

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21st AUGUST 2014

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21st AUGUST 2014

1. Declaration of Opening

The Shire President, Cr Strange, opened the meeting at 1.40pm on Thursday 21st August 2014, welcoming all members and officers present.

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

Shire President	Cr SA Strange
Deputy President	Cr IS Dolton
Councillors	Cr MK Thornton
	Cr MM Foss
	Cr JJ Gmeiner
	Cr NR Buegge
	Cr MJ Royce
	Cr DA Heasman
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Miss CJ Dunn
Leave of Absence (Previously Approved)	Cr R Rajagopalan

3. Response to Previous Public Questions Taken on Notice

Nil

4. Public Question Time

Nil

5. Petitions / Deputations / Presentations / Submissions

Nil

6. Applications for Leave of Absence

Cr Royce requested a leave of absence for September 2014 and October 2014.

Cr Foss requested a leave of absence for September 2014.

COUNCIL DECISION

Resolution August 14-6.1

Moved: Cr Thornton Seconded: Cr Buegge

That the applications for leaves of absence are approved for:

- Cr Royce for the Ordinary Council Meeting to be held on the 18th September 2014 and 16th October 2014; and
- Cr Foss for the Ordinary Council Meeting to be held on the 18th September 2014.

Carried 8/0

7. Environmental Health Officer

Agenda Reference and Subject:

7.1.1 Premise Condition – R15497 Op Shop – Johnson Street, Bruce Rock

File Reference:

A20307

Reporting Officer:

John Mitchell, Environmental Health Building Officer

Disclosure of Interest

Nil

Summary

Report recommends that the Op Shop be closed as the building requires substantial works and the building is substantially deteriorating.

Background

A request to inspect and consider the replacement of ceilings in the shop has been received.

The volunteers have concerns regarding the ceilings.

Comment

An inspection was carried out on Thursday 31st July 2014 and determined that the ceilings are lath and plaster and in poor condition. The ceilings in most rooms are deteriorated and the roof proper has failed particularly at the hips. Cement tiles have dislodged and as a result of dislodging is allowing moisture into the roof space which further exacerbates the ongoing challenges. The gutters are rusted through and do not serve any real purpose

The roof battens have collapsed from age/rot and the roof should be replaced as the concrete tiles are unlikely to survive removal and re-instatement.

The building does not have an emergency plan, any residual circuit devices or disabled entry. Any remediation works to the building would trigger the need for disabled toilets (due to the age of volunteers and extent of renovation required) and mobility access to front and rear of the building.

The building is not owned by Council. The administration has been unable to locate any lease document over the facility.

Consultation

I have verbally conveyed my views on the condition of the building to the volunteers on site and received the response that the Council will have to house the group in another sole use building. This advice was anecdotal.

Contact has been made with Department of Lands and there is no known lease over the property however it has also been requested that the Admin contact Police "Planning & Accommodation" for further confirmation. This has been done and a response is due shortly. There is further anecdotal evidence that the Attorney General's office attended the site and determined it was of no use to the Department and could be occupied.

Finding a location for the Op Shop to operate from will prove difficult as there are no vacant Council buildings currently.

Statutory Implications

The provisions of the Premises Standards 2013 require that an upgrade of the building requires the provision of disabled access and facilities within the building.

Policy Implications

There are no policy implications.

Financial Implications

New ceilings are estimated at around \$25,000; a new roof around \$20,000 and an additional \$5,000 for incidentals – emergency plan, RCD, Smoke detectors, gutters, minor electrical and the like. The building is on the same location as the Police station and if purchased then additional funds would be required to annex the building from the lot.

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

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.

Council Decision varies from Officer Recommendation as Council have requested the CEO to inspect the building and discuss the condition with Council prior to any further decision on the future of the Building.

COUNCIL DECISION

Resolution August 14-7.1.1

Moved: Cr Buegge Seconded: Cr Gmeiner

That the Chief Executive Officer carries out further investigation into the condition of the Bruce Rock Op. Shop and reports back to Council.

Carried 8/0

Agenda Reference and Subject:

7.1.2 Recreation Centre – Acoustic Ceiling & Storeroom Ceiling

File Reference:

ASS20146

Reporting Officer:

John Mitchell, Environmental Health Building Officer

Disclosure of Interest

Nil

Summary

Report seeks Council endorsement of the proposed plan of installation of the acoustic panels and the use of gyprock Sonar B edge tiles (600mm² x 20mm thickness).

Council is also advised of the ceiling to be installed in the storeroom as a suspended ceiling at a height of 2.4m sitting on top of existing walls and cool room panelled walls.

Background

A plan of the proposed layout appends for Council information.

Comment

Within budget for the 14/15 year Council has proposed three improvements to the Recreation Centre. It is proposed to address all three components at the same time.

KTY Electrical have been engaged to replace all down lights with LED down lights and ensure they are installed to minimise risk of fire and to reduce lighting levels to ambient background and minimum compliance.

Ben Jardine will install the new ceiling to the storeroom and whilst on site will provide expert assistance to the Building team who will install the acoustic panels. The ceiling will comprise thin aluminium panel edges to permit the installation of 600mm width panels. Lights will then be flush mounted and form part of the ceiling. No downlights will be used.

Is Council satisfied with the proposed plan layout?

As both other LG's used Rockfon product and have achieved a noise reduction (perceived) it is proposed to use the Rockfon product.

Consultation

Two acoustic panels have been reviewed and there is little information as to the extent of reduction that can be achieved. I have allowed \$3000 for engagement of a Acoustic consultant if Council seeks. Discussions with the suppliers indicate that the reduction is specific to the premise design and layout of tiles.

Gyprock Sonar B edge tiles are a 600mm x 600mm x 20mm tile affixed directly to the ceiling over the rows of down-lights to be removed. Cost per 10 panels is \$45 or 4.50 per tile equates to \$8640

Rockfon MP 700/40 acoustic ceiling panels are \$5.50 per panel.176 panels required equates to \$9860.00.

Sonar B tiles can be installed direct to ceilings using fullers toolbox adhesive.

Tiles installed at Southern Cross and Kellerberrin are Rockfon MP700/40.

It is proposed to start works immediately after the Council meeting of August 2014.

Statutory Implications

Product purchase costs are approximately \$10,000 for the acoustic panels and \$3,500 for the replacement down lights. Any downlights LED removed during the re-fitout will be used.

Policy Implications

There are no policy implications.

Financial Implications

Budget provision has been made based on quotations and assessed staff time to complete works.

Strategic Implications

1.4 A Liveable and safe community; 1.4.3 Provide a variety of sport, recreation and leisure services and facilities for all life stages; 1.4.3.1 Local youth and family community facilities are maintained and enhanced.

Voting Requirements

Simple Majority

Officer Recommendation

- **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.**

Council Decision varies from Officer Recommendation as Council have requested that further information be sought prior to a decision being made on the final design and implementation of the ceiling panels.

COUNCIL DECISION

Resolution August 14-7.1.2

Moved: Cr Royce

Seconded: Cr Buegge

Further quotes and information on the project to be sought prior to the completion of the lighting and acoustic ceiling panels.

Carried 8/0

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

Manager of Works and Services Report August 2014

Town & Gardening Crew

- The town crew has completed the first two drainage projects within the town, the two locations are Westral St and Noonajin Road and Bath Street, in addition. The water authority dam pipe replacement has been a great success we have had over a metre of water put into the dam in the first minor rains.
- The crew has started the bays at the caravan park and will then go onto the pads for the new Diesel tank in the depot, with the tank being here by the middle of September.
- The gardening crew have been involved in the general maintenance and clean up works around town and our out centres, with the roses having a prune and John spraying around the footpaths.

Construction Crew

- The maintenance and construction crew are now out doing the maintenance grading and will continue until they have finished.

Workshop

- Gary & Jamie have carried out general machinery maintenance and have all of the machines up and running with only a minimal amount of break downs this month.

Rec Centre

- Damien is doing general maintenance around the centre.

Vehicles

- The CEO will be taking delivery of his new vehicle shortly, we have purchased a Toyota Prado with a good price coming from the trade.
- We have taken possession of the new tip loader and will have to do some minor modifications on the grab bucket to improve the transfer of rubbish from the bunded area to the tip face. The machine purchased is a Ranger LW300 which has come with several attachments, like pellet forks, grapple bucket which will be converted and a 1.8m³ GP bucket, at a price of \$93,000 ex GST. The only other piece of equipment to be installed is the solid tyres, which will happen as soon as they are available.
- The vehicle I put into auction has been a success this time with the vehicle going for more than I budgeted. The price we obtained was \$15,900 GST inc, less administration costs.

- I have had the NRMO's vehicle out for quotes and have received several, with the Holden Colorado and Isuzu DMAX Dual Cab utes, coming in at a good price. We have gone with the DMAX.

Discussion Points

1. Vehicle replacements; the doctor has asked for a station wagon to allow him to transport some of his bits and pieces to and from Perth. He has asked for this as he does not like using a trailer or larger vehicles such as a ute. Council's views are sought on this request.

COUNCIL DECISION

Resolution August 14-8.1

Moved: Cr Thornton Seconded: Cr Gmeiner

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

Carried 8/0

9. Announcements by Presiding Member

A meeting was held with the Hon. Mia Davies, Minister for Water regarding the STED system. Minister Davies agreed with the need for a STED system for health and environmental reasons in the Town of Bruce Rock.

A meeting was held with the Hon. Dean Nalder, Minister for Transport. It was considered to be a heartening meeting, as given his rural background, he has a good understanding of the transport issues in the community including rail freight, and joint ventures on the Merredin-Bruce Rock Road. He did, however, make note the of the current funding issues the State has.

President Strange attended a rail retention group with the Minister. It was noted that while the Minister had been provided with some information from the Hon. Jim Chohan, Parliamentary Secretary, Mr Ken Seymour (Myaling) pointed out that info being received from the Hon. Jim Chohan was incorrect. The Minister has met with both CBH and Brookfield. Brookfield have stated they will not sub-lease the Tier 3 lines. It was discussed that Tier 1 and 2 agreements also expire soon and a new agreement must be reached by October.

Minister Tony Simpson is inviting Mayors and Shire Presidents to lunches in Perth. Cr Strange attended one such meeting. At the meeting, the styles of local government were discussed. An invitation was issued to the Minister to come out to Bruce Rock and look at their model. Other Mayors and Presidents in attendance were from Northam, Gosnells, Mundaring and Belmont.

Feedback from the WALGA Local Government Conference was good. General feedback was that the conference was better than expected and an improvement on previous years. Feedback on the WAGLA Local Government convention application was also good.

Cr Strange attended a meeting where representatives from both Main Roads and Heavy Haulage were present. When issues relating to moving CBH grain without trains were raised, there were frictions between the two groups. It was also noted that CBH doesn't always have enough throughput in their rural sites (such a train loading facilities) to keep efficiencies going in getting grain to the Metro Grain Centre, Forrestfield.

10. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday 17 July 2014

COUNCIL DECISION

Resolution August 14-10.1

Moved: Cr Dolton

Seconded: Cr Thornton

That the minutes of the Ordinary Meeting of Council held Thursday 17th July 2014 be confirmed as a true and correct record.

Carried 8/0

11. WEROC Report

Agenda Reference and Subject:

11.1 WEROC Executive Meeting July 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 23rd July 2014 at the Shire of Yilgarn.

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 6.4 CEACA Business Case – Housing Proposal

The President and Chief Executive Officer will provide an update on the CEACA Business Case on Housing for Elderly in the area.

The Executive resolved the following;

That the WE-ROC Executive seek endorsement from WE-ROC Council for its actions around completion of a business case for the construction of housing for the elderly in the Central Eastern Wheatbelt by the Central East Aged Care Alliance (CEACA), including:

- 1. Its invitation to both Access Housing and Foundation Housing to submit an Expression of Interest to be involved in CEACA's project to construct housing for the elderly in the Central Eastern Wheatbelt.*
- 2. Arranging a meeting of representatives from WE-ROC with:*
 - Mr Rick Wilson MP, Member for O'Connor;*
 - Ms Melissa Price MP, Member for Durack;*
 - Senator Chris Back; and*
 - Senator Dean Smith.*
- 3. Seeking a meeting with the Acting Director-General of the Department of Regional Development and officers from the Department of Housing;*
- 4. Seeking a further meeting with Access Housing to further discuss its possible involvement in CEACA's project to construct housing for the elderly in the Central Eastern Wheatbelt.*

5. *Writing to Foundation Housing to advise that Foundation Housing is not the preferred partner for the CEACA project at this time but that WE-ROC reserves the right to continue discussions at a later date.*
6. *Arranging a meeting of CEACA for Friday 5 September 2014.*

Item 6.3 Review of the WEROC Recreation Plan

Whilst the review of this document was carried out at the previous meeting, the Executive has concerns as to the relevance of this document and the weight that it carries with the Department of Sport and Recreation. The meeting resolved as follows;

1. *That WE-ROC write to the Director General of the Department of Sport and Recreation seeking clarification of the WE-ROC Sport and Recreation and Facilities Plan, specifically whether the Plan influences the Department's decisions when funding sporting and recreation projects across WE-ROC's Member Councils.*
2. *That should the advice from the Department of Sport and Recreation be that the WE-ROC Sport and Recreation and Facilities Plan plays no part in its decisions to fund sporting and recreation projects across WE-ROC's Member Councils, then the WE-ROC Executive recommend to the WE-ROC Council that no further action with respect to the WE-ROC Sport and Recreation and Facilities Plan be taken.*

Item 6.4 Governance Model to Enhance Collaboration within WEROC

This concept is being finalised and will be discussed in detail and the next WEROC Council Meeting. Councillors have been provided with a copy of the constitution so that they can familiarise themselves with the implications of joining.

The Executive Committee made the following resolution;

1. *That the WE-ROC Executive recommend to the WE-ROC Council that the proposed Wheatbelt Communities Constitution be adopted subject to the following:*
 - (a) *All changes as outlined in the proposed Wheatbelt Communities Constitution presented to the WE-ROC Executive Meeting on 23 July 2014 being incorporated; and*
 - (b) *All other changes agreed to at the Executive Meeting on 23 July 2014 being incorporated into the proposed Wheatbelt Communities Constitution.*

Note: A copy of the proposed Wheatbelt Communities Constitution as agreed to in the above resolution forms an attachment to the minutes of the meeting.

2. *That the WE-ROC Executive recommends to the WE-ROC Council that following the adoption of the proposed Wheatbelt Communities Constitution, it be referred to the Department of Local Government and Communities for comment and should any comments be received the WE-ROC Executive*

Committee be given delegated authority to consider and determine the matter.

3. *That once the Department of Local Government and Communities has provided comment on and approval for the proposed Wheatbelt Communities Constitution NEWROC be provided with a copy of the constitution and advised it has now no barriers for its use as the mechanism for undertaking the Central East Aged Care Alliance’s project on aged housing.*
4. *That the WE-ROC Executive recommend to the WE-ROC Council that following any advice from the Department of Local Government and Communities being considered and determined by the WE-ROC Executive, the Executive Officer be requested to proceed to undertake the necessary processes to enable incorporation of Wheatbelt Communities Inc and that such work be undertaken at the designated Executive Officer Project Rate.*

Item 6.8 Central Wheatbelt Visitors Centre

In summary the previous proposal for each Shire to become an individual member has been altered and membership has been based on a ROC model. Therefore Council will still contribute its original amount, however we will do this through WEROC. Although Bruce Rock is part of ROE Tourism we will only pay the one membership fee.

The Executive Committee made the following resolution;

That the WE-ROC Executive recommend to the WE-ROC Council that WE-ROC endorse and sign the Central Wheatbelt Visitor Centre Memorandum of Understanding for the period covering 1 July 2014 to 30 June 2015.

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 August 14-11.1

Moved: Cr Thornton Seconded: Cr Gmeiner

That Council receives the minutes of the WEROC Executive Meeting held on Wednesday 23rd August 2014 at the Shire of Yilgarn.

Carried 8/0

COUNCIL DECISION

Resolution August 14-11.2

Moved: Cr Foss Seconded: Cr Dolton

That Council endorses the Wheatbelt Communities Constitution.

Carried 8/0

12. Status Report

Presentation of Status Report for August Resolutions

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<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>Resolution July 14-8.1.1 Purchase of Loader</p>	<p>To purchase a Ranger loader with specific use attachments for use at the Bruce Rock tip at an expected price of around \$125,000. The final decision on the chosen quote and specific attachments will be made by the Manager of Works and Services and the CEO.</p>	<p>MOWS</p>	<p>New Ranger loader purchased and received on 12 August 2014 for \$95,000</p>
<p>Resolution July 14-13.2.3 Establishment of Roadwise Committee</p>	<p>That the Council agrees to form a RoadWise Committee consisting of the LEMC members with the delegated authority to approve: local RoadWise initiatives where the initiatives will be funded by external grants; and the funding applications relating to those initiatives.</p>	<p>DCEO</p>	<p>Correspondence sent to WALGA Roadwise Coordinator</p>

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<p>Resolution July 14-13.3.1 Employment Contract- NRMO</p>	<p>That Council endorses the renewed contract offered to Mr Stephen Fry as the Natural Resource Management Officer for a further two year period ending on the 16th July 2016.</p>	<p>CEO</p>	<p>New contract has been signed by both parties</p>
<p>Resolution Nov12-7.1.4 Road Resumption, dedication and maintenance Lot 248 Dunstall Street</p>	<ol style="list-style-type: none"> 1. That the Council of the Shire of Bruce Rock agrees to relinquish a portion of Lot 248 Dunstall Street (the Recreation Centre) as shown on the attached sketch plan for the purposes of providing road access to the landlocked lot 26240 on the condition that Lot 26240 is subdivided in accordance with the Outline Development Plan submitted for consent to the Western Australian Planning Commission; 2. That the Shire of Bruce Rock requests the Honourable Minister for Lands to create the road reserve as shown on the sketch plan, through Lot 248 Dunstall Street to provide access to the residential lots to be created within Lot 26240 Bruce Rock Merredin Road, Bruce Rock; and <ol style="list-style-type: none"> a) Council advises that the road created is the responsibility of the Shire of Bruce Rock to maintain; b) The Shire of Bruce Rock indemnifies the Minister for lands, pursuant to Section 56(4) of the Land Administration Act 1997 in an amount equal to the amount all costs and expenses reasonably incurred in considering and granting this request; and c) The road is requested to be named (deliberately left blank for Council input – no admin resolution required). 3. That if the provisions of Clause 56 of the Land Administration Act 1997 are not applicable for this type 	<p>EHO</p>	<p>In hand & Progressing</p> <p>Requests from ALCAM assessment issued, RFQ classes 13/8/2013. EHO to present late item to Council to appoint a consultant.</p> <p>Letter to Minister October 2013, seeking meeting to resolve decision of PTA to not approve either location – No response as at 12.12.13.</p> <p>CEO, EHO, MWS & Cr Heasman met with representatives from PTA & Brookfield's on 30/01/2014. An update will be provided at Council Meeting.</p>

<p>Resolution Feb 14-7.1.4 Rail Crossing Proposal Shire of Bruce Rock</p>	<p>of application that the Council of the Shire of Bruce Rock requests the Honourable Minister consider this request pursuant to Clause 59(1)(b) and will comply with the provisions of Clause 59(2) & 59(3) with the notations relevant to indemnity, responsibility of maintenance and construction and the street name to apply.</p> <p>That Council resolve to, pending all avenues being exhausted for the subdivision access across the railway line, create an alternative entrance road option to the new subdivision from Dunstal Street, to link with the current road on the eastern boundary of the oval, and widen the existing access road to accommodate the increase in traffic.</p>		<p>The Hon Jim Chown has contacted the President , CEO & EHO and has requested that Land corp & WAPC to hold the application whilst he resolves. (as at11.3.2014)</p> <p>Engineer completing road design and preparing info for MOWS to cost.</p>
<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.</p> <p>And</p> <p>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 Gilliam, response was provided at February 2012 Council meeting.</p> <p>Awaiting lease expiry for December 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;</p> <p>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;</p> <p>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</p>	<p>EHO</p>	<p>Information conveyed to Water Corporation December 2013. New report to Council February 2014.</p>

<p>Resolution Feb 14-7.1.6 Provision of Sewer to Bruce Rock Town-site</p>	<p>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 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 Feb 14-7.1.2 Land Sale – Lot10&11 Swan Street, Noonajin Road</p>	<p>1) That Council agree that the distribution of costs for the provision of power to lots 11, 436 – 440 and 430 (bounded by Strange, Dampier Streets and Noonajin Road) be as follows: -</p> <table border="1" data-bbox="474 1133 1167 1420"> <thead> <tr> <th>Lot No.</th> <th>Area</th> <th>% Costs</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>4067</td> <td>\$23,873.29</td> </tr> <tr> <td>436</td> <td>3014</td> <td>\$17,692.18</td> </tr> <tr> <td>437</td> <td>2022</td> <td>\$11,869.14</td> </tr> <tr> <td>438</td> <td>2040</td> <td>\$11,974.80</td> </tr> <tr> <td>439</td> <td>1650</td> <td>\$9,685.50</td> </tr> <tr> <td>440</td> <td>1650</td> <td>\$9,685.50</td> </tr> <tr> <td>430</td> <td>2,200</td> <td>\$12,931.59</td> </tr> </tbody> </table>	Lot No.	Area	% Costs	11	4067	\$23,873.29	436	3014	\$17,692.18	437	2022	\$11,869.14	438	2040	\$11,974.80	439	1650	\$9,685.50	440	1650	\$9,685.50	430	2,200	\$12,931.59	<p>EHO</p>	<p>Settlement Agent contacted; Bruce Rock Engineering agreed to cost distribution; Awaiting S.A response to arrange transfer of Title Deeds & payments to Council.</p>
Lot No.	Area	% Costs																									
11	4067	\$23,873.29																									
436	3014	\$17,692.18																									
437	2022	\$11,869.14																									
438	2040	\$11,974.80																									
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440	1650	\$9,685.50																									
430	2,200	\$12,931.59																									

	<p>2) That Council agrees to reimburse Bruce Rock Engineering the sum of \$19,568.71 which was paid by Bruce Rock Engineering to Western Power to provide power to lots 11 and 439, subject to final invoice of project.</p> <p>3) That the sale of Lot 10 and 11 to Bruce Rock Engineering Pty Ltd proceed on the basis of this report (Bruce Rock engineering \$100,000 + GST owing).</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 436, 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;</p> <p>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>	EHO	<p>Purchase Orders have been issued, Contacted the Water Corporation, signed, set up meetings with WC requested.</p> <p>Works are nearing completion</p>
<p>Resolution June 14-7.1.1 Dog Act 1976 – Establishment of Dog Exercise Areas/ Prohibition Areas</p>	<p>1) That the grassed areas (the oval proper) within Reserve 20855 (Recreation Centre grounds) and the public accessed component of the pool fenced area within Reserve 24757 (Aquatic Centre) exclusive of car-park are dog prohibited areas pursuant to section 31 of the Dog Act 1976;</p> <p>2) That Reserve 15578 is declared a dog exercise area providing there are no horses present on the land or the Pony Club is running a scheduled event.</p>	EHO	<p>Advertising has been carried out with no public comment received.</p> <p>Correspondence has been sent to the Pony Club on 20/06/2014, awaiting response.</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.</p>	EHO	<p>Correspondence sent to Lawyers, RGL, owner & Licensee advising of Council’s decisions in relation to Lot 7 Johnson Street, Bruce Rock.</p>

	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.		
Resolution June 14-7.1.4 Caravan Park Upgrade - Tender	<p>Recommend that Council award the supply contract to TR Homes, for the provision of 1x2 bedroom unit, 1x1 bedroom disabled unit and 2x1 bedroom units for the upgrade to the Caravan Park.</p> <p>Recommend that Council increase the 2014-15 budget allocation for purchase of 4 accommodation units for the Caravan Park upgrade to \$300,000.</p> <p>Recommend that the CEO be given discretion over any adjustments required to the layout and materials of the units.</p>	NRMO	<p>Tenderers have been advised of Council’s decision.</p> <p>In consultation with the CEO, the NRMO has been negotiating final design of the units.</p> <p>TR Homes have provided contracts, these are now signed and returned. Delivery is expected in Nov/Dec 2014.</p>

COUNCIL DECISION
Resolution August 14-12.1
Moved: Cr Foss Seconded: Cr Buegge

Council receives the Status Reports, as presented.

Carried 8/0

COUNCIL DECISION
Resolution August 14-12.2
Moved: Cr Heasman Seconded: Cr Foss

Council gets the light industrial land blocks valued prior to further decisions being made.

Carried 8/0

*The meeting adjourned at 3.08pm for afternoon tea.
Meeting resumed at 3.31pm with all Councillors and staff returned.*

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 July 2014.

Background Nil

Comment

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

2 July 2014 - Confirmation of Annual Return – Darren Mollenoyux

7 July 2014 - Lease Agreements 71 Westral Street

30 July 2014 – Letter of Invitation to LG Minister

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 August 14-13.1.1

Moved: Cr Royce

Seconded: Cr Buegge

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

Carried 8/0

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 June 2014 is presented to council and the financial statement for the month of July 2014 will be emailed prior to the meeting.

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 August 14-13.1.2

Moved: Cr Buegge

Seconded: Cr Royce

That the Statements of Financial Activity for the month ending 30 June 2014 and 31 July 2014 as presented, be received.

Carried 8/0

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 August 14-13.1.3

Moved: Cr Dolton

Seconded: Cr Thornton

That Council endorse the list of payments from the Municipal Account consisting of EFT voucher numbers EFT7934 to EFT8102; cheque number 23171, 23174 to 23193; totalling \$825,143.31.

Carried 8/0

Agenda Reference and Subject:

13.1.4 Terms of Reference for Audit Committee

File Reference:

8.2.6.1 Audit

Reporting Officer:

Jennifer Bow, Manager of Finance

Disclosure of Interest

Nil

Summary

The Audit Committee was created in 2005 and has operated with all elected members of Council as committee members.

This item was presented to the Audit Committee and is recommended to Council for endorsement.

Background

There have been several changes to the Local Government (Audit) Regulations 1996 which have increased the requirements of the Audit Committee.

Comment

The following Terms of Reference are taken from the Department of Local Government's Operational Guidelines, Number 9, Audit in Local Government: The appointment, function and responsibilities of Audit Committees.

TERMS OF REFERENCE FOR THE SHIRE OF BRUCE ROCK AUDIT COMMITTEE

Objectives of Audit Committee

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the Local Government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the creditability and objectivity of the internal and external financial reporting;*
- effective management of financial and other risks and the protection of Council's assets;*
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;*
- coordination of the internal audit function with the external audit; and the provision of effective means of communication between the external auditor, the CEO and the Council.*

Powers of the Audit Committee

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee will consist of 9 elected members. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet when required, but not less than 3 times during the year.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of Council.

Duties and Responsibilities

The duties and responsibilities of the committee will be-

- a) *Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;*
- b) *Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government auditor;*
- c) *Develop and recommend to Council –*
 - *A list of those matters to be audited; and*
 - *The scope of the audit to be undertaken;*
- d) *Recommend to Council the person or persons to be appointed as auditor;*
- e) *Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include;*
 - *the objectives of the audit;*
 - *the scope of the audit;*
 - *a plan of the audit;*
 - *details of the remuneration and expenses to be paid to the auditor; and*
 - *the method to be used by the local government to communicate with, and supply information to, the auditor;*

-
- f) *Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;*
 - g) *Liaise with the CEO to ensure that the local government does everything in its power to –*
 - *Assist the auditor to conduct the audit and carry out his or her other duties in the Local Government Act 1995; and*
 - *Ensure that audits are conducted successfully and expeditiously;*
 - h) *Examine the reports of the auditor after receiving a report from the CEO on the matters to –*
 - *Determine if any matters raised require action to be taken by the local government; and*
 - *Ensure that appropriate action is taken in respect of those matters;*
 - i) *Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report was prepared by the auditor is received, whichever is the latest in time;*
 - j) *Review the scope of the audit plan and program and its effectiveness;*
 - k) *Review reports from the internal review of processes*
 - l) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;*
 - m) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;*
 - n) *Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from Council;*
 - o) *Review the annual Compliance Audit Return and report to the Council the results of that review; and*
 - p) *Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to Council the results of those reviews.*

These terms of reference will give the Audit Committee guidance as to which matters it needs to consider and when to report to Council.

One aspect that the Department of Local Government is highlighting at present is the appointment of an internal auditor that is whether that person is an employee or to contract out the function. The Department does recognise that due to the size of smaller local governments and fiscal constraints, this may not be feasible.

However, the Department do suggest that some of the role could be undertaken by the external auditor. Council does contract out its Financial Management Review every four years, in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*. This review of the financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

With regards to the membership of the committee, external persons may be appointed to the committee. They must possess business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements. Knowledge of local government is also beneficial.

The appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Consultation

CEO, DCEO & MOF

Statutory Implications

Local Government Act 1995 and Local Government (Audit) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Civic Leadership

4.1.3 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 August 14-13.1.4

Moved: Cr Gmeiner Seconded: Cr Thornton

That Council endorses the Terms of Reference for the Audit Committee.

Carried 8/0

Agenda Reference and Subject:

13.1.5 Setting Material Variance for Monthly Financial Reports

File Reference: 8.2.6.2 – Annual Financial Statements

Reporting Officer: Jennifer Bow, Manager of Finance

Disclosure of Interest Nil

Summary

Each year, the Audit Committee is to re-set the material variance levels for the Monthly Financial Statements.

This item was presented to the Audit Committee and is recommended to Council for adoption.

Background

The material variance is either a percentage or monetary value that highlights when explanations are to be made as to why there is a variance between the actual amount and the budgeted year to date figure.

Comment

Each financial year, the local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in the statements of financial activity for reporting materials variances.

Consideration of Materiality (AAS (Australian Accounting Standard) 5)

Paragraph 4.1

Information is material if its omission, misstatement or non-disclosure has the potential to adversely affect:

- a) decision about the allocation of scarce resources made by users of the financial report; or*
- b) the discharge of accountability by the management or governing body of the entity.*

Council have been using a variance of 10% or an amount of \$5,000.

In consultation with Council's new auditor, AMD, they are also happy with 10% or \$5,000.

Consultation CEO, MOF and AMD (Council's external auditors)

Statutory Implications

Local Government Act 1995 and Local Government (Audit) Regulations 1996

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 August 14-13.1.5

Moved: Cr Dolton Seconded: Cr Buegge

That Council adopt a 10% variance or an amount over \$5,000 to be considered material for highlighting variances between the actual and the year to date budget figures in the Statement of Financial Activity.

Carried 8/0

13.2 Deputy Chief Executive Officer

Agenda Reference and Subject:

13.2.1 The West Australian Companion Card

File Reference:

1.3.9.4 – Disabled Access and Facilities

Reporting Officer:

Catherine Dunn, Deputy Chief Executive Officer

Disclosure of Interest

Nil

Summary

Council is asked to formally become an affiliate of the Companion Card Program. This involves accepting the Companion Card when presented by people with disability at Council managed events.

Background

The Companion Card is a card issued to some people with disabilities. The card has a photograph of the cardholder and identifies that person as someone who requires attendant care support from a companion.

The Companion Card is presented when booking or purchasing a ticket when the cardholder requires the assistance of a companion in order to attend that particular venue or activity. Participating (affiliate) organisations and businesses will recognise the Companion Card and issue the cardholder with a second ticket for their companion at no extra charge.

While the Companion Card addresses some ticketing issues for some people with a disability, the responsibility for providing access to facilities, information and services remains the responsibility of venue and event owners, operators and managers.

Affiliates are organisations, events or activities that officially register to participate in the Companion Card program. Affiliates agree to:

- issue a Companion Ticket at no charge to cardholders who require a companion to provide attendant care support to participate at their venue or activity;
- display the Companion Card logo in a prominent position and/or in promotional material, where possible; and
- abide by the Companion Card Affiliate Terms and Conditions outlined in the handbook.

Comment

If a person with a disability who needs attendant care support to participate is required to pay an admission price for both themselves and their companion, the practice can be seen as discriminatory. This is because it increases the financial burden on the person with the disability.

It is free to become an affiliate.

Consultation

CEO, DCEO

Statutory Implications

The Equal Opportunity Act 1984, The Disability Discrimination Act 1992

Policy Implications

Nil

Financial Implications

Negligible impact on ticketing revenue.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Social

1.3 Accessible infrastructure and services meeting changing community needs; and

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution August 14-13.2.1

Moved: Cr Thornton Seconded: Cr Foss

That Council formally affiliates with the Companion Card program.

Carried 8/0

Agenda Reference and Subject:

13.2.2 Valuation of 95 Noonajin Road

File Reference:

8.1.2.1 – Valuations - General

Reporting Officer:

Catherine Dunn, Deputy Chief Executive Officer

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 July council meeting the CEO advised that a request had been received for Council to consider a proposal to lease, with the option to buy, 95 Noonajin Road Bruce Rock. Council advised that it did not wish to lease the property and instructed the CEO to bring an item to the August 2014 Council Meeting with the option of selling the property.

It was noted that if the property were to be sold, this could provide funds for the Council to construct a house in the residential subdivision currently being developed by Council.

A valuation has been organised through Valwest who viewed the premises on Thursday 14th August. As of the date of the agenda being sent out, the valuation report has not been received, however it is expected that this will be received prior to the Council Meeting.

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.

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

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 advise of the preferable method; and**
- 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.**

Council Decision varies from Officer Recommendation as Council have passed a resolution to first put the sale out to tender, and if no suitable offer is received by the tender process to then sell it publicly.

COUNCIL DECISION

Resolution August 14-13.2.2

Moved: Cr Dolton

Seconded: Cr Buegge

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

Carried 8/0

13.3 Chief Executive Officer

Agenda Reference and Subject:

13.3.1 Shire Administration Centre Upgrade

File Reference:

2.4.1.1

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Summary

Council is asked to endorse the concept design for the Shire Administration Centre Upgrade.

Background

The Chief Executive Officer has previously briefed Council on the current layout and proposed changes to the Shire Administration Centre that would not only increase office space, it would also improve office layout, customer service and efficiencies within the administration.

A concept drawing has been drafted by Wayne's Design and Drafting Service. A copy of this will be provided to Councillors at the meeting.

Comment

The main changes include;

- Converting the current EHO/BS office into a multi-function room that can be used for small meetings, desk space for visiting consultants/auditors and a small lunch area for staff.
- The EHO/BS office will be moved back to its original location next to the NRM office.
- An automatic sliding door will be installed at the side entrance to improve mobility access.
- The current CDO office will be converted into a fire proof records room.
- The main office will be converted into the library with a central customer service counter.
- The hall access to the CEO's office will be closed off, removing the thoroughfare appearance and disruption issues.
- The library will be converted into office space creating area that will house four office spaces. This will reduce disruption to staff and create improved efficiencies.
- The kitchen will be renovated and modernised.

Consultation

Senior Management and Administration Staff
Wayne Bill, Wayne's Design and Drafting Services

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

There is budget provision for Administration Centre Upgrade in the 2014/15 financial year.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Social

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution August 14-13.3.1

Moved: Cr Heasman Seconded: Cr Gmeiner

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.

Carried 8/0

Agenda Reference and Subject:	
	13.3.2 Elected Members – Fees & Allowances
File Reference:	2.1.1.6
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	Nil

Summary

Council is to consider Elected Members fees and allowances for 2014/15.

Background

Council set fees and allowances for elected members in June 2013 and an amendment in September 2013, following the determination issued by the Salaries and Allowances Tribunal for Local Government Elected Council Members.

The fees and allowances payable for 2013/14 were as follows;

Description of Fees	Council Member other than President	Council Member who holds the position of President
Council Meeting Attendance Fee	\$88 per meeting	\$463 per meeting
Committee Meeting and Prescribed Meeting	\$44 per meeting	\$113 per meeting
Annual Allowance for President	N/A	\$15,000
Annual Allowance for Deputy President	\$3,750	N/A
Travel Expenses Reimbursement	@ \$0.75 per km	
Information Communications Technology (ITC) Allowance	\$1,500 upon election, \$500 year after **Initial \$1,500 to be pro-rata according to length of service	

Comment

Council are asked to reconsider the fees and allowances as payable for 2014/15.

The following parameters have been set by the tribunal for the Shire of Bruce Rock. They have increased by 3% from 2013/14.

Council Meeting Attendance Fees per Meeting

Band	Council Member other than President		Council Member who holds the position of President	
	Minimum	Maximum	Minimum	Maximum
4	\$88	\$232	\$88	\$477

Committee Meeting and Prescribed Meeting Fees per Meeting

Band	Council Member other than President		Council Member who holds the position of President	
	Minimum	Maximum	Minimum	Maximum
4	\$44	\$116	\$44	\$116

Annual attendance fees in lieu of Council Meeting and Committee Meeting fees

Band	Council Member other than President		Council Member who holds the position of President	
	Minimum	Maximum	Minimum	Maximum
4	\$3,500	\$9,270	\$3,500	\$19,055

Annual Allowance for President

Band	Council Member who holds the position of President		Council Member other than President (Deputy President)	
	Minimum	Maximum	Minimum	Maximum
4	\$500	\$19,570	\$125	\$4,937.50

Annual Allowance for Deputy President

For the purpose of section 5.98A(1) of the Local Government Act the annual allowance for a Deputy President is determined to be 25% of the President's Allowance.

NOTE: The maximum annual local government allowance for a mayor or president of a local government shall not exceed the maximum allowance applicable in the above table or 0.2 per cent of the local government's operating revenue for the 2013/14 financial year, whichever is lesser.

Therefore, the maximum annual attendance fee payable for the member who holds the position of President this year, based on 2013/14 Operating Revenue, is \$9,076 and for Deputy President \$2,269.

Travel Expenses

Council has two alternatives being:

1. Reimbursement of Expenses – eg. paid at a rate of .75c per km each direction on each meeting.
2. Annual Allowance – for the purpose of section 5.99A(a) of the Local Government Act , the annual allowance for travel and accommodation expenses is \$50.

Information & Communications Technology (ICT)

Annual Allowance – for the purpose of section 5.99A(a) of the Local Government Act ,the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

Whilst considering these payments Council needs to also take into consideration the Annual Local Government Conference of which traditionally all Councillors attend.

Consultation

Deputy CEO and Manager of Finance

Statutory Implications

WA Salaries and Allowances Act 1975 determination of the Salaries and Wages Tribunal on Local Government Elected Members, pursuant to Section 7(B).

Local Government Act 1995 *Part 5 Administration, Division 8; Local government payments and gifts to its members* and Local Government (Administration) Regulations 1996 *Part 8 Local government payments and gifts to its members*.

Policy Implications

Nil

Financial Implications

Council has made budget provision in the 2014/15 budget for expenditure incurred for Member Payments.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

- 1. Resolve to either set Meeting Attendance Fee or Annual Allowance for Council Meeting attendance 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**

Council Decision varies from the Officer recommendation as Council have chosen to set a Meeting Attendance Fee rather than an Annual Allowance.

OFFICER RECOMMENDATION AND 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

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

14.1 Request for waiver of the hire fee for the Shire Hall

Summary

Council has received a request to waive the fees for hiring the Shire Hall.

Background

On 19th August 2014, a letter was received from Jordan Mollenoyux on behalf of the Bruce Rock District High School Student Council.

The letter requested that Council consider waiving the hire fees of the Bruce Rock Shire Hall. The event this request pertains to is a social which will be a fundraiser for the Student Council. Funds raised are intended to be used to purchase equipment and resources for the school.

Comment

The cost to hire the Hall, complete with bar, kitchen and projector equipment is \$158 per day. On top of this, there is a bond for a function without alcohol of \$100 per event.

Consultation

CEO, DCEO.

Statutory Implications

Local Government Act 1995, s6.16-6.19 (fees and charges).

Policy Implications

Nil.

Financial Implications

Hall hire fee, complete (including bar and kitchen and projector equipment): \$158.

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.

Civic Leadership

4.1.2 Manage the organisation in a responsible and accountable manner.

Voting Requirements

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution August 14-14.1.

Moved: Cr Foss

Seconded: Cr Royce

That the Council agrees to waive the \$158 fee to hire the Hall Complete (bar & kitchen & projector equipment) as noted on the Schedule of Fees and Charges for 2014/15.

Carried by absolute majority 8/0

14.2 WEROC Royalties for Regions' House

Darren Mollenoyux discussed that due to timing issues, the WEROC Royalties for Regions' House would not be able to be built on the new Residential subdivision as originally planned. Other locations were discussed.

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

15. Confirmation and receipt of Information Bulletin.

COUNCIL DECISION

Resolution August 14-15.1.

Moved: Cr Buegge

Seconded: Cr Royce

That Council receives Information Bulletin 1 as presented.

Carried 8/0

COUNCIL DECISION

Resolution August 14-15.2.

Moved: Cr Foss

Seconded: Cr Thornton

That Council receives Information Bulletin 2, as presented.

Carried 8/0

16. Closure of Meeting.

The Shire President, Cr Strange, thanked everyone for their attendance and declared the meeting closed at 5.47pm.