

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 APRIL 2019

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SHIRE OF BRUCE ROCK  
MINUTES – ORDINARY MEETING 18 APRIL 2019

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 1.15pm.

**2. 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 MK Thornton
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Executive Assistant	Mrs MJ Schilling
Manager of Finance	Mrs JL Bow (1.42pm to 4.04pm)
Environmental Health Officer	Mr J Goldacre (1.40pm to 1.58pm)

**3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

**5. Public Question Time**

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

**7. Applications for Leave of Absence**

**8. Announcements by Presiding Member**

The Shire President gave an update on CEACA and outcomes of the recent meetings.

Cr Strange commented on the Understanding Financial Budgets training, also the Sporting Club meeting held Wednesday 10 April at the Bruce Rock District Club was very well attended and run by our staff.

**9. Confirmation of Minutes**

Audit Committee Meeting held on Thursday 21 March 2019.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 9.2**

**Moved: Cr Foss**

**Seconded: Cr Rajagopalan**

**That the minutes of the Audit Committee Meeting held Thursday 21 March 2019 be received.**

**Carried 9/0**

Ordinary Meeting of Council held Thursday 21 March 2019.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 9.1**

**Moved: Cr Dolton**

**Seconded: Cr Foss**

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

**Carried 9/0**

Works and Services Meeting held Tuesday 2 April 2019.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 9.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Crooks**

**That the minutes of the Works and Services Meeting held Tuesday 2 April 2019 be received.**

**Carried 9/0**

**10. Status Report**

Presentation of Status Report for March 2019 Resolutions

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<b>Resolution March 19 – 12.3.3</b> Sale of Land for Recovery of Unpaid Rates & Setting Auction Date	That Council resolves to hold the auction for the sale of land to recover unpaid rates in accordance with the Local Government Act 1995 on Friday 16th August 2019.	MOF	No auction yet but Council will be informed of the progress.
<b>Resolution March 19 – 12.4.3</b> Compliance Audit Report 2018	That Council adopt the Compliance Audit Return, as attached, for the period 1 January 2018 to 31 December 2018, in accordance with the Local Government (Audit) Regulations 1996.	DCEO	The Compliance Audit Report was submitted online prior to the deadline.
<b>Resolution March 19 -12.4.4</b> Request to vary date of April 2019 OCM and closure of Administration on Friday 26 April 2019.	That the Shire Administration Office remains closed on Friday 26th April, and the Administration staff takes this day as the Easter Local Government Day.	DCEO	Advertising has commenced advising public of office hours over Easter/Anzac Day periods.
<b>Resolution March 19 – 12.5.2</b> E Rotary Request for Sponsorship 2019	That Council approves to sponsor \$600 for two eligible Bruce Rock Youth to attend the Rotary RYPEN Youth Development Camp in 2019.	CEO	Letter sent to E-Rotary confirming Council's sponsorship.
<b>Resolution March 19 – 12.5.3</b> Acceptance of Gifted Land - Shackleton District Club Inc Lot 26,27 & 28 Mills Street, Shackleton WA	<ol style="list-style-type: none"> <li>1. That Council proceeds with the acceptance of transfer of Lot 27 &amp; 28 Mills Street, Shackleton from the Shackleton District Club for the purposes of recreation.</li> <li>2. That Council staff assist the Shackleton Bowling Club in the preparation of an application to fund the installation of a synthetic bowling green in Shackleton through the Department of Sport and Recreation Annual CSRFF grants program for the 2020/21 financial year.</li> <li>3. That Council declines the transfer of Lot 26 Mills Street, Shackleton as gifted by the Shackleton District Club Inc. due to the current condition of the building and until further investigation has been undertaken as to possible solutions or alternatives have been agreed upon by the Shire of Bruce Rock, Shackleton District Club and Shackleton Bowling Club.</li> <li>4. That Council staff work with representatives of the Shackleton Bowling Club to prepare a full proposal including building options,</li> </ol>	CEO	<p>Correspondence sent to Shackleton District Club and Shackleton Bowling Club advising of Council's decision.</p> <p>Staff have commenced research into options and costings for a bowling club building.</p> <p>Land transfer documentation processed for Lots 27 &amp; 28 Mills Street.</p>

	costings and any potential funding opportunities for the replacement of the Shackleton Bowling Club building located on Lot 26 Mills Street, Shackleton.		
<b>Resolution March 19 – 12.5.4</b> Funding of Hockey Turf Lighting and Recreation Centre Power Upgrade	<ol style="list-style-type: none"> <li>1) Receives the report and update on the synthetic hockey turf lighting and power upgrade to the Bruce Rock Recreation Centre, as presented.</li> <li>2) Considers the response provided by the Bruce Rock Hockey Club as to their direction and commitment to progressing the hockey turf lighting project.</li> <li>3) That Council determines its financial commitment at the April 2019 Ordinary Council Meeting to the synthetic hockey turf lighting and Bruce Rock Recreation Centre power upgrade pending full details on grant parameters, financial commitments from all parties any potential costs associated with the surface are known and presented to Council.</li> </ol>	CEO	An agenda item will be presented to the April 2019 Council Meeting.
<b>Resolution March 19 – 12.5.5</b> Factory Unit Lease (70 Dampier, Bruce Rock)	<ol style="list-style-type: none"> <li>1. That Council lease its factory unit located at 70 Dampier Street, Bruce Rock to Elect Tech Diesel Services Pty Ltd (Brodie Verhoogt).</li> <li>2. That Council considers the request from Mr Brodie Verhoogt for a reduction of rent for the first 12 months of the lease to assist him in the establishing his business, Elec Tech Diesel Service Pty Ltd, permanently in Bruce Rock.</li> <li>3. The new monthly rental fee of \$396.90 (inc. GST) is to be charged from 1st April 2019 and to be reviewed as part of the annual budget review process.</li> <li>4. Give public notice of 7 days of the intent to vary the fee and charge.</li> <li>5. That there is a requirement of the lease for business signage to be erected on the building.</li> </ol>	CEO	The applicant has been informed of Council's decision and lease documents now signed.
<b>Resolution March 19 – 12.5.6</b> Contract Extension Senior Employee	That Council endorses the contract extension for Mr Alan O'Toole to the Temporary position of Deputy Chief Executive Officer concluding on the 31st July 2020.	CEO	New contract extension completed and signed.
<b>Resolution March 19 – 12.5.7</b> Draft Main Street Revitalisation Strategy	That Council receives the Draft Main Street Revitalisation Strategy prepared by Wheatbelt Business Network; And Hold a Councillor Workshop on Thursday 18th April 2019 at 10.00am in	CEO	The CEO has updated Caroline Robinson on Council's direction and workshop will be held prior to the April 2019 Council Meeting.

	<p>the Council Chambers to determine its views on the strategies identified and provide a response to the Wheatbelt Business Network to amend the “strategy” document accordingly.</p>		
<p><b>Resolution March 19 – 12.5.8</b> Tender for Provision of New Executive Residence</p>	<p>That Council awards Tender 6.2018/19 Provision of Executive Residence to Modular WA for \$292,295 for a 4 x 2 transportable home with site built enclosed garage and including options of a patio and porch to be located at Lot 118 Curlew Drive, Bruce Rock. And The Chief Executive Officer is delegated to negotiate minor amendments to the tender to alter the external cladding, minor internal layout variations and selection of fittings.</p>		<p>All tenderers were formally advised of Council’s decision. The CEO and EA have travelled to Perth and completed the pre-start process with Modular WA.</p>

Status Report

Ongoing items as at April 2019

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<p><b>Resolution August 16–13.1.10</b> Duplicate Road Name – Buller Road</p>	<p>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.</p>	<p>MOF</p>	<p>Address matching completed by Landgate. Slow process going through addresses one by one. Will look into duplicate road names once process of updating addresses is completed.</p>
<p><b>Resolution December 17 – 12.5.4</b> Rental Accommodation</p>	<p>That staff engage an appropriate consultant to prepare a Housing Needs Analysis focusing on Rental Accommodation for the Shire.</p>	<p>CEO</p>	<p>The CEO is still seeking a consultant for Housing Needs Analysis for Bruce Rock.</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 investigates 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>The CEO and CDO are working on this between other priority projects.</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:</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</li> </ul>	<p>CEO</p>	<p>Referred back to Consultant and will be making arrangements to align with proposed Standing Orders Local Laws.</p> <p>Will proceed with currently reviewed Local Laws and await Act Review outcomes in regard to Standing Orders.</p> <p>Quotes were received and consultancy work for the Local Laws</p>

	<p>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>		<p>Review will be undertaken by Conway Highbury. They have already commenced the process with an update to be presented to Council.</p>
<p><b>Resolution July 2018 – 12.3.4</b> STED Scheme</p>	<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</p>	<p>MOF</p>	<p>Waiting for Water Corporation to advise STED is operational. Application form also still be to developed.</p> <p>Water Corporation have advised Works on the STED scheme will re-commence at the start of May 2019.</p>

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	<p>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 the land owner's leach drains.</p>		
<p><b>Resolution Sep 2018 – 12.3.4</b> Rates – Sale of Land</p>	<p>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;</p> <p>Assessment A434 Assessment A463 Assessment A484 Assessment A539 Assessment A580 Assessment A591 Assessment A654 Assessment A698</p>	MOF	<p>Property owners have been notified Advertisements were placed in the West Australian and on Notice Board.</p> <p>The month notification period has now expired. Staff will proceed with the next step of this process. Auction date set and will continue with process of notification.</p>
<p><b>Resolution Dec 2018 - 12.5.1</b> Sale of Lots 226,227,228 Butcher Street Bruce Rock</p>	<p>That Council</p> <p>1.That there being no written public submissions and in accordance with section 3.58 of the Local Government Act Council resolves to dispose of the following lots to Damion Michael Verhoogt as to one undivided third share and Brenton Ryan Verhoogt and Joanne Kate Horne as to one undivided third share as joint tenants and Keenan Shane Verhoogt as to one undivided third share, all care of 15 Swan St Bruce Rock WA 6418 as tenants in common for the amounts stated below;</p> <p>106 (Lot 226) Butcher St, Bruce Rock\$3,000 plus GST 108 (Lot 227) Butcher St, Bruce Rock\$3,000 plus GST 110 (Lot 228) Butcher St, Bruce Rock\$3,000 plus GST</p> <p>2.That Council resolves to vary the 2018/2019 budget to include income of \$9,000 for the Sale of Vacant Land.</p> <p>3.That Council staff undertake works for the realignment of the fence to meet the correct boundary line of 106 and 104 Butcher St, Bruce Rock.</p>	CEO	<p>Transfer of Land documents have been received by the Settlement Agency and are now awaiting signed copies from Bruce Rock Engineering.</p> <p>All documentation has been completed, however the transfer has been placed on hold pending outcomes of Water Corporation costs and potential issues with purchasing adjoining Crown Land.</p>
<p><b>Resolution Dec 18 - 13.2</b> Review of Rental Factory Unit</p>	<p>1 That Council adopts a new rental of \$400 inc gst per month for Factory Unit 3 located at 14 Swan St Bruce Rock to commence on the 1st February</p>	CEO	<p>The tenant was informed of Council's decision and a new lease</p>

Shire of Bruce Rock – MINUTES 18 April 2019

3, 14 Swan St, Bruce Rock	2019. 2 That the new fee be advertised giving 7 days public notice of the intent to vary the new fee and charge.		agreement was signed at the start of April 2019.
<b>Resolution Feb 19 – 13.1</b> Bruce Rock Quarry Lease Update	That Council: i) Approve Mineral and Crushing Services Pty Ltd’s request to defer the commencement date of the Bruce Rock Quarry Lease until 1st July 2019 ii) Approve that Mineral and Crushing Services Pty Ltd be invoiced for the fee for the preparation of the Bruce Rock Quarry Lease.	DCEO	Notification of new start date of Quarry lease has been sent to Mineral and Crushing Services. Invoice has been issued for preparation of the lease.
<b>Resolution Feb 19 – 13.4</b> Memorial House	That Council move to pursue the avenue of attracting aged care/service packages to Bruce Rock and regionally through collaboration with WACHS and CEACA. And That Council works towards exploring the options for expansion of permanent care services at the Bruce Rock Hospital (namely Acacia House) and liaise with WACHS as t the future use of Memorial House.	CEO	The CEO will provide an update at the April 2019 Council Meeting.

**COUNCIL DECISION**

**Resolution OCM Apr 19 – 10.1**

**Moved: Cr Waight**

**Seconded: Cr Thornton**

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

**Carried 9/0**

## 11. Regional Reports

### Agenda Reference and Subject:

**11.1** WEROC Executive Meeting March 2019

### File Reference:

1.6.9.1 WEROC Executive Meetings

### 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 27<sup>th</sup> March 2019 at the Kellerberrin Council Chambers.

### Comment

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

The following items are highlighted for Councils attention;

#### 5.1 WEROC Project – Asset Management Project - Accingo

The Shire of Bruce Rock is still awaiting advice from Accingo as to the proposed site visit to Bruce Rock to undertake our review. I have sought an update from Accingo as to the progress and will provide an update at the Council meeting.

#### 5.3 Future Governance of WEROC and Wheatbelt Communities

At the time of adopting the 2018/2019 WEROC and Wheatbelt Communities Inc (WCI) Budgets there was agreement that prior to discussions for the 2019/2020 budgets for both organisations that the governance structure around both organisations should be reviewed.

Whilst an in-depth discussion was not undertaken at the WEROC Council Meeting held in Southern Cross on Wednesday 27 February 2019 though there was agreement that there should only be one organisation as is shown below:

**RESOLUTION:** *Moved: Mr Clarke      Seconded: Cr Hooper*

*That:*

- 1. WEROC's Member Councils look to work cooperatively through a single entity rather than the two currently established entities, WEROC and Wheatbelt Communities Inc;*
- 2. In accordance with Clause 8.1 of its Memorandum of Understanding, WEROC cease to exist on 30 June 2019, that being the day upon which the current WEROC Memorandum of Understanding terminates.*
- 3. That Wheatbelt Communities Inc become the entity through which the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn continue to work cooperatively;*
- 4. That the Wheatbelt Communities Inc Constitution be reviewed to recognise that it is the sole vehicle for the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn cooperatively working;*
- 5. That as part of reviewing the Wheatbelt Communities Inc Constitution that the organisation be renamed WEROC; and*
- 6. That in preparing the 2019/2020 Wheatbelt Communities Budget recognition is given to the fact that it is the major vehicle for regional cooperation between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.*

**CARRIED**

The WEROC Executive must now give consideration as to whether the constitution for Wheatbelt Communities Inc (WCI) is fit for purpose or whether changes are required so that anything within the current WEROC Memorandum of Understanding but not within the WCI constitution should be included in what will become the WEROC Constitution. There may be additional activities that Member Councils wish to be included within the new body's remit.

The WEROC Executive Meeting moved the following motion;

*That the report be noted and CEOs be requested to review the WEROC 2018/2019 MOU and current Wheatbelt Communities Inc Constitution and provide comment back to the Executive Officer, by Friday 12 April 2019, on any issues that need to be considered/amended in developing the proposed WEROC Inc Constitution.*

#### 5.4 WEROC 2019/2020 Budget

As a consequence, a draft budget has been developed in line with clause 18 of the Wheatbelt Communities Inc (WCI) Constitution.

Clause 18 requires that a draft budget is prepared at least two months before the end of the financial year and then forwarded to each Member Organisation for comment prior to adoption.

In drafting the budget, the WEROC 2018/2019 and WCI 2018/2019 budgets have been combined to provide a consolidated document from which a new WEROC 2019/2020 draft budget, as outlined below, has been developed. As the WCI is the continuing organisation with a name change to WEROC the ABN for WCI has been retained.

The WEROC Executive resolved as follows;

*That the Executive recommend to the next meeting of both Wheatbelt Communities Inc and WEROC that the Draft Budget for the year ending 30 June 2020, as presented, with a general subscription for each Member Organisation set at \$12,000 (excluding GST) and in accordance with the Wheatbelt Communities Inc Constitution be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Friday 31 May 2019.*

**Does Council have any comment or feedback as to the proposed WEROC subscription for 2019/2020?**

#### 5.7 Raising Brand Awareness – Raising WEROC's Public Profile

The meeting resolved to provide in principle agreement to proceed with using social media more effectively.

#### 5.7 Access to Instructors for Training & Assessment for HR and HC Licenses

The Shire of Bruce Rock CEO raised concern at the October 2018 WEROC Council Meeting as to the lack of Access to Instructors for Training & Assessment for HR and HC Licenses with the recent withdrawal of this service to some WEROC Shires. This matter was bought back to the WEROC Executive with further updates and options. The following resolution was made;

*That WE-ROC investigate the potential to engage Heavy Vehicle Training to conduct training courses and licencing testing across the WE-ROC communities.*

#### 6.5 Damage to Roads within the Shires of Merredin and Westonia

*Comments were raised the issue of local farmers causing damage to local roads due to carting of mallee soil from one part of their property to another part of the same property, with large volumes of soil being carted and causing extensive damage to affected roads. The problem was affecting local roads within both the Shires of Merredin and Westonia.*

*The problem is considerable and increasing.*

*It was agreed that the Executive Officer would contact Mark Bondiotti at WALGA to see what could be done to halt this activity.*

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

<b>Consultation</b>	Nil
<b>Statutory Implications</b>	Nil
<b>Policy Implications</b>	Nil

#### **Financial Implications**

The draft budget sets out an annual subscription to WEROC & Wheatbelt Communities for \$12,000 for the 2019/2020 financial year. Council will need to set a budget provision for this amount.

#### **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**

Absolute Majority

#### **Officer Recommendation**

1. That Council receives the minutes of the WEROC Council Meeting held on Wednesday 27<sup>th</sup> March 2019 at the Kellerberrin Council Chambers.
2. That Council endorses the Draft 2019/2020 Budget for Wheatbelt Communities and WEROC, with Council making budget provision for the annual subscription will be set at \$12,000 for its 2019/2020 budget.

*Council decision differed to Council Recommendation to await the next WEROC Meeting as to when to decide the contribution for the subscription amount to be determined.*

#### **COUNCIL DECISION**

##### **Resolution OCM Apr 19 – 11.1**

**Moved: Cr Thornton**

**Seconded: Cr Waight**

1. **That Council receives the minutes of the WEROC Council Meeting held on Wednesday 27th March 2019 at the Kellerberrin Council Chambers.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

*Mr J Goldacre entered the Council Chambers at 1.40pm.*

*Mrs JL Bow entered the Council Chambers at 1.42pm.*

**Agenda Reference and Subject:**

**11.2** WALGA Zone Meeting March 2019

**File Reference:**

1.6.5.6 Great Eastern Ward 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 18<sup>th</sup> March 2019 at the Merredin Recreation and Leisure Centre.

**Comment**

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

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

**7.1 Tobacco Products Control Act 2006 Amendment**

*BACKGROUND*

- *A review of the Act was conducted in 2011, with a Discussion paper released in April 2011.*
- *The Discussion paper was developed to encourage community comment on issues relevant to the Act and Regulations.*
- *The Department of Health (DOH) undertook a public consultation process during May and June of 2011.*
- *As well as publicly advertising the consultation process, the DOH directly notified a number of organisations (including WALGA and the Department of Local Government). A total of 69 submissions were received.*
- *The amendments to the Act pertaining to the appointment of restricted investigators were developed to broaden of the categories of local government employees who may be appointed as restricted investigators.*
- *Local Government officers, specifically Local Government Environmental Health Officers (EHOs), have been appointed as restricted investigators to enforce a range of regulations relating to smoking in public places since 1999.*
- *These responsibilities have historically been carried out alongside the regular duties of EHOs without unduly adding to the regulatory burden or costs to local government.*
- *The DOH has written to Local Governments seeking to appoint restricted investigators prior to 18 March 2019, to avoid interruption to the ability to enforce certain parts of the Act and Regulations.*
- *These appointments will continue to be valid once the amendments to the legislation have occurred.*
- *The DOH will provide LGAs and WALGA with detailed information relating to the relevant amendments to the appointment of restricted investigators, and the guidelines and procedures that LGAs may follow should they wish to directly appoint such investigators in the future, following the implementation of the latest amendments, expected to commence on 18 March 2019.*

**COMMENT**

***WALGA has received emails from CEOs concerned around cost shifting, however Local Governments are not obliged to take any action should they choose not to.***

### 12.3 Telstra – Power Outages Effecting Telecommunications

Cr Tony Sachse in his capacity as the WALGA Zone Representative for the District Emergency Management Committee continues to lobby on the ongoing issues with mobile telecommunications during power outages. Cr Sachse raised this matter again at the recent DEMC Meeting and stated;

*“In relation to the Action List and backup batteries at Telstra Exchanges failing during power outages, the GECZ reported that the Bruce Rock Telstra Exchange failed almost immediately during a power outage late in 2018. This outage was complicated with multiple fires (due to lightning) occurring at that time.”*

A presentation by Telstra was provided with a question following, where this ongoing issue with power outages being strongly pointed out. Following the presentation, the Great Eastern Zone of WALGA resolved as follows;

1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. Write to Boyd Brown, Telstra to seek a written response in respect to power outage procedures in place, what is the Battery Back-up Program and what is a better procedure going forward using the latest technology. (Local member to be provided a copy of letter).
3. Executive Officer to support a Zone Local Government in providing an Agenda Item to the Australian Local Government Association’s National General Assembly in regards to the failing of telecommunications in regional Australia.

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

<b>Consultation</b>	Nil
<b>Statutory Implications</b>	Nil
<b>Policy Implications</b>	Nil
<b>Financial Implications</b>	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 Apr 19 – 11.2

**Moved:** Cr Negri  
**Seconded:** Cr Thornton

**That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 18th March 2019 at the Merredin Recreation and Leisure Centre.**

**Carried 9/0**

## 12. Officers' Reports

### 12.1 Environmental Health Officer

**Agenda Reference and Subject:**

**12.1.1** EHO Information Bulletin March 2019

**File Reference:**

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest**

Nil

#### Summary

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

#### Comment

- As part of the role of EHO in asset management the following major items have been undertaken:
  - Preparing to action works for the rebuilding/renovations of 5 Collier Street wet areas.
  - Recreation Centre AC repairs to be deferred until the 2019-2020 budget cycle for the replacement or repair of the bar area AC unit.
  - Replacement oven and shed electrical fault resolved at 10 Dunstal Street.
  - Awaiting quotations for the Town Hall gutter and eaves replacements.
  - Seeking quotations for electrical matters and upgrades as part of continuing works.
  - Investigating the recurrent upper wall and ceiling joins cracking at the Shire residence located at 117 Noonajin Street. Evidence presently indicates the wood for the roofing was installed 'green' thus as it dried out over time has pulled in then with seasonal temperature variation 'moves'. Not being identified as a safety issue, it will require works to limit movement. It is intended to create roof ventilation as well as evaporative AC ceiling venting for summer periods thus not requiring windows or doors to be open when AC in operation. Other works are being investigated such as insulating under the roof sheeting for future consideration.
- Undertook a follow-up onsite investigation with the local police to investigate a person camping on a farm property in Shackleton area. The person of interest was met outside of his caravan who admitted to be camping for over a year. The matters of camping were discussed in length and the person agreed to move off the property. Whilst he had concerns about valuable property items, the EHO and Police Officer as an act of good faith visited his father in Shackleton to negotiate assistance for his son. Anecdotal evidence is that there is movement ongoing and a final investigation will be arranged to conclude the matter.
- The derelict house in Shackleton continues to deteriorate; the owner will be presented with the historical photo evidence of the deteriorating condition of the dwelling since 2015 showing little to no works being done to repair. The owner will be invited in April to meet the EHO during an inspection and invited to show good cause why the Council should not condemn the dwelling and have the dwelling demolished at the May 2019 Ordinary meeting of Council.
- Has assisted the DCEO and Pool Manager to deal with ongoing issues at the hydro pool. The EHO consulted with a man called Steve who is the designer of the chemical controller at the Hydro pool that was acting erratically and with his assistance has finally resolved the matter and dispensed with any need of upgrades being investigated.
- Has resolved the home-based business on Bruce Street for food handling now being advertised. Planning approval has been facilitated and signed with Councils endorsement and the required Food Act 2008

approval processes has been completed by the EHO using Council delegation through 'Resolution OCM Sep 17 – 12.1.2'.

- The septic system at Ky-Belka farm required further works and the EHO has assisted the owner to undertake the final modifications in order to receive a permit to use issued.
- The EHO was approached by persons interested to restart the former 'Double Dees Diner' at the Co-Op building on Johnson Street. The concerns regarding this café as reported by the late Mr John Mitchell EHO was that the kitchen ventilation was inadequate. The EHO has assisted and given advice on how to rectify the ventilation issues and works are now ongoing.
- Met with Mr Verhoogt of BK Engineering regarding workforce accommodation proposal to describe planning matters related to building setbacks, and fencing requirements, and limitations and the Local law relating to fencing. All relevant information was sent through to Mr Verhoogt for consideration.
- Attended the Northam National Construction Code seminar in Northam for a briefing of changes to the Building Code of Australia and implementation dates and transitions. Whilst in Northam the EHO negotiated with senior staff at the Shire office to host the Health & Building Group Regional Meeting in June. For this meeting proposed the EHO negotiated for a WALGA representative to attend to deliver the updates on the container deposit scheme and changes to the Waste and Resource Recovery Act which has been requested to be focused on regional application only. This will save two trips to Perth to attend the current information seminars being done to be able to inform Council of current developments and possible impacts good and/or bad.
- The EHO took 5 days leave during the month of March 2019.

#### **Consultation**

Mr D Mollenoyux Chief Executive Officer; &  
Mr A O'Toole Deputy Chief Executive Officer;

#### **Statutory Implications**

*Health (Miscellaneous Provisions) Act 1911;*  
*Caravan Parks and Camping Grounds Act 1995;*  
*Food Act 2008;*  
*Local Government Act 1995;*  
*Planning and Development Act 2005;*  
*Building Act 2011;* and  
*Waste Avoidance and Resource Recovery Act 2007.*

#### **Policy Implications**

Nil.

#### **Financial Implications**

Nil.

#### **Strategic Implications**

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

#### **Governance**

Goal 7 Our community are engaged and have a healthy lifestyle

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.1.1**

**Moved: Cr Foss**

**Seconded: Cr Kilminster**

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

**Carried 9/0**

**Agenda Reference and Subject:**

**12.1.2** Extension of Current Kerbside Refuse Collection and Landfill

Management Contract

**File Reference:**

1.1.8.1 Contracts

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest**

Nil

**Summary**

That Council invites Mr Peter Fuchsbichler to continue to provide the kerbside refuse collection and landfill management Contract until the 22 October 2019 and should Mr Peter Fuchsbichler be accepting, Council will endorse the continuation of the kerbside refuse collection and landfill management Contract. That the Chief Executive Officer is authorised by this Resolution of Council to undertake the required correspondence to facilitate this matter.

**Background**

At the Ordinary Council Meeting of the Shire of Bruce Rock held on the 21 June 2018 Council resolved to extend the kerbside refuse collection and landfill management (Contract) until the 30 May 2019 retrospectively for Mr Peter Fuchsbichler (Councils Resolution OCM June 18 – 12.1.3):

*OFFICER RECOMMENDATION AND COUNCIL DECISION*

*That Council resolves to:*

- 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*
- 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.*

*Carried 7/0*

**Comment**

The EHO has finalised the preparation of the Tender documentation for the Landfill Management and Refuse Collections services. It was noted that other Contract matters have different expiry dates and the purpose of this agenda is to rationalise the expiry dates to a single date. The date proposed is the 22 October 2019, which is also the expiry of the recycling collection Contract with Avon Waste. By creating a single date for the waste, landfill management and recycling services the matters can be all advertised together, reviewed as one and a report prepared for Council in a single sitting for consideration. Clause 21.2 of the current Contract permits Council to invite Mr P Fuchsbichler in writing to continue until the 22 October 2019.

The EHO has raised the extension until the 22 October 2019 of the Contract with Mr P Fuchsbichler who is agreeable to the extension. The EHO continues to work with Mr P Fuchsbichler to ensure Contract compliance matters and to date have been dealt with positively and Mr P Fuchsbichler has undertaken extra services for waste collection when requested to do so. In anticipation that the invitation to extend the Contract be formally accepted by Mr P Fuchsbichler, then Council resolves in this instance to formally endorse the Contract extension as provided in Clause 21.2 to the date of the 22 October 2019. The extension of the Contract shall maintain the collection rate payable as negotiated under the Contract and contain the same terms and conditions as detailed in Clause 21.2.

**Consultation**

Mr Darren Mollenoyux, Chief Executive Officer; and  
Mr Alan O’Toole, Deputy Chief Executive Officer.

**Statutory Implications**

*Local Government Act 1995.*

**Policy Implications**

Nil.

**Financial Implications**

Annual budgeted amount for Landfill Management and Refuse Collections services of \$73,306 to date with provision for a CPI increases as applicable under Clause 21.2 and Clauses 5.1 and 5.2 of the Contract.

**Strategic Implications**

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

**Governance**

Goal 13 Core environmental services help protect our natural environment  
13.3 Continue to provide a high standard waste management

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.1.2**

Moved: Cr Thornton  
Seconded: Cr Rajagopalan

**That Council resolves to:**

1. Formally write to Mr P Fuchsbichler to offer to continue to provide the kerbside refuse collection and landfill management Contract until the 22 October 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
2. Should Mr P Fuchsbichler be accepting to continue to provide the kerbside refuse collection and landfill management Contract until the 22 October 2019 that Council by the authority of this resolution ratify this acceptance by authorising the Chief Executive Officer to undertake to endorse this service in writing on behalf of Council.

**Carried 9/0**

**Agenda Reference and Subject:**

**12.1.3** Application for Development Approval for a Carport Structure within Setback Area to Support Issue of Building Permit.

**File Reference:** A1001328

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

**Disclosure of Interest** Nil

**Summary**

Approve the submitted development application to formalise the reducing of the side boundary from 1,500mm to 1,000mm measured from the carport supporting columns to the boundary line and also approving the eave overhang setback to be approved for 770mm to the side boundary setback measured from the inside edge of the carport gutter to the boundary line.

**Background**

The Environmental Health Officer (EHO) received an application for a Building Permit for the construction of a steel supporting frame with infill for a carport area to support a panel lift door. A review of the plans and a site inspection discovered the carport to facilitate the building permit will need Planning Approval.

**Comment**

In order to progress the Building Permit all matters that trigger Planning requirements need to be dealt with in the first instance. This has come about due to the alignment of setback requirements in Planning and Building legislation that previously had potential to be non-complimentary. The carport as presented in **ATTACHMENT 12.1.2 –B** was constructed under the stewardship of the late Mr John Mitchell then EHO and Building Surveyor around 2004-2005 and for Building Code of Australia requirements the setbacks of the carport complies. As the panel lift door proposed requires structural endeavours to be done a Building Permit is required and this triggers the planning assessment to accommodate proximity to the boundary.

The applicant Mrs E Vaughn has submitted an Application for Development Approval (DA) to formalise the reducing of the side setback (**ATTACHMENT 12.1.2 – A**). In this instance, the minimum setback permitted for a 'wall' is 1,500mm off the side boundary measured from the supporting column, which is defined as a wall with minor openings. Presently the carport structure is 770mm measured from the inner edge of the gutter to the Lot boundary. The applicant is requesting the sanctioning of the reduction of the setback from 1,500mm to 1,000mm as the component of the 'wall' is measured from the supporting columns and is detailed in **ATTACHMENT 12.1.2-B**. The DA also requests that the eaves overhang be permitted to encroach as well to the aforementioned 770mm (averaged).

The State Planning Policy 3.1 'Residential Design Codes (R Codes) permit a reduction of Lot boundary setbacks provided it meets the applicable 'Design Principles' set out in Clause 5.1.3 and these are detailed and commented on below by the EHO:

Clause 5.1.3 Lot boundary setback

P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:

- reduce impacts of building bulk on adjoining properties;
  - ✓ *EHO Comment – Nil impact given the presence of the dividing fence which due to the height of the retaining wall totally blocks off any building bulk issue.*
- provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
  - ✓ *EHO Comment – the carport has polycarbonate roof sheeting and will be open on the north and east sides permitting adequate sunlight. The carport will be open to two sides allowing ventilation. The carport due to the high fencing will not affect the adjoining property.*

- minimise the extent of overlooking and resultant loss of privacy on adjoining properties.
  - ✓ *EHO Comment – Nil impact given the presence of the dividing fence which due to the height of the retaining wall totally prevents any possible overlooking and resultant loss of privacy on adjoining properties.*

P3.2 Buildings built up to boundaries (other than the street boundary) where this:

- makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;
  - ✓ *EHO Comment – not applicable.*
- does not compromise the design principle contained in clause 5.1.3 P3.1;
  - ✓ *EHO Comment – is in harmony with the design principle contained in clause 5.1.3 P3.1.*
- does not have any adverse impact on the amenity of the adjoining property;
  - ✓ *EHO Comment – nil adverse amenity impact by fact of high fencing negating any amenity affect for either properties to observe each other.*
- ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and
  - ✓ *EHO Comment – nil impact; sunlight for both properties is maintained.*
- positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.
  - ✓ *EHO Comment – Carports are an important part of all residential developments and the inclusion of a carport door occupying a small percentage of the front street boundary aspect is permitted in the R Codes. The present streetscape is a combination of old and new thus forms a blend lending to a diverse prevailing streetscape with potential for future development.*

As per the above review of the R Codes Clause 5.1.3 ‘Design Principles’ relevant to the presented DA this application is supported.

#### **Consultation**

Mr T Reed, Senior Planner, Dept Planning, Lands and Heritage.

#### **Statutory Implications**

*Planning and Development Regulations 2009*; and  
*Shire of Bruce Rock Local Planning Scheme N° 3* (December 2017 edn).

#### **Policy Implications**

*State Planning Policy 3.1 Residential Design Codes* (March 2018 edn)

#### **Financial Implications**

Development application fee of \$147.

#### **Strategic Implications**

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

##### **Economy**

- |        |   |
|--------|---|
| Goal 4 | Workers and their families can work and reside in the Shire   |
| 4.3    | Promoting existing residential land and plan for future commercial and residential land developments to meet current and future needs |

#### **Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.1.3**

**Moved: Cr Dolton**

**Seconded: Cr Waight**

**That Council resolves to:**

**Approve the submitted application detailed in Attachment 12.1.2 – A for development approval to formalise the reducing of the side boundary setback as submitted by the applicant Mrs E Vaughn from 1,500mm to 1,000mm measured from the carport supporting columns to the boundary line and also approving the eave overhang setback to be approved for 770mm to the side boundary setback measured from the inside edge of the carport gutter to the boundary line.**

**Carried 9/0**

*Mr J Goldacre left the Council Chambers at 1.58pm and did not return.*

## 12.2 Manager of Works & Services

<b>Agenda Reference and Subject:</b>	<b>12.2.1</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

- Main Street Parks and Amphitheatre mowed and tidied
- Amphitheatre and Sculpture Park mowed and weeded
- Caravan Park tidied up
- Museum mowed and tidied
- Machinery Museum tidied
- Rubbish Tip covered and tidied
- Pioneer Park tidied
- 2 large private works jobs completed
- Chemists house tidied
- Large tree behind CRC taken out due to large limb falling and damaging property
- Reticulation at pool repaired
- Dunstall Street drainage has commenced

Applications have closed for the Gardeners position. Town Foreman Peter Elliot and I have short listed and will hold interviews Friday 12<sup>th</sup> April.

### Construction Crew

- Hugh's Road gravel re-sheet is complete
- Belka South Rd new culverts placed at floodway
- Entry and exit points at bridge 6012 Belka West Rd repaired
- Section of Bruce Rock – Narembeen Rd fixed and re-sealed
- Private works jobs for farmers

### Workshop

- BK 409 – Grader Transmission leak and service completed
- BK 06 - Loader fuel system fault. Replaced low pressure pump, fuel lines, remove and clean out tank
- BK 9649- Trailer repair tail light wiring and replace tyres
- BK 373- Loader replace hydraulic hose
- BK 511- Grader service
- BK 062- Truck finish off tray eta and replace windscreen
- BK 512- Grader service
- BK6670 -Tip Loader replace hydraulic hose
- BK9282- Low Loader replace taillights
- 9MT181- Dozer replace batteries
- 21 vehicle inspections

Bruce Parker has completed his 3-month probation and is doing exceptionally well. Bruce will be signing up for his apprenticeship on the 12<sup>th</sup> April 2019.

**Rec Centre**

- Oval Mowed
- Oval fertilised
- Dam Maintenance
- Maintenance on machinery
- General tidy up of around the Rec Centre
- Investigating water leak and found
- Watering of Town trees and plants to fill in for one of the Gardeners on leave

**Vehicles/Machinery Changeover**

Tenders have been called for the new Pneumatic Roller. These close on Tuesday, 23<sup>rd</sup> April so results will be presented to the May meeting for consideration.  
 CEO's new car ordered; Doctors car ordered

**Dams**

• Dam	• Current	• Capacity
• Railway Dam	• 12,500kl	• 32,000kl full
• Negri Dam Rear	• 9,000kl	• 115000kl full
• Negri Dam Front	• 8,500kl	• 15000kl full
• Rec Centre Dam	• 14,000kl	• 23000kl full
• Turkeys Nest	• 18,000kl	• 43000kl full
• Water Corp Dam	• 32000kl	• 71808kl full

**Recreation Centre Carpark Drainage**

Consultation has been carried out with Town Foreman Peter Elliot and plans have now been received in regards to the drainage at the Recreation Centre Carpark. Once costed, options will be presented to the Works and Services Committee and Council for consideration during May 2019.

**WANDRAA Funding**

Leeuwin Civils final claim of \$16,500 for sealing works has been processed and submitted to Main Roads for payment. There will still be outstanding claims from Core Business.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.2.1**

**Moved: Cr Crooks**

**Seconded: Cr Rajagopalan**

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

**Carried 9/0**

*Mr D Mollenoyux left the Council Chambers at 2.08pm.*

*Mr D Mollenoyux returned to the Council Chambers at 2.12pm.*

## 12.3 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 31<sup>st</sup> March 2019 are available on the website for download.

### 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 Apr 19 – 12.3.1

Moved: Cr Kilminster

Seconded: Cr Thornton

**That the Statements of Financial Activity for the month ending 31<sup>st</sup> March 2019 as presented be received.**

**Carried 9/0**

**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 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 March 2019.

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

**Consultation**

Nil

**Statutory Implications**

s.6.10 Local Government Act 1995

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

**Policy Implications**

Nil

**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 Apr 19 – 12.3.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

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

- 1. Municipal Account consisting of;**
  - a. EFT14044 voucher numbers EFT14151 to EFT totalling \$435,128.56**
  - b. Cheque number 23890 to 23901 totalling \$37,052.18**
  - c. Trust Cheque 1922 to 1926 totalling \$2,528.00**
  - d. Wages and Superannuation payments totalling \$185,196.00 and**
  - e. Credit Card payments totalling \$1,591.52**

**With all payments totalling \$492,958.42 for the month of March 2019.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>12.3.3</b> Community Budget Requests
<b>File Reference:</b>	8.2.7.2 Annual Budget – Requests for Consideration
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Ashleigh Waight, Community Development Officer
<b>Disclosure of Interest</b>	Nil

**Summary**

Community groups were sent a letter regarding submissions for consideration for the 2019/20 budget.

**Background**

Staff have commenced preparations for the 2019/20 budget and were keen to get requests for consideration to be submitted early for costings and evaluation.

**Comment**

Community groups in the Shire were sent a letter requesting submissions for budget considerations. Eleven considerations were received.

A detailed spreadsheet detailing all the requests, and officer comments will be made available to Councillors. Discussions will take place at the meeting regarding each request.

**Consultation** CEO, CDO, MOF, MOWS and Community Groups

**Statutory Implications** Nil

**Policy Implications** Nil

**Financial Implications** Projects will be included in the 2019/20 budget.

**Strategic Implications**

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

**Infrastructure**

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

2.4 Support the improvement and maintenance of assets in a strategic manner

**Economy**

Goal 6 Tourism helps to diversify our local economy.

**Community**

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

Goal 8 The community can access multiple early childhood education and support services

8.2 Continue to support the relationship between the Shire and early education providers in the community.

**Governance**

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

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

**Voting Requirements** Simple Majority

Officer Recommendation

That Council reviews, approves/declines and ranks in order of deemed importance the following projects in the 2019/20 budget, subject to funds available and budget adoption.

*Council decision varied to Officer Recommendation to determine budget requests and which projects were to be worked on with Council Staff.*

**COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.3.3**

**Moved: Cr Thornton**

**Seconded: Cr Foss**

- 1. That staff include selected community budget requests as determined by Council in the 2019/20 budget deliberations.**
- 2. That staff work with identified Community Groups on their project to seek alternative funding sources.**

**Carried 9/0**

*Mrs MK Thornton left the Council Chambers at 2.38pm.*

*Mrs MK Thornton returned to the Council Chambers at 2.40pm.*

**12.4 Deputy Chief Executive Officer**

## 12.5 Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>12.5.1</b> Geographic Naming Approval – Stewart Street
<b>File Reference:</b>	1.3.9.5 Community Development
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	Nil

### Summary

Council is asked to approve the archiving of Road Names within Eujinyn and to consider information provided as to the naming recognition of Mr Jack Stewart.

### Background

The President received correspondence from a local ratepayer raising the matter that a former Council Chairman, Mr Jack Stewart was the only former Chairman not to have a road named after him. An extract of the correspondence is below;

*“that all the former Road Board Chairmen and Shire Presidents have roads named after them with the exception of Jack Stewart. I know that things have changed re naming streets and roads after people but it does seem a shame that Jack Stewart should be the only one in our shire who is not commemorated in this way.*

*When all said and done, he was a very significant "mover and shaker" in this district. Jack Stewart worked very hard to have the Infant Health Clinic built and in getting reticulated water into the town. He told me on more than one occasion that he believed it was possibly the most important thing he did and to prove the case he quoted the decrease in the number of bed days at the hospital after the water was connected.”*

At the March 2019 Ordinary Council Meeting Council requested the CEO investigate potential unnamed roads within the Shire and provide relevant information to enable Council to make an informed decision on the potential recognition of Mr Jack Stewart, via naming a road after him.

### Comment

Following enquiries with Landgate and the Geographic Names Committee the following information is provided;

*“Dear Darren,*

*I can confirm the name Stewart and other names were approved to roads in the Eujinyn Townsite in October 1991 (refer to the attachments). Subsequently in 2005 the area that contained the townsite became Reserve 16134 Lot 301 on DP 46173 (see the screen print below) and under the Department of Regional Development and Lands in 2010.*

*Essentially because the site is now a reserve, the road names are no longer applicable and will be archived accordingly. Noting that there are no origins recorded against those names shown on the plan. Nonetheless the name Stewart couldn't be reapplied somewhere else due to non-compliance (because it is already an over-used road name).*

*Depending on the tenure the shire might like to name one of its open space areas as Stewart Park, while un-named open space is difficult to define, I could provide some assistance to you over the phone. Each site would need to be checked to determine if it is already named. Alternatively, should the Shire wish to*

---

*apply this gentleman's name somewhere different the shire could consider naming a building / room in a community complex after him."*

In addition to the above response, this query has triggered a formal notice from Landgate and the WA Land Information Authority who have advised the follows;

*"It has been noted that four road names approved in 1991 for the Shire of Bruce Rock, as shown on page 2, are no longer applicable because the townsite and roads to where they are mapped no longer exists.*

*The subject site is now Reserve 61634, Lot 301 Deposited Plan 46173 as shown on **Smart Plan** at page 3. The archiving of the affected names is considered appropriate. The Shire has been made aware of this matter, refer to Job 1366 (Document No 2019-14735).*

*Accordingly, your approval is requested for the following;*

*Archive Road Names – Eujinyn*

*Archive the names **ALEXANDER STREET, PEAD STREET, STEWART STREET and WILKINS STREET.**"*

Taking into consideration the advice from the Geographic Names Committee and the Guidelines in relation to naming of roads Council is not able to rename another Stewart Road within our Shire.

Council is asked to consider the information received and provide direction as to potential actions in recognising Mr Jack Stewart, via naming.

A copy of the referring maps have been provided in the Councillor attachments.

#### **Consultation**

Jan Lonsdale, Team Leader Geographic Names Committee - Landgate

#### **Statutory Implications**

Geographic Names Committee Guidelines

**Policy Implications** Nil

#### **Financial Implications**

At this stage there is no financial implications in relation to this item.

#### **Strategic Implications**

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

*Governance*

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

#### **Voting Requirements** Simple Majority

Officer Recommendation

That Council;

1. In accordance with the request from Western Australian Land Information Authority Council approves to;  
Archive Road Names – Eujinyn  
Archive the Names **ALEXANDER STREET, PEAD STREET, STEWART STREET and WILKINS STREET.**
2. As a road name cannot be approved that Council provides direction as to the appropriate recognition, via naming, of former Shire President Mr Jack Stewart.

*Council decision differed to Officer Recommendation to name the front meeting room of the Administration Building the “Jack Stewart Room” in recognition of former Board Chairman and Shire President Mr Jack Stewart.*

**COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.5.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

**That Council;**

- 1. In accordance with the request from Western Australian Land Information Authority Council approves to;  
Archive Road Names – Eujinyn  
Archive the Names ALEXANDER STREET, PEAD STREET, STEWART STREET and WILKINS STREET.**
- 2. That Council name the front meeting room of the Administration Building the “Jack Stewart Room” in recognition of former Board Chairman and Shire President Mr Jack Stewart’s contributions to Council.**

**Carried 9/0**

*Council adjourned for afternoon tea at 3.00pm.*

*Council returned to the Council Chambers at 3.17pm with all staff and Councillors present.*

**Agenda Reference and Subject:**

**12.5.2** Funding of Hockey Turf Lighting and Recreation Centre

Power Upgrade

**File Reference:**

1.3.8.7 Bruce Rock Hockey Club

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to consider its direction and financial commitment to the power upgrade at the Bruce Rock Recreation Centre and provision of lighting for the new synthetic hockey turf following advice that we were unsuccessful in attracting funding through the Department of Sport & Recreation's CSRFF 2019/20 round.

**Background**

With the success of obtaining funding and now construction of a synthetic hockey turf the next stage of works at the Bruce Rock Recreation Centre is for the installation of lighting.

Whilst determining the lighting and power requirements for the new synthetic hockey turf in 2016 it was identified that a power upgrade to the entire recreation centre precinct was also required.

Council and the Bruce Rock Hockey Club agreed in early 2018 to submit a new application for the next round of CSRFF for the 2019/2020 funding round. The grant application was submitted in September 2018 (with Council endorsement) with the final project description being;

Power upgrade to the Bruce Rock Recreation Centre & Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility.

*"To provide sufficient lighting and power to maximise usage of all facilities co-located at the Bruce Rock Recreation Centre.*

*Upgrade of the power supply to the Bruce Rock Recreation Centre sporting precinct to allow the installation of lighting at the Synthetic Hockey Turf, improve safety, enable separate sporting grounds to use lights concurrently, and provide the capacity for future lighting improvements.*

*Installation of eight poles at the Synthetic Hockey Turf Facility. Each pole will be 18m high and contain four T10 maxi fittings."*

This item was presented at the February 219 Ordinary Meeting of Council and is represented in accordance with the resolution from that meeting, being;

*"COUNCIL DECISION*

*Resolution OCM Feb 19 – 12.5.2*

*Moved: Cr Rajagopalan*

*Seconded: Cr Crooks*

*That Council:*

- That Council receives the information, including financial situation, for Recreation Centre Power Upgrade and Installation of Lighting Project, as presented.*
- That the Chief Executive Officer and Shire President meet with the President and Vice President of the Bruce Rock Hockey Club to present the above information and discuss options for progressing towards the completion of the project.*
- Item be represented for Council Consideration at the Ordinary Council Meeting held 21 March 2019."*

**Comment**

Council received notification from the Department of Sport & Recreation in early February 2019 that its application for funding under the 2019/2020 CSRFF funding round was unsuccessful. The reason stated was *“your application has been unsuccessful because there were higher priorities in the round.”*

Whilst the Department of Sport & Recreation CSRFF application was unsuccessful Council was successful in attracting Federal Government funding through the Australian Sports Commission 2018/19 Community Sports Infrastructure Grants Program for \$76,732 ex gst.

The project expenditure costs are;

Power Upgrade to Recreation Centre	\$200,000	
Lighting of Hockey Turf	<u>\$241,706</u>	(includes contingency of \$11,509)
<b>Total Project Cost</b>	<b>\$441,706</b>	

The original application income break up is as follows;

Shire of Bruce Rock	\$219,738 ex gst	Works In-Kind, Cash
Bruce Rock Hockey Club	\$ 76,732 ex gst	Cash
CSRFF Grant	<u>\$148,235 ex gst</u>	Cash
<b>Total</b>	<b>\$444,706 ex gst</b>	

The current funding income situation for the project is;

Shire of Bruce Rock	\$ 73,283 ex gst	(2018/19 budget allocation)
Shire of Bruce Rock	\$146,456 ex gst	(2019/20 commitment if CSRFF grant successful)
Bruce Rock Hockey Club	\$ 76,732 ex gst	(1/3 commitment for lighting component)
Bruce Rock Hockey Club	\$ 50,000 ex gst	additional contribution
Federal Grant	\$ 76,732 ex gst	(received 2018/19 fin year)
<b>Total</b>	<b>\$423,204 ex gst</b>	

**Current Funding Shortfall \$ 21,502 ex gst**

Council needs to determine the most appropriate and financially viable approach in progressing this project to completion. Council may wish to wait and re apply for 2020/21 CSRFF funding, this may jeopardise the federal funding that has already been approved. Council could seek to meet with Bruce Rock Hockey Club Representatives and discussion possible alternative funding options for the shortfall of the project, with an aim of completing the project sooner.

As per the resolution at the February 2019 Council meeting the Shire President and CEO met with the President and Vice President of the Bruce Rock Hockey Club to discuss the current status of funding for the installation of lighting to the hockey turf and power upgrade to the recreation centre.

At the meeting we addressed Council's views and sought the hockey club's feedback on how they see the project proceeding, funding and subsequent timeframes. The Bruce Rock Hockey Club held their AGM on Thursday 14<sup>th</sup> March 2019 and the Hockey Club President presented the information to the meeting and sought their direction.

The Bruce Rock Hockey Club have written to Council confirming its original commitment for the hockey turf lighting project of \$76,732 and at their AGM resolved to commit an additional \$50,000 towards the proposed power upgrade of the Bruce Rock Recreation centre *“to ensure the project can be completed as soon as possible”*.

Council also needs to take into consideration any potential financial impact in addressing the rectification of the *“ripple effect”* in the hockey turf. At this point in time there is no indication of what financial impact there may be, whilst the Shire was expecting to have some further direction and update on this matter by

the 31<sup>st</sup> March 2019 unfortunately contractors have not provided the relevant information at the time of writing this item.

I have been assured that adequate information will be provided by Friday 12<sup>th</sup> April 2019. Any rectification would not occur until at least September 2019, therefore a potential financial impact would not impact until the 2019/2020 financial year.

**Consultation**

Ashleigh Waight, Community Development Officer  
 Jennifer Bow, Manager of Finance  
 Rodney Thornton, Bruce Rock Hockey Club  
 Jennifer Collins, Department of Sport & Recreation

**Statutory Implications** Nil

**Policy Implications**

7.1 Procedure for Community Grant Applications

**Financial Implications**

The current funding income situation for the project is;

Shire of Bruce Rock	\$ 73,283 ex gst	(2018/19 budget allocation)
Shire of Bruce Rock	\$146,456 ex gst	(2019/20 commitment if CSRFF grant successful)
Bruce Rock Hockey Club	\$ 76,732 ex gst	(1/3 commitment for lighting component)
Bruce Rock Hockey Club	\$ 50,000 ex gst	additional contribution
Federal Grant	\$ 76,732 ex gst	(received 2018/19 fin year)
<b>Total</b>	<b>\$423,204 ex gst</b>	

Current Funding Shortfall \$ 21,502 ex gst

Council already has a 2018/19 budget allocation of \$73,283 for this project.

If Council resolves to proceed with the project it would need to bring forward its 2019/2020 commitment of \$146,456 plus find an additional \$21,502 to meet the overall project shortfall. Total funds to be brought forward in 2018/19 would be \$167,958. However, dependant on contractors and timeframes of Western Power not all project funds would be expended in 2018/19.

Should Council resolve to proceed this financial year with the hockey turf lighting and recreation centre power upgrade funds could be utilised due to two other major projects that will not fully proceed in 2018/19. Projects being;

Council STED Connection Contributions	\$120,000
New Residence on Curlew Drive	\$ 48,000

**Strategic Implications**

The concept of the synthetic hockey field was identified in Council’s Integrated Strategic Planning and is included in the following Council documents;

- Corporate Business Plan 2013 – 2017
- Strategic Community Plan 2013 – 2017
- Strategic Community Plan 2017 – 2027
- Long Term Financial Plan 2013 – 2023

Shire of Bruce Rock Strategic Community Plan 2017-2027

**Infrastructure**

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

2.1 – Encourage greater usage of current owned facilities

2.4 – Support the improvement and maintenance of assets in a strategic manner

**Community**

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

**Voting Requirements** Simple Majority, unless Council resolves to vary the expenditure year for this project and then it would require an Absolute Majority.

Officer Recommendation

That Council;

- 1) Receives the report and update on the synthetic hockey turf lighting and power upgrade to the Bruce Rock Recreation Centre, as presented.
- 2) Acknowledges and accepts the Bruce Rock Hockey Club's contribution of \$76,732 for the hockey turf lighting and additional \$50,000 towards the power upgrade of the Bruce Rock Recreation Centre and thanks them for their commitment to progressing the project.
- 3) determines its decision to proceed with its commitment to the synthetic hockey turf lighting and Bruce Rock Recreation Centre power upgrade taking into consideration full details on grant parameters, financial commitments from all parties and any potential costs associated with the surface issues.
- 4) resolves any budget variations required to undertake the synthetic hockey turf lighting and Bruce Rock Recreation Centre power upgrade project should it determine to proceed in 2018/19 financial year.

*Council decision differed to Officer Recommendation to capture the budget implications on the proposed works to upgrade the power at the Bruce Rock Recreation Centre and installation of lighting at the Bruce Rock Synthetic Hockey Turf.*

**COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.5.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Thornton**

**That Council;**

- 1) **Receives the report and update on the Synthetic Hockey Turf lighting and power upgrade to the Bruce Rock Recreation Centre, as presented.**
- 2) **Acknowledges and accepts the Bruce Rock Hockey Club's contribution of \$76,732 for the Hockey Turf lighting and additional \$50,000 towards the power upgrade of the Bruce Rock Recreation Centre and thanks them for their commitment to progressing the project.**
- 3) **Proceeds with its commitment to the Synthetic Hockey Turf lighting and Bruce Rock Recreation Centre power upgrade taking into consideration full details on grant parameters, financial commitments from all parties and any potential costs associated with the surface issues.**
- 4) **Resolves that the 2018-19 Budget is amended to reflect the proposed works to upgrade the power to the Bruce Rock Recreation Centre and installation of lighting at the Bruce Rock Synthetic Hockey Turf, with a zero effect on the net result of the budget, as;**
  - i. **Operating Income - GL 113308 – INCOME Recreation & Culture Grants – Capital, increase by \$76,732; from allocation of \$0 to \$76,732;**
  - ii. **Operating Income - GL 113311 – INCOME Contributions & Reimbursements – Rec & Culture (Hockey Club), increase by \$126,732; from allocation of \$17,500 to \$144,232;**
  - iii. **Operating Expenditure - GL 071208 – EXPENSE STED Scheme Connection Subsidies, decrease by \$120,000; from allocation of \$120,000 to \$0;**

- iv. Capital Expenditure - J09301 – Construction of New Residence Curlew Dr, decrease by \$47,960; from allocation of \$412,000 to \$364,040;**
- v. Capital Expenditure - J11329 - Lighting at Hockey Turf, increase by \$200,000; from allocation of \$0 to \$200,000; and**
- vi. Capital Expenditure - J11314 – Upgrade Power to Recreation Centre, increase by \$171,424; from allocation of \$73,282 to \$244,706.**

**Carried 9/0**

*Mrs JL Bow left the Council Chambers at 4.04pm and did not return.*

<b>Agenda Reference and Subject:</b>	<b>12.5.3</b>	DRAFT Main Street Revitalisation Strategy
<b>File Reference:</b>	1.3.9.5	Community Development General
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer	
<b>Disclosure of Interest</b>	Nil	

### Summary

Council provides comment and feedback on the Draft Main Street Revitalisation Strategy as prepared by Wheatbelt Business Network.

### Background

On the 26<sup>th</sup> February 2018 Council held a Community Forum which was facilitated by Peter Kenyon from B.A.N.K. of Ideas. The Community Workshop was held to re-ignite the community and create discussion about what the community wants for its town/s and how the community can help itself.

Over 100 residents of various ages turned up to the workshop and the response and conversation was certainly very engaging. Some clear directions and ideas came from the workshop, with Council staff collating all of the comments and feedback in readiness to present back to the community. One of the key outcomes identified was the revitalisation of the main street.

In preparing Council’s Strategic Community Plan 2017-2027 it was clearly identified by both Council and through the community consultation process conducted by WBN that a priority is the Main Street of Bruce Rock and the need to revitalise the area on both sides of Johnson Street.

Council resolved to include the Main Street revitalisation as a key goal in its Community Strategic Plan and furthermore then made it a priority Key Performance Indicator for the CEO in 2018/19 to have a Main Street Revitalisation Strategy developed and presented to Council for consideration.

This document was presented by Council staff and Caroline Robinson of WBN at the March 2019 Council meeting. Council considered the draft document and resolved to hold a workshop prior to the next Council meeting to enable further input into the draft document. The following resolution was made;

*That Council receives the Draft Main Street Revitalisation Strategy prepared by Wheatbelt Business Network;*

*And*

*Hold a Councillor Workshop on Thursday 18th April 2019 at 10.00am in the Council Chambers to determine its views on the strategies identified and provide a response to the Wheatbelt Business Network to amend the “strategy” document accordingly.*

### Comment

The CEO met with Caroline Robinson in September 2018 to discuss an approach to developing a strategy to revitalise the Main Street of Bruce Rock. The strategy was to focus on goals and strategies identified in Council’s Strategic Community Plan and the feedback received from the Peter Kenyon Bank of Ideas Workshop.

The CEO advised that focus needed to be on how to get people to stop in Bruce Rock and in particular the Main Street and subsequently how to draw them to both sides of Johnson Street in the main business precinct.

WBN was then contracted to prepare a Main Street Revitalisation Strategy addressing the goals, strategies and ideas of Council and the community. To assist in developing the strategy and gaining further ideas

from the community Carline conducted a “Main Street Walk” which businesses and the public were invited to attend.

Mrs Robinson will make a presentation to Councillors on the 21<sup>st</sup> March 2019 outlining the Draft Main Street Revitalisation Strategy that has been prepared for Councillors to consider and provide feedback, comment and direction. Following the presentation of the strategy Mrs Robinson will take Councillors on a brief walk of the main street to assist in visualising the ideas and recommendations of the strategy.

An electronic copy of the DRAFT Main Street Revitalisation Strategy has been provided to Councillors and a hard copy will also be available as part of the workshop.

### **Consultation**

- Caroline Robinson, Wheatbelt Business Network - Consultant
- Mrs Robinson also undertook consultation and a main street walk as requested by the Chief Executive Officer to gauge feedback from business and the community A **Feedback Document from the Community Main Street Walk is provided for Councillors information**. The Deputy CEO, Alan O’Toole also attended the Main Street walk and his **notes are also provided for Council’s information**.
- Peter Kenyon Bank of Ideas Community – Community Workshop February 2018
- Public Consultation - Identified as part of community consultation and Council feedback during the development of Council’s Strategic Community Plan 2017 – 2027.

**Statutory Implications** Nil

**Policy Implications** Nil

### **Financial Implications**

Council has budget provision of \$50,000 in the 2018/2019 budget for potential projects identified in the CBD Revitalisation Strategy.

This report and the Draft Strategy do not set financial commitment to any specific component at this stage.

### **Strategic Implications**

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

#### **Infrastructure**

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

2.2 – Encourage greater usage of current owned facilities

2.4 – Support the improvement and maintenance of assets in a strategic manner

#### **Economy**

Goal 3 - Assist the local economy to grow

3.1 – Continue business improvement grants

3.2 – Externally facilitated workshop to encourage community to help business have a reason to improve

3.4 – Advocate Main Roads WA to improve the entrances to the Bruce Rock main Street

3.5 – Improve signage, infrastructure and aesthetics to link both sides of the Bruce Rock main street that encourages patronage and a reason to visit /stop

Goal 6 – Tourism helps to diversify our local economy

6.1 - Promote our attractions, amenities and activities in a coordinated approach

#### **Community**

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

#### **Governance**

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

Bank of Ideas (Peter Kenyon) – Community Workshop Key Outcomes

8 Key Outcomes were identified as part of the 218 Community Workshop held with Peter Kenyon, with one of the highest priorities identified as set out below;

- **CBD Revitalisation Strategy**

Council agreed to engage a consultant to assist with developing a strategy to revitalise the Central Business District of Bruce Rock.

Chief Executive Officer's Key Performance Indicators

Council resolved and set the CEO's Key Performance Indicators in August 2018, with one of the highest priorities being set as;

Number 2. **Main Street Revitalisation Strategy**

Develop Main Street Revitalisation Strategy and Report to Council by the 21<sup>st</sup> February 2019.

NOTE: This was not presented to Council at the Council meeting on the 21<sup>st</sup> February 2019 as it was not received until the 24<sup>th</sup> February 2019.

**Voting Requirements** Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 12.5.3**

**Moved: Cr Thornton**

**Seconded: Cr Dolton**

**That Council endorses the Draft Main Street Revitalisation Strategy prepared by Wheatbelt Business Network, with the inclusion of information compiled at the Councillor Workshop held on the 18th April 2019.**

**Carried 9/0**

**Agenda Reference and Subject:**

**12.5.4** Adoption of Corporate Business Plan 2019 to 2023

**File Reference:**

2.5.1.3 Long Term Financial Plan

2.5.1.4 Asset Management Plan

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest**

Nil

**Summary**

The Shire of Bruce Rock adopted its Strategic Community Plan in March 2018.

The Corporate Business Plan is also a requirement and is an integral document that forms part of the Shire's Integrated Planning and Reporting Framework.

This report seeks Council's approval for the adoption of the Shire of Bruce Rock's Corporate Business Plan 2019 to 2023.

**Background**

The Corporate Business Plan outlines how the Strategic Community Plan will be activated by the Shire.

The Plan was developed by Caroline Robinson from Wheatbelt Business Solutions and draws heavily from the Strategic Community Plan, Long Term Financial Plan, Workforce Plan and Asset Management Plan.

The Corporate Business Plan must be reviewed annually as part of the annual budget process.

**Comment**

A copy of the Corporate Business Plan will be presented at the meeting as at the time of preparing the agenda, the final document had not been received. Staff will present the document to Councillors at the meeting.

**Consultation**

CEO, DCEO, MOF, MOWS, EHO & Ms C. Robinson; Wheatbelt Business Solutions Consultant

**Statutory Implications**

Local Government Act 1995, Section 5.56.

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to "plan for the future of the district", by developing plans in accordance with the Regulations. The Local Government Administration Regulations 1996 were amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Local Government (Administration Regulations) 1996,

19DA (3)(c) A Corporate Business Plan for a district is to - develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

**Policy Implications**

Nil

**Financial Implications**

Future expenditure to meet the Strategic Community Plan objectives.

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

The plans cover all aspects of the Strategic Community Plan 2017-2027

Long Term Financial Plan

This was utilised as an informing document

Asset Management Plan

This was utilised as an informing document

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council adopts the Shire of Bruce Rock Corporate Business Plan for the period 2019 to 2023.

*No resolution was made due to only receiving the informing documents from the consultant the day prior to this meeting. This item will be represented at the Ordinary Council Meeting held 16<sup>th</sup> May 2019.*

**Agenda Reference and Subject:**

**12.5.5** Fee Waiver Bruce Rock Community Resource Centre

**File Reference:**

**8.2.7.5** Sponsorship and Donations

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest**

Nil

**Summary**

To present a request to Council to waive the hire fee for the indoor basketball court at the Bruce Rock Recreation Centre.

**Background**

We have recently received a letter (attached) from Tamara Ennor, Administration Officer at the Bruce Rock Community Resource Centre to use the indoor basketball court located at the Bruce Rock Recreation Centre, free of charge. This is for a youth event they are holding in collaboration with the Bruce Rock Police called "Hoops with Cops". This is designed to promote teamwork, build healthy lifestyles through exercise and foster relationships between the youth, police and community stakeholders.

**Comment**

Under our 'Waiving of fees policy' the request may be granted as it is a non-profit group holding a charitable event.

The following is an excerpt from our fee waiver policy

Instead of bringing each request to Council, the following guidelines are first followed in regards to the waiver request:

- Where the fee or charge involves both direct revenue and expense for the Shire, the request be refused. An example of this would be the caravan park chalets, where waiving the accommodation fee would result in \$0 revenue for the Shire, however the cleaners would still be required – resulting in a net loss to the Shire. The Shire Hall has been explicitly excluded from this as the cleaning costs may vary by situation.
- Where the request is made by a profit-making entity or by a group trying to profit from the event, the request be refused.
- If the request is for an individual or non-profit group holding a charitable event or non-profit event for the benefit of the community, the request be considered.
- That in the case of the Shire Hall, the amount of cleaning required after the event is considered and if it is expected to be less than 30 minutes of the cleaner's time the request be taken to Council.

For the purposes of this policy, a non-profit event is considered to be an event where all of the funds raised go to a registered charity and would not include local fundraising events for sporting or other community interest clubs.

As the request is for a non-profit group holding an event for the benefit of the community, it is recommended that the request be considered.

Under our fees and charges the hire of the Indoor Basketball Court for non-commercial purposes is \$14/hour. For commercial purposes it is \$25/hour.

There would be some cleaning required after the event, however as a condition of use we would ask that the court be left in a clean and tidy state.

Therefore, in accordance with our policy and consistent with previous decisions, we would recommend that the fee be waived for this event.

#### Consultation

Darren Mollenoyux- CEO

**Statutory Implications** Nil

**Policy Implications** Waiving of fees  
Instead of bringing each request to Council, the following guidelines are first followed in regards to the waiver request:

- Where the fee or charge involves both direct revenue and expense for the Shire, the request be refused. An example of this would be the caravan park chalets, where waiving the accommodation fee would result in \$0 revenue for the Shire, however the cleaners would still be required – resulting in a net loss to the Shire. The Shire Hall has been explicitly excluded from this as the cleaning costs may vary by situation.
- Where the request is made by a profit-making entity or by a group trying to profit from the event, the request be refused.
- If the request is for an individual or non-profit group holding a charitable event or non-profit event for the benefit of the community, the request be considered.
- For the purposes of this policy, a non-profit event is considered to be an event where all of the funds raised go to a registered charity and would not include local fundraising events for sporting or other community interest clubs.

#### Financial Implications

Forfeited revenue of \$42 based on the requested 3 hours of hire.

#### Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

##### Community

Goal 7 Positive mental health activities are delivered by community groups in partnership with the Shire

##### Governance

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

#### Voting Requirements

Simple Majority

#### OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Apr 19 – 12.5.5

Moved: Cr Thornton  
Seconded: Cr Kilminster

That the hire fee for the indoor basketball courts be waived for the “Hoops with Cops” event to be held on Thursday 18th April 2019.

Carried 9/0

**Agenda Reference and Subject:**

**12.5.6** Shire President Stamp

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest**

Nil

**Summary**

Use of Shire Seal in March 2019.

**Background**

Nil

**Comment**

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

- Variation of Land Transfer (Lot 26,27,28 Mills Street Shackleton)
- Compliance Audit Report

**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 Apr 19 – 12.5.6**

**Moved:** Cr Dolton

**Seconded:** Cr Rajagopalan

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

**Carried 9/0**

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

<b>Agenda Reference and Subject:</b>	<b>13.1</b>	Adoption of Long-Term Financial Plan and Asset Management Plan
<b>File Reference:</b>	2.5.1.3	Long Term Financial Plan
	2.5.1.4	Asset Management Plan
<b>Reporting Officer:</b>		Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>		Nil

**Summary**

The Shire of Bruce Rock adopted its Strategic Community Plan in March 2018 and the Long-Term Financial Plan (LTFP) and Asset Management Plan (AMP) are required as “informing strategies”, providing financial guidance to achieve the goals and aspirations of the community for the next 15 plus years.

Council has engaged consultants Moore Stephens to provide the LTFP & AMP with input and guidance from the staff.

This report seeks Council’s approval for the adoption of the Shire of Bruce Rock’s Long-Term Financial Plan and Asset Management Plan.

**Background**

This item was brought to the March Ordinary Meeting of Council; however, the Plans had not been completed in time for meeting to be adopted.

There have been delays in producing the LTFP and AMP on both parties however the biggest delay was with the validity of the data in RAMM (asset management system for roads) as some of the construction data had not been updated for many years. There is still some work to be carried out in RAMM which was also identified in our recent audit and the MOWS is committed to ensuring that this data has been brought up to date and can be relied on.

At the completion of the LTFP and AMP, the Corporate Business Plan can also be adopted, ensuring compliance with the Local Government Act’s requirements.

**Comment**

A copy of the LTFP and AMP will be presented at the meeting as at the time of preparing the agenda, the final document had not been received. Further information will be provided to Councillors about the long-term financial implications contained in the LTFP and AMP.

**Consultation**

CEO, DCEO, MOF, MOWS, EHO & Moore Stephens Consultants

**Statutory Implications**

Local Government Act 1995, Section 5.56.

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to “plan for the future of the district”, by developing plans in accordance with the Regulations. The Local Government Administration Regulations 1996 were amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Local Government (Administration Regulations) 1996,  
19DA (3)(c) A Corporate Business Plan for a district is to - develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

**Policy Implications**

Nil

**Financial Implications**

Future expenditure to meet the Strategic Community Plan objectives.

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

The plans cover all aspects of the Strategic Community Plan 2017-2027

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 13.1**

**Moved: Cr Dolton**

**Seconded: Cr Rajagopalan**

**That Council receives the Shire of Bruce Rock's Draft Strategic Resource Plan consisting of the Long-Term Financial Plan and Asset Management Plan, for the period 2018 to 2033 and provide feedback in readiness to adopt at the Ordinary Council Meeting held 16 May 2019.**

**Carried 9/0**

**Agenda Reference and Subject:**

**13.2** Blue Tree Awareness Project

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Several requests have been received seeking permission to paint trees on Council land to help raise suicide prevention awareness. This project started in Mukinbudin and has quickly spread throughout the Wheatbelt and Australia Wide.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

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

**Community**

Goal 7 Positive mental health activities are delivered by community groups in partnership with the Shire

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 15.1**

**Moved: Cr Thornton**

**Seconded: Cr Waight**

**That Council approves community members painting dead trees blue in recognition of suicide awareness upon request and approval from the CEO.**

**Carried 9/0**

Cr Rajagopalan update on Diploma training, just completed a 2 day RE: Serving on Council

Cr Dolton thanked the Councillors and Staff for attending (and winning) the Rose Bowl in Kondinin

**14. Confidential Items**

*Mrs MJ Schilling left the Council Chambers at 4.22pm.*

*Mrs MJ Schilling returned to the Council Chambers at 4.44pm.*

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

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 15.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Crooks**

**That Information Bulletin 1 be received.**

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Apr 19 – 15.2**

**Moved: Cr Negri**

**Seconded: Cr Foss**

**That Information Bulletin 2 be received.**

**Carried 9/0**

**16. Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.50pm.

These minutes were confirmed at a meeting on 16 May 2019.

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Cr Stephen Strange  
Shire President  
16 May 2019