

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21 FEBRUARY 2019

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21 FEBRUARY 2019

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 1.10pm.

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

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr MK Thornton
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Executive Assistant	Mrs MJ Schilling
Manager of Finance	Mrs JL Bow (1.53pm to 3.13pm)
Environmental Health Officer	Mr J Goldacre (1.32pm to 1.47pm)
Manager of Works & Services	Mr G Casley (1.48pm to 3.13pm)

**3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

**5. Public Question Time**

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

**7. Applications for Leave of Absence**

**COUNCIL DECISION**

**Resolution OCM Feb 19 – 7.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Kilminster**

**That Cr Waight be granted Leave of Absence for the Ordinary Meeting of Council to be held on 21 March 2019.**

**Carried 9/0**

**8. Announcements by Presiding Member**

Emergency Services had a busy summer, specifically dry lightning fires. There were crews going out in various locations which were handled very well by local VES.

Cr Dolton added this was usually a once in 5-year occurrence and there happened to be two in two weeks. The Kwolyin fire in particular was successfully controlled by farmers, Shire and volunteers.

Cr Negri added that there was a great help by not only local volunteers, but surrounding towns as well. We may need to look at a procedure for escalating fires. Also, communication was a problem, both mobile communication and two-way communication. Once Department of Biodiversity, Conservation and Attractions took over responsibility for the fire, it was handled well. Staff are also to be commended for a huge effort during this fire.

John Schnarrs award on the Australia Day honours list for his work with indigenous veterans. A huge achievement and well deserved. A big thank you to Bruce Rock for the nomination especially to Ash Waight for the work put into the nomination.

**9. Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday 18 December 2018.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 9.1**

**Moved: Cr Waight**

**Seconded: Cr Rajagopalan**

**That the minutes of the Ordinary Meeting of Council held Thursday 18 December 2018 be confirmed as a true and correct record.**

**Carried 9/0**

Audit Committee Meeting held on Thursday 18 December 2018.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 9.2**

**Moved: Cr Thornton**

**Seconded: Cr Kilminster**

**That the minutes of the Audit Committee Meeting held Thursday 18 December 2018 be received.**

**Carried 9/0**

Annual Electors Meeting held on Tuesday 12 February 2019.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 9.3**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Foss

**That the minutes of the Annual Electors Meeting held Tuesday 12 February 2019 be received.**

**Carried 9/0**

*Mr A O’Toole left the Council Chambers at 1.30pm.*

*Mr A O’Toole returned to the Council Chambers at 1.31pm.*

**10. Status Report**

Presentation of Status Report for December 2018 Resolutions

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<b>Resolution December 12.3.3</b> Acceptance of 2017/18 Audit Report	That Council receives the Audit Report and accompanying Management Letter for the year ended 30th June 2018.	MOF	Staff will/have seen overseen recommendation in Management Letter.
<b>Resolution December 12.4.2</b> Acceptance of 2017/18 Annual Report	1. Accepts the Annual Report for 2017-18 including the Audited Financial Report for period ended 30 June 2018, and that local public notice of its availability be given as soon as practicable; and 2. Holds the Annual Meeting of Electors on the 12th February 2019 at 4.00pm.	DCEO	Public Notice of availability of Annual Report given. Electors meeting advertised to take place on the 12 February 2019.
<b>Resolution December 12.4.3</b> Update to the Communications and Social Media Policy	That Council adopts the updated “Communications and Social Media Policy” for incorporation as an official Policy of the Council at Item 3.6 of the Policy Manual.	DCEO	Communications and Social Media Policy now incorporated into the Policy Manual.
<b>Resolution December 12.5.1</b> Sale of Lots 226,227,228 Butcher Street Bruce Rock	That Council 1.That there being no written public submissions and in accordance with section 3.58 of the Local Government Act Council resolves to dispose of the following lots to Damion Michael Verhoogt as to one undivided third share and Brenton Ryan Verhoogt and Joanne Kate Horne as to one undivided third share as joint tenants and Keenan Shane Verhoogt as to one undivided third share, all care of 15 Swan St Bruce Rock WA 6418 as tenants in common for the amounts stated below; 106 (Lot 226) Butcher St, Bruce Rock\$3,000 plus GST 108 (Lot 227) Butcher St, Bruce Rock\$3,000 plus GST 110 (Lot 228) Butcher St, Bruce Rock\$3,000 plus GST  2.That Council resolves to vary the 2018/2019 budget to include income of \$9,000 for the Sale of Vacant Land.  3.That Council staff undertake works for the realignment of the fence to meet the correct boundary line of 106 and 104 Butcher St, Bruce Rock.	CEO	Transfer of Land documents have been received by the Settlement Agency and are now awaiting signed copies from Bruce Rock Engineering.

Shire of Bruce Rock – MINUTES 21 February 2019

<b>Resolution December 12.5.2</b> Contract Extension - Senior Employee	That Council endorses the contract extension of Mr Glenn Casley as the Manager of Works and Services for a further 2-year period ending on the 8th February 2021.	CEO	Mr Casley has signed the new contract extension.
<b>Resolution December 12.5.3</b> CEO Key Performance Indicator Variation	That Council resolves to amend the Chief Executive Officer's KPI - focus area 4 Recreation Centre Entry Statement to a new deadline of 30th March 2019.	CEO	The KPI has been varied as per Councils decision.
<b>Resolution December 12.5.4</b> Ordinary Council Meeting Schedule 2019	That Council endorses the schedule of Ordinary Council Meeting dates for 2019, pending any variation to the scheduled April 2019 meeting. And Give public notice of the meeting schedule for the Ordinary Meetings of Council for 2019	CEO	The schedule of Council Meetings for 2019 has been advertised and is available on Council's website.
<b>Resolution December 12.5.5</b> Presentation by Civic Legal – Reg 17 & Project Aware Proposal	That Council proceeds with Civic Legal's proposed consultancy services (as presented) to undertake the "Project Aware" Program options A & B, including Reg 17 Audit works, And That Council seek to commence the "Project Aware" Program for a 12-month period commencing in February 2019.	CEO	The Project Aware program will commence on the 26th February 2019.
<b>Resolution December 13.1</b> Factory Unit Lease (Unit 1, Lot 427 Johnson St Bruce Rock) Extension Works & Lease Variation	That Council: 1. That Council approve the additional expenditure of \$17,000 in the 2018/19 budget to construct a mesh fence compound located adjoining Factory Unit 1, Lot 427 Johnson St, Bruce Rock. 2. That Council adopt a new monthly rental fee (inclusive of recoup costs associated with construction of new compound) of \$1,824 (inc. GST) for the Factory Unit located at Unit 1, Lot 427 Johnson Street, Bruce Rock; 3. The new monthly rental fee of \$1,824 (inc. GST) is to be charged from 1st February 2018; 4. Give public notice of 7 days of the intent to vary the fee and charge.	CEO	The new lease was prepared and executed in accordance with the new arrangements.
<b>Resolution December 13.2</b> Review of Rental Factory Unit 3, 14 Swan St, Bruce Rock	1 That Council adopts a new rental of \$400 inc gst per month for Factory Unit 3 located at 14 Swan St Bruce Rock to commence on the 1st February 2019. 2 That the new fee be advertised giving 7 days public notice of the intent to vary the new fee and charge.	CEO	The tenant was informed of Council's decision and a new lease agreement had been prepared. At the time of writing this item the occupier had not signed the lease.

## Status Report

Ongoing items as at February 2019

ITEM	RESOLUTION / ACTION REQUIRED	RESPONSIBLE OFFICER	RESPONSE OR STATUS
<b>Resolution August 16–13.1.10</b> Duplicate Road Name – Buller Road	Council resolved to request that Buller Road outside of the town site be renamed to Buller North Road, and the Buller Road within the gazetted town site be renamed to Buller St.	MOF	Address matching ½ completed by Landgate. Slow process going through addresses one by one. Will look into duplicate road names once process of updating addresses is completed.
<b>Resolution March 17 - 11.5.2</b> CEACA – Sale of Land for Independent Living Units	That in accordance with section 3.58 of the Local Government Act Council resolves to dispose of Lots 26,27,28, 56 and 57 Butcher Street, Bruce Rock to the Central East Aged Care Alliance (CEACA) Inc. under the following terms; a) At no cost, as the land is Council’s in-kind contribution to the CEACA Independent Living Unit’s project; b) All outgoings including rates, insurance and utilities to be paid by CEACA.	CEO	The documentation has been signed and is currently being processed for the disposal of this land to CEACA.
<b>Resolution September 17 – 13.1.2</b> Provision of Housing for GROH	That Council approves the Chief Executive Officer to investigate floor plans and building costs for a four bedroom, two-bathroom residence to be constructed at 118 Curlew Drive, Bruce Rock to be leased to GROH for teaching staff; and The proposal be presented back to Council for approval prior to progressing to stage 2 of the process set out by GROH.	CEO	The CEO is currently liaising with GROH on this matter. The CEO has continued to make contact, however GROH are not returning calls or emails regarding this matter.
<b>Resolution December 17 – 12.5.4</b> Rental Accommodation	That staff engage an appropriate consultant to prepare a Housing Needs Analysis focusing on Rental Accommodation for the Shire.	CEO	The CEO is still seeking a consultant for Housing Needs Analysis for Bruce Rock.
<b>Resolution Mar 18 – 12.5.6</b> Request for BMX Track	That Council staff undertake initial consultation with key groups to ascertain the best location and wants/needs of the youth for the establishment of a BMX track within Bruce Rock town site. With further information to be presented to Council on the insurance and compliance matters that may be associated with the establishment of a track and its location. And That Council staff investigates the options available and potential required	CEO	The CEO and CDO are working on this between other priority projects.

	<p>area for any future expansion of the Bruce Rock Caravan Park located on Reserve 24756 and report details back to Council for consideration</p>		
<p><b>Resolution Mar 18 – 12.5.12</b> Review of Local Laws Outcome Report</p>	<p>1. That the Shire of Bruce Rock adopt the report of the review of the local laws under S3.16 of the Local Government Act 1995 and note that no community submissions were received in respect to the following local laws:</p> <ul style="list-style-type: none"> <li>• Activities on Thoroughfares and Trading in Public Places Local Law 2004;</li> <li>• Dogs Local Law 2005;</li> <li>• Parking and Parking Facilities Local Law;</li> <li>• Local Law Relating to the Management and Control of Bruce Rock Cemetery 2004;</li> <li>• Local Laws Relating to Fencing;</li> <li>• Local Government Property Local Law; and</li> <li>• Local Government Model By-laws Removal and Disposal of Obstructing Animals or Vehicles No 7.</li> </ul> <p>2. That the Shire of Bruce Rock determine that the outcome in respect to each local law is as follows:</p> <ol style="list-style-type: none"> <li>a. Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Local Law 2004 be amended as outlined in the report;</li> <li>b. Shire of Bruce Rock Dogs Local Law 2005 be amended as outlined in the report;</li> <li>c. Shire of Bruce Rock Parking and Parking Facilities Local Law not be amended due to the minimal nature of the amendments;</li> <li>d. Shire of Bruce Rock Local Government Property Local Law be amended as outlined in the report;</li> <li>e. Shire of Bruce Rock Local Law Relating to the Management and Control of Bruce Rock Cemetery 2004 be amended as outlined in the report;</li> <li>f. Shire of Bruce Rock Local Laws Relating to Fencing be amended as outlined in the report;</li> <li>g. Shire of Bruce Rock Local Government Property Local Law be amended as outlined in the report; and</li> <li>h. Shire of Bruce Rock Local Government Model By-laws (Removal and Disposal of Obstructing Animals or Vehicles) No 7 be further reviewed to determine whether existing local laws or legislation may satisfy the purpose and effect of the local law.</li> </ol>	<p>CEO</p>	<p>Referred back to Consultant and will be making arrangements to align with proposed Standing Orders Local Laws.</p> <p>Will proceed with currently reviewed Local Laws and await Act Review outcomes in regard to Standing Orders.</p> <p>Quotes are being received with process to start in early 2019.</p>



<p><b>Resolution July 2018 – 12.3.4</b> STED Scheme</p>	<p>That Council agrees to provide a financial subsidy to property owners within the STED Scheme area to connect to the STED Scheme within 3 years from the date the Water Corporation deems the Scheme operational, subject to the following;</p> <p>a. The subsidy to be paid will be;</p> <p>i) \$1,000 for the owners of residential or commercial properties;</p> <p>ii) \$1,250 for the owners of residential properties that are registered Seniors with the Shire under the Pensioner Rebate Scheme; or</p> <p>iii) \$1,500 for the owners of residential properties that are registered pensioners (including Seniors with Commonwealth Senior Health Cards) under the Pensioner Rebate Scheme.</p> <p>b. Council will only subsidise one connection per rateable assessment;</p> <p>c. Adopt the new policy regarding connections to the STED Scheme;</p> <p>d. The subsidy will be payable direct to the plumber after the works have been completed and the invoice issued to the property owner and a copy provided to the Shire Administration Office.</p> <p>e. Council will provide appropriate sand or fill for the decommissioning of the land owner’s leach drains.</p>	<p>MOF</p>	<p>Waiting for Water Corporation to advise STED is operational. Application form also still be to developed.</p>
<p><b>Resolution Sep 2018 – 12.3.4</b> Rates – Sale of Land</p>	<p>That Council pursuant to Section 6.64(1) (b) of the Local Government Act 1995 proceed to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the outstanding balances which total \$48,799.74;</p> <p>Assessment A434 Assessment A463 Assessment A484 Assessment A539 Assessment A580 Assessment A591 Assessment A654 Assessment A698</p>	<p>MOF</p>	<p>Property owners have been notified Advertisements were placed in the West Australian and on Notice Board. The month notification period has now expired. Staff will proceed with the next step of this process.</p>
<p><b>Resolution Sep 2018 – 13.1</b> 2019/20 CSRFF Application</p>	<p>1. That the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility for the 2018/19 Community Sports Infrastructure Grants Program for \$88,242.18 ex gst be submitted to the Australian Sports Commission.</p> <p>2. That if the application for the Installation of lighting at the Bruce Rock</p>	<p>CEO</p>	<p>Unfortunately this grant application was unsuccessful. An item will be presented at the February 2019 Council Meeting as to the next steps of this project.</p>

	<p>Synthetic Hockey Turf Facility is successful Council will commit a 1/3rd contribution; and</p> <p>3. That Council make provision in the 2018/19 budget for the contribution of \$88,242.18 ex gst</p>		
<p><b>Resolution Sep 2018 – 13.2</b> 2019/20 Community Sport Infrastructure Grant</p>	<p>1. That the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility for the 2018/19 Community Sports Infrastructure Grants Program for \$88,242.18 ex gst be submitted to the Australian Sports Commission.</p> <p>2. That if the application for the Installation of lighting at the Bruce Rock Synthetic Hockey Turf Facility is successful Council will commit a 1/3rd contribution and make a budget provision on \$88,242.18 ex gst in the 2018/19 financial year. This will need to be a budget amendment at time of review.</p>	CEO	<p>The grant application has been successful and details of proceeding with the project will be addressed at the February 2019 Council Meeting.</p>
<p><b>Resolution Sep 2018 – 12.2.2</b> Review of Fixed Stanpipes</p>	<p>That Council endorses the proposed changes to access and classification of each standpipe as outlined in the “Water Corporation Fixed Standpipes” spreadsheet.</p>	MOWS	<p>MOWS will provide an update to Council at the October OCM.</p> <p>Water Corporation has provided info and frequently asked questions sheet for public promotion prior to implementation in March 2019.</p> <p>New information is supplied in the MOWS report.</p>

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 10**

**Moved:** Cr Negri  
**Seconded:** Cr Crooks

**That the status report be moved.**

**Carried 9/0**

**11. Regional Reports**

No report

*Mr J Goldacre entered the Council Chambers at 1.32pm.*

*Mr D Mollenoyux left the Council Chambers at 1.43pm.*

## 12. Officers' Reports

### 12.1. Environmental Health Officer

**Agenda Reference and Subject:**

12.1.1 EHO Information Bulletin December 18 / January 19

**File Reference:**

**Reporting Officer:**

Julian Goldacre, Environmental Health Officer

**Disclosure of Interest**

Nil

#### Summary

To accept the Environmental Health Officer Information Bulletin for the months of December 2018 and January 2019 for activities undertaken.

#### Background

The Environmental Health Officer will provide a report of activities undertaken during the preceding Month inclusive of Deputised and Delegated functions. This Information Bulletin will cover the months of December 2018 and January 2019.

#### Comment

- The preparation of the Recycling tender documentation required an early morning recycle bin audit and a total of 334 were counted of the 410 supplied by the current contractor Avon Waste showing a 82% participation rate on that day;
- The EHO continues to work with the Shackleton store owners in their store renovation and food business activities;
- The Dept of Health has released discussion papers with the ability to comment on two important pieces of legislation which will be reviewed to determine the best statutory or non-statutory instruments to be used pursuant to the new *Public Health Act 2016*. The Shire of Bruce Rock made submissions on both the '*Managing public health risks in public buildings in WA*' and the '*Aquatic Facilities Discussion Paper*' both of which were peer reviewed before submission by the Deputy Chief Executive Officer;
- Following on from the 'Western Australian container deposit scheme (CDS)' submission paper provided by the Shire of Bruce Rock, WALGA has secured limited funding for 'pop up' CDS events. The EHO has liaised with the Community Development Officer and Ag Show representatives to put in a submission of interest. The EHO will talk with Avon Waste to see if they could sponsor the recycle bin and take it away for the proposed events if successful;
- The EHO continues to record the deterioration of the house at 12 Venemore Street for evidence and will write to the owner to ask why the Shire of Bruce Rock should not place a Notice on the building. It is planned to conduct an inspection of the building to prepare the case moving forward and the owner will be invited to attend.
- Quotations have been sought for the full replacement of the slide pool staircase which is nearing the end of its serviceable life;
- Annual private swimming and spa pool safety barrier inspections have been undertaken with two safety fences requiring follow-up. As part of the Ombudsman report to State Parliament local governments are now required to submit annually their inventory of known pools, how many inspected and how many overdue which is then reported to State Parliament;
- Food premises and lodging house inspections were undertaken and correspondence sent to the Occupiers regarding Statutory requirements using the 'enforcement through education' methodology to gain suitable outcomes;
- Liaising with the waste and landfill management contractor continues to promote landfill compliance and that special waste collection dates are discussed;
- As part of the role of EHO in asset management the following major items have been undertaken:
  - Rebuild to waterproof the shower wet area of Unit 3 Farrall St;

- Removal of all the palm trees at the Farrall Street Unit complex to remove damaging roots to the septic system and building foundations;
- Replacing part of the Medical Centre consult and waiting rooms AC units due to unserviceable failure of the ducted unit which is determined to be at least 15 years old;
- Seeking quotations for the rebuilding/renovations of 5 Collier Street wet areas.
- The EHO interviewed the persons managing the farm north of Shackleton who are concerned about a person of interest who has been camping on the property for around 6 years. This matter is now in hand with the EHO, Ranger Service and WA Police for a site visit to undertake the requirements of the *Caravan and Camping Grounds Act 1995*.
- The EHO with the DCEO and Pool Manager have been working in preparation for the Aquatic Centre audit planned for February 2019 to ensure current operations are in order. The hydro pool remains closed due to pump issues (now rectified) and since then an air leak in the system requires new seals to be sourced and installed. The hydro pool opening is yet to be determined due to the required water balancing and laboratory retesting before being able to be opened again to the public; and
- The proposed Bruce Rock Engineering Workforce Accommodation proposal has been comprehensively researched by the EHO for the provision of sewerage and water services as well as requirements for Bushfire Attack Level requirements due to proximity to the nearby tree reserve. Discussions with Water Corporation has sourced information that needs further investigation to prepare as many options moving forward as possible.

#### **Consultation**

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

#### **Statutory Implications**

*Health (Miscellaneous Provisions) Act 1911;*  
*Food Act 2008;*  
*Local Government Act 1995;*  
*Building Act 2011;* and  
*Waste Avoidance and Resource Recovery Act 2007.*

#### **Policy Implications**

Nil.

#### **Financial Implications**

Nil.

#### **Strategic Implications**

Goal 12.3 – 10 Year Outcome '...meeting all levels of compliance'.

#### **Voting Requirements**

Simple Majority

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

##### **Resolution OCM Feb 19 – 12.1.1**

**Moved: Cr Thornton**

**Seconded: Cr Waight**

**To receive the Environmental Health Officer's Information Bulletin for the months of December 2018 and January 2019.**

**Carried 9/0**

*Mr J Goldacre left the Council Chambers at 1.47pm.*

*Mr D Mollenoyux returned to the Council Chambers at 1.48pm.*

*Mr G Casley entered the Council Chambers at 1.48pm.*

## 12.2. Manager of Works & Services

### Agenda Reference and Subject:

12.2.1 Works & Services Information Report

### File Reference:

### Reporting Officer:

Glenn Casley, Manager of Works & Services

### Disclosure of Interest:

Nil

### Town & Gardening Crew

- Main Street mowed and tidied up
- Amphitheatre and Sculpture Park mowed and weeded
- Caravan Park mowed and tidied up
- Cemetery cleaned up
- Museum mowed and tidied up
- Skate Park blown down
- Hand watering completed every Monday
- Ramirez Park tidied up
- Shire Office and Hall tidied up
- Fencing erected at Fesa building
- Fencing erected at Elders
- Footpath re-instated on Dunstall St
- All Fire Extinguishers checked at Depot

### Construction Crew

- Bruce Rock- Narembeen Rd reconstruction is under way, gravel has been carted and spread with cement stabilising starting on the 18<sup>th</sup> Feb.
- Next projects will be tidying up some Blackspot money on Sippee Rd and finalising our Roads to Recovery monies for this year's allocations.

### Workshop

- BK08, Isuzu ute - 90000 km service
- BK51, Subaru - 50000 km service
- BK6556, backhoe - 1000hr service
- BK9282, float - replace spring back air valve
- BK377, bus - repair rear wheel chair ramp
- BK650, Hino Prime Mover - replace fuel pressure switch (going into limp mode)
- BK2, DCEO Car - 45000 km service
- BK09, Doctors Car - 60000 km service
- Fit up tyres
- 30 vehicle inspections

### Rec Centre

- Oval Mowed
- Reticulation repaired
- Sprayed for black beetle
- Light fertiliser application to help bring the oval back.
- Tennis courts cleaned up
- Surrounds of Rec Centre pressure cleaned to remove bird droppings
- Rec Centre sprayed for spiders and insects
- All fire extinguishers checked

Due to miscommunication during the month of January the oval died off quite a bit which I take full responsibility for. I have had a meeting with the gardening crew and Rec Centre Manager and have a plan in progress to get it back to what it was and improve efficiencies in maintaining the town's parks and gardens.

#### **Vehicles/Machinery Changeover**

3 utes have been ordered and we will remain with Isuzu. This will help Brian with logistics as we will not be running 3 different types of vehicles. The Tenders for the 3 trade-ins finish on Thursday the 14<sup>th</sup> February with 1 Tender being received to date.

#### **Dams**

<b>Dam</b>	<b>Current</b>	<b>Capacity</b>
Railway Dam	12,500kl	32,000kl full
Negri Dam Rear	9,000kl	115000kl full
Negri Dam Front	8,500kl	15000kl full
Rec Centre Dam	14,000kl	23000kl full
Turkeys Nest	18,000kl	43000kl full

#### **Regional Road Group**

There will be a Regional Road Group meeting held in Wickipin on the 1<sup>st</sup> of March. Councillor Dolton and I will be attending. I will be attending an RRG Tech meeting on the 15<sup>th</sup> of February to go through the submissions for 2019/20 so they will be finalised before the next meeting.

#### **WANDRRA**

All works in the Shire have now been completed. The Shire is now waiting for the final bill to be received to allow staff to reconcile and make a final claim with Core Business.

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

##### **Resolution OCM Feb 19 – 12.2.1**

**Moved: Cr Foss**

**Seconded: Cr Rajagopalan**

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

**Carried 9/0**

Mr A O'Toole left the Council Chambers at 1.53pm.

Mr A O'Toole returned to the Council Chambers at 1.53pm.

1. Mrs JL Bow entered the Council Chambers at 1.53pm.

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### 12.3. Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>12.3.1</b> Statement of Financial Activity
<b>File Reference:</b>	8.2.6.2 Financial Reporting
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil

#### Summary

A statement of financial activity must be produced monthly and presented to Council.

#### Background

In accordance with the Local Government Act 1995, a Statement of Financial Activity must be presented to each Council meeting, including a comparison of actual year to date to the budget year to date and variances from it. It must also include explanations of any variances and any other associated information that would be useful for readers of the report.

#### Comment

The financial statements for the month ending 31<sup>st</sup> December 2018 and 31<sup>st</sup> January 2019 are available on the website for download.

#### Consultation

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Finance  
Manager of Works and Services  
Senior Finance Officer and other staff

#### Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

#### Policy Implications

Nil

#### Financial Implications

Comparison of actual year to date to the 2018/19 Budget

#### Strategic Implications

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

#### Governance

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

#### Voting Requirements

Simple Majority



**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.1.1**

**Moved: Cr Crooks**

**Seconded: Cr Rajagopalan**

**That the Statements of Financial Activity for the month ending 31st December 2018 as presented be received.**

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.1.2**

**Moved: Cr Dolton**

**Seconded: Cr Foss**

**That the Statements of Financial Activity for the month ending 31st January 2019 as presented be received.**

**Carried 9/0**

**Agenda Reference and Subject:**

**12.3.2** List of Payments

**File Reference:**

8.2.3.3 Accounts Payable (Creditors)

**Reporting Officer:**

Jennifer Bow, Manager of Finance Mike Darby, Senior Finance

**Disclosure of Interest:**

Nil

**Summary**

List of payments made since the last Ordinary Council Meeting.

**Background**

As the Chief Executive Officer has been delegated the authority to make payments from the municipal and trust funds, a list of payments made is to be presented to Council each month. Also, in accordance with Finance Policy Number 2.3, included is a list of payments made with the CEO's credit card.

**Comment**

Following is a list of payments made from Council's Municipal and Trust Accounts and also payments made with the CEO's credit card for the month of November 2018.

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

**Consultation**

Nil

**Statutory Implications**

s.6.10 Local Government Act 1995

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

**Policy Implications**

Nil

**Financial Implications**

Payments must be made in accordance with 2018/19 Budget

**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waight**

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

- 1. Municipal Account consisting of;**
  - a. EFT voucher numbers EFT13766 to EFT13930 totalling \$379,351.85**
  - b. Cheque number 23861 to 23875 totalling \$41,660.67**
  - c. Trust Cheque 1920 totalling \$100.00**
  - d. Wages and Superannuation payments totalling \$61,362.80 and**
  - e. Credit Card payments totalling \$2,825.26**

**With all payments totalling \$796,027.17 for the month of December 2018 and January 2019.**

**Carried 9/0**

**Agenda Reference and Subject:**

**12.3.3** Write Off Rental Debtor

**File Reference:**

8.2.3.2 Accounts Receivable

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Summary**

For Council's consideration to reverse 2 rental invoices for Unit3, Farrall Court, Bruce Rock due to the property being uninhabitable.

**Background**

Unit 3, Farrall Court, Bruce Rock is a young singles unit rented to Bruce Rock Engineering. The weekly rental for the property is \$110 per week.

The Unit had a leak in the shower cubicle which required repairs and rendered the property uninhabitable for a period of 16 weeks.

**Comment**

Invoices were raised for the rental at the property for the period 1<sup>st</sup> October to 25<sup>th</sup> November 2018. Bruce Rock Engineering's last employee to reside at the unit vacated in late September 2018, due to the leak in the shower cubicle.

No rental invoices have been raised for the period 26<sup>th</sup> November 2018 to 21<sup>st</sup> January 2019.

In discussions with Bruce Rock Engineering, as the property was inhabitable for a period of 8 weeks, staff are seeking authority to credit the 8 weeks of rent charged on the Unit for the period 1<sup>st</sup> October to 25<sup>th</sup> November 2018.

**Consultation**

CEO, MOF & SFO

**Statutory Implications**

Local Government Act, section 6.12 (c) gives the Council the authority to write off any amount of money.

**Policy Implications**

Recovery of Sundry Debtors Policy

**Financial Implications**

Reduction in rent revenue for period of 16 weeks, approximately \$1,760.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.3**

**Moved: Cr Dolton**

**Seconded: Cr Thornton**

**That Council gives the CEO authority to write off 8 weeks of rent at Unit 3 Farrall Court, Bruce Rock due to the property being inhabitable for that period.**

**Carried 9/0**

**Agenda Reference and Subject:**

**12.3.4** Amend Fees & Charges – Rent

**File Reference:**

8.2.7.1 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Summary**

To amend the adopted fee and charge for the rental charged for 21 Collier Street, Bruce Rock.

**Background**

This amendment will align the weekly rent for 21 Collier Street, Bruce Rock with other properties rented to GROH.

**Comment**

The residence situated at 21 Collier Street, Bruce Rock is a 4 bedroom, 2 bathroom property which was rented to a staff member. The staff member has resigned and vacated the property.

The Education Department contacted the Shire regarding residential properties for rent and will inspect the property the week prior to the Council meeting.

This amendment of the fees and charges will align the rental charged to be similar to other properties rented to GROH.

**Consultation**

CEO & MOF

**Statutory Implications**

*Local Government Act 1995 s.6.16 & s.6.19*

**6.16. Imposition of fees and charges**

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

**6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

*(a) its intention to do so; and*

*(b) the date from which it is proposed the fees or charges will be imposed.*

**Policy Implications** NIL

**Financial Implications**

Rental fees from residential properties are included in the annual budget.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.4**

**Moved: Cr Thornton**

**Seconded: Cr Rajagopalan**

**That Council;**

- 1. Amend the fee and charge for weekly rent at 21 Collier Street, Bruce Rock to \$290.00 (input taxed);  
and**
- 2. Give public notice of 7 days of the intent to amend the adopted fee and charge**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

*Mr D Mollenoyux left the Council Meeting at 2.27pm.*

*Mr D Mollenoyux returned to the Council Chambers at 2.30pm.*

*Cr Thornton left the Council Chambers at 2.43pm.*

*Cr Thornton returned to the Council Chambers at 2.45pm.*

**Agenda Reference and Subject:**

**12.3.5** Adoption of 2018/19 Budget Review

**File Reference:**

8.2.7.1 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Summary**

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1<sup>st</sup> July 2018 to 31<sup>st</sup> January 2019.

**Background**

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30th June 2019 for the period ending 31<sup>st</sup> January 2019 is presented for Council to consider.

The *Local Government (Financial management) Regulations 1996, regulation 33A* as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year, and present it to Council within 30 days of the review.

**Comment**

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council's adopted 5% variance and a \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review. Included in the budget review is a comprehensive listing of variances.

The budget has been reviewed to continue to deliver on strategies adopted by Council and maintains a high level of service across all programs. The final result of the budget review will be presented as a late item.

A hard copy will be given out on meeting day.

**Consultation**

CEO, DCEO, Manager of Works and Services, EHO & MOF

**Statutory Implications**

*Regulation 33 of Local Government (Financial Management) Regulations 1996*

**Policy Implications**

Nil

**Financial Implications**

Specific financial implications are outlined in the Budget Review Document

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

**Voting Requirements**

Absolute Majority



**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.5**

**Moved: Cr Crooks**

**Seconded: Cr Thornton**

**That Council adopt the Budget Review as presented including the variations for the period 1st July 2018 to 30th June 2019 and amend the budget accordingly.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**12.3.6** Write Off Sundry Debtor 84052

**File Reference:**

8.2.3.2 Accounts Receivable

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Summary**

For Council's consideration of the treatment of outstanding debt for the quarry lease payment for 2017-18.

**Background**

The quarry was leased to Mining and Drilling Services in 2016-17 and again in 2017-18. They paid the 2016-17 lease payment of \$12,000 (ex-GST).

**Comment**

Mining and Drilling Services did not occupy the quarry or extract stone from the quarry over the course of the lease.

The 2017-18 lease invoice was sent however payment for the 2017-18 lease has not been received despite repeated attempts by staff contacting the company. This debt has not been referred to Council's debt collector, AMPAC. They have advised that if we instructed them to pursue the debt, it would cost 10% of the amount outstanding, i.e. \$1,320 however as the debt is in excess of \$10,000 we are able to recover all costs associated with legal action.

The quarry has since been leased to Mineral Crushing Services (WA) Pty Ltd who wish to commence operations promptly.

Does Council wish to commence legal action to recover the outstanding amount or write the debt off?

**Consultation**

CEO, DCEO, MOF & SFO

**Statutory Implications**

Local Government Act, section 6.12 (c) gives the Council the authority to write off any amount of money.

**Policy Implications**

Recovery of Sundry Debtors Policy

**Financial Implications**

Reduction in revenue if debt is written off

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

**Voting Requirements**

Simple Majority

Officer Recommendation

That Council instructs staff to commence legal action to recovery the outstanding lease payment; or  
That Council provides authority to write off the 2017-18 lease payment for the quarry for the amount of \$13,200 (inc GST).

*Council decision varied to the Officer Recommendation to move the motion to write off the 2017-18 lease payment for the quarry.*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.3.6**

**Moved: Cr Thornton**

**Seconded: Cr Rajagopalan**

**That Council provides authority to write off the 2017-18 lease payment for the quarry for the amount of \$13,200 (inc GST).**

**Carried 9/0**

*Mrs JL Bow left the Council Chambers at 3.13pm and did not return.*

*Mr G Casley left the Council Chambers at 3.13pm and did not return.*

*Council adjourned for afternoon tea at 3.13pm.*

*Council Meeting resumed at 3.37pm with all Staff and Councillors present.*

## 12.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**12.4.1** Shire Seal

**File Reference:**

**Reporting Officer:**

Alan O'Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Use of Shire Seal in January 2019.

**Background**

Nil

**Comment**

As per Council's policy, the Shire Seal has been used during the month of December 2018 and January 2019 as follows:

- Land Transfer – Shackleton Bowling Green 6,8,10 Mills Street Shackleton
- Sale of Lot 300 Butcher St to CEACA
- Contract of sale part lot of 341 to Water Corporation

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Corporate Governance

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.4.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Kilminster**

**That Council endorse the use of the Shire Seal during December 2018 and January 2019.**

**Carried 9/0**

**Agenda Reference and Subject:**

**12.4.2** Shire President Stamp

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Use of Shire Seal in December 2018 and January 2019.

**Background**

Nil

**Comment**

As per Council’s policy, the Shire President Stamp has been used during the month of December 2018 and January 2019 as follows:

- Land Transfer – Shackleton Bowling Green 6,8,10 Mills Street Shackleton
- Sale of Lot 300 Butcher St to CEACA
- Contract of sale part lot of 341 to Water Corporation
- CEO KPI Variation
- Notice of 2019 Council Meeting Dates

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Corporate Governance

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.4.2**

**Moved: Cr Thornton**

**Seconded: Cr Waight**

**That Council endorse the use of the Shire President Stamp during December 2018 and January 2019.**

**Carried 9/0**

**Agenda Reference and Subject:**

**12.4.3** Request to hire chairs and tables for use at Bruce Rock Golf Club

**File Reference:**

**Reporting Officer:** Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest** Nil

**Summary**

A request to hire chairs and tables for use at a private event at the Bruce Rock Golf Club

**Background**

The Shire has received a request from Ms Kaytlyn Brownley to hire 150 chairs and 12 trestle tables which will be used at a private event at Bruce Rock Golf Club on Saturday 9<sup>th</sup> March 2019.

The charges to hire these items are \$2.00 per chair and \$6.00 per trestle table, as per the Shire’s Fees and Charges Schedule.

**Comment**

The Shire does not normally hire these items for use at private events outside of the venue that they belong to, and requests to do so are rarely made. However, it is noted that the hired items will be being used in another Shire-owned building (i.e. the Golf Club), and one which is regularly used for these types of events. As such, because the building is known to the Shire it is felt that there is minimal chance of any damage occurring.

The hirer will also pay a Bond of \$100 to be retained in the event of damage occurring to any items.

**Consultation**

CEO

**Statutory Implications** Nil

**Policy Implications** Nil

**Financial Implications**

Charges as per Shire’s Fees and Charges Schedule

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

2.2 – Encourage greater usage of current Shire owned facilities

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.4.3**

**Moved:** Cr Thornton

**Seconded:** Cr Foss

**i.) request to hire chairs and tables to be used at a private event at the Bruce Rock Golf Club be supported;**

**Carried 9/0**

**12.5 Chief Executive Officer**

<b>Agenda Reference and Subject:</b>	<b>12.5.1</b> Acceptance of Gifted Land – Shackleton District Club Inc Lot 26,27 & 28 Mills Street, Shackleton WA
<b>File Reference:</b>	<b>1.3.8.14</b> Shackleton Bowling Club
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	Nil

**Summary**

Finalisation of Council accepting gifted land from the Shackleton District Club at Lot 26, 27 & 28 Mill Street, Shackleton WA for the purpose of recreation and for funding purposes for the Shackleton Bowling Club.

**Background**

The Shackleton Bowling Club have approached Council for assistance in applying for funding through the CSRFF – Department of Sport and Recreation Grants Program for the 2019/20 financial year to upgrade their current grass bowling green with a synthetic more cost-effective surface.

The Shackleton Bowling Club submitted an application in 2016 through the CSRFF program but however were unsuccessful due to a number of different reasons. One of the main reasons for the funding not being approved was that the land that the Bowling Club sits on is owned by the Shackleton District Club Inc. After numerous discussions with the Department of Sport and Recreation, they have informed us that the land cannot be owned by a private business.

The Shackleton Bowling Club and the Shackleton District Club Inc held discussions regarding this issue and approached Council to accept the land as a gift for the purpose of recreation, to enable funding to be sought for this project and any further development that may need funding down the track.

The three lots are highlighted below;



At the September 2018 Ordinary Council Meeting the following resolution was made in response to this request;

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

*Resolution OCM Sep 18 – 12.5.2*

*Moved: Cr Rajagopalan*

*Seconded: Cr Kilminster*

*That Council accept Lot 26, 27 & 28 Mills Street, Shackleton as gifted by the Shackleton District Club Inc. And*

*That Council accept the financial implications of the cost to Transfer the Land from the Shackleton District Club Inc and the Shire of Bruce Rock.*

*CARRIED BY ABSOLUTE MAJORITY 7/0*

**Comment**

The land transfer documentation was been prepared through Council's settlement agent in line with Council's decision. As part of all land transfers the EHO is required to ensure assess for any health and building issues that may exist that the purchaser needs to be aware of and in particular the building located on Lot 26 Mills Street.

Council's EHO conducted the property inspection and reported the following;

*Inspection of Shackleton Bowling Club undertaken by the Environmental Health Officer on the 20 December 2018 at 1600Hrs; **ATTACHMENT A** - Condition of Shackleton Bowling Club shows pictorial evidence.*

*The building is of masonry construction with asbestos containing materials (ACM) roofing panels and is showing its age with evidence of foundation issues by fact outside walls have severe cracking and that tie bars are employed to hold walls intact. The tie bars have been compromised due to further foundation movement causing the bricks to pull inwards and thus become structurally unsound in that immediate area. ACM on the building is in parts damaged and the entire roof of ACM is moderately deteriorated and window frames are deteriorated. Structural supports for the verandah roofing is severely deteriorated and fixing points compromised. With regards to the two brick columns, it cannot be determined that the structural brick columns have a centre metal channel to reinforce the structure and take the roof loadings.*

*ACM fencing on the South side is damaged and the rainwater tank does not have mosquito mesh in place (plastic tank); the concrete water tank is disused. The Shed for storing gardening equipment has deformed walls and cracked masonry and has a ACM roof which is moderately deteriorated.*

*The Shackleton bowling club buildings are located south of the Kellerberrin seismic zone within the 0.15 Acceleration Co-efficient and in proximity enough for further damage and possible collapse of some portions of the structures in the event of a suitable magnitude earthquake event.*

*The condition of the outside of the building is average to poor. As the building is for sporting and civic functions, a Form 4 is required pursuant to the Health (Miscellaneous Provisions) Act 1911 and no record of a Form 4 could be found on file. Given the buildings current condition unless works are undertaken this cannot be issued due to the potential risk to the public. Furthermore, a Workplace Asbestos Register needs to be completed when the property is in the possession of the Shire to comply with WorkSafeWA Regulatory obligations.*

*No access to the inside of the building was possible although on rudimentary observation the inside looks to be in reasonable condition, subject to further investigation.*



It has been discussed that an MOU agreement and a surface replacement fund will be set up as per the agreements with other sporting clubs in the Shire. This MOU will outline what Council is responsible for and what the Shackleton Bowling Club will be responsible for going forward.

Council needs to consider the information received on the property report and determine if it wishes to proceed with the purchase of all three lots which include the building and should Council accept the lot including the building what direction it would determine in relation to the future of the building considering that it would cost approximately \$47,600 to bring it up to the appropriate standards and meeting compliance plus an additional \$3,000 per annum for general maintenance and upkeep.

Council can resolve to only accept Lots 27 & 28 Mills Street, Shackleton and forfeit acceptance of Lot 26 Mills Street due to the significant unexpected costs identified. Other options may be to seek feedback from Shackleton Bowling Club as to the need for the building and work towards determining alternatives.

### **Consultation**

Julian Goldacre, EHO

Ashleigh Waight, CDO

Shackleton Bowling Club & Shackleton District Club Inc

### **Statutory Implications**

Land Administrations Act 1997

### **Policy Implications**

Nil

### **Financial Implications**

- The only financial impact on the 2018/19 budget is the cost of the transfer of land which is \$1,238.82 inc GST.
- We will no longer receive service charges for the bins. The land is currently deemed non-rateable.
- Council currently provides the Shackleton Bowling Club with an annual contribution of \$1,000 for water on the greens.
- The land will need to be valued for the Asset Register and the buildings will require property insurance.
- Engineer assessment on building condition and works required to amend identified issues estimated at \$1,000;
- ACM issues:
  - Repair of ACM club building roofing estimated at \$4,800
  - Replacement of ACM club building roofing estimated at \$16,000 inclusive of removal and disposal;
  - Removal of south fence \$1,000 (and replacement of fence if deemed necessary \$3,000)
- Underpinning of foundations estimated at \$12,000;
- Repair and/or replacement of damaged masonry estimated at \$4,000;
- Installation of gutters, downpipes and stormwater disposal system estimated at \$2,800;
- Demolition of old shed construction of prefabricated replacement shed estimated at \$3,000;
- General repairs and replacements (window frames, veranda supports, replace masonry columns if no internal steel supports) estimated at \$4,000; and
- Annual asset maintenance allocation for club building only \$3,000 (repairs, hot water system, plumbing, termite and spider inspections and sprays and the like)

### **Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

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

### **Voting Requirements**

Absolute Majority

Officer Recommendation

1. That Council accepts/declines Lot 26 Mills Street, Shackleton as gifted by the Shackleton District Club Inc. taking into consideration the information received that works on the building to meet compliance would cost approximately \$47,600.
2. That Council determines how it will fund the \$47,600 should it accept the building located at Lot 26 Mills Street, Shackleton.

*Councillor decision differed to Officer Recommendation to allow staff to obtain further information prior to the next Ordinary Council Meeting to be held 21 March 2019.*

**COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.5.1**

**Moved: Cr Kilminster**

**Seconded: Cr Foss**

**That Council;**

- **Continues to work with the Shackleton Bowling Club to seek funding for the installation of a synthetic bowling green through the Department of Sport and Recreation CSRFF Grants.**
- **Defer the decision to accept the transfer of Lots 26, 27, 28 Mills Street, Shackleton from the Shackleton District Club to the Shire of Bruce Rock to the March 2019 Council meeting to enable staff to;**
  - **Seek clarification of the boundary alignment in reference to the location of the building structure on Lot 26 Mills Street, Shackleton.**
  - **In conjunction with the Shackleton Bowling Club staff further investigate options and costs in relation to the Shackleton Bowling Club building on Lot 26 Mills Street, Shackleton.**
  - **Obtain confirmation from the Shackleton Bowling Club as to their proposed financial commitment towards any works or potential replacement of the Shackleton Bowling Club building.**
  - **Provide confirmation to Council on the eligibility for both the Department of Sport Recreation Annual and Small CSRFF Grants.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

<b>Agenda Reference and Subject:</b>	<b>12.5.2</b>	Funding of Hockey Turf Lighting and Recreation Centre Power Upgrade
<b>File Reference:</b>	1.3.8.7	Bruce Rock Recreation Centre
<b>Reporting Officer:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>		Nil

**Summary**

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

**Background**

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

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

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

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

*“To provide sufficient lighting and power to maximise usage of all facilities co-located at the Bruce Rock Recreation Centre.  
 Upgrade of the power supply to the Bruce Rock Recreation Centre sporting precinct to allow the installation of lighting at the Synthetic Hockey Turf, improve safety, enable separate sporting grounds to use lights concurrently, and provide the capacity for future lighting improvements.  
 Installation of eight poles at the Synthetic Hockey Turf Facility. Each pole will be 18m high and contain four T10 maxi fittings.”*

**Comment**

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

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

The project expenditure costs are;

Power Upgrade to Recreation Centre	\$200,000
Lighting of Hockey Turf	<u>\$244,706</u>
Total Project Cost	<b>\$444,706</b>

The original application income break up is as follows;

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

The current funding income situation for the project is;

Shire of Bruce Rock	\$219,738 <i>ex gst</i>	(2019/20 commitment if grant successful)
Bruce Rock Hockey Club	\$ 76,732 <i>ex gst</i>	(1/3 commitment for lighting component)
Federal Grant	\$ 76,732 <i>ex gst</i>	(received 2018/19 fin year)
<b>Total</b>	<b>\$373,204 <i>ex gst</i></b>	

Current Funding Shortfall **\$ 71,502 *ex gst***

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

#### Consultation

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

**Statutory Implications** Nil

#### Policy Implications

7.1 Procedure for Community Grant Applications

#### Financial Implications

The current funding income situation for the project is;

Shire of Bruce Rock	\$219,738 <i>ex gst</i>	(2019/20 commitment if grant successful)
Bruce Rock Hockey Club	\$ 76,732 <i>ex gst</i>	(1/3 commitment for lighting component)
Federal Grant	<u>\$ 76,732</u> <i>ex gst</i>	(received 2018/19 fin year)
<b>Total</b>	<b>\$373,204 <i>ex gst</i></b>	

Current Funding Shortfall **\$ 71,502 *ex gst***

#### Strategic Implications

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

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

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

##### Infrastructure

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

2.1 – Encourage greater usage of current owned facilities

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

**Community**

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

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

Officer Recommendation

- That Council receives the information, including financial situation, for Recreation Centre Power Upgrade and Installation of Lighting Project, as presented.
- That the Chief Executive Officer and Shire President meet with the President and Vice President of the Bruce Rock Hockey Club to present the above information and discuss options for progressing towards the completion of the project.

*Council decision differed to Council Resolution to include that the item be represented at the March Meeting.*

**COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.5.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Crooks**

**That Council:**

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

**Carried 9/0**

*Mrs M Schilling left the Council Chambers at 4.20pm.*

*Mrs M Schilling returned to the Council Chambers at 4.26pm.*

**Agenda Reference and Subject:**

**12.5.3** Local Government Act 1995 – Phase 2 Review

**File Reference:**

2.3.3.1 Local Government Act 1995 Acts and Regulations

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to consider and endorse the Shire's draft submission on the Consultation Paper for the Local Government act 1995 Review – Phase 2 which is currently being undertaken.

**Background**

The WA Local Government Association issued an Info Page to all Local Governments on the 29<sup>th</sup> November 2018 which stated;

*The Minister for Local Government commenced a review of the Local Government Act with both a community and a Local Government consultation process in 2017. WALGA conducted a comprehensive consultation process with member Local Governments, resulting in the adoption of policy positions on Phase 1 of the Local Government Act by State Council in December 2017 and March 2018.*

*The Minister for Local Government announced Phase 1 policy positions at the WALGA Annual General Meeting on 1 August 2018 and intends to introduce legislation prior to the end of the year. WALGA and Local Government Professionals have been consulted on the draft legislation. It is anticipated an Amendment Bill dealing with matters raised under Phase 1 – gifts, training for Council members, behaviours, administrative efficiencies etc - will soon be presented to Parliament.*

State-wide Forums

*The Minister for Local Government announced the consultation process for Phase 2 of the Act review in August 2018, with 11 themes arranged under the 'Smart, Agile, Inclusive' headings:*

**Agile**

- Beneficial Enterprises
- Financial Management
- Rates

**Smart**

- Administrative Efficiencies
- Local Laws
- Council Meetings
- Interventions

**Inclusive**

- Community Engagement
- Integrated Planning and Reporting
- Complaints Management
- Elections

*To inform the development of a new Local Government Act for Western Australia, WALGA and the Department of Local Government Sport and Cultural Industries hosted a series of Local Government Act Review Forums. These facilitated forums were held generally in WALGA Zone groupings between 10 October and 15 November 2018.*

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*The Department developed detailed Discussion Papers for each of the 11 themes with accompanying questionnaires and they are accepting responses from Local Governments, individual Elected Members, Officers and the general community.*

**WALGA Feedback Opportunity**

*WALGA is offering an opportunity for member Local Governments submissions to consider, review, amend and add to the advocacy positions endorsed by State Council in March 2018 following the Phase 1 review process, which are attached.*

*Our intention is to provide a means for Local Governments to offer submissions on any aspect of the 11 themes discussed under the 'Smart, Agile, Inclusive' headings or any other matter of interest that can feed into the Act review process.*

*Your response would be appreciated by Friday, 22 February 2019 so that an Agenda Item can be presented to the Zone Meetings leading up to the March 2019 State Council Meeting.*

*In addition to this opportunity, WALGA is planning a State-wide Forum on the future of Local Government on 30 January 2019. The forum will include a review of the information coming through from the Local Government Act forums and submissions. In addition there will be guest speakers presenting on the future of Local Government.*

**Comment**

The Shire President, Deputy President and CEO attending the Department of Local Government's Local Government Act Review Forum in Merredin Consultation on the 24<sup>th</sup> October 2018 and participated in working groups that focused on various parts of the Act. A copy of the Facilitator's Report from the forum has been provided as an attachment for Councillors reference.

In addition WALGA have provided Local Government's with an overview of their Act review principles which are also provided as an attachment to this agenda, for Councillors reference.

The Shire President also attended the State Wide Forum held on the 30<sup>th</sup> January 2019 and may wish to provide Council with a comment on the forum.

Detailed questionnaires have been prepared by the Department of Local Government and covers each of the 11 focus categories.

**The CEO and various staff have reviewed the questionnaire/survey and prepared responses relating to the various sections of the Act has been provided to Councillors as an attachment via the Councillors Agenda Webpage**

Additional supporting documents on individual components of the review can be found via the following link; <https://www.dlgsc.wa.gov.au/localgovernment/strengthening/Pages/LG-Act-Review.aspx>

**Consultation**

CEO, President & Deputy President participated in Department of Local Government Forum

CEO has discussed components of the review with other CEO's within WEROC

Shire President attended WALGA's State-wide forum on the Local Government Act Review

Several Council staff attended the Department of Local Government's Act Review Forum for Officers held in Bruce Rock on the 24<sup>th</sup> October 2018

The document has also been provided to other senior staff members for their input and comments

**Statutory Implications**

Land Government Act 1995 – as the review is covering the entire Act and also impact on other regulations associated with the Act.

**Policy Implications** Nil

**Financial Implications**

Unknown at this stage

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

Goal 10 – Our organisation is well positioned and has capacity for the future

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council;

1. Supports WALGA’s Position Statement – “Local Government Act Review Principles”, as presented.
2. Endorses the survey responses prepared by the Chief Executive Officer, pending any variations by Council.
3. That the Chief Executive Officer submit the endorsed survey responses to the following organisations by the 22<sup>nd</sup> February 2019;
  - a) WA Local Government Association
  - b) WALGA Great Eastern Zone
  - c) WEROC
  - d) Department of Local Government

*Council decision varied to Officer Recommendation to change responses on page 40 of the survey.*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 12.5.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

**That Council:**

1. Supports WALGA’s Position Statement – “Local Government Act Review Principles”, as presented.
2. Endorses the survey responses prepared by the Chief Executive Officer, noting variations by Council to support statements 1 and 4 of question 6 in the election section, page 40.
3. That the Chief Executive Officer submit the endorsed survey responses to the following organisations by the 22<sup>nd</sup> February 2019;
  - a) WA Local Government Association
  - b) WALGA Great Eastern Zone
  - c) WEROC
  - d) Department of Local Government

**Carried 9/0**



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

**Agenda Reference and Subject:**

**13.1** Bruce Rock Quarry Lease Update

**File Reference:**

3.2.1.6 Bruce Rock Quarry

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to consider the request from Mineral Crushing Services Pty Ltd regarding the lease of the Bruce Rock Quarry.

**Background**

At the August 2018 OCM, Council approved the undertaking of a tender process for the Lease (Lease) of the Bruce Rock Quarry (the Quarry) after the expiry of the previous lease on 9 August 2018. Following the Tender Process, Mineral Crushing Services Pty Ltd were approved as the successful tenderer. Communication between the Shire and Mineral Crushing Services Pty Ltd, led to the Shire producing a Lease document with the intended commencement date of operation of 6 January 2019.

**Comment**

Work at Bruce Rock Quarry did not commence in January 2019, leading to further communication between the Shire and Mr Joe Fondacaro, Managing Director of Mineral Crushing Services, culminating in a meeting between the DCEO and Mr Fondacaro on 14 February 2019.

Mr Fondacaro explained that due to unforeseen operational issues involving Mineral Crushing Services’ other sites, he has been unable to commit the time and equipment necessary to bring the Quarry into production within the timescale stated in the Lease.

However, Mr Fondacaro stated (and has since put into writing) that he does intend to bring the operation of the Quarry on line to assist with some other contracts he has in the area, but this will not be until the second half of the year. Therefore, he has requested whether the Shire would consider deferring the commencement of the Lease, and therefore the paying of the Annual Lease Fee until 1 July 2019.

In acknowledgement that the Shire has already paid the legal fees for the preparation of the Lease document, and that this will need to be amended if Council approves the change of commencement date, Mr Fondacaro has offered as a sign of good faith to reimburse the Shire the legal fees for this work.

**Consultation**

Chief Executive Officer

**Statutory Implications**

Compliance with Extractive Industries laws, and in accordance with the conditions of Department of Mines, Industry Regulation and Safety.

Compliance with applicable Environmental laws.

OH&S Compliance

**Financial Implications**

Reimbursement of legal fees in connection with preparation of Lease

Deferment of Annual Lease Fee, or Royalty per tonne

Opportunities for local employment

**Strategic Implications**

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

**Infrastructure**

Goal 2 Encourage greater usage of current Shire owned facilities

**Governance**

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 13.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Thornton**

**That Council:**

- i) Approve Mineral and Crushing Services Pty Ltd's request to defer the commencement date of the Bruce Rock Quarry Lease until 1<sup>st</sup> July 2019**
- ii) Approve that Mineral and Crushing Services Pty Ltd be invoiced for the fee for the preparation of the Bruce Rock Quarry Lease.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**13.2** Review of Australian Citizenship Ceremonies Code

**File Reference:**

1.3.2.2 Citizenship

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Summary**

Council is asked to consider the Australian Government's proposed changes to the Australian Citizenship Ceremonies Code and provide feedback on the revised code.

**Background**

During January 2019 the Prime Minister made an announcement regarding standards of Citizenship Ceremonies, subsequently The Minister for Immigration, Citizenship and Multicultural Affairs has written to Council as follows;

*We as a nation truly value our Australian citizenship. Whether you are Australian by birth or choose to settle here, Australian citizenship is at the heart of who we are and what we believe as a nation.*

*Every Australia Day, Australians in huge numbers celebrate our success as a nation at the many events organised by Local Government Councils across the country. These celebrations often include citizenship ceremonies, with more than 73,000 people choosing this special day to take the formal pledge of commitment to Australia in the past five years. Australia Day is by far the most popular day of the year for people to attend a citizenship ceremony.*

*For some time now the Australian Government has been reviewing the Australian Citizenship Ceremonies Code. As a result of this review, I am proposing changes to the Code, to ensure it reflects the expectations of the Australian community and provides clear guidance to Councils on hosting citizenship ceremonies.*

*Key changes are outlined below.*

- *Local Government Councils will be required to hold a citizenship ceremony on Australia Day (26 January) and Australian Citizenship Day (17 September).*
- *Federal members of Parliament, if attending a ceremony, should read the Minister's message at citizenship ceremonies.*
- *There will be a recommended standard of dress for ceremonies, which will be set by Councils. The attire of attendees at citizenship ceremonies should reflect the significance of the occasion. Conferees may wear national or cultural dress if they wish.*
- *Ceremonies must be scheduled to avoid parliamentary sitting days.*

*I am pleased that a vast majority of Councils already hold citizenship ceremonies on Australia Day, as they are always great events. Eligible migrants across the country should be afforded the opportunity to become an Australian citizen on our national day.*

The Minister is seeking feedback from Local Governments on the revised Code by 28 February 2019.

**Comment**

The following points should be noted in response to the proposed changes;

- Council has very few Citizenship Ceremonies with only 2 being held in the past two years. Traditionally Council holds its Citizenship Ceremonies prior to its Council meetings (on an as

requested basis) which is in a formal setting and enables the majority of Councillors to attend and formally welcome our new citizens.

- As Council traditionally holds its ceremonies prior to Council meetings the requirement to hold ceremonies on non-sitting days of state and federal parliament creates a problem as the majority of Council meetings fall on sitting days.
- The proposed requirement to hold a ceremony on Australia Day and Australian Citizenship Day is not always achievable as most people are away on holidays in January, including the Presiding Officer. In **addition**, the conferees would probably be away during this time. Also noting we only receive 1 request per year setting Australia Day as a required date for ceremonies is not practical.
- Setting regular ceremony dates throughout the year would be unnecessary for Bruce Rock as previously stated we only receive around one request from conferees per year and the ceremony is set for the next available Council meeting following the request lodgement.
- Council does not currently have a policy for conducting Citizenship Ceremonies, this may be something that Council wishes to consider. The dress code for attending Citizenship Ceremonies will be part of a new requirement for inclusion in Council policies, however if Council is able to retain the method of conducting the ceremonies at Council meetings then the dress code would be similar to Council meeting dress code.

### **Consultation**

Melissa Schilling, Executive Assistant who also attended training on Citizenship ceremonies late last year.

### **Statutory Implications**

- Australian Citizenship Act 2007
- Australian Citizenship Regulation 2016
- Australian Citizenship Ceremonies Code

### **Policy Implications**

The implementation of proposed changes to the Australian Citizenship Ceremonies Code would require Council to develop, adopt and implement a Citizenship Ceremonies Policy, including the proposed requirement for the policy to include dress codes.

### **Financial Implications**

Council currently provides a citizenship coin and small Australian flag as a gift which is allocated under Council Receptions budget. Any additional costs would need to be included in this account during annual budget preparations.

### **Strategic Implications**

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

### **Governance**

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

### **Voting Requirements**

Simple Majority

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

**Resolution OCM Feb 19 – 13.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waight**

**That Council:**

**That the Chief Executive Officer prepare a response to the Department of Home Affairs' review of the Australian Citizenship Ceremonies Code outlining Council's views on the proposed changes.**

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 13.3**

**Moved: Cr Kilminster**

**Seconded: Cr Waight**

**That Council:**

**That Council receive the CEO KPI quarterly report.**

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 13.4**

**Moved: Cr Kilminster**

**Seconded: Cr Rajagopalan**

**That Council move to pursue the avenue of attracting aged care/service packages to Bruce Rock and regionally through collaboration with WACHS and CEACA.**

**And**

**That Council works towards exploring the options for expansion of permanent care services at the Bruce Rock Hospital (namely Acacia House) and liaise with WACHS as to the future use of Memorial House.**

**Carried 9/0**

**14. Confidential Items**

Cr Rajagopalan attended the WALGA Regional Health Forum last Tuesday which he found useful. Cr Strange added this was a new space for WALGA as they are not typically involved with Health Care. It was very apparent that the problems that are occurring are not just in the Wheatbelt, but state wide. Cr Negri the industrial blocks look much better now they are cleared.

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

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 15.1**

**Moved: Cr Thornton**

**Seconded: Cr Waight**

**That Information Bulletin 1 be received.**

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 19 – 15.2**

**Moved: Cr Crooks**

**Seconded: Cr Foss**

**That Information Bulletin 2 be received.**

**Carried 9/0**

**16. Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 6.00pm.

These minutes were confirmed at a meeting on 21 March 2019.

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Cr Stephen Strange  
Shire President  
21 March 2019