

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 17 MAY 2018

TABLE OF CONTENTS

TABLE OF CONTENTS .....	1
1. Declaration of Opening .....	2
2. Record of Attendance/Apologies/Leave of Absence (Previously Approved) .....	2
3. Declarations of Interest .....	2
4. Response to Previous Public Questions Taken on Notice .....	2
5. Public Question Time .....	3
6. Petitions/Deputations/Presentations/Submissions .....	3
7. Applications for Leave of Absence.....	3
8. Announcements by Presiding Member .....	3
9. Confirmation of Minutes.....	3
10. Status Report.....	4
11. Regional Reports .....	10
11.1 Wheatbelt Communities Budget 2018/19.....	10
12. Officers' Reports .....	12
12.1. Environmental Health Officer .....	12
12.2. Manager of Works & Services .....	13
12.2.1 Works & Services Information Report.....	13
12.3. Manager of Finance.....	15
12.3.1 Statement of Financial Activity .....	15
12.3.2 List of Payments.....	16
12.3.3 Preparation of the 2018/19 Budget .....	18
12.3.4 Non-Adherence to Purchasing Policy .....	21
12.4 Deputy Chief Executive Officer .....	24
12.4.1 Review of Delegated Authority Register .....	24
12.5 Chief Executive Officer .....	27
12.5.1 Roe Tourism – Annual Financial Contribution .....	27
12.5.2 WALGA 2018 Local Government Convention.....	29
12.5.3 CEO Performance Appraisal Process .....	31
13. New Business of an urgent nature introduced by discussion of the meeting .....	33
13.1 Lease of the Equestrian Reserve.....	33
13.2 Tender 2.2017/18 – Residence for Visiting Health Professionals .....	35
13.3 Shire of Bruce Rock Rebrand .....	37
14. Confidential Items .....	39
15. Confirmation and receipt of Information Bulletins. ....	39
16. Closure of Meeting. ....	39

SHIRE OF BRUCE ROCK  
MINUTES – ORDINARY MEETING 17 MAY 2018

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 1.50pm.

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

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr IS Dolton
	Cr NC Kilminster
	Cr PG Negri
	Cr MK Thornton
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Ms CJ Dunn
Executive Support Officer	Mrs MJ Schilling
Manager of Finance	Mrs JL Bow (2.43pm to 3.22pm)
Manager of Works and Services	Mr G Casley (2.36pm to 3.09pm)
Leave of Absence	Cr SBV Buller
	Cr MJ Royce

**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**

Nil

**5. Public Question Time**

Nil

**6. Petitions/Deputations/Presentations/Submissions**

Nil

**7. Applications for Leave of Absence**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 7.1**

**Moved: Cr Kilminster**

**Seconded: Cr Thornton**

**That Cr Royce be granted Leave of Absence for the Ordinary Meeting of Council to be held on 21 June 2018.**

**Carried 7/0**

**8. Announcements by Presiding Member**

The President gave a short briefing on his attendance at the WALGA Zone, WEROC and CEACA Meetings.

The Progress Association meeting was held last week with 41 attendees. Staff worked hard getting people to attend this. Caroline handled the meeting very well and it was good to see it wasn't over attended by Shire Councillors and Staff. Main focus is in financing a Co-Op, a bus trip to look at other roadhouses and research into other groups such as Go Narembeen, Kulin/Kondinin etc.

**9. Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday 19 April 2018.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 9.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Thornton**

**That the minutes of the Ordinary Meeting of Council held Thursday 19 April 2018 be confirmed as a true and correct record.**

**Carried 7/0**

**10. Status Report**

Presentation of Status Report for April 2018 Resolutions

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<p><b>Resolution Apr 18 – 12.1.1</b> Applications by S&amp;K Hunter &amp; Mrs D Anderson of Bruce Rock townsite requesting Council permission to keep roosters</p>	<p>1) To grant permission in writing to be implemented by the Chief Executive Officer to both Mrs Dee Anderson at 31 Butler Street and Mr Shane and Mrs Kylie Hunter at 30 Farrall Street for the keeping of roosters on their properties with the following conditions –</p> <p>2) All roosters in the care and/or ownership of both Mrs Dee Anderson at 31 Butler Street and Mr Shane and Mrs Kylie Hunter at 30 Farrall Street are to be kept in low roofed coop/s of a height that effectively prevents the roosters to crane their necks to crow between the hours of 7pm and 7am;</p> <p>3) That the maximum number of roosters being 15 applied for by Mrs Dee Anderson at 31 Butler Street is to accommodate a short term maximum number due to hatchlings and will be reduced to a manageable number that will not cause nuisance and/or be unable to be effectively managed not to be a nuisance;</p> <p>4) That the permission to keep roosters is to remain valid for the trial period of three months dated from the date of this Council meeting unless revoked by Council should substantiated formal complaint/s be made regarding the keeping of roosters and/or that condition (l) of this resolution is not being reasonably adhered to.</p> <p>5) That the Environmental Health &amp; Authorised Officer is to report back to Council on the outcome of the three-month trial period and to determine if the roosters can be kept on the properties.</p>	<p>EHO</p>	<p><b>Awaiting EHO to return from Annual Leave to finalise response.</b></p>
<p><b>Resolution Apr 18 – 12.3.3</b> Community Budget Requests</p>	<p>That Council reviews and ranks in order of deemed importance the following projects in the 2018/19 budget, subject to funds available and budget adoption.</p>	<p>MOF</p>	<p><b>Community groups have been advised and allocations will be included in 2018/19 Budget Preparations.</b></p>
<p><b>Resolution Apr 18 – 12.3.4</b> Budget Amendment – WANDRRA Funding</p>	<p>That Council amend the 2017-18 Budget to reflect the financial contribution required of \$109,490.84 towards the WANDRRA funding for repairs to flood damaged roads by;</p> <p>i. Removal of job FC134 – Construction of Footpath (Noonajin Rd)</p>	<p>MOF</p>	<p><b>Amendments made to 2017/18 Budget</b></p>

Shire of Bruce Rock – MINUTES 17 May 2018

	<p>(\$43,650);</p> <p>ii. Reduction of GL 071208 - Contributions to STED Scheme Connections (\$65,840.84).</p> <p>iii. And Increase allocation to Flood Damage GL 121210 by \$109,490.84.</p>		
<b>Resolution Apr 18 – 12.3.5</b> Write off Rental Debtor	That Council write off the sundry debtors as detailed.	MOF	<b>Sundry Debtors written off.</b>
<b>Resolution Apr 18 – 12.4.3</b> Medical Centre Review (Confidential)	That Council endorses the Bruce Rock Medical Centre Review and supports the key recommendations from the confidential review document.	DCEO	<b>CEO &amp; DCEO are organising a meeting with Caleb to discuss the outcomes.</b>
<b>Resolution Apr 18 – 12.4.4</b> Fee Waiver Request Social Basketball	That the fee for hiring the indoor courts of \$13 per hour be waived for the inaugural social basketball competition season running from the 8th February 2018 to 12 April 2018 only.	DCEO	<b>Correspondence sent to Mr McKenzie.</b>
<b>Resolution Apr 18 – 12.4.5</b> Fee Waiver Request	That a discount rate of \$21.50 per night per powered site be offered to the Rotary eClub of NextGen for their stay on Mon 1 October 2018 provided any savings are donated to the RFDS or Rural Mental Health research. and That assurances be sought in writing to ensure any savings are donated as has been indicated in the email.	DCEO	<b>Correspondence sent to Rotary eClub of NextGen.</b>
<b>Resolution Apr 18 – 12.5.1</b> CEACA Membership 2018/19	That Council: 1. Includes a \$20,000 contribution to the CEACA 2018/2019 into Council's 2018/2019 Budget. 2. Includes the additional \$339 per unit, being \$2,712 to balance the construction budget for the CEACA Project into Council's 2018/2019 Budget. 3. Through its CEACA Delegate advise the CEACA Executive Officer of Council's Budget allocations listed from items 1 and 2.	CEO	<b>CEACA Executive advised of Councils decision to support budget and membership subscription.</b>
<b>Resolution Apr 18 – 12.5.2</b> Bruce Rock CRC – Council Representative	That Council appoints Cr Kilminster as its representative on the Bruce Rock Community Resource Centre Committee.	CEO	<b>Bruce Rock CRC advised of Council's new representative.</b>
<b>Resolution Apr 18 – 12.5.3</b> WALGA Honours Program	That Council nominates Cr Strange for the Eminent Service Award in the 2018 WALGA Honours Program 2018.	CEO	<b>Forms completed and submitted by deadline on 11 May 2018.</b>

<p><b>Resolution Apr 18 – 12.5.4</b> Social Media Policy and Code of Conduct Clause</p>	<p>That Council endorses WALGA’s draft, pending any suggested feedback;</p> <ul style="list-style-type: none"> <li>• Template Communications and Social Media Policy</li> <li>• Code of Conduct clause (social media) - New clause to be inserted in the WALGA Model Code of Conduct.</li> <li>• Elected Member Personal Use of Social Media Guideline.</li> </ul>	<p>CEO</p>	<p><b>WALGA advised of Councils support for the Policy and Code of Conduct Clause.</b></p>
<p><b>Resolution Apr 18 – 12.5.5</b> CEO Performance Appraisal Process</p>	<p>That the review of the Chief Executive Officer as presented by President Strange be adopted as the 2018 Annual Review of the CEO as per requirements of Section 5.38 and 5.39 of the Local Government Act 1995.</p> <ul style="list-style-type: none"> <li>•That the Chief Executive Officer’s cash component of the contracted remuneration package be increased by 2%.</li> <li>•That Council and the Chief Executive Officer agree to seek an external consultant to assist in preparing appropriate KPI’s as part of the 2018/19 performance review process.</li> </ul> <p>The CEO obtain quotation from qualified persons to assist in the CEO’s performance review in 2018/2019 and quotes be presented at the May 2018 Council Meeting.</p>	<p>CEO</p>	<p><b>The CEO will provide an update of consultants at the meeting.</b></p>

Status Report

Ongoing items as at May 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	Council has been contacted by Landgate to validate address and duplicate road names will be addressed once process is completed by Landgate.
<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	Initial discussions have been held to progress Council’s decision.
<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	Liaising with Access Housing to seek consultation for Housing Needs Analysis for Bruce Rock.
<b>Resolution Mar 18 – 12.5.1</b> Hospital Residence – Lot 425 Bean Road, Bruce Rock	That Council defer a decision on Tender 2.2018-18 New Hospital Residence until 17th May 2018 due to the funding being withheld by the Memorial Auxiliary Committee and write to each tenderer to advise of the situation.	CEO	Tenderers advised of Council’s decision to defer.

<p><b>Resolution Mar 18 – 12.5.5</b> Strategic Community Plan – Public Comments</p>	<p>1. That Council considers the public submission/s that were received relating to its Strategic Community Plan. 2. That Council adopts the Shire of Bruce Rock Strategic Community Plan 2017-2027 with any changes that it deemed appropriate from public submission.</p>	<p>CEO</p>	<p>Plan is currently with the publisher who is making final changes before final print.</p>
<p><b>Resolution Mar 18 – 12.5.6</b> Request for BMX Track</p>	<p>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 area for any future expansion of the Bruce Rock Caravan Park located on Reserve 24756 and report details back to Council for consideration.</p>	<p>CEO</p>	<p>Due to workload this has not been actioned. It is envisaged that this will occur in late April 2018.</p>
<p><b>Resolution Mar 18 – 12.5.11</b> Hockey Turf Lighting Project and Surrounds Update</p>	<p>1. Council submits a CSRFF grant application for a power upgrade to the Bruce Rock Recreation Centre and for the supply and installation of lighting to the hockey turf for the round closing in September 2018. 2. That Council considers the Bruce Rock Hockey Club’s request for a contribution of \$17,500 towards the purchase of a turf sweeper/cleaner and if approved a budget variation be made to purchase in the 2018/19 financial year.</p>	<p>CEO</p>	<p>Letter sent to Hockey Club advising of Council’s decisions.</p>
<p><b>Resolution Mar 18 – 12.5.12</b> Review of Local Laws Outcome Report</p>	<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: 2. • Activities on Thoroughfares and Trading in Public Places Local Law 2004; • Dogs Local Law 2005; • Parking and Parking Facilities Local Law; • Local Law Relating to the Management and Control of Bruce Rock Cemetery 2004; • Local Laws Relating to Fencing; • Local Government Property Local Law; and • Local Government Model By-laws Removal and Disposal of</p>	<p>CEO</p>	<p>Referred back to Consultant.</p>



	<p>Obstructing Animals or Vehicles No 7.</p> <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 determine whether existing local laws or legislation may satisfy the purpose and effect of the local law.</p>		
--	--	--	--

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 10.1**

**Moved: Cr Waight**

**Seconded: Cr Negri**

**That Council receives the Status Reports as presented.**

**Carried 7/0**

## 11. Regional Reports

<b>Agenda Reference and Subject:</b>	<b>11.1</b> Wheatbelt Communities Budget 2018/19
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	Nil

### Summary

Council is asked to endorse the proposed 2018/19 budget for the previous Wheatbelt Communities Inc. and make budget provision for Council's contribution.

### Background

A budget, outlined below, has been prepared for consideration and adoption in accordance with clause 15 of the Wheatbelt Communities Constitution, which requires the draft budget to be forwarded to each Member Organisation for comment before formal adoption by the Committee.

### Comment

In considering the draft budget, the following notes may assist Members:

1. It is proposed to continue the "care and maintenance" budget for the 2017/2018 year. As such, it is proposed that the annual subscription be set at \$2,000 per Member Organisation. It should be noted that no annual subscription has been invoiced for 2017/2018 and the \$2,000 shown as income for 2017/2018 is a transfer as one member paid it incorrectly to WE-ROC towards the end of the 2016/2017 financial year.
2. The allocation relates to the Executive Officer services.
3. The allocation relates to the meeting expenses.
4. There is no allocation related to the appointment of a Chair.
5. This allocation covers the cost of the outsourcing the financial management.
6. This allocation covers the anticipated cost of the annual audit.
7. An allocation has been made for possible insurance cover.
8. Whilst no actual consultancy has been proposed a small allocation has been included.

**Consultation** Nil

**Statutory Implications** Nil

**Policy Implications** Nil

### Financial Implications

Council's annual subscription to Wheatbelt Communities would be \$2,000 and provision is required in preparing the 2018/2019 budget.

### 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.

4.1.2.1 – Continue to provide governance that is professional and fiscally responsible and in the best interests of the community.

4.1.3.3 – Develop an enterprising approach to our infrastructure projects.

### Voting Requirements

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 11.1**

**Moved: Cr Thornton**

**Seconded: Cr Dolton**

- 1. That Council endorses the proposed Wheatbelt Communities Inc. budget for 2018/19.**
- 2. That Council makes budget provision of \$2,000 for annual subscription to Wheatbelt Communities Inc. for 2018/19 financial year.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**12. Officers' Reports**

**12.1. Environmental Health Officer**

No Report

*Mrs MJ Schilling left the Council Chambers at 2.33pm.*

*Mrs MJ Schilling returned to the Council Chambers at 2.36pm.*

*Mr G Casley entered the Council Chambers at 2.36pm.*

---

## Manager of Works & Services

### Agenda Reference and Subject:

**12.2.1** Works & Services Information Report

### File Reference:

### Reporting Officer:

Glenn Casley, Manager of Works & Services

### Disclosure of Interest:

Nil

## Town & Gardening Crew

- Street sweeping done-Bruce Rock.
- Street sweeping done Ardath, Babakin and Shackleton
- Yarding Ardath bridge completed
- Bruce Rock hall entrance upgrade
- Footpath St Johns Sub Centre completed
- Tidy up of all town streets
- Pruning roses at caravan park
- Tidy up of caravan park

## Construction Crew

- Belka East Rd re sheet completed
- Muntadgin Rd blackspot completed
- Jackovich Rd blackspot completed
- Private Works BKE
- Babakin Sth East Rd re-sheet under way
- All road projects finished by end of May
- Once we receive some rain, will start maintenance grading

## Workshop

- BK409, 12 G grader - service and flush cooling system
- BK511, 12 M grader - service and flush cooling system
- BK512, 12 H grader - 3x major tyre repairs
- BK9394, EWP - replace hydraulic pump and annual check over
- BK602, JD 770 grader - correct blade lift fault
- BK 010 50000 km service and repack wheel bearings
- BK011, Multi Tyre roller 3000 hr. service
- BK6338, Vibe Roller - 3500 hr. service and replace door handle
- Truck tyre fit ups
- 22 license inspections

## Rec Centre

- Oval mowed and marked for football
- Tennis courts and hockey field surrounds cleaned
- Oval sprayed for spider mite
- Rec centre car park weeded

## Vehicles/Machinery Changeover

CEO's new car has been ordered for a 30,000 km changeover.

**Dams**

<b>Dam</b>	<b>Current</b>	<b>Capacity</b>
Railway Dam	19,000kl	32,000kl full
Negri Dam Rear	11,000kl	115000kl full
Negri Dam Front	3,500kl	15000kl full
Rec Centre Dam	15,000kl	23000kl full
Turkeys Nest	24,000kl	43000kl full

**WANDRRA Update**

Leeuwin Civil have finished all their works within the Shire. There is still a bit of sealing work for the contractors to finish on Foss Rd and Shackleton Kellerberrin Rd. Claims are going into Main Roads but there have been a few discrepancies that Jen has picked up that she is sorting out with Core Business.

**Work Experience**

The Shire has two students from the Bruce Rock school doing Work Experience with the town gardeners and Rec Centre and this will run for approximately 13 weeks.

**COUNCIL DECISION**

**Resolution OCM May 18 – 12.2.1**

**Moved: Cr Dolton**

**Seconded: Cr Waight**

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

**Carried 7/0**

*Mrs JL Bow entered the Council Chambers at 2.43pm.*

*Mr DRS Mollenoyux left the Council Chambers at 2.55pm.*

*Mr DRS Mollenoyux returned to the Council Chambers at 2.56pm.*

---

**Manager of Finance**

**Agenda Reference and Subject:**

**12.3.1** 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> April 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 2017/18 Budget

**Strategic Implications**

Strategic Community Plan 2013 – 2023

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 12.3.1**

**Moved: Cr Thornton**

**Seconded: Cr Rajagopalan**

**That the Statements of Financial Activity for the month ending 30 April 2018 as presented be received.  
Carried 7/0**

**Agenda Reference and Subject:**

**12.3.2** 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 F1.1, 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 April 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 2017/18 Budget

**Strategic Implications**

Strategic Community Plan 2013 – 2023

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner

**Voting Requirements**

Simple Majority



**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 12.3.2**

**Moved: Cr Dolton**

**Seconded: Cr Kilminster**

**Officer Recommendation**

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

- 1. Municipal Account consisting of;**
  - a. EFT voucher numbers EFT12875 to EFT12987 totalling \$709,229.96**
  - b. Cheque number 23747 to 23753 totalling \$47,444.05**
  - c. Trust Cheque number 1908 totalling \$500.00**
  - d. Wages payments totalling \$175,696.18 and**
  - e. Credit Card payments totalling \$898.78**

**With all payments totalling \$932,870.19 for the month of April 2018.**

**Carried 7/0**

*Mr G Casley left the Council Chambers at 3.09pm and did not return.*

**Agenda Reference and Subject:**

**12.3.3** Preparation of the 2018/19 Budget

**File Reference:**

8.2.7.2 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Summary**

Each year, Council is required to prepare an annual budget.

**Background**

Direction is sought from Council regarding the annual budget for 2018/19.

**Comment**

Staff are requesting advice from Councillors with regards to inclusion of projects into the 2018/19 Annual Budget.

Direction is also sought regarding;

- increases to be applied to rates levied;
- increases to fees and charges;
- capital projects; and
- community projects.

Last year Council resolved to increase rates and fees and charges by 5%.

**COUNCIL DECISION**

Resolution May 17 –12.3.4

Moved: Cr Rajagopalan

Seconded: Cr Dolton

That Council direct staff to prepare a draft budget for 2017/18 with the following increases;

1. 5% for rates;
2. 5% for fees and charges whilst ensuring that fees and charges are set in accordance with s6.17 of the Local Government Act; and
3. Minimum rates to be increased as much as possible whilst remaining compliant with the Local Government Act 1995.

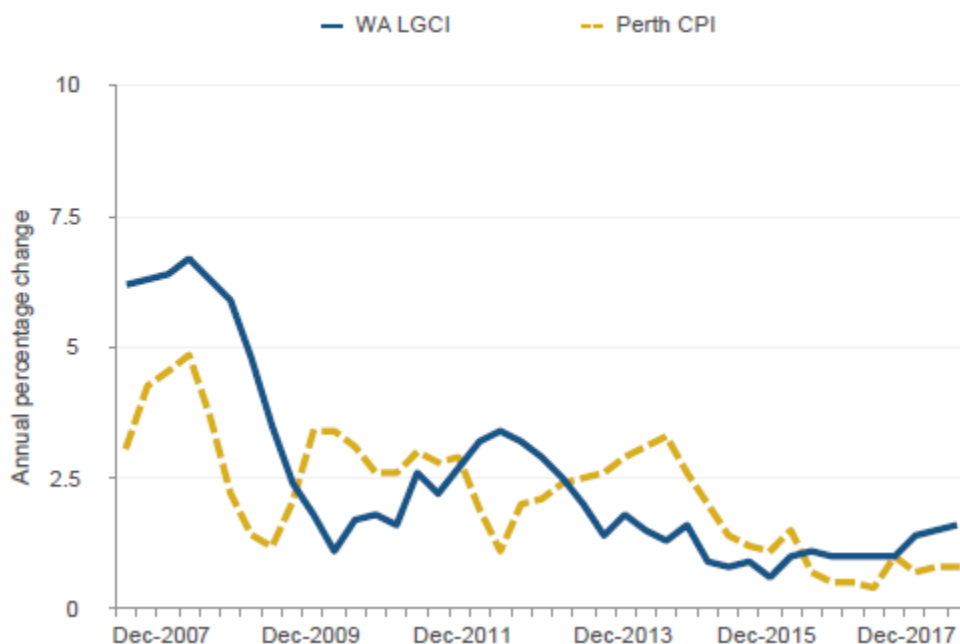
Carried 9/0

WALGA provide an Economic Briefing Paper that highlights the key points regarding the state of the WA Economy.

CPI has only increased by 0.8% over the last year. However, Treasury estimates that the CPI will continue to grow by 1.5% in 2018-19.

The Local Government Cost Index grew by 0.4% during the December quarter and in annual term is up by 1.6%. This is the largest increase in the index since September 2014. The primary driver of the increase was the increase in electricity prices, which increased by 9.7%. Street lighting costs also increased by 2.8% over the year. As the economy starts to grow again, this will see costs for Local Government start to rise. WALGA advise Local Governments to be prudent for further modest price increases.

## LGCI vs Perth CPI



WALGA Economic Briefing Paper, March 2018 Edition; Page 10

However, WALGA have warned that Local Governments need to be prepared for the possibility of changes to State funding or cost shifting as programs and services are cut or reduced as the State Government continue with the budget repair.

### Consultation

CEO, DCEO and MOF

### Statutory Implications

The Annual Budget must be compliant with various sections of Part 6 of the Local Government Act 1995 and accompanying regulations.

When setting fees and charges, Council must also ensure that we look to s6.17 of the Act.

### 6.17. Setting level of fees and charges

(1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –*

- (a) *the cost to the local government of providing the service or goods;*
- (b) *the importance of the service or goods to the community; and*
- (c) *the price at which the service or goods could be provided by an alternative provider.*

### Policy Implications

Nil

### Financial Implications

The 2018/19 Annual Budget will provide the direction for expenditure during the next financial year.

### Strategic Implications

The budget will be compiled with all four priority areas of the Strategic Community Plan and the Corporate Business Plan in mind.

### Voting Requirements Simple Majority

**Officer Recommendation**

That Council direct staff to prepare a draft budget for 2018/19 with the following increases;

1. \_\_\_% for rates;
2. \_\_\_% for fees and charges whilst ensuring that fees and charges are set in accordance with s6.17 of the Local Government Act; and
3. Minimum rates to be increased as much as possible whilst remaining compliant with the Local Government Act 1995.

*Council decision differed to officer recommendation as Council set the draft budget for 2018/19 rates and fees and charges to increase by 5%.*

**COUNCIL DECISION**

**Resolution OCM May 18 – 12.3.3**

**Moved: Cr Dolton**

**Seconded: Cr Rajagopalan**

**That Council direct staff to prepare a draft budget for 2018/19 with the following increases;**

- 1. 5% for rates;**
- 2. 5% for fees and charges whilst ensuring that fees and charges are set in accordance with s6.17 of the Local Government Act; and**
- 3. Minimum rates to be increased as much as possible whilst remaining compliant with the Local Government Act 1995.**

**Carried 7/0**

**Agenda Reference and Subject:**

**12.3.4** Non-Adherence to Purchasing Policy

**File Reference:**

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Summary**

The Shire engaged Core Business Australia to oversee the management of the WANDRRA funded projects without following the Shire's Purchasing Policy.

**Background**

The extreme weather event in January and February 2017 was eligible for funding under the WANDRRA Scheme, for the restoration of essential assets (roads) in the Shire.

Core Business Australia contacted the Shire advising that they were able to assist the Shire in overseeing and managing the WANDRRA funded repairs to the roads in the Shire.

At a similar time, the Narembeen Shire also engaged Core Business Australia with its WANDRRA projects. It was felt that savings could be made with both Shires engaging the same consultant however staff did not seek additional quotes for this service.

**Comment**

Initial cost estimates were made after the damage and it was estimated that the works would be approximately \$900,000 and it was reasonable foreseen by staff that the administrative services to be provided by Core Business Australia would be approximately \$100,000. Core Business Australia had also advised that they were a WALGA Preferred Supplier.

However, this estimation of \$100,000 should have triggered staff to request two quotes from other suppliers, as outlined in our Purchasing Policy or utilised the WALGA Preferred Suppliers Panel. This is a breach of our purchasing policy, as any purchases over \$40,000 should have at least three written quotes. Staff feel that Council need to be made aware of this breach as it may need to be reported in the Compliance Audit Return for 2018.

The total expenditure with Core Business Australia to date is \$240,587.96 including GST. This also exceeds the requirements of when tenders should be called for contracts, however staff did not reasonably foresee that the cost of this contract would exceed the \$150,000.

Core Business Australia estimate that there is one month of work left once the final report has been submitted to Main Roads and finalise the claims for WANDRRA funds.

The Purchasing Policy requires some clarification with regards to utilising the WALGA Preferred Suppliers Panel and this will be included when the Policy Manual is next updated.

This non-adherence to the purchasing policy does present an opportunity to amend the policy and educate and train staff in utilising the most appropriate methods of procuring goods and services for the Shire that are compliant with legislative requirements.

**Consultation**

CEO, DCEO, MOWS & MOF

**Statutory Implications**

Local Government (Functions and General) Regulations 1996, r11

**11. When tenders have to be publicly invited**

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
  - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
  - [(ba) *deleted*]
  - (c) *within the last 6 months —*
    - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
    - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
  - or*
  - (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
  - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
  - (ea) *the goods or services are to be supplied —*
    - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
    - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
  - or*
  - (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
  - (g) *the goods to be supplied under the contract are —*
    - (i) *petrol or oil; or*
    - (ii) *any other liquid, or any gas, used for internal combustion engines;*
  - or*
  - (h) *the following apply —*
    - (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
    - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
    - (iii) *the local government is satisfied that the contract represents value for money;*

or

- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where –
  - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
  - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
  - (iii) the original contract contains an option to renew or extend its term; and
  - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

#### **Policy Implications**

This item relates to a breach of the Purchasing Policy. Policy requires amending to reflect procedures utilising WALGA's Preferred Supplier Panel.

#### **Financial Implications**

The WANDRRA Scheme will reimburse the Shire for approved works which includes Core Business Australia's costs. This has been reflected in the 2017/18 Budget (and amendments).

#### **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.

**Voting Requirements** Simple Majority

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

**Resolution OCM May 18 – 12.3.4**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waight**

**That Council are notified of the breach to the Purchasing Policy and that the Purchasing Policy is amended to include procedures for utilising WALGA's Preferred Suppliers Panel.**

**Carried 7/0**

*Mrs JL Bow left the Council Chambers at 3.22pm and did not return.*

*Council adjourned for afternoon tea at 3.22pm.*

*Council returned to Council Meeting at 3.43pm with all staff and Councillors present.*

## 12.4 Deputy Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>12.4.1</b> Review of Delegated Authority Register
<b>File Reference:</b>	<b>2.3.1.5</b> Delegated Authority Register
<b>Reporting Officer:</b>	Catherine Dunn, Deputy CEO
<b>Disclosure of Interest</b>	Nil

### Summary

The Shire of Bruce Rock's Delegated Authority Register is to be reviewed every financial year.

### Background

In accordance with the Local Government Act 1995 section 5.46 (2), at least once every financial year the Delegated Authority Register is to be reviewed by the delegator, Council.

### Comment

The Local Government Act 1995 (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by absolute majority decision.

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his powers to another employee. This must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations if he desires.

A register of delegations (table below) relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of the Delegations Register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. The delegations ensure that the Administration acts in a timely manner to provide services to the public, residents and customers.



The Delegations Register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

Council is required to review and endorse the list of delegations to the Chief Executive Officer.

During the year, updates were made to Delegation No. 19A, 19B, 19C, 19D and 19E regarding Building Orders. Resolution **OCM Sep 17 – 12.1.3** was carried by Absolute Majority to approve his updated delegation.

Of the current delegations, there is one change recommended. Under section 5.42, the CEO has been given the following delegation regarding debts less than \$200:

Delegation: Authority to write off unrecoverable debtor amounts of up to \$200 on the provision that details are provided to Council in information bulletins.

It is recommended that an additional delegation be added under this section that reads

“Authority to write off debtors of up to \$50 if deemed reasonable, on the provision that details are provided to Council in information bulletins.”

This change would allow the CEO to write off small debtors where the cost to chase the debtor is greater than the debt itself. The most common scenarios would be where a debtor believes they have paid their debt, but might have incurred \$5-\$10 of penalty interest. Under this delegation, the CEO would have the discretion to write off debts of up to \$50 to maintain flexibility, but it should be noted that the majority of debts that would be written off would be less than \$15.

The full entry in the delegation register would appear as follows:

<b>No</b>	<b>Delegation Subject</b>	<b>Delegation</b>	<b>Legislation Delegation Made From</b>	<b>Section Delegation Made From</b>	<b>Legislation</b>	<b>Sub-Delegations to Officers</b>
9A	<b>Write off Debts less than \$50</b>	Authority to write off debtor amounts of up to \$50 if deemed reasonable, on the provision that details are provided to Council in information bulletins.	<i>Local Government Act 1995</i>	s.5.42	<b>5.42 Delegation of some powers and duties to CEO</b>	

**Consultation**

CEO

**Statutory Implications**

Local Government Act 1995, s5.42 to s.5.44 and s.5.46

**Policy Implications**

Nil

**Financial Implications Nil**

**Strategic Implications**

4.1.2 Manage the organisation in a responsible and accountable manner.

**Voting Requirements** Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 12.4.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Thornton**

**That the Chief Executive Officer be provided with the specified delegations as per the attached table;  
and**

**That sub delegations to authorised officers be confirmed as per the attached table.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

## 12.5 Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>12.5.1</b> Roe Tourism – Annual Financial Contribution
<b>File Reference:</b>	1.3.10.2
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	Nil

### Summary

Council is asked to consider a request from ROE Tourism seeking continued financial support for their Executive Officer and Annual Contribution/Membership.

### Background

The Roe Tourism Association has written to Council seeking financial support towards membership and the Executive Officer wages to administer and promote Roe Tourism.

The Executive Officer of ROE Tourism ROE has written to Council as follows;

*“On behalf of the Roe Tourism Association I would like to thank you for your continuing support for Roe Tourism Association and promoting the beautiful area we live in.*

*Roe Tourism Association continues to take steps forward and we are excited about the direction we are heading and the goals we are working towards achieving.*

*The WDC Grant has been completed with our new website going live in December 2017. In the process of creating our website Roe Tourism decided to look closer at our brand and develop a new look to better represent our region. We have had some fantastic feedback about our logo and our new branding. Our next step with our branding is to continue this look throughout our print marketing, updating our adverts and brochure.*

*We have been busy promoting the region through our adverts in significant publications, including the Sunday Times Travel feature, AGO Holiday Planner and Caravanning Australia.*

*We write in anticipation that you will continue your support for Roe Tourism Association through your membership and contribution towards the Executive Officer role and request \$5,000.00 be considered for the 2018/2019 budget.”*

### Comment

Council needs to ascertain where it would like to expend funds on tourism and what will provide the best value for money to Council, the community and tourists. Council currently provides tourism funds to Roe Tourism, Wheatbelt (Merredin Visitors Centre), Australia’s Golden Outback and various other smaller advertising and promotional materials.

If Council supports this initiative the estimated expenditure for Tourism support for 2018/19 would be;

Central Wheatbelt Visitors Centre	\$ 2,500
Bruce Rock CRC	\$ 4,000
ROE Tourism	\$ 2,500
ROE Tourism Executive Officer	<u>\$ 2,500</u>
TOTAL (excluding own brochures & materials)	\$11,500

In addition to these costs Council may be required to make a financial contribution towards a Bruce Rock Tourism Strategy which was highlighted as a key outcome from the community workshop.

### **Consultation**

Ashleigh Waight, Community Development Officer

**Statutory Implications** Nil

**Policy Implications** Nil

### **Financial Implications**

Council will need to make a budget provision for the amount it will be contributing during the 2018/19 financial year.

### **Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Social

1.1.2.2 – Continue to enhance lifestyle qualities for all residents.

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner

4.1.2.1 – Continue to provide good governance that is professional and fiscally responsible and in the best interests of the community

Economic

2.2.1 – Strengthen the capacity and integration of tourism in the Shire of Bruce Rock

2.2.1.1 – Investigate options for the increase in quality tourism and visitor accommodation in the Shire of Bruce Rock

2.2.1.5 – Continue to support the objectives of Roe Tourism, the Central Wheatbelt Visitors Centre and local tourism businesses and services.

### **Voting Requirements**

Absolute Majority

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

**Resolution OCM May 18 – 12.5.1**

**Moved: Cr Thornton**

**Seconded: Cr Waight**

**That Council makes budget provision of \$2,500 for membership and \$2,500 for financial support towards an Executive Officer for ROE Tourism in the 2018/2019 financial year.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Agenda Reference and Subject:**

**12.5.2** WALGA 2018 Local Government Convention

**File Reference:**

1.6.5.5

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to nominate its voting delegates for the WAL Local Government Association AGM.

**Background**

The WA Local Government Association Annual General Meeting will be held on Wednesday 1<sup>st</sup> August 2018 at the Perth Convention Centre. Council is requested to appoint voting delegates for the meeting.

**Comment**

This year Council is asked to appoint two voting delegates and two proxy voting delegates. Council traditionally appoints the President and Deputy President as voting delegates.

The 2018 WA Local Government Convention will run from the Wednesday 1<sup>st</sup> – Friday 3<sup>rd</sup> August 2018.

Also, this year's convention has a slightly different format with the Gala Dinner now being held on the Thursday evening to allow those wishing to travel home on Friday the opportunity to do so. Accommodation has been tentatively booked for 11 rooms, we require Councillors to provide an indication of their attendance at this year's conference so that we can confirm accommodation reservations.

**Registration papers for the conference will be distributed at the May Council meeting and it is requested that Councillors return these prior to or at the June 2018 Council Meeting.**

**Consultation** Nil

**Statutory Implications** Nil

**Policy Implications** Nil

**Financial Implications** Nil

**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.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council appoints Cr Stephen Strange and Cr Ramesh Rajagopalan as voting delegates and Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as proxy voting delegates at the WA Local Government Association AGM to be held on the 1<sup>st</sup> August 2018.

*Council decision differed to officer recommendation as they selected the two proxy voting delegates at the WA Local Government Association AGM as Cr Dolton and Cr Waight.*

**COUNCIL DECISION**

**Resolution OCM May 18 – 12.5.2**

**Moved: Cr Dolton**

**Seconded: Cr Kilminster**

**That Council appoints Cr Stephen Strange and Cr Ramesh Rajagopalan as voting delegates and Cr Dolton and Cr Waight as proxy voting delegates at the WA Local Government Association AGM to be held on the 1st August 2018.**

**Carried 7/0**

**Agenda Reference and Subject:**

**12.5.3** CEO Performance Appraisal Process

**File Reference:**

Personnel

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Darren Mollenoyux, Chief Executive Officer

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

*(b) the personal affairs of any person;*

**Summary**

Council is asked to consider and appointment a consultant to assist in the preparation and undertaking of the CEO Performance Review Process for 2018/19.

**Background**

Council completed the 2017 CEO Performance Review at the April 2017 Council meeting. As agreed by both parties it was resolved to seek an external consultant to assist in undertaking the 2018/19 CEO Performance Review Process.

**Comment**

Quotation were sought from suitably qualified consultants for the provision of undertaking the CEO Performance process for 2018/19. Copies of the quotes including process approach will be provided to Councillor prior to the meeting.

**Consultation**

Shire President  
Council

**Statutory Implications**

The review of the Chief Executive Officer is a statutory obligation required under section 5.38 and 5.39 of the Local Government Act 1995.

**Policy Implications**

Nil

**Financial Implications**

Council will be required to make provision for these services in the 2018/19 budget.

**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.

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

- That Council appoint \_\_\_\_\_ to assist in setting new Key Performance Indicators and undertaking the review of the Chief Executive Officer for the 2018/19 period.
- That Council makes budget provision of \$\_\_\_\_\_ for the 2018/19 financial year for the provision of CEO Performance Review Consultancy Services.

*Council decision differed to the Officer Recommendation due to Council requesting more time to read through Proposals from potential contractors. Therefore, they ask that this item be tabled until July.*

**COUNCIL DECISION**

**Resolution OCM May 18 – 12.5.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Thornton**

**That Council defer the decision to the Ordinary Council Meeting to be held on 21 June to enable time for Councillors to read through the proposals.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**



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

**Agenda Reference and Subject:**

**13.1** Lease of the Equestrian Reserve

**File Reference:**

2.4.1.4 Lease of Council Owned Property

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest**

**Summary**

To advertise for the lease the Equestrian Reserve located at Reserve 17601, Lot 211 Mitchell Street, Bruce Rock.

**Background**

Reserve 17601 is crown land which has been vested in the Shire of Bruce Rock for the purposes of equestrian or recreation.

The land is 20,563 square metres and is located west of Mitchell Street and Bruce Rock Doodlakine Road.

**Comment**

The equestrian lease has previously been leased to John Keatley for the past 10 years.

The lease is due to expire on 30<sup>th</sup> June 2018 and is required to be re-advertised for interested persons wishing to lease the reserve.

Currently the lease is \$695 inc GST per year.

The water rates are offset by a state government subsidy and it is only consumption that we are charged for. Last financial year the consumption was less than \$5.00 and so a water consumption bill was not issued.

Does Council wish to advertise this lease to the public?

How long would Council like to offer the lease?

**Consultation**

CEO, MOF & SFO

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

Small annual contribution for lease which is included in the 2018-19 Budget.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council wishes to advertise the lease of the Reserve 17601, Lot 211 Mitchell Street, Bruce Rock for the purposes of equestrian for a period of \_\_\_ and for the annual contribution of \$\_\_\_\_\_.

*Council decision differed from officer as they selected a three-year lease term with an annual lease fee of \$800.*

**COUNCIL DECISION**

**Resolution OCM May 18 – 13.1**

**Moved: Cr Dolton**

**Seconded: Cr Rajagopalan**

**That Council wishes to advertise the lease of the Reserve 17601, Lot 211 Mitchell Street, Bruce Rock for the purposes of equestrian for a period of three years and for the annual contribution of \$800.**

**Carried 7/0**

**Agenda Reference and Subject:**

**13.2** Tender 2.2017/18 – Residence for Visiting Health Professionals

**File Reference:** Tenders

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

**Disclosure of Interest** Nil

**Summary**

Council is asked to consider the Tenders received for the provision of a 2x2 residence for medical professionals to be located at Lot 425 Bean Road, Bruce Rock.

**Background**

Council was approached by the Bruce Rock Memorial House Committee to construct a new residence to assist with housing visiting medical professionals. Council has made provision in the 2017/18 budget for the construction of a residence to be located at Lot 425 Bean Road, Bruce Rock.

Tenders were called for the supply, delivery and erection of One (1) dwelling being either transportable or site built with a minimum of two (2) bedrooms with built in robes and two (2) bathrooms and one (1) open plan kitchen, dining and living area. The design would also include a two-bay open carport.

A detailed floor plan (with optional verandas and/or patios shown) and specifications must be submitted with the Tender.

At the close of Tenders on the 16<sup>th</sup> February 2018 six Tenders were received.

The tenders were presented to Council at the Ordinary Meeting held on Thursday 15<sup>th</sup> March 2018, where the following resolution was made;

*COUNCIL DECISION*

*Resolution OCM Mar 18 – 12.5.1*

*Moved: Cr Kilminster*

*Seconded: Cr Rajagopalan*

*That Council defer a decision on Tender 2.2018-18 New Hospital Residence until 17th May 2018 due to lack of certainty around the funding and write to each tenderer to advise of the situation.*

*CARRIED BY ABSOLUTE MAJORITY 8/0*

**Comment**

Council received a total of six Tender submissions all meeting the requirements and specifications. Four out of six applications were transportable homes with two being site built. Modular WA came in at the lowest cost which meets all the requirements within a short timeframe.

The Tenders received do not include earthworks, pad, garden shed, septic tank, fencing, paving, driveway, landscaping and gardens. Estimated costs for these works are estimated to be around \$40,000.

At the close of tenders Council staff received notification from the Bruce Rock Memorial House Committee that due to the uncertainty of Memorial House; the current medical professional house funding will be postponed until the future of Memorial House is established.

Following the decision of Council at the March 2018 meeting all tenderers were advised of Council's decision and agreed to hold tenders valid until a decision at the Council Meeting on 17<sup>th</sup> May 2018.

The latest update on Memorial House is that there is still no final report on the building and therefore no recommendations at this point in time. It is envisaged that this could still take at least another month.

Due to the tender regulations and specification outlined in the tender documents Council cannot hold these tenders past the three-month period and therefore it is recommended to not award the tender, sighting removal of external funding and that the project will not proceed at this point in time.

#### **Consultation**

Bruce Rock Memorial House Committee

Darren Mollenoyux, CEO

Ashleigh Waight, CDO

Julian Goldacre, EHO

Singobizitha Mndebele, Health Service Manager, Bruce Rock Memorial Health Service

#### **Statutory Implications**

Local Government (Functions and General) Regulations 1996

Division 2 -- Tenders for providing goods or services (s. 3.57)

#### **Policy Implications**

Nil

#### **Financial Implications**

Council has made budget provision of \$240,000 in the 2017/18 financial to construct a new residence at Bean Road, Bruce Rock. This included the \$200,000 funding from the Bruce Rock Memorial House Committee.

With the withdrawal of funding from the Bruce Rock Memorial House Committee there is no longer sufficient funds in this financial year to proceed with the project.

#### **Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Social

1.1.2.3 – Invite and promote the community to take a proactive role in improving the aesthetics of each town

1.4.1 – Facilitate diverse, inclusive housing options

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner

4.1.2.1 – Continue to provide good governance that is professional and fiscally responsible and in the best interests of the community

#### **Voting Requirements**

Absolute Majority

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

**Resolution OCM May 18 – 13.2**

**Moved: Cr Thornton**

**Seconded: Cr Rajagopalan**

- 1. That Council does not award Tender 2.2017-18 New Hospital Residence, due to the withdrawal of funding by the Bruce Rock Memorial House Committee and that each tenderer be advised in writing outlining the decision.**
- 2. That Council no longer proceeds with the construction of a house for visiting health professionals in the 2017/2018 financial year.**
- 3. Should donations or funding become available in the future Council may reconsider the project at that time.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Agenda Reference and Subject:**

**13.3** Shire of Bruce Rock Rebrand

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

**Summary**

Council is asked to select and approve a new brand including logo and tagline, as presented by Market Creations.

**Background**

In September 2016 Council received a presentation from Market Creation's to gain an in-depth understanding of the concept of rebranding and the need for local government to review its brand. Following the presentation Council resolved to make budget provision in 2017/2018 to undertake a rebrand of the Shire of Bruce Rock.

A Community Workshop was held in March 2018, where Councillors, staff and the public were invited to attend and hear the purpose of rebranding and to assist in providing direction in the Shires rebrand. Whilst only four community members attended the input was great and Market Creations were able to gather a sense of what Bruce Rock was all about and develop a theme to assist in designing logo concepts.

At the April 2018 Council Meeting Darren Lee from Market Creations spent time with Council going through eight different concept designs and working with Council to gain general consensus on a design to work towards.

**Comment**

Following the workshops and sessions with Market Creations the final two concept options are now provided to Councillors for consideration. Both concepts use the concept of friends, family and community and are outlined with pictorial reference to Kokerbin Rock. Concept 1A extends Kokerbin Rock into the shape of the logo which accentuates the rock feature.

Council is asked to consider the concepts presented and select preferred option or propose any further changes or suggestions. The concepts and some extensions of usage will be provided to Councillors at the meeting.

Whilst the logo and tag line are one component of the rebrand, the corporate identity is then to be produced. As presented by Market Creations the rebrand is not just about creating a logo its about selling the brand and Council needs to take into consideration that we are using the brand to sell Bruce Rock and what it has to offer. The rebrand will not only give us identity but assist in selling us as a place to not only visit but a place to want to live. This includes;

- Style guide
- Corporate stationary suite design
- Word, email and document templates
- Advertising and signage templates
- Corporate Brand Policy

In addition to this works staff are also working with our website design team through WALGA Council Connect to refresh our website, improving ease of use/access, functionality, fresh images and layout and incorporating the new brand.

All of these will assist Council and staff in creating a uniformed approach in delivering our new brand.

### Consultation

Darren Lee, Market Creations has worked closely with Council and staff during this process.

The public was invited to attend the rebranding workshop with Councillors and staff in March 2018.

**Statutory Implications** Nil

**Policy Implications** Nil

### Financial Implications

Council has budget provision to undertake the rebranding process during the 2017/18 financial year. Future provision for implementation of changes will also be required in 2019/20 and potentially 2020/2021.

### Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Social

1.1.1 – A recognisable Shire of Bruce Rock identity

1.1.1.1 – Develop and promote consistent Shire brand and image, communicating regularly to the community

Economic

2.2. - A friendly and welcoming community

2.2.1 - Strengthen the capacity and integration of tourism in the Shire of Bruce Rock

**Voting Requirements** Simple Majority

### Officer Recommendation

That Council endorses Concept 1 or Concept 1A (prepared by Market Creations) as the Shire of Bruce Rock's new logo including the proposed tag line and that a corporate style guide be prepared incorporating the new brand.

*Council decision differed to officer's recommendation as Council selected concept 1A as the Shire of Bruce Rock's new logo.*

#### **COUNCIL DECISION**

#### **Resolution OCM May 18 – 13.3**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Thornton

**That Council endorses Concept 1A (prepared by Market Creations) as the Shire of Bruce Rock's new logo including the proposed tag line and that a corporate style guide be prepared incorporating the new brand.**

**Carried 7/0**

**14. Confidential Items**

Nil

**15. Confirmation and receipt of Information Bulletins.**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 18 – 15.1**

**Moved: Cr Kilminster**

**Seconded: Cr Dolton**

**That Information Bulletin 1 & 2 be received.**

**Carried 7/0**

**16. Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 5.26pm.

These minutes were confirmed at a meeting on 21 June 2018.

---

Cr Stephen Strange  
Shire President  
21 June 2018