



Ordinary Meeting of Council

MINUTES

17 May 2018

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.

LIST OF MOTIONS

17 May 2018	Page No
2018-2019 Fire Break Order and Information Booklet	18
Adoption of the recommendation from the Bushfire Advisory Committee Meeting Minutes 02 November 2017 – That the appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2017-2018 season be received	3
Adoption of the recommendation from the Bushfire Advisory Committee Meeting Minutes 17 April 2018 – That the appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2018-2019 season be received	5
Adoption of the recommendation from the Bushfire Advisory Committee Meeting Minutes 17 April 2018 – That the appointments to the position of Chief Fire Control Officer and Deputy Fire Control Officers for the 2018-2019 and 2019-2020 season be received	4
Adoption of the recommendation from the Bushfire Advisory Committee Meeting Minutes 17 April 2018 - That when seeking a permit to burn on land spanning more than one brigade area, the landowner should obtain a permit from each of the relevant Brigade Fire Control Officers	5
Confirmation of Previous Meeting Minutes 19 April 2018	2
Creditors Accounts paid April 2018	9
Financial Statements for April 2018	7
Interim Audit for year end 30 June 2018	11
Receipt of Audit Committee Meeting Minutes 19 April 2018	6
Receipt of Bushfire Advisory Committee Meeting Minutes 02 November 2017	2
Receipt of Bushfire Advisory Committee Meeting Minutes 17 April 2018	3
Review of Delegations Register	16
Works Report – April 2018	20

SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 17 May 2018 commencing at 4.10pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr SJF Thompson	President
	Cr MC Paganoni	Deputy President
	Cr GM Sheridan	
	Cr ME White	
	Cr MC Nazzari	
	Cr KJ Holzknrecht	
	Cr CJ Letter	
	KB Williams	Chief Executive Officer (CEO)
	P Vlahov	Manager of Works
	KP O’Neill	Manager Finance and Administration
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Executive Assistant

Apologies: Nil

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.10pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 APRIL 2018

Council Decision: *180501*

Moved Cr Sheridan, seconded Cr Holzknicht

“That the Ordinary Meeting of Council Minutes of 19 April 2018 be accepted.”

CARRIED 7/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

9.1 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES 02 NOVEMBER 2017

Council Decision: *180502*

Moved Cr Paganoni, seconded Cr Letter

“That the Bushfire Advisory Committee Meeting Minutes of 02 November 2017 be accepted.”

CARRIED 7/0

9.2 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES OF 02 NOVEMBER 2017

**9.2 Council
Decision:** 180503

Moved Cr Sheridan, seconded Cr Letter

“That the following appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2017-2018 season be received.”

Fire Control Officers:

Broomehill East Brigade - Luke Simpson

Broomehill West Brigade - Warwick McMahan

Broomehill Central Brigade - Neil Tears

Tambellup East Brigade - Andrew Leonhardt

Tambellup West Brigade - Jarrod Thorn

Tambellup Volunteer Fire & Emergency Service - Laurie Hull

Community Emergency Services Manager - Cindy Pearce

Fire Weather Officers:

Chief Bushfire Control Officer - Ben Hewson

Deputy Chief Bushfire Control Officer - Ian Cunningham

Deputy Chief Bushfire Control Officer - Wayne Newbey”

CARRIED 7/0

9.3 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES 17 APRIL 2018

**9.3 Council
Decision:** 180504

Moved Cr White, seconded Cr Sheridan

“That the Bushfire Advisory Committee Meeting Minutes of 17 April 2018 be accepted.”

CARRIED 7/0

9.4 ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES OF 17 APRIL 2018

**9.4 Council
Decision: 180505**

Moved Cr White, seconded Cr Sheridan

“That the following appointments to the position of Chief Fire Control Officer and Deputy Fire Control Officers for the 2018-2019 and 2019-2020 season be received.

*Chief Bushfire Control Officer – Ian Cunningham
Deputy Chief Bushfire Control Officer – Wayne Newbey
Deputy Chief Bushfire Control Officer – Kim Oliver”*

CARRIED 7/0

9.5 *Recommendation:*

“That the following appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2018-2019 season be received.

Fire Control Officers:

Broomehill East Brigade – Luke Simpson

Broomehill West Brigade – Ben Hewson

Broomehill Central Brigade – Neil Tears

Tambellup East Brigade – Andrew Leonhardt

Tambellup West Brigade – Derek Sadler

Tambellup Volunteer Fire & Emergency Service – Laurie Hull

Community Emergency Services Manager - Cindy Pearce

Fire Weather Officers:

Chief Bushfire Control Officer - Ben Hewson

Deputy Chief Bushfire Control Officer - Ian Cunningham

Deputy Chief Bushfire Control Officer - Wayne Newbey”

**9.5 Council
Decision: 180506**

Moved Cr Paganoni, seconded Cr Letter

“That the following appointments to the position of Brigade Fire Control Officers and Fire Weather Officers for the 2018-2019 season be received.

Fire Control Officers:

Broomehill East Brigade – Luke Simpson

Broomehill West Brigade – Ben Hewson

Broomehill Central Brigade – Neil Tears

Tambellup East Brigade – Andrew Leonhardt

Tambellup West Brigade – Derek Sadler

*Tambellup Volunteer Fire & Emergency Service – Laurie Hull
Community Emergency Services Manager - Cindy Pearce*

Fire Weather Officers:

Chief Bushfire Control Officer – Ian Cunningham

Deputy Chief Bushfire Control Officer – Wayne Newbey

Deputy Chief Bushfire Control Officer – Kim Oliver”

CARRIED 7/0

Reason For Change to Recommendation: To include the correct Fire Weather Officers for the 2018-2019 season.

**9.6 Council
Decision: 180507**

Moved Cr Paganoni, seconded Cr White

“That when seeking a permit to burn on land spanning more than one brigade area, the landowner should obtain a permit from each of the relevant Brigade Fire Control Officers. That the captains note that a separate permit is required where a burn is planned to cross a Brigade Boundary be accepted.”

CARRIED 7/0

9.7 Recommendation:

“That the following conditions be imposed when issuing permits to burn chaff heaps be received:

Cereals

- 1. 15 metre Black Out Burn around all heaps*
- 2. Wind forecast to be 20km and under for initial lighting and the following 48 hours after lighting*

Canola

- 1. 15metres from the heaps there is to be a Fire Break 2metres wide*
- 2. Wind forecast to be 20km and under for initial lighting and the following 48 hours after lighting”*

9.7 Council

Decision: *“That the following conditions be imposed when issuing permits to burn chaff heaps be received:*

Cereals

- 3. 15 metre Black Out Burn around all heaps*
- 4. Wind forecast to be 20km and under for initial lighting and the following 48 hours after lighting*

Canola

- 3. 15metres from the heaps there is to be a Fire Break 2metres wide*
- 4. Wind forecast to be 20km and under for initial lighting and the following 48 hours after lighting”*

Motion Lapsed for want of a Mover

Reason For Change to

Recommendation: Council will advise the Bushfire Advisory Committee to reconsider the motion to address concerns related to the practicality of the conditions.

9.8 AUDIT COMMITTEE MINUTES 19 APRIL 2018

**9.8 Council
Decision:**

180508

Moved Cr Paganoni, seconded Cr Holzknacht

“That the Audit Committee Meeting Minutes of 19 April 2018 be accepted.”

CARRIED 7/0

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11. MATTERS FOR DECISION

11.01 FINANCIAL STATEMENTS FOR APRIL 2018

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for April 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance & Administration
Date:	3 May 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 30 April 2018.

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 2017/18 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Note 2 in the financial statements provides commentary on the material variances shown in the statement of financial activity by reporting program, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other 'sundry' debtors - is reported at Note 6. At the end of April approximately 92% in rates and charges had been collected.

Note 8 tracks capital grants and contributions, the unspent balance of which is reported as 'Restricted Cash' throughout the financial report.

Capital revenue and expenditure is detailed in Note 12, which includes plant replacement, road construction, building improvements, reserve transfers and loan transactions.

Consultation: Nil

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

34. Financial activity statement report

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

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

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

Policy Implications: Nil

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

Asset Management Implications: There are no implications for the Asset Management Plan.

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

Workforce Plan Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *180509*

Moved Cr Paganoni, seconded Cr Nazzari

“That the Financial Statement for the period ending 30 April 2018 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

11.02 CREDITORS ACCOUNTS PAID APRIL 2018

Program:	Other Property and Services	
Attachment:	List of Payments for April 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance & Administration
Date:	3 May 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during April 2018.

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	\$519,711.19
Trust Fund	\$28,190.79
Credit Cards	\$1614.47
Total	\$549,516.45

Consultation: Nil

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

13. Lists of accounts

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

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

Policy Implications: Nil

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

Asset Management Implications: There are no implications for the Asset Management Plan.

Financial

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

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *180510*

Moved Cr Letter, seconded Cr Holzknacht

That the list of accounts paid during April 2018, consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$519,711.19;*
 - Trust Fund cheque and EFT payments totalling \$28,190.79;*
and
 - Credit Card payments totalling \$1,614.47*
- be endorsed.”*

CARRIED 7/0

Reason For Change to Recommendation:

11.03 INTERIM AUDIT FOR YEAR END 30 JUNE 2018

Program:	Governance
Attachment:	Lincolns – Management Letter
File Ref:	ADM0058
Author:	KP O’Neill Manager Finance & Administration
Date:	03 May 2018
Disclosure of Interest:	Nil

Summary: Council to consider the Interim Audit Report for the year end 30 June 2018.

Background: The Interim Audit for the financial year ending 30 June 2018 was conducted over three days from 21st to 23rd March 2018 by Councils Auditors, Lincolns Accountants & Business Advisors.

The *Local Government Act 1995 Part 7* and *Local Government (Audit) Regulations 1996* prescribe the conduct of an audit. The agreement between Council and Lincolns sets out the objectives, scope and plan for the audit.

The interim audit is undertaken prior to the end of the financial year to assess internal systems, controls and procedures which ensures the integrity of our data and confirms reliance on the financial reports.

The following systems were reviewed during their visit:-

- Bank Reconciliations;
- Payroll;
- Payments Systems;
- Receipts Systems;
- Revenue Systems;
- Debtors, Creditors and Rates subsidiary ledgers;
- Plant Operation Costs; and
- Public Works Overheads.

The Auditors are satisfied that reconciliations are occurring correctly, relevant reports are being retained on file and audit trails exist for Councils internal systems and processes.

Comment: Three observations have been noted in the Management Letter in relation to purchase orders, quotations and daily banking. The Manager Finance & Administration has provided comment in the Schedule in response to the observations and recommendations.

Purchase Orders

A purchase order is required for all goods and services and it is required to be raised at the time of ordering. Several instances were found during the course of the audit where purchase orders were written and dated on or after the date of supplier invoice.

Prior to the interim audit occurring, the CEO had addressed this matter with all staff and reinforced the requirement to raise a purchase order and have it signed by an authorised officer prior to ordering goods and services, and record quoted prices and costing accounts on the order.

Evidence of Quotations

Councils purchasing policy requires quotes (written or verbal dependent upon the price) to be obtained prior to placing an order for goods and services. The auditors have stated that staff have complied with the policy, though in some instances it was difficult to locate quotes.

An internal form has been designed for recording quotes received, which will now accompany the purchase order as evidence of compliance with Council policy. A file reference where the unsuccessful quotes are located will be included so they can be easily located if required.

Daily Banking

The daily banking is balanced and reports prepared by the Customer Service Officer, and checked by the Manager Finance & Administration or another senior officer in their absence. On one occasion in the audit testing the daily banking hadn't been checked by the senior officer.

Staff have been reminded of the requirement to have the daily banking reports checked and countersigned by a senior officer.

Consultation: Lincolns Accountants and Business Advisors

Statutory Environment: *Local Government Act 1995 Part 7 - Audit*
Local Government (Audit) Regulations 1996

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

Strategic Implications: Strategic Community Plan 2012-2022
Community Aspiration – Being Well Governed
Provide leadership of the community through transparent, accountable and representative local government.

Asset Management Implications: There are no implications for the Asset Management Plan.

Financial Implications: The interim audit assesses risk, checks control systems and procedures and provide reasonable assurance that the financial systems of the Council are functioning reliably.

Workforce Plan Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: **180511**

Moved Cr Paganoni, seconded Cr White

“That Council accepts the Interim Audit Report for the year ending 30 June 2018.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

11.04**LOCAL GOVERNMENT CONVENTION – WALGA AGM**

Program:	Governance	
Attachment:	2018 Local Government Convention General Information	
File Ref:	ADM0159	
Author:	KB Williams	Chief Executive Officer
Date:	01 May 2018	
Disclosure of Interest:	Nil	

Summary: The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 1st August 2018.

Background: The Local Government Convention will be held at the Perth Convention Exhibition Centre from 1st to 3rd August 2018. The convention incorporates the following events:

- Annual General Meeting WALGA
- Conference Plenary Sessions
- Special Focus Groups

On Wednesday 1st August, the Annual General Meeting will be held commencing at 1.30pm.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2018 Annual General Meeting of WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **Tuesday 5th June 2018**. It should be noted that any motions proposing alterations or amendments to the Constitution of the WALGA must be submitted by Friday 11th May 2018 in order to satisfy the sixty day constitutional notification requirements.

The following guidelines should be followed by members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay;
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums;
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would the matter be better handled immediately by the Association;
- The likely political impact of the motion should be carefully considered;
- Due regard should be given to the educational value to Members – ie. does awareness need to be raised on the particular matter?;

- The potential media interest of the subject matter should be considered;
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.

Comment:	Nil
Consultation:	Nil
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	This issue is not dealt with in the Plan
Asset Management Implications:	This issue has no asset management implications for Council.
Financial Implications:	Provision will be made in the 2018-2019 budget for members to attend the conference.
Workforce Plan Implications:	This issue has no workforce plan implications for Council
Voting Requirements:	Simple Majority
Council Decision:	<i>“That Councillors put forward items that they wish to have included in the Agenda for the Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 1st August 2018.”</i>
Reason For Change to Recommendation:	Council discussed the matter and had no items to put forward for the WALGA AGM.

11.05 REVIEW OF DELEGATIONS REGISTER

Program:	Governance	
Attachment:	Draft Copy of Delegations Register	
File Ref:	ADM0239	
Author:	KB Williams	Chief Executive Officer
Date:	01 May 2018	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Council to review its delegations register.

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

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

The Local Government Act 1995 states that at least once every financial year, delegations are to be reviewed by the Delegator. The Delegations Register was last reviewed in April 2017.

Comment: A copy of the current Delegations Register is included with the agenda papers.

The proposed changes are due to recent staffing changes, and minor variations due to changes in fees.

Consultation: Nil

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

5.42. Delegation of some powers and duties to CEO

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

**Absolute majority required.*

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

5.43. Limits on delegations to CEO's:

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

- (a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

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

Policy Implications: Nil

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

Asset Management Implications: This issue has no Asset Management Implications

Financial Implications: This issue has no Financial Implications for Council

Workforce Plan Implications: This issue has no Workforce Plan Implications

Voting Requirements: Absolute Majority

Council Decision: *180512*

Moved Cr White, seconded Cr Sheridan

“That Council, having undertaken a review of the Delegations Register in accordance with the requirements of the Local Government Act 1995 section 5.42(2), adopts the delegations as presented.”

CARRIED 7/0
By Absolute Majority

Reason For Change to Recommendation:

11.06	2018-2019 FIRE BREAK ORDER AND INFORMATION BOOKLET	
Program:	Law Order & Public Safety	
Attachment:	Draft Fire Break Order	
File Ref:	ADM0146	
Author:	M Lloyd-Woods	Finance/Administration Officer
Date:	02 May 2018	
Disclosure of Interest:	Nil	

Summary: Council to endorse the 2018-2019 Fire Break Order and Information Booklet.

Background: The Fire Break Order and Information Booklet is published annually and distributed to all residents in the Shire.

The Fire Break Order provides landowners with information on their responsibilities with regard to fire prevention, in accordance with the *Bush Fires Act 1954*. Updated contact details for Councils bushfire brigades and the Tambellup Volunteer Fire and Emergency Services are included.

Comment: There are no major changes in this year's Fire Break Order and Information Booklet.

Note: Once council has endorsed Fire Control Officers and Fire Weather Officers they will also be included in the Fire Break Order and Information Booklet.

Consultation: Broomehill-Tambellup Fire Advisory Committee
Community Emergency Services Manager
Chief Executive Officer

Statutory Environment: *Bush Fires Act 1954*

Policy Implications: Nil

Strategic Implications: Council's Strategic Community Plan has identified 'Living in a Safe Community' as an important community aspiration. Within that aspiration is the acknowledgement that Council's volunteer Bush Fire Brigades play a vital role in keeping our community safe.

Asset Management Implications: Nil

Financial Implications: Provision is made in the budget for the printing of the booklet.

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: *180513*

Moved Cr Letter, seconded Cr Paganoni

*“That Council endorses the 2018-2019 Shire of Broomehill-Tambellup
Fire Break Order and Information Booklet as presented.”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

11.07**WORKS REPORT – APRIL 2018**

Program:	Transport
Attachment:	Nil
File Ref:	Nil
Author:	P Vlahov
Date:	11 May 2018
Disclosure of Interest:	Nil

Summary: Council to consider the Manager of Works Report for April 2018.

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

Comment: **Programmed Construction Works**

- Warrenup Road - This project has been cleared, formed, gravelled and has had two culverts installed. The stabilizing work has now been completed and the bitumen seal will be applied on Wednesday 16th May.
- Tambellup West Road - This project has now been completed.
- Broomehill-Kojonup Road - The bitumen seal will be applied on Monday 14th May.
- Gnowangerup-Tambellup Road - This project has now been completed.
- Nardlah Road – Broomehill-Gnowangerup Road intersection - The survey and design works have now been completed and construction will commence on the 23 May.
- Tambellup West Road and Warrenup Road Intersection - The survey and design works have now been completed and construction will begin in early June.
- Main Street upgrade - Measurements have been taken to determine and quantify the amount of materials required for this project.
- Wash down bay - All major concrete work has been completed and all pumps and filters have been sourced and delivered to the Shire Depot.

Plant Replacement

- Have started the process of gathering prices and information for items listed in the 10 year plant replacement program.

Maintenance Works

- Grading various roads
- Pot-hole patching
- Green Waste pushed up at the Tambellup Refuse site
- General maintenance
- Various fallen trees
- Signage maintenance
- Guide posting maintenance
- Various tree pruning

- Assisted with various garden operations and various construction jobs.

Occupational Health and Safety

- There has been one minor incident. A rock dropped onto the skid steer step and did minor damage.

Parks and Gardens

- Installed new garden edging on Norrish Street, Tambellup
- Pruned various street trees
- Weed control
- Oval maintenance
- General mowing
- Reticulation repairs and maintenance
- Broomehill Complex - Some landscaping work has commenced and will be ongoing
- Dam Levels:
 - ❖ Tambellup West Dam (No 2) is 90% full
 - ❖ Jam Creek Dam 20% full
 - ❖ Broomehill Dam is 30% full

Workshop

Minor repairs and servicing
 Several hoses replaced on the graders
 Repaired oil leak located behind the compressor on the Broomehill grader
 Manufactured shelving at the Tambellup depot
 Installed lifting jacks at the Broomehill Depot
 General servicing

For Council discussion and comment.

Consultation: Nil

Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

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

Asset Management Implications: There are no asset management implications for Council

Financial Implications: Nil

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Nil

Council Decision: *180514*

Moved Cr Holzkecht, seconded Cr Nazzari

“That Council receives the report from the Manager of Works for the month of April 2018.”

CARRIED 7/0

Reason For Change to Recommendation:

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

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

Nil

14. DATE OF NEXT MEETING

21 June 2018

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.03pm.