



# Ordinary Meeting of Council

## MINUTES

**19 November 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 Thursday 19 November 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 MC Nazzari    |                                      |
| Cr KJ Holzknecht |                                      |
| Cr CJ Letter     |                                      |
| Cr DT Barritt    |                                      |
| Cr SH Penny      |                                      |
| KB Williams      | Chief Executive Officer (CEO)        |
| P Vlahov         | Manager Works                        |
| KP O’Neill       | Manager Finance and Administration   |
| PA Hull          | Strategic Support & Projects Officer |
| LK Cristinelli   | Executive Assistant                  |

**3.1 APOLOGIES**

Nil

**3.2 APPROVED LEAVE OF ABSENCE**

Nil

**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 15 OCTOBER 2020**

**201101**

***Moved Cr Letter, seconded Cr Penny***

***That the Ordinary Meeting of Council Minutes of 15 October 2020 be accepted.***

***CARRIED 7/0***

**9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING**

**Nil**

**10. REPORTS OF OFFICERS**

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|                                |  |
|--------------------------------|--|
| <b>10.01</b>                   | <b>FINANCIAL STATEMENTS FOR OCTOBER 2020</b>         |
| <b>Attachment:</b>             | <b>Monthly Financial Statements for October 2020</b> |
| <b>File Ref:</b>               | Nil  |
| <b>Author:</b>                 | KP O'Neill - Manager Finance and Administration      |
| <b>Date:</b>                   | 12 November 2020                                     |
| <b>Disclosure of Interest:</b> | Nil  |

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### SUMMARY

Council to consider the monthly financial report for the period ending October 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 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

Strategic Community Plan 2018-2028

KRA One - Our People

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

- 1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

#### FINANCIAL IMPLICATIONS

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

#### VOTING REQUIREMENTS

Simple Majority

#### COUNCIL DECISION

**201102**

***Moved Cr Holzknacht, seconded Cr Penny***

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

***CARRIED 7/0***

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|                                |   |
|--------------------------------|---|
| <b>10.02</b>                   | <b>CREDITORS ACCOUNTS PAID OCTOBER 2020</b>     |
| <b>Attachment:</b>             | List of Payments for October 2020               |
| <b>File Ref:</b>               | Nil   |
| <b>Author:</b>                 | KP O’Neill – Manager Finance and Administration |
| <b>Date:</b>                   | 12 November 2020                                |
| <b>Disclosure of Interest:</b> | Nil   |

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SUMMARY

Council to consider the list of payments made from the Municipal and Trust Funds during October 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      | \$584,746.50        |
| Trust Fund          | \$0.00              |
| <u>Credit Cards</u> | <u>\$3,333.87</u>   |
| <u>Total</u>        | <u>\$588,080.37</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

Strategic Community Plan 2018-2028

KRA One - Our People

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

- 1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**201103**

***Moved Cr White, seconded Cr Nazzari***

***That the list of accounts paid during October 2020, consisting of –***

- Municipal Fund cheque, EFT and direct debit payments totalling \$584,746.50;***
- Trust Fund cheque payments totalling \$0.00; and***
- Credit Card payments totalling \$3,333.87***

***be endorsed.***

***CARRIED 7/0***



**10.03 ORDINARY COUNCIL MEETING DATES 2021**

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Attachment:</b>             | Nil                                  |
| <b>File Ref:</b>               | ADM0091                              |
| <b>Author:</b>                 | LK Cristinelli – Executive Assistant |
| <b>Date:</b>                   | 02 November 2020                     |
| <b>Disclosure of Interest:</b> | Nil                                  |

**SUMMARY**

Council is required to determine and advertise its Ordinary Meeting dates, time/s and venue/s for the 2021 calendar year.

**BACKGROUND**

The *Local Government Administration Regulations 1996 reg 12 (1)* requires that at least once a year a local government is to give local public notice of the date on which, and the time and place at which, its Ordinary Meetings of Council are to be held for a twelve month period (2021).

**COMMENT**

Council currently holds its meetings on the third Thursday of each month with the exception of January (nil meeting) and December (Friday meeting) unless otherwise determined and advertised throughout the course of the year. In keeping with past practice, if meetings continue to be held on the third Thursday of each month, during 2021, the meeting dates will be as follows:

|             |                      |            |
|-------------|----------------------|------------|
| 18 February | 18 March             | 15 April   |
| 20 May      | 17 June              | 15 July    |
| 19 August   | 16 September         | 21 October |
| 18 November | 17 December (Friday) |            |

Meetings currently commence at 4.30pm. Council can alter or amend dates and commencement times if it considers this necessary.

For Council decision.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 s5.25(g)*

*Local Government Administration Regulations 1996 r12(1)*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Strategic Community Plan 2018-2028

KRA One – Our People

Objective 1.5

**FINANCIAL IMPLICATIONS**

Council is required to advertise the dates.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

*That the Shire of Broomehill-Tambellup conducts its Ordinary Meetings in the Tambellup Council Chambers commencing at 4.30pm on the following dates during 2021:*

|                    |                             |                   |
|--------------------|-----------------------------|-------------------|
| <i>18 February</i> | <i>18 March</i>             | <i>15 April</i>   |
| <i>20 May</i>      | <i>17 June</i>              | <i>15 July</i>    |
| <i>19 August</i>   | <i>16 September</i>         | <i>21 October</i> |
| <i>18 November</i> | <i>17 December (Friday)</i> |                   |

**COUNCIL DECISION**

**201104**

***Moved Cr Letter, seconded Cr White***

***That Council move an amendment to the motion.***

***CARRIED 7/0***

**COUNCIL DECISION**

**201105**

***Moved Cr White, seconded Cr Holzknicht***

***That the Shire of Broomehill-Tambellup conducts its Ordinary Meetings in the Tambellup Council Chambers commencing at 4.30pm on the following dates during 2021:***

|                           |                                    |                          |
|---------------------------|------------------------------------|--------------------------|
| <b><i>18 February</i></b> | <b><i>18 March</i></b>             | <b><i>15 April</i></b>   |
| <b><i>20 May</i></b>      | <b><i>17 June</i></b>              | <b><i>22 July</i></b>    |
| <b><i>19 August</i></b>   | <b><i>16 September</i></b>         | <b><i>21 October</i></b> |
| <b><i>18 November</i></b> | <b><i>17 December (Friday)</i></b> |                          |

***CARRIED 7/0***

**REASON FOR CHANGE TO RECOMMENDATION**

To show Council’s decision to change the Ordinary Council Meeting date from 15 July 2020 to 22 July 2020 so the meeting was not in the July school holiday period.

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|                                |  |
|--------------------------------|--|
| <b>10.04</b>                   | <b>PLANT REPLACEMENT: 2012 CATERPILLAR 12M GRADER</b>  |
| <b>Attachment:</b>             | <b>Confidential:</b><br><b>Analysis of quotations received and specifications for new grader</b> |
| <b>File Ref:</b>               | ADM0303 & ADM0414  |
| <b>Author:</b>                 | P Vlahov – Manager of Works  |
| <b>Date:</b>                   | 13 November 2020   |
| <b>Disclosure of Interest:</b> | Nil  |

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### SUMMARY

Tenders have been received for Council's replacement grader.

### BACKGROUND

Council's 2020/21 budget has made provision to replace the 2012 Caterpillar 12M grader and staff have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council requested quotes from John Deere Limited, Case Construction and Westrac Pty Ltd (Caterpillar).

All three companies provided quotations and all requests for quotes were received before the closing date.

The existing 2012 Caterpillar 12M was offered for sale through the WALGA managed tender system.

### COMMENT

The grader due for replacement is the 2012 Caterpillar 12M. This grader has completed approximately 8,500 hours.

All machines tendered meet the tender specifications adopted by Council. John Deere and Caterpillar are tried and proven machines in local government. Case is a machine that is new to the market in Western Australia and is a smaller machine.

The three Caterpillar 12M graders purchased by Council over the past 11 years have reduced the whole life costs of the grader fleet and have reduced downtime. Caterpillar re-sale values continue to hold with a return of 45% of the original purchase price of this grader after 8 years.

Westrac has service personnel based in Kojonup and Albany who are available at all times when the need arises. This helps reduce downtime.

The new Caterpillar model 140M is extremely fuel efficient when compared with other similar size machines. They have been proven for many years to be an extremely reliable and cost effective machine with unmatched back up and service.

### CONSULTATION

Chief Executive Officer

Consultation has occurred with other shires to discuss whole life costs for council owned graders. Caterpillar continues to lead the market in sales figures by a wide margin for all the above reasons.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

## POLICY IMPLICATIONS

Policy 4.6 – Replacement of Plant and Vehicles

## STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One - Our People

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

1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

## FINANCIAL IMPLICATIONS

Council made provisions in the 2020/21 budget to purchase a new grader for \$350,000 excluding GST and trading the 2012 Caterpillar 12M for \$120,000 excluding GST with a total changeover of \$230,000 excluding GST. The final cost to Council submitted by Westrac for the purchase of a Caterpillar 140M 2020 model is \$232,470 excluding GST.

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL DECISION

**201106**

***Moved Cr Nazzari, seconded Cr White***

***That Council accepts the quote from Westrac for the purchase of a 2020 Caterpillar 140M grader and trades the 2012 Caterpillar 12M grader with changeover of \$255,717 including GST which includes Auto Grade function.***

**CARRIED 7/0**

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|                                |   |
|--------------------------------|---|
| <b>10.05</b>                   | <b>PLANT REPLACEMENT: 2013 CATERPILLAR 444 BACKHOE LOADER</b>                                     |
| <b>Attachment:</b>             | <b>Confidential:</b><br><b>Analysis of quotations received and specifications for new backhoe</b> |
| <b>File Ref:</b>               | ADM0303 & ADM0414   |
| <b>Author:</b>                 | P Vlahov – Manager of Works   |
| <b>Date:</b>                   | 13 November 2020  |
| <b>Disclosure of Interest:</b> | Nil   |

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### SUMMARY

Tenders have been received for Council's replacement Backhoe Loader.

### BACKGROUND

Council's 2020/21 budget has made provision to replace the 2013 Caterpillar 444 Backhoe Loader and staff have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

Council requested quotes from various companies that supply Backhoe Loaders.

Three companies provided quotations and all requests for quotes were received before the closing date.

The existing 2013 Caterpillar 444 Backhoe Loader was offered for trade or outright purchase through the WALGA managed tender system.

### COMMENT

The Backhoe Loader due for replacement is the 2013 Caterpillar 444. This Backhoe Loader has completed approximately 2,900 hours.

All machines tendered meet the tender specifications adopted by Council. JCB, Caterpillar and Case are all tried and proven machines in local government.

Westrac has service personnel based in Kojonup and Albany who are available at all times when the need arises. This helps reduce downtime.

The new Caterpillar model 444 is extremely fuel efficient when compared with other similar size machines. They have been proven for many years to be an extremely reliable and cost effective machine with unmatched back up and service. The new model has an improved air conditioner system and various other updates.

### CONSULTATION

Chief Executive Officer

Consultation has occurred with other shires to discuss whole life costs for council owned Backhoe Loaders.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

POLICY IMPLICATIONS

Policy 4.6 – Replacement of Plant and Vehicles

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One - Our People

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

1.5.1 Promote excellence in governance, compliance, regulation, reporting, customer service and delivery of outcomes that are in the best interests of our residents

FINANCIAL IMPLICATIONS

Council made provisions in the 2020/21 budget to purchase a new 444 Backhoe Loader for \$210,000 excluding GST and trading the 2013 Caterpillar 444 Backhoe Loader for \$80,000 excluding GST with a total changeover of \$130,000 excluding GST. The final cost to Council submitted by Westrac for the purchase of a Caterpillar 444 Backhoe Loader 2020 model is \$107,960 excluding GST.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

**201107**

***Moved Cr White, seconded Cr Letter***

***That Council accepts the quote from Westrac for the purchase of a Caterpillar 444 Backhoe Loader 2020 model and trades the 2013 Caterpillar 444 Backhoe Loader with Hydraulic side shift at a changeover cost of \$107,960 excluding GST.***

**CARRIED 7/0**

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|                                |   |
|--------------------------------|---|
| <b>10.06</b>                   | <b>WORKS REPORT FOR NOVEMBER 2020</b>           |
| <b>Attachment:</b>             | <b>Plant Maintenance Report – November 2020</b> |
| <b>File Ref:</b>               | Nil   |
| <b>Author:</b>                 | P Vlahov – Manager of Works                     |
| <b>Date:</b>                   | 13 November 2020                                |
| <b>Disclosure of Interest:</b> | Nil   |

---

### SUMMARY

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

### BACKGROUND

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

### COMMENT

#### Programmed Construction Works

- Toolbrunup Road Construction – This project has now had all the gravel carted and spread. There has been an unforeseen delay in the supply of the contract road mixing machinery. The estimated time of delivery of the service is now the 25<sup>th</sup> of November 2020. Bitumen sealing should still occur prior to Christmas.
- Pallinup Road sealing - The preparation work has been completed and bitumen sealing has been scheduled for mid December 2020.

#### Plant Replacement

- Tenders for a new grader and a new backhoe loader have been submitted to the Shire. Evaluation and recommendations will be attached in this agenda.

#### Maintenance Works

- Installed various signs. Replaced various damaged or missing signs
- Sign installed on the new Broomehill Fire Brigade Building
- Repaired various pot holes
- Began removal of broken kerbs and prepared for new kerbing
- Removed various fallen trees
- Maintenance grading
- Tree slashing and vegetation control has been in progress along Greenhills South Road and Crosby Road area.

#### Occupational Health and Safety

- There have been no incidents to report

#### Parks and Gardens

- Both ovals have been re-treated for beetle larvae infestations.
- The solar pumping system located at the CBH dam site is working well. The transfer pump located at the Broomehill Complex dam has been repaired
- The solar pumping system located on Jam Creek Road has also been repaired
- General planting, pruning, mowing and weed control
- Gardens have been installed at the Broomehill Fire Brigade Building

### Building Maintenance Report

- Ongoing Works request forms and general maintenance completed
- Codes changed at the Broomehill Fire Brigade Building
- General inspections of the Independent Living Units in Broomehill carried out and faults identified and booked for repair
- Fireplace at the Infant Health Centre in Tambellup filled in
- Security camera fault at the Community Resource Centre (CRC) rectified
- Grant application was submitted for generator and power inputs for Broomehill and Tambellup Depots and Broomehill and Tambellup Sport Pavilions
- 18 Ivy Street, Broomehill almost ready for new tenant
- 63 Taylor Street, Tambellup, house inspection and property condition report completed and new tenants are in the process of moving in
- Unit 2, Lot 22 Taylor Street oven fault rectified
- External painting of Broomehill RSL completed
- Blocked sink at Diprose Park rectified
- Arranged for cleaning and removal of props from storage room at the Tambellup Town Hall
- Extra cameras installed at the Tambellup Depot
- Plumbing issue rectified at Lot 384 Parnell Street, Tambellup
- Plumbing issue at 11 Lavarock Street Broomehill, rectified

### Ranger Report

- General inspections carried out of properties in town sites for firebreak compliance
- Inspection of property after complaint about rubbish was filed
- Firebreak in reserve grading inspection
- Male dog in the Tambellup pound and was released with warning
- Female dog in the Tambellup pound and released with warning and letter to microchip
- Firebreak inspections completed on 02 November 2020 for compliance

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; 3.3.3; 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**

**201108**

***Moved Cr Penny, seconded Cr Barritt***

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

***CARRIED 7/0***

**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 5.27pm.