Shire of Perenjori
Ordinary Council Meeting
MINUTES
18th OCTOBER 2018

Shire of Perenjori
MINUTES
Ordinary Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 18th October 2018, commenced at 3.00 pm.

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18101 PRELIMINARIES
Cr L Butler declared the meeting open at 3.22 pm.

18101.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

18101.2 OPENING PRAYER
Cr L Butler led the opening prayer.

18101.3 DISCLAIMER READING

18101.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr L Butler
Cr R White
Cr J Cunningham
Cr R Spencer
Cr J Hirsch
Cr G Reid
Cr P Waterhouse
Cr K Pohl
Stephen Tindale – A/CEO
Joelene Dennis – MCDS
Ally Bryant - SFO
Ken Markham – MIS
Bianca Plug – EA

Apologies;
Cr L Smith

18101.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil.

18101.6 PUBLIC QUESTION TIME
Nil.

18101.7 NOTATIONS OF INTEREST
FINANCIAL INTEREST – LOCAL GOVERNMENT ACT S 5.60A
PROXIMITY INTEREST – LOCAL GOVERNMENT ACT S 5.60B
Shire of Perenjori                                      Ordinary Council Meeting
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INTEREST AFFECTING IMPARTIALITY – LOCAL GOVERNMENT – CODE OF
CONDUCT.

Nil.

18101.8 APPLICATIONS FOR LEAVE OF ABSENCE
Nil.

18101.9 CONFIRMATION OF MINUTES

Minutes from the deferred Ordinary Council Meeting held on the 20th September 2018 are
attached.

Officer Recommendation – Item 18101.9.1

That Council accepts the Minutes from the Ordinary Council Meeting held on the 20th
September 2018 as a true and correct record of that Meeting.

Council Resolution – Item 18101.9.1

Moved: Cr Waterhouse  Seconded: Cr Hirsch
That Council accepts the Minutes from the Ordinary Council Meeting held on the 20th
September 2018 as a true and correct record of that Meeting.
Carried: 8/0

18101.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

18101.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

18102 CORPORATE AND DEVELOPMENT SERVICES

18102.1 FINANCIAL STATEMENTS – SEPTEMBER 2018

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALLY BRYANT - SFO
RESPONSIBLE OFFICER JOELENE DENNIS - MCDS
REPORT DATE: 18TH OCTOBER 2018
ATTACHMENTS MONTHLY FINANCIAL REPORT

Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period
ending 30th September 2018.

Background
Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to the Council.

**Details**


The following statements are presented to Council:

- **Monthly Summary Information - Charts**
- **Statement of Financial Activity (Program and Nature & Type)** - This provides the budget and actual income and expenditure for operating and non-recurrent as well and the closing surplus to date. (FM Reg 34(1))
- **Statement of Capital Acquisitions and Capital Funding**
- **Net Current (Assets) Funding Position (Note 3)**. This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- **Notes to the Financial Statements include:**
  - Note 1.- Significant Accounting Policies
  - Note 2.- Explanation of Material Variances
  - Note 3. – Net Current Funding Position
  - Note 4. – Cash & Investments
  - Note 5. – Budget Amendments
  - Note 6. – Receivables
  - Note 7. – Cash Back Reserves
  - Note 8. – Capital Disposals
  - Note 9. – Rating Information
  - Note 10. – Information on Borrowings
  - Note 11. – Grant and Contributions
  - Note 12.- Trust Fund
  - Note 13.- Details of Capital Acquisition

**Legal Compliance**

Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 states –

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.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit

(4) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states —

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

a. is incurred in a financial year before the adoption of the annual budget by the local government; or

b. is authorised in advance by resolution; or

c. is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Leadership

Goal: Strengthen the Shire’s position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

Consultation

Liaison with CEO, SFO, & MIS.

Voting Requirements - Simple Majority

Committee Recommendation – Item 18102.1

Council Resolution – Item 18102.1

Moved: Cr J Cunningham  
Seconded: Cr R Spencer


Carried: 8/0

18102.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2018

APPLICANT: SHIRE OF PERENJORI  
FILE: 1306P  
DISCLOSURE OF INTEREST: NIL  
AUTHOR: LIZ MARKHAM - AO  
RESPONSIBLE OFFICER: ALLY BRYANT - SFO  
REPORT DATE: 18TH OCTOBER 2018  
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th September 2018 be confirmed.

Background

The Schedule of Accounts is presented pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The report identifies payments made from the Municipal and Trust Fund.

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

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

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

Legal Compliance

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

6.10. financial management regulations

Regulations may provide for —
Shire of Perenjori

Ordinary Council Meeting

MINUTES

18th OCTOBER 2018

(d) the general management of, and the authorisation of payments out of —
   (i) the municipal fund; and
   (ii) the trust fund,

of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

13. Lists of Accounts
   (1) If the local government has delegated 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.
   (3) A list prepared under subregulation (1) is to be —
       (a) presented to the council at the next ordinary meeting of the council after the list is
           prepared; and
       (b) recorded in the minutes of that meeting.

Policy Implications
All accounts paid have been duly incurred and authorised for payment as per approved purchasing
and payment procedures.

Financial Implications
Ongoing management of Council funds by providing Council with sufficient information to
monitor and review payments made.

Strategic Implications
Area 5: Investing in Council Leadership
Goal: Strengthen the Shire’s position as an innovative, independent local government
providing excellence in all areas of governance, management and leadership.

Consultation
Nil

Comment
All accounts paid have been duly incurred and authorised for payment as per approved
purchasing and payment procedures.

Voting Requirements – Simple Majority

Committee Recommendation – Item 18102.2
That Council, pursuant to Regulation 13 of the Local Government (Financial Management)
Regulations 1996 (as amended), confirms the accounts paid for the month ending
30th September 2018 as attached to and forming part of this report.

Municipal Account
**Shire of Perenjori**  
**Ordinary Council Meeting**  
**MINUTES**  
**18th OCTOBER 2018**

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$336,200.10</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$105,556.93</td>
</tr>
<tr>
<td>Cheques</td>
<td>$23,230.24</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$4,783.84</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$328.22</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$470,099.33</strong></td>
</tr>
</tbody>
</table>

**Trust Account - Shire**

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$1300.03</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1300.03</strong></td>
</tr>
</tbody>
</table>

**Trust Account – Mt Gibson Public Benefit Funds**

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Totalling $471,399.36 from Municipal and Trust Accounts for the month ending 30th September 2018.**

**Council Resolution – Item 18102.2**

Moved: Cr R Spencer  
Seconded: Cr R White

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30th September 2018 as attached to and forming part of this report.

Carried: 8/0
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Municipal Account</strong></td>
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</tr>
<tr>
<td><strong>Trust Account - Shire</strong></td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$1300.03</td>
</tr>
<tr>
<td>Cheques</td>
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</tr>
<tr>
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</tr>
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<tr>
<td><strong>Trust Account – Mt Gibson Public Benefit Funds</strong></td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$</td>
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<tr>
<td>Cheques</td>
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</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Totalling $471,399.36 from Municipal and Trust Accounts for** the month ending 30th September 2018.

Ally Bryant left the room at 3.44 pm and did not return.
Executive Summary
This item seeks Council’s acceptance of the road maintenance report for September.

Background
Listed are the roads graded for the months of September.

Chappel Road        Taylors Road
Camac Road          Watson Road
Caron Road          Forte Road
James Road          Maya East Road
Dring Road          Barker Road
Liebe Road          Symes Road
Rabbit Proof Fence Road Wilder Road
Simpson Road        Perenjori Rothsay Road
Warriedar Coppermine Road Karara Road

Comment
Maintenance grading has been carried out from pickups and requests. We are also concentrating on harvest roads.

Statutory Environment

Local Government Act 1995

S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.
Policy Implications
Nil

Financial Implications
As per road maintenance budget

Strategic Implications
Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment
Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not maintaining roads will lead to deterioration of the asset and safety issues for users</td>
<td>High</td>
<td>To maintain roads to a standard and implementation of a Road Maintenance Plan.</td>
</tr>
</tbody>
</table>

Consultation
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18104.1
That the road maintenance report for September 2018 be accepted as presented.

Council Resolution – Item 18104.1
Moved: Cr G Reid  Seconded: Cr Pohl
That the road maintenance report for September 2018 be accepted as presented.
Carried: 8/0
Executive Summary

This report seeks Council’s formal approval of a proposed ‘Memorandum of Understanding’ between the Shire of Morawa and Shire of Perenjori relating to the maintenance of Mungada Road within the Shire of Morawa and Calver Road within the Shire of Perenjori.

Background

The Shire’s Manager of Infrastructure Services has had discussions with the acting Works Manager at the Shire of Morawa regarding the maintenance of two sections of road namely;

- a section of Mungada Road within the Shire of Morawa of approximately 520 metres in length, and
- a section of Calver Road within the Shire of Perenjori of approximately 600 metres in length.

Currently the Shire of Perenjori maintains the whole of Mungada Road including the 520m length within the Shire of Morawa.

Similarly, the Shire of Morawa maintains the whole of Calver Road including the 600m length within the Shire of Perenjori.

Both shorter sections of road in the corresponding Shires are remote from other roads under the immediate care and control of each Shire.

It was agreed that a Memorandum of Understanding between the two Shires should be considered so that each of the Shires could formally recognise and undertake the maintenance of the respective out-of-area portions of these roads in the interests of efficiency and cost minimisation.

Comment

The Shires insurers where contacted regarding liability if there was ever any incident on the said roads. Their advice is that each Shire would still be liable for their own road if a claim was made.

Further that if there was evidence that the Shire that was maintaining the other Shire’s road failed to rectify any defect that had the potential to cause harm, then there could be a case where both Shire’s could be liable through their respective insurers.

This is an unlikely scenario as both Shires are currently insured through Local Government Insurance Services.

Statutory Environment

Local Government Act 1995
S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>No agreement could lead to the roads missing maintenance and increased costs</td>
<td>med</td>
<td>Written agreement regarding maintenance of the two roads</td>
</tr>
</tbody>
</table>

Consultation

LGIS
Shire of Morawa
CEO

Voting Requirements – Simple Majority

Officer Recommendation – Item 18104.2

That Council formally approve the Memorandum of Understanding between the Shire of Morawa and Shire of Perenjori for the ongoing maintenance of portions of Calver and Mungada Roads within the respective Shires.
Council Resolution – Item 18104.2

Moved: Cr J Hirsch  
Seconded: Cr K Pohl

That Council formally approve the Memorandum of Understanding between the Shire of Morawa and Shire of Perenjori for the ongoing maintenance of portions of Calver and Mungada Roads within the respective Shires.

Carried: 8/0

18104.3 DRAFT REPORT LATHAM TRANSFER STATION

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0214
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 18TH OCTOBER 2018
ATTACHMENTS DRAFT REPORT

Executive Summary
This item requests that Council receive the Draft Latham Transfer Station Report for further consideration and discussion.

Background
The Shire of Perenjori engaged ASK Waste Management to complete a costed concept design for a transfer station at the Latham landfill site. The transfer station is intended to facilitate the collection and transport of waste from Latham to the Perenjori Landfill site.

Drivers for the development of the proposed transfer station and the closure of the existing Latham landfill site are:

- the Latham landfill site is nearing capacity,
- the increasingly stringent regulations for the operation of landfills,
- the site’s small annual waste volumes mean that the Shire is incurring higher costs per tonne to maintain the landfill to the required standards.
- a transfer station has improved safety and risk exposures compared to a landfill site, and
- a transfer station presents opportunities for increased resource recovery.

Any of the options highlighted in the report have a capital cost and on-going operational costs associated and these are considered below.

Option 1- External servicing
Commercial businesses generally have a ‘front lift’ waste collection service with larger bins, as shown in Figure 1. The waste container is lifted over the front of the truck and the waste is emptied into the vehicle’s hopper and is suitable for more lightweight mixed waste streams.
A range of typical front lift bin sizes are available between 1.5m$^3$ to 4.5m$^3$ with lids to control odours, windblown litter and nuisance pests. These bin types are appropriate for most domestic waste streams including some furniture and white goods.

Figure 1: Example of front lift truck

A front lift truck from Avon Waste already provides a collection service from Latham on a weekly basis. A number of front lift bins could be located at the transfer station for the drop-off of household and most bulky waste, prior to the collection truck collecting the waste as part of its currently collection run in Latham.

Larger bulky waste could be collected with skip bin, that would be left at the transfer station and removed for disposal when full. Avon Waste have a skip bin truck located in Jurien Bay that could provide this service, however, the cost of servicing the skip is based on a per kilometre basis, which from Jurien Bay would be a significant cost to the Shire.

Option 2 – External servicing

240L mobile garbage bins (MGB) located at the Facility could be used to receive domestic waste and commercial waste of a similar composition. These 240L MGBs would be emptied weekly as part of the existing kerbside collection contract, using the kerbside collection truck.

Bulky waste would not be suitable for disposal within a 240L MGB but it could be collected with skip bins as described in Option 1. However, the cost of servicing the skip would still high, as explained above.

Option 3 – External and internal servicing

The Shire could service the domestic waste using a modified dual axle trailer towed by a Shire vehicle (Figure 3). Given the small domestic drop off amounts, the Shire could purchase a supply of 240L MGBs to receive this waste. The gate attendant for the Facility would be responsible for placing the MGBs on the trailer at the Shire depot in Perenjori and travelling to the Facility and parking the trailer containing the bins for use by customers. At the end of the shift, the trailer and the full bins would be transported back to Perenjori landfill for disposal.

Bulky waste however, due to its nature and characteristics would not be suitable for disposal within an MGB and a larger disposal receptacle (skip bin) would still be required. This would need to be serviced by an external contractor as detailed above.
Option 4 - Internal Servicing (by the Shire)

Both the household waste and the bulky waste could be collected using a modified dual axle trailer with a tipping body into which the community would directly place their waste. This would have sufficient capacity for the collection of household bulky waste e.g. furniture, in addition to general household disposal streams.

The waste trailer would be towed to the Facility by the attendant for shift using a suitable Shire vehicle, once the trailer has been parked alongside the raised ramp, customers will be able to safely and dispose of their waste directly into the trailer. At the close of service, the trailer will be sealed with hinged lids or a trap before it is driven back to the Perenjori landfill for disposal.

Figure 3: Examples of modified dual axle trailers

Preferred option

Option 4 – Internal servicing (by the Shire) provides the greatest control over the service costs and ensures maximum flexibility for the Shire by not locking in a design based on local contractor’s plant and equipment. This option results in no waste being left at the transfer station when it is not staffed, resulting in minimal risk of odour, vermin and fire risks at the Facility. Therefore Option 4 has been used for the costing estimate and Facility layout.

DISPOSAL SERVICES

The Latham transfer station will provide the local community with a facility to drop-off any household waste from properties that do not have a kerbside collection, together with bulky household items (e.g. furniture, mattresses, etc).

The Facility will also accept small quantities of commercial waste of a similar composition to household waste, such as from the post office or any retail businesses.

The Facility will not accept large quantities of commercial waste or construction and demolition (C&D) waste.

RESOURCE RECOVERY SERVICES

The Facility design allows users to drop off recyclable materials into separate containers with appropriate signage. This helps to maximise the recovery of resources.

Greenwaste

An area will need to be provided to stockpile greenwaste that can accommodate an average volume of 20m$^3$ of greenwaste per year. This area should be orientated so it is protected from prevailing winds and separated from other flammable materials. The area is to be surrounded by an earthen bund to protect the material from ingress of water and minimise the egress of any contaminated stormwater.
The greenwaste may be mulched for use in the capping and rehabilitation of the Latham landfill or for use on parks and reserves. Excess greenwaste will be burnt periodically, as required.

**Waste Oil**

A waste oil collection station is currently provided at the site. This will be maintained as part of the transfer station and located within the drop off area. Currently waste oil is collected on an as needed basis, and the site receives approximately 1,500 litres per year.

**Scrap metal**

An area for the storage of scrap metal will be provided at the Facility. The site currently receives on average approximately 25m³ (24 tonnes) of scrap metal per year. The area will need to be contained by a raised bund and have a compacted hard stand comprising of in situ soils. The raised bund will also prevent any surface water flowing into the storage/stockpile area.

Scrap metal is collected by scrap steel merchants when and where practicable, the revenue from this material is dependent on the global scrap metal price. Currently the stockpiles are collected and removed from the site at no charge to the Shire. The ongoing costs for the transfer station operation assume a cost neutral position (i.e. no payment for removal, and no income received). However, typically the collection of scrap metals can be a source of revenue.

**Tyres**

The acceptance of domestic tyres will continue at the Facility, with approximately 4m³ of tyres received each year. It is recommended that tyres are backloaded by Shire staff as required to the Perenjori landfill for burial and/or recycling.

**Fridges and gas bottles**

These materials will continue to be accepted, and a separate area will be provided within the scrap metal area for their temporary storage. Fridges require degassing before disposal. Once fridges have been degassed they will need to be pushed up into the metal storage area prior to collection and reprocessing.

**Future capacity**

The transfer station design allows for future expansion if waste volumes increase or other recycling services become viable in the future.

**INFRASTRUCTURE AND EQUIPMENT**

The Latham transfer station (Facility) will require the following infrastructure and equipment.

**Waste trailer**

The costing assumes the purchase and customisation of a ‘8ft x 5ft’ dual axle trailer with 1.2m sides to collect the waste, would have a capacity of approximately 4.3m³. This should provide ample capacity as the weekly disposal at the transfer station is estimated to be approximately 0.5 – 1.0 m³ per week. The size of the trailer would accommodate most bulky waste items such as household furniture.

The tonnage capacity of the trailer will be dependent on the trailer design, braking systems and tow ball capacity. Selecting the right trailer/tow vehicle combination is important to driver safety and to the safety of other road users. Once the trailer exceeds around 3,000kg the options for an appropriate tow vehicle become somewhat limited. However, based on the waste’s likely bulk density of 0.3t per cubic metre is unlikely that the trailer would ever contain more than two tonnes of waste.

**Hardstands**

A drop off area of approximately 35m x 40m would be constructed from compacted gravel at the site and accommodate the waste trailer, tyre drop off, oil disposal unit, gatehouse and road access. The cost estimate for construction includes a maximum of 0.5m cut or fill to form the pad levels and assumes that the current soil is suitable for use as subgrade with base course material to be applied over at a depth of 300mm max. This has been incorporated into the design to minimise environmental emissions.
Roads
Internal roads/access tracks would be constructed from in situ material.

Onsite plant
No onsite plant will be required to be stored/housed at the Facility. Suitable machinery will be needed on an as required basis to push up greenwaste and scrap metal stockpiles.

Gatehouse & utilities
There is currently no gatehouse or utilities on the site. A gatehouse structure will be required to house the Facility attendant whom will be responsible for assessing incoming waste loads, recording waste types and quantities, collecting fees (if required) and to oversee users of the transfer station.

At a minimum, the structure needs to protect the staff from the weather, and have access to water, and a toilet. Rather than establishing permanent buildings, the use of temporary structures could be used in the interim whilst the use and viability of the transfer station is monitored over the short to medium term future.

Site communication
There is no telephone or internet on site and two-way communication will need to be provided.

Security
A fence and lockable gates will be installed around the perimeter of the transfer station. To prevent intruders (including animals) facilities should be secured by perimeter fencing and lockable gates, which must be locked when the Facility is not staffed.

Signage
Prominent signage will be needed to comply with DWER licencing requirements and provide internal signage directing users to disposal locations.

First Aid & Personal Protective Equipment (PPE)
At least one adequate first aid kit for the Facility should be supplied with gatehouse staff trained in first aid. Adequate PPE will also need be provided for Facility staff in the gatehouse.

TRANSFER STATION OPERATIONS
Facility management systems are needed to ensure the Facility is run efficiently and effectively, is safe for staff and users and does not impact on the local environment.

Staffing
Sufficient staff should be employed on site to allow for the safe and efficient operation of the Facility, and to ensure that security is maintained at all times when the Facility is open.

Currently the site is unstaffed, and this presents significant exposure to the Shire including:
- public liability claims from potential accidents and injuries at the site,
- environmental contamination and remediation costs associated with unmonitored disposal of dangerous and hazardous waste,
- OHS risks and workers compensation claims from staff associated with exposures and risks in clean-up of the site, and
- a fire risk.

Furthermore, the unstaffed nature of the site means that the Shire is at risk of regulatory action for noncompliance with licence conditions. The current landfill licence requires all incoming waste to be inspected for compliance with the waste acceptance criteria specified in the licence. Uncontrolled public access to the site means that the types of waste accepted is not controlled. This could have
both short term and long term environmental impacts.

The benefits of staffing the Facility includes:

- ensuring the Facility is operating within the DWER licence requirements,
- the collection of gate fees,
- control over the types and volumes of materials accepted,
- ability to generate more reliable waste data,
- reduced environmental legacies, public liability risks and OHS exposures.

When estimating staffing, consideration needs to be given to the following:

- **Gatehouse operations** – allow for the efficient management of traffic flow, inspection of incoming waste types and quantities, and collection of customer data and gate fees.
- **Operation of plant and equipment** including pushing up of greenwaste and metal stockpiles.
- **Supervising/undertaking onsite processing of greenwaste (burning and mulching)**
- **Facility maintenance**, including litter patrols and landscaping maintenance
- **Cleaning of the drop off area at regular intervals**
- **Facility administration and management**

The costing for the transfer station includes the provision of a gate attendant at six hours a week. This includes four hours on site and an additional two hours return trip with the trailer from Perenjori. It assumes monthly servicing of the Facility by other Shire staff to maintain stockpiles, maintenance of infrastructure, other duties as required, based on six hours per month.

**Operational Management Plan (OMP)**

The Facility Operational Management Plan (OMP) would include procedures for the operation of the transfer station. It includes roles and responsibilities, contact numbers, risk assessment, induction and training, emergency response and fire control procedures, safe operating procedures for all aspects of Facility operations, OHS procedures and reporting, procedures for environmental management, collection and maintaining relevant workplace records, gate house inspection and recording procedures, complaint response and customer service, first aid, personal protection equipment (PPE).

The Facility OMP should be readily available to all staff as a reference should they be in doubt of any procedures. The operations manual and staff training programs should be updated regularly to reflect any changes.

**Training of operators**

Staff will require training in the following:

- Facility operational management plan
- Identification of material types (particularly hazardous wastes)
- Information on the health risks posed by site hazards
- Safe operational procedures
- Methods for supervising facility users
- Safe manual handling techniques
- Emergency response procedures (including spill and fire management)
- First aid
- Management of customers
- OHS training

An allowance has been made in the costings for annual staff training.
General expenditure
Allowance has been made in the costing to cover the annual licence costs, service costs, insurances, equipment maintenance & fuel for generator, and PPE.

DESIGN FOR OCCUPATIONAL HEALTH AND SAFETY
OH&S risks at facilities will differ depending on site layout and design, and types and volumes of wastes received. Risks however that are commonly evident at many types of waste management facilities include:

- Injury from mobile plant and equipment (collisions),
- Manual handling injury,
- Contact with sharp or corrosive materials,
- Contact with toxic or otherwise hazardous materials and asbestos; and
- Inhalation of dust or other offensive air borne particles.

Site design should attempt to minimise potential risks associated with the future operation of the Facility. As such the design incorporates the following:

**Minimising the risks of manual handling injuries**
The height of the waste collection bin increases the risk of manual handling injuries for the public where customers are required to unload trailers and lift waste into receive bins. The concept plan for Latham transfer station however facilitates easy unloading of materials from all types of vehicles through the inclusion of a slightly elevated platform to enable customers to easily unload waste into the trailer which will be situated adjacent to the platform.

This design also limits manual handling risks for staff as they should not need to handle waste as it will be disposed directly into the transfer container.

**Minimising risk of vehicle and plant accidents**
Methods employed to minimise the risk of vehicle and operational plant accidents include:

- Clear signage to ensure customers can move quickly and efficiently around the Facility,
- One way traffic flow,
- Segregated areas of drop off for bulky materials, and
- Drive through drop off, so no reversing is required by customers.

ENVIRONMENTAL MEASURES
The following will be implemented to minimise the impact on the surrounding environment.

**Litter**
- Cover/lids for domestic drop off on waste trailer,
- Trees and shrubs around site as windbreaks, and
- Prominent signs warning of penalties for uncovered loads/education of waste producers.

**Odour**
There will be minimal odour sources from the Facility given there will be no onsite storage of putrescible waste.

**Dust**
A hardstand area has been incorporated into the design for operating, storage and un/loading areas to reduce emissions using compacted native soils. Areas of exposed earth on the site will be minimised through suitable landscaping and planting (rehab of landfill areas).

**Vermin**
Vermin will be controlled through the development and implementation of a pest control program.

*Stormwater*

In order to ensure that stormwater runoff does not become contaminated with waste, the Facility will have a raised bund constructed at its boundary to divert any off-site stormwater away from the Facility. In addition, hazardous materials storage areas (e.g. waste oil) will be bunded to contain spills or be collected on bunded pallets.

**SUMMARY OF FINDINGS**

The following sections provides a summary of the findings of this report:

**WASTE TONNAGE DATA**

To plan the service needs for a transfer station at Latham, reliable waste volumes and waste streams data is required. Given there is currently no data available on waste disposed of at the landfill, an estimation was provided by the Shire for the amount of waste that will be collected and transferred to the Perenjori Landfill, based on current operation at the landfill.

Whilst volumes may increase or decrease due to seasonal and other outside factors, based on the low service population of the landfill there is unlikely to be a significant increase on amounts for disposal. The waste collection and transport method recommended should cater for at least three times the approximate waste volumes expected to be received and should meet the community’s needs.

**CONCEPTUAL LAYOUT**

The transfer station has been designed to receive general municipal/domestic type waste from domestic and commercial customers in Latham. The design of the Facility is based on improving the current service and aligning where practicable to best practice standards. Given the very low volumes received, a concept design has been provided that is based upon four general considerations. These include:

- ensuring appropriate costs for a small community,
- safety,
- efficiency and flexibility; and
- resource recovery.

The design does not cater for disposal of construction and demolition waste (concrete, bricks, rubble etc) due to the costs associated with provision of such a service.

**WASTE ACCEPTANCE**

This report has costed the transfer station based on services for general waste drop off from residential and commercial customers. It does not cater for construction and demolition (C&D) waste from either residential or commercial sources.

The collection of C&D waste would require a skip bin to receive this waste and a skip truck to service the bin as required. Given the only skip trucks available operate from Jurien Bay or Geraldton, a large mobilisation cost would be incurred to transport C&D waste. Therefore, it is recommended that C&D waste is not accepted at the transfer station and instead is self-hauled by the waste producer or their waste management contractor to the Perenjori landfill.

Asbestos containing waste will not be accepted at the transfer station given the legislative requirements for separation and landfill disposal. Asbestos containing material will need to be self-hauled by the waste producer or their waste management contractor directly to the Perenjori landfill.
EXTERNAL VS INTERNAL SERVICING OPTIONS

There are numerous potential options available to the Shire for servicing of the Facility. Based on the small service population, the low volumes of waste received, and ensuring appropriate costs for the service, internal servicing of the transfer station by the Shire is the most economic option.

Internal servicing provides the Shire with the greatest control over the costs and ensures maximum flexibility for the Shire in not locking in a design based on commercial contractor equipment. The design allows for any increase in waste volumes, without the need to significantly vary the servicing and transport costs for the Shire.

COSTS

- The total capital cost for the construction of a waste transfer station on the site is approximately $195,000. This can be amortised over the 25 year life span of the Facility.
- The annual operational costs for the transfer station is approximately $24,000.
- The total annualised capital and annual operational cost is $36,000. Operational costs contribute 67% to these costs, with annualised capital costs contributing the remaining 33%.
- There are numerous variables that impact on these costs including construction materials, opening hours, waste quantities and transport methods.

Construction materials – options for reducing costs

The single largest contributor to capital costs is the fencing the Facility with chain link fencing, which is estimated at $100,000. Fencing is required to keep the Facility secure, trap any windblown litter and meet DWER licence requirements. However, given the size and location of the Facility, the use of 1.8m stock fencing could be considered and, if accepted by DWER, this would significantly reduce the cost of the perimeter fence.

Opening hours

Labour costs are the largest single operating costs for the waste facility. The transfer station has been costed based on being open for four hours, one day per week.

COST PER DWELLING

Based on the outcomes of cost modelling, establishing and operating a transfer station at Latham is approximately $36,000 per year. Given there are approximately 36 dwellings that would use the transfer station this equates to an annual cost of $1000 per dwelling or a unit cost of approximately $900 per cubic meter ($2,700 per tonne) for the collection and transport of waste from the Facility.

This is a significant cost for the Shire for a small number of users and there are other options to service the needs of the residents, but with a reduced level of service, that could be implemented. These include:

- extending the kerbside collection service to all properties in the Latham area, or
- using centrally located bin compounds where rural residents bring 240L MGBS on a weekly basis for servicing by the kerbside collection contractor.

Whilst these alternate options will cater for general domestic waste, bulky waste (e.g. furniture, white goods etc) will need to be self-hauled the 50km to the Perenjori landfill. Alternatively, the Shire could provide a once a year bulky waste service for Latham residents where a skip bin is provided at a central location for the drop-off of bulky waste.

The additional costs of these services could be recovered through rates for waste service charges on individual properties.

RECOMMENDATIONS

Whilst the conversion of the current Latham landfill to a transfer station will minimise risk exposures and
improve regulatory compliance for the Shire, the annual cost of the service is very high for the number of users and the waste volumes.

**CONSIDER EXTENDING THE KERBSIDE SERVICE, WITH NO TRANSFER STATION**
Alternative, more cost effective options could be considered by the Shire for servicing the community as discussed earlier. It is recommended that the Shire consider these options before committing to the establishment of a transfer station and the ongoing costs associated with the Facility. **Section 0** provides an action plan of the key tasks to establish a transfer station at Latham.

**GATE FEES**
Gate fees are charged by waste facilities to cover the cost of operation, overheads, equipment, labour, roads, buildings and other assets (fencing, cover material etc.). Gate fees should reflect all costs associated with operation, Facility closure and asset depreciation. It is recommended that the introduction of waste gate fees in the Shire be considered to ensure appropriate cost recovery for the waste services provided.

**ACTION PLAN**
Should the Shire wish to establish a transfer station at Latham, a list of the key tasks is provided in the following Table 1.

Table 1: Actions required for the Shires future waste management infrastructure

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 1. Council decision to proceed with establishment of a Transfer Station | • Finalise concept layout  
• Define opening hours of facility  
• Inform community  
• Adjust long term financial plans to accommodate change |
| 2. Approvals documentation | • Submit Licence amendment application to DWER to request addition of category 62 (Solid waste depot) to current Licence. This will require preparation of report and schematic design of facility to support application |
| 3. Construction planning | • Development of design drawings, technical specifications,  
• Procurement of equipment/infrastructure  
• Forward planning into capital works program |
| 4. Construction | • Assume Shire will be constructing transfer station  
• Project management through construction phase |
| 5. Transfer station operation | • Development of operational management plans for the transfer station.  
• Inform community  
• Opening of facility |
| 6. Close Landfill | • Produce a Landfill Closure Management Plan  
• Cap, close and rehab current landfill |

**Comment**
There may be the potential to partner with MEDAC in the operation of the Transfer Station and resource recovery which may reduce operational costs.

The day to day operations of the Transfer station also have the possibility of employing someone locally from the Latham area on a part time basis to operate the gatehouse and potentially run a resource recovery shop.

**Statutory Environment**

Part 6 - Waste services - *Waste Avoidance and Resource Recovery Act 2017*

**Policy Implications**

Nil

**Financial Implications**

This section of the provides the estimated cost to establish and operate the proposed transfer station.

**CAPITAL COSTS**

The capital cost for the construction of the transfer station was estimated based on the concept design as detailed earlier. The following Table 2 lists the estimated total cost for each item, followed by the annualised yearly cost spread over the 25 year lifespan of the Facility.

The costing assumes that construction will be undertaken internally by the Shire. Costs include an additional 25% regional price index increase (based on Rawlinsons, Australian Construction Handbook, 2017).

**Table 1: Breakdown of the capital cost for construction of the Transfer Station**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total cost</th>
<th>Annualised cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design &amp; Approvals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalised design concept, design drawings &amp; technical specifications, BOQ</td>
<td>$10,000</td>
<td>$400</td>
</tr>
<tr>
<td>Licence amendment application document &amp; application fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Establishment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groundworks</td>
<td>$40,500</td>
<td>$1,620</td>
</tr>
<tr>
<td>Hardstand + platform (compacted in situ soils)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardstand (greenwaste/metals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscaping</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Infrastructure &amp; Equipment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste trailer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demountable office (gatehouse)</td>
<td>$128,800</td>
<td>$7500</td>
</tr>
<tr>
<td>Fencing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access gates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundries</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Management Systems</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational management Plan</td>
<td>$15,000</td>
<td>$2150</td>
</tr>
<tr>
<td>Staff training/induction</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL (rounded)</strong></td>
<td>$195,000</td>
<td>$12,000</td>
</tr>
</tbody>
</table>
OPERATIONAL COSTS

The operational cost of the transfer station was estimated at $24,000 per annum. Table 3 provides a breakdown of the operational costs.

Table 2: Operational costs for the Transfer Station

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility staff</td>
<td></td>
</tr>
<tr>
<td>• 6 hours /wk. gatehouse operator + OH</td>
<td>$13,000</td>
</tr>
<tr>
<td>• 6 hours /month operator + overheads</td>
<td></td>
</tr>
<tr>
<td>Facility staff</td>
<td></td>
</tr>
<tr>
<td>• Regional price index (+25%)</td>
<td>$3250</td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>• Onsite staff</td>
<td>$500</td>
</tr>
<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td>• Licencing, Insurances, fuel, equipment maintenance, misc. supplies, PPE,</td>
<td>$6900</td>
</tr>
<tr>
<td>TOTAL (rounded)</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

WASTE TRANSPORTATION COSTS

Given the Shire will be transporting the waste in a waste trailer, the cost of transport (Fuel and staff time) have been incorporated into the annual operational costs in Table 3.

SUMMARY OF TRANSFER STATION COST

The estimated total cost of the transfer station shown in Table 4 includes the establishment, operational and transport costs, based on a 25 year life of the Facility. Given the operational (including transport costs) will be incurred annually, only the establishment costs are amortised over the life of the Facility.

It is estimated that the operation, transport costs and amortised establishment cost for the transfer station will be approximately $36,000 per year annually based on the estimated waste volumes. This design could safely service up to approximately 4m$^3$ in volume (two tonnes) per week (assuming an ‘8ft x 5ft’ trailer and tow capacity of vehicle) or 156m$^3$ (52 tonnes) per year. This is approximately four times the predicted volumes currently being received.

Table 3: Summary of transfer station costs (total and annualised)

<table>
<thead>
<tr>
<th>Description</th>
<th>Total cost</th>
<th>Annualised cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment costs</td>
<td>$195,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>Operational costs</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>TOTAL cost (rounded)</td>
<td>$220,000</td>
<td>$36,000</td>
</tr>
</tbody>
</table>

As explained earlier there are however numerous variables that exist in terms of impact on these costs for the Shire to consider.

Strategic Implication

Nil

Risk Management
### Risk Statement

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latham Refuse site is nearing capacity</td>
<td>Med/High</td>
<td>Develop into Transfer station and increase resource recovery opportunities</td>
</tr>
</tbody>
</table>

### Consultation

ASK Waste Management

### Voting Requirements – Simple Majority

### Officer Recommendation – Item 18104.3

That Council receive the draft Latham Transfer Station report for further consideration and discussion.

### Council Resolution – Item 18104.3

**Moved:** Cr J Hirsch  
**Seconded:** Cr R White  
That Council receive the draft Latham Transfer Station report for further consideration and discussion.  
**Carried:** 8/0

### 18104.4 ROAD MAINTENANCE POLICY

**APPLICANT:**  
**FILE:** R999  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES  
**RESPONSIBLE OFFICER:** KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES  
**REPORT DATE:** 18TH OCTOBER 2018  
**ATTACHMENTS** POLICY

**Executive Summary**

This item seeks Council’s adoption of a Road Maintenance Policy

**Background**

The purpose of a Road Maintenance Policy is to outline the Shire of Perenjori’s level of service and response to a range of road related issues. The policy is based on a risk-management approach using a systematic method of identification, evaluation and prioritisation of maintenance works for the Shire’s road network. The policy is also intended to assist Council in its annual budget decision-making process.

It is proposed that roads throughout the Shire will be classified using the Western Australian Road Hierarchy as a guide, which will then help determine the level of service each road will receive dependent on a range of other factors.
Comment
The Shire of Perenjori has an extensive road network spread out over an area of approximately 8,000 square kilometers providing access to mainly the agricultural industry but also mining and tourism interests.

With nearly 1,500km of unsealed and 240km sealed roads to maintain, the Shire of Perenjori has an obligation to determine the level of service it provides to these roads.

The proposed policy needs to cater for changes in conditions, identified needs and commonsense.

Accordingly, a risk-based approach is being proposed when determining road maintenance needs.

Statutory Environment

Local Government Act 1995

S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Implications

This policy will replace Policy 3005- Grading of Roads Policy

Financial Implications

Nil.

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not having a policy on road maintenance could lead to confusion and lack of direction</td>
<td>LOW</td>
<td>Develop a road maintenance policy that is flexible and suited to local conditions</td>
</tr>
</tbody>
</table>
Having a road maintenance policy could lead to some roads being graded when not needed.

<table>
<thead>
<tr>
<th>LOW</th>
<th>Policy to allow flexibility and discretion regarding need for road or road segment to be graded utilising the Road Maintenance Risk Management Procedure</th>
</tr>
</thead>
</table>

**Consultation**
CEO

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 18104.4**
That Council adopt the Road Maintenance Policy.

**Council Resolution – Item 18104.4**
Moved: Cr R White
Seconded: Cr P Waterhouse
That Council adopt the Road Maintenance Policy.
Carried: 8/0

**18104.5 HOUSING REPORT**

| APPLICANT: | SHIRE OF PERENJORI |
| FILE: | ADM 0029 |
| DISCLOSURE OF INTEREST: | NIL |
| AUTHOR: | KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES |
| RESPONSIBLE OFFICER: | KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES |
| REPORT DATE: | 18TH OCTOBER 2018 |
| ATTACHMENTS | HOUSING SPREADSHEET |

**Executive Summary**
This item seeks that Council receive the housing report.

**Background**
The Shire has 28 houses/units that it owns and maintains. Several of the houses are joint ventures with the Department of Housing. Shire housing is tenanted by a mix of Council staff and private rentals.

Overall, the housing stock is in very good condition. Typical works being carried out consist of work requests for broken locks, reticulation issues, plumbing and other minor issues.
The Council budgets yearly for housing maintenance and capital works. Expenditure priorities are developed from tenant requests and inspections.

Routine budgeted maintenance includes, pest control and termite inspection, Residual Current Device testing, smoke alarm testing and air conditioner servicing.

Capital works for this financial year included the internal painting of two houses, up to four kitchen replacements, carpet replacement, external works such as gutter replacement, eaves, posts and decking.

Three carports for the Caravan Park units on North Road are to be installed.

At the time of this report the Shire has eight houses/units vacant. The number of vacancies ebbs and flows due to staff changes and private rental demands.

One of the vacant houses is for the new CEO. Another is for a new outside employee following a recent resignation. Another employee has just vacated a Shire house as they have purchased their own residence in town.

**Comment**

It should be noted that over the years the Shire has built new housing and sold off older housing stock that required large capital outlays in order to bring them up to standard.

Now may be an opportune time to look at the housing list and consider selling off some of the existing housing stock and/or deciding whether to build new Shire housing.

Increased mining activity in the east of the Shire of Perenjori may also present an opportunity to encourage some of the employees from these mining operations to reside in Perenjori in rental housing.

Property valuations were carried out several years ago which led to an increase in rentals across the housing stock. The rents paid are now overdue for review.

Some Shire staff receive subsidies or allowances for housing dependent on their employment contracts and these should be reviewed as well.

As such, it is recommended that an independent valuer be appointed in the New Year to help determine the true current market value of the Shire’s housing stock ahead of 2019/2020 budget deliberations and any decision to build, quit or rent out Shire housing stock.

**Statutory Environment**

**Local Government Act 1995**

**S3.1. General function**

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

**Policy Implications**

Nil
Financial Implications
In the 2017/18 financial year, the Shire spent $37,184 on capital expenditure for houses and $187,400 in maintenance on housing.
In the 2018/19 financial year there is $210,000 in maintenance and $60,000 in capital for housing.
The Shire received $75,340 from Staff rented houses and $99,713 from private rentals in the 2017/18 financial year.

Strategic Implications
Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment
Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houses begin to cost more to maintain</td>
<td>Low/med</td>
<td>Keep maintenance up on housing through regular inspections and consider selling off older houses</td>
</tr>
</tbody>
</table>

Consultation
Finance Officer
Depot Administration
CEO

Voting Requirements – Simple Majority

Officers Recommendation – Item 18104.5

2. That Council endorse the appointment of an independent valuer to help determine the true current market value of the Shire’s housing stock ahead of 2019/2020 budget deliberations.

Council Resolution – Item 18104.5

Moved: Cr J Hirsch Seconded: Cr R White

2. That Council endorse the appointment of an independent valuer to help determine the true current market value of the Shire’s housing stock ahead of 2019/2020 budget deliberations.

Carried: 8/0
Executive Summary

A recommendation is made to introduce quarterly reporting to Council on the implementation of the Corporate Business Plan.

Background

All local governments are currently required to produce a ‘plan for the future’ under Sec. 5.56 (1) of the Local Government Act 1995.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:

- A Strategic Community Plan to cover a period of at least 10 financial years.
- A Corporate Business Plan to cover a period of at least 4 financial years.

The Corporate Business Plan should spill out of and be driven by the Strategic Community Plan.

It is the Corporate Business Plan that activates the Strategic Community Plan by responding to Council’s broad objectives and the prioritisation of the community’s short, medium and long-term goals with an action plan.

The process by which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning
- Annual reviews and reprioritisation of the Corporate Business Plan

A critical accountability and transparency element is the reporting process by which the local government informs the community and statutory bodies on its progress in delivering services, projects and other operations to meet the goals of the Strategic Community Plan.

This report recommends the implementation of a regular reporting process to Council.

Comment

If the Strategic Community Plan and reporting process is to be effective, then the Council (and the community) should be regularly informed by the CEO of progress made in completing specific actions identified in the Corporate Business Plan which are intended to give life to the Strategic Community Plan.
It is the Acting CEO’s opinion that the report on the progress of the Community Strategic Plan within the Annual Report is not sufficient in terms of keeping Councillors (and the community) regularly and properly informed of the specific actions identified in the Corporate Business Plan intended to deliver on the Strategic Community Plan.

In the absence of quarterly reporting is not untypical for local government staff and elected members to be consumed by local issues of the day. That can result in staff time and financial resources being diverted away from the achievement of the community aspirations identified in the Strategic Community Plan.

Attached to this agenda item is a spreadsheet developed by the Acting CEO for the Shires of Mt Marshall, Cunderdin and Tammin for reporting to Council on the implementation of the Corporate Business Plan.

The spreadsheet identifies the strategies and actions for each Community Strategic Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan. It also identifies the Shire staff member charged with responsibility for implementing any particular action while noting that ultimate responsibility for the staff member concerned rests with the CEO.

As shown on the spreadsheets, the attainment of certain strategies and actions can be hampered by;
- insufficient funding and cost blowouts,
- scheduling difficulties arising from external blockages or narrow windows of opportunity,
- resource constraints (lack of staff time, knowledge, technology or materials).

A set of traffic lights alongside these three potential areas of constraint quickly flags to staff, Councillors and community members, those Corporate Business Plan actions that may need collective consideration and attention.

If a red or amber traffic light appears alongside any constraint, it doesn’t necessarily mean that the whole project is jeopardised.

Instead the ‘Project Standing’ traffic light is intended to disclose the overall standing of the project irrespective of minor glitches that may have been previously signalled. The comments field is intended to include brief notes on the project so that at any point in time staff and elected members can update, or remind themselves, on where any project is at a particular point in time.

The traffic light system also enables Council and staff discussion to be focussed on the things that matter rather than wading through page after page of the report.

It is recommended that the updated Corporate Business Plan be presented to quarterly meetings of Council in the months of September, December, March and June. The June Council meeting should be the meeting at which a comprehensive evaluation of progress made in the past year is discussed to better inform Council deliberations for the next financial year pending the adoption of the Annual Budget in July (or August). The September meeting should be the meeting where the CEO presents the revised Corporate Business Plan to Council for endorsement after considering the adopted Annual Budget for the year.

The Corporate Business Plan also presents the CEO with the opportunity of better managing the performance of Shire officers. The CEO in turn can then be better managed by the Council if certain (but not all) strategies and actions identified in the Corporate Business Plan are incorporated into
his/her contract of employment and annual performance review in, say, August of each year when the previous year’s efforts are known and the current year’s revised Corporate Business Plan is about to be presented to Council in September.

In terms of managing the performance of the CEO, Council could set an initial 80% completion rate for the completion of identified actions in any given year. Reasons for any inability to meet the 80% target can then be considered at the time of conducting the annual CEO performance review.

Statutory Environment
Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —
   
   (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
   
   (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
   
   (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

   *Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications
One of the goals of the Shire of Perenjori’s Strategic Community Plan 2017 – 2027 is to:

**Strengthen the Shire’s position as an innovative and proactive local Government providing excellence in all areas of governance, management and leadership.**

This strategy area will build the capacity of the Council to undertake ongoing planning, reviews and report on progress and develop leadership and management capacity within Council and staff. It will also ensure Council strategically targets fundraising strategies to achieve key projects.

The adoption of quarterly reporting on the Corporate Business Plan is consistent with building “… the capacity of the Council to undertake ongoing planning, reviews and report on progress and develop leadership and management capacity within Council and staff.”

**Risk Management**

<table>
<thead>
<tr>
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<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complying with the Local Government Act and recent amendment’s in relation to the review of plans.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Provide information to Council to allow decision making to comply with the Act.</td>
</tr>
</tbody>
</table>

**Consultation**

Shire President

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 18105.1**

That Council adopt the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

**Council Resolution – Item 18105.1**

Moved: Cr R White  
Seconded: Cr J Hirsch

That Council adopt the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

Carried: 8/0
Executive Summary

The project status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Background
Nil

Comment
Nil

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Consultation
Staff

Officer Recommendation – Item 18106

Council accepts the Project Status Report as presented for the month of September 2018.
Council Resolution – Item 18106

Moved: Cr P Waterhouse            Seconded: Cr R Spencer
Council accepts the Project Status Report as presented for the month of September 2018.
Carried: 8/0

18107 STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: STEPHEN TINDALE – A/CEO
RESPONSIBLE OFFICER: STEPHEN TINDALE – A/CEO
REPORT DATE: 18TH OCTOBER 2018
ATTACHMENTS STATUS REPORT

Executive Summary
The status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Background
Nil

Comment
Nil

Statutory Environment
Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications
Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Consultation
Staff
Officer Recommendation – Item 18107
Council accepts the Status Report as presented for the month of September 2018.

Council Resolution – Item 18107
Moved: Cr R White
Seconded: Cr R Spencer
Council accepts the Status Report as presented for the month of September 2018.
Carried: 8/0

18108 OTHER BUSINESS

IGA -

18108.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN
18108.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
18108.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION
18108.4 MATTERS BEHIND CLOSED DOORS

Ken Markham and Joelene Dennis left at 5.12 pm and did not return to the meeting.

Council Resolution – Item 18108.4
Moved: Cr P Waterhouse
Seconded: Cr R Spencer
That Council moves behind closed doors to discuss confidential item 18108.4.1.
Carried: 8/0
**18108.4.1 CONFIDENTIAL ITEM – CEO RECRUITMENT**

**APPLICANT:** SHIRE OF PERENJORI  
**FILE:** NIL  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** STEPHEN TINDALE – A/CEO  
**RESPONSIBLE OFFICER** STEPHEN TINDALE – A/CEO  
**REPORT DATE:** 18TH OCTOBER 2018  
**ATTACHMENTS** NIL

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 18108.4.1**

That Council:

1. Conduct an in-person follow up interview with the second-placed candidate with the Shire of Perenjori meeting his travel and accommodation costs associated with the interview.

2. Appoint Pascoe Durtanovich as Acting CEO of the Shire of Perenjori following the expiration of Stephen Tindale’s term as Acting CEO pending the appointment of a permanent CEO.

**Council Motion – Item 18108.4.1**

Moved: Cr J Hirsch  
Seconded: Cr K Pohl  
That Council conduct in-person follow up interviews with the second and third placed candidates with the Shire of Perenjori meeting travel and accommodation costs associated with the interviews.

Lost: 4/5 on the casting vote of the President

Cr L Butler, Cr P Waterhouse, Cr J Cunningham and Cr R Spencer voted against the motion.
Council Motion – Item 18108.4.1
Moved: Cr J Cunningham          Seconded: Cr P Waterhouse
That Council conduct an in-person follow up interview with the second-placed candidate with the Shire of Perenjori meeting his travel and accommodation costs associated with the interview.

Lost: 3/5

Cr R Spencer, Cr J Hirsch, Cr K Pohl, Cr R White and Cr G Reid voted against the motion.

Council Resolution – Item 18108.4.1
Moved: Cr G Reid          Seconded: Cr R Spencer
That Council appoint Pascoe Durtanovich as Acting CEO of the Shire of Perenjori following the expiration of Stephen Tindale’s term as Acting CEO pending the appointment of a permanent CEO.

Carried: 8/0

Council Resolution – Item 18108.4.1
Moved: Cr R Spencer          Seconded: Cr J Cunningham
That Council move from behind closed doors.

Carried: 8/0

18108.5  DATE OF NEXT MEETING
The date of the next Council meeting will be held on Thursday 15th November 2018 commencing at 7.00 pm.

18108.6  CLOSURE
Cr L Butler declared the meeting closed at 5.46 pm.