

# Agenda

## Ordinary Meeting of Council

To be held in Council Chambers  
54 Johnson Street, Bruce Rock  
Thursday 19 December 2019  
Commencing 2.00pm



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## Notice of Ordinary Meeting of Council

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Dear President and Councillors,

The next Ordinary Meeting of Council will be held on **Thursday 19 December 2019 at 2.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

Please contact the undersigned for any enquiries regarding the Agenda prior to the meeting.

A handwritten signature in blue ink, appearing to read "Darren Mollenoyux".

Darren Mollenoyux  
**CHIEF EXECUTIVE OFFICER**

### **DISCLAIMER**

#### **PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:**

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Bruce Rock expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

#### ***Our Mission***

We will achieve our vision by maintaining and enhancing the Bruce Rock lifestyle, increase business and employment opportunities and achieve population growth in an environmentally sustainable way.

#### ***Our Values***

Respect, Inclusiveness, Fairness and Equality & Communication

**SHIRE OF BRUCE ROCK**

**AGENDA – ORDINARY MEETING 19 DECEMBER 2019**

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<b>SHIRE OF BRUCE ROCK</b>
<b>AGENDA – ORDINARY MEETING 21 NOVEMBER 2019</b>

1. Declaration of Opening
2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)
3. Declarations of Interest

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of **financial** interest were made at the Council meeting.

Date	Name	Item No	Reason

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of **Closely Association Person and Impartiality** interest were made at the Council meeting.

Date	Name	Item No	Reason

In accordance with Section 5.60B and 5.65 of the Local Government Act 1995 the following disclosures of **Proximity** interest were made at the Council meeting.

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice
5. Public Question Time
6. Petitions/Deputations/Presentations/Submissions
7. Applications for Leave of Absence
8. Announcements by Presiding Member
9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday 21 November 2019.

**Recommendation:**

**That the minutes of the Ordinary Meeting of Council held Thursday 21 November 2019 be confirmed as a true and correct record.**

## 10. Regional Reports

### Agenda Reference and Subject:

**10.1** CEACA Inc. Meetings November 2019

### File Reference:

4.1.10.1 CEACA Inc. Minutes and Agendas

### Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

### Author:

Darren Mollenoyux, Chief Executive Officer

### Disclosure of Interest:

### Attachments:

*Item 10.1 Attachment A - CEACA AGM Minutes 121119*

*Item 10.1.1 Attachment B - CEACA Management Committee Meeting Minutes 121119*

### Summary

Council is asked to receive the minutes from the previous CEACA Inc. Meeting.

### Background

The 11 member Councils of the Central Eastern Aged Care Alliance (CEACA Inc.) held two meetings on 12<sup>th</sup> November 2019 at the Kellerberrin Recreation and Leisure Centre. The first meeting was the Annual General Meeting and the second meeting was the Management Committee Meeting.

### Comment

To assist with the Councillors continued understanding and updates on CEACA Inc. and its associated projects, the minutes will be presented for receiving after each CEACA Inc. Meeting.

The following items are highlighted for Councillors attention;

#### ANNUAL GENERAL MEETING

The Chairman stated that there is some debate and different interpretation of the CEACA Constitution at present, however the 11 delegates clarified that CEACA will operate as follows under the Constitution:

1. CEACA Inc will have three Committees and they are:
  - General Committee
  - Management Committee
  - The ability to have a Sub-Committee (previously known as Executive Committee).
2. Management Committee will meet quarterly.

Following clarification of the operational matters the Election of Office Bearers and Delegates was conducted, with the following appointments made;

Independent Chair: Tuck Waldron  
Deputy Chair: Gary Shadbolt (Mukinbudin)  
Secretary: Quentin Davies (Wyalkatchem)  
Treasurer: Rodney Forsyth (Kellerberrin)

Executive Committee Members  
John Nuttall (Mt Marshall)  
Raymond Griffiths (Kellerberrin)  
Ken Hooper (Ken Hooper)

Ordinary Management Committee Members

Cr Wayne Della Bosca	Shire of Yilgarn
Cr Ricky Storer	Shire of Koorda
Mr John Nuttall	Shire of Mt Marshall
Cr Julie Flockart	Shire of Merredin
Cr Eileen O'Connell	Shire of Nungarin
Cr Stephen Strange	Shire of Bruce Rock
Cr Freda Tarr	Shire of Trayning
Mr Louis Geier	Shire of Westonia

MANAGEMENT COMMITTEE MEETING

5.2 Future Operation Direction

Raymond Griffiths suggested that each Shire Council needs to indicate whether they still want to be involved in the CEACA project. Each delegate should go back to their Shire and ask the question. One consistent Resolution from CEACA should be put forward to all Shires.

*CEACA Inc. RESOLUTION*

*It was resolved by the Management Committee of CEACA Inc request each Member to approve or decline CEACA Inc going forward in the operational form in line with the Verso Report.*

NOTE

Discussion was also held over each Council's future involvement in CEACA and therefore a separate agenda item will be presented for Council's consideration at the December 2019 Ordinary Meeting.

A copy of the minutes has been provided to Councillors.

**Consultation**

Discussions were held at the CEACA Inc. Committee Meeting

**Statutory Implications** Nil

**Policy Implications** Nil

**Financial Implications**

Council has a budget provision of \$20,000 for its CEACA Inc. Membership in the 2019/2020 financial year.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Community**

Goal 7 – Community are engaged and have a healthy lifestyle

7.1 Encourage and help facilitate the administration of the planned CEACA units

7.3 Continue to work towards achieving the strategies of the Age Friendly Community Plan

**Governance**

Goal 12 – Council leads the organisation in a strategic and flexible manner

12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements**

Simple majority

**Officer Recommendation:**

1. That Council receives the minutes of the CEACA Inc Annual General Meeting held on the 12<sup>th</sup> November 2019 at the Kellerberrin Recreation and Leisure Centre.
2. That Council receives the minutes of the CEACA Inc. Management Committee Meeting held on the 12<sup>th</sup> July 2019 at the Kellerberrin Recreation and Leisure Centre.

**Agenda Reference and Subject:**

**10.2** WALGA Zone Minutes November 2019

**File Reference:**

1.6.5.1 WALGA Zone Minutes and Agendas

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

**Attachments**

*Item 10.1.2 Attachment A - Minutes Great Eastern Country  
Zone November 2019*

**Summary**

Council is asked to receive the minutes from the previous WALGA Great Eastern Zone Meeting.

**Background**

The last Great Eastern Zone Meeting was held on the 28<sup>th</sup> November 2019 at the Merredin Recreation and Leisure Centre.

**Comment**

To encourage the improved awareness and promote a better understanding by all Councillors it is recommended that WALGA Zone minutes be read and received by Council.

The following items from the minutes are drawn to Councillors' attention;

**6.1 Office of Auditor General – Presentation**

Jordan Langford-Smith Acting Assistant Auditor General, from the Office of the Auditor General for Western Australian presented to the Zone to provide an update on Local Government auditing.

A copy of the presentation has been provided to Councillors

**8.1 2019 Local Government Elections**

Zone Local Governments were invited to provide feedback or raise any issues that arose during the 2019 Local Government elections.

A) Requirement to open a voting booth on a Saturday

An issue was raised as to why a Local Government is required to open and provide an election booth on the Saturday of the election, when electors have the opportunity to submit an early vote or a postal vote in the four (4) week period prior to the Election Day.

Local Government have staff working at a booth from 8am to 6pm on the Saturday for very few votes. It is recommended that voting be finalised on the Friday before the current Election Day.

B) Resignations Following Election Day

Discussion on the issue of an Elected Member resigning shortly after being elected and whether a Local Government should be able to just appoint the next person on the ballot paper rather than holding an Extraordinary Election.

**RESOLVED**

*The above Local Government Election issues be raised with the Department of Local Government, Sport and Cultural Industries as part of the Local Government Act review.*

WALGA State Council Business

**5.3 Mandatory Code of Conduct for Council Member, Committee Members and Candidates – Sector Feedback**

*WALGA Recommendation*

*That WALGA:*

1. *Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries;*
2. *Refer the following matters to the Working Group for further consideration:*
  - (a) Part B – Behaviours*
    - i. ensuring principles of natural justice can be adequately upheld in all circumstances;*
    - ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;*
    - iii. development of a template Complaints Management Policy;*
    - iv. reconsider the purpose of allowing ‘any person’ to make a complaint;*
    - v. ensuring Committee Members and Candidates are included in Part B; and*
    - vi. re-naming ‘Rules’ to an appropriate term throughout Part B.*
  - (b) Part C – Rules of Conduct*
    - i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel; and*
    - ii. review the proposal to amend the definition of an ‘interest’ relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.*
3. *Recommend the Working Group develop an endorsed Mandatory Code of Conduct for further consultation with the Local Government sector.*

**5.4 Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination – Sector Feedback**

*WALGA Recommendation*

*That WALGA:*

1. *Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and*
2. *Refer the following matters to the Working Group for consideration:*
  - (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;*
  - (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;*
  - (c) Reconsideration of the proposal for independent review of the recruitment process;*
  - (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and*
  - (e) Further investigate a role for a Local Government Commissioner.*
3. *Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector*

**5.6 Local Government Audits**

*WALGA Recommendation*

*That WALGA;*

- 1) *Write to the Office of the Auditor General (OAG) advising of the cost increases to the Local Government sector in respect to financial audits over the first 2 years of OAG audits and request constraint on audit cost increases in the future.*



- 2) *Write to the Minister for Local Government seeking formal commitment that Performance Audits carried out by the Office of the Auditor General are the responsibility of the State Government.*

**5.13 Wheatbelt Regional Health Services**

*WALGA Recommendation*

*That WALGA:*

1. *Re-establishes a working group to progress a Memorandum of Understanding with Local Governments in the Wheatbelt region and the WA Country Health Service, based on the previous work by the former Wheatbelt Health MOU Group, which outlines communication, responsibilities and strategic priorities unique to the region; and*
2. *Work with key service providers and stakeholders to engage with Local Government to further discuss the issues and develop solutions in the aged care services sector.*

A full copy of the minutes it provided as Attachment A.

**Consultation** Nil  
**Statutory Implications** Nil  
**Policy Implications** Nil

**Risk Implications**

<b>Risk:</b> That Council does not receive the minutes or object to decisions of the WALGA Great Eastern Zone meeting.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Insignificant	Low
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.		

**Financial Implications** Nil

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Governance**

- Goal 12 Council leads the organisation in a strategic and flexible manner  
 12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 28<sup>th</sup> November 2019 at the Merredin Recreation and Leisure Centre.**

<b>Agenda Reference and Subject:</b>	<b>10.3</b> WEROC Council Meeting Minutes November 2019
<b>File Reference:</b>	1.6.9.1 WEROC Council Meetings and Agendas
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	
<b>Attachments</b>	<i>Attachment A – WEROC Council Meeting Minutes</i>

### Summary

Council is asked to receive the minutes from the previous WEROC Council Meeting.

### Background

The last WEROC Council Meeting was held on the 28<sup>th</sup> November 2019 at the Shire of Merredin Council Chambers.

### Comment

To encourage the WEROC partnership and promote a better understanding by all Councillors it is recommended that WEROC minutes be read and received by Council.

The following items are highlighted for Council's attention;

#### 8.1 Future WEROC Projects – Asset Management – Accingo Report

Each Council was requested to provide a response to the Accingo Report and its consideration to each of the six recommendations. Responses were compiled and presented for consideration at the meeting. The WEROC Council resolved as follows;

*That the Shires of Kellerberrin, Merredin, Westonia and Yilgarn work collaboratively to consider and progress Recommendations 1 to 4 made by asset management consultant Accingo following a review of WEROC Member Councils asset management practices.*

#### 8.4 Curtin Wheatbelt Health Study

At the WEROC Executive Meeting held Wednesday 29 May 2019 a request for assistance from Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School was considered. Specifically, Dr Harper sought support for a research project developed as a direct result of Curtin student involvement in the Wheatbelt Medical Students Immersion Program this year and last.

Following consideration of the request, in May 2019 it was resolved as shown below:

1. That WEROC provide in-kind and financial support to a maximum of \$5,000 to Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School, to assist in the conduct of the "Curtin Wheatbelt Community Health Study: An exploratory research proposal".
2. That the Executive Officer provide Dr Andrew Harper with a copy of the Verso Report.

Visits to both Merredin and Westonia took place during the last weekend in August 2019.

The question Andrew Harper seeks advice from WEROC on is whether this type of data gathering and analysis is of value to the Shires in promoting rural health.

The Executive Officer believes that such research has a valid role to play and Member Councils are in a unique position to assist help in advocating for greater access to health services both in type and method of delivery. In terms of the work undertaken in the pilot study this would have budget implications for WEROC because if the study was expanded to take in all five Member Councils it would be necessary for WEROC to contribute financially to the expanded project.

The WEROC Council Meeting resolved as follows;

*That WEROC agree to participate in any project that looks to extend the pilot study entitled “Curtin Wheatbelt Community Health Study: An exploratory research proposal” across all five WEROC Councils, utilising existing WEROC project funds to facilitate funding for the project.*

**8.1 Resignation of Executive Officer**

BHW Consulting provided a letter informing WEROC that W Squared Pty Ltd t/a BHW Consulting submits its resignation from the Executive Officer role to the Wheatbelt East Regional Organisation of Councils (WEROC) and Wheatbelt Communities Inc effective from 29 February 2020.

The following resolutions were made;

*Moved: Mr Mollenoyux Seconded: Cr Della Bosca*

*That WEROC accepts the resignation from BHW Consulting as the Executive Officer effective from 29 February 2020.*

*Moved: Cr Day Seconded: Cr Della Bosca*

*That the Shire of Bruce Rock, as current Chair of WEROC, prepare a position description, information package and commence the advertising process for the recruitment of Executive Officer services for WEROC, with applications closing 2 January 2020.*

**NOTE**

The CEO has prepared a Position Briefing Document and Expression of Interest Form, with advertising commenced in line with the WEROC resolution.

A full copy of the minutes are provided as Attachment A for this agenda item.

**Consultation** Nil  
**Statutory Implications** Nil  
**Policy Implications** Nil

**Risk Implications**

<b>Risk:</b> That Council does not receive the minutes or object to decisions of the WEROC Council meeting.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Insignificant	Low
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.		

**Financial Implications** Nil

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Governance**

Goal 12 – Council leads the organisation in a strategic and flexible manner

12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council receives the minutes of the WEROC Council Meeting held on the 28<sup>th</sup> November 2019 at the Shire of Merredin Council Chambers.**

## 11. Officers' Reports

### 11.1 Environmental Health Officer

<b>Agenda Reference and Subject:</b>	<b>11.1.1 Environmental Health Officer Information Bulletin</b>
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Julian Goldacre, Environmental Health Officer
<b>Author:</b>	Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<i>Nil</i>

#### Summary

To accept the Environmental Health Officer Information Bulletin for the months of September, October and November 2019 for activities undertaken.

#### Background

The Environmental Health Officer will provide a report of activities undertaken during the preceding two months inclusive of Deputised and Delegated functions. This Information Bulletin will cover the months of September, October and November 2019.

#### Comment

As part of the role of EHO in asset management the following major items have been undertaken:

A) The severely deteriorated power pole holding the power meter at the Playgroup building has now been replaced with a steel pole and the electricals updated to current standards. Note, the responsibility of power poles is determined by where the meter box is located thus if on a property the responsibility for the pole maintenance and replacement is with the owner of the property, not with Western Power and its contractors;

B) The eaves and gable end of the Daycare building on Bean Road have now been repainted addressing the flaking paint on the eaves and the deteriorated paint on the barge boards;

C) The broken submeter at the rebroadcast tower shed that measures power consumption has now been replaced with minimal disruption to the rebroadcast transmissions. Public were notified of a service outage before works commenced through the usual public media;

D) Routine servicing of the evaporative AC units has been completed and identified maintenance matters addressed. The contractor will cost up a scheduled replacement option for the older systems that are at or near the end of their serviceable life and are not water wise;

E) the government housing electrical and AC checks have been completed and sent through to the managing department for the annual requirement.

Operational matters undertaken by the EHO are as follows:

1) The Johnson Street Industrial unit's power fluctuations is still under investigation by Western Power who have installed loggers although due to the lack of activity at Unit 2 they are still awaiting final records to be logged; therefore, the matter is ongoing;

2) Negotiations for the start-up of a new food business is ongoing to reopen the former Double Dees Diner kitchen, historically the previous issue of ventilation and wall tiling are being resolved and there are no perceived issues with the reopening as a food business. The processing of the reopening of the Café at

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48 Johnson street is progressing well with renovations completed and kitchen plans and operation done. There is a situation regarding the capacity of the septic tank due to suspected root ingress into the leach drain and this is being worked on to be pumped out regularly until the STED connection is available. The coffee van approval has assessed and issued.

3) The EHO has been working at great length with the Bruce Rock Engineering hydraulic consultant to progress the paperwork for the sewerage system requiring approval from the Department of health Water Unit due to its high volumes. Again, the visit to the Water Unit enabled some of the issues to be resolved and the final Local Government Report was supported. Changes to the system have been relayed to the consultant and discussions with BKE staff has clarified the install in preparation for the 'as constructed' paperwork;

4) The EHO met with the waste and landfill contractor Mr P Fuchsbichler to review the contract Key Performance Indicators for waste collection and landfill operations. Mr P Fuchsbichler was in agreeance to the KPIs suggested and these are now resolved within a checklist template. Initial KPI review is planned for November then December. The November KPIs were baseline due to only having negotiated with the contractor of the requirements of the Contracts.

5) The squash court one new flooring has been scheduled for early January 2020 with the Bruce Rock Squash Club agreeing to remove the flooring planned for December. With savings made the prospect of replacement LED lighting is a possibility and is being quoted on to finalise the last of the major concerns of the facility other than the door closers;

6) The Shackleton Hall was inspected for compliance with the Health (Public Buildings) Regulations 1992 against a previous inspection report. Some minor maintenance has been ongoing. The EHO undertook the inspection with an electrical contractor and initiated an upgrade to the illuminated EXIT signs where required, a review of the power board's compliance and the provision and testing of the EXIT lighting and RCDs; these works are now complete. The required updated escape plans have been commissions and are due in mid-December. Overall the hall is sound although only minor maintenance is required. The ceiling overall is in good shape considering its horsehair composition with plaster with one small area damaged but has had an interim repair. The hall is fit for use and the current Form 4 occupancy permit remains in effect;

7) Quotations for the repainting of the Town Hall, old school building at rear of museum and the swimming pool entry have been issued to the local painting contractor. The Town hall is deferred until quotations for the replacement of damaged ceiling sheets is resolved as it is causing water stains on the new eaves which will compromise the new paint, this has been discussed with the painter and agreed to;

8) The house at 12 Venemore Street Shackleton has had the "House unfit for habitation Notice" issued and served and the Direction Notice for the asbestos matters issued and served. Both the Building company dealing with the insurance claim and the owner have been in contact and works are being undertaken to deal with the asbestos matters which includes the fencing off the property;

9) The matter raised by Council regarding alleged termite activity at 24 Johnson Street dwelling was investigated. Pursuant to the health (Miscellaneous Provisions) Act 1911 the EHO accessed the property, not the inside of the dwelling to undertake an inspection of dwelling house condition. and extensive search of the dwelling and the surrounding gardens found no clear and present evidence of termite activity. Issues of dwelling house maintenance identified were damaged gutters and downpipes and small areas of wall cladding damage although overall the house was in reasonable condition all things considered. Two vessels contained water, which could promote mosquito activity. The owner will be traced and made aware of the matters requiring attention;

10) The EHO and DCEO inspected the burnt portion of building located on the corner of Johnson and Latham Streets to investigate concerns about pedestrian hazards. No footpaths were identified either formally or informally in place, and persons walking past the building would need to navigate around a tree taking up the road verge portion. The engineer's report shows that the outer walls are solid and suitable for reuse other than the east top parapet wall which has safety bunting to keep persons clear of in the event it should fall. Aspects that would be considered dangerous are the columns and roof trusses and burnt timbers on the roof trusses. These items are well within the internals of the building and away

from public access and do not pose a danger to the public. Information given by the owner verbally to the DCEO soon after the inspection was the associate of the owner will be available in April 2020 to undertake works to repair the building for the purposes of setting up a workshop;

11) The present Food Act Registration applications as well as the Traders/Stallholders forms have been significantly reviewed considering persons wishing to undertake Charitable endeavours specifically. The current forms, being “one size fits all”, were inappropriate and becoming a regulator burden for applicants wishing to undertake charitable endeavours. Another burden is the Food Act 2008 adopts in full the Food Standards Codes without any scope of practical endeavours to weed out administrative burdens. The matter of the Food Act 2008 has been reported to the Food Unit at the Department of Health for consideration as creates undue and unnecessary issues for people undertaking good will endeavours;

12) The 2020 Waste and Recycling calendar was completed inhouse and the dates checked with the Waste contractor and Recycling contractor and has been published;

13) An expression of interest was submitted to WALGA to participate in Household Hazardous Waste collection day and may become available in Bruce Rock on a nominated day when the Environment Dept decide to give this quality endeavour a license to operate;

14) The Food Act 2008 annual reporting has been completed and submitted for the years past inspections and issues identified. Furthermore, the Waste Annual reporting has also been submitted.

The Officer took the whole of September month off for long service leave.

#### **Consultation**

Mr D Mollenoyux Chief Executive Officer; and  
Mr A O’Toole Deputy Chief Executive Officer;

#### **Statutory Implications**

*Health (Miscellaneous Provisions) Act 1911;*  
*Waste Avoidance and Resource Recovery Act 2007;*  
*Local Government Act 1995;* and  
*Planning and Development Act 2005*

#### **Policy Implications**

Nil

#### **Risk Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Please use the below formatting when referring to the plan.

#### *Shire of Bruce Rock – Strategic Community Plan 2017-2027*

##### **Governance**

Goal 7 Our community are engaged and have a healthy lifestyle  
7.7 Environmental Health services -Create a community health plan incorporating community life, local planning, parks and facilities, transport, social support and community participation to embed preventative health measures and health promotion locally.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**To accept the Environmental Health Officer Information Bulletin for the months of September, October and November 2019.**



**Agenda Reference and Subject:**

**11.1.2** Western Australian Planning Commission Application No 158739 for the amalgamation of Lots 226, 227 & 228 Butcher Street, Bruce Rock townsite

**File Reference:**

A430, A1149 & A1150

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Author:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest:**

**Attachments:**

*Item 11.1.2 – (A) Western Australian Planning Commission Application No 158739-referral letter and site map;  
Item 11.1.2 – (B) Application Documentation and site plan*

**Summary**

Council provides information and comment only related to land zone use, and Bushfire Attack Level documentation to the Western Australian Planning Commission for application numbered 158739 for the amalgamation of Lots 226, 227 & 228 Butcher Street, Bruce Rock townsite.

**Background**

At the Ordinary Meeting of Council held on the 18 July 2019 the Council resolved to approve the Planning Application for the establishment of a Workforce Accommodation and other works development on lots 226, 227 and 228 Butcher Street by Resolution OCM July 19 – 12.1.1. Item '3' of this resolution required, in order to properly develop the land being three lots, to amalgamate the three lots into one lot within one year of the Council resolution. Furthermore, when the application to construct or install an apparatus for the treatment of sewage was submitted the local government report to the Water Unit of the Department of Health also required the three lots to amalgamated into one lot given sewerage cannot transverse a boundary line. On the 3 December 2019 the Shire of Bruce Rock received the formal application numbered 158739 (Attachment Item 11.1.2(A)&(B)) from the Western Australian Planning Commission (WAPC) for Council consideration to undertake the amalgamation of the aforementioned three lots into one lot.

**Comment**

The Shire of Bruce Rock as an interested party along with other agencies has been formally requested to provide any information, comment, or recommended conditions pertinent to application 158739. Given that the land use is 'residential' zoned and will remain so and the purpose of the amalgamation is to facilitate the approved development as per Council Resolution OCM 19-12.1.1 thus this matter is not requiring any further recommended conditions due to:

- a) The land is currently residential zoned and will remain so;
- b) The land's development approval is for a residential endeavour as supported by Council through Council Resolution OCM 19-12.1.1 for which relevant residential amenity and operation conditions already apply;
- c) The land is now serviced by a sewage disposal point as negotiated by BK Engineering, the Shire of Bruce Rock Officers, and Water Corporation that makes the land suitable for infill residential development;
- d) The lots will be serviced by Water Corporation as one lot after amalgamation by a potable water supply; and
- e) The lots will be serviced by Water Corporation as one lot after amalgamation by a new fire hydrant point.

The application received by the EHO on review has predominantly not identified any factors warranting further investigation. It is however noted that on the last page of application 158739 it states that ‘is the development within a Bushfire Prone Area?’ and the response is ‘NO’, when in fact a Bushfire Attack Level assessment was required numbered ‘19-006 BR Eng BAL Report(C)’. A copy has been sent to the licensed surveyor for review and will also be forwarded to the WAPC as part of the Shire of Bruce Rock provision of comment and information. Furthermore, the application 158739 on page 2 of the referral letter states, ‘Local Gov. Zoning Light Industry, Residential’ when in fact the subject land is ‘Residential’ zoned only. The matter of the dual zoning has been referred to the WAPC for comment.

There is no clear and present requirement to recommend any further condition/s regarding application 158739 that is not already covered in the original approval by Resolution OCM July 19 – 12.1.1. The matter of the dual zoning notation by the WAPC and the ‘NO’ response regarding the Bushfire Prone Area will be provided to the WAPC as part of due diligence comment and information to ensure due process is undertaken.

**Consultation**

Nil

**Statutory Implications**

*Planning and Development Act 2005.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Development proceeds outside of the scope approved by Council.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Minor	Low
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedure and is unlikely to need specific application of resources.		

**Financial Implications**

Nil

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Governance**

Goal 3 Assist the local economy to grow

Goal 3.7 Leverage economic opportunities and developments from successful local businesses

**Voting Requirements**

Simple majority

**Officer Recommendation**

**That Council resolves to:**

1. Provide the Western Australian Planning Commission information being the report numbered ‘19-006 BR Eng BAL Report(C)’ completed for the Bushfire Attack Level assessment for Lots 226, 227 and 228 Butcher Street, and

- 2. Provide the Western Australian Planning Commission comment that all the Lots being 226, 227 and 228 Butcher Street are zoned only 'Residential' and are not in part or wholly 'Light industry' zoned.**

## 11.2 Manager of Works & Services

**Agenda Reference and Subject:**

**11.2.1** Works & Services Information Report

**File Reference:**

**Reporting Officer:**

Glenn Casley, Manager of Works & Services

**Author:**

Glenn Casley, Manager of Works & Services

**Disclosure of Interest:**

**Attachments:**

*Nil*

### Town & Gardening Crew

- Main Street tidied up
- Caravan Park tidied up ready for Xmas
- Memorial Park, Amphitheatre tidied up for Xmas function
- 1.3 kilometres of new kerbing laid down Bath Street and Dampier Street
- Open drains whipper snipped, cleaned and sprayed
- Footpaths in town blown down and picked up
- Verges whipper snipped and sprayed
- Private works for Avid Resources
- Private works shed pad Liebeck Rd
- Town reticulation checked for leaks and efficiency
- Roses de-headed
- Fix reticulation at the pool
- Fix sunken brick paving at the pool

### Construction Crew

- Bruce Rock-Narembeen Road, sealing commences on the 16<sup>th</sup> December with a section of this seal in the new rubber bitumen
- Summer grading some gravel roads
- Patching crew on Foss Rd, Bees Rd, Kwolyin South Rd

### Workshop

- Workshop report November:
- BK09 - (Doctors Car), Service, maintenance to Nissan X-trail.
- BK011 - Hamm Roller, re-gas air conditioning
- BK238 – 1989 Mitsubishi, engine overheating, engine failed transported to depot
- BK373 – Replace front windscreen and left-hand side screen
- Small Plant – Major Service on Water pump for Bomag Stabilizer
- BK029 – Street sweeper, replace front tires
- JOHN DEERE – Ride on mower, replace Spindle hub assembly, blade drive shaft
- BK510 – 12M Grader, Air Conditioning fault finally repaired, Auto Blade Leveling System repaired, Front steer wheel lean faults repaired, Low Voltage Alarm system repaired.
- Small Plant - services and repairs

### Ongoing Work

- BK510 – 12m Grader, Now has Steering Control valve Fault
- BK03 – 70.000km service

- BK029 – DAF Sweeper, vacuum system repairs, operations panel, switches to be replaced, water pump leaks hydraulic leaks to be rectified. Rear axle group tire replacement.
- DMT181 – D6R Dozer air con failed, blade tilt cylinder oil leak, hydraulic system oil leaks to be rectified, left hand final drive leak and high metal sample present
- BK6519 – Water truck service, replace air intake on rear cab

**Rec Centre**

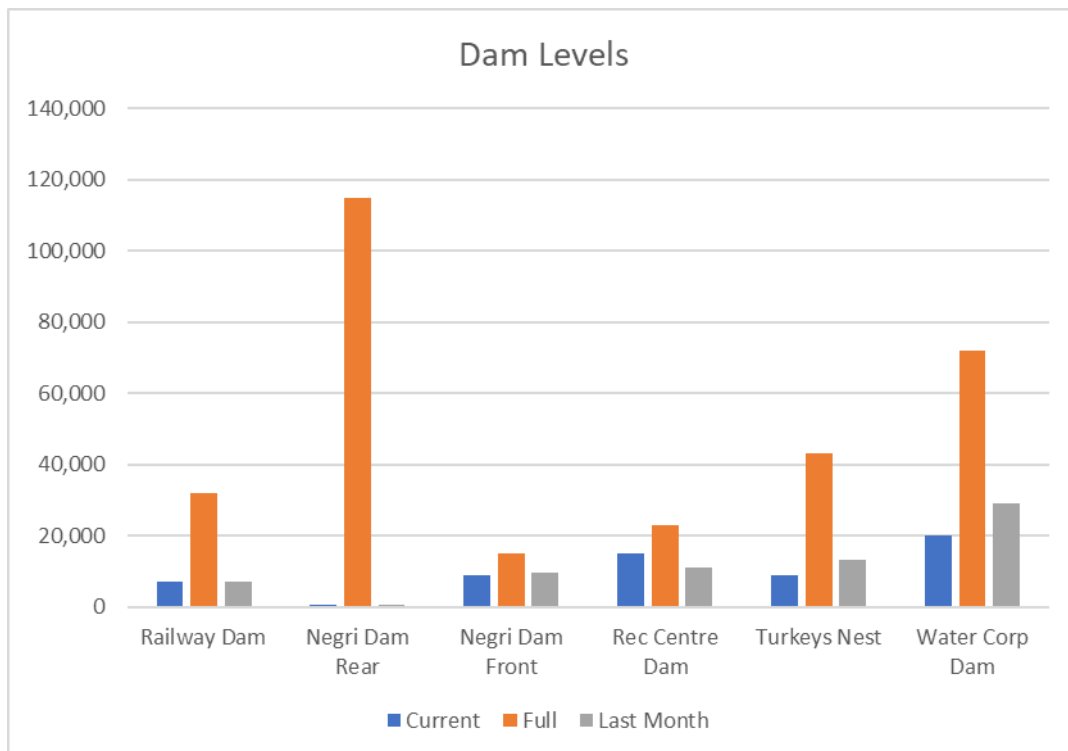
- Oval Mowed
- Damien has been showing Gemma the processes for looking after the Oval during the Xmas break
- New Gang mower has been delivered
- New Cricket wicket mower arrived on the 9<sup>th</sup> December
- Watering of new entry statement trees
- Preparing cricket wicket for matches

**Vehicles/Machinery Changeover**

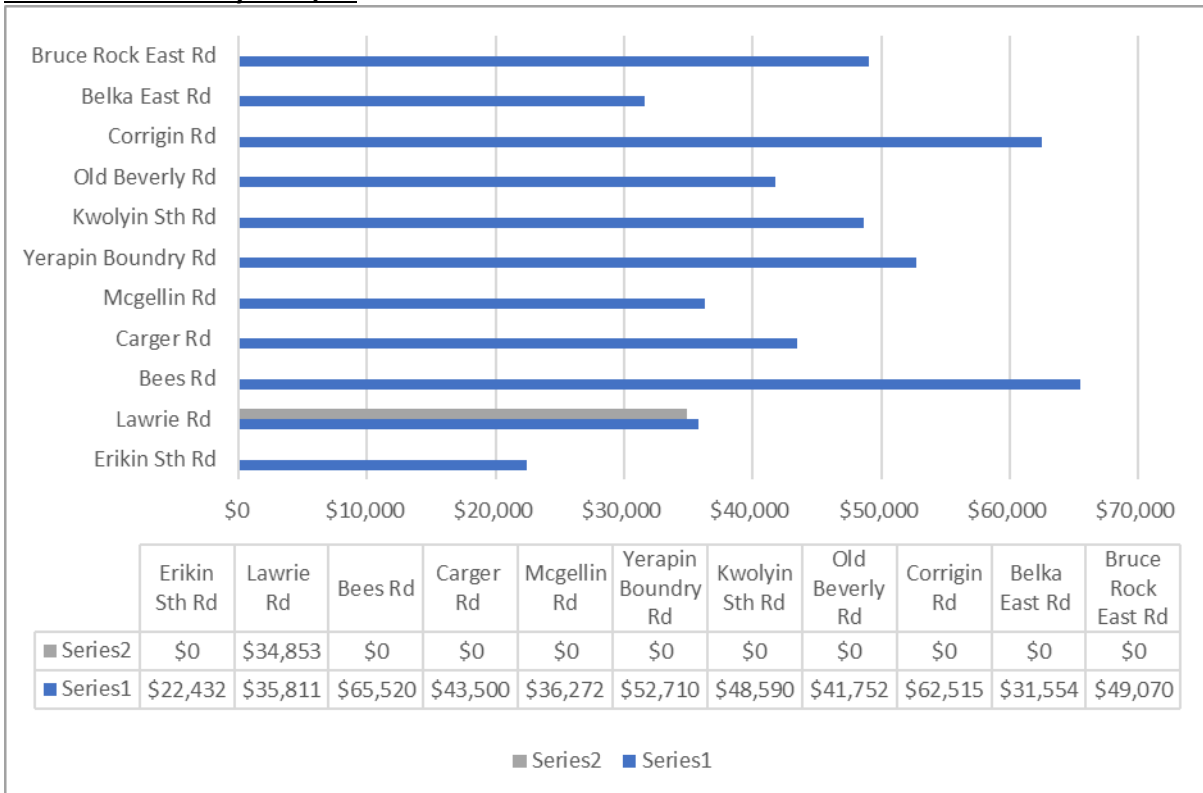
The new arrivals for the oval will be down on display for Council to have a look at if there is time

**Dams**

• Dam	• Current	• Capacity
• Railway Dam	• 7,200kl	• 32,000kl full
• Negri Dam Rear	• 0kl	• 115,000kl full
• Negri Dam Front	• 8,500kl	• 15,000kl full
• Rec Centre Dam	• 11,000kl	• 23,000kl full
• Turkeys Nest	• 13,000kl	• 43,000kl full
• Water Corp Dam	• 27,000kl	• 71808kl full

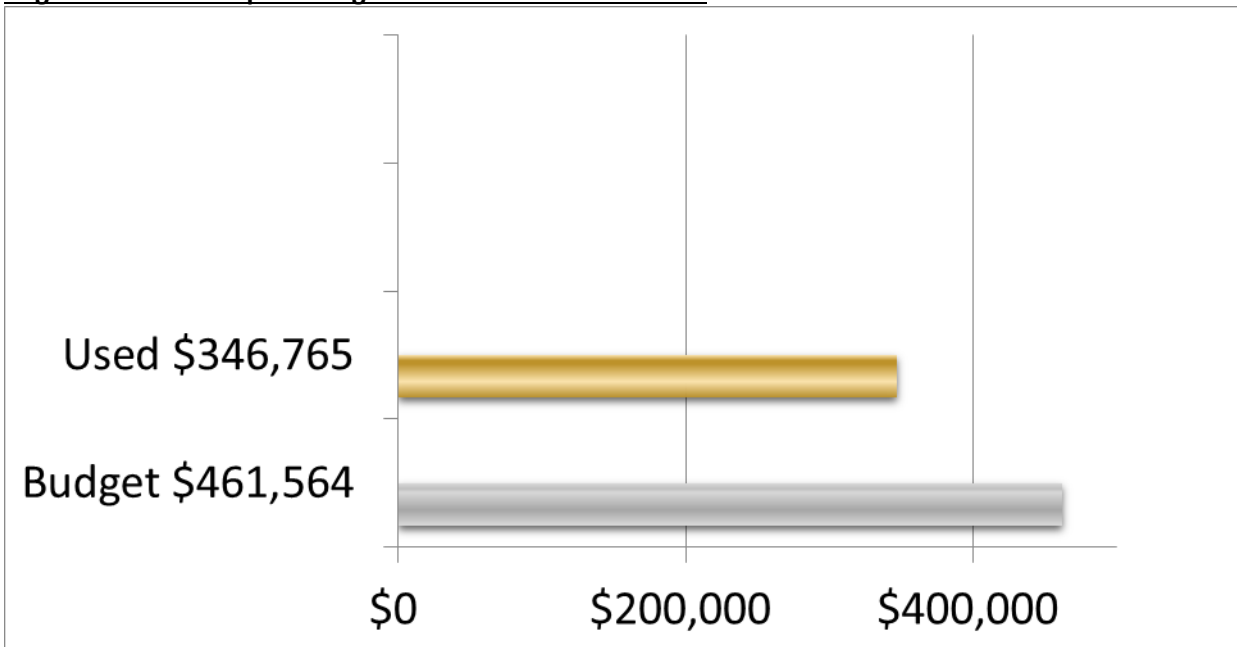


**Roads To Recovery 2019/20**



This chart is to show the program we have this financial year for Roads to Recovery. It will be updated each month so Council can see the progress through the year.

**Regional Road Group Funding Bruce Rock- Narembeen Rd**



This chart is to allow Council to see how the road project is moving along financially. To update Council the clearing and drainage works are complete and gravel carting has begun to prepare for stabilising.

**RAV Update**

There have been a few phone calls regarding RAV access on town streets with a few truck drivers being fined. I have placed an ad in the Rock Review reminding everyone that the town streets are not rated at all apart from Dunstall St, Noonajin Road, Latham St and Lethean St.

I have also put in a request about the slip lane that goes past the BP station as it was not rated and to take the rating from Railway Parade since this is built up with housing.

**Main Street Speed Zone Change**

I am progressing this change over. The process entails paperwork that has been completed for both Swan St and Johnson St. It is also a requirement to have traffic counts which I have put out to help with this project and the intersection issue as well. Once these have run their amount of days, I will download the data and submit all the information to Main Roads. Hopefully we will have a result in January 2020 and can report to Council in February 2020.

**Dunstall St Intersection**

I have emailed Craig Manton, Main Roads WA to progress with remediating this dangerous intersection however, I am still waiting on a response. I have also raised concern about the line marking that was discussed in April 2019. To prepare for our planning, traffic counters have been placed to catch the current traffic flow to build our case and seek Blackspot funding to stage this project.

**New Roads Team Leader Position**

Due to the lack of response for this position, the CEO has advised that the job will be advertised again and close on the 2<sup>nd</sup> January 2020.

**11.3 Manager of Finance**

<b>Agenda Reference and Subject:</b>	<b>11.3.1</b> Statement of Financial Activity
<b>File Reference:</b>	8.2.6.2 Financial Reporting
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	
<b>Attachment:</b>	<i>Item 11.3.1 Attachment A – Statement of Financial Activity November 2019.</i>

**Summary**

A statement of financial activity must be produced monthly and presented to Council.

**Background**

In accordance with the Local Government Act 1995, a Statement of Financial Activity must be presented to each Council meeting, including a comparison of actual year to date to the budget year to date and variances from it. It must also include explanations of any variances and any other associated information that would be useful for readers of the report.

**Comment**

The financial statements for the month ending 30 November 2019 will be presented at the meeting.

**Consultation**

Chief Executive Officer  
 Deputy Chief Executive Officer  
 Manager of Finance  
 Manager of Works and Services  
 Senior Finance Officer and other staff

**Statutory Implications**

r. 34 Local Government (Financial Management) Regulations 1996

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Financial performance is not monitored against approved budget		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The monthly financial report tracks the Shire’s actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire’s financial performance throughout the year.		



**Financial Implications**

Comparison of actual year to date to the 2018/19 Budget

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Governance**

Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That the Statements of Financial Activity for the month ending 30 November 2019 as presented be received.**

<b>Agenda Reference and Subject:</b>	<b>11.3.2</b> List of Payments
<b>File Reference:</b>	8.2.3.3 Accounts Payable (Creditors)
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Officer
<b>Author:</b>	Mike Darby, Senior Finance Officer
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<i>Item 11.3.2 – List of Payments November 2019</i>

**Summary**

List of payments made since the last Ordinary Council Meeting.

**Background**

As the Chief Executive Officer has been delegated the authority to make payments from the municipal and trust funds, a list of payments made is to be presented to Council each month. Also, in accordance with Finance Policy Number 2.3, included is a list of payments made with the CEO’s credit card.

**Comment**

Following is a list of payments made from Council’s Municipal and Trust Accounts and also payments made with the CEO’s credit card for the month of November 2019.

If you have any queries regarding the list of payments, please advise prior to the meeting to enable staff to seek relevant information.

**Consultation**

Nil

**Statutory Implications**

s.6.10 Local Government Act 1995

r.13(1) Local Government (Financial Management) Regulations 1996

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Payments are not monitored against approved budget and delegation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The monthly list of payments provides an open and transparent record of payments made under the appropriate approved delegations.		

**Financial Implications**

Payments must be made in accordance with 2019/20 Budget

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Governance**

Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council endorse the list of payments from the:**

- 1. Municipal Account consisting of:**
  - a. EFT voucher numbers EFT14946 to EFT15054 totalling \$294,021.58**
  - b. Cheque number 23962 to 23365 totalling \$1,579.91**
  - c. Trust Cheques Nil**
  - d. Wages and Superannuation payments totalling \$205,954.79 and**
  - e. Credit Card payments \$783.31**

**With all payments totalling \$501,556.28 for the month of November 2019.**

<b>Agenda Reference and Subject:</b>	<b>11.3.3</b> Budget Amendments – Hockey Turf Lighting and Power Upgrade at Bruce Rock Recreation Centre
<b>File Reference:</b>	8.2.7.1 Annual Budget
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<i>Nil</i>

### Summary

To amend the 2019-20 Budget to reduce the capital expenditure on the power upgrade at the Bruce Rock Recreation Centre and to reduce the financial contribution from the Bruce Rock Hockey Club.

### Background

The 2019-20 Budget was set including the capital expenditure project of upgrading the power to the Bruce Rock Recreation grounds and hockey turf lighting project. After quotations were received for the proposed works, the project can be completed \$50,000 under the budgeted amount. As a consequence of this, the Bruce Rock Hockey Club had promised that they would contribution \$50,000 to the power upgrade to ensure that the project was completed. Due to this saving, it seems fair and reasonable to remove this contribution from the budget also. This would have a nil effect on the budget.

### Comment

The EHO has received the quotation from Western Power to complete the upgrade of the power to the southern boundary of the Bruce Rock Recreation grounds. The quote is approximately \$50,000 less than budgeted. As a consequence of this, a budget amendment can be proposed to reflect this saving.

This saving will however be offset by the offer to the Bruce Rock Hockey Club that the additional \$50,000 that were going to contribute to the lighting project is not required.

This will have a nil effect on the budget as the reduction in expenditure is offset by a reduction in revenue, contributions received.

### Consultation

CEO, MOF & EHO

### Statutory Implications

Section 6.Part 6 of the Local Government Act 1995 and accompanying regulations.

### Policy Implications

Nil

**Risk Implications**

No risk implications

**Financial Implications**

J11314 – Power Upgrade at Bruce Rock Recreation Grounds – Reduction of \$50,000

GL113311 – INCOME – Contributions & Reimbursements – Halls and Rec Centres – Reduction of \$50,000

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

Goal 2: Maintain Shire owned facilities in a strategic manner and also to meet the needs of the community

Goal 7: Our community are engaged and have a healthy lifestyle

Goal 12 – Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Absolute Majority

**Officers Recommendation**

**That Council resolves to;**

- i. **advise the Bruce Rock Hockey Club that their offer to provide an additional \$50,000 for the power upgrade at the Bruce Rock Recreation grounds is no longer required due to the variation in scope of works required and cost of the project being less than budgeted; and**
- ii. **amend the 2019-20 Budget;**
  - a. **to reduce the capital expenditure allocation to J11314 – Power Upgrade to Rec Centre by \$50,000; and**
  - b. **to reduce contributions received GL113311 - INCOME – Contributions & Reimbursements – Halls and Rec Centres by \$50,000.**

<b>Agenda Reference and Subject:</b>	<b>11.3.4</b> Request for Funds for Community Budget Request Ardath Tennis Club
<b>File Reference:</b>	8.2.7.1 Annual Budget
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	<i>Item 11.3.4 Attachment A – Email from Ardath Tennis Club</i>

**Summary**

The Ardath Tennis Club (ATC) have advised that they have been successful in obtaining external funding to replace the asbestos roof at their Clubhouse. This was a requirement for the Shire to provide community budget funding as part of the 2019-20 Budget.

**Background**

The ATC requested for financial assistance to replace the asbestos roof on the Clubhouse as part of the 2019-20 Community Budget requests. Council agreed to the funding if the ATC was successful in obtaining funding.

The ATC have been advised that they have been successful in obtaining \$4,250 of CBH Grass Roots funding.

Council allocated \$4,000 in the 2019-20 Annual Budget for this request.

**Comment**

The project has been estimated by the ATC to cost approximately \$12,000 and they would like to commence the project in April 2020 so that it is completed in readiness for the 2020/21 season.

The components of the project are:

Removal & Disposal of Asbestos Roof	\$3,000 - \$4,500
Materials for new roofing	\$4,500 (mostly funded by CBH Grass Roots)
New drinking water tank & attachments	\$512.60
Supervision by Shire Staff Member for 1 day	\$300.00 (Approx. based on 8.5 hour day)
<b>Approx. Cost of Project</b>	<b>\$9,812.60</b>

Labour to install new roof & drinking water tank	\$3,500 (ATC members) In Kind Contribution
<b>Total Cost</b>	<b>\$13,312.60</b>

As the Ardath Sports Pavilion building is listed as an asset of the Shire, the Shire is required to provide the supervision over the project to ensure that occupational health and safety requirements are adhered to. This will include the supervisor conducting a start-up meeting with the volunteers to ensure that they comply with any OSH requirements including working at heights. The Shire Supervisor selected will need to have these necessary qualifications.

The EHO has advised that a building license would not be required for these works however, it would be advisable for the ATC to discuss the project further with the EHO to ensure all regulations and requirements are followed when reroofing the building.

**Consultation**

MOF, CEO & EHO

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Presence of asbestos in buildings that can pose an environmental risk to residents if not maintained properly		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Major	High
<b>Action / Strategy:</b> This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High”. As a high-risk matter, the Chief Executive Officer agrees that by removing the asbestos and replace roofing with a suitable material will reduce the risk to the public		

**Financial Implications**

Allocation of \$4,000 in the 2019-20 Budget for this project.

**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

- Goal 2: Maintain Shire owned facilities in a strategic manner and also to meet the needs of the community
- Goal 7: Our community are engaged and have a healthy lifestyle

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That;

- i. Council staff liaise with the Ardath Tennis Club regarding the replacement of the roof on the Ardath Sports Pavilion;
- ii. provides a suitably qualified supervisor to oversee the replacement of the roofing by volunteer members of the Ardath Tennis Club; and
- iii. provides financial assistance up to a maximum of \$4,000 as allocated in the 2019-20 Budget towards the project

**Agenda Reference and Subject:**

**11.3.5** Request to Use Funds from the Turf Infrastructure Reserve – Bruce Rock Football Club

**File Reference:**

8.2.7.1 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Darren Mollenoyux, Chief Executive Officer

**Attachments:**

*Item 11.3.6 Attachment A – Letter from Bruce Rock Football Club*

*Item 11.3.6 Attachment B – Turf Infrastructure Replacement Fund*

**Summary**

The Bruce Rock Football Club (BRFC) has requested that they access funding from their Sporting Club Facility Replacement Reserve to partly fund the replacement of the scoreboard at the Football Oval at the Bruce Rock Recreation Centre.

**Background**

The BRFC funded the replacement of the scoreboard at the Football Oval at the Bruce Rock Recreation Centre in the late 1990s with a custom designed and built electronic scoreboard.

This has served the club well, but in recent years with the scoreboard now over 20 years old and after several attempts to repair it have not been effective, therefore there are continual issues with globes blowing, controller panel not working and during a football game, the score can be inaccurate, goes blank or resets.

**Comment**

The BRFC provided the funding for the replacement scoreboard in the late 1990's. Since this time, the Shire has insured the scoreboard.

The BRFC has resolved to purchase a new scoreboard and has already ordered it. It will fit into the existing framework at the oval and will be of a similar format to the existing scoreboard. It will have improved viability and functionality. The cost of the new scoreboard is \$22,000 including the controller, sign writing and freight. The BRFC will undertake the installation of the new sign.

To ensure that the new scoreboard is ready for the commencement of the 2020 season, the BRFC has already ordered the new sign.

The BRFC has asked if they can access funds from the Sporting Club Facility Replacement Reserve.

This fund was established in 2018 and to date each sporting club that utilises facilities at the Bruce Rock Recreation Centre has contributed funds. Under the policy, 6.2 Turf Infrastructure Replacement Fund, the Shire will match contributions made to the fund of up to 50 cents for every dollar contributed up to a maximum of \$2,000 per financial year. The funds must be made by 15<sup>th</sup> March each year and then the funds are invested to ensure that as much interest is accruing as possible.



The BRFC’s reserve fund balance is \$11,661.25 and the reserve fund is invested until March 2020. The funds consist of the following;

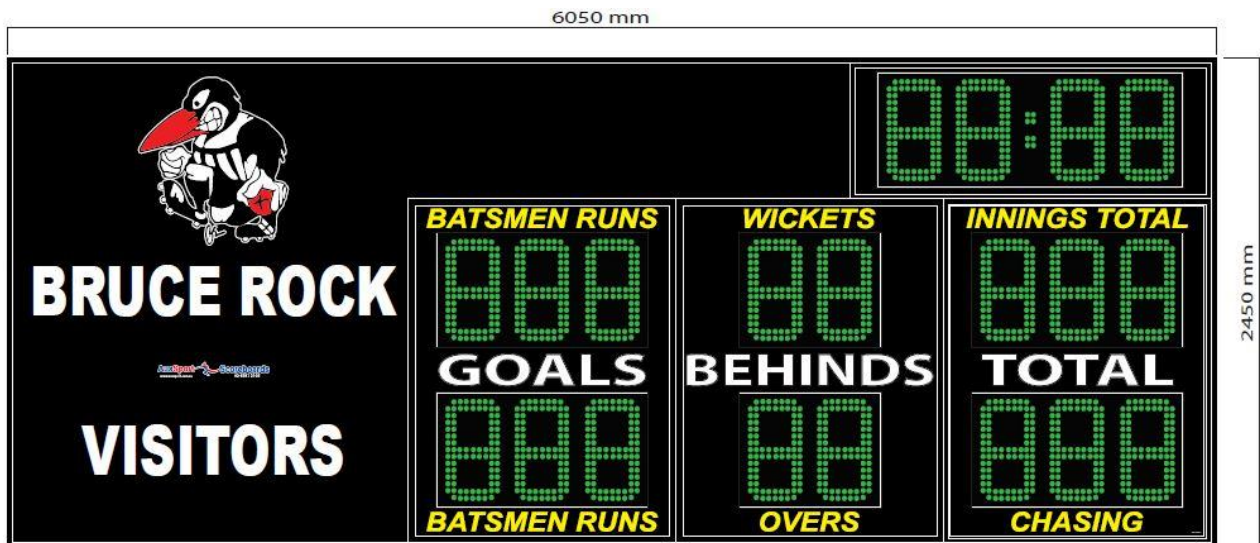
BRFC Contributions	March 2018	\$5,000.00
	March 2019	\$3,000.00
Shire of Bruce Rock Matching Contribution	March 2018	\$2,000.00
	March 2019	\$1,500.00
Interest Paid	2018-19	\$161.25
	<b>TOTAL</b>	<b>\$11,661.25</b>

The BRFC has not indicated if they have applied for external funding for this project or what level of financial assistance they require.

If Council agree with the BRFC’s request, it would be stipulated that the funds could not be taken from the reserve until the term deposit expires as at 13<sup>th</sup> March 2020, otherwise all clubs will have the small amount of interest that is accruing on the funds reduced.

This use of reserve funds has also not been included in the 2019-20, and so a budget amendment would be required if Council agreed to the request for the use of the funds and the reduction in the interest revenue accrued. However, in the case where this has not been stated, 50% of the project would see \$11,000 of the reserve utilised.

If Council is to fund 1/3 of the project, then \$7000 could be utilised from the reserve.



**Consultation**

MOF

**Statutory Implications**

*S6.8(1) – A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure-  
(b) is authorised in advance by resolution.*

**Policy Implications**

6.2 - Turf Infrastructure Replacement Fund

**Risk Implications**

<b>Risk:</b> That the scoreboard at the Football Oval does not work during a football match.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	Insignificant	Low
<b>Action / Strategy</b> This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low”. Replacing the scoreboard will ensures it works during football matches.		

**Financial Implications**

A budget amendment would be required to reflect the use of funds for the project, a contribution of \$11,000 and a reduction in the interest accrued on the reserve.

**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

- Goal 2: Maintain Shire owned facilities in a strategic manner and also to meet the needs of the community
- Goal 7: Our community are engaged and have a healthy lifestyle

**Voting Requirements**

Absolute Majority

**Officers Recommendation**

**That Council resolves to;**

- i. Agree to the BRFC request for a financial contribution of \$7000 towards the replacement of the scoreboard at the football oval of the Bruce Rock Recreation Centre;
- ii. Amend the 2019-20 Budget and utilise \$7000 of funds from the Sporting Clubs Facility Replacement Reserve (GL951904) and a reduction in interest earned on the reserve (GL032324) and
- iii. That the funds are made available after the 13<sup>th</sup> March 2020 when the term deposit expires for the Sporting Club Facility Reserve Account.

#### 11.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**11.4.1** Shire Seal

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest:**

**Attachments:**

*Nil*

**Summary**

Use of Shire President Stamp in November 2019.

**Background**

Nil

**Comment**

As per Council’s policy, the Shire Seal has been used during the month of November 2019 as follows:

- 14.11.19 – Melissa Schilling; Transfer of Land 201 & 202 Butcher Street to CEACA
- 28.11.19 – Melissa Schilling; Local Law Amendments x 6

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

**Governance**

Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council endorse the use of the Shire Seal during November 2019.**

**Agenda Reference and Subject:**

**11.4.2** Shire President Stamp

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest:**

**Attachments:**

*Nil*

**Summary**

Use of Shire President Stamp in November 2019.

**Background**

Nil

**Comment**

As per Council’s policy, the Shire President Stamp has been used during the month of November 2019 as follows:

- 14.11.19 – Melissa Schilling; Transfer of Land 201 & 202 Butcher Street to CEACA
- 28.11.19 – Melissa Schilling; Local Law Amendments x 6
- 29.11.19 – Melissa Schilling; Staff and Councillor Certificates

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

**Governance**

Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council endorse the use of the Shire President Stamp during November 2019.**

**Agenda Reference and Subject:**

**11.4.3** Request for Sponsorship of CRC Colour Run 2020

**File Reference:**

1.3.11.1 Community Resource Centre

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

**Attachments:**

*Item 11.4.3 Attachment A - Correspondence from Tamara Ennor, Bruce Rock Community Resource Centre - 21st November 2019*

**Summary**

Council has received a request from Tamara Ennor, Administration Officer at the Community Resource Centre (CRC) to support the 2020 Community Colour Run, which is scheduled for Saturday 28 March.

**Background**

The Community Colour Run, organised by the Bruce Rock CRC, has now been running for 3 years, and is a major community event for the Shire. The Colour Run is both a healthy initiative and a positive way to engage the community in positive activities, helping to build a strong community culture.

Having secured the necessary funding, the CRC have written to the Shire requesting sponsorship or in-kind support to assist them in hosting the event in 2020. This is something that the Shire has supported in previous years.

**Comment**

The levels of sponsorship as detailed in the CRC’s letter range from “Cash or In-Kind” support which identifies “products or merchandise to award for participation” as an acceptable form of support, up to Gold Sponsorship of \$750 which gives sponsors extensive recognition as a Gold Sponsor, and a range of other benefits including 8 free tickets and identification on advertising and promotional material.

In previous years the Shire has supported the event by providing in-kind practical assistance with setting up the course and other items essential to the event. It is also proposed that Council donates 4 of the Shire’s branded hats and 4 stubby holders to be given as participant awards following the event.

**Consultation**

Darren Mollenoyux, Chief Executive Officer

Ashleigh Waight, Community Development Officer

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Council does not support the Bruce Rock CRC Community Colour Run 2020		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
The Community Colour Run requires the assistance of Shire staff and equipment to make practical arrangements for the event.		

**Financial Implications**

In giving in kind staff support and the donation of 4 hats and 4 stubby holders as prizes, the anticipated cost to Council is estimated to be around \$600-\$700, depending on the amount of time required for set-up and removal after the event.

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Governance**

Goal 7 Our community is engaged and have a healthy lifestyle

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

**That Council approve the request for support for the 2020 Community Colour Run as organised by the CRC, with the assistance provided to be in-kind support to prepare the course for the event etc., and for the donation of 4 Shire hats and 4 stubby holders to be awarded as participant prizes.**

**Agenda Reference and Subject:**

**11.4.4** Memorial House and Rose Garden Heritage Status

**File Reference:**

4.1.1.3 Bruce Rock Memorial Hospital

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

**Attachments:**

*Item 11.4.4 Attachment A - Correspondence from Heritage Council of WA - 15 November 2019*

**Summary**

Council is asked to consider the correspondence from the WA Heritage Council regarding an updated draft assessment of the heritage status of Memorial House in Bruce Rock, which it is proposed will now include the “Coronation Rose Garden” and an amended curtilage.

**Background**

Memorial House was previously entered in the State Register of Heritage Places on an interim basis on 14 May 2018 under the Heritage of Western Australia Act 1990. This legislation has now been superseded by the Heritage Act 2018, and this requires the finalisation of registration of any places which were only interim registered at the time of the new Act coming into effect on 1 July 2019.

The finalisation of the previous Heritage Council registration of the Memorial House site presented an opportunity for reassessment, which in turn has led to a proposal to include the Coronation Rose Garden.

**Comment**

The documents received from the Heritage Council state that Memorial House is to retain its heritage listing, but also that the Rose Garden which was originally planted in 1953 to commemorate the coronation of Queen Elizabeth II be added to the site. The documentation suggests that the Memorial House Coronation Rose Garden is one of only six recorded places in the State which commemorate Queen Elizabeth’s coronation. In order to encompass this within the curtilage, it is proposed that the orientation of the original curtilage (i.e. towards Butcher Street) be amended so that it now faces towards Dunstall Street.

The impact of this change is that the Rose Garden will thus be granted State “Heritage” status and will have to be maintained in its present condition in perpetuity, or until such time as the heritage status changes.

This matter was raised by Councillor Negri at the Local Health Advisory Group (LHAG) Meeting on 28<sup>th</sup> November 2019 and the LHAG were supportive of this change.

The Heritage Council documentation allows for one of four responses:

1. Support the proposed amendment and registration
2. Have no comment to make on the proposal
3. Do not support the proposed amendment and registration
4. Other

**Consultation**

Darren Mollenoyux, CEO  
Bruce Rock Local Health Advisory Group

**Statutory Implications**

Heritage Act 2018

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That Council do not support the proposed amendment of the Memorial House and Coronation Rose Garden heritage status		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Low
<b>Action / Strategy</b>		
The site is not owned by the Shire and therefore Council’s response would have chiefly reputational impacts.		

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council consider the correspondence from the Heritage Council and support the proposed amendment and registration of the *Memorial House and Coronation Rose Garden, Bruce Rock*.**



**Agenda Reference and Subject:**

**11.4.5** Review of Policy Manual

**File Reference:**

2.3.1.1 Policy Manual

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

**Attachments:**

*Item 11.4.5 Attachment A – Policy Manual*

**Summary**

Council is asked to review and endorse Council’s Policy Manual.

**Background**

The Policy Manual is prepared to provide Council with a formal written record of all policy decisions. A Policy Manual aims to:

- provide staff with precise guidelines in which to act in accordance with Council’s wishes;
- enable staff to act promptly in accordance with Council’s requirements but without continual reference to Council;
- enable Councillors to adequately handle enquiries from electors but without undue reference to the staff or Council
- enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matter of Council Policy.

The Policy Manual states that a review is to be conducted annually to ensure that the policies are consistent with Council’s current policy position. This was last reviewed in December 2018.

**Comment**

During the year, there were two new Policies approved by Council:

- 3.6 Communication and Social Media
- 3.7 Elected Member Training, Conferences and Seminars.

On review of the Policy Manual additional changes were made to the following policies:

**Policy Name and Number**

- **2.1 Signatories on Council Accounts**  
Old – States two named Councillors  
New – States Council and Shire positions (not individual names)
- **2.2 Signing Purchase Orders**  
Old – Foreman – Roads  
New – Roads Team Leader
- **2.4 Procedure for Outstanding Debtors**  
Old - Under “Process” – Matter will be referred to Collection Agent  
New - Matter will be referred to Collection Agent if economically viable to do so
- **2.6 Timely Payment of Creditors**  
Old – Policy – greater than \$10,000  
New – Remove greater than \$10,000

- **2.7 Purchasing (N.B. Separate Review Underway)**
  - Old – Amount of Purchase - \$5000-\$39,000 to obtain at least three written quotes
  - New – Amount of Purchase - \$5000-\$39,000 to obtain at least three written quotes or provide evidence of attempt to obtain quotes, remove table
  - New – If Supplier appears on WALGA Preferred Supplier List, three quotes are not required to be obtained by the Officer
  
- **2.11 Related Party Disclosures**
  - Old – Frequency of Disclosures – Each Quarter
  - New – Frequency of Disclosures – Annually
  - New – Upon election, Councillors must complete a Related Party Disclosure within 28 days.
  
- **3.1 Conferences, Seminars and Training**
  - Old – Employee can leave at 2pm the day prior to the Conference, Seminar or Training
  - New – The employee can depart Bruce Rock 3 hours prior to their finish time on the day prior to the course to ensure travel is during work time. The same principal would apply for any other destinations.
  - Old – Quotes to be obtained by the EXO
  - New – Quotes to be obtained by the EA (Title change)
  - New - If the conference includes a Gala or Conference Dinner that includes beverages, this can then be above the normal amount, but at a reasonable level commensurate with the event.
  - New – Added Section v) “Accompanying Person”
  
- **3.2 Superannuation Contributions**
  - Old – Table included Years 2017 and 2018
  - New – Table remove Years 2017 and 2018
  
- **3.3 Retirement/Resignation of Employees – Council Gifts/Functions**
  - N.B. Council’s view is sought on this Policy
  
- **3.5 Use of Information and Communication Technology (ICT) Resources**
  - New – Add “Remote Access to be at CEO’s discretion.”
  
- **3.7 Elected Member Training, Conferences and Seminars**
  - New – in Section vi) “Accompanying person” wording has been added to the effect that for official Conference Meals etc, partners’ costs can be included; however, all other meals and beverages are not to be reimbursed by Council.
  
- **5.1 Health Policy for Shire Events**
  - New – under 3. Alcohol add “iv) Provide water for consumption at no or minimal cost”
  - Old - under 5.2 Sun Protection Policy – remove “possible”
  - New – under 5.2 Sun Protection Policy – replace with “practicable”
  - Old – under 5.3 replace “Sunscreen will be made available...” to “Sunscreen may be made available...by the Shire”.
  
- **5.2 Moveable Buildings**
  - Old – “Town Planning Scheme Policy No 2 Moveable Buildings”
  - New – “Shire of Bruce Rock Local Planning Scheme No 3 Moveable Buildings Policy”
  
- **5.3 Outbuildings Maximum Size**
  - Add – Head of Power - Planning and Development (Local Planning Schemes) Regulations 2015

- **5.4 Waiving of Fees**  
Add – Head of Power - *Local Government Act 1995 s6.16* (imposition of fees and charges)  
*Local Government Act 1995 s6.12* (power to defer, grant discounts, waive or write off debts)
- **5.5 Payment of Subsidy for Connection to the Tank Effluent Disposal Scheme (STED)**  
Add – Head of Power – *Local Government Act 1995 s6.2*
- **6.3 Community Bus Hire Policy**  
Old – Fees and Charges dollar amount was stipulated  
New – Remove dollar amounts and replace with “Fees and Charges as per Annual Budget”
- **Vehicle and Fuel Usage**  
Old - Great Southern Fuel Card Allocations  
New – Allocated to Town Doctor, Skeleton weed Coordinator and Shire for small plant and Bus.

**Please note:**

There are two Policies which are undergoing separate review and will be ready in early 2020. These are 2.3 “Supply and Use of Corporate Credit Card”; and 2.7 “Purchasing”. When the reviews are completed, they will be brought to Council for consideration.

There are also two new Policies which are being considered for Council’s approval: “Use of Shire Brand and associated colours”; and “Standards of Dress and Hygiene for Staff”.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
Jennifer Bow, Manager of Finance  
Glenn Casley, Manager of Works  
Julian Goldacre, Environmental Health Officer  
Ashleigh Waight, Community Development Officer  
Melissa Schilling, Executive Assistant

**Statutory Implications**

Nil

**Policy Implications**

A complete review of all adopted Council Policies

**Risk Implications**

Risk: That the Policy Manual is not regularly reviewed and amended as necessary.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The Policy Manual is reviewed on an annual basis to ensure that it is relevant to and reflective of the Shire’s operations, and provides guidance and direction as endorsed by Council		

**Financial Implications**

Nil

**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

Governance

Goal 10            Our organisation is well positioned and has capacity for the future

Goal 12            Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

**That Council review and endorse the modifications to the Council Policy Manual as attached.**

**Agenda Reference and Subject:**

**11.4.6** Acceptance of the Annual Report

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

**Attachments:**

*Item 11.4.6 Attachment Shire of Bruce Rock 2018-19  
Annual Report*

**Summary**

Council is asked to accept the Annual Report for the period ending 30<sup>th</sup> June 2019 and set a date for the Annual Electors’ Meeting.

**Background**

The Annual Report for the financial year ending 30 June 2019 is to be provided to Councillors for their consideration and acceptance. The Audited Financial Statements and the Independent Audit Report are also included in the Annual Report.

**Comment**

Following the acceptance of the Annual Report, Council is required to give public notice of the availability of the Annual Report as soon as practicable. It is also a requirement that a General Meeting of Electors is to be held on a day set by Council not more than 56 days after acceptance of the Annual Report, with 14 days local public notice of the meeting being given. The last day that the Annual Electors Meeting could be held is Thursday 13<sup>th</sup> February 2020.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
Jennifer Bow, Manager of Finance  
Julian Goldacre, Environmental Health Officer  
Glenn Casley, Manager of Works and Services

**Statutory Implications**

The Local Government Act 1995 Section 5.53 advises that the Annual Report is to contain the following:

- a) A report from the President;
- b) A report from the Chief Executive Officer;  
An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year,
- c) The Financial Report of the financial year;
- d) Such information as may be prescribed in relation to the payments made to employees;
- e) The Auditor’s report for the financial year;
- f) Such other information as may be prescribed;
- g) Key Performance Indicators from the Strategic Community Plan 2017-27.

**Policy Implications**

Nil

**Risk Implications**

Risk: That the Annual Report Is not accepted by Council.		
Likelihood	Consequence	Rating
Rare	Moderate	Moderate
Action / Strategy		
It is a statutory requirement that the Annual Report is accepted by Council so that it can be submitted to the Department of Local Government and made available to the Bruce Rock Community.		

**Financial Implications**

Nil

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

**Governance**

- Goal 10 Our organisation is well positioned and has capacity for the future
- Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

**That Council;**

1. **Accepts the Annual Report for 2018-19 including the Audited Financial Report for period ended 30 June 2019, and that local public notice of its availability be given as soon as practicable; and**
2. **Holds the Annual Meeting of Electors before Thursday 13th February 2020.**

## 11.5 Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>11.5.1 CEACA Inc Future Direction</b>
<b>File Reference:</b>	4.1.10.1 CEACA
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	
<b>Attachments</b>	<i>Attachment A – VERSO Report CEACA Inc.</i> <i>Attachment B – SOBR Aged Friendly Community Plan</i>

### Summary

Council is requested to consider its ongoing commitment to CEACA Inc. and the progression of the identified target areas of Aged Care, as per the VERSO Report.

### Background

During a Wheatbelt forum Aged Care was discussed and as a result eleven (11) Local Governments, Wheatbelt Development Commission and Regional Development Australia agreed to form an alliance with the view to provide a needs study and solutions to the issues surrounding Aged Care within the Central Wheatbelt with each Council contributing \$5,000 to undertake this work.

Out of this alliance a report was compiled to identify solutions for the gaps and issues pertaining to the region being the Central East Aged Care Regional Solutions as listed below;

### ***CENTRAL EAST AGED CARE REGIONAL SOLUTION/S (CEACRS)***

*Developed by Wheatbelt Development Commission*

*Aged Care was identified as a regional priority for Local Governments in a series of Wheatbelt forums for the development of the Towards a Wheatbelt Infrastructure Plan (2010/11/12). As a result of the regional forums, the Wheatbelt Development Commission (WDC) has been working closely with Regional Development Australia: Wheatbelt (RDAW), and 11 Wheatbelt Local Governments who committed to working towards improving aged care services, infrastructure and governance structures in their respective areas.*

*The 11 LGAs, the WDC and RDAW formed an alliance in February 2012 known as the Central East Aged Care Alliance, to address the issues affecting Aged Care in the Central Eastern Wheatbelt. Recognising the importance of undertaking this planning from a community perspective, each LGA invested \$5,000 towards the project. This was supplemented by cash and in kind support from WDC and in kind support from RDAW.*

*In March 2012 RDAW advertised a tender to employ a consultant to undertake the Central East Aged Care Regional Solution/s (CEACRS) project. Melbourne based consulting firm Verso was awarded the tender and commenced work on the project in April 2012.*

### *WHO'S INVOLVED IN THE CENTRAL EAST AGED CARE ALLIANCE (CEACA)?*

*The CEACA is a partnership between the 11 LGAs which consist of the Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mount Marshall, Mukinbudin, Nungarin, Yilgarn, Trayning, Westonia, Wyalkatchem, the WDC and RDAW.*

After the scope of the project had been finalised by the CEACA, it was agreed that several other key stakeholders should be invited to attend future meetings as observers. These included:

- Southern Inland Health Initiative - Tim Shackleton – Community Engagement Officer
- Medicare Local - Michelle McClure – Wheatbelt Area Manager
- Western Australia Country Health Services Wheatbelt - Caroline Langston – Regional Director.

**THE PROCESS**

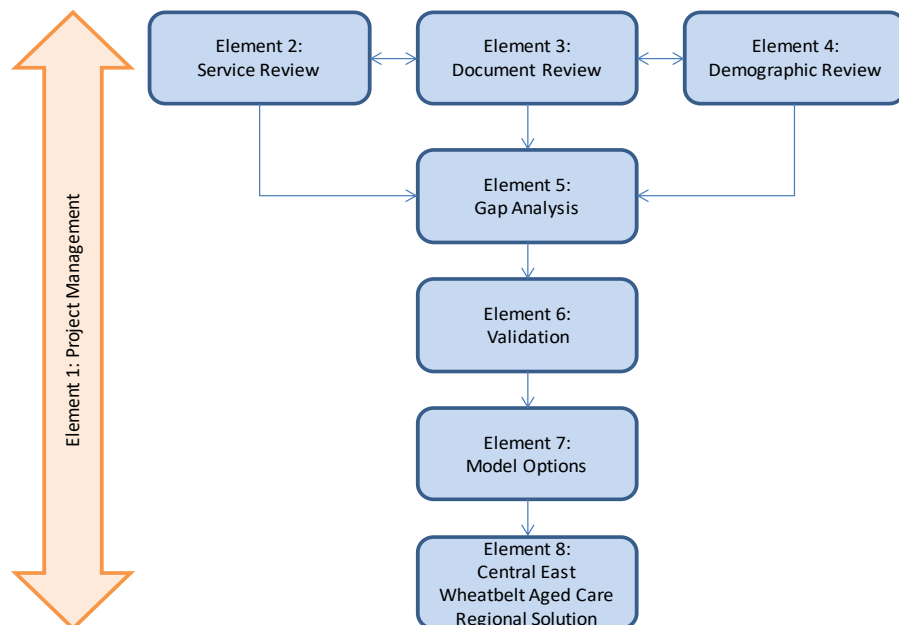
The Wheatbelt Central East Aged Care Regional Solution/s (CEACRS) has been a proactive process that aimed to:

1. Identify aged care service, accommodation and governance models for a highly disbursed regional/rural population setting;
2. Build on the assets that exist in communities;
3. Provide solutions that guide sound investment in SIHI, especially Stream 2b Primary Health Care Program, Stream 3 – Primary Health Demonstration Site Program, and Stream 6 – Residential Aged and Dementia Investment Program
4. Identify services that enable locals to age ‘in place’ as outlined in the new National Aged Care Package Reform.

The Alliance adopted eight guiding principles for the CEACRS:

- Principal 1- The Importance of Place
- Principal 2- Community Life
- Principal 3- Community sense of ownership
- Principal 4- Focus on the Person
- Principal 5- Choice
- Principal 6- Equitable access
- Principal 7- Practicality
- Principal 8- Viability

These principals were a key focus while developing the CEACRS and undertaking the following elements of the project:



**Figure 1:**

The planning process has heavily involved each community with sharing of existing local publications and documentation as well as clarification of desktop analysis compared to actual service delivery. A



total of 14 community consultations were conducted across the 11 LGA's involved in the CEACA, involving nearly 200 participants.

Forming part of the gap analysis and validation elements of the project, the community consultations provided the opportunity to validate Verso's statistical findings at a ground level. Members of the community, health and aged care providers as well as Shire representatives were invited to attend the sessions.

With the completion of elements 2-6 each LGA has been provided with a Needs Study report specific to their individual Shire as well as a Central East Needs Study for the sub region. The Needs Studies include demographic characteristics of the CEACA LGAs, the emerging policy context, the findings from community forums and consultations, aged care services levels, planning & analysis of aged care levels and aged care solutions from literature collected.

The final element, element 8, saw the development of the Central East Aged Care Regional Solution/s Report which outlines the context of the project, the findings and implications, the recommendations and action plan.

### RECOMMENDATIONS

The Central East Aged Care Regional Solution provides a clear direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the Central Eastern Wheatbelt.

The Model (Figure 2) consists of the following elements required to deliver an integrated solution:

**Figure 2**



Aged Friendly Community is the main responsibility of LGAs in auditing and ensuring their community has addressed all the elements required to achieve an Aged Friendly Community. This includes making sure structures and services are accessible to and inclusive of older people with varying needs and capabilities such as;

- Walking and Cycling Routes
- Streets
- Local Destinations
- Open Space
- Public and Other Transport
- Supporting Infrastructure
- Fostering Community Spirit
- Strategy

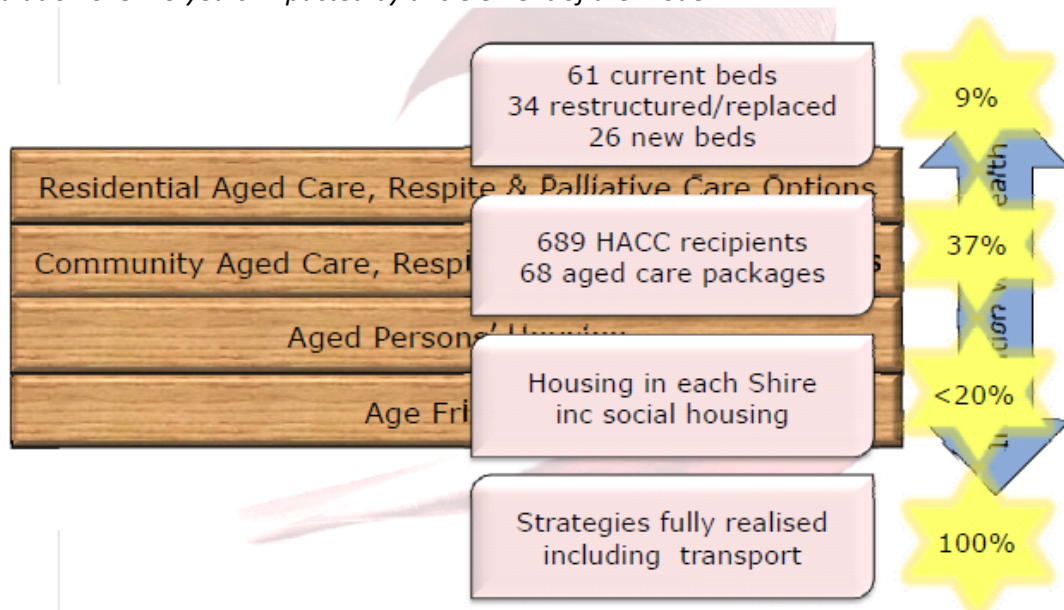
Aged Persons' Housing is seen as a coordinated responsibility of the CEACA, LGAs and potential housing providers to see how current stock meets requirements, the development of a coordinated approach to common development, ownership, design and integration. However land and capital needs are seen as a primary concern for LGAs, with the possible assistance of funding from peak bodies.

Community Aged Care including Respite and Palliative Care has been identified as the responsibility of health care funders and providers such as Department of Health and Ageing (DoHA), WA Country Health Service (WACHS), HACC and other Aged Care providers. Community Aged Care is a relatively new concept to communities in the Central East but is one that will become more prominent in the future with policy changes around the sector. This element is seen as a longer term project and not something that will be addressed in the short term; however it will require a strong advocacy role from the CEACA and LGAs.

Residential Aged Care including Respite and Palliative Care has also been considered as a longer term strategy, with the main responsibility residing with DoHA, WACHS and other Aged Care providers. Again, this element will require a strong advocacy role from the CEACA and LGAs.

Figure 2 presents a clear picture of the strategies and the importance they will play in communities in relation to the rate older community members will be impacted, if the CEACRS is implemented correctly.

The pale boxes identify current and future needs, and the yellow stars indicate the percentage of population over 75 years impacted by this element of the model.



#### WHERE TO FROM HERE?

- Step 1: It has been recommended that the Central East Aged Care Alliance continue to operate to ensure the successful implementation of the Central East Aged Care Regional Solution/s.
- Step 2: All Shire Councils of the Central East Aged Care Alliance to formally adopt the CEACRS and Needs Studies relating to the sub region and their individual Shires.
- Step 3: The boards of WDC and RDAW formally accept the reports.
- Step 4: The CEACA sends the reports to the following stakeholders and requests a formal response. DoHA, WACHS, HACC, Department of Housing
- Step 5: WDC and RDAW coordinate responses from the above key stakeholders on behalf of the CEACA.
- Step 6: The CEACRS is publicly released with a launch, political presentations to all parties and awareness of the report recommendations through such things as presentations at conferences.

**RECOMMENDATIONS FOR LOCAL GOVERNMENTS**

1. *That the six steps for adoption and implementation of the two CEACA Reports be endorsed; and specifically:*
2. *That Council adopt the CEAC Needs Study and Central East Wheatbelt Aged Support and Care Regional Solution/s Reports.*
3. *Each of the CEACA Councils make provision of up to \$5000 in their 2013/14 budgets to fund ongoing advocacy and research in order to implement the recommendations of the CEACRS Report.*
4. *That endorsement of the Report is sought from the respective ROC's with a view to seeking funding to implement the recommendations of the CEACS Report on a regional basis.*

**Comment**

The CEACA Councils adopted the recommendations listed above and worked together to progress the Aged Persons Housing platform as this was seen the easiest platform that Local Government had the capacity to influence.

CEACA is now in a position wherein it has completed the construction of seventy one (71) units within the eleven (11) Councils being located at;

<b>Locality</b>	<b>Local Government</b>	<b>Number of Units</b>
Bruce Rock	Bruce Rock	8
Kellerberrin	Kellerberrin	13
Koorda	Koorda	4
Merredin	Merredin	27
Bencubbin	Mount Marshall	1
Beacon	Mount Marshall	2
Nungarin	Nungarin	2
Kununoppin	Trayning	2
Westonia	Westonia	2
Wyalkatchem	Wyalkatchem	4
Yilgarn	Yilgarn	2
<b>TOTAL</b>	<b>TOTAL</b>	<b>71</b>

In the construction of new Independent Living Units and retaining/attracting aged members to our communities there are additional requirements on the community to ensure these members are cared for appropriately. This may include Community Care Packages, access to transport, hospital, doctor and ambulance services and possibly Residential Care all of which are platforms of the VERSO report that haven't been researched nor explored for improvement by CEACA.

It has been requested by CEACA that each individual Council as a member review the VERSO report to familiarise themselves with the recommendations.

From the report and the abovementioned information consider Councils appetite to progress researching/actioning the platforms of the report through the CEACA or if Council want to progress this individually through their own communities and Councils.

It is always viewed by both State and Federal Governments that a Regional solution is always seen in a positive light rather than individual peace meal approaches, however this is a decision of each Council.

A copy of the VERSO Report is provided as Attachment A for this agenda item.

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**Consultation**

Raymond Griffiths, Shire of Kellerberrin  
CEACA Delegates  
CEACA CEO

**Statutory Implications**

*Local Government Act 1995 (as amended)*

**6.2. Local government to prepare annual budget**

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.  
\* Absolute majority required.*
- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
  - (a) *the expenditure by the local government;*
  - (b) *the revenue and income, independent of general rates, of the local government;*  
*and*
  - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
  - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*
  - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
    - (i) *the amount it is estimated will be yielded by the general rate; and*
    - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
  - (c) *the fees and charges proposed to be imposed by the local government;*
  - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;*
  - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;*
  - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
  - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
  - (a) *the form of the annual budget;*
  - (b) *the contents of the annual budget; and*
  - (c) *the information to be contained in or to accompany the annual budget.*

*[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]*

**Policy Implications**

Nil

**Risk Implications**

**Risk:** That should not all CEACA member Councils resolve to continue with progressing the VERSO Report or withdraw from CEACA, there would be a loss of economy of scale and potential increase in membership and/or ongoing project costs.

And

Should Council not continue to progression the review of the three elements of the VERSO report then our community may not receive the best outcome for Aged Services in Bruce Rock.

Likelihood	Consequence	Rating
Likely	Moderate	Moderate

**Action / Strategy**

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

**Financial Implications**

Should Council’s wish to progress with the continuation of CEACA researching and progressing the other platforms and solutions through the VERSO report it is suggested in the first year to leave the current \$20,000 levy as is.

This is to ensure funds are available to undertake work and progress forward, however should the funds exceed the requirements going forward the opportunity is then to review this and possible reduce the fee going forward.

Should member Councils not wish to progress the VERSO report there is no figure provided as an Annual Fee for being a member of CEACA at this point in time. This discussion will take place after Council have reviewed this item and made a definite position on where they see themselves progressing.

**Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

**Community**

Goal 7 – Community are engaged and have a healthy lifestyle

7.1 Encourage and help facilitate the administration of the planned CEACA units

7.3 Continue to work towards achieving the strategies of the Age Friendly Community Plan

**Governance**

Goal 12 – Council leads the organisation in a strategic and flexible manner

12.2 Continue to build our voice and strategic projects within our regional groupings

Shire of Bruce Rock Aged Friendly Communities Plan

The elements of the VERSO report are covered in Council’s Aged Friendly Community Plan

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council commits to CEACA Inc. progression of the VERSO report to review;**

- i. **Community Care Packages**
- ii. **Transport**
- iii. **Residential Aged Care**

Or

**That Council declines the opportunity to progress the VERSO report, however remains a member of CEACA Inc.**

**Or**

**That Council declines the opportunity to progress the VERSO Report and wishes to withdraw from CEACA Inc.**

<b>Agenda Reference and Subject:</b>	<b>11.5.2</b> Transfer of Reserve 19675 Water Corporation
<b>File Reference:</b>	9.1.1.5 Dams
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	
<b>Attachments</b>	<i>Nil</i>

### Summary

Council is requested to consider a proposal from the Water Corporation to transfer Reserve 19675 Noonajin Road, Bruce Rock to the Shire of Bruce Rock.

### Background

On the 2<sup>nd</sup> December 2019 the CEO received correspondence relating to Reserve 19675 where Council has one of its major dams located, however the Reserve is owned by Water Corporation. Both parties currently access this Reserve for maintaining and controlling their asset infrastructure. The emailed advised of the following;

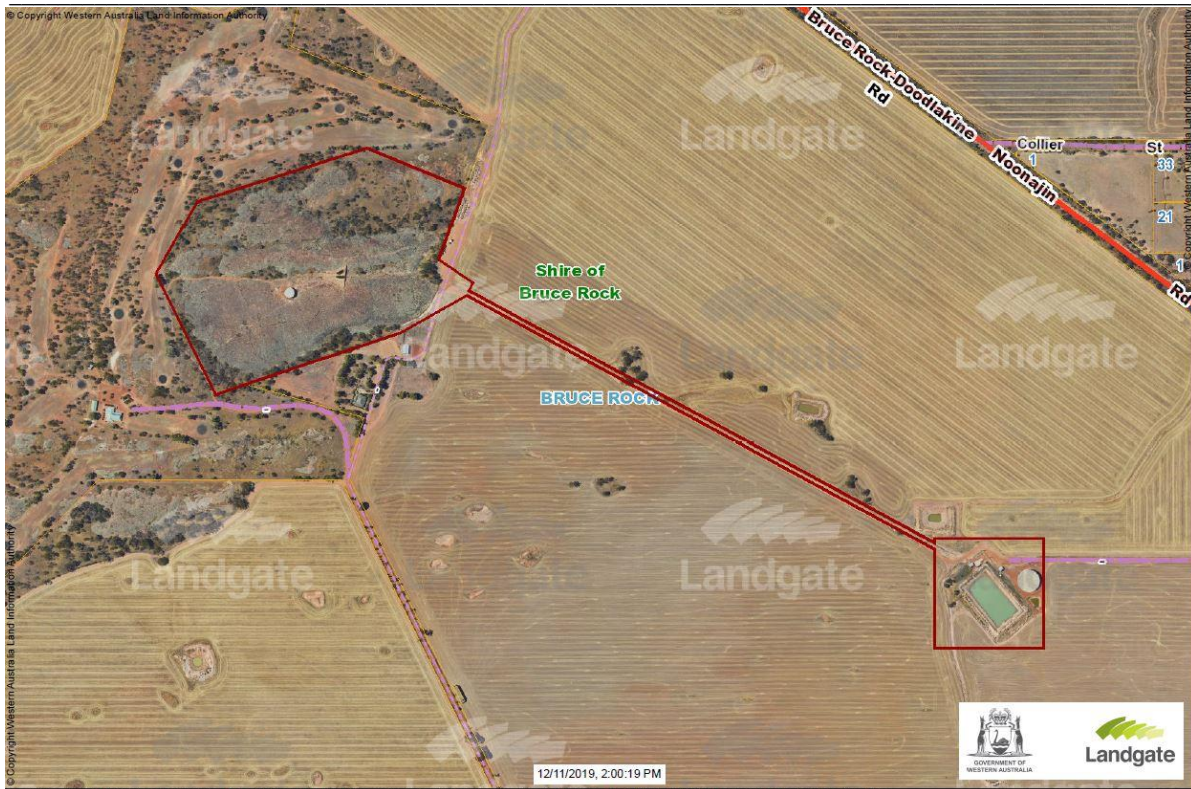
*“As discussed with our Senior Stakeholder Manager (Kathy Balt), the Bruce Rock Dam and catchment is no longer utilised by Water Corporation for operational purposes. As such, Crown Reserve 19675 may be available for transfer to the Shire of Bruce Rock, subject to due diligence and the Executive approval of both parties.*

*Please note that as parts of the site remain operational, Water Corporation would need to retain access to the tanks (upper and lower) and the associated pumps and pipeline corridors. I would suggest the simplest solution will be for the Shire to take transfer of the entire Reserve, whilst the Water Corporation would take back an easement over the entire Reserve. This will give each party the security they require, whilst saving in surveying costs.*

*Please note that as this is Crown Land, the transfer is subject to final approval from DPLH. Whilst Water Corporation is happy to prepare the necessary documentation, DPLH may take 18 months to complete the transfer. Given this timeframe, Water Corporation recommends granting the Shire an interim License over Reserve 19675 so that the Shire can maintain access to the dam and catchment in the intervening period.*

*In order to progress this transaction as discussed above, the Water Corporation requests the following from the Shire:*

- 1.) *A resolution of Council confirming the Shire is willing to accept:
  - a. *the transfer of Reserve 19675 (with an easement back to Water Corporation).*
  - b. *a License to continue using the dam in the interim period.**
- 2.) *A letter from the Shire to Water Corporation detailing the resolution (and any additional requirements the Shire may have).“*



**Comment**

This dam is utilised by the Shire to capture water for the watering of our parks and gardens. Council has previously carried out substantial works to the dam site, with the removal of the collapsing roof and clearing of the dam.

**Consultation**

Kathy Balt, Senior Advisor Customer & Stakeholder Water Corporation  
 David Morgan, Senior Planner – Property Portfolio Water Corporation

**Statutory Implications**

Land Administrations Act 1997

**Policy Implications**

Nil

**Risk Implications**

**Risk:** If Council does not accept the transfer of Reserve 19675 or seek an interim access license it would risk not being compliant with land use requirements and access restrictions to the land.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

**Action / Strategy**

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

**Financial Implications**

There will be no cost in receiving the land transfer from the Water Corporation, however there may be minor costs associated with conveyancing and settlement costs. These are unknown at this early stage.



**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

*Infrastructure*

*Goal 2 Maintain Shire owned facilities in a strategic manner and meet community needs*

*Governance*

*12.5 Lead the organisation in a financially responsible and viable manner*

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

- 1) That Council accepts the transfer of Reserve 19675 Noonajin Road Bruce Rock from the Water Corporation on this provision that there is no charge to Council for the acceptance of the land.
- 2) Council seeks confirmation of details of the proposed transfer prior to final approval and execution of Transfer of Reserve 19675 from the Water Corporation to the Shire of Bruce Rock.
- 3) That upon transfer of Reserve 19675 that approval be provided for Water Corporation to take an easement over the reserve to enable them to access water tanks, associated pumps and pipeline corridors.
- 4) That Council requests an interim license from the Water Corporation to continue access and utilisation the dam on Reserve 19675.

<b>Agenda Reference and Subject:</b>	<b>11.5.3</b> Ordinary Council Meeting Dates for 2020
<b>File Reference:</b>	2.1.2.5 Council Meetings
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Melissa Schilling, Executive Assistant
<b>Disclosure of Interest:</b>	
<b>Attachments:</b>	Nil

**Summary**

Council is asked to consider the schedule of Ordinary Council Meeting dates for 2020.

**Background**

It is a requirement for Council to advertise at least once each year the dates set for Ordinary Council Meetings. The Shire of Bruce Rock holds its Ordinary Council meetings on the 3rd Thursday of each month except January. The 2020 schedule of Ordinary Council Meetings are proposed as follows;

- Thursday 20 February 2020
- Thursday 19 March 2020
- Thursday 16 April 2020
- Thursday 21 May 2020
- Thursday 18 June 2020
- Thursday 16 July 2020
- Thursday 20 August 2020
- Thursday 17 September 2020
- Thursday 15 October 2020
- Thursday 19 November 2020
- Thursday 17 December 2020

**Comment**

There are no foreseeable clashes with public holidays or other events that would require Council to vary any of the proposed meeting dates.

With the new meeting day schedule having operated for the past 4 months it has been identified that there is not enough time to conduct our bus tours, especially with the Councillor Information Session now becoming more relevant. Following discussions with the President the following meeting day timeframes are proposed;

- 11.00am Councillor Information Session
- 1.15pm Lunch Served
- 2.00pm Bus Tour
- 2.30pm Council Meeting

If there is a major project or significant time required for a bus tour eg. Main Street Revitalisation (walk the street) this could occur at 10.00am, however would only be on an as needs basis.

**Consultation**

Stephen Strange, President  
 Alan O’Toole, Deputy CEO  
 Melissa Schilling, Executive Assistant

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### **Statutory Implications**

*Local Government (Administration) Regulations 1996 - REG 12*

#### *12. Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and*
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.**
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).*
- (3) Subject to sub regulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in sub regulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.*

### **Policy Implications**

Nil

### **Risk Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

*Governance*

*12.5 – Lead the organisation in a financially responsible and viable manner*

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

**That Council endorses the schedule of Ordinary Council Meeting dates for 2020, with each meeting commencing at 2.30pm.**

- **Thursday 20 February 2020**
- **Thursday 19 March 2020**
- **Thursday 16 April 2020**
- **Thursday 21 May 2020**
- **Thursday 18 June 2020**
- **Thursday 16 July 2020**
- **Thursday 20 August 2020**
- **Thursday 17 September 2020**
- **Thursday 15 October 2020**
- **Thursday 19 November 2020**
- **Thursday 17 December 2020**

**And**

**Give public notice of the meeting schedule for the Ordinary Meetings of Council for 2020.**

**12. New Business of an urgent nature introduced by discussion of the meeting**

**13. Confidential Items**

**Agenda Reference and Subject:**

**13.1** Bruce Rock Hockey Turf

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

**Attachments**

Confidential Items

**Officer Recommendation**

That in accordance with Section 5.23 (2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

**14. Closure of Meeting.**