



Ordinary Meeting of Council

MINUTES

15 August 2019

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SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of an Ordinary Meeting of the Council of the Shire of Broomehill-Tambellup held in the Tambellup Council Chambers on Thursday 15 August 2019 commencing at 4.45pm.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President welcomed Councillors and Staff and declared the meeting open at 4.45pm.

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Cr Thompson announced that he would not be seeking re-election at the October 2019 Councillor elections. He has enjoyed his time on Council and thanked all Councillors and Staff and wished them well for the future.

3. ATTENDANCE

Present:	Cr SJF Thompson	President
	Cr MC Paganoni	Deputy President
	Cr GM Sheridan	
	Cr MC Nazzari	
	Cr KJ Holzknecht	
	Cr CJ Letter	
	KB Williams	Chief Executive Officer (CEO)
	KP O’Neill	Manager Finance and Administration
	PA Hull	Strategic Support & Projects Officer

3.1 APOLOGIES

P Vlahov	Manager Works
LK Cristinelli	Executive Assistant

3.2 APPROVED LEAVE OF ABSENCE

Cr White has been approved a Leave of Absence from the 15 August 2019 Ordinary Council Meeting.

4. DECLARATION OF INTEREST

Nil.

5. PUBLIC QUESTION TIME

Nil.

6. PRESENTATIONS/DEPUTATIONS/PETITIONS/SUBMISSIONS

Nil.

7. ITEMS BROUGHT FORWARD BY DECISION OF COUNCIL

Nil.

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 18 JULY 2019

COUNCIL DECISION

190801

Moved Cr Thompson, seconded Cr Holzknacht

That the Ordinary Meeting of Council Minutes of 18 July 2019 be accepted.

CARRIED 6/0

8.2 SPECIAL MEETING OF COUNCIL MINUTES 6 AUGUST 2019

COUNCIL DECISION

190802

Moved Cr Sheridan, seconded Cr Letter

That the Special Meeting of Council Minutes of 6 August 2019 be accepted.

CARRIED 6/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

Nil.

10. REPORTS OF OFFICERS

10.1	FINANCIAL STATEMENTS FOR JULY 2019
Attachment:	Monthly Financial Statements for July 2019
File Ref:	Nil
Author:	KP O'Neill - Manager Finance and Administration
Date:	9 August 2019
Disclosure of Interest:	Nil

SUMMARY

Council to consider the monthly financial report for the period ending 31 July 2019.

BACKGROUND

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

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

As part of the 2018/19 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

COMMENT

The financial report presented is an interim financial report for Councillors information and shows revenue and expenditure incurred in the first month of the new financial year. Budget comparatives are not yet included, as the Annual Budget for 2019/20 was not adopted prior to the end of July.

A financial report compliant with the requirements of the *Financial Management Regulations* will be presented for adoption at the September 2019 meeting.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

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

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

FINANCIAL IMPLICATIONS

The report represents the financial position of the Council at the end of the previous month.

RISK IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

190803

Moved Cr Paganoni, seconded Cr Letter

That the Financial Report for the period ending 31 July 2019 be received.

CARRIED 6/0

10.2	CREDITORS ACCOUNTS PAID JULY 2019
Attachment:	List of Payments for July 2019
File Ref:	Nil
Author:	KP O’Neill – Manager Finance and Administration
Date:	9 August 2019
Disclosure of Interest:	Nil

SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during July 2019.

BACKGROUND

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

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

COMMENT

Summary of payments made for the month:-

Municipal Fund	\$799,764.30
Trust Fund	\$1,650.00
Credit Cards	\$368.09
<u>Total</u>	<u>\$801,782.39</u>

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

13. Lists of accounts

- (1) *If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
- (a) the payee’s name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

190804

Moved Cr Holznecht, seconded Cr Letter

That the list of accounts paid during July 2019, consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$799,764.30;***
- Trust Fund cheque payments totalling \$1,650.00; and***
- Credit Card payments totalling \$378.09***

be endorsed.

CARRIED 6/0

10.3	REQUEST TO AMEND RAV RATING OF NORTH STIRLING, STIRLING ACCESS, BEEJENUP, YETEMERUP AND WHITE ROADS
Attachment:	Nil
File Ref:	ADM0220
Author:	KB Williams Chief Executive Officer J Ford Technical Officer
Date:	5 August 2019
Disclosure of Interest:	Nil

SUMMARY

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for North Stirling, Stirling Access, Beejenup, Yetemerup and White Roads.

BACKGROUND

An application was submitted to Main Roads Western Australia (MRWA) requesting local access at RAV 7 for North Stirling, Stirling Access, Beejenup, Yetemerup and White Roads.

North Stirling Road is the continuation of Toolbrunup Road, starting at the Stirling Access Road intersection and continuing over the boundary into the Gnowangerup Shire where it is rated RAV 7.

White Road begins at Toolbrunup Road and then continues as Yetemerup Rod as it crosses Stirling Access Road going into the Cranbrook Shire.

Stirling Access Road is the linking road continuing from Beejenup Road ending at the Toolbrunup Road and North Stirling Road intersection

North Stirling Road, Yetemerup Road and White Road are all currently rated to accommodate RAV 6 vehicles.

The proposed length of Beejenup Road is located in the section of the road currently rated to accommodate RAV 2 vehicles.

Stirling Access is currently rated to accommodate RAV 2 vehicles.

COMMENT

The Technical Officer has inspected the five roads. There are no changes in road conditions from Beejenup Road to Stirling Access, White Road to Yetemerup and from Toolbrunup Road to North Stirling Road.

North Stirling Road within the Gnowangerup Shire is rated a RAV 7 Network road. Yetemerup Road within the Cranbrook Shire is rated a RAV 7 Network road.

All roads are well constructed and well maintained.

Only North Stirling Road is used by the School Bus Services

All roads are constructed with gravel pavement.

It is recommended that North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road and White Road be amended to RAV Network 7 subject to the following conditions:

- No operation during school bus periods;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).

CONSULTATION

Manager of Works, Technical Officer, MRWA.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Management Practice 5.9 Functional Road Hierarchy

STRATEGIC IMPLICATIONS

KRA 1: Our People - Objectives 1.5.1; 1.5.2

KRA 3: Our Places - Objectives 3.3.1; 3.4.1

FINANCIAL IMPLICATIONS

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

If additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

190805

Moved Cr Letter, seconded Cr Paganoni

That Council

- 1. Advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network Rating of North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road and White Roads, that it recommends the Restricted Access Vehicle Network Rating of North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road and White Road be amended to RAV Network 7 subject to the following conditions:***
 - ***No operation during school bus periods;***
 - ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).***
- 2. Advise Main Roads Western Australia that any upgrades or improvements required to North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road or White Roads to meet the specifications for RAV Network 7 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.***

AMENDMENT**190806****Moved Cr Sheridan, seconded Cr Paganoni****That point 1 in the resolution be amended to include –**

- **A speed limit of 70 kilometres per hour shall apply to the unsealed sections of the abovementioned roads.**

CARRIED 6/0

THE AMENDED MOTION WAS PUT

190807**Moved Cr Holzknrecht, seconded Cr Nazzari****That Council**

- 1. Advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network Rating of North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road and White Roads, that it recommends the Restricted Access Vehicle Network Rating of North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road and White Road be amended to RAV Network 7 subject to the following conditions:**
 - **No operation during school bus periods;**
 - **Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40);**
 - **A speed limit of 70 kilometres per hour shall apply to the unsealed sections of the abovementioned roads.**
- 2. Advise Main Roads Western Australia that any upgrades or improvements required to North Stirling Road, Stirling Access Road, Beejenup Road, Yetemerup Road or White Roads to meet the specifications for RAV Network 7 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.**

CARRIED 6/0

10.4	WORKS REPORT FOR AUGUST 2019
Attachment:	Plant Maintenance Report – August 2019
File Ref:	Nil
Author:	P Vlahov – Manager of Works
Date:	8 August 2019
Disclosure of Interest:	Nil

SUMMARY

Council to consider the Manager of Works Report for August 2019.

BACKGROUND

The Manager of Works Report is provided for Council's information.

COMMENT

Programmed Construction Works

- Excavate contaminated soil from building blocks in Tayler Street. Approximately 1500 tons of material has been carted away. The excavation site will be refilled and compacted when we are given the go ahead from the environmental consultancy.
- Sand has been carted to some of the building sites in Taylor Street and Parnell Street.

Plant Replacement

- Nothing to report

Maintenance Works

- Gravel sheeting is currently underway on Johnston Road to alleviate a dangerously slippery section of road.
- Various signage maintenance and new installations.
- Large repair and patching on Warrenup Road, Pallinup Road and Toolbrunup Road.
- Other ongoing and general maintenance.

Occupational Health and Safety

- Nothing to report

Parks and Gardens

- Begin control spraying for beetle infestations on sports ovals using a nontoxic spray.
- Weeding.
- Spraying.
- General maintenance.
- Several new plantings around Broomehill to revitalise old garden beds.
- Mulching various garden beds in Tambellup and Broomehill.
- Mow ovals

For Council discussion and comment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

KRA 1: Our People - Objectives 1.5.1; 1.5.2; 1.5.3

KRA 3: Our Places - Objectives 3.1.2; 3.2.3; 3.3.1; 3.4.1

FINANCIAL IMPLICATIONS

Costs for activities outlined within the Manager of Works monthly report are reflected in the annual budget.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

190808

Moved Cr Paganoni, seconded Cr Letter

That Council receives the report from the Manager of Works for the month of August 2019.

CARRIED 6/0

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

12. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

16. CLOSURE

There being no further business, the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.10pm.