000 - \$14,000 changeover, a set of tyres and 3 services.
  - ♦ Cranbrook were spending \$120,000 per year replacing fleet vehicles when I started as a shared Manager of Works. Now they are down to 70,000 on regular changeovers.
  - ♦ Katanning have been replacing their fleet every 3-5 years with massive cost in changeovers and massive maintenance cost.
  - ♦ The Manager of Work's vehicles have been continually changed over at low km. In the last 4 vehicles Council has made money. That is a total of 60,000km at no replacement cost.
  - ♦ The other thing to remember is you need to buy up market, model vehicles. The biggest changeovers for Council are the vehicles which are bottom of the line.
  - ♦ Vehicles are charged back to funded projects. The only vehicles that the ratepayer pay for are parks and garden vehicles or vehicles used on council funded work.
  - ♦ If I can save \$3,000 per vehicle per year between changeovers, tyres and servicing across an eight vehicle fleet, that saves council \$24,000 per year. **RECEIVED**

**12.03 BUILDING SURVEYORS REPORT FOR OCTOBER 2013**


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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 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of October 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 October 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:** Nil

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

**Workforce Plan Implications:** Nil

**Voting Requirements:** Simple Majority

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

**Reason For Change to Recommendation:**

**RECEIVED**

**12.04 BUILDING MAINTENANCE PROGRAM**


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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program Report to 14 October 2013</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>14 October 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 14 October 2013.

**Background:** Nil

**Comment:** The Building Maintenance Program Report (Report) is updated to 14 October 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***

## 12.05 REPORT ON THE CAT ACT 2011 AND AMENDMENTS TO THE DOG ACT 1976

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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>ADM0194, ADM0236, ADM0411</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>14 November 2013</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Significant points of the *Cat Act 2011* and amendments to the *Dog Act 1976* – for Council information, comment and/or discussion.

**Background:** The purpose of the *Cat Act 2011* is to encourage responsible pet ownership and reduce the number of unwanted cats in the community and the number that require euthanizing each year. On 01<sup>st</sup> November 2013 the second and final phase of the *Cat Act 2011* came into effect.

In October 2013 Parliament passed amendments to the *Dog Act 1976* which, along with new regulations, came into effect on 01 November 2013 (apart from one regulation which came into effect on 08 November 2013). The amendments are aimed at strengthening and clarifying enforcement and administration issues and meeting changing community expectation around public safety.

**Comment:** In May 2013 Council delegated authority to the Chief Executive Officer to exercise its powers and discharge its duties contained within the *Cat Act 2011*. The appointment of authorised and registration officers to carry out the required functions has recently been gazetted and staff training has been carried out. Council has advertised general information through its newsletter, the 'BT Times', to assist cat owners in preparing for compliance with *Cat Act 2011* requirements.

Essentially, cat owners are now required to microchip, sterilise and register, with their local government, domestic cats over the age of six months. Management of stray cats, from a local government perspective, will follow a similar process to that of managing stray dogs. Council has recently purchased an approved cat management facility for the housing of stray cats and, accordingly, timeframes and fees apply in relation to impoundments. Registrations cover periods of either one year, three years or a lifetime and cats will be required to be fitted with a collar and registration tag.

The *Cat (Uniform Local Provisions) Regulations 2013* allow for local governments to grant cat owners approval to keep an additional number of cats at prescribed premises (cats less than 6 months of age are not included when calculating the number of cats ordinarily kept at prescribed premises). Council will need to consider whether it wishes to stipulate a maximum number of cats to be at a prescribed premise and, if requested, how many additional cats a person may seek approval to keep and on what basis premises will be considered to be suitable for any additional cat numbers. It is anticipated that these matters will be brought to Council for consideration early in 2014.

The most significant impact of the *Dog Act 1976* amendments will be the requirement that all new dogs being registered for the first time and dogs changing owners will need to be microchipped from 01 November 2013; dangerous dogs will need to be microchipped by 30 November 2013; and all other dogs microchipped as of 01 November 2015. The amendments also stipulate stricter controls for dangerous dogs, the introduction of a lifetime registration option, recognition of assistance dogs, enabling of nuisance behaviour to be more effectively dealt with and compulsory microchipping of any non-microchipped impounded dogs, at the owner's expense, prior to release. A dog must be retained for a minimum of seven days, if its owner is identifiable.

**Consultation:** Nil

**Statutory Environment:** *Cat Act 2011*  
*Dog Act 1976*

**Policy Implications:** Nil

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

**Asset Management Implications:** Nil

**Financial Implications:** Council is likely to incur greater expense through increased Ranger services; however, will also recoup a percentage of costs through the fees imposed on owners of impounded animals.

**Workforce Plan Implications:** Increase in Ranger services  
Increase in Authorised Officer and Registration Officer workloads

**Voting Requirements:** Nil

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

**Reason For Change to Recommendation:**

**RECEIVED**



**12.06 LIBRARY REPORT - OCTOBER 2013**


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**Program:** Recreation & Culture  
**Attachment:** **Library Report – October 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 October 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:** Nil

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

**Workforce Plan Implications:** Nil

**Voting Requirements:** Nil

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

**Reason For Change to Recommendation:**

**RECEIVED**

12.07

**CLUB DEVELOPMENT OFFICER REPORT OCTOBER 2013**Department of  
Sport and Recreation**OVERVIEW – OCTOBER 2013****CLUB DEVELOPMENT OFFICER (CDO)****SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP****ACTIVITIES FOR THE MONTH:**

- Attended the monthly Sports House meeting at the Department of Sport and Recreation, Albany, in October 2013.
- A request from the Shire of Kojonup and the Shire of Broomehill-Tambellup to the Department of Sport and Recreation to rollover the current KidSport grant funding to the 2013-2014 financial year has been completed; the Shire of Kojonup and the Shire of Broomehill-Tambellup awaits approval.
- A *Liquor Licensing* workshop is in the early stages of planning with Department of Racing, Gaming and Liquor. Estimated date for workshop – March 2014.
- 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.
- Members of the Broomehill community have requested assistance to add netball and basketball lines to the current tennis courts. This has required liaising with the Broomehill Recreation Complex Committee, 2014 Broomehill Netball Team and other community members.
- Continuous advertising for the KidSport program for the 2013/2014 summer sporting season.
- 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.
- *An introduction to Better Meetings* workshop held by Rostrum, Albany is in the early stages of being organized for the Broomehill-Tambellup and Kojonup sporting clubs. Estimated date for workshop – April 2014.

**PROPOSED Activities/workshops:**

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

<b>PROPOSED ACTIVITY</b>	<b>DATE:</b>
Kidsport re-launch for summer sporting season	<b>COMPLETED</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

**ONGOING Activities:**

- **Kojonup Netball Club** - replace current bitumen courts.  
DSR has contacted the Shire of Kojonup regarding the status of their CSRFF grant application. A meeting is being arranged with the Kojonup Netball Club to discuss.
- **Tambellup Hockey Club** – Flood lighting project.  
Club representatives attended the July Ordinary Council Meeting. Following this process grant funding applications are being explored.

**AMELIA SIMPSON**  
**CLUB DEVELOPMENT OFFICER**

**RECEIVED**

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

Nil

**14. DATE OF NEXT MEETING**

19 December 2013

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.40pm.