

# COUNCIL MEETING

## MINUTES



For the Ordinary Meeting of Council held on

**19 September 2018**

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# MINUTES

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Egerton-Warburton declared the meeting open at 3.00pm. The Shire President alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

## 2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

### 2.1 ATTENDANCE

President	Cr CY (Colin) Egerton-Warburton
Deputy President	Cr PL (Phil) Horrocks
Councillors	Cr DJ (David) Adams
	Cr PM (Peter) Beech
	Cr ER (Ruth) Bigwood
	Cr PW (Peter) Slater
	Cr DS (David) Carey
	Cr VN (Vanessa) Fiegert
Chief Executive Officer	Mr PB (Peter) Northover
Manager of Finance & Administration	Mrs PA (Trish) Standish
Manager of Works	Mr JE (Jeff) Alderton
Members of the Public	Nil

### 2.2 APOLOGIES

Nil

### 2.3 APPROVED LEAVE OF ABSENCE

Councillor	Cr P (Peter) Denton
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## 3. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

## 4. PUBLIC QUESTION TIME

### 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 4.2 PUBLIC QUESTIONS

Nil

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Motion 01092018

Moved Cr Slater, seconded Cr Adams that Cr Fiegert be granted a leave of absence for the 17 October 2018 ordinary meeting of Council.

Carried 8/0

**7. DISCLOSURE OF INTEREST**

Nil

**8. MATTERS FOR WHICH MEETING MAY BE CLOSED**

Nil

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**9.1 ORDINARY MEETING – 22 AUGUST 2018**

**Motion 02092018**

**Moved Cr Slater, seconded Cr Adams that the minutes from the ordinary meeting of Council held on 22 August 2018, be confirmed as a true and correct record.**

**Carried 8/0**

## 10. REPORTS OF OFFICERS

### 10.1 FINANCE & ADMINISTRATION

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#### 10.1.1 LIST OF PAYMENTS

**RESPONSIBLE OFFICER:** Trish Standish – Manager of Finance and Administration

**REPORT AUTHOR:** Jodi Vitler – Finance Admin Officer

**FILE REFERENCE:** FM2

**APPLICANT:** N/A

**DATE OF REPORT:** 11 September 2018

**ATTACHMENTS:** List of Payments – 1 August 2018 to 31 August 2018

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#### **Purpose**

The purpose of this report is to advise the Council of payments made during the period 1 August 2018 to 31 August 2018.

#### **Background**

Nil

#### **Officers Comment**

Nil

#### **Statutory Environment**

Local Government (Financial Management) Regulation 13 states:

##### *13. List of accounts*

(1) If the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer 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 Applicable – Implications**

Council Policy 4.8 – 'Purchasing', states that:

*"The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:*

- a) The payee's name*
- b) The amount of the payment*
- c) The date of the payment*
- d) Sufficient information to identify the transaction.*

*The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.*

*It is considered appropriate to delegate this authority to the Chief Executive Officer as the payment of accounts is the final process after debts have been incurred through other processes and systems in place."*

### **Financial Implications**

There are no financial implications for this report.

### **Risk Implications**

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Supplier/Contract Management

The **impact** of the risk is Financial, Non-Compliance and Reputational.

The **consequences** of these risks are considered to be Major

The **likelihood** is Rare

Hence the **risk rating** for this item is Low

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

### **Strategic Community Plan Reference**

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

*Objective 4: Leadership - Demonstrate strong governance, leadership and organisational growth*

Outcome 4.1: Excellence in governance, compliance, regulation and reporting

Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability

### **Consultation**

Consultation was not required for this report.

### **VROC Implications**

There are no strategic VROC implications from this report

### **Voting Requirements**

Simple Majority

### **OFFICERS RECOMMENDATION/COUNCIL DECISION**

#### **Motion 03092018**

**Moved Cr Bigwood, seconded Cr Beech that the payment of accounts totalling \$335,218.50 as per the attachment be noted:**

- **Electronic Funds Transfers EFT8982 to EFT9047 - \$190,705.06;**
- **Municipal Fund Cheque No's 12124 – 12129 - \$3,571.31;**
- **Internal Account Transfers (Payroll) - \$101,816.93; and**
- **Direct Debit - \$39,125.20;**

**Carried 8/0**

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<b>10.1.2</b>	<b>MONTHLY FINANCIAL STATEMENTS</b>
<b>RESPONSIBLE OFFICER:</b>	Trish Standish – Manager of Finance and Administration
<b>REPORT AUTHOR:</b>	Jodi Vitler – Finance Admin Officer
<b>FILE REFERENCE:</b>	FM12
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	10 September 2018
<b>ATTACHMENTS:</b>	Financial Statements for August 2018

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### **Purpose**

The purpose of this report is to present the financial position of the Shire of Cranbrook as at 31 August 2018.

### **Background**

The Local Government (Financial Management) Regulations 1996 require the preparation of monthly financial statements and presentation of these statements to the Council.

### **Officers Comment**

The August financial statements report on 2 months, or 17% of the financial year. It is worthy to note:

- The 'Municipal Fund Summary' on page 2 shows that we have raised 67% of our expected operating income. This higher percentage is due to the fact that property rates are recognised as revenue when they are raised and not when they are paid;
- The 'Municipal Fund Summary' on page 2 shows that we have spent 18% of the budgeted operating expenditure for the year;
- The 'Municipal Fund Summary' on page 3 shows a net current assets position of \$3,563,351 (surplus), which is mainly made up of \$2m cash on hand and 1.8m rates debtors; and
- The 'Variance Report' on page 8 defines the major variances between budget and actual figures as required by the regulations.

### **Statutory Environment**

The Local Government (Financial Management) Regulations 1996 define the requirements for monthly financial reporting (Regulation 34).

### **Policy Applicable – Implications**

Council Policy 4.1 Defining Material Variances, states that:

*When dividing the actual figures with the annual budget figure, a variance of plus or minus 10% of the percentage of the year elapsed will be reported. In addition, a variance must be greater than \$1,000 to be reported.*

### **Financial Implications**

Whilst the financial statements report on the current position of the Council, the adoption of the recommendation below does not have a financial impact.

### **Risk Implications**

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes



- Inadequate Supplier/Contract Management

The **impact** of the risk is Financial, Non-Compliance and Reputational

The **consequences** of these risks are considered to be Major

The **likelihood** is Rare

Hence the **risk rating** for this item is Medium

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

#### **Strategic Community Plan Reference**

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

*Objective 4: Leadership - Demonstrate strong governance, leadership and organisational growth*

Outcome 4.1: Excellence in governance, compliance, regulation and reporting

Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability

#### **Consultation**

Consultation was not required for this report.

#### **VROC Implications**

There are no strategic VROC implications from this report

#### **Voting Requirements**

Simple Majority

#### **OFFICERS RECOMMENDATION/COUNCIL DECISION**

**Motion 04092018**

**Moved Cr Horrocks, seconded Cr Slater that the attached financial statements for the period ending 31 August 2018 be noted.**

**Carried 8/0**

## 10.2 GOVERNANCE & EXECUTIVE SERVICES

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<b>10.2.1</b>	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) DRAFT MINUTES – 21 AUGUST 2018</b>
<b>RESPONSIBLE OFFICER:</b>	Peter Northover – Chief Executive Officer
<b>REPORT AUTHOR:</b>	Toni Melia – Emergency Services and Recreation Officer
<b>FILE REFERENCE:</b>	BF13
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	22 August 2018
<b>ATTACHMENTS:</b>	Draft 10 April 2018 Minutes – Local Emergency Management Committee

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### **Purpose**

The purpose of this report is for the Council to consider the draft minutes of the 21 August 2018 LEMC meeting.

### **Background**

The Shire of Cranbrook LEMC was established in accordance with the Emergency Management Act 2005 section 38 which states:

- (1) A Local government is to establish one or more local emergency management committees for the local government's district.

The function of the Local Emergency Management Committee (LEMC) is documented in the Act under section 39:

- a) to advise and assist the local government in ensuring that the local emergency management arrangements are established for its districts;
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The Shire of Cranbrook LEMC consists of representatives from the following agencies:

- Cr Representative – Shire President
- Shire – Chief Executive Officer (CEO), Emergency Services and Recreation Officer (ESRO), Manager of Works (MOW), Manager of Finance and Administration (MFA) and Ranger,
- Chief Bushfire Control Officer (CBFCO)
- WA Police - local officers
- St John Ambulance – Cranbrook and Frankland River
- Department of Communities, Child Protection and Family Support (DCCP&FS)
- Plantagenet Health Service
- Red Cross
- Department of Primary Industries and Regional Development (DPIRD)
- Frankland River Community Centre - Manager
- Office of Emergency Management (OEM) - Great Southern District Emergency Management Advisor

### **Officers Comment**

The draft minutes of the 21 August 2018 LEMC meeting are attached with no recommendations to Council from this meeting. However it should be noted that from the 11 December 2018 meeting there will be new members to the LEMC, including representatives from the:

- Cranbrook Primary School
- Department of Biodiversity, Conservation and Attractions Western Australia
- Main Roads WA; and
- Western Power

The Shire ESRO has also contacted the Water Corporation Great Southern about the possibility of a representative from that organisation joining the committee and at the time of report, is still awaiting a reply.

### **Statutory Environment**

The Emergency Management Act 2005 relates to this report and the Local Government Act 1995 Section 6.8(c) states:

*“Expenditure from municipal fund not included in annual budget*

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

*(c) is authorised in advance by the mayor or president in an emergency.”*

### **Policy Applicable – Implications**

There is no Council policy applicable to this report.

### **Financial Implications**

There are no financial implications for this report.

### **Risk Implications**

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Engagement Practices

The **impact** of the risk is Non-Compliance

The **consequences** of these risks are considered to be Minor

The **likelihood** is Rare

Hence the **risk rating** for this item is Low

Risk mitigation includes the well managed operations of the LEMC including membership by the CEO, ESRO, MOW, MFA, Ranger and the Shire President on the committee.

### **Strategic Community Plan Reference**

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

*Objective 1: Social – Be respected for its friendly, vibrant, connected and safe communities*

*Outcome 1.2: A safe place to live*

*Strategy 1.2.2: Advocate and actively support emergency management and services*

### **Consultation**

Consultation for this report included members of the LEMC.

### **VROC Implications**

There are no strategic VROC implications from this report

**Voting Requirements**

Simple Majority

**OFFICERS RECOMMENDATION/COUNCIL DECISION**

**Motion 05092018**

**Moved Cr Adams, seconded Cr Bigwood that the attached draft minutes of the 21 August 2018 Local Emergency Management Committee meeting be received by Council.**

**Carried 8/0**

**10.2.2 PLANNING APPLICATION – PROPOSED OUTBUILDING – LOT 195 CLIMIE ROAD, CRANBROOK**

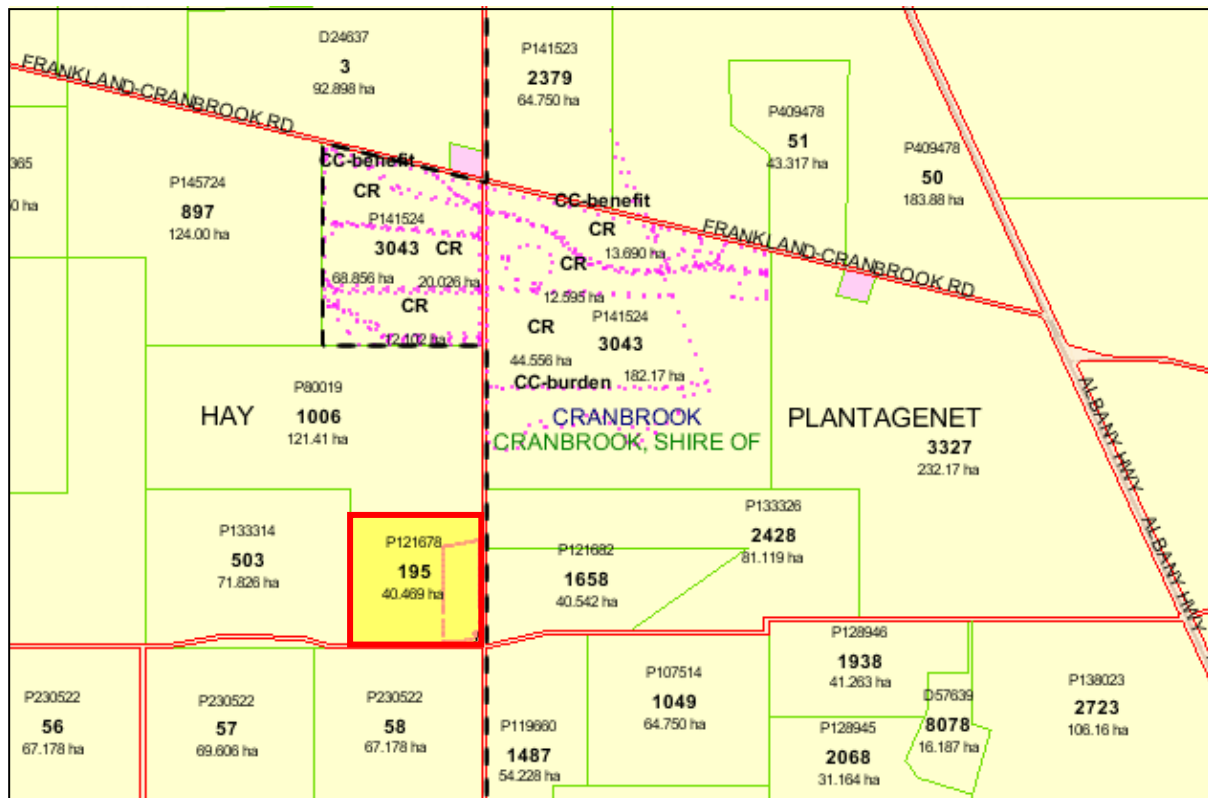
**RESPONSIBLE OFFICER:** Peter Northover – Chief Executive Officer  
**REPORT AUTHOR:** Liz Bushby – Town Planning Innovations  
**FILE REFERENCE:** A9524  
**APPLICANT:** Troy and Sarah Best  
**DATE OF REPORT:** 13 September 2018  
**ATTACHMENTS:** Nil

**Purpose**

The purpose of this report is for the Council to consider an application seeking planning approval for an outbuilding on a vacant property at Lot 195 Climie Road, Cranbrook.

**Background**

Lot 195 is zoned ‘Rural’ under the Shire of Cranbrook Town Planning Scheme No 4 (‘the Scheme’). The lot has an area exceeding 40 hectares and is located to the west of Cranbrook townsite.

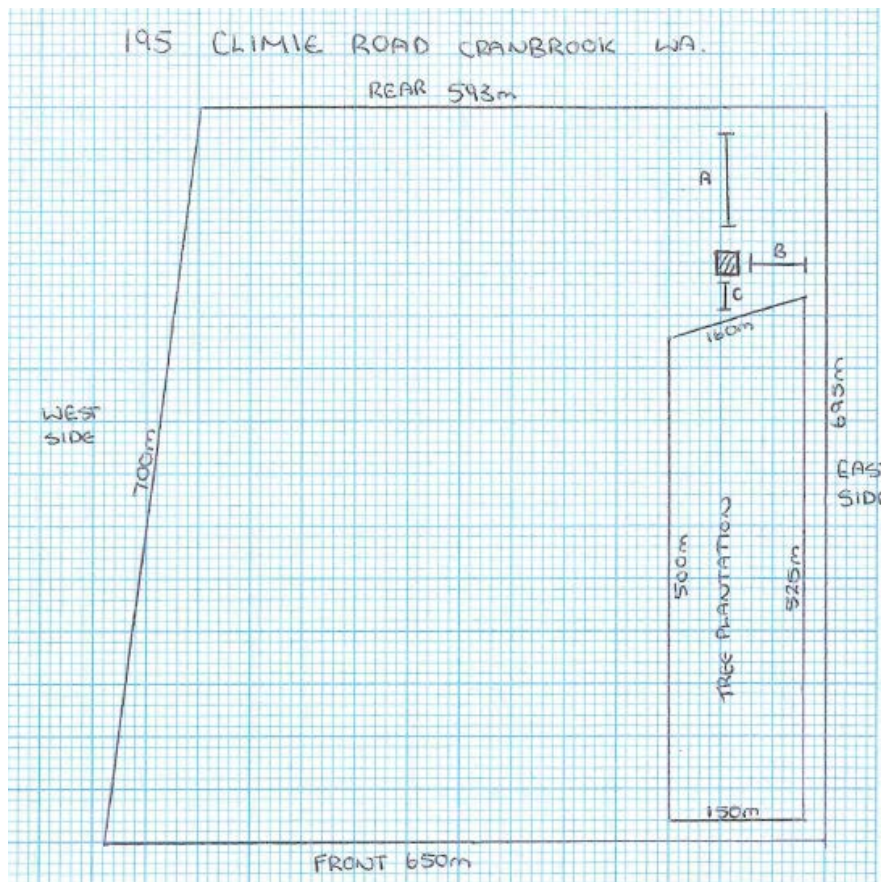


Location Plan

**Officers Comment**

**Description of Application**

The owners seek to erect a second hand outbuilding in the north east portion of the lot, to the rear of an existing plantation. It will be setback 100 metres from the rear north boundary and 110 metres from the side east boundary.



The outbuilding measures 15 metres by 15 metres with a total floor area of 225m<sup>2</sup>. The wall height is proposed to be 5 metres with a total ridge height of 6 metres.

The owners have lodged a photograph of the shed which they propose to relocate to Lot 195 for storage of farm machinery.



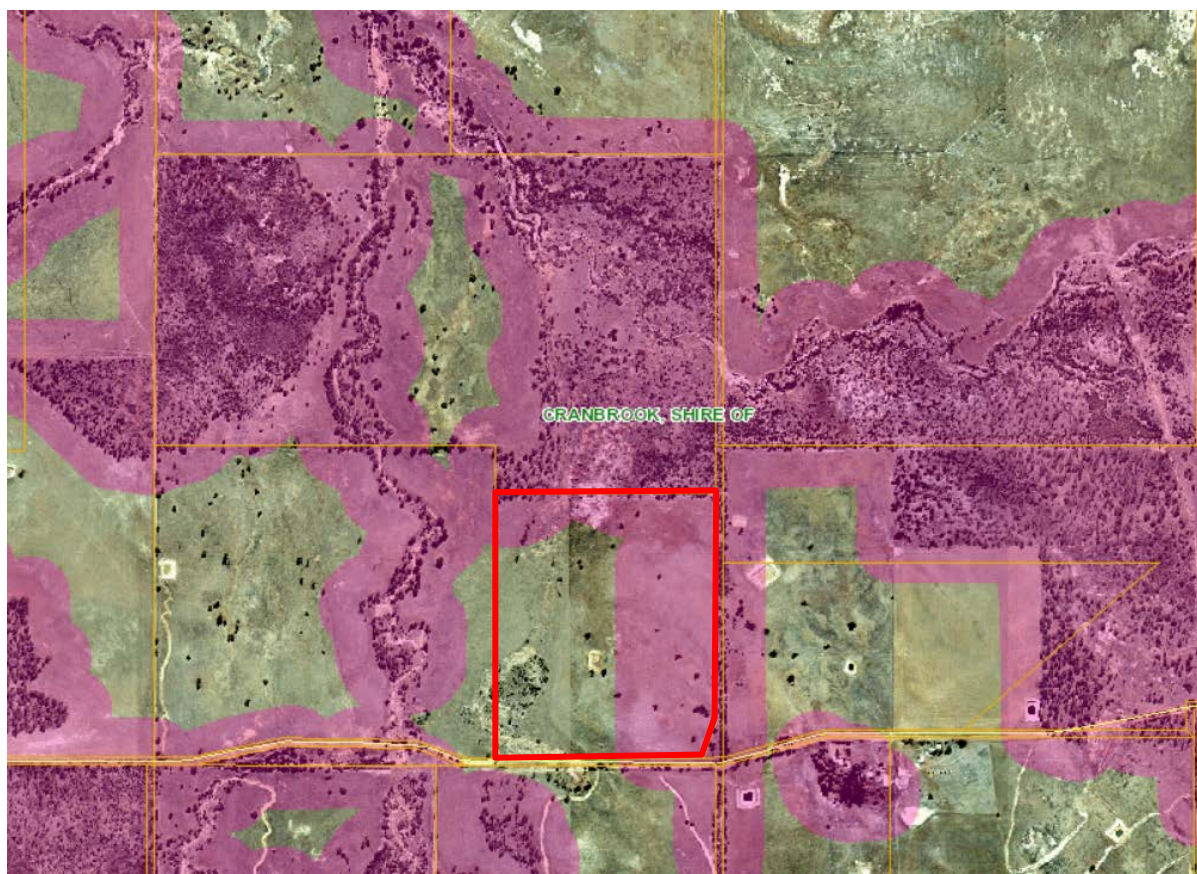
**Setbacks**

The outbuilding complies with the setback requirements for the Rural zone being 20 metres front/rear and 10 metres to any side.

### ***Planning for Bushfire Protection***

The Western Australian Planning Commission released SPP3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone and have been amended.

As the outbuilding is proposed within a bushfire prone area a Bushfire Attack Level (BAL) assessment is required under State Planning Policy 3.7.



Notwithstanding State Planning Policy 3.7 (SPP3.7), Council has discretion to waive the requirement for a BAL.

The Western Australian Planning Commission (WAPC) released Planning Bulletin 111/2016 that clarifies some of the requirements under the deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 and State Planning Policy 3.7.

The Planning Bulletin states that:

*'The deemed provisions exempt renovations, alterations, extensions, improvements or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios and storage sheds).*

*SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:*

- *result in the intensification of development (or land use);*
- *result in an increase of residents or employees;*
- *involve the occupation of employees on site for any considerable amount of time; or*
- *result in an increase to the bushfire threat;*

*the proposal may also be exempt from the provisions of SPP 3.7.'*

TPI recommends that the application be determined without a BAL for the following reasons:

- Whilst SPP3.7 requires lodgement of a BAL assessment for the proposed development, any higher construction standards recommended by a BAL can not be readily enforced as a Building Permit is not required.
- Planning Bulletin No 111/2016 clarifies Council has discretion over this matter and states that *'Exemptions from the requirements of SPP 3.7 and the deemed provisions should be applied pragmatically by the decision maker.'*
- The outbuilding is a non habitable building.
- The outbuilding is only proposed to be used as storage.

SPP 3.7 also recommends that notifications be placed on the Certificate of Title as a condition of planning approval for land identified as bushfire prone. Council has to have 'due regard' for SPP 3.7, however TPI does not recommend any notification on the title for the following reasons:

- a) A notification would need to be compiled by a solicitor and there are costs associated with lodging any notification on a title.
- b) Bushfire mapping will be reviewed annually and the existing vegetation on site is a snapshot in time. Clearing is proposed as part of this application.
- c) Bushfire mapping is readily available to purchasers through the DFES website. Any purchaser needs to undertake due diligence when buying land.
- d) The lot contains a plantation which is classified as 'exempted vegetation' under the Australian Standards.

### **Statutory Environment**

Shire of Cranbrook Town Planning Scheme No 4 – explained in the body of this report.

Planning and Development (Local Planning Schemes) Regulations 2015 – Regulation 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

### **Policy Applicable – Implications**

There is no Council policy applicable to this report.

### **Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations (TPI) for planning advice.

### **Risk Implications**

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impact** of the risk is Non-Compliance

The **consequences** of these risks are considered to be Minor

The **likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes the use of professional planning services.



### **Strategic Community Plan Reference**

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

*Objective 4: Leadership - Demonstrate strong governance, leadership and organisational growth*

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Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability

### **Consultation**

Consultation was not required for this report.

### **VROC Implications**

There are no strategic VROC implications from this report.

### **Voting Requirements**

Simple Majority

### **OFFICERS RECOMMENDATION/COUNCIL DECISION**

**Motion 06092019**

**Moved Cr Carey, seconded Cr Slater that Council:**

- 1. Approve the application lodged by Troy and Sarah Best for a second hand outbuilding Lot 195 Climie Road, Cranbrook subject to the following conditions:**
  - a. The plans lodged with this application received on the 4 September 2018 shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
  - b. All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve.**
  - c. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

**Carried 8/0**

### 10.3 WORKS

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#### 10.3.1 BUDGET AMENDMENT – 2018/2019 ROAD CONSTRUCTION

<b>RESPONSIBLE OFFICER:</b>	Jeff Alderton – Manager of Works
<b>REPORT AUTHOR:</b>	Trish Standish – Manager of Finance and Administration
<b>FILE REFERENCE:</b>	RO318, RO532, RO054, RO403, FM6
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	12 September 2018
<b>ATTACHMENTS:</b>	Nil

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#### **Purpose**

The purpose of this report is for the Council to consider budget amendments for various road construction projects in the 2018/2019 adopted budget.

#### **Background**

The 2018/2019 budget includes road construction projects funded through Regional Road Group (RRG), Roads to Recovery, Commodity Route and Black Spot as well as Council Funded projects.

Shire staff have recently been advised of errors in Main Roads allocation of funding for some road construction projects. We have now also been advised that funding for bridge works has been included with our Commonwealth Funding in 2018/2019.

#### **Officers Comment**

##### Frankland Rocky Gully Road – Regional Road Group Funding

It has been brought to the attention of the Manager of Works that the Frankland Rocky Gully Road project in the 2018/2019 adopted budget is in fact a reserve RRG project and therefore did not attract any RRG funding this financial year.

This road had a total project cost of \$330,000 with a State Government contribution of \$144,417, leaving \$185,583 as a Council contribution.

##### Nardarup Road – Commodity Route Funding

Main Roads staff have informed the Manager of Works that Nardarup Road did attract Commodity Route Funding however Main Roads did not include this road in their schedule of works sent to the Shire earlier this year.

This road has a total project cost of \$270,000 with a State Government contribution of \$180,000, leaving \$90,000 for Council to contribute.

##### Bridge 273 (Boyup Brook Cranbrook Road) – Commonwealth Funding

We have recently been informed that Bridge 273 has received funding in 2018/2019. Whilst this bridge refurbishment is fully funded, it was not included in the 2018/2019 adopted budget due to the timing of notification.

**Option 1**

Remove Frankland Rocky Gully Road project from the 2018/2019 Budget and re-allocate the Council’s contribution of \$185,583 to Nardarup Road - \$90,000 and the remaining \$95,583 to another project. It should be noted that the remainder would need to be allocated to a project that included a similar amount of works staff wages to ensure there is sufficient work in the budget to keep all staff employed.

**Option 2**

Move Frankland Rocky Gully Road project to a Council Funded road project to the value of \$185,583. This will see the widening and first coat seal of this section completed, leaving only the seal of the entire section to be completed at another time.

Also, remove the Council Funded road projects of Hardy Street, Rubbish Tip Road and Racecourse Road from the budget in order to be able to fund the \$90,000 Council contribution required for Nardarup Road.

It is recommended that Option 2 be adopted due to the following:

- The Frankland Rocky Gully Road project forms part of a continuing RRG project of widening the entire Frankland Rocky Gully Road;
- If this does not occur this financial year there will be a 2.2km gap between sections of widening as the next section of this road has already been submitted to RRG for funding in the 2019/2020 financial year; and
- The sealing of this section that would be widened this year, with Council funds, can be submitted to the 2020/2021 round of RRG funding.

In order for the above amendments to be made to the 2018/2019 budget it is recommended that the following changes are made:

GENERAL LEDGER – JOB NUMBER	DESCRIPTION	CURRENT BUDGET AMOUNT	PROPOSED BUDGET AMOUNT	DIFFERENCE
<b>CAPITAL EXPENDITURE</b>				
121200 – BR273	Bridge Program Works – Bridge 273	\$0	\$528,264	-\$528,264
121201 – RG532	Regional Road Group - Frankland Rocky Gully Rd	\$330,000	\$0	\$330,000
121202 – CF 087	Council Funded – Hardy St	\$30,000	\$0	\$30,000
121202 – CF086	Council Funded – Rubbish Tip Rd	\$30,000	\$0	\$30,000
121202 – CF110	Council Funded – Racecourse Rd	\$45,000	\$0	\$45,000
121202 – CF162	Council Funded – Yeriminup Rd	\$51,743	\$69,000	-\$15,000
121202 – CF532	Council Funded – Frankland Rocky Gully Rd	\$0	\$185,583	-\$185,583
121216 – CR054	Commodity Route – Nardarup Rd	\$0	\$270,000	-\$270,000
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>\$486,743</b>	<b>\$1,050,590</b>	<b>-\$563,847</b>
<b>CAPITAL REVENUE</b>				
122300	Road Project Grants (RRG)	\$344,417	\$200,000	\$144,417
122304	Special Projects Grants (Bridges)	\$0	\$528,264	-\$528,264
122308	Commodity Route Funding	\$222,000	\$402,000	-\$180,000
<b>TOTAL CAPITAL REVENUE</b>		<b>\$566,417</b>	<b>\$1,130,264</b>	<b>-\$563,847</b>

### **Statutory Environment**

Local Government Act 1995, Part 6 Financial Management, Division 4 General Financial Provisions.

#### **Section 6.8 - Expenditure from municipal fund not included in annual budget.**

- “(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.”

\* *Absolute majority required.*

(1a) In subsection (1) —

“**additional purpose**” means a purpose for which no expenditure estimate is included in the local government’s annual budget.”

### **Policy Applicable – Implications**

There is no Council policy applicable to this report.

### **Financial Implications**

This report recommends changes to the 2018/2019 adopted budget. Making these changes ensures the budget remains balanced.

### **Risk Implications**

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Asset Sustainability Practices

The **impacts** of the risk are Non-Compliance and Reputation

The **consequences** of these risks are considered to be Minor

The **likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes informing Main Roads WA as soon as possible if Council are going to be funding this section of the Frankland Rocky Gully Road as this will have a positive impact on the widening and seal of the next section of this road. Staff will also be required to confirm that Council are able to fund the re-sheeting of Nardarup Road this financial year.

### **Strategic Community Plan Reference**

The 2017-2027 Shire of Cranbrook, Strategic Community Plan states that:

*Objective 3: Environment - Enhance, maintain, protect and promote our built infrastructure and natural environment*

Outcome 3.2: A built infrastructure servicing the needs of the community

Strategy 3.2.1: Maintain and enhance our roads, built infrastructure, parks and reserves

*Objective 4: Leadership - Demonstrate strong governance, leadership and organisational growth*

Outcome 4.1: Excellence in governance, compliance, regulation and reporting

Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability

**Consultation**

Consultation for this report included the Executive Management Team and Main Roads Great Southern staff.

**VROC Implications**

There are no strategic VROC implications from this report.

**Voting Requirements**

***Absolute Majority (Budget Amendment)***

**OFFICERS RECOMMENDATION/COUNCIL DECISION**

Motion 07092018

Moved Cr Adams, seconded Cr Bigwood that Council authorise the following amendments to the 2018/2019 Budget:

GENERAL LEDGER – JOB NUMBER	DESCRIPTION	CURRENT BUDGET AMOUNT	PROPOSED BUDGET AMOUNT	DIFFERENCE
<b>CAPITAL EXPENDITURE</b>				
121200 – BR273	Bridge Program Works – Bridge 273	\$0	\$528,264	<b>-\$528,264</b>
121201 – RG532	Regional Road Group - Frankland Rocky Gully Rd	\$330,000	\$0	\$330,000
121202 – CF 087	Council Funded – Hardy St	\$30,000	\$0	\$30,000
121202 – CF086	Council Funded – Rubbish Tip Rd	\$30,000	\$0	\$30,000
121202 – CF110	Council Funded – Racecourse Rd	\$45,000	\$0	\$45,000
121202 – CF162	Council Funded – Yeriminup Rd	\$51,743	\$69,000	<b>-\$15,000</b>
121202 – CF532	Council Funded – Frankland Rocky Gully Rd	\$0	\$185,583	<b>-\$185,583</b>
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<b>TOTAL CAPITAL REVENUE</b>		<b>\$566,417</b>	<b>\$1,130,264</b>	<b>-\$563,847</b>

**Carried 8/0**  
***By Absolute Majority (Budget Amendment)***

**10.4 ECONOMIC & COMMUNITY**

Nil

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. CLOSURE OF MEETING**

There being no further business to discuss, the Shire President, Cr Egerton-Warburton declared the meeting closed at 3.23pm.