

SHIRE OF TAMMIN

Minutes of the Ordinary Council Meeting held at the Council Chambers
Donnan Street, Tammin on Wednesday, 3 December 2003

DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 2:03pm

RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present

Cr. L. Caffell	Deputy President (Presiding Person)
Cr. M. Wheeldon	Member
Cr. D. Thomson	Member
Cr. R Stokes	Member

Mr F. Peczka	Chief Executive Officer
Miss G Stewart	Personal Assistant (Minutes)
Mr R. Griffiths	Manager Corporate Services (until 3:11pm)

Apologies

Cr. R. Brooks	President
Cr. B. Leslie	Member

Leave of Absence

Cr Rodney Stokes and Cr Margaret Wheeldon for Ordinary Council Meeting to be held on Wednesday, 4 February 2003

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE- Nil.

PUBLIC QUESTION – Nil

APPLICATIONS FOR LEAVE OF ABSENCE – Nil

FINANCIAL INTEREST

Cr Rodney Stokes, Cr Donald Thomson and Cr Louise Caffell declared impartiality interests in item 11.2.4

PRESENTATION

Raymond Griffiths made a presentation to Council showing how Resource Sharing figures are accounted for and how payments are reimbursed from each Shire.

Deputy President, Cr Caffell thanked Raymond for his presentation.

CONFIRMATION OF MINUTES PREVIOUS MEETING

Minutes of Ordinary Council Meeting held on Wednesday, 5 November 2003

MIN 0572/03 MOTION – Moved Cr. Thomson 2nd Cr. Wheeldon

That the minutes of the Ordinary Meeting of the Shire of Tammin held on 5 November 2003 at Council Chambers, Tammin be confirmed as a true and correct record.

CARRIED 4/0

ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION - Nil

REPORTS OF COMMITTEES - Nil

REPORTS OF OFFICERS

Agenda Reference:	11.1.1
Subject:	Council Meeting Dates 2004 – Public Notice
Location:	Shire of Tammin – Council Chambers
Applicant:	Shire of Tammin
File Ref:	ADM 41
Disclosure of Interest:	Nil
Date:	27 November 2003
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Council considered adopting a schedule of Meeting Dates for 2003 at their April 2003 Meeting.

COMMENT

Council is required under legislation, to advertise its meeting, Date, Time and Place, once a year. It is generally this time of the year that Council should consider its schedule of Meeting for the following twelve months.

FINANCIAL IMPLICATIONS

Cost of local advertising of Council meeting times. Current budget general ledger expense account for advertising will be utilised.

POLICY IMPLICATIONS - NIL

STATUTORY IMPLICATIONS

Local Government (Administration) Regulations 1996 – regulation 12

Regulation 12 (2) A local government is to give local public notice of any change to the date, time or place of a meeting. ie change of time from 1:00pm to 2:00pm commencement.

Regulation 12 (1) relates to Council. At least once each year a local government is to give local public knowledge on the dates on which and the time and place at which –

- a. The ordinary council meetings; and
- b. The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

Local Government Act – section 5.25 relates to Regulations about council and committee meetings and committees.

LGA sub section 5.25 (1) (g) relates to the giving of public notice of the date and agenda for council or committee meetings.

CONSULTATION - Nil

RECOMMENDATION

That Council adopts the following meeting commencement time, public question time and Council Meeting dates for 2004.

1. Councillors Briefing Session on Agenda 1:00pm
2. Meeting Commencement time at 2:00pm.
3. Public question time commencing at 2.15pm and limited to 15 minutes.
4. Meeting dates for 2004:

January 2004 – No Meeting

Wednesday, 4 February 2004 – Tammin Council Chambers

Wednesday, 3 March 2004 – Tammin Council Chambers

Wednesday, 7 April 2004 – Yorkrakine Hall

Wednesday, 5 May 2003 – Tammin Council Chambers

Wednesday, 2 June 2003 – Tammin Council Chambers

Wednesday, 7 July 2003 – Tammin Council Chambers

Wednesday, 4 August 2003 – Tammin Council Chambers

Wednesday, 1 September 2003 – Tammin Council Chambers

Wednesday, 6 October 2003 – Tammin Council Chambers

Wednesday, 3 November 2003 – Tammin Council Chambers

Wednesday, 1 December 2003 – Tammin Council Chambers

Voting Requirement carried by absolute majority.

STAFF / COUNCIL RECOMMENDATION

MIN 0573/03 MOTION - Moved Cr. Stokes 2nd Cr. Wheeldon

That Council adopts the following meeting commencement time, public question time and Council Meeting dates for 2004.

1. *Councillors Briefing Session on Agenda 1:00pm*
2. *Meeting Commencement time at 2:00pm.*

3. *Public question time commencing at 2.15pm and limited to 15 minutes.*
4. *Meeting dates for 2004:*

January 2004 – No Meeting
Wednesday, 4 February 2004 – Tammin Council Chambers
Wednesday, 3 March 2004 – Tammin Council Chambers
Wednesday, 7 April 2004 – Yorkrakine Hall
Wednesday, 5 May 2004 – Tammin Council Chambers
Wednesday, 2 June 2004 – Tammin Council Chambers
Wednesday, 7 July 2004 – Tammin Council Chambers
Wednesday, 4 August 2004 – Tammin Council Chambers
Wednesday, 1 September 2004 – Tammin Council Chambers
Wednesday, 6 October 2004 – Tammin Council Chambers
Wednesday, 3 November 2004 – Tammin Council Chambers
Wednesday, 1 December 2004 – Tammin Council Chambers

**CARRIED 4/0
 BY ABSOLUTE MAJORITY**

REASON

Original recommendation should have been for 2004 year.

Agenda Reference:	11.1.2
Subject:	Strategic Planning Proposal
Location:	Tammin Shire
Applicant:	N/A
File Ref:	ADM51
Disclosure of Interest:	Nil
Date:	1 December 2003
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Council has engaged the process of completing a Strategic Plan for the shire over a Four (4) year period.

COMMENT

The last “hurdle” is almost complete after extensive consultation with Council and the community to develop a Strategic Plan for the Shire. It is my view that this process is far more effective and appropriate than the current requirement to prepare a “Principle Activity Plan” for the Shire.

Council is now able to move forward with a “Blueprint” of development and progress for the District. Councillors have been circulated with a final draft some days ago.

FINANCIAL IMPLICATIONS – Nil

POLICY IMPLICATIONS

Good Corporate Governance/Planning

STATUTORY IMPLICATIONS - Nil

Council Ordinary Meeting – April 2003

MIN 0428/03 MOTION - Moved Cr Caffell 2nd Cr Wheeldon

That;

- 1. Council completes a Strategic Plan for the Shire of Tammin*
- 2. Council authorizes expenditure from its current budget to commence and complete a Strategic Plan*
- 3. Council engages Dr Liz Patterson of Liz Patterson Pty Ltd at a cost of \$10,000.00 maximum excluding accommodation, meals, facility hire, etc.*

CARRIED BY ABSOLUTE MAJORITY 5/0

CONSULTATION

- Community Workshops x 4
- Local Advertisements for Submissions x 2

RECOMMENDATION

That;

- 1. Council adopts the 2003-2006 Strategic Plan for the Shire of Tammin with or without modification as facilitated by Dr Liz Patterson.*
- 2. Council acknowledges no written submissions to the Plan have been received during recent advertising.*

Absolute Voting Majority required

STAFF / COUNCIL RECOMMENDATION

MIN 0574/03 MOTION - Moved Cr. Thomson 2nd Cr Stokes

That;

- 1. Council adopts the 2003-2006 Strategic Plan for the Shire of Tammin without modification as facilitated by Dr Liz Patterson.*
- 2. Council acknowledges no written submissions to the Plan have been received during recent advertising.*

CARRIED 4/0
BY ABSOLUTE MAJORITY

Agenda Reference:	11.1.3
Subject:	Debtor – Write Off's
Location:	Tammin
Applicant:	Shire of Tammin
File Ref:	FIN06
Disclosure of Interest:	N/A
Date:	25 November 2003
Author:	Raymond Griffiths, Manager Corporate Services

BACKGROUND

Debtor 236 (Private Works) – During Council's June 2002 Ordinary Meeting a recommendation was moved; "That Council write off \$300.00 out of a Debtor total of \$866.00 from the debtor account" due to "confusion". This then reduces the debt considerably. In February 2003 an invoice was raised for photocopying charges totalling \$1.65. This left an outstanding total of \$568.19 against the account.

Council has tried to resolve this matter with the client concerned with little resolve. We have made contact via phone conversation on several occasions as well as sending reminder letters with advice of sending debt to Council's debt collector.

Debtor 1040 (Recoup of Charges) – In June 2003 three invoices were raised for gas consumption. Since sending the invoices out, the client has since vacated Tamma Village. Council was notified of a forwarding address and all information was forwarded. Council also sent reminder letters for the accounts and has not received any correspondence.

Debtor 636 (Private Works) – In April of 2000 Council delivered 6 loads of sand @ \$50.00 per load and again on the 31 January 2002 delivered another 8 loads of white sand @ \$65.00 per load. In conversation with the concerned client we were advised that this account would not be paid due to works that have been done for Council at no cost. Research of Council's responsibility and enjoyment of works being undertaken in lieu of debtor raised reveals that all works that were completed for the Shire we undertaken on Council orders and the loads of sand delivered for free out way the free works completed for the Shire.

Debtor 1387 (Dog Infringement Notice) – In August 2002 Council's Shire Ranger issued a Dog Infringement Notice. Council has sent reminder letters to the client with all correspondence being returned to sender. Council also have made efforts to try and locate the client with little success.

Debtor 1319 (Recoup of Charges) - In May 2002 an account was raised for electricity consumption charges for 45 Draper Street. This account is still outstanding and the client has since vacated the premises. Council has sent reminder letters out with return to sender.

COMMENT

Debtor 236 and 636 – This client has been declared officially bankrupt therefore it is in Council's best interest to write the debt off. If Council were to continue pursuing the outstanding debt it would assume several fees from Council's debt collector which if not reimbursed, Council would be required to writing off another debt.

Debtor 1040 – This debtor account has had two previous reminder letters being issued on 22nd October 2003. After the third letter, the accounts are then forwarded onto Council's debt collector. With the outstanding amount of this debtor being only \$20.70 it would be a

very costly exercise to pursue the account through the debt collectors. Therefore it would require further input of Council's resources, for a minimal outcome, it would be in Council's interest to write the debt off

Debtor 1387- Council has extended all resources to find and locate the client with little resolve. Council can go forward to the next step of sending the account to Council's debt collector. Though, I feel that this would not be of benefit to Council, as this debt will still remain outstanding, along with Council having to incur further costs, for all debt collecting fees relating to the account.

Debtor 1319- Council has extended all resources to find and locate the client with little resolve. Council can go forward to the next step of sending the account to Council's debt collector. Though, I feel that this would not be of benefit to Council, as this debt will still remain outstanding, along with Council having to incur further costs, for all debt collecting fees relating to the account.

STATUTORY IMPLICATIONS

Local Government Act 1995 – section 6.10 provides for Financial Management Regulations to be introduced into local government financial management procedures/policies. - requires that Council approve the write off of any debtor.

Local Government (Financial Management) Regulations 1996 – Part 2 – General Financial Management – regulation 5, deals with Financial Management Duties of the CEO

POLICY IMPLICATIONS

Council has Delegated Authority to the Chief Executive Officer to write off debtors to the value of \$50.00 only.

FINANCIAL IMPLICATIONS

The amount for recommended write off is \$1,839.80. This amount will reduce the amount of carried forward funds that were projected in Council's budget. Therefore extending Council's budget by \$1,839.80

RECOMMENDATION

1. That Council write off all outstanding amounts raised for Debtors 236, 636, 1040, 1387 and 1319
2. That Council do not provide any further works or services to the abovementioned clients on credit. All accounts to be paid in full before commencement of works and/or delivery of service.
3. That Council approves and endorses, amendment to Council's opening balance of Sundry Debtor carried forward total by \$1,839.80

STAFF / COUNCIL RECOMMENDATION

MIN 0575/03 MOTION - Moved Cr. Stokes 2nd Cr. Thomson

1. *That Council write off all outstanding amounts raised for Debtors 236, 636, 1387 and 1319*

2. That Council do not provide any further works or services to the abovementioned clients on credit. All accounts to be paid in full before commencement of works and/or delivery of service.
3. That Council approves and endorses, amendment to Council's opening balance of Sundry Debtor carried forward total by \$1,819.10

CARRIED 4/0

REASON

Council wish to pursue debtor 1040 for payment of debt. ie debtor in district.

3:11pm - Mr Raymond Griffiths left Council Chambers.

Agenda Reference:	11.1.4
Subject:	October Cheque List
Location:	Shire of Tammin
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	24 th November 2003
Author:	Raymond Griffiths, Manager Corporate Services

BACKGROUND

Accounts for Payment from 1st October 2003 – 31st October 2003

Municipal Fund

10651	-	10655	\$	11,781.60
10657	-	10677	\$	6,920.06
10678	-		\$	TEST RUN
10679	-	10683	\$	7,908.99
13893	-	13933	\$	44,608.01

\$ 71, 218.66

Trust Fund

Nil

COMMENT

During the month of October 2003 the Shire of Tammin made the following significant purchases:

United Bay Holdings - \$8,459.29 – Fuel, Food, Vrs Goods and Consumables
 Rocla - \$8,017.68 – Swiftlift Lifting Eye, Pump Station Cover

Municipal Liability Scheme - \$6,061.00 – Insurance Cover (Part Payment)

Tarcoola Trust - \$5,984.50 – Hire of Excavator

FINANCIAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996 Reg 13 – List of Accounts

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS - Nil

RECOMMENDATION

1 That the accounts submitted from 1st October 2003 to 31st October 2003 be accepted.

VOTING REQUIREMENT – ABSOLUTE MAJORITY

STAFF / COUNCIL RECOMMENDATION

MIN 0576/03 MOTION - Moved Cr. Thomson 2nd Cr. Wheeldon

1 *That the accounts submitted from 1st October 2003 to 31st October 2003 be accepted.*

**CARRIED 4/0
BY ABSOLUTE MAJORITY**

Agenda Reference:	11.1.5
Subject:	October Financials
Location:	Shire of Tammin
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	25 th November 2003
Author:	Raymond Griffiths, Senior Finance Officer

BACKGROUND

Enclosed is the monthly reports for the month of October 2003

Direct Debit list for the month of October 2003

Municipal Fund

01 st October 2003	National On-Line Fee	\$	60.28
08 th October 2003	Net Pay for F/E 08.10.03	\$	6,788.25
22 nd October 2003	Net Pay for F/E 22.10.03	\$	7,136.74
27 th October 2003	Lease – 120H Grader	\$	5,641.53
31 st October 2003	Reserve Bank Fees	\$	20.00
31 st October 2003	Trust Fund Bank Fees	\$	56.60
31 st October 2003	Municipal Bank Fees	\$	119.00

Trust Fund

31st October 2003 Police Licencing for October \$ 23,221.25

COMMENT

During the month of October we the following Capital Purchases were undertaken.

\$4,500.00 Deposit for Purchase of Tammin Steel Fabrication Building

\$69,223.76 – Hydrology Model works for the month of October 2003

FINANCIAL IMPLICATIONS

- Financial Management of 2003/2004 budget
- Statutory Audit requirements for prudent financial reporting.

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS - Nil

RECOMMENDATION

- 1 That Council approve the Monthly Financial Statements for the period ending 31st October 2003
- 2 That the Direct Debit List be accepted for the month of October 2003.
- 3 That Council approve the Quarterly Financial Statements for period ending 30 September 2003.

STAFF / COUNCIL RECOMMENDATION

MIN 0577/03 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

- 1 *That Council approve the Monthly Financial Statements for the period ending 31st October 2003*
- 2 *That the Direct Debit List be accepted for the month of October 2003.*
- 3 *That Council approve the Quarterly Financial Statements for period ending 30 September 2003.*

CARRIED 4/0

Agenda Reference:	11.1.6
Subject:	Financial Reports - Miscellaneous
Location:	Shire of Tammin
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	27 th October 2003
Author:	Raymond Griffiths, Manager Corporate Services

BACKGROUND

Regular reporting on status of Miscellaneous Reports for consideration / information of the Council.

COMMENT

FINANCIAL IMPLICATIONS

- General Financial Management of Council
- General Reporting Procedure of Council

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS - Nil

RECOMMENDATION

1 That the following Reports for the period ending 31st October 2003 be approved.

- Capital Status Report
- Bank Reconciliation
- Outstanding Sundry Debtors
- Loan Register Report

STAFF / COUNCIL RECOMMENDATION

MIN 0578/03 MOTION - Moved Cr. Wheeldon 2nd Cr. Thomson

1 *That the following Reports for the period ending 31st October 2003 be approved.*

- *Capital Status Report*
- *Bank Reconciliation*
- *Outstanding Sundry Debtors*
- *Loan Register Report*

CARRIED 4/0

Agenda Reference:	11.2.1
Subject:	Landfill/Transfer Station - Yorkrakine
Location:	Yorkrakine
Applicant:	N/A
File Ref:	ENVH15
Disclosure of Interest:	Nil.
Date:	26 November 2003
Author:	John Mitchell, Manager, Development Services

BACKGROUND

At the October 2003 Council meeting held in Yorkrakine the provision of a waste facility was raised.

The Administration has been requested to research and provide comment to Council regarding the provision of a facility.

COMMENT

All sites for the disposal or transfer of waste product are required to be registered and licenced with the Department of the Environment (DEP). There are no exceptions and standard conditions for approval include: -

- 1) Site fencing and cell, disposal point fencing;
- 2) Bore hole and sub soil strata monitoring points;
- 3) Adequate signage and disposal signage (Shire Information);
- 4) Gravel access roads and properly formed disposal points – guard rails, concrete areas for transfer stations, storm water control points and sumps;
- 5) Proper plans, photos, application for works approval.

The Manager, Development Services has established and liaised with the Department on two sites within the last two years. In each instance the cost of establishment of a basic landfill facility was in excess of \$20,000.

Transfer Stations can be established. Examples include Cunderdin. The cost to establish these facilities is estimated at \$75,000 - \$100,000. Grants may be available for the establishment of the transfer station.

The transfer site at Kellerberrin has several inherent faults including the height of disposal and the lack of screens to prevent wind blown litter.

Additional issue with the sites includes management, proper disposal and the general issues associated with the day to day management of the site.

Council has previously advised the DEP that the Yorkrakine site is closed. This action was taken during 2002. Operation of the site can lead to severe fines unless the site is licenced and operated to a required standard. Disposal of certain materials cannot be supervised, for example car bodies, drums, pesticides and other waste accumulated on farms may not be suitable for disposal at a landfill site of this size. Additionally the operating costs can be assessed at a minimum of \$7,500 - \$10,000 per annum.

A further option is for Council to provide a verge collection or provide a refuse collection service to those that want Council's contractor to service the town. Considering the small

population base the provision of refuse collections or verge collections may be a more cost effective option.

These services could include recycling bins and a central collection point. As several groups of farmers wish to consider a regular waste collection the user pays system may well be the more appropriate resolution.

A verge collection program can be instigated to remove bulk refuse. A central Receiving point can be provided for outlying farmers. These programs can work effectively and require a maximum of 2 days to remove the waste collected.

Avon Waste have been contacted to provide a costing to provide a central service to groups of farmers. Previous experience suggests that the cost for a half day service are \$350.00.

Which option does Council wish to consider?

FINANCIAL IMPLICATIONS

Costings can be better prepared once the direction that Council wishes to follow is known.

POLICY IMPLICATIONS - Nil.

STATUTORY IMPLICATIONS

Environmental Protection Act 1986.
Health Act 1911

RECOMMENDATION

“That Council offer a refuse collection service to residents in and around Yorkrakine on a weekly basis through the weekly waste collection program and a verge cleanup be commenced on a four monthly basis.”

STAFF / COUNCIL RECOMMENDATION

MIN 0579/03 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

That Council offer a refuse collection service to residents in and around Yorkrakine on a weekly basis through the weekly waste collection program on a cost recovery basis.

CARRIED 4/0

REASON

Council decided not to offer a verge cleanup service and that the rubbish collection is to be at Yorkrakine residents cost.

3:36pm - Council had a break for afternoon tea.

3:57pm – Council resumed.

Agenda Reference:	11.2.2
Subject:	Sanitary Landfill Fees for Disposal
Location:	Shire of Tammin
Applicant:	Manager, Development Services
File Ref:	ENVH16
Disclosure of Interest:	Nil.
Date:	26 November 2003
Author:	John Mitchell, Manager, Development Services

BACKGROUND

Council has previously set fees for the disposal of product at the Landfill Site.

At the November 2002 Council meeting, a report was submitted by the EHO advising of charges set at two landfill sites. A copy of that report appends. Council resolved to adopt a general disposal rate of \$21.00 per tonne GST exclusive.

Page 122 of the 2003/04 budget, copy attached, lists the fees adopted by Council to date.

COMMENT

There are several changes considered necessary to promote the use of the site. These changes relate to the disposal of tyres, used grain, and waste product from grain cleaning. Additionally the cost will seem excessive to individuals. For example, disposal of grain husks – there is no weight but a m³ of nearly 30m³ – is this green waste or general waste. Additionally as Council cannot weigh the waste entering a truck rate may be more appropriate. Disposal of tyres is another area, which requires improvement as is a m³ rate. Disposal of tyres in the metropolitan area are a per tyre rate. For example passenger tyres are \$5.00/each, ranging to up to \$200 for heavy plant tyres. Truck tyres are \$25.00 each.

As Tammin is one of the first small regional local governments to introduce realistic fees it is suggested that a “phased in” approach be taken on waste not leaving the site to promote the use of the site rather than illegal disposal. Additionally some of the waste may be used for composting, which will also be a return for Council.

The following fee structure is provided for consideration (please note the terminology may need amendment and GST exclusive): -

Fee Structure for disposal of waste at Tammin Landfill Site for Commerical/industrial use excluding putrescible waste deposited by other local governments or their contractors

Trucks – load weight <10tonnes \$50.00

Trucks 10t – 15t -\$75.00

Semi’s (per trailer) \$150.00

Single axle Trailer (car towed) - \$15.00 – applies to non resident/commercial/industrial

Tandem Axle Trailer (car towed) - \$25.00 - applies to non resident/commercial/industrial

Tyres

Passenger Car \$5.00

Light Truck \$10.00

Farm Machinery/Plant POA (Dependent on Metropolitan Prices)

Grain Disposal - as per truck rates

Hazardous Waste – Truck rate + burial costs/disposal costs – POA

Car bodies \$20.00

Truck/plant bodies \$150.00

Asbestos Waste – up to 1m³ 100.00 + burial costs. Councils licence prohibits Receiving of more than 1m³ at a time.

Does Council wish to continue to permit other Council residents to dispose at the site at no cost? – Council's budget documents permits Kellerberrin residents to dispose at the site at no cost.

This report does not address the disposal of putrescible waste by Avon Waste or Kellerberrin Shire Council.

FINANCIAL IMPLICATIONS

The fees shall be advertised. The impact on Council's budget cannot be determined.

POLICY IMPLICATIONS

Council will need to rescind previous fee structures and advertise the new fees.

STATUTORY IMPLICATIONS

Fees and charges set under the Local Government Act 1995 and the Health Act 1911 must be advertised prior to adoption. The existing fees are applicable until the end of the advertising period.

The fees and charges must be adopted by absolute majority.

Section 6.19 of the Local Government Act 1995 requires that Council; advertise its intent to adopt fees and charges and also to determine the date from which the fees become applicable.

The standard advertising period is 14 days.

STAFF RECOMMENDATIONS - Absolute Majority required.

- 1) "That the proposed fees and charges be advertised in accordance with section 6.19 of the Local Government Act 1995 and that the fees become effective from 1st January 2004.
- 2) "That the fees and charges contained within the 2003/04 budget be deleted and replaced with the new fees and the resolution of the 5th November 2002 contained within item 10.2.1 of that agenda be rescinded.
- 3) "That the Shire of Tammin adopt the following fee structure for disposal of waste at the Tammin Landfill Site: -

Fee Structure for disposal of waste at Tammin Landfill Site for Commercial/industrial use excluding putrescible waste deposited by other local governments or their contractors. GST Exclusive

Trucks – load weight <10tonnes \$50.00

Trucks 10t – 15t -\$75.00

Semi's (per trailer) \$150.00

Single axle Trailer (car towed) - \$15.00 – applies to non resident/commercial/industrial

Tandem Axle Trailer (car towed) - \$25.00 - applies to non resident/commercial/industrial

Tyres

Passenger Car \$5.00

Light Truck \$10.00

Farm Machinery/Plant POA (Dependent on Metropolitan Prices)

Grain Disposal - as per truck rates

Hazardous Waste – Truck rate + burial costs/disposal costs – POA
Car bodies \$20.00

Truck/plant bodies \$150.00

Asbestos Waste – up to 1m³ 100.00 + burial costs. Councils licence prohibits
Receival of more than 1m³ at a time.

- 4) "That the existing fee structure for disposal of waste at the Tammin Landfill Site be rescinded once the advertising period for the new fees is expired."

STAFF / COUNCIL RECOMMENDATION

MIN 0580/03 MOTION - Moved Cr. Thomson 2nd Cr. Stokes

1. "That the proposed fees and charges be advertised in accordance with section 6.19 of the Local Government Act 1995 and that the fees become effective from 1st January 2004.
2. "That the fees and charges contained within the 2003/04 budget be deleted and replaced with the new fees and the resolution of the 5th November 2002 contained within item 10.2.1 of that agenda be rescinded.
3. "That the Shire of Tammin adopt the following fee structure for disposal of waste at the Tammin Landfill Site: -

Fee Structure for disposal of waste at Tammin Landfill Site for Commercial/industrial use excluding putrescible waste deposited by other local governments or their contractors. GST Exclusive

Trucks – load weight <10tonnes \$50.00

Trucks 10t – 15t -\$75.00

Semi's (per trailer) \$150.00

Single axle Trailer (car towed) - \$15.00 – applies to non resident/commercial/industrial

Tandem Axle Trailer (car towed) - \$25.00 - applies to non resident/commercial/industrial

Tyres

Passenger Car \$5.00

Light Truck \$10.00

Farm Machinery/Plant POA (Dependent on Metropolitan Prices)

Grain Disposal - as per truck rates

Hazardous Waste – Truck rate + burial costs/disposal costs – POA, subject to description of hazardous waste and subject to approval.

Car bodies \$20.00

Truck/plant bodies \$150.00

*Asbestos Waste – up to 1m³ 100.00 + burial costs. Councils licence prohibits
Receival of more than 1m³ at a time.*

4. "That the existing fee structure for disposal of waste at the Tammin Landfill Site be rescinded once the advertising period for the new fees is expired."
5. That the cost of receiving waste from other Shires and tip maintenance costs be researched and a report presented to Councils February meeting.

Agenda Reference:	11.2.3
Subject:	Saleyards – Maintenance and Future
Location:	Shire of Tammin
Applicant:	Shire of Tammin
File Ref:	AGR11
Disclosure of Interest:	Nil.
Date:	25 November 2003
Author:	John Mitchell, Manager, Development Services

BACKGROUND

On 9th October 2003 DKT Rural hired the yards for a sheep sale. The yards are considered below standard and are in need of major improvements.

COMMENT

The main areas of concern are the loading ramps and timber walk boards for the Auctioneer. Additionally the site is not provided with toilets as required by the Health Act 1911 (by virtue of being a public event).

The provision of walkboards is not a minor one. Occupational Health requirements include handrails and a minimum of 600mm walking width boards.

The facility sees limited use.

It is believed that the Department of Environmental Protection also requires disposal lagoons for effluent (above a certain number of head/annum) and obviously a licence.

Does Council wish to upgrade the facility?

FINANCIAL IMPLICATIONS

Costs can be determined once Council determines the future of the facility.

POLICY IMPLICATIONS - Nil.

STATUTORY IMPLICATIONS

To be determined.

RECOMMENDATION

“That the use of the Tammin saleyards be monitored until 30th June 2004 and the views of Elders and Wesfarmers local dealerships be sought as to the future of the site.”

STAFF / COUNCIL RECOMMENDATION

MIN 0581/03 MOTION - Moved Cr. Thomson 2nd Cr. Stokes

“That the use of the Tammin saleyards be monitored until 30th June 2004 and the views of Elders and Wesfarmers local dealerships be sought as to the future of the site.”

CARRIED 4/0

Agenda Reference:	11.2.4
Subject:	Disabled Access – Tamma Village Units 1 - 6
Location:	Booth Street, Tammin
Applicant:	Shire of Tammin
File Ref:	ASS1076
Disclosure of Interest:	Nil.
Date:	25 November 2003
Author:	John Mitchell, Manager, Development Services

BACKGROUND

Council has raised concerns with the access to bathrooms at the above units. The Manager, Development Services inspected unit four on 25th November 2003.

COMMENT

The bathroom area is sub standard in the following areas: -

1. A hob has been provided to the shower contrary to the requirements of AS1428.1 Design for access and mobility.
2. No handrail is provided for access to the shower compartment.

The compartment sighted was considered of sufficient size. The required size including seat access is an area of 1160mm x 1100mm.

The issues with the showers will need to be addressed. Current access is considered unsafe for elderly due to the lack of handrails and the need to step up 150mm over the tile hob.

Other areas noted included the standard tap fixtures and standard handles (round) to doors. These areas can be addressed over a period of several years.

The resolution to the shower access is to remove the tiled hob and regrade the floor to the shower. This will require removal of the tiled floor. Costs are estimated at: -

1. removal of tiles – 2 days labour Shire crew - \$500.00
2. floating and leveling of floor - \$500.00
3. Tiles and laying (\$75/m²) - \$500.00

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These are internal estimates and subject to confirmation by a qualified tradesperson.

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

The Showers should be complaint to avoid the potential for claim through injury from residents, considering Council leases the residences to aged persons.

RECOMMENDATION

1. "That all units be assessed for compliance with the Australian Standard 1428.1 in relation to the provision of compliant ablution facilities."
2. "That the showers and bathrooms within Tamma Village be upgraded to the required standard as set by AS 1428.1, with two units being completed annually within the maintenance budget."
3. "That Homeswest be advised of the areas of non compliance and Council's proposed action to resolve the non compliant facilities."

STAFF / COUNCIL RECOMMENDATION

MIN 0582/03 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

1. *"That all units be assessed for compliance with the Australian Standard 1428.1 in relation to the provision of compliant ablution facilities."*
2. *"That the showers and bathrooms within Tamma Village be upgraded to the required standard as set by AS 1428.1, with two units being completed annually within the maintenance budget."*
3. *"That Homeswest be advised of the areas of non compliance and Council's proposed action to resolve the non compliant facilities."*

CARRIED 4/0

Agenda Reference:	11.2.5
Subject:	Building Returns – November 2003
Location:	Shire of Tammin
Applicant:	N/A
File Ref:	BUILD06
Disclosure of Interest:	Nil.
Date:	25 November 2003
Author:	John Mitchell, Manager, Development Services

BACKGROUND

Council has provided delegated authority to the Administration to process building applications.

COMMENT

No building licences were issued for the month of October 2003.

FINANCIAL IMPLICATIONS - Nil.

POLICY IMPLICATIONS - Nil.

STATUTORY IMPLICATIONS - Nil.

RECOMMENDATION

“That Council note that no licences were issued for the month of October 2003.”

STAFF / COUNCIL RECOMMENDATION

MIN 0583/03 MOTION - Moved Cr. Thomson 2nd Cr. Stokes

“That Council note that no licences were issued for the month of October 2003.”

CARRIED 4/0

**Chief Executive Officer’s Report
For the period November/December 2003**

1. Human Resource Management

All Staff are available with two (2) staff undertaking training during the last week. Personal Assistant, Gemma Stewart and Finance Officer, Karina Paleske attended a one day training course on Agendas and Minutes in Perth.

The process of staff being offered appropriate training programs will continue and includes the works & services staff.

2. Bush Fire Attendance

Staff have attended a number of bushfires over the last reporting period – north of Tammin and along the East/West Rail Network. Councils resources will only be activated when absolutely necessary and via the Chief Executive Officer. Council will need to adopt a policy for staff attendance and allocation of resources during Council’s ordinary working hours.

3. ex Tammin Steel Buildings and Land

Formal settlement has now been completed and negotiations with new tenant and business owner Charlie Pugleri (truck body manufacturer) for responsibilities of tenanting the premises. Charlie has moved into the premises and some formal agreement to determine various costs and leasing arrangements need to be finalized in due course. Council need to determine whether they wish to remain owners of the building and land or enter into agreement with the current tenant of assuming ownership over an agreed period of time.

4. Draft Prospector Passenger Timetable – Community Meeting

I have initiated a Community Meeting in Tammin on Wednesday morning at 10.30am in the Lesser Hall to enable the community to have an input to the new drafting of the Prospector Timetable. Councillors have been faxed around with a Memo on this matter and key organisations and businesses have also been alerted to the meeting. In addition, the Shire of Kellerberrin and key organizations and businesses within the Kellerberrin Community have been invited to attend.

General Manager of the Public Transport Authority (Country Passenger Services) John Powell will be in attendance with an assistant to explain the proposed timetable and how it will affect the community. Total allowance of time is one hour.

5. Meeting with Local Property Owner in Walston Street Tammin

Council Staff have initiated a meeting with the property owner residing in Walston Street Tammin as a follow up to a previous inspection. The property owner has made some progress towards what was agreed to onsite some months ago. Council Staff have advised that a follow up inspection will continue in the near future in order to achieve the agreed outcomes and for the benefit of the community.

6. Tammin Hydrology Model/Outdoor Function Centre

The project is continuing to progress in order to achieve the major progress towards ultimate completion. Councils resources of staff and machinery have been involved in the project and will continue to be as required and determined by the Chief Executive Officer and the Project Manager.

An approach has been made to Western Power to consider sponsorship of the project by way of donation of the required transformer for servicing the power needs of the project and to other parts of the town.

There will be some delay with consideration of this request as Western Power is going through another change phase and its ultimate direction will not be known until early in the new year.

Brief discussions have also been had with Cr Stokes regarding planning for the official opening of the project.

7. Ridley Street House – Allocation to School Principal

Contact has been made with the School Principal, Christine Springbett and Council has been advised that the incoming principal will reside in Cunderdin, therefore the Ridley Street house will not be occupied at this time. Council be further advised as to whether the new incoming teacher is willing to occupy the Ridley Street residence to remain dedicated to teacher accommodation to the Tammin School.

It is disappointing to have held the house over for the incoming Principal over the last 4 months to be advised at this stage that he will not take up the occupancy.

8. Purchase of Land for Dam Storage – approach to identified land holders

I have made formal approaches to identified landholders north and south of the town, to seek initial interest and support to construct new dam storage sites for reticulation of reserves and recreation areas within the townsite.

Given other priority commitments at this time of the year, the matter for follow up will be completed early in the new year to ensure some broad agreement is ascertained for land purchase, dam site and quotes to construct a dam prior to the winter period of 2004.

Both landholders approached are in agreement to assist Council and the Community in this project.

9. Christmas Greetings

On behalf of all staff, I wish Councillors and your Families, a very enjoyable and safe Christmas and New Year celebrations. We look forward to the challenges of

2004 after some restructuring and changes during 2003, in order to serve the Council and the Community in a greater capacity for progress and development of our district.

Manager Corporate Services Report

Rates–

In 2003/04 Council offered the following incentives for early payment of rates within the discount period.

1. Discount

A discount of 5% on rates received by the 19th September 2003.
\$19,364.15 was the discount amount for 03/04

Amount of rates received within the discount period;

2001/02	92.67%	(5%)
2002/03	91.34%	(5%)
2003/04	88.68%	(5%)

3. Weekend Away Offers

Ratepayers paying their rates within the discount period went into a draw to win accommodation packages, with 6 hotels contributing to the Scheme. Cost to Council - \$0.00

The winners for the accommodation packages are as follows:

- Duxton Hotel – one night’s accommodation for two people in one of the Deluxe Rooms, buffet breakfast in the Brassiere, swimming pool, spa, sauna and fitness club facilities.
Winner – Craig Gorfin
- Sorrento Beach Resort – one night’s accommodation for four people in a 2 bedroom apartment.
Winner – R G Christison
- Mercure Hotel Perth – one night’s accommodation for two in a Mercure Room including breakfast.
Winner – Dawn Johnson
- Trade Winds Hotel- “Movie Madness Package” includes one night’s accommodation in a newly refurbished apartment, one in house movie of your choice, fully cooked breakfast and late checkout.
Winner – Graham Bell
- The Sebel Perth – one night’s accommodation plus breakfast and parking.
Winner – Sue Button
- Baileys Parkside Motel-Hotel- two night’s accommodation for two including breakfast
Winner – R.A Rogers & Co

Throughout the month of October we have issued letters to all ratepayers that have elected to pay via instalments reminding them the dates instalments fall due. With that the Second Instalment notices were sent for payment.

As at the 23rd October 2003 letters were sent to ratepayers that have rates outstanding. Within this letter we reminded ratepayers that the penalty interest is set to start after Friday 14th November 2003. The next letter is set to go out by the 14th November 2003 again reminding the ratepayer of the debt owed to Council and that penalty interest is applying.

We are currently in the process of checking all assessments for rates that are outstanding with no payments made in three years to report back to Council by the next meeting. From this agenda item Council will decide what action they want to take to recover the rates.

Debtors–

I have included in Council's agenda this month a list of accounts that I feel further following up on will be a waste of Council's time and money. Please find below a listing and details to accounts that are 60days and over that Council is in the process of follow ups.

Debtor 1562 – Hire of Lessor Hall for meeting. A reminder letter has been forwarded reminding them of payment.

Debtor 1480 – Council is to receive a cheque of \$90 from the Shire of Kellerberrin of which were monies held in trust for outstanding accounts. A letter with copies of all invoices and a letter for advice of what the trust monies were allocated to will be sent to the client by the 1st December 2003.

Debtor 254 – Hire of Truck for removal of dust. A letter of reminder has been issued and the Manager Works and Services has spoken to CBH as well advising them that for us to do more private works for them the previous bills are to be paid.

Debtor 907 – Hire of Grader. This account has been forwarded to our debt collector and we have received advice on 27 November 2003 that the account will be paid by the end of next week.

Manager, Works & Services Report

1.0 MAINTENANCE GRADING

- 1.1 East Yorkrakine Road
- 1.2 West Yorkrakine Road
- 1.3 Yorkrakine Rock Road
- 1.4 Gardners Reserve Road
- 1.5 Underwood Road
- 1.6 Yorkrakine Road – Drains
- 1.7 11 Mile Road

2.0 HYDROLOGY MODEL

- 2.1 On going works
- 2.2 Button Driveway (graded)

3.0 GENERAL WORK

- 3.1 Mowing and watering of oval
- 3.2 Prepare and water wickets
- 3.3 Bus sign on Station Road (Mackin)
- 3.4 Freason Park (Rocks with Plaques)
- 3.5 Rubbish
- 3.6 Town Street

- 3.7 Office Gardens
- 3.8 Cemetery Clean up
- 3.9 Fire Breaks

4.0 PLANT REPORT

- 4.1 3380 Tractor Repairs completed
- 4.2 Fire Truck – Fuel Tank Clean out and new filter and hose reels
- 4.3 Service TN2 and check front hubs
- 4.4 TN27 Mitsubishi Truck. New brakes – bearing needs other major works, new exhaust

5.0 PRIVATE WORKS

- 5.1 CBH Dust Truck
- 5.2 Ertech Patching
- 5.3 B Leslie – Grader & Roller
- 5.4 Calm – Grader
- 5.5 D Ryan – Slashing Grass
- 5.6 Rural Paving – Gravel
- 5.7 I & S Rogers – Grader
- 5.8 F Buise – Grader
- 5.9 MRD - Firebreak

6.0 HYDROLOGY MODEL

- 6.1 On going

7.0 FIREBREAKS

- 7.1 Don Harris – North Wyola Road – Incomplete
- 7.2 S Mackin – Mackin Road – Incomplete
- 7.3 Cliff Nock – Bungulla North Road – Incomplete
- 7.4 Scott Uppill – Yorkrakine Road – requires spraying – poor width
- 7.5 Andrew Repton – Yorkrakine – Bungulla North – Incomplete
- 7.6 Ellis – Waltham Road – Incomplete
- 7.7 May Lind – Bungulla North Road – Incomplete
- 7.8 Gavin Charlton – No break on boundary fence along Yorkrakine Road – Next to drain which is covered in grass
- 7.9 Peter Ralston – Incomplete
- 7.10 Richard Canova – Incomplete
- 7.11 Barry Leslie – Incomplete
- 7.12 Bevan Gardner – Incomplete
- 7.13 Rod Rogers – Spray break width insufficient
- 7.14 Noel Forsyth – Spray break width insufficient
- 7.15 Roy Button – Spray break width insufficient
- 7.16 Bruce Carter – Spray break width insufficient
- 7.17 Rod Quinn – Incomplete around crop

Most spray breaks are poor
A number of breaks are too narrow

FRANK PECZKA
Chief Executive Officer

STAFF / COUNCIL RECOMMENDATION

MIN 0584/03 MOTION - Moved Cr. Wheeldon 2nd Cr. Thomson

That the Chief Executive Officers Report and the following sub reports be accepted:

- 1. Manager Corporate Services Report*
- 2. Manager Works and Services Report*

CARRIED 4/0

GENERAL BUSINESS

SCHOOL HOUSING

STAFF / COUNCIL RECOMMENDATION

MIN 0585/03 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

That the Chief Executive Officer forward a letter to the incoming Tammin School Principal outlining Councils disappointment at him not residing in the Shire of Tammin.

CARRIED 4/0

PAINTING

STAFF / COUNCIL RECOMMENDATION

MIN 0586/03 MOTION - Moved Cr. Stokes 2nd Cr. Wheeldon

That Council forward a cheque to Cooinda for payment of painting purchased for Council Chambers.

CARRIED 4/0

TALEC

STAFF / COUNCIL RECOMMENDATION

MIN 0587/03 MOTION - Moved Cr. Thomson 2nd Cr. Wheeldon

That Council forward a letter to Shane and Sue Heriot thanking them for their dedication to TALEC and extend our best wishes in their new employment

CARRIED 4/0

APPRECIATION

Cr Margaret Wheeldon thanked Council for all the work which was done in tidying up the cemetery and providing shade for the funeral of Petula Wheeldon.

CLOSURE OF MEETING

4:53pm - There being no further business to discuss the Deputy President, Cr Caffell thanked Members for their attendance and closed the meeting.

NEXT MEETING DATE

Wednesday, 4 February 2004 commencing at 1:00pm at Tammin Council Chambers.