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### 17. Closure of Meeting ................................................................. 31
1. Declaration of Opening
   The Chief Executive Officer, Mr S O’Halloran, opened the meeting at 1.30pm on Thursday 20th October 2011, welcoming all Councillors, Councillors Elect and Officers present.

2. Swearing in of Councillors
   The Chief Executive Officer invited newly elected Councillors to make their “Declaration of Office” in front of Graeme Currie, Justice of the Peace.

3. Election
   **Shire President**
   The Chief Executive Officer called for nominations for Shire President.

   Cr IS Dolton nominated Cr SA Strange.
   Cr SA Strange accepted the nomination.

   There being no further nominations Cr SA Strange was elected President for a term expiring in 2013 and he then made the Declaration of Office in front of G Currie JP.

   **Deputy Shire President**
   Cr MJ Verhoogt nominated Cr IS Dolton
   Cr Dolton accepted the nomination.

   There being no further nominations Cr IS Dolton was elected Deputy President for a term expiring in 2013 and he then made the Declaration of Office in front of G Currie JP.

   The President, Cr Strange, commenced chairing the meeting and thanked Graeme Currie JP for his services.

   The President congratulated Cr Dolton on being re-elected Deputy President, all returning Councillors and welcomed the newly elected Cr Thornton.
4. **Record of Attendance / Apologies / Leave of Absence (Previously Approved)**

Shire President  
Cr SA Strange

Deputy President  
Cr IS Dolton

Councillors  
Cr LK Buller  
Cr MM Foss  
Cr JJ Gmeiner  
Cr DA Heasman  
Cr MJ Verhoogt  
Cr JR Lynn  
Cr R Rajagopalan  
Cr MK Thornton

Chief Executive Officer  
Mr SM O’Halloran

Deputy Chief Executive Officer  
Mr DRS Mollenoyux

Manager of Finance and Compliance  
Mrs JL Bow

Justice of the Peace  
GJ Currie (1.30pm – 1.47pm)

F Yeats, A Rajagopalan, R Thornton, A Waight and student representatives from the Bruce Rock District High School also attended the swearing in of Council and left Council Chambers at 2.20pm.

Leave of Absence (Previously Approved)  
Nil

Apologies  
Nil

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

Nil

6. **Public Question Time**  

Nil

7. **Petitions / Deputations / Presentations / Submissions**  

Nil

8. **Applications for Leave of Absence**

Cr Lynn and Cr Verhoogt requested a leave of absence for the Ordinary Meeting of Council to be held on 17th November 2011.

**COUNCIL DECISION**

Resolution Oct11-8.1

Moved Cr Rajagopalan  Seconded Cr Buller

That Cr Lynn and Cr Verhoogt be granted leave of absence for the ordinary meeting of Council on 17th November 2011.

Carried 10/0
9. Environmental Health Officer Information Report

<table>
<thead>
<tr>
<th>Agenda Reference and Subject:</th>
<th>9 EHO Information Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Reference:</td>
<td></td>
</tr>
<tr>
<td>Reporting Officer:</td>
<td>Gary Tucker, Environmental Health Officer</td>
</tr>
<tr>
<td>Disclosure of Interest</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Waste and Recycle Conference 2011 (14 –16 September 2011)
I advise having attended the above mentioned conference which was held at the “Esplanade Hotel” in Fremantle. It was a very good conference and very interesting subjects were discussed.

Whilst many ideas gained were valuable most of the enterprises we saw or were told about are designed for large scale operations. The challenge for us in smaller communities where our towns are large enough to have problems but they are far too small to benefit from economies of scale I believe the clever thing for us to do is to take some of those lessons learned by others and see how they can be adjusted to a smaller scale situation.

Building Act 2011 - Implementation
The State Government early this week advised local government’s that the planned introduction of the new Building Act provisions that were scheduled to come into effect on the 31 October 2011 has now been set back until the 1st January 2012.

Mr Bonney’s Density Development Proposal: Update
I met with Mr Bonney at his house on the afternoon of Thursday 6 October 2011 and we discussed various matters in respect to the progress of his proposal to develop a grouped development on the land formerly used by the Bowling Club.
Mr Bonney told me that he has had talks with an Officer at the “Economic Regulation Authority of Western Australia” and that the discussions had been encouraging.

On my part Mr Bonney wanted to know what the minimum areas required per unit are under the provisions of the “R” Codes. In this case the size is 400m2 provided the development is serviced by sewer.

Planning & Development Matters
Council’s Consultant Planning Officer Mr Paul Bashall has been away travelling overseas having started his travel as of the 17 September 2011. He is intending to be away for seven weeks from that date.

Un-completed Transportable Houses:
These were put in place by Mr Burdett under Building Licences that were issued to Mr Garvey, a Registered Builder working for him. There was a parting of the ways between the two and the result is the finishing of the buildings was left in abeyance. Mr Garvey did send a hand written letter stating that he was no longer involved with the buildings; I subsequently spoke with him on the telephone about the matter. I had never seen a situation such as this so I made several enquiries including talking to officers at the “Building Commission” and an Officer at the “Builders Registration Board of Western Australia”.
I have not been happy with the workmanship on parts of the buildings, and in particular the standard of construction and finish on the verandah and steps in both cases.

I also established that Mr Garvey cannot just simply walk away from his responsibilities as the Builder. He needs to state what he is responsible for and if another person is to take on the work to complete the buildings that person must obtain another Building Licence. A letter was sent to Mr Garvey advising of these matters but he has not responded.

Recently I was contacted by telephone, by a man who said he is the son-in-law of Mr Burdett. He informed me of his intentions to complete outstanding works. As far as I know he has not yet visited Bruce Rock to look at the buildings.

I have prepared a list of what I consider to be items needing attention so that I can present them to whoever ends up taking responsibility for the completion of the buildings.

**Bruce Rock Road House:**
I wrote a letter dated 22 September 2011, to the proprietor advising that Council required the unapproved alterations that had been made to the Balcony structure to be removed, and that it be put back up as a balcony with a balustrade installed to current BCA requirements. The requisite height (1000mm) of the balustrade was included in the correspondence as was details of what would also need to be addressed in terms of the safety of the existing balcony structure as it is very old.

**Bruce Rock Public Swimming Pool: Water samples**
I took water samples from the pool on Tuesday 27 September 2011 to establish whether the water quality was satisfactory to allow the pool to open for the coming season.

Separate samples are taken from all outlets points. At each sampling point two samples are taken, one for bacterial analysis and the other for amoebae. The methods involved in taking and transporting samples for bacteria and amoebae are different.

The analysis results usually take about a week to come back from the State Government operated water laboratory situated at QEII Medical centre in Shenton Park. In this case all samples came back with a good result so the pool can now open for the season.

**Hydrotherapy Pool**
I have been in contact with Blackwell Plumbing situated in Northam. The owner of the company, John Blackwell visited town several months ago to see for himself the layout of the small plant room and the pool itself. I had previously sent him a series of photos via email. Besides fitting the automatic chemical dosing machine a Reduced Pressure Zone Device must be fitted to prevent backflow into potable scheme water supply. Not all plumbers are qualified to do such work and having approached local contractor it was necessary to seek out of town services.

A quote was received for fitment of the RPZD for $2600. Initially it was not clear whether the quote included the fitting of the required fittings/couplings to facilitate the installation of the “Chemigem” automatic dosing machine. This has since been clarified; the price was inclusive.

**J R Ashmore: Clean-up of Property**
I have been keeping an eye on the clean-up works. I also went to Mr Ashmore’s house the last week in September to remind him of his requirement to meet council’s demand. He was not at home, however I was able to see and talk to his wife.
who, after I told her who I was and the purpose of my visit, told me that they were aware of the situation.

I again drove past the sites today (13 October 2011) to see if any further progress had been made over the intervening weeks.

In my opinion the site has seen some improvement however it is far from being as neat and tidy as it should be. I think there is still a lot of equipment and superfluous items being retained spread across the lots. This includes items such as used tyres, sea containers, truck mountable stock crates, old farm tractors etc. These items are not compatible with a residential zoning, and are more the type of things one expects to find on a farm property.

**Water Slide at the Bruce Rock Memorial Swimming Pool**

Officers from the “Health Department of Western Australia” visited the pool late last season. I accompanied them on their inspection and it was at that time mention was made about the structural condition of the steel work on some parts of the waterslide. They also noted that the last or bottom section of the slide did not extend down into the water of the pool at the bottom of the waterslide.

Whilst they said that the current best practice for the design of waterslides required that the slide continue to below the surface of the water the fact was the waterslide was older and had been in place before the coming into effect of the current code and therefore it was not mandatory that it be altered.

**Building Licence Applications: September 2011**

1. There were three applications for a building licence during the month of September 2011. See copy of the “Building Returns” form that is sent to the “Australia Bureau of Statistics”.

2. There were two Building Licences issued during the month of September 2011. They were BA 6-2011 and BA 7-2011.

---

<table>
<thead>
<tr>
<th>RECOMMENDATION AND COUNCIL DECISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution Oct11-9.1</td>
</tr>
<tr>
<td>Moved Cr Foss</td>
</tr>
<tr>
<td>Seconded Cr Rajagopalan</td>
</tr>
</tbody>
</table>

That Council receive the EHO Report for the month of September 2011.

Carried 10/0
10. Works Supervisor Information Report

<table>
<thead>
<tr>
<th>Agenda Reference and Subject:</th>
<th>Works Information Report – Sept 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Reference:</td>
<td></td>
</tr>
<tr>
<td>Reporting Officer:</td>
<td>Chief Executive Officer, Steve O’Halloran</td>
</tr>
<tr>
<td>Disclosure of Interest</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Town Crew:
- Recreation Centre
- Amphitheatre
- General Maintenance & Private Works

Carpenter:
- Recreation Centre
- General Maintenance

Construction Crew:
- Completed Grading
- Commenced works on Cramphorne Road
- Completing Maintenance Grading

**RECOMMENDATION AND COUNCIL DECISION**

Resolution Oct11-10.1
Moved Cr Verhoogt   Seconded Cr Lynn

That Council receive the Works Report for the month of September 2011.

Carried 10/0
11. Announcements by the President

**Great Zone Eastern Zone of WALGA**
The President, Cr Foss and CEO attended the Great Eastern Zone Meeting of WALGA in Narembeen during the month. The President and Cr Foss gave an overview of the meeting.

**CBH Meeting**
The President gave a report to Council on the recent CBH Meeting held in Shackleton. Attendees were provided with an update on the upcoming harvest season, including CBH strategies for delivery and cartage.

**Recreation Centre**
Council representatives met with the Bruce Rock sporting clubs in regards to the current upgrade of recreation centre facilities. Discussion was also held on an official opening of the Bruce Rock Recreation Centre scheduled for the 30th June 2012.

12. Confirmation of Minutes
Ordinary Meeting of Council held on 15th September 2011

<table>
<thead>
<tr>
<th>RECOMMENDATION AND COUNCIL DECISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution Oct11-12.1</td>
</tr>
<tr>
<td>Moved Cr Dolton        Seconded Cr Gmeiner</td>
</tr>
</tbody>
</table>

That the minutes of the Ordinary Meeting of Council held Thursday 15th September 2011, be confirmed as a true and correct record.

Carried 10/0
13. Status Report
Presentation of Status Report for September 2011 Resolutions

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RESOLUTION / ACTION REQUIRED</th>
<th>RESPONSIBLE OFFICER</th>
<th>RESPONSE OR STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution Sep11-13.1.1 Proposed Transfer of Vesting Order</td>
<td>Reject the offer from the Department of Regional Development to accept the vesting of the land to the Shire of Bruce Rock</td>
<td>EHO</td>
<td>Gary Tucker has sent correspondence to the department advising them of council’s decision.</td>
</tr>
<tr>
<td>Resolution Sep11-13.4.1 Housing</td>
<td>The Chief Executive Officer reports back to Council on a housing policy and strategy, by the November 2011 Ordinary Meeting of Council.</td>
<td>CEO</td>
<td>Report will be prepared for the November council meeting.</td>
</tr>
<tr>
<td>Resolution Sep11-13.4.2 Bridge 4062 Veitch Road</td>
<td>That council has the bridge load limited and work with MRWA. Main Roads will (this year) be conducting a survey of the water flows of Salt River to see how this affects bridges in Bruce Rock, Quairading and Kellerberrin. On completion of this study apply for funding from the Grants Commission to replace the bridge with a piped structure based on the outcome of the study.</td>
<td>CEO</td>
<td>Adverts have been placed in Rock Review, advising public of limits over the bridge. Advised Main Roads of Councils Decision.</td>
</tr>
<tr>
<td>Resolution Sep11-13.4.3 Seniors Transport</td>
<td>That Mr Quinlan be advised that Council is not in a position to provide a transport service for seniors, however we will lobby the Health Services to seek an improvement in this area.</td>
<td>CEO</td>
<td>A Letter has been sent to Mr Quinlan and the hospital on council’s decision.</td>
</tr>
<tr>
<td>Resolution Sep11- 13.4.5b Rental of Lots 446,447,448</td>
<td>That the Chief Executive Officer meet with Mike Van Stroe to seek his intention with confirming the lease of the above properties and report back to Council.</td>
<td>CEO</td>
<td>The CEO has met with Mr Van Stroe and an update on the lease will be provided to council at the meeting.</td>
</tr>
<tr>
<td>Resolution Sep11-13.4.6</td>
<td>Roads to Recovery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. That council calls for the Federal Government to;</td>
<td>CEO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Recognise the successful delivery of the Roads to Recovery Program by local government since 2000;</td>
<td>Letters have been sent in accordance with council’s resolution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Continue the Roads to Recovery Program on a permanent basis to assist local government to meet its responsibilities of providing access for its communities;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Continue the Roads to Recovery Program with current administrative arrangements; and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Provide an increased level of funding under future Roads to Recovery Program that recognises the shortfall of funding on local roads of $1.2 billion annually.</td>
<td></td>
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</tr>
<tr>
<td>2. That the Chief Executive Officer writes to Parliamentarians seeking their support for the continuation of the Roads to Recovery Program.</td>
<td></td>
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</tr>
</tbody>
</table>
## Status Report
Ongoing Items as at 13th October 2011

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RESOLUTION / ACTION REQUIRED</th>
<th>RESPONSIBLE OFFICER</th>
<th>RESPONSE OR STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1.5 June 2004 Waste Management Facility</td>
<td>CEO to approach Mr Negri with view of purchasing more land to expand refuse site.</td>
<td>CEO</td>
<td>Cleaning up rubbish tip, tests being completed to confirm best site. Gary Tucker is waiting for information from the Department of Environment in relation to this matter. Item to be presented at the November Meeting</td>
</tr>
<tr>
<td>8.1.5 May 2006 Court Action Against Owners Lot 332 Farrall St Resolution Dec10-13.1.1</td>
<td>EHO &amp; lawyers have taken action against owners of Lot 332 Farrall Street. That Council resolve that in accordance with the Notice served on the 3 March 2005 under section 137 of the “Health Act 1911” to the registered owner of the Land, Ms Gladys Edith Eley, directing Ms Eley to demolish and remove the Building now affirms its intention to take down and remove the Building situated on Lot 332, 52 Farrall Street, Bruce Rock.</td>
<td>CEO &amp; DCEO</td>
<td>Action to be taken by new Lawyers. Letter received from Mrs Eley requesting the house be demolished and land returned to Council. Transfer of Title documents are being prepared to proceed with the property being transferred into Council’s name.</td>
</tr>
<tr>
<td>8.1.6 August 2007 Industrial Land</td>
<td>CEO to investigate options of releasing industrial land.</td>
<td>CEO</td>
<td>Heritage survey to be completed on the 18/10/2010 Report to be submitted Awaiting update from Department of Regional Development and Lands as to claimant’s negotiations. Expected update following Balladong Working Group meeting on 13th April 2011. The CEO will provide an update at the May 2011 Council Meeting.</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Action</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>8.1.6 Sept 2007 Residential Subdivision</td>
<td>CEO to direct Town Planner to submit application to DPI for subdivision of Avon Location 26240</td>
<td>CEO</td>
<td>Application with WAPC</td>
</tr>
<tr>
<td>8.3.7 Feb 2009 Strategic Waste Plan</td>
<td>Report to Government</td>
<td>EHO</td>
<td>Submission to WE-ROC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEROC held some broad discussions regarding this matter at their Meeting on the 4 May 2011.</td>
<td></td>
</tr>
<tr>
<td>RES: APR 10-9.4.1 Old Bowling Green</td>
<td>Seek expressions of interest for use of old bowling green. Council supports the proposal in principal subject to the proposal going ahead within 12 months and complying with all relevant legislation and policies.</td>
<td>CEO</td>
<td>This item is ongoing. Awaiting response from Bonney's see item this meeting.</td>
</tr>
<tr>
<td>Resolution Jun11-9.1 Old Bowling Green I &amp; M Bonney</td>
<td>That the Chief Executive Officer contact Mr Ian Bonney to discuss the transfer of land and provision of a business plan for the project.</td>
<td>CEO</td>
<td></td>
</tr>
<tr>
<td>Resolution Nov10-9.4.1 Central Wheatbelt Tourism Strategy</td>
<td>That Council receive the tourism strategy and further research be carried out as to the dollar value and split to ROERO and WEROC.</td>
<td>CEO</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Resolution Apr11-13.4.3 Bruce Rock Centenary</td>
<td>That Council support the concept of Shire staff working on the Bruce Rock Centenary Project.</td>
<td>CEO</td>
<td>The CEO has commenced arrangements to hold a meeting with relevant organisations and individuals.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Description</td>
<td>Support</td>
<td>Required or Action</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>---------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Resolution Apr11-14.1 Aged Care</td>
<td>That Council support the concept of the establishment of an aged care facility in the Shire of Bruce Rock and facilitate a meeting of local stakeholders to establish the needs of the community.</td>
<td>CEO</td>
<td>A Meeting was held on the 12th August 2011. See item this meeting.</td>
</tr>
<tr>
<td>Resolution Jun11-13.3.2 Water Monitoring</td>
<td>That the NRMO monitor existing sites for a six month period and that adequate amount is set aside in the 2011/12 budget for the monitoring.</td>
<td>NRMO / DCEO</td>
<td>Provision has been included in the 2011/12 budget. CR Dolton to See NRMO</td>
</tr>
<tr>
<td>Resolution Aug11-13.1.1 Legal Opinion; Dispute with Mr JR Ashmore</td>
<td>That Council be presented with an up to date report on the issue by the September 2011 Ordinary Meeting of Council. If the matter is not resolved prior to the next meeting Council’s Administration are to progress legal action and in so doing stipulate that the prosecution be “commenced” by an employee of the Shire who is acting in the course of his or her duties, preferably the Chief Executive Officer, and that “Civic Legal” represent that person (and the Shire) in the proceedings.</td>
<td>CEO &amp; EHO</td>
<td>Mr Ashmore has been approached to clean up the area. He has until the end of September</td>
</tr>
<tr>
<td>Resolution Aug11-13.3.1 Land Application – Lot 242 Johnson Street</td>
<td>Council approve to offer Janet Lawrance Lot 242 Johnson Street, Bruce Rock following a valuation being obtained and that the sale is in accordance with Section 3.58 of the Local Government Act.</td>
<td>DCEO</td>
<td>Valuation received offer was sent to applicant. Awaiting Reply</td>
</tr>
</tbody>
</table>

**COUNCIL DECISION**

**Resolution Oct11-13.1**

Moved Cr Heasman  Seconded Cr Dolton

That Mr JR Ashmore be advised that he has until the 17th November 2011 to address the matter raised in Council resolution “Aug11-13.1.1” and the property be at a standard specified in writing by the Chief Executive Officer, as directed by Council.

Carried 10/0
14. Reports of Officers

14.1. Environmental Health Officer

*Nil*
14.2. Manager of Finance & Compliance

<table>
<thead>
<tr>
<th>Agenda Reference and Subject:</th>
<th>14.2.1 Shire President’s Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Reference:</td>
<td></td>
</tr>
<tr>
<td>Reporting Officer:</td>
<td>Mandy Butler, Senior Finance Officer</td>
</tr>
<tr>
<td>Disclosure of Interest</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Summary
Use of Shire President's stamp in September 2011.

Background
Nil

Comment
As per Council’s policy, the Shire President’s stamp has been used during the month of September 2011 as follows:

22/09/2011  New House Variation to Electrical Connections

Consultation
Nil

Statutory Implications
Council Policy

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications
Corporate Governance

Voting Requirements
Simple Majority

RECOMMENDATION AND COUNCIL DECISION
Resolution Oct11-14.2.1
Moved Cr Lynn  Seconded Cr Foss

That Council endorse the use of the Shire President’s stamp during September 2011.

Carried 10/0
Shire of Bruce Rock – Minutes 20th October 2011

Agenda Reference and Subject:
14.2.2  Statement of Financial Activity

File Reference:

Reporting Officer: Jennifer Bow, Manager of Finance and Compliance

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 Nil

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

RECOMMENDATION AND COUNCIL DECISION
Resolution Oct11-14.2.2
Moved Cr Buller  Seconded Cr Rajagopalan

That the Statement of Financial Activity for the month of September 2011, as presented, be received.

Carried 10/0

The meeting adjourned for afternoon tea at 3.05pm.

The meeting resumed at 3.33pm with all attendees returning.
**Agenda Reference and Subject:**  
14.2.3  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

**RECOMMENDATION AND COUNCIL DECISION**  
Resolution Oct11-14.2.3  
Moved Cr Dolton  Seconded Cr Buller

That Council endorse the list of payments from the Municipal Account consisting of EFT voucher numbers EFT 4071 to EFT 4226; cheque number 22437 to 22465 totalling $689,570.37.

Carried 10/0
13.3 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

| 14.3.1 | Christmas Functions |

**File Reference:**

**Reporting Officer:** Darren Mollenoyux, Deputy Chief Executive Officer

**Disclosure of Interest**

NIL

**Summary**

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

**Comment**

Traditionally Council holds a Christmas function following the December Council meeting, making this year’s the 15th December 2011. Each year Council invites guests to join them at this function, a copy of the invitation list is attached for Council’s consideration.

This year the outside staff are scheduled to commence their annual leave on Wednesday 21st December 2011 and the majority will return to work on the 30th January 2012. Therefore the proposed date for this year’s stand down function is Wednesday 21st December 2011. The stand down will be held at the Bruce Rock District Club.

Advertising has commenced to seek quotes for catering for these events.

**Consultation**

Deputy CEO, Payroll Officer and Works Foremen

**Statutory Implications**

**Policy Implications**

**Financial Implications**

These expenses have been budgeted for in the annual budget.

**Strategic Implications**

These functions provide interaction between Council Residents & Staff.

**Voting Requirements**

Simple Majority

**RECOMMENDATION AND COUNCIL DECISION**

Resolution Oct11-14.3.1

Moved Cr Dolton    Seconded Cr Verhoogt

That Council accept the final invitation list for the Christmas function to be held on Thursday 15th December 2011.

Carried 10/0
13.4 Chief Executive Officer

<table>
<thead>
<tr>
<th>Agenda Reference and Subject:</th>
<th>Lease Factory Unit 1 &amp; 2 lot 446 Swan Street</th>
</tr>
</thead>
</table>

| File Reference:              |                                           |
|------------------------------|                                           |
| Reporting Officer:           | Steve O'Halloran, Chief Executive Officer |
| Disclosure of Interest:      | Nil                                        |

Summary
Endorse Lease Agreement.

Background
At the September meeting of Council this item was presented and council instructed the CEO to meet with Mr Van Stroe and confirm the continuation of a lease for the above property.

The CEO, Shire President, Cr Heasman & Cr Lynn met with Mr Van Stroe and he indicated he would like to continue with the lease of Unit 1 & 2 to service trucks and possibly expand his business to service heavy diesel machinery.

The intent is that the units would be leased out at the current rate plus provisions for improvements carried out.

Comment
A lease agreement was drawn up for Country Wide Freight Lines as per the discussion with Mr Van Stroe and passed by all councillors (via email). Receiving no major alterations the lease was passed and duly signed by Country Wide Freight Lines.

An invoice (as requested for by the lessee) for six month’s rent has been sent out to the company.

Consultation
Council, CEO, Councillors, Mr Van Stroe

Statutory Implications Nil
Policy Implications Nil
Financial Implications Nil

Strategic Implications
Section addressing the attraction and retention of business to the district.

Voting Requirements Simple Majority

Resolution Oct11-14.4.1
Moved Cr Rajagopalan Seconded Cr Thornton

That council endorse the signing of the lease agreement for the rent of Unit 1 & 2 Lot 446 Swan Street, Bruce Rock.

Carried 10/0
Shire of Bruce Rock – Minutes 20th October 2011

Agenda Reference and Subject:

14.4.2 Factory Unit Rental

File Reference:

Reporting Officer: Steve OHalloran, Chief Executive Officer

Disclosure of Interest Nil

Summary

Review an application for Unit 3 446 Swan Street, Bruce Rock.

Background

With the unit (3) at Lot 446 becoming vacant, there has been a request from Mr Dak Rambo (see attached) to lease the unit.

Comment

It has been Council’s policy in recent times to advertise units when they become available. This ensures that Council can encourage new business to town and to ensure Council provides a range of services to its residents.

Consultation Nil

Statutory Implications Nil

Policy Implications Nil

Financial Implications

Council will receive the rent into its reserve on lease of this rental.

Strategic Implications

This comes under the section of attracting and retaining business to town.

Voting Requirements Simple Majority

Officer Recommendation

For Council’s consideration

Resolution Oct11-14.4.2
Moved Cr Rajagopalan Seconded Cr Thornton

Council cannot offer the factory unit that has been requested as Council is currently in negotiations with another business.
Summary
The proponents are seeking an extension of time.

Background
Mr & Mrs Bonney have in June 2010 received support for the development of a lifestyle village subject to the proposal going ahead within 12 months.

Comment
Recent discussions by the CEO & EHO with Mr Bonney have shown that there has been a great deal of progress in the planning stages and the only issue to be resolved is that of sewer. They are negotiating with ERA to seek a licence; and are awaiting further information from our planner. The indication is that this issue should be resolved soon.

In the mean time they are seeking an extension of 12 months so there is some commitment to already completed agreements.

Consultation
Nil

Statutory Implications
All aspects of this development will be signed off against relevant legislation.

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications
Will provide extra accommodation to town for the older age group.

Voting Requirements
Simple Majority

Officer Recommendation
For Council’s consideration.

COUNCIL DECISION
Resolution Oct11-14.4.3
Moved Cr Gmeiner   Seconded Cr Heasman

That Council provide an extension to Mr & Mrs Bonney, to be reviewed in six months. Council also requests that a written monthly update from the Bonneys’ be presented to Council meetings.

Carried 10/0
Summary
Request from B&M Liebeck for Council to purchase the above property.

Background
Margo Liebeck purchased the shop some years ago and after paying it off, continued to run the business. In recent times the Liebeck’s have moved to Perth and leased the business.

Comment
The Liebeck’s have sent the attached correspondence to see if council would consider purchasing the property.

In recent times council has been successful in selling most of its properties in the main street. It would appear that this request is one that should be referred to the commercial market and council not get involved.

Consultation
CEO & B&M Liebeck

Statutory Implications
Nil

Policy Implications
Nil

Financial Implications
Council has no allowance to purchase property in this budget.

Strategic Implications
Nil

Voting Requirements
Simple Majority

Officer Recommendation
For Councils Consideration

COUNCIL DECISION
Resolution Oct11-14.4.4
Moved Cr Lynn Seconded Cr Dolton

That Council not pursue the purchase of 50 Johnson Street, Bruce Rock.

Carried 10/0
Summary
To review aged care services in Bruce Rock.

Background
Aged care has been on the agenda for some time in Bruce Rock. Bruce Rocks aged care consists of high care and low care at the hospital and independent living units (ILU).

There is concern with the aging population and they deserve to remain in the community. The existing accommodation might not be enough.

Council, in an effort to gain more knowledge in this field engaged Mr Stuart Flynn from Southern Cross Care (WA) Inc to conduct a workshop and present a report on aged care in Bruce Rock, and the next steps. This report has been received and attached.

Comment
Before the attached report was received a motion was put and passed at the last zone meeting “that the issue of aged care be presented to the Health MOU group to help formulate a wheatbelt forum on aged care, and to seek solutions to the aged care issue.

This has been passed to the Health MOU group and I have not received the outcome as this is being written. However the Wheatbelt Development Commission (WDC) has been investigating aged care as well and has produced the attached information sheet.

Also a meeting has been held in Merredin to which the CEO was invited and the outcome was the same as other forums, there is a greater need and where to from here?

In reading the report from Mr Stuart Flynn, it can be seen, the issue is complex and this is highlighted in the WDC information sheet.

The main issue appears to be the definition of aged care.
Is the issue;
- In house care
- Independent Living Unit
- Low and High Care (residential Care)

It appears that with greater home (community) care, this can be both high and low care, a greater percentage of aged can be accommodated in these homes. This has been proved to be better for the aged and avoids the need for large capital amounts. All that is needed is a provider to supply this service.

This issue of funding is of great importance and at present, there seems to be a few streams SIHI, Commonwealth State, R4R etc.
This issue seems to be bigger than most communities, and most funding streams demand a regional approach; hence the importance of the zone and Health MOU group approach.

In the recommendations from WDC No8 notes that a consultant from VERSO had done a study in Tasmania similar to what is needed in this region, and suggest that we could learn from this or get a study commissioned for this region. Cr Foss and the CEO have attended a presentation by this company (in York) and I agree that the information this company has would be of great importance to this issue.

It is suggested that Council look into the accommodation presented by Mr Stuart Flynn and support the efforts of the zone and MOU group to pursue the issue of aged care.

Consultation
Council, Zone, Health MOU

Statutory Implications   Nil
Policy Implications      Nil
Financial Implications  Nil

Strategic Implications
Under the heading of lifestyle “outcomes”
A great place to live and work, bring up family and grow old.

Voting Requirements   Simple Majority

Officer Recommendation
For Councils Consideration

RECOMMENDATION AND COUNCIL DECISION
Resolution Oct11-14.4.5
Moved Cr Foss    Seconded Cr Rajagopalan

That Council express its appreciation to Mr Flynn for compiling the report on Aged Care and Council proceed in the direction recommended.

Carried 10/0
Agenda Reference and Subject:

14.4.6 CEO Annual Leave

File Reference:

Reporting Officer: Steve O'Halloran, Chief Executive Officer

Disclosure of Interest Nil

Summary

Request for leave and appoint a replacement.

Background

The Local Government Act 1995, states that Council must have a CEO.

Comment

The CEO will be on annual leave from the 7th November 2011 until the 5th December 2011, and as Council needs a CEO it is recommended that Mr D Mollenoyux be appointed Acting CEO in the CEO’s absence.

Consultation

CEO, DCEO

Statutory Implications

Local Government Act 1995

Policy Implications Nil

Financial Implications Nil

Strategic Implications Nil

Voting Requirements Simple Majority

Officer Recommendation

For Councils Consideration

RECOMMENDATION AND COUNCIL DECISION

Resolution Oct11-14.4.6

Moved Cr Verhoogt Seconded Cr Foss

That Council approve Steve O'Halloran’s application for annual leave from the 7th November to 5th December 2011 and Darren Mollenoyux be appointed as Acting Chief Executive Officer during that period.

Carried 10/0
15. **New Business of an urgent nature introduced by discussion of the meeting.**

<table>
<thead>
<tr>
<th>Agenda Reference and Subject:</th>
<th>15.1 Acceptance of Audit Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Reference:</td>
<td>8.2.6.2 Annual Financial Reports</td>
</tr>
<tr>
<td>Reporting Officer:</td>
<td>Jennifer Bow, Manager Finance &amp; Compliance</td>
</tr>
<tr>
<td>Disclosure of Interest</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Summary**
That Council consider the Audit Report prepared by Anderson, Munro and Wyllie.

**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**
In early September, Billy-Joe Thomas of Anderson, Munro and Wyllie conducted the annual audit of Council's accounts and financial statements for the financial year ending 30th June 2011.

There was one matter raised in the Management Letter this year. This was regarding the calculation of accrued salaries and wages at the end of the financial year. Previously staff only accrued timesheet employees (outside staff), however the Auditor would like us to accrue all salaries and wages.

The matter raised is deemed a minor matter.

**Consultation**
CEO, DCEO, MFC & Mr Billy-Joe Thomas

**Statutory Implications**


**Policy Implications**
Nil

**Financial Implications**
Nil

**Strategic Implications**
Organisational Management - Governance

**Voting Requirements**
Simple Majority

**RECOMMENDATION AND COUNCIL DECISION**

**Resolution Oct11-15.1**
Moved Cr Buller Seconded Cr Lynn

That Council receive the Audit Report for the year ended 30th June 2011.

Carried 10/0
## Agenda Reference and Subject:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.2</td>
<td>Acceptance of Annual Report 2010/11</td>
</tr>
</tbody>
</table>

**File Reference:** 2.1.2.2 Annual Meetings  
**Reporting Officer:** Darren Mollenoyux, Deputy Chief Executive Officer  
**Disclosure of Interest:** Nil

### Summary
Council is asked to accept the Annual Report for the period ending 30th June 2011 and set a date for the Annual Electors Meeting.

### Background
The Annual Report for the financial year ending 30 June 2011 has been 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 earliest we can hold the Annual Electors Meeting is the Thursday 10th November 2011.

### Consultation
This matter has been discussed with relevant staff members.

### 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** NIL
Voting Requirements  Absolute Majority

Officer Recommendation
2. That the 2011 Annual Meeting of Electors be held in the Supper Room of the Bruce Rock Shire Hall on Friday 11th November 2011 at time to be set.

RECOMMENDATION AND COUNCIL DECISION
Resolution Oct11-15.2
Moved Cr Heasman  Seconded Cr Rajagopalan

2. That the 2011 Annual Meeting of Electors be held in the Supper Room of the Bruce Rock Shire Hall on Friday 11th November 2011 at 7.00pm.

Carried 10/0

The President noted his thanks to Darren Mollenoyux, Jennifer Bow and Yvonne Bowey for their efforts in compiling the Annual Report and Annual Financial Statements for 2010/11.
Agenda Reference and Subject: 

15.3 Council Lunches

Summary
Council was asked to consider its options for catering of lunches at Council Meetings.

Background
Council currently has lunch at the Bruce Rock Hotel.

Comment
Council discussed options available for lunch on Council Meeting days.

Consultation Nil
Statutory Implications Nil
Policy Implications Nil
Financial Implications Nil
Strategic Implications Nil

Voting Requirements Simple Majority

COUNCIL DECISION
Resolution Oct11-15.3
Moved Cr Heasman Seconded Cr Buller

That Council staff writes to Lyn Dawson to ascertain her commitment, cost and menu to cater for Council lunch at the Bruce Rock District Club on the 3rd Thursday of each month.

Carried 10/0
**Agenda Reference and Subject:**

15.4 Transportable Ablutions

**File Reference:**

**Reporting Officer:** Councillor D Heasman

**Disclosure of Interest** Nil

**Summary**

Cr Heasman asked the meeting to consider the future use of the old transportable ablutions at the Bruce Rock Recreation Centre.

**Background**

With the final stage of the Recreation Centre nearing completion the transportable ablutions will no longer be required.

**Comment**

Council discussed various options including relocating or selling the ablutions.

**Consultation** Nil

**Statutory Implications** Nil

**Policy Implications** Nil

**Financial Implications** Nil

**Strategic Implications** Nil

**Voting Requirements** Simple

---

**COUNCIL DECISION**

Resolution Oct11-15.3

Moved Cr Dolton Seconded Cr Lynn

That Council staff advertise for the sale of the transportable ablutions, including full removal. Offers to be presented to Council prior to making a final decision.

Carried 10/0
J Bow left Council Chambers at 5.00pm and did not return

Cr Lynn left the Council Chambers at 5.18pm
Cr Lynn Returned to Council Chambers at 5.27pm


| COUNCIL DECISION |
| Resolution Oct11-15.1 |
| Moved Cr Thornton Seconded Cr Gmeiner |
| That Council receive Information Bulletin 1, as presented. | Carried 10/0 |

| COUNCIL DECISION |
| Resolution Oct11-15.2 |
| Moved Cr Foss Seconded Cr Heasman |
| That Council receive Information Bulletin 2, as presented. | Carried 10/0 |

17. Closure of Meeting.

The Shire President, Cr Strange, thanked everyone for their attendance and declared the meeting closed at 5.39pm.

These minutes were confirmed at a meeting on ........../........./.........

________________________
Signed
Cr SA Strange

Dated ........../........./.........