



Ordinary Meeting of Council

MINUTES

17 September 2020

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SHIRE OF BROOMEHILL-TAMBELLUP

Minutes of an Ordinary Meeting of Council of the Shire of Broomehill-Tambellup held in the Tambellup Council Chambers on 17 September 2020 commencing at 4.40pm.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President welcomed Councillors and staff and declared the meeting open at 4.40pm.

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3. ATTENDANCE

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr KJ Holzknecht	
Cr CJ Letter	
Cr DT Barritt	
Cr SH Penny	
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

3.1 APOLOGIES

Cr MC Nazzari

3.2 APPROVED LEAVE OF ABSENCE

Nil

4. DECLARATION OF INTEREST

Cr Paganoni declared a Proximity Interest in Item 10.06 – Request to amend RAV Rating of Graham Road and Fletcher Road Broomehill.

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 20 AUGUST 2020

200901

Moved Cr Holzkecht, seconded Cr Penny

That the Ordinary Meeting of Council Minutes of 20 August 2020 be accepted.

CARRIED 6/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 08 SEPTEMBER 2020

200902

Moved Cr White, seconded Cr Letter

That the Local Emergency Management Committee (LEMC) Meeting Minutes of the 08 September 2020 be accepted.

CARRIED 6/0

9.1.1 ADOPTION OF THE RECOMMENDATIONS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES OF 08 SEPTEMBER 2020

200903

Moved Cr White, seconded Cr Penny

That the Post Exercise Report 'Katanning Fire – February 2020' be endorsed as presented for forwarding to the District Emergency Management Committee.

That the '2019 Emergency Management Capability Summary for the Shire of Broomehill-Tambellup' be received.

CARRIED 6/0

10. REPORTS OF OFFICERS

10.01	FINANCIAL STATEMENTS FOR AUGUST 2020
Attachment:	Monthly Financial Statements for August 2020
File Ref:	Nil
Author:	KP O'Neill - Manager Finance and Administration
Date:	20 September 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider the monthly financial report for the period ending August 2020.

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 2020/21 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.

Note 8 lists 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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

200904

Moved Cr Holzkecht, seconded Cr White

That the Financial Statement for the period ending 31 August 2020 be adopted.

CARRIED 6/0

10.02	CREDITORS ACCOUNTS PAID AUGUST 2020
Attachment:	List of Payments for August 2020
File Ref:	Nil
Author:	KP O’Neill – Manager Finance and Administration
Date:	10 September 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during August 2020.

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	\$1,362,478.80
Trust Fund	\$0.00
<u>Credit Cards</u>	<u>\$5,601.21</u>
<u>Total</u>	<u>\$1,368,080.01</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

200905

Moved Cr Letter, seconded Cr Penny

That the list of accounts paid during August 2020 consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$1,362,478.80;***
- Trust Fund cheque payments totalling \$NIL; and***
- Credit Card payments totalling \$5,601.21***

be endorsed.

CARRIED 6/0

10.03	TAMBELLUP BUSINESS CENTRE – RATE CONCESSION
Attachment:	Nil
File Ref:	A505
Author:	KP O’Neill – Manager Finance & Administration
Date:	11 September 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider a request for a rate concession for the 2020/21 financial year.

BACKGROUND

The Tambellup Business Centre has written requesting Council consider granting a concession on the rate charges for the 2020/21 financial year.

COMMENT

The Tambellup Business Centre is a not for profit organisation that provides storage and office facilities for businesses as well as start-up assistance for new businesses.

The Business Centre is unique in this area and is managed by a volunteer committee made up of local and regional members, of which Council currently holds a position.

The rates levied on this assessment is \$2,717.84 for the 2020/21 financial year, and were paid in full during the discount period. A concession has not been requested for rubbish/recycling charges or the Emergency Services Levy.

A rate concession has been granted to the Tambellup Business Centre since 2001.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

s6.47 Concession

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate of service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

** Absolute majority required*

POLICY IMPLICATIONS

Council does not have a policy in relation to granting concessions for rates or service charges.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA Two – Our Economy

Objective 2.3 – Our Shire actively supports existing local businesses and encourages new business initiatives.

FINANCIAL IMPLICATIONS

Provision of \$4,000 has been included in the 2020/21 budget for 'Rates Written Off' in anticipation of such requests.

Rates levied for the Tambellup Business Centre are \$2,717.84 for 2020/21 which has been paid in full during the discount period. A discount of \$135.89 was allocated at the time of receipting; should Council agree to the concession a refund of \$2,581.95 will be made to the Tambellup Business Centre.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

200906

Moved Cr Letter, seconded Cr Penny

That Council grants a rate concession of \$2,581.95 to the Tambellup Business Centre for the 2020/21 financial year.

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

10.04	ELECTION OF COUNCIL DELEGATE TO GSRAG COMMITTEE AND GREAT SOUTHERN TREASURES COMMITTEE
Attachment:	Nil
File Ref:	ADM0109
Author:	KB Williams
Date:	09 September 2020
Disclosure of Interest:	Nil

SUMMARY

Council is required to elect members to Advisory and Occasional Committees.

BACKGROUND

There are a number of Advisory and Occasional Committees that the Council provide one or more delegates to. Delegates are nominated following Ordinary Council elections every two years.

Cr Kelly Holzknacht was nominated the Shire of Broomehill-Tambellup Delegate to the Great Southern Regional Recreation Advisory Committee and the Great Southern Treasures Committee in October 2017 at a Special Meeting of Council.

Due to an escalation in other commitments, Cr Holzknacht would like to step down from these roles and Council will need to consider nominating alternative delegates to take on the positions.

COMMENT

The Chief Executive Officer, Keith Williams, is currently the Proxy for the Great Southern Treasures Committee and has offered to be the Delegate for this Committee. Cr Holzknacht has advised that she can continue as a Proxy for the Great Southern Treasures Committee.

Cr Nazzari is currently the Proxy for the Great Southern Recreation Advisory Group Committee. A nomination for delegate to this committee should be sought.

For Council decision.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 sec 5.8

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

Key Result Area 1: Our People

Objective 1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

FINANCIAL IMPLICATIONS

There are no financial implications for Council.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council

- 1. nominates Cr..... as the Delegate to the Great Southern Recreation Advisory Committee; and*

- 2. nominates Chief Executive Officer, Keith Williams, as the Delegate, and Cr Holzkecht as Proxy to the Great Southern Treasures Committee.*

COUNCIL DECISION

200907

Moved Cr Penny, seconded Cr White

That Council

- 1. nominates Cr Barritt as the Delegate to the Great Southern Recreation Advisory Committee; and***

- 2. nominates Cr Nazzari as the Delegate, and Cr Holzkecht as Proxy to the Great Southern Treasures Committee.***

CARRIED 6/0

REASON FOR CHANGE TO RECOMMENDATION

To show Council's nominated Delegate to the Great Southern Recreation Advisory Committee and Delegate and Proxy to the Great Southern Treasures Committee.

10.05	PROPOSED SIGNAGE – TAMBELLUP COMMUNITY PAVILION
Attachment:	Proposed Signage
File Ref:	ADM0508
Author:	KB Williams – Chief Executive Officer
Date:	07 September 2020
Disclosure of Interest:	Nil

SUMMARY

For Council to consider an application for Signage to be developed at the Tambellup Community Pavilion.

BACKGROUND

An application for the development of Signage within the Tambellup Community Pavilion, for the Tambellup Bowling Club, has been received.

The proposed development consists of two advertising signs, one to be located on the pump shed, one to be located adjacent to the fence surrounding the bowling green.

The sign on adjacent to the fence will be 2.4 x 1.0 metres, while the sign on the pump and storage shed will be 0.6 x 0.3 metres. Both are sheet metal with printed sponsorship.

The proposed signage will advertise sponsors for the Tambellup Bowling Club.

The Tambellup Bowling Club is part of the Tambellup Community Pavilion and is managed by the Tambellup Community Pavilion Committee.

COMMENT

Zoning

The subject lot is not zoned or Reserved under the Shire of Tambellup Local Planning Scheme No 2 ('the Scheme').

Description of Application

The applicant is seeking planning approval to develop a sign.

Relevant Scheme Provisions

Zoning

There are no specific requirements for Signage contained within the Planning Scheme.

Clause 60 of Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines what forms of development require Planning Consent. Signage is specifically referred to under these regulations, and as the regulations form deemed provisions of the Scheme, the application requires Planning Consent.

Development Standards:

The Scheme does not contain any provisions related to signage to provide any guidance on the application, and assessment therefore requires an objective perspective on whether the signage is appropriate or not.

The signage appears appropriate for the location, and is recommended for approval.

CONSULTATION

Council has the ability to advertise any application under the Scheme. The application has not been advertised.

Consultation has occurred with the applicant.

STATUTORY ENVIRONMENT

Shire of Tambellup Town Planning Scheme No 2.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028
KRA Two – Our Economy – Objective 2.3

FINANCIAL IMPLICATIONS

The Tambellup Sporting Pavilion is a Council asset and the TCPA is a community organisation. It is recommended that the planning fees are waived

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

200908

***Moved Cr White, seconded Cr Barritt
That Council***

- 1. grant planning consent for the application lodged by the Tambellup Community Pavilion Association for the use and development of signage at the Tambellup Bowling Club, subject to the following conditions:***
 - a. The term of this approval is limited and expires 12 months from the date of this planning consent.***
- 2. Waive planning fees for the application.***

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

REASON FOR CHANGE TO RECOMMENDATION

The Decision of Council to show an Absolute Majority required as Council is waiving planning fees.

10.06	REQUEST TO AMEND RAV RATING OF GRAHAM ROAD AND FLETCHER ROAD BROOMEHILL
Attachment:	MRWA RAV Route Assessment Guidelines
File Ref:	ADM0220
Author:	J Ford – Technical Officer
Date:	10 September 2020
Disclosure of Interest:	President Cr Paganoni declared a Proximity Interest in this Item as a land owner of adjoining property to Graham and Fletcher Roads and left the meeting at 5.00pm. Deputy President Cr White took the Chair.

SUMMARY

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Graham Road and Fletcher Road, Broomehill, to a RAV Category 4.

BACKGROUND

An application is being planned to be submitted to Main Roads Western Australia (MRWA) requesting local access at RAV 4 for Graham Road and for a section of Fletcher Road, Broomehill.

Fletcher Road is an access road from Norrish Road connecting to Broomehill-Gnowangerup Road.

Fletcher Road has a gravel pavement and is maintained, but has a narrow road width of 6 metres, with the culvert at the Graham Road intersection needing to be extended to a minimum of 10 metres. The bend on Fletcher Road approaching the Graham Road intersection may cause an issue for RAV 4 vehicles as they will cross over to the centre of the road to navigate the corner.

Due to the road width of Fletcher Road and the very low traffic volume, it can be treated as a single lane road and have the appropriate conditions in place to help prevent two RAV's from meeting on the road.

It is recommended that Fletcher Road be amended to RAV 4 from SLK 0.00 to SLK 2.21 subject to the following conditions:

Low Volume Type B Conditions:

- No operation on unsealed road segment when visibly wet, without road owner's approval;
- Headlights to be switched on at all times;
- Maximum speed limit 60 kilometres;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40);
- The road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.

Graham Road is an access road between Heron Road and Fletcher Road.

Graham Road has a gravel pavement and is maintained, but approach sight distance at the Heron Road intersection towards Broomehill-Gnowangerup Road is obscured by trees.

Due to the road width of Graham road and the very low traffic volume, it can be treated as a single lane road and have the appropriate conditions in place to help prevent two RAV's from meeting on the road. Pruning of some vegetation at the Heron Road intersection looking south will need to be completed to aid in the improvement of sight distance.

It is recommended that Graham Road be amended to RAV 4 subject to the following conditions:

Low Volume Type B Conditions:

- No operation on unsealed road segment when visibly wet, without road owner's approval;
- Headlights to be switched on at all times;
- Maximum speed limit 60 kilometres;
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40);
- The road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.

The Technical Officer has inspected the mentioned roads. There are no changes in road conditions. All roads are constructed well and maintained.

There is up to eight (8) current operating conditions that can be put in place on a given road as seen in Appendix E: Operating Conditions in the attached Main Roads Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines.

There are road width requirements for low volume rural roads with a daily vehicle count of less than 75 vehicles per day (VPD), these requirements are applicable for a majority of the Shire's rural roads. The required width for a gravel road for RAV Category 4 is a 6.1 metre carriageway width. All these widths are seen in the attached Main Roads Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines. Low volume roads with unsuitable carriageway widths may be treated as single lane roads and may have the operating conditions 1, 2, 3, 4, 5, 6, 7, and 8 applied as seen in Appendix E: Operating Conditions in the attached Main Roads Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines.

CONSULTATION

Manager of Works
Technical Officer
Main Roads Western Australia

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 a 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

200909

Moved Cr Letter, seconded Cr Penny

That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Fletcher Road, Broomehill that it recommends that Fletcher Road from SLK 0.00 to 2.21 be amended to a RAV Category Network 4 subject to the following conditions:

Low Volume Type B Conditions:

- ***No operation on unsealed road segment when visibly wet, without road owner's approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 60 kilometres;***
- ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40);***
- ***The road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.***

That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Graham Road, Broomehill that it recommends that Graham Road be amended to a RAV category Network 4 subject to the following conditions:

Low Volume Type B Conditions:

- ***No operation on unsealed road segment when visibly wet, without road owner's approval;***
- ***Headlights to be switched on at all times;***
- ***Maximum speed limit 60 kilometres;***
- ***Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40);***
- ***The road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.***

COUNCIL DECISION

That Council advise Main Roads Western Australia that any upgrades or improvements required to Fletcher and Graham Roads, Broomehill, to meet the specifications for RAV Category 4 status shall be met by the Council. 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 5/0

President Cr Paganoni returned to the meeting at 5.02pm.

Deputy President Cr White informed Cr Paganoni of Council Decision on Item 10.06.

Cr Paganoni resumed the Chair.

10.07	BITUMEN TENDER 2020
Attachment:	CONFIDENTIAL WALGA E-Quotes
File Ref:	Nil
Author:	P Vlahov – Manager of Works
Date:	11 September 2020
Disclosure of Interest:	Nil

SUMMARY

Tenders have been received for Councils programmed bitumen works for 2020/2021.

BACKGROUND

Council staff have requested tenders for the full service supply and spray of various bitumen products for the annual works program. Tenders were required as the total expenditure exceeded \$150,000.00.

Council requested quotes from Bitutek, Colas, Fulton Hogan, Bitumen Surfacing Pty Ltd and Downer via the WALGA Equotes System.

Three quotations were received from the above list of which three met the criteria set. Bitumen Surfacing Pty Ltd and Colas declined to submit a tender.

All tenderers responses provided for fluctuations in commodity prices. Accordingly, the tender is required to be awarded with the understanding that prices may rise or fall depending on these commodity prices.

COMMENT

After careful analysis via a quick selection through the WALGA E-quotes System, it has been determined that Downer submitted the most competitive tender.

As all companies offer equal services that include a warranty for substandard work or failures, safety, insurance and delivery of service, the quick selection process was chosen rather than the evaluation matrix process.

Therefore the overall tendered price was the major factor in making the final decision.

Downer submitted the most competitive price and therefore staff recommend that council award the tender to Downer. See attached pricing from all submitted tender applicants.

Downer has recently altered its teams to have two dedicated crews for shire works alone and is available to complete works on the shire provided approximate dates.

Downer is the largest non-government owned road infrastructure business in Australia and New Zealand and employs 56,000 staff across 300 sites. Downer have been conducting spray sealing works throughout the great southern for approximately 20 years. Downer also offer a 12 month defect liability period on all work.

It is recommended that the tender be awarded to Downer as their tender represents the best value for Council.

For Council discussion and comment.

CONSULTATION

Manager of Works has consulted neighbouring shires for reference.

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; 3.3.3; 3.3.1; 3.4.1

FINANCIAL IMPLICATIONS

Council's approved roadworks program has included bitumen works to the value of approximately \$650,000.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

200910

Moved Cr Barritt, seconded Cr Letter

That Council awards the tender submitted by Downer for the full service and supply of bitumen services for \$546,675.25 including GST, subject to the variations set out in the tender response for commodity price fluctuations.

CARRIED 6/0

10.08	WORKS REPORT FOR SEPTEMBER 2020
Attachment:	Plant Maintenance Report – September 2020
File Ref:	Nil
Author:	P Vlahov – Manager of Works
Date:	11 September 2020
Disclosure of Interest:	Nil

SUMMARY

Council to consider the Manager of Works Report for September 2020.

BACKGROUND

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

COMMENT

Programmed Construction Works

- Toolbrunup Road Construction - Clean up works have been completed and culvert widenings are in progress.
- Bitumen supply tenders closed at 3.00 pm on the 9th September 2020 and three responses have been received. See Tender recommendation report attached.
- Most of the design work has been completed for the three Black Spot projects.

Plant Replacement

- Tender specifications are being correlated.

Maintenance Works

- Installed various signs. Replaced various damaged or missing signs.
- Extended culverts on the Toolbrunup Road construction project.
- Repaired various pot holes.
- Began removal of broken kerbs and prepared for new kerbing.
- Removed various fallen trees.
- Maintenance grading.
- A new trench, driveway track and general clean-up has been undertaken at the Broomehill refuse site. This work included filling in the old trench and levelling out the general waste areas.

Occupational Health and Safety

- There have been two minor incidents.

Parks and Gardens

- Both ovals have had an application of liquid fertilizer. This will boost early spring growth and will be followed up with a granulated slower release fertilizer in late September. Both ovals will also require coring.
- The solar pumping system located at the CBH dam site has had some component failures. The repairs have been completed after some delays, which were caused by the delays in getting parts from Melbourne.
- The solar pumping system located on Jam Creek Road has also been experiencing problems and is under repair.
- General planting, pruning, mowing and weed control.
- Various minor maintenance is underway at the Holland Park playground.

Building Maintenance Report

- Ongoing works request forms and general maintenance completed
- Security Codes changed at the Broomehill Caravan Park
- New security system installed at Tambellup Community Resource Centre (CRC)
- Leaking roof sealed at the Tambellup CRC
- Blocked drain fixed at the Tambellup Administration Office
- Blocked toilet fixed at Holland Park toilets
- Exhaust fans changed in the Holland Park toilets
- New locks installed at the Tambellup Depot

Technical Officer Report

- RAV Network:
 - Inspections and report requested for Graham Road and Fletcher Road written and attached.
 - Previously submitted roads are still being inspected by Main Roads pending approval on the network.
- Bridge Inspections have all been conducted with no defects found.
- Blackspot Project assistance.
- Bitumen tender submissions and evaluations report for Council.
- Recycled water supply Annual Report submitted to Department of Health for 2019-2020.
- Traffic Management plans approved for Martinup Road bridge upgrade with works planned to commence 10 September 2020.
- Assisting construction project outcomes by introducing engineering and level standards.
- Covering for Works Supervisor while on Annual Leave.
- Various technical duties for daily operation.

For Council discussion and comment.

Chief Executive Officer, Keith Williams, congratulated Technical Officer, Joshua Ford, on his acceptance of a new employment venture and wished him well for the future.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This issue is not dealt with in the Plan

FINANCIAL IMPLICATIONS

This issue has no financial implications for Council

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

200911

Moved Cr Penny, seconded Cr Letter

That Council receives the report from the Manager of Works for the month of September 2020.

CARRIED 6/0

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12. APPLICATIONS FOR LEAVE OF ABSENCE

200912

Moved Cr White, seconded Cr Paganoni

That Cr Holzknacht be granted a Leave of Absence from the 15 October 2020 Ordinary Council Meeting.

CARRIED 6/0

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 5.43pm.