

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 OCTOBER 2014

TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS | 1 |
| 1. Declaration of Opening | 2 |
| 2. Record of Attendance / Apologies / Leave of Absence (Previously Approved)..... | 2 |
| 3. Response to Previous Public Questions Taken on Notice | 2 |
| 4. Public Question Time | 2 |
| 5. Petitions / Deputations / Presentations / Submissions | 2 |
| 6. Applications for Leave of Absence..... | 2 |
| 7. Environmental Health Officer Report | 3 |
| 7.1.1 Environmental Health Officer Report - Period ending 09 October 2014 | 3 |
| 7.1.2 Local Planning Scheme – Western Australian Planning Commission 150733 Lot 9448/15891 Powell/Cumminin Road Ardath..... | 5 |
| 7.1.3 Building Maintenance – Lot 13, # 42 Johnson Street Bruce Rock..... | 7 |
| 7.1.4 Local Planning Scheme No. 6 – Adoption of Policies – Moveable Buildings & Home Occupation | 9 |
| 8. Manager of Works & Services Information Report..... | 11 |
| 8.1 Works Information Report..... | 11 |
| 8.2 Land Requirement Lot 14506 Babakin North Road..... | 13 |
| 9. Announcements by Presiding Member..... | 14 |
| 10. Confirmation of Minutes..... | 14 |
| 11. WEROC Report..... | 15 |
| 11.1 WEROC Executive Meeting Sept 2014 | 15 |
| 13. Officers’ Reports | 24 |
| 13.1 Manager of Finance | 24 |
| 13.1.1 Shire President’s Stamp | 24 |
| 13.1.2 Statement of Financial Activity..... | 25 |
| 13.1.3 List of Payments | 26 |
| 13.2 Deputy Chief Executive Officer | 30 |
| 13.2.1 Valuation of 95 Noonajin Road..... | 30 |
| 13.2.2 Risk Management Presentation | 33 |
| 13.2.3 December Council Meeting & Function..... | 35 |
| 13.3 Chief Executive Officer..... | 37 |
| 13.3.1 Location of New WEROC R4R Residence | 37 |
| 13.3.2 Wheatbelt Communities Inc Representation..... | 39 |
| 13.3.3 Provision of Health Services MOU | 40 |
| 13.3.4 Appointment of Authorised Officers..... | 42 |
| 13.3.5 Bruce Rock Hockey Club - Support..... | 44 |
| 13.3.6 Eastern Wheatbelt Education Network of Schools – Truancy Support..... | 46 |
| 14. New Business of urgent nature introduced by discussion of the meeting..... | 48 |
| 15. Confirmation and receipt of Information Bulletin..... | 48 |
| 16. Closure of Meeting..... | 48 |

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 OCTOBER 2014

1. Declaration of Opening

The Deputy Shire President, Cr Dolton, opened the meeting at 1.44pm on Thursday 16th October 2014, welcoming all members and officers present.

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

| | |
|--|------------------------------|
| Deputy President | Cr IS Dolton |
| Councillors | Cr MK Thornton |
| | Cr JJ Gmeiner |
| | Cr NR Buegge |
| | Cr DA Heasman |
| | Cr R Rajagopalan |
| | Cr MM Foss |
| Chief Executive Officer | Mr DRS Mollenoyux |
| Deputy Chief Executive Officer | Miss CJ Dunn |
| Manager of Finance | Mrs JL Bow (1.44pm-2.55pm) |
| Manager of Works and Services | Mr D Holland (1.44pm-2.11pm) |
| Leave of Absence (Previously Approved) | Cr SA Strange |
| | Cr MJ Royce |

3. Response to Previous Public Questions Taken on Notice

4. Public Question Time

5. Petitions / Deputations / Presentations / Submissions

6. Applications for Leave of Absence

Nil

7. Environmental Health Officer Report

7.1.1 Environmental Health Officer Report - Period ending 09 October 2014

Bruce Rock Townsite – Provision of Sted Sewerage System

I have left messages for Mr Vincent Pilot to provide any an update of the sted system proposed for the town of Bruce Rock.

On Friday 3 October 2014 a regional seminar was held at Merredin to receive direction on the proposed Code of Practice for onsite waste water disposal proposed by the Health Department of WA. The seminar confirmed that the process for septic tank/leach drain approval will require the provision of a soils report for permeability. As the region does not support a hydraulics Engineer the costs are expected to rise substantially. Currently an onsite system costs in the vicinity of \$15,000. Application costs are now expected to rise to over \$2,000 for compliance and required testing.

The examples provided at the seminar were complex and were not logical e.g. a restaurant on clayey soils of lot size 4,000m² producing 1500l of waste water a day cannot be approved yet a house on 1000m² producing up to 540l a day is approved. If there were four houses over an equivalent area of land then there would be up to 2,160l per day of waste water produced and that is considered acceptable.

Further information can be provided to Council if required.

Residential Estate – Location 26240 Bruce Rock Merredin Road

Landcorp have found an alleged error in the subdivision application relating to this development which may see Council lose the balance of land to public open space (POS) reserve vested with the State Government. This view is not supported by the Consultant Planner or the EHO/BS as there are no conditions relevant to the POS within the approval. In the interest of cooperation the planner and EHO have permitted Landcorp to address the matter with WAPC to ascertain if a change is required.

In any instance the matter will be resolved through Council invoking the planning regulations and local planning scheme provisions to convert the required POS (beyond the buffer to oval and north to paddock) to a cash payment by the Developer to the Shire of Bruce Rock, i.e. a paper transfer of funds from one account to another and those funds will still be used for the road and development construction.

Attached is correspondence from LandCorp regarding the proposal. They are now concerned about potential sales and I have liaised with Eloise Healy and confirmed it likely that Council would place the first dwelling there within two years however due to the extreme delays in getting to this point of development that the town had lost at least two potential developments and it was necessary to get the subdivision works completed as soon as possible.

Memorial Pool Upgrade

The slide pool has been refilled and water samples taken.

The repairs have held now for three weeks and with the repairs to the pump the slide will be available for the Vets weekend.

Solar Power to Buildings

As Council may be aware the application to connect embedded power generation to the Aquatic Centre was declined by Western Power. A response is due 10 October 2014 and a verbal report will be provided to Council.

Vietnam Veterans Weekend

Food permits have been issued to the following businesses to operate a food stall over the event: -

- 1) Old Blues Preserves;
- 2) Outback Flavours;
- 3) St John Ambulance Coffees;
- 4) Salisbury Hills Olives.

It has also been advised that two other stalls declined to complete an application for temporary food premises and I have recommended to the CEO that the EHO attend on Saturday to carry out inspections.

COUNCIL DECISION

Resolution October 14-7.1.1

Moved: Cr Rajagopalan

Seconded: Cr Thornton

That the Environmental Health Officer's Report be received for the month of October.

Carried 7/0

Agenda Reference and Subject

7.1.2 Local Planning Scheme – Western Australian Planning Commission 150733 Lot 9448/15891 Powell/Cumminin Road Ardath

File Reference: A2404

Reporting Officer: John Mitchell, Environmental Health Building Officer

Disclosure of Interest Nil

Summary

Report recommends that Council support the application for subdivision of Lots 9448 and 15891 Powell and Cumminin Streets Ardath as a rural development boundary adjustment.

Background

An application to adjust boundaries of Locations 9448 and 15891 has been received from the Western Australian Planning Commission (WAPC Ref 150733). A copy of that application appends. Council is required to respond by 13 November 2014.

Comment

The application represents a boundary adjustment creating one lot of 136.9ha (Lot 9448 – 64.5ha currently) and a lot of 267.6ha (Lot 15891 currently 339ha currently).

There are two lots currently and two lots created. There is no additional lots created and the lot sizes do not support any other development proposal. The use of the land remains rural.

The plans received show that the existing buildings are located greater than 20m inside the proposed boundaries.

Consultation

Paul Bashall – Planning Consultant – Shire of Bruce Rock;

Statutory Implications

If Council seeks to place a condition on the proposal the Model Subdivision Conditions Schedule from the WAPC website must be used.

Policy Implications

There are no policy implications.

Financial Implications

There are no financial implications.

Strategic Implications

4.1 Provide good strategic decision making, governance, leadership and professional management, 4.1.3 Deliver services that meet the current and future needs and expectations of the community whilst maintaining statutory compliance, 4.1.3.6 Continue to deliver services to the community in a safe and responsible manner.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-7.1.2

Moved: Cr Buegge

Seconded: Cr Foss

That the Western Australian Planning Commission be advised that the Shire of Bruce Rock has no objection to the subdivision of lots 9448 and 15891 Cumminin & Powell Roads Ardath in accordance with the plans received within application 150733 and that as advised the boundary setbacks on the dwelling and sheds from external boundaries exceeds 20m.

Carried 7/0

Agenda Reference and Subject:

7.1.3 Building Maintenance – Lot 13, # 42 Johnson Street Bruce Rock

File Reference: A20232

Reporting Officer: John Mitchell, Environmental Health Building Officer

Disclosure of Interest Nil

Summary

Report recommends that the facade component which is unsecured be removed and replaced with a light framed component.

Background

The Building team, whilst carrying out repairs to the roof above the bank building (42), it was noticed by the Building Surveyor that the top two levels of the facade to 42 Johnson Street were leaning over the footpath. The Building Surveyor considered the structure deteriorating and sought a Structural Engineers report on that component.

Comment

The Engineers report appends and recommends that the top two levels be removed. As the high facade represents the gable end it will need to be replaced with a light framed option.

The reason for the failure is the lack of recesses to the wall to permit the roof and roof frame to move with differences in temperature which then causes the wall to flex forwards and backwards. Additionally the steel reinforcement has deteriorated and expanded with rust further exacerbating the issue.

Consultation

Consultation has occurred with: -

- 1) Dan Turner Structural Engineer;
- 2) Building Team (to monitor the situation);
- 3) Advice to CEO of the matter.

Statutory Implications

The statutory implications are of a liability issue. If the facade collapses as has occurred at other local government locations there is the real threat that it could kill someone walking underneath.

Policy Implications

There are no policy implications.

Financial Implications

As the works are of a structural nature it is recommended that the repairs be undertaken by a tradesman. Quotations for the works are currently being sought.

Strategic Implications

There are no strategic implications.

Voting Requirements

Absolute Majority

Officer Recommendation

- 1) That Council note the advice of required repairs to the facade of HN 42 Lot 13 Johnson Street, Bruce Rock and that the Chief Executive Officer be authorised to accept quotations to perform the required works and make budget amendment accordingly.

or

2) Council could adopt a do nothing stance on the assumption that earthquakes are unlikely in Bruce Rock. It is easy to look at one case and decide it is unsafe but in truth, the whole situation needs to be examined and assessed. It is likely that there will be far bigger problems than a failed fascia, if a significant earthquake occurs close to Bruce Rock.

or

3) Alternatively the façade could be stabilised by fixing top hat sections to the inside of the end truss which is attached to the purlins and roof to provide a reasonable resistant structure and drill bolts through the façade at about one metre centres with nuts and washers on each side of the façade.

or

4) The façade could be demolished, a top hat frame work attached to the outside of the end truss with flashing, and a new façade fixed to this frame work using hardy flex.

Council Decision varies from the Officer's Recommendation in that they selected option 2.

COUNCIL DECISION

Resolution October 14-7.1.3

Moved: Cr Foss

Seconded: Cr Rajagopalan

That quotations be sought for all recommendations in the Engineer's report on the Community Resource Centre Façade and that quotations and further information be presented to Council for consideration.

Carried 7/0

Agenda Reference and Subject:

7.1.4 Local Planning Scheme No. 6 – Adoption of Policies – Moveable Buildings & Home Occupation

File Reference:**Reporting Officer:**

John Mitchell, Environmental Health Building Officer

Disclosure of Interest

Nil

Summary

Report recommends that the draft policies relating to Moveable Buildings No. 2 and Home Occupations No.3 be adopted by the Shire of Bruce Rock.

Background

At the July 2014 meeting Council resolved to advertise two proposed policies which provide direction and guidance to persons who may make applications for relocation of a building or to commence a home occupation.

Comment

No submissions were received.

Consultation

Notices were placed on the Shire of Bruce Rock notice board, advertisements placed in the Bruce rock local newsletter and copies of the policies were placed on Council's website.

Mr Paul Bashall also reviewed the draft policies.

Statutory Implications

Advertisements were placed in the Merredin Mercury 30 July 2014 and 6 August 2014 being two consecutive advertisements as required by the requirements of the Local Planning Scheme No. 3.

Policy Implications

A policy once adopted becomes enforceable and Council is bound by the requirements of the policy. It must be stressed that there is an expectation of Council to support the policy and provide that affirmative guidance to members of the public whom may provide comment to the Councillor.

Financial Implications

Advertisement costs have been incurred.

Strategic Implications

4.1 Provide good strategic decision making, governance, leadership and professional management, 4.1.3 Deliver services that meet the current and future needs and expectations of the community whilst maintaining statutory compliance, 4.1.3.5 Gather input from our community regularly and provide relevant planning documents to the community in an accessible manner.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-7.1.4

Moved: Cr Thornton

Seconded: Cr Gmeiner

That the Local Planning Scheme No. 6 Policies relating to Moveable Buildings and Home Occupation be formally adopted by the Shire of Bruce rock and advertising of the adoption occur pursuant to the requirements of the Shire of Bruce Rock Local Planning Scheme No. 6.

Carried 7/0

8. Manager of Works & Services Information Report

| | |
|--------------------------------------|--|
| Agenda Reference and Subject: | 8.1 Works Information Report |
| File Reference: | |
| Reporting Officer: | Manager of Works & Services, David Holland |
| Disclosure of Interest | Nil |

Town & Gardening Crew

- The town crew has completed two foot path sections, one in Westral and the other on Bath St, they will continue footpaths and commence the new house block in Collier St.
- The crew has installed the new diesel tank and I am now waiting in more cards and the electrician to complete his work to be able to commission it, I hope to have it up and running for the start of November.
- The gardening crew have been involved in the general maintenance and clean up works around town and our out centres, with John spraying around the footpaths and the other crew members using the whipper snipper on the larger areas of weeds. I have had to dismiss one of our gardeners and will be in the process of employing a new one in the new year, I will be getting some one in on casual in the interim until I find someone

Construction Crew

- The maintenance and construction crew have completed all the gravel roads and are now out doing the shoulders on the bitumen roads.
- The construction crew are continuing the works started on Ardath grain access road, when completed they will start preparing various projects, like the shoulder works on Corrigin Rd and Copestakes Road works

Workshop

- With Gary being on sick leave, I have engaged a contractor mechanic, he has been able to complete most of the works Jamie and Brian had started, the mechanics are now carrying out general machinery maintenance.

Rec Centre

- Damien is now doing general maintenance around the centre ready for the vets, when the vets are gone will be getting the field ready for the cricket session.
- Cricket Club have requested lights to be looked at as they would like to have 20/20 night cricket matches.

Vehicles

- The vehicle we have purchased for me is the Colorado 7, which was the same price as a Ford Territory diesel and should have a better resale value when we trade it.

Employees

- I have advertised for a dozer operator which has now closed. We had a lot of enquiries with eight sending in resumes, I will look at them and will hopefully have a new person starting before Christmas.

COUNCIL DECISION

Resolution October 14-8.1

Moved: Cr Thornton Seconded: Cr Gmeiner

That the Manager of Works and Services information bulletin be received.

Carried 7/0

Agenda Reference and Subject:

8.2 Land Requirement Lot 14506 Babakin North Road

File Reference:

Reporting Officer:

Manager of Works & Services

Disclosure of Interest

Summary

Main Roads WA is seeking Council's concurrence for land requirement at 14506 Babakin North Road, Babakin.

Background

Council has received a letter from Main Roads WA stating:

"For Council's consideration to the attached plan indicating the extent of land acquisition required to accommodate the upgrade of Babakin North Road and Noonajin Road intersection. It is proposed that land be acquired from Molverley Nominees Pty Ltd, the registered owner of Lot 14506 Babakin North Road for the proposed upgrade. In order for the project to proceed, the land shown shaded on the attached Main Roads drawing 1460-043 is required to be taken and included in the road reserve.

To enable the additional land to be dedicated as road reserve it is a requirement of the Land Administration Act that Local Authority concurrence be given to the dedication action.

Council will indemnify the Minister of Lands against all costs and charges that relate to this dedication action."

Comment

Council is not being asked to be involved in the land acquisition or negotiations this is purely a request that Council concurred with the dedication of the land as road reserve.

These proposed works are part of the Grain Freight Network upgrade within the Shire of Bruce Rock.

Consultation

Main Roads WA and David Holland Manager of Works & Services

Statutory Implications

Section 56 of the Land Administration Act.

Policy Implications Nil

Financial Implications Nil

Strategic Implications Nil

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-8.2

Moved: Cr Rajagopalan Seconded: Cr Buegge

Council at its meeting of 16 October 2014 concurred to the dedication of the land, the subject of Main Roads' Drawings 1460-043, as road under section 56 of the Land Administration Act.

Carried 7/0

Mr D. Holland left the meeting at 2.11pm and did not return.

9. Announcements by Presiding Member

Nil

10. Confirmation of Minutes

COUNCIL DECISION

Resolution October 14-10.1

Moved: Cr Thornton Seconded: Cr Gmeiner

That the minutes of the Ordinary Meeting of Council held Thursday 18th September 2014 be confirmed as a true and correct record.

Carried 7/0

11. WEROC Report

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 11.1 WEROC Executive Meeting Sept 2014 |
| File Reference: | 1.6.9.1 |
| 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 Executive Meeting was held on Wednesday 24th September 2014 at the Shire of Bruce Rock.

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.

A copy of the minutes has been provided to Councillors.

The following items are highlighted for Councillors interest;

Item 5.1 CEACA Business Case – Housing Proposal

With the business case nearing completion the following resolution was made;

RESOLUTION: Moved: Vivienne Piccoli Seconded: Bec McCall

- 1. That WE-ROC support a CEACA delegation to meet with Wheatbelt Development Commission staff to facilitate and prepare a paper to be included in the Wheatbelt Development Commission Board Meeting agenda as a progress update for the CEACA Aged Care Accommodation project.*
- 2. That WE-ROC seek assistance from the Wheatbelt Development Commission to prepare a grant application under the Small Value Grants under the Creating Age Friendly Communities Project (or the Wheatbelt Regional Grants Scheme – whichever is the most appropriate grant fund) for funds to employ a consultant to finalise sections of the CEACA Aged Care Accommodation business plan that require completion including but not limited to sections on staging, land tenure, funds leveraging funds and budget.*

Footnote:

- 1. The CEACA Delegation referred to in Part 1 of the resolution will be Greg Powell, Raymond Griffiths, Vivienne Piccoli and Ian McCabe.*
- 2. In regard to Part 2 it is WE-ROC preference that the Wheatbelt Regional Grants Scheme be the preferred grant funding for the development of the business plan development.*

Item 5.3 Governance Model to Enhance Collaboration within WEROC

Whilst Council endorsed this document at its September Meeting some minor alterations have occurred and the following resolution was made at the WEROC Executive Meeting to recognize the changes.

The Executive Committee made the following resolution;

RESOLUTION: Moved: Darren Mollenoyux Seconded: Vivienne Piccoli

1. *That the final draft of the proposed Wheatbelt Communities Constitution be forwarded to the NEWROC Council for information and seeking their notional support;*
2. *That the WE-ROC Executive recommend to the WE-ROC Council that the current clause 9.2 in the proposed Wheatbelt Communities Constitution which reads:
“Any member who has their membership suspended or terminated shall have the right to appeal against such suspension or termination by presenting their case to a Special General Meeting called for such purpose and the decision of the Special General Meeting shall be final” be approved.*
3. *That the WE-ROC Executive recommend to the WE-ROC Council that the current clause 16.8 in the proposed Wheatbelt Communities Constitution which reads:
“All questions other than Special Resolutions shall be decided by a majority of votes, but if there is an equality of votes, the question shall be deferred for consideration at the next meeting of the Committee.” be approved.*

Footnote:

If the WE-ROC Council adopts Recommendation’s 2 and 3 above there will be no change to the Wheatbelt Communities Constitution that has already been approved by the Member Councils.

Item 5.6 Central Wheatbelt Visitors Centre

The Central Wheatbelt Visitors Centre MOU Group have endorsed the new MOU, however it was agreed that representation needs to come from the WEROC Group, similar to NEWTravel and RoeToursim. The WEROC Executive agreed with this and made the following resolution;

RESOLUTION: Moved: Darren Mollenoyux Seconded: Vivienne Piccoli

1. *That WE-ROC appoint two representatives to the CWVC MOU Group; and*
2. *That the current WE-ROC Tourism portfolio holder - Jamie Criddle (Westonia) be appointed to the CWVC MOU Group and he be requested to arrange the appointment of a second representative.*

Item 6.1 Wheatbelt NRM

With recent misunderstandings on the role of the Wheatbelt NRM it was resolved that we invite the Wheatbelt NRM CEO and Chairperson to the next WEROC Council meeting so that they can give a presentation on their role and we can seek clarification on matters of concern.

Item 6.2 Permits for Agricultural Vehicle Movements

Raymond Griffiths (Shire of Kellerberrin) referred to the following resolution from the WE-ROC Council meeting on Wednesday 20 August 2014:

RESOLUTION: Moved: Mr Griffiths Seconded: Cr Strange

That WE-ROC requests the Great Eastern Country Zone:

1. *Write to the Minister for Transport seeking urgent resolution to the problems associated with permits for agricultural vehicle movements with copies of the letter being sent to:
a) All Members of State Parliament;
b) Main Roads WA; and
c) WALGA.*
2. *Request the WALGA President give urgent consideration to the formalisation of the previously announced Policy Transport Forum, ensuring that it is adequately resourced to ensure an early and effective outcome to the Forum’s*

work, and that knowledge and expertise of the Local Government Grain Infrastructure Freight Group be utilised in establishing the Forum.

He advised that the matter had been discussed at the Great Eastern Country Zone Meeting on Thursday 21 August 2014 and that the Shire of Kellerberrin had subsequently had a meeting with the Main Roads WA and Department of Transport (Shire of Bruce Rock had also had a meeting).

Whilst the intent of the meeting was to clarify issues surrounding the issuing of permits it had identified, in the Shire of Kellerberrin's view that there was an inconsistency in the interpretation by the Police and Main Roads WA in regard to enforcement.

It also was apparent that the farming sector and transport carriers are not fully aware of the guidelines (A Guide to the Movement of Towed Agricultural Implements in Western Australia).

The Shire of Kellerberrin believes it is important for the issue of inconsistency and further education is brought to the attention of the relevant authorities through a letter from the Great Eastern Country Zone to the Minister for Transport.

Consultation Nil

Statutory Implications Nil

Policy Implications Nil

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

4.1.3.3 – Develop an enterprising approach to our infrastructure projects.

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-11.1

Moved: Cr Thornton

Seconded: Cr Foss

That Council receives the minutes of the WEROC Executive Meeting held on Wednesday 24th September 2014 at the Shire of Bruce Rock.

Carried 7/0

12. Status Report

Presentation of Status Report for September Resolutions

| ITEM | RESOLUTION / ACTION REQUIRED | RESPONSIBLE OFFICER | RESPONSE OR STATUS |
|--|---|---------------------|--|
| <p>7.1.1 - Litter Act 1979 – Infringement Notice – John Karra, 30 Westral St, Bruce Rock – Alleged Unauthorised Disposal Bruce Rock-Merredin Rd</p> | <p>That Mr Karra be advised that Council does not accept his reasons for the unauthorised littering on the Bruce Rock Merredin Road on or around the 15 June 2014, that the provisions of the Infringement Notice 0202 issued on 3 July 2014 are enforceable and that unless payment is received by 30 September 2014 that the matter will be referred to Council’s solicitors for action.</p> | <p>EHO/BS</p> | <p>Correspondence was sent to Mr Karra advising of Council’s decision.</p> |
| <p>7.1.2 - Local Planning Scheme No.3 – Request to consider oversize building – Lot334 Farrall St, Bruce Rock</p> | <p>That the application to erect an 81m², 3m apex height outbuilding at the location shown on the plans i.e. solely within Lot 334 Farrall Street Bruce Rock on the southern fence line 1m inside boundary be approved</p> | <p>EHO/BS</p> | <p>This is being processed.</p> |
| <p>13.2.1 - Synthetic Hockey Turf – CSRFF Application</p> | <p>That the application from the Shire of Bruce Rock and Bruce Rock Hockey Club for the funding of an uncompromised synthetic hockey surface and surrounds through the CSRFF program be submitted to the Department of Sport and Recreation as Council’s highest ranked priority. and That if the grant application is successful Council make Budget provision of \$405,168 (excluding GST) in the 2015/2016 financial year for the installation of an uncompromised synthetic hockey surface and surrounds.</p> | <p>CEO</p> | <p>Application submitted to Department of Sport & Recreation prior to close of submissions. A decision is expected in February 2015.</p> |

| ITEM | RESOLUTION / ACTION REQUIRED | RESPONSIBLE OFFICER | RESPONSE OR STATUS |
|---|---|---------------------|--|
| <p>13.2.2 - Allocation of 60 Dampier St, Bruce Rock</p> | <p>That Council allocate the property to Bruce Rock Financial Services Limited (Bendigo Bank) for a three month lease, with an extension of the lease conditional on a bank manager being situated in the house. The lease is to commence and rent is payable as soon as the lease agreement has been executed.</p> | <p>CEO</p> | <p>Bruce Rock Community Bank have accepted the terms set by Council.</p> |
| <p>14.1 - Bruce Rock Ladies Group – Building Request</p> | <p>That Council investigate on behalf of the Bruce Rock Ladies Group for a suitable premise to be rented.</p> | <p>CEO</p> | <p>The CEO will provide an update at the Council meeting.</p> |

Status Report

Ongoing items as at 18 September 2014

| ITEM | RESOLUTION / ACTION REQUIRED | RESPONSIBLE OFFICER | RESPONSE OR STATUS |
|---|---|---------------------|---|
| <p>Resolution Nov 13-12.3.5 Quarry Lease</p> | <p>That Council advise Mr Frank Gillham of Midlands Mining and Development Pty Ltd that it declines his request for financial assistance to perform a blast at the quarry site leased from the Shire of Bruce Rock. And That Council offer Mr Gilliam of Midlands Mining and Development Pty Ltd the option of relinquishing his lease from the Shire of Bruce Rock.</p> | <p>CEO</p> | <p>Letter sent to Mr Gillham, response was provided at February 2012 Council meeting.</p> <p>Awaiting lease expiry for December 2014.</p> <p>Final notice sent to Mr Gillham advising that Council will not be extending the lease past 31 Dec 2014.</p> |
| <p>Resolution Dec 13-7.1.2 Health – Infill Sewerage Program – Town of Bruce Rock</p> | <p>1) That Council confirms its commitment to the provision of a grey water STED system to the town of Bruce Rock; 2) That Council enters into discussions with the Honourable Minister for Water that Council in regards to council’s co-contribution towards the STED project; 3) That Council seeks to convey the information to the public via a letter drop (Letter contents the known issues, the health concerns, town development restrictions, costs to owners of properties and costs to the community to achieve the infrastructure provide a simple yes no more information component for support for the infrastructure and include a request to attend a public meeting to resolve any concerns raised),invitation to a public meeting and a display within the front foyer area of Council; 4) That the date for the public meeting relating to the provision of a STED sewerage system in the town of Bruce Rock be determined at the February 2014 Council Meeting anticipating that the meeting will be</p> | <p>EHO</p> | <p>Information conveyed to Water Corporation December 2013.</p> |

| | | | |
|--|--|------------|--|
| <p>Resolution Feb 14-7.1.6 Provision of Sewer to Bruce Rock Town-site</p> | <p>held in March 2014; 5) That Council does not seek to increase irrigation areas beyond those agreed with the Water Corporation until the system is installed and proven operational, however that as a contingency any excess will be utilised on fairways at the Bruce Rock golf club.</p> <p>That Council advise the Water Corporation that the date for the public meeting to discuss and seek public input into the provision of sewer to the town of Bruce Rock be the 27 March 2014 at the Town Hall Johnson Street, Bruce Rock.</p> | | <p>Meeting date at WDC arranging meeting notes etc. Request Councillor attendance</p> <p>Awaiting outcome from survey.</p> <p>The Hon Mia Davies will be announcing her decision by the end of September 2014.</p> |
| <p>Resolution Mar 14-7.1.1 Budget – Light Industrial Land Development Strange & Dampier Street Final Costings</p> | <p>a) That the Light Industrial Land project to provide power and water to lots 435, 437, 438, 439, 440 and 430 Bruce Rock Light Industrial lots proceed with a budget of \$195,000.00 and as communications infrastructure is available by wireless that hard line communication not be provided; b) That the quotation from Blackwell Plumbing Pty Ltd to install 107m of 100mm mains water pipe extension of \$24,490.00 + GST be accepted..</p> | <p>EHO</p> | <p>Purchase Orders have been issued, contacted the Water Corporation, signed, set up meetings with WC requested.</p> <p>Works have been completed.</p> <p>CEO & BS will be finalising, then seek valuation prior to advertising for expressions of interest.</p> |
| <p>Resolution June 14-7.1.2 Food Act & Health Act Matters Lot 7 Johnson Street, Bruce Rock</p> | <p>1) That Council endorses the actions of the Chief Executive Officer and Environmental Health Officer in invoking the provisions of Section 140 of the Health Act 1911 and performing the works of engagement of an engineer to assess the structural integrity of the veranda for Lot 7 Johnson Street Hotel premise over the Council footpath. 2) That the owner of Lot 7 Johnson Street, Bruce Rock be advised that the repairs for the veranda are to be completed within three months of this advice to him i.e. no later than 30 September 2014 or restricted access to the Hotel premise from the corner of Johnson Street and Bath Street will be prevented.</p> | <p>EHO</p> | <p>Correspondence sent to Lawyers, RGL, owner & Licensee advising of Council’s decisions in relation to Lot 7 Johnson Street, Bruce Rock.</p> <p>Works have been completed to allow the verandah/footpath to be re-opened.</p> |

| | | | |
|---|--|-------------|---|
| <p>Resolution July 14-7.1.1 Dividing fences act 1961 – Request for assistance – Asbestos dividing fence 47 Railway Parade Bruce Rock</p> | <p>That the owner of 47 Railway Parade Bruce Rock be advised that Council will as its component of the fence replacement remove the damaged asbestos fence if the fence is replaced and will cut the two trees down on 45 Railway Parade Bruce Rock if the development of additional sleeping units occurs; and That the administration adds the costs of the removal of the trees and fence within the 2014-2015 draft budget.</p> | <p>EHO</p> | |
| <p>Resolution July 14-7.1.3 Local Planning Scheme Policies – Moveable Buildings & Home Occupations Adoption - Initial</p> | <p>That the draft local planning policies – Moveable Buildings and Home Occupations be advertised in accordance with clause 2.4 and 2.5 of the Local Planning Scheme for public comment and the matter be brought back to Council for consideration after the submission period closes.</p> | <p>EHO</p> | <p>Advertising has commenced seeking public comment.</p> |
| <p>7.1.1 Premise Condition – R15497 Op Shop – Johnson Street, Bruce</p> | <p>That the Administration seek the views of the volunteers of the Op Shop, 12 Johnson Street, Bruce Rock regarding the future of the op shop and advising of the deteriorating condition of the building.</p> | <p>CEO</p> | <p>Research into ownership/ lease agreement has commenced. Commenced arrangements for initial discussion with op shop representatives.</p> |
| <p>7.1.2 Recreation Centre – Acoustic Ceiling & Storeroom Ceiling</p> | <ul style="list-style-type: none"> • That the proposed design of the acoustic ceiling panels as shown on Wayne’s Design and Drafting Plan Job No. 14007 dated July 2014 for the Recreation Centre Club premise be accepted; • That the acoustic panels be offset from walls by 600mm; • That the product installed as ceiling acoustic panel be Rockfon MP700/40; • That the proposed suspended ceiling to be installed in the store room area is accepted by Council. | <p>NRMO</p> | <p>The NRMO is carrying out research into acoustic panel system. The storeroom ceiling has been completed. Further investigations are being carried out for the acoustic panels.</p> |

| | | | |
|--|--|-------------|--|
| <p>13.2.2 Valuation of 95 Noonajin Road</p> | <p>That the sale of 95 Noonajin Road is put out to tender.</p> | <p>DCEO</p> | <p>The property sale has been put out to tender. Tender applications closed at 4pm on Friday 3rd October 2014. No tender applications were received.</p> |
| <p>13.3.1 Shire Administration Centre Upgrade</p> | <p>That Council endorses the concept sketch for the upgrade of the Shire Administration Centre and that the Chief Executive Officer requests final design plans and obtains quotations for the works required.</p> | <p>CEO</p> | <p>Final floor plans have been completed and quotes will now be obtained.</p> |

COUNCIL DECISION

Resolution October 14-12.1

Moved: Cr Gmeiner

Seconded: Cr Thornton

Council receives the Status Reports, as presented.

Carried 7/0

13. Officers' Reports

13.1 Manager of Finance

Agenda Reference and Subject:

13.1.1 Shire President's Stamp

File Reference:

Reporting Officer:

Mandy Butler, Senior Finance Officer

Disclosure of Interest

Nil

Summary

Use of Shire President's stamp in September 2014.

Background Nil

Comment

As per Council's policy, the Shire President's stamp has been used during the month of September 2014 as follows:

10.09.2014 – Sportsperson of the year awards

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 October 14-13.1.1

Moved: Cr Foss

Seconded: Cr Rajagopalan

That Council endorse the use of the Shire President's stamp during September 2014.

Carried 7/0

Agenda Reference and Subject:

13.1.2 Statement of Financial Activity

File Reference:

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 to the budget and variance from it. It must also include explanations of any variances.

Comment The financial statement for the month ending 30 September 2014 is presented to council.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996, reg 34.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.1.2

Moved: Cr Heasman

Seconded: Cr Thornton

That the Statements of Financial Activity for the month ending 30 September 2014 as presented, be received.

Carried 7/0

Agenda Reference and Subject:

13.1.3 List of Payments

File Reference:

Reporting Officer:

Mandy Butler, Senior Finance Officer

Disclosure of Interest

Nil

Summary

List of payments since last Council meeting.

Background

As the CEO has been delegated the authority to make payments from the municipal and trust funds, a list of payments made is to be presented to Council each month. Also in accordance with Finance Policy Number F1.1, included is a list of payments made with Council's credit card.

Comment

Nil

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.1.2

Moved: Cr Thornton Seconded: Cr Heasman

That Council endorse the list of payments from the Municipal Account consisting of EFT voucher numbers EFT8221 to EFT8254; cheque number 23221 to 23227; totalling \$226,932.04.

Carried 7/0

Agenda Reference and Subject:

13.1.4 LATE ITEM – Setting Elected Members Fees & Allowances

File Reference:

2.1.1.6

Reporting Officer:

Jennifer Bow, Manager of Finance

Disclosure of Interest

Nil

Summary

Council is asked to consider to revoke their previous motion for the setting of elected members fees and allowances as the previous motion does not contain enough detail and one part of the motion needed to be carried by absolute majority.

Background

At the Ordinary Meeting of Council held on Thursday 21st August 2014 Council resolved;

Council Decision

Resolution August 14-13.3.2

Moved: Cr Buegge

Seconded: Cr Thornton

- 1. Resolve to set a Meeting Attendance Fee in accordance with the Salaries and Wages Tribunal.**
- 2. Resolve to set Presidents Allowance in accordance with the Salaries and Wages Tribunal's Determination.**
- 3. Resolve to set a Deputy Presidents Allowance in accordance with the Salaries and Wages Tribunal's Determination.**
- 4. Resolve to set either a Travel Expenses Reimbursement or an Annual Travel Allowance of \$50, as per the Salaries and Wages Tribunal's Determination.**
- 5. Resolve to make an Annual Information & Communications Technology (ICT) Allowance for Elected Members as per follows;**
 - Upon Election \$1,500**
 - Standard Year \$500**

Carried 8/0

Comment

The motion does not set the amounts to be paid to elected members and as such Council are asked to rescind the previous motion and then set the amounts to be paid to elected members as fees and allowances.

After rescinding the motion, Council will then have two motions to adopt as the President and Deputy President's annual allowance must be adopted by absolute majority.

Consultation

Darren Mollenoyux, CEO and Jennifer Bow, Manager of Finance

Statutory Implications

10. *Revoking or changing decisions made at council or committee meetings — s. 5.25(1)(e)*

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
- (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

- (1a) Notice of a motion to revoke or change a decision referred to in sub regulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
- (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Policy Implications Nil

Financial Implications

There is no alteration to the financial implications for the relation of the residence.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Civic Leadership - 4.1.2 Manage the organisation in a responsible and accountable manner

Voting Requirements Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.1.4

Moved: Cr Buegge Seconded: Cr Thornton

That Council, in accordance with Section 5.25 (1) (e) of the Local Government Act 1995 revokes Resolution August 14-13.3.2 passed at its ordinary meeting held on Thursday 21st August 2014 as motion did not set the fees and allowances payable to elected members.

Carried by absolute majority 7/0

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.1.5

Moved: Cr Rajagopalan Seconded: Cr Thornton

That Council adopts;

1. Meeting Attendance Fees for Council Meeting attendance in accordance with the Salaries and Wages Tribunal as;
 - a) Council members other than presiding member; \$88; and
 - b) Presiding Member; \$477.
2. Meeting Attendance Fees for Committee Meeting attendance in accordance with the Salaries and Wages Tribunal as;
 - a) Council members other than presiding member; \$44; and

- b) Presiding Member; \$116.
3. Travel Expenses Reimbursement as per the Salaries and Wages Tribunal's Determination; and
4. Annual Information & Communications Technology (ICT) Allowance for Elected Members as per follows;
Upon Election \$1,500
Standard Year \$500.
- Carried 7/0**

Voting Requirements **Absolute Majority**

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.1.6

Moved: Cr Rajagopalan Seconded: Cr Thornton

That Council adopts;

- 1. President's Allowance in accordance with the Local Government Act 1995 s5.98A(1) and the Salaries and Wages Tribunal's Determination, at \$9, 076; and**
- 2. Deputy President's Allowance in accordance with the Salaries and Wages Tribunal's Determination, at \$2,269.**

Carried by absolute majority 7/0

Mrs J.L. Bow left the meeting at 2.55 pm and did not return.

The meeting adjourned at 2.55pm for afternoon tea.

Meeting resumed at 3.14pm with all Councillors and staff returned.

13.2 Deputy Chief Executive Officer

| | |
|-------------------------------------|---|
| Agenda Reference and Subject | 13.2.1 Valuation of 95 Noonajin Road |
| File Reference: | 8.1.2.1 – Valuations - General |
| Reporting Officer: | Catherine Dunn, Deputy CEO |
| Disclosure of Interest | Nil |

Summary

Council is asked to consider the options for selling the Council owned property at Lot 412, Noonajin Road, Volume 2182, Folio 303. This is known as 95 Noonajin Road.

Background

The Council owned property at 95 Noonajin Road has traditionally been used for staff housing for either the CEO or Deputy CEO. As it is currently not required for this purpose, other options regarding the future of the property are being considered.

At the August council meeting the following resolution was passed:

| |
|--|
| a) That the sale of 95 Noonajin Road is put out to tender, in accordance with the Local Government Act 1995, s3.58. |
|--|

The tender closed at 4pm on Friday 3rd October. No tenders were received.

Comment

As per the Local Government Act 1995, s3.58, there are three options for selling the property:

- i. via public auction;
- ii. via public tender called by the local government; and
- iii. via the private sale process.

If selling via these methods the following must be considered:

i. Public auction

- no minimum timeframe; and
- tends to involve higher selling costs due to auctioneering and advertising costs.

ii. Public tender

- requires a minimum of 14 days state wide public notice; and
- risk of otherwise acceptable offers being rejected if they do not comply with the tender regulations.

iii. Private sale

- requires initial advertising for the property sale;
- if an offer is made and accepted the Shire must give two weeks local public notice of the proposed disposition, inviting submissions to be made;
- submissions must be considered and any Council decisions made in relation to them recorded in the minutes; and

-details in the public notice must include the names of all parties concerned, the consideration to be received and the market value of the disposition (ie. cannot remain confidential).

If Council chooses to sell the property via one of the above methods, and intends the funds to be used for the purpose of constructing a house in the new residential subdivision, the funds should be allocated to the Council Housing Reserve.

Council currently has no other vacant houses available for staff use if it were to be required.

A copy of the valuation documents has been provided.

Consultation

CEO, DCEO

Statutory Implications

The Local Government Act 1995 s3.58. (Disposing of property).

Policy Implications

Nil

Financial Implications

Capital revenue of an amount to be provided when the valuation report is received. This is the valuer's best estimate based on available information. The actual market price received may be higher or lower.

The revenue will be slightly offset by the estimated selling costs which vary depending on the method of sale chosen.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner.

Voting Requirements

Simple Majority

Officer Recommendation

- a) That Council chooses to sell Lot 412 Noonajin Road, on Volume 2182, Folio 303 (95 Noonajin Road) and advises of the preferable method;
- b) That the net revenue from the sale of 95 Noonajin Road, being the sales revenue, less the associated selling costs be allocated to the Council Housing Reserve; and
- c) Should Council wish to sell the property that a minimum sales price be agreed upon.

Council Decision varies from the Officer's Recommendation in that they discussed the minimum acceptable price and agreed to advertise the house for sale with offers above \$345,000.

COUNCIL DECISION

Resolution October 14-13.2.1

Moved: Cr Rajagopalan Seconded: Cr Heasman

That the house be sold through an agent with offers above \$345,000. The minimum accepted price was agreed on.

Carried 7/0

Agenda Reference and Subject:

13.2.2 Risk Management Presentation

File Reference:

2.3.3.11 Regulation 17

Reporting Officer:

Catherine Dunn, Deputy Chief Executive Officer

Disclosure of Interest

Nil

Summary

To provide a report to the Audit Committee on the appropriateness of the Shire of Bruce Rock's systems and procedures in relation to risk management and internal control as per the requirements of Regulation 17 of the Local Government (Audit) Regulations 1996.

Background

Regulation 17 was recently introduced into the Local Government (Audit) Regulations 1996. Regulation 17 states the following:

17. *(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
(a) risk management; and
(b) internal control; and
(c) legislative compliance.*

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

- (3) The CEO is to report to the audit committee the results of that review.*

In order to comply with this regulation engaged Mark Harris from LGIS to assist in preparing a framework for the review. A workshop was conducted to assess the Shire's risk profiles, risk tolerances and internal controls. This was attended by the Deputy CEO and Manager of Finance. The outcomes of this workshop were a Risk Management Governance Framework and a Summary Risk Report. These were then discussed with individual managers and, if required, actions were identified to reduce the risk level.

Comment

The Risk Management Governance Framework incorporates the Best Practice principles of the international risk management standard ISO 31000:2009. This includes the Risk Management Policy and Risk Management Procedures. Please refer to the attachment provided.

The Policy and Procedures form the Risk Management Framework for the Shire of Bruce Rock ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

The attached Shire of Bruce Rock Risk Report details the risk profiles and internal control assessments over the twenty identified key risk groups. This also notes any actions that have been

identified to reduce the overall risk rating for these groups. A description of each of the risk groups can be found in Appendix C of the Risk Government Management Framework.

The Risk Report was finalised in October 2014 and is believed to be an accurate assessment of the Shire's risk profile at the time. This will be updated internally every six months to reflect any new or emerging risks, changes in risk profiles or controls and new identified actions. An updated Risk Report will be presented to the Audit Committee on an annual basis.

Consultation

CEO, DCEO

Statutory Implications

Local Government (Audit) Regulations 1996 r.17.

Policy Implications

Adopt a new policy regarding Risk Management.

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.2.2

Moved: Cr Foss

Seconded: Cr Gmeiner

- 1. Council adopts the Risk Management Governance Framework and Shire of Bruce Rock Risk Report as presented; and**
- 2. That the Council adopts the "Risk Management Policy" for incorporation as an official policy of the Council at Item O1.6 of the Policy Manual.**

Carried 7/0

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 13.2.3 December Council Meeting & Function |
| File Reference: | |
| Reporting Officer: | Catherine Dunn, Deputy Chief Executive Officer |
| Disclosure of Interest | NIL |

Summary

Council has two functions each year for Christmas celebrations. These are the Christmas party after the December Council meeting and the staff stand down.

Background

Traditionally Council holds a Christmas function following the December Council Meeting and a stand down function for the staff prior to the Christmas break.

Comment

Council holds a Christmas function following the December Council meeting, making this year's the 18 December 2014. Each year Council invites guests to join them at this function, a copy of the invitation list is attached for Council's consideration.

The Shire Office hours over Christmas will be;

| | | |
|------------------|----------------|-----------------------------|
| Monday 22 Dec | Normal Day | Normal trading hours |
| Tuesday 23 Dec | Normal Day | Normal trading hours |
| Wednesday 24 Dec | Normal Day | Early Close 1.00pm |
| Thursday 25 Dec | Public Holiday | Compulsory Closure |
| Friday 26 Dec | Public Holiday | Compulsory Closure |
| Monday 29 Dec | Normal Day | Closed |
| Tuesday 30 Dec | Normal Day | Closed |
| Wednesday 31 Jan | Normal Day | Closed |
| Thursday 1 Jan | Public Holiday | Compulsory Closure |
| Friday 2 Jan | Normal Day | Closed |
| Monday 5 Jan | Normal Day | Resume normal trading hours |

Council is asked to consider the following schedule;

| | |
|---------------------------|--------------------------------------|
| Thursday 18 December 2014 | Council Meeting & Christmas Function |
| Friday 19 December 2014 | Stand Down |

Each year Council invites guests to join them at this function, a copy of the invitation list has been provided for Council's consideration.

Once Council has confirmed the Christmas function date staff will advertise for catering similar to previous years

| | |
|-------------------------------|-----------------------|
| Consultation | CEO, MWS |
| Statutory Implications | Nil |
| Policy Implications | Nil |
| Financial Implications | 2014/15 Annual Budget |

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Civic Leadership

4.1.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Council staff and Council.

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.2.3

Moved: Cr Foss

Seconded: Cr Buegge

- Council approves the Shire Office trading hours over the Christmas period and carries out extensive advertising of the trading hours and emergency contact details; and
- That Council accept the final invitation list for the Christmas function to be held on Thursday 18 December 2014 and that advertising be called for the catering.

Carried 7/0

13.3 Chief Executive Officer

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 13.3.1 Location of New WEROC R4R Residence |
| File Reference: | 2.4.1.8 |
| Reporting Officer: | Darren Mollenoyux, Chief Executive Officer |
| Disclosure of Interest | Nil |

Summary

Council is asked to consider revoke their previous motion for the construction of the new Royalties for Regions House to be located at 7 Bean Road Bruce Rock and resolve to locate the new building at 13 Collier Street, Bruce Rock.

Background

At the Ordinary Meeting of Council held on Thursday 21st August 2014 Council resolved;

Council Decision

Resolution August 14-14.2

Moved: Cr Dolton

Seconded: Cr Thornton

That the WEROC Royalties for Regions House be built on Lot No:425 at 7 Bean Road, Bruce Rock.

Carried 8/0

Comment

Following testing of levels and dimensions for the lot layout and location of the house it was determined that 7 Bean Road, Bruce Rock was not suitable for the location of the type and style of house that was to be constructed.

Site test and levels have been constructed at a new location and it is deemed that 13 Collier Street, Bruce Rock is suitable to construct the new Royalties for Regions residence.

Consultation

David Holland, Manager of Works & Services

Peter Elliott, Town Foreman

John Gearing, Building Project Manager (Merredin)

Statutory Implications

10. *Revoking or changing decisions made at council or committee meetings — s. 5.25(1)(e)*

(2) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in sub regulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

- (2) *If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made –*
- (a) *in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or*
 - (b) *in any other case, by an absolute majority.*
- (3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

[Regulation 10 amended in Gazette 31 Mar 2005 p. 1030.]

Policy Implications Nil

Financial Implications

There is no alteration to the financial implications for the relation of the residence.

Strategic Implications

- 1.4.1 - Facilitate diverse, inclusive housing options
- 2.1.1 – Actively support and develop local and new business
- 2.1.1.5 - Investigate solutions for worker and Shire staff accommodation through partnerships

Voting Requirements Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.1

Moved: Cr Dolton Seconded: Cr Thornton

That Council, in accordance with Section 5.25 (1) (e) of the Local Government Act 1995 revokes Resolution August14-14.1 passed at its ordinary meeting held on Thursday 21st August 2014 as the location was not deemed suitable for the construction of the proposed dwelling.

Carried by absolute majority7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.1a

Moved: Cr Dolton Seconded: Cr Thornton

That Council constructs the new WEROC Royalties for Regions residence at 13 Collier Street, Bruce Rock.

Carried 7/0

Agenda Reference and Subject:

13.3.2 Wheatbelt Communities Inc Representation

File Reference:

1.6.9.1

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Summary

Council is asked to nominate its representatives to the Wheatbelt Communities Committee.

Background

At its Ordinary Meeting held on the 21st August 2014 Council resolved to endorse the Wheatbelt Communities Inc constitution. Part of the requirements is two appoint representatives from each Shire.

Comment

Council is now required to nominate its positions for the Wheatbelt Communities Incorporated Body.

There are no financial implications on Council excluding the Subscription to WEROC as all associated costs are being met by WEROC. The membership for this organisation is nil as stated in the draft constitution.

Consultation

WEROC Executive, WEROC Council, WEROC Executive Officers

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

4.1.3.3 – Develop an enterprising approach to our infrastructure projects.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.2

Moved: Cr Gmeiner

Seconded: Cr Buegge

- 1. Nominates Cr Stephen Strange and the Chief Executive Officer, Darren Mollenoyux to the Wheatbelt Communities Committee.**
- 2. Nominates Cr Ian Dolton and the Deputy Chief Executive Officer, Miss Catherine Dunn as the Deputies to the Wheatbelt Communities Committee.**

Carried 7/0

Agenda Reference and Subject:

13.3.3 Provision of Health Services MOU

File Reference:

ROEHealth

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Summary

Council is asked to formally endorse the ROE Regional Environmental Health Services Scheme Memorandum of Understanding (to be known as ROEHealth)

Background

With the recent resignation of Mr John Mitchell as Council's Environmental Health Officer/Building Survey Council agreed to express its interest in joining the ROE Regional Environmental Health Services Scheme to provide an Authorised Environmental Health Officer.

It is a requirement under the Health Act 1911 that Council is required to provide Environmental Health Services within its local government area.

A copy of the MOU and Operational Guidelines has been provided to Councillors for their consideration.

Comment

Council has made budget provision to join such a scheme and the MOU clearly outlines the services that will be provided. Council will receive equivalent to 3 days per fortnight.

This scheme will meet requirements to fill the role of Environmental Health Services and we are currently employing Mr John Mitchell through the Shire of Merredin to provide Building Services 1 day per fortnight.

Consultation

Mr Julian Murphy, CEO Shire of Corrigin (Scheme Administrator)
Ms Lauren Bosch, Scheme Environmental Health Officer

Statutory Implications

Health Act 1911
Food Act 2008
Caravan Parks and Camping Grounds Act 1995

Policy Implications

Nil

Financial Implications

Council has made budget provision for this scheme membership.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

4.1.3 – Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.3

Moved: Cr Foss Seconded: Cr Rajagopalan

That Council endorses the ROE Regional Environmental Health Services Scheme (to be known as ROEHealth) “Memorandum of Understanding” and “Operational Guidelines”, as presented.

Carried 7/0

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 13.3.4 Appointment of Authorised Officers |
| File Reference: | 1.1.1.3 |
| Reporting Officer: | Ms Lauren Bosch Darren Mollenoyux, Chief Executive Officer |
| Disclosure of Interest | Nil |

Summary

The purpose of this report is for Council to appoint Authorised Persons to exercise power under the *Health Act 1911*, the *Food Act 2008* and the *Caravan Parks and Camping Grounds Act 1995* on behalf of the Shire of Bruce Rock.

Background

Due to the changes to the Shire's Environmental Health Officer service provision an update of authorised officers is required.

In accordance with a number of provisions of various Acts, Regulations and local laws, Council is required to appoint authorised persons to perform various authorised functions.

Authorisations are updated to reflect staff changes. Following approval by Council the authorisations will be given to staff in writing and identification cards issued.

Comment

Pursuant to s27 of the *Health Act 1911* Council may appoint an Environmental Health Officer to perform such duties as the local government from time to time directs and also such as are specifically prescribed by any order of the Executive Director, Public Health. Mr Julian Goldacre and Miss Lauren Bosch are the appointed Environmental Health Officers.

Pursuant to s122 of the *Food Act 2008* Council may appoint an authorised officer for the purposes of the Act. Mr Julian Goldacre and Miss Lauren Bosch are the appointed authorised officers.

The Chief Executive Officer will appoint Mr Julian Goldacre and Miss Lauren Bosch as authorised persons for the purposes of the *Caravan Parks and Camping Grounds Act 1995*.

Consultation Nil

Statutory Implications

Health Act 1911, Food Act 2008, Caravan Parks and Camping Grounds Act 1995

Policy Implications Nil

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

4.1.3 – Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.4

Moved: Cr Buegge Seconded: Cr Gmeiner

That Council appoint Mr Julian Goldacre and Miss Lauren Bosch as “Authorised Officers” in respect to the requirements of the specified Acts:

Health Act 1911 – s27 Appointment of Environmental Health Officer

Food Act 2008 – s22 Appointment of Authorised Officer

Caravan Parks and Camping Grounds Act 1995 – s17 Authorised Persons

Carried 7/0

Agenda Reference and Subject:

13.3.5 Bruce Rock Hockey Club - Support

File Reference:

1.3.8.7

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Summary

As part of the Bruce Rock Hockey Club's application to the Department of Sport and Recreation for the installation of a synthetic hockey turf it will be required to undertake a self-supporting loan.

Background

Council has received correspondence from the Bruce Rock Hockey Club advising of their desire to apply for a self-supporting loan in the event that grant funding be obtained from the Department of Sport and Recreation for the synthetic hockey turf project.

The Bruce Rock Hockey Club has shown capacity to raise a considerable portion of their contribution towards the project, however if grant funding be received in 2015/16 they would require access to a self-supporting loan to the value of \$161,599. It would be anticipated that this would be paid over a four year period.

Comment

There is no current action required on this matter other than Council providing in principal support to seek and administer a self-supporting loan should the synthetic hockey turf grant application be successful for the 2015/16 year.

Consultation

Ashleigh Waight, Community Development Officer
Rodney Thornton, Bruce Rock Hockey Club President

Statutory Implications

This process will need to be in accordance with Part 6, Division 5, Section 6.20 of the Local Government Act 1995:

6.20. Power to borrow

(1) *Subject to this Act, a local government may —*

(a) *borrow or re-borrow money;*

(b) *obtain credit; or*

(c) *arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,*

to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

(2) *Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —*

(a) *unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and*

(b) *the resolution to exercise that power is to be by absolute majority.*

Policy Implications

Nil

Financial Implications

If grant application is successful this would need to be accounted for in the 2015/16 financial year. There is no financial impact to Council for this arrangement, however there is a requirement to record it in our financial records and annual statements.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Social

1.4.3 – Provide a variety of sport, recreation and leisure services and facilities for all life stages.

1.1.2.4 – Apply for funding to develop major community infrastructure.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.5

Moved: Cr Foss

Seconded: Cr Gmeiner

That on the provision that the 2015/16 CSRFF grant application is successful, Council will support and administer a self-supporting loan for the Bruce Rock Hockey Club to the value of \$161,559.

Carried 7/0

Agenda Reference and Subject:

**13.3.6 Eastern Wheatbelt Education Network of Schools
– Truancy Support**

File Reference:

1.6.21.1

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Summary

The Eastern Wheatbelt Education Network of Schools is seeking Council's and Eastern Wheatbelt Business's support to reduce truancy levels in the region.

Background

A Letter has been received from the Eastern Wheatbelt Education Network of schools stating;

The Eastern Wheatbelt Education Network of schools has prioritised student attendance as a targeted initiative across the Eastern Wheatbelt. To support this we are using Attendance Officers, employing more strategic processes at school and raising the awareness of parents regarding the need for good student attendance. We are aiming to reduce truancy levels and have all students attending school unless they are genuinely unwell.

A number of individual schools have previously used the support of local businesses to display signs which read 'This business supports education. Students will not be served during school hours'.

We would now like to profile this campaign as a joint initiative between the government schools in Kellerberrin, Mukinbudin, Nungarin, Merredin, Bruce Rock, Moorine Rock and Southern Cross. This will send a common message to the community that students of compulsory school age need to be at school and not at the shops or down town during school time.

The program encourages businesses to promote a clear message to students that they are more than welcome outside of school hours but they will not be served during school hours.

We are seeking the support of all businesses in this initiative and would encourage you to:

- *display the attached sign in your business*
- *request to see a leave pass if a school age student enters your business during school hours*
- *refuse to serve any school aged students without a valid leave pass*
- *report any students seen wandering around town or at your business during school hours to your local school*
- *report students repeatedly seen wandering around town or at your business during school hours to the Department of Child Protection and Family Services on 9041 6900.*

If students are genuinely ill they should be at home. It is a health concern if they are in the public arena and potentially spreading illnesses to others. If students are not genuinely ill then they are required by law to be at school or engaged in further training or employment.

There are some situations where compulsory aged students may enter businesses for legitimate reasons. These may include:

- *students on work experience. They will have a leave pass*
- *pupil free days – these days vary between schools, please check with your local school*
- *students accompanied by a parent/guardian who have been at school that day and may be at an appointment. They will have a leave pass*
- *Approved TAFE students*

- *Students with approval to work full time*

We thank you in anticipation of your support for this initiative. If you have any concerns or questions, please do not hesitate to contact your local school for more information.

Comment

The Shire of Bruce Rock and local businesses should be encouraged to support this campaign, which has run effectively in the past.

If Council supports this program we will be required to erect signage advising that this business supports the education of students in the Eastern Wheatbelt – School aged children will not be served during school hours.

In essence if the student does not have a leave pass staff must ask them to leave our premises and return after school hours.

Consultation

Eastern Wheatbelt Education Network of Schools
Bruce Rock District High School

Statutory Implications Nil

Policy Implications Nil

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Economic

2.3.1 - Lifelong education. Learning and employment is fostered.

2.3.1.1 Continue to support the Bruce Rock District High School and Babakin Primary School and associated community groups

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution October 14-13.3.6

Moved: Cr Rajagopalan Seconded: Cr Thornton

That Council supports the Eastern Wheatbelt Education Network of School’s campaign to reduce truancy levels in the region;

and

That Council staff erect the provided signage and senior management implement procedures in line with those requested where students will be asked to leave Council premises during school hours, unless they have a school leave pass.

Carried 7/0

14. New Business of urgent nature introduced by discussion of the meeting.

None noted.

15. Confirmation and receipt of Information Bulletin.

COUNCIL DECISION

Resolution October 14-15.1.

Moved: Cr Buegge

Seconded: Cr Rajagopalan

That Council receives Information Bulletin 1 and 2 as presented.

Carried 7/0

16. Closure of Meeting.

The Deputy Shire President, Cr Dolton, thanked everyone for their attendance and declared the meeting closed at 4.26pm.