



Shire of  
**Bruce Rock**

*Where friends become family*

# Agenda

## Ordinary Meeting of Council

To be held in Council Chambers  
54 Johnson Street, Bruce Rock  
Thursday 17 October 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 17 October 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 17 OCTOBER 2019

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**SHIRE OF BRUCE ROCK**

**AGENDA – ORDINARY MEETING 17 OCTOBER 2019**

**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**

Helen Creed – Presentation outlining new Regional Early Education and Development Inc model

Janine Dayman and Karen Strange – Overview and Update on True Blue Dreaming Mentoring Program

**7. Applications for Leave of Absence**

**8. Announcements by Presiding Member**

**9. Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday 19 September 2019.

**Recommendation:**

**That the minutes of the Ordinary Meeting of Council held Thursday 19 September 2019 be confirmed as a true and correct record.**

**10. Regional Reports**

No Report

## 11. Officers' Reports

### 11.1 Environmental Health Officer

<b>Agenda Reference and Subject:</b>	<b>11.1.1</b> Planning Development Approval request for an internet-based company with machinery storage on Rural Zone Land Ardath area
<b>File Reference:</b>	A735 Bruce Rock Corrigin Road, Bruce Rock
<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>Item 11.1.1 - Attachment A – Development Application Rural office and farm machinery set down area</i>

#### Summary

Council approves the Development Application for an internet-based company with machinery storage ability on Rural Zoned Land Ardath area with one condition and one advice note.

#### Background

On the 19 August 2019 the Shire of Bruce Rock received an Application for Development Approval which was received in as 'AATARDATH14515' (Development Application).

#### Comment

The Development Application as presented in Attachment 11.1.1 describes an internet-based business in an office, and from time to time to facilitate the storage of farm machinery purchased/consigned on a transient basis (temporary storage explained in an email from Applicant dated 27 August 2019) in an area set aside of 8,185m<sup>2</sup>. The location of the Development Proposal as seen in Attachment 11.1.1 is East-South East of the townsite of Ardath on Lot 14515 adjoining the Bruce Rock – Corrigin Road.

A review of the Shire of Bruce Rock Local Planning Scheme No 3 (Scheme) and the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulation) shows the proposal does not reasonably fit a definition in the Scheme or Regulation therefore is a use not listed. There is a Statutory instrument within the Scheme within Clause 4.5 to be able to facilitate a use not listed for Council consideration.

A review of the Scheme in the context of Clause 1.6 'The aims of the scheme' reveals the proposal is in accordance with the applicable provisions set out for:

- '...providing opportunities...';
- '...promote sustainable use of rural land...';
- '...whilst accommodating other rural activities'; and
- 'To safeguard...' and '...the character and amenity of the built and natural environment...'

A further review regarding the 'Objectives of the Zones' within Clause 3.2 relevant to 'Rural Zoned' land finds that the Development Proposal to be in accordance:

- Provides for compatible rural pursuits conducive to rural character and amenity; and
- Will not affect the viability of a holding.

As a use not listed then advertising of the Development Application is a requirement, unless:

- In the opinion of the local government, the variation is likely to not affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation.

In this regard the Applicant has submitted a document showing the immediate neighbours, who are some distance away, have endorsed support for this Development Application. Furthermore, the activity proposed in the Development Application is Rural in nature, and does not reasonably have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality. The Environmental Health Officer considers, in this instance, that advertising is not required.

Conditions proposed for this Development Application in the event of Council approval are as follows:

1. This development approval is for an internet-based business in an office, and from time to time to facilitate the storage of farm machinery purchased/consigned on a temporary basis in an area set aside of 8,185m<sup>2</sup> as presented to Council in Attachment 11.1.1 on Lot 14515 adjoining the Bruce Rock – Corrigin Road with application reference number ‘AATARDATH14515’ only;

An advice note will be provided detailing that this development approval decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two-year period, the approval shall lapse and be of no further effect.

**Consultation**

Mr T Reed, Senior Planner, Department of Planning, Lands and Heritage.

**Statutory Implications**

*Planning and Development Act 2005;*  
*Planning and Development (Local Planning Schemes) Regulations 2015;* and  
*Shire of Bruce Rock Local Planning Scheme N° 3.*

**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>
Unlikely	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 considered to be “Low” risk and can be managed by routine procedure, and is unlikely to need specific application of resources.		

**Financial Implications**

Development application fee of \$147.

**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. Grant development approval for the internet-based business in an office, and from time to time to facilitate the storage of farm machinery purchased/consigned on a temporary basis in an area set aside of 8,185m<sup>2</sup> on Lot 14515 adjoining the Bruce Rock – Corrigin Road as presented in Attachment 11.1.1, and subject to the following condition:**

**a. This development approval is for an internet-based business in an office, and from time to time to facilitate the storage of farm machinery purchased/consigned on a temporary basis in an area set aside of 8,185m<sup>2</sup> as presented to Council in Attachment 11.1.1 on Lot 14515 adjoining the Bruce Rock – Corrigin Road with application reference number ‘AATARDATH14515’ only;**

**2. Council provides the following Advice Note that this development approval decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two-year period, the approval shall lapse and be of no further effect.**



**Agenda Reference and Subject:**

**11.1.2** Request by Mr W Boes to keep two roosters on property located at 53-55 Westral Street, Bruce Rock

**File Reference:** A515 53-55 Westral Street, Bruce Rock

**Reporting Officer:** Julian Goldacre, Environmental Health Officer

**Author:** Julian Goldacre, Environmental Health Officer

**Disclosure of Interest:** Julian Goldacre, Environmental Health Officer - Proximity

**Attachments:** *Item 11.1.2 – Attachment A Request to Keep Roosters*

**Summary**

Permission is given to Mr W Boes to keep two roosters on 53-55 Westral Street with conditions and an advice note.

**Background**

Mr W Boes made a written application to the Shire of Bruce Rock dated 10 September 2019 regarding approval to keep roosters on his property at 53-55 Westral Street, Bruce Rock. The Ranger and then the Environmental Health Officer (EHO) advised that Council needs to consider this approval and that conditions will apply.

**Comment**

Mr W Boes had discussions with the EHO regarding keeping roosters on his property as presented in Attachment 11.1.2 giving assurances that he will keep the roosters, confirmed verbally as two roosters, contained in a manner to stop crowing during the evening, night and morning hours. The EHO advised that Council in order to give conditional approval will need to be assured that the roosters will be kept quiet and not become a nuisance to Mr W Boes' neighbours. Mr W Boes consulted his immediate neighbours on the perimeter of this property, and all were in agreement and signed documents to that effect; some signed on the condition that compliance with rules and regulations was adhered to. The EHO lives in a Shire property within the neighbour perimeter of Mr W Boes' property and has given verbal approval to keep roosters conditional that crowing is effectively managed to not be a nuisance.

The *Shire of Bruce Rock Animals, Environment and Nuisance Local Law 2016* (Local law) under Clause 2.7 permits the keeping of a rooster only with the written permission of the local government. As roosters are notorious for nuisance complaints it is important that should permission be given that the rooster/s do not become or create a nuisance. Mr W Boes has given repeated assurances that all reasonable undertakings will be endeavoured to prevent the rooster/s, becoming a nuisance. As with any consideration for permission to keep rooster/s conditions will be listed to be adhered to as well as compliance with the Local Law requirements for keeping poultry.

Conditions recommended for keeping roosters will be:

- The rooster/s kept shall not exceed more than two roosters not including chicks up to an age of three months;
- All reasonable measures are to be undertaken to ensure the crowing of roosters is limited to not cause a nuisance to the neighbouring properties or beyond during the hours of evening, night and morning hours;
- Council can revoke the permission to keep roosters at 53-55 Westral Street should, after all reasonable efforts to deal with complaints about the keeping of roosters fail.

The following advice notes will be provided to advise Mr W Boes of the obligations required to be undertaken for keeping poultry being:

- Compliance with Clause 2.6 ‘Conditions for keeping poultry’ of the *Shire of Bruce Rock Animals, Environment and Nuisance Local Law 2016*.

**Consultation**

Mr A O’Toole Acting Chief Executive Officer.

**Statutory Implications**

*Shire of Bruce Rock Animals, Environment and Nuisance Local Law 2016*

**Policy Implications**

Nil.

**Risk Implications**

<b>Risk:</b> Failure to prevent the keeping of roosters from becoming a nuisance.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	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 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 4: Workers and their families can work and reside in the Shire  
Workers and their families reside in and contribute to the local economy

**Voting Requirements**

Simple majority.

**Officer Recommendation**

That Council resolves:

1. To give Mr W Boes permission to keep two roosters on his property located at 53-55 Westral Street, Bruce Rock with the following conditions:
  - a) The rooster/s kept shall not exceed more than two roosters not including chicks up to an age of three months;
  - b) All reasonable measures are to be undertaken to ensure the crowing of roosters is limited to not cause a nuisance to the neighbouring properties or beyond during the hours of evening, night and morning hours; and
  - c) Council can revoke the permission to keep roosters at 53-55 Westral Street should, after all reasonable efforts to deal with complaints about the keeping of roosters, fail.

The following advice note is provided to advise Mr W Boes of the obligations required to be undertaken for keeping poultry being:

- Compliance with Clause 2.6 ‘Conditions for keeping poultry’ of the *Shire of Bruce Rock Animals, Environment and Nuisance Local Law 2016*.

**Agenda Reference and Subject:**

**11.1.3** Planning Development Approval request for the construction of a carport at the St Johns building (DFES) Lot 21 Dunstall Street Bruce Rock

**File Reference:**

Lot 21 Dunstall Street, Bruce Rock

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Author:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest:**

**Attachments:**

*Item 11.1.3 – Attachment A Development Application carport St Johns DFES building*

*Item 11.1.3 – Attachment B Details of amenity-colours to be used for St Johns carport*

*Item 11.1.3 Attachment C - Drawings of proposed carport*

**Summary**

Council gives planning approval for the construction of a carport of 89.6 meters square footprint and 2518mm minimum height with sunscreen mesh retractable outdoor blinds with a condition and advice notes.

**Background**

The Shire of Bruce Rock has received a Development Application (DA) with supporting material (Attachments A, B and C) from the St Johns Bruce Rock branch for the construction of a carport onto the new St Johns building.

**Comment**

The DA as presented in Attachments A, B and C shows a carport of 89.6 meters square footprint and 2518mm minimum height with sunscreen mesh retractable outdoor blinds. The carport is a steel structure and it is proposed to be painted in colours to match the existing St Johns building to blend in with the amenity of the existing building. The width of the carport is 8.5 meters and will allow for a 1.5 meter setback from the west boundary although the fence line is built further away from the actual boundary. The proposed construction is of new building materials.

The land being Lot 21 Dunstall Street is occupied by the Department of Fire and Emergency Services (DFES) emergency services building and the appurtenant St Johns building. The land is designated a Local Reserve within the *Shire of Bruce Rock Local Planning Scheme No 3*. Any development on a Local Reserve requires Council consent as well as consultation with the relevant public authority, in this case being DFES, before determining an application for development approval. DFES were notified by email on the 9 October 2019 and by email dated 9 October 2019 3:24 PM advised ‘...that there is no problems with STJ building carport on their side of the building’, thus no concern raised with this DA.

Given Council’s previous interest in how the emergency services building is presented it is deemed prudent as a condition of approval that the final colour scheme to be initiated for the proposed carport is presented to the Council for consideration as follows:

1. Before the carport is to be painted and/or materials prepared in a supplied colour, the sample colour sheets proposed are to be presented to Council for consideration of suitability before being implemented.

Also, Advice Notes are recommended as follows:

1. This development approval decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two-year period, the approval shall lapse and be of no further effect; and
2. A Building Permit is required for the approved development, prior to works commencing, in accordance with the *Building Act 2011*. Fees apply;

**Consultation**

Mr A OToole Acting Chief Executive Officer;  
DFES Regional Co-Ordinator;

**Statutory Implications**

*Shire of Bruce Rock Local Planning Scheme No 3.*

**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>
Unlikely	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 considered to be “Low” risk and can be managed by routine procedure, and is unlikely to need specific application of resources.		

**Financial Implications**

Development application fee of \$147.

**Strategic Implications**

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

**Governance**

- Goal 7 Our community are engaged and have a healthy lifestyle
- 7.8 Shire supports emergency services such as St Johns Ambulance

**Voting Requirements**

Simple majority

**Officer Recommendation**

That Council resolves to:

**1. Give planning approval for the construction of a carport of 89.6 meters square footprint and 2518mm minimum height with sunscreen mesh retractable outdoor blinds as presented in Attachment C with the following condition being –**

**a) Before the carport is to be painted and/or materials prepared in a supplied colour the sample colour sheets proposed are to be presented to Council for consideration of suitability before being implemented.**

**Council also provide the following Advice Notes in good faith, and is not limited to, the applicant as follows:**

**1. This development approval decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two-year period, the approval shall lapse and be of no further effect; and**

**2. A Building Permit is required for the approved development, prior to works commencing, in accordance with the Building Act 2011. Fees apply;**

**Agenda Reference and Subject:**

**11.1.4 Environmental Health Officer Information Bulletin**

**File Reference:**

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Author:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest:**

**Attachments:**

*Nil*

**Summary**

To accept the Environmental Health Officer Information Bulletin for the month of August 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 month of August 2019.

**Comment**

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

- 1) Investigation into power supply issues at the Johnson Street Industrial units where use of equipment is causing power fluctuations. The Matter initially addressed to upgrade cables proved ineffective and the matter is now in the hands of Western Power to identify cause of issue from the supply end;
- 2) Continued works ongoing to facilitate the second point of supply to the Hocky Turf requiring follow-ups with Western Power and E Consulting to resolve matter and receive a get a quotation advice;
- 3) requests for quotations issued for the upgrade of the café on Johnson Street building for flooring, painting and doors have been undertaken;
- 4) co-ordinating contractor tree removal service to remove damaging trees from Shire property and assessing future tree removal works on site;
- 5) assisting in the Bruce Rock Ag. Show Statutory Approvals processes and trader permit requirements;
- 6) working on a response to the proposed changes to the governance to pesticide safety initiated by the Dept of Health WA;
- 7) assisting potential applicants for planning applications and researching planning legislation factors;
- 8) organising the septic system and electrical works and variation to storm water plumbing works for Lot 118 Curlew Drive new house;
- 9) finalising the waste, recycling and landfill management tenders and initiating advertising and responding to tender requests and questions;
- 10) joined a video conference to learn more about Waste Plans and its requirement if at all for Bruce Rock. At this stage it's 'voluntary' which is the best place for it to be; and
- 11) prepared advertising to support with information the container deposit scheme for public and business consideration;

**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;* and  
*Local Government Act 1995;*

**Policy Implications**

Nil.

**Risk Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

*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 month of August 2019.**



## 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
- Street sweeping completed in Bruce Rock, Babakin, Ardath and Shackleton
- Amphitheatre lawns top dressed
- Memorial Park lawns top dressed
- Aquatic Centre mowed and tidied ready for opening
- Spraying around town completed
- Reserves and Shire blocks slashed
- New signage for Kokerbin Rock erected
- Oval clean up after the Agriculture Show
- Landscaping at the new house completed
- Caravan Park mowed
- Curlew Drive tidied up
- Retic turned back on and programmed for once a week on all gardens
- Skate Park cleaned up

### Construction Crew

- Bruce Rock Narembeen Rd progressing
- Lawrie Rd R2R project underway - gravel sheeting for 1.5 kms.
- Vacancy for a casual employee to assist in road maintenance has been advertised

### Workshop

Paul Clark was the only applicant for the Workshop Mechanic position. Paul was interviewed and has been appointed. Paul's full-time employment will commence on the 17<sup>th</sup> of October 2019.

### Workshop Report

- BK 9816 Side Tipper Hydraulics tipping to half capacity, rectified fault with new 2-way control valve, Purchase order: 31082 BK Engineering, Part: HYV-2S-2A \$810.68
- BK 650 Prime mover suspected with faulty hydraulic pump, pump dismantled all components excellent condition, pump reassembled. Hydraulics pressure good.
- BK 025 Rear connection for trailer brakes faulty, replaced air fitting on truck and trailer.  
Purchase order: 31082 BK Engineering, Part: HA-452804 \$83.20 & Part; HA-452803 \$37.08
- BK 9353 Dolly picked up from BK engineering, brakes slow to release, emergency low pressure application valve serviced, brakes good.
- BK 9355 Side tipper Brakes slow release and brake drag on rear axle, emergency trailer park valve faulty, serviced main control valve.
- BK 377 Faults with operation to wheelchair lift, future repairs to be completed.
- BK 06 Hydraulic pressure light intermittent, Replace Low hydraulic pressure switch.

- BK 1018 repair faulty trailer light wiring harness. Future repairs required: Front head light, left rear brake light, wheel alignment & two front tires.
- John Deere ride on mower, repairs to wheels & body work.
- Kubota ride on mower- replace mower blades & Purchase order: 31079 Blades for stock.

**Rec Centre**

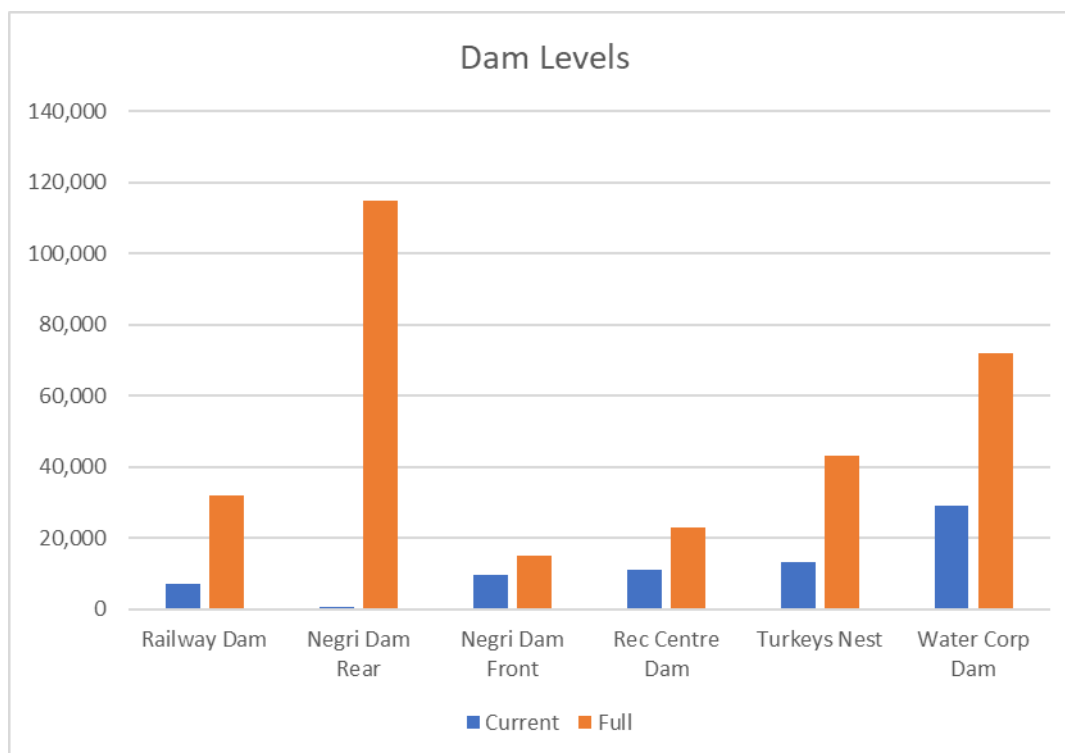
- Oval mowed
- Retic turned back on to watering once a week
- Rec Centre entrance watered
- Cricket wicket grooming commenced
- Oval sprayed with wetter soil
- Electrical work carried out on inside court

**Vehicles/Machinery Changeover**

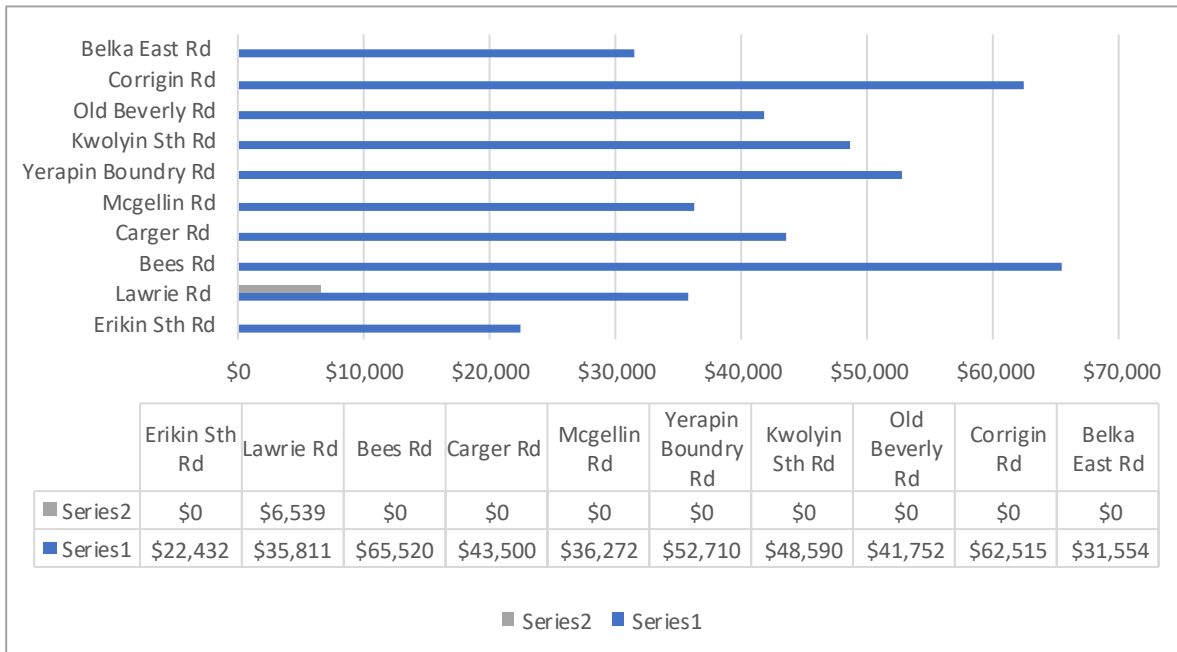
A new second-hand water truck has been purchased from Smith Broughton for \$97,500ex GST  
The budgeted amount for this item was \$105,000ex GST through the three quote process.

**Dams**

• Dam	• Current	• Capacity
• Railway Dam	• 7,000kl	• 32,000kl full
• Negri Dam Rear	• 500kl	• 115000kl full
• Negri Dam Front	• 9,500kl	• 15000kl full
• Rec Centre Dam	• 11,000kl	• 23000kl full
• Turkeys Nest	• 13,000kl	• 43000kl full
• Water Corp Dam	• 29,000kl	• 71808kl full

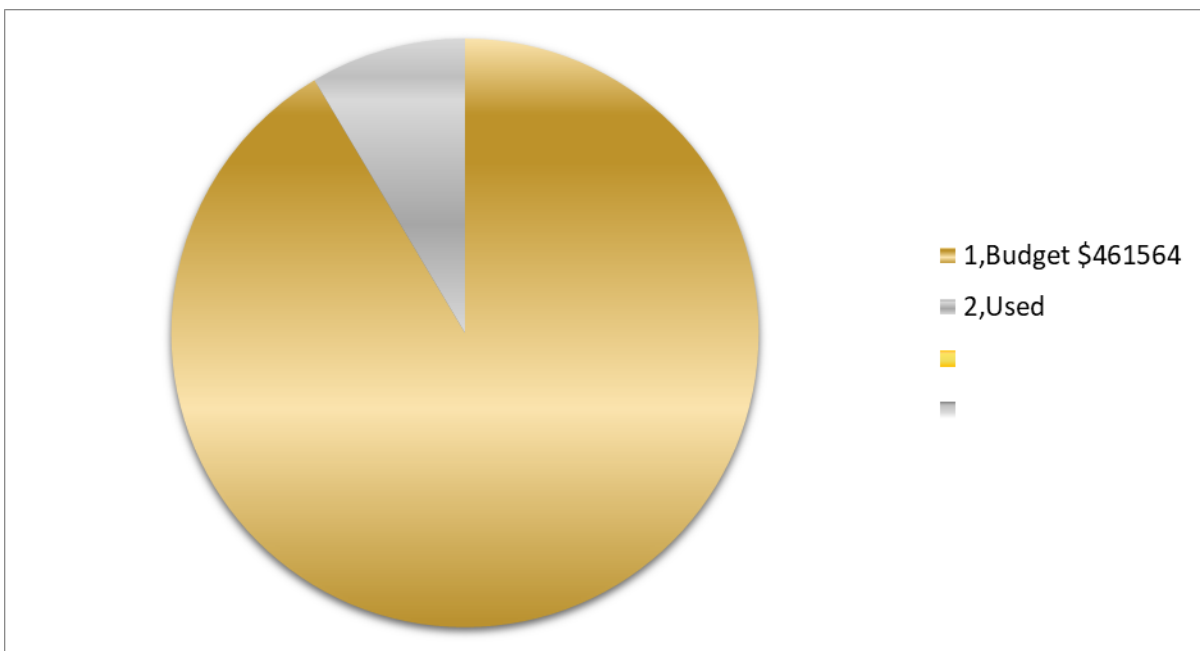


**Roads to Recovery 2019/20**



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. Next month I will have a chart for the Regional Road Group project also.

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



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

**Kokerbin Rock Sign**

The sign has now been moved from the corner to take away the distraction for drivers.

**Road Maintenance Crew**

Advertising for a Casual employee has commenced to assist with the road maintenance crew. Once appointed, this extra person will help Clint focus on the roads needed to be patched for re-seal and the rest of the sealed road network.

**Yarding- Ardath Pothole Issue**

At the September Council meeting it was brought up about the severe potholing on the Yarding Ardath Rd. After doing costings on three ways to fix this section of road (re-seal, rip off bitumen and seal or full reconstruction) and consulting with the Shire President and CEO, it was decided to patch the road for this year and install signage to alert drivers. This section of road will be a priority for next year's road programme which will coincide with works from Smith Road, down past Barbers for 3 kms.

**WBS RRG Meeting 03/10/19**

A meeting was held in Wickepin to discuss the Wheatbelt Secondary Freight Route Funding which Councillor Foss and myself attended. Councillor Crute from Brookton was attempting to gain support from the Group to go into an agreement for the life of the programme due to concerns that once Shires have had their roads repaired, the support would disappear resulting in a possible withdrawal of funding. There will be an MOU or Deed that will be drawn up and brought to the RRG meeting in November which has been brought forward from February to get this issue finalised.

### 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>Nil</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<sup>th</sup> September 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<sup>th</sup> September 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 September 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 September 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 EFT14719 to EFT14829 totalling \$400,737.14**
  - b. Cheque number 23947 to 23954 totalling \$12,068.10**
  - c. Trust Cheques Nil**
  - d. Wages and Superannuation payments totalling \$195,030.40 and**
  - e. Credit Card payments \$555.64**

**With all payments totalling \$607,835.64 for the month of September 2019.**

#### 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 September 2019.

**Background**

Nil

**Comment**

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

- Sale of Land Dunning to Kovac
- Sale of Land Drazkowski to Sedgwick
- Sale of Land Joro to Weir

**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 September 2019.**

**11.5 Chief Executive Officer**

No Report

- 12. New Business of an urgent nature introduced by discussion of the meeting**
- 13. Confidential Items**
- 14. Closure of Meeting.**