



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 17 November 2022

SHIRE OF BRUCE ROCK
AGENDA ATTACHMENTS 17 NOVEMBER 2022

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Shire of Bruce Rock
Works and Services Committee Meeting held in
Bruce Rock Shire Council Chambers
on Thursday 20 October 2022, commencing at 9.30am

MINUTES

1. Meeting Opened

The Chair, Cr Kevin Foss, opened the meeting at 9.33am Thursday 20 October 2022.

2. Attendance

Cr KP Foss	Chair
Cr SA Strange	Shire President
Cr AR Crooks	Deputy Shire President
Cr BJ Waight	Councillor
Darren Mollenoyux	Chief Executive Officer
David Holland	Manager of Works & Services

Apologies

Nil

3. Minutes

That the minutes of the Works and Services Committee held on the 2 August 2022 be confirmed as a true and correct record.

COMMITTEE DECISION

Resolution WSCM OCT 22 – 3.1

Moved: Cr Waight

Seconded: Cr Crooks

That the minutes of the Works and Services Committee held 2 August 2022 be confirmed as a true and correct record.

Carried 4/0

4. General Business Roads, Drainage & Paths

4.1 All Roads, Drainage & Paths

- **Roads Maintenance**
 - Bruce Rock-Naremben Rd rectification works on Cumminin Rd.
- **R2R & Council Funded**

These are the proposed projects for the 22/23 year:

 - Totadgin Hall Rd, construction & seal 5.5km plus this year's works
- **RRG Program**
 - The sections of road for the 22/23 year are on the Old Beverley Rd.
 - Doodlakine Rd re-seal
 - Shackleton-Kellerberrin Rd re-seal
- **Drainage Works**
 - Only general maintenance works will be carried out this year.
- **Townsite Footpaths & Kerbing**

Paths for 22/23,

- Noonajin Rd
- Butcher St (Swan to Brownley)

Kerbing for 22/23

- Yelland Rd

- **Blackspot Funding**

- **Bridges**

Seven Bridges to be completed for this year are:

- Yarding Ardath 4059A
- Yarding Ardath 6023 (Council funded) there is a problem with the size of bridge and will require extra funds.
- Shackleton-Bilbarin 5130 **Completed**
- Belka East Rd 6008 **Pipes in batching plant ready to install**
- Erikin North Rd 5085
- Erikin Sth Rd 6033
- Cukela Rd 5017 (council funded) **Completed**

- **Other Funded Works**

- Dam repairs to the Turkeys Nest and Negi small square dam

4.2 New Roads, Drainage & Paths 23/24

For Committees consideration for next meeting for next year's budget submissions.

- **R2R & Council Funded**
- **RRG Program**
- **Drainage Works**
- **Townsite Footpaths**
- **Blackspot Funding**
- **Bridges**

5. Machinery and Vehicles

- Update on what is happening with the fleet and what can be done into the future.
- Purchase Drop Deck Trailer

The committee reviewed quotes and assessment of suppliers and determined a successful quote.

Officer Recommendation and Committee Decision

Moved: Cr Strange

Seconded: Cr Waight

That the Drop Deck Trailer including a 20t winch be purchased from General Transport Equipment for the changeover amount of \$104800 ex GST.

Carried 4/0

6. Dams and Water Capturing Works

As above water grant

7. Recreation Centre

Nil

8. Other Matters

- General update of other issues,
- WSNF update on what is going on with this program,

- Local contractors/ suppliers going forward,
- That action be taken to remove sucklings on Bruce Rock Corrigin shoulders
- That training of 2 current staff be undertaken for final trim grader operation. This is to develop the skills of current staff due to market shortfall.

9. Date Next Meeting

As required

10. Meeting Closure

The Chair, Cr Kevin Foss thanked everyone for their attendance and declared the meeting closed at 10.45am.

These minutes were confirmed at a meeting on

Cr Kevin Foss
Committee Chairperson

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 OCTOBER 2022

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 OCTOBER 2022

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 3.23pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks Cr KP Foss Cr PG Negri Cr R Rajagopalan Cr J Verhoogt Cr RA Way Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs JL Bow (3.33pm – 3.45pm)
Environmental Health Officer	Mr J Goldacre (3.41pm – 3.56pm)
Manager of Works and Services	Mr D Holland (3.23pm – 3.33pm)
Leave of Absence	Cr NC Kilminster

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
20.10.2022	Cr Negri	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.
20.10.2022	Cr Strange	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.
20.10.2022	Cr Crooks	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.
20.10.2022	Cr Foss	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

In accordance with Section 5.69(3)(b) of the Local Government Act 1995, the Executive Director – Local Government of the Department of Local Government, Sport and Cultural Industries has approved Cr Crooks, Cr Foss, Cr Negri and Cr Kilminster to fully participate in the discussion and decision making relating to Item 10.3.1 – Application for Development Approval – On Lot 251, Kellerberrin – Shackleton Road, Shackleton for a Grain Depot consisting of three 1.8 metre high Open Bulkheads of a capacity of 62,225 tonnes with three Drive Over Grids and associated internal roads and drainage basin works, subject to the following conditions:

1. The approval is only valid for the 20 October 2022 Ordinary Council Meeting when agenda item 10.3.2 is considered;
2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;
3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC) letter of approval to the abovementioned Councillors;
4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;
5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the DLGSC to verify compliance with the conditions of this approval; and
6. The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.

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**
8. **Announcements by Presiding Member**
9. **Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday 15 September 2022

COUNCIL DECISION

Resolution OCM Oct 22 – 9.1.1

Moved: Cr Waye

Seconded: Cr Verhoogt

That the minutes of the Ordinary Meeting held Thursday 15 September 2022 be confirmed as a true and correct record.

Carried 8/0

10. Officers' Reports

10.1 Manager of Works and Services

See Confidential Items

Mrs JL Bow entered the Council chambers at 3.33pm.

10.2 Manager of Finance

Agenda Reference and Subject:

10.2.1 Statement of Financial Activity

File Reference:

8.2.6.2 Financial Reporting

Reporting Officer:

Jennifer Bow, Manager of Finance

Author:

Jennifer Bow, Manager of Finance

Disclosure of Interest

Nil

Attachment:

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 Statement of Financial Activity will be made available to Councillors prior to the meeting.

Consultation

Darren Mollenoyux, Chief Executive Officer
Alan O'Toole, Deputy Chief Executive Officer
David Holland, Manager of Works and Services
Julian Goldacre, Environmental Health Officer
Mike Darby, Senior Finance Officer and other staff

Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- (b) budget estimates to the end of the month to which the statement relates; and*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

Policy Implications

Nil

Risk Implications

Risk: Financial performance is not monitored against approved budget		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly financial report tracks the Shire’s actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire’s financial performance throughout the year.		

Financial Implications

Comparison of actual year to date to the 2022-23 Budget

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.3 Our organisation is well positioned and has capacity for the future

Voting Requirements

Simple Majority

<p>COUNCIL DECISION Resolution OCM Oct 22 – 10.2.1</p> <p>Moved: Cr Waye Seconded: Cr Foss</p> <p>That the Statements of Financial Activity for the month ending 30 September 2022 are received.</p> <p style="text-align: right;">Carried 8/0</p>
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Agenda Reference and Subject:	10.2.2 List of Payments
File Reference:	8.2.3.3 Accounts Payable (Creditors)
Reporting Officer:	Jennifer Bow, Manager of Finance Officer
Author:	Mike Darby, Senior Finance Officer
Disclosure of Interest:	Nil
Attachments:	<i>Item 10.2.2 Attachment A – List of Payments September 2022</i>

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 payments made with the CEO’s credit card for the month of September 2022.

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

Risk Implications

Risk: Payments are not monitored against approved budget and delegation.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly list of payments provides an open and transparent record of payments made under the appropriate approved delegations.		

Financial Implications

Payments must be made in accordance with 2022/23 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.3 Our organisation is well positioned and has capacity for the future

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 10.2.2

Moved: Cr Foss

Seconded: Cr Wayne

That Council endorse the list of payments from the:

1. Municipal Account consisting of:

- a. EFT voucher numbers EFT20194 to EFT20357 totalling \$4087,136.53
- b. Cheque number 86 to 92 totalling \$12,929.27
- c. Trust EFT Payments
- d. Wages and Superannuation payments totalling \$271,810.43 and
- e. Credit Card payments \$710.25

With all payments totalling \$692,876.23 for the month of September 2022.

Carried 8/0

Mr J Goldacre entered the Council Chambers at 3.41pm.

Agenda Reference and Subject:

10.2.3 Budget Amendment for Replacement Aircon
Required for 5 Bean Road, Bruce Rock Residence

File Reference:

8.7.2.1 Annual Budget

Reporting Officer:

Jennifer Bow, Manager of Finance Officer

Author:

Jennifer Bow, Manager of Finance Officer and Julian Goldacre

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

A budget amendment is required due to the need to replace the air-conditioning system in the doctor's residence located at 5 Bean Road, Bruce Rock as this was not budgeted for in the 2022-23 Budget.

Background

The EHO has inspected the air-conditioning unit in the doctor's residence after it was reported that it was not operating properly. Due to the age of the unit, a full replacement has been recommended which has not been budgeted for this financial year. It will be necessary to replace the unit as soon as possible in time for the warmer weather.

Comment

The EHO has recommended a full replacement of the air-conditioning system at the Doctor's residence at 5 Bean Road, Bruce Rock, however this was not included in the budget and will cost approximately \$18,000.

The EHO has received quotes from 2 contractors and both were similar in costings. Due to the size of the house, a larger unit is required for heating and cooling. It is expected to get 10 years of operation from the unit.

Currently the air-conditioning unit in the residence is a smaller unit which does not operate efficiently or effectively and requires repairs to the fan unit at a minimum.

Council is asked to consider a budget amendment of \$18,000 for installation of the unit. Additional savings to cover this expenditure will need to be found in the Budget Review.

Consultation

Darren Mollenoyux, Chief Executive Officer
Jennifer Bow, Manager of Finance
Julian Goldacre, Environmental Health Officer

Statutory Implications

Regulation 33 of Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Risk Implications

Risk: That the 2022-23 Budget does not reflect the forecast revenue for the remaining financial year.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

Financial Implications

Decrease in revenue

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

4. Governance

4.1 Our organisation is well positioned and has capacity for the future

Voting Requirements

Absolute Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Oct 22 – 10.2.3</p> <p>Moved: Cr Waye Seconded: Cr Rajagopalan</p> <p>That Council adopts an amendment to the 2022-23 Budget for the following; i. GL 073212 EXP – Med Cent – Doctor’s House (5 Bean Rd) for \$18,000.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 8/0</p>

Mrs JL Bow left the Council Chambers and did not return.

10.3 Environmental Health Officer

Agenda Reference and Subject:

10.3.1 Western Australian Planning Commission referral for comment on Application Number 162734 subdivision Lots 21, 28, & 7679 Daadenning Creek Rd, Daadenning Creek.

File Reference:

A979 29 Kwolyin East Road Kwolyin

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest

Nil

Attachments

Item 10.3.1 Attachment A - Diagram & Mappings of subdivision proposal;
Item 10.3.1 Attachment B - WAPC & Surveyor correspondence with documents.

Summary

Council has received no comment/s, or advice or concern/s regarding the Western Australian Planning Commission that with regards to Application Number 162734 being the part of for the subdivision of Lot 7679 Kwolyin East Road, Kwolyin within the Bruce Rock Shire.

Background

The Western Australian Planning Commission (WAPC) has received an application for subdivision of land that has been designated the reference number 162734 which is now referred to the Shire of Bruce Rock for comment. Notwithstanding the due date, the EHO has requested an extension which has been approved by the WAPC to be able to table the 162734 application to this Council meeting.

Comment

This proposed subdivision is relevant only to Lot 7679 Kwolyin East Road, Kwolyin within the Shire of Bruce Rock and this is summarised as presented in the first two pages on Attachment A to assist. The balance of the proposed subdivisions is of relevance only to the Shire of Kellerberrin.

In short, the Lot 7679 is to be reduced in size from 120.93 Hectares to 83.65 Hectares although will keep the dwelling, farm sheds and water tanks within the Bruce Rock Shire. Also, the balance of Lot 7679 will be allocated to a proposed Lot 52 predominantly within the Kellerberrin Shire. A drive-by inspection revealed activity at the dwelling and that the dwelling to be retained is of a substantial brick and tile with post and lintel verandah construction exhibiting some elegance. Furthermore, the mapping and E Lodgement form (Attachment B) denotes mains power supply and no reticulated scheme water service depending on rainwater and bore water along with three water tanks which are of limited volume being collectively of 106 kilolitres if able/capable of holding that volume of water.

The Shire of Bruce Rock Local Planning Strategy is not supportive to fragmentation of rural land. Notwithstanding this, the proposed Lot 53 is of a size which is reflected in surrounding Lots in the greater area. The existing dwelling will not result in a new access to the Kwolyin East Road as the intention is to encompass the status quo of the existing farmhouse settlement. The submission 'Form 1A' report provided in Attachment B does not reveal any concerns related to the proposed subdivision. The stated intention is that the land is retained for cropping and pasture.

Consultation

Mr F Scibilia, Senior Planning Officer, Land Use Planning, Dept of Planning, Lands, & Heritage.

Statutory Implications

Planning and Development Act 2005.

Policy Implications

Shire of Bruce Rock Local Planning Strategy.

Risk Implications

Risk: The proposed subdivision occurs outside the Western Australian Planning Commission endorsed decision if so issued.

Likelihood	Consequence	Rating
Unlikely	Minor	Low

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedure, and is unlikely to need specific application of resources.

Financial Implications

Nil.

Strategic Implications

None applicable. Referral by WAPC for comment only.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 10.3.1

Moved: Cr Foss

Seconded: Cr Crooks

That Council

Inform the Western Australian Planning Commission that with regards to Application Number 162734 being the part of for the subdivision of Lot 7679 Kwolyin East Road, Kwolyin within the Bruce Rock Shire, that no comment/s, or advice or concern/s will be submitted in this instance.

Carried 8/0

Agenda Reference and Subject:

10.3.2 Request for a time period to undertake temporary works to facilitate road works to facilitate vehicle movement to approved grain depot located on Lot 251, Kellerberrin – Shackleton Road, Shackleton.

File Reference:

A2468 Lot 251 Kellerberrin – Shackleton Road, Shackleton

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest

Cr Strange, Cr Crooks, Cr Foss, Cr Negri

Attachments

Item 10.3.2 Attachment A - CBH Shackleton temporary road site plan

Item 10.3.2 Attachment B - CBH General Manager Undertakings Letter CBH Shackleton Sit.

Cr SA Strange left the Council Chambers at 3.47pm.

Summary

Approve the time period commencing 20th October 2022 and ending 30th June 2023 for the temporary works to facilitate road access for the approved Grain Depot site located on Lot 251, Kellerberrin – Shackleton Road, Shackleton. Furthermore, that Council provides the following advice note stating that the undertakings provided in the letter signed by the General Manager of Kwinana South dated 14 September 2022 are expected to be actioned to a mutually beneficial, collaborative, and practicable manner between Co-operative Bulk Handling Ltd and the Shire of Bruce Rock.

Background

At the Ordinary Meeting of Council held on the 15 September 2022 Council Resolution OCM Sep 22 – 10.3.1 was made. This resolution approved the development of three bulk bins and associated infrastructure to expand the holding capacity of the Shackleton Co-operative Bulk Handling Ltd (CBH) site.

Unfortunately, despite the urgency of this approved development in preparation for this season crop, a Public Transport Authority (PTA) approval is required as CBH leases part of the railway corridor from PTA under a 99-year lease. Furthermore, the PTA lease the whole rail network to ARC Infrastructure (ARC). There is a crossover between the CBH leases which involve ARC and this results in CBH and ARC needing to work hand in hand with PTA. To facilitate the required approvals, it is required that CBH obtain the ‘Section 47’ authorisation to undertake works pursuant to the *Rail Freight Systems Act 2000*, and then the PTA then are required to refer the application to ARC for comment.

Consequently, CBH has now sought approval for a time period for ‘temporary works’ for an alternative entry and exit road.

Comment

Given the time frame of up to seven months to facilitate the Section 47 approval for the road access over the rail corridor at the CBH Shackleton site, ARC have suggested to CBH that in order to meet the CBH Shackleton site construction commencement in October 2022 then access may need to be taken off Kellerberrin-Shackleton Road. CBH have submitted a request for temporary works time period approval for a road access point opposite Jermyn Street. This will allow trucks to access the weighbridge and sample hut then turn back out onto the Kellerberrin – Shackleton road then back into the CBH site via the temporary road access and exit point (Attachment A).

The EHO expressed some concern on the concentration of traffic in a small area as well as possible use by greater than normal haulage traffic using Jermyn Street, amongst other matters discussed. CBH through a letter dated 14 September 2022 signed by the General Manager of Kwinana South (Attachment B) was subsequently provided with full details of the CBH commitments. CBH has committed, amongst other listed commitments, to ensuring the temporary works access road will be constructed and managed to the Shire of Bruce Rock’s satisfaction, as well as to ensure a commitment to engage with concerned residents during the truck activity and dealing with any concerns and complaints.

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulation) does have provision for ‘temporary works’ to not require Development Approval. The local government role is to stipulate the time period which cannot exceed a 12-month period.

CBH have requested temporary works for the additional road to allow vehicles to access the three bulk bins previously approved. The time period requested is for 9 months commencing 1st October 2022 and ending 30th June 2023 whilst CBH works towards the completion of the Section 47 approvals process to be able to construct the originally intended access roads over the rail corridor. The requested temporary works and use will cease before the end date should the Section 47 approval be accomplished. Furthermore, as per the letter in Attachment B signed by the General Manager, CBH have given strong undertakings to ensure works, engagement, remediation, constructions, safety measures, and local liaisons are accomplished to a mutually beneficial, collaborative, and practicable manner between CBH, the Shire of Bruce Rock and the citizens of Shackleton.

Whilst this matter does not require a formal Development Application, advertising was undertaken within the Shackleton townsite and surrounding addresses on the postal run starting 6 October 2022. The Notice and letters provide the recipient the details of the CBH request and the reasons for the request, and where the details of the CBH undertakings letter and site plan can be viewed. Copies of the letter from CBH and the site plan have been provided at the Shackleton Post Office and the Shackleton & District Club. Comments have been invited.

Consultation

Mr T Roberts, Co-operative Bulk Handling Ltd, Specialist Regulatory Approvals – Government & Industry Relations

Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015, & Shire of Bruce Rock Local Planning Scheme No 3.

Policy Implications

Shire of Bruce Rock Local Planning Strategy.

Risk Implications

Risk: The proposed temporary works occurs outside the endorsed plans approved by Council with no consultation, and/or formal amendment. And the CBH undertakings are not honoured.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

Financial Implications

Nil

Strategic Implications

Economy

2.1 Assist the local economy to grow

Voting Requirements

Simple majority.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 10.3.2

Moved: Cr Waight

Seconded: Cr Foss

That Council:

- 1. Approve the time period commencing 20th October 2022 and ending 30th June 2023 for the temporary works to facilitate road access for the approved Grain Depot site located on Lot 251, Kellerberrin – Shackleton Road, Shackleton.**

That Council furthermore provides the following advice note stating the following:

The undertakings provided in the letter signed by the General Manager of Kwinana South dated 14 September 2022 are expected to be actioned to a mutually beneficial, collaborative, and practicable manner between Co-operative Bulk Handling Ltd and the Shire of Bruce Rock.

Carried 7/0

Cr SA Strange returned to the Council Chambers at 3.49pm.

Agenda Reference and Subject:

10.3.3 Request to reside in a caravan for three months at 80 Johnson Street whilst dwelling renovations are undertaken.

File Reference: **A314** 80 Johnson Street Bruce Rock

Reporting Officer: Julian Goldacre, Environmental Health Officer

Author: Julian Goldacre, Environmental Health Officer

Disclosure of Interest Nil

Attachments *Nil*

Summary

That Council gives approval in writing to Mr Cameron and his partner to camp in the caravan at 80 Johnson Street, Bruce Rock not longer than three months from the date of this Resolution. And; That Mr Cameron and his partner are obliged to comply with the requirements of the Caravan Parks and Camping Grounds Regulations 1997 requirements.

Background

The EHO was informed that the property located at 80 Johnson Street (Dwelling) had been recently sold. This property has an outstanding Requisition and Dwelling House maintenance issues which were served on the previous Owner. The EHO became aware of activity at the Dwelling and undertook an investigation with the DCEO Mr O’Toole.

Comment

On the 19 September the EHO and DCEO visited the Dwelling to investigate the building occupancy status. The Occupier Mr C Cameron met with the EHO and the DCEO where the EHO showed the relevant authorisation and that there were some concerns with the Dwelling. Mr Cameron pointed out that he was working diligently to tidy up the property and Dwelling which was clear and present. Furthermore, Mr Cameron said he had the local plumber inspect the septic system who advised it was suitable for minimal use.

Observed on the premises it was a caravan positioned behind the dwelling. Mr Cameron openly stated he and his partner are living in the caravan whilst they dealt with the inside renovations which included dealing with asbestos. The EHO advised that to be able to live in a caravan it required Council approval and could only be for a maximum of three months, and provided that there was access to a toilet, laundry, and bathroom. Mr Cameron said he would like to ask for permission and that the required amenities were functional. Mr Cameron provided an email on the 20 September 2022 requesting permission to stay in the caravan.

Mr Cameron from the EHO and DCEO observations is actively restoring and cleaning the premises and dwelling. Mr Cameron has been fully upfront and willing to facilitate requirements for the septic system, Dwelling House maintenance, and formally ask for permission to stay in the caravan. Mr Cameron discussed in detail his works renovating previous dwellings which has been supported by a close relative. In this instance, it would be reasonable to allow Mr Cameron and his partner to reside in the caravan for three months whilst the dwelling renovations are undertaken and to allow Mr Cameron to establish himself and his partner into the Bruce Rock community.

Whilst the local government can approve occupancy of a caravan on land they have permission or ownership of for a maximum period of three months, the responsible Minister can approve up to 12 months on application.

Consultation

Mr A O’Toole, Deputy Chief Executive Officer.

Statutory Implications

Caravan Parks and Camping Grounds Regulations 1997.

Policy Implications

Nil

Risk Implications

Risk: The Occupier exceeds the approved three month period. This would then require the Minister responsible for the caravan and camping portfolio to declare an extended approval at the request of Mr Cameron		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

Financial Implications

Nil

Strategic Implications

Economy

2.3 Workers and their families can work and reside in the Shire reside in the Shire

Voting Requirements

Simple majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Oct 22 – 10.3.3</p> <p>Moved: Cr Verhoogt Seconded: Cr Wayne</p> <p>That Council</p> <p>1) Gives approval in writing to Mr Cameron and his partner to camp in the caravan at 80 Johnson Street, Bruce Rock not longer than three months from the date of this Resolution. And; 2) Mr Cameron and his partner are obliged to comply with the requirements of the Caravan Parks and Camping Grounds Regulations 1997 requirements.</p> <p style="text-align: right;">Carried 8/0</p>

Mr J Goldacre left the Council Chambers at 3.56pm and did not return.

10.4 Deputy Chief Executive Officer

See Confidential Items

10.5 Chief Executive Officer

Agenda Reference and Subject:

10.5.1 Offer to Purchase 39 Railway Parade, Bruce Rock

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

*Item 10.5.1 Attachment A - Confidential Market Valuation –
39 Railway Parade Bruce Rock*

Summary

Council is asked to consider an offer from Mary Schick to purchase a vacant Council lot at 39 (lot 184) Railway Parade, Bruce Rock.

Background

On the 6th September 2022 Council received a written offer of \$10,500 inc gst from Mary Schick to purchase one of Council's vacant land blocks located at 39 (lot 184) Railway Parade, Bruce Rock.

The applicant has advised that they will be building a shed on the site which is located next to Mary Schick's property.

This was presented for consideration at the September 2022 Ordinary Meeting of Council where the following resolution was made:

COUNCIL DECISION

Resolution OCM Sep 22 – 12.1.1

Moved: Cr Crooks

Seconded: Cr Kilminster

To assist Council in making a determination, the CEO write to the applicant requesting further information regarding the intended usage of the land and proposed structure.

CARRIED BY ABSOLUTE MAJORITY 8/0

The CEO formally wrote to Mary Schick seeking further information on the shed and usage of 39 (lot 184) Railway Parade, Bruce Rock.

The following response has been received;

"In response to your letter of the 22 August 2022 and the Council's request to seek further information on proposed shed to be built on the above mentioned land.

It was very difficult to obtain a builder to help build this shed, so I have decided that I will no longer build on this site. I do not want to build from kit form which seemed to be the only option available to me.

The land will remain unbuild on for the foreseeable future, if at all. I plan to fence off completely and revegetate it. Being a buffer and extension to my property at 41 Railway Parade. Also, in doing this

it will stop the flow of vehicles that use it as a shortcut and, also the dumping of beer bottles etc there.

On first enquiry on purchasing this land some time ago, it was advised to me that there was not a need or a timescale to build a house or develop the land. Could you please confirm this as I do not want to be locked into the land having to build.”

Comment

As the applicant has changed their intentions for the land, Council needs to consider if the proposed usage to fence, plant trees and not build is the best usage for the land.

This lot has been available for purchase on Council’s vacant land list and website for the past three years, with Mary Schick previously making lower offers for the same lot. There are 9 vacant lots within the Townsite of Bruce Rock owned by Council and available for purchase.

In considering the offer Council needs to consider the length of time the land has been available with little interest and potential benefits from selling the lot, such as no longer requiring maintenance of the lot.

As per section 3.58 of the Local Government Act a valuation of the land is required for Council’s consideration and assessment against the offer from the applicant.

A market valuation has been undertaken and the market valuation is assessed as below;

Vacant Land 39 Railway Parade, Bruce Rock

Market Valuation Extract

*There is little consistency between market evidence indicating a broader value range. The above information and the evidence attached herein indicates a Market Valuation Range of **\$10,000 to \$20,000**. We have adopted the midpoint of **\$15,000** in this instance, reflecting a land rate of \$15/m2.*

Consultation

Jennifer Bow, Manager of Finance

Mike Darby, Senior Finance Officer

Statutory Implications

Local Government Act 1995 - Sect 3.58

3.58 - Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

Policy Implications Nil

Risk Implications

Risk: If Council does not approve the disposal of land it may remain sold for an unknown period of time.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
That Council seek an amicable arrangement to assist in the development of the lot and increasing investment into Bruce Rock.		

Financial Implications

Council has a budget provision of \$15,000 in 2022/23 for the income for sale of vacant land.

Council needs to consider the offer of \$10,500 inc gst against the market valuation of \$15,000

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Economy

- 2.1 Assist the local economy to grow
- 2.3 Workers and their families can work and reside in the Shire

Voting Requirements Absolute Majority

Officer Recommendation

That Council:

1. Considers the offer of \$10,500 inc gst from Mary Schick to purchase Council’s vacant lot located at 39 Railway Pde, Bruce Rock. and;
2. If Council agrees then;
 - a) In accordance with section 3.58 of the Local Government Act Council authorises the Chief Executive Officer to give local public notice of its intention to dispose of the following lot to Mary Schick for the amounts stated below;
 - 39 (Lot 184) Railway Pde, Bruce Rock \$10,500 inc GST
 - b) That at the conclusion of the advertising period should there be no public submissions the CEO be authorised to proceed with the lease or if submissions are received an item be presented to the October 2022 Ordinary Meeting of Council to consider, prior to the execution of the disposal/sale of 39 (Lot 184) Railway Parade, Bruce Rock.

Council decision varied to officer recommendation to decline the offer to purchase 39 Railway Pde due to Council's position to sell vacant land for construction of residence or other development of the site. Council's view is that fencing off and planting trees did not meet the adequate usage of the vacant land.

COUNCIL DECISION

Resolution OCM Oct 22 – 10.5.1

Moved: Cr Verhoogt

Seconded: Cr Waye

That Council decline the offer to purchase 39 Railway Pde due to Council's preference be that blocks be sold for development.

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:

10.5.2 South West Native Title Settlement Reserve 13503
& 17099

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.5.2 Attachment A - Map of Reserve R13503 & 17099

Summary

The Department of Planning, Lands and Heritage is seeking comments relating to the South West Native Title Settlement – Land Base Consultation – Land List 11 relating to Reserves R13503 and R 17099 within the Shire of Bruce Rock.

Background

Council has received a letter from the Department of Planning, Lands and Heritage as follows:

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits. The area subject to the Settlement is depicted in the attached map.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure J to the ILUAs). The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

For more information on the Settlement, please refer to the Department of the Premier and Cabinet website: <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/south-west-native-title-settlement>

Over the next five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;*
- unmanaged reserves;*
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and*
- land owner or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.*

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities. To that end, please find attached a spreadsheet comprising of land parcels identified for possible transfer. It would be appreciated if you could provide comments on each of the land parcels directly into the column labelled 'Referee Comments' in relation to the following:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Once you have considered the land identified, the South West Settlement Project team would be pleased to receive your comments by email to swsettlement@dplh.wa.gov.au.

In accordance with the abovementioned Annexure J of the ILUAs, your advice is required to be returned within 40 days of receiving this email. As a result, please provide your comments by 2 November 2022. Should this timeframe not be achievable, please let me know as a matter of priority. Where no response is received from the Shire within the 40 day timeframe, this will be taken as having no comment on the land parcels referred.

The three locations identified in the Shire of Bruce Rock are;

Lot No.	Pin No.	Street Name	LGA	Claim Group	Reserve No.	Reserve Purpose	Area ha
16816	966425	Bruce Rock- Quairading Rd & Eujinyn Sth Rd	Bruce Rock	Ballardong	R 13503	Water	0.13
16642	744559	Bruce Rock Naremben Rd	Bruce Rock	Ballardong	R 17099	Camping	1.01
16816	966424	Bruce Rock- Quairading Rd & Eujinyn Sth Rd	Bruce Rock	Ballardong	R 13503	Water	6.43

Council previously considered comment on these reserves in December 2015 and resolved as follows:

COUNCIL DECISION

Resolution December 15-13.3.2

Moved: Cr Rajagopalan

Seconded: Cr Thornton

That Council responds to the Department of Lands and provides the below responses relating to the South West Native Title Settlement – Land Base Consultation for the Shire of Bruce Rock listed reserves.

Reserve 13503

1. *Any future proposals for the land identified? If so, in what timeframe?*
Council has no proposals for Reserve 13503.
2. *Any proposed planning scheme amendments? If so, in what timeframe?*
Council has no planning scheme amendments for Reserve 13503.
3. *Any future proposals for either the creation or amendments to reserves?*
Council has no future plan for the creation or amendment to Reserve 13503.
4. *Any known land management issues e.g. Contamination etc.*
Council staff is not aware of any current land management issues or contamination. It should be noted that a cleared part of the reserve has been used for many years for stockpile of blue metal stone for roadworks within the area, this would need to be cleared should the Section 83 lease occur.

Reserve 17099

1. *Any future proposals for the land identified? If so, in what timeframe?*
Council has no proposals for Reserve 17099.
2. *Any proposed planning scheme amendments? If so, in what timeframe?*
Council has no planning scheme amendments for Reserve 17099.
3. *Any future proposals for either the creation or amendments to reserves?*
Council has no future plan for the creation or amendment to Reserve 17099.
4. *Any known land management issues e.g. Contamination etc.*
Council staff is not aware of any current land management issues or contamination.

In regards to Reserve 17099 being a “Camping Reserve” Council has concern that potential could exist in the future, should interest arise for the claimants request to convert it to a camping ground implications could occur under the new Caravan and Camping Act and Health Act which ‘bind the crown’ in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground as it could be an additional cost and management issue outside of Council strategic directions.

In addition, Council is concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

Comment

Staff have considered the information received and provide the following guidance on the new questions asked for each reserve:

RESERVE 13503

- Makes up 2 of the listed claims
- Reserve without a Management Order
- Responsible Authority – Water Corporation
- Purpose – Water Reserve
- Primary Interest Holder – State of Western Australia

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
Council has previously indicated that they had no objections to the transfer of Reserve R13503.
2. Does the Shire have any interest in the land?
Council has not previously shown interest in the land and staff do not believe there is any use for the land for Council.
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
Staff are not aware of any existing infrastructure or aware of any proposed for the land parcel.
4. Is the land parcel subject to any mandatory connection to services?
Council has no mandatory service connection requirements for Reserve R13503.
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
Staff are not aware of any proposals for Reserve R13503.
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
Staff are not aware of any future proposals on land adjoining Reserve R13503, however would recommend that the Department of Planning, Lands and Heritage undertake consultation with adjoining property owners to seek their comments and any proposals.
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
Council has no current or short term plans to amend its Town Planning Scheme.
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
As previously advised in 2015 - Council staff are not aware of any current registered land management issues or contamination. However, it should be noted that a cleared part of the reserve has been used by Main Roads WA and their contractors for many years to stockpile blue metal stone for roadworks within the area, this would need to be cleared should the Section 83 lease occur.
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

The only additional comments would be to reiterate previous resolution feedback being:

The only concern may be in regard to any potential change of Reserve purpose, such as camping. Potential could exist that in the future, should interest arise for the claimant's request to convert it to a camping ground implication could occur under the new Caravan and Camping Act and Health Act which 'bind the crown' in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground it could be an additional cost and management issue outside of Council's strategic directions.

In addition, Council is concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

RESERVE 17099

- Reserve without a Management Order
 - Responsible Authority – Department of Lands
 - Purpose – Camping Reserve
 - Primary Interest Holder – State of Western Australia
1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
Council may have an objection to the transfer of Reserve R17099, should it be used for the listed reserve purpose, being “Camping” and the requirements and implications associated.
 2. Does the Shire have any interest in the land?
Council has not previously shown interest in the land and staff do not believe there is any use for the land for Council.
 3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
Staff are not aware of any existing infrastructure or aware of any proposed for the land parcel.
 4. Is the land parcel subject to any mandatory connection to services?
Council has no mandatory service connection requirements for Reserve R17099.
 5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
Staff are not aware of any proposals for Reserve R17099.
 6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
Staff are not aware of any future proposals on land adjoining Reserve R17099, however would recommend that the Department of Planning, Lands and Heritage undertake consultation with adjoining property owners to seek their comments and any proposals.
 7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
Council has no current or short term plans to amend it’s Town Planning Scheme.
 8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
As previously advised in 2015 - Council staff are not aware of any current registered land management issues or contamination.
 9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

The additional comments would be to reiterate previous resolution feedback being;

The issue raised by our EHO is in regard to Reserve 17099 being a “Camping Reserve”- the potential could exist that in the future, should interest arise for the claimants request to convert it to a camping ground implications could occur under the new Caravan and Camping Act and Health Act which ‘bind the crown’ in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground it could be an additional cost and management issue outside of Council strategic directions.

In addition, Council is concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

Consultation

Julian Goldacre, Environmental Health Officer
 David Holland, Manager of Works and Services
 Jennifer Bow, Manager of Finance
 Mike Darby, Senior Finance Officer /Rates

Statutory Implications

Land Administration Act 1997 – Section 83

83. Transfer etc. of Crown land to advance Aboriginal people

- (1) The Minister may for the purposes of advancing the interests of any Aboriginal person or persons —
- (a) transfer Crown land in fee simple; or
 - (b) grant a lease of Crown land, whether for a fixed term or in perpetuity,

to that person or those persons, or to an approved body corporate, on such conditions as the Minister thinks fit in the best interests of the person or persons concerned.

(2) Subsection (1) does not limit the right of any Aboriginal person, or a body corporate, to apply for and acquire an interest in or the fee simple of Crown land under any other provision of this Act.

- (3) In subsection (1) —
- approved body corporate means a body corporate that the Minister is satisfied —
 - (a) is to hold the land or the lease in trust for the Aboriginal persons concerned; or
 - (b) has a membership that comprises only the Aboriginal persons concerned.

Policy Implications Nil

Risk Implications

Risk: This is not a Council owned reserve and Council has previously resolved that it has no purpose for the land, therefore there is no direct impact to Council or its asset management		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and requires input only.		

Financial Implications Nil

Strategic Implications

Community

1.3 *Maintain Shire owned facilities in a strategic manner and meet community needs*

Environmental

3.2 *Conservation of our natural environment and resources*

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 10.5.2

Moved: Cr Rajagopalan

Seconded: Cr Waight

- 1) That the CEO writes to the Department of Planning, Lands and Heritage and responds to questions 1 – 9 as outlined in the comments of this item for both Reserve 13503 and Reserve 17099.
- 2) That the response to the Department of Planning, Lands and Heritage highlights Council's concerns regarding the Reserve 17099 being a "Camping Reserve" potential could exist that in the future, should interest arise for the claimants request to convert it to a camping ground implications could occur under the new Caravan and Camping Act and Health Act which 'bind the crown' in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground it could be an additional cost and management issue outside of Council strategic directions.

That comment is raised on Reserve 13503 - it should be noted that a cleared part of the reserve has been used by Main Roads WA and their contractors for many years to stockpile blue metal stone for roadworks within the area, this would need to be cleared should the Section 83 lease occur.

In addition, Council raised concern for both Reserves concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

- 3) Council requests that the Department of Planning, Lands and Heritage ensures that it consults with all adjoining property owners to seek comment on the proposed transfer of Reserve R13503 and R17099.

Carried 8/0

Agenda Reference and Subject:

10.5.3 Request to Keep Additional Dogs in Townsite

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.5.3 Attachment A - Letter of Request

Summary

Council is asked to consider an application from Jessica Devantier to keep more than two dogs (being 3) at a property within the Bruce Rock Townsite, under Council’s Local Laws relating to the Keeping of Dogs.

Background

Council has received an application from Jessica Devantier to keep three (3) dogs at 55 Dampier Street, Bruce Rock which her family will be renting privately. The three dogs details are as follows;

	Breed	Name	Age	Sex	M/chip	Sterilised
1	Great Dane	Mel	7	F	Y	Y
2	German Shorthaired Pointer cross with Arab	Nugget	3	M	Y	Y
3	Mastiff Cross	Polly	1	F	Y	Y

Attached is a copy of the letter from the applicant Jessica Devantier which outlines that they are moving to Bruce Rock in the new year for work and the reasons why they are requested to keep their three dogs.

Comment

After liaising with the WA Contract Ranger Service, who assist in Council dog controls, and in accordance with Council’s Dogs Local Laws it is recommended that Council accepts the application with the following conditions;

- As per the applicants letter the 6 foot colour bond fence and gates around the property must be inspected and approved by Council’s Ranger and that they are maintained and remain secured condition to contain the dogs at all times.
- The Shire Ranger has advised she will also consult with the adjoining neighbours to seek any concerns.
- Yards to be maintained in a clean well-kept condition
- All dogs to be microchipped and registered with the local government.
- That the keeping of additional dogs (beyond 2) will not be considered, if any of the above animals is deceased.
- That the applicant be advised that the Shire of Bruce Rock reserves the right to revoke this approval in accordance with section 26(3)(c) of the Dog Act should any of the above conditions not be met, or any complaints or nuisance resulting from the keeping of four dogs on the property.

Consultation

WA Contract Ranger Services
Alan O’Toole, DCEO

Statutory Implications

Shire of Bruce Rock Dogs Local Law Reviewed 2019

PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must—
 - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - © ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
 - © where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.
 - (3) Notwithstanding subclauses (1) and (2), the confinement of dangerous dogs is dealt with in the Act and Regulations.

3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which ©—
 - (a) licensed under Part 4 as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of Dogs Local Law 2005
 - (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
 - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

Dog Act 1976 – Section 26 Limitations as to Numbers

- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
 - (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
 - (b) cannot authorise the keeping in or at those premises of —
 - (i) more than 6 dogs that have reached 3 months of age; or
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and
 - © may be revoked or varied at any time.

Policy Implications Nil

Risk Implications

Risk: That the number of dogs could create excessive noise and be subject to complaints from neighbours

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "High". As a high-risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

Each Dog will require registration and the appropriated legislated fees will apply.

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 Oct 22 – 10.5.3**

Moved: Cr Waye

Seconded: Cr Foss

Officer Recommendation

1) That the application from Jessica Devantier to home three dogs at 55 Dampier Street, Bruce Rock be approved, with the following conditions: -

a) The dogs housed are –

Breed	Name	Age	Sex	M/chip	Sterilised
Great Dane	Mel	7	F	Y	Y
German Shorthaired Pointer cross with Arab	Nugget	3	M	Y	Y
Mastiff Cross	Polly	1	F	Y	Y

b) As per the applicants letter the 6-foot colour bond fence and gates around the property must be inspected and approved by Council's Ranger and that they are maintained and remain secured condition to contain the dogs at all times. In addition, the Ranger is to consult with adjoining neighbours for consideration.

c) Yards to be maintained in a clean well-kept condition

d) All dogs to be microchipped and registered with the local government.

2) That the keeping of additional dogs (above 2) will not be considered, if any of the above animals is deceased.

3) That the applicant be advised that the Shire of Bruce Rock reserves the right to revoke this approval in accordance with section 26(3)(c) of the Dog Act should any of the above conditions not be met, or any complaints or nuisance resulting from the keeping of four dogs on the property.

Carried 5/3

Agenda Reference and Subject:

10.5.4 Review of Councillor Representation

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to consider correspondence from the Minister of Department of Local Government, Sport and Cultural Industries in relation to the proposed Local Government Act Reform where a reduction in Councillor numbers will be mandated, and Council's decision to undertake the Voluntary Pathway or the Reform Election Pathway.

Background

On the 20th September 2022 the Minister for Local Government wrote to Local Governments regarding the impending Local Government Reforms and in particular the reduction in Councillor numbers in line with the reforms, with Local Government with populations of less than 5,000 being required to have between 5 – 7 Councillors.

In addition, Local Governments within Band 3 and 4 will no longer be able to have wards. This does not impact Bruce Rock as we removed wards in 2005.

The Minister's letter states:

Work on a Bill to amend the Local Government Act 1995 (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- *Reduce the number of elected members on council in accordance with population thresholds; or*
- *Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or*
- *Abolish wards (for band 3 and 4 local governments with wards); or*
- *Implement more than one of the above.*

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

Voluntary Pathway

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- *Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and*
- *Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.*

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met.

While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms. Further information is attached to this letter to assist with this process.

Reform Election Pathway

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway. If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- *Does not advise of an intention to follow the Voluntary Pathway, or*
- *Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.*

Next Steps

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022.

Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the 30 June 2023 timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for ‘regular’ reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than **14 February 2023**.

Table 1 – proposed timeframes for local government actions

Due date (latest possible)	Requirements/actions
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
December 2022	Completion of six-week consultation period
December 2022 - January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.

Table 2 - Ward and representation review process – for local governments

	Existing Requirements/Actions	Timeframe
1	The council resolves to undertake a ward and representation review	Variable
2	A comprehensive discussion paper is developed	Variable
3	Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)	6 Weeks
4	The discussion paper is made available to the community for consideration, and public submissions are invited on the matter	
5	Public submission period closes	
6	The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)	Variable
7	The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes	Variable
8	Council resolves to adopt the report to the Advisory Board	Variable
9	The preferred option is submitted to the Advisory Board via the formal report, for the Board’s consideration and recommendation	Variable
10	The Advisory Board considers the council’s review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected	Variable

Comment

Council had raised, and had initial discussions at the August and September 2022 Councillor Information Sessions regarding, the impending changes to the Local Government Act and Bruce Rock's requirement to reduce Councillor numbers to between 5- 7. Council had requested that the CEO prepare a report to Council to consider this.

Obviously, Council has now received a formal request from the Minister to consider a voluntary reduction in Councillor numbers/representation and therefore the Chief Executive Officer has prepared this report and a Review of Councillor Representation document will be provided for Council to consider prior to commencing public consultation.

Council last undertook a review of its Councillor Representation in 2010 / 2011 where it resolved and was endorsed by the Local Government Advisory Board to reduce its Councillor number from 11 to 10 at the 2011 Ordinary Election and then from 10 to 9 at the 2013 Ordinary Election. At that time Council did not have Wards as they were abolished in 2005, therefore no Wards review was undertaken.

No further reviews have been undertaken since that time and Council still has 9 Councillors and no wards.

During the Local Government Reform consultation period Council had strong views against a significant reduction in Councillor numbers and strongly supported WALGA's and the Great Eastern Zone's position to seek the number of Councillors for populations less than 5,000 to be set at between 5-7 not a maximum of 5 that was proposed.

Council's response to this component the reform process was as follows:

The Shire of Bruce Rock strongly supports WALGA's response to this proposed change and specifically the provision for 5 to 7 Council Members for populations up to 5,000.

Council currently has 9 Councillors and would consider a reduction to only 5 as detrimental to the running of the organisation. The impacts on our Council and how hard it would be to manage the workload balance of only 5 Councillors is of concern. It would be unreasonable for only 5 Councillors to adequately and effectively serve on the many Council, Community and Regional committees, delegations, and representations.

In addition, we are based in a strong farming district and reducing to only 5 Councillors would limit our ability to have diversity on Council. If we had to reduce from 9 to 5 Councillors, we would likely end up with limited diversity on Council and therefore not be providing the diversity our community needs. We currently have a good balance with 5 Farmers, a Freight Company Manager, an Education Registrar, a Dentist & a Child Health Nurse.

Council accepts that there may need to be some reduction in elected members for small regional Local Governments. However, a reduction for us from 9 to 5 is too great and a range from 5-7 would allow those Councils that can attract a larger number and diversity of Councillors should have the option to have 7.

It should be noted that Bruce Rock Councillors like many other small Councils don't take the full Councillor's sitting fees, and the financial impact by reducing Councillors is not that significant.

The below table outlines the election cycle options for each of the reduction of Councillor number scenarios to maintain the most effective split for each election period.

Council Membership	Proposed Reduction Schedule for Options	2021	2023	2025
Current 9		4	5	
Option for 7	2 offices abolished 2023		3	4
Option for 6	2 offices abolished 2023 & 1 office abolished in 2025		3	3
Option for 5	2 offices abolished 2023 & 2 offices abolished in 2025		3	2

Council needs to consider the following options;

Option 1) – Undertake the Voluntary Pathway for Reduction in Councillor Numbers
Or

Option 2) – Not undertake the review and be required to reduce Councillor Numbers via the “Reform Election Pathway” which will be mandated with a complete spill (all Councillor positions declared vacant) as outlined in the background letter from the Minister.

Consultation

Council
Manager of Finance, Jennifer Bow

Statutory Implications

Local Government Act 1995 Schedule 2.2 7(1) & (2).

7. Reviews

- (1) Before carrying out a review a local government has to give local public notice advising —
 - (a) that the review is to be carried out; and
 - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
- (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

Policy Implications

Nil

Risk Implications

Risk: If Council does not undertake a review and reduce Councillor numbers under the voluntary method in 2023 it will be forced with a complete spill following the implementation of the new Local Government Act, which will remove some of Council’s own decision making on this matter.		
Likelihood	Consequence	Rating
Likely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix.		

The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

Financial Implications

The review process will be undertaken internally, with some advertising costs up to approximately \$1,000.

If Council opts for the voluntary process, there will be the standard costs associated with the Ordinary Election in 2023.

Should Council choose to reduce Councillor numbers, then there will be an annual direct saving of \$3000 per Councillor lost in the first year of election and \$2000 thereafter if a claim is made.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.1 Our organisation is well positioned and has capacity for the future

4.3 Proactive and well governed Shire

Voting Requirements Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 10.5.4

Moved: Cr Rajagopalan

Seconded: Cr Verhoogt

Officer Recommendation

- a) That in response to the Minister for local Government’s letter dated 20th September 2022, requesting Local Governments to consider options for the reduction of Councillor Numbers, Council will be undertaking the voluntary pathway with the preference and intention of reducing numbers to 7 at the 2023 Ordinary Election.
- b) That Council endorses the Attached “Review of Councillor Representation for the Shire of Bruce Rock” document for the purpose of undertaking public consultation and seeking submissions.
- c) That Council instructs the Chief Executive Officer to provide local public notice of Council’s intention to carry out a review of Councillor numbers and invite submissions as required under Section 2.2 of the Local Government Act.

CARRIED BY ABSOLUTE MAJORITY 8/0

Mrs MJ Schilling left the Council chambers at 4.24pm and did not return.

11. Regional Reports

Nil

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

13. Confidential Items

Agenda Reference and Subject:

13.1.1 CEO Performance Appraisal 2022

File Reference:

Personnel

Reporting Officer:

John Phillips Consulting

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Darren Mollenoyux, Chief Executive Officer

Attachments:

Item 13.1.1 Attachment A - Confidential Report from John Phillips Consulting

COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.1.1

Moved: Cr Rajagopalan

Seconded: Cr Waight

That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

(b) the personal affairs of any person;

Carried 8/0

COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.

Carried 8/0

REPORT RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.1.3

Moved: Cr Rajagopalan

Seconded: Cr Foss

Report Recommendation

1 That Council

- a) Notes that Mr. Darren Mollenoyux's 2022 CEO annual performance review has been undertaken;
- b) Endorses Mr. Mollenoyux's overall rating of 'Meets Performance Requirements', and commends him for his efforts during 2021/22;
- c) Endorses the Performance Criteria for the 2022/23 review period;
- d) Schedules the next review of the CEO's performance to be commenced by 1 August 2023 and completed by the September 2023 Ordinary Meeting of Council.

- 2 That Council Endorses an increase to the CEO's Cash Component from \$150,000 to \$151,250, with the Total Reward Package from \$201,283 per annum to an amount of \$205,957 per annum in accordance with the contract of employment and within Band 4 of the prescribed Salaries and Allowances Determinations dated 7 April 2022 (effective 1 July 2022).

Carried 8/0

Mr D Holland entered the Council Chambers at 3.23pm.

Agenda Reference and Subject:

13.1.2 Purchase of 1 x Loader

File Reference:

8.2.8.1 Tenders/Quotes

Reporting Officer:

David Holland, Manager of Works & Services

Author:

David Holland, Manager of Works & Services

Disclosure of Interest

Nil

Attachment:

Item 13.1.2 Attachment A - Confidential - Loader Evaluation Summary

COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.2.1

Moved: Cr Rajagopalan

Seconded: Cr Waight

That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

(e) a matter that if disclosed would reveal -

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person

Carried 8/0

COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.1.3

Moved: Cr Rajagopalan

Seconded: Cr Waight

That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.

Carried 8/0

COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.2.3

Moved: Cr Negri

Seconded: Cr Foss

That Council award the WALGA e'Quote VP323582 to Westrac for the supply and delivery of a CAT 950GC Loader as per quoted vehicle.

CARRIED BY ABSOLUTE MAJORITY 8/0

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

Agenda Reference and Subject:

13.1.3 Lease of the Equestrian Reserve

File Reference:

2.4.1.4 Lease of Council Owned Property

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 13.1.3 Attachment A - Letter of Lease Request

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.3.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
- (iv) a trade secret; or
- (v) information that has a commercial value to a person; or
- (vi) information about the business, professional, commercial or financial affairs of a person,

Carried 8/0

OFFICER RECCOMENDATION COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.3.2

Moved: Cr Rajagopalan

Seconded: Cr Waye

That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.

Carried 8/0

OFFICER RECCOMENDATION AND COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.3.3

Moved: Cr Verhoogt

Seconded: Cr Crooks

- 1. That Council grants the Lease of the Equestrian Reserve 17601, Lot 211 Mitchell Street, Bruce Rock to Gavin and Malene Vad Brownley for equestrian purposes for five years, for the annual contribution of \$1500 (incl. GST), increasing by 5% each year for the duration.**

And;

- 2. That, if awarded, the Lease document includes reference to all of the provisions contained in this report as conditions of the usage.**

Carried 8/0

Agenda Reference and Subject:

13.1.4 Consideration of offer of land at 12 Venemore Street, Shackleton

File Reference: A2465 12 Venemore Street Shackleton

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

Author: Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Attachments: *Item 13.1.4 Attachment A - Confidential Letter from Mr S White*

OFFICER RECCOMENDATION COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.3.1

Moved: Cr Rajagopalan

Seconded: Cr Waye

That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**
- (e) a matter that if disclosed, would reveal —**
- (iv) a trade secret; or**
- (v) information that has a commercial value to a person; or**
- (vi) information about the business, professional, commercial or financial affairs of a person,**

Carried 8/0

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.4.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.

Carried 8/0

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Oct 22 – 13.1.4.3

Moved: Cr Waye

Seconded: Cr Foss

- 1. That Council accepts the offer of Lot 49, 12 Venemore Street, Shackleton from Mr White of Pingelly in lieu of the debt of \$7258, and arranges the transfer of the same.**
- 2. Council resolves, either immediately or in the future at a time deemed advantageous, make the land available for purchase.**

CARRIED BY ABSOLUTE MAJORITY 8/0

14. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.54pm.

These minutes were confirmed at a meeting on 17 November 2022.

Cr Stephen Strange
Shire President
17 November 2022

**Local Emergency Management Committee Meeting
Bruce Rock Council Chambers
4.00 pm Monday 24th October 2022**

Minutes

1. Welcome

The Chairperson, Cr Stephen Strange opened the Meeting at 4.03pm.

The Chairperson also welcomed Vivien Stern,(Principal Babakin Primary School) and Joe McCann (WAPOL) to their first Bruce Rock LEMC Meeting.

2. Attendance

Cr Stephen Strange - Shire President (Chair)

Cr Tony Crooks - CBFCO

Darren Mollenoyux - CEO, Shire of Bruce Rock

Vaughan Webb - OIC, Bruce Rock Police

Joe McCann – Bruce Rock Police

Perry Hodgkiss - Bruce Rock VFES

Angus Padfield – Bruce Rock VFES

Kim McKenzie Thornton - SJA

Valmai Buller – SJA

Dylan Negri - SJA

Janine Dayman – Deputy Principal, BRDHS

Vivien Stern – Principal, Babakin Primary School

Joanne Spadaccini – Dept. of Communities (via Teams)

Alan O’Toole - DCEO, Shire of Bruce Rock (Minutes)

Apologies/Absent

Cr Phillip Negri - DCBFCO

Rodney Thornton – Roadwise Coordinator

Melissa Schilling – EA, Shire of Bruce Rock

Merredith McKenzie Thornton – SJA

Merwan Kassem - Principal, BRDHS

Jo Reimers – Dept. of Communities

Yvette Grigg - DFES

3. Minutes

That the minutes from the previous meeting held on 20th June 2022 are confirmed as a true and correct record of proceedings.

Moved: Cr Tony Crooks

Seconded: Vaughan Webb

4. Matters Arising

Nil

5. General Business

Reports

• **WA Police**

Vaughan gave feedback on the training he has undertaken on how the Police respond to people who are missing/lost and the various reasons that may cause this and behaviours which result, and the methods that may be used to locate missing people.

There was general discussion about the overgrown blocks and the process for dealing with these. Cr Crooks informed that there have been reports about sheep being taken.

- **Department of Communities**
 Jo gave the new on call number for Communities: 0418 943 853
 Jo has just returned from leave but in the near future will be looking to set up exercises with LGs. Jo Reimers (also from Communities) has been doing some work on the Welfare Plan.
- **DFES/SEMC**
 No report
- **Bushfire Brigades**
 Cr Crooks spoke about the new online Burning Permit process and that it is an improvement on the previous method.
 There is a DFES Bushfire Pre-Season Forum in Quairading on 27 October in the evening for Wheatbelt Shires to get the latest information coming into the Bushfire season. The CEO will be attending. (The Bushfire Control Officers will be attending the Ardath BFB AGM at the same time). The Shackleton Brigade have had their AGM with new Officers appointed. Todd Anderson is the new President, and Trent Cosgrove the new Captain.
 The new Australian Fire Danger Rating System (AFDRS) was discussed and how this will be promoted to the community. This has also been encompassed into the Council Policy, with Harvest Bans now to be called at a Fire Danger Rating of 37, instead of the previous level of 32.
- **VFES**
 Perry noted that his new Deputy, Angus was adapting well to his new role and is part of the greater succession planning taking place. Paul Watson has taken over as the new Training Officer, and Demi Crooks is the new Apparatus Officer.
 The truck has been in for service and there has been lots of good training attended in the last couple of months including structural fire drills and a road crash scenario.
- **Ambulance**
 Kim mentioned that at the recent Bruce Rock St John AGM, Valmai was elected Chair and Dylan as Vice, with Kim and Mandy as back-up. They will be appointing a paid admin officer working the first and third Wednesday of every month for admin and ordering. There are now 4 EMTs: Kim, Merredith, Mandy and Valmai, Dylan is an EMR, and Caris and Job are drivers, with Sharnee Freeman also participating.
 Merredith has been awarded Life Membership for her huge contribution over 28 years and attending 191 call outs.
 Memberships have dropped over the last year, so the benefits of being a member were noted: \$101 for a family for a year, against \$600 for one call out if required. Individual memberships are \$61 and both of these would be valid across Australia.
- **Hospital**
 No report
- **Bruce Rock District High School**
 Merwan Kassem is the new Principal, and has previously worked in Leonora. He is keen to be working with other agencies in promoting the School and its activities.
 The School is keen on getting the bus route maps from PTA as these are invaluable in the event of road closures or in emergencies.
 There is pressure on Bus Contractors to now keep buses for 15 years rather than the previous 10 year mark.
 With the increase of vehicles (trucks) on the roads it is imperative that students are encouraged to only cross at designated crossings and Student Counsellors have a role in promoting this to their peers. This should also be a priority for parents to instill in their children.

- **Babakin Primary School**

Vivien made her first report and praised the previous Principal, Renee, for her fantastic efforts, particularly with things like the recent tree planting and banners initiatives, the latter with the assistance of Marilyn Crooks. Renee has also completed the School's Bushfire Plan prior to leaving. The School has had visits from the Police, the Ambulance and is trying to arrange one from the Babakin BFB.

- **RoadWise**

No report

- **Shire of Bruce Rock**

Darren – Preparations are underway for the upcoming fire season. With regard to the February fire, the Shire has been part of a Joint Recovery Group with Corrigin but it has now been decided that each Shire will attend to its own further recovery activities separately.

6. Any other business

Corona Virus (COVID-19) latest

With the easing of the COVID restrictions each agency gave an update on their own protocols for dealing with cases in the workforce and amongst volunteers and clients etc.

7. Next Meeting Date

TBA in February 2023

8. Meeting Close

The Chairperson, Cr Stephen Strange, thanked everybody for their attendance and closed the Meeting at 5.11pm.

List of Accounts October 2022

Chq/EFT	Date	Name	Description	Amount
Municipal Account EFT's				
EFT20358	07/10/2022	2C2U IT PTY LTD	MED CENTRE REMOTE IT SUPPORT	\$132.00
EFT20359	07/10/2022	ABBOTTS INDUSTRIAL COOLING	PARTS FOR BK012	\$2,558.04
EFT20360	07/10/2022	BABAKIN PRIMARY SCHOOL	REIMBURSEMENT OF EXPENSES	\$77.25
EFT20361	07/10/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,490.07
EFT20362	07/10/2022	BLACKWOODS	CLEANING SUPPLIES	\$32.96
EFT20363	07/10/2022	BOC LIMITED	GAS BOTTLE RENTAL SEPTEMBER 2022	\$109.50
EFT20364	07/10/2022	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	\$821.70
EFT20365	07/10/2022	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	ROCK REVIEW SALES AUGUST/SEPTEMBER	\$493.00
EFT20366	07/10/2022	BRUCE ROCK TYRES	SUPPLY AND FIT TYRE BK011	\$120.00
EFT20367	07/10/2022	BUNNINGS NORTHAM	MATERIALS FOR CONSTRUCTION CREW	\$146.70
EFT20368	07/10/2022	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT FOR LEASED PROPERTIES	\$363.39
EFT20369	07/10/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,633.60
EFT20370	07/10/2022	COPIER SUPPORT	PHOTOCOPIER METER READING SEPTEMBER	\$489.30
EFT20371	07/10/2022	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$68.55
EFT20372	07/10/2022	COUPLERS	MATERIALS FOR WORKSHOP	\$361.17
EFT20373	07/10/2022	DAVES TREE SERVICE	ROADSIDE WEED CONTROL ON VARIOUS SHIRE ROADS	\$15,840.00
EFT20374	07/10/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,395.19
EFT20375	07/10/2022	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK05	\$359.85
EFT20376	07/10/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR SEPTEMBER 2022	\$1,170.35
EFT20377	07/10/2022	HARE & FORBES PTY LTD	MATERIALS FOR WORKSHOP	\$594.00
EFT20378	07/10/2022	JTAGZ	CAT AND DOG REGISTRATION TAGS	\$187.00
EFT20379	07/10/2022	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK505	\$480.85
EFT20380	07/10/2022	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$312.40
EFT20381	07/10/2022	M & W KITCHENS & CABINETS	REPAIRS TO SHIRE PROPERTY	\$1,735.80
EFT20382	07/10/2022	MAIN ROADS WESTERN AUSTRALIA	TACTILE LINE MARKING BRUCE ROCK CORRIGIN ROAD	\$245,722.15
EFT20383	07/10/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$376.26
EFT20384	07/10/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$2,534.88
EFT20385	07/10/2022	MCLEODS BARRISTERS & SOLICITORS	FINALISATION OF HANGAR LEASE	\$127.80
EFT20386	07/10/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$5,309.06
EFT20387	07/10/2022	NAPA	MATERIALS FOR MECHANIC	\$46.82
EFT20388	07/10/2022	NORTHAM MAZDA	SERVICE BK2	\$425.56
EFT20389	07/10/2022	NUTRIEN AG SOLUTIONS	MATERIALS FOR GARDEN CREW	\$242.55
EFT20390	07/10/2022	RODGER EDWIN GEORGE	EXCAVATOR HIRE	\$4,042.50
EFT20391	07/10/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$2,564.93
EFT20392	07/10/2022	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR SEPTEMBER	\$667.96
EFT20393	07/10/2022	SHIRE OF CUNDERDIN	ANNUAL SUBSCRIPTION TO VELPIC TRAINING PLATFORM	\$370.43
EFT20394	07/10/2022	SOURCE MY PARTS	PARTS FOR BK06	\$133.80
EFT20395	07/10/2022	ST JOHN AMBULANCE	PURCHASE OF LAND OF LEGENDS AMBULANCE BOOK	\$29.95
EFT20396	07/10/2022	SYDNEY TOOLS PTY LTD	MATERIALS FOR WORKSHOP	\$657.90
EFT20397	07/10/2022	SYNERGY	ELECTRICITY USAGE FOR SHIRE PROPERTIES	\$12,128.89
EFT20398	07/10/2022	THERAPEUTIC GUIDELINES	ANNUAL SUBSCRIPTION	\$299.00
EFT20399	07/10/2022	TOLL TRANSPORT PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$104.28
EFT20400	07/10/2022	TRANSTRUCT	PARTS FOR BK012	\$24.81
EFT20401	07/10/2022	WALLIS COMPUTER SOLUTIONS	NEW MICROSOFT BUSINESS LICENSE	\$119.08
EFT20402	07/10/2022	WESTRAC PTY LTD	PARTS FOR BK512, BK510 & BK409	\$3,664.08
EFT20403	07/10/2022	WIRTGEN AUSTRALIA	PARTS FOR BK011	\$2,890.52
EFT20404	05/10/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 25/09/2022	\$335.11
EFT20405	07/10/2022	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES	DOT VEHICLE INSPECTION BALANCE OF REVENUE SEPTEMBER 2022	\$43.20
EFT20406	03/10/2022	DEPARTMENT OF TRANSPORT	DOT CLEARING 29/09/2022	\$2,716.65
EFT20407	04/10/2022	DEPARTMENT OF TRANSPORT	DOT CLEARING 30/09/2022	\$2,298.30
EFT20408	13/10/2022	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$218.10
EFT20409	13/10/2022	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$656.00
EFT20410	13/10/2022	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	\$456.50
EFT20411	13/10/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,256.83
EFT20412	13/10/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,029.92
EFT20413	13/10/2022	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 12/10/2022	\$1,846.00
EFT20414	13/10/2022	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR SEPTEMBER 2022	\$6,513.64
EFT20415	13/10/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,251.09
EFT20416	13/10/2022	JULIAN GOLDACRE	REIMBURSEMENT OF EXPENSES	\$159.96
EFT20417	13/10/2022	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 12/10/2022	\$2,500.00
EFT20418	13/10/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$389.74
EFT20419	13/10/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$2,072.55
EFT20420	13/10/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$11,991.33
EFT20421	13/10/2022	SHIRE OF BRUCE ROCK	CREDIT CARD FOR OCTOBER 2022	\$806.00

Chq/EFT	Date	Name	Description	Amount
EFT20422	19/10/2022	AUSTRALIA POST	POSTAGE CHARGES FOR SEPTEMBER 2022	\$78.78
EFT20423	19/10/2022	AVON WASTE	BULK RECYCLING FOR THE MONTH OF SEPTEMBER 22	\$3,691.79
EFT20424	19/10/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$2,687.34
EFT20425	19/10/2022	BGC CEMENT	BULK CEMENT	\$13,408.67
EFT20426	19/10/2022	BLACKWOODS	HAND SANITISER	\$69.32
EFT20427	19/10/2022	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	\$2,805.00
EFT20428	19/10/2022	BRUCE ROCK TYRES	SUPPLY AND FIT TYRES TO BK06 & TYRE REPAIR BK02	\$2,481.20
EFT20429	19/10/2022	BUNNINGS MIDLAND W/H	MATERIALS FOR GARDEN CREW	\$559.00
EFT20430	19/10/2022	BUNNINGS NORTHAM	MATERIALS FOR CONSTRUCTION CREW	\$87.90
EFT20431	19/10/2022	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT FOR LEASED PROPERTIES	\$362.29
EFT20432	19/10/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,373.99
EFT20433	19/10/2022	CARROLL & RICHARDSON - FLAGWORLD PTY LTD	AUSTRALIAN NATIONAL FLAGS FOR MAIN STREET	\$3,452.00
EFT20434	19/10/2022	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	\$1,222.90
EFT20435	19/10/2022	COLESTAN ELECTRICS	ELECTRICAL WORKS AT SHIRE PROPERTY	\$5,900.20
EFT20436	19/10/2022	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$69.06
EFT20437	19/10/2022	DAVES TREE SERVICE	WEED CONTROL ON VARIOUS SHIRE ROADS	\$16,126.00
EFT20438	19/10/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CONTROLLED WASTE LICENSE	\$165.00
EFT20439	19/10/2022	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$766.50
EFT20440	19/10/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$4,136.67
EFT20441	19/10/2022	ECOWATER SERVICES	SERVICE MAINTENANCE AT SHIRE PROPERTY	\$250.00
EFT20442	19/10/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	POOL CHEMICAL	\$1,059.90
EFT20443	19/10/2022	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE FOR BK51, BK08 & BK3	\$1,096.69
EFT20444	19/10/2022	FILTERS PLUS WA	PARTS FOR BK012 & SMALL PLANT	\$344.08
EFT20445	19/10/2022	HISCO PTY LTD	LINEN FOR CARAVAN PARK & POSA UNIT	\$574.77
EFT20446	19/10/2022	INTEGRATED DISTRIBUTION PTY LTD	OVAL LINE MARKING PAINT	\$544.50
EFT20447	19/10/2022	IS & A DOLTON	RATES REFUND	\$1,071.05
EFT20448	19/10/2022	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK025	\$290.60
EFT20449	19/10/2022	LG ASSIST ANZ PTY LTD	RECRUITMENT ADVERTISING	\$330.00
EFT20450	19/10/2022	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$45,751.60
EFT20451	19/10/2022	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE-EMPLOYMENT MEDICALS	\$240.00
EFT20452	19/10/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$410.64
EFT20453	19/10/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$5,590.57
EFT20454	19/10/2022	MCCALL MOTORS PTY LTD	MATERIALS FOR TOWN & GARDEN CREW, SUPERMARKET, WORKSHOP & PARTS FOR BK638	\$628.60
EFT20455	19/10/2022	MERREDIN GLAZING SERVICE	RE-KEY SHIRE PROPERTY	\$440.00
EFT20456	19/10/2022	MERREDIN PANEL AND PAINT	PARTS FOR BK2	\$143.50
EFT20457	19/10/2022	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING FOR SEPTEMBER 2022	\$70.40
EFT20458	19/10/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$15,535.42
EFT20459	19/10/2022	MICHAEL DARBY	REIMBURSEMENT OF EXPENSES	\$17.88
EFT20460	19/10/2022	OFFICE OF REGIONAL ARCHITECTURE	ARCHITECTURAL SERVICES FOR SUPERMARKET	\$1,432.73
EFT20461	19/10/2022	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$416.72
EFT20462	19/10/2022	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP SUBSCRIPTION 2022-23	\$130.00
EFT20463	19/10/2022	R2K CONTRACTING	PARTS FOR BK9810	\$101.20
EFT20464	19/10/2022	ROYAL LIFE SAVING	POOL LIFEGUARD REQUALIFICATION	\$159.00
EFT20465	19/10/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$1,396.69
EFT20466	19/10/2022	SEEK LIMITED	RECRUITMENT ADVERTISING	\$357.50
EFT20467	19/10/2022	SHRED-X PTY LTD	SHREDDING SERVICES	\$377.23
EFT20468	19/10/2022	SYDNEY TOOLS PTY LTD	MATERIALS FOR WORKSHOP	\$21.95
EFT20469	19/10/2022	TELSTRA	TELEPHONE USAGE FOR OCTOBER 2022	\$1,972.97
EFT20470	19/10/2022	TOLL TRANSPORT PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$98.00
EFT20471	19/10/2022	TWO DOGS HOME HARDWARE	MATERIALS FOR GARDEN CREW	\$233.10
EFT20472	19/10/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES SEPTEMBER/OCTOBER	\$679.25
EFT20473	19/10/2022	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	\$480.70
EFT20474	19/10/2022	WESFARMERS KLEENHEAT GAS PTY LTD	GAS USAGE AT SHIRE PROPERTIES	\$2,005.31
EFT20475	19/10/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT WEEK REGISTRATIONS	\$10,705.04
EFT20476	19/10/2022	WESTRAC PTY LTD	PARTS FOR BK510 & BK511	\$169.07
EFT20477	19/10/2022	WHEATBELT REFRIGERATION AND AIR CONDITIONING	ANNUAL SERVICE OF AC UNITS AT SHIRE PROPERTIES	\$2,073.50
EFT20478	19/10/2022	WURTH	MATERIALS FOR WORKSHOP	\$57.65
EFT20479	21/10/2022	ASKA DEMOLITION AND SALVAGE	DEMOLITION OF CONDEMNED PROPERTY	\$6,600.00
EFT20480	21/10/2022	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2022	\$55,645.00
EFT20481	27/10/2022	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$218.10
EFT20482	27/10/2022	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$656.00
EFT20483	28/10/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,491.05
EFT20484	28/10/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,228.33
EFT20485	28/10/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,611.25
EFT20486	28/10/2022	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 26/10/2022	\$1,846.00

Chq/EFT	Date	Name	Description	Amount
EFT20487	28/10/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	2022/23 ESL LEVY ON SHIRE PROPERTIES	\$6,634.60
EFT20488	28/10/2022	GEMMA COTTER	REIMBURSEMENT OF EXPENSES	\$50.05
EFT20489	28/10/2022	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 26/10/2022	\$2,500.00
EFT20490	28/10/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$446.14
EFT20491	28/10/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,727.11
EFT20492	28/10/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$13,485.74
EFT20493	28/10/2022	SHERMAC AUSTRALIA PTY LTD	PURCHASE OF WATER CART	\$156,490.37
EFT20494	28/10/2022	SUNNY SIGN COMPANY PTY LTD	SIGNS FOR VARIOUS SHIRE ROADS	\$7,588.74
EFT20495	28/10/2022	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	\$1,286.11
EFT20497	12/10/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 02/10/2022	\$348.24
EFT20498	19/10/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 09/10/2022	\$492.15
EFT20499	26/10/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 16/10/2022	\$473.15
Total EFT's				\$769,516.35
Municipal Account Cheques				
93	07/10/2022	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$989.22
94	13/10/2022	DEFT PAYMENT SYSTEMS FOR APOLLO RISK SERVICES PTY LTD (T/A PLATINUM TIGER PTY LTD)	SKELETON WEED LAG EXPENSES (REISSUED AFTER PREVIOUS CHEQUE LOST AND CANCELLED)	\$3,096.00
95	13/10/2022	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP SEPTEMBER 2022, MORNING TEA & COUNCIL AFTERNOON TEA	\$80.00
96	13/10/2022	SHIRE OF BRUCE ROCK	FLOATS FOR CAMPING ON OVAL PAYMENTS AT VETS REUNION & AQUATIC CENTRE ENTRY	\$500.00
97	19/10/2022	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$11.19
Total Cheques				\$4,676.41
Wages and Salaries				
	12/10/2022	Payroll Direct Debit Of Net Pays	PAYROLL FORTNIGHT ENDING 12/10/2022	\$85,889.12
	26/10/2022	Payroll Direct Debit Of Net Pays	PAYROLL FORTNIGHT ENDING 26/10/2022	\$82,784.86
Total Wages and Salaries				\$168,673.98
Municipal Account Direct Debit				
DD8540.1	12/10/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$9,812.50
DD8540.2	12/10/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$451.81
DD8540.3	12/10/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$112.63
DD8540.4	12/10/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$58.80
DD8540.5	12/10/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$242.50
DD8540.6	12/10/2022	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$232.13
DD8540.7	12/10/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$244.60
DD8540.8	12/10/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$206.44
DD8540.9	12/10/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$827.23
DD8569.1	26/10/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$9,164.37
DD8569.2	26/10/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$74.27
DD8569.3	26/10/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$16.11
DD8569.4	26/10/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$244.05
DD8569.5	26/10/2022	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$232.19
DD8569.6	26/10/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$244.19
DD8569.7	26/10/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$125.58
DD8569.8	26/10/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$190.56
DD8569.9	26/10/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$785.86
DD8540.10	12/10/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$432.74
DD8540.11	12/10/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,939.11
DD8540.12	12/10/2022	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$15.19
DD8540.13	12/10/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$732.70
DD8540.14	12/10/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$260.39
DD8540.15	12/10/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD8569.10	26/10/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$218.05
DD8569.11	26/10/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,008.79
DD8569.12	26/10/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$681.10
DD8569.13	26/10/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$264.69
DD8569.14	26/10/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD8569.15	26/10/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$483.83
Total Direct Debits				\$30,690.03

Chq/EFT	Date	Name	Description	Amount
Credit Card Payments				
EFT20421	13/10/2022	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	\$151.80
		HARVEY NORMAN	STAFF LEAVING GRATUITY	\$300.00
			POSTAGE	\$4.95
		BENDIGO BANK	CARD FEE	\$4.00
		WESTNET	INTERNET FOR OCTOBER	\$99.95
			INTERNET FOR OCTOBER	\$89.95
			INTERNET FOR OCTOBER	\$109.95
		ACTIV8ME	INTERNET FOR SEPTEMBER/OCTOBER	\$45.40
Total Credit Card Payments				\$806.00
Total Municipal Account EFT Payments				\$769,516.35
Total Municipal Account Cheque Payments				\$4,676.41
Total Trust Account EFT Payments				\$0.00
Total Trust Account Cheque Payments				\$0.00
Total Wages				\$199,364.01
Total				\$973,556.77

QUOTATION



Date: **01/09/2022**
Quote Number: **ASHMC55732**
Quoted By: **Mark Collica**
Date Quoted: **01/09/2022**

CUSTOMER DETAILS

Name: **Barry Smart**
Address: **39 Railway Parade**
Suburb: **Bruce Rock** State: **WA** P/C: **6418**
Phone (H): Phone (O):
Mobile: **0417962411**
Email: **barrysmart63@gmail.com**

SITE ADDRESS

Address: **39 Railway Parade** State: **WA** P/C: **6418**
Suburb: **Bruce Rock**

YOUR ENDURANCE SHED DETAILS

Structure Type: **Premier Garage**
Wind Region: **A** Open Design: **No**
Terrain Category: **2** Vsite: **41 m/s**
Importance Level: **2** Ms: **1.00**
Mt: **1.00**

SPECIFICATIONS:	Main Shed	Awning Front	Awning Back
Span (Width):	10000 mm	#N/A	#N/A
Height:	3000 mm	#N/A	#N/A
Roof Pitch:	10 deg	#N/A	#N/A
Nominal Bay Spacing:	4500 mm	#N/A	#N/A
No. of Bays:	4	#N/A	#N/A
Length:	18000 mm		
Wall Sheeting Type:	0.42 TL-5		
Roof Sheeting Type:	0.42 TL-5		
Downpipe Type:	Steel		
Base Type:	On Slab		
Footing Type:	Chemset		

COLOUR CHOICES

Main Shed	Options
Roof Colour: Surfmist	Window Colour: Monument
Wall Colour: Surfmist	PA Door Colour: Monument
Barge / Fascia Colour: Monument	Roller Door Colour: Monument
Gutter Colour: Monument	Sliding Door Colour: Surfmist
Downpipe Colour: Monument	Dividing Wall Colour: Surfmist

OPTION ITEMS LIST:

- 1 x PA Door
- 1 x Light 180° (650/37 + 1100 lock)
- 3 x Roller Doors
 - 1 x H3000xW3050 - A Curtain
 - 2 x H2500xW3050 - A Curtain
- (E1) 1 x Eng - Certificate (WA) - Enduro

QUOTE NOTES:

- Please confirm with your council or building certifier that the "Design Criteria" is correct.
- Please confirm with your council if a BAL assessment will be required.
- Roller door heights are nominal and subject to minor change during manufacturing drawing production.
- Fielders Extra Charges or Notes
- W3050 doors will be detailed as Curtain W3100, width opening 2990mm
- Roller door/s to meet Australian Standards
- F4
- Free Pa Door

- The price is subject to price increases in accordance with engineering changes and/or steel price rises announced by Bluescope from an effective price rise date . Final price can only be confirmed once 50% payment is made and shed goes into production.

Signed:
Date:

THIS QUOTATION INCLUDES:	DEPOSIT:	\$7,196.30	(incl GST)	TOTAL PRICE: (incl extra charges listed) \$28,785.18 (incl GST)
Council Fees: No	PROGRESS PAYMENT:	\$7,196.30	(incl GST)	
Engineering Costs: Yes	BALANCE:	\$14,392.59	(incl GST)	
Rubbish Removal: No	SUPPLY KIT ONLY:	\$28,785.18	(incl GST)	
Delivery: Yes				
Demolition: No				
Stormwater and Earthworks: No				
Labour: No				
Accommodation: No				



Supply & Install Quote

Quote Number: ASHMC55732

Date: 1/09/2022

Name: **Barry Smart**

Suburb: **Bruce Rock 6418**

Description	Amount Inc. GST										
<p>Shed Kit <u>Shed Kit by Action Sheds Australia as per supply quotation</u></p> <table border="1"> <thead> <tr> <th>Length (m)</th> <th>Width (m)</th> <th>Height (m)</th> <th>Roof Pitch</th> <th></th> </tr> </thead> <tbody> <tr> <td>18.00</td> <td>10.00</td> <td>3.00</td> <td>10.00</td> <td style="text-align: right;">\$28,785.18</td> </tr> </tbody> </table> <p>Owner to supply concrete Slab Or Footings as per Action Sheds engineering requirements</p>	Length (m)	Width (m)	Height (m)	Roof Pitch		18.00	10.00	3.00	10.00	\$28,785.18	
Length (m)	Width (m)	Height (m)	Roof Pitch								
18.00	10.00	3.00	10.00	\$28,785.18							
<p>Installation Total cost of building installation</p>	\$12,794.81										
<p>Cost for Machinery/lifting equipment hire and/or extra labour costs if machinery isn't used. Install to be paid directly to contractor as per payment schedule. Erecting cost is subject to erectors site inspection</p>	\$1,572.00										
<p><u>Installation Payment Schedule</u></p> <table border="1"> <tbody> <tr> <td>Structural Steel completion</td> <td style="text-align: right;">\$9,338.43</td> </tr> <tr> <td>Sheeting Completed</td> <td style="text-align: right;">\$3,591.70</td> </tr> <tr> <td>Shed Lock up and completed</td> <td style="text-align: right;">\$1,436.68</td> </tr> </tbody> </table>	Structural Steel completion	\$9,338.43	Sheeting Completed	\$3,591.70	Shed Lock up and completed	\$1,436.68					
Structural Steel completion	\$9,338.43										
Sheeting Completed	\$3,591.70										
Shed Lock up and completed	\$1,436.68										
Total cost for supply of Kit & Installation Including GST	\$43,151.99										

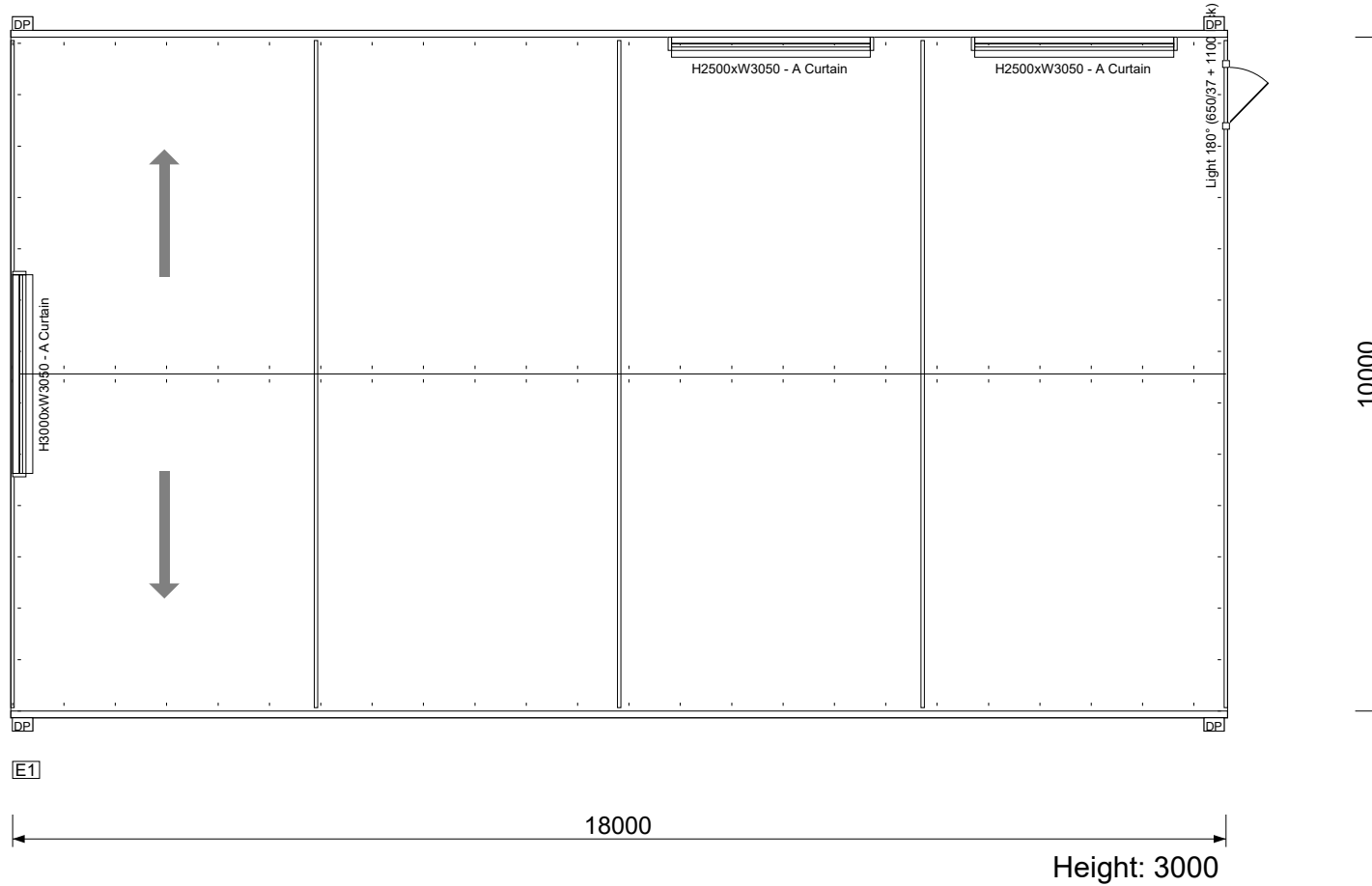
Notes:
*New Regulations which allows the owner of the property to become an "owner Builder" if the job total is over \$20,000. Please ask one of our friendly staff about this cost saving alternative.
*We can provide a registered builder If your project requires one, contact us for further information.
*Due to building demands and fluctuating commodity the prices for concrete and erecting may increase prices can only be confirmed once production of shed has been approved.
*No allowance for site bin(s) or temporary fencing during installation - if required please let us know.
*Install cost is based on minimum 500mm boundary/fences, please notify us if distance will be closer.

Terms & Conditions

- *Quotation is valid for 30 Days
- *Concrete truck must be able to easily access shed pad.
- *Extra costs will apply if concrete needs to be wheelbarrowed or pumped to shed pad
- *Shed Edge Area to be Clear, Level & hard soil. 1mtr for sheds between 2.4Mtr to 3.5Mtr high & 3mtr for machinery access on sheds above 4Mtr in height
- *No earthworks or sand pad included, shed sand pad to be levelled and correct height within 30mm tolerance before concreter to start slab, extra charges may apply if not within tolerance. (By Owner)
- *All footings to be dug by hand, Hard digging (ie needing an auger, jack hammer ect) to be supplied at clients cost
- *Site area to be clear & Flat
- *Rubbish to be disposed by client
- *Site to have Power and water
- *When customer is providing their own windows and/or doors extra charges will apply

OPTION ITEMS LIST:

- 1 x PA Door
- 1 x Light 180° (650/37 + 1100 lock)
- 3 x Roller Doors
 - 1 x H3000xW3050 - A Curtain
 - 2 x H2500xW3050 - A Curtain
- (E1) 1 x Eng - Certificate (WA) - Enduro



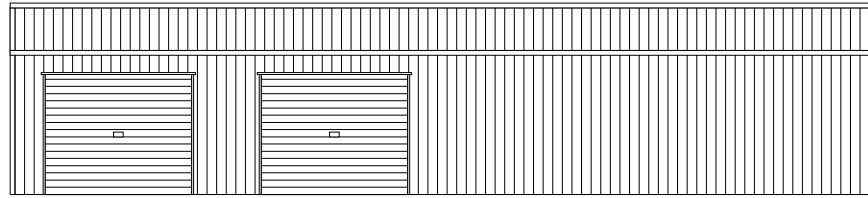
Company: Action Sheds Australia PTY LTD
 Address: 55 Erceg Road
 Phone: 6559 1970
 Email: mark@actionsheds.com.au



CLIENT NAME: **Barry Smart**
 SITE ADDRESS:
 39 Railway Parade
 Bruce Rock, WA, PC: 6418

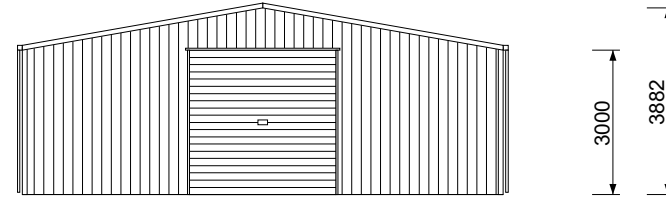
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QUOTE No: ASHMC55732	SCALE: NTS	REV. A
DATE: 01/09/2022	PAGES: 1 of 2	



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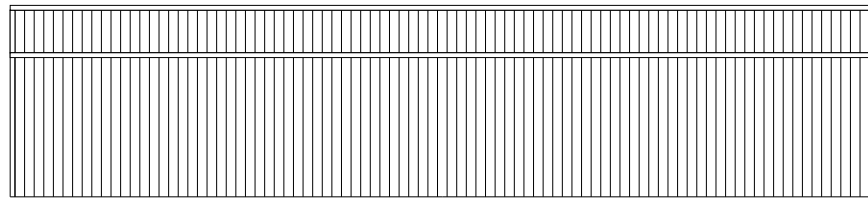
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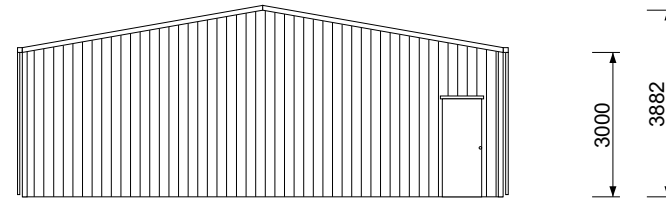
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Right

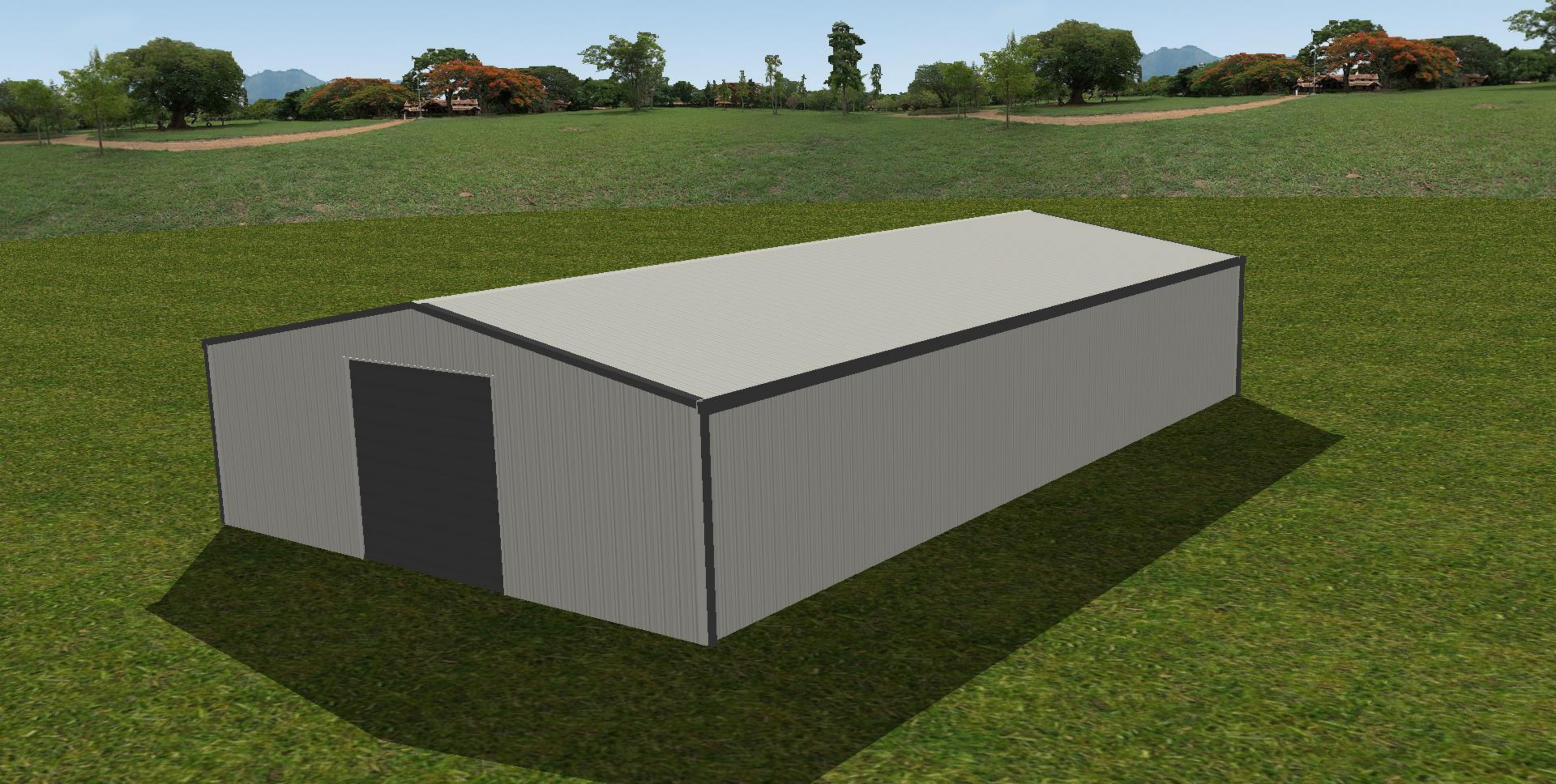
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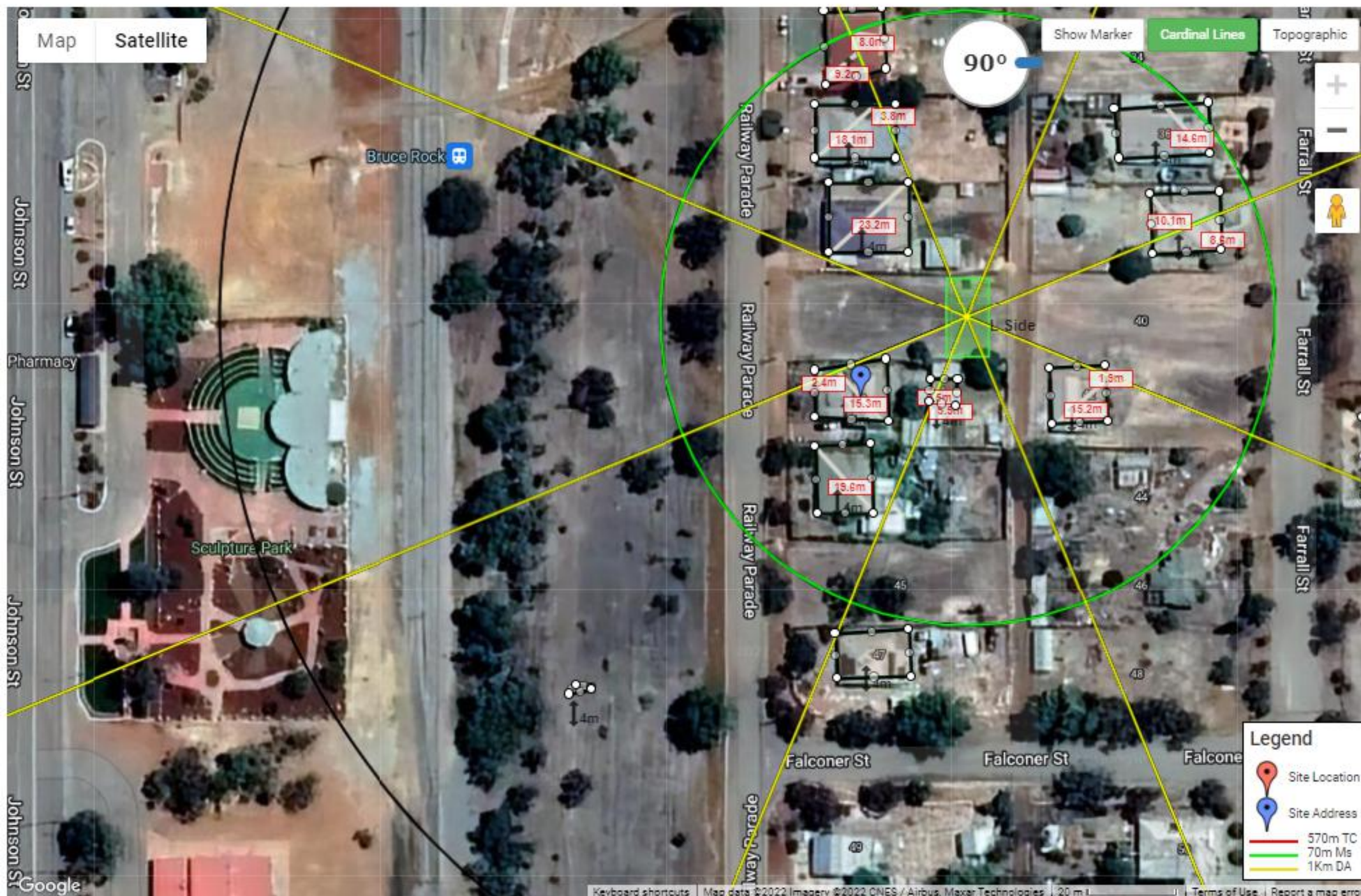
CLIENT SIGNATURE:

TITLE: Elevations View		
QUOTE No: ASHMC55732	SCALE: NTS	REV. A
DATE: 01/09/2022	PAGES: 2 of 2	





Site Map



Client Link Save Close Save & Close

Client Name Barry Smart

Site Address 39 Railway Parade Bruce Rock WA 6418
[Cant find your address?](#)

WindCode AS/NZS 1170.2:2011

Importance Level 2 ? Building Class 10 ?

Terrain Category 2.50 ? Shielding 1.0 (None) ?

Auto Calc Undo Auto Calc & Hand Draw

Durability Alert Yes No ?

I have confirmed with the client that A to D below are correct

A) Does the satellite image show the extent of current development within the green circle? Yes No

B) Is it likely within the next 5 years that there will be further buildings the size and height of the new shed within the green circle? Yes No

C) Does the satellite image shows the extent of current development within the red circle? Yes No

D) Is it likely within the next 5 years that there will be further buildings the size of domestic houses within the red circle? Yes No

E) What are you using the building for?

Wind Region A1

Snow Load Region Not in Snow Load Region

Topographic Factor 1 ? Elevation 282

Distance from the Smoothed Coastline N/A Ground Snow Load 0

Design Wind Speed 39.2 W Earthquake Hazard Factor 0

Location -31.87817, 118.15113 [Google Earth](#) Near Fault Line N/A

GENERAL SPECIFICATION

1. **BUILDING UPGRADES.** Due to ongoing development Endurance reserves the right to modify the design from the date of quotation and up to the date of delivery modification.
2. **STANDARDS & CODES.** All buildings are designed in accordance with the following standards:
 - AS/NZS1170.1 - Dead & Live Loads
 - AS/NZS1170.2 - Wind Loads
 - AS/NZS4600 - Cold-formed Steel Structures
 - AS1397 - Steel Sheet & Strip
3. **WIND REGION.** It is the customers responsibility to check with the local Authority of the correct design criteria. The building quoted has been designed to the wind category stated on the attached quotation.
4. **ADDITIONAL LOADINGS.** No allowance has been made for Snow Loading, Ceiling Loads and earthquakes unless specifically stated on the attached quotation.
5. **DIMENSIONS SHEDS.** The dimensions stated are nominal sizes only, but generally they are from the overall girts for the width and length and to the top of fascia for the height. We reserve to right to adjust these dimensions slightly due to door/ window combinations etc. The exact dimensions are those shown on the plans issued when the building goes to production. On the Carports, the dimensions stated are: span over columns and length overall dimension from the outside of the end columns.
6. **ROOF AND WALL CLADDING.** The Building Roof can be clad with a choice of two profiles. Fielders TL5 or Fielders Corri. Minimum thickness 0.42 BMT. Thicker Steel is available on request. The Building Walls can be clad in the choice of 3 wall profiles Fielders TL5 0.42 or 0.35 BMT . Fielders Corri 0.42BMT or Fielders Low Profile 0.35BMT. All these profiles are available in the base Zinalume finish or Colorbond finish. Thicker profiles special coatings are available on request. Check your Quotation for details. The sheeting fixings to be accordance with manufacturer's recommendations.
7. **FLASHINGS.** All flashings are manufactured from 0.55mm BMT material. The profile is selected from one of our standard profiles designed to suit the application. Should additional or non standard profiles are requested than an additional charge will apply.
8. **GUTTERS.** A wide selection of gutter profiles are available (dependant on State). Please check you Quotation for details .
9. **DOWNPIPES.** A choice of either 100 x 75 or 90mm diameter PVC downpipes are supplied (check your Quotation for details). Downpipes discharge at ground level.
10. **GALVANISED STEEL SECTIONS.** All Cold Rolled sections specified have a minimum coating of 350g/m2. SHS & RHS sections have a pre-Galvanized minimum coating of 125g/m2.
11. **FASTENERS & SCREWS.** All screws supplied are a Class 4 and in accordance with the Engineering design. All in accordance with AS/NZ 3566. Cyclone screws are use in Region C & D. Most major connections are bolted. These bolts to be 16 diameter 8.8. All other bolts ie Purlin & Girt fixings to be 12 diameter 4.6 bolts.
12. **PORTAL FRAMES.** Endurance has a large selection of frame designs. Including Knee Brace and NO knee brace (Haunch Design). Apex Plate with or without a collar tie. Plus a varied selection of Base Plate Types ie On-Slab or In-Slab. Check your Quotation and Engineering plans for details.
13. **BRACING.** Our designs use either strap bracing of various sizes and or a combination of threaded rod. These braces are positioned in locations shown on the standard engineering plans. Should these braces have to be repositioned to your special requirements then additional costs shall apply.
14. **FOOTINGS & SLAB.** The foundation sizes and slab details provided are for Soil Types except Type E and type P. Refer to the Engineering Plan for details .
15. **ACCESSORIES.**
 - **ROLLER DOORS.** All Roller Doors are steel wrapped to prevent damage with delivery. There are three types of Roller doors – Series A and Series AA (centre lift lock-no chains) and Series B – chain operation. (open from inside). The size shown on the Quotation is the curtain size. All doors are available with electric motors and or windlocks.
 - **PA DOORS.** There is a wide selection of PA Doors. Check your Quotation for type quoted.
 - **WINDOWS.** There is a selection of window sizes available. A header flashing is supplied as standard. Class 1 windows are fully flashed and fully framed. All windows are positioned with the head at approx 2100mm from top of slab.
 - **SLIDING DOORS.** There is a vast variety of sliding door combinations available. Top Hung Standard on all Premier and Z Series Buildings. Bottom Rail System for Aircraft Hangars. Sliding Doors are not wind rated.
 - **SKYLIGHTS.** They are available in either Fiberglass (2400gm/m2) or Polycarbonate (maximum length 8m) to match the profile of the roof. Safety mesh is included if stated in the quote otherwise to be supplied by others.
 - **INSULATION.** Either Fiberglass Wool or Bubble included mesh if included in quote.
 - **VENT RIDGE.** A selection of ridge vents is available. Check Quotation for size. The vent ridge colour is to match the roof finish.
 - **MEZZANINE FLOOR.** Supply is for bearers & joists only. No flooring or balustrade is supplied. The mezzanine floor generally is based on the grid to match the position of the end wall columns. Check column locations are suitable for your layout. Standard floor assumes 1.5kpa Live Load. Heavier loads available on request.

CONDITIONS OF SALE

1. The attached price is valid for a period of 30 days from the date of this quotation.
2. The price is based on data listed on the layout plans & engineering plan number nominated on the quotation.
3. It is the clients responsibility to gain Council approval unless stated on the quotation.
4. The price is based on 'site unseen'. If the price includes delivery to site we assume the site is accessible for a semi trailer and the goods can be unloaded within 3m of the building area. We do not accept any cost or consequential damages to the purchaser for damage to access driveways, landscape and the like.
5. The dimensions stated on the quotation and shown on the plans included Engineering Plans are nominal and are not to be used for construction. ONLY the dimensions shown on the construction plans are to be used for building.
6. Any variation to the quotation must be in writing and agreed by all parties.
7. Should the cancellation occur we reserve the right to charge a cancellation fee based on the amount of work done at the time of cancellation. Minimum fee 10% of contract price.
8. Should a delivery date be stated it is done in good faith and intentions. We will not be held responsible for any consequential damages should we fail to deliver on the stated date.
9. Any claim for shortages or damage to material in transit are to be made within 3 days of delivery. These claims to be in writing with photos of damaged items attached.
10. Payment terms require a 50% deposit at the time of placing the order into manufacture. This deposit is non refundable. The remaining balance must be paid prior to delivery.

Client Signature:



WEROC Inc. CEO Committee Meeting

Thursday 13 October 2022

Kellerberrin Shire Council Chambers

MINUTES

WEROC | Wheatbelt East Regional Organisation of Councils

Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia, Tammin and Yilgarn

A PO Box 5, MECKERING WA 6405

E rebekah@150square.com.au

M 0428 871 202

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

Minutes of the CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Mr. Raymond Griffiths as Chair of the WEROC Inc. CEO committee welcomed members and opened the meeting at 9.40am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr Raymond Griffiths, CEO Shire of Kellerberrin (Chair)

Ms Lisa Clack, CEO Shire of Merredin

Mr Darren Mollenoyux, CEO Shire of Bruce Rock

Mr Bill Price, CEO Shire of Westonia

Ms Joanne Soderlund, CEO Shire of Tammin

Ms Rebekah Burges, Executive Officer WEROC Inc.

2.2 Apologies

Mr Nic Warren, CEO Shire of Yilgarn (provided comment via email)

2.3 Guests

Mr Julian Goldacre, Environmental Health Officer, Shire of Bruce Rock

Mr Daniel Hay-Hendry, Manager Projects & Assets, Shire of Merredin

Mr Fabian Houbrechts, Manager of Works & Services, Shire of Tammin

3. DECLARATIONS OF INTEREST

Nil

4. MINUTES OF MEETINGS

Attachment 1. WEROC Inc. CEO Committee Meeting Minutes 20042022

The Minutes of the previous WEROC Inc. CEO Committee Meeting held via videoconference on Wednesday 20 April 2022, were presented at the WEROC Inc. Board Meeting held on 2 May 2022 and confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That the Minutes of the WEROC Inc. Committee Meeting held on Wednesday 20 April 2022 be confirmed as a true and correct record.

CARRIED

4.1 Business Arising

Actions Arising from the WEROC Inc. CEO Committee Meeting held on 20 April 2022.

Agenda Item	Action(s)	Status
5.1 WHS Advisory Service	WEROC Inc. to write to Mr. Chris Gilmour, Regional Risk Coordinator, LGIS, and request that he clarify the scope of services he can offer and the additional activities that fall outside of his role that are required to achieve compliance with WHS legislation.	Completed
5.2 WEROC Inc. Tourism Projects	The Shire of Merredin will investigate an expanded service offering for the Central Wheatbelt Visitors Centre and present a proposal, inclusive of financial implications, to the WEROC Inc. Board.	In progress

5. PRESENTATIONS

5.1 Mr. Daniel Hay-Hendry, Manager Projects & Assets, Shire of Merredin

Mr. Daniel Hay-Hendry attended the WA Waste & Recycle Conference in September 2022 and as a lead in to the discussion on the WEROC Strategic Waste Management Plan, will provide an update on relevant developments in waste for Local Government.

Comments from the meeting:

Mr. Hay-Hendry provided the following summary of key messages and opportunities for WEROC:

- Regional WA has 25% of the State’s population and produce 25% of the waste. Because of this, there is going to be a greater push for regional areas to meet the targets of the WA Waste Avoidance and Resource Recovery Strategy 2030. There is an opportunity for WEROC to lobby State and Federal government for increased funding to enable regional areas to better meet the targets of the waste strategy.
- A key consideration for WEROC Local Governments in the longer-term will be changes to the waste levy. The levy currently only applies to the metropolitan region, but consideration is being given to expanding the geographical area of the levy, to apply it to waste generated in locations outside Perth. In the near term this would likely only include larger regional centres (e.g., Busselton, Geraldton, etc.).
- Resource sharing and collaboration will be very important in how we manage waste into the future. There is an opportunity for WEROC Shires to:
 - a. Work together to develop best practice for the operation of our landfill sites; and
 - b. Use the collective bargaining power of the group to achieve a better rate from the contractors Shires use and improve current practices by setting clear and consistent KPI’s.
- The Roads to Reuse (RtR) Local Government Incentives Program provides a payment of \$5 for each tonne of RtR product used by a local government which is sourced from an accredited RtR supplier. A local government must provide evidence of RtR material being purchased from an accredited supplier and used in a local government project. There is an opportunity for WEROC Shires to work with an accredited contractor to recycle construction and demolition waste.
- Implementation of food organics and garden organics (FOGO) systems are a priority in the WA Waste Strategy but are beyond the reach of regional Local Governments at this time. There may be an opportunity for WEROC Shires to push for an incentive to develop regional infrastructure to enable the use of FOGO derived waste.

6. MATTERS FOR CONSIDERATION

6.1 WEROC Inc. Strategic Waste Management

Author:	Rebekah Burges, Executive Officer
Disclosure of Interest:	No interest to disclose
Date:	30 September 2022
Attachments:	<i>Attachment 2. WEROC Strategic Waste Management Plan (Final)</i> <i>Attachment 3. WEROC Landfill Consolidation Report (Final)</i> <i>Attachment 4. Regional Waste Coordinator</i>
Financial Implications:	Unknown
Voting Requirement:	Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, the final draft of the WEROC Strategic Waste Management Plan (SWMP) was presented for discussion. Mr. Giles Perryman, Director ASK Waste Management joined the meeting via videoconference to discuss two particular recommendations:

- 1) Introduction of consistent waste data collection; and
- 2) Investigating the feasibility of a regional waste team and regional waste coordinator

Mr. Perryman emphasised the importance of waste data collection and recommended that this should be a high priority for WEROC Shires. Mr. Perryman also strongly recommended that the Shire's consider co-funding a regional waste coordinator and suggested that once the position is established it could then be made a requirement of the incumbent to pursue grant funding to support the role going forward.

The Board resolved that the matter be referred to the WEROC Inc. CEO Committee for further discussion.

Executive Officer Comment:

As one of the priority recommendations, the Executive Officer requested from ASK Waste Management, a case study of a regional waste management coordinator. Mr. Sam Green, Senior Consultant with ASK Waste Management, previously occupied such a position with the South West Regional Group of Councils and has provided an overview of his role, the key achievements during his two-year term and lessons learnt (refer to Attachment 4).

In addition to the information supplied by Mr. Green, the Executive Officer has researched some other examples of groupings of councils that have adopted a regional approach to waste management:

- 1) *Western Sydney Regional Organisation of Councils (WSROC):* WSROC employ a regional waste coordinator who works with the ten member councils on research, policy development and resource sharing activities. The coordinator is also responsible for the coordination, administration and project management of regional waste projects arising from the regional waste avoidance and resource recovery strategy and the identification of grant opportunities.
- 2) *Far North Queensland Regional Organisation of Councils (FNQROC):* FNQROC formed a Regional Waste Management Group to coordinate waste management and resource recovery solutions. The objectives of the group include maintaining existing and further developing joint procurement and resource sharing, providing a forum for sharing new technology/techniques and, facilitating inter-government relations with State and Federal agencies responsible for waste. Representatives from relevant agencies regularly attend the quarterly meetings.

- 3) *Canberra Region Joint Organisation (CRJO)*: CRJO consists of eight member councils across south-east NSW and the ACT government. CRJO employ a regional waste and resource recovery coordinator who is responsible for sourcing funding, planning, and implementing regional waste projects.

Recommendation:

That the CEO Committee discuss and agree on next steps for implementation

Comments from the meeting:

- Mr. Nic Warren provided the following comments via email prior to the meeting:
 - The Shire of Yilgarn agrees with the recommendations of the Landfill Consolidation Report regarding option 2 - Two regional landfills (Merredin and Southern Cross) and transfer stations
 - Happy to consider transfer stations but Yilgarn would also consider complete closure of the rural sites. This would require some additional services to be implemented which would need to be looked at – possibly a job for a Waste Coordinator
 - Would consider a waste coordinator responsible for actioning recommendations, a sound investment and required given the amount of work in the recommendations. Understand that some Shire’s would obtain greater benefit than others, so cost allocations may need to be looked at. A fixed term (2 years) full time employee would be required. As such a paid employee rather than a contractor would likely be more beneficial.
- Ms. Lisa Clack indicated that before the Shire of Merredin could commit to a regional waste coordinator, the scope of the regional waste coordinator role and funding model for the position, would need to be made very clear.
- Mr. Darren Mollenoyux suggested that improving waste data collection will be essential if WEROC move toward regional landfills, and better data collection will not be possible without a waste coordinator because all Shires are short staffed. The Shire of Bruce Rock therefore support the concept of a regional waste coordinator.
- Mr. Raymond Griffiths emphasized that the regional waste coordinator would not make decisions about what Local Governments do with their individual landfill sites. Rather they would focus on implementing regional waste solutions, improved waste data collection and securing grant funding for future projects.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Mr. Bill Price

That WEROC Inc. progress in engaging a regional waste coordinator to implement the recommendations of the Strategic Waste Management Report and to facilitate improved waste data collection, subject to a position description and funding model being approved by the WEROC Inc. Board.

CARRIED

6.2 Wheatbelt Business Network Procurement Proposal

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: Nil

Date: 30 September 2022

Attachments: Nil

Financial Implications: Unknown

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, Mr. Rik Soderlund, CEO of the Wheatbelt Business Network presented a proposal for the creation of a WEROC preferred supplier panel. Mr. Soderlund advised that WEROC would be able to determine the parameters for the preferred supplier panel and WBN will assist in discussions around thresholds and key industries to be included.

Members determined that further discussion was warranted and resolved to refer the matter to the WEROC Inc. CEO Committee for further consideration.

Executive Officer Comment:

As a reminder of the requirements to establish a panel of pre-qualified suppliers, the Local Government (Functions and General) Regulations 1996 states that:

- 1) A written policy must be adopted before establishing a preferred supplier panel. The policy should outline how the Local Government will:
 - a) Procure goods or services including any process for obtaining quotations.
 - b) Ensure that each pre-qualified supplier on the panel will be invited to quote for the goods and services that they will be expected to supply
 - c) Ensure clear, consistent and regular communication between the Local Government and suppliers
 - d) Detail any factors that will be taken into account when distributing work among suppliers
 - e) Record and retain written information in respect of quotations received and purchases made from suppliers
- 2) If a preferred supplier panel is to be established, it is a requirement that public notice of the invitation to apply be given. Before the public notice is issued, the criteria for deciding which applications will be accepted, must be established, and documented.
- 3) The process to accept or reject an application must follow a similar process to a tender evaluation and all applicants must be notified of the outcome.
- 4) A contract entered into with a preferred supplier who is part of the preferred supplier panel must not be for a term exceeding 12 months.

Recommendation:

That the matter be discussed, and consideration given to how the preferred supplier panel, if established, is to be administered.

Comments from the meeting:

- Mr. Nic Warren advised via email prior to the meeting that the Shire of Yilgarn would consider utilisation of the WBN Procurement proposal but questioned if WALGA had provided comment on the proposal.
- Ms. Joanne Soderlund advised that the Shire of Tammin is looking at setting up some panels and are supportive of a regional approach. Ms. Soderlund also advised that based on a brief discussion with Mr. James McGovern, WALGA's Manager Governance and Procurement, it is understood that establishing a regional preferred supplier panel could be achieved by developing a single policy that is adopted individually by each Local Government.
- Mr. Raymond Griffiths noted that the idea has merit but was concerned that we could go to a lot of effort and then find that local trades are not interested in being part of a panel. Mr. Griffiths suggested that before proceeding any further each Shire should canvas local businesses to gauge their interest in a regional preferred supplier panel.
- It was requested that the Executive Officer prepare a brief on what a preferred supplier panel is and what is being proposed in terms of establishing a regional panel, to be sent out by each Council to their local trades.

RESOLUTION:

Moved: Ms. Lisa Clack

Seconded: Ms. Joanne Soderlund

That WEROC Councils engage with local trades to gauge interest in being part of a regional preferred supplier panel before making any further determinations on this proposal.

CARRIED

6.3 Local Government Resource Sharing

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: Nil
Date: 30 September 2022
Attachments: Nil
Financial Implications: Nil
Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held on 5 September 2022, Ms. Glenice Batchelor suggested that in the current environment where labour shortages are impacting on every industry, including Local Government, there is a need to better utilise the resources that exist within the Member Shires. Ms. Batchelor suggested that formalising inter-council resource sharing through an MoU might be worthwhile investigating.

Executive Officer Comment:

Local Government Professionals Australia in a 2021-22 pre-budget submission to then Treasurer, the Hon Josh Frydenberg MP, recommended that Government fund a pilot Local Government Skills Sharing Program:

The collective experience of COVID-19 has disrupted local government administration but also illustrated how agile the local government workforce can be in meeting the needs of Australian communities. Collaboration in training opportunities and the sharing of skilled workers between organisations through the proposed Local Government Skill Share program would directly benefit local governments in managing this change as skill requirements continue to change. Such a program could enable local governments to collaborate to manage their workforces at a regional level, would help them meet their current and future skills needs, provide opportunities to increase individuals' breadth of work experiences, and provide surge capacity and the development of a greater bank of regional talent. The program could also directly address current and projected skills shortages. Such shortages exist particularly in the professional areas of engineering, planning, and environmental health. The program would specifically address known challenges within the sector including skills portability, the ageing workforce, regional collaboration for training, and increased uptake in Australian Government funded programs.

An online search shows no evidence of this program having been implemented. Given the alignment of this concept with the suggestion made by Ms. Batchelor, it may be worthwhile the Executive Officer contacting LG Professionals to gain further information and suggest WEROC as a potential pilot region.

Recommendation:

That the matter be considered, and any further action discussed.

Comments from the meeting:

- Members did not feel that there was a need for a formal structure or agreement (i.e., an MoU) but agreed that there is an opportunity for inter-council skills development between WEROC Shires. This could involve coordinating training within the WEROC area and using experienced staff from one Shire to teach/mentor staff in other Shires.

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Ms. Joanne Soderlund

That WEROC Councils will investigate opportunities for inter-council training and development for critical roles.

CARRIED

6.4 Wheatbelt Medical Student Immersion Program 2023

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 30 September 2022

Attachments: Nil

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

On Thursday 29 September 2022, the Executive officer received an email from Rural Health West with a request that WEROC Inc. consider supporting the University of Notre Dame’s 2023 Wheatbelt medical student immersion program.

It is proposed that for the 2023 program, Notre Dame students will visit WEROC Shires and Narrogin from Tuesday 14 to Friday 17 March. The program will revert to the previous format of students staying with local families for a period of three nights.

Rural Health West and the University of Notre Dame are requesting confirmation that WEROC Shires are once again happy to provide in-kind support including:

- Complimentary use of a daily meeting venue for the group
- Complimentary use of a function venue for the community thank you dinner
- Local transport
- Assistance in recruiting host families
- Assistance in developing activities for the students during their visit.

Recommendation:

That WEROC Member Councils provide in-kind support to the proposed Wheatbelt Medical Student Immersion Program for 2023.

RESOLUTION: **Moved:** Mr. Bill Price **Seconded:** Ms. Lisa Clack

That WEROC Member Councils provide in-kind support to the proposed Wheatbelt Medical Student Immersion Program for 2023.

CARRIED

6.5 Wheatbelt Workforce & Housing Discussion Paper

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 30 September 2022

Attachments: *Attachment 5. Wheatbelt Workforce and Housing Discussion Paper*

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, the Executive Officer advised that after considerable research and discussion, the working group looking to establish a Designated Area Migration Agreement (DAMA) for the Wheatbelt, had determined that pursuing a DAMA was not plausible at this time and rather the focus for the group should now be on addressing the barriers to workforce participation, attraction, and retention. The Board endorsed the recommendation to not proceed with a DAMA.

Executive Officer Comment:

The WEROC Executive Officer in conjunction with the NEWROC Executive Officer, RDA Wheatbelt and the Wheatbelt Business Network have prepared a draft workforce and housing discussion paper. The draft paper is presented for discussion.

Recommendation:

That the recommendations of the draft discussion paper be considered.

Comments from the meeting:

- Members felt that WEROC should continue to support and advocate for a worker housing solution but because the Central East Aged Care Alliance (CEACA) already operates in this space it is best positioned to lead the process.

RESOLUTION:

Moved: Mr. Bill Price

Seconded: Ms. Joanne Soderlund

That WEROC provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt.

CARRIED

7. OTHER MATTERS FOR NOTING

7.1 Delivering WA's Local Climate Opportunities

The Cities Power Partnership are delivering two free climate-focussed events - *Delivering WA's local climate opportunities* - for WA Local Governments on the 3rd and 4th of November, in Busselton and Perth respectively.

The free full-day events are open to Local Government officers, elected members and executive staff from across WA. More information and registration details can be found at the links below:

- [Busselton event](#): Thursday, 3 November – Hosted by the City of Busselton
- [Perth event](#): Friday, 4 November – Hosted by the Town of Victoria Park

The events will assist WA Councils in fast-tracking their climate change mitigation efforts and aligning their local climate plans with the latest science. The events will focus on opportunities for Local Governments to act on climate change and capitalise on the benefits of the emerging clean economy. The program will feature the latest expertise regarding climate solutions and communications, including presentations on best-practice case studies. It will also provide an important opportunity to network, identify collaboration opportunities, and engage with the State Government on climate issues.

8. FUTURE MEETINGS

The next meeting of the WEROC Inc. Board will take place in Bruce Rock on Monday 21 November 2022. There are no further scheduled meetings of the WEROC Inc. CEO Committee at this time.

9. CLOSURE

There being no further business the Chair closed the meeting at 11.06am.



POSITION DESCRIPTION & PERSON SPECIFICATION

Organisation:	Wheatbelt East Regional Organisation of Councils Inc.
Position Title:	Regional Waste Coordinator
Reports to:	WEROC Inc. Board
Term:	Full-time, two-year fixed term contract

POSITION OVERVIEW

The Wheatbelt East Regional Organisation of Councils Inc. (WEROC) is seeking to engage an enthusiastic professional to implement the new regional waste strategy on behalf of our six Member Councils.

The Regional Waste Coordinator will work with the WEROC Board, Council staff and executives, elected representatives and other stakeholders to deliver projects aligned to the WEROC Strategic Waste Management Plan and Regional Landfill Consolidation Report, as well as the priorities of Member Councils, the State and Federal Government.

This position will be responsible for coordination, administration and project management of regional waste initiatives and the identification and maximisation of grant opportunities for WEROC Member Councils. It is an expectation that the coordinator will report regularly to the WEROC Board and keep Member Councils informed of any matters that are likely to impact on waste management within the region.

The Regional Waste Coordinator will have relevant qualifications, significant project management experience, an understanding of waste and resource recovery policies and programs and be able to work autonomously to deliver outcomes for WEROC Member Councils and the region.

JOB SPECIFICATION

	Key Accountabilities	Activities	KPI's
1	WEROC Inc. Strategic Waste Management Plan Implement the recommendations of the WEROC Inc. Strategic Waste	<ul style="list-style-type: none"> Implement and report on the SWMP Action Plan Update the WEROC SWMP Action Plan in conjunction with the WEROC Inc. Board, council 	<ul style="list-style-type: none"> Regular reports to the WEROC Board on progress against the SWMP

	Management Plan (SWMP) under the guidance and direction of the WEROC Councils	staff and other organisations as appropriate	<ul style="list-style-type: none"> • Completion of SWMP Action Plan items within agreed time frames and targets
2	Regional waste coordination Coordinate regional waste avoidance and resource recovery initiatives to achieve positive outcomes for Member Councils and the region	<ul style="list-style-type: none"> • Coordinate all major region-wide waste avoidance and resource recovery initiatives • Facilitate improved waste data collection across Member Councils • Liaise with professional staff from councils and other organisations and government agencies • Undertake community engagement to gain an understanding of community attitudes towards current and planned waste services and initiatives 	<ul style="list-style-type: none"> • Number of projects implemented • Stakeholder support for projects • Improved waste data collection
3	Manage regional waste projects Manage the development and implementation of regional waste projects and programs as identified in the WEROC SWMP or as agreed by Member Councils	<ul style="list-style-type: none"> • Develop project plans including objectives, timelines, activities, communication/ engagement plans and budgets • Communicate project objectives and outcomes to the WEROC Board, councils, and external stakeholders • Engage and project manage consultants and contractors as required • Identify, consolidate, and analyse data required for projects • Work with Member Councils to identify new opportunities for waste avoidance and resource recovery programs and projects 	<ul style="list-style-type: none"> • Project plans approved and implemented • Projects managed to budget and timeline • New projects agreed by Member Councils
4	Financial Management and Accountability Manage expenditure of and accountability for project funding in compliance with funding agreements, including preparation and submission of required financial reports	<ul style="list-style-type: none"> • Prepare and manage project budgets in consultation with the WEROC Board • Provide regular financial reports • Prepare grant acquittal reports at the completion of projects 	<ul style="list-style-type: none"> • Projects delivered on time within budget • Maximise funding opportunities
5	Grants	<ul style="list-style-type: none"> • Maintain awareness of grant opportunities and timelines and communicate 	<ul style="list-style-type: none"> • Grants received

	<p>Identify and apply for grant opportunities on behalf of WEROC Member Councils</p>	<p>opportunities to Member Councils</p> <ul style="list-style-type: none"> • Identify new opportunities for waste and resource initiatives linked to regional priorities • Prepare grant applications and business cases as required • Prepare and submit all reports required as per grant funding agreement schedules 	<ul style="list-style-type: none"> • Reports to grant funding bodies by milestone dates
6	<p>Relationship Management Develop and maintain strong and mutually beneficial relationships with and between WEROC councils and external stakeholders</p>	<ul style="list-style-type: none"> • Clearly articulate regional initiatives and their rationale to WEROC Councils in order to develop understanding and gain support • Directly encourage and demonstrate a strong community service focus • Communicate with and monitor Member Council needs in relation to waste initiatives • Liaise with other Government authorities and agencies as appropriate • Facilitate increased communication and cooperation between the member councils 	<ul style="list-style-type: none"> • Positive Stakeholder Feedback • Regular reports to Member Councils on all activities
7	<p>Advocacy and Policy development Research policy changes/developments in relation to waste management, resource recovery and environmental protection</p>	<ul style="list-style-type: none"> • In response to State and Federal Government policy, prepare reports and recommendations on issues of relevance to the WEROC Member Councils • Advocate with and on behalf of Member Councils to improve local and regional waste outcomes • Lobby State and Federal Government for infrastructure funding to enable WEROC Councils to better meet the targets of the State waste strategy 	<ul style="list-style-type: none"> • Member Councils are informed of any matters that are likely to impact waste management within the region
8	<p>Professional Development Maintain detailed knowledge of all WEROC waste services, relevant legislation and developments in the Local Government field</p>	<ul style="list-style-type: none"> • Participate in ongoing professional development activities and training programs • Keep informed of changes in legislation, standards, policies, 	<ul style="list-style-type: none"> • Professional development activities reported to the WEROC Board

and codes of practice relating to waste

- Facilitate knowledge sharing and capacity building within and between councils and other key stakeholders

PERSON SPECIFICATION

Experience & Skills

Essential

- A degree or equivalent in project management, environment, or waste management and/or extensive job-related experience
- Demonstrated knowledge and extensive experience in waste management in a government context
- A strong knowledge of the waste management industry and government policy and legislation on waste management and resource recovery
- Experience in effectively managing multiple simultaneous projects, with a highly developed analytical and problem-solving approach
- Experience in project reporting, grant writing and budget management
- Commuter literacy and excellent verbal and written communication skills
- Experience in providing support and advice to a Board or Committee and senior management
- Demonstrated capacity to work both independently and in a team environment
- Current C Class drivers' licence

Desirable

- Additional qualification in any area relevant to the position
- Understanding of local government processes, services, and systems
- Experience of working in a regional area

Personal Attributes

- Capacity to think strategically and creatively
- Ability to problem solve and apply research and analysis
- Capacity to coordinate activities and projects with and on behalf of Member Councils
- Self-motivated
- Strong organisational and time management skills
- Ability to network and build positive relationships with councils, agencies, and a wide range of regional stakeholders
- Ability to meet deadlines while managing multiple projects and conflicting priorities



WEROC Preferred Supplier Panel

The Wheatbelt East Regional Organisation of Councils Inc. (WEROC) is an incorporated not-for-profit organisation that exists to support the growth and development of the Eastern Wheatbelt. Our members include the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn.

WEROC is currently seeking to establish regional panels of preferred suppliers for a range of goods and services.

What is a Preferred Supplier Panel

Preferred supplier panels are groupings of suppliers that have been pre-qualified to provide a category of goods or services to Local Government. Establishing a preferred supplier panel involves a rigorous procurement process, but once a supplier is appointed to a panel, they are provided with ongoing opportunities to quote and supply products or services to eligible Local Governments without going to Tender.

The primary intent of a preferred supplier panel is to:

- a) Provide greater flexibility and responsiveness for Local Governments in the procurement of goods and services; and
- b) Make it simpler for suppliers to do business with Local Government.

Establishing Regional Preferred Supplier Panels

Establishing regional preferred supplier panels that are compliant with the Local Government (Functions and General) Regulations will involve several steps:

- 1) Negotiation and discussion amongst the six WEROC Member Councils to determine the specific goods and services to be included within the scope. The goods and services will be limited to those that are purchased on a regular basis and where there is an indication of future requirements
- 2) Establishing a Procurement Plan, that defines the standard terms and conditions for the procurement process
- 3) Development of tender documentation
- 4) Public tender process run in accordance with the Local Government (Functions and General) Regulations 1996
- 5) Notification of appointments to a panel

Benefits of a Preferred Supplier Panel

For Local Government:

- Better understanding of local suppliers with the capability and capacity to meet the requirements of a procurement activity

- Simpler and faster process to engage a supplier
- Better able to manage risks by using suppliers that have proven capability and capacity

For the Supplier:

- Reduced time and costs in preparing offers for each procurement opportunity
- Improved relationship with the Local Government
- Better understanding and awareness of potential supply opportunities

Expression of Interest

The process to develop a preferred supplier panel is complex. Before WEROC commit time and resources to this process, we would like to get an idea of interest in applying to be part of a preferred supplier panel, from our Local Businesses.

We would appreciate if, by no later than **14 November 2022**, you could respond and let us know:

- 1) If you had the opportunity, would you apply to be part of a regional preferred supplier panel that would be available to all WEROC Local Governments for future sourcing requirements?
- 2) If not, what is the main reason for your reluctance?