

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 OCTOBER 2018

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 OCTOBER 2018

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 1.04pm.

**2. Swearing in of Councillors**

The Shire President, Mr Stephen Strange invited newly elected Councillors, Councillor Elect AR Crooks and Councillor Elect KP Foss to make their “Declaration of Office” in front of Mr Graeme Currie, Justice of the Peace.

**3. Record of Attendance/Apologies/Leave of Absence (Previously Approved)**

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Environmental Health Officer	Mr J Goldacre (1.29pm to 1.51pm)
Manager of Works & Services	Mr G Casley (1.49pm to 2.28pm)
Manager of Finance	Mrs JL Bow (2.09pm to 2.28pm)
Leave of Absence (Previously Approved)	Cr MK Thornton
Public Gallery	A Foss

**4. 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

**5. Response to Previous Public Questions Taken on Notice**

**6. Public Question Time**

**7. Petitions/Deputations/Presentations/Submissions**

**8. Applications for Leave of Absence**

**9. Announcements by Presiding Member**

Cr Rajagopalan, DCEO Alan O'Toole and I attended the street walk with CRC and Caroline Robinson and Russell Roberts from the Wheatbelt Business Network. The event was well attended, and was very informative. This exercise will hopefully benefit Caroline in her compiling the Main Street Revitalisation Strategy for the Shire.

Cr Strange, Cr Dolton and Cr Waight attended the recent Roads and Transport Forum to which they found to be one of the best in recent years.

**10. Confirmation of Minutes**

Ordinary Meeting of Council held on Wednesday 12 September 2018.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 10.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Waight

**That the minutes of the Ordinary Meeting of Council held Thursday 12 September 2018 be confirmed as a true and correct record.**

**Carried 8/0**

**11. Status Report**

## Presentation of Status Report for September 2018 Resolutions

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<b>Resolution Sep 2018 – 12.1.2</b> Local Government Appointing Authorised Persons and Classes of Persons for the purpose of the Caravan Parks and Camping Grounds Act 1995	<p>THAT Council resolves:            To exercise its statutory power of appointment pursuant to section 22 and subsection 23(11) of the Caravan Parks and Camping Grounds Act 1995 (Act) and appoint the following Authorised Persons and Classes of Persons as follows:</p> <p>1. The following persons are appointed as Authorised Persons pursuant to Section 17 of the Act:</p> <ul style="list-style-type: none"> <li>• Mr Julian Goldacre Environmental Health Officer;</li> <li>• Ms Jodie Taylor WA Contract Ranger Services;</li> <li>• Ms Kylie Spark WA Contract Ranger Services; and</li> <li>• Mr Matthew Sharpe WA Contract Ranger Services.</li> </ul> <p>The persons so appointed as Authorised Persons pursuant to Section 17 of the Act are also appointed authorised persons by the Local Government of Bruce Rock to issue infringement notices pursuant to Subsection 23(2) of the Act.</p> <p>2. The following persons are appointed persons pursuant to Section 22 of the Act being for the legal proceedings for an offence under the Act</p> <ul style="list-style-type: none"> <li>• Mr Julian Goldacre Environmental Health Officer;</li> <li>• Ms Jodie Taylor WA Contract Ranger Services;</li> <li>• Ms Kylie Spark WA Contract Ranger Services;</li> <li>• Mr Matthew Sharpe WA Contract Ranger Services;</li> <li>• Mr Darren Mollenoyux Chief Executive Officer, and</li> <li>• Mr Alan O'Toole Deputy Chief Executive Officer.</li> </ul> <p>3. The following persons are appointed classes of persons to be authorised persons pursuant to Subsection 23(11) of the Act for the purposes of Subsection 23(5) of the Act being the extension to pay a modified penalty and Subsection 23(7) of the Act being</p>	EHO	<b>Completed.</b>

	<p>the withdrawal of a modified penalty whether or not paid and to duly notify that person:</p> <ul style="list-style-type: none"> <li>• Mr Darren Mollenoyux Chief Executive Officer, and</li> <li>• Mr Alan O’Toole Deputy Chief Executive Officer.</li> </ul> <p>4. The following persons are appointed classes of persons to be authorised persons pursuant to Subsection 23(11) of the Act for the purposes of Subsection 23(3) of the Act for receiving payment of modified penalties:</p> <ul style="list-style-type: none"> <li>• Customer Service Officer;</li> <li>• Finance Officer;</li> <li>• Executive Assistant;</li> <li>• Community Development Officer; and</li> <li>• Senior Finance Officer.</li> </ul> <p>And the Local Government of Bruce Rock caveats Authorised Persons not to undertake proceedings pursuant to Section 22 of the Act which will result in a matter of non-compliance being presented at a Magistrate Court without the matter being first discussed with the Chief Executive Officer or Acting Deputy Chief Executive Officer and referred, should the case require, to Council.</p>		
<p><b>Resolution Sep 2018 – 12.3.3</b> Budget Amendments – Increase in Funding from Grants Commission and Main Roads</p>	<p>That Council resolves to amend the 2018-19 Budget to reflect the increase in funding received from the Western Australian Local Government Grants Commission and Main Roads to the following accounts;</p> <p>i. GL 032300 - INCOME WALGGC – Local Roads, increase to \$353,966</p> <p>ii. GL 032301 - INCOME WALGGC – General Purpose Grant, increase to \$613,282</p> <p>iii. GL 121307 - INCOME Main Roads – Direct Grant, increase to \$174,681</p> <p>iv. GL 121317 – INCOME Main Roads – Special Projects Funding WALGGC, increase to \$130,065</p> <p>v. GL 113407 – CAPITAL EXPENDITURE Rec Centre – Buildings, increase allocation to \$73,282</p> <p>vi. And the remaining additional funding of \$202,112 is allocated by the Works and Services Committee with the recommendation to be endorsed by Council.</p>	MOF	<b>Budget has been amended.</b>

<b>Resolution Sep 2018 – 12.3.4</b> Rates – Sale of Land	That Council pursuant to Section 6.64(1) (b) of the Local Government Act 1995 proceed to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the outstanding balances which total \$48,799.74; Assessment A434 Assessment A463 Assessment A484 Assessment A539 Assessment A580 Assessment A591 Assessment A654 Assessment A698	MOF	<b>Property owners have been notified and process has commenced.</b>
<b>Resolution Sep 2018 – 12.4.3</b> Replacement of “Acceptable Use for Employees of the Internet” Policy with “Use of Information and Communication (ICT) Resources”	That Council adopts the “Use of Information and Communication Technology (ICT) Resources Policy” as a replacement for the “Acceptable Use for Employees of the Internet Policy” and incorporates the former into the Policy Manual.	DCEO	<b>Policy has been added to the Policy Manual and circulated to staff with a memo.</b>
<b>Resolution Sep 2018 – 12.5.1</b> CEO Performance Appraisal Process	That Council endorses the focus areas and actions for the Chief Executive Officer’s 2019 Annual Performance Review, as set out on the 23rd August 2019 in the report provided by John Phillips Consulting.	CEO	<b>The CEO has prepared a quarterly report for Councillors to assist in monitoring KPI’s during the year.</b>
<b>Resolution Sep 2018 – 12.5.2</b> Acceptance of Gifted Land – Shackleton District Club Inc Lot 26,27 & 28 Mills Street, Shackleton WA	That Council accept Lot 26, 27 & 28 Mills Street, Shackleton as gifted by the Shackleton District Club Inc. And That Council accept the financial implications of the cost to Transfer the Land from the Shackleton District Club Inc and the Shire of Bruce Rock.	CEO	<b>The CDO has responded to the Shackleton Bowling Club and the Shackleton District Club to commence the change of ownership process.</b>
<b>Resolution Sep 2018 – 13.1</b> 2019/20 CSRFF Application	1. That the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility for the 2018/19 Community Sports Infrastructure Grants Program for \$88,242.18 ex gst be submitted to the Australian Sports Commission. 2. That if the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility is successful Council will commit a 1/3rd contribution; and 3. That Council make provision in the 2018/19 budget for the contribution of \$88,242.18 ex gst	CEO	<b>The CSRFF application has been submitted and is anticipated that the outcomes will be known in Feb/March 2019.</b>

Shire of Bruce Rock – MINUTES 18 October 2018

<p><b>Resolution Sep 2018 – 13.2</b> 2019/20 Community Sport Infrastructure Grant</p>	<p>1. That the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility for the 2018/19 Community Sports Infrastructure Grants Program for \$88,242.18 ex gst be submitted to the Australian Sports Commission.</p> <p>2. That if the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility is successful Council will commit a 1/3rd contribution and make a budget provision on \$88,242.18 ex gst in the 2018/19 financial year. This will need to be a budget amendment at time of review.</p>	<p>CEO</p>	<p><b>The grant application has been submitted with the outcome scheduled to be announced in November 2018.</b></p>
<p><b>Resolution Sep 2018 – 12.2.2</b> Review of Fixed Stanpipes</p>	<p>That Council endorses the proposed changes to access and classification of each standpipe as outlined in the “Water Corporation Fixed Standpipes” spreadsheet.</p>	<p>MOWS</p>	<p><b>MOWS will provide an update to Council at the October OCM.</b></p>

Status Report

Ongoing items as at October 2018

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<b>Resolution August 16–13.1.10</b> Duplicate Road Name – Buller Road	Council resolved to request that Buller Road outside of the town site be renamed to Buller North Road, and the Buller Road within the gazetted town site be renamed to Buller St.	MOF	Address matching ½ completed by Landgate. Slow process going through addresses one by one. Will look into duplicate road names once process of updating addresses is completed.
<b>Resolution March 17 - 11.5.2</b> CEACA – Sale of Land for Independent Living Units	That in accordance with section 3.58 of the Local Government Act Council resolves to dispose of Lots 26,27,28, 56 and 57 Butcher Street, Bruce Rock to the Central East Aged Care Alliance (CEACA) Inc. under the following terms; a) At no cost, as the land is Council's in-kind contribution to the CEACA Independent Living Unit's project; b) All outgoings including rates, insurance and utilities to be paid by CEACA.	CEO	Advice given to CEACA on the transfer of land, awaiting CEACA response with details to complete documentation.
<b>Resolution September 17 – 13.1.2</b> Provision of Housing for GROH	That Council approves the Chief Executive Officer to investigate floor plans and building costs for a four bedroom, two-bathroom residence to be constructed at 118 Curlew Drive, Bruce Rock to be leased to GROH for teaching staff; and The proposal be presented back to Council for approval prior to progressing to stage 2 of the process set out by GROH.	CEO	There has been a change in staff at GROH and the CEO is seeking to contact and continue the process.
<b>Resolution December 17 – 12.5.4</b> Rental Accommodation	That staff engage an appropriate consultant to prepare a Housing Needs Analysis focusing on Rental Accommodation for the Shire.	CEO	The CEO is still seeking a consultant for Housing Needs Analysis for Bruce Rock.
<b>Resolution Mar 18 – 12.5.6</b> Request for BMX Track	That Council staff undertake initial consultation with key groups to ascertain the best location and wants/needs of the youth for the establishment of a BMX track within Bruce Rock town site. With further information to be presented to Council on the insurance and compliance matters that may be associated with the establishment of a track and its location. And That Council staff investigate the options available and potential required	CEO	The CEO and CDO are working on this between other priority projects.

	area for any future expansion of the Bruce Rock Caravan Park located on Reserve 24756 and report details back to Council for consideration.		
<b>Resolution Mar 18 – 12.5.12</b> Review of Local Laws Outcome Report	<p>1. That the Shire of Bruce Rock adopt the report of the review of the local laws under S3.16 of the Local Government Act 1995 and note that no community submissions were received in respect to the following local laws:</p> <ul style="list-style-type: none"> <li>• Activities on Thoroughfares and Trading in Public Places Local Law 2004;</li> <li>• Dogs Local Law 2005;</li> <li>• Parking and Parking Facilities Local Law;</li> <li>• Local Law Relating to the Management and Control of Bruce Rock Cemetery 2004;</li> <li>• Local Laws Relating to Fencing;</li> <li>• Local Government Property Local Law; and</li> <li>• Local Government Model By-laws Removal and Disposal of Obstructing Animals or Vehicles No 7.</li> </ul> <p>2. That the Shire of Bruce Rock determine that the outcome in respect to each local law is as follows:</p> <p>a. Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Local Law 2004 be amended as outlined in the report;</p> <p>b. Shire of Bruce Rock Dogs Local Law 2005 be amended as outlined in the report;</p> <p>c. Shire of Bruce Rock Parking and Parking Facilities Local Law not be amended due to the minimal nature of the amendments;</p> <p>d. Shire of Bruce Rock Local Government Property Local Law be amended as outlined in the report;</p> <p>e. Shire of Bruce Rock Local Law Relating to the Management and Control of Bruce Rock Cemetery 2004 be amended as outlined in the report;</p> <p>f. Shire of Bruce Rock Local Laws Relating to Fencing be amended as outlined in the report;</p> <p>g. Shire of Bruce Rock Local Government Property Local Law be amended as outlined in the report; and</p> <p>h. Shire of Bruce Rock Local Government Model By-laws (Removal and Disposal of Obstructing Animals or Vehicles) No 7 be further reviewed to</p>	CEO	Referred back to Consultant and will be making arrangements to align with proposed Standing Orders Local Laws.

	determine whether existing local laws or legislation may satisfy the purpose and effect of the local law.		
<b>Resolution June 18 - 12.1.2</b> Retrospective extension of current Avon Waste Recyclables Collection Contract	<p>1. To formally write to Stondon Pty Ltd trading as 'Avon Waste' to offer to retrospectively continue to provide the kerbside and bulk bin recycling collection services until the 22 October 2019 as detailed in the Deed signed by Stondon Pty Ltd and the Shire of Bruce Rock on the 1 December 2018 and authorises the Chief Executive Officer to undertake this process for Council by authority of this Resolution; and</p> <p>2. Should Stondon Pty Ltd trading as 'Avon Waste' be accepting to retrospectively continue to provide the kerbside and bulk bin recycling collection services until the 22 October 2019 that Council Pre-emptively endorse this acceptance to continue to use Stondon Pty Ltd for the provision kerbside and bulk bin recycling collection services until the 22 October 2019 and authorises the Chief Executive Officer to undertake to formally endorse this service on behalf of Council by authority of this Resolution.</p>	EHO	Correspondence sent to Avon Waste. Avon Waste has responded to be tabled at the OCM August 2018.
<b>Resolution June 18 – 12.1.3</b> Extensions of current kerbside refuse collection and landfill management contract.	<p>That Council resolves to:</p> <p>1. To formally write to Mr P Fuchsbichler to offer to retrospectively continue to provide the kerbside refuse collection and landfill management until the 30 May 2019 as detailed in the Deed signed by Mr P Fuchsbichler and the Shire of Bruce Rock and authorises the Chief Executive Officer to undertake this process for Council by authority of this Resolution; and</p> <p>2. Should Mr P Fuchsbichler be accepting to retrospectively continue to provide the kerbside refuse collection and landfill management until the 30 May 2019 that Council pre-emptively endorse this acceptance to continue to use Mr P Fuchsbichler for the provision of kerbside refuse collection and landfill management until the 30 May 2019 and authorises the Chief Executive Officer to undertake to formally endorse this service on behalf of Council by authority of this Resolution.</p>	EHO	<p>Correspondence sent to Peter Fuchsbichler.</p> <p>Peter Fuchsbichler has verbally agreed to contract extension. EHO to track down Peter and have him sign a new extension.</p>
<b>Resolution July 2018 – 12.1.3</b> Inspection of Swimming Pool and Spa safety barriers	Authorise the Chief Executive Officer to administrate the requirements for private swimming and spa pool safety barrier inspections within the gazetted townsite of the Bruce Rock Shire on an annual occurrence in a practicable manner with consideration of available staff resources and capabilities per annum.	EHO	Administrative requirement actioned by EHO in liaison with CEO potential policy item into the future.

<b>Resolution July 2018 – 12.3.4 STED Scheme</b>	<p>That Council agrees to provide a financial subsidy to property owners within the STED Scheme area to connect to the STED Scheme within 3 years from the date the Water Corporation deems the Scheme operational, subject to the following;</p> <p>a. The subsidy to be paid will be;</p> <p>i) \$1,000 for the owners of residential or commercial properties;</p> <p>ii) \$1,250 for the owners of residential properties that are registered Seniors with the Shire under the Pensioner Rebate Scheme; or</p> <p>iii) \$1,500 for the owners of residential properties that are registered pensioners (including Seniors with Commonwealth Senior Health Cards) under the Pensioner Rebate Scheme.</p> <p>b. Council will only subsidise one connection per rateable assessment;</p> <p>c. Adopt the new policy regarding connections to the STED Scheme;</p> <p>d. The subsidy will be payable direct to the plumber after the works have been completed and the invoice issued to the property owner and a copy provided to the Shire Administration Office.</p> <p>e. Council will provide appropriate sand or fill for the decommissioning of</p>	MOF	Waiting for Water Corporation to advise STED is operational. Application form also still to be developed.
<b>Resolution Aug 2018 – 12.4.3 Lease of Bruce Rock Quarry</b>	<p>1. That a Lease to operate the Bruce Rock Quarry be offered by Tender for a two-year period, with the option of a further year with the agreement of both parties.</p> <p>2. That Council approve Mining and Drilling Services Pty Ltd be formally notified by letter of the cessation of the August 2016 Lease.</p>	DCEO	Tender Period has now closed. A report will be presented at the October OCM.
<b>Resolution Aug 2018 – 12.4.4 Local Emergency Management Arrangements 2018</b>	That Council endorses the Local Emergency Management Arrangements (2018) for the Shire of Bruce Rock, as presented.	DCEO	LEMA has been forwarded by DEMC to SEMC for endorsement.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

Resolution OCM Oct 18 – 11

Moved: Cr Dolton

Seconded: Cr Kilminster

That the status report be moved.

**Carried 8/0**

## 12. Regional Reports

### Agenda Reference and Subject:

**12.1** WALGA Zone Meeting August 2018

**File Reference:** 1.6.5.6 WALGA Zone Meeting Minutes and Agendas

**Reporting Officer:** Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest** Nil

### 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 23<sup>rd</sup> August 2018 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 CEO and President gave a verbal update on these minutes at the September 2018 Council Meeting, however as the minutes were not available at the time they are now provided for Councillors information.

A full copy of the minutes has been provided to Councillors.

**Consultation** Nil

**Statutory Implications** Nil

**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

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

**Voting Requirements** Simple Majority

### OFFICER RECOMMENDATION AND COUNCIL DECISION

#### Resolution OCM Oct 18 – 12.1

**Moved:** Cr Waight

**Seconded:** Cr Kilminster

**That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 23rd August 2018 at the Merredin Recreation and Leisure Centre**

**Carried 8/0**

**Agenda Reference and Subject:**

**12.2** WEROC Council Meeting September 2018

**File Reference:**

1.6.9.1 Meeting Minutes and Agendas WEROC

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

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

**Background**

The last WEROC Council Meeting was held on Wednesday 26<sup>th</sup> September 2018 at the Yilgarn 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 Chief Executive Officer was unable to attend the meeting, however the Deputy CEO, Alan O'Toole attended in his place.

The following items are highlighted for Councils attention;

**3.1 Local Government Act Phase 2**

*Dr Ken Parker, Principal Strategy Officer from the Department and Mr James McGovern Manager of Governance from WALGA both attended the meeting to give an overview of the upcoming Local Government Act 1995 Review and proposed delivery of the new Local Government Act 2020.*

A copy of the minutes has been provided to Councillors for information.

**Consultation** Nil

**Statutory Implications** Nil

**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

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 12.2**

**Moved: Cr Negri**

**Seconded: Cr Dolton**

**That Council receives the minutes of the WEROC Council Meeting held on Wednesday 26th September 2018 at the Yilgarn Council Chambers.**

**Carried 8/0**

*Mr A O'Toole left the Council Chambers at 1.29pm.*

*Mr J Goldacre entered the Council Chambers at 1.29pm.*

**Agenda Reference and Subject:**

**12.3** CEACA Meeting September 2018

**File Reference:**

1.4.10.1 Meeting Minutes and Agendas CEACA

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

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

**Background**

The 11-member Councils of the Central Eastern Aged Care Alliance (CEACA) held a meeting on Wednesday 5<sup>th</sup> September 2018 at the Merredin Regional Community and Leisure Centre.

**Comment**

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

The following matters are highlighted for Councillors attention:

**7.3 Rewriting the CEACA Constitution**

The working group held its most recent meeting during the WALGA Convention. At the meeting held Thursday 2 August 2018 were:

- Gary Shadbolt, CEACA's Acting Chair;
- Darren Mollenoyux, CEO Shire of Bruce Rock;
- John Nuttall, CEO Shire of Mt Marshall;
- Greg Mohen, Partner Kott Gunning Lawyers;
- Philip Mavor, Senior Associate Kott Gunning Lawyers;
- Helen Westcott, CEACA Executive Officer; and
- Bruce Wittber, BHW Consulting.

Following the meeting on 2 August Kott Gunning made a number of amendments to the draft considered at the meeting. Whilst the working group and in turn CEACA's Executive Committee will provide comment, Member Councils also have the opportunity to provide comment on the revised draft constitution. Once all comments are received a report will be prepared as part of the process leading to the consideration/adoption of a new constitution for CEACA. ***Councillors have been provided with a copy of the Draft Constitution.***

**RESOLUTION:**

*That comment on the CEACA Constitution (Final Draft as at 8 August 2018) be provided to the Executive Officer by close of business on Friday 28 September 2018 to enable final drafting of the new constitution.*

*As the CEO had been part of the working party and following discussions with the Shire President we did not submit any further changes by the deadline.*

As these minutes were received after the September Council meeting the CEO and President had already provided a verbal update to Council at the September Council meeting.

A copy of the minutes has been provided to Councillors.

The CEO attended the special CEACA meeting on Wednesday 10<sup>th</sup> October 2018 and will provide a verbal update on the outcomes.

Consultation	Nil
Statutory Implications	Nil
Policy Implications	Nil
Financial Implications	Nil

### 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 AND COUNCIL DECISION

Resolution OCM Oct 18 – 12.3

Moved: Cr Rajagopalan

Seconded: Cr Waight

That Council receives the minutes and endorses the actions and resolutions of the CEACA Minutes from the Special Committee Meeting held on the 5th September 2018 at the Merredin Regional Community and Leisure Centre.

Carried 8/0

Mr A O'Toole entered the Council Chambers at 1.34pm.

## 13. Officers' Reports

### 13.1. Environmental Health Officer

#### Agenda Reference and Subject:

**13.1.1** Environmental Health Officer Information Bulletin for the period of September 2018

#### File Reference:

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

**Disclosure of Interest** Nil

#### Summary

To accept the Environmental Health Officer Information Bulletin for the period of September 2018 for activities undertaken.

#### Background

The Environmental Health Officer will provide a report of activities undertaken during the preceding Month inclusive of Deputised and Delegated functions. This Information Bulletin will cover the month of September 2018.

#### Comment

- The outcomes of the Council Ordinary Meeting of September 2018 was carried out by the EHO being:
  - The recent Council authorisations for functions pursuant to the *Caravan Parks and Camping Grounds Act 1995* have been progressed with letters of Authorisations prepared and identification cards made up and waiting on a photo of the Ranger to complete. The matter dealing with a person camping on a farm has been liaised between the EHO and WA Contract Ranger Services and will be reported to the Deputy Chief Executive Officer to determine the best course of action to resolve the matter.
- The quotations for the provision of Photovoltaic cells for the Medical Centre and Shire Administration Offices have been reviewed with further consultation with the providers. Advice received from the Shire of Kojonup Maintenance Officer is that it would be strategic to have a solar system designed first by a qualified company specialising in solar systems based on loads, existing infrastructure (very important factor given age of Shire administration building) and actual needs and then going to tender. The EHO has been in contact with an electrical consultancy company used by local government and had discussions based on a system inspection and design and will prepare a report for the CEO for consideration;
- The annual waste reporting data has been submitted to the Waste Authority for review as part of the Statutory reporting required, now by Law. The EHO is working with the Authority to fine tune the data;
- The hydro pool replacement pump was delayed resulting in the hydro pool being closed for nearly 2 weeks. Whilst the pump was under warranty the Shire was served an invoice claiming 'poor water balance caused damage' and this was disputed given the water balance is checked regularly and the smaller harder working filter motor is at least 3 years old still performing faultlessly. After a few phone calls and explanation requested how a new pump could fail so soon despite the older pump working fine the invoice was rescinded. Another issue experienced when the repaired pump was installed is that the chemical balance in the pool went abnormal (high chlorine) and was possibly caused by the repaired pump having some type of contamination (grease, oil, zinc) affecting the probe that measures Oxidative Reduction Potential for water sanitation. The hydro pool eventually stabilised and is fit for continued use;
- The EHO and the Handymen Jack and Jaxson worked to bring to main pool back into fully armed and operational status ready for the proposed opening on the 15 October 2018. During the off-season the Handymen have undertaken various important tasks to ensure the pool was ready for start-up testing, and this has proved to be a sound investment as the water quality is excellent. Test results recently received show the water quality in accordance with Regulatory requirements. With the new Pool

Manager starting on the 8 October operational matters for both the Hydro and the Main pool will be handed over in good operational condition;

- The EHO has liaised with the owner of the house on Dampier Street with historical septic issues who attended the address and discovered the pre-existing leach drain. He has undertaken works to reconnect the non-approved disposal system to this leach drain. The EHO advised that given the ground was not the best for disposal he would be required to have the leach drain pumped out if it was found to be not disposing of treated effluent appropriately. The owner said he would monitor with the tenants and undertake any required disposal; the EHO will monitor the situation and arrange with the owner for the dwelling to be connected to the STED system when it becomes operational, given the property history. Was found to be again occupied despite assurances 2 years previously this would not happen. The *Health (Miscellaneous Provisions) Act 1911* allows Council to direct persons to connect immediately to an available sewerage system and this property;
- The EHO along with the Finance Officer have facilitated and completed the required Occupancy Permits now signed by the CEO for both the St Johns building and the Myola café extensions;
- Post budget 2018-2019 review and Handyman schedule is now complete and with Mr Jack Andrews for final review. Scheduled works and un-scheduled works are now underway in consultation with the CEO, DCEO and Senior Finance Officer as required;
- Quotations and works have been sought and actioned on for new improved ventilation for the Hall kitchen of which stage one of two is now almost complete. Quotations for handrails for the staircase adjacent to the tennis courts at the oval have been sourced locally, further to this a solar light option to illuminate said staircase is also being investigated.
- The annual *Food Act 2008* reporting has now been submitted to the Dept of Health WA Food Unit.

The EHO took two weeks Long Service Leave during the month of September.

#### **Consultation**

Mr D Mollenoyux Chief Executive Officer;

Mr A O'Toole Deputy Chief Executive Officer;

Mr P Retallack Senior Ranger / Building Maintenance Coordinator, Shire of Kojonup;

Mr M Siano, E Consulting Engineers;

#### **Statutory Implications**

*Health (Miscellaneous Provisions) Act 1911;*

*Food Act 2008;*

*Local Government Act 1995;*

*Building Act 2011;* and

*Waste Avoidance and Resource Recovery Act 2007.*

#### **Policy Implications**

Nil.

#### **Financial Implications**

Payment of Occupancy Permit fees.

#### **Strategic Implications**

Goal 12.3 – 10 Year Outcome '...meeting all levels of compliance'.

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.1.1**

**Moved: Cr Kilminster**

**Seconded: Cr Rajagopalan**

**To receive the Environmental Health Officer's Information Bulletin for the period of August 2018.**

**Carried 8/0**

**Agenda Reference and Subject:**

**13.1.2** Application for Development Approval Lot 17 Collier Street,  
Bruce Rock townsite for over height and sized outbuilding

**File Reference:** A2442 Lot 17 Collier Street, Bruce Rock WA 6418

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

**Disclosure of Interest** Nil

**Summary**

That Council approves the Development Application for an oversized outbuilding on Lot 17 Collier Street and approve the exemptions for the Development Application pursuant to Part 8, Clause 63 'Accompanying materials' *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Background**

The Environmental Health Officer Mr J Goldacre (EHO) was approached by Mr Campbell Schilling enquiring about the possibility to build a large outbuilding on Lot 17 Collier Street which is Residential Zoned land. The outbuilding would be of a height and footprint size that would require a Development Application to be submitted pursuant to Council Planning Policy 1 'Outbuildings & Seatainers in Residential Areas' adopted on the 17 July 2014 (Policy 1). The EHO explained that documents would be required to be submitted showing the outbuilding design and location and that the final purchase of the outbuilding should be conditional on Council approval. The EHO assisted Mr C Schilling with the process and paperwork to enable the item to be presented to the October 2018 Ordinary Meeting of Council.

**Comment**

Mr C Schilling has provided a Development Application and supporting material to the Shire of Bruce Rock Office on the 8 October 2018 (**ATTACHMENT 12.1.2-A, B & C**) for the construction of a large outbuilding. The outbuilding walls, ridge height and floor area exceed the standards allowing approval by the Shire of Bruce Rock Building Surveyor pursuant to Policy 1. To be able to approve the Policy variation a Development Application is required to be presented to Council in order to request a variation and is presented in **ATTACHMENT 12.1.2-A, B & C** as well as the Development Application exemption request detailed in **ATTACHMENT 12.1.2-D**.

The four key matters of the Development Application are listed below for Councils consideration:

- The proposed outbuilding ridge height is 4,656mm; the Policy 1 permits, without Council approval, a maximum ridge height of 3,600mm as shown in **Attachment 12.1.2-B**;
- The proposed outbuilding wall height is 4,000mm; the Policy 1 permits, without Council approval, a maximum wall height of 3,000mm as shown in **Attachment 12.1.2-B**;
- The proposed outbuilding floor area is 120m<sup>2</sup>; the Policy 1 permits, without Council approval, a maximum floor area for a single outbuilding of 94m<sup>2</sup> as shown in **Attachment 12.1.2-B**; and
- The proposed outbuilding will exhibit the colour 'cream' with white doors so this is a modification to blend in with the colour of the neighbouring dwelling of Mr C Schilling and will not be 'red' as shown in **Attachment 12.1.2-B**.

The Policy 1 is designed to guide either the Building Surveyor and/or the Council when determining outbuilding development proposals. The following below related to Policy 1 lists the above-mentioned dot point specific items for consideration and is provided with comments from the EHO on the proposed outbuilding development:

**Policy 1 - Outbuildings & Seatainers in Residential Areas Planning Policy –**

- a) *Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;*
  - i. The required open free space is maintained as follows – Outbuilding (9.96m X 12.05m) = 120m<sup>2</sup> with the Lot size of 1113m<sup>2</sup> free space area of the required 60% is achieved given no dwelling will be built on Lot 17 Collier Street
- b) *Comply with the Building Code of Australia (BCA) (as amended);*
  - i. The Outbuilding plan shown in **Attachment 12.1.2-B** will be required to have a Certificate of Design Compliance completed by a Registered Building Surveyor before a Building Permit can be granted by the local government.
- c) *Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed.*
  - i. The proposed outbuilding is to be constructed wholly of new building materials.
- d) *Are not attached to a dwelling;*
  - i. The outbuilding is not attached to a dwelling as shown in **Attachment 12.1.2-A**.
- e) *Are not habitable;*
  - i. The outbuilding is to garage vehicles although is not to be taken to be limited to such being an outbuilding which can have numerous applications other than habitation by person/s. Furthermore, it is an offence under the *Health (Miscellaneous Provisions) Act 1911* to occupy as a dwelling a building not constructed as a dwelling.
- f) *Are not within the primary street setback area;*
  - i. Lot 17 Collier Street as shown in **Attachment 12.1.2-A** shows the outbuilding situated to the rear of the adjoining property with the residence of Mr C Schilling. The proposed outbuilding will occupy the current vacant Lot and there is no plans to build a dwelling on this Lot.
- g) *Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;*
  - i. The required open free space is maintained as follows – Outbuilding (9m X 17m) + Proposed dwelling (9.96m X 12.05m) = 120m<sup>2</sup> with the Lot size of 1113m<sup>2</sup> free space area of the required 60% is achieved given no dwelling will be built on Lot 17 Collier Street.
- h) *Are setback in accordance with the requirements of the Residential Design Codes;*
  - i. The proposed setback distances for the proposed outbuilding is to be a minimum of 1,500mm off the rear boundary and up to 8m off the West boundary to accommodate proposed rainwater storage tanks (these do not require Planning Approval).

The Outbuilding concerning ridge height, floor area and Lot boundary setback as proposed meets the guidance criteria of Policy 1 for outbuildings and State Planning Policy 3.1 Residential Design Codes (R Codes) as presented. An advice note recommended by the EHO to be added to this Development Application Proposal for the outbuilding is:

1. All stormwater collected by the outbuilding gutters and discharged through downpipes is required to be suitably plumbed into an approved stormwater drainage system on Lot 17 Collier Street and can, pursuant to the *Shire of Bruce Rock Health Local Law 2016*, share the stormwater system for the dwelling on Lot 16 Collier Street as is in common ownership. The stormwater discharge point out onto the road is to occur after consultation with the Shire of Bruce Rock Works Manager for the approval of the provision of a 'cut/s' into the street kerbing to accommodate the stormwater plumbing discharge.

The proposed outbuilding floor area is modest at 120m<sup>2</sup> and whilst the height exceeds the Policy 1 table recommendations this is exceeded by 1,056mm in ridge height and 1,000mm in wall height. The large block has presently limited development potential due to underlying rock base and the outbuilding is a suitable use for the land. The rear Lot is currently not developed either and the outbuilding given the size of the Lot at 17 Collier Street and the rear lot to Lot 17 would be in keeping with previously approved oversized outbuildings.

### **Statutory Environment**

*Health (Miscellaneous Provisions) Act 1911;*

*Planning and Development Act 2005;*

*Local Government Act 1995;*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Shire of Bruce Rock Local Planning Scheme N°3;*

*Shire of Bruce Rock Health Local Law 2016; and*

Shire of Bruce Rock Outbuildings & Seatainers in Residential Areas Planning Policy (Policy 1)

### **Policy Implications**

Compliance with the Shire of Bruce Rock Outbuildings & Seatainers in Residential Areas Planning Policy (Policy 1).

### **Financial Implications**

Development Application fee of \$147.00

### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION AND COUNCIL DECISION**

#### **Resolution OCM Oct 18 – 13.1.2**

**Moved:** Cr Dolton

**Seconded:** Cr Kilminster

#### **Officer Recommendation**

To approve the –

1. Application for Development Approval Lot 17 Collier Street Bruce Rock townsite (Attachment 12.1.2-A, B & C) for the over height and sized outbuilding Part 8, Clause 63 ‘Accompanying materials’ Planning and Development (Local Planning Schemes) Regulations 2015 requested exemptions as listed in Attachment 12.1.2-D being Clause 62(3), Clause 63(1)(a)(iii – requirement for environmental features including water courses, wetlands and native vegetation on the site) & (iv, v, vi, vii – pedestrians, vii, viii, ix, x) and Clause 63(c) and Clause 63(3).
2. Application for Development Approval on Lot 17 Collier Street Bruce Rock townsite for an oversized and height outbuilding as detailed in Attachment 12.1.2 - A, B & C of 4,656mm ridge height, 4,000mm wall height and 120m<sup>2</sup> floor area clad in ‘cream’ coloured cladding with white doors.

That Council provides the following Advice Note to assist the applicant with requirements for stormwater management as required under other written laws and Code being:

1. All stormwater collected by the outbuilding gutters and discharged through downpipes is required to be suitably plumbed into an approved stormwater drainage system on Lot 17 Collier Street and can, pursuant to the Shire of Bruce Rock Health Local Law 2016, share the stormwater system for the dwelling on Lot 16 Collier Street as is in common ownership. The stormwater discharge point out onto the road is to occur after consultation with the Shire of Bruce Rock Works Manager for the approval of the provision of a ‘cut/s’ into the street kerbing to accommodate the stormwater plumbing discharge.

**Carried 8/0**

*Mr A O’Toole left the Council Chambers at 1.47pm.*

*Mr G Casley entered the Council Chambers at 1.49pm.*

*Mr A O’Toole returned to the Council Chambers at 1.48pm.*

**Agenda Reference and Subject:**

**13.1.3** Application for Development Approval Lot 125 Curlew Drive, Bruce Rock townsite for over height outbuilding

**File Reference:**

A2563 58 Curlew Drive, Bruce Rock WA 6418

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest**

Nil

**Summary**

That Council approves the Development Application for an over height outbuilding on Lot 125 Curlew Drive and approve the exemptions for the Development Application pursuant to Part 8, Clause 63 'Accompanying materials' *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Background**

The Environmental Health Officer Mr J Goldacre (EHO) was approached by Mr L Buller enquiring about the possibility to build a over height outbuilding on Lot 125 Curlew Drive which is Residential Zoned land. The outbuilding would be of a height that would require a Development Application to be submitted pursuant to Council Planning Policy 1 'Outbuildings & Seatainers in Residential Areas' adopted on the 17 July 2014 (Policy 1). The EHO explained that documents would be required to be submitted showing the outbuilding design and location and that the final purchase of the outbuilding should be conditional on Council approval. The EHO assisted Mr L Buller with the process and paperwork to enable the item to be presented to the October 2018 Ordinary Meeting of Council.

**Comment**

Mr L Buller has provided a Development Application and supporting material to the Shire of Bruce Rock Office on the 10 October 2018 (**ATTACHMENT 12.1.3-B & C**) for the construction of a overheight outbuilding. The outbuilding walls and ridge heights exceeds the standards allowing approval by the Shire of Bruce Rock Building Surveyor pursuant to Policy 1. To be able to approve the Policy variation a Development Application is required to be presented to Council in order to request a variation and is presented in **ATTACHMENT 12.1.3-B & C** as well as the Development Application exemption request detailed in **ATTACHMENT 12.1.3-A**.

The three key matters of the Development Application are listed below for Councils consideration:

- The proposed outbuilding ridge height is 4,440mm; the Policy 1 permits, without Council approval, a maximum ridge height of 3,600mm as shown in **Attachment 12.1.3-B**;
- The proposed outbuilding wall height is 4,000mm; the Policy 1 permits, without Council approval, a maximum wall height of 3,000mm as shown in **Attachment 12.1.3-B**; and
- The proposed outbuilding walls will exhibit the colour 'beige' with 'surfmist' roof colour and this is a modification to blend in with the colour of the dwelling of Mr L Buller.

The Policy 1 is designed to guide either the Building Surveyor and/or the Council when determining outbuilding development proposals. The following below related to Policy 1 lists the above-mentioned dot point specific items for consideration and is provided with comments from the EHO on the proposed outbuilding development:

**Policy 1 - Outbuildings & Seatainers in Residential Areas Planning Policy –**

- i) *Comply with the Building Code of Australia (BCA) (as amended);*
- i. The Outbuilding plan shown in **Attachment 12.1.3-C** will be required to have a Certificate of Design Compliance completed by a Registered Building Surveyor before a Building Permit can be granted by the local government.
- j) *Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of*

*the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed.*

- i. The proposed outbuilding is to be constructed wholly of new building materials by the local contractor Transtruct.
  - k) *Are not attached to a dwelling;*
- i. The outbuilding is not attached to a dwelling as shown in **Attachment 12.1.3-C**.
  - l) *Are not habitable;*
- i. The outbuilding is to garage vehicles although is not to be taken to be limited to such being an outbuilding which can have numerous applications other than habitation by person/s. Furthermore, it is an offence under the *Health (Miscellaneous Provisions) Act 1911* to occupy as a dwelling a building not constructed as a dwelling.
  - m) *Are not within the primary street setback area;*
- i. Lot 125 Curlew Drive as shown in **Attachment 12.1.3-C** shows the outbuilding situated to the far rear of the dwelling of Mr L Buller.
  - n) *Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;*
- i. The required open free space is maintained as follows – Outbuilding (9.2m X 4.6m) = 42.3m<sup>2</sup> with the Lot size of 1220m<sup>2</sup> free space area of the required 60% is easily achieve.
  - o) *Are setback in accordance with the requirements of the Residential Design Codes;*
- i. The proposed setback distances for the proposed outbuilding is to be a minimum of 1,500mm off the west-facing boundary. Although the corner of the outbuilding is at 1,000m to the north boundary this is acceptable given the outbuilding site angle more than compensates as shown in **Attachment 12.1.3-C**.

The Outbuilding concerning ridge and wall height and Lot boundary setback as proposed meets the guidance criteria of Policy 1 for outbuildings and State Planning Policy 3.1 Residential Design Codes (R Codes) as presented. An advice note recommended by the EHO to be added to this Development Application Proposal for the outbuilding is:

- 2. All stormwater collected by the outbuilding gutters and discharged through downpipes is required to be suitably plumbed into an approved stormwater drainage system on Lot 125 Curlew Drive. The stormwater discharge point out onto the road is to occur after consultation with the Shire of Bruce Rock Works Manager for the approval of the provision of a 'cut/s' into the street kerbing to accommodate the stormwater plumbing discharge. No stormwater is to be permitted to be discharged onto or close to the apparatus for the treatment of sewerage.

#### **Statutory Environment**

*Health (Miscellaneous Provisions) Act 1911;*

*Planning and Development Act 2005;*

*Local Government Act 1995;*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Shire of Bruce Rock Local Planning Scheme N°3;*

*Shire of Bruce Rock Health Local Law 2016; and*

Shire of Bruce Rock Outbuildings & Seatainers in Residential Areas Planning Policy (Policy 1)

#### **Policy Implications**

Compliance with the Shire of Bruce Rock Outbuildings & Seatainers in Residential Areas Planning Policy (Policy 1).

#### **Financial Implications**

Development Application fee of \$147.00

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.1.3**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

**Officer Recommendation**

**To approve the –**

**3. Application for Development Approval Lot 125 Curlew Drive Bruce Rock townsite (Attachment 12.1.3-B & C) for the over height wall and ridge outbuilding Part 8, Clause 63 ‘Accompanying materials’ Planning and Development (Local Planning Schemes) Regulations 2015 requested exemptions as listed in Attachment 12.1.3-A being Clause 62(3), Clause 63(1)(a)(iii – requirement for environmental features including water courses, wetlands and native vegetation on the site) & (iv, v, vi, vii – pedestrians, vii, viii, ix, x) and Clause 63(c) and Clause 63(3).**

**4. Application for Development Approval on Lot 125 Curlew Drive Bruce Rock townsite for an over height wall and ridge outbuilding as detailed in Attachment 12.1.3-C of 4,440mm ridge height and 4,000mm wall height with walls clad in ‘beige’ coloured cladding with a ‘surfmist’ coloured roof.**

**That Council provides the following Advice Note to assist the applicant with requirements for stormwater management as required under other written laws and Code being:**

**2. All stormwater collected by the outbuilding gutters and discharged through downpipes is required to be suitably plumbed into an approved stormwater drainage system on Lot 125 Curlew Drive. The stormwater discharge point out onto the road is to occur after consultation with the Shire of Bruce Rock Works Manager for the approval of the provision of a ‘cut/s’ into the street kerbing to accommodate the stormwater plumbing discharge. No stormwater is to be permitted to be discharged onto or close to the apparatus for the treatment of sewerage.**

**Carried 8/0**

*Mr J Goldacre left the Council Chambers at 1.52pm and did not return.*

### 13.2. Manager of Works & Services

<b>Agenda Reference and Subject:</b>	<b>13.2.1</b> Works & Services Information Report
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Glenn Casley, Manager of Works & Services
<b>Disclosure of Interest:</b>	Nil

#### Town & Gardening Crew

- Street sweeping completed in Bruce Rock, Ardath, Babakin and Shackleton.
- Caravan Park lawns mowed and sprayed
- All lawns have been cored, verti mowed and fertilised.
- Slashing of reserves in town
- Extension of crossover on the York Merredin Rd
- Liebeck Road Bridge completed
- Barr Rd bridge next for town crew
- Slashing done in Ardath, Babakin and Shackleton
- 3 Private works jobs doing shed pads
- Pony club slashed
- Placing signage around town for a heritage walk
- Prepping footpaths ready for repair

#### Construction Crew

- Ron's crew are working on Yarding South Rd re-sheeting certain bad sections along this road.
- Colin's crew have started clearing and the design for Yarding Ardath S Bends and the Stranger Rd intersection.

#### Workshop

- BK650 - Hino Truck service.
- 1mt181 - Dozer service and repair steering linkage
- Tow Roller - Replace tyres
- BK011 – Robber Tyre Roller replace turbo and 500 hr. service
- BK373 -Volvo Loader hydraulic hose repairs
- BK731 - Dual Cab Truck repair Hiab electric motor
- BK604 – Dual Cab Truck replace turbo
- BK660 Bobcat 50hr service
- BK730 Truck 60 000 km service
- BK638 Truck 80 000 km service
- BK6855 bomag roller service
- BK505 Truck service
- 21 vehicle inspections

#### Rec Centre

- Clean up around Rec centre
- Verti mowed the oval then fertilised before Damian went away on leave
- Car park has started to be weeded
- Reticulation controller for Bowling Club changed out as it was shorting out inside the box

### Vehicles/Machinery Changeover

Will be working on changing out the six ute's that are in the budget. All six will be put out to tender in the Rock Review.

### Dams

<b>Dam</b>	<b>Current</b>	<b>Capacity</b>
Railway Dam	23,500kl	32,000kl full
Negri Dam Rear	11,000kl	115000kl full
Negri Dam Front	9,500kl	15000kl full
Rec Centre Dam	23,000kl	23000kl full
Turkeys Nest	33,000kl	43000kl full

### Tenders

The Stone and Sealing tenders have come back in and there have been agenda items done for Council consideration.

For the Tender for the supply of Cement dust, there was only one reply from BGC from whom we get the dust already and the price per tonne is \$ 252.60.

### RAV Network Update

The intersection of York Merredin Rd and Bruce Rock Corrigin road has been rectified by HVS. It was placed on the mapping tool wrong as it was for Buller Road turning Left on to York Merredin Rd.

Cole Road has also been upgraded to RAV 4 on the mapping tool.

### Culvert Cleaning Programme

We started this programme last month and headed out on the South eastern side of the Shire for a week and were able to get quite a lot accomplished. Most of the North Western area has also been completed now up to Kwolyin West Road. Once the Town crew start the bridge on Barr Road, Peter and Trevor will finish off the bottom end of the Shire. It has been noticed by the public also as the Shire has been getting some great feedback and compliments about this programme.

### **OFFICER RECOMMENDATION AND COUNCIL DECISION**

#### **Resolution OCM Oct 18 – 13.2.1**

**Moved: Cr Negri**

**Seconded: Cr Dolton**

**That the Manager of Works and Services report be received.**

**Carried 8/0**

*Mr A O'Toole left the Council Chambers at 2.07pm.*

**Agenda Reference and Subject:****13.2.2** Tender 2.2018/19 Supply of Stone**File Reference:**

8.2.8.1 Tenders

**Reporting Officer:**

Glenn Casley, Manager of Works &amp; Services

**Disclosure of Interest:**

Nil

**Summary**

Council is asked to endorse the successful tenderer for the supply and delivery of aggregate for roadworks for a 12-month period.

**Background**

Council has a road construction and maintenance program of approximately 52,700m<sup>2</sup> and additional stone requirements for concrete works this financial year. As the estimated value was above \$150,000 it was a requirement to follow Council's purchasing policy, therefore tenders were invited for the supply and delivery of stone.

The tender process was conducted and advertised as Tender 2.2018/19 Supply of Stone, and closed on the 9<sup>th</sup> October 2018. Four tenders were received.

Tenders were asked to provide a price for the following

750 tonne of Cement dust

950 tonne of 7 mm 10 mm blend

1000 tonne of 20mm stone for batching plant

Sealing works

650 tonne of 7mm stone

850 tonne of 14 mm stone

**Comment**

Tenders were received from the following four companies:

(Prices are GST exclusive and refer to the cost of supply and delivery per tonne).

	<b>Irvine Transport From BGC Quarry</b>	<b>Irvine Transport From MCS - Doodlakine Quarry</b>	<b>DMB Quarries</b>	<b>Mineral Crushing Services</b>	<b>BGC Quarries</b>
<i>Prices requested per tender</i>					
Crusher dust	\$26.50	\$ 24.00	\$22.90	\$24.50	\$27.61
7mm aggregate	\$52.38	\$43.50	\$54.90	\$44.00	\$52.50
10mm aggregate	\$51.25	\$43.50	\$45.90	\$44.00	\$52.50
14mm aggregate	\$51.63	\$43.50	\$47.00	\$44.00	\$51.50
20mm aggregate	\$50.50	\$43.50	\$45.90	\$44.00	\$49.61
<i>Additional prices provided</i>					
7/10 mm concrete aggregate					\$50.61
7mm aggregate washed		\$45.00			
14mm aggregate washed		\$45.00			

We have further assessed the prices against the expected quantities.

		Irvine Transport From BGC Quarry		Irvine Transport From Doodlakine Quarry		DMB Quarries		Mineral Crushing Services		BGC Quarries	
<i>Prices requested per tender</i>	<b>Ton ne</b>	<b>Per Tonne</b>	<b>Nett Price</b>	<b>Per Tonne</b>	<b>Nett Price</b>	<b>Per Tonne</b>	<b>Nett Price</b>	<b>Per Tonne</b>	<b>Nett Price</b>	<b>Per Tonne</b>	<b>Nett Price</b>
Crusher dust	750	\$26.50	\$19,875	\$24.00	\$18,000	\$22.90	\$17,175	\$24.50	\$18,375	\$27.61	\$20,707
7mm aggregate	650	\$52.38	\$30,047	\$43.50	\$28,275	\$54.90	\$35,685	\$44.00	\$28,600	\$52.50	\$34,125
7/10mm Blend	950	\$51.25	\$48,678	\$43.50	\$41,325	\$45.90	\$43,605	\$44.00	\$41,800	\$52.50	\$40,087
14mm aggregate	850	\$51.63	\$43,885	\$43.50	\$36,975	\$47.00	\$39,950	\$44.00	\$37,400	\$51.50	\$43,775
20mm aggregate	1000	\$50.50	\$50,500	\$43.50	\$43,500	\$45.90	\$45,900	\$44.00	\$44,000	\$49.61	\$49,610
<b>Total</b>			192,995		\$168,075		\$182,315		\$170,175		\$188,305

A copy of the prices from each tender are attached

#### Mineral Crushing Services

Very good price, quarry located in Doodlakine

#### Irvine Transport

Best price using the stone from Mineral Crushing Services quarry in Doodlakine

Big difference in price from BGC quarry

#### DMB Quarries

Have a quarry in Manmanning, good pricing bar the 7mm which is the highest of all the tenders

#### BGC Quarries

Prices for tender second highest out of the four

Despite Mineral Crushing being the closest quarry and very well priced, Irvine Transport using Mineral Crushing Services product has come in the cheapest.

#### **Consultation**

Colin Brownley (Works Foreman)

#### **Statutory Implications**

*Local Government Act, 1995 s3.57*

*Local Government (Function and General) Regulations 1996, Division 2, Tender Regulations*

#### **Policy Implications**

Council Policy F1.4 Tenders – Regional Price Preference

The tender is subject to Finance Policy F1.4 Tenders- Regional Price Preference which can be found in our policy manual. This states the following

The following guidelines are to be followed for tenders;

1. That a Regional Price Preference will be provided to businesses operating within the boundary of the Shire of Bruce Rock for all goods and services in accordance with Regulation 24D of the Local Government (Function and General) Regulations 1996.

- a) Up to 10% - where the contract is for goods and services, up to a maximum reduction of \$50,000.
- b) Up to 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000, or
- c) Up to 10% - where the contract is for goods and services (including construction services), up to a maximum price reduction of \$500,000 if the Local Government is seeking tenders for the first time, due to goods or services previously being undertaken by the Shire of Bruce Rock.

#### **Financial Implications**

Council has budget provision for the supply and delivery of stone as part of its 2018/19 road program and concrete works. All tenders received are within the estimated value for this component of this financial year's budget.

#### **Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

#### **Infrastructure**

Goal 1 Roads are a key economic driver across the Shire

#### **Governance**

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

#### **Voting Requirements**

Absolute Majority

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION**

##### **Resolution OCM Oct 18 – 13.2.2**

Moved: Cr Rajagopalan

Seconded: Cr Waight

**That Council awards Tender No. 2.2018/19 to Irvine Transport via Doodlakine Quarry as the successful tenderer for Supply and Delivery of Stone for a period of 12 months.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

*Mr A O'Toole returned to the Council Chambers at 2.09pm.*

*Mrs JL Bow entered the Council Chambers at 2.10pm.*

**Agenda Reference and Subject:****13.2.3** Tender 3.2018/19 Sealing Tenders**File Reference:**

8.2.8.1 Tenders

**Reporting Officer:**

Glenn Casley, Manager of Works &amp; Services

**Disclosure of Interest:**

Nil

**Summary**

To consider the tenders received for the supply and spray of bitumen for Tender 3.2018/19 sealing program.

**Background**

Council has a sealing program of approximately 52,700m<sup>2</sup> this financial year and in accordance with Council's purchasing policy tenders were invited for the supply and spray of bitumen.

The tender process was undertaken through WALGA E Quotes which was electronically advertised from Tuesday 4<sup>th</sup> September and closed on the Tuesday 25<sup>th</sup> September at 4.00pm. Three tenders were received.

**Comment**

Tenderers were requested to provide a unit cost for two coat seal at 52,700 m<sup>2</sup>.

Prices are GST exclusive

<b>Product</b>	<b>Fulton Hogan*</b>	<b>COLAS</b>	<b>Bitutek Rise &amp; Fall Price</b>	<b>Bitutek Fixed Price</b>
Two Coat Seal (price per m <sup>2</sup> )	\$ 3.72 m <sup>2</sup>	\$ 3.88 m <sup>2</sup>	\$ 4.02 m <sup>2</sup>	\$4.18 m <sup>3</sup>
@ 52,700 m <sup>2</sup>	\$ 196,044	\$ 204,476	\$ 211,854	\$ 220,286
<b>Total</b>	<b>\$ 196,044</b>	<b>\$ 204,476</b>	<b>\$ 211,854</b>	<b>\$ 220,286</b>

Fulton Hogan

\*Very good price, has allowed for everything in their price including Mobilisation and De mob plus accommodation if needed but only allows for 1 visit.

Colas

Pricing only allows for the job only, extra costs like accommodation, traffic control and Mobilisation and De mob are to go on top of this price. No limitation to visits during the year

Bitutek

Higher price, have allowed for everything, used last year with great results and also have used them at other Shires. Have given prices for fixed rate or a rise and fall rate due to the price of bitumen fluctuating during the year

Even though Fulton Hogan are cheapest based on direct prices (as seen in the above table), I believe Bitutek are the preferred option because they have accounted for everything in their unit cost price, such as traffic management.

This has not been included in COLAS' unit costs. The estimated cost of traffic management would be approximately \$2,230.00 per day. At an estimate traffic management, this would add \$ 6,690 to the total cost. Colas has not allowed for Mobilisation in their costs as the others which is \$ 4965.00 per visit so 3 visits would add up to \$ 14,895.00. This would bring the total to \$226,061 which is higher than the Bitutek price of \$220,286 for a fixed price.

Bitutek have indicated that they are able to travel to the Shire of Bruce Rock for 3 visits, where COLAS have no limit to the visits they can offer that price for. Fulton Hogan have only allowed for 1 visit. Therefore, based on a comparable price and lower risk of price variations, Bitutek are considered the preferred supplier.

#### **Consultation**

Alan O'Toole (DCEO)

#### **Statutory Implications**

*Local Government Act, 1995 s3.57*

*Local Government (Function and General) Regulations 1996, Division 2, Tender Regulations*

#### **Policy Implications**

F1.4 Tenders – Regional Price Preference

#### **Financial Implications**

Council has budget provision for the sealing as part of its 2017/18 road program. Other than the tender received from Bitumen Surfacing, all other tenders were under the estimated value for the sealing component of the road program for this financial year.

#### **Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2013-2023*

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner

Economic

2.1.1 Actively support and develop local and new businesses

#### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.2.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

**That Tender 3.2018/19 Sealing Program for Shires two coat seal works be awarded to Bitutek at the prices and services outlined in their tender.**

**Carried 8/0**

*Mr D Mollenoyux left the Council Chambers at 2.17pm.*

*Mr D Mollenoyux returned to the Council Chambers at 2.20pm.*

### 13.3. Manager of Finance

#### Agenda Reference and Subject:

**13.3.1** Statement of Financial Activity

#### File Reference:

8.2.6.2 Financial Reporting

#### Reporting Officer:

Jennifer Bow, Manager of Finance

#### Disclosure of Interest

Nil

#### 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 2018 are attached to the agenda.

#### 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

#### 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 AND COUNCIL DECISION

Resolution OCM Oct 18 – 13.3.1

Moved: Cr Rajagopalan

Seconded: Cr Dolton

**That the Statements of Financial Activity for the month ending 30<sup>th</sup> September 2018 as presented be received.**

**Carried 8/0**

**Agenda Reference and Subject:**

**13.3.2** List of Payments

**File Reference:**

8.2.3.3 Accounts Payable (Creditors)

**Reporting Officer:**

Jennifer Bow, Manager of Finance Mike Darby, Senior Finance

**Disclosure of Interest:**

Nil

**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 2018.

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

**Financial Implications**

Payments must be made in accordance with 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 AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.3.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

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

- 1. Municipal Account consisting of;**
    - a. EFT voucher numbers EFT13456 to EFT13538 totalling \$151,539.94**
    - b. Cheque number 23795 to 23805 totalling \$23,323.53**
    - c. Trust Cheque Nil**
    - d. Wages and Superannuation payments totalling \$184,093.26 and**
    - e. Credit Card payments totalling \$1,619.49**
- With all payments totalling \$358,956.73 for the month of September 2018.**

**Carried 8/0**

Mrs JL Bow and Mr G Casley left the Chamber at 2.25pm and did not return.

### 13.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**13.4.1** Shire President's Stamp

**File Reference:****Reporting Officer:**

Alan O'Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Use of Shire President's stamp in September 2018

**Background**

Nil

**Comment**

As per Council's policy, the Shire President's stamp has been used during the month of September 2018 as follows:

- Shire Sports Award Certificates

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Corporate Governance

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION****Resolution OCM Oct 18 – 13.4.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Crooks

**That Council endorse the use of the Shire President's Stamp during September 2018.**

**Carried 8/0**

**Agenda Reference and Subject:**

**13.4.2** Shire Seal

**File Reference:**

**Reporting Officer:**

Alan O'Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Use of Shire Seal in September 2018.

**Background**

Nil

**Comment**

As per Council's policy, the Shire Seal has been used during the month of September 2018 as follows:

- WE-ROC MOU's x 6

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Corporate Governance

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.4.2**

**Moved:** Cr Dolton

**Seconded:** Cr Kilminster

**That Council endorse the use of the Shire Seal during September 2018.**

**Carried 8/0**

**Agenda Reference and Subject:**

**13.4.3** Bruce Rock Quarry Tender

**File Reference:**

3.2.1.6 Bruce Rock Quarry

**Reporting Officer:**

Alan O'Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to consider the tender received for the lease of the Bruce Rock Quarry.

**Background**

At the August 2018 OCM, Council approved the undertaking of a tender process for the Lease of the Bruce Rock Quarry (the Quarry) following the expiry of the previous lease on 9 August 2018. The tender process closed at 4pm on Friday 5<sup>th</sup> October 2018. At the time of tender closure, the Shire had received one submission from Mineral Crushing Services (WA) Pty Ltd.

**Comment**

The tender specification documents included a request for a Business Plan which included intended use of the Quarry, estimated number of tonnes to be produced, the proposed start date of operations, and potential local employment opportunities.

During the open tender period the Shire received several enquiries about the Quarry and conducted three tours of the site. The Managing Director of Mineral Crushing Services, Mr Joe Fondacaro, visited the site twice prior to submitting the tender documents. Mineral Crushing Services also operate the Doodlakine Quarry in the Shire of Kellerberrin. A copy of the tender submission from Mineral and Crushing Services is a confidential attachment to this report and will be presented at the Council meeting.

**Consultation**

Chief Executive Officer

Manager of Works

**Statutory Implications**

Local Government Act (Functions and General) Regulations - Tender Regulations.

Compliance with Extractive Industries laws, and in accordance with the conditions of Department of Mines, Industry Regulation and Safety.

Compliance with applicable Environmental laws.

OH&S Compliance

**Financial Implications**

Annual Lease Fee, or Royalty per tonne

Opportunities for local employment

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Infrastructure**

Goal 2 Encourage greater usage of current Shire owned facilities

**Governance**

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.4.3**

**Moved: Cr Dolton**

**Seconded: Cr Foss**

**That Council accept the tender submitted by Mineral Crushing Services (WA) Pty Ltd.**

**That Council choose the Annual Lease fee option.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Agenda Reference and Subject:**

**13.4.4** Update of Bruce Rock Workforce Plan

**File Reference:**

2.5.1.5 Integrated Workforce Plan

**Reporting Officer:**

Alan O'Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is requested to adopt the Shire of Bruce Rock Workforce Plan 2018-2022.

**Background**

It is a requirement of Integrated Planning and Reporting (IPR) legislation that all Local Governments adopt a Strategic Community Plan and Corporate Business Plan. These key documents are supported by Informing Strategies: the Long Term Financial Plan, the Asset Management Plan, and the Workforce Plan. This Workforce Plan updates the previous Plan (2013-2017) and is designed to assist in predicting future workforce requirements. It analyses the make-up of the current workforce, and assesses future needs regarding the type and size of workforce required to meet them. *"An effective Workforce Plan aims to provide Council with right people, in the right places, at the right time, with the right skills".*

**Comment**

The Workforce Plan 2018-2022 has been developed over the past six months and has involved consultation with all staff as well as input from other sources, including the Wheatbelt Business Network, who have significant experience assisting regional Local Governments in the area of IPR compliance.

**Consultation**

CEO

Manager of Finance

All Shire of Bruce Rock staff

Executive Officer, Wheatbelt Business Network

**Statutory Implications**

Local Government (Administration) Regulations 1996

**Policy Implications**

Nil

**Financial Implications**

Indicative increases in Wages and Salaries identified in the Workforce Plan 2018-2022 will need to be budgeted for in successive years.

**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**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 13.4.4**

**Moved: Cr Waight**

**Seconded: Cr Kilminster**

**That Council adopt the Shire of Bruce Rock Workforce Plan 2018-2022.**

**Carried 8/0**

### 13.5 Chief Executive Officer

#### Agenda Reference and Subject:

**13.5.1** Review of Council Committees

#### File Reference:

#### Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

#### Disclosure of Interest

Nil

#### Summary

Council is asked to review and appoint its representation on Council Committees and delegates to other organisations.

#### Background

With the Extraordinary Election for two Councillors being held on Friday 12<sup>th</sup> October it is an opportune time for Council to review the attached structure for Committees, Delegates and Representatives.

#### Comment

It is recommended that Council review the various committees, delegates and representatives that have had vacant positions following Councillor resignations and subsequently newly elected Councillors.

**Consultation** Nil

**Statutory Implications** Ni

**Policy Implications** Nil

**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

Simple Majority

#### OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 18 – 13.5.1

**Moved:** Cr Kilminster

**Seconded:** Cr Waight

**That Council reviews and amends the new Committees, Delegates and Representatives for Council.**

**Carried 8/0**

## Shire of Bruce Rock

### Committees, Delegates & Representatives

As at 23<sup>rd</sup> October 2017

Committees of Council	
Audit Committee	All Council
Health & Aged Care	Cr Strange, Cr Thornton, Cr Rajagopalan, Cr Negri
Works & Services	Cr Strange, Cr Rajagopalan, Cr Dolton, Cr Waight

Sub Committees	
Community & Economic Development	Cr Strange, Cr Rajagopalan, Cr Thornton, Cr Dolton, Cr Kilminster, CEO, CDO
Sport & Recreation	Cr Strange, Cr Kilminster, Cr Waight, Cr Thornton

Appointed – Delegates & Representatives	
Master of Ceremonies	Cr Rajagopalan, Cr Dolton
WALGA Great Eastern Zone	Cr Strange, Cr Rajagopalan, CEO
WEROC	Cr Strange, Cr Rajagopalan, CEO
Wheatbelt Communities	Cr Strange, CEO, DCEO, Cr Rajagopalan
CEACA	Cr Strange, CEO
Aged & Retirement Units	Cr Thornton, Cr Rajagopalan (Proxy)
Local Health Advisory Group	Cr Negri, Cr Thornton (Proxy), CEO
District Health Advisory Group	Cr Negri, Cr Thornton (Proxy)
Natural Resource Management	Cr Dolton, Cr Negri, DCEO, NRMO
Regional Road Group	Cr Dolton, MWS, Cr Strange (Proxy)
Chief Bush Fire Control Officer	Cr Dolton
Deputy Chief Bush Fire Control Officer	Cr Negri
Community Resource Centre	Cr Kilminster
Tourism	Cr Kilminster, Cr Rajagopalan (Proxy)
Central Agcare	Cr Negri, DCEO (Proxy)

**Agenda Reference and Subject:**

**13.5.2** Bruce Rock Tennis Club Annual Fee

**File Reference:**

1.3.8.13 Bruce Rock Tennis Club

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to consider a request from the Bruce Rock Tennis Club to waive their annual facility fee due to going into recess for the 2018/19 season.

**Background**

The Bruce Rock Tennis Club has written to Council advising that they have gone into recess for the 2018/19 tennis season. There are no planned weekly tennis or events other than a fast four tennis competition which runs in February March 2019 for an 8-week period.

The Tennis Club are asking if Council would waive their annual contribution for the 2018/19 financial year.

**Comment**

As a compromise and for use of the courts for their 8 week fast four tournament, it is suggested that Council consider charging a hourly hire fee of \$25 *inc gst*, per hour for this tournament. This will equate to 8 weeks x 2 hours per week totalling \$400.

During the in-person meeting with the Tennis Club representatives they also indicated that they would still be making an annual contribution towards the facility replacement fund, as per Council policy.

**Consultation**

The CEO has met with representatives from the Bruce Rock Tennis Club to discuss this request.

**Statutory Implications**

*Local Government Act 1995 s.6.16 & s.6.19*

6.16. *Imposition of fees and charges*

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

6.19. *Local government to give notice of fees and charges*

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

*(a) its intention to do so; and*

*(b) the date from which it is proposed the fees or charges will be imposed.*

**Policy Implications**

Nil

### **Financial Implications**

Should Council write off the Tennis Club's annual contribution of \$1,820 *inc gst*, then it will need to vary the 2018/19 budget income to reflect this. Council would also need to set a new fee and charge of \$25 *inc gst* per hour for tennis court hire (with lights) and advertise it in accordance with financial requirements.

### **Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

#### **Infrastructure**

- Goal            2 Maintain Shire owned facilities in a strategic manner and also meet the communities needs  
2.2 – Encourage greater usage of current Shire owned facilities

### **Voting Requirements**

Absolute Majority

### **OFFICER RECOMMENDATION AND COUNCIL DECISION**

#### **Resolution OCM Oct 18 – 13.5.2**

Moved:        Cr Crooks

Seconded:    Cr Dolton

That Council;

1. Council write off the Bruce Rock Tennis Club's 2018/19 annual contribution of \$1,820 *inc. gst* due to the club going into recess for the season. This fee shall be reviewed again for the 2019/20.
2. Adopt a new fee and charge for the hire of the Bruce Rock tennis courts at night, being \$25.00 *inc gst*, per hour, and
3. Give public notice of 7 days of the intent to adopt the new fee and charge.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Agenda Reference and Subject:**

**13.5.3** Proposed Policy - Elected Members Conferences,  
Seminars and Training Courses

**File Reference:** 2.3.1.1 Policy Manual

**Reporting Officer:** Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest** Nil

**Summary**

The Council is requested to consider and endorse the “Elected Members Conferences, Seminars and Training Courses” policy. The policy if adopted will be incorporated into the Council’s Policy Manual at 3.7.

**Background**

During the month Cr Rajagopalan requested to undertake Councillor training, including the Diploma of Local Government. As Council does not have a policy or previous direction on what training Councillors are entitled to be funded it is recommended that a policy be implemented to assist in setting direction and enable a consistent and financially viable approach to Councillor training.

**Comment**

The proposed policy is attached.

The policy sets out approval pre-requisites for an elected member to attend training and the rules around what expenses will be paid for by Council. This includes:

- reimbursement for an elected member using their own vehicle
- when priority is given in selecting how much and what type of training is undertaken
- specified maximum reimbursements for breakfast, lunch and dinner (if not provided at the course)
- partner attendance at conferences
- what is expected from an elected member following a conference, seminar or training course

A copy of the policy will be made available to all elected members who attend conferences, seminars and training courses and in the policy manual.

**Consultation**

CEO

Executive Assistant

Shire President

**Statutory Implications**

Local Government Industry Award

OH&S considerations

**Policy Implications**

New Policy

### Financial Implications

Below is a breakdown of costs associated with Elected Member Training and the required pathway to be taken to enable a Diploma of Local Government to be obtained.

Stage 1: Elected Member Essentials			
	Related Courses	Course Fees	Assessment Fees
Stage One (EM Essentials)	Serving on Council	\$515.00	\$675.00
	Conflicts of Interest (eLearning)	\$195.00	
	Understanding Local Government (eLearning)	\$195.00	
	Meeting Procedures and Debating	\$515.00	
	Understanding Financial Reports & Budgets	\$515.00	
Stage Two (Intermediate)	CEO Performance Appraisals	\$515.00	\$900.00
	Effective Community Leadership	\$515.00	
	Integrated Strategic Planning - Essentials	\$515.00	
	Planning Practices – The Essentials	\$515.00	
Stage Three (Advanced)	Planning Practices – Advanced	\$515.00	\$900.00
	Integrated Strategic Planning - Advanced	\$515.00	
	Infrastructure Asset Management	\$515.00	
	Professionally Speaking	\$515.00	
			Total
			\$2,610.00
			\$2,960.00
			\$2,960.00

### 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** Absolute Majority

#### OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 18 – 13.5.3

Moved: Cr Waight

Seconded: Cr Dolton

That Council considers and endorses the “Elected Members Conferences, Seminars and Training Courses” policy

**CARRIED BY ABSOLUTE MAJORITY 8/0**

*Council adjourned for afternoon tea at 2.50pm.*

*Council returned to the Council Chambers at 3.15pm.*

14. **New Business of an urgent nature introduced by discussion of the meeting**
15. **Confidential Items**
16. **Confirmation and receipt of Information Bulletins.**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 16.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Foss

**That Information Bulletin 1 be received.**

**Carried 8/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Oct 18 – 16.2**

**Moved:** Cr Kilminster

**Seconded:** Cr Waight

**That Information Bulletin 2 be received.**

**Carried 8/0**

17. **Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.27pm.

These minutes were confirmed at a meeting on 15 November 2018.

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Cr Stephen Strange  
Shire President  
15 November 2018