



Shire of  
**Bruce Rock**

*Where friends become family*



# Agenda Attachments

Thursday 15 September 2022

**SHIRE OF BRUCE ROCK**  
**AGENDA ATTACHMENTS 15 SEPTEMBER 2022**

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 AUGUST 2022

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**SHIRE OF BRUCE ROCK**

**MINUTES – ORDINARY MEETING 18 AUGUST 2022**

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 3.07pm

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

President	Cr SA Strange
Councillors	Cr AR Crooks Cr KP Foss CR NC Kilminster Cr PG Negri Cr R Rajagopalan Cr RA Way Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs JL Bow (5.10pm – 5.37pm)
Leave of Absence	Cr J Verhoogt

**3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason
18.08.22	Cr NC Kilminster	10.4.2	Committee Member of Open Gardens Group

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 21 July 2022

**COUNCIL DECISION**

**Resolution OCM Aug 22 – 9.1.1**

**Moved: Cr Crooks**

**Seconded: Cr Foss**

**That the minutes of the Ordinary Meeting held Thursday 21 July 2022 be confirmed as a true and correct record.**

**Carried 8/0**

Works and Services Committee Meeting held on Tuesday 2 August 2022

**COUNCIL DECISION**

**Resolution OCM Aug 22 – 9.1.2**

**Moved: Cr Waye**

**Seconded: Cr Foss**

**That the minutes of the Works and Services Committee Meeting held Tuesday 2 August 2022 be received.**

**Carried 8/0**

Special Council Meeting held on Monday 8 August 2022

**COUNCIL DECISION**

**Resolution OCM Aug 22 – 9.1.3**

**Moved: Cr Waight**

**Seconded: Cr Crooks**

**That the minutes of the Special Council Meeting held 8 August 2022 be confirmed as a true and correct record.**

**Carried 8/0**

**10. Officers' Reports**

**10.1 Manager of Works and Services**

Nil

## 10.2 Manager of Finance

<b>Agenda Reference and Subject:</b>	
	<b>10.2.1</b> Statement of Financial Activity
<b>File Reference:</b>	8.2.6.2 Financial Reporting
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachment:</b>	Nil

### Comment

The Statement of Financial Activity for the month ending 31<sup>st</sup> July 2022 is unable to be prepared and presented to this meeting as Council are yet to adopt the material variances for the report and also the Annual Budget for 2022-23.

The Statement of Financial Activity for July and August 2022 will be presented to the Council meeting in September 2022.

<b>Agenda Reference and Subject:</b>	<b>10.2.2</b> List of Payments
<b>File Reference:</b>	8.2.3.3 Accounts Payable (Creditors)
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Officer
<b>Author:</b>	Mike Darby, Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 10.2.2 Attachment A – List of Payments July 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 July 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**

<b>Risk:</b> Payments are not monitored against approved budget and delegation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
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 2021/22 Budget and proposed 2022/23 Budget.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

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



**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION COUNCIL DECISION**

**Resolution OCM Aug 22 – 10.2.2**

**Moved: Cr Waight**

**Seconded: Cr Crooks**

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

**1. Municipal Account consisting of:**

- a. EFT voucher numbers EFT19810 to EFT20052 totalling \$1,148,400.46
- b. Cheque number 80 to 84 totalling \$29,438.45
- c. Trust EFT Payments
- d. Wages and Superannuation payments totalling \$186,866.54 and
- e. Credit Card payments \$745.25

**With all payments totalling \$1,364,705.45 for the month of July 2022.**

**Carried 8/0**

<b>Agenda Reference and Subject:</b>	<b>10.2.3</b> Setting Material Variance for Monthly Financial Reports
<b>File Reference:</b>	8.2.6.2 Annual Financial Statements
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	Nil

**Summary**

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

**Background**

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

**Comment**

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

Council have been using a variance of 10% or an amount of \$5,000. In the past, staff have consulted with Council’s auditor, Dry Kirkness, however at the time of producing the Agenda, no response has been received.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
 Jennifer Bow, Manager of Finance  
 Robert Hall, Audit Director, Dry Kirkness (OAG’s contract auditors)

**Statutory Implications**

*Local Government (Financial Management) Regulations 1996, r.34(5), Local Government Act 1995, Local Government (Audit) Regulations 1996*

**Risk Implications**

<b>Risk:</b> That the adopted variance is not appropriate to measure material variances in the financial reports.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Almost Certain	Major	Extreme
<b>Action / Strategy</b>		
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 “Extreme” risk. As an Extreme Risk, the Chief Executive Officer and the Manager of Finance will be monitoring the progress regularly.		

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017-2027

**Governance**

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

10 Year Outcome – We are financially viable whilst meeting all levels of compliance

**Voting Requirements**

Simple Majority

**COMMITTEE RECOMMENDATION COUNCIL DECISION**

**Resolution OCM Aug 22 – 10.2.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Negri**

**That Council adopt a variance of 10% or an amount over \$5,000 to be considered material for highlighting variances between the actual and the year-to-date budget figures in the Monthly Statement of Financial Activity for 2022-23.**

**Carried 8/0**

**Agenda Reference and Subject:**

**10.2.4** Performing Executive Functions

**File Reference:**

8.7.2.1 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Attachments**

Nil

**Summary**

Council is required to satisfy itself that under “Division 3 – Executive Functions of Local Government” section 3.18 the executive functions performed in providing services and facilities were managed efficiently and effectively.

**Background**

Previously, in the annual Compliance Audit Return, Council has been asked if the executive functions performed in providing services and facilities for the community were managed efficiently and effectively.

**Comment**

This is an important part of the Local Government Act that Council must review each year. This was included in a previous Compliance Audit Return and was asked as follows:

- a. *Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments?*
- b. *Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector?*
- c. *Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed?*

Council only provides services and facilities that are not present in the district, so it does not duplicate services.

It coordinates with government departments where possible by applying for grant monies.

Council is satisfied with the efficiency and effective management of the services and facilities by way of the continued funding through the budget process.

However, to formalise this process Council should adopt the recommendation.

**Consultation**

Darren Mollenoyux, Chief Executive Officer

Alan O’Toole, Deputy Chief Executive Officer

**Statutory Implications**

Local Government Act 1995, section 3.18 - Performing Executive Functions.

**3.18 Performing executive functions**

- 1) *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
- 2) *In performing its executive functions, a local government may provide services and facilities.*
- 3) *A local government is to satisfy itself that services and facilities that it provides –*

- a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;*
- b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
- c) *are managed efficiently and effectively.*

**Risk Implications**

<b>Risk:</b> That the Shire does not comply with legislative requirements when setting the Annual Budget.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Major	High
<b>Action / Strategy</b>		
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 Chief Executive Officer and the Manager of Finance will be monitoring the progress regularly.		

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017-2027

**Governance**

Goal 12 Council leads the organisation in a strategic and flexible manner  
 10 Year Outcome – We are financially viable whilst meeting all levels of compliance

**Voting Requirements**

Simple Majority

<p><b>OFFICER RECOMMENDATION COUNCIL DECISION</b>  <b>Resolution OCM Aug 22 – 10.2.4</b></p> <p><b>Moved: Cr Waye</b>  <b>Seconded: Cr Rajagopalan</b></p> <p><b>That Council has complied with section 3.18 of the Local Government Act 1995 and is satisfied that the services and facilities it provides:</b></p> <ul style="list-style-type: none"> <li>i. <b>integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;</b></li> <li>ii. <b>do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and</b></li> <li>iii. <b>are managed efficiently and effectively.</b></li> </ul> <p style="text-align: right;"><b>Carried 8/0</b></p>
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**10.3 Environmental Health Officer**

Nil

## 10.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**10.4.1** Adoption of the Strategic Community Plan

**File Reference:**

2.5.1.1 Strategic Community Plan

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 10.4.1 Attachment A – Strategic Community Plan*

**Summary**

Council is requested to adopt the Strategic Community Plan following a period of public consultation.

**Background**

The Strategic Community Plan (SCP) is the Shire’s principal 10 year strategy and planning tool. It is developed in consideration of the community’s expectations, and therefore community engagement is central to the success of this plan. The SCP was adopted at the March 2018 Ordinary Council Meeting (OCM), and is required to be reviewed every four years. This Review has been undertaken on behalf of the Shire by Caroline Robinson from 150 Square consultancy. At the July 2022 OCM it was resolved that the Draft Strategic Community Plan be circulated for public consultation and comment prior to adoption.

**Comment**

The Draft Community Plan is required to be made available for public consultation before adoption. This has now taken place and the consultation period closes on Tuesday 16<sup>th</sup> August. At the time of the preparation of this Report for the Agenda, no comments had been received. If any responses are received prior to or on 16<sup>th</sup> August, these will be submitted to Council at the meeting for consideration. Alternatively, should there be no submissions, then Council is asked to adopt the Plan without amendment.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
The Bruce Rock Community

**Statutory Implications**

Local Government Act 1995, Section 5.56.

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to “plan for the future of the district”, by developing plans in accordance with the Regulations.

The Local Government Administration Regulations 1996 were amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That the Strategic Community Plan is not adopted by Council.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Major	High
<b>Action / Strategy</b> As the Strategic Community Plan is an essential component for the Shire’s future planning, its adoption is a legislated requirement.		

**Financial Implications**

Future expenditure to meet the Strategic Community Plan objectives.

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

**Governance**

- Goal 10 Our organisation is well positioned and has capacity for the future
- Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

<p><b>OFFICER RECOMMENDATION COUNCIL DECISION</b>  <b>Resolution OCM Aug 22 – 10.4.1</b></p> <p><b>Moved: Cr Waight</b>  <b>Seconded: Cr Waye</b></p> <p><b>That Council adopts Strategic Community Plan following public consultation.</b></p> <p style="text-align: right;"><b>Carried 8/0</b></p>
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**Agenda Reference and Subject:**

**10.4.2** Amendment to Policy 5.4 Waiving of Fees, and renumbering to Policy 2.13 in the Policy Manual

**File Reference:** 1.2.4.4 Policy Manual

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

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

**Disclosure of Interest:** Nil

**Attachments:** *Item 10.4.1 Attachment A – Policy 2.13 Waiving of Fees*

**Summary**

Council is asked to endorse amendments to original Policy 5.4 – Waiving of Fees and approve its renumbering to Policy 2.13.

**Background**

Council gets numerous requests for Fee Waivers or Reductions from a variety of sources, and the previous Policy on Waiving of Fees (Policy 5.4) is now no longer fit for purpose and in need of review. In addition, the previous Policy had been placed in the “Health, Building and Planning” section of the Policy Manual, where it is less relevant, and not in the “Finance” section, where it is more appropriately placed.

**Comment**

The amendments to this Policy have been recommended by Officers following suggestions at the July 2022 Council Meeting. They have been made to reflect the current circumstances with regard to the majority of Fee Waiver requests received, while not being overly prescriptive to allow for Council discretion, and to lessen the need to make further amendments to the Policy in the near-to-medium future.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
 Jennifer Bow, Manager of Finance  
 Caris Negri, Community Development Officer

**Statutory Implications**

Nil

**Policy Implications**

Amended Policy 5.4 renumbered to Policy 2.13

**Risk Implications**

**Risk:** Council does not adopt the amendments and renumbering of Policy 5.4 Waiving of Fees to Policy 2.13

Likelihood	Consequence	Rating
Unlikely	Major	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 “Moderate” risk and will be managed by specific monitoring and response procedures.

### **Financial Implications**

Every Fee Waiver request to Council will have its own financial implications dependent on what is being requested. This may be waiving of a room/facility hire fee, requests for waiving of accommodation fees, or hiring of equipment and furniture, or a combination of the above. Council is also asked on occasion to provide “in kind” support, which may have staffing cost implications.

The Policy states that in reviewing requests, the net benefit to Council should be evident when considered against the loss of revenue and also any expense to Council e.g. cleaning or staffing costs.

### **Strategic Implications**

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

#### **Governance**

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

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

### **Voting Requirements**

Absolute Majority

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

**Resolution OCM Aug 22 – 10.4.2**

**Moved: Cr Waye**

**Seconded: Cr Crooks**

**Council adopts the suggested amendments to Policy 5.4 – Waiving of Fees and approves its renumbering to Policy 2.13.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Agenda Reference and Subject:**

**10.4.3** Bruce Rock Open Gardens Committee Request for Fee Waiver

**File Reference:** 8.2.7.5 Sponsorship Requests

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

**Author:** Caris Negri, Community Development Officer

**Disclosure of Interest:** Cr NC Kilminster

**Attachments:** *Item 10.4.3 Attachment A – Bruce Rock Open Gardens Waiver Request*

**Summary**

Council is asked to consider a request from the Bruce Rock Open Gardens Committee to waive the hire fee for the Bruce Rock Amphitheatre for their Open Garden Day event on Saturday October 22<sup>nd</sup>, 2022.

**Background**

On the 4<sup>th</sup> of August, Council received an email from the Bruce Rock Open Gardens’ Coordinator requesting a fee waiver for the hire of the Amphitheatre on the abovementioned date and requesting permission to consume alcohol on Shire property.

The Open Garden Day event has been running for around 30 years, and over that time has raised funds for a wide variety of local community groups and fundraising efforts. The event consists of six private gardens throughout the Shire being open for the public to visit. Some gardens will also have artisan stalls, meals and refreshments from local businesses, and live music.

This year the Open Gardens Committee are featuring Bruce Rock Remembrance Park as one of their gardens to visit. A summary of the Park will be included in the Day’s official guide, and Council staff are preparing a more detailed booklet with information about the artworks and memorials to be available on the day. The Committee are making the Amphitheatre the lunchtime focus and have arranged two guest speakers as well as representatives and produce from a winery to be present.

This year all proceeds raised from the Open Garden Day are being donated to the Bruce Rock Progress Association and will go towards the fundraising efforts for the new Supermarket building.

**Comment**

The entry price for the event is \$40 per person. In recent years, the event has attracted over 150 attendees. If Council adopt the fee presented in the draft Budget, the hire price for the Amphitheatre is \$190. There will be additional cleaning required at the Amphitheatre toilets, however that cleaning would likely be required regardless of the Committee hiring the Amphitheatre, as in previous years attendees are directed to utilise the public toilets instead of private toilets at the residential Open Gardens.

Given that all proceeds are going to be donated to the new Supermarket building project, it could be considered counterproductive to invoice the Amphitheatre hire fee for the event.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
Alan O’Toole, Deputy Chief Executive Officer  
Jennifer Bow, Manager of Finance

**Statutory Implications**

Nil

**Policy Implications**

2.13 Waiving of Fees

The updated version of this Policy is for consideration by Council in Item 10.4.2. If it is not adopted, then the 2018 version of the Policy (5.4) will still be in effect and thus applied to this item.

**Risk Implications**

<b>Risk:</b> That Council does not approve the Bruce Rock Open Gardens Committee fee waiver request		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
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**

Hire fee of the Amphitheatre - \$190  
 1 hour cleaning at the Amphitheatre public toilets  
 Future donation towards the new Supermarket building project

**Strategic Implications**

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

**Community**

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

**Voting Requirements**

Absolute Majority

<p><b>OFFICER RECOMMENDATION COUNCIL DECISION</b>  <b>Resolution OCM Aug 22 – 10.4.2</b></p> <p><b>Moved: Cr Rajagopalan</b>  <b>Seconded: Cr Waight</b></p> <p><b>That Council approve a fee waiver for the hire of the Amphitheatre by the Bruce Rock Open Gardens Committee on Saturday 22 October 2022.</b></p> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 8/0</b></p>
---

**Agenda Reference and Subject:**

**10.4.4** Request for Fee Waiver and In-Kind Support –  
Cultivators Committee Inc.

**File Reference:** 8.2.7.5 Sponsorship Requests

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

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

**Disclosure of Interest:** Nil

**Attachments:** *Item 10.4.4 Attachment A – Cultivators Committee Fee Waiver Request and In-Kind Support for Ladies Long Luncheon Saturday 15<sup>th</sup> October 2022*

**Summary**

Council has received a request from Susan Hodgkiss, Secretary/Treasurer of the Cultivators Committee Incorporated, seeking a Fee Waiver and in-kind support for the Bruce Rock Ladies Long Luncheon to be held on Saturday 15<sup>th</sup> October 2022 at Godfrey Park (the Pony Club Grounds).

**Background**

The Ladies Long Luncheon has been held in Bruce Rock since 2018 and since then has grown in attendance and stature each time it occurs. It is now a major biennial event in the Bruce Rock social calendar. The Ladies Luncheon was originally held in the Shire Hall, but this has not been possible since 2020 with the Bruce Rock Supermarket operating from this venue. Therefore, the Committee has requested assistance from Council to run the event from a marquee on the Pony Club Grounds.

**Comment**

The focus of this Long Ladies Luncheon will be to provide an event that can involve as many of the community as possible, including those in surrounding Shires, within an environment to support good mental and physical health, particularly focussing on social issues. With the events of February this year still high in people’s awareness, activities such as this bring people together and provide a focus for both socialising and sharing.

To try to keep attendance costs within the range of as many people as possible, tickets will be subsidised by the Committee by approximately \$100 each. The event hopes to attract up to 180 attendees.

As with the last Ladies Luncheon, which was held on the Recreation Centre Oval, the organisers will be hiring a marquee, but due to the cost increases from 2020, this will now cost \$7900. To try to recoup some of the cost and generate some revenue the Committee is trying to secure sponsorship and grant funding.

With these arrangements in train, the Committee is requesting support from Council in the form of the waiving the fee for the hire of trestle tables, chairs, and the supply of the portable stage and the microphone podium/lectern, items that would have been readily available in the Shire Hall. The request also includes the transportation and setting up of these items in the marquee once it is in situ on the Pony Grounds. These will of course need to be removed back to the Shire Hall after the event.

In recognition of the Fee Waiver should it be granted, the Shire will be named as a sponsor for this event in marketing material, on the marquee on the day and on the event’s Facebook page.

Given the events of the previous year and that the community will benefit from activities to promote good mental health and well-being, the Cultivators Committee are providing an opportunity for this to happen.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
 Jennifer Bow, Manager of Finance  
 Caris Negri, Community Development Officer

**Statutory Implications**

Nil

**Policy Implications**

2.13 Waiving of Fees

The updated version of this Policy is for consideration by Council in Item 10.4.2 If it is not adopted, then the 2018 version of the Policy (5.4) will still be in effect and thus applied to this item.

**Risk Implications**

<b>Risk:</b> That Council does not approve the Cultivators Committee fee waiver and in-kind support request.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Low
<b>Action / Strategy</b>		
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**

The fee for hiring the trestle tables would be \$65, and for hiring the chairs would be \$400. Given the cost of the in-kind staff support, which is estimated to be around \$2500, if Council were to waive the fees and provide the in-kind support the total cost of the Council’s contribution to this event would be approximately \$3000.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Community**

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council approve a fee waiver and in-kind support of approximately \$3000 for the Long Ladies Luncheon provided by Cultivators Committee on Saturday 15<sup>th</sup> October 2022.

*Council decision varied to Officer Recommendation to approve the waiver of fee to hire the trestle tables for \$65 chairs for \$400 and not for the labour costs as Council deemed that pick up and set up could be undertaken by volunteers.*

**OFFICER RECOMMENDATION COUNCIL DECISION**

**Resolution OCM Aug 22 – 10.4.4**

**Moved: Cr Rajagopalan**

**Seconded: Cr Crooks**

**That Council waiver the fee for equipment hire to the value of \$465 for the Long Ladies Luncheon provided by Cultivators Committee on Saturday 15th October 2022.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## 10.5 Chief Executive Officer

### Agenda Reference and Subject:

**10.5.1** Offer to Purchase 113 Butcher St, Bruce Rock

### File Reference:

A15 113 Butcher Street, Bruce Rock

### Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

### Author:

Darren Mollenoyux, Chief Executive Officer

### Disclosure of Interest:

Nil

### Attachments:

*Item 10.5.1 Attachment A – Landgate Map Screen Shot 113  
Butcher Street*

### Summary

Council is asked to consider an offer from A & T Nation to purchase a vacant Council lot at 113 Butcher St, Bruce Rock.

### Background

On the 5<sup>th</sup> August 2022 Council received a written offer of \$6,000 from Andrew & Tania Nation to purchase one of Council's vacant lots located at 113 Butcher St, Bruce Rock.

The applicant has advised that they will be building a house on the site and relocating, should they be successful in purchasing the land.

### Comment

This lot has been available for purchase on Council's vacant land list and website for over 12 years, with no interest to date. 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 take into account the length of time the land has been available with no offers, and the potential benefits from selling the lot, such as no longer requiring maintenance of the lot, and having a new property and residents in town with the obvious benefits that comes with that.

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.

Should Council wish to consider selling 113 Butcher Street, Bruce Rock staff will engage an authorised valuer to value the land prior to final consideration.

### 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**

<b>Risk:</b> Council does not approve the business proprietors’ offer to purchase, which may impact the future of the business.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
That Council seek an amicable arrangement to ensure the security of the future of the business in town.		

**Financial Implications**

Council has a nominal budget provision in 2022/23 for the income for sale of vacant land.

**Strategic Implications**

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

**Infrastructure**

- Goal 3 Assist the local economy to grow
  - 3.7 Leverage economic opportunities and development from successful local businesses
  - 4 Workers and their families can work and reside in the Shire
  - 4.3 Promote existing residential land and plan for future commercial and residential land Developments to meet current and future needs.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION COUNCIL DECISION**

**Resolution OCM Aug 22 – 10.5.1**

**Moved: Cr Waye**

**Seconded: Cr Crooks**

**That Council:**

- 1. Considers the request from Andrew & Tania Nation to purchase Council's vacant lot located at 113 Butcher St, Bruce Rock. and;**
- 2. If Council would like to proceed to consider the offer of \$6,000, a market valuation be obtained and presented to Council for comparison in accordance with Local Government Act 1995, Section 3.58 of the Local Government Act - Disposing of property.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

*Council Meeting was adjourned at 4.03pm.*

*Council Meeting resumed at 5.10pm with all Staff and Councillors present.*

*Mrs JL Bow entered the Council Chambers at 5.10pm.*

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

<b>Agenda Reference and Subject:</b>	<b>11.1.1 Adoption of the 2022-23 Budget</b>
<b>File Reference:</b>	8.7.2.1 Annual Budget
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<i>Item 11.1.1 Attachment A – 2022-23 Annual Budget – To be provided at the Council Meeting</i> <i>Item 11.1.1 Attachment B – Local Government Chief Executive Officers and Elected Members Determination No 1 of 2022</i>

**Summary**

To consider and adopt the Municipal Fund Budget for the 2022-23 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of members fees and other consequential matters arising from the budget papers.

Section 6.2 of the Local Government Act 1995 instructs that Council must prepare an annual budget for each financial year, in the manner and form prescribed.

**Background**

The draft 2022-23 budget has been guided by some of the principles contained in the Strategic Community Plan and the Strategic Resource Plan. The 2022-23 Draft Budget has been prepared in accordance with the presentation made to Councillors at the Special Council meeting held 8<sup>th</sup> August 2022, wherein Councillors were given copies of the Draft Budget, and staff went through the entire document highlighting areas requiring comment.

**Comment**

The Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Regulations) Act 1996* and Australian Accounting Standards. The main features of the Draft Budget include:

- The budget has been prepared with a 4.5% rate in line with our long term financial plan.
- Fees and charges have increased by 2% from 2021-22.
- A capital works programme totalling \$8,445,000 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned, including:
  - Reconstruction of supermarket - \$5,000,000
  - Expenditure on road infrastructure - \$2,220,000
- A \$2,100,000 borrowing is proposed to help fund the reconstruction of the supermarket building this financial year.
- Transfers from reserves of \$1,000,000 to assist with funding for capital works projects.
- Principal additional grant funding for the year is estimated from:
  - Local Roads and Community Infrastructure Funding Program 2- \$376,000
  - Local Roads and Community Infrastructure Funding Program 3- \$1,050,000
  - Roads to Recovery for safety improvements on various roads - \$870,205
  - Regional Road Group for Old Beverley Road, Shackleton-Kellerberrin Road and Bruce Rock-Doodlakine Road - \$396,000

There have been some minor adjustments required to the Draft Budget that was presented to Council at the Special Meeting, in order to present a balanced budget for adoption.

The 2022-23 Budget continues to deliver on other strategic activities adopted by Council and maintains a high level of service across all programmes while ensuring an increased focus on road and associated infrastructure as well on renewing all assets at sustainable levels.

The rate in the dollar amounts were not able to be modelled prior to the Agenda being distributed however will be presented to the meeting.

With several changes recently to the way Elected Members’ Fees and Expenses details are published both on the website in a Register annually, and also within the Annual Budget and Financial Statements, Councillors will need to submit their claims for the previous financial year by the 7<sup>th</sup> July each year so that staff can compile the Register for publishing. This will also effectively mean that Councillors can only claim payments for the current financial year.

**Consultation**

While no specific community consultation has occurred on the Draft 2022-23 Budget, community consultation and engagement has previously occurred during the development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred between all Executive Managers and through workshops with Councillors.

**Statutory Implications**

*The Local Government Act 1995* requires that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a Budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2022-23 Budget as presented is considered to meet statutory requirements.

**Risk Implications**

<b>Risk:</b> That the 2022-23 Budget does not reflect the forecast expenditure and revenue.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Almost Certain	Major	Extreme
<b>Action / Strategy</b>		
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 “Extreme” risk. As an Extreme Risk, the Chief Executive Officer and the Manager of Finance will be monitoring the progress regularly.		

**Policy Implications**

Nil

**Financial Implications**

Specific financial implications are as outlined in the Comment section of this report and as itemised in the 2022-23 budget attached for adoption.

The 2022-23 Annual Budget provides the direction for expenditure during the financial year.

**Strategic Implications**

The Draft 2022-23 Budget has been developed to meet all strategic areas of the Strategic Community Plan 2017-2027.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION COUNCIL DECISION**

**Resolution OCM Aug 22 – 11.1.1**

**PART A – MUNICIPAL FUND BUDGET FOR 2022-23**

Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulation 1996, the Council adopt the Municipal Fund Budget as attached to this agenda and the minutes, for the Shire of Bruce Rock for the 2022-23 financial year.

Moved: Cr Rajagopalan

Seconded: Cr Negri

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

**1.1 General Rates**

<b>1.1.1</b>	<b>Gross Rental Values</b>	<b>7.879 cents in the dollar</b>
<b>1.1.2</b>	<b>Unimproved Values</b>	<b>0.9784 cents in the dollar</b>
<b>1.1.3</b>	<b>Mining tenements (UV)</b>	<b>0.9784 cents in the dollar</b>

**1.2 Minimum Payments**

<b>1.2.1</b>	<b>Gross Rental Values</b>	<b>\$528</b>
<b>1.2.2</b>	<b>Unimproved Values</b>	<b>\$528</b>
<b>1.2.3</b>	<b>Mining tenements</b>	<b>\$528</b>

2. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full or by instalments:

<b>Full payment and instalment due date</b>	<b>6 October 2022</b>
<b>2nd half instalment due date</b>	<b>8 December 2022</b>
<b>2nd quarterly instalment due date</b>	<b>8 December 2022</b>
<b>3rd quarterly instalment due date</b>	<b>9 February 2023</b>
<b>4th quarterly instalment due date</b>	<b>13 April 2023</b>

3. Pursuant to Section 6.46 of the Local Government Act 1995 Council offers a discount of 3% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 6 October 2022 or 35 days after the date of service appearing on the rate notice, whichever is the later.

4. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through and instalment option of \$10.90 for each instalment after the initial instalment is paid.

5. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and services charges through an instalment option.
6. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 7% for rates and cost of proceedings to recover such charges that remains unpaid after becoming due and payable 35 days from issue.

Moved: Cr Waight

Seconded: Cr Rajagopalan

**CARIED BY ABSOLUTE MAJORITY 8/0**

#### **PART C – GENERAL FEES AND CHARGES FOR 2022-23**

Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges included in 2022-23 Budget.

Moved: Cr Crooks

Seconded: Cr Foss

**CARIED BY ABSOLUTE MAJORITY 8/0**

#### **PART D – OTHER STATUTORY FEES FOR 2022-23**

1. Pursuant to Section 245A(8) of the Local Government (Miscellaneous) 1960, the Council adopts a swimming pool inspection fee of \$58.45 GST not applicable.
2. Pursuant to Section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

##### **3.1 Domestic Waste – Residential Premises**

- |   |                    |
|---|--------------------|
| o 240ltr bin per weekly collection                      | \$300.00 per annum |
| o 240ltr bin per weekly collection – eligible pensioner | \$150.00 per annum |
| o 240ltr bin per weekly collection – eligible senior    | \$225.00 per annum |

##### **3.2 Commercial Waste – Commercial Premises**

- |  |                    |
|--|--------------------|
| o 240ltr bin per twice weekly collection | \$300.00 per annum |
|--|--------------------|

##### **3.3 Domestic and Commercial Recycling**

- |  |                    |
|--|--------------------|
| o 240ltr bin per fortnightly collection                      | \$120.00 per annum |
| o 240ltr bin per fortnightly collection – eligible pensioner | \$60.00 per annum  |
| o 240ltr bin per fortnightly collection – eligible senior    | \$90.00 per annum  |

Moved: Cr Waight

Seconded: Cr Crooks

**CARIED BY ABSOLUTE MAJORITY 8/0**

#### **PART E – ELECTED MEMBERS' FEES & ALLOWANCES FOR 2022-23**

1. Pursuant to Section 5.98 of the Local Government Act 1995 Council adopts the following individual meeting attendance fees in lieu of an annual fee:

President	\$502
Councillors	\$93

2. Pursuant to Section 5.98 of the Local Government Act 1995 and regulation 30 of the Local Government (Administration) Regulations 1996, Council adopts the following individual committee and prescribed meeting attendance fees in lieu of an annual fee:

President	\$122
Councillors	\$47

3. Pursuant to Section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for elected members:

Telecommunications and Information Technology Allowance (upon election) \$1,553  
Telecommunications and Information Technology Allowance (each year thereafter) \$ 518

4. Pursuant to Section 5.98(5) of the Local Government Act 1995 and regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual local government allowance to be paid in addition to the individual meeting attendance fees;

President \$14,494

5. Pursuant to Section 5.98(5) of the Local Government Act 1995 and regulation 33A of the Local Government (Administration) Regulations 1996, Council adopts the following annual local government allowance to be paid in addition to the individual meeting attendance fees;

Deputy President \$3,624

6. Pursuant to Section 5.98(3) of the Local Government Act 1995 and regulation 31 of the Local Government (Administration) Regulations 1996, Council adopts the following reimbursement of expenses;

- i. Travel, in accordance with the Local Government Officers' (Western Australia) Award 2021.
- ii. Child Care is actual cost or \$35 per hour, whichever is the lesser amount.

Moved: Cr Waye

Seconded: Cr Foss

**CARRIED BY ABSOLUTE MAJORITY 8/0**

*Mrs JL Bow left the Council Chambers at 5.37pm and did not return.*

## 12. Confidential Items

**Agenda Reference and Subject:**

**12.1.1** CEO Performance Appraisal 2022

**File Reference:**

Personnel

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Darren Mollenoyux, Chief Executive Officer

**Attachments:**

*Item 12.1.1 Attachment A – Confidential Report from John Phillips Consulting*

**COUNCIL DECISION**

**Resolution OCM Aug 22 – 12.1.1**

**Moved:** Cr Kilminster

**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 Aug 22 – 12.1.2**

**Moved:** Cr Waye

**Seconded:** Cr Negri

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 COUNCIL DECISION**

**Resolution OCM Aug 22 – 12.1.3**

**Moved:** Cr Foss

**Seconded:** Cr Rajagopalan

That Council resolve to engage John Phillips Consulting to undertake the 2022 Annual Performance Review of the CEO, with Council and the Chief Executive Officer, Mr Darren Mollenoyux, agreeing to the review process outlined in the Confidential Proposal by John Phillips Consulting.

**Carried 8/0**



### **13. Closure of Meeting**

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 5.42pm.

These minutes were confirmed at a meeting on 15 September 2022.

---

Cr Stephen Strange  
Shire President  
15 September 2022

## SHIRE OF BRUCE ROCK

### AUDIT COMMITTEE MINUTES MEETING 18 AUGUST 2022

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## SHIRE OF BRUCE ROCK

### AUDIT COMMITTEE AGENDA MEETING 18 AUGUST 2022

**1. Declaration of Opening**

The Shire President Stephen Strange declared the meeting open at 2.49pm.

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

President	Cr SA Strange
Councillors	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr R Rajagopalan
	Cr BJ Waight
	Cr AR Crooks
	Cr BJ Waight
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O'Toole
Executive Assistant	Mrs MJ Schilling
Apology	Cr J Verhoogt

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

**4. Public Question Time**

**5. Petitions / Deputations / Presentations / Submissions**

**6. Confirmation of Minutes**

6.1. Audit Committee Meeting – 19 May 2022

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution ACM Aug 22 – 6.1**

**Moved: Cr Waye**

**Seconded: Cr Foss**

**That the minutes of the Audit Committee Meeting held 19 May 2022 be confirmed as a true and correct record.**

**Carried 8/0**

## 7. Reports of Officers

### 7.1. Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>7.1.1</b>	Setting Material Variance for Monthly Financial Reports
<b>File Reference:</b>	8.2.6.2	Annual Financial Statements
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance	
<b>Author:</b>	Jennifer Bow, Manager of Finance	
<b>Disclosure of Interest</b>	Nil	
<b>Attachments:</b>	Nil	

#### Summary

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

#### Background

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

#### Comment

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

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

##### ***Paragraph 4.1***

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

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

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

Staff have also contacted OAG's contract auditors, Robert Hall, Director, Dry Kirkness (the audit team from Butler Settineri has joined Dry Kirkness) for comment to confirm if he is also happy with 10% or \$5,000.

#### **Consultation**

Darren Mollenoyux, Chief Executive Officer  
 Jennifer Bow, Manager of Finance  
 Robert Hall, Director, Dry Kirkness

#### **Statutory Implications**

*Local Government (Financial Management) Regulations 1996, r.34(5), Local Government Act 1995, Local Government (Audit) Regulations 1996*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017-2027

**Governance**

Goal 12 Council leads the organisation in a strategic flexible manner

10 Year Outcome – We are financially viable whilst meeting all levels of compliance

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution ACM Aug 22 – 7.1.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Foss**

**That the Audit Committee recommends that Council adopt a variance of 10% or an amount over \$5,000 to be considered material for highlighting variances between the actual and the year-to-date budget figures in the Monthly Statement of Financial Activity for 2022-23.**

**Carried 8/0**

**Agenda Reference and Subject:**

**7.1.2** Financial Management Systems Review Report

**File Reference:**

8.2.6.1 Annual Audit

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest**

Nil

**Attachment**

*Item 7.1.2 Attachment A – CONFIDENTIAL Financial Management System Review*

**COUNCIL DECISION**

**Resolution ACM Aug 22 – 7.1.2.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

**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, could be reasonably expected to –**

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

**Carried 8/0**

**COUNCIL DECISION**

**Resolution ACM Aug 22 – 7.1.2.2**

**Moved:** Cr Crooks

**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 ACM Aug 22 – 7.1.2.2**

**Moved:** Cr Waye

**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**

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

**9. Closure of Meeting**

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 2.52pm.

These minutes were confirmed at a meeting on

---

Cr Stephen Strange  
Shire President

**Bruce Rock Bush Fire Advisory Committee Meeting to be held in Bruce Rock Shire Council Chambers  
Friday 2<sup>nd</sup> September 2022 commencing at 4.00pm**

**Minutes**

**1. Meeting Opened**

The Chair, Cr Tony Crooks (CBFCO) opened the meeting at 4.05pm.

**2. Attendance:**

Cr Tony Crooks (CBFCO)

Cr Philip Negri (DCBFCO)

Cr Stephen Strange, Shire President Shire of Bruce Rock (via Teams)

Darren Mollenoyux, CEO Shire of Bruce Rock

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

Melissa Schilling, EA Shire of Bruce Rock

Perry Hodgkiss – Bruce Rock VFES

Matthew Heasman – Ardath BFB

Murray Boyd – Babakin BFB

Trevor Cosgrove – Shackleton BFB

Tony Irvine – Shackleton BFB

Greg Tippet – Shackleton BFB

John Flockhart - DOAC

Justin Corrigan – DFES (via Teams)

**Apologies:**

Nil

**3. Minutes from Previous Meeting**

Minutes from the meeting held on Friday 25<sup>th</sup> February 2022

Moved: Tony Irvine

Seconded: Murray Boyd

**4. Business Arising from Previous Meeting**

**5. General Business**

**i. Fire Weather Districts Review – new Fire District for Bruce Rock: Lockwood**

Following a Statewide review, as of 1 September, the Fire District which contains the Shire of Bruce Rock is now called Lockwood. (The old Fire Districts of Jilbadgie and Ninghan are now no longer used). The review was undertaken to better represent the land and vegetation type which affect the fire conditions in a specific area, and also to align Districts more with LGA boundaries. Much of the old Jilbadgie to the east of Bruce Rock has now been excised, and Shires to the north have been included. Therefore, the Shires which comprise the new Lockwood are: Bruce Rock, Narembeen, Merredin, Kellerberrin, Trayning, and Nungarin.

**ii. New Australian Fire Danger Rating System (AFDRS) - four classifications**

Also on 1 September the new Nationwide Australian Fire Danger Rating System (AFDRS) came into effect. This is the means by which the Fire Danger for any specific area on any given day will be assessed. Instead of the old six category system, there will now be only four levels: Moderate, High, Extreme and Catastrophic. Burning will only be permitted at the “Moderate” level. Therefore, once the Fire Behaviour Index (FBI) goes to 24 and above, all open Burning Permits will be revoked. At 40 FBI, a Harvest and Vehicle Movement Ban will be called by DFES. 50 FBI is when a Total Fire Ban (TFB) will be imposed by DFES.

The Shire is already active in informing the community about these changes via Social Media and the Shire’s website, and a fridge magnet is being designed which will have all this information plus a scannable link to websites where more detail can be accessed.



iii. **Prohibited/Restricted Burning Periods – review**

In consideration of the above, and also in preparation for the upcoming fire season, Shire Officers have taken the opportunity to review Council’s Policies around Fire Control, which has led to some new dates with regard to Permitted Burning Periods (i.e. Restricted and Prohibited Burning), and also the Policy which guides staff and provides direction for the Chief and Deputy Chief Bushfire Control Officers with regard to the issuing of Burning Permits has been amended. It was proposed and agreed by the BFAC that the new dates as below are recommended for Council endorsement:

Restricted Burning Period:	30 <sup>th</sup> September to 31 <sup>st</sup> October
Prohibited Burning Period:	1 <sup>st</sup> November to 14 <sup>th</sup> February
Restricted Burning Period:	15 <sup>th</sup> February to 31 <sup>st</sup> March

It is also recommended that, to modernize and streamline the method by which community members apply for and receive Burning Permits, the BFAC approves the implementation of an online system which will be on the Shire’s website, as this system is utilized successfully by several other Councils, (e.g. Merredin). This allows for much more information (such as material to be burnt) to be gathered and utilised when the application is considered. Permits will also be limited to four day’s duration as this aligns with the current DFES four day forecast period.

iv. **Burning Permits – issuing procedure**

To complement the above, a “Procedure for the Management of Burning Periods” has been developed, which gives more detail to the process outlined in the Policy document, and provides more in-depth guidance to the Shire Officers and the CBFCO/DCBFCO as to the steps to be followed, including timescales etc.

v. **Firebreaks, hazards – compliance**

Some discussion took place about the increased compliance which has been observed following the “harder” approach which has been taken in recent years, including the issuing of infringements for owners of properties identified as “serially non-compliant.” It is to be hoped that this welcome improvement continues when the inspection of properties (both rural and townsite) begins in coming weeks in preparation for the coming fire season.

Also, it was discussed that for the next Fire Season i.e. 2023-2024, whether the current Firebreak Policy, which stipulates that Firebreaks must be “not less than 3m wide” be amended to “not less than 2.5m wide” to more accurately reflect modern farming practice and also ensure greater compliance. This can be brought to the next BFAC for consideration and then taken to Council for endorsement so that information is made available prior to seeding for the 2023-24 Fire Season.

vi. **Harvest Bans – Policy and procedure**

The implications of the Fire Districts Review and the new Australian Fire Danger Rating System mean that the Harvest Ban Policy (8.2) will have to be amended as the McArthur Grassland Meter (MGM) is no longer to be used as the calculation method of choice, and the previously used figure of 32 for calling a Harvest Ban is no longer applicable. In the new Fire Behaviour Index (FBI) scale, the old figure of 35 is now equivalent to 40, which is when DFES mandates that a Harvest Ban must be called. However, Council’s Harvest Ban Policy states that Harvest Bans will be called at 32, and in the new system this is now equivalent to an FBI of 37. There is now a mobile app which is recommended for being used to calculate the FBI, based on readings from the Kestrel Meter. The app is accessed at:

[www.aurora.landgate.wa.gov.au/fbc](http://www.aurora.landgate.wa.gov.au/fbc)

6. **Brigade Reports**

6.1. **Bruce Rock VES**

Perry: Membership numbers remain solid. Not much to report, although there is some succession planning taking place re: Officers etc.

**6.2. Babakin Bush Fire Brigade**

Murray: There has been a full service of the Babakin Truck including the installation of an infra-red camera supplied by DFES.

**6.3. Ardath Bush Fire Brigade**

Matt: Will be having their AGM in October for official positions.

**6.4. Shackleton Bush Fire Brigade**

Tony (CBFCO): a well-attended DFES training event was held at Shackleton, reps from all Brigades, a good effort.

Delivery was taken of the new fire truck which was very welcome, and thanks to Justin.

PPE and consumables need to be ordered/replaced, Alan to do order for all Brigades.

Will also be having an AGM to elect new Officers. Tony specifically thanked Tony Irvine for his 32 years of service to the Shackleton and Bruce Rock community through his involvement in the Bushfire Brigade.

**6.5. DFES**

Justin: DFES are getting out to the regions to ensure preparations are in full swing for the upcoming Fire Season.

The new Superintendent is Damien Pumphrey who visited Bruce Rock during the February fire.

**7. Any other business**

Leading up to and during the next Fire Season it is intended that there will be monthly conference calls between DFES, CBCFCOs and LGs. With the forecasted 4-day weather outlook being produced by DFES, it is essential this is made available to LGs and CBCFCOs to enable us to be fully prepared. Justin also confirmed that DFES can cancel any Burning Permits at any stage

**8. Date of Next Meeting**

To be arranged

**9. Meeting Closed**

The Chair, Cr Tony Crooks, thanked everyone for attending and closed the meeting at 5.04pm.

**List of Accounts August 2022**

Chq/EFT	Date	Name	Description	Amount
<b>Municipal Account EFT's</b>				
EFT20053	04/08/2022	ALAN O'TOOLE	REIMBURSEMENT OF EXPENSES	\$15.50
EFT20054	04/08/2022	BROCKMAN WILLIAMS	REIMBURSEMENT OF EXPENSES	\$44.00
EFT20055	04/08/2022	CARIS NEGRI	REIMBURSEMENT OF EXPENSES FOR STATE LIBRARY TECHNOLOGY AND DIGITAL INCLUSION GRANT PURCHASE OF EQUIPMENT	\$813.00
EFT20056	04/08/2022	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	\$1,062.05
EFT20057	04/08/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,479.10
EFT20058	04/08/2022	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 3/08/2022	\$1,846.00
EFT20059	04/08/2022	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$70.03
EFT20060	04/08/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,882.96
EFT20061	04/08/2022	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 3/08/2022	\$2,500.00
EFT20062	04/08/2022	LGIS INSURANCE BROKING	SALARY CONTINUANCE & MARINE CARGO INSURANCE	\$2,120.28
EFT20063	04/08/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$444.04
EFT20064	04/08/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$2,895.89
EFT20065	04/08/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$11,863.67
EFT20066	04/08/2022	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES FOR JULY 2021 TO JUNE 2022	\$1,531.00
EFT20067	04/08/2022	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR JULY 2022	\$405.48
EFT20068	04/08/2022	THE BRUCE ROCK HOTEL	SKELETON WEED LAG EXPENSES	\$169.40
EFT20069	04/08/2022	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$200.08
EFT20070	04/08/2022	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$551.00
EFT20071	05/08/2022	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES	DOT VEHICLE INSPECTION BALANCE OF REVENUE JULY 2022	\$63.40
EFT20072	11/08/2022	2C2U IT PTY LTD	MED CENTRE IT SUPPORT	\$462.00
EFT20073	11/08/2022	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR SMALL PLANT	\$25.56
EFT20074	11/08/2022	AMD AUDIT & ASSURANCE	2022 FINANCIAL MANAGEMENT SYSTEMS REVIEW	\$3,209.20
EFT20075	11/08/2022	AUSTRALIA POST	POSTAGE CHARGES FOR JULY 2022	\$76.33
EFT20076	11/08/2022	AVON WASTE	RECYCLING FOR JULY 2022	\$3,206.13
EFT20077	11/08/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,581.37
EFT20078	11/08/2022	BOC LIMITED	GAS BOTTLE RENTAL JULY 2022	\$113.16
EFT20079	11/08/2022	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$42.23
EFT20080	11/08/2022	BREEZE PRINTING	BINDING OF COUNCIL MINUTES	\$175.00
EFT20081	11/08/2022	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	COFFEE MUGS FOR BACK TO THE BUSH REUNION 2021	\$600.00
EFT20082	11/08/2022	BRUCE ROCK DISTRICT CLUB	COUNCIL MEETING REFRESHMENTS	\$57.00
EFT20083	11/08/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$589.07
EFT20084	11/08/2022	CONNELLY IMAGES	OUTDOOR SIGNS FOR REFUSE SITE	\$435.60
EFT20085	11/08/2022	COPIER SUPPORT	PHOTOCOPIER METER READING JULY 2022	\$447.38
EFT20086	11/08/2022	DAVES TREE SERVICE	ROADSIDE WEED CONTROL ON SHIRE ROADS	\$13,200.00
EFT20087	11/08/2022	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$879.87
EFT20088	11/08/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$3,254.81
EFT20089	11/08/2022	FORTH CONSULTING PTY LTD	SUPERMARKET PROJECT COORDINATION HYDRAULIC SERVICES	\$1,100.00
EFT20090	11/08/2022	GAP SOLUTIONS PTY LTD	QUARTERLY SUPPORT/LICENSE - OCT/NOV/DEC 2022	\$874.50
EFT20091	11/08/2022	GREAT EASTERN COUNTRY ZONE OF WALGA	ANNUAL SUBSCRIPTION JULY 2022 - JUNE 2023	\$1,650.00
EFT20092	11/08/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR JULY 2022	\$1,957.81
EFT20093	11/08/2022	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	PARTS FOR BATCHING PLANT	\$1,518.00
EFT20094	11/08/2022	INTEGRATED DISTRIBUTION PTY LTD	LINE MARKING PAINT & STENCIL FOR OVAL	\$1,050.50
EFT20095	11/08/2022	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	\$81.00
EFT20096	11/08/2022	LANDGATE- VALUATION	GRV INTERIM VALUATION	\$94.62
EFT20097	11/08/2022	LGIS WA	LGIS - INSURANCE 01/07/2022 - 30/06/2023	\$150,688.10
EFT20098	11/08/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	COMMUNICATION FORUM	\$38.00
EFT20099	11/08/2022	MARKET CREATIONS AGENCY PTY LTD	ONLINE BURNING PERMITS MODULE	\$2,200.00
EFT20100	11/08/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$444.04
EFT20101	11/08/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$4,460.62
EFT20102	11/08/2022	MCCALL MOTORS PTY LTD	MATERIALS FOR WORKSHOP, CONSTRUCTION & GARDEN CREWS	\$191.35
EFT20103	11/08/2022	MCINTOSH & SON MERREDIN	PARTS FOR BK1047	\$286.00
EFT20104	11/08/2022	MELISSA SCHILLING	REIMBURSEMENT OF EXPENSES	\$138.65
EFT20105	11/08/2022	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING JULY 2022	\$70.40
EFT20106	11/08/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$16,217.92
EFT20107	11/08/2022	NAPA	MATERIALS FOR WORKSHOP & PARTS FOR BK9092	\$543.66
EFT20108	11/08/2022	NUTRIEN AG SOLUTIONS	PARTS FOR BK020	\$359.70
EFT20109	11/08/2022	OFFICE OF REGIONAL ARCHITECTURE	SUPERMARKET PROJECT ARCHITECTURAL SERVICES	\$451.40
EFT20110	11/08/2022	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$377.33
EFT20111	11/08/2022	R2K CONTRACTING	PARTS FOR BK650	\$23.25
EFT20112	11/08/2022	ROSS'S DIESEL SERVICE	REPAIRS TO BK604	\$10,351.96
EFT20113	11/08/2022	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR AUGUST 2022	\$2,316.85

EFT20114	11/08/2022	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$83.00
EFT20115	11/08/2022	SYDNEY TOOLS PTY LTD	PURCHASE OF SMALL PLANT	\$970.00
EFT20116	11/08/2022	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$12,810.73
EFT20117	11/08/2022	TELSTRA	TELEPHONE USAGE JULY 2022	\$28.55
EFT20118	11/08/2022	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$9.87
EFT20119	11/08/2022	TRANSTRUCT	PARTS FOR BK024 & BK9649 & MATERIALS FOR TOWN CREW	\$568.99
EFT20120	11/08/2022	WALLIS COMPUTER SOLUTIONS	IT SERVICES	\$143.00
EFT20121	11/08/2022	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL GAS FACILITY FEES	\$108.93
EFT20122	11/08/2022	WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS (WE-ROC)	ANNUAL CONTRIBUTION TO WEROC FOR 2022-23	\$13,200.00
EFT20123	11/08/2022	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	\$378.24
EFT20124	11/08/2022	WIRTGEN AUSTRALIA	PARTS FOR BK011	\$768.35
EFT20125	11/08/2022	WURTH	MATERIALS FOR WORKSHOP	\$320.93
EFT20126	11/08/2022	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEY OF INTERSECTION ON NAREMBEEN/CUMMININ ROAD	\$3,267.00
EFT20127	03/08/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WK ENDING 24/07/2022	\$359.91
EFT20128	10/08/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 31/07/2022	\$396.85
EFT20129	18/08/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$3,077.42
EFT20130	18/08/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$2,811.28
EFT20131	18/08/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,241.89
EFT20132	18/08/2022	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 17/08/2022	\$1,846.00
EFT20133	18/08/2022	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$70.03
EFT20134	18/08/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,447.40
EFT20135	18/08/2022	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 17/08/2022	\$2,500.00
EFT20136	18/08/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$417.34
EFT20137	18/08/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,913.07
EFT20138	18/08/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$9,601.83
EFT20139	18/08/2022	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$200.08
EFT20140	18/08/2022	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$551.00
EFT20141	25/08/2022	2C2U IT PTY LTD	MED CENTRE IT SUPPORT	\$3,712.10
EFT20142	25/08/2022	ADVANCED AUTOLOGIC PTY LTD	PARTS FOR BK505	\$250.00
EFT20143	25/08/2022	ALCOLIZER TECHNOLOGY	BREATHALYZER SERVICING	\$154.00
EFT20144	25/08/2022	BLACKWOODS	CLEANING SUPPLIES	\$283.95
EFT20145	25/08/2022	BROWNLEY'S PLUMBING & GAS	1 STED SCHEME SUBSIDY, PLUMBING WORKS AT SHIRE PROPERTY & PARTS FOR SEPTIC PIT	\$1,433.40
EFT20146	25/08/2022	BRUCE ROCK CAFE - LOVE THAT FOOD	COUNCIL MEETING CATERING	\$300.00
EFT20147	25/08/2022	BRUCE ROCK CHURCH OF CHRIST	2021/22 COMMUNITY GRANT PROGRAM	\$2,000.00
EFT20148	25/08/2022	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	ROCK REVIEW SALES APRIL-JULY 2022	\$826.00
EFT20149	25/08/2022	BRUCE ROCK DISTRICT CLUB	COUNCIL MEETING REFRESHMENTS	\$114.00
EFT20150	25/08/2022	BUNNINGS MIDLAND W/H	MATERIALS FOR BUILDING MAINTENANCE	\$788.19
EFT20151	25/08/2022	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT FOR LEASED PROPERTIES	\$692.29
EFT20152	25/08/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,739.89
EFT20153	25/08/2022	CHAIN APPLICATIONS PTY LTD T/A THE RIGGING SHED	PURCHASE OF SMALL PLANT	\$187.00
EFT20154	25/08/2022	COLESTAN ELECTRICS	ELECTRICAL WORKS AT SHIRE PROPERTY	\$462.20
EFT20155	25/08/2022	DAVES TREE SERVICE	ROAD SIDE WEED CONTROL ON SHIRE ROADS	\$43,071.60
EFT20156	25/08/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	2022/23 QUARTER 1 EMERGENCY SERVICES LEVY	\$20,889.60
EFT20157	25/08/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$2,245.71
EFT20158	25/08/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GAS BOTTLE SWAP & LAUNDRY POWDER	\$208.50
EFT20159	25/08/2022	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK6674 & REPAIRS TO SMALL PLANT	\$2,616.06
EFT20160	25/08/2022	ENVIROPIPES	CULVERT PIPES FOR VARIOUS ROADS	\$22,119.64
EFT20161	25/08/2022	FULCRUM STRUCTURAL ENGINEERING PTY LTD	SUPERMARKET PROJECT STRUCTURAL ENGINEER	\$4,290.00
EFT20162	25/08/2022	GRANO DIRECT	MATERIALS FOR TOWN CREW	\$285.67
EFT20163	25/08/2022	GWY PAINTING SERVICE	INTERNAL REPAINT OF SHIRE PROPERTY	\$13,915.00
EFT20164	25/08/2022	HARE & FORBES PTY LTD	DAM COMPRESSOR	\$1,382.00
EFT20165	25/08/2022	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	\$272.20
EFT20166	25/08/2022	KENNARDS HIRE MIDLAND	PUMP HIRE	\$453.60
EFT20167	25/08/2022	LGIS WA	LGIS - MOTOR VEHICLE INSURANCE 01/07/2021 - 30/06/2022 ADJUSTMENT	\$1,223.89
EFT20168	25/08/2022	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 2022/23	\$509.30
EFT20169	25/08/2022	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$1,354.10
EFT20170	25/08/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	\$428.34
EFT20171	25/08/2022	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,636.07
EFT20172	25/08/2022	MAYES SHEETMETAL	SPLASHBACK FOR DISTRICT CLUB KITCHEN	\$770.00
EFT20173	25/08/2022	MCCALL MOTORS PTY LTD	MATERIALS FOR REFUSE SITE, BUILDING MAINTENANCE, TOWN & CONSTRUCTION CREW	\$1,185.27
EFT20174	25/08/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$14,653.24
EFT20175	25/08/2022	NAPA	PARTS FOR BK512 & BK638 & MATERIALS FOR WORKSHOP	\$289.70
EFT20176	25/08/2022	NB HARDWARE & AG SUPPLIES	MATERIALS FOR TRAFFIC SIGNS & GARDEN CREW	\$176.30
EFT20177	25/08/2022	OFFICEWORKS BUSINESS DIRECT	OFFICE STATIONERY	\$1,928.61
EFT20178	25/08/2022	PUMPS AUSTRALIA PTY LTD	PURCHASE OF SMALL PLANT	\$1,419.00

EFT20179	25/08/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$1,277.40
EFT20180	25/08/2022	SEEK LIMITED	RECRUITMENT ADVERTISING	\$627.00
EFT20181	25/08/2022	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT & MATERIALS FOR WORKSHOP	\$99.00
EFT20182	25/08/2022	SW TAYLOR	NEW EMPLOYEE INDUCTIONS	\$1,210.00
EFT20183	25/08/2022	SYDNEY TOOLS PTY LTD	MATERIALS FOR WORKSHOP	\$78.50
EFT20184	25/08/2022	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$672.61
EFT20185	25/08/2022	TELSTRA	TELEPHONE USAGE AUGUST 2022	\$3,637.62
EFT20186	25/08/2022	THE HONDA SHOP (SPARE PARTS)	PARTS FOR SMALL PLANT	\$82.80
EFT20187	25/08/2022	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	\$525.33
EFT20188	25/08/2022	TOLL TRANSPORT PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$222.55
EFT20189	25/08/2022	TWO DOGS HOME HARDWARE	DECKING OIL FOR MAIN STREET BENCHES & SHOWER HEAD FOR CARAVAN PARK	\$207.14
EFT20190	25/08/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES JUNE/JULY 2022	\$1,567.50
EFT20191	25/08/2022	WESTERN DIAGNOSTIC PATHOLOGY	MEDICAL SUPPLIES FOR MED CENTRE	\$656.72
EFT20192	25/08/2022	WHEATBELT LIQUID WASTE	SEPTIC PUMP OUT AT SHIRE PROPERTY	\$990.00
EFT20193	25/08/2022	WIRTGEN AUSTRALIA	PARTS FOR BK011	\$15.88
EFT20206	17/08/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 07/08/2022	\$394.61
EFT20207	24/08/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 14/08/2022	\$384.85
EFT20214	31/08/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 21/08/2022	\$382.10
<b>Total EFT's</b>				<b>\$482,186.97</b>
<b>Municipal Account Cheques</b>				
85	11/08/2022	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$738.77
<b>Total Cheques</b>				<b>\$738.77</b>
<b>Wages and Salaries</b>				
	03/08/2022	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 3/08/2022	\$80,754.76
	17/08/2022	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 17/08/2022	\$82,312.74
<b>Total Wages and Salaries</b>				<b>\$163,067.50</b>
<b>Municipal Account Direct Debit</b>				
DD8399.1	03/08/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,584.47
DD8399.2	03/08/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$474.02
DD8399.3	03/08/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$86.54
DD8399.4	03/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$205.80
DD8399.5	03/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$244.05
DD8399.6	03/08/2022	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$267.36
DD8399.7	03/08/2022	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$233.53
DD8399.8	03/08/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$159.54
DD8399.9	03/08/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$809.31
DD8415.1	17/08/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,589.49
DD8415.2	17/08/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$478.96
DD8415.3	17/08/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$46.34
DD8415.4	17/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$205.80
DD8415.5	17/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$243.27
DD8415.6	17/08/2022	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$254.91
DD8415.7	17/08/2022	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$231.99
DD8415.8	17/08/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$171.50
DD8415.9	17/08/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$158.43
DD8444.1	31/08/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$9,118.35
DD8444.2	31/08/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$437.15
DD8444.3	31/08/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$86.23
DD8444.4	31/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$11.05
DD8444.5	31/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$205.80
DD8444.6	31/08/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$243.27
DD8444.7	31/08/2022	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$255.68
DD8444.8	31/08/2022	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$232.14
DD8444.9	31/08/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$244.28
DD8399.10	03/08/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$117.41
DD8399.11	03/08/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,891.35
DD8399.12	03/08/2022	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$136.69
DD8399.13	03/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$505.00
DD8399.14	03/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$311.83
DD8399.15	03/08/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD8415.10	17/08/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$813.44
DD8415.11	17/08/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$268.37
DD8415.12	17/08/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,895.68
DD8415.13	17/08/2022	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$141.98
DD8415.14	17/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$485.27
DD8415.15	17/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$238.60
DD8415.16	17/08/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD8444.10	31/08/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$190.87

DD8444.11	31/08/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$785.86
DD8444.12	31/08/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$251.60
DD8444.13	31/08/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,895.21
DD8444.14	31/08/2022	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$140.36
DD8444.15	31/08/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$484.50
DD8444.16	31/08/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$292.31
DD8444.17	31/08/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
<b>Total Direct Debits</b>				<b>\$43,707.02</b>

**Credit Card Payments**

11/08/2022	EFT20113	TRYBOOKING	2 LGIS RISK FORUM REGISTRATIONS	\$461.00
		HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	\$171.60
		HUMANTIX	SEGRA CONFERENCE REGISTRATION	\$1,250.00
		ACTIV8ME	INTERNET FOR JULY/AUGUST	\$45.40
		BENDIGO BANK	CARD FEE	\$4.00
		WESTNET	INTERNET FOR AUGUST	\$119.95
			INTERNET FOR AUGUST	\$99.95
			INTERNET FOR AUGUST	\$164.95
<b>Total Credit Card Payments</b>				<b>\$2,316.85</b>

<b>Total Municipal Account EFT Payments</b>	<b>\$482,186.97</b>
<b>Total Municipal Account Cheque Payments</b>	<b>\$738.77</b>
<b>Total Trust Account EFT Payments</b>	<b>\$0.00</b>
<b>Total Trust Account Cheque Payments</b>	<b>\$0.00</b>
<b>Total Wages</b>	<b>\$206,774.52</b>
<b>Total</b>	<b>\$689,700.26</b>

**Planning and Development (Local Planning Schemes) Regulations 2015  
Schedule 2 Deemed provisions for local planning schemes Part 11 Forms referred  
to in this Scheme cl. 86**

The form of an application for development approval referred to in clause 62(1)(a) is as follows —

**Application for development approval**

<b>Owner details</b>		
Name: Co-operative Bulk Handling Ltd		
ABN (if applicable):		
Address: Level 6, 240 St Georges Terrace, Perth, WA, 6000 ..... ..... Postcode: .....		
<b>Phone:</b> Work: 08 9206 6061 ..... Home: ..... Mobile: .....	<b>Fax:</b> .....	<b>Email:</b> timothy.roberts@cbh.com.au .....
Contact person for correspondence: Timothy Roberts		
Signature: 	Date: 21 July 2022	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		

<b>Applicant details (if different from owner)</b>		
Name: As above.		
Address: ..... ..... Postcode: .....		
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Work: .....	.....	.....
Home: .....		
Mobile: .....		
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date:

<b>Property details</b>		
Lot N°: 251	House/Street N°:	Location N°:
Diagram or Plan N°: 67329	CoT Vol. N°: 2753	Folio: 201
Title encumbrances (e.g. easements, restrictive covenants):  		



Street name: Kellerberrin – Shackleton Road	Suburb: Shackleton
Nearest street intersection: Bruce Rock – Quairading Road	
<b>Proposed development</b>	
Nature of development: <input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: Grain Depot (3x Open Bulkheads proposed at 1.8m high and total capacity of 62,225 tonnes; 3 x Drive Over Grids; and associated internal roads and drainage basin works.	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: No existing buildings on Lot 251 of Plan 67329.	
Approximate cost of proposed development: \$1,050,000 (inc GST)	
Estimated time of completion: 4 weeks following approval.	

**OFFICE USE ONLY**

Acceptance Officer's initials: *EHO JG.*      Date received: *21 July 2022*  
Local government reference N<sup>o</sup>: *21-JULY-2022 CBH Shackleton.*



21 July 2022

Darren Mollenoyux, Chief Executive Officer  
Shire of Bruce Rock  
Via email: [ceo@brucerock.wa.gov.au](mailto:ceo@brucerock.wa.gov.au)

Dear Darren,

## **LOT 251 KELLERBERRIN-SHACKLETON ROAD, SHACKLETON PROPOSED GRAIN DEPOT**

CBH is seeking development approval from the Shire of Bruce Rock for a proposed grain depot located at Lot 251 Kellerberrin-Shackleton Road, Shackleton. The subject application is prepared in accordance with Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Bruce Rock Local Planning Scheme No. 3 (LPS 3).

CBH had a record harvest last year where its existing storage infrastructure was not enough to keep up with the record crop. This yield is still being held. These proposed bulkheads will assist CBH and local growers with accommodating this existing and future demand. Additional bulkheads provide further benefits to CBH than just storage as they also move grain to port quicker and allow grain to be moved around on site which can assist with reducing waiting times and keeping trucks off roads. Current modelling suggests that we will again have another big harvest this year meaning the construction and use of these bulkheads is integral to CBH's operations.

CBH is accelerating its investment in the network with over \$1 billion invested in 2.8 million tonnes of storage. With a clear goal of exporting 3 million tonnes per month by 2033, we need to continue to invest in the network at elevated levels. This enables us to improve our ability to receive harvest efficiently, sustain current assets and infrastructure and increase our focus on improving our outloading abilities during above average harvests.

### **Town Planning Considerations**

The proposed development is considered to be consistent with Clause 68 of Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of the Shire of Bruce Rock LPS 3.

### Local Planning Scheme No. 3

The subject land is zoned 'rural' under the Shire's LPS 3. The existing land use class is 'agricultural-extensive' and this application seeks to change the land use to 'grain depot' which is defined as a premises for the receipt, storage, treatment, and despatch of grain however is not specifically listed as a land use within the Zoning Table of LPS 3. The change in use only applies to the portion of 'Rural' zoned land as shown on DRG No 514-ENG-CL-DCO-0009, and the balance of the land is to remain an 'agriculture-extensive' land use.

LPS 3 details site and development requirements for the rural zone specifically in relation to front, rear and side setbacks. Table 2 of LPS 3 does not stipulate a use class relevant of CBH activities and where requirements for a particular use are not set out in this Scheme the development shall conform to such requirements as the local government shall determine. The proposed bulkhead requests a front setback of roughly 240 metres from the Kellerberrin-Shackleton Road front lot boundary. There are no changes to staff numbers proposed as part of this application meaning no additional car parking bays are required.

### Shire of Bruce Rock Local Planning Strategy

The Shire of Bruce Rock Local Planning Strategy commits to continuing to protect its valuable agricultural resources and rural hinterland. Agriculture is the dominant industry sector in the Shire of Bruce Rock and is expected to remain the most significant contributor to local economic activity. The proposed grain depot is an agricultural associated land use meaning the proposal does not compromise the objectives and strategies of the Shire of Bruce Rock Local Planning Strategy or the objectives of the rural zone within LPS3 and warrants approval accordingly.

### Traffic Management

No additional traffic will be generated through the use of the three proposed bulkheads. Last years' record harvest meant a higher than expected amount of grain needed to be stored at sites prior to it going to Port. A large amount of carryover grain remains at many of these sites. If a CBH site is full and not able to accept any more local grain then operationally CBH had to bring in trucks sooner to take the stored grain to Port. The site could then accommodate the excess local grain. If this out loading does not occur and a site was full the trucks still use the road to drop grain off to a grain receipt site closer to Port.

The amount of bulkheads doesn't determine the amount of traffic generation, traffic generation is determined by grain yield which is outside of the development application process. Additional storage means traffic movements generated by a harvest are spread out over a greater period of time as grain does not need to be transported to port sooner to accommodate demand. This reduces the amount of trucks on the road network within the harvest period. Local demand and uncertain grain production are going to exist no matter what the storage capabilities of a site can accommodate.

### Stormwater Management

All stormwater drainage associated with the proposed development is to be contained and disposed of on-site. The construction of the emergency bulkheads will include a stormwater management strategy that caters for a 5-year ARI event with stormwater to be directed to the open drainage conveyance system and for all surface water to be detained on-site up to the 5-year ARI event in a detention basin.

### Noise & Dust Management

CBH shall ensure that noise from the specification and installation of any mechanical equipment as well as traffic noise does not exceed assigned levels prescribed in the *Environmental Protection (Noise) Regulations 1997*, when it is received at a neighbouring property. Should the local government consider it necessary, CBH would be supportive of a condition on development approval for noise and dust monitoring to be conducted at its Shackleton site. CBH undertakes frequent noise and dust monitoring across all its sites to ensure that dust and noise levels are measured and are mitigated whenever there is an exceedance.

### Complaints Procedure

Shackleton falls within the Kwinana South Area 13. The Area Manager for the CBH Kwinana South Area 13 manages all enquiries in relation to the CBH Shackleton site. All complaints in relation to the Shackleton site can also be submitted to the Government and Industry Relations team of CBH.

The proposed grain depot is aligned with the planning framework and is not considered to result in any new amenity impacts to the surrounding area. CBH respectfully requests the Application for Development Approval is considered by the Shire of Bruce Rock expeditiously given the straightforward nature of the application and its general compliance with the Shire's planning framework.

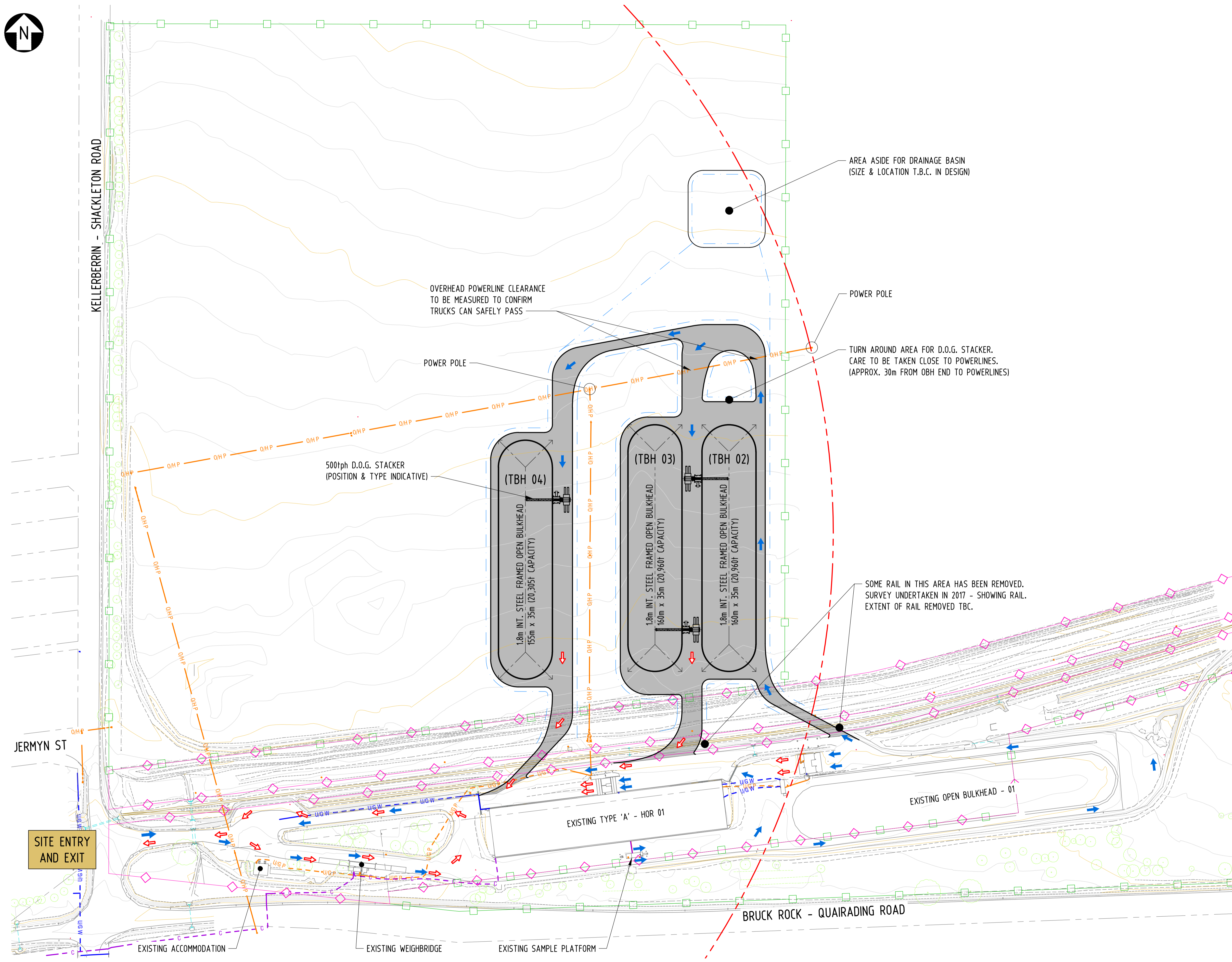
Yours Sincerely,



**Timothy Roberts**  
Specialist – Regulatory Approvals Adviser

**RECEIVED**

**By J Goldacre at 7:06 am, Aug 04, 2022**



**DRAWING LEGEND**

- TRAFFIC MOVEMENTS - TRUCKS FULL
- TRAFFIC MOVEMENTS - TRUCKS EMPTY
- LOT BOUNDARIES
- EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - 500m RADIUS
- CBH SITE BOUNDARY
- CBH RAIL LEASE BOUNDARY
- PROPOSED SITE BOUNDARY
- OVERHEAD POWER LINES
- UNDERGROUND POWER CABLES
- UNDERGROUND COMMS CABLES
- UNDERGROUND WATER PIPES
- UNDERGROUND STORMWATER PIPES
- RAIL LINE
- PROPOSED OPEN DRAINS

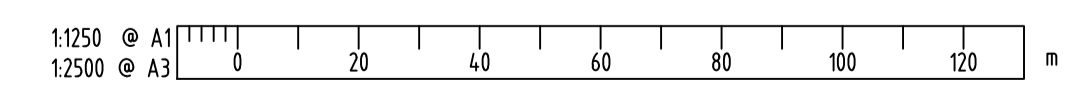
**STORAGE CAPACITIES**

EXISTING STORAGE		
'A' TYPE STORAGE	HOR 01	26,800 t
LOW STEEL FRAMED OPEN BULKHEAD	(01)	25,000 t
<b>TOTAL EXISTING STORAGE</b>		<b>51,800 t</b>
PROPOSED STORAGE		
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 02)	20,960 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 03)	20,960 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 04)	20,305 t
<b>TOTAL PROPOSED STORAGE</b>		<b>62,225 t</b>
<b>TOTAL SITE STORAGE</b>		<b>114,025 t</b>

**HATCHING LEGEND**

	AREA OF NEW WORKS	31,300 m <sup>2</sup>
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**PRELIMINARY ISSUE**  
DO NOT USE FOR CONSTRUCTION  
DATE 01.07.22



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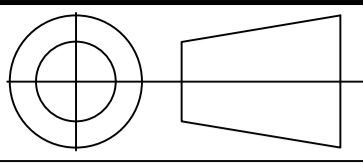


**CBH GROUP**  
LEVEL 6  
240 ST GEORGE'S TERRACE  
PERTH W.A. 6000  
PH (08) 9237 9600  
FAX (08) 9322 3942

REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
A	30.06.22	ISSUED AS CHECK PRINT AND FOR REVIEW					

SCALE: 1:1250	DRAWN: J. Butlingham	30.06.22	TITLE: SHACKLETON PRE FEASIBILITY STUDY 2022 EMERGENCY STORAGE CONCEPTUAL LAYOUT No. 2
SHEET: A1	CHECKED:		DRG No: 514-ENG-CI-DCO-0009
PROJECT:	DESIGNED:		SHEET: 1 OF 1
CONTRACT No:	DESIGN APPR:		REV: A
	PROJECT APPR:		

DO NOT SCALE FROM THIS DRAWING



**INSTALLATION NOTES:**

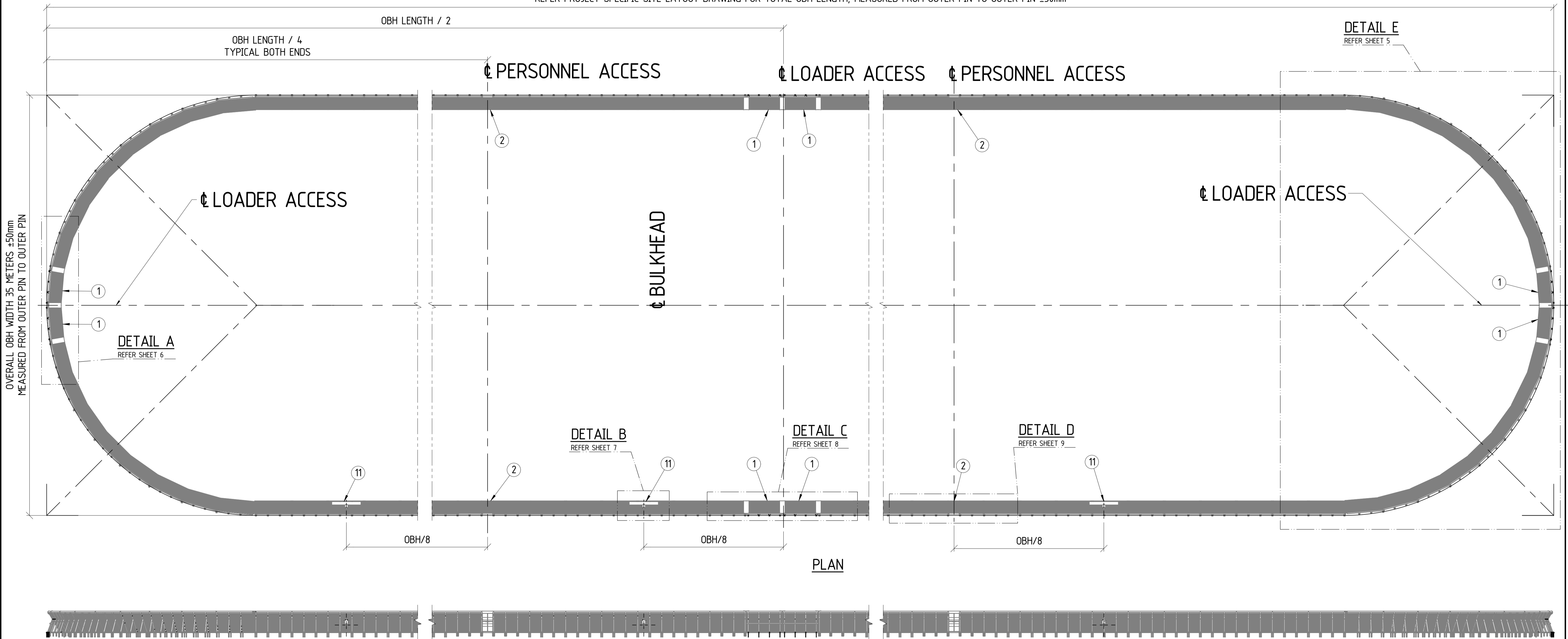
- OBH LENGTH AND WIDTH DIMENSIONS ARE SPECIFIED FROM REAR PIN TO THE OPPOSITE REAR PIN. REFER PROJECT SPECIFIC SITE LAYOUT DRAWING FOR DIMENSIONS.
- TOLERANCE FOR OVERALL OBH WIDTH AND LENGTH ARE +/- 50MM. TOLERANCE FOR FRAME SPACING +/- 10mm.
- NOTE DIFFERENT ANCHORING DETAILS FOR DOOR/GATES AND FRAMES EITHER SIDE OF BULKHEAD OPENINGS. REFER ANCHORING DETAILS ON SHEETS 2 AND 3.
- NOTE ADDITIONAL Z-CAPPING, WOOD AND CLADDING TRIMMING REQUIRED AT GATE JOINS. REFER SHEETS 6 AND 8 FOR DETAILS.
- TYPICAL CLADDING OVERLAP IS 200mm, CENTERED OVER THE CENTERLINE OF THE STRUT, FOR ALL JOINS EXCEPT AT GATE AND DOOR JOINS. REFER SHEETS 6 - 9.
- ALL Z-CAPPING MUST BE ALIGNED AS ACCURATELY AS POSSIBLE. ANY MISALIGNMENT IN Z-CAPPING WILL TEAR THE OBH TARP. REFER NOTES ON SHEETS 6, 8 AND 9 FOR TOLERANCES.
- FOUR PERSONNEL ACCESS DOORS TO BE INSTALLED AS SHOWN. TWO INSTALLED EACH SIDE AT MIDPOINTS BETWEEN END OF OBH AND CENTRE BULKHEAD OPENING.
- THREE FUMIGATION T-PIECES TO BE INSTALLED ON SAME SIDE AS ELECTRICAL CONNECTION. REFER SHEETS 1 AND 7 FOR INSTALLATION DETAILS. REFER CBH DRAWING S119-ENG-ME-DER-0001 FOR VENDOR DRAWING OF T-PIECE.
- DRAWING DEPICTS TYPICAL OBH SIZE OF 35M WIDE BY 300M LONG AND ASSOCIATED STANDARDISED REQUIRED QUANTITIES OF FUMIGATION TEES, PERSONAL ACCESS DOORS AND FRONT END LOADER ACCESS GATES. SITE SPECIFIC OBH REQUIREMENTS SHALL BE CONFIRMED WITH THE NOMINATED CBH REPRESENTATIVE PRIOR TO CONSTRUCTION.
- BULKHEAD CONTENTS ARE INTENDED TO BE FUMIGATED IN A SEALED ENVIRONMENT BY USE OF WALL CANVICON AND OVER STACK TARPS - THE CONTRACTOR SHALL MINIMISE ANY MEANS WHICH COULD DETRIMENTALLY AFFECT THE SEALING CAPABILITY, SUCH AS SHARP EDGES THAT COULD CUT TARP.

**PARTS LIST (PER UNIT)**

ITEM No	DESCRIPTION	WIDTH	LENGTH	QTY	CBH OR SUPPLIER PART No	PROCESS	SAP Code	MASS Kg	TO DETAIL
1	FRONT END LOADER ACCESS GATE			REFER NOTE	S119-ENG-ST-ASY-0034	FIELD FIT	N/A	184.4	Yes
2	PERSONNEL ACCESS DOOR			REFER NOTE	S119-ENG-ST-ASY-0017	FITTING	N/A	17.1	Yes
3	STRAIGHT PIN STRUT ASSEMBLY			REFER NOTE	S119-ENG-ST-ASY-0004	FITTING	N/A	36.4	Yes
4	SPIRAL PIN STRUT ASSEMBLY			REFER NOTE	S119-ENG-ST-ASY-0005	FITTING	N/A	36.2	Yes
5	CUSTOM ORB ZINC ALUME 0.42mm BMT 550 MPa MIN. (YIELD)	762	3200	REFER NOTE	S119-ENG-ST-PRT-0010	FITTING	DREQ	1.3	No
6	DIA 20 STRAIGHT PIN ANCHOR		420	REFER NOTE	S-014-A0000	FIELD KIT	DREQ	1.1	Yes
7	SPIRAL PIN ANCHOR		300	REFER NOTE	S119-ENG-ST-DER-0052	FITTING	DREQ	0.8	Yes
8	Z CAPPING 1.6PL PGI	300	3000	REFER NOTE	S119-ENG-ST-PRT-0011	FAB SHEET	108015	11.4	Yes
9	TIMBER SAWN KARRI STRUC3 75mmx50mmx3m	75	3000	REFER NOTE	S119-ENG-ST-PRT-0014	FITTING	108594	6.2	No
10	TARP CLAMP 6PL	130	257	REFER NOTE	S119-ENG-ST-PRT-0012	FAB PROFILE	107901	1.6	Yes
11	FUMIGATION TEE PIECE			REFER NOTE	S119-ENG-ME-DER-0001	FITTING	N/A		Yes
12	RUBBER STRIP 450mm WIDE, 8mm THICK	450	2050	REFER NOTE	S119-ENG-ST-PRT-0048	FIELD KIT	DREQ	6.9	No
13	M10 x 120 GALV BOLT GR8.8 (50mm THREAD Min.)			REFER NOTE		FIELD KIT	DREQ	0.1	No
14	M10 GALV. NUT			REFER NOTE		FIELD KIT	DREQ	0.0	No
15	M10 GALV FW			REFER NOTE		FIELD KIT	DREQ	0.0	No
16	METAL TEK SCREW, HEX HEAD, 14g-20x22mm, CLASS 4, WITH SEAL			REFER NOTE		FIELD KIT	DREQ	0.0	No
17	METAL TEK SCREW, HEX HEAD, 14g-20x45mm, CLASS 4, WITH SEAL			REFER NOTE		FIELD KIT	DREQ		No
18	NOVALAST LTM 151			REFER NOTE		FIELD KIT	DREQ		No
19	BOSTIK SEAL AND FLEX 1			REFER NOTE		FIELD KIT	DREQ		No

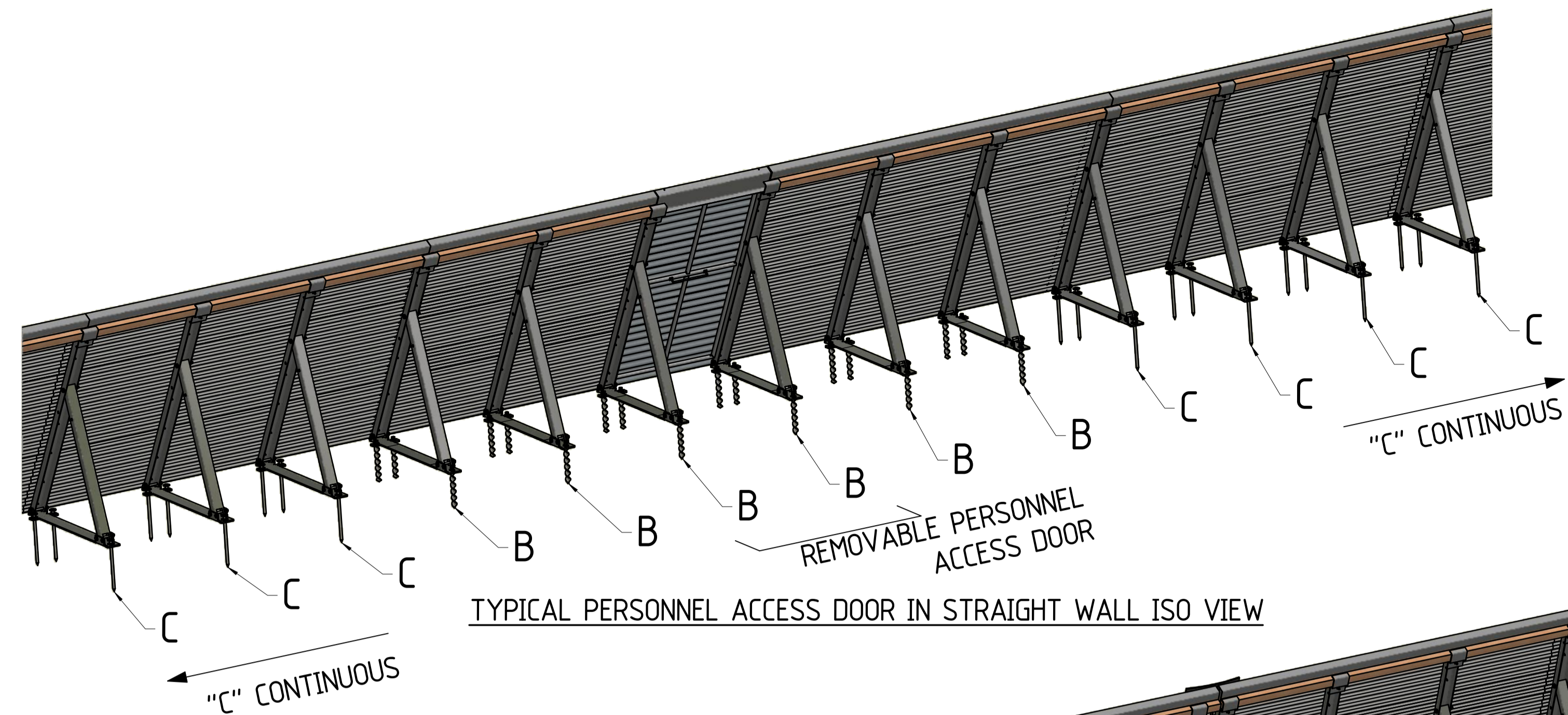
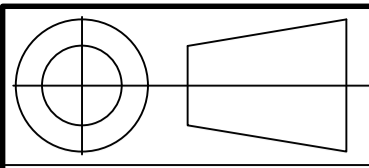
**\*\* QTY NOTE: TO CALCULATE EXACT ORDER QUANTITIES, REFER TO THE 'CBH OBH PROCUREMENT CALCULATOR'-S119-ENG-ST-CAL-0001**

REFER PROJECT SPECIFIC SITE LAYOUT DRAWING FOR TOTAL OBH LENGTH, MEASURED FROM OUTER PIN TO OUTER PIN ±50mm

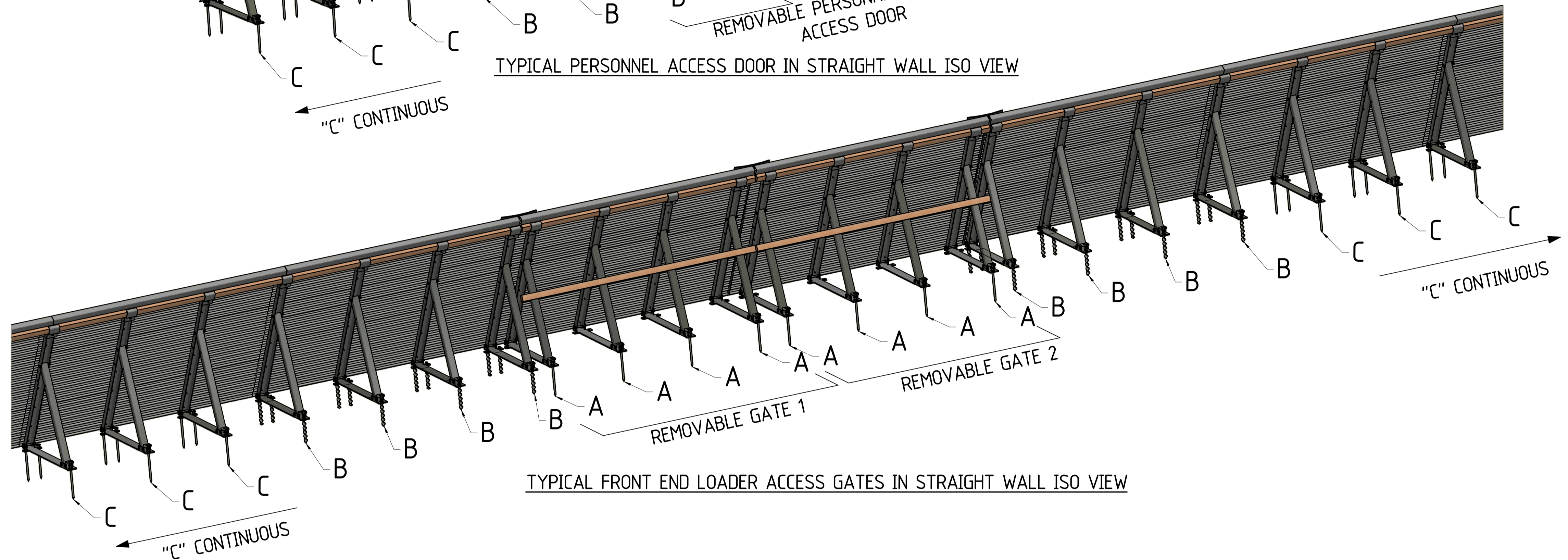


S119-ENG-ST-DGA-0003

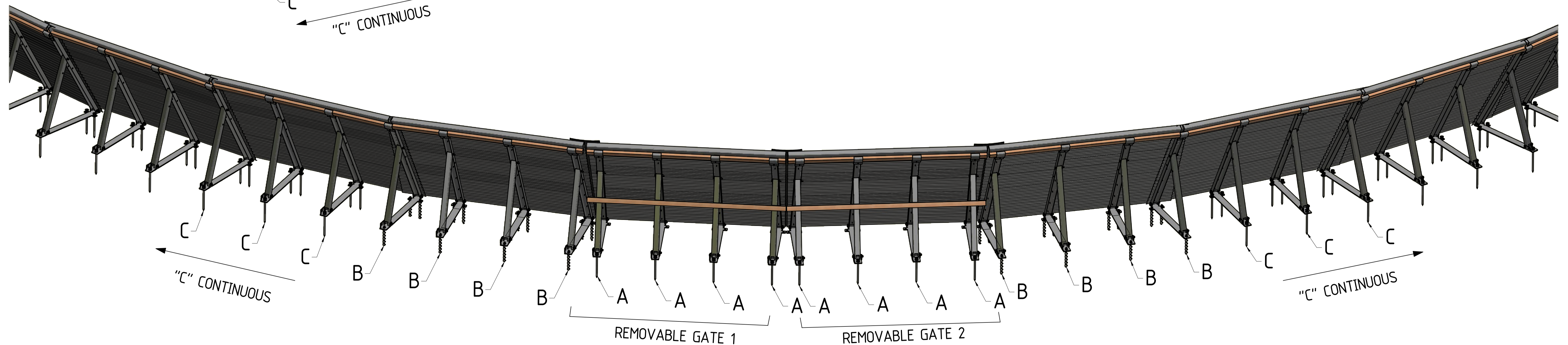
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		DO NOT SCALE FROM THIS DRAWING																		
		REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE	REVISIONS	BY	CHK	APP	REV	DATE	REVISIONS	BY	CHK	APP	APPROVED	NH	11/06/2020		



TYPICAL PERSONNEL ACCESS DOOR IN STRAIGHT WALL ISO VIEW



TYPICAL FRONT END LOADER ACCESS GATES IN STRAIGHT WALL ISO VIEW



TYPICAL FRONT END LOADER ACCESS GATES IN CURVED WALL ISO VIEW

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PERTH W.A 6000  
PH (08) 9237 9600 FAX (08) 9322 3942

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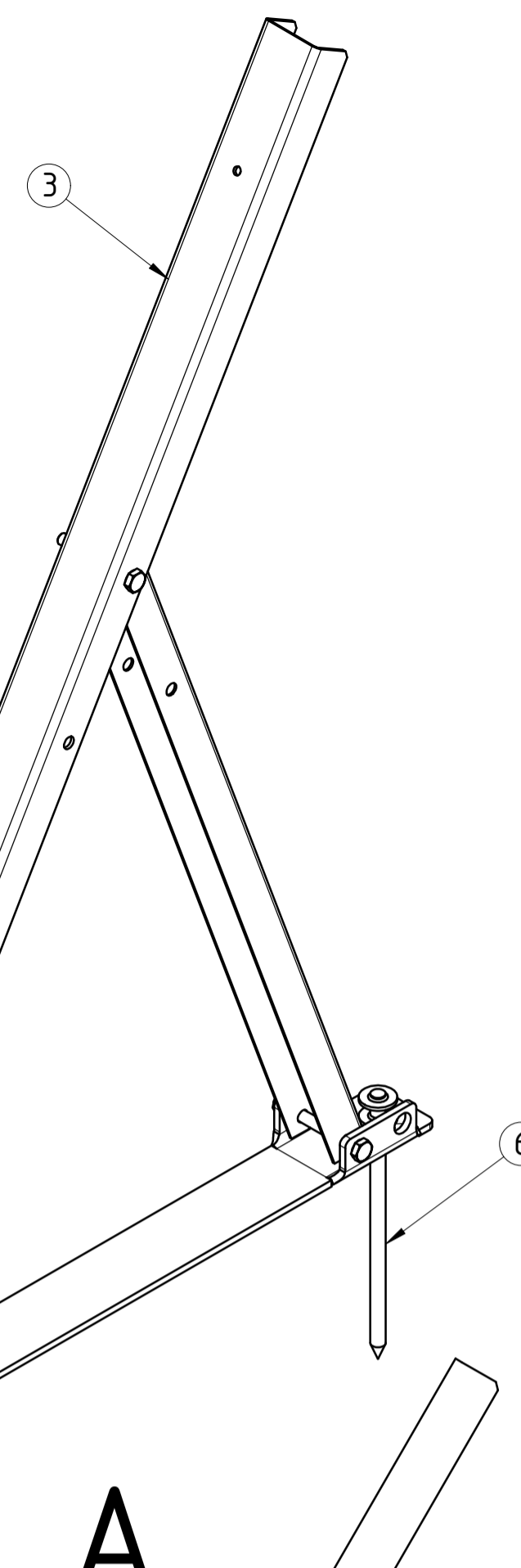
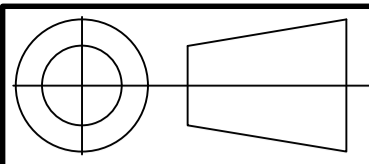
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CHECKED	LS 10/06/2020
ENGINEER	BC 11/06/2020
APPROVED	NH 11/06/2020

DRAWING TITLE  
1.8m OPEN BULK HEAD  
GENERAL ARRANGEMENT  
ANCHORINGS LAYOUT

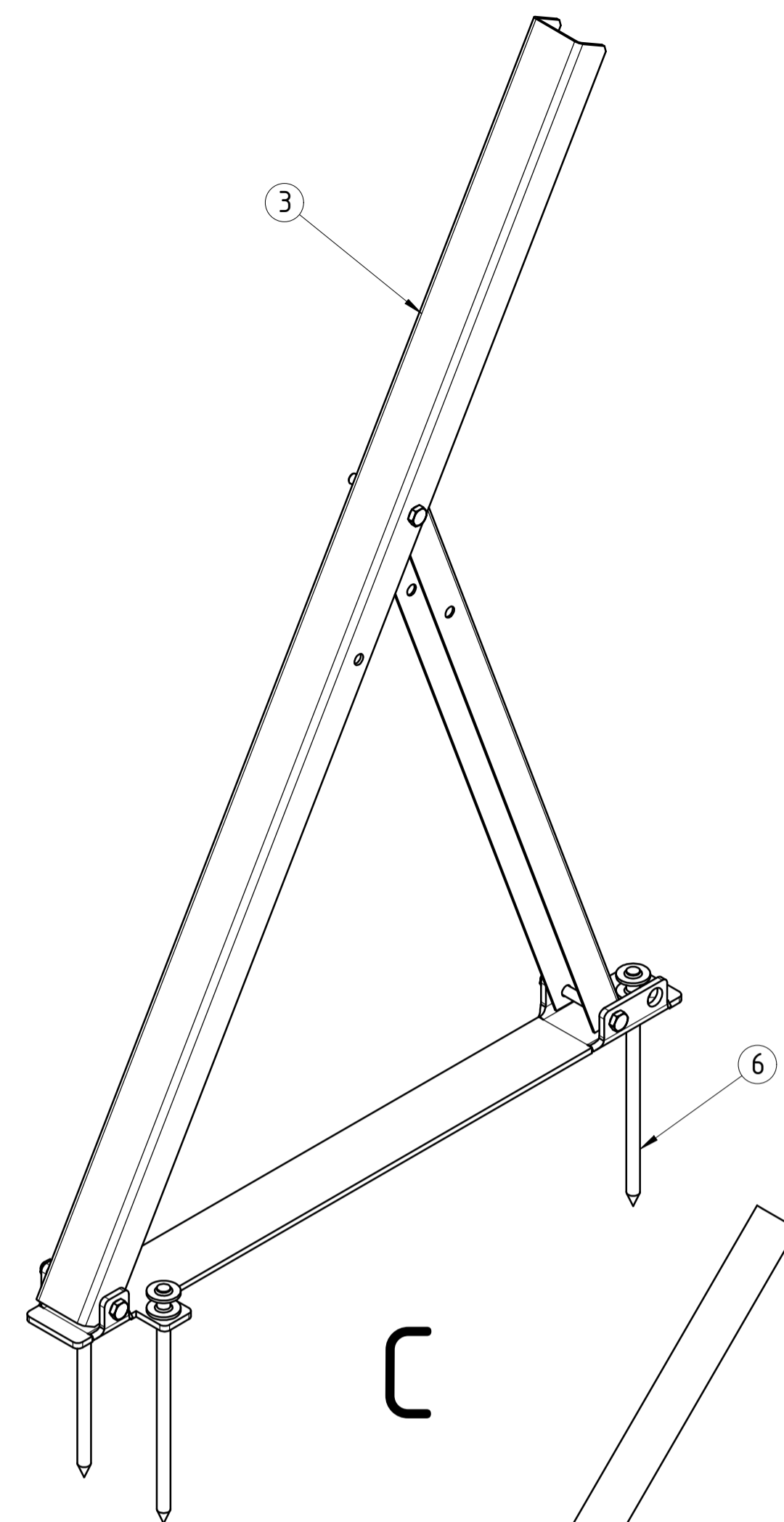
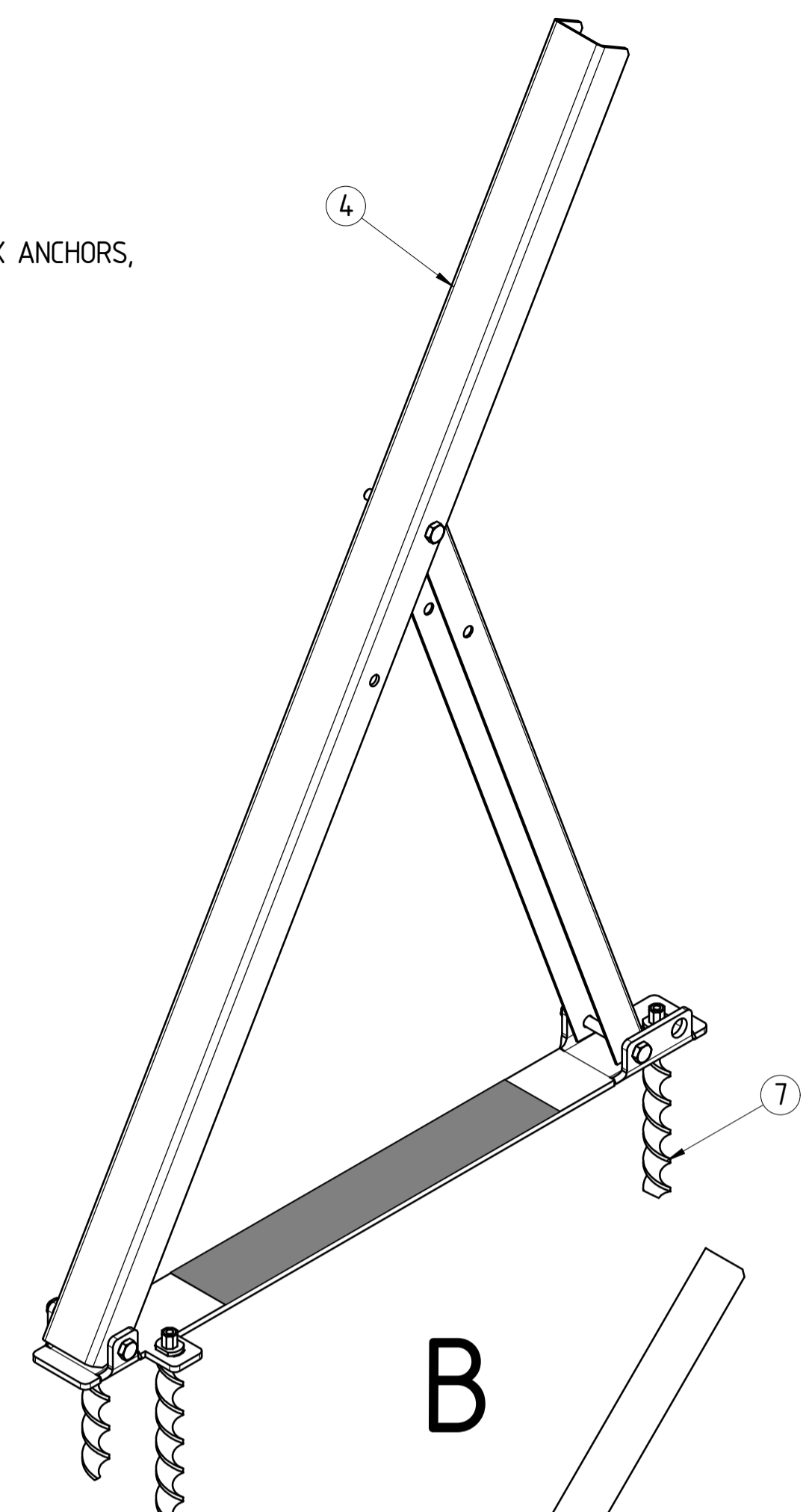
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PROJECT	STANDARD		
DRAWING No	S119-ENG-ST-DGA-0003	SHEET	2 OF 9
REV.	0		

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**NOTES:**  
 REMOVAL TOOL REQUIRED FOR SPIRAFIX ANCHORS,  
 M22 SPANNER/SOCKET,  
 HANDLE LENGTH TO SUIT CONDITIONS.



A

B

C

**ARRANGEMENT 'A' NOTES:**

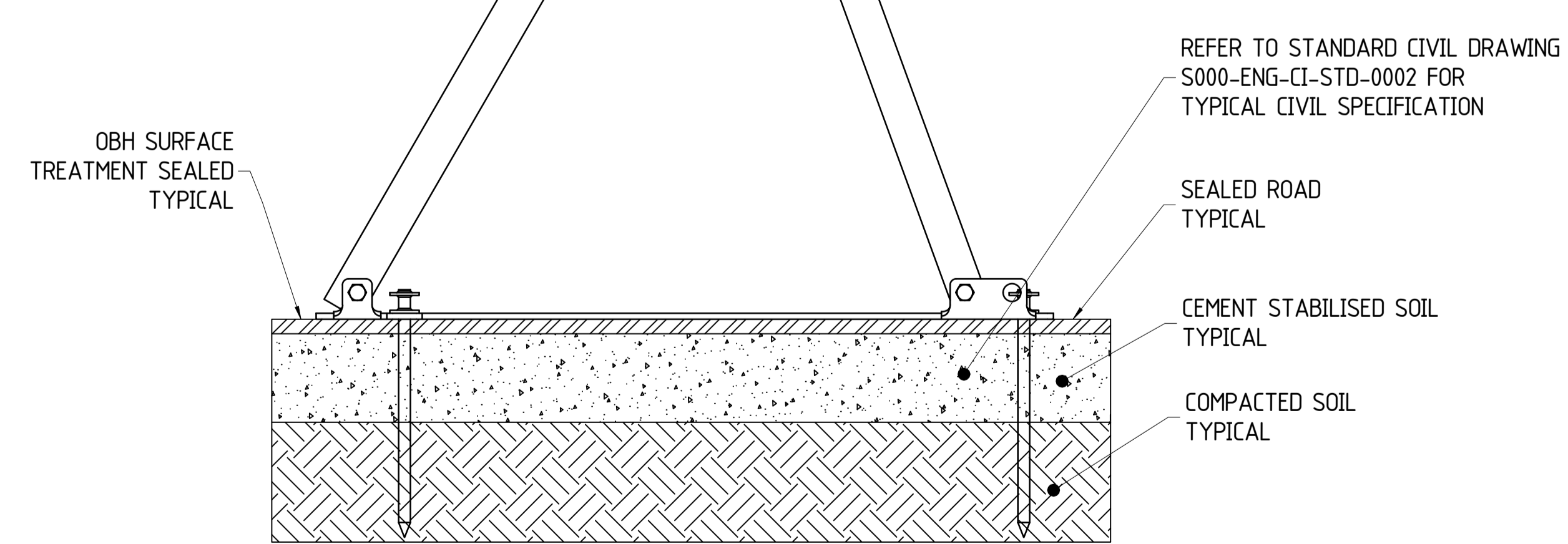
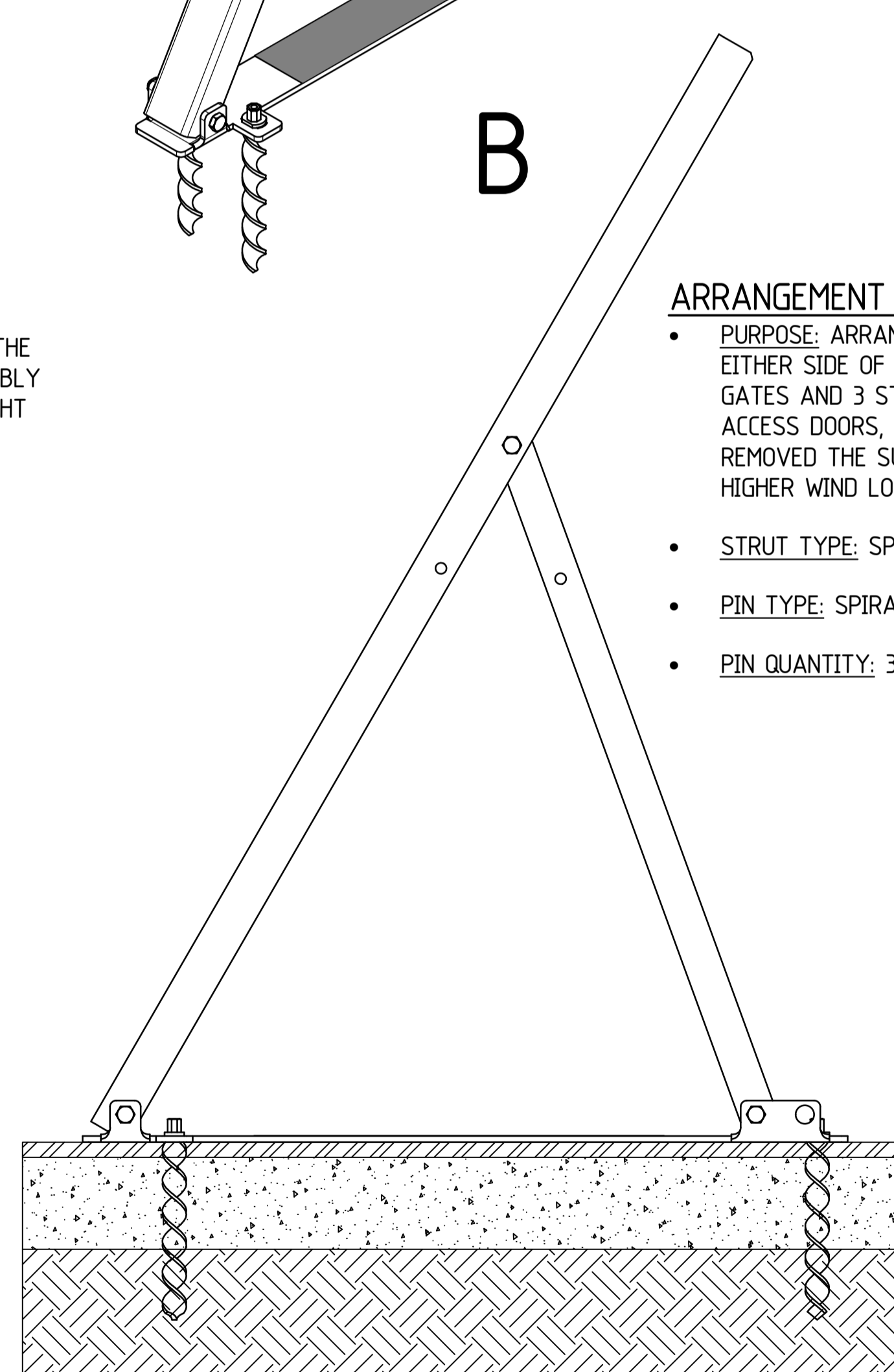
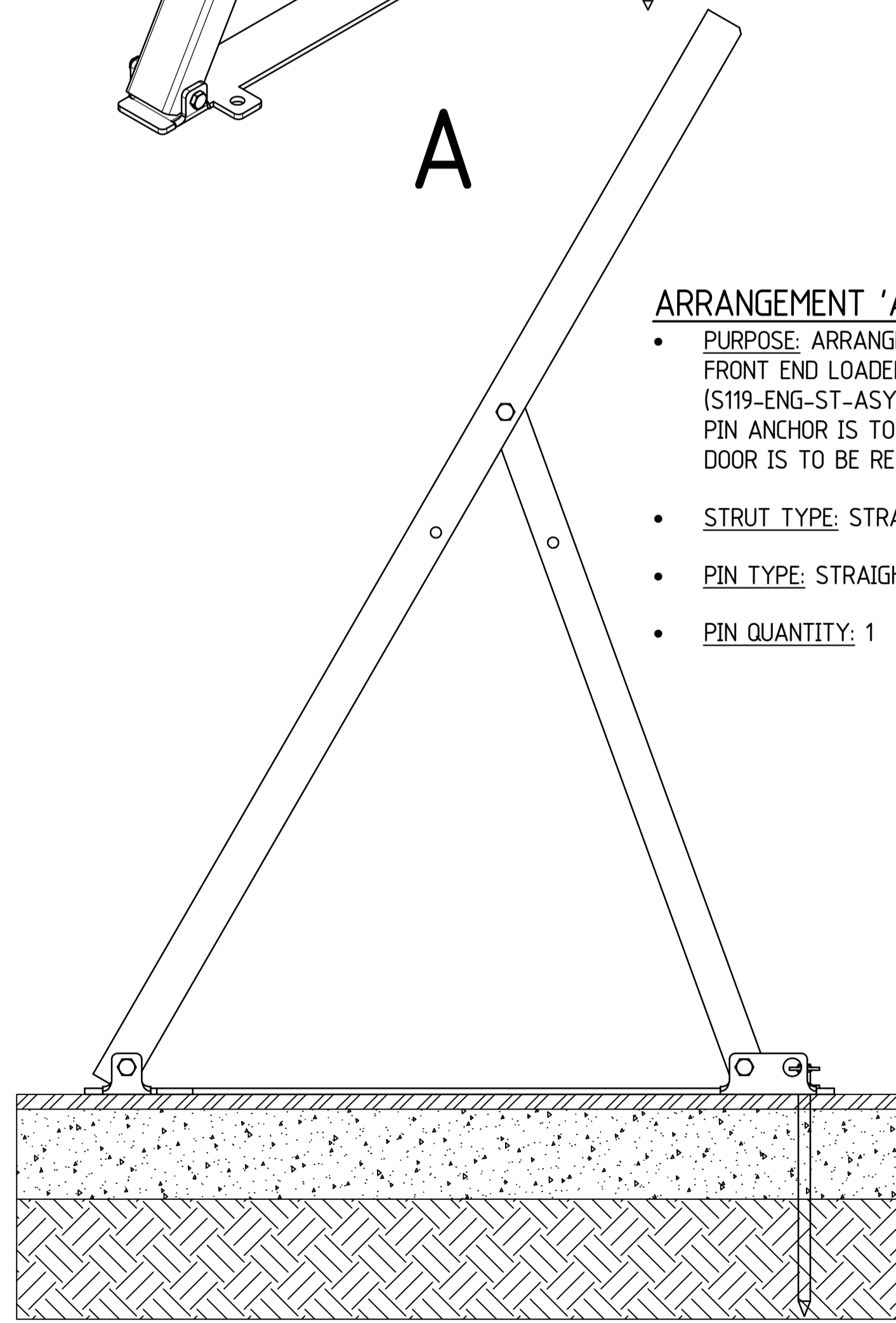
- PURPOSE: ARRANGEMENT 'A' IS USED IN THE FRONT END LOADER ACCESS GATE ASSEMBLY (S119-ENG-ST-ASY-0034). ONLY 1 STRAIGHT PIN ANCHOR IS TO BE INSTALLED AS THE DOOR IS TO BE REMOVABLE.
- STRUT TYPE: STRAIGHT PIN STRUT
- PIN TYPE: STRAIGHT PIN ANCHOR
- PIN QUANTITY: 1

**ARRANGEMENT 'B' NOTES:**

- PURPOSE: ARRANGEMENT 'B' IS USED 4 STRUTS EITHER SIDE OF THE FRONT END LOADER ACCESS GATES AND 3 STRUTS EITHER SIDE OF PERSONNEL ACCESS DOORS, AS WHEN THE GATES/DOORS ARE REMOVED THE SURROUNDING STRUTS EXPERIENCE HIGHER WIND LOADS.
- STRUT TYPE: SPIRAL PIN STRUT
- PIN TYPE: SPIRAL PIN ANCHOR
- PIN QUANTITY: 3

**ARRANGEMENT 'C' NOTES:**

- PURPOSE: ARRANGEMENT 'C' IS USED IN ALL LOCATIONS, OTHER THAN WHERE ARRANGEMENT 'A' AND 'B' ARE USED
- STRUT TYPE: STRAIGHT PIN STRUT
- PIN TYPE: STRAIGHT PIN ANCHOR
- PIN QUANTITY: 3



A

B

C

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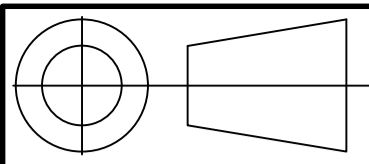
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APPROVED	NH	11/06/2020

DRAWING TITLE  
 1.8m OPEN BULK HEAD  
 GENERAL ARRANGEMENT  
 TYPICAL ANCHORINGS

SITE	VARIOUS	SIZE	A1
PROJECT	STANDARD		
DRAWING No	S119-ENG-ST-DGA-0003	SHEET	3 OF 9
REV.			0





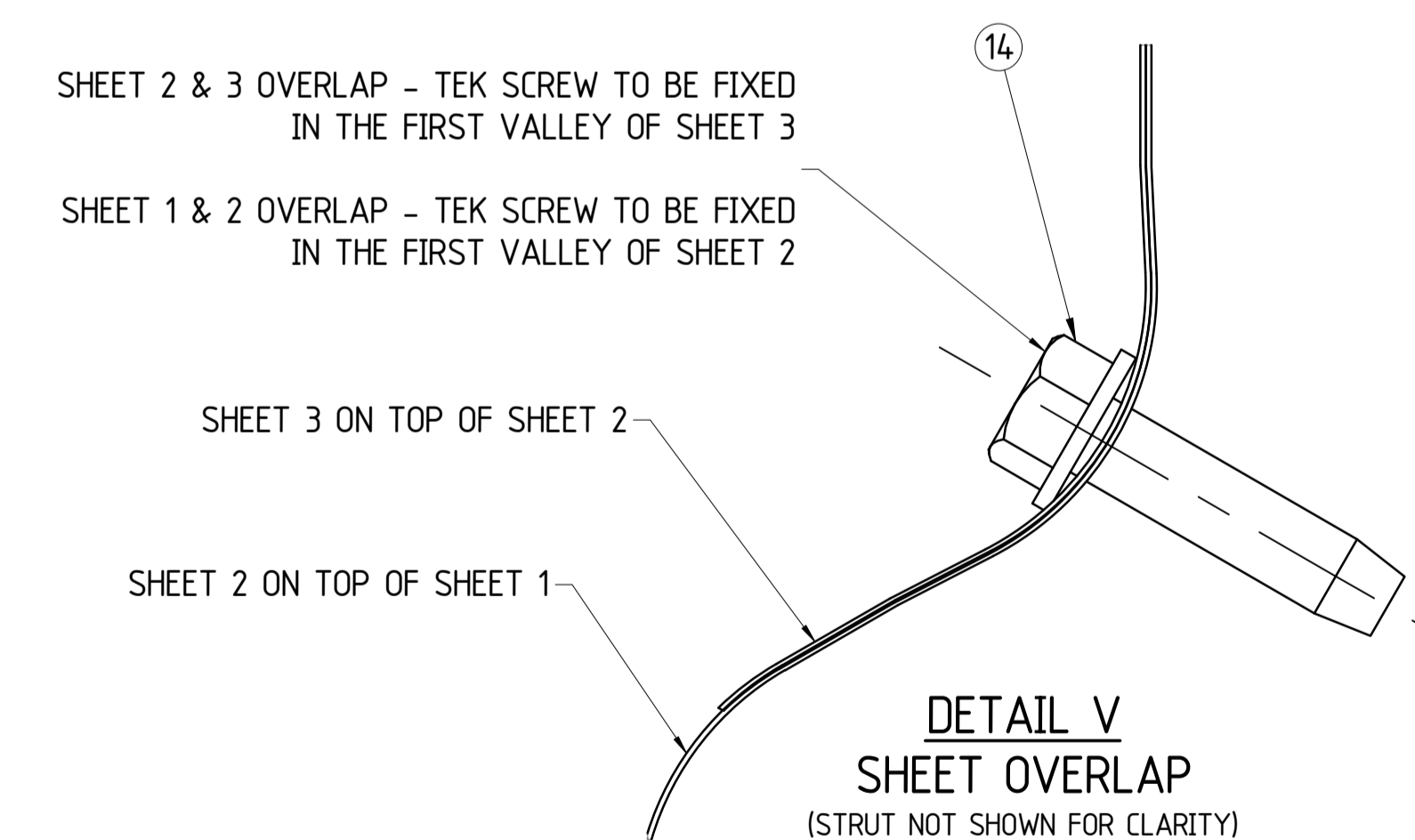
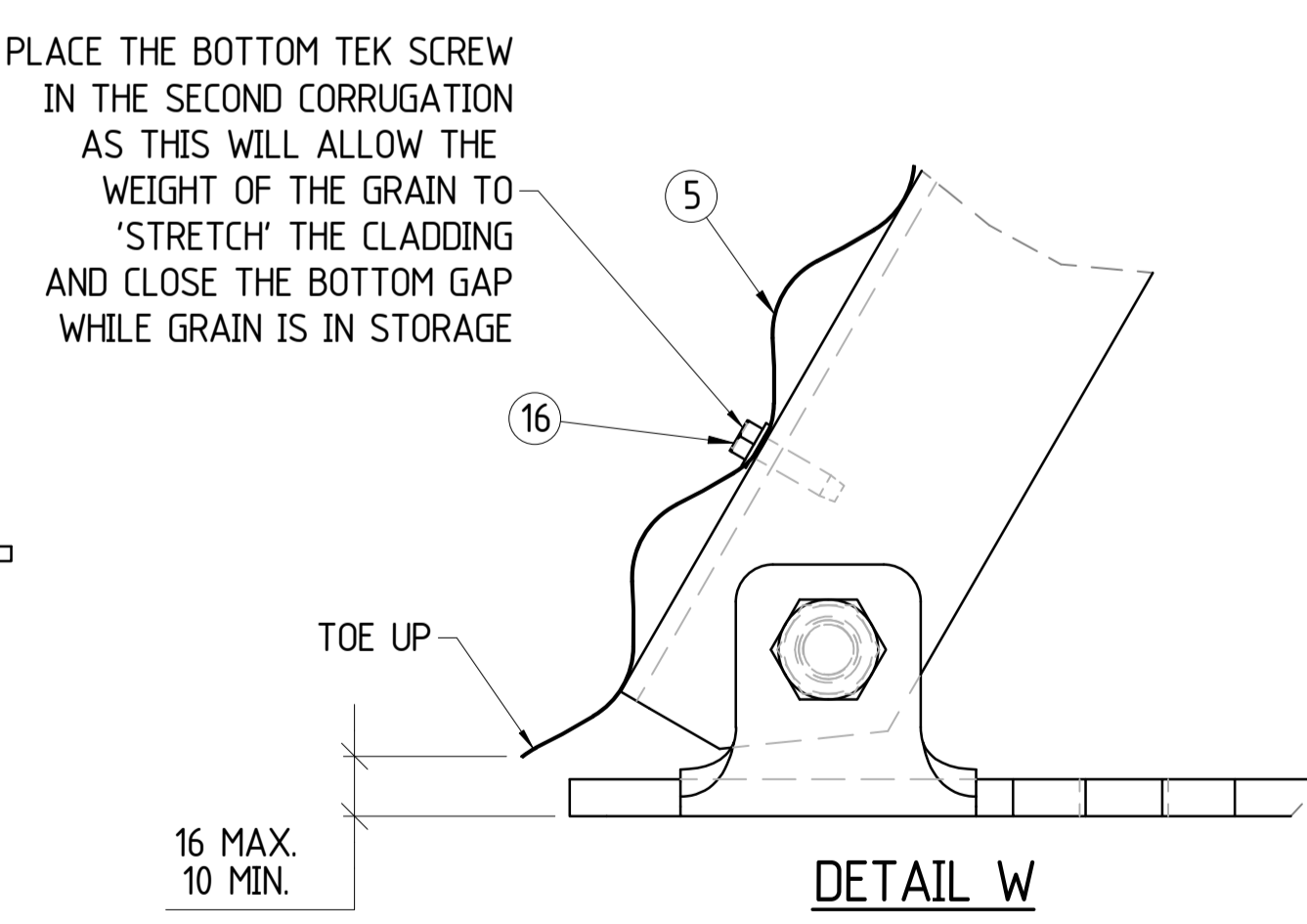
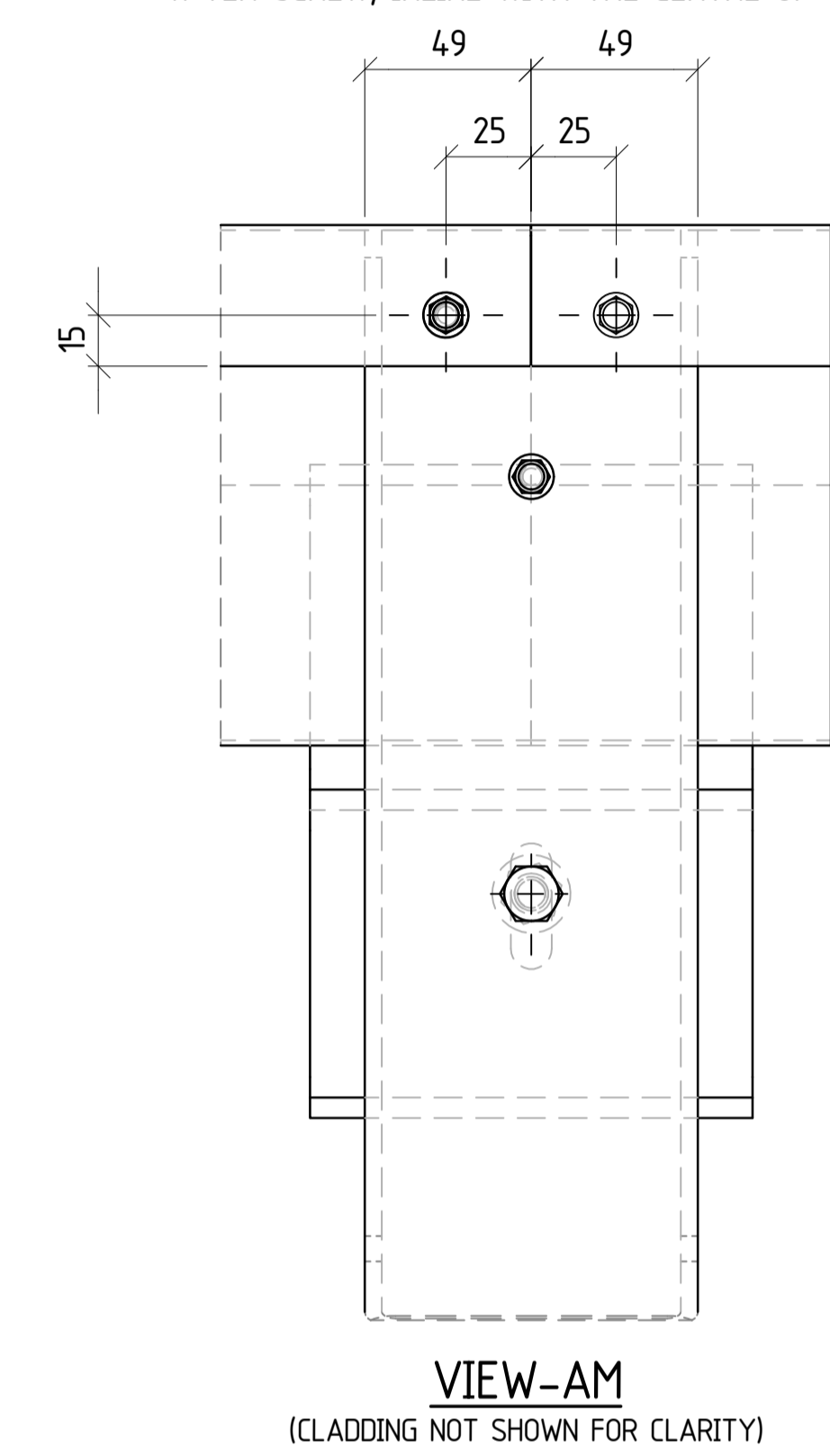
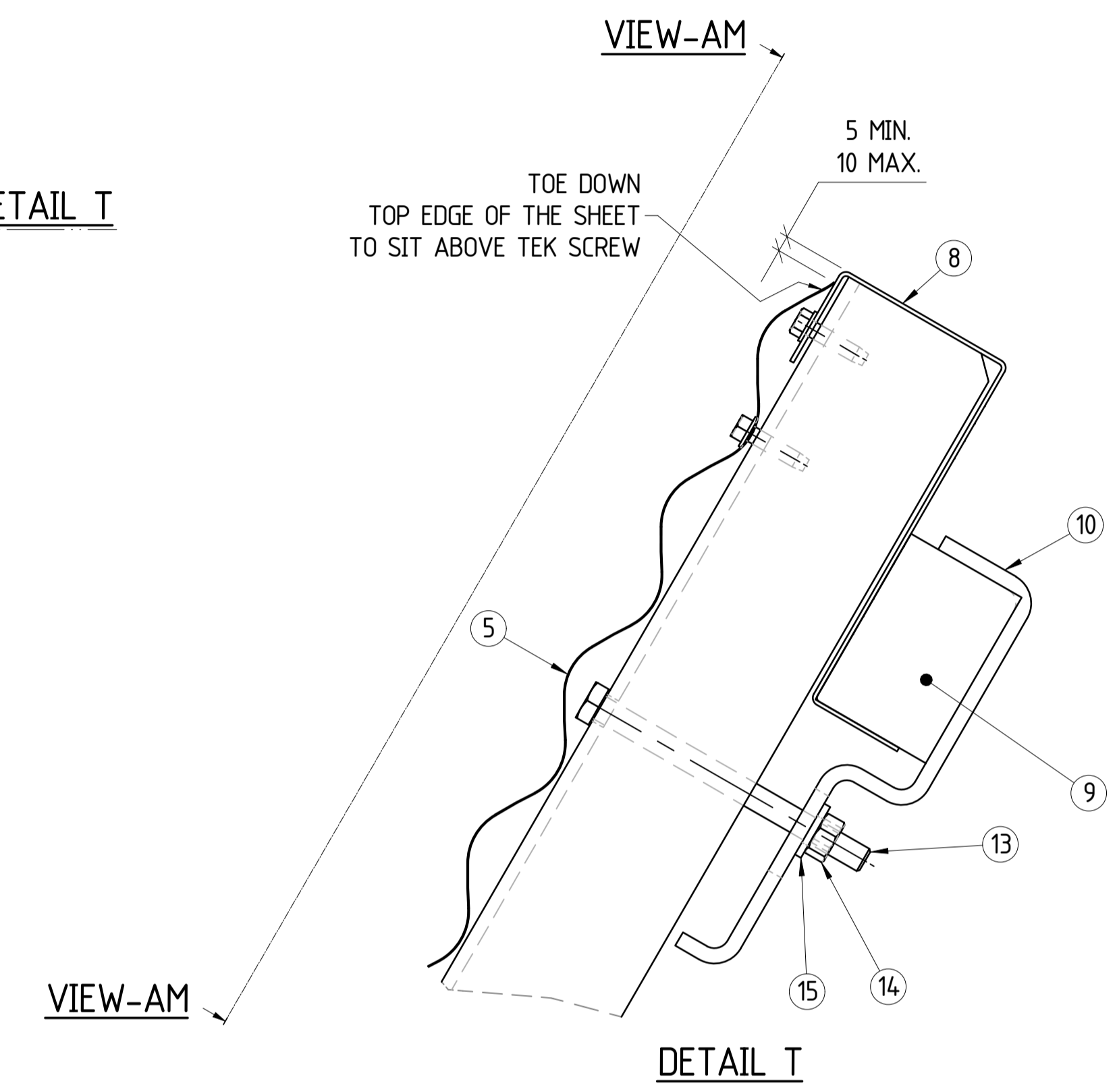
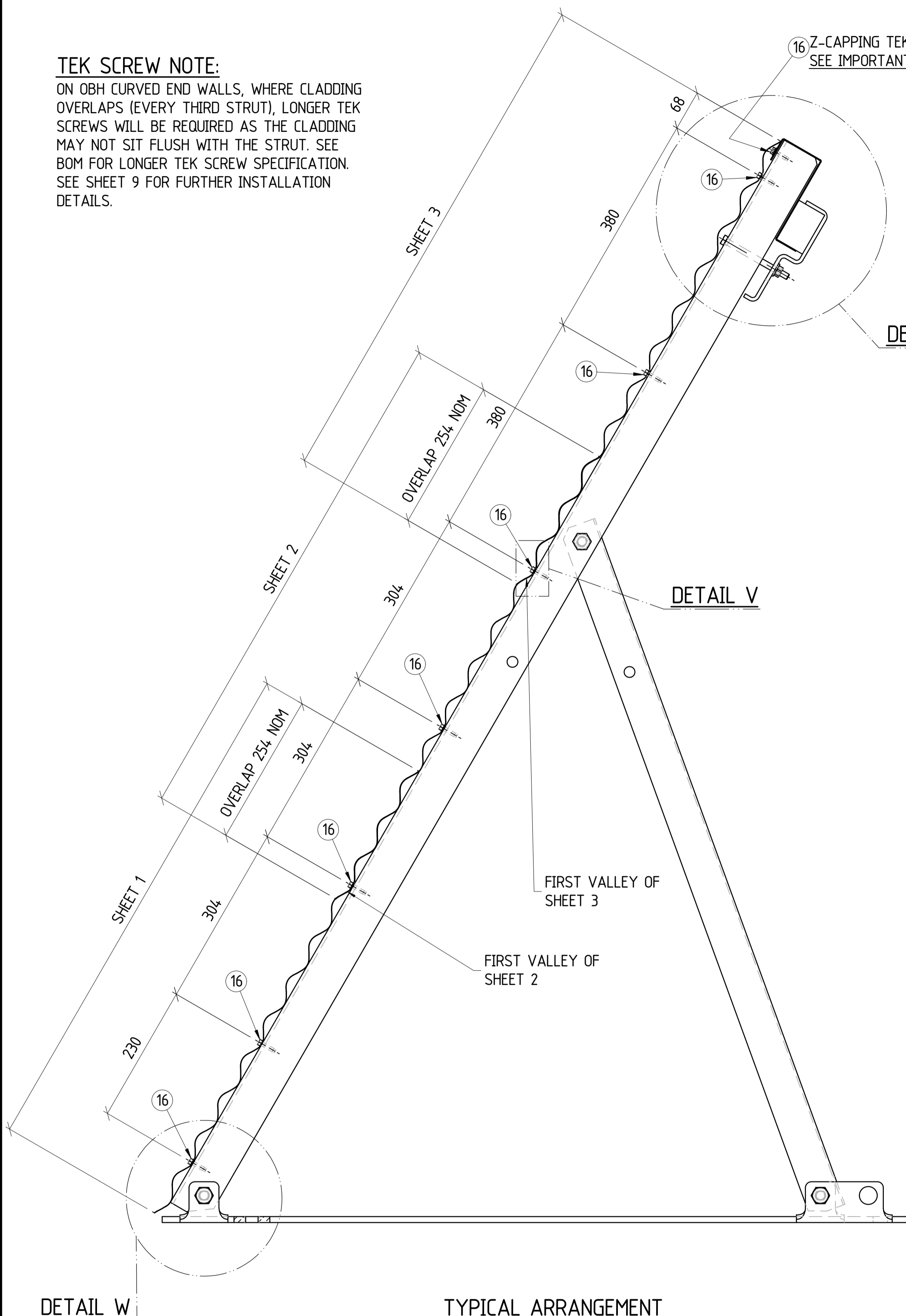
**TEK SCREW NOTE:**

ON OBH CURVED END WALLS, WHERE CLADDING OVERLAPS (EVERY THIRD STRUT), LONGER TEK SCREWS WILL BE REQUIRED AS THE CLADDING MAY NOT SIT FLUSH WITH THE STRUT. SEE BOM FOR LONGER TEK SCREW SPECIFICATION. SEE SHEET 9 FOR FURTHER INSTALLATION DETAILS.

**IMPORTANT NOTE:**

TYPICAL ALL JOINTS, EXCEPT DOOR/GATE JOINTS:

- 'Z' CAPPING SHALL BUTT JOIN TO THE CENTRE LINE OF THE STRUT.
- ALL Z CAPPING MUST BE ALIGNED AS ACCURATELY AS POSSIBLE. ANY MIS-ALIGNMENT IN THE 'Z' CAPPING WILL CREATE SHARP EDGES, WHICH MAY DAMAGE THE OBH TARP. MAXIMUM 'Z' CAPPING MISALIGNMENT TO BE 2mm IN ALL DIRECTIONS.
- WHERE 'Z' CAPPING BUTT JOINS OVER A STRUT, FIX 'Z' CAP WITH 2 x TEK SCREWS, ONE IN EACH 'Z' CAP (SHOWN BELOW)
- WHERE 'Z' CAPPING PASSES OVER A STRUT, FIX 'Z' CAP WITH 1 x TEK SCREW, INLINE WITH THE CENTRE OF THE STRUT.

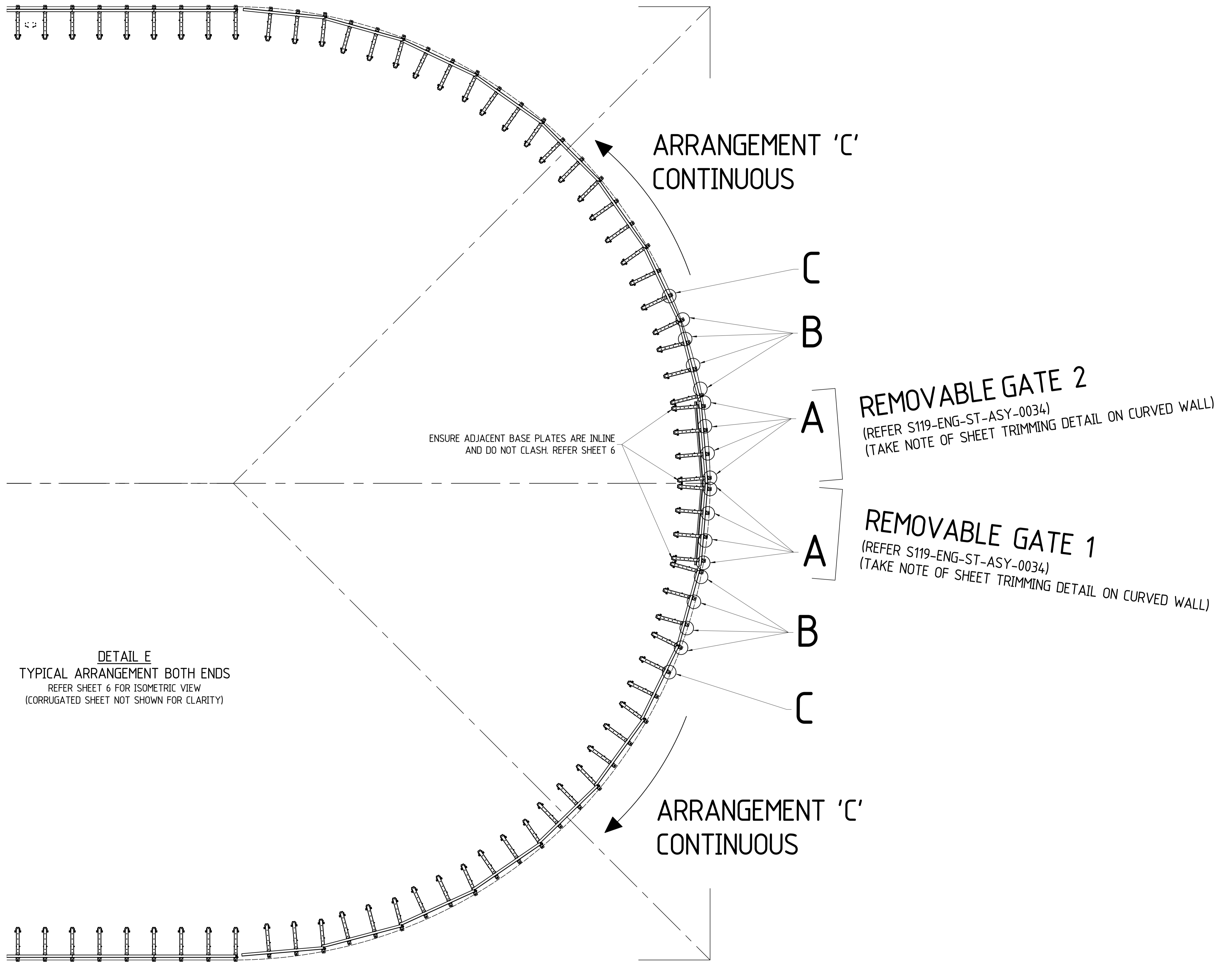


**TYPICAL ARRANGEMENT**

**DETAIL W**

**DETAIL V SHEET OVERLAP**  
(STRUT NOT SHOWN FOR CLARITY)

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		DO NOT SCALE FROM THIS DRAWING	REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE	REVISIONS	BY	CHK	APP	REV	DATE	REVISIONS	BY	CHK	APP	APPROVED	NH 11/06/2020	S119-ENG-ST-DGA-0003	4 OF 9



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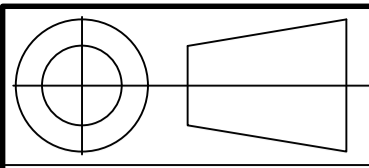
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DRAWING TITLE  
1.8m OPEN BULK HEAD  
GENERAL ARRANGEMENT  
TYPICAL CURVED END WALL LAYOUT

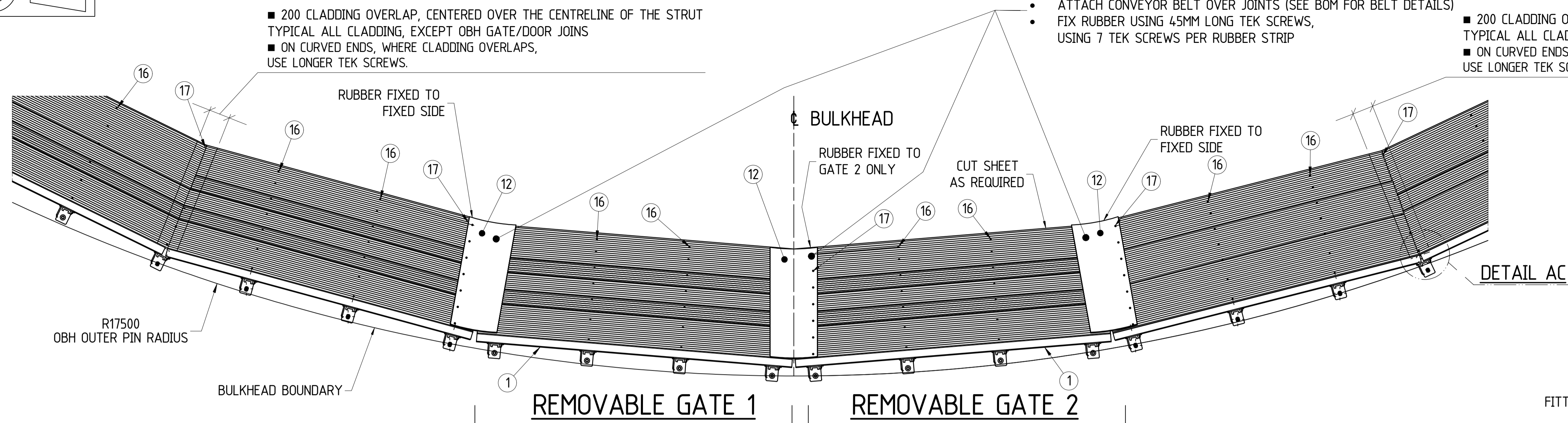
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PROJECT	STANDARD		
DRAWING No	S119-ENG-ST-DGA-0003	SHEET	5 OF 9
REV.			0



**TYPICAL RUBBER FIXINGS, BOTH ENDS**

- ATTACH CONVEYOR BELT OVER JOINTS (SEE BOM FOR BELT DETAILS)
- FIX RUBBER USING 45MM LONG TEK SCREWS, USING 7 TEK SCREWS PER RUBBER STRIP

- 200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
- TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS
- ON CURVED ENDS, WHERE CLADDING OVERLAPS, USE LONGER TEK SCREWS.



FITTING THE Z-CAPPING TO A CURVE WILL CREATE A GAP BETWEEN CAPPING. MINIMISE GAP AS MUCH AS POSSIBLE TO AVOID THE SHARP EDGES RIPPING THE OBH TARP. VERTICAL AND HORIZONTAL MISALIGNMENT SHOULD BE A MAXIMUM OF 2MM.

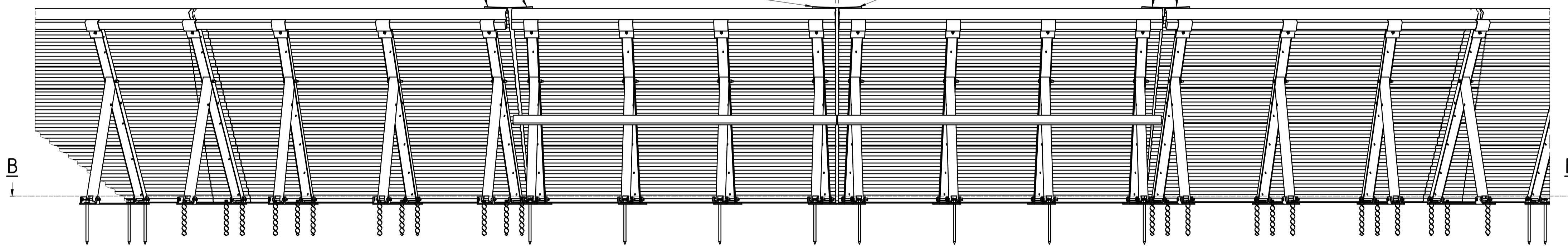
**DETAIL AC**

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN BETWEEN THE FIXED WALL AND THE REMOVABLE GATE. REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL. MAX ALLOWABLE GAP BETWEEN BUTT JOINTS IS 20mm - TYPICAL ALL GATES

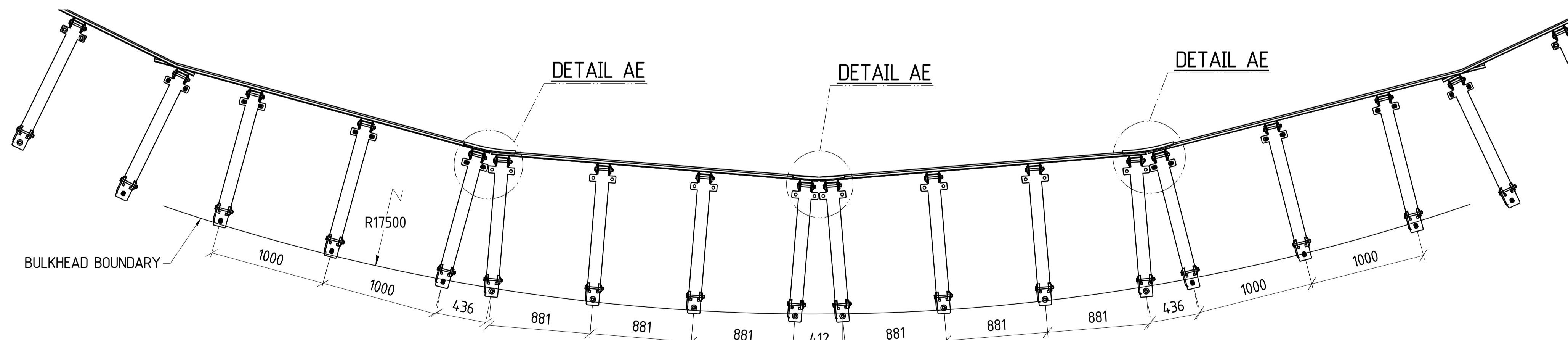
**DETAIL A**  
FRONT END LOADER ACCESS GATES IN CURVED WALL  
TYPICAL BOTH ENDS

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN BETWEEN THE FIXED WALL AND THE REMOVABLE GATE. REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL. MAX ALLOWABLE GAP BETWEEN BUTT JOINTS IS 20mm - TYPICAL ALL GATES

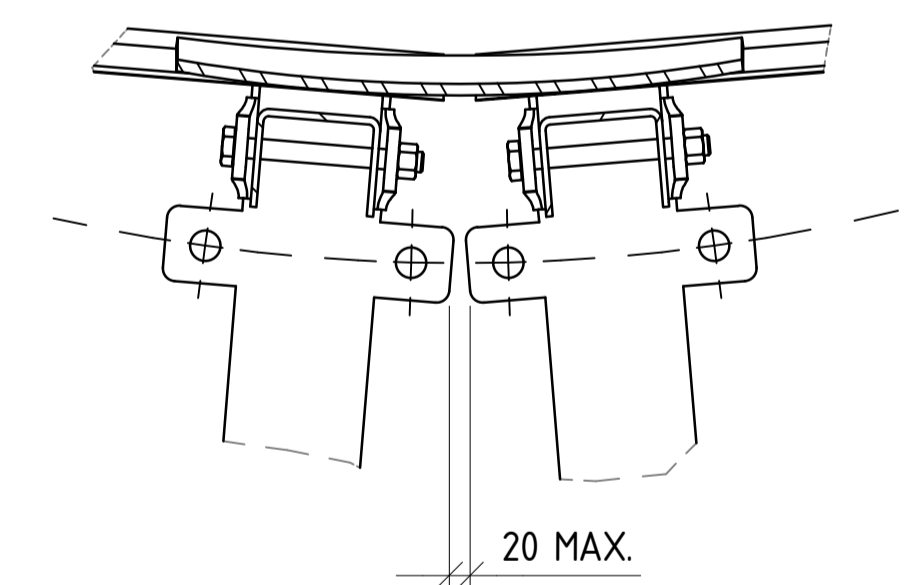
20 MAX. GAP  
TYPICAL ALL ACCESS WAYS



**ELEVATION**



**SECTION B**  
FRAMES FOOT PRINT



**DETAIL AE**  
TYPICAL STRUT FOOT ALIGNMENT AT GATE JOINS  
(PINS NOT SHOWN FOR CLARITY)

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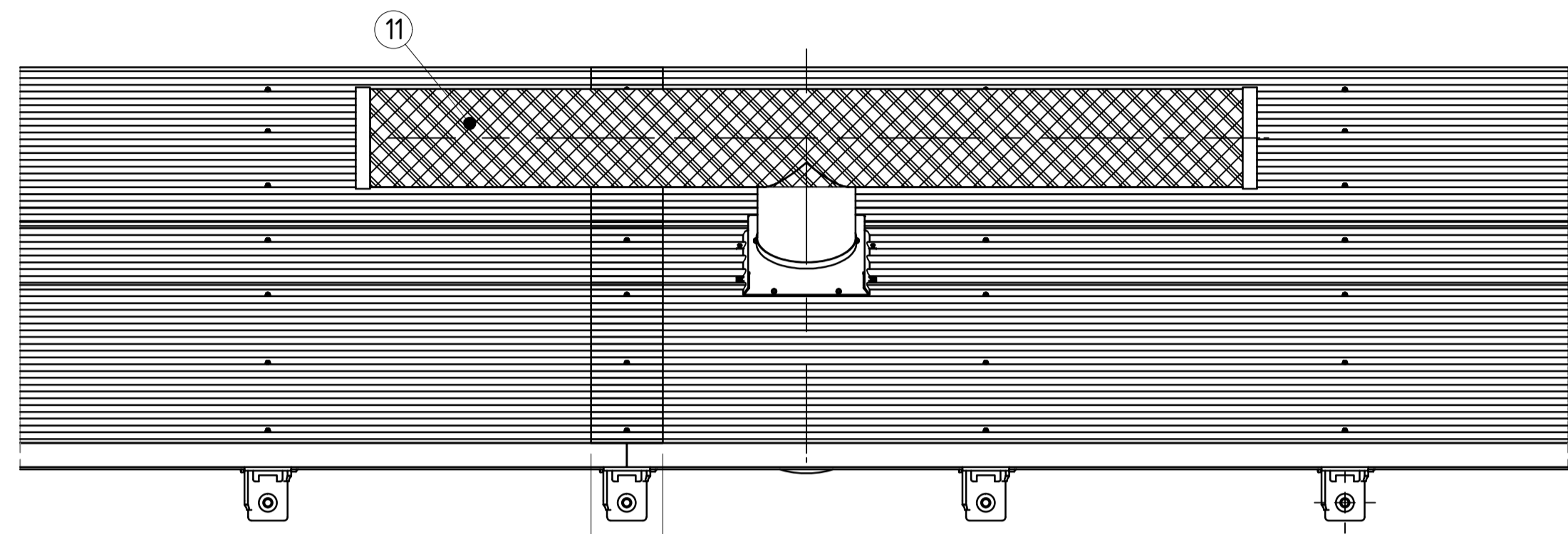
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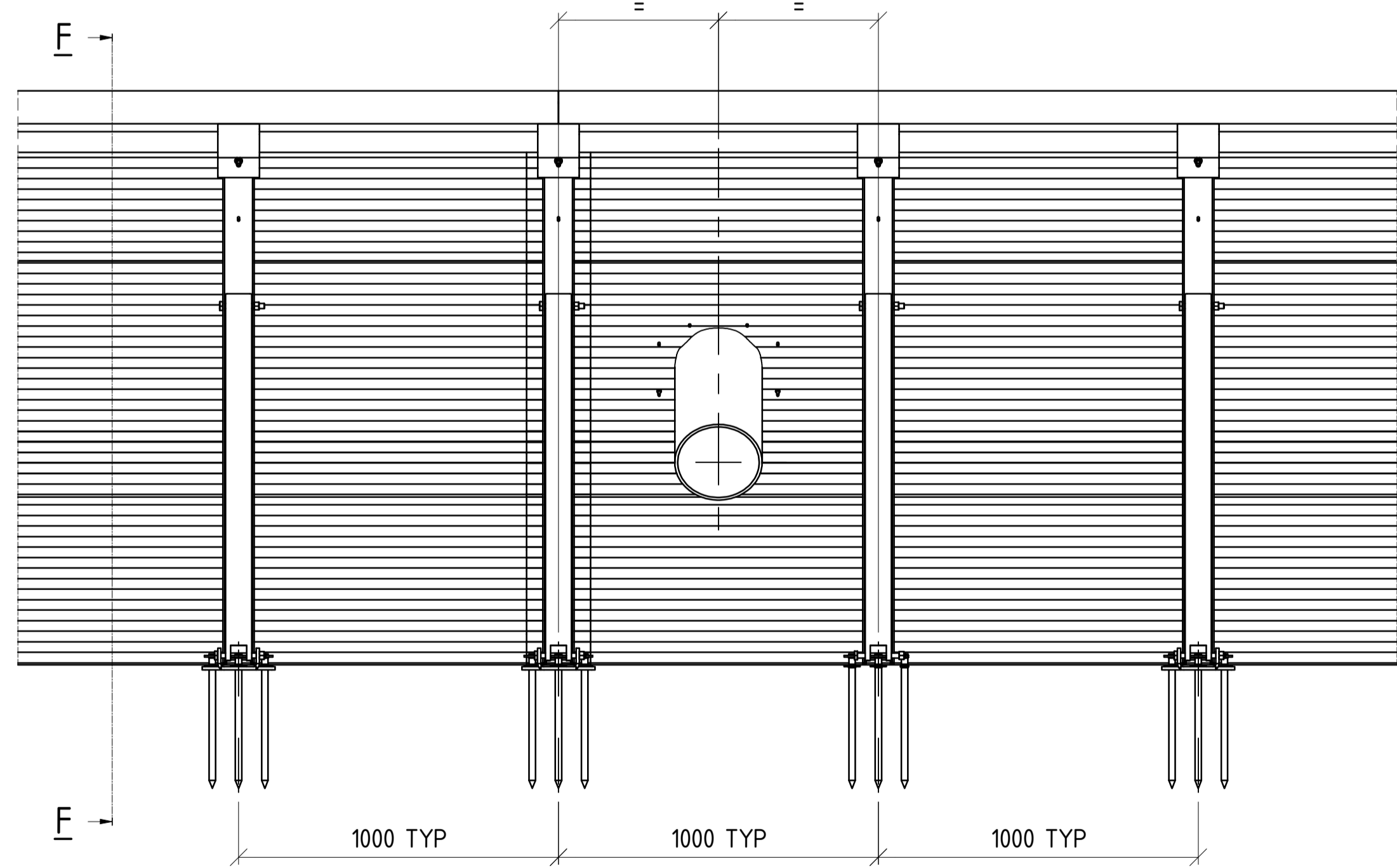
DRAWING TITLE  
**1.8m OPEN BULK HEAD  
GENERAL ARRANGEMENT  
CURVED OBH OPENING DETAIL**

SITE	VARIOUS	SIZE	A1
PROJECT	STANDARD		
DRAWING No	S119-ENG-ST-DGA-0003	SHEET	6 OF 9
REV.			0

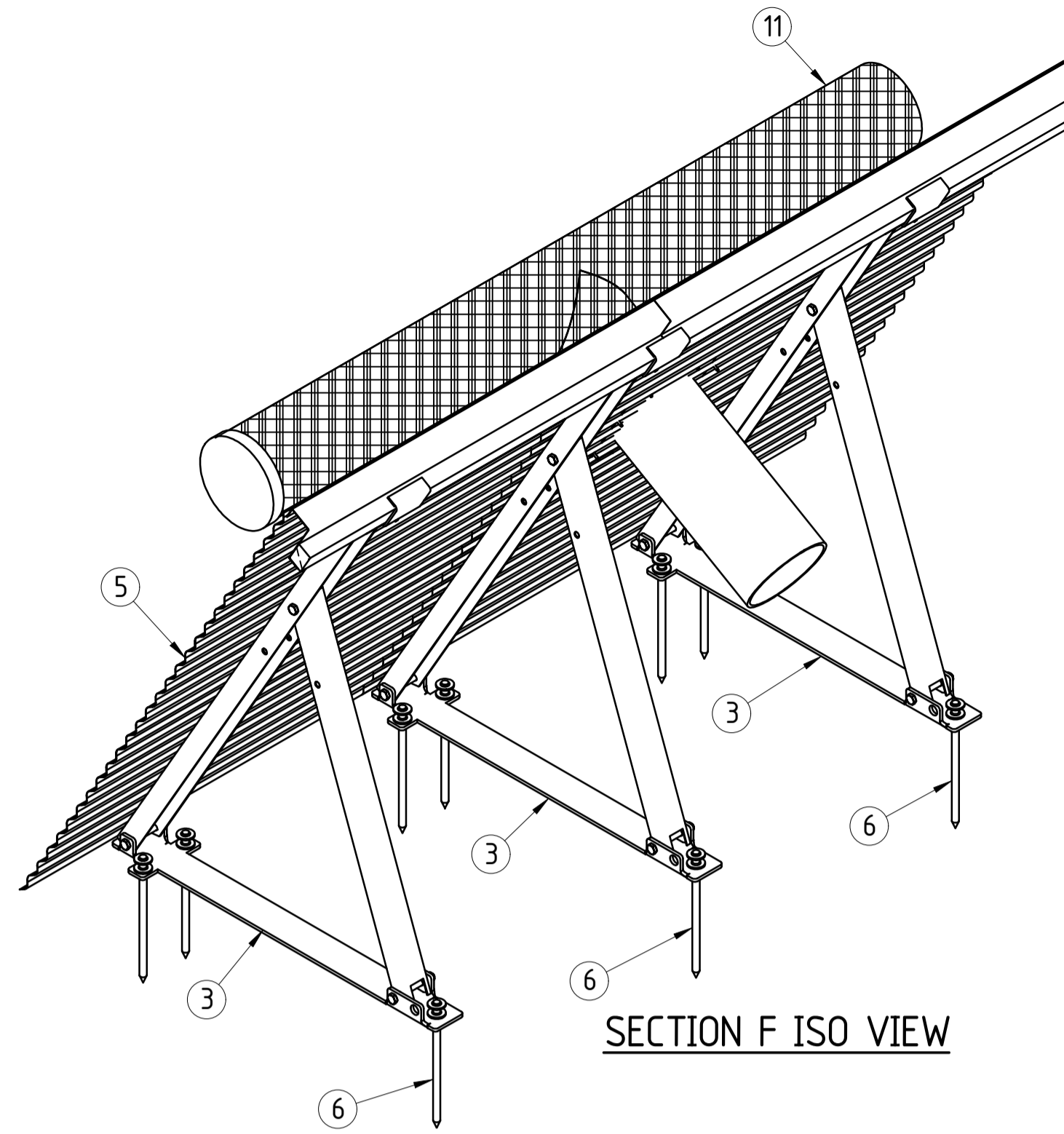


200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT  
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS

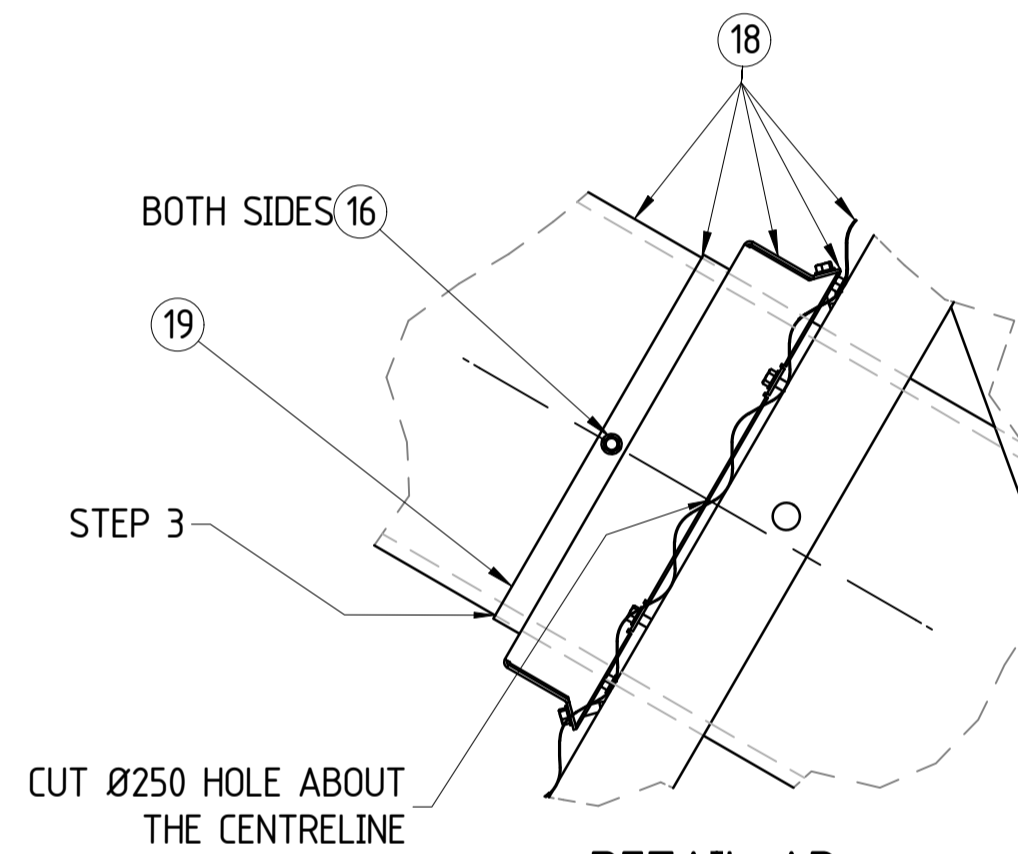
**DETAIL B**  
**'T' PIECE INSTALLATION DETAIL**



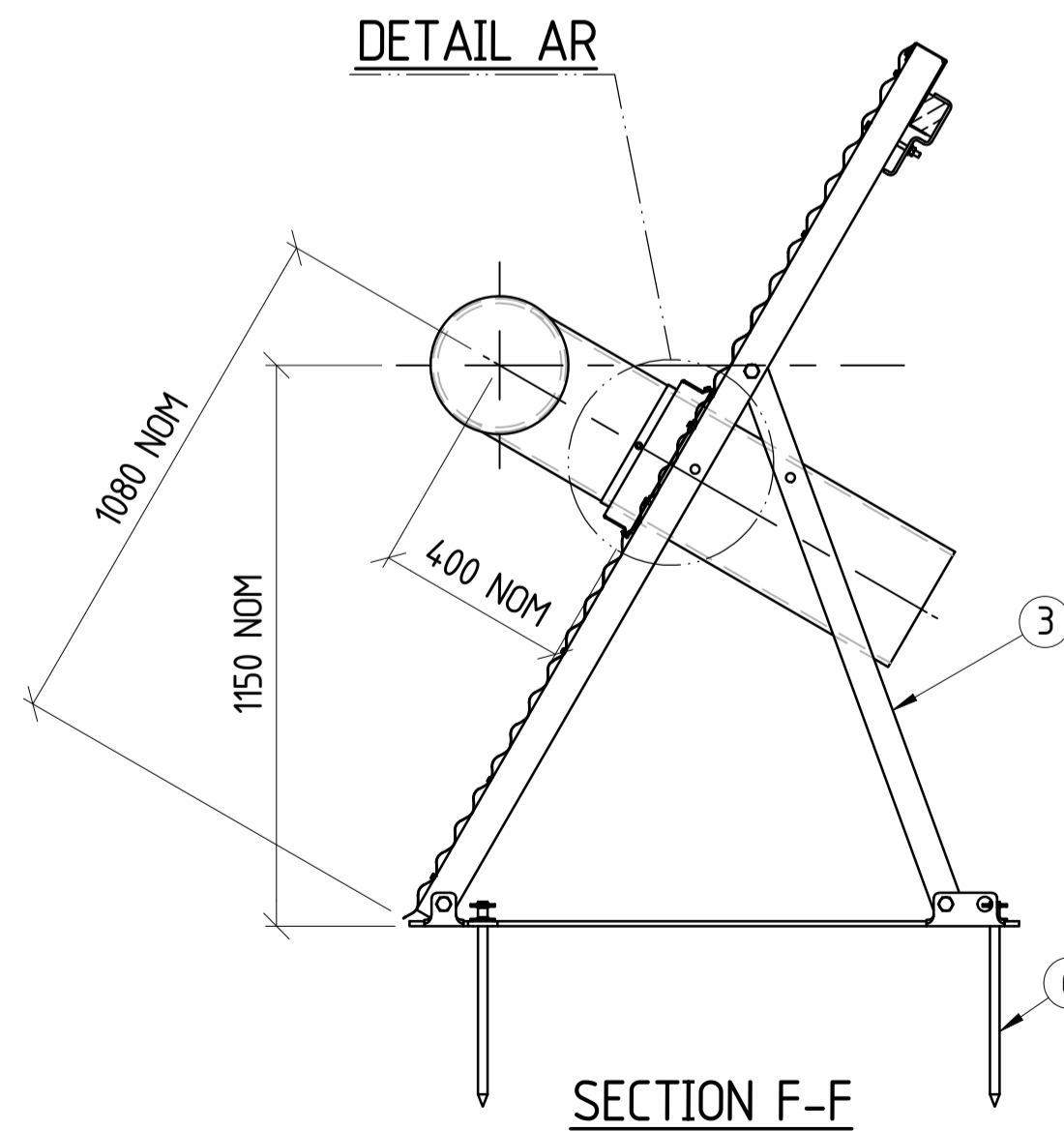
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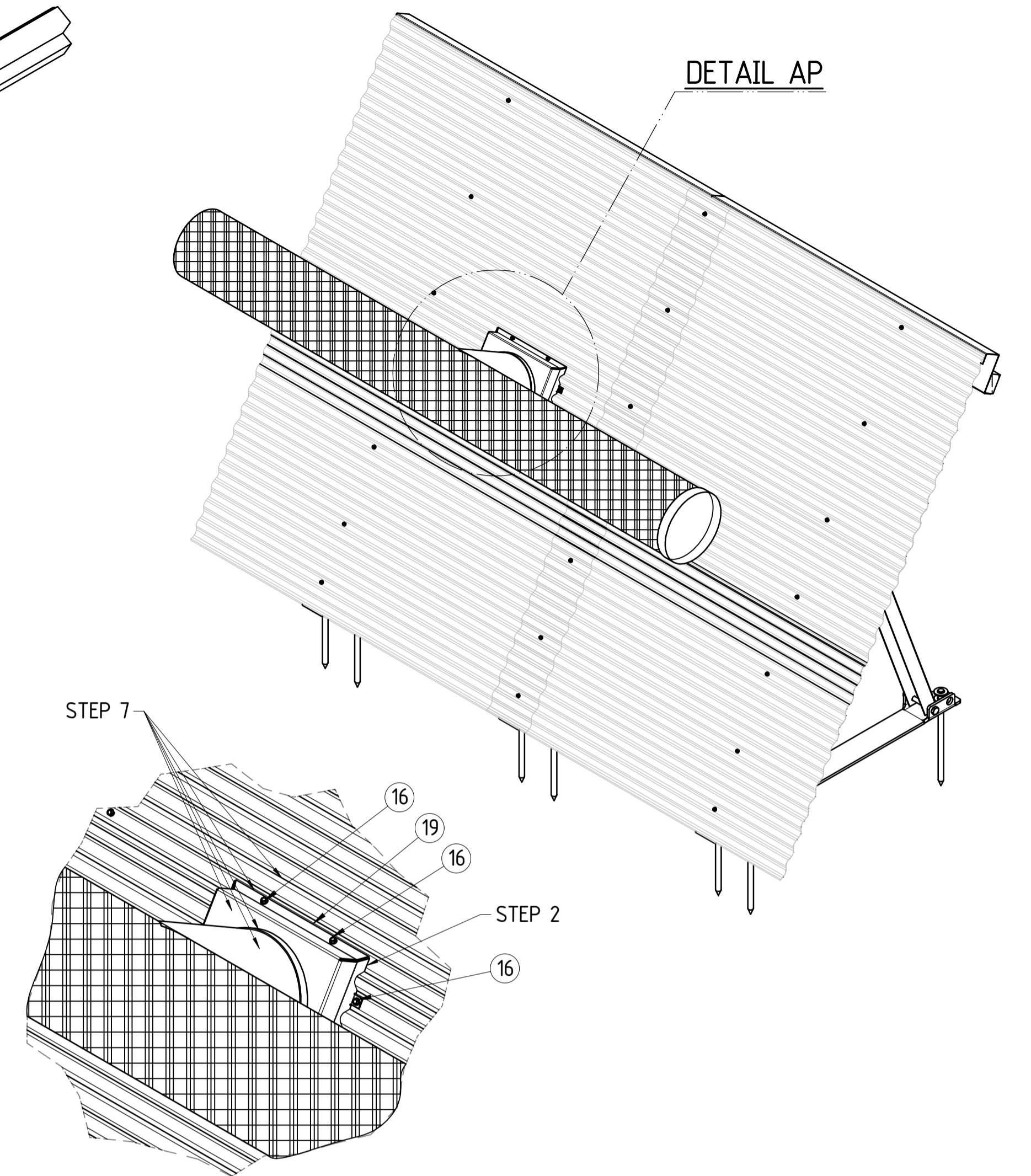
**SECTION F ISO VIEW**



**DETAIL AR**



**SECTION F-F**



**DETAIL AP**

**BACKGROUND:**

- THE 'T' PIECE IS USED TO PUMP HAZARDOUS FUMIGANT INTO THE STORAGE AFTER IT IS FULLY SEALED. CARE MUST BE TAKEN WHEN INSTALLING THE 'T' PIECE AND APPLYING THE SEALANTS TO ENSURE THE SEAL IS APPLIED TO A HIGH QUALITY.

**USE THE FOLLOWING QUANTITY'S PER 1 'T'PIECE**

- 1 X 600ML SAUSAGE OF BOSTIK SEAL AND FLEX 1
- 1L OF NOVALAST LTM 151

**PROCEDURE:**

- STEP 1: PREPARE AND CLEAN SURFACES WHERE SEALANTS ARE TO BE APPLIED AS PER MANUFACTURERS SPECIFICATIONS.
- STEP 2: INITIAL COLLAR INSTALL; APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' TO ALL EDGES OF THE T-PIECE MOUNTING COLLAR WHICH WILL CONTACT THE CORRUGATED CLADDING. TEK SCREW T-PIECE MOUNT (WITH BOSTIK SEALANT APPLIED) TO THE CLADDING USING 8 TEK SCREWS, EVENLY SPACED AROUND THE T-PIECE MOUNTING COLLAR.
- STEP 3: INSERT T-PIECE INTO THE T-PIECE MOUNTING COLLAR. SECURE THE T-PIECE AT THE LOCATION SHOWN, USING 2 X TEK SCREWS, THROUGH THE MOUNTING COLLAR RING. APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' AROUND THE JOIN AND AROUND ANY GAPS, INCLUDING AROUND THE TEK SCREWS. ALSO APPLY A THICK BEAD TO FILL THE GAP BETWEEN THE CLADDING AND THE T-PIECE, ON THE OUTSIDE OF THE BULKHEAD.
- STEP 4: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 5: APPLY A SECOND THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' AROUND ALL JOINS BETWEEN THE T-PIECE MOUNTING COLLAR, THE T-PIECE AND THE CLADDING.
- STEP 6: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 7: PAINT THE ENTIRE T-PIECE MOUNTING COLLAR AND 150MM OF CLADDING AROUND THE COLLAR. ALSO PAINT 150MM OF THE T-PIECE, PAST THE COLLAR RING JOIN. PAINT WITH 'NOVALAST 151 LTM'
- STEP 8: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.

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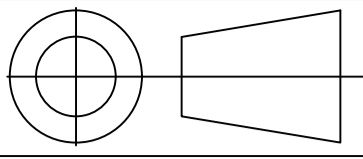
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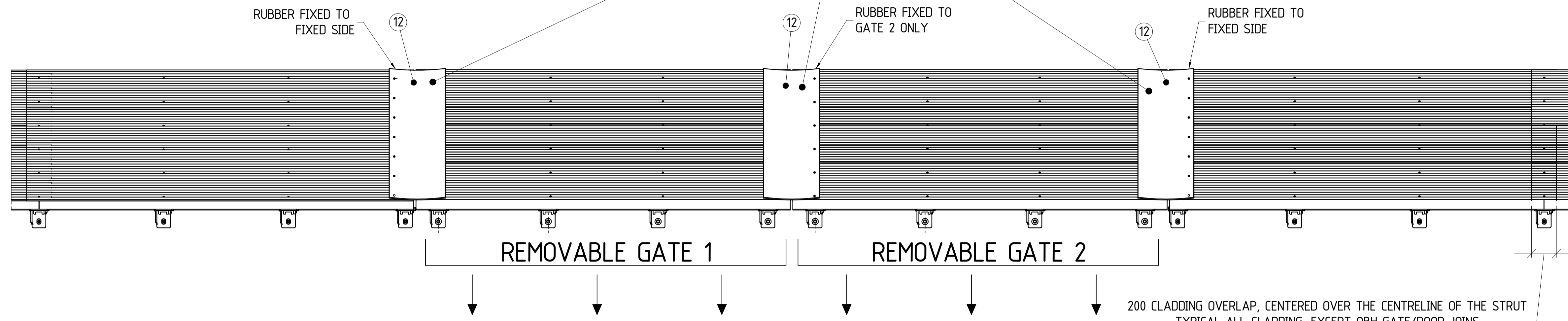
DRAWING TITLE  
**1.8m OPEN BULK HEAD  
GENERAL ARRANGEMENT  
'T' PIECE DETAIL**

SITE	VARIOUS	SIZE	A1
PROJECT	STANDARD		
DRAWING No	S119-ENG-ST-DGA-0003	SHEET	7 OF 9
REV.			



**TYPICAL RUBBER FIXINGS, BOTH ENDS**

- ATTACH CONVEYOR BELT OVER JOINTS (SEE BOM FOR BELT DETAILS)
- FIX RUBBER USING 45MM LONG TEK SCREWS, USING 7 TEK SCREWS PER RUBBER STRIP



REMOVABLE GATE 1      REMOVABLE GATE 2

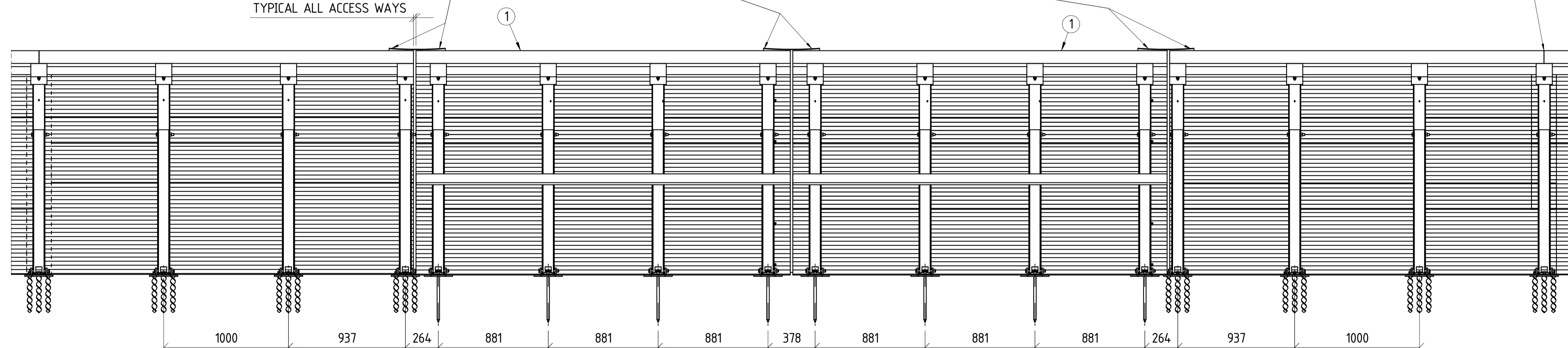
200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT  
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINTS

**DETAIL C  
FRONT END LOADER ACCESS GATES IN STRAIGHT WALL  
TYPICAL BOTH SIDES**

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN BETWEEN THE FIXED WALL AND THE REMOVABLE GATE. REFER S119-END-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL. MAX ALLOWABLE GAP BETWEEN BUTT JOINTS IS 20MM - TYPICAL ALL GATES

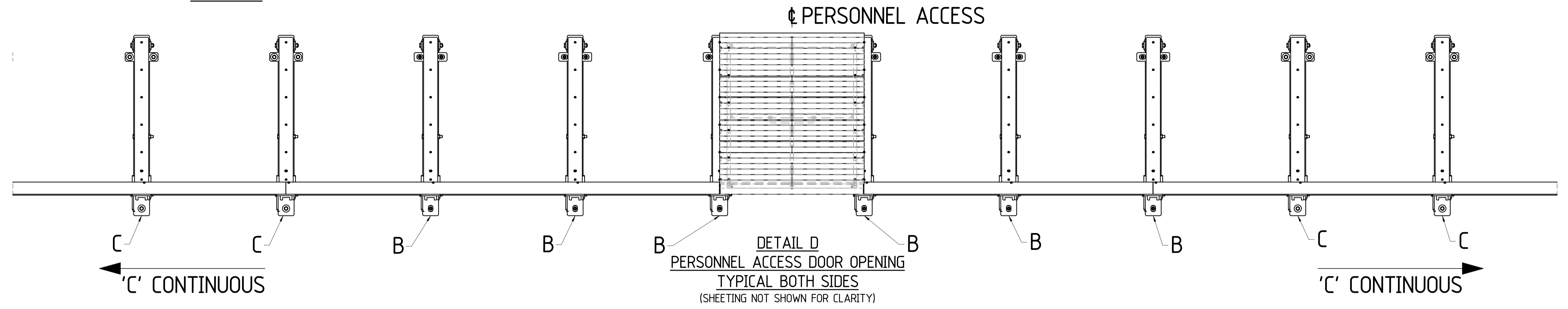
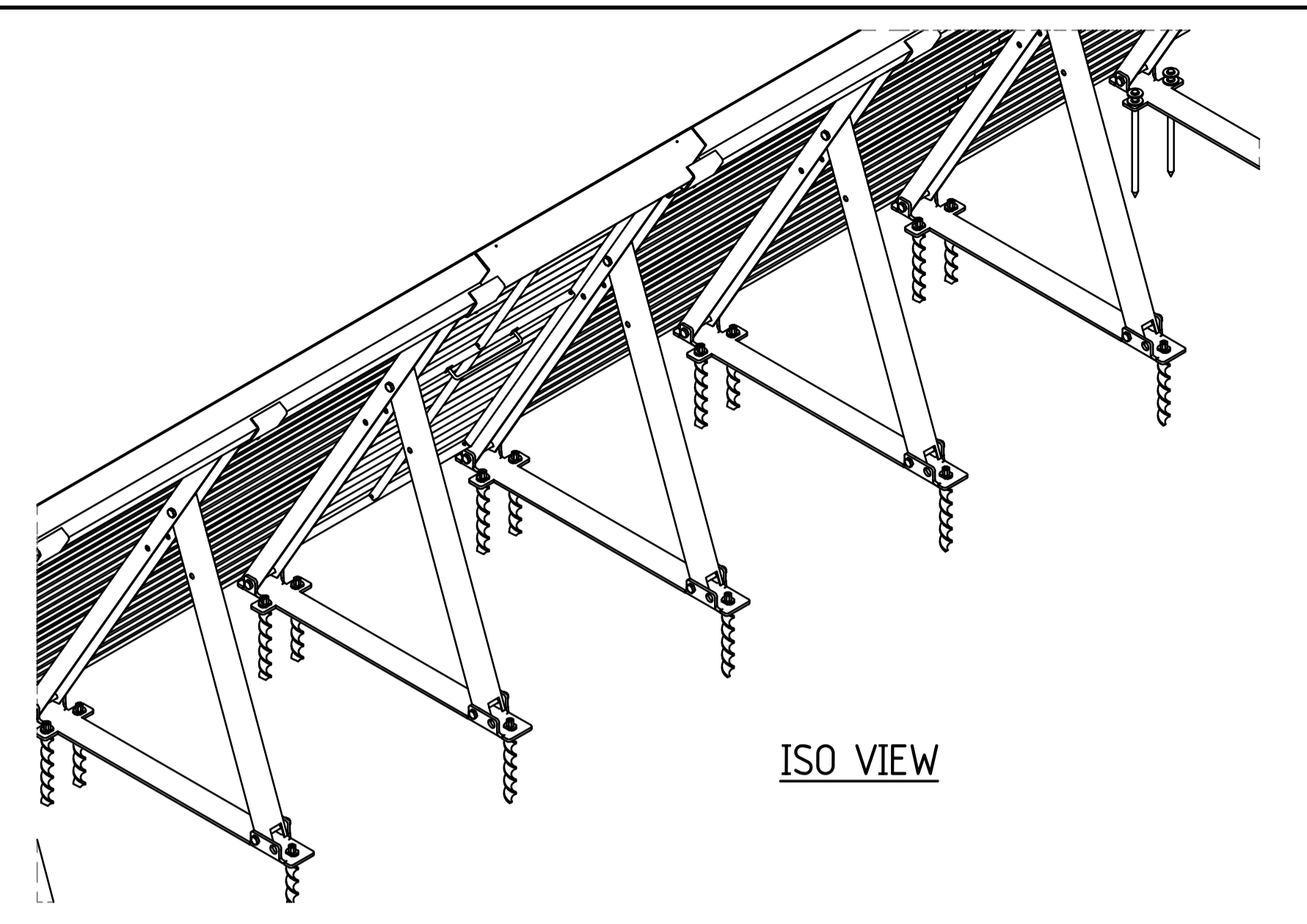
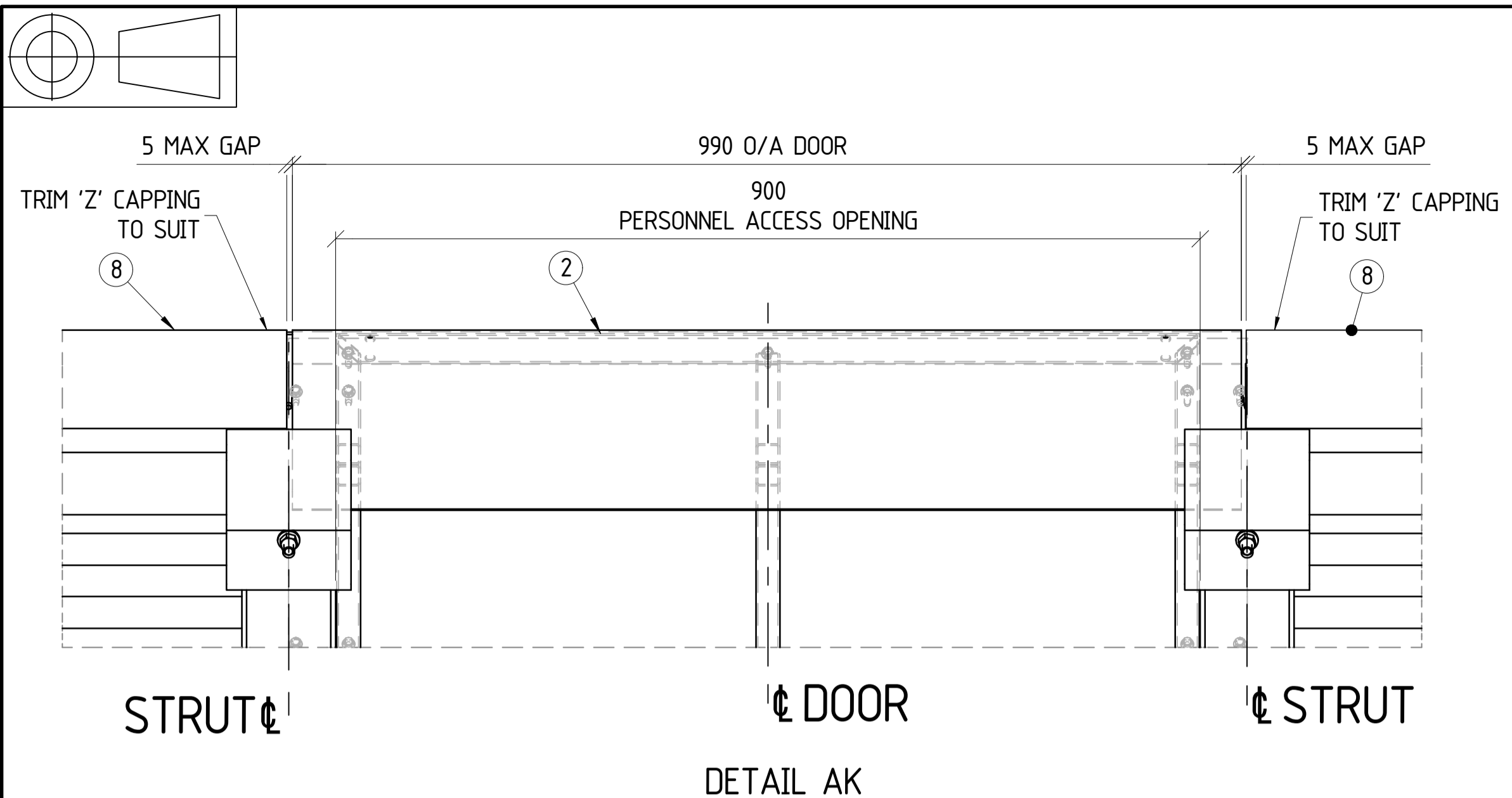
Z-CAPPING MUST BE NEATLY BUTT JOINED AND ALIGNED IN ALL DIRECTIONS TO ENSURE THAT THERE ARE NO SHARP EDGES WHICH COULD PUNCTURE THE OBH TARP. MAX MISALIGNMENT OF 2MM IN ALL DIRECTIONS. TYPICAL ALL JOINTS EXCEPT AT OBH DOOR/GATE JOINTS.

20 MAX. GAP  
TYPICAL ALL ACCESS WAYS

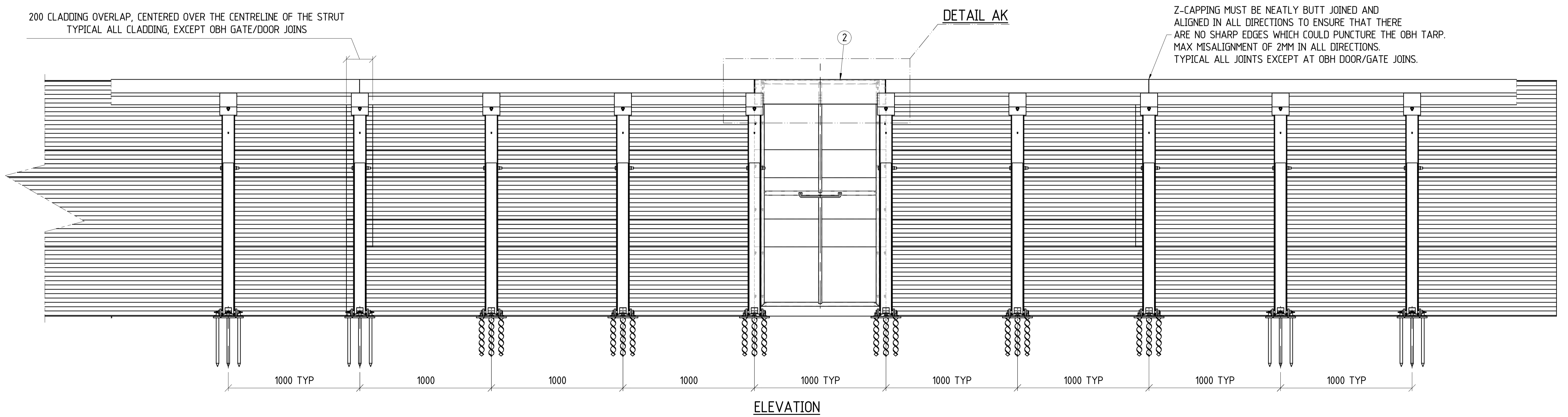


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		DO NOT SCALE FROM THIS DRAWING										CHECKED LS 10/06/2020		PROJECT STANDARD			
		REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE	REVISIONS	BY	CHK	APP	REV	DATE	REVISIONS		BY	CHK	APP	APPROVED NH 11/06/2020



200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT  
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS



Z-CAPPING MUST BE NEATLY BUTT JOINED AND ALIGNED IN ALL DIRECTIONS TO ENSURE THAT THERE ARE NO SHARP EDGES WHICH COULD PUNCTURE THE OBH TARP. MAX MISALIGNMENT OF 2MM IN ALL DIRECTIONS. TYPICAL ALL JOINTS EXCEPT AT OBH DOOR/GATE JOINS.

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**Attachment D** Schedule of Submissions from the advertising of the Application for Development Approval – On Lot 251, Kellerberrin – Shackleton Road, Shackleton for a Grain Depot consisting of three Open Bulkheads of a capacity of 62,225 tonnes with three Drive Over Grids, and associated internal roads and drainage basin works.

**CBH Development Proposal – Advertised 9 August 2022 to 8 September 2022.**

**Schedule of Submissions Received:**

<b>No.</b>	<b>Source</b>	<b>Contact</b>	<b>Summary of Submission</b>	<b>Comment</b>	<b>Council Recommendation</b>
1.	S Woodward & A Jaworak	Venemore St. Shackleton WA	Welcomes the CBH proposal as a benefit to farming & employment. Agrees the possible noise & traffic increase will be offset by the benefit to the town of Shackleton longevity.	Noted. Any traffic and noise issues onsite of the development is controlled by Management Plans for such. CBH states that public roads traffic volumes are determined by seasons success, or not and outside their ability to control. Public road noise is exempt from the Noise Regulations. Police can enforce road noise issues if considered 'undue and excessive'. Notwithstanding this, as the area has no 'Special Control Area' conditions these need to be imposed as conditions for the development proposal.	Noted.
2.	G Jones, Western Power Customer Service Officer - Planning and Land Development Customer Experience	363 Wellington Street Perth 6000	Stated that Western Power no longer provide comment on development applications. Advises invites to conduct a 'clearance assessment' for building restrictions for clearance & danger zones, and to submit a 'pre-application enquiry'.	Noted. This response was forwarded to the CBH representative for 'Specialist Regulatory Approvals – Government & Industry Relations' as the site plans notes investigation for trucks to pass safely under the present powerlines. It is not the role of the local government to undertake investigations for Western Power assets as this is a specialized activity. Western Power were duly notified and chose to abrogate their direct responsibility.	Noted. The matter of self-assessment to Western Power has been referred to the development applicant to determine Western Power requirements for the Shackleton CBH proposal.

**CBH Development Proposal – Advertised 9 August 2022 to 8 September 2022.**

**Schedule of Submissions Received (Continued...):**

<b>No.</b>	<b>Source</b>	<b>Contact</b>	<b>Summary of Submission</b>	<b>Comment</b>	<b>Council Recommendation</b>
<b>3.</b>	C Wallace Main Roads WA Development Planning and Road Access Coordinator Wheatbelt Region	PO Box 6202 East Perth WA 6892	Has no objection to the proposal and have no conditions to apply to any approval granted by the Shire. Requests a copy of the Shire decision to be emailed referencing 19/8643, D22#868104.	Noted. A copy of the Shire decision will be emailed to MainRoadsWA referencing 19/8643, D22#868104.	Noted. A copy of the Shire decision will be emailed to MainRoadsWA referencing 19/8643, D22#868104.
<b>4.</b>					



## BRUCE ROCK MENS' SHED INC

To the Executor of the Estate of **William Alan Taylor**

Dear Barry,

While the Bruce Rock Mens' Shed appreciates the bequeath by Mr Taylor, it was resolved that the Bruce Rock Mens' Shed will not take possession of the property at 21 Railway Parade, Bruce Rock.

Regards,



Keith Butler  
President

8 September, 2022

**MINUTES OF THE BRUCE ROCK MENS' SHED INC. SPECIAL COMMITTEE  
MEETING HELD ON TUESDAY 6<sup>TH</sup> SEPTEMBER 2022 AT 9.10AM**

**PRESENT:**

Keith Butler (President), Neville Noack (Secretary), Ray Rowling (Treasurer), John McGellin, Tom Thorn, Clarrie DeBont, Colin Turner

A special committee meeting was held to discuss the acquisition of a Railway Parade property in Bruce Rock.

**Moved** Neville Noack, that the Bruce Rock Mens Shed wishes to thank the Estate of the late William Alan Taylor of 21 Railway Parade Bruce Rock for the bequeath of the property but wishes to decline the offer.

**Seconded** Clarrie de Bont.

**Carried.**

Meeting closed a 9.25am

<b>Policy Name:</b>	<b>8.2</b> Harvest and Vehicle Movement Bans
<b>Department:</b>	Fire and Emergency Services
<b>Date Adopted:</b>	19 July 2018
<b>Last Reviewed:</b>	7 September 2022

**Preamble** Policy relating to Harvest and Vehicle Movement Bans.

**Objective** To state the means by which Harvest and Vehicle Movement Bans (HVMB/ “Harvest Bans”) are imposed.

**Policy** Harvest Bans are considered following readings which are taken by Fire Weather Officers or their representatives at the Bruce Rock Airstrip, close to the windsock.

The Kestrel Weather Meter is used by the designated officer to complete the reading. Measurements are taken, and then the Aurora Fire Behaviour Calculator (an offline-accessible mobile phone app) is used to calculate the Fire Behaviour Index (FBI). The Shire of Bruce Rock considers an FBI of 37 or above to be high and therefore a Harvest Ban shall be placed when the calculation on the Aurora app is at or above 37 or above.

When using the Kestrel Weather Meter, the following procedures to be followed:

- a. **Air Temperature** – The meter must be held in the hand for a minimum of one minute and exposed to the sun, and;
- b. **Wind direction and speed** – The meter must face the wind direction for at least one minute and an average wind speed must be obtained and multiplied by 1.25, and;
- c. **Relative Humidity** – The meter must be exposed to the weather for at least one minute to obtain a proper reading.

**Process** When a reading of 37 has been reached the Chief Bushfire Control Officer (CBFCO) or their Deputy, will be contacted to be informed of the reading and to endorse the placing of the HVMB. Once this is in place, vehicles will only be allowed in paddocks for the purpose of tending and watering of livestock.

The Harvest Ban notification will be texted to everybody registered on the Shire’s SMS notification system. The Harvest Ban will also be publicized on the Shire’s Facebook page. In addition, the following are to be contacted if there is need to place a Harvest Ban:

ABC Radio, and the following CBH bins: Bruce Rock, Yarding, Shackleton, Korbelka, Ardath and Ainsworth (if open that year)

When a fire (whether related to harvest or not) breaks out within, or extremely close to, the Shire of Bruce Rock, an immediate Harvest Ban will be placed within the Shire following consultation with the CBFCO or a delegated

person. If the CBFCO or Deputy CBFCO cannot be contacted, the ban will be placed at the discretion of the CEO or DCEO.

#### **Movement of Vehicles in Paddocks during Harvest Bans**

The movement of vehicles can occur during a harvest ban if the movement is for tending of livestock and there are two able bodied persons and a tanker of 400L of water present.

#### **Head of Power**

Bush Fires Act 1954

<b>Policy Name:</b>	<b>8.3</b> Burning Periods and Permits
<b>Department:</b>	Fire and Emergency Services
<b>Date Adopted:</b>	19 July 2018
<b>Last Reviewed:</b>	15 September 2022

**Preamble** Policy relating to Fire Permit Procedures and Burning Periods.

**Objective** To dictate when Fire Permits are to be issued and under what circumstances.

**Policy**

**Burning Periods**

Restricted Burning Period:	30 <sup>th</sup> September to	31 <sup>st</sup> October
Prohibited Burning Period:	1 <sup>st</sup> November to	14 <sup>th</sup> February
Restricted Burning Period:	15 <sup>th</sup> February to	31 <sup>st</sup> March

**Variations**

The commencement or completion of any of the periods is to be reviewed by the Bush Fire Advisory Committee at a meeting no less than 10 days prior to the period date. The Chief Bush Fire Control Officer is to authorize any determined variation to be gazetted and advertised widely throughout the Shire.

**Issuing of Burning Permits**

1. Burning Permits are to be completed, by applicant, via the online “Burning Permit Application” located on Council’s website.
2. Once the online “Burning Permit” has been submitted it is to be reviewed for compliance by authorized officer, then provided to the Chief Bush Fire Control Officer (CBFCO) or Deputy CBFCO for approval or rejection.
3. Within 2 business days of receiving the application, approval or rejection is to be emailed to the applicant or collected in person.
4. A burning Permit can be issued for a maximum of 4 days only.
5. The Shire of Bruce Rock reserves the right to cancel any open permits at its discretion. Permit holders will be contacted if this occurs.

**Conditions and Obligations of the Burning Permit Holder are outlined in the Burning Permit, a copy of the Shire of Bruce Rock’s Burning Permit is attached, including the following:**

- a) Subject to suitable weather conditions. Please check with Bureau of Meteorology in Perth for the “Australian Fire Danger Rating System (AFDRS)” Fire Danger Rating via <http://www.bom.gov.au/wa/forecasts/fire-danger.shtml> and go to Forecasts, Bushfire Danger & Forecast for South West Land Division for “**Lockwood**” as there is NO PERMITTED BURNING on a “high”, “extreme” or “catastrophic” rated days.
- b) Notify the Chief Bush Fire Control Officer or the Shire of Bruce Rock prior to the lighting of fire.
- c) Notify all adjoining landowners or occupiers in accordance with the Bush Fires Act (r.15B (4)).

- d) Before setting fire the permit holder shall arrange for and provide, in order to assist in keeping the fire under control and preventing it from spreading beyond the land on which the burning is to take place, **at least 3 able-bodied** persons who shall be constantly in attendance at the fire from the time it is lit until no burning or smoldering fuel is within 30 metres of the perimeter of the firebreak surrounding the burnt area or, if there is no such firebreak, within 30 metres of the perimeter of the burnt area (r.15B (6)).
- e) Must be equipped with adequate water supplies for duration of fire
- f) Must have a UHF radio that is operational
- g) Must read and abide by ALL accompanying conditions of the permit

**Head of Power**      Bush Fires Act 1954



# **Great Eastern Country Zone Minutes**

**Monday, 29 August 2022**

**Shire of Kellerberrin  
Recreation & Leisure Centre  
110 Massingham Street, Kellerberrin**

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# Great Eastern Country Zone

Hosted by Shire of Kellerberrin  
Recreation & Leisure Centre  
110 Massingham Street, Kellerberrin

Meeting commenced at 9.32am on Monday, 29 August 2022

## Minutes

### 1. OPENING AND WELCOME

### 2. ATTENDANCE AND APOLOGIES

#### Attendance

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange (via MS Teams) Deputy President Cr Tony Crooks Mr Darren Mollenoyux, Chief Executive Officer, non-voting delegate
<b>Shire of Cunderdin</b>	Deputy President Cr Tony Smith
<b>Shire of Dowerin</b>	Ms Rebecca McCall, Chief Executive Officer, non-voting delegate
<b>Shire of Kellerberrin</b>	Deputy President Cr Emily Ryan
<b>Shire of Kondinin</b>	President Kent Mouritz Mr David Burton, Chief Executive Officer, non-voting delegate
<b>Shire of Koorda</b>	Mr Darren Simmons, Chief Executive Officer, Shire of Koorda
<b>Shire of Merredin</b>	President Cr Mark McKenzie Ms Chloe Townsend, A/Deputy Chief executive Officer, non-voting delegate
<b>Shire of Mount Marshall</b>	President Cr Tony Sachse (Chair) Mr John Nuttall, Chief Executive Officer, non-voting delegate
<b>Shire of Narembeen</b>	Deputy President Cr Scott Stirrat Mr David Blurton, Chief Executive Officer, non-voting delegate
<b>Shire of Nungarin</b>	President Cr Pippa de Lacy Deputy President Cr Gary Coumbe Mr Leonard Long, Chief Executive Officer, non-voting delegate
<b>Shire of Tammin</b>	President Cr Glenice Batchelor Ms Joanne Soderlund, Chief Executive Officer, non-voting delegate
<b>Shire of Trayning</b>	Deputy President Cr Geoff Waters Ms Leanne Parola, Chief Executive Officer, non-voting delegate
<b>Shire of Westonia</b>	President Cr Karin Day Deputy President Cr Mark Crees, Shire of Westonia

<b>Shire of Wyalkatchem</b>	Mr Peter Klein, Chief Executive Officer, non-voting delegate
<b>Shire of Yilgarn</b>	President Cr Wayne Della Bosca Mr Nic Warren, Chief Executive Officer, non-voting delegate
<b>Guests</b>	Mandy Walker, Director Regional Development, RDA Michael Roberts, Regional Manager, Goldfields & Agriculture Region Water Corporation Mohammad Siddiqui, Regional Manager Wheatbelt, Main Roads Kirsty Martin, Director, Policy, and Legislation, DLGSC Melissa Spark, Melissa Spark, Regional Manager, WA Primary Health Alliance Richard Burnell, Executive Director Corporate Services, DFES Annette Balmer, Recovery Support Officer, National Recovery & Resilience Agency Samantha Cornwaihthe, Regional Manager Wheatbelt, DLGSC
<b>WALGA</b>	Cr Karen Chappel, WALGA President Nick Sloan, Chief Executive Officer Tony Brown, Executive Director, Member Services James McGovern, Manager Governance & Procurement Janine Neugebauer, Governance & Organisational Services Officer Cliff Simpson, Road Safety Advisor, WALGA
<b><u>Apologies</u></b>	Hon Steve Martin MLC, Member for Agricultural Region Hon Mia Davies MLA, Member for Central Wheatbelt (Leader of the Opposition) Rick Wilson MP, Federal Member for O'Connor Hon Peter Rundle MLA, Member for Roe Hon Martin Aldridge MLC, Member for Agricultural Region Hon Shelley Payne MLC, Member for Agricultural Region Hon Darren West MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region Hon Sandra Carr MLC, Member for Agricultural Region Kathleen Brown, Electorate Officer, Office of Hon Mia Davies MLA Rob Cossart, Chief Executive Officer, Wheatbelt Development Commission Renee Manning, Wheatbelt Development Commission - Principal Regional Development Officer
Shire of Mukinbudin	President Cr Gary Shadbolt, Deputy President Romina Nicoletti Mr Dirk Sellenger, Chief Executive Officer, non-voting delegate
Shire of Cunderdin	President Cr Alison Harris Mr Stuart Hoblely, Chief Executive Officer, non-voting delegate
Shire of Dowerin	President Cr Robert Trepp Cr Darrel Hudson
Shire of Kellerberrin	President Cr Scott O' Neill Mr Raymond Griffiths, Chief Executive Officer, non-voting delegate
Shire of Kondinin	Deputy President Cr Beverley Gangell
Shire of Koorda	President Cr Jannah Stratford Deputy President Cr Buster Cooper

Shire of Merredin	Cr Donna Crook Ms Lisa Clack, Chief Executive Officer, non-voting delegate
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Narembeen	President Cr Kellie Mortimore
Shire of Tammin	Deputy President Cr Tanya Nicholls
Shire of Trayning	President Cr Melanie Brown
Shire of Westonia	Mr Bill Price, Chief Executive Officer, non-voting delegate
Shire of Wyalkatchem	President Cr Quentin Davies Deputy President Cr Owen Garner
Shire of Yilgarn	Deputy President Cr Bryan Close

### **Attachments**

The following are provided as attachments:

1. Item No. 4.1 Wheatbelt Health and Wellbeing Plan
2. Item No. 6.3 Main Roads Report, August 2022
3. Item No. 6.5 Water Corporation Report, August 2022

State Council Agenda – via link: [State Council Agenda - 9 September 2022](#)

### **3. DECLARATIONS OF INTEREST**

Nil.

### **4. GUEST SPEAKERS / DEPUTATIONS**

#### **4.1 Melissa Spark, Regional Manager, WA Primary Health Alliance**

Melissa Spark presented on the proposed Wheatbelt Health & Wellbeing Plan: Towards 2035.  
**(Attachment 1)**

#### **4.2 Richard Burnell, Executive Director Corporate Services, DFES**

Richard presented to the Zone on the updates to the Regional Telecommunications Resilience Improvements works.

#### **4.3 Annette Balmer, Recovery Support Officer, National Recovery & Resilience Agency**

Annette Balmer presented to the Zone on the NRRRA's role with current focus on recovery following a natural disaster and building community resilience.

#### **4.4 WALGA Update**

WALGA's President, Cr Karen Chappel and Chief Executive Officer, Nick Sloan provided an update on WALGA's activities. The WALGA President's report was attached to the Agenda.

#### **RESOLUTION**

**Moved: Shire of Yilgarn**  
**Seconded: Shire of Merredin**

**That the WALGA President Report be received.**

**CARRIED**

#### **5. MEMBERS OF PARLIAMENT**

**NIL**

#### **6. AGENCY REPORTS**

##### **6.1 Department of Local Government, Sport, and Cultural Industries**

Kirsty Martin Director, Policy & Legislation provided an update to the Zone.

Cr Sachse enquired regarding the Local Roads and Community Infrastructure Program and requested information on the status of the funding and believed they were up to Round 3A.

Kirsty advised that she would follow-up on this item.

**Noted**

##### **6.2 Wheatbelt Development Commission**

Rob Cossart, CEO, Wheatbelt Development Commission, was an apology.

**Noted**

##### **6.3 Main Roads Western Australia**

Mohammad Siddiqui, Regional Manager Wheatbelt, Main Roads, provided an update to the Zone. The report is attached. **(Attachment 2)**

**Noted**

##### **6.4 Wheatbelt RDA**

Mandy Walker, Director Regional Development RDA Wheatbelt, provided an update to the Zone. The report was attached to the Agenda.

**Noted**

##### **6.5 Water Corporation**

Michael Roberts, Regional Manager Goldfields & Agriculture Region, provided an update to the Zone. The Report is attached. **(Attachment 3)**

**Noted**

*The meeting adjourned for a morning tea break at 11.10 am and resumed at 11.20 am.*

## **7. MINUTES**

### **7.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday, 27 June 2022**

The Minutes of the Great Eastern Country Zone meeting held on Monday, 27 June 2022 have previously been circulated to Member Councils and were attached to the Agenda.

#### **RESOLUTION**

**Moved:** Shire of Westonia  
**Seconded:** Shire of Nungarin

**That the Minutes of the Great Eastern Country Zone meeting held on Monday, 27 June 2022 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

### **7.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 27 June 2022**

#### **7.2.1 Emergency Management – Shared Resources**

At the June meeting the Zone resolved as follows

***That the Great Eastern Country Zone request the Executive Officer to prepare a Zone MOU for resource sharing in emergencies and present to the Zone at the next meeting.***

The draft Great Eastern Country Zone Memorandum of Understanding for resource sharing in emergencies was attached to the agenda.

#### **RESOLUTION**

**Moved:** Shire of Tammin  
**Seconded:** Shire of Trayning

**That the Zone endorse the Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery.**

**CARRIED**

*Note: Executive Officer to attach a table on the machinery/equipment from each Local Government to the MOU.*

### **7.3 Minutes of the Great Eastern Country Executive Committee Meeting held on Thursday, 18 August 2022**

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday, 18 August 2022 were attached to the agenda.

#### **RESOLUTION**

**Moved:** Shire of Yilgarn  
**Seconded:** Shire of Merredin

**That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Thursday, 18 August 2022 be endorsed.**

**CARRIED**

### 7.3.1 Zone Conference

At the June meeting of the Zone, the following was resolved:

1. *That the Great Eastern Country Zone look to hold a 1-day conference in 2023.*
2. *Request the Executive Officer to prepare a draft program for the next Zone meeting.*

The Executive Committee have considered a draft program and provide the following suggestions:

#### **Draft Project Plan**

**Date:** 2<sup>nd</sup> week in March (Tuesday, 7<sup>th</sup> or Wednesday, 8<sup>th</sup> March 2023)

**Time:** 10am to 4.30pm, followed by Drinks and Tappas

**Venue:** Merredin Regional Community & Leisure Centre or Cummins Theatre, Tivoli Room

#### **Potential Guest Speakers:**

Justin Longmuir, Fremantle Football Coach – Leadership & Resilience

(Liaise with football clubs to incorporate junior training)

Rob Cossart, CEO, Wheatbelt Development Commission – Emergency Management

Tuck Waldron / Richard Marshall, CEACA – Working Regionally

#### **Conference Issues**

- Education
- Health
- Local Government Act Reform
- Emergency Management / Telecommunications
- Transport
- Engagement

**Training:** Look to arrange staff training courses on the same day or the next day of the Conference.

**Target Audience:** All Elected Members and Senior Officers in the Great Eastern Country Zone.

Following the Executive Committee meeting, advice has been provided that the Annual Roads Forum and Field Days will be held on 7 and 8 March 2023. A new date will need to be recommended.

#### **RESOLUTION**

**Moved:** Shire of Tammin

**Seconded:** Shire of Nungarin

**That the Great Eastern Country Zone proceed with a 1 day conference in March or April 2023.**

**CARRIED**

## 8. ZONE BUSINESS

### 8.1 Review of the Biosecurity and Agriculture Management Act 2007: Consideration of WALGA Discussion Paper

*By Rebecca Brown, Manager Environment and Waste*

#### **Background**

The first 10-year [statutory review](#) of the [Biosecurity and Agriculture Management Act 2007](#) (BAM Act) is currently underway; this is a key opportunity for Local Government to influence the how post-border biosecurity is managed in Western Australia.

The [Independent Panel](#) undertaking the review, is using a three-stage engagement process:

- Stage 1 (closed) - open submissions and a survey to identify major themes and issues
- Stage 2 - stage 1 will 'provide the foundation for participatory processes to further explore themes and issues'
- Stage 3 - broader engagement to get feedback on the findings and potential solutions, expected to take place in late 2022/early 2023.

The Independent Panel is required to make its report, including any recommended amendments to the Act, to the Minister for Agriculture and Food by March 2023.

WALGA prepared a [Discussion Paper](#) to inform comment on the Review, which includes 11 key biosecurity themes and related recommendations reflecting issues raised by Local Government, and those identified in the [Auditor General's 2013 and 2020 Reports](#).

#### **Policy Implications**

WALGA's current Policy Position on Biosecurity, was endorsed in 2017 and is available in the [Advocacy Positions Manual](#) (Section 4.5).

#### **Comment**

WALGA is seeking Zones' consideration of the recommendations included in the Discussion Paper to inform its submission to the Review on behalf of the sector and the development of an updated Biosecurity Advocacy Position. WALGA intends to put an updated Policy Position to the December State Council meeting. Local Governments are also strongly encouraged to make their own submissions to the review as appropriate in Stage 2 and 3.

*The Zone amended the officer recommendation at item 9 as underlined.*

## **RESOLUTION**

**Moved:** Shire of Tammin  
**Seconded:** Shire of Kellerberrin

**That the Zone endorse the following recommendations:**

- 1. Strategic direction and regional priorities:** The State Government develop a strategic framework that enables the prioritisation of biosecurity threats in geographically defined regions and sets targets for declared pest management.
- 2. Agency responsibilities:** The roles and responsibilities of each State Government department responsible for biosecurity management need to be a clearly defined and communicated, a formalised structure for different agencies to work together established, and increased investment made in declared pest management on State Government managed land.
- 3. Declared Pest Rate and Recognised Biosecurity Groups:** If the Declared Pest Rate and Recognised Biosecurity Groups (RBGs) are to continue to be key mechanisms for the management of widespread and established declared pests, changes are required to improve their operation and effectiveness to better support the concept of shared responsibility.

4. **Environmental biosecurity:** A more balanced view of biosecurity that has a greater focus on environmental biosecurity is required, through increased recognition and management of pest species that have significant ecological impacts.
5. **Responses to incursions:** Increased and more equitable distribution of funding is required to ensure each step of the biosecurity continuum is adequately resourced for all stakeholders, including Local Government.
6. **Management of declared pests in urban areas:** Declared pest management in all urban areas requires support through an appropriate funding mechanism.
7. **Problematic non-declared pests:** The process for the listing of declared pests needs to be timely and transparent to ensure that land managers, including Local Government, are not resourcing the control of an increasing number of problematic non-declared pest species.
8. **Sustainable funding model:** A sustainable and equitable funding model is required to manage the increasing biosecurity management threat.
9. **Compliance and enforcement:** The Department of Primary Industries and Regional Developments responsibility for compliance and enforcement needs to be adequately resourced and enacted with a focus on educational behaviour rather than punitive action.
10. **Monitoring, research, and innovation:** Strategic monitoring, use of new technologies and the establishment of data management systems are required to inform biosecurity investment decisions and support adaptive management.
11. **Community education and involvement:** A stronger focus on community education to increase understanding and awareness will improve engagement with biosecurity management programs and assist with timely incursion responses.

**CARRIED**

## **8.2 Local Emergency Management Arrangements (LEMA) Review project**

*By Susie Moir, Policy Manager, Resilient Communities*

WALGA and the State Emergency Management Committee (SEMC) Business Unit are working in partnership with key stakeholders to identify options to improve LEMA processes. WALGA has received AWARE funding to undertake the Local Government consultation for the LEMA Review.

WALGA will be delivering a series of workshops with Local Government to contribute to the design of a more streamlined, scalable, and fit-for-purpose LEMA model. The outcomes of the workshops will inform a LEMA Improvement Plan that will be prepared by the SEMC Business Unit.

Interactive workshops are being held in several locations with complimentary refreshments provided.

**Target Audience:** Chief Executive Officers, Emergency Management staff and Elected Members.

### **Workshop details below:**

- Geraldton 7 September – Geraldton Multipurpose Centre 10.30am–2:00pm
- Stirling 12 September – City of Stirling Civic Centre, Stirling Room 9:00am–12:00pm
- Katanning 13 September – Katanning Leisure Centre 10.30am–2:00pm
- Bunbury 14 September – City of Bunbury Administration, Function Room 10.30am–2:00pm
- Northam 15 September – Bilya Koort Boodja Centre 10.30am–2:00pm
- Victoria Park 16 September – Town of Victoria Park Administration Building 9:00am-12:00pm
- Online workshops – date



## Registration

To register for a free LEMA Review workshop, [click here](#) and choose your relevant date and location.

Read more in the [WALGA LEMA Review Issues Paper](#). Local Governments are also encouraged to provide written feedback by COB Friday 15 October 2022.

For further information please email [Simone Ruane](#), WALGA's LEMA Review Project Lead, or call 9213 2049.

## Noted

**Action:** The Executive Officer will distribute the online dates and request other locations in this Zone be added.

### 8.3 WALGA Best Practice Governance Review Principles – AGM Item

By Tony Brown, Zone Executive Officer

#### Background

In March 2022, State Council commissioned the WALGA Best Practice Governance Review (BPGR) with the aim of ensuring WALGA's governance model is contemporary, agile and maximises engagement with members. The BPGR, overseen by a Steering Committee appointed by State Council, is now well underway.

The BPGR Steering Committee have formulated a set of governance principles to guide the development of potential governance models.

At a special meeting on 22 August, State Council endorsed the principles, along with an AGM Agenda item which seeks endorsement of the principles by members at the 2022 Annual General Meeting on 3 October.

The purpose of the AGM item is to gauge member support for progressing the BPGR to the development of potential models.

Following consideration of the principles at the 2022 AGM, an extensive consultation and engagement process will be undertaken with members on these potential governance models. This will occur during October, November, and December, with the intention of using the member feedback to inform a final report. This report will then be considered at Zone meetings in February 2023 and subsequently the March 2023 State Council meeting.

Once the final report is endorsed, Constitutional amendments will be prepared for consideration by State Council, followed by the broader membership at the 2023 AGM. As per WALGA's Constitution, amendments to the Constitution require endorsement by a 75 percent majority at both State Council and a general meeting of members.

The AGM Item and the Principles document were attached to the agenda.

#### Comment

The AGM Agenda is due to be distributed in late August, ahead of the AGM on Monday, 3 October at Crown Perth.

It is recommended that once the AGM Agenda is distributed, members consider the item and governance principles and inform their registered Voting Delegates on how to vote.

## Noted

## 9. ZONE REPORTS

### 9.1 Zone President Report

Zone President Tony Sachse provided a report to the Zone. The report was attached to the agenda.

#### RESOLUTION

**Moved:** Shire of Mount Marshall

**Seconded:** Shire of Westonia

**That the Zone President's Report be received.**

**CARRIED**

### 9.2 Local Government Agricultural Freight Group

President Tony Sachse provided a report to the Zone on the Local Government Agricultural Freight Groups activities. The report was attached to the agenda.

#### RESOLUTION

**Moved:** Shire of Mount Marshall

**Seconded:** Shire of Nungarin

**That the Local Government Agricultural Freight Groups Report be received.**

**CARRIED**

*Note: The Executive Officer will write to the Local Government Agricultural Freight Group and advise that the Great Eastern Country Zone has had CBH present on this item.*

### 9.3 Wheatbelt District Emergency Management Committee

President Tony Sachse

The last Wheatbelt DEMC met in Northam on 16<sup>th</sup> June 2022. The unconfirmed minutes of this meeting were attached to the agenda, as well as the draft Western Australia Earthquake Preparedness Guide, and the draft Western Australia Earthquake Preparedness Guide – Goldfield Midlands Region. There was also an attached letter to the Wheatbelt DEMC from the DFES Deputy Commissioner Craig Waters AFSM regarding the Shackleton Fire Complex – Terms of Reference.

The Wheatbelt Operational Area Support Group (OASG) last met on 18<sup>th</sup> August 2022. The minutes of this meeting not yet available. A discussion around meetings determined that the group would continue to meet every 2-3 months for the time being. Wendy Hooper from the Regional Emergency Operations Centre (REOC) spoke about patient transport. Comment from the GECZ was that routine non-emergency patient transport can mean a high workload for some St John Ambulance volunteers. Other topics included the Home Monitoring Program and Agency Reports.

The Wheatbelt Human Services Managers Forum met on Thursday, 30<sup>th</sup> June 2022. The unconfirmed minutes of this meeting were attached to the agenda.

#### RESOLUTION

**Moved:** Shire of Mount Marshall

**Seconded:** Shire of Trayning

**That the Wheatbelt District Emergency Management Committee Report be received.**

**CARRIED**

## 9.4 Regional Health Advocacy Group

The Zones representative on the Regional Health Advocacy Group, Cr Alison Harris has requested the Zone discuss the future of the Regional Health Advocacy group.

WALGA's Community Resilience Team, works in the Regional Health policy space at a sector level across the state and has incorporated a range of advocacy into the team's work including;

- The WA State Budget Submission 2023 around the regional health workforce and provision of GPs and primary health services.
- Currently working with the Community Industry Reference Group (CIRG) mapping priorities and issues around mental health
- Ongoing participation in the Rural Health Agency Reference Group with representatives from WACHS, WAPHA, Rural Health West and other key stakeholders in regional health

If there are other priorities that the Wheatbelt Advocacy Group members would like to see captured, please let WALGA's Community Resilience Team know, and they will consider how to incorporate as part of their work.

*Cr Batchelor advised that there needs to be a focus at Zone level. The Zone could consider recommending that the group cease.*

### RESOLVED

**That the Great Eastern Country Zone write to the WA Country Health Service (WACHS) requesting an update on the review of the Pilot Sites and request the Great Eastern Country Zone Executive Committee to consider the future of the Regional Health Advocacy Group and report back to the next Zone meeting.**

## 9.5 WALGA RoadWise

Cliff Simpson, Road Safety Advisor (Wheatbelt North), Infrastructure, provided a report to the Zone. The report was attached to the Agenda.

### RESOLUTION

**Moved: Shire of Kondinin**  
**Seconded: Shire of Merredin**

**That the WALGA RoadWise Report be received.**

**CARRIED**

## 10. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

### 10.1 State Councillor Report

Cr Stephen Strange

The third ordinary meeting of State Council for 2022 was held on Wednesday, 6 July. It was the first State Council meeting of the year to be held in person at the WALGA offices.

## **July 2022 Strategic Forum**

At the July Strategic Forum, State Councillors received engaging and important presentations from a variety of speakers:

- The Minister for Local Government, Hon John Carey MLA, gave an update on the Minister's **Local Government legislative reforms**.
- The Deputy Commissioner Operations Command, Craig Waters AFSM, and Manager Consolidated Legislation, Lauren Townsend, from the Department of Fire and Emergency Services, provided an update on the development of the **Consolidated Emergency Services Act**.
- State Library of WA CEO and State Librarian, Catherine Clark, presented on the work of the State Library and the **State Library Strategy**.
- WALGA CEO, Nick Sloan, Executive Director Member Services, Tony Brown, and Manager Association and Corporate Governance, Tim Lane, delivered a presentation on the **WALGA Best Practice Governance Review**. The presentation included information about the governance models of other Local Government Associations in Australia and New Zealand, and comparable advocacy organisations in WA.
- WALGA Manager Commercial Development, Andrew Blitz, provided an overview of a proposal to explore the concept of an **investment vehicle** managed by WALGA.

## **July 2022 State Council Meeting**

### **WALGA 2022-23 Budget**

The main item on the State Council Agenda was WALGA's 2022-23 Budget, which contains funding for important strategic, capital, and operational projects and improvements. The budget was unanimously endorsed by State Council.

### **Emergency Management Policy Positions**

Two key items were considered by State Council to endorse revised policy positions in the emergency management space in advance of significant work happening across the emergency management policy portfolio. Three emergency services Acts (*Fire Brigades Act*, *Bush Fires Act*, and *Fire and Emergency Services Act*) will be consolidated into the Consolidated Emergency Services Act, and significant consultation will be undertaken on the legislation in the medium term.

### **WA Public Libraries Strategy**

State Council endorsed the draft WA Public Libraries Strategy 2022-2026.

*Other decisions as per the [Full Minutes](#).*

## **RESOLUTION**

**Moved:** Shire of Nungarin  
**Seconded:** Shire of Tammin

**That the State Councillor Report be received.**

**CARRIED**



**10.2 WALGA Status Report**

By Tony Brown, Executive Officer

**BACKGROUND**

Presenting the Status Report for August 2022 which contains WALGA’s responses to the resolutions of previous Zone Meetings.

## GREAT EASTERN COUNTRY ZONE STATUS REPORT August 2022

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Grt Eastern C T Brown J Neugebauer	2022, 27 June Zone Agenda Item 7.2.1 Roadworks During a Total Fire Ban	That the Great Eastern Country Zone request WALGA to advocate for modifications to the current exemptions, to provide for a harvest and movement ban, not a total fire ban.	WALGA is currently in discussion with DFES on this matter and will update the Zone when a response is received.	August 2022	Nicole Matthews Executive Manager Policy <a href="mailto:nmatthews@walga.asn.au">nmatthews@walga.asn.au</a> 9213 2039
Grt Eastern C T Brown J Neugebauer	2022, 27 June Zone Agenda Item 8.4 Office of Auditor General	That the Great Eastern Country Zone request WALGA to advocate to the Office of the Auditor General (OAG) that: 1. The OAG should be responsible for any additional costs incurred and not the individual Local Governments when a contract auditor cannot complete their contract. 2. The OAG should consider removing the duplicity in the current audit process and look to provide a more efficient service.	Correspondence has been sent to the OAG as per the resolution. An update will be provided to the Zone when a response has been received from the OAG.	August 2022	Tony Brown Executive Director, Member Services <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a> 9213 2051

The Zone noted the additional information on the Roadworks during a Total Fire Ban item as follows:

### Roadworks During a Total Fire Ban

WALGA has raised this issue with DFES and has received the following information;

*Thank you for your query in relation to road work (grading and bituminising) during a total fire ban and/or a harvest vehicle movement ban.*

*The road work fact sheet (attached) cannot be amended to relate only to harvest vehicle movement bans, the fact sheet explains the legal requirements which must be complied with to carry out road work during a total fire ban (TFB).*

*Grading and bituminising are not impacted by a HVMB issued during a TFB, as the activity is not being carried out on land which contains vegetation however, I understand there are different components to road work including clearing land in preparation for roads, and this would fall under off-road activity, which is impacted by a HVMB issued during a TFB. I also understand the 5m radius of inflammable material from equipment condition during a TFB does impact road work such as grading of the road verges from my discussions with other local governments, the local governments I have engaged with advised they do not carry out this activity during a TFB because they do consider it carries a high risk of starting a fire, however, would value the feedback from your stakeholders in relation to the impacts in their regions.*

*As discussed, the Regulation and Compliance Team have provided information sessions and presentations to a number of stakeholders including Main Roads and their contractors, and to different local government areas, and we would love the opportunity to come and present to your Zones on these topics and provide the opportunity for your stakeholders to raise any concerns or ask questions in relation to their work practices.*

*Happy to discuss further and please let us know if you would like us to attend the next Zone meeting, either in person or via MS Teams.*

### **RESOLUTION**

**Moved:** Shire of Westonia  
**Seconded:** Shire of Merredin

- 1. That the Great Eastern Country Zone, WALGA Status Report for August 2022, be noted.**
- 2. The Great Eastern Country Zone invite Tanya Ramponi from Main Roads to the November Zone meeting to discuss this item.**

**CARRIED**

## **10.3 Review of WALGA State Council Agenda's – Matters for Decision**

### **10.3.1 State Council Agenda Items - 9 September 2022**

#### **Background**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda - 9 September 2022](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

## **Matters for Decision**

### **5.1 2023-24 State Budget Submission**

#### **Executive Summary**

- Each year, WALGA prepares a submission to the State Government outlining the sector's priorities for the upcoming budget.
- The identified priorities will help to deliver a number of important objectives for the future of the State, including:
  1. Supporting industry and diversifying our economy
  2. Taking action on climate change
  3. Supporting the wellbeing of all Western Australians
  4. Delivering a legislative environment that meets the needs of our modern economy and society
- The proposed approach to the 2023-24 Submission and priorities were endorsed by State Council in July via [Flying Minute](#).

#### **RESOLUTION**

**Moved:** Shire of Kellerberrin  
**Seconded:** Shire of Trayning

**That the 2023-24 State Budget Submission be endorsed.**

**CARRIED**

### **5.2 Proposed Advocacy Position on Management of Bush Fire Brigades**

#### **Executive Summary**

- Under the Bush Fires Act 1954, Local Governments have responsibility for the establishment and management of volunteer Bush Fire Brigades (BFBs).
- It is timely for the sector to consider its position on the most appropriate future management arrangements for BFBs as:
  - the State Government is currently preparing the Consolidated Emergency Services Act, which is expected to be released for consultation in early 2023; and
  - the *Work Health and Safety Act 2020* (WHS Act), enacted in March 2022, has raised the sector's concerns regarding risk and liability in the management of BFBs.
- WALGA consulted the sector on this issue from 24 May to 29 July 2022 through a paper, *Arrangements for management of Bush Fire Brigades: Proposed Advocacy Position (the Paper)*.
- A total of 89 submissions were received from Local Governments, representing 64% of the Local Government sector and 77% of Local Governments that manage BFBs.
- Based on the feedback received, a revised Advocacy Position on Management of BFBs is proposed for State Council consideration.

*The Zone provided an amendment to item 3 c) as underlined below.*

#### **RESOLUTION**

**Moved:** Shire of Bruce Rock  
**Seconded:** Shire of Yilgarn

**That the following Advocacy Position on Management of Bush Fire Brigades be endorsed.**

### **Management of Bush Fire Brigades**

1. ***Bush Fire Brigade volunteers play a critical role in helping to protect their local communities. Local knowledge and skills are integral to bushfire management in Western Australia.***
2. ***Future management and funding of volunteer Bush Fire Brigades must:***
  - a) ***Recognise the changing risk environment, including work health and safety requirements, and the increasing intensity and frequency of bushfires;***
  - b) ***Take account of the differing circumstances of Bush Fire Brigade units and regional variations in bush firefighting approaches; and***
  - c) ***Be adequately and equitably resourced through the Emergency Services Levy.***
3. ***The State Government, through the Consolidated Emergency Services Act and/or other mechanism's must:***
  - a) ***establish a clear framework to enable transfer of Bush Fire Brigades to the State Government if a Local Government decides to do so;***
  - b) ***Consult on the process, timeline, and implications for transfer of responsibility for Bush Fire Brigades in accordance with 3(a) through the establishment of a working group comprising representatives of Local Government, Bush Fire Brigades, the Department of Local Government, Sport, and Cultural Industries (DLGSC) and the Department of Fire and Emergency Services (DFES);***
  - c) ***Provide for mandatory and minimum training requirements and recognition of competency and prior learning for Bush Fire Brigade volunteers, supported by locally delivered fit-for-purpose and universally accessible training program, designed in consultation with Bush Fire Brigade representatives, Local Government and LGIS, and managed by DFES; and***
  - d) ***Develop a co-designed suite of relevant management guidelines and materials to assist in the management of Bush Fire Brigades.***
4. ***The State Government to consider the most appropriate operational model for State Government management of Bush Fire Brigades, which may include the establishment of an independent Rural Fire Service, as recommended in the 2016 Ferguson Report.***

### **Matters for Noting / Information**

- 6.1 Local Government Homelessness Knowledge Hub
- 6.2 State Road Funds to Local Government Agreement 2023/24
- 6.3 Paid Family and Domestic Violence Leave Entitlements Update
- 6.4 Proposed State Industrial Relations Transition
- 6.5 2023-24 State Budget Submission Approach

### **RESOLUTION**

**Moved:** Shire of Bruce Rock  
**Seconded:** Shire of Yilgarn

**That the Great Eastern Country Zone**

1. **Supports Matters for Decision, item 5.1 and 5.2 as amended above in the September 2022 State Council Agendas, and**
2. **Notes all Matters for Noting and Organisational Reports as listed in the September 2022 State Council Agenda.**

**CARRIED**

### **11. EMERGING ISSUES**

**NIL**



## **12. DATE, TIME, AND PLACE OF NEXT MEETINGS**

The next Executive Committee meeting will be held on Thursday, 17 November 2022 via Teleconference.

The next Great Eastern Country Zone meeting will be held on Monday, 28 November 2022, commencing at 9.30am. This meeting will be hosted by the Shire of Merredin.

## **13. CLOSURE**

There being no further business the Chair declared the meeting closed at **1pm**.



Government of Western Australia  
WA Country Health Service

Attachment 1.



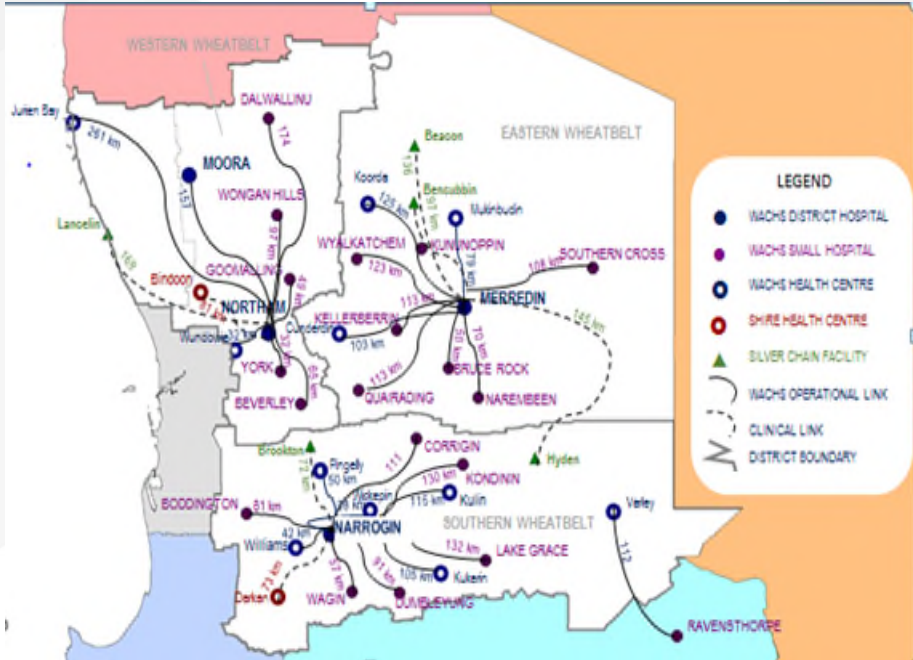
# Proposal for an interagency Wheatbelt Health & Wellbeing Plan: Towards 2035

Presented by: Nancy Bineham  
WA Country Health Service-Wheatbelt  
Director Strategy, Change & Service  
Development



# OUR WHEATBELT

- 75,455 people (30/6/2020)
- 43 Shires WACHS; 42 Shires WALGA





# HEALTH OF OUR WHEATBELT POPULATION

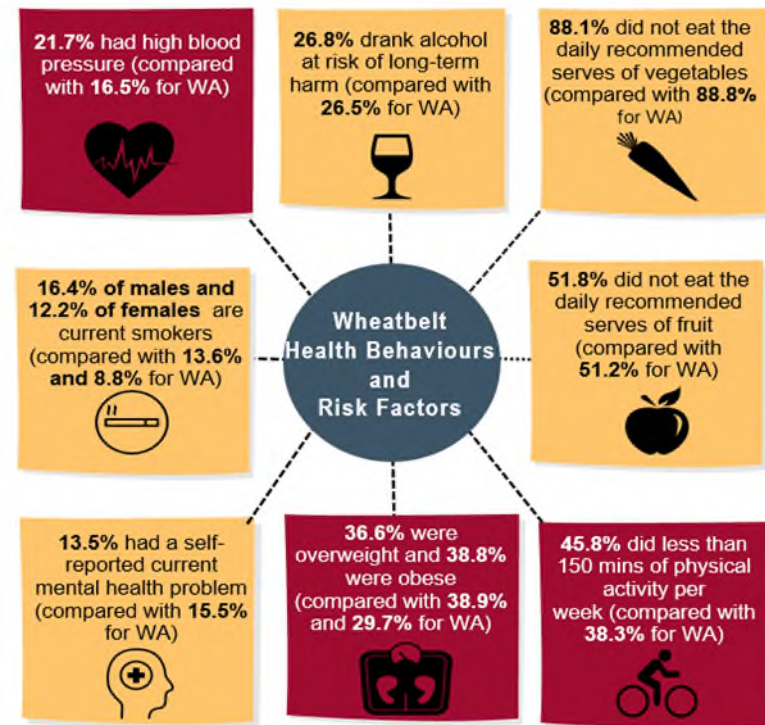
- 5.5% Aboriginal (4176) (Pingelly 16%, Brookton 15%, Moora, 14%, Tammin 12.6%, Quairading, 10%, Merredin & Kellerberrin 8.4%, Northam & Wongan 7.5%)
- Av age 44 (higher than metro – 36 yrs)
- ~20% 0-15yrs ; 22% aged 65+
- Life expectancy at birth ~ 79 males & 84 females (~2 years less than metro)
- Top 5 reasons for physical health hospitalisations – cancer, dialysis, eye, joint and bowel diseases
- Top 5 reasons for mental health hospitalisations – stress, schizophrenia, mood disorders (depression/anxiety), kids emotional disorders, personality disorders



# HEALTH OF OUR WHEATBELT POPULATION

- 9950 years lost (premature deaths) to often preventable ill health, 2015
- 7944 productive years lost due to disability, 2015
- Highest disease burden:
  - Cancer
  - Injuries (including suicide, self inflicted and road accidents),
  - Heart and respiratory diseases
  - Mental ill health
  - Obesity

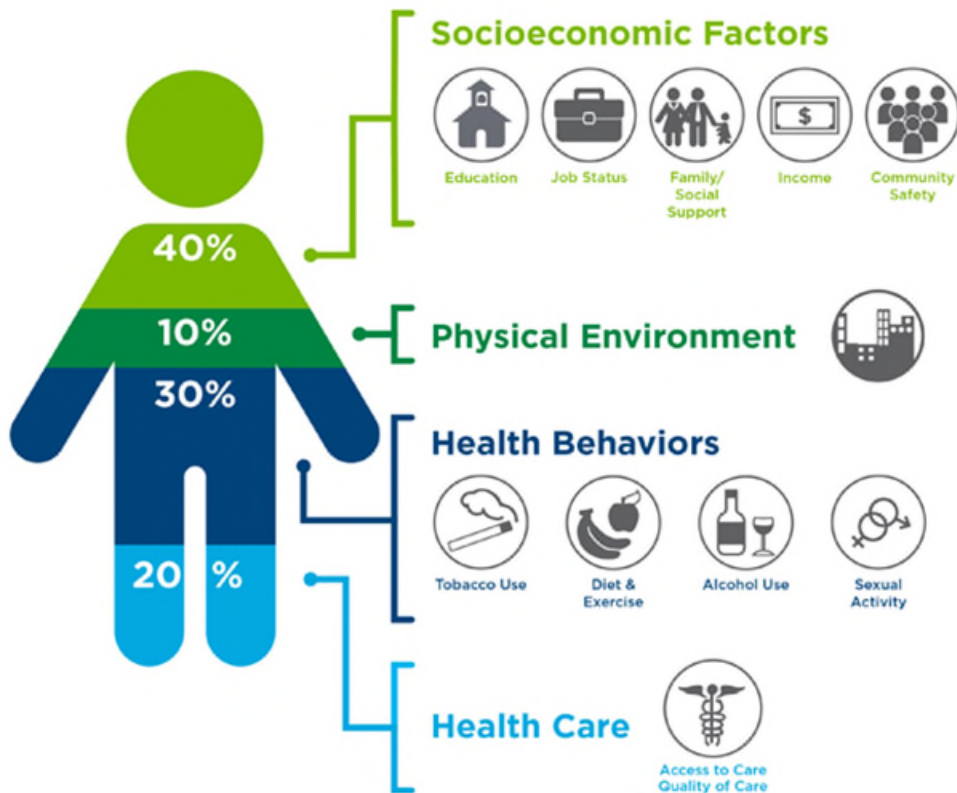
[Department of Health Burden of Disease report, 2015](#)



Adults aged 16+, 2015-2019.



# What Goes Into Your Health?





# RISK & PROTECTIVE FACTORS IMPACTING HEALTH

## Protective factors:

- having a healthy and balanced diet
- an environment that enables physical activity
- good educational attainment
- being in stable employment with a good income
- living in good quality housing
- having networks of support including friends and family



## Risk factors:

- smoking
- adverse childhood experiences
- crime and violence
- drug and alcohol misuse
- poor educational attainment
- poor mental health





# WHAT INFLUENCES OUR HEALTH & WELLBEING?







Daphne

*"I came with my husband;  
to learn as a team,  
improve our way of living,  
and to live longer  
together."*



# What does a healthy community look like?



# Healthy Community





**What does the spectrum of  
health & care services look  
like?**

# THE CONTINUUM OF COMMUNITY & SERVICES IMPACTING HEALTH & WELLBEING



Preventing disease or injury (Primary prevention) – universal  
 Keeping healthy at home and in your community

Primary health care and reducing the onset or impact of ill health or injury (secondary prevention)

Emergency Care

Hospital inpatient acute and sub-acute care

After hospital (Post-acute) care – managing the impacts of long-term illness or injury (tertiary prevention)

Reducing the long term effects of disease or mental ill health by managing symptoms (tertiary prevention)



**Home & Community**  
 Socialisation, community connections. Park, green spaces, good housing options, safe communities, schools, childcare, local amenities, jobs, internet, community gardens (LGA supporting). Health promotion, universal strategies (via media and local campaigns - diet, exercise, healthy environments, step challenges, Pit Stop, Act Belong Commit, immunisation)

**Recreation, Fitness Centres**  
 Exercise for leisure, socialization, skill development, competition, and/or stress relief, walking dogs/alone or in groups, hiking, yoga, pilates, fitness groups, running, cycling, meditation classes etc

**Pharmacy**  
 Self-management of chronic conditions  
 Symptom management of acute conditions (allergies, colds & flu, gastro)  
 Vaccinations, routine health checks

**Primary Health Care, GP and Health Clinics**  
 Primary health care  
 Preventive health (routine health checks)  
 Allied health, antenatal & child health and immunisation.  
 Community mental health, alcohol & other drug (AOD) services, Aboriginal Health Services, NGO Providers, LGAs public health & community services

**Diagnostic Services**  
 Secondary prevention – screening, diagnostic imaging, pathology

**Emergency Transport**  
 First aid, triage, evacuation and transport by Ambulance, RFDS, RAC Helicopter

**Emergency Department**  
 Triage, emergency medical care, stabilise and transfer to a larger hospital, admit or discharge

**Emergency Care and inpatient acute care**  
 Hospital emergency presentations and/or inpatient admission, medical care, chemotherapy, dialysis surgery, procedures, discharge

**Hospital based rehabilitation and palliative care**  
 Subacute inpatient care  
 Allied health, wound care, Specialist care, mental health, alcohol & other drug (AOD), Aboriginal Health Service, NGO Providers, LGA community services

**Outpatient Treatment, Community rehabilitation and Community Care**  
 Aged care, disability care, carer-respite

**Extended Care Facility**  
 End of life palliative care at home or hospice

**Community Subacute & Palliative Care and Hospice**

**Home & Community**  
 Improve quality of life and reduce complications  
 Recovery, return to activities of daily living, ongoing behavior modification and lifestyle changes  
 Self-management  
 Keeping well at home, community connections/  
 Healthy Community factors



# A HEALTHIER WHEATBELT

## WHEATBELT HEALTH & WELLBEING PLAN: TOWARDS 2035

- Human Services, NGOs & LGAs all serving the same population
- All contribute to health & wellbeing
- WACHS can't do this alone – we need to be in this together to impact health, wellbeing & life outcomes
- Place Based Partnership – Agency leaders have shared plans, priorities and goals for a healthier Wheatbelt
- More Integrated Care models throughout the life course, esp. for people experiencing multiple disadvantage/issues



### Understanding and working with communities

1. Developing an in-depth understanding of local needs
2. Connecting with communities



### Joining up and co-ordinating services around people's needs

3. Jointly planning and co-ordinating services
4. Driving service transformation



### Addressing social and economic factors that influence health and wellbeing

5. Collectively focusing on the wider determinants of health
6. Mobilising local communities and building community leadership
7. Harnessing the local economic influence of health and care organisations



### Supporting quality and sustainability of local services

8. Making best use of financial resources
9. Supporting local workforce development and deployment
10. Driving improvement through local oversight of quality and performance

# PLACE BASED PARTNERSHIP APPROACH TO PLANNING, SERVICE DELIVERY & INTEGRATED CARE



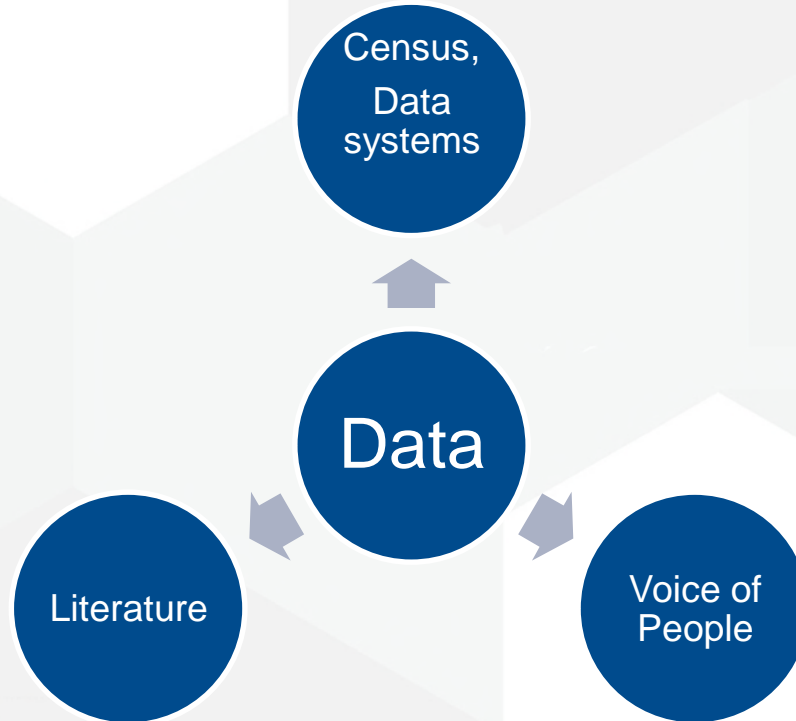
# HEALTH & WELLBEING PLANS: COMMON THEMES

- Leadership across agencies - shared vision and plan
- Place based partnerships – multiple agencies
- Joined up services esp. for people with multiple, complex social and health issues
- Refocus on preventative health approaches – the health determinants really matter
- Addressing & targeting health inequalities within communities
- All ages - life course
- Mental health
- Access to local services & hospitals
- Listening to communities matters – avoiding assumptions
- Cultural safety
- Empowering communities to build resilience and look after their own health & wellbeing
- Building on local communities' assets, connecting people to their communities



# WHEATBELT HEALTH & WELLBEING PLAN: TOWARDS 2035

Informed through variety of data and information



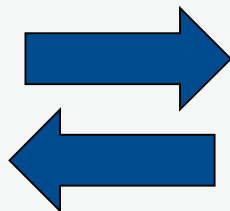




## SHIRES PUBLIC HEALTH PLANS

[Shire of Northam Health & Wellbeing Plan 2016 – 2019](#)

[PHP final.pdf \(narrogin.wa.gov.au\)](#)



[Public health planning for local government](#)

## WHEATBELT HEALTH & WELLBEING PLAN: TOWARDS 2035

- Collectively ‘owned’ & endorsed by Wheatbelt DLG, key NGOs and LGAs
- Shared, agreed vision, outcomes and priorities:
  - Healthier communities & individuals
  - Address the socio-economic determinants of health
  - Address health inequities around:
    - Service access
    - Our most vulnerable – those experiencing multiple, complex social & health issues
    - Inconsistent experience of health & care system & cultural safety
- Sustainable resources/workforce



**FOR MORE INFORMATION:**

[www.wacountry.wa.gov.au](http://www.wacountry.wa.gov.au)

Nancy Bineham,  
Director Strategy, Change & Service Development  
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Australian Government



**mainroads**  
WESTERN AUSTRALIA

**BUILDING OUR FUTURE**

# **Main Roads Report Great Eastern Country Zone**

August 2022

- Maintenance and some capital works returning to Main Roads
  - We are on target for a change over date of 25 October 2022 including plant, resources, materials and suppliers/contractors.
  - Several capital projects will still be delivered by Service Stream in 22/23 on a project arrangement only.
  - The majority of positions at Main Roads have been filled by staff transferring over from Service Stream. Job offers have been made and we don't believe this will have an impact on the Shire's workforce.
  
- Great Eastern Highway
  - There are pavement repairs, reseal works and capital works planned for 2022/23.
  - We have completed 14km of works between Walgoolan and Southern Cross, working on a further 4 KMs including bridge works and the remaining sections will be completed in the next 3 to 4 years.
  - There has been media coverage regarding the condition of Great Eastern Highway
    - Great Eastern Highway largely consists of an ageing pavement that is subject to rapidly developing potholes when wet.
    - Recent above average wet weather in July and August 2022 has severely affected the road condition.
    - Main Roads activated an additional 3 crews to maintain the road and in August 1,326 potholes were fixed.
    - Road inspections have been increased to 3 days a week with scheduling daily.
    - Once the moisture dries out, permanent repairs will be carried out.
  
- Question from Cr Mark McKenzie, Shire of Merredin regarding quality issues at Cunderdin, Kellerberrin and Hines Hill
  - The defect at Cunderdin was due to a water pipe burst and it took Water Corp some time to fix. The road has now been fixed.
  - We are monitoring all defects and repairs will be carried out once the moisture dries out.
  
- Question from Darren Mollenoyux, Shire of Bruce Rock regarding failures on York Merredin Rd
  - Works planned for the York Merredin Rd include:
    - Bridge 597 – Yoting.
    - Hot spot pavement repairs – various locations.
    - Shoulder grading – 1.5km outside of York and Penny St to Mawson.
    - Shoulder Sealing – Loudon St to Yoting South Rd (west of Quairading).
    - 3km road rehabilitation – between Kelly Rd and Solomon Rd.
    - Culvert replacement at Solomon Rd.

# Great Eastern Country Zone of WALGA

## Agenda Report Template

<b>Agenda item title</b>	Water Corporation Regional Update (GECZ Districts)
<b>Name of Council</b>	Various
<b>Name of Author</b>	Michael Roberts
<b>Zone meeting date</b>	August 2022

1. Working safely near Water Corporation assets
2. Update on Farmlands Projects
3. Small Dams Transfer Program
4. WaterSmart Farms and Trial Sites
5. Update on Major Projects Underway

### ***Working Near Water Corporation Assets***

Water Corporation is aiming to transform the way we engage with those working near our assets to ensure our processes make it easy to undertake work in a safe manner.

We have responded to feedback from our partners that it takes too long to get Water Corporation Approvals to Work; one of the process changes we are now providing is automatic approvals for some low risk activities. This will reduce your waiting time and allow us to direct our efforts to activities that present a high-risk to your workers and the community.

A new Public Safety Officer role has been created as a single point of contact for enquires about working near our assets. Shane Wray is available for training and support to assist with safely working around high-risk Water Corporation assets and to consult early in the project design phase.

**Enquiries:** Shane Wray via P: 13 13 95 E: [POS\\_enquiries@watercorporation.com.au](mailto:POS_enquiries@watercorporation.com.au)

### ***Farmlands Project***

Having already invested over \$35 million, Water Corporation plans to continue to invest in the Farmlands area of our Goldfields and Agricultural and Mid-West Regions to improve water supply services.

Various stages of work have been undertaken since 2015 through to 2022 onwards to reduce the rate of leaks and breaks on 7,800 kilometres of the farmlands water supply network. We have replaced more than 73 kilometres of pipeline covering over 100 sites and installed over 20,000 bands on leaks and pipeline joints.

The first seven stages of work for Farmland pipe replacements have been completed with the 8th stage already half complete. Stage 9 will start this financial year. \$7.1M was invested in the program in the 2021/22 financial year and \$5M has been dedicated to the 2022/23 financial year.

A further two stages have been proposed to be delivered by 2025, with Stage 10 scheduled to be completed by June 2025.

A number of stages have been completed;

- 5 Packages in Stage 7 - \$3 M
- 4 Packages in Stage 8 - \$5.4M | 18 Sites with a total of 10.5km in Kellerberrin, Bencubbin, Narembeen, Perenjori/Bowgada
- 2 packages in Stage 9 \$2M - 5 Sites Totalling 5km in Northam and Trayning

In the 2021/22 financial year two packages were completed by Aboriginal contractors and the current financial year will see another two packages completed by Aboriginal contractors.

The current delivery model of bundling of sites in close proximity to each other has paid off with more completed for the same cost. On average, 4,500 bands have been installed per year since 2015 to repair the pipeline. Additionally, to reduce external corrosion of the pipeline, over 30 kilometres of pipeline is scheduled to be painted this calendar year.

We plan to continue to invest in improving the water supply services in the Goldfields and Agricultural Region with more stages of work in the years to come in planning.

**Enquiries:** **Projects Manager, Assets Delivery**  
**Christine Lowther** Senior Advisor Customers and Stakeholders  
M: 0477 324 779 E: [christine.lowther@watercorporation.com.au](mailto:christine.lowther@watercorporation.com.au)

### ***Small Dams Transfer Program***

Water Corporation's Property Business Unit is progressively approaching individual Shires, to explore if they would like to take control of surplus small dams (and the associated land) within their district. Given volume & resourcing, a targeted disposal strategy based on Shires with the most dams and/or a known interest in taking control is already underway.

Where small dams are located on Crown Reserves (majority), the land will be transferred via the Department of Lands, rather than being sold. No Shire can be forced to accept a transfer.

155 of the 197 small dams on the Small Dams Register are available.  
47 transfers have already been completed, and a further 42 are with DLPH  
25 of 155 have been referred to Shires and awaiting comments; and  
29 of 155 are confirmed no have Agency interested.

DWER (Separate Agency) grant money is available in some Shires of the GECZ. Water Corporation are working with the Shires and DWER to ensure this occurs as efficiently and safely as possible. Some transfer requests must work through important Native Title Settlement matters, with DPLH working to ensure proper consideration and to address respective interests.

GECZ Shires Current Activity: Mostly in Mt Marshall, Mukinbudin, and a few in Koorda & Bruce Rock.

**Enquiries:**  
**David Morgan** Senior Planner Property Portfolio  
P: 9420 2640 E: [David.Morgan@watercorporation.com.au](mailto:David.Morgan@watercorporation.com.au)

### ***WaterSmart Farms and Trial Sites***

A State Government initiative that aims to develop fit for purpose water supply options through advances in technology in dryland agricultural areas to mitigate the impacts of reduced rainfall and take advantage of excess saline groundwater. The project has three components: desalination, smart dams, groundwater.

Desalination, led by Water Corporation, will evaluate and demonstrate desalination technology through a range of trial units. The program will enhance the quality and availability of the information for innovative on-farm and non-potable community water supply development, contributing to state-wide efforts to secure water supplies for the State's future.

Following an expression of interest process, three sites have been selected for trial reverse osmosis (RO) units, including the Shire of Merredin, with a fourth site under investigation. The Merredin unit will be installed this Spring and will produce water for public benefit while enabling researchers to study the economic, environmental, and technical viability of on-farm and non-potable community brackish water desalination.

WaterSmart farms approved the Shire of Merredin proposal to progress towards an agreement to deliver desalinated brackish water at the demonstration site within the Shire of Merredin. The brackish water desalination unit will utilize existing bores within the town to produce approximately 70-100kL/day of desalinated water. The trial will run for two years, and it is proposed the reject water will be disposed of in existing evaporated basins.

**Enquiries:**

**Anthony Bodycoat**

Principal - Regulation & Research

P: 6330 6438

E: [Anthony.Bodycoat@watercorporation.com.au](mailto:Anthony.Bodycoat@watercorporation.com.au)

***Water Corporation Major Projects Underway***

**Shire of Merredin:**

**New Merredin Water Storage Tank**

- A new 42 million litre water storage tank along Great Eastern Highway, near Crooks Road has been constructed with completion on site anticipated in Spring 2022.
- Construction of the tank is complete and tank filling and water tests have been completed successfully.
- Remaining works onsite include:
  - testing of chemical treatment equipment
  - installation and testing of electrical and communication controls
  - asphaltting and general site reinstatement
  - final water treatment plant, testing and commissioning

**Enquiries: Brad Taylor - Senior Project Manager – Assets Delivery**

E: [Brad.Taylor@watercorporation.com.au](mailto:Brad.Taylor@watercorporation.com.au)

**Golden Pipeline Upgrades**

- Water Corporation is nearing completion to upgrade a section of water pipeline along Hughes Road in Merredin. The pipeline being upgraded is approximately 3.6km in length and is located within the Hughes Road reserve in Merredin.
- All outages associated with the works are now complete as tie in works were undertaken last week.
- Remaining works include reinstatements, removal of excess spoil material and construction of a new access road. Works are on track to be completed in September.

**Shire of Yilgarn:**

**Ghooli**

- Water Corporation is planning asbestos remediation works at the old Ghooli Heritage Pump Station Building, near Ghooli North Road and Great Eastern Highway in Ghooli.

- Ghooli North Road will require temporary closures to facilitate this work which is due to take place in 2023. We have undertaken preliminary engagement with nearby properties and will continue to engage with them and the Shire as more details are known.
- Main Roads will be undertaking road widening in the area this year and will be relocating some minor quantities of asbestos material which the project will remediate as part of the works in 2023.

**Enquiries:** Simon Napier

P : 9420 3589

E : [simon.napier@watercorporation.com.au](mailto:simon.napier@watercorporation.com.au)

### **Marvel Loch**

- Water Corporation are planning to replace the existing 200,000 litre (200kL) Elevated Water Tank at Marvel Loch. The project is in the planning development phase.
- This project will improve the reliability of water supply to customers of Marvel Loch Town Supply Scheme
- A new 200kL will be required on a refurbished tank stand. A 400kL GL tank with permanent genset will also be part of the scope to help improve the scheme reliability.
- The next stage of the project is to obtain approvals and undertake detailed design works.
- Construction is likely to commence in 2024/25

**Enquiries:** Lee Tin Lim

P : 9420 3171

E : lee [tin.lim@watercorporation.com.au](mailto:tin.lim@watercorporation.com.au)

### **Shire of Wyalkatchem: Water Resource Recovery Facility**

- Water Corporation authorised contractor, Trility, are continuing final commissioning work on the new Water Resource Recovery Facility in Wyalkatchem, next to the existing Shire Storage Dam.
- This upgrade will help disinfect wastewater and storm water in the town of Wyalkatchem, to be used at the Wyalkatchem sports oval.
- This work will involve constructing a new pump station, water pipes and services, storage tanks, chlorination facility, fencing and a gravel access road to the site (next to the Shire Storage Dam), from Ferries Street.
- The project is expected to be completed by September 2022.

**Enquiries:**

Rob Pekaar Project Manager

E : [Rob.Pekaar@watercorporation.com.au](mailto:Rob.Pekaar@watercorporation.com.au)

T: (08) 9420 2835

### **Shire of Kellerberrin: Water Resource Recovery Facility**

- Water Corporation authorised contractor, Trility are continuing final commissioning work on the new Water Resource Recovery Facility and associated pipework in Kellerberrin.
- The new facility will disinfect treated wastewater and stormwater in the town of Kellerberrin to be used on the ovals at the Kellerberrin sports ground
- This work involves constructing a new pump station, water pipes and services, storage tanks, a chlorination facility, fencing, and a gravel access road to the site from Scaddan Street.
- The project is expected to be completed by November 2022.



**Enquiries:**

Rob Pekaar Project Manager

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T: (08) 9420 2835

**MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC (CEACA)  
MANAGEMENT COMMITTEE MEETING HELD AT 10.30AM ON WEDNESDAY, 31 AUGUST 2022  
AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET, MERREDIN**

**1. OPENING & INTRODUCTION**

The Chairperson opened the meeting at 10.35am and welcomed everyone present, including Brendon Waight (attending in lieu of Stephen Strange) from the Shire of Bruce Rock and John Merrick (attending in lieu of Bill Price) from the Shire of Westonia, who were joining the meeting for the first time.

The Chairperson spoke of the *Ageing and Health Services in the Wheatbelt Information Session* organised by CEACA Inc and held in Merredin on 18 August 2022 and thanked all of those involved for organising the event, which was a great success not only for CEACA but for those who attended and the organisations who were on hand to provide information. CEACA have received a number of letters of appreciation for hosting this event.

Since the previous meeting, the Chairperson and EO have met with the Shire of Merredin to discuss the CEACA Executive Summary and answer any queries the Councillors had and the meeting went very well. Further meetings were held with the CEOs of Tammin, Quairading and Narembeen to brief them on CEACA and discuss the possibilities of those shires joining CEACA. The Shires of Moora and Gingin have also shown interest in CEACA, however they are not a priority at this time.

A meeting will be held with DPIRD on 6<sup>th</sup> September 2022 to discuss what will be possible for funding of future accommodation options for the member shires. This could be a mix of aged, affordable and workers accommodation.

**2. PRESENTATION**

There were no presentations.

**3. MEETING MATTERS**

**3.1 Record of Attendance and Apologies**

**Attendance**

Terry Waldron (Chairperson), Richard Marshall - CEACA Executive Officer (EO), Jo Trachy - CEACA Operations Manager (OM), Darren Mollenoyux - Shire of Bruce Rock, Brendon Waight - Shire of Bruce Rock, Raymond Griffiths - Shire of Kellerberrin, Rodney Forsyth - Shire of Kellerberrin, John Nuttall - Shire of Mt Marshall, , Lisa Clack - Shire of Merredin, Mark McKenzie - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Dirk Sellenger - Shire of Mukinbudin, Louis Geier - Shire of Westonia, John Merrick - Shire of Westonia, Nic Warren - Shire of Yilgarn, Wayne Della Bosca - Shire of Yilgarn

**Apologies**

Stephen Strange – Shire of Bruce Rock, Tony Sachse – Shire of Mt Marshall, Bill Price – Shire of Westonia  
Quentin Davies – Shire of Wyalkatchem, Peter Klein – Shire of Wyalkatchem

**3.2 Declaration of Quorum**

The Chairperson advised a quorum is present (7 of 8 member shires present).

**3.3 Conflicts of Interest**

There were no declarations of conflicts of interest.

### 3.4 Minutes of the Management Committee Meeting – 30 May 2022

The Member for Shire of Kellerberrin noted the following changes to be made to the Minutes:

- Item 4.1 “The Member for Kellerberrin apologised for not being able to meet with CEACA....” to be changed to “The Shire of Kellerberrin apologised for not being able to meet with CEACA...”
- Item 4.1 “The shire could provide land for up to 13 units for this purpose” should read “the Shire of Kellerberrin could accommodate 13 units for this purpose on existing land owned by CEACA”.
- Item 4.3 Nungarin Land “The Member for Kellerberrin spoke on behalf of the Shire of Kellerberrin CEO and advised that in his opinion...” should read “The Member for Kellerberrin advised that in his opinion.....”

#### RESOLUTION

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**It was resolved that subject to the agreed changes noted above, the Minutes of the Management Committee meeting held on 30<sup>th</sup> May 2022 be accepted as a true and accurate record of proceedings.**

**CARRIED**

### 3.5 Matters Arising and Action Items

The CEACA Action Items were distributed to the Committee prior to the meeting and noted by all. All items actioned.

## 4. MATTERS FOR DECISION

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### Background

An Executive Committee meeting was held on 13 June 2022 to consider:

- Response to Shire of Nungarin in relation to its request for CEACA to transfer the vacant land back to the Shire.
- The draft budget including proposed CEACA membership for FY23.
- The draft market appraisal of CEACA units provided by Elders.
- The current weekly rent amounts of \$160pw and \$215pw and whether these amounts should be reviewed.

A report to the Management Committee with the recommendations from the Executive Committee was provided on 27th June 2022 and a copy of this report was sent to Management Committee members ahead of today’s meeting.

### 4.1 Shire of Nungarin Request Transfer of Land

#### RESOLUTION

---

After discussion, it was resolved:

1. To advise the Shire of Nungarin that CEACA wishes to retain the Nungarin land for at least the next 12 months.
2. CEACA management will develop a draft policy in relation to the retention of the land gifted to CEACA.

**CARRIED**

### 4.2 Proposed Rent Increases

The Executive Committee agreed that rents should be reviewed with a view to a modest increase, with some differentiation between shires as appropriate. Following management’s review of rents and input from Elders, the following rents were recommended:

- Group A – Merredin, Kellerberrin and Yilgarn, Market Rent \$230, CEACA discounted to \$170.
- Group B – Bruce Rock, Mukinbudin, Wyalkatchem, Market Rent \$225, CEACA discounted to \$167.
- Group C – Mt Marshall, Koorda, Nungarin, Trayning, Westonia, Market Rent \$220, CEACA discounted to \$164.

The Executive Committee referred the matter to the Management Committee and recommended that the rents be increased to the new figures as and when individual leases expire. The shires who were not present at the Executive Committee meeting held in June 2022 were consulted. Yilgarn and Westonia Shires agreed to the increase and the Member for Shire of Merredin had reservations due to the current increases in the cost of living.

The Shire of Merredin CEO asked if the drainage issues in front of the units in Merredin were going to be resolved as this would be an item that the Shire would want to see actioned prior to any increases in rent being approved.

The CEACA OM confirmed that discussions were held with a local Plumber who conducted a check and clean of two bubble pits in Yilgarn prior to submitting a quotation to clean the remaining 69 pits. The quotation has been approved

and all pits will be cleaned by September/October. Initial clean would be considered 'defect rectification' as there is a plastic fitting in each pit preventing proper flushing. Future cleans would be classed as preventative maintenance and would either be done annually or bi-annually (will be monitored).

## RESOLUTION

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**It was resolved to accept the proposed rent increases.**

**CARRIED**

## ACTION ITEMS

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CEACA Management to arrange for a briefing paper or a speaker to update the Members on rental assistance available to tenants.

### 4.3 FY23 Annual Membership Levy

- CEACA Members have been paying \$20k per annum membership fee regardless of unit numbers in their shire.
- CEACA has seen a strong cashflow this year and therefore agreed to reduce the fee to \$15k on the condition that 9 Members remained. The Shire of Koorda resigned as Members after the draft budget was approved.
- Having examined the figures, the EO is comfortable that we can keep the fee at \$15k.
- Items such as consultancy allowance have been adjusted to compensate.

With regards to membership in general and the ability for members to come and go, it was agreed that this subject would need to be discussed at length and an option could be to enter a multi-level MOU with the Members to ensure that they are committed to the membership and would not pull out at short notice. Shires are unable to commit to agreements for more than 12 months at a time, however an MOU will be an understanding that they need to give notice prior to departing and would give CEACA more notice of their intentions.

## ACTION ITEM

---

CEACA Executive Manager to investigate options for Membership and MOU.

## RESOLUTION

---

**Following discussion, it was resolved that the CEACA membership fee would remain \$15k pa.**

**CARRIED**

### 4.4 FY23 Budget

A draft budget for FY23 was approved by the Executive Committee on 13 June 2022. After that meeting the draft budget has been updated to incorporate the reduced annual membership fees (\$15k) arising from the Shire of Koorda's resignation, a reduction in consultancy expenses and 3% allowance for salary increases (Annexure C).

The EO advised that the OM had recently completed a performance review and was awarded a 3% rise. This was awarded in consultation with the Chairperson and in accordance with the *Delegations of Authority*.

**The EO and OM left the meeting whilst performance and salaries were being discussed.**

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The Chairperson advised the meeting of his views about the performance of the EO and the OM and recommended that the Committee approve a 3% pay rise for the EO.

## RESOLUTION

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**The Management Committee endorsed the pay rise of 3% for the EO, subject to a formal performance review being conducted and documented.**

**CARRIED**

## RESOLUTION

---

**After further discussion, it was resolved to adopt the FY23 Budget as tabled.**

**CARRIED**

### 4.5 ANNUAL GENERAL MEETING DATE

The AGM will be held at 10.00am on Wednesday, 9<sup>th</sup> November 2022 in Kellerberrin.

## 5. MATTERS FOR DECISION

### 5.1 Potential New Members

The Chairman advised that CEACA Management had met with Tammin, Quairading and Narembeen and all expressed an interest in joining CEACA, especially if CEACA are to pursue accommodation options for workers. CEACA Management we will keep in touch with them and provide feedback on the meeting with DPIRD on Tuesday. If the shires decide to proceed with membership, they may be asked to commit to a 3-year term, depending on the terms of the new membership policy to be drafted.

The EO advised that Narembeen have existing units managed by volunteers, which could possibly be managed by CEACA subject to an acceptable management model being developed and agreed.

The Member for Bruce Rock advised that he had completed a significant amount of work on a model and how it would work and would be happy to discuss the information with CEACA management.

#### ACTION ITEM

---

CEACA Chairman and Executive Manager to arrange a meeting with the Shire of Bruce Rock and Shire of Merredin, to discuss how CEACA could assist to manage existing shire owned accommodation.

### 5.2 Need for Additional Accommodation

The OM has gathered information for all Member shires to present to DPIRD. The *Wheatbelt Accommodation Summary* will be presented at the meeting with DPIRD to give those present an idea of current needs in the region (e.g. workers accommodation). Discussion will involve both ILU's and workers accommodation. The Shire of Merredin suggested they discuss their accommodation needs offline with the EO.

Member for Mt Marshall advised that NEWROC have conducted a recent study in relation to all types of accommodation in the region and would be happy to share the study report with CEACA.

#### ACTION ITEMS

---

1. CEACA Executive Manager to discuss shire accommodation with the Shire of Merredin.
2. CEACA Management to obtain a copy of the NEWROC report.

### 5.3 EO Report

The EO spoke to the EO Report and made the following additional comments:

#### Audit

Audit is underway on financial statements which will need approval in September or October via Zoom or similar. Confident that the numbers discussed today will be final numbers.

#### ACTION ITEM

---

EO to set up a meeting to consider and approve the Financial Statements when audit is complete.

#### Land Transfer - Nungarin

There may be circumstances where CEACA may agree to transfer vacant land back to shires. This may be an option to raise capital to build accommodation elsewhere. CEACA would need to be cautious as the market value would have to be balanced against the cost of developing units at another site.

The EO suggested that if CEACA were to transfer land, it would need a Special Resolution of 75% of members in agreement. A policy will be developed and will include options to transfer vacant land or a whole parcel of land, including buildings to investor(s).

#### ACTION ITEM

---

Executive Manager to draft a policy relating to transfer of land. Investigate possible changes to the Constitution.

## 5.4 Operations Report

The OM made the following additional comments to the Operations Report tabled:

- Information Session held on the 18 August 2022 was very well received and as a result, Catholic Homes and the other organisations who attended have received new enquiries.
- Catholic Homes and Therapy Focus are interested in attending a further session in March/April 2023. These sessions could be held in Wyalkatchem, Bruce Rock or any other Member shire.
- An increasing number of enquiries are coming through to CEACA in relation to home care, disability, mobility aids, social care etc and CEACA are now developing into an 'information hub' for many.
- Round 2 of Defect Rectification begins on 29<sup>th</sup> August and will be complete by 2<sup>nd</sup> September.
- Round 3 will commence when the OM returns from leave (approx. Oct/Nov 2022).
- Other defect rectification work is underway (eg. flooring, blinds) and these are being completed separately.
- Mick Sippe (Builder) has identified issues with one of the units in Nungarin (eg. warped fencing, multiple cracks, separation of tiles to floor) and referred CEACA to Allan Ramsay (Engineer, Shire of Mukinbudin). Allan reviewed original plans and referred the matter to Dan Turner (Structural Engineer). Dan will visit the site soon and produce a report. Both engineers have advised that the unit is safe to occupy.
- Occupancy – One vacancy coming up in Koorda in September and one in Beacon.
- The OM will be on annual leave from 8-30<sup>th</sup> September 2022. During this time, Elders will manage the day-to-day operations and will refer urgent matters or approvals to the CEACA EO.

### Questions/Comments

The CEO, Shire of Merredin suggested that the OM investigate the possibility of CEACA applying to become a CHSP Service Provider. If considered viable and approved, CEACA would be able to claim funding for the time spent on assisting people with home care services information.

### ACTION ITEM

---

OM to investigate options for CHSP Service Provider funding.

### GENERAL BUSINESS

---

The Member for Kellerberrin asked when the Elders agreement was due to expire and whether CEACA would be approaching other agencies for proposals. The EO advised that he had previously approached an agency in Northam and would consider speaking with the again, however, in his opinion Elders are doing a very good job and did not see any need to change at this point.

## 6.0 MEETING CLOSURE

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The Chairperson thanked everyone for attending and there being no further business, the meeting closed at 12.25pm.

### NEXT MEETING

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The next meeting will be held immediately prior to the AGM at 10.00am on Wednesday, 9 November 2022 in Kellerberrin.

### DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on \_\_\_\_\_.

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed.