

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 18 DECEMBER 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 Residential Development Lot 26240 Bruce Rock Merredin Road – Council Contributions	3
8. Manager of Works & Services Information Report.....	5
8.1 Works Information Report	5
9. Announcements by Presiding Member.....	7
10. Confirmation of Minutes	7
11. WEROC Report.....	8
11.1 WEROC Council Meeting November 2014.....	8
11.2 WALGA Zone Meeting November 2014.....	10
12. Status Report.....	13
13. Officers’ Reports	19
13.1 Manager of Finance	19
13.1.1 Shire President’s Stamp	19
13.1.2 Statement of Financial Activity.....	20
13.1.3 List of Payments	21
13.2 Deputy Chief Executive Officer	22
13.2.1 DFES Volunteer Firefighter Pathways.....	22
13.2.2 Flag Policy – Flying and Half-masting	24
13.2.3 Fuel usage policy	25
13.2.4 Volunteer Policy – Employee Input to local volunteer emergency services.....	27
13.2.5 Review of Policy Manual	28
13.2.6 Regulation 17 Review.....	30
13.2.7 Acceptance of Annual Report 2013/14	32
13.3 Chief Executive Officer.....	34
13.3.1 Bruce Rock DHS – Chaplaincy Support	34
14. New Business of urgent nature introduced by discussion of the meeting	36
14.1 Wheatbelt Rail Alliance Support.....	36
14.1.2 Acceptance of Audit Report	38
15. Confirmation and receipt of Information Bulletin.....	42
16. Closure of Meeting.....	42

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 18 DECEMBER 2014

1. Declaration of Opening

The Shire President, Cr Strange, opened the meeting at 1.22pm on Thursday 18th December 2014, welcoming all members and officers present.

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

President	Cr SA Strange
Deputy President	Cr IS Dolton
Councillors	Cr MK Thornton
	Cr JJ Gmeiner
	Cr NR Buegge
	Cr DA Heasman
	Cr R Rajagopalan
	Cr MM Foss
	Cr MJ Royce
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Miss CJ Dunn
Manager of Finance	Mrs JL Bow
Manager of Works and Services	Mr D Holland (1.22pm-1.58pm)

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

Nil

7. Environmental Health Officer Report

Agenda Reference and Subject:	7.1.1 Residential Development Lot 26240 Bruce Rock Merredin Road – Council Contributions
File Reference:	
Reporting Officer:	John Mitchell, Building Officer
Disclosure of Interest	Nil

Summary

Report recommends that Council endorse the actions of the CEO and President to commit to the project and agrees to undertake all required road works, drainage works and to install the required fence to prevent access to the PTA rail reserve (south of development) to a maximum contribution of \$300,000. That Council agrees to purchase two lots for \$40,000 each and commit to construction of a dwelling on one of those two lots purchased within 36 months of project completion.

Background

The Manager of Works has confirmed road costings based on the road design prepared by Rodd Munns (Engineer) which have been incorporated into the LandCorp design. These costings are estimated at \$200,000.00. The Works Manager can confirm this at the Council meeting.

Attached is correspondence from LandCorp which is also seeking Council's commitment and to obtain resolutions permitting the transfer of Lot 26240 to LandCorp so development can commence.

Attached is correspondence from the Minister for Transport confirming that a 1.2m fence is suitable for installation on the eastern boundary of Lot 26240 Bruce Rock Merredin Road, Bruce Rock.

Comment

LandCorp has advised that Council is required to prepare a Major Land Transaction and a business plan must be prepared. The EHO commenced a business plan in 2012. This is incomplete and will be presented to Council at the December 2014 meeting.

LandCorp seeks a resolution for Council to permit the CEO and President to sign the land (Lot 26240) over to LandCorp for \$1 for the development to continue. For information the subdivision will comprise four new title deeds – Lot 9000 being the balance of the 25 lot subdivision, Lot 801 the freehold lot east and north of Lot 9000, Lot 803 Public Open Space and Lot 802 being the Recreation Grounds.

Point five of page two of the letter states *"it is proposed that these lots will then be transferred back to the Shire of Bruce Rock for nil consideration"*. Council must ensure that the land other than Lot 803 is returned to Council as freehold lands. This falls within the reference of good governance pursuant to the provisions of the Local Government Act 1995.

The project has a value of nearly \$800,000 as LandCorp is required to assess the worst case scenario. Road Works are estimated at slightly over \$300,000.00. If LandCorp sells all 8 lots at \$40,000 there is a loss incurred.

Road costs include an asphalt finish which is not standard regionally. A two coat seal is proposed similar to all other bitumised roads within the town of Bruce Rock. The extent of road works should be limited and it is recommended that Council advise that the road will end at the northern boundary of Lot 125 Curlew Drive, and a cul-de-sac be formed at Lot 113 Sandalwood Way.

Ms Healy was also advised that Council would take the two lots from around Sandalwood Way so that the more scenic lots are available to the public (i.e. lots 122 – 125).

LandCorp arranged a site survey by environmental consultants of Lot 26240 which found several small piles of asbestos containing product outside the development area. It is proposed to arrange for the Building team to enter the site and acting on the written report remove that product found and deposit it at the asbestos pit at the local landfill site.

Consultation

On 3rd December 2014 the CEO, Works Manager and Building Surveyor met with Eloise Healy of LandCorp to discuss the subdivision. At that meeting it was agreed that the road surface would be two coat, that Council would place a residence on a lot within an agreed time frame and would permit the use of the depot and batching plant for the storage of materials and components for the development.

Statutory Implications

Council must complete, adopt and advertise the major land transaction in accordance with the provisions of Section 3.59 of the Local Government Act 1995.

Policy Implications Nil.

Financial Implications

\$200,000.00 during construction phase (as advised by administration though technically Council is agreeing to spend up to \$300,000 on roads and drainage; and \$80,000 to purchase two lots at the completion of the subdivision stage one.

Strategic Implications

2.1 A thriving, diverse and growing community; 2.1.2 Provide commercial and industrial land aligned to economic need and growth; 2.1.2.1 Review and align land use with economic development as well as participating and releasing public and private land development projects in a timely manner.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution December 14-7.1.1

Moved: Cr Thornton Seconded: Cr Dolton

That with respect to the proposed 8 lot subdivision of Lot 26240 Bruce Rock Merredin Road, LandCorp be advised: -

- a) The Shire of Bruce Rock will provide the roads, drainage, fencing on western side within the development as two coat seal in accordance with the plans prepared by Rodd Munns Engineer from Dunstal Street to end at the northern boundary of Lot 125 Curlew Drive and to form a culdesac at lot 113 Sandalwood Way to a maximum value of \$300,000.00;**
- b) That the Shire of Bruce Rock requires that lots 801, 802 and the balance to Lot 9000 be returned to Council as freehold lots at the completion of the subdivision development;**
- c) That Council provides delegated authority to the Chief Executive Officer and the Shire President to sign the transfer of land documents, to enable the project to proceed, to LandCorp providing b) above is agreed to by LandCorp;**
- d) That the Shire of Bruce Rock agrees to purchase two lots from the development and place a dwelling on a lot within 36 months of obtaining the titled deeds for the lots.**
- e) That the Business Plan for the development of lot 26240 Bruce Rock Merredin Road be advertised in accordance with the requirements of the Local Government Act 1995 and be brought back to Council at the completion of the advertising period.**

Carried 9/0

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 the following works;
 - Drainage at the police station is nearing completion, this should take them to the Christmas break.
 - The beams for the new depot gates will be installed and it is hoped to have completed by the end of the shutdown period.
 - Septic and drainage works at the caravan park have begun and should be completed before the break.
- The gardening crew have been involved in the general maintenance and clean up works around town and our out centres. They have also been completing the entry statement at the Swan and Noonajin Rd intersection, in which they have used left over rocks from the industrial subdivision; this should look good when the plants are established.

Construction & Maintenance Crew

- The Construction and Maintenance crews have completed the following works;
 - Anderson Rd - re-gravel,
 - Eujinyn South Rd - dust suppression trial,
 - Shoulder and general maintenance grading,
 - Sealing works at Jermyn St, Shackleton and;
 - Base and shoulder works on Wogarl West Rd, ready for seal in the new year,
- The Construction crew will start on the Naremben Rd when they return after Christmas.
- The maintenance crew will complete anything outstanding on the Wogarl West Road and Corrigin Bruce Rock Rd, they will then complete the GATT seal before going onto the gravel works on Totadgin Rd.

Workshop

- Campbell and Jamie have been doing minor and major servicing that is overdue. They are also doing repairs that have been put off while the team has been maintenance grading.
- Break downs this month have only been minor and are mainly age related.

Rec Centre

- Damien is now doing general maintenance around the centre ready for the cricket session, he has also been doing a lot of work getting the pumps working in the Water Corp dam and Negri's dam.
- We have investigated the lighting situation for the cricket night games and have adjusted them. We have had some problems getting the cricket club to come in and test the lighting to make sure it will be suitable for what they require.

Vehicles

- I have purchased the two small trucks both coming from Fuso. They were the best price and are well within the budget estimate, these two vehicles should arrive before the crews come back.
- I have asked for quotes from three small plant dealers for the ride on mower to replace the old TORO zero turn mower.

Employees

- I advertised for two new employees, one gardener and one plant operator, these closed on the 8th December, which I had several people apply out of the people applying I have chosen.
 - Christopher Van Vegten will become our new gardener,
 - Darren Smith will be the new plant operator.

Discussion Point

- **MRWA Plant Specifications:**

I attended a meeting in Quairading to meet and greet the new team for the Wheatbelt. At this meeting the discussions were about the way LGC and MRWA with their major contractor Leighton OPUS are to work into the future, several points came from this which are;

 - The way we are perceived when doing works for main roads,
 - Wet/ Dry hire personal, plant and machinery, (working for MRWA with no input from LGA's)
 - Sub Contractor, (working with MRWA's supervisors but more input from LGA's)
 - Contractor, (complete takeover of the site by the contractor which could be LGA or others, this will include maintenance and defects for the duration and one year after)
 - The other is the plant specifications that are now draft but will be implemented for all vehicles that are on a MRWA site.

Mr D Holland left the Council Chambers at 1.58pm and did not return.

9. Announcements by Presiding Member

Nil

10. Confirmation of Minutes

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution December 14-10.1

Moved: Cr Thornton Seconded: Cr Dolton

That the minutes of the Ordinary Meeting of Council held Thursday 20 November 2014 be confirmed as a true and correct record.

Carried 9/0

11. WEROC Report

Agenda Reference and Subject:

11.1 WEROC Council Meeting November 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 26th November 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 5.7 Famils in Roe, NewTravel and WEROC

Roe Tourism has been discussing the format for these famils at recent meetings.

Roe Tourism and the Wheatbelt Business Network will roll the famils out in the Shires of Narembeen, Kulin, Kondinin, Lake Grace, Corrigin, and Quairading in the format of a “business after hours” as the WBN is present in these Shires and has a good connection with business.

It is proposed that businesses could meet in a central location and take a short bus ride out to a tourist attraction in the Shire, enjoy hospitality provided by the host and be educated about the importance of tourism and some of the attractions in the local area. Alternatively, the “business after hours” will be held at a tourism business e.g. hotel/motel etc in a town. It is hoped that business owners and staff will attend so they can promote their local area to customers and visitors that walk through their door.

The Executive Committee made the following resolution;

*RESOLUTION: Moved: Jamie Criddle Seconded: Eddie Piper
That WE-ROC support, in principle, the concept of famils across the region and seek to encourage Ms Kylie Whitehead to broaden her business into the WE-ROC Shires when the opportunity permits and providing there is no impost on the Councils themselves.*

Item 5.8 CEACA Development of Business Case – Housing Proposal

Work on the CEACA Business case has been continuing, the full update is included in the WEROC Executive Minutes. The WEROC Executive made the following resolution at its meeting;

*RESOLUTION: Moved: Raymond Griffiths Seconded: Jamie Criddle
1. That WE-ROC note the report provided by the Executive Officer on the work done to date in preparing the CEACA business case.*

2. *That WE-ROC notes the following grant schemes:*
- a) *the Commonwealth's recently announced National Stronger Regions Fund;*
 - b) *Royalties for Regions Wheatbelt Regional Grants Scheme;*
 - c) *Royalties for Regions Wheatbelt Community Chest Fund; and*
 - d) *the Department of Local Government and Communities Age Friendly Community Grants Program.*

Item 5.9 CEACA Heads of Agreement between WEROC and Access Housing
The Shire of Bruce Rock addressed this at its November 2015 meeting and all WEROC Shires have now supported the document.

*RESOLUTION: Moved: Jamie Criddle Seconded: Darren Mollenoyux
That the amended Heads of Agreement be endorsed in principle for the purposes of finalising the CEACA business case and progressing the CEACA aged housing project.*

Item 5.10 Governance Model to Enhance Collaboration within WEROC
Member Councils have appointed their representatives and the Inaugural meeting of Wheatbelt Communities Inc was held on 27th November 2014. A copy of the minutes has been included on the Councillor Webpage.

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 December 14-11.1

Moved: Cr Dolton

Seconded: Cr Gmeiner

That Council receives the minutes of the WEROC Executive Meeting held on Wednesday 26th November 2014 at the Shire of Kellerberrin.

Carried 9/0

Agenda Reference and Subject:

11.2 WALGA Zone Meeting November 2014

File Reference:

1.6.5.6

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Summary

Council is asked to receive the minutes from the previous WALGA Great Eastern Zone Meeting.

Background

The last Great Eastern Zone Meeting was held in Merredin on the 27th November 2014.

Comment

To encourage the improve awareness and promote a better understanding by all Councillors it is recommended that WALGA Zone 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;

7.1 Strategic Grain Freight Routes

The ongoing concerns with grain freight routes and road access ratings was discussed and in particular movements controlled by CBH. Wheatbelt South Road Group has held a workshop to address mapping at a regional level and one is planned for Wheatbelt North early in 2015.

The Zone moved the following motion;

RESOLUTION: Moved: Cr Tarr Seconded: Cr Strange

- 1. That the Great Eastern Country Zone acknowledge CBH's provision of data but advise that it was not the data required and request that data on the origin of grain data be provided in order that impact on local roads from the delivery of grain from farm to bin and from bin to bin and bin to port can be calculated.*
- 2. That Main Roads WA be advised that Member Councils of the Great Eastern Country Zone support the development of a program which would see non MRWA people being trained to do RAV assessments.*
- 3. That Member Councils support the Wheatbelt North Regional Road Group's efforts to have a forum similar to the one held by the Wheatbelt South Regional Road Group to discuss and review the region's RAV network.*
- 4. That the Wheatbelt North and Wheatbelt South Regional Road Groups be encouraged to provide reports to each meeting of the Great Eastern Country Zone in order that Member Councils are informed of all the work that is being done by both Groups.*

7.2 Permits for Towed Agricultural Vehicles

The ongoing issue surrounding the requirements for towed agricultural implements was addressed at the meeting. The Shire of Kellerberrin advised that the Minister for Transport had accepted an invitation to Cr Matt Steber's farm on Tuesday 9 December 2014 to work through the issues associated with the movement of towed agricultural implements. The

Member for Central Wheatbelt, Hon Mia Davies, would also be attending this meeting. An invitation was extended to interested delegates to attend the meeting.

7.3 Management of WA Freight Rail Network

The Legislative Assembly's Economics and Industry Standing Committee tabled its report into the management of the State's freight rail network in Parliament on 16 October 2014.

The report can be accessed via the links on the Committee's website at www.parliamnet.wa.gov.au/eisc.

In drafting its report, the Committee drew upon information provided by the Zone in its submission to the Committee. A copy of the Zone's submission forms an attachment to the meeting agenda, as does its submission to the Economic Regulation Authority on the Brookfield Rail Pty Ltd Floor and Ceiling Cost Determination.

In accordance with Standing Order 277(1) of the Standing Orders of the Legislative Assembly, the Economics and Industry has directed that the Minister for Transport, Minister for Regional Development and the Minister for Finance report to the Assembly as to the action, if any, proposed to be taken by the Government with respect to the recommendations of the Committee.

The WALGA Zone meeting resolved;

RESOLUTION: Moved: Cr Strange Seconded: Cr Tarr

1. *That the Great Eastern Country Zone write to the Minister for Transport, Minister for Regional Development and the Minister for Finance advocating for the State Government to implement policy changes to the management of the freight rail network using the findings and recommendations of the Legislative Assembly's Economics and Industry Standing Committee's report into the management of the State's freight rail network as its guide in implementing any change(s);*
2. *That the Great Eastern Country Zone Executive Committee review the findings and recommendations of the Legislative Assembly's Economics and Industry Standing Committee's report into the management of the State's freight rail network to assist the Zone in advocating for change to the policy around the management of the freight rail network once a response to the Committee's report has been provided; and*
3. *That the Great Eastern Country Zone advise WALGA of the actions it proposes to undertake with respect to responding to the findings and recommendations of the Legislative Assembly's Economics and Industry Standing Committee's report into the management of the State's freight rail network.*

7.2 Training for Country Local Government Elected Members

Prior to the last Executive Committee Meeting the Executive Officer received correspondence from WALGA with information on a partnership between WALGA and the Department of Local Government and Communities (the Department) to provide training for elected members within their respective regions. The training would be held during the remainder of the current financial year and would be offered at a reduced cost to participants. Interest from the Zones was being sought as to whether the Zones are interested in having training conducted within their respective regions.

RESOLUTION: Moved: Cr DaySecoded: Cr O’Connell

1. *That the Great Eastern Country Zone advise WALGA that:*
 - a) *Merredin is the preferred venue for any training being provided by the Association and the Department of Local Government and Communities;*
 - b) *any training would have to be conducted at times that did not conflict with seeding or harvesting; and*
 - c) *consideration should be given to allowing Elected Members so sign up to a single block of training as flexibility will encourage greater participation.*

In addition to Councillors being provided with a copy of the WALGA Zone Meeting Minutes I have included a copy of the WALGA State Council Meeting Minutes for December on the Councillor Webpage.

Consultation	Nil
Statutory Implications	Nil
Policy Implications	Nil
Financial Implications	Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

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

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution December 14-11.2

Moved: Cr Buegge Secoded: Cr Foss

That Council receives the notes of the WALGA Great Eastern Zone Meeting held in Merredin on the 27th November 2014.

Carried 9/0

12. Status Report

Presentation of Status Report for November Resolutions

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<p>Resolution Nov 14-8.2 Construction of Eujinyn South Road</p>	<ol style="list-style-type: none"> 1. That council approve trialling the base bind treatment on Eujinyn South Road, for 250m in front of M & H Heasman’s. 2. That in accordance with council policy the resident pay, for base works as per original quote. 3. If the resident is unhappy with the trial they pay half the cost for the section of road to be sealed. 	<p>MOWS</p>	<p>The resident has been informed in writing and further discussions have been held.</p>
<p>Resolution Nov 14-13.2.1 Hydrotherapy Pool – Access for the Mobility Impaired</p>	<p>Council considers the above information and provide staff with guidance as to the future direction of, and access to, the hydrotherapy pool. A new motorised chair lift is purchased for the hydrotherapy pool.</p>	<p>DCEO</p>	<p>Currently in the process of obtaining quotes for the new chair lift motor.</p>
<p>Resolution Nov 14-13.3.2 Local Business Townscape Development</p>	<p>That Council approves the allocation of the following Local Business Townscape Development Grants for 2014;</p> <ul style="list-style-type: none"> • Brownley’s Plumbing and Gas, 2-4 Johnson St, Bruce Rock Repair and paint exterior walls of the building, install new signage, repair cladding and entrance access. Allocation of \$3,000 • Bruce Rock Ag Supplies, 37 Dunstall St, Bruce Rock Improve entrance and carpark by grading, filling and sealing customer carpark and yard. Allocation of \$3,000 	<p>CEO</p>	<p>Correspondents sent to both applicants congratulating them and outlining conditions. Advertised successful applicants in rock review.</p>

Shire of Bruce Rock – MINUTES 18 December 2014

<p>Resolution Nov 14-1 Withdraw Offer to Sell Lot 326 Westral Street, Bruce Rock</p>	<p>That Council withdraws its offer to sell Lot 326 Westral Street, Bruce Rock to Mr Brian Coogan and that his deposit is refunded and allocated to his rates outstanding on Assessment 563.</p>	<p>MOF</p>	<p>Reallocation of payment completed.</p>
<p>Resolution Nov 14-2 Budget Amendment – Purchase of Portable Ablutions</p>	<p>That Council authorise in advance the purchase of two portable toilets at a cost of \$5,190, and amend the budget to reflect this amendment at the Budget review.</p>	<p>MOF</p>	<p>Toilets have been purchased.</p>

Status Report

Ongoing items as at 18 December 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 Gillham 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. Final notice sent to Mr Gillham advising that Council will not be extending the lease past 31 Dec 2014. Letter sent outlining property ownership details and status on vacating premises</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 held in March 2014;</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>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>The Hon Mia Davies will be announcing her decision by the end of September 2014.</p> <p>No announcement has been made at time of this report, CEO has written to Minister for Water in November 2014. A letter has been received from the minister of water and an update on the project will be provided at the December 2015 council meeting</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;</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>	<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>Valuations are currently being undertaken.</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> <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</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>

	Street and Bath Street will be prevented.		
Resolution Aug 14-7.1.1 Premise Condition – R15497 Op Shop – Johnson Street, Bruce	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.	CEO	Research into ownership/ lease agreement has commenced. Commenced arrangements for initial discussion with op shop representatives.
Resolution Aug 14-13.3.1 Shire Administration Centre Upgrade	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.	CEO	Final floor plans have been completed and quotes will now be obtained. Information and costings will be presented at the December meeting.
Resolution Sep 14-7.1.1 - Litter Act 1979 – Infringement Notice – John Karra, 30 Westral St, Bruce Rock – Alleged Unauthorised Disposal Bruce Rock-Merredin Rd	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.	EHO/BS	Correspondence was sent to Mr Karra advising of Council’s decision.
Resolution Sep 14-13.2.1 - Synthetic Hockey Turf – CSRFF Application	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	CEO	Application submitted to Department of Sport & Recreation prior to close of submissions. A decision is expected in February 2015.

Shire of Bruce Rock – MINUTES 18 December 2014

	surrounds.		
Resolution Sep 14-14.1 - Bruce Rock Ladies Group – Building Request	That Council investigate on behalf of the Bruce Rock Ladies Group for a suitable premise to be rented.	CEO	The CEO will provide an update at the Council meeting.
Resolution Oct 14-7.1.3 Building Maintenance – Lot 13, # 42 Johnson Street Bruce Rock	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.	BS	Further research is being undertaken.
Resolution Oct 14-8.2 Land Requirement Lot 14506 Babakin North Road	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.	MOWS	Currently with Main Roads WA for processing.
Resolution Oct 14-13.2.1 Valuation of 95 Noonajin Road	That the house be sold through an agent with offers above \$345,000. The minimum accepted price was agreed on.	DCEO	Will Morris from Elders has been signed on as the agent. Online marketing commenced in mid-November with print advertisements commencing on the 29h November. No offers have yet been received.

COUNCIL DECISION

Resolution December 14-12.1

Moved: Cr Heasman

Seconded: Cr Buegge

Council receives the Status Reports, as presented.

Carried 9/0

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 November 2014.

Background Nil

Comment

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

13.11.2014 – Lease Agreements – Department of Housing
119 Noonajin Road, Bruce Rock

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 December 14-13.1.1

Moved: Cr Gmeiner Seconded: Cr Buegge

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

Carried 9/0

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 November 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 December 14-13.1.2

Moved: Cr Royce

Seconded: Cr Thornton

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

Carried 9/0

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 December 14-13.1.3

Moved: Cr Thornton Seconded: Cr Rajagopalan

That Council endorse the list of payments from the Municipal Account consisting of EFT voucher numbers EFT 8469 to EFT 8596; cheque number 23254 to 23273; Trust Number 1846 totalling \$669,653.89.

Carried 9/0

The meeting adjourned at 3.02pm for afternoon tea.

The meeting resumed at 3.23pm with all Councillors and staff returned.

13.2 Deputy Chief Executive Officer

Agenda Reference and Subject:	13.2.1 DFES Volunteer Firefighter Pathways
File Reference:	5.1.4 Bush Fire Brigades
Reporting Officer:	Catherine Dunn, Deputy Chief Executive Officer
Disclosure of Interest	NIL

Summary

Council is asked to consider the information received on Volunteer Firefighter Pathways.

Background

Councils have each received a letter from DFES about Volunteer Firefighter Pathways. An example has been attached.

As part of the introduction of Volunteer Firefighter 1 Pathway each volunteer firefighter is asked to complete three units, being:

1. Introduction to Firefighting;
2. Bushfire Firefighting; and
3. AIIMS Awareness

While volunteers have been sent these letters, it does not seem to take into account previous training that has been completed.

This has been sent out to Councils in November. The letter requests that all training information is updated by 31 December.

At the most recent WALGA Zone meeting the following resolution was passed:

1. *That the Great Eastern Country Zone raise with WALGA the Zone's concern at the implications the Department of Fire and Emergency implementing the Professional Pathways Volunteer Firefighter 1 Pathway (VFF-1) will have on recruitment and retention of volunteer firefighters in rural and remote areas; and*
2. *That the Great Eastern Country Zone together with each Member Council raise as a matter of urgency directly with the Department of Fire and Emergency Services its concern at the implications the introduction of the Professional Pathways Volunteer Firefighter 1 Pathway (VFF-1) Pathways Training.*

Consultation CEO

Policy Implications Nil

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Social

1.1.2.6 Promote community services and organisations delivered by volunteers, so too a strong spirit and appreciation of volunteers and encourage community participation in Emergency Services Organisations.

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution December 14-13.2.1

Moved: Cr Dolton

Seconded: Cr Heasman

Council considers the above information and raises as a matter of urgency directly with DFES its concern at the implications of the introduction of the Professional Pathways Volunteer Firefighter 1 Pathway (VFF-1) Pathways Training.

Carried 9/0

Agenda Reference and Subject:	13.2.2	Flag Policy – Flying and Half-masting
File Reference:	2.3.1.1	Policy Manual
Reporting Officer:	Catherine Dunn, Deputy Chief Executive Officer	
Disclosure of Interest	NIL	

Summary

The Council is requested to consider and endorse the Flag policy. The policy if adopted will be incorporated into the Council’s Policy Manual.

Background

The Shire of Bruce Rock has two flag poles across the road from the Shire Administration offices. Each working day, during office hours, the Australian flag is flown. On Council Meeting days, the Shire flag is also flown.

The Shire of Bruce Rock observes Federal and State instruction with regard to half-masting the Australian flag on days of significance.

There is currently no guidance on other occasions for which the flag will be flown at half-mast. This has led to some minor confusion in the past.

Comment

To avoid confusion, it is recommended that a policy be established regarding the particular occasions the flag will be flown at half-mast. The suggested policy states:

“In addition to this (Federal and State instruction), the Shire of Bruce Rock will half-mast the Australian flag to recognise the death of current or former Councillors, current employees and long-standing former employees of the Shire of Bruce Rock, on the day of their funeral.”

Consultation

CEO, DCEO

Statutory Implications Nil

Policy Implications

Adopt a new Administration policy regarding the Use of Flags, when they will be flown and when they will be flown at half-mast.

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Social

1.1.1 Develop and promote a consistent Shire brand and image, communicating regularly to the community.

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	
Resolution December 14-13.2.2	
Moved: Cr Thornton	Seconded: Cr Dolton
That the Council adopts the “Flag Policy – Flying and Half Masting” for incorporation as an official policy of the Council at Item O1.7. of the Policy Manual.	
Carried 9/0	

Agenda Reference and Subject:

13.2.3 Fuel usage policy

File Reference:

2.3.1.1 Policy Manual

Reporting Officer:

Catherine Dunn, Deputy Chief Executive Officer

Disclosure of Interest

Catherine Dunn, Darren Mollenoyux

Summary

The Council is requested to consider and endorse the policy relating to Fuel usage by employees and contractors. The policy if adopted will be incorporated into the Council's Policy Manual.

Background

The Shire of Bruce Rock provides a fuel facility for the employees during the course of their work. Employees provided with a vehicle may use the vehicle outside of work hours. The Shire provides fuel for the usage of these vehicles for work purposes. In addition, fuel is provided for limited private use within and around the Shire of Bruce Rock.

Previously fuel was obtained from a the unleaded petrol (ULP facility) and Diesel facility at the depot. Staff would record the date, the vehicle, purpose and the litres used on a spreadsheet at the pump.

As of November 2014, the diesel fuel facility at the depot has been replaced with an upgraded tank which makes fuel usage easier to track. The unleaded fuel facility was removed from the depot. Staff with unleaded vehicles were provided with fuel cards from Great Southern fuel.

Private use

For employees who are allocated a Shire car and allowed to use it for private use, the general rule in place was that employees could fill their tank at the Shire depot, but when necessary to use fuel outside of the Shire must cover the cost themselves.

Comment

This policy will formalise the general understanding that has been in place in relation to fuel usage paid for by the Shire. In addition, it notes the expectations in place regarding recording fuel usage for tracking purposes.

Diesel

The procedure for obtaining diesel fuel from the depot has changed with the new facility. It is now easier to track fuel use to vehicles and staff members. Errors and omissions will be minimised if used correctly.

Unleaded fuel cards (allocated)

As some staff now have fuel cards to access unleaded petrol, this policy will put in place the expectations around the usage of the fuel cards. In particular, limiting the cards to the use of the Great Southern fuel facility in Bruce Rock will ensure they are not using Shire funds to pay for fuel that relates to extensive private use outside of the Shire.

Great Southern Fuel cards (general)

Whilst there has been no major change to the practice in which general use fuel cards are used, the policy will now be formalised. In addition, manager authorisation will be recorded.

Consultation

CEO, DCEO, MOWS

Statutory Implications

Nil

Policy Implications

Adopt a new policy regarding Fuel usage paid for by the Shire of Bruce Rock.

Financial Implications

Nil impact on the budget. Reduction in errors and omissions for accounting purposes.

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 December 14-13.2.3

Moved: Cr Thornton

Seconded: Cr Foss

That the Council adopts the “Fuel usage policy” for incorporation as an official policy of the Council at Item A1.6. of the Policy Manual.

Carried 9/0

Agenda Reference and Subject:	13.2.4 Volunteer Policy – Employee Input to local volunteer emergency services
File Reference:	2.3.1.1 Policy Manual
Reporting Officer:	Catherine Dunn, Deputy Chief Executive Officer
Disclosure of Interest	Nil

Summary

The Council is requested to consider and endorse the policy relating to Employee input into local volunteer emergency services. The policy if adopted will be incorporated into the Council’s Policy Manual.

Background

Amongst other things, a local government may expend monies from its ordinary revenues on emergency services. Examples include fire brigades, ambulance services and DFES. More often than not, employees of a local government are also volunteer members of emergency services, and consequently may from time-to-time be called upon during ordinary working hours to respond to emergency call-outs.

Council recognises that without volunteers in country areas, these essential emergency services would not be delivered. It therefore considers that it is important that local government employees, as much as any others, have the opportunity to contribute to the activities of these services both in and out of working hours.

Comment

This policy clarifies expectations and formalises the arrangement that is in place with employees who are also volunteers in local emergency services.

It should not result in any changes in how this is currently managed. It is intended to clarify issues around indemnities, insurances and timesheets.

Consultation CEO, DCEO

Statutory Implications Nil

Policy Implications

Adopt a new policy regarding Local Government Employee’s input into local volunteer emergency services.

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2013-2023

Social

1.1.2.6 Promote community services and organisations delivered by volunteers, so too a strong spirit and appreciation of volunteers and encourage community participation in Emergency Services organisations.

Voting Requirements Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution December 14-13.2.4 Moved: Cr Buegge Seconded: Cr Royce</p> <p>That the Council adopts the “Volunteer Policy – Employee input to local volunteer emergency services” for incorporation as an official policy of the Council at Item O1.6. of the Policy Manual.</p> <p style="text-align: right;">Carried 9/0</p>

Agenda Reference and Subject:

13.2.5 Review of Policy Manual

File Reference:

2.3.1.1 Policy Manual

Reporting Officer:

Catherine Dunn, Deputy Chief Executive Officer

Disclosure of Interest

Nil

Summary

Council is asked to review and endorse Council's Policy Manual.

Background

The Policy Manual is prepared to provide Council with a formal written record of all policy decisions. A Policy Manual aims to;

- provide staff with precise guidelines in which to act in accordance with Council's wishes;
- enable staff to act promptly in accordance with Council's requirements but without continual reference to Council;
- enable Councillors to adequately handle enquiries from electors but without undue reference to the staff or Council;
- enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council Policy.

The Policy Manual states that a review is to be conducted annually to ensure that the policies are consistent with Council's current policy position. This was last reviewed in December 2013.

Comment

During the year, there were two new policies approved by Council and included in the manual. These were:

- Risk Management Policy (approved in October); and
- Acceptable Use of the Internet Policy (approved in July)

In addition there are three policies which were introduced this council meeting:

- Fuel Usage Policy;
- Volunteer Policy- Employee input to local volunteer emergency services; and
- Flag policy – Flying and Half-masting

There were three policies in which changes were approved during the year. These were:

- O1.1 Bush Fire Policy
- A1.2 Signatories to Council's Bank Accounts
- A1.4 Signing Purchase Orders

On review of the Policy Manual additional changes were made to the following policy:

- O1.2 Be-Active Scheme Health Policy;

Changes to the Be-Active Health Scheme Policy can be seen in the attachment. This has been renamed to *O1.2 Health Policy for Shire Events*. All references to the Be-Active Scheme have been removed, the sport safe section removed and other wording adjusted where necessary to make it relevant to Shire-run events.

It should be noted that having a Health Policy can be useful, particularly when applying for Healthways Grants.

Consultation

CEO

Statutory Implications

Nil

Policy Implications

A complete review of all adopted Council Policies

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

Absolute Majority

Officer Recommendation

That Council review and endorse the modifications to the Council Policy Manual as attached.

Council decision varies to the Officer Recommendation as it was agreed that the policy "Interim Policy Referencing R Codes at B1.3 of the Policy Manual should also be removed as it is no longer applicable.

COUNCIL DECISION

Resolution December 14-13.2.5

Moved: Cr Foss Seconded: Cr Gmeiner

That Council review and endorse the modifications to the Council Policy Manual as attached and remove the Policy "Interim Policy Referencing R Codes" at B1.3 of the Policy Manual.

Carried 9/0

Agenda Reference and Subject:

13.2.6 Regulation 17 Review

File Reference:

2.3.3.1 Local Government Act

Reporting Officer:

Catherine Dunn, Deputy Chief Executive Officer

Disclosure of Interest

Nil

Summary

The Council is asked to receive the report on Regulation 17 from the Audit Committee.

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.

As a result, a review of risk management, internal control and legislative compliance has been undertaken. This was presented to the Audit Committee at the October meeting and they received the CEO's report on the results of the review at the December meeting.

Comment

Per Regulation 16(c). of the *Local Government (Audit) Regulations 1996*, the Audit Committee:

(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –

(i) report to the council the results of that review; and
(ii) give a copy of the CEO's report to the council.

The CEO's report is attached.

The Audit Committee accepts the assessment of controls as reasonable and reports to Council the actions planned to be taken to address any deficiencies in risk management, internal control and legislative compliance.

Consultation

CEO, DCEO

Statutory Implications

Local Government (Audit) Regulations 1996 r.16, r17.

Policy Implications

Compliance with the Risk Management Policy (adopted in October 2014)

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 December 14-13.2.6

Moved: Cr Thornton Secoded: Cr Buegge

That the Council adopts the CEO's report on the review of the appropriateness and effectiveness of the local government systems and procedures, as per Regulation 17 of the *Local Government (Audit) Regulations 1996* and acknowledges the Audit Committees comments.

Carried 9/0

Agenda Reference and Subject:	13.2.7	Acceptance of Annual Report 2013/14
File Reference:	2.1.2.2	Annual Meetings
Reporting Officer:	Catherine Dunn, Deputy Chief Executive Officer	
Disclosure of Interest	Nil	

Summary

Council is asked to accept the Annual Report for the period ending 30th June 2014 and set a date for the Annual Electors Meeting.

Background

The Annual Report for the financial year ending 30 June 2014 is to be provided to Councillors for their consideration and acceptance. The Audited Financial Statements and the Independent Audit Report are also included in the Annual Report.

Comment

Following the acceptance of the Annual Report, Council is required to give public notice of the availability of the Annual Report as soon as practicable. It is also a requirement that a General Meeting of Electors is to be held on a day set by Council not more than 56 days after acceptance of the Annual Report, with 14 days local public notice of the meeting being given. With the statutory advertising requirements the Annual Electors Meeting must be held before 14th February 2015.

Consultation CEO, DCEO & MOF

Statutory Implications

The Local Government Act 1995 Section 5.53 advises that the Annual Report is to contain the following:

- a) A report from the president;
- b) A report from the Chief Executive Officer;
- c) An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year,
- d) The financial Report of the financial year;
- e) Such information as may be prescribed in relation to the payments made to employees;
- f) The auditor’s report for the financial year;
- g) Such other information as may be prescribed.

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 Absolute Majority

OFFICER RECOMMENDATION

1. That Council accept the Annual Report for 2013/2014 including the Audited Financial Report for period ended 30 June 2014, as circulated and that local public notice of its availability be given as soon as practicable.
2. That the 2013/14 Annual Meeting of Electors be held in the Supper Room of the Bruce Rock Shire Hall on _____.

The Council Decision varies to the Officer's Recommendation in that Council chose to hold the Annual Elector's Meeting at 4pm on Friday 13th February 2015.

COUNCIL DECISION

Resolution December 14-13.2.7

Moved: Cr Thornton Seconded: Cr Royce

- 1. That Council accept the Annual Report for 2013/2014 including the Audited Financial Report for period ended 30 June 2014, as circulated and that local public notice of its availability be given as soon as practicable.**
- 2. That the 2013/14 Annual Meeting of Electors be held in the Supper Room of the Bruce Rock Shire Hall on Friday 13 February 2015 at 4pm.**

CARRIED BY ABSOLUTE MAJORITY 9/0

13.3 Chief Executive Officer

Agenda Reference and Subject:	13.3.1 Bruce Rock DHS – Chaplaincy Support
File Reference:	1.6.21.2
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	Cr Thornton

Cr Thornton left the Council Chambers at 3.54 pm.

Summary

Council is asked to consider providing a financial contribution towards the Bruce Rock District High School Chaplaincy service.

Background

Council has received a letter from the Principal of the Bruce Rock District High School seeking Council’s consideration of a contribution towards the School Chaplaincy.

The Bruce Rock District High School was unsuccessful in their application for Federal Government funding for a School Chaplain in 2015 and 2016. They intend to reapply for the next round in 2017.

The letter states;

“Parent, staff and student feedback over time has indicated a strong support for the school chaplain position within our school. There is certainly a strong need for such a role within our school. Unfortunately, we have been without a school chaplain during 2014 as there were no applicants for the position.

There is currently an experienced chaplain who is keen to be appointed to our school for 2015. And, as a school we are keen to have this valuable position back in our school to support students. We have made the decision to commit to funding the chaplain position for 2015 and 2016 from school funds but will need support from the local churches and other community groups to make this viable.

We are seeking support for the school chaplaincy position from the Shire of Bruce Rock in the form of a \$4,000 donation (\$2,000 each year).”

Comment

This is the first time that the Bruce Rock District High School has sought funds from Council for this type of service. Council has previously declined to provide a donation towards this program in neighbouring schools.

Council makes budget provision of \$1,000 per annum towards the School’s “True Blue Dreaming” mentoring program, of which they claim around \$500 per annum.

Council also contributes \$2,000 per annum to the Central Ag Care Program.

Consultation	Nil
Statutory Implications	Nil
Policy Implications	Nil

Financial Implications

Council does not currently have budget provision for this request, however Council does have \$2,200 remaining in its donations account for 2014/15 and funds are also available in the Community Development account.

or

If Council supports the request they may wish to approve it through the Budget Review process in February 2015.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Economic

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

2.3.1.2 – Strengthen the role and use of local education providers including the school, childcare and playgroup.

Voting Requirements Simple Majority

Officer Recommendation

That Council considers the request for a donation towards the Bruce Rock District High School Chaplaincy Service.

And

If Council resolves to make a donation that it be carried out during the February 2015 Budget Review process.

Council Decision varies to the Officer's Recommendation as the Council has agreed to the donation and requested a letter be written to local members and other relevant politicians expressing Council's disappointment in the reduction of funding.

COUNCIL DECISION

Resolution December 14-13.3.1

Moved: Cr Rajagopalan Seconded: Cr Heasman

- **That Council support the request for a donation towards the Bruce Rock District High School Chaplaincy Service for 2 years; and**
- **The donation be carried out during the February 2015 Budget Review process.; and**
- **A letter is written to Rick Wilson and other relevant MP's expressing our disappointment in the lack of funding available for this program.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Cr Thornton returned to the Council Chambers at 4.03pm.

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

Agenda Reference and Subject:	
	14.1 Wheatbelt Rail Alliance Support
File Reference:	6.3.1.2
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	Nil

Summary

Council is asked to consider supporting the Wheatbelt Railway Retention Alliance in their ongoing and upcoming campaign.

Background

The WRRRA is seeking assistance from not only Councils across the Wheatbelt but also the residents of all the communities to maintain the pressure on the State Government as it ponders the Blayney Report (noting that the Ministers for Transport and Finance must respond to the recommendations contained within the Report by 16 January 2015 which is 90 days after it was tabled in Parliament).

In addition to the letter’s contents and proposed actions, the WRRRA has also suggested that keeping the “pressure up” could be done by people writing individual letters to the Premier and other members of Parliament, highlighting the dissatisfaction in the bush about what has happened to rail infrastructure - both tier 3 and other - as well as the ongoing deterioration of country roads caused by the grain freight task.

The WRRRA is concerned that if everyone waits until the Ministers’ response to the committee’s report and the response is not favourable, then it might be too late to take any action that will change the Governments response.

A copy of the WRRRA “**Communication letter for Local Government Feedback**” has been provided to Councillors. Also attached is the latest email from Jane Fuchsbichler including the proposed letter to the Premier for Christmas.

Comment

Councillors are asked to consider the information presented by the Wheatbelt Rail Retention Alliance.

Consultation Nil

Statutory Implications Nil

Policy Implications Nil

Financial Implications

The ongoing threat of rail closure will inevitably see an increased cost to Council’s road maintenance budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Economic

1.2.1 – Advocate and provide for an integrated transport network.

1.2.1.2 – Advocate for the retention and improvement of all current railway infrastructure in the Shire of Bruce Rock and the Region.

Voting Requirements Simple Majority

Officer Recommendation

That Council considers the information received and resolves what support they wish to provide to the Wheatbelt Rail Retention Alliance Campaign.

Council decision varies to Officer Recommendation as Council agreed to support the initiative Rally in Perth People and Trucks and to support the road signage initiative.

COUNCIL DECISION

Resolution December 14-14.1.1

Moved: Cr Heasman Seconded: Cr Buegge

**That Council supports the initiative Rally in Perth People and Trucks to the extent practical; and
Council supports the boundary signage initiative; and
Provision is to be made in the budget review in February for the road signage.**

Carried 9/0

Agenda Reference and Subject:

14.1.2 Acceptance of Audit Report

File Reference:

8.2.6.2 – Annual Financial Statements

Reporting Officer:

Jennifer Bow, Manager of Finance

Disclosure of Interest

Nil

Summary

The Audit Committee to provide a recommendation to Council to adopt the Audit Report for the year ended 30th June 2014.

Background

At the completion of the annual audit, the auditor prepares an Audit Report and a Management Letter outlining any areas or issues that Council needs to address.

Comment

At the time of preparing the agenda item, the Audit Report had not been received. A late item will be presented to Council regarding the Audit Report.

The Audit Report and Management Letter have now been received after Council's auditors AMD signed off the financial statements.

The Audit Report is attached however an extract from the report is included for Council's information;

Opinion

In our opinion, the financial report of the Shire of Bruce Rock

- i. gives a true and fair view of the Shire of Bruce Rock's financial position as at 30 June 2014 and of its performance for the financial year ended 30 June 2014;*
- ii. complies with Australian Accounting Standards; and*
- iii. is prepared in accordance with the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).*

Statutory Compliance

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- i. There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.*
- ii. There are no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law noted during the course of our audit, other than :*
 - a. A draft copy of the annual financial report was not provided to the auditor prior to the 30 September deadline as required by section 6.4 of the Local Government Act, an extension was granted by the department of local government to 28 October 2014, however the Shire of Bruce Rock failed to meet this extension date.*
 - b. The matter detailed in (iii) below.*
- iii. The asset consumption ratio and the asset renewal funding ratio are not included in the annual financial report, as required by Local Government (Financial Management) Regulations 1996 Section 50 (1) (b) and (c).*
- iv. All necessary information and explanations were obtained by us.*
- v. All audit procedures were satisfactorily completed during our audit.*

Therefore there were two instances of non-compliance with relevant legislation. Staff asked for an extension to complete the annual financial statements but missed the deadline by a week. A draft copy was given to the Auditors when they arrived on site the following week.

The other instance of non-compliance is that Council is unable to calculate the asset consumption and asset renewal funding ratio. This is because Council's Asset Management Plans are incomplete as they do not contain the necessary financial information to calculate these ratios. However, staff are obtaining assistance from the Department of Local Government in February 2015 with asset management and it is planned to have these Plans completed as soon as practical.

Council also received a Management Letter with the Audit Report which provides comments and suggestions to better improve internal controls and procedures.

The following matters were raised in the Management Letter:

1. INVESTMENT OF FUNDS POLICY

We noted the current Investment policy "F1.6 Investment of surplus and reserve funds" is non compliant with the new requirements of regulation

Recommendation

We recommend Council's investment policy be updated to reflect and consider items such as the nature of investments, where investments are to be made (financial institution rating should be noted) and the minimum and maximum term of investments as required by Regulation 19C of the Local Government (Financial Management) Regulations 1996.

Management Comment

This policy will be amended at the February 2015 Council Meeting to ensure that it complies with the Local Government (Financial Management) Regulations 1996.

2. PRIVATE WORKS REGISTER

We noted the Shire of Bruce Rock did not maintain a listing or register of private works jobs completed during the year.

Recommendation

All private works jobs should be listed in a register that details the income received, the cost to the Shire of providing the service and the overall job profit or loss.

Management Comment

Staff will develop and maintain a register for private works to ensure that the expenditure and income can be tracked.

3. OUTSTANDING SUNDRY DEBTORS

We noted various individual debtors which have been outstanding for a period of three months or more at the time of our November on site visit.

Recommendation

As best practice, accounts receivable should be reviewed and followed up on a regular basis, and when amounts are deemed uncollectable, recorded as a bad debt and removed from the trade debtors listing.

We recommend the accounts receivable listing is reviewed and cleared out on a regular basis.

Management Comment

Staff have already commenced legal action to recover the outstanding debtors.

4. YEAR END ACCOUNTING

Prior to annual audit, we require various year end reconciliations and supporting accounting information to be provided to us in order to complete our audit of the financial statements. We note the following items were not correctly reconciled or calculation included errors to 30 June 2014;

- Calculation of annual leave and long service leave employee entitlement liabilities including on-costs as at 30 June 2014;
- Recording of Rostered day off employee entitlement liability as at 30 June 2014;
- Calculation and recording superannuation on-costs in respect to accrued wages as at balance date;
- Reconciliation of other fuel stocks as at 30 June 2014; and
- Reconciliation of accrued interest as at 30 June 2014.

Recommendation

We recommend the above year end accounting reconciliations and calculation procedures are correctly performed at balance date each year, prior to the commencement of the annual audit and prior to adjustments being raised within the Synergy Soft system.

Management Comment

Staff will ensure that;

- leave provisions have on-costs included in calculations as at 30th June
- A liability is recorded for Rostered Day Off entitlement as at 30th June
- Superannuation on-costs are included with accrued wages as at 30th June
- Reconciliation of other fuel stocks as at 30th June and
- Reconciliation of accrued interest on term deposits as at 30th June.

5. WORKS COSTING

We noted allocation rates used for Public Works Overhead (PWO) during the 2013/2014 year were too low.

Recommendation

We recommend allocation rates and allocations to jobs be reviewed periodically during the year, to ensure there are no major under or over allocations of POC or PWO costs. We suggest it may be appropriate to review allocation rates three times during the year - possibly in October/November, February/March, and May each year.

Management Comment

Staff will regularly review POC & POW to ensure that overheads are more accurately applied to jobs.

6. PAYROLL DOCUMENTATION

We noted instances where deductions from wages were not supported by documentation from employees requesting the amount to be deducted.

We also noted an instance whereby employee leave taken could not be supported by an authorised leave form.

Recommendation

All amounts to be deducted from employee wages should be supported by a letter of request from the employee. In future, please ensure letters of request are obtained for all employees with amounts to be deducted from wages and retained in personnel files.

In addition, leave forms should be completed by employee, signed off by an appropriate level of management as evidence of approval, and input into the payroll system to ensure that leave provisions are being correctly adjusted for leave taken.

Management Comment

Staff will ensure that all necessary leave forms are completed prior to leave being taken.

7. ASSET REGISTER

We noted the asset register within the Synergy Soft system was not correctly reconciled to the financial statements, this was due to final adjustments being completed close to the sign off.

Recommendation

Please ensure the asset register is correctly updated to reflect the final balances as reported in the 2014 financial report.

Management Comment

Staff will ensure that the asset register is updated to reflect the final adjustments completed prior to annuals being signed off. These adjustments have to be completed before any assets can be recognized for 2014-15 and therefore it will be completed promptly.

Consultation CEO, DCEO, MOF & AMD Auditors

Statutory Implications

Audit Report - *Local Government Act 1995 s. 7.9 and Local Government (Audit) Regulations 1996 r.9 & 10.*

Management Letter - Section 7.9 & 7.12A of *Local Government Act 1995 s7.9 & 7.12A and Local Government (Audit) Regulations 1996 r.9 & 10.*

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 December 14-14.1.2

Moved: Cr Rajagopalan Seconded: Cr Buegge

Council accepts the Audit Committee's recommendation to receive the Audit Report and accompanying Management Letter for the year ended 30th June 2014.

Carried 9/0

15. Confirmation and receipt of Information Bulletin.

COUNCIL DECISION

Resolution December 14-15.1.

Moved: Cr Foss

Seconded: Cr Gmeiner

That Council makes a budget provision of \$5,000 for 2015/16 for a design and costing for the lift concept.

Motion lost 0/9

COUNCIL DECISION

Resolution December 14-15.1.

Moved: Cr Royce

Seconded: Cr Buegge

That Council receives Information Bulletin 1 and 2 as presented.

Carried 9/0

16. Closure of Meeting.

The Shire President, Cr Strange, thanked everyone for their attendance at the meeting and during the year and declared the meeting closed at 4.54pm.