

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 17 DECEMBER 2020

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**SHIRE OF BRUCE ROCK**

**MINUTES – ORDINARY MEETING 17 DECEMBER 2020**

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 3.12pm.

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

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr BJ Waight
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Executive Assistant	Mrs Melissa Schilling
Environmental Health Officer	Mr J Goldacre (3.37pm – 3.42pm)
Manager of Finance	Mrs JL Bow (3.42pm – 4.06pm)

**3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

**5. Public Question Time**

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

**7. Applications for Leave of Absence**

**8. Announcements by Presiding Member**

Thank you to Council for their support throughout the year. Thank you to the staff for their efforts and hard work during the year. The way Covid-19 and supermarket has been handled has been exceptional. Special mention to the CEO who has done a fantastic job throughout the year with everything that has come his way. Council is very proud of your efforts. Also, Melissa Schilling who was Acting Deputy CEO during the pandemic and when the fire occurred. Thank you for your efforts.

**9. Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday 19 November 2020.

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 9.1**

**Moved: Cr Crooks**

**Seconded: Cr Foss**

**That the minutes of the Ordinary Meeting held Thursday 19 November 2020 be confirmed as a true and correct record.**

**Carried 9/0**

Audit Committee Meeting held on Thursday 19 November 2020.

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 9.1**

**Moved: Cr Waight**

**Seconded: Cr Negri**

**Audit Committee Meeting held Thursday 19 November 2020 be received.**

**Carried 9/0**

Electors Meeting held on Wednesday 9 December 2020.

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 9.1**

**Moved: Cr Foss**

**Seconded: Cr Waye**

**Electors Meeting held on Wednesday 9 December 2020 be received.**

**Carried 9/0**

Special Council Meeting held on Wednesday 9 December 2020.

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 9.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waight**

**Special Council Meeting held Wednesday 9 December 2020 be confirmed as a true and correct record.**

**Carried 9/0**

## 10. Regional Reports

<b>Agenda Reference and Subject:</b>	<b>10.1.1</b> WALGA Zone Minutes November 2020
<b>File Reference:</b>	1.6.5.1 WALGA Zone Minutes and Agendas
<b>Reporting Officer:</b>	Mr Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Mr Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Attachment A – WALGA Zone Meeting Minutes and Presentations</i>

### Summary

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

### Background

The recent WALGA Great Eastern Zone Meeting was held on the 26<sup>th</sup> November 2020 at the Merredin Recreation Centre.

### Comment

To encourage the improved awareness and promote a better understanding by all Councillors it is recommended that WALGA Zone minutes be read and received by Council.

The following items from the minutes are drawn to Council's attention;

### 6.3 Telstra Battery Backup

Nick Sloan (WALGA CEO), Joanne Burges (WALGA Intergovernmental Relations and Risk) and Cr Stephen Strange met with Senator Dean Smith and Mark Thompson, Corporate Affairs Manager and Boyd Brown, WA Regional General Manager representing Telstra on Thursday 24 September, 2020.

Telstra acknowledged that issues occur around 'unplanned' outages (as experienced in emergency situations) and that energy providers (Western Power and Horizon Power) should also be at the table to address this issue along with future proofing solutions.

Further, Telstra spoke of the Commonwealth's 'hardening' grant funding program (funded via Mobile Black Spot Funding), at which time we were able to outline some of the limitations of the fund. Acknowledged one of the gaps is between the battery back-up 'going down' and the technician arriving.

*Solutions discussed included but were not limited to:*

- *Investigating the actual 'cost' and options of a battery backup replacement and maintenance program to ensure longer back-up*
- *Investigating 'local' options and training for technicians*
- *Including Western Power and Horizon Power to seek a collaborative approach to both short term solutions and innovative solutions for the long term e.g. Gen Set/Solar/ Battery combination*

*Outcomes of the meeting included:*

- *The Senator to write to the Telstra CEO outlining the specific nuances and needs of WA*
- *The Senator will write to the SEMC to encourage this matter as a standing item, suggesting Telstra, Western Power and Horizon Power attendance to seek a collaborative solution*

- 
- *The Telstra WA Regional General Manager, Boyd Brown and WALGA CEO, Nick Sloan to meet in the near future to progress solution seeking options for the short, medium and long term*

*It was acknowledged that many of the options were currently prohibitive from a cost perspective, although the discussions did identify some options that could be explored further.*

*Where cost was seen as an issue, it was agreed that this should not limit investigating what is possible and to explore funding options that could be available now and into the future.*

*Cr Strange updated the Zone on a conversation held with Richard Burnell, Department of Fire and Emergency Services. This issue has been elevated to the State Emergency Movement Committee (SEMC) and Emergency Services. Richard Burnell has requested to present at the next zone meeting.*

#### Main Roads WA Presentation.

Craig Manton from Main Roads gave an update on various matters including

- **Bruce Rock Merredin Road**  
Mr Manton advised of current planned works and status, including the Bruce Rock – Merredin Road. Tenders have closed for the widening of the road and are currently in the assessment stage with works planned to commence in January 2021 with estimated completion by April 2021.
- **Final Draft Policy and Criteria SIGNIFICANT LOCAL GOVERNMENT ROADS**  
Craig Manton highlighted the current review of Policy and Criteria for Significant Local Government Roads. The following email regarding the review document was received;

*The Road Classification Working Group (consisting of representatives from Main Roads and WALGA) has been reviewing the current criteria and policy for determining if a road qualifies for listing in the Regional Strategies for Significant Local Government Roads. Considerable time has been spent formulating the draft to date as well as a large number of roads tested against the criteria by way of sensitivity studies. The identification of significant roads within built up urban areas has also been addressed by adding selective criteria. The Working Group has strived to make the criteria more objective thereby driving a more consistent approach to the selection of significant roads.*

*Please find attached the Draft to be considered by the Technical Group and the Regional Road Group. Comments to be back to the undersigned by 13th November 2020.*

*It is proposed that following acceptance and adoption of the Criteria, each Regional Road Group be tasked to form a working group to review all of the roads currently showing on their Roads 2030 list of roads.*

*To inform the RRG review workshop, Main Roads will issue instructions including a data sheet of all the roads currently depicted in the Roads 2030 documents, along with any additions made through SAC in later years. The final document will be live to enable amendments to be made quickly to each RRG document and be available online.*

*The deadline for commentary on the Final Draft Policy and Criteria SIGNIFICANT LOCAL GOVERNMENT ROADS has been extended to Friday, 11 December 2020.*

This new draft policy is concerning and could have significant impact on local government road networks and access to future funding. It was raised at the Zone as an urgent matter to be addressed and the sector has been strongly encouraged to respond.

**Cr Strange attended a subsequent meeting regarding this matter and will provide further update and comment at the Council Meeting.**

A full copy of the minutes and supporting documentation is provided as Attachment A.

**Consultation** Nil

**Statutory Implications** Nil

**Policy Implications** Nil

**Risk Implications**

<b>Risk:</b> That Council does not receive the minutes or object to decisions of the WALGA Great Eastern Zone meeting.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Insignificant	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 will be managed by routine procedure and is unlikely to need specific application of resources.		

**Financial Implications** Nil

**Strategic Implications**

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

**Governance**

- Goal 12 Council leads the organisation in a strategic and flexible manner
- 12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements** Simple Majority

<b>OFFICE RECOMMENDATION AND COUNCIL DECISION</b>	
<b>Resolution OCM Dec 20 – 10.1.1</b>	
<b>Moved:</b>	<b>Cr Rajagopalan</b>
<b>Seconded:</b>	<b>Cr Dolton</b>
<b>That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 26th November 2020 at the Merredin Recreation Centre.</b>	
<b>Carried 9/0</b>	

**Agenda Reference and Subject:**

**10.1.2** WEROC Inc Meeting Minutes November 2020

**File Reference:**

1.6.9.1 WEROC Inc Minutes and Agendas

**Reporting Officer:**

Mr Darren Mollenoyux, Chief Executive Officer

**Author:**

Mr Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Attachment A – WEROC Inc Board Meeting and Supporting Documentation*

**Summary**

Council is asked to receive the minutes from the previous WEROC Inc Board Meeting.

**Background**

The last WEROC Inc Board Meeting was held on the 26<sup>th</sup> November 2020 at the Merredin Recreation Centre.

**Comment**

To encourage the WEROC Inc partnership and promote a better understanding by all Councillors it is recommended that WEROC Inc minutes be read and received by Council.

The following items are highlighted for Council's attention;

The new WEROC Inc Website is now live and can be found at [www.weroc.com.au](http://www.weroc.com.au).

**7.1 Co-operative Advertising Campaign**

WEROC Inc is continuing to investigate a joint advertising campaign and will receive a presentation at the February 2021 Board Meeting from Skyworks.

**7.2 Regional Waste Management**

As part of WEROC's Strategic Plan the Board is investigating Regional Waste Management options.

The strategy includes the following investigations

- 1) Undertake a review of existing waste management service delivery across the WEROC region including:
  - Local Government waste management plans;
  - Waste management services and infrastructure;
  - Recycling activities and capabilities;
  - Contract arrangements; and
  - Cost of delivery.
- 2) Complete a cost-benefit analysis for ownership of a shared truck for municipal waste and recycling collections; and
- 3) Develop a WEROC Waste Management Plan.

The meeting will receive further presentations in early 2021 to identify the best approach and direction in working towards this strategic plan item.

7.4 Wheatbelt Medical Student Immersion Program

WEROC's Executive Officer, Rebekah Burgess provided an update on the 2021 program which will be held from Tuesday 16<sup>th</sup> March 2021 – Friday 19<sup>th</sup> March 2021. Further details are provided in the minutes.

7.7 Presentation – Darren Brown - Bushfire Volunteers WA

Mr Brown was invited to present to WEROC to address matters around our Strategy for Joint services for Ranger and Regulatory Services including a joint officer for bushfire compliance.

Mr Brown made the following points during his presentation;

- Mr. Brown highlighted the lack of transparency on behalf of the Department of Fire and Emergency Services (DFES) with regard to how the Emergency Services Levy (ESL) is expended;
- Mr. Brown advised that DFES received \$400million from the ESL and only \$30million of this goes back to Local Governments to fund Volunteer Bushfire Brigades and State Emergency Services;
- Mr. Brown also advised that while the ESL has continued to increase, the amount that is distributed back to Local Governments has not changed;
- It was suggested that the most impactful thing that Local Governments can do is to push for WALGA to lobby for an independent review of the ESL.

Comments from the Meeting:

- The Board requested that the Executive Officer write to Mr. Darren Brown to thank him for attending and ask for a copy of his PowerPoint presentation.
- It was felt that the information as presented by Mr. Brown was of concern and that the matter needed to be addressed at the Zone level.

The following resolution was made;

*That the Executive Officer write to Mr. Tony Brown, Executive Officer of the Great Eastern Country Zone (GECZ) asking that an independent review of the Emergency Services Levy be requested by WALGA on behalf of the GECZ.*

7.9 Presentation –Wheatbelt Suicide Prevention and Wheatbelt Mental Health Services

Jo Drayton from Wheatbelt Suicide Prevention and Tendai Makanyanga from Wheatbelt Mental Health Services gave a presentation to WEROC

Comments from the Presentation

- Mr. Makanyanga and Ms. Drayton provided an overview of the state of sudden deaths and suicides in the Wheatbelt. While exact figures could not be supplied, it was advised that there has been an 85% increase in the number of suicides in the Wheatbelt between 2018 and now.
- Data indicates that there has been an increase in female suicides within the Wheatbelt. There has also been an increase observed in suicides of people under the age of 21.
- Mr. Makanyanga and Ms. Drayton advised that they can assist local governments in the creation of a community wellbeing plan and that there are already six Shires that have completed this process in the Wheatbelt and a further three Plans are under development.

Comments from the Meeting:

- Discussion was held regarding the possibility of developing a high-level Wellbeing Plan across the six WEROC Local Governments.
- Mr. Peter Clarke suggested that Local Governments should undertake local level planning because some issues are unique to a particular community.
- Mr. Raymond Griffiths suggested that a bottom-up approach should be adopted, whereby Local Plans are developed first and then fed into a higher-level plan that addresses commonalities across the Local Governments.



The following resolution was made;

*RESOLUTION: Moved: Mr. Darren Mollenoyux, Seconded: Mr. Raymond Griffiths  
That the matter be referred back to individual Local Governments.*

**Does the Shire of Bruce Rock wish to undertake the development of a Local Wellbeing Plan?**

**8.1 Changes to Workplace Health and Safety Legislation**

Mr. Raymond Griffiths advised that a WHS and Local Government Webinar was hosted by WALGA on Thursday 19 November 2020. Mr. Griffiths suggested that a discussion may be warranted to ensure that all Members are aware of the changes to WHS legislation and the implications for Local Governments.

The following resolution was made;

*RESOLUTION: Moved: Mr. Raymond Griffiths, Seconded: Mr. Darren Mollenoyux  
That the Executive Officer invite LGIS to present at the February 2021 meeting of WEROC Inc., on the WHS legislation, what it means for Local Government and what they need to do to ensure compliance.*

**Consultation** Nil

**Statutory Implications** Nil

**Policy Implications** Nil

**Risk Implications**

<b>Risk:</b> That Council does not receive the minutes or object to decisions of the WEROC Inc Board meeting.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Insignificant	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 will be managed by routine procedure and is unlikely to need specific application of resources.		

**Financial Implications** Nil

**Strategic Implications**

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

**Governance**

- Goal 12 Council leads the organisation in a strategic and flexible manner
- 12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements** Simple Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 10.1.2.1**

**Moved:** Cr Dolton

**Seconded:** Cr Waight

**That Council receives the minutes of the WEROC Board Meeting held on the 26th November 2020 at the Merredin Recreation Centre.**

**Carried 9/0**

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 10.1.2.2**

**Moved:** Cr Waye

**Seconded:** Cr Foss

**That the Shire of Bruce Rock undertake the preparation of a Local Wellbeing Plan in 2021.**

**Carried 9/0**

*Mr J Goldacre entered the Council Chambers at 3.37pm.*

## 11. Officers' Reports

### 11.1 Environmental Health Officer

<b>Agenda Reference and Subject:</b>	<b>11.1.1</b>	Development Application for the installation of a Communications Repeater Point near Hadlow Road and Kwolyin West Road, Kwolyin
<b>File Reference:</b>	A928	Hadlow Road (DA)
<b>Reporting Officer:</b>		Mr Julian Goldacre, Environmental Health Officer
<b>Author:</b>		Mr Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest:</b>		Nil
<b>Attachments:</b>		<i>Item 11.1.2 Attachment A – Application for Development Approval for a 30-meter tower Communications Repeater Point &amp; associated infrastructure on Lot 114 Hadlow Road;</i> <i>Item 11.1.2 Attachment B – location point for the 30-meter tower Communications Repeater Point &amp; associated infrastructure on Lot 114 Hadlow Road.</i>

#### Summary

Council approve the development application for a 30-meter tower and associated infrastructure for the purpose of a communications repeater point on Lot 114 Hadlow Road owned by Mr J S Hunter and Mrs K A Hunter and operated by Connected Regional Internet Service Provider trading as CRISP Wireless as described in Attachment A and B. and provide Advice Notes to the applicant for other statutory requirements which may be applicable but not limited to.

#### Background

The Environmental Health Officer (EHO) received a Development Application (Attachment A) for a 30-meter tower and associated infrastructure for the purpose of a communications repeater point on Lot 114 Hadlow Road (DA).

#### Comment

The DA proposes the construction of a 30-meter tower with an ancillary refurbished 20 foot long sea container for the purpose of extending the fixed wireless network operated by Connected Regional Internet Service Provider trading as CRISP Wireless (CRISP Wireless). Telecommunications infrastructure is a 'discretionary' use for a 'rural' zoned area pursuant to the *Shire of Bruce Rock Local Planning Scheme No 3* (Scheme) thus the use is not permitted unless the local government has exercised its discretion by granting development approval. The 30 meter high mast and 20-foot refurbished sea container are to be located on Lot 114 Hadlow Road Kwolyin approximately 2,708.8 meters west – south west from the Hadlow and Kwolyin West Road intersection (Attachment B). The land is in the private ownership of Mr J S and Mrs K A Hunter shown on the DA as owners with CRISP Wireless the applicants; the agreement between the owner and applicant is between the two parties and outside the scope of the DA other than requiring the signatures of each party on the DA.

It is a requirement for a local government to consider State Planning Policy 5.2 - Telecommunications infrastructure (Policy 5.2) when considering this DA. The EHO review of the DA and subsequent correspondence from the applicant Mr Leigh Ballard of CRISP Wireless has dealt with the required essential items under Policy 5.2 for this low impact telecommunication infrastructure application. The Scheme Policy '5.2 Moveable Buildings' which governs 'containers' only applies to townsites so is not applicable to this DA. Furthermore, whilst persons on rural land regularly undertake to erect masts on their properties, these are for enhancing farm equipment wayfindings with GPS and thus are ancillary to rural endeavours, whereas the CRISP Wireless mast is commercial infrastructure for broadly used telecommunications signals not limited to rural use only.

**Consultation**

Mr Alan O’Toole, Deputy Chief Executive Officer;  
 Mr Mark Johnston, Planning Manager, Land Use Planning, Dept of Planning, Lands and Heritage; &  
 Mr Leigh Ballard of Connected Regional Internet Service Provider Wireless

**Statutory Implications**

*Planning and Development (Local Planning Schemes) Regulations 2015;*  
*Shire of Bruce Rock Local Planning Scheme No 3*

**Policy Implications**

State Planning Policy 5.2 - Telecommunications infrastructure.

**Risk Implications**

<b>Risk:</b> Development proceeds outside the scope of this Development Application as presented to Council.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<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 “Medium” risk and will be managed the Environmental Health Officer by monitoring progress.		

**Financial Implications**

Planning application fee of \$320 for this \$100,000 development being remitted to the Shire of Bruce Rock.

**Strategic Implications**

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

**Governance**

Goal 5 Residents and visitors can access reliable telecommunication services  
 5.2 Advocate for a reduction in blackspots across the Shire

**10 YEAR OUTCOME**

Reliable and extension of telecommunication coverage across the whole Shire

**Voting Requirements**

Simple majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.1.1**

**Moved:** Cr Foss  
**Seconded:** Cr Rajagopalan

**That Council resolves to:**

- 1. Approve the development application for this 30-meter tower and associated infrastructure for the purpose of a communications repeater point on Lot 114 Hadlow Road owned by Mr J S Hunter and Mrs K A Hunter and operated by Connected Regional Internet Service Provider trading as CRISP Wireless as described in Attachment A and B.**
- 2. This development application approval is for the application reference shown on the application form in Attachment A 'MAST-DA-8-12-20' only and is valid for four years as granted by the Minister for Planning Hon. R Saffioti MLA undersigned Clause 78H Notice of Exemption from Planning Requirements During State of Emergency Clause 78H(6)(a) Amended Noticed dated 30th day of April 2020.**
- 3. Provide the following Advice notes, but not limited to, for the purpose to advise the applicant of other Statutory requirements:**
  - a. No Building Permit pursuant to the Building Act 2011 and subsidiary legislation is required for Class 10 type structures as detailed in the Building Code of Australia. Notwithstanding this, plans with design and specifications for construction are required to be submitted to the Shire of Bruce Rock pursuant to section 143 of the Health (Miscellaneous Provisions) Act 1911 for the Shire of Bruce Rock records;**
  - b. To investigate requirements, if applicable, for notification of the 30-meter mast to the Civil Aviation Safety Authority and/or Air Services Australia and undertake any and all requirements as applicable to protect aircraft in flight including military aircraft and other flying machines for the purposes of conducting or enabling aerial warfare training, including national airlift (air cargo) capacity to provide logistical supply to stationed forces and/or assist in a civilian emergency.**
  - c. To investigate if the proposed telecommunication infrastructure is captured by and requires applicable building standards for construction in a Bush Fire Zone Area as applicable, or not, as the case requires.**

**Carried 9/0**

*Mr J Goldacre left the Council Chambers at 3.42pm and did not return.*

*Mrs J Bow entered the Council Chambers at 3.42pm.*

**11.2 Manager of Works and Services**

No report

### 11.3 Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>11.3.1</b> Statement of Financial Activity
<b>File Reference:</b>	8.2.6.2 Financial Reporting
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachment:</b>	<i>Item 11.3.1 Attachment A – Statement of Financial Activity November 2020</i>

#### Summary

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

#### Background

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

#### Comment

The financial statements for the month ending 30<sup>th</sup> November 2020 is available for download on Council Website.

#### Consultation

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

#### Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

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

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

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

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

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

**Policy Implications**

Nil

**Risk Implications**

**Risk:** Financial performance is not monitored against approved budget

Likelihood	Consequence	Rating
Possible	Minor	Moderate

**Action / Strategy**

The monthly financial report tracks the Shire’s actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire’s financial performance throughout the year.

**Financial Implications**

Comparison of actual year to date to the 2020/21 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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.3.1**

**Moved: Cr Crooks**

**Seconded: Cr Negri**

**That the Statements of Financial Activity for the month ending 30<sup>th</sup> November 2020 as presented be received.**

**Carried 9/0**



<b>Agenda Reference and Subject:</b>	<b>11.3.2</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 11.2.2 Attachment A – List of Payments November 2020</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 November 2020.

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 2020/21 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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.3.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Foss**

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

- 1. Municipal Account consisting of:**
    - a. EFT voucher numbers EFT16451 to EFT16620 totalling \$540,804.90**
    - b. Cheque number 24040 to 24043 totalling \$3,464.36**
    - c. Trust Cheques NIL**
    - d. Wages and Superannuation payments totalling \$185,351.45 and**
    - e. Credit Card payments \$1,788.63**
- With all payments totalling \$729,620.71 for the month of November 2020.**

**Carried 9/0**

**Agenda Reference and Subject:**

**11.3.3** Amendments to Purchasing Policy – 2.7

**File Reference:**

1.6.1.2 Circulars – Department of Local Government

**Reporting Officer:**

Jennifer Bow, Manager of Finance Officer

**Author:**

Jennifer Bow, Manager of Finance Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.3.3 Attachment A - Circular No 01-2020 - Practical Assistance For Local Governments To Respond During A State Of Emergency (COVID-19)*

*Item 11.3.3 Attachment B – Amended Policy 2.7 Purchasing*

**Summary**

Council is asked to consider amending the Purchasing Policy following the advice from the Department of Local Government in response to the State of Emergency declaration. Changes can be made to the Shire's purchasing policy due to changes to the Local Government (Functions and General) Regulations 1996 with regards to increasing the tender threshold in April 2020.

**Background**

The Minister for Local Government, Hon. David Templeman, advised in April 2020 that Councils can amend their purchasing policies to increase the threshold under regulation 11(1) to \$250,000. In other words, Council can purchase goods and services up to \$250,000 without having to go to tender.

For purchases made between \$150,000 and \$249,999 excluding GST, Council are still required to request and receive quotations in writing. For purchases made for residential properties, the \$249,999 is input taxed and will include GST.

**Comment**

With the number of new projects currently included in the 2020-21 Budget, the increase to the threshold to call tenders will assist staff with obtaining goods and services, without having to call tenders.

The Purchasing Policy does require thorough revision however this will be completed in the new year. Staff propose to only increase the purchasing limit to \$249,999 at this stage. The other inclusion will be the wording:

Therefore, for goods and services costing between \$40,000 and \$250,000, staff will be required to request a quotation in writing and obtain at least 3 written quotes. Staff will also be encouraged to assess the quotes using a predetermined matrix to select the successful quote.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
Alan O'Toole, Deputy Chief Executive Officer

**Statutory Implications**

**11A. Purchasing policies for local governments**

(1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).

(3) A purchasing policy must make provision in respect of –

(a) the form of quotations acceptable; and

(ba) the minimum number of oral quotations and written quotations that must be obtained;

and

(b) the recording and retention of written information, or documents, in respect of –

(i) all quotations received; and

(ii) all purchases made.

[(4) deleted]

### Policy Implications

#### 2.7 Purchasing Policy

### Risk Implications

<b>Risk:</b> That Council does not adopt the amended Policy, which could potentially lead to situations where quotations and works are delayed due to having to call tenders for goods and services.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	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 a “High” risk and is why the recommendation is made for Council to adopt the amendment as recommended in the Report.		

### Financial Implications

Nil

### Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

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

### Voting Requirements

Absolute Majority

<b>OFFICE RECOMMENDATION AND COUNCIL DECISION</b>	
<b>Resolution OCM Dec 20 – 11.3.3</b>	
<b>Moved:</b>	<b>Cr Wayne</b>
<b>Seconded:</b>	<b>Cr Foss</b>
That Council resolves the amendments to Policy 2.7 Purchasing, with regards to increasing the purchasing limit to \$249,999 without recourse to Tender.	
<b>CARRIED BY ABSOLUTE MAJORITY 9/0</b>	

<b>Agenda Reference and Subject:</b>	<b>11.3.4</b> Audit Committee Membership
<b>File Reference:</b>	2.1.2.6    Committees, Meetings and Functions
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Officer
<b>Author:</b>	Jennifer Bow, Manager of Finance Officer Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Nil</i>

**Summary**

Council are asked to discuss the membership of the Audit Committee following the Office of the Auditor General’s (OAG) report regarding Best Practice for Audit Committees.

**Background**

The Audit Committee were presented with an item at its November 2020 Committee Meeting regarding the Best Practice Guide for Public Sector Audit Committees. The OAG recommend for a reduced membership of the Audit Committee. The Audit Committee asked that this item be presented to Council for discussion.

**Comment**

The Local Government Act 1995, s7.1A(1) sets out that the local government is to establish an audit committee of 3 or more persons, and the majority of the members are to be council members. This allows the audit committee to appoint an external non-elected member to the Audit Committee.

Council appointed the current Audit Committee as all members of Council at the Special Council Meeting held following the last election, on 21 October 2019. Members to the Audit Committee must be appointed by absolute majority.

The Local Government (Audit) Regulations 1996, regulation 16 sets out the functions of the Audit Committee.

The main role of the Audit Committee has changed with recent amendments to the regulations and now has the role to “assist and guide” the local government in carrying out its role with regards to;

- i. Part 6 of the Act, which is Financial Management;
- ii. Part 7 of the Act, which is Audit
- iii. Review the report submitted by the CEO in relation to regulation 17(3) (risk management, internal control and legislative compliance) and then report to Council the results of the review with a copy of the CEO’s report;
- iv. Monitor and advise the CEO with regards to the Audit regulation 17 report and also the Financial Management regulation 5(2) report, each done at least once every three years.
- v. Support the auditor with the audit
- vi. Oversee implementation of any actions required in regards to the:
  - a. Audit and items raised by the OAG and preparing report required for Minister addressing actions to be taken;
  - b. Regulation 17 report;
  - c. Financial management review.

The OAG recommends a reduced membership of the Audit Committee. Staff recently attended a WALGA training session on governance and the presenter advised that their view differed from the OAG and whilst reduced membership was preferred, it is not essential.

To adequately address the requirements for the Audit Committee meetings and thoroughly review and address items and reports, it is recommended the Audit Committee Meetings are held on a separate day to Ordinary Council Meeting days.

If Council is to proceed with the full Council as members of the Audit Committee, staff will not be preparing items for Council meetings until after the Audit Committee has been held, and the items can be properly and included in the Agenda.

If Council does decide to vary the membership of the Audit Committee, the appointment must be made by absolute majority.

### **Consultation**

Darren Mollenoyux, Chief Executive Officer

Alan O'Toole, Deputy Chief Executive Officer

### **Statutory Implications**

#### **Local Government Act 1995**

##### **7.1A. Audit committee**

(1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*

(2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

*\* Absolute majority required.*

(3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*

(4) *An employee is not to be a member of an audit committee.*

#### **Local Government (Audit) Regulations 1996**

##### **16. Functions of audit committee**

*An audit committee has the following functions —*

- (a) *to guide and assist the local government in carrying out —*
  - (i) *its functions under Part 6 of the Act; and*
  - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
  - (i) *report to the council the results of that review; and*
  - (ii) *give a copy of the CEO's report to the council;*

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —

(i) regulation 17(1); and

(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —

(i) is required to take by section 7.12A(3); and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(g) to perform any other function conferred on the audit committee by these regulations or another written law.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That Council ‘s Audit Committee does not operate in compliance with legislative requirements.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<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 a “Moderate” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Nil

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council;

1. Reviews the make up of the members of its Audit Committee and resolves total membership number;
2. Considers the appointment of an external (non-elected member) to the Audit Committee; and
3. Select an alternative Audit Committee meeting day to enable adequate timeframes to address items and present recommendations to Ordinary Council meetings.

*Council decision varied to Officer Recommendation to determine who will sit on the Audit Committee and when meetings are held.*

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.3.4**

**Moved: Cr Waye**

**Seconded: Cr Rajagopalan**

**That Audit Committee Meetings will be held at 10am on Ordinary Council Meeting days, as required with the following members;**

**Cr Stephen Strange**

**Cr Ramesh Rajagopalan**

**Cr Ian Dolton**

**Cr Kevin Foss**

**Cr Natalie Kilminster**

**Cr Phillip Negri**

**Cr Rebecca Waye**

**Cr Brendan Waight**

**Cr Anthony Crooks**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

*Mrs J Bow left the Council Chambers at 4.06pm.*



#### 11.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**11.4.1** Shire Common Seal

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Use of Shire Common Seal in November 2020

**Background**

Nil

**Comment**

As per Council’s policy, the Shire Common Seal has been used during the months of November 2020 as follows:

- Transfer of Land 52 & 52A Johnson Street Bruce Rock

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.4.1**

**Moved:**

Cr Foss

**Seconded:**

Cr Kilminster

**That Council endorse the use of the Shire Common Seal during November 2020.**

**Carried 9/0**

## 11.5 Chief Executive Officer

### Agenda Reference and Subject:

**11.5.1** Council Meeting Schedule 2021

### File Reference:

2.1.2.5 Council Meetings

### Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

### Author:

Darren Mollenoyux, Chief Executive Officer

### Disclosure of Interest:

### Attachments:

*Nil*

### Summary

Council is asked to consider the schedule of Ordinary Council Meeting dates for 2021.

### Background

It is a requirement for Council to advertise at least once each year the dates set for Ordinary Council Meetings. The Shire of Bruce Rock holds its Ordinary Council meetings on the 3rd Thursday of each month except January. The 2021 schedule of Ordinary Council Meetings are proposed as follows;

- Thursday 18 February 2021
- Thursday 18 March 2021
- Thursday 15 April 2021
- Thursday 20 May 2021
- Thursday 17 June 2021
- Thursday 15 July 2021
- Thursday 19 August 2021
- Thursday 16 September 2021
- Thursday 21 October 2021
- Thursday 18 November 2021
- Thursday 16 December 2021

### Comment

There are no foreseeable clashes with Public Holidays or other events that would require Council to vary any of the proposed meeting dates.

The current meeting day schedule is as follows;

11.00am	Councillor Information Session
1.15pm	Lunch Served
2.00pm	Bus Tour
2.30pm	Finish Councillor information Session
3.00pm	Council Meeting commences

### Consultation

Stephen Strange, President  
Alan O'Toole, Deputy CEO  
Melissa Schilling, Executive Assistant

### Statutory Implications

*Local Government (Administration) Regulations 1996 - REG 12*

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).
- (3) Subject to sub regulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in sub regulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

<b>Policy Implications</b>	Nil
<b>Risk Implications</b>	Nil
<b>Financial Implications</b>	Nil

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

12.5 – Lead the organisation in a financially responsible and viable manner

**Voting Requirements** Simple Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.5.1**

**Moved:** Cr Way  
**Seconded:** Cr Crooks

**That Council endorses the schedule of Ordinary Council Meeting dates for 2020, with each meeting commencing at 3.00pm.**

- **Thursday 18 February 2021**
- **Thursday 18 March 2021**
- **Thursday 15 April 2021**
- **Thursday 20 May 2021**
- **Thursday 17 June 2021**
- **Thursday 15 July 2021**
- **Thursday 19 August 2021**
- **Thursday 16 September 2021**
- **Thursday 21 October 2021**
- **Thursday 18 November 2021**
- **Thursday 16 December 2021**

**And**

**Give public notice of the meeting schedule for the Ordinary Meetings of Council for 2021.**

**Carried 9/0**

**Agenda Reference and Subject:**

**11.5.2** Disposal of Industrial Lots 437, 438 Dampier St,  
Bruce Rock

**File Reference:** 3.1.4.6 Industrial Land Sub-Division

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

**Author:** Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:** Nil

**Attachments:** Nil

**Summary**

Council is asked to endorse the disposal of two industrial lots, located at Council’s industrial subdivision, namely Lots 437 and 438 Dampier Street, Bruce Rock.

**Background**

At the November 2020 Ordinary Meeting Council resolved as follows;

*OFFICE RECOMMENDATION AND COUNCIL DECISION*

*Resolution OCM Nov 20 – 12.2*

*Moved: Cr Crooks*

*Seconded: Cr Foss*

*That Council:*

*1. In accordance with section 3.58 of the Local Government Act Council authorises the Chief Executive Officer to give local public notice of its intention to dispose of the following lots to Pundit Pty Ltd, ATF The Verhoogt Family Trust No 2, for the values stated below;*

*Lot 437 (76) Dampier Street \$20,700 inc gst*

*Lot 438 (78) Dampier Street \$20,700 inc gst*

*2. That condition of sale is subject to*

*a) a requirement for Bruce Rock Engineering to install, at minimum, a 180cm high link mesh fence on the boundary of lots 436, 437 and 438 Dampier Street, Bruce Rock within 6 months of settlement.*

*3. That at the conclusion of the advertising period an item be presented to the December 2020 Ordinary Meeting of Council to consider any submissions, prior to the execution of the transfer of land documentation.*

*4. That Council resolves to vary the 2020/2021 budget to include income of \$41,400 inc gst for the Sale of industrial land.*

*CARRIED BY ABSOLUTE MAJORITY 8/0*

Advertising has been undertaken in accordance with Council resolution and section 3.58 of the Local Government Act. The public notice was as follows;

*“Notice is given in accordance with section 3.58(3) & (4) of the Local Government Act 1995 that the Shire of Bruce Rock proposes to sell the listed properties (vacant land) to Pundit Pty Ltd, ATF The Verhoogt Family Trust No 2, for the considerations stated.*

<i>Property</i>	<i>Consideration</i>	<i>Market Valuation</i>
<i>Lot 437 (76) Dampier St, Bruce Rock</i>	<i>\$20,700 inc GST</i>	<i>\$19,250 inc GST</i>
<i>Lot 438 (78) Dampier St, Bruce Rock</i>	<i>\$20,700 inc GST</i>	<i>\$19,250 inc GST</i>

---

*The Shire invites submissions concerning the proposed disposition by 4.00pm Tuesday 15th December 2020. Submissions must be in writing and should be addressed as follows: "Disposal of Dampier Street Vacant Lots", Chief Executive Officer, Shire of Bruce Rock, PO Box 113 Bruce Rock WA 6418."*

### **Comment**

At the time of writing this report no public submissions had been received, however the submission period doesn't close until the 15<sup>th</sup> December 2020 and therefore any submissions received by this date will be presented to Council for consideration.

If Council receives any submissions, they will need to be considered at the meeting prior to finalising the resolution for disposal of lots 437 and 438 Dampier Street, Bruce Rock

The applicant, Mr Damion Verhoogt was advised that of the condition of sale would be subject to the installation, at minimum, a 180cm high link mesh fence on the boundary of lots 436, 437 and 438 Dampier Street, Bruce Rock within 6 months of settlement.

Mr Verhoogt advised that he would agree to this condition.

### **Consultation**

Mr Damion Verhoogt, the applicant  
Jennifer Bow, Manager of Finance  
Simon Brown, Valwest

### **Statutory Implications**

*Local Government Act 1995 - Sect 3.58*

*3.58 - Disposing of property*

*(1) In this section —*

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

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

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

*(a) the highest bidder at public auction; or*

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

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

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

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

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

*and*

*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

*(a) the names of all other parties concerned; and*

*(b) the consideration to be received by the local government for the disposition; and*

*(c) the market value of the disposition —*

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

**Policy Implications** Nil

**Risk Implications**

**Risk:** That the industrial lots not be sold, leading to continual loss of revenue for Council and potential loss of economic progress in the Shire.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

**Action / Strategy**

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

**Financial Implications**

Council resolved at the November 2020 Ordinary meeting of Council to vary the budget provision in 2020/21 for the sale of industrial lots, to include income of sale of industrial land at \$41,400 inc gst.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

2.2 – Encourage greater usage of current Council owned facilities

Economy

Goal 3: Assist the local economy to grow

3.7 – Leverage economic opportunities and development from successful local businesses

Goal 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

Governance

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

1. That Council consider any written public submissions received prior to the deadline and in accordance with section 3.58 of the Local Government Act Council resolves to dispose of the following industrial lots to Pundit Pty Ltd, ATF The Verhoogt Family Trust No 2, for the values stated below;

Lot 437 (76) Dampier Streets                      \$20,700 inc gst

Lot 438 (78) Dampier Street                      \$20,700 inc gst

2. That condition of sale is subject to;

- a) a requirement for Bruce Rock Engineering to install, at minimum, a 180cm high link mesh fence on the boundary of lots 436, 437 and 438 Dampier Street, Bruce Rock within 6 months of settlement.

*Council decision varied to Officer Recommendation to show that no public submissions were received.*

**COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.5.2**

**Moved:** Cr Way  
**Seconded:** Cr Rajagopalan

**That Council:**

**1. That being there were no public submissions were received, in accordance with section 3.58 of the Local Government Act, Council resolves to dispose of the following industrial lots to Pundit Pty Ltd, ATF The Verhoogt Family Trust No 2, for the values stated below;**

**Lot 437 (76) Dampier Street \$20,700 inc gst**

**Lot 438 (78) Dampier Street \$20,700 inc gst**

**2. That condition of sale is subject to;**

**a) a requirement for Bruce Rock Engineering to install, at minimum, a 180cm high link mesh fence on the boundary of lots 436, 437 and 438 Dampier Street, Bruce Rock within 6 months of settlement.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**11.5.3** Department of Local Government’s Draft Employee Code of Conduct

**File Reference:** 2.3.3.1 Local Government Act 1995 Acts and Regulations

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

**Author:** Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:** Nil

**Attachments:** *Item 11.5.3 Attachment A - Local Government Code of Conduct Explanatory Notes*  
*Item 11.5.3 Attachment B – Local Government Employee Code of Conduct Consultation*

**Summary**

Council is asked to consider making a submission to the Department of Local Government in relation to their Draft Local Government Employee Code of Conduct.

**Background**

On 27 June 2019, the Local Government Legislation Amendment Act 2019 was passed in Parliament. The Act includes a requirement for local government CEOs to prepare and adopt a code of conduct for employees. Currently, Part 9 of the Local Government (Administration) Regulations 1996 deals with this requirement. Current provisions have been incorporated into new regulations with some amendments, particularly in relation to gift provisions.

New regulations will bring into effect section 25 of the Local Government Legislation Amendment Act 2019 which includes the Code of Conduct for employees.

On the 4<sup>th</sup> December 2020 the Department of Local Government, Sport and Cultural Industries emailed Local Governments and advised that the draft copy of the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020* is now available for review. Local governments are invited to provide feedback on the regulations by emailing [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au)

The period for consultation will close 6 January 2021.

**The following documents in relation to the Draft Local Government Employee Code of Conduct are provided as an attachment to this agenda;**

- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020
- Local Government Employee Code of Conduct explanatory notes

**Comment**

The Department has left very little time to review the Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020, with only a week prior to Council to review the document and only a week after the meeting to provide submissions as along with most Local Government we will be closed between the 24<sup>th</sup> December 2020 and 4<sup>th</sup> January 2021.

As this consultation period has only just opened, I am unsure of WALGA’s position and their proposed approach to making a submission, there will be very little opportunity for sector feedback. LG Professionals WA will be making a submission on behalf of its members with a focus on their concerns around the complication and further confusion created around gifts.



Individuals are also able and are encouraged to make their own submission and therefore Councillors may wish to also make their own submission to the Department of Local Government.

The Chief Executive Officer is reviewing the proposed documents and is seeking Council’s comments to assist in preparing a submission on Council’s behalf.

**Consultation**

Members of Senior Management Team  
 LG Professionals

**Statutory Implications**

The Local Government Legislation Amendment Act 2019

**Policy Implications**

Any Policies relating to Council’s current Code of Conduct and Employees Code of Conduct

**Risk Implications**

**Risk:** Compliance may be increased from legislative changes that could occur and costs and administrative burden would increase should the CEO Standards be adopted by the Department of Local Government as they are currently proposed.

Likelihood	Consequence	Rating
Likely	Moderate	Moderate

**Action / Strategy**

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

**Financial Implications**

Should the proposed changes be implemented by the Department of Local Government, there may be some administrative costs associated with the governance and reporting on some of the requirements. The time required to administer and associated costs are unknown at this stage.

**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Simple Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 11.5.3**

**Moved:** Cr Rajagopalan  
**Seconded:** Cr Waight

**That Council endorses the Chief Executive Officer to prepare a submission providing feedback and including any additional points, in response to the Department of Local Government, Sport and Cultural Industries Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020.**

**Carried 9/0**

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

<b>Agenda Reference and Subject:</b>	<b>12.1.1</b> Request to occupy a caravan at the Co-operative Bulk Handling (CBH) facility accommodation area N° 19A (Lot 5) Lethlean Street, Bruce Rock for three months during harvest period.
<b>File Reference:</b>	A2504 Lot 5 Latham Street Bruce Rock
<b>Reporting Officer:</b>	Julian Goldacre, Environmental Health Officer
<b>Author:</b>	Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest</b>	
<b>Attachments</b>	<i>Item 12.1.1 - Attachment A – Request to permit a stay in a caravan at CBH site for eight weeks.</i>

**COUNCIL DECISION**

**Resolution OCM Nov 20 – 12.1.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Foss

**That Council resolves to accept to introduce 3 late agenda items be addressed at the meeting.**

**Carried 9/0**

**Summary**

Council approves for Mr A Hooker and his wife to camp in their caravan at the CBH accommodation facilities for eight weeks with conditions.

**Background**

The EHO visited the CBH site on Lethlean Street to investigate an onsite a caravan parked next to the CBH accommodation building. There exists State Regulation concerning camping and caravanning on sites not licensed as camping grounds or where a stay of 3 nights with the landholders' permission in any 28-day period is exceeded.

**Comment**

The EHO discussed with the wife of a Mr A Hooker the owners and occupier of the caravan that there is still a regulatory requirement to reside in the caravan as was explained by the EHO in November 2018, that would require written request for Council consideration. The EHO requested a written request from the occupier/s of the caravan to be given to the Shire of Bruce Rock office so the matter could be considered by Council and this was agreed to (Attachment A). The EHO spoke to Mr Brooker the CBH onsite Manager who explained that Mr Hooker had full access to the accommodation facilities at CBH namely the bathroom, kitchen and laundry that are connected to a septic system and had free use of these facilities. Furthermore, the EHO spoke to the CBH district manager Mr A Elliott and explained the caravan situation at the Bruce Rock CBH site that it would be best practice if an occurring event, to be dealt with before it became a matter of regulatory intervention. The EHO also explained that early into 2021 senior staff will be seeking authority from Council to undertake such approvals for caravan and camping stays as an administrative matter so not requiring a presentation to Council. Mr A Elliott said he will follow up the matter with the Bruce Rock CBH Manager to address concerns raised.

The correspondence received detailed the following in support of Mr Hooker request to Council to be able to be given approval to camp at the CBH site:

1. Mr Hooker has the consent to camp on the land by the CBH Site Manager Mr Peter Brooker as explained to the EHO by Mr Brooker,
  - a) EHO comment - This complies with Regulation 11(1)(a).
2. The caravan is parked outside of the site accommodation block at CBH which has facilities being toilet, shower, laundry, and kitchen which is utilised whilst staying onsite,
  - a) EHO comment - This complies with Regulation 13(a)&(b).
3. The caravan is self-contained being equipped with its own shower and toilet of which the sewerage is contained on-board in tanks which is appropriately disposed of as required,
  - a) EHO comment - This complies with Regulation 14.
4. Refuse is disposed in the rubbish bins provided onsite for CBH for disposal by the local refuse collection contractor;
  - a) EHO comment - This complies with Regulation 13(a)&(b) and 14.
5. Mr Hooker is compliant with CBH Health, Safety, Site rules and policies whilst employed by CBH,
  - a) EHO comment - This complies with Regulation 13(a).

With the above declarations by Mr Hooker listed 1 to 5 of which the EHO has sub-referenced each with comment to the applicable regulatory requirement accordance. A caravan is defined as a 'House' under the *Health (Miscellaneous Provisions) 1911* and the facilities made available would enable the caravan to pass muster under this Act. Mr Hooker respectfully asks that Council approve a stay of up to eight weeks in the caravan whilst working for CBH.

For the sake of balance, it is brought to Councils attention that there is a fully licensed with facilities caravan park available on Dunstall Street. Mr Hooker has previously explained that whilst this is true the preference for CBH is to have staff onsite given the responsibility CBH has for staff whilst working for CBH. Furthermore, having staff onsite contributes to the sites security as well as being able to mobilise staff at short notice due to unforeseen events such as pending storms and other deemed emergencies and operational matters that come up from time to time.

Council has the authority Pursuant to Regulation 11(2)(a) to grant camping up to three months in a twelve-month period and given that the conditions in the Regulations to support the exercise of such approval are valid Council can make such an approval.

**Consultation**

Mr Peter Brooker, CBH Bruce Rock Manager; &  
Mr A Elliott CBH Area Manager;

**Statutory Implications**

*Health (Miscellaneous Provisions) 1911;*  
*Caravan Parks and Camping Grounds Act 1995; and*  
*Caravan Parks and Camping Grounds Regulations 1997.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Applicant resides longer than the requested eight-week period.		
<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**

Nil.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

Goal 4 Workers and their families can work and reside in the Shire

10 YEAR OUTCOME - Workers and their families reside in and contribute to the local economy.

**Voting Requirements**

Simple majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 12.1.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Kilminster**

**That Council resolves to:**

**Grant approval to Mr Andrew Hooker and wife to camp in the caravan owned by Mr A Hooker at the Co-operative Bulk Handling (CBH) facility accommodation area located at No 19A (Lot 5) Lethlean Street, Bruce Rock for eight weeks effective from this resolution date with the following conditions:**

- 1) This approval is to be effective from the date of this Council resolution and not to exceed eight weeks period;**
- 2) This approval is to remain valid only during 2020 harvest period and into 2021 whilst Mr A Hooker and/or his wife are employed by CBH and with CBH approval of the Bruce Rock Site Manager or relevant CBH authority and have full unimpeded access to the CBH accommodation amenities as required; and**
- 3) Council reserves the right to revoke this approval for any matter deemed to be not in keeping with the application made to Council or any other matter Council deems to be valid for revoking this approval.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>12.1.2</b> Request for Fee Waiver for support of Community Christmas Brunch at the Bruce Rock Amphitheatre
<b>File Reference:</b>	1.3.2.7 Amphitheatre & Hall Events
<b>Reporting Officer:</b>	Alan O’Toole, Deputy Chief Executive Officer
<b>Author:</b>	Alan O’Toole, Deputy Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<i>Nil</i>

**Summary**

Council has received a request from Cathy Cumming, proprietor of “Brunch” food outlet, for the use of the Bruce Rock Amphitheatre on Christmas Day for a free “Community Christmas Brunch”, which is to be supported by the Bruce Rock Community Fellowship Group.

**Background**

James Corby of the Bruce Rock Community Fellowship Group spoke with the EHO, Julian Goldacre, on 14 December 2020 on behalf of Cathy Cumming, who operates the Brunch food outlet on Johnson Street, regarding the use of the Amphitheatre to provide a venue for a Community Christmas Brunch on Christmas Day. (Mrs Cumming has been unable to attend to this directly due to a personal matter). Mr Corby has submitted an “Application to Book Amphitheatre Request” form completed by Mrs Cumming, and in a follow up email to Julian Goldacre, has “respectfully request(ed) that the hire charges for the amphitheatre and kiosk facility be waived, as we will be investing significantly into the food and activities to provide a caring and safe place for all members of the community to gather on Christmas Day, particularly those from marginalised sectors within the community.”

**Comment**

The Booking Form requests the use of the Amphitheatre area (to site a bouncy castle) and for the seating area to provide a venue for the free “Community Christmas Brunch” from 7am to 5pm on Christmas Day, with an expected attendance of 50. The food will be prepared by Mrs Cumming and the Brunch staff, with assistance from the Bruce Rock Community Fellowship Group. (Also requested are the use of 30 chairs and 5 trestle tables, however, with no Shire staff being available over the Christmas break to assist with this and oversee their delivery, return and safe storage as per our insurance requirements, this part of the request cannot be provided).

Mr Goldacre has also advised and assisted those planning the event in the production of a Covid-19 Safety Plan, to ensure they are aware of the safety requirements for an event of this scale in the Amphitheatre. The organisers have also been made aware of the requirement to keep a register for contract tracing purposes as per the latest Covid-Safe directions.

**Consultation**

Julian Goldacre, Environmental Health Officer  
Darren Mollenoyux, Chief Executive Officer

**Statutory Implications**

Covid-19 safety requirements

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Council does not support the request for a fee waiver for the Bruce Rock Community Christmas Brunch for 2020.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
The Bruce Rock Community Christmas Brunch will provide a venue for all members of the community to access food and fellowship on Christmas Day, particularly for those community members who may be marginalised.		

**Financial Implications**

The Fee for hiring the Amphitheatre is \$186.50.

As the food preparation is being undertaken at the “Brunch” kitchen, there will be no use of Shire cooking facilities and BBQ area, and therefore cleaning will not have to be undertaken by Shire staff. The Bruce Rock Community Fellowship Group have committed to ensuring that the area is cleaned and available to use beforehand, and also to the cleaning and disposal of any litter etc. that may be produced, and the transporting any refuse to the available 240 MGB bins onsite.

**Strategic Implications**

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

**Governance**

Goal 7 Our community is engaged and have a healthy lifestyle

**Voting Requirements**

Absolute Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

Resolution OCM Dec 20 – 12.1.2

Moved: Cr Kilminster

Seconded: Cr Foss

**That Council approve the request from Cathy Cumming and the Bruce Rock Community Fellowship Group for a Fee Waiver with regard to use of the Amphitheatre for a free Community Christmas Brunch on 25 December 2020.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**12.1.3** Local Government Child Safety Officers and proposed Reportable Conduct Scheme

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest**

Nil

**Attachments**

*Item 12.1.3 Attachment A - Discussion Paper from DLGSC*

*Item 12.1.3 Attachment B - Reportable Conduct Bill*

*Item 12.1.3 Attachment C - Reportable Conduct Scheme Information Sheet*

*Item 12.1.3 Attachment D - National Principles for Child Safety Organisation 2019*

**Summary**

Council is asked to consider information regarding the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) particularly with regard to the appointing of “Child Safety Officers” from within the existing staffing of Local Governments.

The Department of Communities and Department of Local Government, Sport and Cultural Industries (DLGCC) have drafted a discussion paper for the WA Local Government sector to better understand and respond to this recommendation (Attachment A).

The WA State Government is seeking a formal response to the discussion paper from Local Governments by 2 April 2021. Responses will inform the development of the State Government’s policy position.

**Background**

The Royal Commission was established to investigate systemic failures by institutions in relation to allegations and incidents of child sexual abuse. The Royal Commission found that across many decades, many of society’s institutions failed to protect children.

In response to the Royal Commission, the State Government is:

- developing a system of independent oversight to improve child safety in organisations;
- developing a State policy position on the Royal Commission’s recommendation 6.12 specifying that Local Governments should designate child safety officers from within existing staff profiles. The DLGSC is seeking the Council’s response to that suggestion.

The Royal Commission’s final report contained 409 recommendations directed towards the development of effective government regulation, improvement in institutional governance and increased community awareness of child sexual abuse in institutions.

The development of an independent oversight system comprises the following four areas:

- organisations to report certain types of misconduct by their employees (including contractors and volunteers) involving children (known as reportable conduct) to an independent oversight body;
- organisations engaged in child related work to comply with child safe standards (known as the National Principles for Child Safe Organisations) and their compliance be monitored by an independent oversight body;
- out-of-home care providers be accredited by an independent oversight body;

- youth detention environments to comply with the National Principles and their compliance be monitored by an independent oversight body.

The Parliamentary Commissioners Amendment (Reportable Conduct) Bill 2020 (the Bill) (Attachment B) has been drafted by the Ombudsman WA and obliges heads of organisations, including Local Governments, to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors. Consultation on the draft legislation closes 31 January 2021.

The Royal Commission recommended 10 child safe standards to improve child safe cultures and practices across all sectors providing services to children and young people. The standards have since been incorporated into the National Principles for Child Safe Organisations which were endorsed by the Council of Australian Governments in February 2019 (Attachment D). The National Principles guide organisations to create child safe cultures and practices. The Department of the Premier and Cabinet (DPC) is leading community consultation about how the legal compliance with the National Principles should be implemented. Organisations undertaking child-related work, such as Local Governments, are encouraged to provide comment by completing an online survey before 26 February 2021.

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, Local Governments should designate child safety officer positions from existing staff profiles.

**The Four Key Functions of Child Safety Officers** (as recommended by the Royal Commission):

*a) Developing child safe messages in local government venues, grounds and facilities*

*This promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.*

*To implement this function would include:*

- *Working with key stakeholders including the Commissioner for Children and Young People (CCYP) and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in Local Governments' venues, grounds and facilities.*
- *Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.*

*b) Assisting local institutions to access online child safe resources*

*Institutions in local communities such as sole traders (e.g. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.*

*To implement this function would include:*

- *Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many Local Governments in providing information and a link to Kid sport on their websites.*
- *Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.*

*Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.*

*c) Provide child safety information and support to local institutions on a need's basis*

*Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some Local Governments this may include hosting workshops/seminars with external providers.*



*It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.*

*While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.*

*d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds*

*Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.*

*To implement this function would include:*

- o Identifying needs within the local community and key services providing support in meeting these needs.*
- o Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.*
- o Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters”.*

The following is extracted from the Royal Commission’s findings:

*“Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.*

*The Royal Commission’s view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.*

*The Royal Commission’s view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.*

*The intent of the Royal Commission is for Local Governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local Governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6 and Volume 14 of the Royal Commission’s Final Report provide this recommendation in detail.*

*Acknowledging the existing investment Local Governments make to promoting community safety, including child safety, the Royal Commission stated that Local Governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within Local Governments could be expanded to align existing responsibility to strengthen child safety.*

*The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in these areas within some Local Governments to promote child safety, as recommended by the Royal Commission:*

- o Community safety;*
- o Community and club development;*
- o Governance and risk;*
- o Communications; and*

○ *Disability Access and Inclusion.*

*It is also recognised that not all Local Governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where Local Governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.*

**Comment**

The State Government acknowledges that Local Governments will have differing levels of understanding of the Royal Commission and child safeguarding reforms. The requirement for every local government in Australia to mandate a Child Safety Officer, either as a new position dedicated to the role, or an existing employee with designated responsibility, is a suggested approach (by the Royal Commission and State Government) to meet the principles espoused by the Commonwealth via the Royal Commission. The Commission adds *“Local Governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments”*.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of Local Governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

The State Government notes:

*“As part of the response to this consultation process it would be useful for Local Governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community’s expectations and the local government’s outcomes and investment in child safety are well understood.*

*Local Governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.”*

To aid the consultation exercise, webinars have been arranged and are being presented by DLGCC. The DCEO is attending these webinars both to gather any additional information that is presented, and also to ascertain what support may be available at the State and Federal level to assist Local Governments, and particularly those with smaller staffing levels, to provide a designated Child Safety Officer from within the existing staffing. Of particular interest is exactly how much work will be involved in this position, and how manageable will it be given the already heavy workload carried by those LGs with smaller staffing contingents. There are two salient points: resources/support available, and also funding to make the process effective. If these are not provided at an appropriate level, this could result in this being an exercise in cost shifting by the State and Commonwealth Governments, without any productive means to make it actionable at the local level. It is not enough to transfer this responsibility to an officer in an existing “community development”-type role, without also providing appropriate training, and then to expect them to act as and be the organisation’s “Child Safety Officer”. At the moment there is lack of clarity about precisely how much time it is expected that performing the responsibilities and functions of an officer acting in this role will take, and without this clarity it is almost impossible to state categorically whether it will be achievable, and then whether there is capacity within the Shire Administration structure to manage these additional requirements. Until this is clarified, the role would exist largely in name only and therefore could be viewed as a tokenistic approach to a serious issue.

It could be more logically proposed that the important area of providing appropriate support to organisations to protect children from potential abuse sits more comfortably with State Government and its various officers throughout the Regions in the Department of Child Protection’s structure. A “hub and spokes” model with centralised officers in the Perth Metropolitan Region and community based officers at existing or expanded regional branches such as Northam, Narrogin, Albany, and Bunbury (and possibly even Merredin), is a more practical and realistic scenario, given the relative size of most Local

Governments in WA which cannot afford or justify a standalone officer (or even of providing this title to an existing officer which could in effect be in name only).

**Consultation**

Darren Mollenoyux, Chief Executive Officer

**Statutory Implications**

There are no current relevant statutory implications. The proposal includes new legislation that will mandate the role of anyone involved in provision of children’s facilities or services to ensure that the relevant employee reports potential misconduct, and the relevant organisation via its Principal Officer (or Chief Executive Officer) has appropriate mechanisms in place to encourage and receive reporting.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Council does not engage in the consultation with DLGCC regarding the creation of a Child Safety Officer from within the existing workforce.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
It is important that regional Local Governments in particular are represented in the feedback to State and Commonwealth governments.		

**Financial Implications**

The requirement to appoint a Child Safety Officer from within current staffing would have (ostensibly) no financial implications on the Shire’s operations. However, depending upon how much additional work this could create for the officer involved (which at this stage is unknown), this will inevitably reduce that officer’s capacity to operate as effectively in their substantive role. Therefore, over time the requirement or expectation to appoint (and implement) State and Commonwealth principles associated with Child Safety Officers at every local government in Australia will come at a cost, either by reducing services in another area or adding cost to rates, without appropriate financial and administrative resources from the government agencies already entrusted with this role. The risk is that, even if not apparent initially, this burden and expectation of service delivery will grow, such that it will be seen as part of the ‘business’ of local government, without appropriate additional resources being provided.

**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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Dec 20 – 12.1.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That Council:**

- a) Consider the information contained in this Report and Attachment A) and authorise officers to respond to the Department of Local Government, Sport and Cultural Industries' Discussion Paper by Friday 2 April 2021, rejecting the proposal that Local Governments in WA should appoint Child Safety Officers, either to an existing position, or as a role for an additional employee. This role is best delivered by an adequately administered and funded State Government Agency, such as the existing Department of Child Protection, with appropriately trained, skilled and supported officers at regional centres throughout WA.**
- b) Endorse the principles outlined in the National Principles for Child Safe Organisations.**
- c) Endorse the principles of Local Governments being able to support and promote messages about child safety in its venues, facilities and services it provides to children.**
- d) Endorse the principles of the draft bill and request the Chief Executive Officer to ensure that the Shire and its employees comply with any requirements of the Shire, or its employees, in implementing any Child Safety Reportable Conduct Scheme, should such laws be enacted.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**13. Confidential Items**

<b>Agenda Reference and Subject:</b>	<b>13.1.1</b> Landfill Site Operation and Management Service Contract and Waste Collection Service Key Performance Indicators Review for November to December 2020
<b>File Reference:</b>	4.1.1 Waste Management
<b>Reporting Officer:</b>	Mr Julian Goldacre, Environmental Health Officer
<b>Author:</b>	Mr Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 11.1.1 - Attachment A – Landfill site operation and management service KPIs NOVEMBER-DECEMBER 2020;</i> <i>Item 11.1.1 - Attachment B – Waste Collection Service KPIs NOVEMBER - DECEMBER 2020</i>

**COUNCIL DECISION**

Resolution OCM Dec 20 – 13.1.1

Moved: Cr Rajagopalan

Seconded: Cr Dolton

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

(e) a matter that if disclosed would reveal - ...

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

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

Carried 9/0

**COUNCIL DECISION**

Resolution OCM Dec 20 – 13.1.2

Moved: Cr Rajagopalan

Seconded: Cr Dolton

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 9/0

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

Resolution OCM Dec 20 – 13.1.3

Moved: Cr Rajagopalan

Seconded: Cr Crooks

1. Accept the Officer report for the Contractor Refuse and Landfill Contract Key Performance Indicators for the months of November to early December 2020 and ongoing operational undertakings.

Carried 9/0

**14. Closure of Meeting.**

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.30pm.

These minutes were confirmed at a meeting on 18 February 2021.

---

Cr Stephen Strange  
Shire President  
18<sup>th</sup> February 2021



Shire of  
**Bruce Rock**  
*Where friends become family*



# Agenda Attachments

Thursday 17 December 2020

**SHIRE OF BRUCE ROCK**  
**AGENDA ATTACHMENTS 17 December 2020**

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**SHIRE OF BRUCE ROCK**

**MINUTES – ORDINARY MEETING 19 NOVEMBER 2020**

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**SHIRE OF BRUCE ROCK**

**MINUTES – ORDINARY MEETING 19 NOVEMBER 2020**

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 3.30pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr BJ Waight
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Executive Assistant	Mrs Melissa Schilling
Manager of Finance	Mrs JL Bow (3.57pm – 5.04pm)
Manager of Works and Services	Mr D Holland (3.58pm to 4.20pm)
Environmental Health Officer	Mr J Goldacre (5.10pm – 5.24pm)
Presentation	Mr R Thornton (3.30pm to 3.57pm)
Apologies	Cr R Rajagopalan

**3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

**5. Public Question Time**

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

Rodney Thornton (RoadWise) – Wheatbelt South Road Safety Snapshot

*Cr Kilminster left the Council Chambers at 3.55pm.*

*Cr Kilminster returned to the Council Chambers at 3.57pm.*

*Council Meeting adjourned at 3.57pm.*

*Council Meeting resumed at 3.58pm with all staff and Councillors present.*

**7. Applications for Leave of Absence**

**8. Announcements by Presiding Member**

Condolences to Darren and the Mollenoyux family in the sudden loss of his mother recently.

The President also informed Council of the recent passing of Pat Coakley who was a Councillor from 1995 to 2007. Deepest condolences to the Coakley family.

**9. Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday 15 October 2020.

**COUNCIL DECISION**

**Resolution OCM Nov 20 – 9.1**

**Moved:** Cr Dolton

**Seconded:** Cr Foss

**That the minutes of the Ordinary Meeting of Council held Thursday 15 October 2020 be confirmed as a true and correct record.**

**Carried 8/0**

Works and Services Meeting held on Thursday 15 October 2020.

**COUNCIL DECISION**

**Resolution OCM Nov 20 – 9.2**

**Moved:** Cr Waight

**Seconded:** Cr Waye

**That the minutes of the Works and Services Meeting held Thursday 15 October 2020 be received**

**Carried 8/0**

## 10. Regional Reports

### Agenda Reference and Subject:

**10.1.1** WALGA State Council Agenda November 2020

### File Reference:

1.6.5.1 WALGA State Council Minutes and Agendas

### Reporting Officer:

Mr Darren Mollenoyux, Chief Executive Officer

### Author:

Mr Darren Mollenoyux, Chief Executive Officer

### Disclosure of Interest:

Nil

### Attachments:

*Nil*

### Summary

Council is asked to review the WALGA State Council Agenda and provide direction for its voting delegate for the upcoming WALGA Great Eastern Zone Meeting.

### Background

Following the review of WALGA State Council and Zone processes last year, State Council resolved to implement some changes to the agenda process. A key outcome of the review is to make the State Council agenda shorter, sharper, and more forward-looking with the aim of engendering greater engagement with the agenda by WALGA's members. It has also been resolved to cease the hard copy production of the State Council agenda.

The agenda has been distributed electronically to all CEO's and Elected Members.

As per previous advice WALGA have requested that State Council agenda items for decision are considered by Councils, either in formal Council meetings, or in briefing or concept forums. It would be beneficial for State Council agenda items for decision to be considered by Council in a formal or informal meeting to provide guidance and direction to their Zone representatives and to raise awareness of contemporary strategic advocacy and policy issues for all Elected Members and staff.

### Comment

To encourage the improved awareness and promote a better understanding by all Councillors it is recommended that WALGA State Council Agenda and items requiring a decision be addressed by Council.

The following items that require direction from Council are;

#### 5.1 WALGA Advocacy Paper

##### *Executive Summary*

*WALGA has developed an Advocacy Paper focusing on key issues identified in final reports of three recent Local Government Inquiries:*

- 1. Final Report of the Local Government Review Panel*
- 2. Report of the Inquiry into the City of Perth*
- 3. Select Committee into Local Government Final Report*

*The Advocacy Paper aims to highlight strategic policy issues, leveraging previous detailed policy development work, at a key stage of Phase two of the Review of the Local Government Act 1995.*

##### *WALGA Recommendation*

*That:*

- 1. Ongoing advocacy relating to the Review of the Local Government Act 1995 be noted;*
- and,*
- 2. The Advocacy Positions for a New Local Government Act: Key issues from recent*

*Inquiries into Local Government – be endorsed.*

The WALGA State Council Agenda was distributed via email to Councillors during the month. Additional reports in the agenda are for noting or information, if Councillors have any strong particular points or views they wish raised at the Zone meeting in reference to the Matters for Noting or Key Activities please raise them during the Council meeting so voting delegates can make comment.

A full copy of the State Council Agenda is provided as Attachment A.

<b>Consultation</b>	Nil
<b>Statutory Implications</b>	Nil
<b>Policy Implications</b>	Nil
<b>Financial Implications</b>	Nil

**Strategic Implications**

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

**Governance**

- Goal 12 Council leads the organisation in a strategic and flexible manner  
12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements** Simple Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 10.1.1**

**Moved:** Cr Waye  
**Seconded:** Cr Waight

**That Council provides direction for its voting delegate for the WALGA State Council Agenda Items listed for consideration at the WALGA Great Eastern Zone Meeting on the 26th November 2020.**

**Carried 8/0**

**11. Officers' Reports**

**11.1 Environmental Health Officer**

Nil

## 11.2 Manager of Works and Services

### Agenda Reference and Subject:

**11.2.1** Acquisition of Road Building & Other Commodities from non-Shire Controlled Land Policy

### File Reference:

6.5.2.5 Gravel Supplies/Materials

### Reporting Officer:

David Holland, Manager of Works and Services

### Author:

David Holland, Manager of Works and Services

### Disclosure of Interest

Nil

### Attachment:

*Item 11.2.1 Attachment A – Draft Policy 9.6 Draft Acquisition of Road Building & Other Commodities from non-Shire Controlled Land*

### Summary

Council to consider implementing a Policy for the purchase of gravel and other materials from non-Shire owned land.

### Background

The Shire has received correspondence from a land holder, requesting payment for the materials taken by the Council for road building purposes. There had been a previous verbal arrangement that this practice could take place, but no formal mechanism has been established by which it could be addressed.

### Comment

To formalise this situation and provide guidance to Officers in the future, Council are requested to consider and approve the purchasing of road building and other materials from non-Shire controlled land. Research has been undertaken, including how this practice is conducted by surrounding Shires, and Council is asked to consider adopting a Council Policy which covers:

- Approval to purchase road building and other materials from any landowner at a fair price when required;
- Prior to entering the property and extracting material, agreement with the landowner on the terms of the transaction in writing;
- Following use of the land for extraction to rehabilitate the pits where possible, to an agreed standard.

The Draft Policy is included for consideration.

### Consultation

Darren Mollenoyux, Chief Executive Officer

Jennifer Bow, Manager of Finance

### Statutory Implications

*Local Government Act 1995, Section 3.27, (Schedule 3.2)*

### Policy Implications

2.7 Purchasing Policy

**Risk Implications**

<b>Risk:</b> Not following the correct purchasing process could result in breach of procurement regulations and not securing the best result for the Shire		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<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 “Medium” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Council has budget provision for the completion of roads projects as part of its 2020/21 Works program.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Infrastructure**

Goal 2.4 Support the improvement and maintenance of assets in a strategic way

**Governance**

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

**Voting Requirements**

Simple Majority

**Officer Recommendation**

1. That Council adopt the draft Policy Acquisition of Road Building & Other Commodities from non-Shire Controlled Land
2. The purchase price of 44 cents to 55 cents per m<sup>3</sup> including GST be included in the Policy and is reviewed during preparations of Annual Budget each year.

*Council decision varied to Office Recommendation to change to the purchase price a flat rate of 50 cents including GST.*

<b>COUNCIL DECISION</b>	
<b>Resolution OCM Nov 20 – 11.2.1</b>	
<b>Moved:</b>	<b>Cr Dolton</b>
<b>Seconded:</b>	<b>Cr Waye</b>
<ol style="list-style-type: none"> <li>1. That Council adopt the draft Policy Acquisition of Road Building &amp; Other Commodities from non-Shire Controlled Land.</li> <li>2. The purchase price of 50 cents per m<sup>3</sup> including GST be included in the Policy and is reviewed during preparations of Annual Budget each year.</li> </ol>	
<b>Carried 8/0</b>	

Mr D Holland left the Council Chambers at 4.20pm and did not return.



### 11.3 Manager of Finance

**Agenda Reference and Subject:**

**11.3.1** Statement of Financial Activity

**File Reference:**

8.2.6.2 Financial Reporting

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest**

Nil

**Attachment:**

*Item 11.1.1 Attachment A – Statement of Financial Activity  
October 2020*

#### Summary

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

#### Background

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

#### Comment

The financial statements for the month ending 31<sup>st</sup> October 2020 will be available for download on Tuesday 17 November 2020.

#### Consultation

Darren Mollenoyux, Chief Executive Officer  
Alan O’Toole, Deputy Chief Executive Officer  
David Holland, Manager of Works and Services  
Mike Darby, Senior Finance Officer and other staff

#### Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

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

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

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

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

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

(b) recorded in the minutes of the meeting at which it is presented.

**Policy Implications**

Nil

**Risk Implications**

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

**Financial Implications**

Comparison of actual year to date to the 2020/21 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

<b>OFFICE RECOMMENDATION AND COUNCIL DECISION</b>	
<b>Resolution OCM Nov 20 – 11.3.1</b>	
<b>Moved:</b>	<b>Cr Crooks</b>
<b>Seconded:</b>	<b>Cr Dolton</b>
<b>That the Statements of Financial Activity for the month ending 31st October 2020 as presented be received.</b>	
<b>Carried 8/0</b>	

<b>Agenda Reference and Subject:</b>	<b>11.3.2</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 11.2.2 Attachment A – List of Payments October 2020</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 October 2020.

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 2020/21 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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.3.2**

Moved: Cr Kilminster

Seconded: Cr Foss

That Council endorse the list of payments from the:

1. Municipal Account consisting of:
  - a. EFT voucher numbers EFT16293 to EFT16450 totalling \$345,222.39
  - b. Cheque number 24034 to 24039 totalling \$3,445.32
  - c. Trust Cheque 1943 totalling \$500.00
  - d. Wages and Superannuation payments totalling \$239,935.76 and
  - e. Credit Card payments \$1,317.66

With all payments totalling \$589,103.47 for the month of October 2020.

Carried 8/0

**Agenda Reference and Subject:**

**11.3.3** Rates Exemption Application from CEACA for Charitable Land Use (s.6.26(2)(g))

**File Reference:**

8.1.1.3 Rates - Exemptions

**Reporting Officer:**

Jennifer Bow, Manager of Finance Officer

**Author:**

Jennifer Bow, Manager of Finance Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.2.3 Attachment A - CEACA ACNC Certificate*  
*Item 11.2.3 Attachment B - CEACA ATO Endorsement*  
*Item 11.2.3 Attachment C - CEACA Certificate of Incorporation*  
*Item 11.2.3 Attachment D - CEACA Constitution*  
*Item 11.2.3 Attachment E - CEACA Summary*  
*Item 11.2.3 Attachment F - Application for 63 Butcher St*  
*Item 11.2.3 Attachment G - Map of 63 Butcher St*  
*Item 11.2.3 Attachment H - Application for 87 Butcher St*  
*Item 11.2.3 Attachment I - Map of 87 Butcher St*

**Summary**

An application has been received from Central East Aged Care Alliance Incorporated (CEACA) to apply for a rates exemption under s.6.26(2)(g) of the Local Government Act for charitable land use, for the properties they own in Butcher Street, Bruce Rock.

Council are asked to consider this application as the CEO does not have delegated authority to give an exemption under section 6.26 of the Local Government Act 1995.

**Background**

CEACA was formed as an alliance between 11 shires including Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn with an aim of investigating need for suitable housing for the aged in the region and then securing funding to build aged care accommodation in the Region. An incorporated body was formed to apply for funding, manage the project and manage the tenancies and maintenance of the properties.

CEACA is a not for profit entity whose vision is;

*“The Association and its constituent members recognise the need for affordable, suitable and sustainable housing that meets the needs of an ageing population in the Region.”*

One of its main objectives listed in its constitution at 1.3(d) is; *“providing and managing affordable housing, accommodation and services for the aged or individuals with disabilities in the Region;”*

It is a not-for-profit entity and this is evidenced by the following section also in its constitution at 4.(a); *“The property and income of the Association shall be applied solely towards promoting the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any Member, except in good faith in the promotion of those objects or purposes.”*

CEACA is also endorsed by the Australian Taxation Office (ATO) for charity tax concessions and has been registered with the Australian Charities and Not-for-profits Commission (ACNC).

**Comment**

WALGA have a very useful guide for assisting Councils in determining whether land can be classified as exempt from rates and much information has been taken from “Rates and Charitable Land Use Exemption Applications; Best Practice Guideline” which has assisted Officers in this matter.

Section 6.26(2)(g) of the Local Government Act provides a rates exemption for “land used exclusively for charitable purposes.” However, claimants applying for an exemption under this section must provide necessary evidence so that Council can make an objective assessment as to their eligibility.

CEACA have submitted an application which included their constitution, certificate of incorporation, ATO Endorsement Charity Tax Concession, ACNC Certificate, a map of properties and a statutory declaration declaring that the CEACA Inc is for the purpose of affordable living for the aged, disabled and those on very low or low incomes. The applications were received for the properties CEACA own and constructed housing on at 63 Butcher Street and 87 Butcher Street, Bruce Rock.

“Charitable purposes” is not defined in the Local Government Act 1995 but the definition is largely based on the preamble to the Statute of Elizabeth I enacted by the English Parliament in 1601. The Western Australian case law has furthered this definition to include that for a purpose to be charitable;

- (a) it must fall within the purposes set out in the Statue of Elizabeth I, or by Lord Macnaghten; and
- (b) there must be a public benefit, being a benefit directed to the general community, or to a sufficient section of the community to amount to the public.

In the case of CEACA, it is an incorporated body which has also achieved charitable status with the ATO and also the ACNC. As per its constitution, one of its objectives is *“providing and managing affordable housing, accommodation and services for the aged or individuals with disabilities in the Region.”*

A summary of State Administrative Tribunal (SAT) determinations are included in WALGA’s Best Practice Guide. In making a determination on charitable purposes, SAT will generally ask similar questions;

- 1. Is the land used for exclusively charitable purposes?
- 2. A benefit to the public?

Therefore, in assessing the application from CEACA, these 2 questions can be applied.

- 1. Is the land used for exclusively charitable purposes?

CEACA has built housing for the aged, disabled and low income. There are no other operations being conducted by CEACA from these properties other than the provision of housing for the aged, disabled and low income.

- 2. A benefit to the public?

The housing is available to any person who is aged, disabled or of low income. An application form must be submitted to be considered for housing however this is not limited to specific persons and therefore available to a section of the community which would amount to the public.

Having considered all the evidence provided in the application from CEACA, Council would be confident in approving this application for a rates exemption under section 6.26(2)(g), on the properties located at 63 and 87 Butcher Street, Bruce Rock.

Council should also only provide this exemption for a period so that the charitable nature of CEACA can be re-assessed to ensure that they maintain the use of the land for charitable purposes. A period of three years would see this exemption extend to 30 June 2024.

The exemption will only extend to the rates. Rubbish charges and the Emergency Services Levy will still be applied to the rates record. The rates raised this year were raised from 1<sup>st</sup> August 2020 due to the delay in the connections to the STED Scheme which had previously made the units uninhabitable. The rates for the period 1 August 2020 to 30 June 2021 are as follows;

63 Butcher Street = \$3,007.45  
 87 Butcher Street = \$1,084.88  
**Total                    \$4,092.33**

CEACA’s rates were raised as interim rates from 1 August 2020 and not included in the 2020-21 Rates Modelling or the Annual Budget.

Once the exemption has been granted, staff will contact Landgate and notify them of the approval as the roll will be updated with the properties removed from the rating roll (Roll 1 GRV) and placed on Roll 2 – Rates Exemptions.

**Consultation**

CEO, MOF and SFO

**Statutory Implications**

**Local Government Act 1995**

**6.26. Rateable land**

(2) *The following land is not rateable land —*

(g) *land used exclusively for charitable purposes; and*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That Council provides rates exemptions without considering all necessary information which would result in lower rates revenue being collected.		
<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**

No effect on the 2020-21 Budget, as income was not budgeted for.

The Shire has increased rubbish charge income of \$2,025.51 due to additional services.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

- Goal 4 Workers and their families can work and reside in the Shire  
10 Year Outcome – Workers and their families reside in and contribute to the local economy
- Goal 7 Our community are engaged and have a healthy lifestyle  
Short Term Strategy (1 – 2 years) 7.1 Encourage and help facilitate the administration of the planned CEACA units and the current Retirement Village
- Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council;

1. grant CEACA an exemption for rates on the grounds that the land is used for charitable purposes in accordance with section 6.26(2)(g) of the Local Government Act 1995 for the properties located at 63 Butcher Street (A2512) and 87 Butcher Street (A2614), Bruce Rock; and
2. provide this exemption for the period 1 August 2020 to 30 June 2024.

*Council decision varies to Officer Recommendation to negotiate for consideration of an ex gratia rate per unit.*

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.3.3**

**Moved: Cr Dolton**

**Seconded: Cr Negri**

1. Grant CEACA an exemption for rates on the grounds that the land is used for charitable purposes in accordance with section 6.26(2)(g) of the Local Government Act 1995 for the properties located at 63 Butcher Street (A2512) and 87 Butcher Street (A2614), Bruce Rock; and
2. Provide this exemption for the period 1 August 2020 to 30 June 2024.
3. Council directs its delegate for CEACA to seek negotiations through the CEACA Executive and member Council's for consideration of an ex gratia payment per unit.

**Carried 8/0**



<b>Agenda Reference and Subject:</b>	<b>11.3.4</b> Write off Sundry Debtor 84044
<b>File Reference:</b>	8.2.3.2 Accounts – Receivables (Debtors)
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Officer
<b>Author:</b>	Jennifer Bow, Manager of Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 11.3.4 - Attachment A Letter from HLB Mann Judd Insolvency WA</i>

### **Summary**

Council are asked to consider writing off a sundry debtor for rent and quoted private works with a contractor associated with construction of the STED Scheme in Bruce Rock.

### **Background**

Miluc Civil Pty Ltd were appointed by the Water Corporation to complete the installation of the infrastructure required for the STED Scheme in the townsite of Bruce Rock.

However, Council received correspondence from HLB Mann Judd Insolvency WA in October 2018 that they had been appointed as a liquidator and that they would seek to wind up the company rather than continuing to trade.

### **Comment**

Miluc Civil Pty Ltd hired plant and equipment from the Shire. They purchased materials and cement and also rented out 2 factory units and stayed in the chalets at the Caravan Park from time to time. At the end of the project, they requested a quote for private works which was completed for repairs to crossovers and kerbs damaged during construction and installation of the STED Scheme.

The amounts outstanding were:

Rent on Units 2 and 3 Swan Street, Factory Units @ \$903.00 per month = \$1,806.00  
Private Works Job (Quote Number 0065) = \$14,300.00  
Accommodation in Chalets in Caravan Park for 2 nights @\$115.50 per night = \$231.00  
Total outstanding \$16,337.00 (inc GST)

Staff were in continual contact with the debtor who advised that they were waiting for funds to be released from the Water Corporation.

As the Shire was an unsecured creditor, we were advised on 3<sup>rd</sup> April 2019 that the liquidation had concluded and that there were no payments or receipts.

### **Consultation**

CEO, Darren Mollenoyux  
DCEO, Alan O'Toole  
SFO, Mike Darby

### **Statutory Implications**

***Local Government Act 1995***

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

**6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,
- which is owed to the local government.

\* Absolute majority required.

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

**Policy Implications**

2.4 Procedures for Outstanding Debtors

**Risk Implications**

<b>Risk:</b> That sundry debtors remain unpaid resulting in less revenue for the Shire.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<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 a “Moderate” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Reduction in collectable sundry debtors of \$16,337.00

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

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

**Voting Requirements**

Absolute Majority

<b>OFFICE RECOMMENDATION AND COUNCIL DECISION</b>	
<b>Resolution OCM Nov 20 – 11.3.4</b>	
<b>Moved:</b>	<b>Cr Kilminster</b>
<b>Seconded:</b>	<b>Cr Waye</b>
<b>That Council instructs the CEO to write off the amounts owing by sundry debtor 84044, Miluc Civil Pty Ltd for the amount of \$16,337.00.</b>	
<b>CARRIED BY ABSOLUTE MAJORITY 8/0</b>	

**Agenda Reference and Subject:**

**11.3.5** Write off Sundry Debtor 84129

**File Reference:**

8.2.3.2 Accounts – Receivables (Debtors)

**Reporting Officer:**

Jennifer Bow, Manager of Finance Officer

**Author:**

Jennifer Bow, Manager of Finance Officer

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Council are asked to consider writing off a sundry debtor for the Lease fee for the Bruce Rock Quarry after Mineral Crushing Services made payment of the Shire’s legal costs in consideration of preparation, enactment and dissolving of the Lease.

**Background**

Following a Tender process, Mineral Crushing Services Pty were awarded the Lease of Bruce Rock Quarry to commence operation on 6 January 2019. However due to operational issues with the company no extraction work was commenced, which culminated in a request in November 2019 for Mineral Crushing Services to be released from the Lease.

Following legal advice this request was formally presented to Council at the March 2020 Council Meeting and it was resolved that Mineral Crushing Services be released from the Lease on payment of the Shire’s legal fees in relation to the establishment and cessation of the Lease. It was also resolved at the same Meeting that all fees associated with Mineral Crushing Services’s Lease of Bruce Rock Quarry be waived on payment of the Shire’s legal costs. The payment by Mineral Crushing Services to the Shire for reimbursement of legal costs has now been made.

**Comment**

Given that all parties have now met their obligations under this agreement Council are asked to write off this debt.

**Consultation**

CEO, Darren Mollenoyux

DCEO, Alan O’Toole

SFO, Mike Darby

**Statutory Implications**

***Local Government Act 1995***

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

**6.12. Power to defer, grant discounts, waive or write off debts**

- (1) *Subject to subsection (2) and any other written law, a local government may –*
- (a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) *waive or grant concessions in relation to any amount of money; or*
  - (c) *write off any amount of money,*

*which is owed to the local government.*

\* Absolute majority required.

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

**Policy Implications**

2.4 Procedures for Outstanding Debtors

**Risk Implications**

<b>Risk:</b> That sundry debtors remain unpaid resulting in less revenue for the Shire.		
<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 a “Low” risk and can be managed by routine procedure, and is unlikely to need specific application of resources.		

**Financial Implications**

Reduction in collectable sundry debtors of \$7,333.34

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

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

**Voting Requirements**

Absolute Majority

<b>OFFICE RECOMMENDATION AND COUNCIL DECISION</b>	
<b>Resolution OCM Nov 20 – 11.3.5</b>	
<b>Moved:</b>	<b>Cr Dolton</b>
<b>Seconded:</b>	<b>Cr Kilminster</b>
That Council write off the amounts owing by sundry debtor 84129, Mineral Crushing Services for the amount of \$7,333.34.	
<b>CARRIED BY ABSOLUTE MAJORITY 8/0</b>	

**Agenda Reference and Subject:**

**11.3.6** Write off Sundry Debtors

**File Reference:**

8.2.3.2 Accounts – Receivables (Debtors)

**Reporting Officer:**

Jennifer Bow, Manager of Finance Officer

**Author:**

Jennifer Bow, Manager of Finance Officer  
Mike Darby, Senior Finance Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Council are asked to consider writing off several sundry debtors as they are deemed as uneconomical to recover.

**Background**

Several sundry debtors have been deemed uneconomical to refer to our debt collectors due to the small debts outstanding.

Staff have tried various efforts in which to try to recover the amounts outstanding, prior to appointing a debt collector.

**Comment**

As to not identify each sundry debtor, the following table outlines the debtor number with a description of the debt and the amount outstanding and the number of days outstanding to the end of October 2020.

Debtor Number	Nature of Debt	Amount	Number of Days Outstanding
84016	Outstanding rent on a commercial building. Some of rent outstanding was paid with bond forfeited.	\$900.00	514
83996	Outstanding rent and expenses payable upon vacating residential property. Bond was forfeited which paid for some of outstanding amounts	\$1,516.08	603
84097	A trading permit for a business that visited monthly.	\$110.00	893
83251	Fire mitigation works on a property that was sold for non-payment of rates but this amount was not allocated against the property at the time. Fire mitigation works are now allocated against the rate record of the property.	\$370.00	2080
<b>Total to Write Off</b>		<b>\$2,896.08</b>	

**Consultation**

CEO, Darren Mollenoyux  
SFO, Mike Darby

**Statutory Implications**

***Local Government Act 1995***

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

**6.12. Power to defer, grant discounts, waive or write off debts**

(1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money,

which is owed to the local government.

\* Absolute majority required.

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

**Policy Implications**

2.4 Procedures for Outstanding Debtors

**Risk Implications**

<b>Risk:</b> That sundry debtors remain unpaid resulting in less revenue for the Shire.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<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 a “Moderate” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Reduction in collectable sundry debtors of \$2,896.08.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

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

**Voting Requirements**

Absolute Majority

<b>OFFICE RECOMMENDATION AND COUNCIL DECISION</b>	
<b>Resolution OCM Nov 20 – 11.3.6</b>	
<b>Moved:</b>	<b>Cr Waight</b>
<b>Seconded:</b>	<b>Cr Crooks</b>
<b>That Council instructs the CEO to write off the following debts by sundry debtors;</b>	
<b>1. Debtor 84016 = \$900.00;</b>	
<b>2. Debtor 83996 = \$1,516.08;</b>	
<b>3. Debtor 84097 = \$110.00; and</b>	
<b>4. Debtor 83251 = \$370.00</b>	
<b>CARRIED BY ABSOLUTE MAJORITY 8/0</b>	

<b>Agenda Reference and Subject:</b>	<b>11.3.7</b> Various Budget Amendments
<b>File Reference:</b>	8.2.7.1 Annual Budget
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Officer
<b>Author:</b>	Jennifer Bow, Manager of Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Nil</i>

**Summary**

A budget amendment is required due to changes to several grants allocated in the 2020-21 Budget.

**Background**

The Chief Executive Officer has received advice since the adoption of the 2020-21 Budget of the following changes to some of the capital and operating grants allocated in the Budget;

- i. \$500,000 Drought Funding cannot be used towards reconstruction of a commercial building for the Shop as it is outside the scope of the funding
- ii. \$150,000 Saluting Their Service application was unsuccessful for upgrade to the war memorial and sculpture park
- iii. \$375,578 Local Roads and Community Infrastructure additional funding will be available until 31 December 2021.
- iv. \$8,000 from CBH Grass Roots Funding for installation of synthetic turf (stepped seating area) and opening up of entrance at the Amphitheatre was successfully applied for
- v. \$21,500 Australia Day COVID Safe Funding towards making Australia Day celebrations Covid safe and rebranding was successfully applied for
- vi. \$1,000 Thank A Volunteer Celebrations was successfully applied for.

The installation of the synthetic turf at the Amphitheatre was not included in the original budget as we were not certain that we would receive any funding. The total project is estimated at \$115,357 and staff are seeking updated quotes for the works.

Due to the changes, a reallocation of funding in the budget is required. Any additional Council funds will be allocated at the Budget Review in February 2021.

**Comment**

Drought Funding

The \$500,000 Drought Funding was originally allocated towards the construction of a commercial building for the shop. After several discussions with the Federal Government, we have been advised that we would not be able to use funds for this purpose as it does not fit the permissible expenditure. This therefore requires a reallocation of projects towards this funding. The only other requirement of the Drought Funding is that the grant funds cannot be used for staff wages. As such, staff are re-quoting several jobs so that they can be completed entirely or mostly by contractors.

Staff have reviewed the Budget and identified several projects that will fit the Drought Funding requirements. These projects were originally funded by Council resources, but this will now be covered by funding.

This includes;

Job Number	Description	Total Project	Funding
J11347	Asphalting the Rec Centre Carpark	\$ 97,300	\$ 90,000
J11346	Upgrading the drainage at the Rec Centre	\$150,000	\$125,000
	New Job Code Amphitheatre Synthetic Grass & Opening Up	\$115,357	\$100,000
J11242	Memorial Gardens	\$175,000	\$ 79,000
J11244	Pebble Paving in Sculpture Park	\$ 36,000	\$ 36,000
J11245	Synthetic Grass in War Memorials	\$ 35,000	\$ 35,000
Various KR	Kerbing Replacement in Town	\$ 37,091	\$ 30,000
	New Job Code Adverse Event Plan for Drought (required as part of Funding requirements)	\$ 5,000	\$ 5,000
		<b>Total Drought Funding</b>	<b>\$500,000</b>

#### Local Roads and Community Infrastructure Grant

The Chief Executive Officer was advised that Council is receiving any additional allocation of funding of \$375,578 with an extension to the completion date for the funding of 31 December 2021.

This LRCI Funding can be utilised to construct a commercial property. Therefore, a total of \$901,880 funds to be allocated to the construction of the supermarket building. The budget allocation was \$1,000,000 however on advice from the consultant working with Council regarding the rebuild of a supermarket building, the construction costs of the building are likely to be approximately \$900,000 and therefore the allocation for this in the budget needs to be reduced.

#### Saluting Their Service Funding

Ann-Marie Jensen, our contract Community Development Officer, applied for this grant for upgrades to the war memorial and sculpture park. However, Council only received the \$25,000 towards a new memorial. The \$150,000 which was included in the budget was not funded. Therefore, staff have reallocated funding towards this project and most funding for this will come from the Drought Funding.

#### CBH Grass Roots Funding

Ann-Marie Jensen, also applied for funding of \$20,000 from the CBH Grass Roots fund to go towards installation of synthetic turf and opening up of the entrance to the amphitheatre (which was a priority identified under the Main Street Revitalisation Project). This project was not included in the budget and the grant funding was also not included. The total cost for this project is \$115,357 and \$8,000 was received from CBH. This project has also been included in the Drought Funding as the parameters of the project meet the eligibility requirements and \$100,000 of Drought Funding has been allocated to this.

#### Australia Day Covid Safe Grant

Caris Negri, the Community Development Officer, has been successful in obtaining \$21,500 towards Australia Day celebrations with the grant funding to ensure that the event is Covid safe but will be used for purchasing other equipment to ensuring social distancing and additional cleaning etc.

#### Thank a Volunteer Celebrations

Caris Negri was also successful in obtaining \$1,000 for Thank a Volunteer Celebrations which will be used in conjunction with our Welcome Back event held in February each year.

#### **Consultation**

CEO, MOF and CDO

#### **Statutory Implications**

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



**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That the 2020-21 Budget does not reflect the forecast expenditure and revenue for the remaining financial year.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Almost Certain	Moderate	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 Manager of Finance will be monitoring the progress regularly.		

**Financial Implications**

Revenue Implications

Drought Funding - \$500,000 already included in the budget  
 Saluting Their Service – grant not awarded and so won’t receive \$150,000 budgeted  
 LRCI Funding - \$375,578 additional funds not included in Budget  
 CBH Grass Roots Funding - \$8,000 additional funds not included in Budget  
 Australia Day Covid Safe - \$21,500  
 Thank a Volunteer Celebrations - \$1,000  
**Total Net Increase to Grant Funds - \$256,078**

Expenditure Implications

Synthetic Turf in Amphitheatre and Opening Up Entrance – not included in budget so increase expenditure of \$115,357  
 Construction of Supermarket Building – reduction of \$98,120 in expenditure  
 Adverse Events Plan for Drought – not included in budget so increase expenditure of \$5,000  
 Australia Day Covid Expenditure – not included in the budget so increase expenditure of \$21,500  
 Thank a Volunteer Celebrations expenditure - not included in the budget so increase expenditure of \$1,000  
**Total Net Increase to Expenditure - \$44,737**

<b>Reallocation of Budget Revenue and Expenditure</b>			
	<b>Original 20-21 Budget</b>	<b>Amendment to 20-21 Budget</b>	<b>Amended Budget</b>
<b>Revenue</b>			
Drought Funding - Economic Services	\$500,000	-\$500,000	\$0
Drought Funding - Rec & Culture	\$0	\$470,000	\$470,000
Drought Funding -Transport	\$0	\$30,000	\$30,000
LRCI Funding	\$526,302	\$375,578	\$901,880
Saluting Their Service	\$150,000	-\$150,000	\$0
CBH Grass Roots	\$0	\$8,000	\$8,000
Australia Day Covid Safe	\$0	\$21,500	\$21,500
Thank a Volunteer	\$0	\$1,000	\$1,000
	<b>\$1,176,302</b>	<b>\$256,078</b>	<b>\$1,432,380</b>
<b>Expenditure</b>			
Synthetic Turf Amphitheatre	\$0	\$115,357	\$115,357
Adverse Event Plan for Drought	\$0	\$5,000	\$5,000
Reduction for Construction Costs Supermarket	\$1,000,000	-\$98,120	\$901,880
Australia Day Covid Safe	\$0	\$21,500	\$21,500
Thank a Volunteer	\$0	\$1,000	\$1,000
	<b>\$1,000,000</b>	<b>\$44,737</b>	<b>\$1,022,237</b>
<b>Net Funds Remaining Unallocated</b>		<b>\$211,341</b>	

Overall, \$211,341 funds will need to be allocated at the Budget Review in February 2021. Council is already running with a \$45,939 deficit following the Budget Amendments approved in September OCM which will reduce this to \$165,402 of unallocated Council funds.

### **Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

### **Voting Requirements**

Absolute Majority

### **Officer Recommendation**

That Council adopt the following amendments to Budget for 2020-21;

- i. Increase to revenue;
  - a. GL 130303 – Supermarket Grant Funding - Local Roads Community Infrastructure Funding - \$901,880
  - b. GL 111307 Amphitheatre Grants Other - CBH Grass Roots - \$8,000
  - c. GL 114305 Pool Grants – Aust Day - Australia Day Covid Safe - \$21,500
  - d. GL 138306 – Community Development Grants - Thank a Volunteer - \$1,000
- ii. Reallocation to non-operating grants;
  - a. GL 032331 – Drought Funding – reduce to \$0
  - b. GL 111310 – Amphitheatre – Non Operating Grants – Drought Funding \$100,000
  - c. GL 131314 – Rec Centre – Non-Operating Grants – Drought Funding \$220,000
  - d. GL 117302 - Other Culture Grants – Drought Funding \$150,000

- e. GL 121318 – Transport Other Grants – Drought Funding \$30,000
- iii. Reduction of revenue;
  - a. GL 117302 – Other Culture Grants – Saluting their Service Grant \$150,000
- iv. Increase to operating expenditure;
  - a. Adverse Event Plan for Drought - \$5,000
- v. Increase to capital expenditure;
  - a. Amphitheatre Synthetic Turf & Opening Up - \$115,357
  - b. Australia Day Covid Safe - \$21,500
  - c. Thank a Volunteer Celebrations - \$1,000
- vi. Reduce capital expenditure:
  - a. Construction of Supermarket – reduce to \$901,880

*Officer Recommendation varied due to an offer of a donation from the Memorial House Committee of approximately \$217,000 towards construction of the supermarket and a re-evaluation of the funding of the supermarket, the Officer's Recommendation requires variation.*

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.3.6**

**Moved: Cr Waye**  
**Seconded: Cr Waight**

**That Council adopt the following amendments to Budget for 2020-21;**

- i. Increase to revenue;
  - a. GL 130303 – Supermarket Grant Funding - Local Roads Community Infrastructure Funding - \$375,578
  - b. GL 111307 Amphitheatre Grants Other - CBH Grass Roots - \$8,000
  - c. GL 114305 Pool Grants – Aust Day - Australia Day Covid Safe - \$21,500
  - d. GL 138306 – Community Development Grants - Thank a Volunteer - \$1,000
  - e. GL 130304 – Supermarket Contributions & Donations - \$217,000
  - f. GL 130305 – Supermarket Loan Funding - \$313,000
- ii. Reallocation to non-operating grants;
  - a. GL 032331 – Drought Funding – reduce to \$0
  - b. GL 111310 – Amphitheatre – Non Operating Grants – Drought Funding \$100,000
  - c. GL 131314 – Rec Centre – Non-Operating Grants – Drought Funding \$220,000
  - d. GL 117302 - Other Culture Grants – Drought Funding \$150,000
  - e. GL 121318 – Transport Other Grants – Drought Funding \$30,000
- iii. Reduction of revenue;
  - a. GL 117302 – Other Culture Grants – Saluting their Service Grant \$150,000
- iv. Increase to operating expenditure;
  - a. Adverse Event Plan for Drought - \$5,000
- v. Increase to capital expenditure;
  - a. Amphitheatre Synthetic Turf & Opening Up - \$115,357
  - b. Australia Day Covid Safe - \$21,500
  - c. Thank a Volunteer Celebrations - \$1,000
- vi. Reduce capital expenditure:
  - a. Construction of Supermarket – reduce to \$901,880
- vii. Reallocation of remaining \$530,000 and the details of the proposed loan to be resolved at a Special Council Meeting in December 2020.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

*Mrs JL Bow left the Council Chambers at 5.04pm and did not return.*

#### 11.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**11.4.1** Shire President Stamp

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Use of Shire President Stamp October 2020

**Background**

Nil

**Comment**

As per Council’s policy, the Shire President Stamp has been used during the months of October 2020 as follows:

- Acknowledgement of STED connection at Bruce Rock Community Resource Centre
- Non-Standard wastewater service agreement at Bruce Rock Community Resource Centre
- Annual Performance Review 2020 Letter to CEO

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.4.1**

**Moved:** Cr Foss

**Seconded:** Cr Kilminster

**That Council endorse the use of the Shire President Stamp during October 2020.**

**Carried 8/0**

**Agenda Reference and Subject:**

**11.4.2** Shire Common Seal

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Melissa Schilling, Executive Assistant

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Use of Shire Common Seal in October 2020

**Background**

Nil

**Comment**

As per Council’s policy, the Shire Common Seal has been used during the months of October 2020 as follows:

- Acknowledgement of STED connection at Bruce Rock Community Resource Centre
- Non-Standard wastewater service agreement at Bruce Rock Community Resource Centre
- Transfer of Land 39 Railway Pde (Rates Recovery)
- Transfer of Land 5 Westral Street (Rates Recovery)
- Transfer of Land to Shackleton District Club

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.4.2**

**Moved:** Cr Waye

**Seconded:** Cr Crooks

**That Council endorse the use of the Shire Common Seal during October 2020.**

**Carried 8/0**

**Agenda Reference and Subject:**

**11.4.3** New Date for deferred Annual Electors Meeting  
2019

**File Reference:** 8.2.6.5 Annual Report

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

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

**Disclosure of Interest:** Nil

**Attachments:** Nil

**Summary**

Council is asked to consider setting a date for the deferred Annual Electors’ Meeting originally scheduled for the 27<sup>th</sup> March 2020, which was cancelled due to COVID19 and social distancing requirements.

**Background**

At the February 2020 Ordinary Council Meeting the Annual Report was presented to Council for adoption and the date set for the Annual Electors Meeting, this being 27<sup>th</sup> March 2020. In accordance with Council’s resolution and the Local Government Act 1995 requirements, advertising was undertaken advising of the availability of the 2018/19 Annual Report and Annual Electors meeting details. However, In the days prior to the Annual Electors meeting date, the impacts of COVID-19 and social distancing requirements were implemented which impacted Council’s ability to hold its Annual Electors’ Meeting as scheduled. Following conversations with WALGA governance staff and the Department of Local Government it was suggested that whilst Council should not proceed with its Annual Electors’ Meeting, it needed to ensure that it took appropriate steps to enable the ratepayers and community similar access and ability to ask questions as would normally occur at the Annual Electors’ Meeting. The CEO prepared a Public Notice advising of the cancellation of the Annual Electors’ Meeting, and that the following measures had been put in place to enable the electors to be informed as per the scheduled business of the Meeting:

**1. Confirmation of the 2019 minutes of the AGM of Electors**

*A copy of the minutes is available on the Shire’s website*

**2. Business arising from previous Annual Electors Meeting minutes**

*There was no general business or any questions raised at the 2019 meeting*

**3. Receiving of the 2018/19 Annual Report**

*A copy of the Annual Report can be accessed via the following means:*

- Council Website
- Emailed upon request via the Shire Office admin@brucerock.wa.gov.au
- Posted upon request by phoning the Shire Office 08 9061 1377

**4. General Business**

*If Electors have any general business to raise, or would like to ask any questions, please email or write to the Chief Executive Officer by 14th April 2020 and it will be raised at the April 2020 Council Meeting & written response will be provided.*

**Comment**

At the time of this report no questions had been received from the public.

A Ministerial Order taking effect from 4 November 2020 means that 2019-20 Electors’ Annual Meetings and Electors’ Special Meetings can now take place if they operate in a COVID-19 safe environment. With regard to this advice, Council is now asked to consider the rescheduling of the deferred Annual Electors’ Meeting. It is required that the CEO give the public and Elected Members 14 days’ notice of the proposed date.

## Consultation

CEO, Darren Mollenoyux

## Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

### 5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

### 5.29 Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

### 5.30 Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president, then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

### 5.32 Minutes of electors' meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

### 5.33 Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
  - (a) at the first ordinary council meeting after that meeting; or
  - (b) at a special meeting called for that purpose, whichever happens first.

- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> The CEO has been informed by the Minister for Local Government that in person Annual Electors’ Meetings can now take place as required under the Local Government Act, and so not to do so may be deemed a breach of the Local Government Act 1995.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Moderate	Moderate
<b>Action / Strategy</b> Council consider a date for the Annual Electors’ Meeting to be held in coming weeks.		

**Financial Implications**

Nil

**Strategic Implications**

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

**Governance**

Goal 12.5                      Lead the organisation in a financially responsible and viable manner

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council approves the date for the rescheduled Annual Electors’ Meeting as \_\_\_\_\_ and that this date be publicly advertised with the minimum of 14 days’ notice.

*Council decision varied to Officer Recommendation to determine a date for the Annual Elector’s Meeting.*

<p><b>COUNCIL DECISION</b>  <b>Resolution OCM Nov 20 – 11.4.3</b></p> <p><b>Moved:                      Cr Waight</b>  <b>Seconded:                 Cr Dolton</b></p> <p><b>That Council approves the date for the rescheduled Annual Electors’ Meeting as Wednesday, 9<sup>th</sup> December 2020 at 6.00pm and that this date be publicly advertised with the minimum of 14 days’ notice.</b></p> <p style="text-align: right;"><b>Carried 8/0</b></p>
--

*Mr J Goldacre entered the Council Chambers at 5.10pm.*



**Agenda Reference and Subject:**

**11.4.4** Fee Reduction Request – Bruce Rock Landfill Site

**File Reference:**

4.1.1.2 Refuse Site General

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.4.4 Attachment A – Disposal of Commercial, Industrial and Bulk Demolition Waste*

**Summary**

Council is asked to consider a request from Mr Keenan Verhoogt from Bruce Rock Engineering to reduce the cost of disposing of commercial waste at the Bruce Rock Landfill Site.

**Background**

On 20 October 2020, the Environmental Health Officer, Mr Julian Goldacre, wrote to a number of local businesses, which are known to be frequent users of the Bruce Rock Landfill Site, advising them of the Shire’s intention to enact the full Fees and Charges structure relating to the operation of the Landfill. These include charging \$47 per cubic metre for Bulk Commercial waste. In order to facilitate the correct administration of this charge, changes were made to the key and padlock system on the gates at the Site to ensure that access could be controlled, and a new Form (Form 1) was introduced which needs to be filled in and signed at the Shire Office on each occasion. In addition, Bruce Rock Engineering were informed that the Landfill Site can no longer take high volumes of pallets as these are now classified as “putrescible” waste and can no longer be burnt, which means they must be crushed and buried. If many pallets were accepted and disposed of in this manner at the Site this would rapidly lead to the Landfill becoming full.

On 21 October 2020, Mr Keenan Verhoogt, Tyre and Mechanical Manager at Bruce Rock Engineering wrote to the CEO requesting that the Council reconsider the charge of \$47 per cubic metre, and suggesting an \$10.00 per cubic metre would be more reasonable. Mr Verhoogt also questioned why the Site can now only take a small number (3-4 per week) of broken pallets discarded by Bruce Rock Engineering, and also wished to discuss other administrative issues.

The DCEO replied by letter to Mr Verhoogt on 22 October addressing the concerns and the reasons for the Shire taking the actions it had, and also requesting that Mr Verhoogt contact the Shire again should there be any further issues he would like Council to consider. The DCEO followed this up with an email to Mr Verhoogt on 27 October 2020, offering a further opportunity for Bruce Rock Engineering to provide information for consideration by Council at the November Council Meeting.

Mr Verhoogt responded by email on 27 October re-stating that he would like the \$47 amount to be “re-visited” by Council, and that \$8-\$11 per cubic metre was “far more realistic.” He also suggested that “a fixed monthly fee for access could be considered”.

**Comment**

The Shire’s Landfill Site Fees and Charges are formulated taking into consideration a variety of factors to ensure that all the costs for the ongoing operation and maintenance of the Site are captured. If this were not the case (i.e. that not all costs are recouped), then this would result in an increase in the general rates for the Shire, which would mean that residential ratepayers would in effect be paying some of the operational costs of commercial businesses.

To further ensure that the Shire is charging within the norm for its size and population, and in line with other Shires in the region, comparisons were made with the Fees and Charges of neighbouring Local Governments, and others in the surrounding region.

The results of this comparison for the disposal of Commercial and Bulk waste are shown in the table below.

Shire	Type of Waste	Rate (per cubic metre)
Narembeen	Building Rubble	\$45
Quairading	Mixed Construction Rubble	\$95.91
	Mixed General	\$95.91
Merredin	Commercial Bulk Waste/Builders Demolition Waste	\$61
Corrigin (Bendering)	Bulk Commercial/Industrial Waste	\$48
Kondinin	Commercial Waste	\$45

In addition, guidance was sought from WALGA regarding this issue and input invited based on their sector-wide knowledge. Ms Rebecca Brown (WALGA) responded with the following (excerpt from email to Julian Goldacre 28/10/20):

*Local Government has no legislative responsibility to manage anything other than its own waste and waste from households. It does not have to manage commercial waste.*

*If the waste was taken to the metropolitan area (it) would need to pay the Waste Avoidance and Resource Recovery Levy which is \$105m3 for inert waste and \$70 per tonne for putrescible waste.*

*I think your approach of charging what the service costs, plus planning for the future is the only way to go about it. There would need to be a really compelling reason for not charging a business the true costs, as the other approach would be to charge everyone in the community...for the cost of managing that businesses waste. I would suggest that approach would mean rate increases which would make more than one business unhappy.*

*I think this is probably an issue for every small non-metropolitan Local Government which has commercial businesses.*

In response to Mr Verhoogt's suggestion to pay a fixed monthly access fee, although this has some merit, it does not address the issue of monitoring, and therefore managing, the amount of waste being disposed of, which could lead to the Site becoming full in a shorter time than has been planned for. Once the Landfill site becomes full then more land would have to be acquired for development into a Landfill Site, which would create a further impost on the Shire's resources.

### Consultation

Mr Darren Mollenoyux, CEO  
 Mr Julian Goldacre, Environmental Health Officer  
 Mrs Jennifer Bow, Manager of Finance  
 Ms Rebecca Brown, WALGA

### Statutory Implications

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

#### 6.16. Imposition of fees and charges

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

*\* Absolute majority required.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be -*

(a) *imposed\* during a financial year; and*

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

*\* Absolute majority required.*

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

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

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

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

**Policy Implications**

Nil

**Risk Implications**

**Risk:** The Shire does not adequately monitor and control commercial access and waste disposal at the Landfill Site.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

**Action / Strategy**

Control measures and Fees and Charges are implemented as stated.

**Financial Implications**

The 2020-2021 Budget included the Fees and Charges for Waste as stated in the table below. To ensure that Budget Objectives are met, the correct Fees and Charges should be applied.

DESCRIPTION	DETAILS	CHARGING	2020/21
Disposal Fees for Refuse Site (For Waste Generated in the Shire of Bruce Rock Only)	Bulk Commercial/Industrial inert waste - per m3	Per m <sup>3</sup>	\$47.00
	Bulk Demolition waste - per m3	Per m <sup>3</sup>	\$47.00
	Wrapped Asbestos Waste - per m3	Per m <sup>3</sup>	\$47.00
	Wrapped Asbestos contaminated soil - per m3	Per m <sup>3</sup>	\$47.00
	Administration and supervision charge for observing waste disposal & statutory recording of wrapped asbestos & contaminated soil	Per delivery	\$47.00

**Strategic Implications**

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

**Infrastructure**

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

**Community**

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

**Governance**

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

**Voting Requirements**

Absolute Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.4.4**

**Moved: Cr Wayne**  
**Seconded: Cr Waight**

**That Council endorse the control of access to, and disposal of commercial waste at, the Bruce Rock Landfill Site; and that the applicable fee of \$47 per cubic metre be charged for this service as per Council’s Fees and Charges.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**11.5 Chief Executive Officer**

<b>Agenda Reference and Subject:</b>	<b>11.5.1</b> Department of Local Government’s Draft Code of Conduct and CEO Standards
<b>File Reference:</b>	2.3.3.1 Local Government Acts and Regulations
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<p><i>Item 11.5.1 Attachment A - Info Page - CEO Model Standards November 2020</i></p> <p><i>Item 11.5.1 Attachment B - CEO Model Standards Explanatory Notes</i></p> <p><i>Item 11.5.1 Attachment C - CEO Standards Consultation Draft</i></p> <p><i>Item 11.5.1 Attachment D - Draft Model Standards CEO Recruitment and Performance Reviews Submission 2 November 2020</i></p> <p><i>Item 11.5.1 Attachment E - Info Page - Code of Conduct November 2020</i></p> <p><i>Item 11.5.1 Attachment F - Code of Conduct Explanatory Notes</i></p> <p><i>Item 11.5.1 Attachment G - Code of Conduct Consultation Draft</i></p>

**Summary**

Council is asked to consider making a submission to the Department of Local Government in relation to their Draft Code of Conduct and CEO Standards and to provide comment on the WA Local Government Association’s proposed submission on both documents.

**Background**

On 27 June 2019, the Local Government Legislation Amendment Act 2019 was passed in Parliament. The Act includes a requirement for the introduction of:

- a mandatory code of conduct for council members, committee members and candidates (Code of Conduct); and
- mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers (CEO Standards).

The Department of Local Government, Sport and Cultural Industries sought feedback on the initial proposed “Code of Conduct” and the proposed “CEO Standards” in October 2019 via online survey and open submission period. Council reviewed these documents at its October 2019 Council Meeting and made submissions on both proposed documents. In addition, Council supported WALGA’s position on the sector’s response.

On the 25<sup>th</sup> October 2020 the Department of Local Government issued two Local Government Alerts in relation to their consultation on both the Draft Code of Conduct for Council Members, Committee Members and Candidates and the Draft Standards for CEO recruitment, performance and termination.

**A copy of these documents is provided as an attachment to this item.**

The Department has advised that submissions are being called and close on 6<sup>th</sup> December 2020.

Subsequently WALGA has advised Councils of their proposed approach to responding to these two draft pieces of legislation. Due to the tight timeframe and WALGA requiring sector feedback and voting at its Zone meetings responses from individual Local Governments was sought prior to the 13<sup>th</sup> November 2020.

The CEO has advised WALGA of Council's position and support in line with our previous submission in late 2019.

#### **Comment**

Whilst the WA Local Government Association will make this submission on behalf of the sector it is encouraged that Council also makes a submission to reinforce key points and highlight any concerns.

Individuals are also able and are encouraged to make their own submission and therefore Councillors may wish to also make their own submission to the Department of Local Government.

The Chief Executive Officer is reviewing the proposed documents and, in line with our submission and survey response to the Department of Local Government Survey in November 2019, is preparing a new submission on Council's behalf. Council's submission on the new draft documents will be presented for consideration at the November 2020 Ordinary Council Meeting for endorsement.

The main areas of concern are as follows;

#### **Draft Code of Conduct for Council Members, Committees and Candidates**

- Among concerns previously noted is the requirement for Local Governments to determine behavioural breach allegations specified in Division 3 of the Draft Regulations. The administrative process for dealing with breach allegations is unspecified and the option to use external consultants so that impartial and procedurally fair outcomes can be achieved will prove costly, particularly where numerous allegations arise. It is also open for 'any person' to make a complaint which may in extreme circumstances lead to a proliferation of complaints.
- In addition there is concern around the complaints process and the point that a CEO investigating a complaint could potentially be unfairly treated, e.g. if it is prior to performance review or contract review, because they are undertaking the investigation, or make a judgement against the Councillor.

#### **Draft CEO Standards for recruitment, performance and termination**

- Requirement to re-advertise CEO position of 10 years of continuous service  
Section 5.39(2)(b) of the Local Government Act already limits CEO contracts to a maximum of 5 years and Councils have general competence powers to consider whether to renew the incumbent's contract or advertise the position. Suggesting that a Council must re-advertise the position of a CEO after 10 years is likely to prove unworkable or counterproductive in any case as:
  - Councils conducting a selection process known to involve an incumbent CEO will risk allegations of non-compliance with Section 5.40 of the Local Government Act 'Principles

affecting Local Government employees’ due to actual or perceived bias, nepotism and lack of merit and equity in relation to other applicants;

- May result in CEOs actively seeking alternative employment as the 10 year horizon approaches, meaning that a CEO that has provided satisfactory or perhaps exemplary service will be unnecessarily lost to the local government;
- Where a CEO is re-employed as a consequence of re-advertising after the 10 year period, this process has incurred unnecessary costs and time wasting for the LG, distracting from achieving its strategic objectives and may further entrench perceptions that contracts are for life, thus negating the very purpose of this proposal.

Further, Division 3 of the Draft Regulations seeks to improve the capacity of local governments to effectively manage CEO employment. This is a far more appropriate and adapted mechanism to address a perceived issue of ‘contracts for life’, by ensuring that the performance of CEOs, whether long serving or newly appointed, is appropriately assessed and managed.

Whilst the 10 year readvertising requirement is the primary issues there are several other areas of concern, being;

- Certain concerns around the independent person required in recruitment and performance reviews
- Transparency and procedural fairness – Schedule 2
- Council decision-making authority

**Consultation**

Tony Brown, WALGA  
 Shire President, Stephen Strange  
 Members of Senior Management Team  
 LG Professionals

**Statutory Implications**

The Local Government Legislation Amendment Act 2019

**Policy Implications**

Any Policies relating to Council’s current Code of Conduct  
 Any Policies relating to employment matters affecting the Chief Executive Officer

**Risk Implications**

<b>Risk:</b> Compliance may be increased from legislative changes that could occur and costs and administrative burden would increase should the CEO Standards be adopted by the Department of Local Government as they are currently proposed.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	Moderate	Moderate
<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 “Medium” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Should some of the proposed changes be implemented by the Department of Local Government, Council would incur higher costs associated with proposed processes for employment, recruitment and performance reviews of CEOs.

**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

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 11.5.1**

**Moved: Cr Waye**

**Seconded: Cr Foss**

**That Council requests the Chief Executive Officer to prepare a submission in line with key concerns listed and including any additional points, in response to the Department of Local Government's proposed;**

- **Mandatory Code of Conduct for Council Members, Committee Members and Candidates**
- **Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination**

**Carried 8/0**

*Mr A O'Toole left the Council Chambers at 5.28pm.*

*Mr A O'Toole returned to the Council Chambers at 5.31pm.*

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

**Agenda Reference and Subject:**

**12.1** Acquisition of Land for Construction of New Grocery Store

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

**Attachments:**

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 12.1.1**

**Moved:** Cr Dolton  
**Seconded:** Cr Waight

That Council resolves to accept to introduce 2 late agenda items be addressed at the meeting.

**Carried 8/0**

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 12.1.2**

**Moved:** Cr Waye  
**Seconded:** Cr Foss

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

(e) a matter that if disclosed would reveal - ...

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

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

**Carried 8/0**

**COUNCIL DECISION**

**Resolution OCM Nov 20 – 13.1.3**

**Moved:** Cr Dolton  
**Seconded:** Cr Waye

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

**Carried 8/0**



**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 12.1.4**

**Moved: Cr Waye**

**Seconded: Cr Negri**

**That Council resolves to:**

- i. Endorse the Shire President and Chief Executive Officer signing of the contract of sale and associated transfer documentation for 52 and 52A (Lots 15 and 19) Johnson Street, Bruce Rock, to purchase the land as offered by Mr David Mason, Sole Director, Edward Mason Enterprises Pty Ltd for \$30,000 excluding GST, including the following conditions of sale;**
  - a. That the land is purchased in the condition “as is”;**
  - b. That the generator located on 52A (Lot 19) Johnson Street, Bruce Rock is not included in the sale; and**
  - c. That the contract is subject to Council endorsing the actions of the Shire President and CEO in signing the contract;**
- ii. And, pay for all conveyancing and legal fees associated with the sale and transfer of the abovementioned land, as invoiced by Turbo Settlements, estimated at approximately \$1,200 (excluding GST).**

**Carried 8/0**

**Agenda Reference and Subject:**

**12.2** Disposal of Industrial Lots 437 & 438 Dampier St,  
Bruce Rock

**File Reference:** **3.1.4.6** Industrial Land

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

**Author:** Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:** Nil

**Attachments:** Nil

**Summary**

Council is asked to consider an offer to purchase two industrial lots, located at Council’s industrial subdivision, namely Lots 437 and 438 Dampier Street, Bruce Rock.

**Background**

At the August 2020 Ordinary Meeting Council resolved as follows;

1. That as part of Council’s commitment to the economic recovery of Bruce Rock it endorses the “COVID19 Business Economic Stimulus Package”, as presented.
2. That Council approves a 20% reduction on the sale price of its five industrial lots for a period of 12 months with the condition that a structure is required and building must commence within 12 months of settlement, with the new amounts as follows;

Lot 437 cnr Strange and Dampier Streets	\$20,700
Lot 438 Dampier Street	\$20,700
Lot 439 Dampier Street	\$18,400
Lot 440 Dampier Street	\$18,400
Lot 430 cnr Dampier and Noonajin Road	\$21,360

*The sale of the lots is to be undertaken in line with section 3.58 of the Local Government Act.*

Following recent advertising and promotion in accordance with Council’s Covid19 stimulus package, Council has received a written offer from Damion Verhoogt the Managing Director of Bruce Rock Engineering(Pundit Pty Ltd, ATF The Verhoogt Family Trust No 2) to purchase Lots 437 (76) and 438 (78) Dampier Street, Bruce Rock at \$20,700 for each lot.

Mr Verhoogt has confirmed that they are not intending to build a structure on the industrial lots under offer although lots will be filled, gravelled, graded and compacted and then used as a hardstand / laydown. Mr Verhoogt also advised that they are intending to construct a 12m x 24m dome shelter on 6 and 4 Strange Street, Bruce Rock, which is currently part of their existing land, as well as proceeding plans for their workshop extension on their existing lots.

A valuation has been obtained for ValWest on the lots under offer and have been valued as follows;

“Market value is the estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arms length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.”

Lot 437 (76) Dampier Streets	\$19,250 inc gst
Lot 438 (78) Dampier Street	\$19,250 inc gst

### **Comment**

Council previously resolved that a condition of sale would be for the construction of a structure on sold lots must commence within 12 months of settlement. Whilst Bruce Rock Engineering have advised they do not intend to build a structure on the offered lots 437 and 438 Dampier Street, Council may wish to still accept the offer as there has not been a high demand for these industrial lots since developed several years ago.

Council may consider conditions on the sale, such as whilst approval may be granted not to build on the lots, that a requirement for installation of a link mesh fence, at minimum on the boundary of lots 436, 437 and 438 Dampier Street, Bruce Rock may be considered.

### **Consultation**

Mr Damion Verhoogt, the applicant  
Jennifer Bow, Manager of Finance  
Simon Brown, Valwest

### **Statutory Implications**

*Shire of Bruce Rock Local Planning Scheme No3;*

*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> That the industrial lots not be sold, leading to continual loss of revenue for Council and potential loss of economic progress in the Shire.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<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 “Medium” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

There is currently no budget provision in 2020/21 for the sale of industrial lots, therefore Council will need to resolve to vary the budget to include income of sale of industrial land at \$41,400 inc gst.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

2.2 – Encourage greater usage of current Council owned facilities

Economy

Goal 3: Assist the local economy to grow

3.7 – Leverage economic opportunities and development from successful local businesses

Goal 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

Governance

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

**Voting Requirements**

Absolute Majority

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 12.2**

**Moved:** Cr Crooks

**Seconded:** Cr Foss

**That Council:**

1. In accordance with section 3.58 of the Local Government Act Council authorises the Chief Executive Officer to give local public notice of its intention to dispose of the following lots to Pundit Pty Ltd, ATF The Verhoogt Family Trust No 2, for the values stated below;

Lot 437 (76) Dampier Streets	\$20,700 inc gst
Lot 438 (78) Dampier Street	\$20,700 inc gst
2. That condition of sale is subject to
  - a) a requirement for Bruce Rock Engineering to install, at minimum, a 180cm high link mesh fence on the boundary of lots 436, 437 and 438 Dampier Street, Bruce Rock within 6 months of settlement.
3. That at the conclusion of the advertising period an item be presented to the December 2020 Ordinary Meeting of Council to consider any submissions, prior to the execution of the transfer of land documentation.
4. That Council resolves to vary the 2020/2021 budget to include income of \$41,400 inc gst for the Sale of industrial land.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**13. Confidential Items**

**Agenda Reference and Subject:**

**13.1** Landfill Site Operation and Management Service  
Contract and Waste Collection Service Key  
Performance Indicators Review for October 2020

**File Reference:**

4.1.1 Waste Management

**Reporting Officer:**

Mr Julian Goldacre, Environmental Health Officer

**Author:**

Mr Julian Goldacre, Environmental Health Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.1.1 - Attachment A – Landfill site operation and management service KPIs OCTOBER 2020;*  
*Item 11.1.1 - Attachment B – Waste Collection Service KPIs*

**COUNCIL DECISION**

**Resolution OCM Nov 20 – 13.1.1**

**Moved:** Cr Dolton

**Seconded:** Cr Foss

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

(e) a matter that if disclosed would reveal - ...

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

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

**Carried 8/0**

**COUNCIL DECISION**

**Resolution OCM Nov 20 – 13.1.2**

**Moved:** Cr Dolton

**Seconded:** Cr Waye

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

**Carried 8/0**

**OFFICE RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Nov 20 – 13.1.3**

**Moved:** Cr Crooks

**Seconded:** Cr Kilminster

Accept the Officer report for the Contractor Refuse and Landfill Contract Key Performance Indicators for the month of October 2020 and ongoing operational undertakings.

**Carried 8/0**

*Mr J Goldacre left the Council Chambers at 5.24pm and did not return.*

**14. Closure of Meeting.**

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 5.40pm.

These minutes were confirmed at a meeting on 17 December 2020.

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Cr Stephen Strange  
Shire President  
17 December 2020

## SHIRE OF BRUCE ROCK

### AUDIT COMMITTEE MINUTES MEETING 19 NOVEMBER 2020

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## SHIRE OF BRUCE ROCK

### AUDIT COMMITTEE MINUTES MEETING 19 NOVEMBER 2020

#### 1. Declaration of Opening

The Shire President Stephen Strange declared the meeting open at 3.20pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr PG Negri
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Manager of Finance	Mrs JL Bow
Executive Assistant	Mrs MJ Schilling
Apology	Cr R Rajagopalan

#### 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 – 17 September 2020

#### COMMITTEE DECISION

##### Resolution ACM Nov 20 – 6.1

Moved: Cr Waye

Seconded: Cr Crooks

That the minutes of the Audit Committee held 17 September 2020 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 Report from OAG Western Australian Public Sector Audit Committees – Better Practice Guide</b>
<b>File Reference:</b>	8.2.6.1 – Annual Audit
<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>	Item 7.1.1 – Attachment A OAG Better Practice Guide Audit Committees Item 7.1.1 – Attachment B Dept of Local Govt Guideline 9 Audit Committees

#### Summary

In June 2020, the OAG released its Better Practice Guide into Public Sector Audit Committees. This report was aimed at entities in both the State and local government entities who are required to have audit committees.

#### Background

The OAG recognises that State and local government entities operate with different legislative requirements, however this report provides principle-based guidance for the effective operation of audit committees.

This report was not the result of performance audits, rather draws on best practice from across the audit sector.

As per the Introduction to the report (page7);

*“Audit committees are an essential part of an entity’s governance framework. They provide independent advice and assurance to accountable authorities on systems of risk management and internal control, and finance and performance reporting.*

*All State and local government entities in Western Australia are require to establish an audit committee that is independent from management influence, a fundamental element of effective audit committees. If they are not independent, objectivity may be compromised, making it difficult for them to perform their oversight duties.”*

#### Comment

In local government, the role of the Audit Committee is prescribed by the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*. They do not have powers or authority to implement actions in areas over which the CEO has legislated responsibility and they do not have any delegated financial responsibility. The Committee does not have management functions and cannot involve itself in management processes or procedures.

Local government entities are encouraged to have at least 1 appropriately skilled audit committee member who is completely independent of the Council and can bring fresh insight or bridge gaps in the experience needed by the Audit Committee to perform its duties.

The OAG also recommends that Audit Committees have at least 3 members. They acknowledge that too few members may mean that the Committee does not have the extent of experience and knowledge to make informed decisions, and too many members may hinder robust discussion and debate.

The OAG outlines 6 key elements of an effective Audit Committee.

1. Membership: Members have the right experience and leadership skills to be trusted as independent advisors.
  - a. This includes that the Audit Committee is not the entire Council. They recommend a maximum of 5 members.
2. Roles and responsibilities: The roles and responsibilities of the Audit Committee allow for wholesome oversight of internal audit, governance, risk management and internal control practices.
3. Professional practices: The Audit Committee conducts itself professionally to provide independent, sound and valuable advice to the accountable authority.
4. Performance and accountability: The Audit Committee is aligned with the entity's strategic outcomes and is accountable for its performance.
5. Entity relationships: The Audit Committee is a trusted, independent partner.
6. Governance and reporting: The Audit Committee is governed effectively to enable transparent, objective and timely reporting.

The OAG advises local government to look to the regulations as to the specific legislative requirements of audit committees.

The Local Government (Audit) Regulations 1996 outline the role of the audit committee. This is outlined at regulation 16. Functions of Audit Committee.

#### **16. Functions of audit committee**

*An audit committee has the following functions —*

*(a) to guide and assist the local government in carrying out —*

*(i) its functions under Part 6 of the Act; and*

*(ii) its functions relating to other audits and other matters related to financial management;*

*(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*

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

*(i) report to the council the results of that review; and*

*(ii) give a copy of the CEO's report to the council;*

*(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*

*(i) regulation 17(1); and*

*(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

- (e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

The last amendments to the Audit Regulations saw the introduction of the wording, assist and guide to the function of the Audit Committee. This is an important change as this increases the scope of the Audit Committee. The Department of Local Government released a Guideline (Number 9) however this has not been updated since the amendments to Regulations. The Guideline does however still contain useful advice for Audit Committee members.

The membership of the Audit Committee also needs reviewing. Having all members of Council on the Audit Committee does not allow it to complete its legislative requirements effectively and efficiently.

The Audit Committee is asked to review the OAG’s Better Practice Guide for Audit Committees and also Guideline 9 on Audit Committees.

**Consultation** CEO, DCEO and MOF

**Statutory Implications**

*Local Government Act 1995, Local Government (Audit) Regulations 1996*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Compliance – Non-compliance with relevant sections and regulations of the Act		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedures Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed to mitigate the risks associated with Audit Committee.		

**Financial Implications**

Nil

**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

**COMMITTEE DECISION**

**Resolution ACM Nov 20 – 7.1.1**

**Moved: Cr Waye**

**Seconded: Cr Kilminster**

**That the Audit Committee receives the report regarding the OAG’s Better Practice Guide on Audit Committees.**

**Carried 8/0**

**List of recommendations to be taken to Council at a later date.**

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

**9. Closure of Meeting.**

The Shire President Stephen Strange declared the meeting closed at 3.28pm.

These minutes were confirmed at a meeting on

---

Cr Stephen Strange  
Shire President

## SHIRE OF BRUCE ROCK

### Minutes of the Annual Electors Meeting held in the Shire Administration Building Wednesday 9 December 2020 6pm

#### 1. Declaration of Opening

The Shire President, Cr Strange, opened the meeting at 6.00pm welcoming everyone present.

#### 2. Attendance

Cr Stephen Strange  
Mr Darren Mollenoyux  
Cr Ram Rajagopalan  
Cr Ian Dolton  
Cr Phillip Negri  
Cr Rebecca Waye  
Cr Natalie Kilminster  
Cr Kevin Foss  
Cr Tony Crooks  
Cr Brendan Waight  
Mrs Karen Arnold  
Mrs Jen Shearing  
Mr Graeme Shearing  
Mr Graeme Currie  
Mr John McGellin  
Mrs Jennifer Bow  
Mrs Melissa Schilling  
Mr Alan O'Toole (Minutes)

#### Apologies

Mrs Karen Strange  
Mrs Amanda Rajagopalan

#### 3. Confirmation of Minutes of Previous Meeting

The minutes of the previous Electors Meeting held on Tuesday 12 February 2019 were presented by the Shire President, Cr Stephen Strange.

#### MEETING DECISION

**Moved:** Cr Ian Dolton  
**Seconded:** Cr Natalie Kilminster

**That the minutes of the Annual Meeting of Electors held on Tuesday 12 February 2019 be confirmed as a true and correct record.**

**Carried**

#### 4. Business Arising from Previous Meeting Minutes

##### **Telstra Outages and battery back-up capacity etc.**

The Shire President, Cr Stephen Strange, gave an update on what has happened regarding this issue in the period since the last Electors Meeting. Representatives from both Local Government and DFES have been very active in keeping this problem to the forefront of Telstra's attention. As a result, Telstra has now "come to the table" at the State level to address the problems experienced in the regions with insufficient battery back-ups and generators in the event of outages. There was a joint meeting recently, and there is a further meeting to be held in Wyalkatchem this week to continue

the discussion. Telstra have suggested a pilot program of generators being made available in selected towns, and also have committed to supplying improved capacity and duration batteries to all other towns.

#### **CEACA and Aged Independent Living Units**

The CEO, Darren Mollenoyux informed electors that all but two of the Shire's CEACA units are now occupied, with the two that are vacant being the "Platinum" disabled access units.

#### **5. Receiving of Annual Report for the year ending 30 June 2019**

##### **MEETING DECISION**

**Moved:** Cr Brendan Waight  
**Seconded:** Mr Graeme Currie

**That the Annual Report, including Audited Financial Statements for the period ending 30 June 2019 be accepted.**

**Carried**

#### **6. General Business**

There being no other general business, the CEO, Mr Mollenoyux gave an update on developments relating to the building of a new supermarket for the Shire. The land on the Mason's site is in the process of being acquired for the development, and a retail consultant has been engaged to advise and assist with the process of finding a suitable business to occupy the new premises once built. A Request for Quotation has been opened with regard to design and project management of the building once all the required permissions etc. have been secured. It is likely that construction etc. will cost less than was originally estimated, but at this early stage it is too soon to say what the final costs will be. Cr Strange referred to the development as "generational" and therefore it is imperative that the process is managed correctly and so it will not be rushed and "will take as long as it takes" to get it right.

#### **Closure of Meeting**

The President thanked the electors for their attendance and closed the meeting at 6.14pm

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

\_\_\_\_\_  
**Signed**  
**Cr SA Strange**

**Dated ..... /...../.....**



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**SHIRE OF BRUCE ROCK**

**MINUTES – SPECIAL MEETING 9 DECEMBER 2020**

**1. Declaration of Opening**

The Shire President Cr SA Strange took a roll call and declared the meeting open at 6.50pm

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

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr BJ Waight
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Manager of Finance	Mrs JL Bow
Executive Assistant	Mrs MJ Schilling

**3. Declaration of Purpose of Meeting**

*The purpose of the meeting is for Council to urgently allocate Local Roads and Community Infrastructure funding and award Shire Banking to another provider due to the closure of the local branch Bendigo Community Bank.*

**4. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

**6. Public Question Time**

**7. Announcements by Presiding Member**

**8. Reports of Officers**  
**8.1 Chief Executive Officer**

<b>Agenda Reference and Subject:</b>	<b>8.1.1</b> Budget Amendment – Allocation of Local Roads and Community Infrastructure Projects
<b>File Reference:</b>	8.2.7.1 Annual Budget
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 8.1.1 Attachment A – Project Proposal Breakdown</i>

**Summary**

Council is required to allocate the Local Roads and Community Infrastructure funding of \$526,302 to identified projects and make a budget amendment due to changes to several grants allocated in the 2020-21 and the 2021-2022 Financial years.

**Background**

At the November 2020 Ordinary Meeting Council considered and resolved to amend the 2020/2021 budget including the Local Roads and Community Infrastructure Funding of \$526,302 and in consideration of reallocating funding from the shop resolved;

*Resolution OCM Nov 20 – 11.3.6*

*vii. Reallocation of remaining \$530,000 and the details of the proposed loan to be resolved at a Special Council Meeting in December 2020.*

**Comment**

Council staff have prepared a listing of relevant projects that have been previously identified by Council and part of future and long-term planning.

Projects identified are as follows with comments provided for each (noting projects need to be completed by the 30<sup>th</sup> June 2021);

**Main Street Revitalisation Projects**

- Parklets – With the success of the parklets trial as identified in Council’s Main Street Revitalisation Plan it is considered that this funding opportunity would assist in ensuring the installation of new permanent parklets. Details and costings have been obtained and will be presented for Council consideration.
- Digital Notice Board – Council currently has a manual notice board that requires significant staff time to change on a regular basis and is limited in wording and announcement options. A digital noticeboard was identified as part of Council’s Main Street Revitalisation Plan. This digital notice board can be utilised for various purposes such as but not limited to – public notices, important Council events, fire notices, emergency information, community events and other announcements. Costings have been obtained and will be presented for Council consideration.
- Playground – With other significant main street revitalisation projects captured such as stage one memorial park and amphitheatre revamp this was deemed to potentially unachievable in the short time frame. Preliminary costings obtained, however it was identified that this project would require

significant funding and there is potential to obtain Lotterywest and Sport and Recreation Funding to assist in funding this project in the future.

- Caravan Park Ablutions  
Staff have investigated proposed Caravan Park upgrade and costings for the installation of new ablutions and laundry, landscaping of central amenities area and installation of a permanent veranda on the Camper's Kitchen as the shade sails require continual maintenance and repairs and are due for replacement again.
- Water Catchment Improvements  
Costings have been obtained for the redevelopment and improvement of the water catchment for the Railway Dam to increase the capacity of the catchment to increase water capturing during rainfall events. These costs will be provided to Council.
- Footpath and Kerbing Program  
It is proposed to fast track the next three years of the footpath and kerbing program as this will free up Council future funds to be allocated to other significant projects, such as the shop and future stages of Main Street Revitalisation.
- Recreation Centre Oval Lighting  
For the past five years, investigations have been undertaken into the conversion of the oval lighting to LED. The current lights are old, dull, several lights are blown and to replace them the towers need to be lowered which is not an easy task and takes significant time. This is a project that the cricket club have been also considering, and the football club has identified significant reduction in the lighting quality over the past few years during training and night games. Costings will be presented for Council consideration.
- Reticulation of Oval  
Due to time constraints staff were unable to obtain adequate quotations or costs associated with this project. In addition, the required works would not be able to be undertaken prior to football season and therefore could not be completed until after the required completion date for grant funding.

**An attachment will be presented to Council outlining the scope of works and costs for each of the identified projects above.**

#### Local Roads and Community Infrastructure Grant – Second Allocation

The Chief Executive Officer was advised that Council is receiving an additional allocation of funding of \$375,578 with an extension to the completion date for the funding of 31 December 2021. Council did resolve to include this allocation in the 2020/21 budget as income, however it will be required to remove this allocation as it will not be received until the 2021/22 financial year.

#### **Consultation**

Manager of Finance, Jennifer Bow  
Manager of Works, David Holland  
Executive Officer, Melissa Schilling  
Community Development Officer, Caris Negri

#### **Statutory Implications**

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

#### **Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That the 2020-21 Budget does not reflect the forecast expenditure and revenue for the remaining financial year.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Almost Certain	Moderate	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 Manager of Finance will be monitoring the progress regularly.		

**Financial Implications**Revenue Implications

LRCI Funding - \$375,578 additional funds is not to be included in the 2020/21 income

Expenditure Implications

The \$526,302 LRCI funding is required to be allocated.

The expenditure for the construction of the shop in 2020/21 will be reduced to from \$900,880 to \$526,302 to recognise the reallocation of income and expenditure of \$375,578 LRCI to 2021/2022.

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

## Infrastructure

Goal 2: Maintain Shire owned facilities in a strategic manner and to meet community needs

Goal 2.2 Encourage greater usage of current Shire owned facilities

Goal 2.2 Support improvement and maintenance of assets in a strategic manner

## Economy

Goal 3 – Assist the local economy grow

Goal 3.5 – Improve signage, infrastructure and aesthetics to link both side of the main street that encourage patronage and a reason to visit / stop

Goal 6 – Tourism helps diversify our local community

Goal 6.3 Investigate incentives for increased / improved accommodation venues

## Governance

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

Main Street Revitalisation Strategy

Installation of parklets in the central hub of Johnson Street

**Voting Requirements**

Absolute Majority

## Officer Recommendation

That Council adopt the following amendments to Budget for 2020-21;

- i. The allocation of \$526,302 Local Roads and Community Infrastructure funding be allocated to the following projects in 2020/2021;
- ii. The LRCI Funding \$375,578 will be recognised as income in 2021/2022 budget.
- iii. Reduce capital expenditure:
  - a. Construction of Supermarket – reduce to \$526,302

*Council decision varied to Officer Recommendation to allocate potential projects with the Local Roads and Community Infrastructure funding.*

**COUNCIL DECISION**

**Resolution SCM Dec 20 – 8.1.1**

**Moved:** Cr Dolton

**Seconded:** Cr Rajagopalan

**That Council adopt the following amendments to Budget for 2020-21;**

**i. The allocation of \$526,302 Local Roads and Community Infrastructure funding be allocated to the following projects in 2020/2021;**

- |    |   |           |
|----|---|-----------|
| a. | Permanent Parklets  | \$51,983  |
| b. | Electronic Notice Board for Main St                                 | \$74,020  |
| c. | Upgrades to Bruce Rock Caravan Park<br>including new ablution block | \$333,674 |
| d. | Railway Dam Catchment Improvements                                  | \$62,125  |
| e. | Power to Cricket Training Facility                                  | \$4,500   |

**ii. The LRCI Funding \$375,578 will be recognised as income in 2021/2022 budget.**

**iii. Reduce capital expenditure:**

- a. Construction of Supermarket – reduce to \$526,302 due to not meeting funding eligibility.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**9. Confidential Items**

<b>Agenda Reference and Subject:</b>	<b>9.1.1</b> Change of Bank due to closure of Bruce Rock Community Bank
<b>File Reference:</b>	8.2.1.3 General Banking
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance Mike Darby, Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 9..1.1 Attachment A – Letter from Bruce Rock Community Services Limited to Shareholders</i>

<b>COUNCIL DECISION</b>	
<b>Resolution SCM Dec 20 – 9.1.1</b>	
<b>Moved:</b>	<b>Cr Rajagopalan</b>
<b>Seconded:</b>	<b>Cr Foss</b>
<p><b>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></p> <p><b>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;</b></p>	
<b>Carried 9/0</b>	

<b>COUNCIL DECISION</b>	
<b>Resolution SCM Dec 20 – 9.1.2</b>	
<b>Moved:</b>	<b>Cr Rajagopalan</b>
<b>Seconded:</b>	<b>Cr Foss</b>
<p><b>That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.</b></p>	
<b>Carried 9/0</b>	

**Officer Recommendation**

That the Council instruct staff to;

- i. change its transactional banking, including Municipal Account, Trust Account, Investment Account and merchant facilities to \_\_\_\_\_ as soon as practicable;
- ii. retain the Bendigo Bank Municipal Account and associated investment account, until the 30<sup>th</sup> June 2021, whereby it will be closed and funds transferred to \_\_\_\_\_; and
- iii. retain the credit card, issued to the CEO, with Bendigo Bank.

*Council decision varied to Officer Recommendation to change its transactional banking, including Municipal Account, Trust Account, Investment Account and merchant facilities to Bankwest as soon as practicable and retain the Bendigo Bank Municipal Account and associated investment account, until the 30<sup>th</sup> June 2021, whereby it will be closed and funds transferred to Bankwest;*

**COUNCIL DECISION**

**Resolution SCM Dec 20 – 9.1.3**

**Moved:** Cr Rajagopalan  
**Seconded:** Cr Kilminster

**Officer Recommendation**

**That the Council instruct staff to;**

- i. change its transactional banking, including Municipal Account, Trust Account, Investment Account and merchant facilities to Bankwest as soon as practicable;**
- ii. retain the Bendigo Bank Municipal Account and associated investment account, until the 30th June 2021, whereby it will be closed and funds transferred to Bankwest; and**
- iii. retain the credit card, issued to the CEO, with Bendigo Bank.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

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

**11. Closure of Meeting.**

The CEO and Shire President acknowledged the hard work of Dave Holland, Melissa Schilling and Caris Negri in gathering the costings for these important projects in such a short timeframe.

The Shire President, Stephen Strange, thanked everyone for their attendance and declared the meeting closed at 7.55pm.

These minutes were confirmed at a meeting on 17 December 2020

---

Cr Stephen Strange  
Shire President  
17 December 2020





# Great Eastern Country Zone

## Minutes

**Held at Merredin Recreation Centre**

**Commenced at 9:30am  
Thursday 26 November 2020**

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# Great Eastern Country Zone

Meeting was held at Merredin Recreation Centre  
Commenced at 9.30am, Thursday 26 November 2020

## Minutes

1. OPENING AND WELCOME
2. ATTENDANCE AND APOLOGIES

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
<b>Shire of Cunderdin</b>	Cr Alison Harris Mr Stuart Hobley Chief Executive Officer non-voting delegate
<b>Shire of Dowerin</b>	Cr Darrel Hudson
<b>Shire of Kellerberrin</b>	President Cr Rodney Forsyth Mr Raymond Griffiths Chief Executive Officer non-voting delegate
<b>Shire of Kondinin</b>	Ms Mia Maxfield Chief Executive Officer non-voting delegate
<b>Shire of Koorda</b>	President Cr Jannah Stratford Mr Darren Simmons Chief Executive Officer non-voting delegate
<b>Shire of Merredin</b>	President Cr Julie Flockart Mr Mark Dacombe Chief Executive Officer non-voting delegate
<b>Shire of Mount Marshall</b>	Mr John Nuttall Chief Executive Officer non-voting delegate
<b>Shire of Narembeen</b>	President Cr Rhonda Cole - <b>Chair</b> Cr Alan Wright - Deputy Cr Warren Milner - Observer
<b>Shire of Nungarin</b>	Cr Gary Coumbe Cr Eileen O'Connell Mr Leonard Long Chief Executive Officer non-voting delegate
<b>Shire of Tammin</b>	Cr Glenice Batchelor Mr Neville Hale Chief Executive Officer non-voting delegate

<b>Shire of Trayning</b>	Cr Geoff Waters Ms Leanne Parola Chief Executive Officer non-voting delegate
<b>Shire of Westonia</b>	President Cr Karin Day Mr Jamie Criddle Chief Executive Officer non-voting delegate
<b>Shire of Wyalkatchem</b>	President Cr Quentin Davies Mr Peter Klein Chief Executive Officer non-voting delegate
<b>Shire of Yilgarn</b>	Cr Bryan Close Mr Peter Clarke Chief Executive Officer non-voting delegate

### **WALGA Representatives:**

Tony Brown, Executive Manager Governance & Organisational Services  
Garry Middle, Acting Environment Policy Manager  
Naomih Donaghy, Governance and Organisational Services Officer

### **Guests:**

Rachele Ferrari, Acting Regional Director, WA Country Health Service Wheatbelt  
Rob Cossart, Wheatbelt Development Commission, CEO  
Mandy Walker, Director Regional Development, RDA Wheatbelt  
Mike Roberts, Regional Manager, Goldfields and Agriculture Region, Water Corporation  
Jennifer Collins Regional Manager Wheatbelt - Department of Local Government, Sport and Cultural Industries  
Julie Knight, Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries  
Craig Manton, Main Roads WA  
Kathleen Brown, Electorate Officer, Mia Davies MLA Office

### **Apologies:**

Shire of Cunderdin	Cr Dennis Whisson
Shire of Dowerin	Cr Adam Metcalf Ms Rebecca McCall Chief Executive Officer non-voting delegate
Shire of Kellerberrin	Cr Scott O'Neill
Shire of Kondinin	President Cr Sue Meeking Cr Bev Gangell
Shire of Koorda	Cr Pamela McWha
Shire of Merredin	Cr Mal Willis
Shire of Mount Marshall	President Cr Tony Sachse – Deputy Chair Cr Nick Gillett
Shire of Mukinbudin	President Gary Shadbolt Cr Rod Comerford Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Narembeen	Cr Kellie Mortimore Mr Chris Jackson Chief Executive Officer non-voting delegate
Shire of Nungarin	President Pippa DeLacey
Shire of Tammin	Cr Tania Daniels Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Westonia	Cr Bill Huxtable
Shire of Wyalkatchem	Cr Owen Garner
Shire of Trayning	President Cr Melanie Brown
Shire of Yilgarn	President Wayne Della Bosca

## Attachments

The following were provided as attachments to the agenda:

1. Minutes Great Eastern Country Zone 27 August 2020 Special minutes 22 September
2. Minutes GECZ Special Executive Committee Meeting September 22 2020
3. Minutes GECZ Executive Committee 12 November 2020
4. Letter from Hon David Littleproud MP – Minister for Agriculture, Drought and Emergency Management
5. Letter from Minister Alannah MacTiernan MLC – Minister for Regional Development; Agriculture and Food; Ports
6. WALGA Presidents Report December 2020
7. Local Government Agricultural Freight Group Minutes 5 October
8. Wheatbelt DEMC Meeting on Wednesday, 21st October
9. Recovery and resilience presentation S. Blyth 21 October 2020
10. Pre season weather outlook - Wheatbelt DEMC Oct 2020
11. eDoc - WB - COVID -19 Welfare Centre Guidelines - Oct 2020
12. RDA Wheatbelt update

State Council Agenda – via link: [State Council Agenda, December 2020](#)

Declarations of Interests

NIL

### 3. **ANNOUNCEMENTS**

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

#### **4.1 Rachele Ferrari – WA Country Health Service Wheatbelt**

Rachele Ferrari, Acting Regional Director of the WA Country Health Service Wheatbelt provided a presentation on the COVID-19 Road to Recovery for the region.

Presentation attached – Attachment 1

#### **4.2 Wheatbelt Development Commission**

Rob Cossart, Chief Executive Officer, presented the Wheatbelt Development Commissions Strategic Plan to the Zone.

## **5. MINUTES**

### **5.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 27 August 2020**

The Minutes of the Great Eastern Country Zone meeting held on Thursday 27 August 2020 have previously been circulated to Member Councils.

#### **RESOLUTION**

**Moved: Cr Harris**

**Seconded: Cr Rajagopalan**

**That the Minutes of the Great Eastern Country Zone meeting held Thursday 27 August 2020 are confirmed as a true and accurate record of the proceedings noting the following apology amendments made:**

#### **Apology**

**Shire of Narembeen  
Shire of Kondinin**

**Cr Kellie Mortimore  
Cr Bev Gangell**

**CARRIED**

### **5.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 27 August 2020**

**NIL**

### **5.3 Confirmation of Minutes from the Great Eastern Country Zone Special Meeting of the Executive Committee held Tuesday 22 September 2020**

The Minutes of the Great Eastern Country Zone Special Executive Committee Meeting held on Tuesday 22 September 2020 are for Noting.

#### **RESOLUTION**

**Moved: Cr Waters**

**Seconded: Cr Day**

**That the Minutes of the Great Eastern Country Zone Special Executive Committee meeting held Tuesday 22 September 2020 be noted.**

**CARRIED**

### **5.4 Business Arising from the Minutes of the Great Eastern Country Zone Special Meeting Tuesday 22 September 2020**

**NIL**

### **5.5 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 12 November 2020**

The recommendations from the Executive Committee Meeting have been extracted for the Zones consideration.

## 5.5.1 (Exec item 5.6) - Proposed Meeting Dates for 2021

### BACKGROUND

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings were presented to the Committee on 12 November 2020. Dates were generally accepted with the exception of the proposed April zone date which fell on a public holiday. As a result, please see new proposed dates for the zones endorsement with the April date now falling on a Tuesday.

#### NOTICE OF MEETINGS GREAT EASTERN COUNTRYZONE 2021

<b>Zone Meeting Dates Monday</b>	<b>Time</b>	<b>HOST COUNCIL</b>	<b>State Council Meeting Dates 2021</b>
<b>22 February 2021</b>	Monday 9.30am	Shire of Kellerberrin	Wednesday 3 March, 2021
<b>27 April 2021</b>	Tuesday 9.30am	Shire of Merredin	Wednesday 5 May, 2021
<b>28 June 2021</b>	Monday 9.30am	Shire of Kellerberrin	Wednesday 7 July, 2021
<b>23 August 2021</b>	Monday 9.30am	Shire of Merredin	Regional Meeting 2-3 September 2021
<b>22 November 2021</b>	Monday 9.30am	Shire of Kellerberrin	Wednesday 1 December 2021

The Zone Executive Committee dates are held 1.5 weeks prior to the Zone meeting, as per previous years, it is proposed that the Executive Committee meeting day remain on Thursday's.

#### NOTICE OF MEETINGS GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2021

<b>Exec Comm Meeting Dates Thursday</b>	<b>Time</b>	<b>HOST COUNCIL</b>
<b>11 February 2021</b>	Thursday 7.30 am	Teleconference
<b>15 April 2021</b>	Thursday 7.30 am	Teleconference
<b>17 June 2021</b>	Thursday 7.30 am	Teleconference
<b>12 August 2021</b>	Thursday 7.30am	Teleconference
<b>11 November 2021</b>	Thursday 7.30 am	Teleconference

*Please note WALGA's annual convention is being held September 19 & 20, 2021. Therefore all suggested meetings above will be held via teleconference.*

**RESOLVED**

That the Great Eastern Country Zone endorse the proposed dates.

Moved: Cr Forsyth

Seconded: Cr Flockart

**CARRIED**

**5.5.2 Minutes of the Executive Committee 12 November 2020**

**RESOLVED**

That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held 12 November 2020 be endorsed.

**5.6 Business Arising from the Minutes of the Great Eastern Country Zone Special Meeting Thursday 12 November 2020**

**NIL**

**5.6.1 Drought Summit Opportunity**

**Background:**

At the Great Eastern Country Zone meeting held 27 August 2020, the following was resolved:

*RESOLVED*

*That the Great Eastern Country Zone Executive Committee discuss at their next meeting the opportunity of working in collaboration with WALGA to coordinate a Summit in the near future.*

**Committee consideration:**

At the Special Executive Committee meeting held on 22 September 2020, the Committee discussed the Great Eastern Country Zone hosting a drought summit in February 2021 as a half day forum involving the Great Southern and Central Country Zones

The Committee resolved as follows;

*Resolved*

- 1. That the GECZ Executive recommend to the Great Eastern Country Zone that the Zone host a Drought Summit in February 2021(via Flying Minute).*
- 2. Subject to approval on item 1, the Zone email other Zones seeking their interest in attending.*

At the Executive Committee meeting held on 12 November, the issue was further considered as arrangements had not progressed as information was received advising of concerns in attracting any politicians for a Summit in February 2021 due to the State Election.

The Committee discussed referring this item to the Zone meeting for a broader discussion with all members and resolved as follows;

*Resolved:*

*That a Zone agenda item be proposed to further consider the merits of holding a drought summit*

**Comment**

The item is brought forward for the Zones consideration on whether to hold a Drought summit.



To assist the following information is provided on the broader issue of Drought. The 2020 Annual General Meeting considered this issue and resolved as follows;

*That WALGA:*

- 1. Requests assistance from the Federal Minister for Agriculture, Water and Environment, to reconsider the Federal Government's approach when determining the criteria on what areas are eligible for drought assistance, and*
- 2. Requests the State Minister for Agriculture and Food to reconsider the State Government approach of not assisting with the drought situation, and if the State cannot help under their Water Deficiency Program that is implemented to cart water, then an alternative assistance package be considered.*

The above motion is consistent with the State Council resolution of March 2020, requesting WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program. RESOLUTION 37.1/2020

WALGA has written to the Federal Minister for Agriculture, Water and Environment and a favourable response has been received in respect to the On-farm Emergency Water Infrastructure Rebate Scheme (the Minister announced a further \$50m for the Scheme in October 2020, with a co-contribution expected from the State) and in acknowledging sector frustration with the then Drought Communities Program Extension Program. The Minister is now focused on finalising the details of the Local Government Regional Drought Resilience Planning Program with the WA State Government. Once the details are finalised, the successful undertaking and completion of these Plans by Local Government will inform decisions about future funding allocations by the State and Commonwealth.

Correspondence was also sent to the Western Australian State Minister for Agriculture and a positive response to reviewing the matter has been received, with the Minister committing to work with the Minister for Water to ensure that Local Governments optimally benefit from the Future Drought Fund, and that DPIRD and DWER will continue to work closely with WALGA to seek solutions to improve drought resilience throughout the state.

WALGA's Acting Policy Manager Environment, Garry Middle will be attending this meeting to assist with discussion.

## ZONE DISCUSSION

The zone discussed that a drought summit is not advantageous at this point in time, the Zone will revisit at a later date.

## RESOLUTION

**That the Zone defer consideration of a Drought Summit at this point in time and retain a 'watching brief' on issues associated with drought funding.**

## 6. ZONE BUSINESS

<b>6.1 Inquiry into Local Government – Final Report</b>
---

By Tony Brown, Executive Officer

Correspondence has been received from the Office of the Legislative Council Committee of Western Australia extending their thanks to the Great Eastern Country Zone of WALGA for assistance with its Inquiry into Local Government - [Please see report](#).

### Noted

## 6.2 Cunderdin Agricultural College – Year 11 Student accommodation

The Great Eastern Country Zone earlier this year resolved as follows;

*That the Great Eastern Country request the State Government provide funding assistance through the Business Case for infrastructure upgrades to the accommodation at the Cunderdin Agricultural College to address the oversubscription of students that will continue to support the Government in achieving its targets or regional prosperity and regional job creation.*

Correspondence was sent to the Hon Sue Ellery, Minister for Education and Training. The Minister has responded as per the following;

*Thank you for your letter dated 16 July 2020, advising of the support of the Great Eastern Country Zone for the upgrade of the residential accommodation at the WA College of Agriculture - Cunderdin.*

*The college has a long history of providing a high standard of agriculture and trade education and is continuing to attract interest from prospective students. As noted in your letter, each college has an overall cap, determined by the capacity of the farm enterprises to deliver appropriate educational experiences for students, and the residential accommodation needs to align with this capacity. The Department of Education is aware that the WA College of Agriculture - Cunderdin is a sought-after college. The Department is working with the college to prepare a Business Case and this will be considered when future capital works programs are compiled.*

*Thank you for bringing this matter to my attention.*

**Noted**

## 6.3 Mobile phone tower battery back up during emergencies

### Background

Nick Sloan (WALGA CEO), Joanne Burges (WALGA Intergovernmental Relations and Risk) and Cr Stephen Strange met with Senator Dean Smith and Mark Thompson, Corporate Affairs Manager and Boyd Brown, WA Regional General Manager representing Telstra on Thursday 24 September, 2020.

The Senator had called the meeting as a follow up to our meeting of 22 July, 2020 when the Association assisted by Cr Stephen Strange, escalated the matter to the Commonwealth level via three fronts, Hon Melissa Price MP, Hon Mark Coulton MP and the Senator.

Telstra acknowledged that issues occur around 'unplanned' outages (as experienced in emergency situations) and that energy providers (Western Power and Horizon Power) should also be at the table to address this issue along with future proofing solutions.

Further, Telstra spoke of the Commonwealth's 'hardening' grant funding program (funded via Mobile Black Spot Funding), at which time we were able to outline some of the limitations of the fund.

Acknowledged one of the gaps is between the battery back-up 'going down' and the technician arriving.

Further, it was acknowledged that Telstra had distributed a 'Notifications' Fact Sheet as an outcome to previous advocacy by Zones and WALGA. (Currently notifications of 'planned' outages are going directly to the Local MP and the affected Local Governments).

Solutions discussed included but were not limited to:

- Investigating the actual 'cost' and options of a battery backup replacement and maintenance program to ensure longer back -up

- Investigating 'local' options and training for technicians
- Including Western Power and Horizon Power to seek a collaborative approach to both short term solutions and innovative solutions for the long term e.g. Gen Set/Solar/ Battery combination

Outcomes of the meeting included:

- The Senator to write to the Telstra CEO outlining the specific nuances and needs of Western Australia
- The Senator will write to the SEMC to encourage this matter as a standing item, suggesting Telstra, Western Power and Horizon Power attendance to seek a collaborative solution
- The Telstra WA Regional General Manager, Boyd Brown and WALGA CEO, Nick Sloan to meet in the near future to progress solution seeking options for the short, medium and long term

It was acknowledged that many of the options were currently prohibitive from a cost perspective, although the discussions did identify some options that could be explored further.

Where cost was seen as an issue, it was agreed that this should not limit investigating what is possible and to explore funding options that could be available now and into the future.

Most importantly, there is a commitment to keep exploring options.

**Cr Strange updated the Zone on a conversation held with Richard Burnell, Department of Fire and Emergency Services. This issue has been elevated to the State Emergency Movement Committee (SEMC) and Emergency Services. Richard Burnell has requested to present at the next zone meeting.**

## **7. ZONE REPORTS**

### **7.1 Zone President Report**

*By Cr Rhonda Cole*

#### **RESOLVED**

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

### **7.2 Local Government Agricultural Freight Group**

*By Cr Julie Flockart*

Cr Julie Flockart provided her report to the Zone. Minutes of the 5 October Local Government Agricultural Freight Group were attached with the Agenda.

#### **ZONE DISCUSSION**

The Zone Chair acknowledged the work carried out by former Cr Ricky Storer from the Shire of Koorda, President Cr Katrina Crute, Shire of Bookton and Garrick Yandle, CEO Shire of Kulin, for their efforts in respect the Wheatbelt Freight Route Project.

#### **RESOLVED**

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

### **7.3 Wheatbelt District Emergency Management Committee**

*By Cr Tony Sachse*

The Minutes of the Wheatbelt DEMC Meeting on Wednesday, 21<sup>st</sup> October were attached. There were three guest speakers.

- (1) "State Recovery Coordination" by Suzanne Blyth DFES. Presentation was attached.
- (2) "Pre-Season Weather Outlook" by Gianni Golangelo BOM/DFES. Presentation was attached.
- (3) "Effect of Power Outages on Telstra Infrastructure" by Dan Clements. Note item 2.3 in Minutes.

Evacuation Centres and COVID-19 was discussed in a presentation from Ant Sadler (DFES). Since that meeting, the Department of Communities has sent out an eDoc relating to COVID-19 – Welfare Centre Guidelines (Oct 2020). The Operational Area Support Group (OASG) recommends discussion at LEMC level on Evacuation Centres relating to COVID-19 precautions before a response team from the DoCs arrives. I have attached this eDOC with this report, but you should already have received it through your LEMC's correspondence.

Please also note that if there are people self-isolating due COVID-19, and they need to leave due to Advice, Watch and Act or an Emergency Warning, then they should travel to a safe place (preferably a relative's residence), and contact WA Police. This detail of this is documented in the eDOC.

I have reported to the OASG Wheatbelt that smaller Local Government's do not have the resources to meet the precautions in the eDOC. Larger LGA's may be able to achieve this. Once the Department of Communities arrive then they will have the necessary resources. However, we are talking in the period where the evacuation centre is being set up and starting to receive people.

There will be a Wheatbelt Human Services Managers Forum Meeting on Thursday, 19<sup>th</sup> November 2020. Agenda topics include the Wheatbelt Education Engagement Plan (WEEP), CRTAFE Digital Skills Training Needs Survey, Early Years Working Party, Community Awareness Working Party and Education Engagement. I am currently representing Local Government on this Committee so if there is any feedback on these or other related topics please contact me.

Reports on the progress of the Wheatbelt DEMC were attached with the Agenda.

## **RESOLUTION**

**Moved: Cr Davis**  
**Seconded: Cr Waters**

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

**CARRIED**

### **7.4 Wheatbelt Health MOU Group**

*By Cr Glenice Batchelor*

Cr Batchelor reported on the Wheatbelt Health MOU at the meeting.

## **RESOLVED**

**Moved: Cr Waters**  
**Seconded: Cr Harris**

**That the Wheatbelt Health MOU Group Report be received.**

## **8. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS**

### **8.1 State Councillor Report**

*Cr Stephen Strange*

Cr Strange advised that a Special Meeting of State Council was held in early November and endorsed WALGA's new Corporate Strategy 2020-2025.

The development of WALGA's strategic plan has been an involved and significant process throughout this calendar year incorporating input from State Council, executive team and staff, a sample of members at senior levels, and external stakeholders including Directors General and other senior public servants.

The strategy identifies five key strategic themes:

- Advocating and facilitating sector policy and solutions
- Delivering member-centric, quality services
- Financial sustainability
- Contemporary systems
- Agile workforce

WALGA's annual convention will be moved for 2021 to the Crown Perth Plaza and will be held in mid-September. WALGA listened to the feedback from Delegates at the 2020 AGM held recently.

There was a cancellation fee required to break the contract from the Perth Convention and Exhibition Centre and Tony Brown will advise the Zone on this cost via e-mail following the meeting.

### **RESOLUTION**

**Moved: Cr Forsyth**

**Seconded: Cr Wright**

**That the State Councillor Report be received**

**CARRIED**

## 8.2 WALGA Status Report

By Tony Brown, Executive Officer

### BACKGROUND

Presenting the Status Report for August 2020 which contains WALGA's responses to the resolutions of previous Zone Meetings.

# GREAT EASTERN COUNTRY ZONE STATUS REPORT August 2020

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	<p>In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</a></p> <p>WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.</p> <p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included.</p>	Ongoing	<p><b>Joanne Burges</b> A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>

			<p>In July 2020 WALGA wrote to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution:</p> <p>That WALGA contact the Director General of the Department of Housing to:</p> <ol style="list-style-type: none"> <li>1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state</li> <li>2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation</li> <li>3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions.</li> </ol> <p>In August 2020, WALGA received a response from the Director General, Communities, which stated that the Department of Communities has diverted much of its resources towards the social and economic recovery of the State. Therefore work on the planned GROH review is placed on hold until the conclusion of the COVID-19 emergency period. It was acknowledged that GROH plays an important role in attracting and retaining staff in regional and remote communities. WALGA met with relevant staff from the Department of Communities on 21 August 2020 to further discuss the issue.</p>		
<b>Great Eastern C</b>	<b>2019 March Zone Agenda Item 12.3</b> Telstra – Power Outages Effecting Communications	1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	<p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p> <p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p>	<b>Ongoing</b>	<b>Joanne Burges</b> <b>A/Executive Manager,</b> <b>Strategy, Policy and</b> <b>Planning</b> <a href="mailto:jborges@walga.asn.au">jborges@walga.asn.au</a> <b>9213 2018</b>

			<p>The Zone will be provided with a copy of SEMC's response when received.</p> <p>This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.</p> <p>WALGA tabled concerns of the sector at the State Emergency Management Committee on Friday 13th December 2019. Following this WALGA met with Telstra and discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.</p> <p>The key outcomes from the meeting were for Telstra to share a series of fact sheets on topics relevant to the issues being faced by your communities and provide key contact information in order for these matters to be escalated or referred should you need to.</p> <p>The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.</p> <p>WALGA is currently assisting DFES with a Commonwealth grant application with the aim of enhancing battery back-up service to 206 base stations across Western Australia. A DFES representative is available to present to the Zone once the outcome of the application is known.</p>		
<b>Great Eastern C</b>	<b>2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities</b>	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> <li>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</li> </ul> <p>RESOLUTION 37.1/2020</p> <p>WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia.</p>	<b>Ongoing</b>	<p><b>Joanne Burges</b> <b>A/Executive Manager,</b> <b>Strategy, Policy and</b> <b>Planning</b> <a href="mailto:jborges@walga.asn.au">jborges@walga.asn.au</a> <b>9213 2018</b></p>



			<p>WALGA has written to the Minister for Agriculture, Minister for Water and the Minister for Local Government on the issue, seeking their support to review the drought funding mechanisms for Western Australia. At the WALGA webinar on May 8<sup>th</sup>, the Minister for Agriculture committed to advocating to the Commonwealth in conjunction with WALGA.</p> <p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members to also request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>WALGA has also met with Senator Brockman, and is also in discussion with Minister MacTiernans Chief of Staff on the issue.</p> <p>Correspondance from Minister Littleproud received in October highlighted that the Regional Drought Resilience Planning Program details are still being worked through with the State Government, who are yet to commit to co-funding the program. WALGA is currently seeking an assurance from Minister MacTiernan that it will.</p>		
<b>Great Eastern C</b>	<b>2018 November 29 Zone Agenda Item 7.3</b> Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> <li>1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.</li> <li>2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends</li> </ol> <p>The State Government provide appropriate funding for the refund points.</p>	<p>The Container Deposit Scheme was launched in October 2020.</p> <p>Not all Shires received a flexible refund point in their area.</p> <p>A network of more than 200 refund points have opened across WA. This will expand to a minimum of 229 refund points by 30 June 2021. Refund point locations, hours of operation and contact details are available on the Containers for Change website.</p> <p><a href="https://www.containersforchange.com.au/wa/">https://www.containersforchange.com.au/wa/</a></p>	<b>November 2020</b>	<p><b>Joanne Burges</b> A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>
<b>Grt Eastern C</b>	<b>2020 25 June Zone Agenda Item 7.3</b> Telecommunications – Minister Response	<p>That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.</p>	<p>WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth resilience improvement funding package.</p> <p>It has several key pillars, namely:</p> <ol style="list-style-type: none"> <li>1. \$7m for installing 2000 satellite dishes onto fire stations</li> <li>2. \$18m for hardening the mobile phone network - stage 1 of \$10m will be providing battery back-up</li> </ol>	<b>November 2020</b>	<p><b>Joanne Burges</b> A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>

			<p>for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases.</p> <ul style="list-style-type: none"> <li>- stage 2 will be a grants program for further hardening work</li> </ul> <p>3. \$10m for the expansion of mobile satellite communications capability</p> <ul style="list-style-type: none"> <li>- \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits</li> <li>- \$8.3m for competitive grants</li> </ul> <p>WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.</p>		
<b>Grt Eastern C</b>	<b>2020 25 June Zone Agenda Item Zone Comment</b>	<ol style="list-style-type: none"> <li>1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program.</li> <li>2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.</li> </ol>	<p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is wrote to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>Correspondance received from Minister Littleproud on October 20 highlighted his announcement with Minister Pitt on October 2 that a further \$50m would be made available for the this financial year for the Scheme.</p> <p>WALGA is continuing discussions with the State Government for the reinstating of the Farm Water Rebate Scheme.</p>	<b>November 2020</b>	<p><b>Joanne Burges</b>  <b>A/Executive Manager,</b>  <b>Strategy, Policy and Planning</b>  <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a>  <b>9213 2018</b></p>
<b>Grt Eastern C</b>	<b>2020 2 September State Council Agenda Item 5.5 Local Government Review Panel Final Report</b>	<p>That the Great Eastern Country Zone supports all matters for decision on the September 2020 State Council Agenda, subject to the below:</p> <p>That WALGA's position on recommendation 25c be changed from support to oppose</p> <p>That WALGA's position on recommendation on 22 be changed from consult to oppose</p> <p>That WALGA's position on recommendation 38c to 38e be changed from support to conditionally support (request to be in conjunction of the 4 year cycle)</p>	<p>WALGA State Council considered all Zones positions on the Panel's report and resolved as follows;</p> <p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Acknowledges the panel report and the recommendations received from Zones and continue to work with the Government to undertake further consultation on the recommendations contained therein;</li> <li>2. Requests a formal commitment from the Minister for Local Government that the Local Government Sector be consulted on the Draft Local Government Bill in line with the State / Local Government Partnership Agreement and that WALGA actively participates in the legislative drafting process to develop the new Local Government Act; and</li> </ol>	<b>November 2020</b>	<p><b>Tony Brown</b>  <b>Executive Manager</b>  <b>Governance and Organisational Services</b>  <b>9213 2051</b>  <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a></p>

		<p>That WALGA's position on recommendation to 46 be changed from support to conditionally support (one size doesn't fit all).</p> <p>That WALGA's position on recommendation to 54c be changed from support to oppose</p> <p>That WALGA's position on recommendation to 55h be changed from support to oppose</p> <p>That WALGA's position on recommendation to 55l be changed from support to oppose</p>	<p>3. Strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by 31 October 2020.</p> <p>RESOLUTION 119.4/2020</p> <p>WALGA is preparing an advocacy document bringing together the outcomes of the 3 recent reports being;</p> <ul style="list-style-type: none"> <li>• Panel report</li> <li>• Select Committee report</li> <li>• City of Perth report</li> </ul> <p>The paper will look at considering advocacy positions on 13 key issues. This paper will be considered as part of the December State Council agenda.</p>		
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## **ZONE COMMENT**

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

## **RECOMMENDATION**

**Moved: Cr Bachelor**  
**Seconded: Cr Harris**

**That the Great Eastern Country Zone WALGA November 2020 Status Report be noted.**

**CARRIED**

## **8.3 Review of WALGA State Council Agenda – Matters for Decision**

### **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 - December 2020](#)

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 Local Government Act Review Advocacy Paper – Key Issues from Recent inquiries into Local Government**

##### **WALGA Recommendation**

That:

1. Ongoing advocacy relating to the Review of the *Local Government Act 1995* be noted; and,
2. The Advocacy Positions for a New Local Government Act: *Key issues from recent Inquiries into Local Government* – be endorsed.

## **ZONE COMMENT**

The Great Eastern Country Zone would like to highlight their opposition to a recommendation from the Local Government Act Review Panel in relation to Elected Members and Candidates having to declare any political affiliations. The Zone believe that politics should not be involved in Local Government.

#### **5.2 Registration of Building Engineers**

##### **WALGA Recommendation**

That WALGA:

1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the registration of Building Engineers in WA is supported.

2. Request that DMIRS also consider the registration of Electrical Engineers, Façade Engineers, Energy Assessors, Bush Fire Consultants, Access consultants, Swimming pool, Patio installers and Demolition contractors.
3. Request that DMIRS clarify that dilapidation reports may only be undertaken by Registered Engineers.
4. Provide this report to Department of Mines Industry Regulation and Safety as feedback on the Consultation Regulatory Impact Statement.

### **5.3 Family and Domestic Violence**

#### **WALGA Recommendation**

That:

1. WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence and the roles that Local Governments can play in addressing gender equity and promoting respectful relationships in their local community.
2. WALGA advocates to the State Government:
  - a. to define and communicate the role, responsibilities and expectations of Local Governments in family and domestic violence.
  - b. for adequate funding for family and domestic violence programs and services, particularly in regional areas.
  - c. for appropriate resources and funding be allocated to Local Governments to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.
  - d. to provide support to Local Government in the broader rollout of the Prevention Toolkit for Local Government.
  - e. to continue advocacy to the Commonwealth Government for additional funding and support.
3. WALGA organises presentations for Local Governments that address family and domestic violence, as part of relevant events or webinars.

### **5.4 Underground Power Policy**

#### **WALGA Recommendation**

That Local Government supports the:

1. continuation of cooperative arrangements between the State Government, Western Power and Local Government to progressively replace the overhead electricity distribution network in residential areas with underground power.
2. development of a new approach to identifying and prioritizing areas for investment in underground power, initiated by the need to invest in the overhead network to meet safety, reliability and capability requirements.
3. development of a new approach to allocating State Government resources to facilitate projects proceeding in areas with a high electricity network need and lower economic capacity of ratepayers while retaining a commitment to funding an average of 25% of program costs.
4. opportunity for Local Governments to initiate projects to convert areas to underground power be retained with Western Power to continue to contribute the amount recoverable as an efficient investment as calculated by the New Facilities Investment Test (NFIT).

### **5.5 CEO Recruitment and Selection, Performance Review and Termination Standards Regulations**

1. That WALGA support the establishment of CEO Recruitment, Selection and Performance Review Standards subject to:
  - a) removal from the Regulations the requirement to re-advertise CEO positions after 10 year's continual service;

- b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
  - c) The retention of Regulation 18C of the *Local Government (Administration) Regulations*;
  - d) Deletion of the requirement under Regulation 18FB(4) to provide a copy of a council resolution certifying compliance with the CEO standards to the Departmental CEO;
  - e) The conduct of an independent assessment of potential industrial and employment law consequences arising from the proposed regulations under Schedule 2, Division 4 'Standards for termination of employment of CEOs'; and
  - f) Deferral of Regulation 18FC pending an independent assessment of the Schedule 2, Division 4 'Standards for termination of employment of CEOs'.
2. Seek that the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened to oversee the development of CEO Standards Regulations.

## **5.6 Model Code of Conduct for Council Members, Committee Members and Candidates Regulations**

That WALGA generally supports the *Local Government (Model Code of Conduct) Regulations 2020* with the following recommendations:

- a) Amend Division 2, Clause 4(d) to read '*identify and appropriately manage any conflict of interest*';
- b) Does not support the inclusion of local level complaints about alleged behavioural breaches and Local Governments dealing with complaints provisions in Division 3, Clauses 10 and 11; and
- c) Supports an external oversight body to manage local level complaints involving council members as prefaced in the *Local Government Review Panel Report, City of Perth Inquiry Report* and *Select Committee into Local Government Report*, to be considered in a future Local Government Act.

## **RESOLUTION**

**Moved: Cr Flockart**

**Seconded: Cr Wright**

**That the Great Eastern Country Zone supports all Matters for Decision as listed above in the 2 December 2020 State Council Agenda.**

**CARRIED**

<b>8.4 Review of WALGA State Council Agenda – Matters for Noting / Information</b>
--

- 6.1 Infrastructure WA Discussion Paper**
- 6.2 Draft Amendments to the Planning and Development LPS Regs 2015**
- 6.3 State Planning Policy 3.1 R-Codes**
- 6.4 State and Federal Budgets 2020**
- 6.5 Noongar Heritage Agreement LG**
- 6.6 Aboriginal Cultural Heritage Bill Consultation**
- 6.7 LG Animal Welfare in Emergencies Grant**
- 6.8 2020 AGM Motions**
- 6.9 MWAC**

## **8.5 Review of WALGA State Council Agenda – Organisational Reports**

### **7.1 Key Activity Reports**

- 7.1.1 Report on Key Activities, Environment and Waste Unit**
- 7.1.2 Report on Key Activities, Governance and Organisational Services**
- 7.1.3 Report on Key Activities, Infrastructure**
- 7.1.4 Report on Key Activities, People and Place**

## **8.6 Review of WALGA State Council Agenda – Policy Forum Reports**

### **7.2 Policy Forum Reports**

- 7.2.1 Mayors/Presidents Policy Forum**
- 7.2.2 Mining Community Policy Forum**
- 7.2.3 Container Deposit Legislation Policy Forum**
- 7.2.4 Economic Development Forum**

## **RESOLUTION**

**Moved: Cr O’Connell**  
**Seconded: Cr Flockhart**

**That the Great Eastern Country Zone notes the following reports contained in the WALGA December 2020 State Council Agenda.**

- Matters for Noting/Information;**
- Organisational Reports; and**
- Policy Forum Report**

**CARRIED**

## **8.7 WALGA President’s Report**

The WALGA President’s Report is attached to the Agenda.

## **RECOMMENDATION**

**Moved: Cr Waters**  
**Seconded: Cr Day**

**That the Great Eastern Country Zone notes the WALGA President’s Report**

**CARRIED**

## **9. MEMBERS OF PARLIAMENT**

Kathleen Brown, Electorate Officer for Mia Davies MLA advised that Mia has been following the drought issue closely and has recently written to Federal Minister David Littleproud and will forward a copy of Mia's letter to the Zone for distribution to Members.

## **10. AGENCY REPORTS**

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

Julie Knight and Jennifer Collins from the Department of Local Government, Sport and Cultural Industries updated the Zone.

**Noted**

### **10.2 Main Roads Western Australia**

Mr Craig Manton provided an update to the next Zone meeting.

Presentation attached – Attachment 2

**Noted**

### **10.3 Wheatbelt RDA**

Mandy Walker, RDA Wheatbelt presented to the Zone. Report was attached with the Agenda.

Presentation attached – Attachment 3

**Noted**

### **10.4 Water Corporation**

Mike Roberts, Regional Manager, Goldfields and Agriculture Region, introduced himself and advised that he looks forward to working with all Local Governments in the Zone.

**Noted**

## **11. EMERGING ISSUES**

### **11.1 Community Support**

Cr Strange thanked the Zone for the support provided to the Shire of Bruce Rock following the fire destroying the Bruce Rock General Store. The support from neighbouring Local Governments and Communities was very much appreciated.



## **11.2 Shire of Mount Marshall**

John Nuttall, CEO Shire of Mount Marshall, would like to thank neighbouring Local Governments and Communities for their support shown to the Shire President of Mount Marshall and the Mount Marshall community in respect to the recent tragedies in the area.

## **12. URGENT BUSINESS**

**NIL**

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

The next meeting of the Great Eastern Country Zone will be held in Kellerberrin on Monday 22 February 2020, commencing at 9.30am.

## **14. CLOSURE**

There being no further business the Chair declared the meeting closed at 12.14pm

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Government of Western Australia  
WA Country Health Service

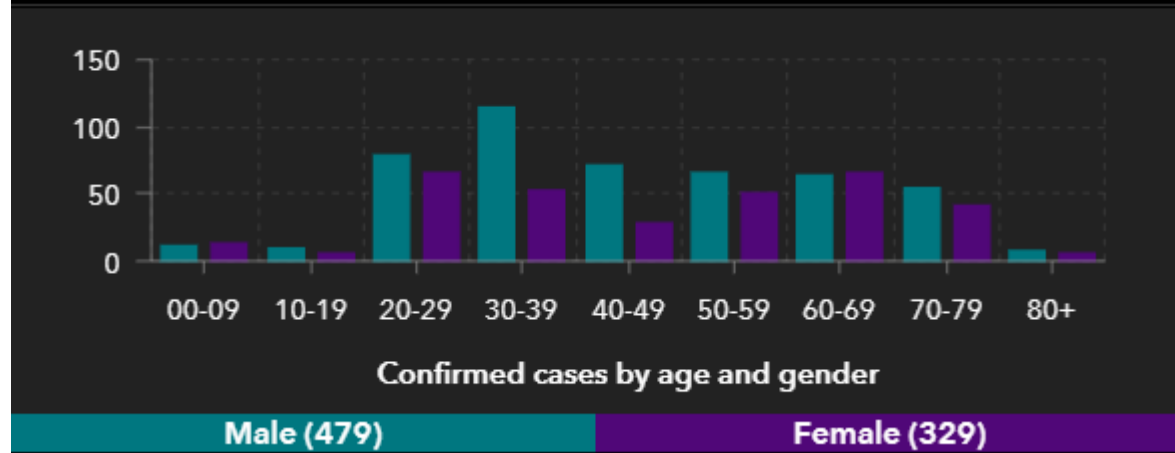


# WACHS Wheatbelt COVID-19

Rachele Ferrari  
A/ Regional Director  
November 2020

**I acknowledge the traditional owners on  
whose land we are meeting and pay  
respect to the wisdom of their Elders,  
past, present and emerging.**

# SNAPSHOT WA 25/11/2020

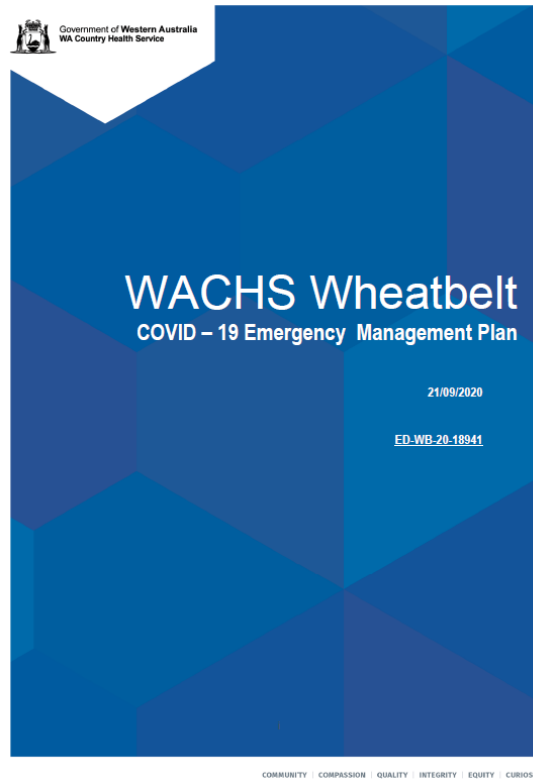


- 27,847 confirmed in Australia
- 539,122 tests in WA
- 808 positive in WA (0.15%)
- 774 recovered
- No cases in Wheatbelt since late March
- Over 2,300 people in hotel quarantine

# WACHS - WHEATBELT COVID-19 PLANS

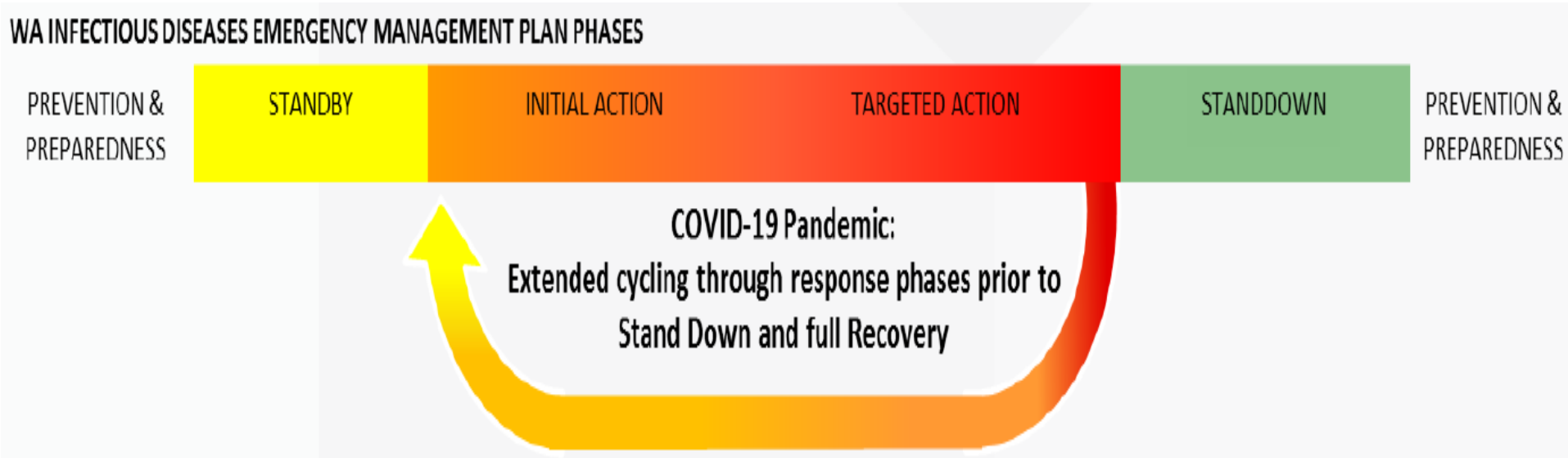
## Overarching COVID-19 Emergency Management Plan

- 24 site plans for COVID testing
- Outbreak Mgt Plans



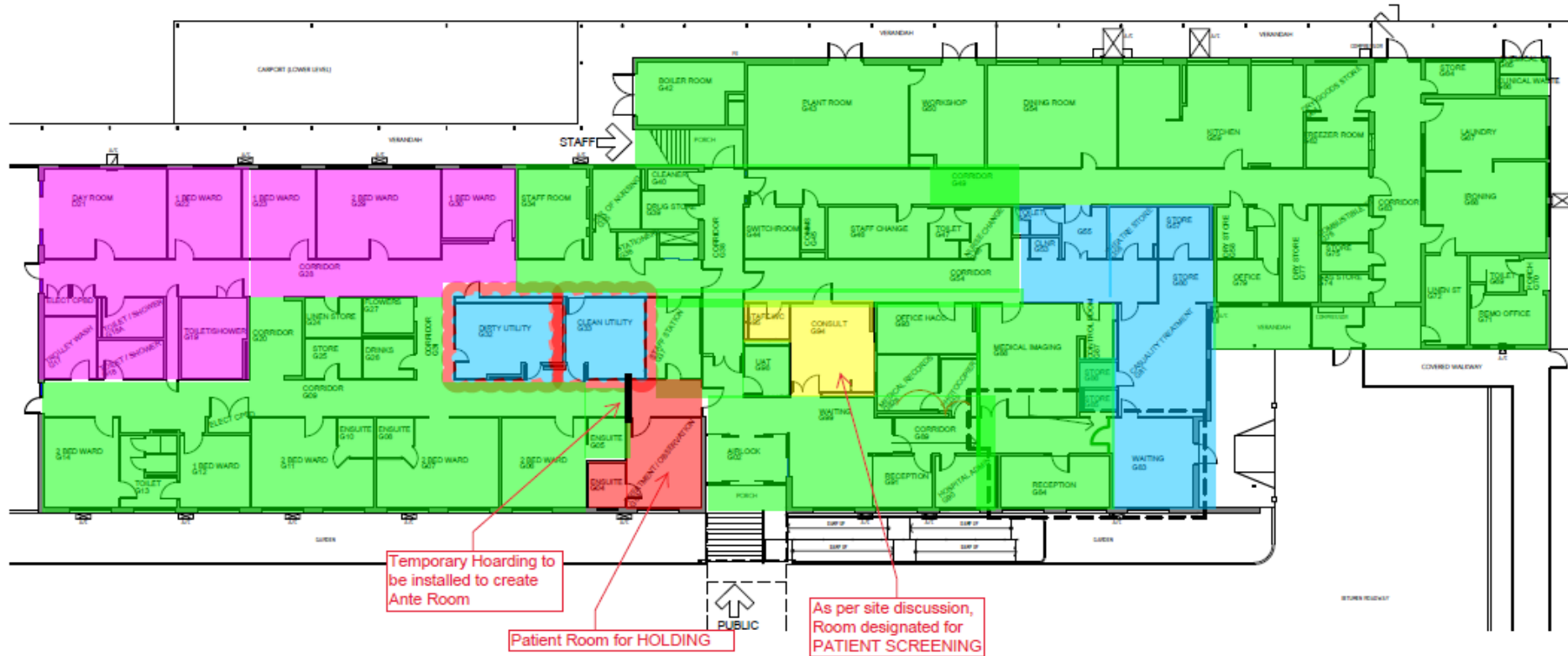
- Aged Care
- Aboriginal Health
- Maternity
- Mental Health
- Sub-acute
- Palliative Care
- Mortuary
- Staff Accommodation
- Renal (TBD)

# RESPONSE FRAMEWORK IN ALL WHEATBELT COVID-19 PLANS



# COVID-19 PATIENT JOURNEYS & SITE PLANS

## WONGAN HILLS HS COVID LOGISTICS - INITIAL ACTION



Red	Cohort 1	Positive COVID Patient Holding Room
Yellow	Cohort 2	COVID Screening Room
Green	Cohort 3	Clean Areas/Business As Usual
Blue		Emergency Department
Blue with Border		Clean Utility & Dirty Utility
Pink		Aged Care



# WHEATBELT SERVICES TESTED TO DATE

## Completed

- 24 ED sites + 13 low care Res Care
- Northam ED/Inpatient
- Narrogin maternity x 2 (natural birth and emergency caesarean)
- 3 private Aged Care facilities – Narrogin x 2, Dryandra (Kellerberrin)
- Mental Health & Aboriginal Health
- Interagency scenarios x 3 community and school outbreaks
- Elective surgery management

## Planned

- More Res Care – can include shire community aged care?
- Prison (Wooraloo/Dowerin)
- Renal (Northam)
- Chemo (N'ham & Ngn)
- DoCs clients
- Palliative care

# KEY LEARNINGS

- Infection prevention & control training – regularly for all staff
- Communication, Communication, Communication
  - Daily if an outbreak – short and sharp – coordinated by REOC – include all key stakeholders
  - Community and family – tailored to audience – identifying & including Elders if Aboriginal community
- Need for patient journey and outbreak plans for all sites
- Identifying resourcing risks – staff, IP&C expertise, oxygen, equipment. Working with WACHS EOC to address
- Need for suitable accommodation & transport to accommodation for those self isolating – role of SWICC and State Emergency Welfare Plan
- Cultural protocols – e.g. man may not be comfortable to disclose symptoms to a woman

# RECOVERY

- State of Emergency Declaration until - 26/11/2020
- Sharyn O'Neill, State Recovery Controller
- WA Recovery Plan - \$5.5 billion
  - Economic Recovery
    - Investing in schools, infrastructure, TAFE, community facilities
    - Tourism, local manufacturing, construction, renewable technologies
  - Social Recovery:
    - Children in care, Seniors, F&DV, Financial Counselling

THANK YOU & ANY QUESTIONS?



# Total Expenditure (2017-2020) incl. Estimated Funding (2020/21)

Total Expenditure	Year			
	2017-18	2018-19	2019-20	2020-21
Total Regional Budget excluding WANDRA	102 M	142 M	139 M	<b>205 M*</b>

\*Estimated figure

# Major Capital Projects

Project	Procurement/Construction Phase	Planned Start Date for delivery	Planned Completion Date
<b>Great Eastern Highway Walgoolan to Southern Cross Package 1a, Replacement of Br 0629 (Walgoolan) and road construction Package 7, Extension of Br 630A (Moorine Rock)</b>	Tender Assessment	Jan 2021	Oct 2021
<b>Great Eastern Highway Walgoolan to Southern Cross Package 1b and 4a, widening works and construction of an overtaking lane between Carrabin and Bodallin</b>	Works Complete		
<b>Great Eastern Highway Widening AEL - Kellerberrin to Walgoolan</b>	Works Complete		

# Major Capital Projects

Project	Procurement/Construction Phase	Planned Start Date for delivery	Planned Completion Date
<b>York Merredin Rd Bruce Rock to Merredin - Widening</b>	Tender Assessment	Jan 21	Apr 21
<b>Goomalling Merredin Rd Wyalkatchem to Trayning - Culvert works between Wyalkatchem and Trayning, Widening between Wyalkatchem and Nembudding South Road</b>	Culvert works in progress Widening – Tender Assessment	Oct 20	Apr 21



Local Government Zone Meetings Update November 2020

Mandy Walker, Director Regional Development

Regional Development Australia Wheatbelt



# About us



- Wander the Wheatbelt is a registered business name of Wheatbelt Arts and Events (formally York Arts and Events).
- We have designed a sustainable business model to deliver an online marketing platform and fee for service consultancy.
- Overseen by a steering committee made up of RDA Wheatbelt and Wheatbelt Arts and Events members.

# Vision



Our vision is to be renowned as Australia's Wheatbelt we want to provide an opportunity for tourism, events, arts, culture and Wheatbelt Noongar arts and tourism businesses to promote their product to local, national and international travellers through an interactive online marketing platform.

We also want to provide subscription and fee for service opportunities to key stakeholders.

# Mission



Our mission is to be an established advocate and champion of arts, culture and tourism for Australia's Wheatbelt. We will be known as a reliable tourism vehicle for local governments, businesses and visitors by providing accurate promotion and holistic information accessible through an online platform.

# Goals



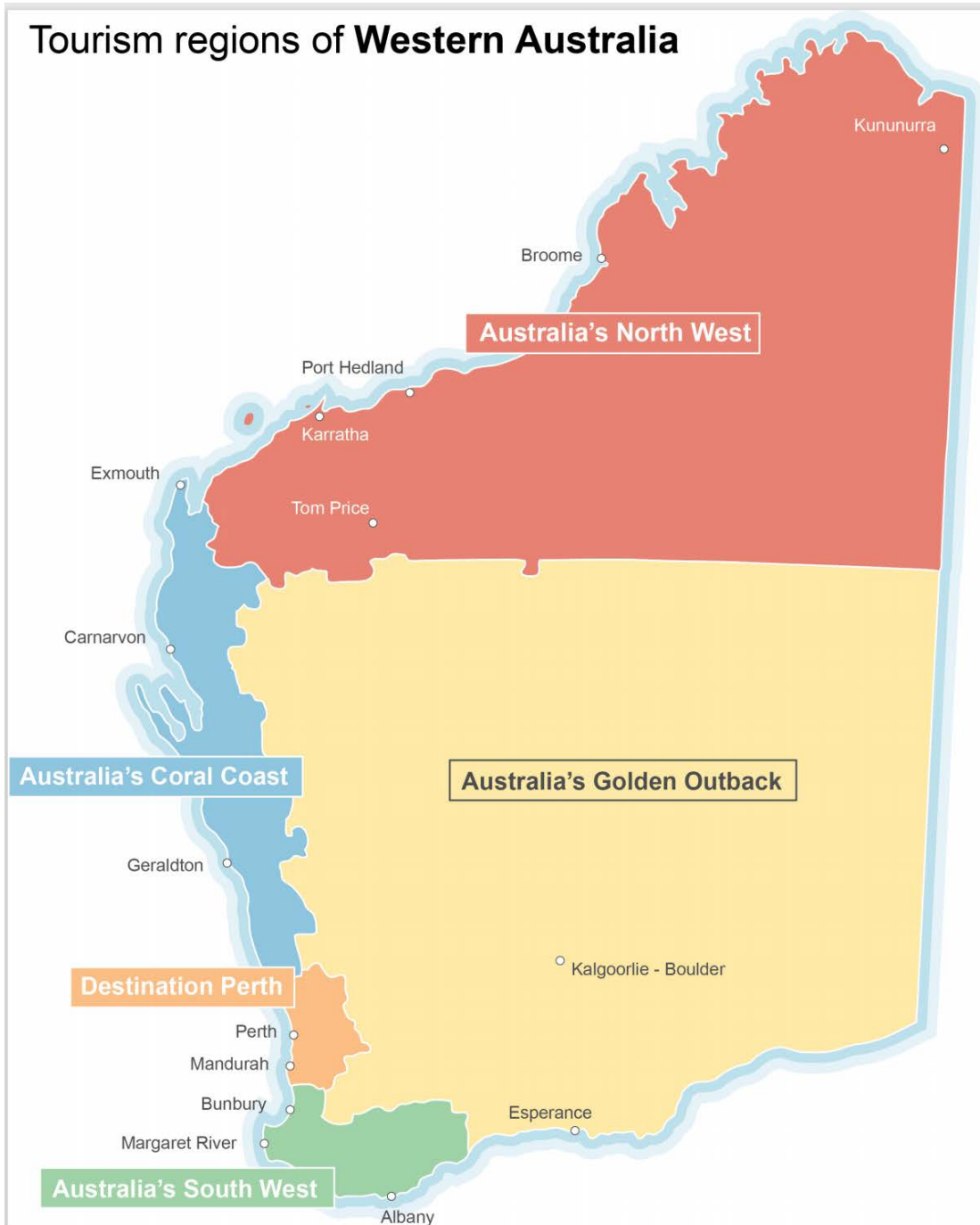
- To provide a service of value to subscribers in Australia's Wheatbelt;
- To become a Regional Tourism Organisation Australia's Wheatbelt, within 2 years;
- To promote Australia's Wheatbelt's culture including Noongar and First Nations arts and tourism opportunities; and
- To be an arts and tourism fee for service provider.

# Regional Tourism Organisations



- 5 RTOs funded through Tourism WA \$3.5m in 2019/20
- Each RTO is a not-for-profit, fully incorporated body with a board.
- They promote their respective regions and complement Tourism WA's strategic marketing direction in terms of destinations, experiences and attractions.

## Tourism regions of Western Australia



# Regional Tourism Organisation Map



RTOs are the grass roots contact for Local Government to support and partner with tourism product development and marketing.

Our aim is to lobby the State Government to fund a 6<sup>th</sup> RTO that is Australia's Wheatbelt.



ADVENTURE



PLAY



EXPLORE



TAKE A HUGE BITE OUT OF THE BIG APPLE

*New York City, USA*

[More Info](#)



SWIM & DIVE WITH TIGER SHARKS

*Bahamas, Caribbean*

[More Info](#)



Website mock  
up design



# Subscription model

- Hero rates for first 10 LGs and 20 businesses
- LG joining fee and then annual service fee
- Features include:
  - Directory listing, content writing, photography, event calendar
  - Trail maps, itinerary planner
  - Social features and promotions, social media posts
  - Videos
  - Training workshops
  - Inclusion in mobile app
  - Invites to social events



# Next steps



- November finalise business plan, strategic plan, budget and transition from RDAW to Wheatbelt Arts and Events
- December engage website developer
- January engage Project Co-ordinator
- January source grant funding for additional content creation
- January promote subscription model to Local Government and business operators



# WEROC Inc. Board Meeting MINUTES

Thursday 26 November 2020

Merredin Regional Community & Leisure Centre  
Bates Street, Merredin

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

A PO Box 5, MECKERING WA 6405 E [rebekah@150square.com.au](mailto:rebekah@150square.com.au)

M 0428 871 202

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# WEROC Inc.

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

Minutes of the WEROC Inc. Board Meeting held at the Merredin Regional Community and Leisure Centre on Thursday 26 November 2020.

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc., welcomed Members of the Board and opened the meeting at 1.10pm. The Chair extended a particular welcome to the two representatives from WEROC Inc.'s new Member, the Shire of Tammin.

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Mr. Peter Clarke

Mr. Bryan Close (proxy and voting delegate for Mr. Wayne Della Bosca)

Mr. Jamie Criddle

Mr. Mark Dacombe

Ms. Karin Day

Ms. Julie Flockart

Mr. Michael Greenwood

Mr. Raymond Griffiths

Mr. Darren Mollenoyux

Ms. Glenice Batchelor (proxy and voting delegate for Mr. Neville Hale)

Ms. Rebekah Burges, Executive Officer

#### 2.2 Apologies

Mr. Wayne Della Bosca

Mr. Neville Hale

#### 2.3 Guests

Mr. Darren Brown, Executive Officer, Bushfire Volunteers (joined the meeting at 1.40pm and left the meeting at 2.15pm)

Ms. Jo Drayton, Wheatbelt Suicide Prevention Coordinator, Holyoake (joined the meeting at 2.00pm and left the meeting at 3.00pm)

Mr. Tendai, Makanyanga, Clinical Nurse Specialist, Wheatbelt Mental Health Service (joined the meeting at 2.00pm and left the meeting at 3.00pm)

### 3. DECLARATIONS OF INTEREST

NIL

### 4. PRESENTATIONS

#### 4.1 Mr. Darren Brown, Executive Officer Bushfire Volunteers 1.20pm

At the WEROC Inc. Board Meeting held on 27 August 2020, under agenda item 7.5 – WEROC Inc. Strategic Projects Status Report, it was requested that the Executive Officer contact Mr. Darren Brown, Executive Officer of Bushfire Volunteers WA. This suggestion was made in relation to Priority 5 of the WEROC Inc. Strategic Plan – *Ranger and regulatory services solution*.

Bushfire Volunteers/WA Farmers recently completed a series of Forum’s across Western Australia to discuss topics relevant to farmers, volunteer bushfire brigades and regional communities. Mr. Brown has been invited to provide a brief overview of the topics discussed in the regional forums and the current issues/concerns regarding funding and support for volunteer bushfire brigades.

#### Comments from the Meeting

- Mr. Brown highlighted the lack of transparency on behalf of the Department of Fire and Emergency Services (DFES) with regard to how the Emergency Services Levy (ESL) is expended;
- Mr. Brown advised that DFES received \$400million from the ESL and only \$30million of this goes back to Local Governments to fund Volunteer Bushfire Brigades and State Emergency Services;
- Mr. Brown also advised that while the ESL has continued to increase, the amount that is distributed back to Local Governments has not changed;
- It was suggested that the most impactful thing that Local Governments can do is to push for WALGA to lobby for an independent review of the ESL.

Mr. Brown left the meeting at 2.15pm and did not return.

#### 4.2 The Hon. Melissa Price MP, Member for Durack, Minister for Defense Industry (joining via videoconference) 2.00pm – Late Apology

At the WEROC Inc. Board Meeting held on 27 August 2020, under agenda item 9.1 – Future Drought Fund, it was requested that the Executive Officer invite the Hon. Melissa Price MP, to the next WEROC Inc. meeting to discuss the Future Drought Fund and other Australian Government programs and initiatives.

Minister Price has been asked to present to the group on the Australian Government’s Future Drought Fund and Round 5 of the Building Better Regions Fund. The following questions from Members have also been submitted to the Minister for a response:

- 1) What funding/support is available to improve digital connectivity (particularly internet connections) within the Wheatbelt?
- 2) With the knowledge that Round 5A and 6 of the Mobile Blackspot Program are still to be rolled out, what can Local Governments do to advocate for priority black spots in our region to be funded?
- 3) Will there be a further round of funding for secondary freight routes including upgrades for safety projects?
- 4) How will the inequities in the assessment process for allocating drought funding (evidenced through the Drought Communities Program) be addressed in future drought funding programs?
- 5) Given the September announcement that one of the eight Federally funded, drought innovation hubs will be based in the south west of West Australia, with the goal of the hub being to build drought resistance by harnessing research, development and innovation - and, given that the eastern Wheatbelt region is a major regional hub that reflects a key agricultural and climatic zone of Australia- What support can be / will be given to the hub being located in Merredin at the Merredin Dryland Research Station?

**Executive Officer Comment:**

On Tuesday 24 November 2020, Ms. Carolyn Correll Diary Manager for the Hon. Melissa Price MP, advised the Executive Officer via email that *“Minister Price has urgently been requested to represent the Deputy Prime Minister at an event in the Kimberley later this week. Unfortunately, this means she will no longer be able to attend the Council’s meeting (via video conference) as she had previously hoped. Please accept her apologies for this”*.

Minister Price provided a written statement on Thursday 26 November 2020, addressing the questions raised by WEROC Inc. Members, which will be circulated via email after the meeting.

**4.3 Ms. Jo Drayton, Wheatbelt Suicide Prevention Coordinator & Mr. Tendai Makanyanga, Wheatbelt Mental Health Services 2.00pm**

On 24 September 2020, Mr. Tendai Makanyanga, Clinical Nurse Specialist with the Wheatbelt Mental Health Service, contacted the Executive officer via email regarding mental health services and suicide prevention in the Wheatbelt.

The contact came after a meeting with the Shire of Yilgarn, where concerns of sudden deaths/suspected suicides had been discussed.

Mr. Makanyanga was seeking to gain perspectives from Shire representatives and specifically asked for thoughts/issues and concerns from the WEROC Member Councils. The Executive Officer extended an invitation to Ms. Makanyanga to address the WEROC Inc. Board collectively to discuss this important regional issue.

Mr. Makanyanga advised that Ms. Jo Drayton, Wheatbelt Suicide Prevention Coordinator for Holyoake would also be attending the meeting.

**Comments from the Meeting**

- Mr. Makanyanga and Ms. Drayton provided an overview of the state of sudden deaths and suicides in the Wheatbelt. While exact figures could not be supplied, it was advised that there has been an 85% increase in the number of suicides in the Wheatbelt between 2018 and now.
- Data indicates that there has been an increase in female suicides within the Wheatbelt and in particular, females using lethal means. There has also been an increase observed in suicides of people under the age of 21.
- Mr. Makanyanga and Ms. Drayton advised that they can assist local governments in the creation of a community wellbeing plan and that there are already six Shire’s that have completed this process in the Wheatbelt and a further three Plans are under development.

Mr. Makanyanga and Ms. Drayton left the meeting at 3.00pm and did not return.

**5. MINUTES OF MEETINGS**

**5.1 Minutes of the WEROC Inc. Board Meeting held on Thursday 27 August 2020**

Minutes of the WEROC Inc. Board Meeting held in Kellerberrin on Thursday 27 August 2020 have previously been circulated.

**Recommendation:**

That the Minutes of the WEROC Inc. Meeting held Thursday 27 August 2020 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Darren Mollenoyux

That the Minutes of the WEROC Inc. Meeting held Thursday 27 August 2020 be confirmed as a true and correct record.

**CARRIED**

**5.2 Minutes of the WEROC Inc. Special General Meeting held on Thursday 1 October 2020**

Minutes of the WEROC Inc. Special General Meeting held via videoconference on Thursday 1 October 2020 have previously been circulated.

**Recommendation:**

That the Minutes of the WEROC Inc. Special General Meeting held Thursday 1 October 2020 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Mr. Peter Clarke

**Seconded:** Ms. Karin Day

That the Minutes of the WEROC Inc. Special General Meeting held Thursday 1 October 2020 be confirmed as a true and correct record.

**CARRIED**

**5.3 Business Arising – Status Report as of 16 November 2020**

**5.3.1 Actions Arising from the WEROC Inc. Board Meeting held on 27 August 2020**

**Attachment 1:** Letter from the Department of Fire and Emergency Services, regarding a regional CESM for WEROC Inc.

**Attachment 2:** WEROC Inc. letter of support for the CRISP Wireless application to the Regional Connectivity Program

**Attachment 3:** WEROC Inc. letter of support for the CRISP Wireless application to Round 3 of the Digital Farm Grants Program

Item	Action(s)	Status
7.1 – Insurance for WEROC Inc.	1) Accept the quotations from Local Community Insurance Services for the following forms of coverage: <ul style="list-style-type: none"> <li>- Workers compensation</li> <li>- Cyber insurance</li> <li>- Public and Products Liability</li> </ul>	All insurance policies have been purchased and are effective as of 1 September 2020.

	<ul style="list-style-type: none"> <li>- Associations and Officials Liability</li> <li>- Personal Accident – Volunteer Workers</li> </ul>	
7.5 – Strategic Projects	<ol style="list-style-type: none"> <li>1) Executive Officer to contact Darren Brown, Executive Officer of Bushfire Volunteers WA.</li> <li>2) Executive Officer to contact Superintendent Mark Bowen to make further enquiries in relation to a regional CESM</li> </ol>	<p>The Executive Officer extended an invitation to Mr. Darren Brown, EO of Bushfire Volunteers WA to present to the WEROC Inc. Board. Mr. Brown accepted the invitation.</p> <p>The Executive Officer contacted Superintendent Mark Bowen to enquire about the possibility of a Regional Community Emergency Services Manager (CESM) for WEROC Local Governments. A response to this enquiry was received from the Commissioner of the Department of Fire and Emergency Services on 29 September 2020. WEROC are advised that the CESM program is currently oversubscribed but should an opportunity arise, WEROC Local Governments will be given due consideration. A copy of the letter is provided as an attachment.</p>
7.6 – Tourism Product Development & Co-Operative Marketing	<ol style="list-style-type: none"> <li>1) Contact Skyworks WA to enquire about their services and costing.</li> </ol>	<p>Skyworks WA were contacted via email on 2 September 2020, requesting information about their services and pricing.</p> <p>This will be discussed further under agenda item 7.1.</p>
7.7. – Local Business Development Program	<ol style="list-style-type: none"> <li>1) Board Members take the information as presented into further consideration and discuss the program proposal with local businesses to gauge the potential level of engagement.</li> <li>2) The program proposal be reviewed at the next meeting of the WEROC Inc. Board.</li> </ol>	<p>To be discussed further under agenda item 7.3.</p>
7.8 – CRISP Wireless	<ol style="list-style-type: none"> <li>1) Provide a letter of support for the CRISP Wireless application to the Regional Connectivity Program.</li> </ol>	<p>A letter of support for the CRISP Wireless application to the Regional Connectivity Program was provided to Ms. Maree Gooch, Chair of CRISP Wireless on 10 November 2020. A copy of the letter is provided as an attachment.</p>



		Ms. Gooch contacted the Executive Officer on 15 November 2020, requesting an additional letter of support for the CRISP Wireless application to Round 3 of the Digital Farm Grants program. Ms. Gooch advised that the letter was required by 18 November 2020 because the applications closed on 20 November. Given that the proposed network extension would include WEROC Local Governments and that the Board had approved a letter of support for this extension, albeit under a different funding program, the Executive Officer provided the requested letter on Monday 16 November 2020. A copy of this letter is provided as an attachment.
9.1 - Future Drought Fund	1) Extend an invitation to the Hon. Melissa Price MP to attend the next meeting of WEROC Inc. to discuss to the Future Drought Fund and other Australian Government programs and initiatives.	The Hon. Melissa Price MP has accepted an invitation to present to the WEROC Inc. Board at its meeting on 26 November 2020. Minister Price will join the meeting via videoconference due to prior travel commitments.
9.2 – Geopark for the Wheatbelt	1) Mr. Raymond Griffiths attend the meeting with Mr. Briggs scheduled for 22 September 2020, and report back to the Board.	Mr. Alan Briggs contacted the Executive Officer via email on 25 September 2020 to enquire as to any discussion/decisions that had been made by WEROC Inc. in relation to the Geopark concept. The Executive Officer responded on the same day, advising that the concept had been discussed and the WEROC Inc. Board were awaiting feedback on the meeting scheduled for 22 September before discussing the matter further. Mr. Briggs provided details of the meeting, which will be discussed further under agenda item 7.5.

**Comments from the Meeting:**

- The Shire of Bruce Rock advised that they had received a letter from the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) indicating that they will be seeking compensation from CRISP Wireless for the extension of the network into Bruce Rock.
- The Shire of Tammin and the Shire of Yilgarn have provided a letter of support and an in-principal commitment to a financial contribution toward the further extension of the CRISP wireless network.

5.3.2 Actions Arising from the WEROC Inc. Special General Meeting held on 1 October 2020

**Attachment 4:** Letter from the Department of Mines, Industry Regulation and Safety – Consumer Protection Division, regarding changes to the WEROC Inc. Constitution

Item	Action(s)	Status
4.1 Application for Membership to WEROC Inc. by the Shire of Tammin	1) Advise the Shire of Tammin that their application for membership has been accepted	<p>The Executive Officer advised Mr. Neville Hale, CEO Shire of Tammin, via email on 1 October 2020 that the Shire of Tammin’s application to be admitted as a Member of WEROC Inc. had been accepted.</p> <p>As per Rule 6.6. of the WEROC Inc. Constitution, an applicant for membership becomes a Member when the Board accepts the application, and a one-off joining fee and annual financial contribution are paid.</p> <p>Both conditions of membership have been met, with the joining fee and annual financial contribution being received by WEROC Inc. on 2 November 2020.</p>
4.2 Changes to the WEROC Inc. Constitution	<p>1) Executive Officer lodge a “notice of special resolution to change the rules” with the Department of Mines, Industry Regulation and Safety; and</p> <p>2) Update the WEROC Inc. By-Laws as per the recommendation by the Department of Mines, Industry Regulation and Safety.</p>	<p>The Executive Officer lodged the notice of special resolution to change the rules with the Department of Mines, Industry Regulation and Safety – Consumer Protection Division, on 2 October 2020.</p> <p>On 7 October 2020, the Executive Officer received written confirmation that the changes had been approved. A copy of the letter is provided with the agenda.</p> <p>On 12 October 2020, the Executive Officer sent a copy of the updated WEROC Inc. Constitution and By-Laws to all Members via email.</p>

**Recommendation:**

That:

- 1) The status report for November 2020 be received; and
- 2) The Board ratify the provision of a letter of support for the CRISP Wireless application to Round 3 of the Digital Farm Grants Program.

**RESOLUTION:**

**Moved:** Mr. Jamie Criddle

**Seconded:** Ms. Glenice Batchelor

That:

- 1) The status report for November 2020 be received; and
- 2) The Board ratify the provision of a letter of support for the CRISP Wireless application to Round 3 of the Digital Farm Grants Program.

**CARRIED**

<b>6. WEROC INC. FINANCE</b>
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**6.1 WEROC Inc. Financial Report as of 31 October 2020**

At the WEROC Inc. Board Meeting held on 28 May 2020 the budget for the financial year commencing 1 July 2020 and ending 30 June 2021 was adopted. The WEROC Inc. Budget 2020-21 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

<b>Note 1</b>	Annual Financial contributions paid by the Shire's of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.
<b>Note 2</b>	GST on the Annual Financial Contributions.
<b>Note 3</b>	GST Refund for Q4 BAS 2019-2020.
<b>Note 4</b>	Executive Officer services for the months of July, August, and September 2020.
<b>Note 5</b>	Includes payments to 150 Square for WEROC Inc. Strategic Planning, WALGA for Associate Membership and Australia's Golden Outback for the co-operative digital marketing campaign in June 2020 and a wildflower print advertising campaign in September.
<b>Note 6</b>	Payment for the redevelopment of the WEROC website will be made in three (3) instalments – 50% deposit, 40% on design completion and 10% prior to going live. The deposit and payment for design completion have now been made.

**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2020 to 31 October 2020**

		<b>Budget 2020/2021</b>	<b>Actual to 31/10/2020</b>	<b>Notes</b>
<b>Income</b>				
<b>0501</b>	<b>General Subscriptions</b>	\$60,000.00	\$60,000.00	<b>1</b>
<b>504.01</b>	<b>Consultancy &amp; Project Reserve</b>	\$0.00		
<b>0575</b>	<b>Interest received</b>	\$141.67	\$55.72	
<b>584</b>	<b>Other Income</b>	\$0.00		
	<b>GST Output Tax</b>	\$6,000.00	\$6,000.00	<b>2</b>
	<b>GST Refunds</b>	\$5,771.24	\$1,265.00	<b>3</b>
	<b>Total Receipts</b>	\$71,912.91	\$67,320.72	

## Expenses

1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$30,450.00	\$8,831.82	4
1661.02	Executive Officer Travel and Accommodation	\$2,162.40	\$350.63	
1661.03	WEROC Executive Officer Recruitment	\$0.00		
1687	WEROC Financial Services Accounting	\$795.40	\$45.45	
1687.03	WEROC Financial Services Audit	\$1,300.00		
1585	WEROC Consultant Expenses	\$40,000.00	\$5,061.82	5
1850	WEROC Management of WEROC App & Website	\$6,860.00	\$5,850.00	6
1801	WEROC Meeting Expenses	\$500.00		
1851	WEROC Insurance	\$5,056.67	\$4,998.86	
1852	WEROC Legal Expenses	\$2,000.00		
1853	WEROC Incorporation Expenses	\$0.00		
1930	WEROC Sundry	\$300.00		
3384	GST Input Tax	\$8,693.78	\$2,313.86	
	ATO Payments	\$3,117.28		
	<b>Total Payments</b>	<b>\$101,235.53</b>	<b>\$27,452.44</b>	
	<b>Net Position</b>	<b>-\$29,322.62</b>	<b>\$39,868.28</b>	
	<b>OPENING CASH 1 July</b>	<b>\$136,811.40</b>	<b>\$143,177.70</b>	
	<b>CASH BALANCE</b>	<b>\$107,488.78</b>	<b>\$183,045.98</b>	

### Recommendation:

That the WEROC Inc. financial report for the period 1 July to 31 October 2020, be received.

### RESOLUTION:

**Moved:** Ms. Karin Day

**Seconded:** Mr. Rod Forsyth

That the WEROC Inc. financial report for the period 1 July to 31 October 2020, be received.

**CARRIED**

## 6.2 Income & Expenditure

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

A summary of income and expenditure for the period 1 August to 31 October 2020 is provided below.

Date	Description	Reference	Credit	Debit	Running Balance	Gross
WEROC Inc. Transactions for the period 1 August to 31 October 2020						
<b>Opening Balance</b>			<b>164,489.32</b>	<b>0.00</b>	<b>164,489.32</b>	<b>0.00</b>
07 Aug 2020	Payment: Shire of Merredin	INV-0001	13,200.00	0.00	177,689.32	13,200.00
19 Aug 2020	Payment: PWD Australia	INV-20142	0.00	3,575.00	174,114.32	(3,575.00)
31 Aug 2020	Westpac Interest received		14.72	0.00	174,129.04	14.72
02 Sep 2020	Payment: 150 Square Pty Ltd	INV-0005	0.00	2,422.00	171,707.04	(2,422.00)
04 Sep 2020	Payment: 150 Square Pty Ltd	INV-0004	0.00	2,692.20	169,014.84	(2,692.20)
24 Sep 2020	Payment: Local Community Insurance Services	051-Wheatbel	0.00	5,298.74	163,716.10	(5,298.74)
25 Sep 2020	Payment: Shire of Bruce Rock	INV-0003	13,200.00	0.00	176,916.10	13,200.00
30 Sep 2020	Payment: Australia's Golden Outback	INV-3652	0.00	750.00	176,166.10	(750.00)
30 Sep 2020	Westpac Interest received		14.02	0.00	176,180.12	14.02
02 Oct 2020	Payment: PWD Australia	INV-20143	0.00	2,860.00	173,320.12	(2,860.00)
05 Oct 2020	WALGA	2013	0.00	797.50	172,522.62	(797.50)
08 Oct 2020	Payment: Shire of Westonia	INV-0004	13,200.00	0.00	185,722.62	13,200.00
12 Oct 2020	Payment: 150 Square Pty Ltd	INV-0008	0.00	2,691.50	183,031.12	(2,691.50)
30 Oct 2020	Westpac Interest received		14.86	0.00	183,045.98	14.86
<b>Total Westpac Community Solution One</b>			<b>39,643.60</b>	<b>21,086.94</b>	<b>183,045.98</b>	<b>18,556.66</b>
Closing Balance			183,045.98	0.00	183,045.98	0.00

**Recommendation:**

That the WEROC Inc. summary of income and expenditure for the period 1 August to 31 October 2020 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August to 31 October 2020 totalling \$21,086.94 be approved.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Mr. Michael Greenwood

That the WEROC Inc. summary of income and expenditure for the period 1 August to 31 October 2020 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August to 31 October 2020 totalling \$21,086.94 be approved.

**CARRIED**

**7. MATTERS FOR DECISION**

**7.1 Co-Operative Advertising Campaign**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** NIL

**Consultation:** Colette Gibbons, Skyworks WA Pty Ltd

Ellie Cuthbert Economic Development Manager, Shire of Morawa

**Financial Implications:** Funding for a cooperative advertising campaign would be covered under the Consultant Expenses line item in the budget.

**Voting Requirement:** Simple Majority

**Background:**

Following a presentation from Mr. Marcus Falconer, CEO Australia’s Golden Outback, at the WEROC Inc. Board Meeting held on Thursday 27 August 2020, tourism product development and co-operative marketing opportunities were discussed, and the Board resolved as follows:

**RESOLUTION:** *Moved: Mr. Rod Forsyth* *Seconded: Mr. Peter Clarke*

*That:*

- 1. The Executive Officer contact Skyworks WA to enquire about their services and costing.*
- 2. WEROC Inc. will await the outcome of its application to the Regional Economic Development grants scheme before progressing with a tourism strategy.*

**CARRIED**

**Executive Officer Comment:**

The Executive Officer contacted Kristen Twine, Project and Research Officer with the Wheatbelt Development Commission on 3 November 2020, requesting an update on when announcements will be made for Round 3 of the Regional Economic Development grants scheme. Ms. Twine advised that “there hasn’t been an announcement yet and we have not received a date for the Wheatbelt”.

The Executive Officer contacted Collette Gibbons from Skyworks WA Pty Ltd, requesting information about the services offered and associated costs. Ms. Gibbons advised that Skyworks produce videos and still images for promotional use. As an example of the product offering Ms. Gibbons referred to an advertisement that was produced for the Shire of Morawa in mid-2020. The advertisement can be viewed via this [link](#).

The cost to produce an advertisement similar to the Morawa one would be between \$6,000 - \$8,000 +GST depending on the number of locations and subjects/attractions that are included. For this they will produce two versions – one internet ready and the other approved and formatted for free to air TV. Skyworks can help develop a tagline/call to action for the advertisement at an additional cost. They will also take a collection of images, which they will provide watermarked and these can be purchased separately.

The above-mentioned costs do not include the network coverage and Skyworks do not organise this. To get an understanding of these additional costs, the Executive Officer contacted Ellie Cuthbert the Economic Development Manager at the Shire of Morawa. Ms. Cuthbert advised that the Shire of Morawa undertook a three-week campaign into the Perth market at a cost of \$5,500 and a five-week campaign into the regions which cost \$2,500.

As a comparison, the GWN7 Regional proposal that was put to the WEROC Inc. Board earlier in the year was \$5,000 +GST per Shire for five months airtime on regional television, plus \$950 +GST for the production of an advertisement. At the WEROC Inc. Board meeting held on 30 April 2020, it was resolved that each Council would consider the GWN7 proposal individually.

**Recommendation:**

That the WEROC Inc. Board consider whether they wish to proceed with a regional marketing initiative in 2021.

**Comments from the Meeting:**

- The WEROC Inc. Board would like to have Skyworks present at the next meeting, being held in February 2021.

- Any filming for an advertisement would be done in May to July 2021 to capture the region at its best.
- It was noted that Local Governments already have a collection of images that might be suitable to use.

**RESOLUTION:**

**Moved:** Ms. Julie Flockart

**Seconded:** Mr. Rod Forsyth

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That the Executive Officer invite Skyworks WA to present at the February meeting of the WEROC Inc. Board.

**CARRIED**

## 7.2 Regional Waste Management

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** Attachment 5: WEROC Strategic Waste Management Plan Review 2013

**Consultation:** Nil

**Financial Implications:** The cost of a review of the WEROC SWMP and/or feasibility study are yet to be advised.

**Voting Requirement:** Simple Majority

**Background:**

Under Priority One of the WEROC Inc. Strategic Plan – Regional Waste Management – the following actions are identified:

- 1) Undertake a review of existing waste management service delivery across the WEROC region including:
  - Local Government waste management plans;
  - Waste management services and infrastructure;
  - Recycling activities and capabilities;
  - Contract arrangements; and
  - Cost of delivery.
- 2) Complete a cost-benefit analysis for ownership of a shared truck for municipal waste and recycling collections; and
- 3) Develop a WEROC Waste Management Plan.

Since completing the WEROC Inc. Strategic Plan, the Executive Officer has become aware that a WEROC Strategic Waste Management Plan (SWMP) was completed by Dallywater Consulting in 2008/2009 and reviewed/updated by Bowman & Associates in June of 2013. The cost of undertaking the review was approximately \$6,000.

At a WEROC Council Meeting held on 27 February 2013, it was resolved that following the completion of the review of the WEROC SWMP, a project brief would be developed to look at strategies for the implementation of the Plan, using regional funding programs.

Upon completion of the SWMP review, the WEROC Council at its meeting held on 26 June 2013, resolved as follows:

**RESOLUTION:**

**Moved:** Mr. Powell

**Seconded:** Mr. Griffiths

- 
- 1) That the Review of the 2009-2013 WEROC Strategic Waste Management Plan prepared by Bowman and Associates Pty Ltd be received and referred to the WEROC Executive for Finalisation;

- 
- 2) *That the application for funding under the Waste Authority Regional Investment Plan for Regional Waste Fund Establishment and Business Plan Development and the application for funding under the Waste Authority Regional Investment Plan for Regional Waste Management Database and Website be approved for submission to the Waste Authority by the due date.*

The applications mentioned in the resolution above were completed by former WEROC Executive Officer Ms. Helen Westcott and submitted on 28 June 2013.

At a WEROC Council Meeting held on 21 August 2013, it was resolved that WEROC would approach Bowman & Associates to undertake a preliminary study on the feasibility of establishing a landfill site in the Eastern Wheatbelt. It was noted at this meeting that the Shire of Bruce Rock had recently completed a full upgrade and expansion of its refuse/landfill site which would see Bruce Rock remain self-sufficient for approximately 30 years, and therefore they would not participate in a joint waste management venture. The Shire of Yilgarn also noted that they were self-sufficient.

On 23 October 2013, Executive Officer Helen Westcott advised the WEROC Council that the applications for funding had been unsuccessful. It was resolved that the applications would be resubmitted in the next round. The applications for funding were revised and resubmitted in Round 2 on 27 June 2014. These applications were also unsuccessful.

**Executive Officer Comment:**

Having learnt of the existence of the WEROC SWMP, the Executive officer contacted Ms. Helen Westcott to get some additional background as to why the Plan and its recommendations failed to get traction. Ms. Westcott advised that the failure to get funding to undertake a feasibility study for a joint waste management venture was a primary contributor. In addition, the following factors contributed to the waste management issue being “left”:

- The Shire of Bruce Rock was not interested in a joint waste management venture with the other WEROC Councils as it was developing a new tip site and was happy to work on its own;
- The Shire of Merredin while happy to progress with a collaborative effort, expressed concern that any collaborative arrangements might see it subsidising the smaller Councils within WEROC;
- The question over where a joint tip site would be located; and
- Lack of a common expiry date for each Council with Avon Waste made getting a joint system operational a little tricky.

The Executive Officer has contacted Giles Perryman, Director ASK Waste Management and Mr. Bruce Bowman, Director Bowman & Associates requesting a quote to undertake a review/update of the WEROC SWMP. At the time of preparing the agenda the quotes had not been received.

**Recommendation:**

With the Knowledge that WEROC has an existing Waste Management Plan and that a feasibility study into a regional waste facility for the Eastern Wheatbelt, has previously been identified as a priority action, the Board might like to consider one (or both) of the following options in lieu of the actions outlined in the WEROC Inc. Strategic Plan:

- 1) Review and update the WEROC SWMP, with the Shire of Tammin to be included.
- 2) Undertake a feasibility study into the establishment of a regional landfill site for the Eastern Wheatbelt.

**Comments from the Meeting:**

- The Executive Officer advised that Mr. Peter Clarke had supplied information regarding a waste management infrastructure audit being undertaken by ASK Waste Management and a State Waste Infrastructure Plan being prepared for the Department of Water and Environmental Regulation.



- The Executive Officer contacted Mr. Giles Perryman, Director of ASK Waste Management for comment on how the audit they were undertaking would work in with their proposal to develop a WEROC Strategic Waste Management Plan. Mr. Perryman advised that the audit they were tasked with completing would capture high level information only, essentially allowing them to map what waste management facilities exist in the State and their current and future capacity.
- Mr. Perryman advised that the Australian Government are also undertaking a nation-wide infrastructure audit that would include waste management, and that Local Governments might be contacted by a group called Blue Environment.
- Ms. Glenice Batchelor advised that the Wheatbelt Development Commission were in the process of completing a report into a waste disposal facility in Tammin.
- Mr. Jamie Criddle advised that the Shire of Coolgardie were exploring waste solutions which might prove beneficial to WEROC Local Governments.
- Ms. Julie Flockart suggested that Mr. Rob Cossart, CEO of the Wheatbelt Development Commission be invited to present to the WEROC Inc. Board on the Tammin Waste Disposal Report.

**RESOLUTION:**                      **Moved:** Mr. Rod Forsyth                      **Seconded:** Ms. Julie Flockart

---

That the Executive Officer invite Mr. Rob Cossart, CEO of the Wheatbelt Development Commission to present on the Tammin Waste Disposal Report at the February meeting of WEROC Inc.

**CARRIED**

### **7.3      Local Business Development Program**

**Author:**                                      Rebekah Burges, Executive Officer

**Disclosure of Interest:**                      No interest to disclose

**Date:**    10 November 2020

**Attachments:**                                      *Attachment 6: WBN Business Development Program Proposal*

**Voting Requirement:**                      Simple Majority

#### **Executive Officer Comment:**

Following the presentation from Ms. Caroline Robinson, CEO Wheatbelt Business Network, at the WEROC Inc. Board Meeting held on 27 August 2020, the board resolved as follows:

**RESOLUTION:**                                      **Moved:** Ms. Karin Day                                      **Seconded:** Mr. Rod Forsyth

---

*That:*

- 1. Board Members take the information as presented into further consideration and discuss the program proposal with local businesses to gauge the potential level of engagement.*
- 2. The program proposal be reviewed at the next meeting of the WEROC Inc. Board.*

**CARRIED**

<b>Recommendation:</b>
------------------------

That the business development program proposal be considered, and the matter discussed.
---

#### **Comments from the Meeting:**

- The Shire of Yilgarn advised that they had not received much interest in the proposal. There are a lot of programs being presented to businesses at the moment, so the timing is not right for another one.
- The Shire of Westonia advised that their local businesses were not willing to commit to anything like this due to limited time and staffing.

- The Shire of Kellerberrin advised that the program proposal had not been taken to local businesses due to the recent disbandment of the Chamber of Commerce and the disruption this had caused.
- The Shire of Merredin advised that at the Wheatbelt Business Network after hours event, where the program was discussed, there was not a great deal of interest. It was suggested that if WEROC Inc. move forward with the collaborative advertising initiative it might provide the momentum for businesses to engage in a program like this.
- It was suggested that businesses should be asked what they want, rather than assuming, and tailor the program to their needs.

There was no formal resolution on this matter, however the Board asked that the Executive Officer thank the Wheatbelt Business Network for taking the time to prepare the proposal and advise that the timing is not right to proceed with the business development program at this stage, but it will be reassessed in mid-2021.

#### **7.4 Wheatbelt Medical Student Immersion Program**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** *Attachment 7: 2020 WMSIP Report*  
*Attachment 8: WMSIP Steering Group Minutes 18 September 2020*  
*Attachment 9: WMSIP Planning Group Meeting Minutes 15 October 2020*  
*Attachment 10: WMSIP Budget 2021-2023*  
*Attachment 11: WMSIP Northam Day Trip*  
*Attachment 12: WMSIP Letter of Agreement*  
*Attachment 13: WMSIP Terms of Reference (Updated on 22 September 2020)*  
*Attachment 14: WMSIP Planning Group Meeting Minutes 5 November 2020*  
*Attachment 15: WMSIP Draft Transport Plan*

**Voting Requirement:** Simple Majority

#### **Background:**

Historically first year medical students from the University of Notre Dame undertook immersion experiences in Wheatbelt communities as a means of gaining first-hand experience of rural or remote general practice. The immersion experience program ceased in 2015 due to the withdrawal of funding.

The WEROC Member Local Governments viewed the immersion experience program as a valuable means of introducing medical students to life in rural communities. Upon cessation of the program, WEROC requested support from Rural Heath West and the West Australian Primary Health Alliance (WAPHA) for the resumption of visits by first year medical students to communities across the Wheatbelt.

In 2017 Country WA Primary Health Network, Curtin University, Rural Health West, the University of Notre Dame and WEROC entered a three-year (2018 – 2020) agreement to implement the Wheatbelt Medical Student Immersion Program (WMSIP) across the Wheatbelt region.

WEROC sits on both the Steering Committee and Planning Group and the Member Local Governments provide in-kind support to the program through the provision of in-region transport, helping to source billet families for students, covering the costs of venue hire and organising social/cultural activities.



**Date:** 10 November 2020

**Attachments:** Attachment 16: Geoparks WA Outcomes from Wheatbelt Geopark Meeting  
Attachment 17: Westralia Granite Way Geopark Presentation

**Voting Requirement:** Simple Majority

**Background:**

Over the past five years, Mr. Alan Briggs, President of Geoparks WA, has been working with the Shire's of Tammin, Kellerberrin, Bruce Rock and Quairading to research the possibility of establishing a Geopark in the Wheatbelt. The focus has been on revitalising the Granite Way scenic drive trail as a means to increase the number of tourists visiting the area.

At the WEROC Inc. Board Meeting held on 27 August 2020, the concept was discussed, and it was resolved that:

**RESOLUTION:** Moved: Mr. Raymond Griffiths      Seconded: Mr. Wayne Della Bosca

---

*That Mr. Raymond Griffiths attend the meeting with Mr. Briggs scheduled for 22 September 2020, and report back to the Board.*

**CARRIED**

**Executive Officer Comment:**

On Friday 25 September 2020, the Executive Officer received an email from Mr. Briggs requesting the outcomes of any discussion about the Geopark concept with WEROC. The Executive Officer replied on the same day to advise Mr. Briggs that the concept had been discussed at the 27 August meeting of the WEROC Inc. Board but no decisions had been made as the Board were awaiting further information/feedback from the meeting scheduled for 22 September 2020. The response from Mr. Briggs was as follows:

**From:** Alan Briggs <alanbriggsnhc@dodo.com.au>  
**Sent:** Friday, 25 September 2020 5:32 PM  
**To:** rebekah@150square.com.au  
**Subject:** RE: Wheatbelt Geopark Proposal

*Hi Rebekah*

*We, Geoparks WA, arranged with Tammin a face to face meeting with Zoom in options.*

*Tammin, Quairading and Cunderdin attended in person while Kellerberrin, Merredin and Bruce Rock zoomed in.*

*It was a positive meeting. I have attached a copy of the summary I forwarded to CEOs.*

*I have also attached a copy of my ppt and my 2016 report.*

*WEROC was mentioned but as there were no CEOs present reference was only made to having future discussions.*

*As we progress the Westralia Granite Way Geopark, there will be an organisation established (incorporated to meet UNESCO requirements) and WEROC would be invited to participate though that body, as would ROE and any other associated groups that fall within the LGAs of Cunderdin, Tammin, Kellerberrin, Merredin, Bruce Rock and Quairading.*

*FYI, the Geopark concept for this naming originated in early discussions about how we, through an MOU between Tammin, Kellerberrin, Bruce Rock and Quairading, would promote the Granite Way.*

*Hopefully this information will assist.*



	3) Develop a WEROC Waste Management Plan.		
Tourism Product Development	<ol style="list-style-type: none"> <li>1) Conduct an audit of physical and digital tourism assets across the WEROC region.</li> <li>2) Undertake desktop research and consultation with regional tourism groups to better understand: <ul style="list-style-type: none"> <li>- The existing tourism market;</li> <li>- Trends in tourism product development; and</li> <li>- Future target markets for visitors to the Eastern Wheatbelt.</li> </ul> </li> <li>3) Develop a list of priorities for investment inclusive of cost estimates and possible funding opportunities for new product development.</li> </ol>	<ul style="list-style-type: none"> <li>• An application was submitted on 7 July 2020 to the Regional Economic Development grant scheme to undertake an “Activating Tourism in the Eastern Wheatbelt” project”. Outcomes of this funding round have not been announced.</li> </ul>	Actions as per agenda item 7.1
Local business development	<ol style="list-style-type: none"> <li>1) In partnership with the Wheatbelt Business Network, Chambers of Commerce and Community Resource Centres, develop a targeted business improvement program with a focus on: <ul style="list-style-type: none"> <li>• Online reputational management (e.g. how to respond to negative reviews); and</li> <li>• Improved frontline customer experience (both physical and digital).</li> </ul> </li> <li>2) Develop a project plan/business case to support an application for funding to implement the program.</li> </ol>	<ul style="list-style-type: none"> <li>• The CEO of the Wheatbelt Business Network presented a business development program proposal to the WEROC Inc. Board on 27 August 2020.</li> </ul>	Actions as per agenda item 7.3
Digital connectivity	<ol style="list-style-type: none"> <li>1) Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity across the Eastern Wheatbelt.</li> <li>2) Work with telecommunications providers (e.g. Telstra, Optus, NBN Co.) to target improvements in fixed and mobile connectivity.</li> </ol>	<ul style="list-style-type: none"> <li>• WEROC Inc. have provided a letter of support for the CRISP wireless application to the Regional Connectivity Program and Digital Farms Program.</li> <li>• The Hon Melissa Price MP has been invited to present to the WEROC Inc. board on mobile</li> </ul>	Circulate the written statement provided by Minister Price to all Members.

	3) Lend support to existing initiatives that have the potential to improve digital connectivity across the WEROC region (e.g. Crisp wireless, WA SuperNet).	phone and internet connectivity in the region.	
Ranger and regulatory services solution	<ol style="list-style-type: none"> <li>1) Complete a review of existing ranger service delivery arrangements and costing across Member Councils</li> <li>2) Investigate avenues to fund and engage a Regional Community Emergency Services Manager.</li> <li>3) Implement a ranger and regulatory service solution for WEROC Member Councils. The solution will include a provision to train additional Shire staff to support the ranger.</li> </ol>	<ul style="list-style-type: none"> <li>• An enquiry into the possibility of a regional CEM for WEROC Inc. Local Governments has been sent to the Department of Fire and Emergency Services and a response has been received advising that it is not possible at this time.</li> <li>• Mr. Darren Brown, Executive Officer of Bushfire Volunteers WA has been invited to present to the WEROC Inc. Board.</li> </ul>	Request, through the Great Eastern Country Zone, that WALGA lobby for an independent review of the Emergency Services Levy.

**Recommendation:**

That the Strategic Projects status report be received and discussed.

**RESOLUTION:**

**Moved:** Mr. Rod Forsyth

**Seconded:** Mr. Jamie Criddle

That the Strategic Projects status report be received.

**CARRIED**

**7.7 Discussion and Decisions Arising from the Presentation by Mr. Darren Brown**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Mr. Darren Brown it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by Mr. Darren Brown be considered, and the matter discussed.

**Comments from the Meeting:**

- The Board requested that the Executive Officer write to Mr. Darren Brown to thank him for attending and ask for a copy of his PowerPoint presentation.
- It was felt that the information as presented by Mr. Brown was of concern and that the matter needed to be addressed at the Zone level.

**RESOLUTION:**                      **Moved:** Mr. Raymond Griffiths                      **Seconded:** Mr. Peter Clarke

That the Executive Officer write to Mr. Tony Brown, Executive Officer of the Great Eastern Country Zone (GECZ) asking that an independent review of the Emergency Services Levy be requested by WALGA on behalf of the GECZ.

CARRIED

**7.8 Discussion and Decisions Arising from the Presentation by the Hon. Melissa Price MP**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from the Hon. Melissa Price MP it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

**Recommendation:**

That the information as presented by the Hon. Melissa Price MP be considered, and the matter discussed.

**Notes from the Meeting:**

Minister Price was a late apology for the meeting and therefore there was no presentation to discuss. The Minister provided a written statement in response to questions submitted by Members in advance of the meeting. The written statement will be sent via email to all Board Members.

**7.9 Discussion and Decisions Arising from the Presentation by Ms. Jo Drayton & Mr. Tendai Makanyanga**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 10 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

Following the presentation from Ms. Jo Drayton and Mr. Tendai Makanyanga it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.



**Recommendation:**

That the information as presented by Ms. Jo Drayton and Mr. Tendai Makanyanga be considered, and the matter discussed.

**Comments from the Meeting:**

- Discussion was had regarding the possibility of developing a high-level well-being plan across the six WEROC Local Governments.
- Mr. Peter Clarke suggested that Local Governments should undertake local level planning because some issues are unique to a particular community.
- Mr. Raymond Griffiths suggested that a bottom up approach should be adopted, whereby Local plans are developed first and then fed into a higher-level plan that addresses commonalities across the Local Governments.

**RESOLUTION:**                      **Moved:** Mr. Darren Mollenoyux                      **Seconded:** Mr. Raymond Griffiths

That the matter be referred back to individual Local Governments.

**CARRIED**

**8. EMERGING ISSUES**

**8.1 Changes to WHS Legislation**

Mr. Raymond Griffiths advised that a WHS and Local Government Webinar was hosted by WALGA on Thursday 19 November. Mr. Griffiths suggested that a discussion may be warranted to ensure that all Members are aware of the changes to WHS legislation and the implications for Local Governments.

**RESOLUTION:**                      **Moved:** Mr. Raymond Griffiths                      **Seconded:** Mr. Darren Mollenoyux

That the Executive Officer invite LGIS to present at the February meeting of WEROC Inc., on the WHS legislation, what it means for Local Government and what they need to do to ensure compliance.

**CARRIED**

**9. OTHER MATTERS (FOR NOTING)**

**9.1 2019/20 Public Health Act 2016 Local Government Optional Reporting**

The WA Department of Health's Public and Aboriginal Health Division has launched the 2019-20 Public Health Act 2016 Local Government Optional Reporting process. All Local Government's will have received a letter from the Executive Director Environmental Health, seeking support for the initiative. Local Governments are strongly encouraged to complete the online submission form by 11 December 2020.

The form is made up of questions relating to the various aspects of environmental health as well as health related policies and strategies. The questions are intended to build a comprehensive picture of how Local Governments are managing local public health risks as the transition to the new regulatory framework occurs.

The Department of Health will provide the results back to Local Governments to benchmark and compare their activity with their peers.

**9.2 Productivity Commission Inquiry Report – Mental Health**

**Attachment 18: Productivity Commission Report on Mental Health (Findings and Actions)**

Former Executive Officer to WEROC Inc., Ms. Helen Westcott advised via email that the final report into Mental Health was released by the Australian Government on Monday 16 November 2020.

The Inquiry, which commenced in November 2018 considered the role of mental health in supporting economic participation, enhancing productivity and economic growth. Ms. Westcott advised that WEROC had made a submission to the inquiry and believed the report would be of interest to the Board.

The full report can be accessed via the Productivity Commission website <https://www.pc.gov.au/inquiries/completed/mental-health/report>. The summary of findings and actions is provided as an attachment.

## 10. FUTURE MEETINGS

Rule 15. Of the WEROC inc. Constitution states that:

*The Board will, unless otherwise determined by WEROC in general meeting, meet at least four times a year, on a day that the Board determine from time to time....*

The Executive Officer has contacted WALGA requesting the proposed meeting schedule for the Great Eastern Country Zone in 2021 to ensure that there is no conflict of dates and so that we can align at least some of the meetings with the Zone to minimise travel for Members. The dates will be forwarded after they are approved at the Zone meeting being held on 26 November 2020.

It is recommended that the Executive Officer develop a schedule of meetings for 2021 after the Zone meeting dates are confirmed. As per the request made at the WEROC Board Meeting held on 26 August 2020, the meetings will be rotated amongst all Member Councils.

### Comments from the Meeting:

- The WEROC meetings being held in February and April 2021 will be in Kellerberrin and Merredin, respectively, to align with the Great Eastern Country Zone.
- The August meeting of WEROC Inc. will be held in Southern Cross and will include a farewell function for Mr. Peter Clarke.
- Other meeting dates and locations will be determined by the Executive Officer and advised at the first meeting of WEROC Inc. for 2021.

The next meeting of WEROC Inc. will be held in Kellerberrin on Monday 22 February 2021.

## 11. CLOSURE

There being no further business the Chair wished all Members a happy and safe Christmas and closed the meeting at 4.02pm.

### DECLARATION

These minutes were confirmed by the WEROC Inc. Board at the meeting held

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed



# WEROC Inc. Annual General Meeting MINUTES

Thursday 26 November 2020

Merredin Regional Community & Leisure Centre  
Bates Street, Merredin

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

A PO Box 5, MECKERING WA 6405 E [rebekah@150square.com.au](mailto:rebekah@150square.com.au)

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# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Annual General Meeting held on Thursday 26 November 2020 commencing at 1.00pm.

# Minutes

## 1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 1.00pm.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

Rule 6.4 of the WEROC Inc. Constitution states that “representatives of Local Governments must be sitting Councillors or the Chief Executive Officer and must be approved by the WEROC Inc. Board”.

Mr. Neville Hale, CEO of the Shire of Tammin advised via email on 23 October 2020, that the Shire of Tammin Council had resolved at its meeting held on 22 October 2020, to appoint Cr. Michael Greenwood (President) and Mr. Neville Hale (CEO) as its delegates to WEROC Inc.

**Recommendation:** That the WEROC Inc. Board approve the appointment of Cr. Greenwood and Mr. Hale as the Shire of Tammin representatives to WEROC Inc.

**RESOLUTION:**

**Moved:** Mr. Darren Mollenoyux

**Seconded:** Mr. Rod Forsyth

That the WEROC Inc. Board approve the appointment of Cr. Greenwood and Mr. Hale as the Shire of Tammin representatives to WEROC Inc.

**CARRIED**

### 2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Mr. Peter Clarke

Mr. Bryan Close (proxy and voting delegate for Mr. Wayne Della Bosca)

Mr. Jamie Criddle

Mr. Mark Dacombe

Ms. Karin Day

Ms. Julie Flockart

Mr. Michael Greenwood

Mr. Raymond Griffiths

Mr. Darren Mollenoyux

Ms. Glenice Batchelor (proxy and voting delegate for Mr. Neville Hale)

Ms. Rebekah Burges, Executive Officer

## 2.2 Apologies

Mr. Wayne Della Bosca

Mr. Neville Hale

## 2.3 Guests

NIL

## 3. DECLARATIONS OF INTEREST

NIL

## 4. MINUTES OF MEETINGS

### 4.1 Minutes of the Wheatbelt Communities Inc. Annual General Meeting held 30 October 2019

*Attachment 1: Minutes of the Wheatbelt Communities Inc. Annual General Meeting 30/10/2019*

The Minutes of the Wheatbelt Communities Inc. Annual General Meeting held on Wednesday 30 October 2019 have been previously circulated and are provided as an attachment to the meeting agenda.

#### **Recommendation:**

That the Minutes of the Wheatbelt Communities Inc. Annual General Meeting held on Wednesday 30 October 2019 be confirmed as a true and correct record.

#### **RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Rod Forsyth

That the Minutes of the Wheatbelt Communities Inc. Annual General Meeting held on Wednesday 30 October 2019 be confirmed as a true and correct record.

**CARRIED**

### 4.2 Decisions made via a “flying email” dated 21 October 2020

On Wednesday 21 October 2020, Board Members received an email from the Executive Officer requesting agreement via a “flying email” for WEROC Inc. to approve the draft financial report and representation letter provided by Audit Partners Australia for the period 1 July 2019 to 30 June 2020.

The recommendation contained within the email was as follows:

**Recommendation:** *That the WEROC Inc. Board approve the Draft Financial Report and Representation Letter and authorise the WEROC Inc. Chair and Executive Officer to sign the documents.*

Responses to the recommendation were requested to be with the Executive Officer by close of business on Friday 23 October 2020.

Support for the recommendation was provided via email from the following Board Members:

- Mr. Ram Rajagopalan
- Mr. Peter Clarke
- Ms. Karin Day
- Mr. Wayne Della Bosca
- Ms. Julie Flockart

- Mr. Darren Mollenoyux

As this constituted a majority of Members, the recommendation was accepted.

For recording purposes, the decision is presented for endorsement.

**Recommendation:**

That the decision made by the WEROC Inc. Board via a “flying email” sent on 21 October 2020, be endorsed.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Ms. Karin Day

That the decision made by the WEROC Inc. Board via a “flying email” sent on 21 October 2020, be endorsed.

**CARRIED**

**5. CHAIRS REPORT**

**Author:** Mr. Ram Rajagopalan, Chair

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Chair’s report for the 2019-20 financial year is presented.

It is with great pleasure I present this inaugural report of WEROC Inc. for 2020.

This year has been one of unpredictability, adaptability and creativity and the formation of WEROC has very much demonstrated this.

All of our member Shires have come together with a common vision and purpose to support the growth and development of the Eastern Wheatbelt.

2020 may have been one of chaos, but it has also been one of opportunity and regeneration.

I would like to thank each and every member for looking past each of their respective Shire boundaries and instead looking at us as a cohesive team responsible for our near ten thousand residents.

Each individual member from Kellerberrin, Merredin, Westonia, Yilgarn and Bruce Rock have embraced this new entity and shared plan for the future to make some tangible gains. It has been heartening to see our five Shires working together not because we have been told to do so, but rather because we have chosen to.

It has also been a great example of CEOs and Elected Members working collaboratively and cohesively together that speaks volumes of what is good about the Eastern Wheatbelt.

We do not only want to survive, but we want to thrive in the years and generations to follow. WEROC can be seen as the gatekeepers to that future and it is incumbent on us as an organisation to provide the keys to all in our region to unlock that future.

I cannot understate my thanks to our new Executive Officer Rebekah whose expertise, efficiency and enthusiasm has helped sprout this seed called WEROC Inc. Your professionalism in developing our Strategic Plan hit a home run from the start and now it’s time for us to put action to the words.

I look forward to working with you all on our five priority projects:

1. Regional Waste Management
2. Tourism Product Development
3. Strengthening our economy through local business development
4. Digital connectivity
5. Ranger and regulatory Services Solutions

And I also look forward to soon welcoming back the Shire of Tammin into our team and the multifaceted value they will add.

We will continue to build our profile and relationships with all levels of government and stakeholders.

The future is in our hands.

Thankyou

Ram Rajagopalan

Chair Wheatbelt East Regional Organisation of Councils Inc.

**Recommendation:**

That the Chair's Report for the 2019-20 financial year be received.

**RESOLUTION:**

**Moved:** Ms. Julie Flockart

**Seconded:** Mr. Darren Mollenoyux

That the Chair's Report for the 2019-20 financial year be received.

**CARRIED**

**6. TREASURERS REPORT**

**Author:** Rebekah Burges, Executive Officer and Secretary/Treasurer

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Treasurers report for the 2019-20 financial year is presented.

As per the audited financial report for WEROC Inc. for the period 1 July 2019 to 30 June 2020, I can report the following:

The **opening balance** of the WEROC account held with Westpac Bank on 1 July 2019 was \$160,927.

The **opening balance** of the Wheatbelt Communities Inc. account held with Westpac Bank on 1 July 2019 was \$27,386.55.

Upon the merging of WEROC and Wheatbelt Communities Inc., the WEROC account was closed and the remaining cash balance was transferred to the Westpac account held in the name of Wheatbelt Communities Inc. (subsequently renamed Wheatbelt East Regional Organisation of Councils Inc.). The **cash balance of the merged accounts** on 29 January 2020 was \$165,991.31.

**Total revenue** for the year was \$150,183.41.

The principal **source of revenue** for WEROC Inc. for the 2019-20 financial year was the transfer of \$139,680.47 from the former WEROC entity.





**Attachments:** Attachment 4: Draft WEROC Inc. Annual Report 2019-2020

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Draft WEROC Inc. Annual Report for the 2019-20 financial year is provided as an attachment.

The Annual Report highlights the key activities and achievements of WEROC Inc. over the 2019-20 financial year.

**Recommendation:**

That the Annual Report of WEROC Inc. for the 2019-20 financial year, as tabled at the Annual General Meeting be accepted.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Peter Clarke

That the Annual Report of WEROC Inc. for the 2019-20 financial year, as tabled at the Annual General Meeting be accepted.

**CARRIED**

**9. APPOINTMENT OF AN AUDITOR FOR THE 2020-21 FINANCIAL YEAR**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2020

**Attachments:** Nil

**Financial Implications:** The cost of the audit will be accounted for within the WEROC Inc. Budget for 2021-22

**Consultation:** AMD Chartered Accountants and Audit Partners Australia

**Voting Requirement:** Simple Majority

**Background:**

The WEROC Inc. Constitution states under Rule 23. Appointment of Auditor, that:

*“WEROC will at each Annual General Meeting, appoint an Auditor for a period of one year, who is not a Member of WEROC. The Auditor will be eligible for reappointment by WEROC and WEROC Board has the power to fill any temporary vacancy in the office of Auditor”.*

**Executive Officer Comment:**

The Executive Officer sourced quotes from Audit Partners Australia, who undertook the financial audit for the 2019-20 financial year and from AMD Chartered Accountants, who had previously undertaken audits for both Wheatbelt Communities Inc. and WEROC.

The quote for the 2020-21 financial audit for WEROC Inc. from Audit Partners Australia was \$850 +GST and any incidentals. From AMD Chartered Accountants the quote was \$2,200 +GST.

**Recommendation:**

That Audit Partners Australia be appointed to undertake the financial audit for WEROC Inc. for the period 1 July 2020 to 30 June 2021.

**RESOLUTION:**

**Moved:** Ms. Karin Day

**Seconded:** Mr. Rod Forsyth

That Audit Partners Australia be appointed to undertake the financial audit for WEROC Inc. for the period 1 July 2020 to 30 June 2021.

**CARRIED**

## **10. ELECTION OF OFFICE BEARERS**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

### **Background:**

The WEROC Inc. Constitution states under Rule 14.1 Elections at Annual General Meeting, that:

- a) Elections for Chair, Deputy Chair, Secretary/Treasurer and Board members will take place at the Annual General Meeting of WEROC where the Chair will declare all positions vacant.
- b) The Chair and Deputy Chair must be from a different Local Government.
- c) Subject to Rule 14.2, a Board Member's term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.

### **10.1 Election of Chair**

Mr. Ram Rajagopalan vacated the Chair.

The Executive Officer invited nominations from the floor for the election of Chair to WEROC Inc. until the next Annual General Meeting.

Ms. Karin Day nominated Mr. Ram Rajagopalan for the position of Chair to WEROC Inc. Ms. Glenice Batchelor seconded the nomination.

Mr. Ram Rajagopalan accepted the nomination

There being no further nominations Mr. Ram Rajagopalan was elected unopposed for the position of Chair of WEROC Inc.

Mr. Ram Rajagopalan took the Chair.

### **10.2 Election of Deputy Chair**

The Chair invited nominations from the floor for the election of Deputy Chair to WEROC Inc. until the next Annual General Meeting.

Ms. Julie Flockart nominated Mr. Rod Forsyth for the position of Deputy Chair to WEROC Inc. Mr. Michael Greenwood seconded the nomination.

Mr. Rod Forsyth accepted the nomination

There being no further nominations Mr. Rod Forsyth was elected unopposed for the position of Deputy Chair of WEROC Inc.

### **10.3 Election of Secretary/Treasurer**

The election of a Secretary/Treasurer is a formality as the WEROC Inc. Constitution states under Rule 16.2 that:

*“The Executive Officer will act as Secretary/Treasurer of WEROC and non-voting member of the Board”.*

**Recommendation:**

That the WEROC Inc. Executive Officer be appointed as Secretary/Treasurer until the next Annual General Meeting.

**RESOLUTION:**

**Moved:** Mr. Peter Clarke

**Seconded:** Mr. Darren Mollenoyux

That the WEROC Inc. Executive Officer be appointed as Secretary/Treasurer until the next Annual General Meeting.

**CARRIED**

### **10.4 Election of Board Members**

Rule 14.1 of the WEROC Inc. Constitution stipulates that the election of Board Members will take place at each Annual General Meeting and that a Board Members term will be from his or her election at an annual general meeting until the election at the next annual general meeting.

The appointment of the Board is a formality and should mirror the nominated representatives from each of the six Member Local Governments, who are appointed for a term of two years in accordance with Rule 6 of the WEROC Inc. Constitution.

Below is the list of current Members as nominated by their respective Local Governments:

**Shire of Bruce Rock**

Mr. Ram Rajagopalan (30 October 2019)

Mr. Darren Mollenoyux (30 October 2019)

**Shire of Kellerberrin**

Mr. Rod Forsyth (30 October 2019)

Mr. Raymond Griffiths (30 October 2019)

**Shire of Merredin**

Ms. Julie Flockart (30 October 2019)

Mr. Mark Dacombe (28 May 2020)

**Shire of Tammin**

Mr. Neville Hale (26 November 2020)

Mr. Michael Greenwood (26 November 2020)

**Shire of Westonia**

Ms. Karin Day (30 October 2019)

Mr. Jamie Criddle (30 October 2019)

**Shire of Yilgarn**

Mr. Wayne Della Bosca (30 October 2019)

Mr. Peter Clarke (30 October 2019)

**Recommendation:**

That those Members as nominated by their respective Local Government be appointed to the WEROC Inc. Board until the next Annual General Meeting.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Mr. Jamie Criddle

That those Members as nominated by their respective Local Government be appointed to the WEROC Inc. Board until the next Annual General Meeting.

**CARRIED**

**11. SPECIAL BUSINESS**

NIL

**12. GENERAL BUSINESS**

NIL

**13. CLOSURE**

There being no further business the Chair declared the meeting closed at 1.10pm.

**DECLARATION**

These minutes were confirmed by the WEROC Inc. Board at the meeting held

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed



## THE HON MELISSA PRICE MP

Federal Member for Durack  
Minister for Defence Industry

Good afternoon WEROC Members and guests,

Thank you for initially giving me the opportunity to attend this meeting. Unfortunately, my plans to virtually attend were altered unexpectedly because of an urgent requirement to represent the Deputy Prime Minister at an event in the Kimberley.

I am disappointed I am no longer able to attend this meeting today however I look forward to connecting with you all in 2021.

I trust your meeting is successful and I have provided written answers below to the questions asked of me. Obviously, I would have preferred to have answered these in person in order to provide context and to allow for questions from you all.

If you have any queries with any of the questions and answers below, please do not hesitate to contact me.

Kind regards and my best wishes for the festive season.

Melissa Price

Federal Member for Durack  
Minister for Defence Industry

26 November 2020

## Written responses from The Hon Minister Price for WEROC Meeting Thurs 26 Nov 2020

### ***What funding/support is available to improve digital connectivity (particularly internet connections) within the Wheatbelt?***

The Commonwealth Government has committed a total of \$83 million to the [Regional Connectivity Program](#) which will provide grants for local projects that improve digital connectivity for regional communities across Australia.

Eligible projects will enhance the economic and social opportunities available to communities in areas outside the NBN fixed-line footprint, including in key sectors such as agriculture, tourism, health and education. Applications for funding under the Regional Connectivity Program closed on 17 November 2020, and the assessment process is now under way. Successful applications are expected to be announced in early 2021.

I understand the WA Government also has some funding available for digital enhancement in regional Western Australian and I believe this funding will support long-term productivity in agricultural industries and assist in recovery from the impacts of COVID-19 restrictions. Please see [here](#) for details.

The [WA Grainbelt Connectivity Program](#) will provide grant funding for Wireless Internet Service Providers to co-fund place-based fixed wireless connectivity solutions tailored to the needs of local communities in the region, enabling the delivery of improved connectivity to underserved areas. Details of this program will be released in coming months.

### ***With the knowledge that Round 5A and 6 of the Mobile Black Spot Program are still to be rolled out, what can Local Governments do to advocate for priority black spots in our region to be funded?***

Round 5 of the Mobile Black Spot Program saw Durack being the most successful Australian electorate, receiving funding for 44 new base stations. Round 5A of the Mobile Blackspot Program has just opened.

The Government will use Round 5A of the Mobile Black Spot Program to trial a range of new design options for the program, to ensure it continues to be fit for purpose for the needs of regional Australians.

Round 5A includes a focus on the following three priorities:

- Improving coverage in areas prone to natural disasters
- Improving coverage along major transport corridors
- Trialing new technologies that will allow us to further expand mobile coverage in regional areas into the future

Applications for funding are open until 10 February 2021, so I would strongly recommend that local communities and councils identify their priority areas for improved mobile coverage and contact the mobile carriers to make their support for these priorities known.

The outcomes for Round 5A will inform the design of Round 6, funding for which was committed in the 2019-20 Budget and which is expected to take place in the second half of 2021. In the meantime, the Government continues to roll out base stations funded in the first five rounds of the Program. Nationally, over 1,200 sites have been funded to date and 884 of these are now on air.

***Will there be a further round of funding for secondary freight routes including upgrades for safety projects?***

In the 2020-21 Budget, the Australian Government increased its commitment to the Wheatbelt Secondary Freight Network (WSFN) by an additional \$80 million, bringing the total Australian Government commitment to \$150 million. The projects have been identified and prioritised by the 42 local government authorities in the region and are expected to be delivered over the next six years. Works include construction of overtaking lanes, road and bridge upgrades, shoulder sealing and road train assembly parking bays. I have been working with the relevant Northern-Midwest wheatbelt shires to secure funding for their freight routes.

In the 2020-21 Budget, the Government also announced the establishment of a new \$2 billion Road Safety Program, with WA being eligible for a notional total allocation of \$284 million. The program will provide a fast roll out of lifesaving road safety treatment, including on rural and regional roads.

***How will the inequities in the assessment process for allocating drought funding (evidenced through the Drought Communities Program) be addressed in future drought funding programs?***

On behalf of my Durack communities, I strongly advocated last year to achieve a Drought Communities Program (DCP) extension to WA, which resulted in 11 Durack Shires in January 2020 receiving DCP funding. Depending on population, the 11 Shires received either \$500 000 or \$1 million in DCP funding.

I completely understand the disappointment felt by those who missed out on DCP funding. I have raised the concerns expressed to me and discussed the disappointment expressed by a number of Shires in my electorate with Minister David Littleproud.

I can assure you that his department, prior to this DCP Extension announcement, had sought independent advice and a criteria review from Ernst & Young. It was that review and revised criteria that provided independent advice to guide Minister Littleproud and the department's new criteria, to allocate \$50 million for the DCP Extension. This takes the Government's total DCP commitment to \$301 million since 2018-19. I have no indication that there will be another assessment of criteria in the near future, however I have passed on the local feedback in the event there is a further extension.

***Given the September announcement that one of the eight Federally funded, drought innovation hubs will be based in the south west of West Australia, with the goal of the hub being to build drought resistance by harnessing research, development and innovation - and, given that the eastern Wheatbelt region is a major regional hub that reflects a key agricultural and climatic zone of Australia- What support can be / will be given to the hub being located in Merredin at the Merredin Dryland Research Station?***

I would strongly encourage Local Government and agricultural groups in Durack to consider an application and present their case to be considered for one of the 8 Hubs to be established. I have not received any formal approaches from any organisations in Durack proposing to make an application, however, I would be most willing to work with and support any applicants, and at the very least, provide a letter of support for any application.

As you are no doubt aware, the Hubs will have a regional focus and bring research providers and users together to address local drought resilience research and development. I believe that there would be several possible suitable locations and collaborations in Durack. The Hubs are an essential part of the Australian Government's Future Drought Fund and are the centrepiece of the \$86 million Drought Resilience Research and Adoption Program.

I am aware that applications for the Hubs will close on 23 December, with selection processes in the New Year.

More details of the Drought Resilience Research and Adoption Program here: [www.agriculture.gov.au/ag-farm-food/drought/future-drought-fund/research-adoptionprogram](http://www.agriculture.gov.au/ag-farm-food/drought/future-drought-fund/research-adoptionprogram)



***Minister could you provide an update/overview of Round 5 of the Building Better Regions Fund and the Future Drought Fund***

The relevant Grant Opportunity Guidelines are in final stages of development and are expected to be released by the end of 2020 to assist prospective applicants in assessing their project's eligibility.

Those interested in applying for Round Five of BBRF are encouraged to monitor the Department's website <https://www.infrastructure.gov.au/> for updates regarding the opening date for applications.

The Australian Government announced an additional \$200 million in the 2020-21 Budget towards a fifth round of the Building Better Regions Fund (BBRF), bringing the total commitment to \$1.041 billion over five rounds.

The delivery of Round Five will be consistent with previous four rounds – with both Infrastructure Project and Community Investment streams. \$100 million of the Round will be dedicated to tourism-related Infrastructure Projects. The remaining \$100 million will support regional and remote Australia more broadly, by funding projects which demonstrate significant benefit to communities through delivery of infrastructure and community initiatives.

**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: J S & K A Hunter		
ABN (if applicable): 24972908424		
Address: Hadlow Road ..... Bruce Rock WA Postcode: 6418.....		
<b>Phone:</b>  Work: 0429611181.....  Home: 0890611181.....  Mobile: 0429 611 181.....	<b>Fax:</b> .....	<b>Email:</b> kylieannhunter@bigpond.com.....
Contact person for correspondence: Shane Hunter		
Signature: <i>J S Hunter</i>		Date: 24/11/2020
Signature:		Date:
<p><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></p>		

**Applicant details (if different from owner)**

Name: CRISP Wireless Pty Ltd

Address: Suite 4/2 Williams Road  
 .....  
 Narrogin WA ..... Postcode: 6312

<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Work: 08 6809 2100 .....	.....	lballard@crispwireless.com.au .....
Home: .....		
Mobile: 0428 832 095.....		

Contact person for correspondence: Leigh Ballard

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.  Yes  No

Signature:  Date: 24/11/2020

**Property details**

Lot N°:	House/Street N°:	Location N°: 114
---------	------------------	------------------

Diagram or Plan N°: P225136	Certificate of Title Vol. N°:	Folio:
--------------------------------	-------------------------------	--------

Title encumbrances (e.g. easements, restrictive covenants):

Street name: Hadlow Road	Suburb: Bruce Rock
Nearest street intersection: Kwolyin W 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: Communication Repeater Point	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	
Approximate cost of proposed development: \$100,000	
Estimated time of completion: 4 Weeks	

**OFFICE USE ONLY**

Acceptance Officer's initials: *jaHo*

Date received: *8 December 2020*

Local government reference N<sup>o</sup>: *MAST-DA-8-12-20*





## Planning Approval

Prepared for: **Bruce Rock**  
Attention:  
Date: **23/11/2020**  
Location: **Hadlow Rd,**

Commercial in Confidence



## Vision Statement

To be the first choice for broadband internet in regional Western Australia by providing first class infrastructure with a consistent focus on excellent customer service and ongoing regional community consultation to ensure our program meets the needs of country WA.

## Background

CRISP Wireless is a Network owner/operator licensee for Wireless Broadband services in Western Australia.

We provide a unique telecommunications solution that utilises Point to Point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.



---

## Quality Information

**Prepared for:**

Wards

**Prepared by:**

**CRISP Wireless Pty Ltd**

Address: PO Box 1004, Narrogin WA 6312

Email: lballard@crispwireless.com.au

**Document number:**

Revision	Revision Date	Details	Authorization		
			Prepared By	Reviewed By	Authorised By
A	01/01/2020	Proposal	Callum Fisher	Jeremy Devenish	Leigh Ballard

**Revision History:**





## Proposal

CRISP Wireless proposes to extend our fixed wireless network from Bruce Rock and expand it across the wheatbelt. We are proposing to build a telecommunications site at Lot 114 Hadlow Rd, Bruce Rock. The land area is currently zoned rural for the purpose of general farming the site proposed will not affect the current farming practices.

This can be seen below on aerial maps.

**Photo 1**



Photo 2



The 30m tower will be similar to the below photo.



Access to the land will be via the Hadlow Rd, then onto farm tracks. We envisage this to have minimal traffic on it whilst erecting the tower and less once complete.

As can be seen in photo 4 there will also be a 20ft sea container to house our communications equipment and the solar panels for our battery power system.

Photo 4



## Contact List

### CEO

Leigh Ballard

E: [lballard@crispwireless.com.au](mailto:lballard@crispwireless.com.au)

M: 0428 832 095

### Project Manager

Jeremy Devenish

E: [jdevenish@crispwireless.com.au](mailto:jdevenish@crispwireless.com.au)

M: 0404802890





Item 11.1.2 - Attachment B – location point for the 30-meter tower Communications Repeater Point & associated infrastructure on Lot 114 Hadlow Road.



2,708.8 meters West-south west of the Kwolyin West and Hadlow Roads intersection.



**SHIRE OF BRUCE ROCK**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 November 2020**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 10 December 2020  
Prepared by: Manager of Finance  
Reviewed by: Chief Executive Officer

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

### **SIGNIFICANT ACCOUNTING POLICES**

#### **GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### **ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Management of Medical Centre which includes Dentist Surgery, Counsellor and provision for visiting medical practioners.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of daycare centre, playgroup centre, Mens Shed and senior citizen centre.
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing, young singles units, community housing and employee housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal site, litter control and cemetery.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, airstrip, streets, footpaths, depot, cycle ways and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
<b>ECONOMIC SERVICES</b>	To help promote the Shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control City overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	2020-21 Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,796,138	1,796,138	<b>1,766,188</b>	(29,950)	(2%)	▼
<b>Revenue from operating activities</b>							
Governance		82,290	34,288	<b>81,231</b>	46,943	137%	▲
General Purpose Funding - Rates	5	1,535,642	639,851	<b>1,532,500</b>	892,649	140%	▲
General Purpose Funding - Other		1,212,118	505,049	<b>594,555</b>	89,505	18%	▲
Law, Order and Public Safety		30,398	12,666	<b>7,018</b>	(5,648)	(45%)	▼
Health		53,042	22,101	<b>8,670</b>	(13,431)	(61%)	▼
Education and Welfare		4,142	1,726	<b>1,180</b>	(545)	(32%)	
Housing		203,000	84,583	<b>90,628</b>	6,044	7%	
Community Amenities		129,776	54,073	<b>142,105</b>	88,032	163%	▲
Recreation and Culture		50,197	20,915	<b>46,154</b>	25,239	121%	▲
Transport		299,120	124,633	<b>310,163</b>	185,530	149%	▲
Economic Services		1,117,028	465,428	<b>527,697</b>	62,269	13%	▲
Other Property and Services		253,800	105,750	<b>72,636</b>	(33,114)	(31%)	▼
		<b>4,970,553</b>	<b>2,071,064</b>	<b>3,414,536</b>			
<b>Expenditure from operating activities</b>							
Governance		(749,800)	(312,417)	<b>(383,387)</b>	(70,971)	(23%)	▲
General Purpose Funding		(85,083)	(35,451)	<b>(26,539)</b>	8,912	25%	▼
Law, Order and Public Safety		(129,281)	(53,867)	<b>(37,586)</b>	16,282	30%	▼
Health		(568,101)	(236,709)	<b>(170,182)</b>	66,527	28%	▼
Education and Welfare		(117,653)	(49,022)	<b>(21,889)</b>	27,133	55%	▼
Housing		(416,787)	(173,661)	<b>(78,313)</b>	95,348	55%	▼
Community Amenities		(237,903)	(99,126)	<b>(89,226)</b>	9,900	10%	
Recreation and Culture		(1,833,372)	(763,905)	<b>(353,230)</b>	410,675	54%	▼
Transport		(5,371,554)	(2,238,148)	<b>(655,898)</b>	1,582,250	71%	▼
Economic Services		(1,620,202)	(675,084)	<b>(704,510)</b>	(29,426)	(4%)	▲
Other Property and Services		(226,059)	(94,191)	<b>75,929</b>	170,120	181%	▼
		<b>(11,355,795)</b>	<b>(4,731,581)</b>	<b>(2,444,831)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		5,577,968	2,324,153	<b>0</b>	(2,324,153)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	75,000	31,250	<b>0</b>	(31,250)	(100%)	▼
Adjust Provisions and Accruals		1,153	480	<b>12,921</b>	12,441	2590%	▲
<b>Operating activities excluded from budget</b>		<b>(731,121)</b>	<b>(304,634)</b>	<b>982,626</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		2,225,963	927,485	<b>231,189</b>	(696,296)	(75%)	▼
Proceeds from Disposal of Assets	6	352,500	146,875	<b>0</b>	(146,875)	(100%)	▼
Capital Acquisitions	7	(3,746,591)	(1,561,080)	<b>(380,685)</b>	1,180,394	76%	▲
<b>Amount attributable to investing activities</b>		<b>(1,168,128)</b>	<b>(486,720)</b>	<b>(149,496)</b>			
<b>Financing Activities</b>							
Transfer from Reserves	9	203,346	84,728	<b>0</b>	(84,728)	(100%)	▼
Repayment of Debentures	8	(25,419)	(10,591)	<b>(12,662)</b>	(2,071)	(20%)	
Transfer to Reserves	9	(74,816)	(31,173)	<b>(31,761)</b>	(588)	(2%)	
<b>Amount attributable to financing activities</b>		<b>103,111</b>	<b>42,963</b>	<b>(44,424)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>1,047,747</b>	<b>2,554,894</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020/21 year is \$5,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave  
*(Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave  
*(Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

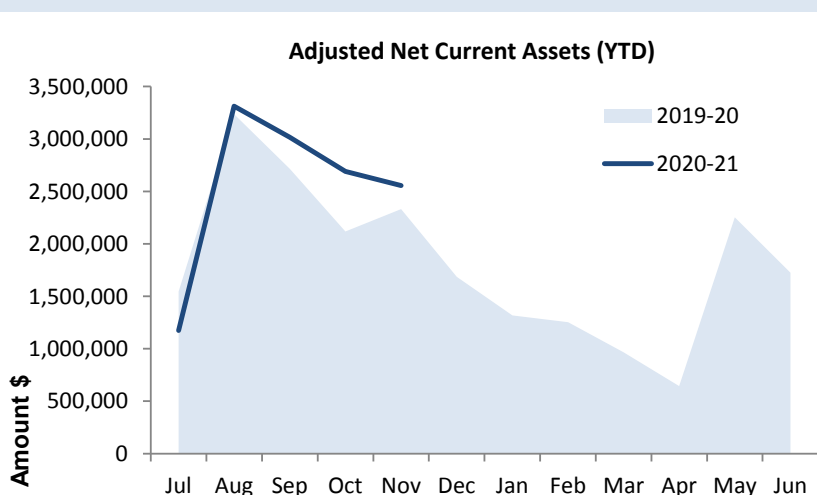
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2020	Year to Date Actual 30 Nov 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	2,069,240	2,711,456
Cash Restricted	3	1,331,661	1,363,422
Receivables - Rates	4	98,988	212,034
Receivables - Other	4	170,512	49,824
Loans receivable		0	0
Interest / ATO Receivable		8,747	0
Inventories		82,107	58,577
Contract Assets		74,205	0
		0	0
		3,835,459	4,395,313
<b>Less: Current Liabilities</b>			
Payables		(343,286)	(184,137)
Accrued Expenses		(101,296)	0
Provisions - employee		(328,399)	(328,399)
Long term borrowings		(25,419)	(12,757)
Lease Liabilities		(3,763)	(3,763)
		(802,164)	(529,056)
<b>Unadjusted Net Current Assets</b>		<b>3,033,296</b>	<b>3,866,257</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Cash reserves & restricted assets	3	(1,331,661)	(1,363,422)
Add: Provisions - employee		115,299	116,373
Add: Long term borrowings		25,419	12,757
Add: Bonds held		4,809	3,904
Movement in Contract Liabilities		(62,176)	(62,176)
Movement in provisions btw current & non-current		(18,799)	(18,799)
<b>Adjusted Net Current Assets</b>		<b>1,766,188</b>	<b>2,554,894</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



**This Year YTD**

**Surplus(Deficit)**

**\$2.55 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Opening Funding Surplus(Deficit)</b>	(29,950)	(2%)	▼	Permanent	Although the surplus is \$30,000 less than budgeted, this is due to changes in classification of transactions which will be amended at the Budget Review. Required by auditors.
<b>Revenue from operating activities</b>					
Governance	46,943	137%	▲	Timing	Insurance Bonus was paid in July 2020
General Purpose Funding - Rates	892,649	140%	▲	Timing	Rates were raised in August 2020
General Purpose Funding - Other	89,505	18%	▲	Timing	Next quarter payment of FAGS was paid November 2020
Law, Order and Public Safety	(5,648)	(45%)	▼	Timing	Only received one DFES Grant to date
Health	(13,431)	(61%)	▼	Timing	Haven't received any payments from Dr Chow Rubbish and recycling charges were raised in August 2020
Community Amenities	88,032	163%	▲	Timing	Just a timing lag however income slightly less than budgeted overall.
Recreation and Culture	25,239	121%	▲	Timing	
Transport	185,530	149%	▲	Timing	Direct Grant claimed from Main Roads
Economic Services	62,269	13%	▲	Timing	This is higher than budgeted due to the sales at the supermarket and more income generated at the Caravan Park than YTD Budget. Private Works income less than budgeted as Team Leader has been away resulting in less Private Works (concreting) being completed.
Other Property and Services	(33,114)	(31%)	▼	Timing	
<b>Expenditure from operating activities</b>					
Governance	(70,971)	(23%)	▲	Timing	Over budget as many annual payments for IT license fees and insurance paid in July. Slightly less than YTD as haven't written off non-recoverable rates as budgeted.
General Purpose Funding	8,912	25%	▼	Timing	Deprec not raised yet
Law, Order and Public Safety	16,282	30%	▼	Timing	This is under budget mainly due to high budget for STED subsidies
Health	66,527	28%	▼	Timing	
Education and Welfare	27,133	55%	▼	Timing	There are still maint items to be completed as some properties and deprec not charged yet
Housing	95,348	55%	▼	Timing	A number of STED connections to occur that haven't yet on housing and deprec not raised yet
Community Amenities	9,900	10%		Timing	Deprec not raised yet
Recreation and Culture	410,675	54%	▼	Timing	Haven't commenced a lot of budgeted works through rec facilities and deprec not raised
Transport	1,582,250	71%	▼	Timing	This is under as roads depreciation has not been accounted for. This is processed at the end of the financial year.
Economic Services	(29,426)	(4%)	▲	Timing	This is higher than budgeted purchased more supplies for supermarket than budgeted and completed maint works at Caravan park and factory units.
Other Property and Services	170,120	181%	▼	Timing	Deprec not raised yet and admin allocations for Sept also not processed.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(696,296)	(75%)	▼	Timing	Only claimed first 40% for BK-NB Rd and received Aust Day Grant. All other major capital grants and Roads to Recovery not received yet.
Proceeds from Disposal of Assets	(146,875)	(100%)	▼	Timing	Haven't traded any assets yet.
Capital Acquisitions	1,180,394	76%	▲	Timing	Only just commencing capital road works. Construction of shop also hasn't commenced. Most plant purchases also haven't been completed.
<b>Financing Activities</b>					
Transfer from Reserves	(84,728)	(100%)		Timing	Recognition of interest on reserves is a timing issue
Repayment of Debentures	(2,071)	(20%)		Timing	First loan repayment paid in November 2020.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

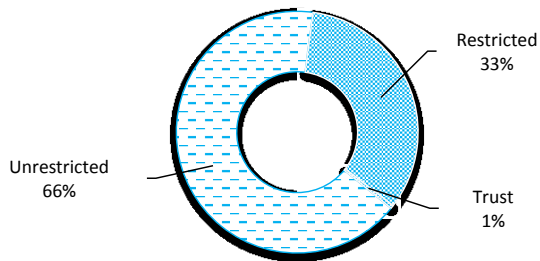
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	2,400			2,400			
<b>At Call Deposits</b>							
Municipal Fund	2,709,056			2,709,056	BKCB		
Trust Fund			17,470	17,470	BKCB		
<b>Term Deposits</b>							
General Reserve Fund		475,409		475,409	BKCB	0.95%	28/09/2021
Transport Infrastructure Reserve Fund		747,963		747,963	BKCB	0.65%	13/03/2021
Sporting Clubs Facility Replacement		90,050		90,050	BKCB	0.80%	13/05/2021
Supermarket Guarantee Reserve		50,000		50,000	BKCB	1.00%	3 months
<b>Total</b>	<b>2,711,456</b>	<b>1,363,422</b>	<b>17,470</b>	<b>4,089,948</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

**KEY INFORMATION**

All funds are currently held or invested with Bendigo Bank.



**Total Cash**

**\$4.09 M**

**Unrestricted**

**\$2.71 M**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 Nov 20
	\$
Opening Arrears Previous Years	75,970
Levied this year	1,573,540
Less Collections to date	(1,482,573)
Equals Current Outstanding	<b>166,937</b>
<b>Net Rates Collectable</b>	<b>166,937</b>
% Collected	89.88%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	12,902	1,797	2,746	3,672	21,117
Percentage	61%	9%	13%	17%	100%
<b>Balance per Trial Balance</b>					
Sundry debtors					21,117
GST receivable					34,119
Other receivables					(5,412)
<b>Total Receivables General Outstanding</b>					<b>49,824</b>

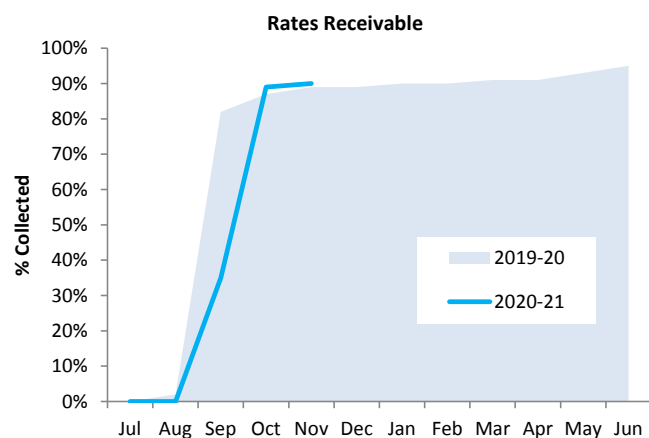
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

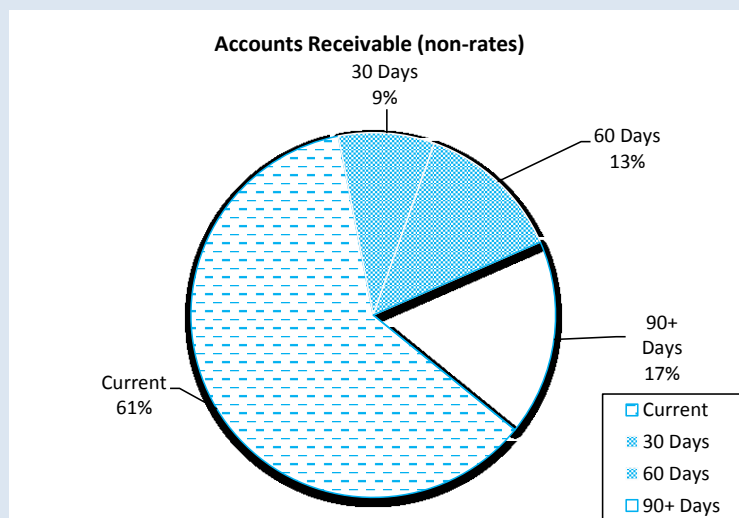
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified.



<b>Collected</b>	<b>Rates Due</b>
<b>90%</b>	<b>\$166,937</b>



<b>Debtors Due</b>
<b>\$49,824</b>
<b>Over 30 Days</b>
<b>39%</b>
<b>Over 90 Days</b>
<b>17%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

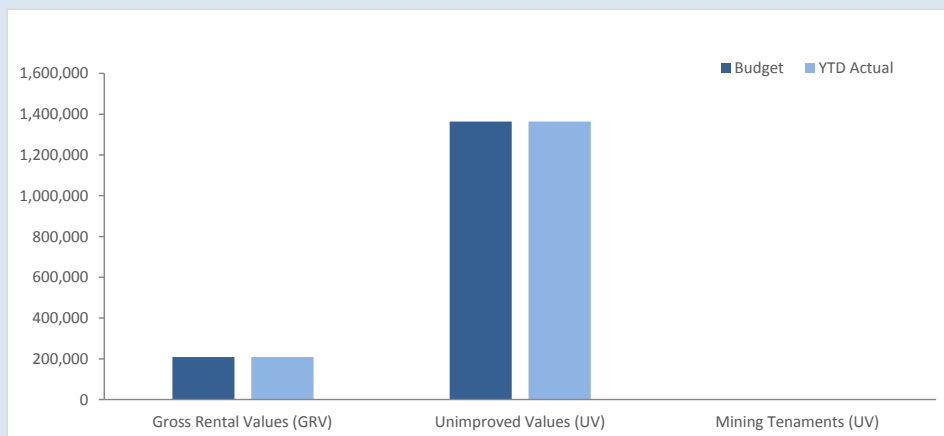
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Gross Rental Values (GRV)	0.072150	208	1,819,508	131,278	0	0	131,278	131,278	281	0	131,559
Unimproved Values (UV)	0.011973	319	112,763,000	1,350,111	0	0	1,350,111	1,350,111	0	0	1,350,111
Non-Rateable	0.000000	271	114,862	0	0	0	0	0	0	0	0
	Minimum \$										
Gross Rental Values (GRV)	483	160	564,438	77,280	0	0	77,280	77,280	0	0	77,280
Unimproved Values (UV)	483	28	625,800	13,524	0	0	13,524	13,524	0	0	13,524
Mining Tenaments (UV)	483	3	5,514	1,449	0	0	1,449	1,449	(383)	0	1,066
<b>Sub-Totals</b>		<b>989</b>	<b>115,893,122</b>	<b>1,573,642</b>	<b>0</b>	<b>0</b>	<b>1,573,642</b>	<b>1,573,642</b>	<b>(102)</b>	<b>0</b>	<b>1,573,540</b>
Discount							(38,000)				(41,040)
<b>Amount from General Rates</b>							<b>1,535,642</b>				<b>1,532,500</b>
Ex-Gratia Rates							15,450				15,450
<b>Total General Rates</b>							<b>1,551,092</b>				<b>1,547,950</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**KEY INFORMATION**

Rates will be raised in August.



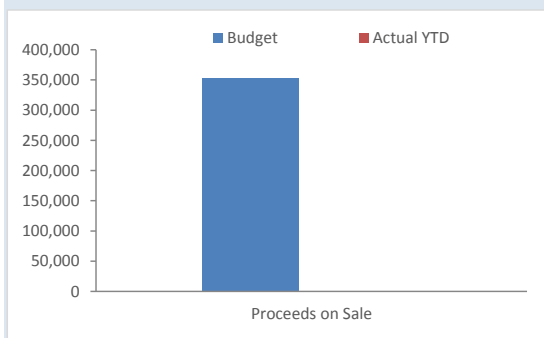
General Rates		
Budget	YTD Actual	%
<b>\$1.54 M</b>	<b>\$1.53 M</b>	<b>100%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>									
BK1	CEO Vehicle	51,000	45,000		(6,000)				
<b>Health</b>									
BK09	Dr's Vehicle	20,000	18,000		(2,000)				
<b>Transport</b>									
BK3	MOWS Vehicle	35,000	25,000		(10,000)				
BK041	WSFN Vehicle	40,000	25,000		(15,000)				
BK010	Workshop Vehicle	17,500	12,500		(5,000)				
BK792	Workshop Vehicle	3,000	7,000	4,000					
BK237	Truck	7,000	2,500		(4,500)				
BK238	Truck	6,000	2,500		(3,500)				
9MT181	Dozer	55,000	30,000		(25,000)				
BK024	Truck	82,000	80,000		(2,000)				
<b>Economic Services</b>									
Lot 341	Land - Factory Unit	12,000	10,000		(2,000)				
Lot 341	Buidling - Factory Unit	75,000	75,000		0				
	Industrial Land	24,000	20,000		(4,000)				
		<b>427,500</b>	<b>352,500</b>	<b>4,000</b>	<b>(79,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$352,500</b>	<b>\$0</b>	<b>0%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

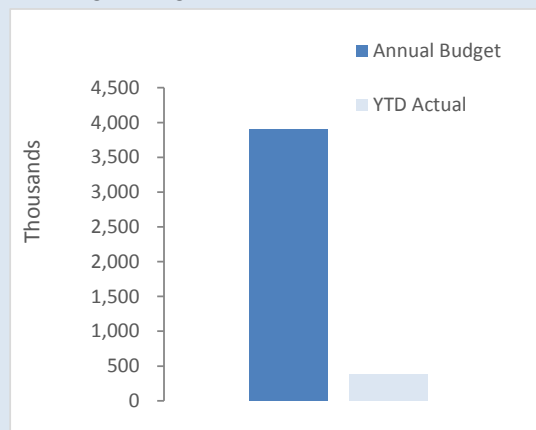
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	1,709,749	712,395	118,996	(593,399)
Plant & Equipment	461,550	192,313	8,801	(183,512)
Furniture & Equipment	116,203	48,418	16,567	(31,851)
Infrastructure - Roads	1,609,129	670,470	236,322	(434,149)
<b>Capital Expenditure Totals</b>	<b>3,896,631</b>	<b>1,623,596</b>	<b>380,685</b>	<b>(1,242,911)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,225,963	927,485	231,189	(696,296)
Other (Disposals)	352,500	146,875	0	(146,875)
Contribution - operations	1,318,168	549,237	149,496	(399,740)
<b>Capital Funding Total</b>	<b>3,896,631</b>	<b>1,623,596</b>	<b>380,685</b>	<b>(1,242,911)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$3.9 M</b>	<b>\$0.38 M</b>	<b>10%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$2.23 M</b>	<b>\$0.23 M</b>	<b>10%</b>

	Account Number	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Capital Expenditure</b>		<b>3,896,631</b>	<b>1,623,596</b>	<b>380,685</b>		
<b>Buildings</b>		<b>1,709,749</b>	<b>712,395</b>	<b>118,996</b>		
Complete upgrade of electrical compliance at Admin Building	J04204	9,000	3,750		0%	
Electrical compliance upgrade at Medical Centre	J07313	37,000	15,417	1,850	5%	
Replace aircon system at Medical Centre	J07302	10,000	4,167	8,950	90%	✓
Install aircon (split system) in 61 Westral St	J93403	6,000	2,500		0%	
Purchase of Lot 465, 39 Westral St Land	J94407	11,475	4,781	9,233	80%	✓
CBD Revitalisation - Johnson Street	J11241	70,000	29,167	3,180	5%	
Memorial Gardens - Funded by Grant	J11242	175,000	72,917		0%	
New War Memorial	J11243	30,000	12,500		0%	
Pebble Paving in Sculpture Park	J11244	36,000	15,000		0%	
Synthetic Grass in War Memorial	J11245	35,000	14,583		0%	
Upgrade to Power at Rec Centre	J11314	100,611	41,921	0	0%	✓
Pony Club Fencing Project (Funded with CSRFF Grant)	J11349	7,663	3,193		0%	
Pool Slide Staircase replacement structure	J11442	30,500	12,708	31,141	102%	✓
Repairs to slide - fibreglass	J11450	27,000	11,250	22,500	83%	
Upgrade Depot Office	J12101	22,500	9,375	23,568	105%	✓
Depot Gate Motors	J12102	6,000	2,500	4,022	67%	
Construction of Supermarket Building		1,000,000	416,667		0%	
Additional Rates Contribution to Supermarket Reconstruction		45,000	18,750		0%	
Bruce's Rock Picnic Facilities - Committed with PDAWS	J13801	23,000	9,583	14,552	63%	
Cumminin Rock - Grant Funding Application Submitted	J13941	28,000	11,667		0%	
<b>Plant &amp; Equipment</b>		<b>461,550</b>	<b>192,313</b>	<b>8,801</b>		
Purchase Plant (BK1) - Changeover	J04202	55,000	22,917	3,669	7%	
Purchase Plant (BK09) - Changeover	J07301	40,000	16,667		0%	
BK3 - Changeover MOWS Vehicle	J12111	45,000	18,750		0%	
BK010 - Changeover Workshop Manager Vehicle (to be pooled)	J12105	28,000	11,667		0%	
Replacement Motor for Kubota Ride on Mower	J12108	12,000	5,000	5,132	43%	
Retro Fit Side Tipper Door (Interlock) for 3 side tippers	J12119	11,550	4,813		0%	
BK024 - Changeover UD Tip Truck	J12142	270,000	112,500		0%	
Sundry Plant - In PWO (\$15,000)		0				
<b>Furniture &amp; Equipment</b>		<b>116,203</b>	<b>48,418</b>	<b>16,567</b>		
IT Backup Hardware	J04208	7,176	2,990		0%	
Firewall Installation	J04208	3,500	1,458		0%	
Server UPS	J04208	4,027	1,678		0%	
Altus Payroll	J04215	50,000	20,833	16,567	33%	
Altus Procurement	J04216	16,500	6,875		0%	
Altus Records Management	J04217	35,000	14,583		0%	

CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Infrastructure - Roads</b>		<b>1,609,129</b>	<b>670,470</b>	<b>236,322</b>		
Asphalt Carpark at Rec Centre	J11347	97,330	40,554		0%	
Upgrade Drainage at Club/Rec Centre	J11346	150,000	62,500		0%	
<u>Council Funded Road Works</u>						
Kerb Replacement in Townsite	KR	37,091	15,455		0%	
Butcher St Footpath (in front of CEACA units)	FC132	16,000	6,667	9,774	61%	
Totadgin Hall Road - construct & seal	RC163	160,000	66,667	6,744	4%	
<u>Regional Road Group</u>						
Black Spot - Lawrie Rd & Cumminin Road Intersection	RC024	15,359	6,400		0%	
Black Spot - BK-NB Rd & Cumminin Road Intersection **	RC045	117,567	48,986		0%	
Black Spot - Wogarl Rd & Totoadgin Rd Intersection **	RC013	20,250	8,438	178	1%	
Bruce Rock - Naremben Road	RC176	473,210	197,171	161,114	34%	
<u>Roads to Recovery</u>						
Belka West Road - reseal 2km	RR005	36,000	15,000		0%	
Kwolyin South Road - gravel resheet 2.6km	RR009	31,200	13,000	143	0%	
Kwolyin South Road - gravel resheet 0.72km	RR009	12,000	5,000		0%	
Hines Hill Road - construct & reseal 0.45km	RR015	60,000	25,000		0%	
Old Beverley Road - gravel resheet 0.55km	RR050	6,600	2,750		0%	
Old Beverley Road - gravel resheet 0.75km	RR050	12,000	5,000		0%	
Old Beverley Road - gravel resheet 0.85km	RR050	12,500	5,208		0%	
Cook Road - gravel resheet 1.61km	RR083	19,320	8,050		0%	
Carger Road - gravel resheet 2.05km	RR086	24,600	10,250		0%	
Cole Boundary Road - gravel resheet 2.5km	RR107	30,000	12,500	43,288	144%	✓
<u>Bridges - Replace with Culverts</u>						
Bruce Rock South Road (Bridge 5235, 2 barrels @ 1.6m dia HDPE pipes)	BR003	64,090	26,704		0%	
Babakin South East Road (Bridge 5096, 5 barrels @ 900mm dia HDPE pipes) * Council funded	BR007	55,992	23,330		0%	
Naremben Boundary Road (Bridge 5011 12 barrels @ 750mm dia HDPE pipes)	BR026	74,250	30,938		0%	
Old Beverley Road (Bridge 4041, 4 barrels @ 1050mm dia HDPE pipes)	BR050	56,180	23,408		0%	
<u>Council Funded Drainage Works</u>						
Concrete Open Drain - Noonajin Road	DC001	27,590	11,496	15,080	55%	

\*\* Budget Amendment

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	Year End 30/6/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Loan 3 - Construct House	272,000	0	0	12,662	25,419	259,338	246,581 0	2,026	3,958
<b>Total</b>	272,000	0	0	12,662	25,419	259,338	246,581	2,026	3,958

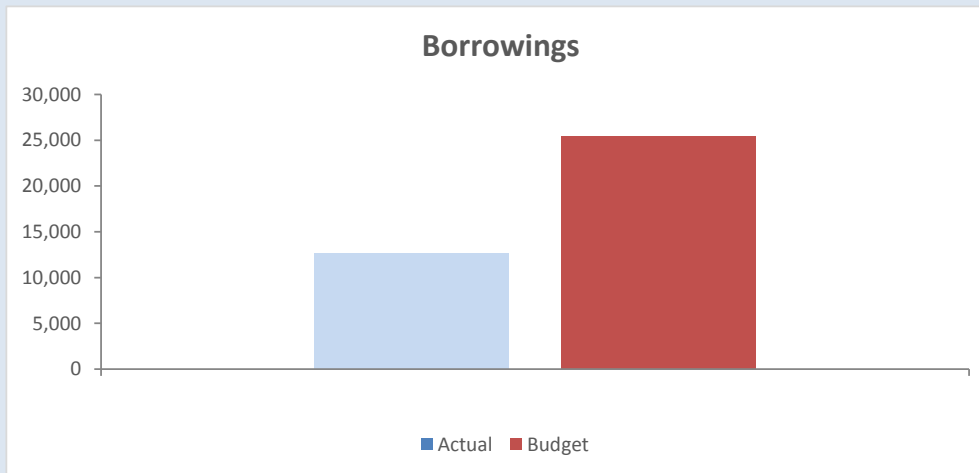
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



**Dates for repayments** 2 Nov 2020 & 3 May 2021

<b>Principal Repayments</b>	<b>Interest Expense</b>
<b>\$12,662</b>	<b>\$2,026</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$1.36 M</b>	<b>\$259,338</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING ACTIVITIES  
NOTE 9

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Leave	115,299	1,153	1,074	0		0		116,452	116,373
Reserves cash backed - Plant Replacement	6,287	63	59	0		0		6,350	6,346
Reserves cash backed - Housing	228,033	2,280	2,123	0		0		230,313	230,156
Reserves cash backed - Council Housing	3,667	37	34	0		0		3,704	3,701
Reserves cash backed - Transport Infrastructure	741,062	7,411	6,902	0		(203,346)		545,127	747,963
Reserves cash backed - Sports Facility Replacement	97,939	979	20,894	20,000		0		118,918	118,833
Reserves cash backed - Bowls SCF	18,420	184	139	6,000		0		24,604	18,560
Reserves cash backed - Cricket SCF	15,282	153	116	6,000		0		21,435	15,398
Reserves cash backed - Football SCF	4,922	49	37	6,000		0		10,971	4,960
Reserves cash backed - Hockey SCF	18,420	184	139	6,000		0		24,604	18,560
Reserves cash backed - Netball SCF	13,535	135	102	6,000		0		19,670	13,637
Reserves cash backed - Squash SCF	383	4	3	6,000		0		6,387	386
Reserves cash backed - Tennis SCF	18,410	184	139	6,000		0		24,594	18,549
Reserves cash backed - Supermarket Guarantee	50,000	0	0	0		0	0	50,000	50,000
	<b>1,331,661</b>	<b>12,816</b>	<b>31,761</b>	<b>62,000</b>	<b>0</b>	<b>(203,346)</b>	<b>0</b>	<b>1,203,131</b>	<b>1,363,422</b>

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**NOTE 10  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance Surplus / (Deficit)
				\$	\$	\$	\$
121310	INCOME - State Black Spot funding	OCM Sep 20 - 11.2.6	Permanent		91,878		91,878
RC013	CAPITAL EXPENDITURE - Wogarl West Road	OCM Sep 20 - 11.2.6	Permanent			20,250	71,628
RC045	CAPITAL EXPENDITURE - Cumminin Road	OCM Sep 20 - 11.2.6	Permanent			117,567	(45,939)
130303	INCOME - Supermarket Grant Funding	OCM Nov 20 - 11.3.6	Permanent		375,578		329,639
111307	INCOME - Amphitheatre Grant - CBH Grass Roots Funding	OCM Nov 20 - 11.3.6	Permanent		8,000		337,639
114305	INCOME - Pool Grants - Aust Day Covid Safe	OCM Nov 20 - 11.3.6	Permanent		21,500		359,139
138306	INCOME - Community Development Grant - Thank a Vol	OCM Nov 20 - 11.3.6	Permanent		1,000		360,139
032331	INCOME - Drought Funding	OCM Nov 20 - 11.3.6	Permanent			500,000	(139,861)
113310	INCOME - Amphitheatre Non-Op Grant (Drought)	OCM Nov 20 - 11.3.6	Permanent		100,000		(39,861)
131314	INCOME - Rec Centre - Non-Op Grant (Drought)	OCM Nov 20 - 11.3.6	Permanent		220,000		180,139
117302	INCOME - Other Culture Grant (Drought)	OCM Nov 20 - 11.3.6	Permanent		150,000		330,139
121318	INCOME - Transport Other Grants (Drought)	OCM Nov 20 - 11.3.6	Permanent		30,000		360,139
117302	INCOME - Other Culture - Saluting their Service Grant	OCM Nov 20 - 11.3.6	Permanent			150,000	210,139
	EXPENDITURE - Adverse Event Plan	OCM Nov 20 - 11.3.6	Permanent			5,000	205,139
	CAPITAL EXPENDITURE - Amphitheatre Synthetic Grass	OCM Nov 20 - 11.3.6	Permanent			115,357	89,782
	EXPENDITURE - Aust Day Covid Safe Grant	OCM Nov 20 - 11.3.6	Permanent			21,500	68,282
	EXPENDITURE - Thank a Volunteer Day Celebrations	OCM Nov 20 - 11.3.6	Permanent			1,000	67,282
	CAPITAL EXPENDITURE - Supermarket Construction	OCM Nov 20 - 11.3.6	Permanent			(98,120)	165,402
130304	INCOME - Supermarket Contributions & Donations	OCM Nov 20 - 11.3.6	Permanent		217,000		382,402
130305	INCOME - Supermarket Loan	OCM Nov 20 - 11.3.6	Permanent		313,000		695,402
	CAPITAL EXPENDITURE - Local Roads & Community Infrastructure Projects ** To be allocated at special meeting	OCM Nov 20 - 11.3.6	Permanent			526,302	169,100
				<b>0</b>	<b>997,956</b>	<b>832,554</b>	<b>169,100</b>

**KEY INFORMATION**

**List of Accounts for November 2020**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
<b>Municipal Account EFTs</b>				
EFT16451	05/11/2020	2C2U IT PTY LTD	IT SUPPORT FOR MEDICAL CENTRE	\$561.00
EFT16452	05/11/2020	AUSTRALIA POST	POSTAGE FOR THE MONTH OF OCTOBER 2020	\$117.45
EFT16453	05/11/2020	AVON WASTE	RECYCLING COLLECTIONS FOR OCTOBER 2020	\$2,877.72
EFT16454	05/11/2020	BEING THERE SOLUTIONS PTY LTD	SUBSCRIPTION TO PLAN PLUS VIDEO AND TELEPHONE CONFERENCING - OCTOBER 2020	\$275.00
EFT16455	05/11/2020	BK AIR & SERVICES	GAS BOTTLES FOR CARAVAN PARK	\$420.00
EFT16456	05/11/2020	BOC LIMITED	BOTTLE RENTAL OCTOBER 2020	\$136.59
EFT16457	05/11/2020	BROWNLEY'S PLUMBING & GAS	TWO STED SUBSIDIES	\$1,841.00
EFT16458	05/11/2020	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	EXTRA LOCAL PHONE BOOKS 2020	\$30.00
EFT16459	05/11/2020	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COUNCIL MEETINGS	\$356.50
EFT16460	05/11/2020	BRUCE ROCK ENGINEERING	PARTS FOR BK06	\$89.56
EFT16461	05/11/2020	BRUCE ROCK LPO	STATIONERY PURCHASES	\$123.90
EFT16462	05/11/2020	BRUCE ROCK PAINTING & DECORATING SERVICE	PREPARATION & REPAINTING OF POOL ENTRY GATE	\$418.00
EFT16463	05/11/2020	BRUCE ROCK TYRES	BATTERY FOR BK053	\$128.70
EFT16464	05/11/2020	BUCHER MUNICIPAL	PARTS AND SERVICE BK029	\$1,720.40
EFT16465	05/11/2020	BUSINESS BASE WA	OFFICE FIT OUT FOR DEPOT	\$2,830.00
EFT16466	05/11/2020	CARIS NEGRI	REIMBURSEMENT FOR EXPENSES	\$91.10
EFT16467	05/11/2020	CLARK EQUIPMENT SALES PTY LTD	PARTS FOR BK660	\$399.73
EFT16468	05/11/2020	CODY EXPRESS TRANSPORT	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$176.55
EFT16469	05/11/2020	COLESTAN ELECTRICS	ELECTRICAL WORK AT SHIRE PROPERTIES	\$2,966.59
EFT16470	05/11/2020	COPIER SUPPORT	METER READING ON PHOTO COPIER	\$319.28
EFT16471	05/11/2020	CORSIGN WA PTY LTD	STREET SIGNS FOR BRUCE ROCK TOWN SITE AND TRUCK SIGNAGE	\$5,423.00
EFT16472	05/11/2020	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT CHARGES	\$63.36
EFT16473	05/11/2020	DAIMLER TRUCKS PERTH	PARTS FOR BK604	\$999.70
EFT16474	05/11/2020	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,584.83
EFT16475	05/11/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	AQUATIC CENTRE MATERIALS, GAS SWAPS AND CLEANING MATERIALS	\$328.70
EFT16476	05/11/2020	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK09, SERVICE AIRCON BK6515 AND BK011	\$700.13
EFT16477	05/11/2020	FILTER SUPPLIES (WA)	FILTERS FOR BK373 AND BK029	\$439.95
EFT16478	05/11/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR THE MONTH OF OCTOBER 2020	\$1,321.91
EFT16479	05/11/2020	GREGORY SPARK	REIMBURSEMENT FOR EXPENSES FOR SKELETON WEED LAG	\$243.90
EFT16480	05/11/2020	HIPPOCKET WORKWEAR & SAFETY GERALDTON	STAFF UNIFORM ORDER	\$90.20
EFT16481	05/11/2020	IRVINE TRANSPORT	SAND AND METAL FOR BATCHING PLANT, REC CENTRE AND BRUCE ROCK - NAREMBEEN ROAD WORKS	\$57,861.56
EFT16482	05/11/2020	JH COMPUTER SERVICES	EPSOM SLIP PRINTER FOR SUPERMARKET (NOT BILLED AT SET UP)	\$330.00
EFT16483	05/11/2020	JOHN SIMMONDS	STAFF TRAINING	\$2,100.00
EFT16484	05/11/2020	LANDGATE- VALUATION	INTERIM VALUATIONS	\$104.04
EFT16485	05/11/2020	LIBERTY OIL RURAL PTY LTD	VARIOUS OILS	\$6,586.00
EFT16486	05/11/2020	LION - DAIRY & DRINKS FINANCE PTY LTD	SUPERMARKET ORDER	\$1,013.43
EFT16487	05/11/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	STAFF TRAINING	\$685.00
EFT16488	05/11/2020	LONDONBERRY NOMINEES PTY LTD T/AS EDGECOMBES JEWELLERS	KEY CUTTING	\$40.00
EFT16489	05/11/2020	LUKERATIVE PLUMBING, GAS & MAINTENANCE	STED SUBSIDY	\$1,000.00

EFT16490	05/11/2020	LOCK, STOCK AND FARRELL	PADLOCKS AND KEYS FOR LANDFILL SITE	\$798.60
EFT16491	05/11/2020	MAJOR MOTORS PTY LTD	PARTS FOR BK025	\$382.51
EFT16492	05/11/2020	MAROK WA PTY LTD	SUPERMARKET ORDER	\$760.20
EFT16493	05/11/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$1,501.19
EFT16494	05/11/2020	MECHANICAL SOLUTIONS AUSTRALIA PTY LTD	CONTRACT LABOUR HIRE TEMPORARY MECHANIC	\$5,095.75
EFT16495	05/11/2020	MERREDIN PANEL AND PAINT	INSURANCE EXCESS FOR REPAIRS TO BK09	\$300.00
EFT16496	05/11/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$13,401.91
EFT16497	05/11/2020	NB HARDWARE & AG SUPPLIES	VARIOUS MATERIALS	\$485.52
EFT16498	05/11/2020	OFFICEWORKS BUSINESS DIRECT	STATIONERY SUPPLIES	\$540.85
EFT16499	05/11/2020	R2K CONTRACTING	HYDRAULIC HOSES FOR BK6519	\$1,362.30
EFT16500	05/11/2020	REGIONAL COMMUNICATION SOLUTIONS	WEATHER STATION EQUIPMENT	\$3,268.10
EFT16501	05/11/2020	RODGER EDWIN GEORGE	EXCAVATOR HIRE FOR BRUCE ROCK - NAREMBEEN ROAD AND COLE BOUNDARY ROAD	\$16,720.00
EFT16502	05/11/2020	RON BATEMAN & CO	COUPLING	\$34.17
EFT16503	05/11/2020	SAIL CITY	DEPOSIT FOR NEW SHADE SAILS	\$5,129.00
EFT16504	05/11/2020	SANDS FRIDGE LINES	SUPERMARKET FREIGHT CHARGES	\$303.32
EFT16505	05/11/2020	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR OCTOBER 2020	\$524.34
EFT16506	05/11/2020	SIGMA CHEMICALS	FILTER REPLACEMENT FOR HYDROTHERAPY POOL	\$881.08
EFT16507	05/11/2020	SOURCE MY PARTS	WINDSCREEN AND PRECLEANER FOR BK373	\$649.00
EFT16508	05/11/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$493.04
EFT16509	05/11/2020	SYNERGY	ELECTRICITY USAGE	\$19,334.72
EFT16510	05/11/2020	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM ORDER	\$328.00
EFT16511	05/11/2020	TWO DOGS HOME HARDWARE	VARIOUS ITEMS FOR SKELETON WEED COORDINATOR	\$39.46
EFT16512	05/11/2020	TOLL TRANSPORT PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$46.21
EFT16513	05/11/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$654.50
EFT16514	05/11/2020	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	\$132.35
EFT16515	05/11/2020	WA HINO	PARTS FOR BK655	\$889.68
EFT16516	05/11/2020	WALLIS COMPUTER SOLUTIONS	IT SUPPORT, MONTHLY NETWORK ACCESS, LENOVO LAPTOP, IT UPGRADES AND ANNUAL IT MANAGEMENT SERVICE 2020-2021	\$53,225.86
EFT16517	05/11/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	\$578.00
EFT16518	05/11/2020	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORM ORDER	\$238.15
EFT16519	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	HOUSING LOAN CAPITAL REPAYMENT & INTEREST	\$14,688.86
EFT16530	11/11/2020	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$2,142.76
EFT16531	11/11/2020	COCKBURN CEMENT LTD	BULK CEMENT	\$11,220.00
EFT16532	11/11/2020	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT CHARGES	\$2,207.76
EFT16533	11/11/2020	CONNELLY IMAGES	STICKERS FOR SUPERMARKET TRADING HOURS	\$44.00
EFT16534	11/11/2020	MAROK WA PTY LTD	SUPERMARKET ORDER	\$563.00
EFT16535	11/11/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$5,631.57
EFT16536	11/11/2020	MECHANICAL SOLUTIONS AUSTRALIA PTY LTD	CONTRACT LABOUR HIRE TEMPORARY MECHANIC	\$5,095.75
EFT16537	11/11/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$11,782.48
EFT16538	11/11/2020	SANDS FRIDGE LINES	SUPERMARKET FREIGHT CHARGE	\$252.96
EFT16539	11/11/2020	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR NOVEMBER 2020	\$1,788.63
EFT16540	12/11/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$166.66
EFT16541	12/11/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$103.22

EFT16542	12/11/2020	CALEB CHOW	REIMBURSE DOCTOR FOR TYRO TAKINGS OCTOBER 2020	\$660.00
EFT16543	12/11/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,667.71
EFT16544	18/11/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION & REFUSE SITE MAINTENANCE FNE 11/11/2020	\$3,387.02
EFT16545	19/11/2020	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	\$481.32
EFT16546	19/11/2020	ALAN O'TOOLE	REIMBURSEMENT FOR EXPENSES	\$109.75
EFT16547	19/11/2020	ALBANY DOG ROCK MOTEL	ACCOMMODATION FOR STAFF TRAINING	\$333.00
EFT16548	19/11/2020	BK AIR & SERVICES	SERVICE EVAPORATIVE AIR CONDITIONERS AT SHIRE PROPERTIES	\$2,552.00
EFT16549	19/11/2020	BROWNLEY'S PLUMBING & GAS	PLUMBING REPAIRS AT SHIRE PROPERTY	\$242.00
EFT16550	19/11/2020	BRUCE ROCK TYRES	TYRES AND FITTING BK660	\$1,217.22
EFT16551	19/11/2020	BUNNINGS WAREHOUSE	VARIOUS MATERIALS	\$192.85
EFT16552	19/11/2020	BURGESS RAWSON PTY LTD	RENT OF LEASED PROPERTIES	\$708.63
EFT16553	19/11/2020	CALEB CHOW	STAFF PRE-EMPLOYMENT MEDICAL	\$77.00
EFT16554	19/11/2020	CARTRIDGE WORLD COTTESLOE	TONER SUPPLIES FOR SUPERMARKET AND MEDICAL CENTRE	\$1,278.60
EFT16555	19/11/2020	COLESTAN ELECTRICS	ELECTRICAL WORK AT SHIRE PROPERTY	\$2,818.75
EFT16556	19/11/2020	CORSIGN WA PTY LTD	TRUCK SIGNAGE	\$297.00
EFT16557	19/11/2020	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT CHARGES	\$66.54
EFT16558	19/11/2020	DAIMLER TRUCKS PERTH	PARTS FOR BK062	\$835.37
EFT16559	19/11/2020	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$3,443.96
EFT16560	19/11/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	STAFF UNIFORMS	\$9,919.78
EFT16561	19/11/2020	ELEC TECH DIESEL SERVICES PTY LTD	PARTS FOR BK604 AND BK053, PARTS AND SERVICE FOR BK645, BK062 AND BK010	\$2,203.90
EFT16562	19/11/2020	FIRE AND SAFETY WA	UNIFORMS FOR CHIEF BUSH FIRE & DEPUTY CHIEF BUSH FIRE OFFICERS	\$473.00
EFT16563	19/11/2020	GRANO DIRECT	MATERIALS FOR CONSTRUCTION CREW	\$150.18
EFT16564	19/11/2020	HIPPOCKET WORKWEAR & SAFETY GERALDTON	UNIFORMS FOR STAFF MEMBER	\$46.20
EFT16565	19/11/2020	JANINE MICHELLE COSGROVE	REIMBURSEMENT FOR SUPERMARKET EXPENSES	\$1,018.34
EFT16566	19/11/2020	JASON SIGNMAKERS	WHITE GUIDE POSTS AND WHITE DELINEATORS FOR VARIOUS ROADS	\$2,684.00
EFT16567	19/11/2020	JR & A HERSEY PTY LTD	PROTECTIVE WEAR	\$72.60
EFT16568	19/11/2020	LION - DAIRY & DRINKS FINANCE PTY LTD	SUPERMARKET ORDER	\$1,169.57
EFT16569	19/11/2020	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING REPAIRS AT VARIOUS SHIRE PROPERTIES	\$1,111.00
EFT16570	19/11/2020	MARKETFORCE	RECRUITMENT ADVERTISING	\$420.97
EFT16571	19/11/2020	MAROK WA PTY LTD	SUPERMARKET ORDER	\$591.55
EFT16572	19/11/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$4,834.78
EFT16573	19/11/2020	MCCALL MOTORS PTY LTD	PURCHASES FOR OCTOBER 2020 (BUILDING MAINTENANCE, TOWN CREW, GARDENERS, CONSTRUCTION, REC CENTRE, HYDRO POOL)	\$2,121.08
EFT16574	19/11/2020	MECHANICAL SOLUTIONS AUSTRALIA PTY LTD	CONTRACT LABOUR HIRE TEMPORARY MECHANIC	\$5,095.75
EFT16575	19/11/2020	MELISSA WARREN	RETURN REMAINDER OF BOND	\$25.00
EFT16576	19/11/2020	MERREDIN PANEL AND PAINT	INSURANCE EXCESS FOR REPAIRS TO BK2 AND SUPPLY AND FIT TYRE	\$646.50
EFT16577	19/11/2020	MERREDIN TELEPHONE SERVICES	SUPPLY SWIPE ENTRY CARDS FOR GYM	\$384.75
EFT16578	19/11/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$12,761.17
EFT16579	19/11/2020	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDENING CREW	\$154.80
EFT16580	19/11/2020	NUTRIEN AG SOLUTIONS	MATERIALS FOR GARDENING CREW AND BRUCE ROCK - NAREMBEEN ROAD WORKS	\$1,871.76
EFT16581	19/11/2020	OFFICEWORKS BUSINESS DIRECT	STATIONERY SUPPLIES	\$307.54
EFT16582	19/11/2020	SAMANTHA ELIZABETH AURISCH	REIMBURSEMENT FOR EXPENSES	\$434.50
EFT16583	19/11/2020	SETON AUSTRALIA	MATERIALS FOR WORKSHOP	\$139.71
EFT16584	19/11/2020	SIGMA CHEMICALS	MATERIALS FOR AQUATIC CENTRE	\$132.00

EFT16585	19/11/2020	SPORTS TURF TECHNOLOGY	SITE VISIT AND CONSULT FOR OVAL	\$1,925.00
EFT16586	19/11/2020	ST JOHN AMBULANCE	FIRST AID SUPPLIES FOR KIT RESTOCK	\$99.00
EFT16587	19/11/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$256.20
EFT16588	19/11/2020	STEWART & HEATON CLOTHING CO. PTY LTD	UNIFORMS FOR CHIEF BUSH FIRE & DEPUTY CHIEF BUSH FIRE OFFICERS	\$1,463.68
EFT16589	19/11/2020	T-QUIP	PARTS FOR SMALL PLANT	\$520.00
EFT16590	19/11/2020	THE PERTH MINT	2021 AUSTRALIAN CITIZENSHIP COINS	\$25.85
EFT16591	19/11/2020	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM ORDER	\$384.66
EFT16592	19/11/2020	TRANSTRUCT	ENGINEERING, DRAFTING AND MATERIALS FOR NEW AQUATIC CENTRE POOL STAIRS	\$28,526.91
EFT16593	19/11/2020	TURBO SETTLEMENTS	SETTLEMENT COST FOR VESTING PROPERTIES WITH SHIRE	\$2,366.00
EFT16594	19/11/2020	TWINKARRI PTY LTD	TREE PRUNING & MULCHING FOR BRUCE ROCK - NAREMBEEN ROAD WORKS	\$5,687.00
EFT16595	19/11/2020	TWO DOGS HOME HARDWARE	MATERIALS FOR WORKSHOP	\$86.25
EFT16596	19/11/2020	WALLIS COMPUTER SOLUTIONS	IT SUPPORT - ANNUAL HARDWARE BACKUP FEE	\$12,238.60
EFT16597	19/11/2020	WESTERN DIAGNOSTIC PATHOLOGY	MEDICAL CENTRE SUPPLIES	\$467.50
EFT16598	19/11/2020	WHEATBELT REFRIGERATION AND AIR CONDITIONING	AIR CONDITIONER MAINTENANCE AT SHIRE PROPERTIES	\$2,288.18
EFT16599	19/11/2020	WHEATBELT UNIFORMS, SIGNS & SAFETY	SUPPLY PRE-LINED WHITE BOARD	\$316.80
EFT16600	23/11/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR OCTOBER 2020	\$53,730.00
EFT16601	23/11/2020	TURBO SETTLEMENTS	SETTLEMENT COST FOR VESTING PROPERTIES WITH SHIRE REMAINDER PAYMENT	\$428.20
EFT16602	23/11/2020	VALWEST (WA) PTY LTD	VACANT INDUSTRIAL LAND VALUATION	\$1,650.00
EFT16603	25/11/2020	BROWNLEY'S PLUMBING & GAS	ONE STED SUBSIDY	\$1,250.00
EFT16604	25/11/2020	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,818.94
EFT16605	25/11/2020	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT CHARGES	\$1,082.11
EFT16606	25/11/2020	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,519.72
EFT16607	25/11/2020	MAROK WA PTY LTD	SUPERMARKET ORDER	\$480.10
EFT16608	25/11/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,572.38
EFT16609	25/11/2020	MECHANICAL SOLUTIONS AUSTRALIA PTY LTD	CONTRACT LABOUR HIRE TEMPORARY MECHANIC	\$5,095.75
EFT16610	25/11/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$13,055.13
EFT16611	25/11/2020	TOLL TRANSPORT PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$58.52
EFT16612	25/11/2020	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	\$702.54
EFT16613	26/11/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$166.66
EFT16614	26/11/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$103.22
EFT16615	26/11/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,507.71
EFT16616	30/11/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION & REFUSE SITE MAINTENANCE FNE 25/11/2020	\$3,387.02
EFT16618	30/11/2020	BENDIGO BANK (FUNDS TRANSFER FEES)	FUNDS TRANSFER FEES FOR NOVEMBER GST (EOM TRANSACTION)	\$3.93
EFT16619	30/11/2020	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 27/11/2020 (EOM TRANSACTION)	\$2,310.25
EFT16620	30/11/2020	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/11/2020 (EOM TRANSACTION)	\$42,511.70
<b>Total EFTs</b>				<b>\$540,804.90</b>

<b>Municipal Account Cheques</b>				
24040	05/11/2020	TELSTRA	TELEPHONE USAGE	\$2,021.54
24041	12/11/2020	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP OCTOBER 2020, KEY CUTTING, PLATE CHANGE NEW BK1, CAKE FOR COUNCIL AFTERNOON TEA, & TOOLS	\$92.00
24042	19/11/2020	TELSTRA	TELEPHONE USAGE	\$385.59
24043	19/11/2020	WATER CORPORATION	WATER USAGE	\$965.23
<b>Total Municipal Account Cheques</b>				<b>\$3,464.36</b>
<b>Wages and Salaries</b>				
11/11/2020		PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR FORTNIGHT ENDING 11/11/2020	\$76,879.18
25/11/2020		PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR FORTNIGHT ENDING 25/11/2020	\$72,164.27
<b>Total Wages and Salaries</b>				<b>\$155,972.17</b>
<b>Municipal Account Direct Debits</b>				
DD6932.1	11/11/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$9,136.83
DD6932.2	11/11/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$290.31
DD6932.3	11/11/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$181.13
DD6932.4	11/11/2020	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.23
DD6932.5	11/11/2020	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$135.39
DD6932.6	11/11/2020	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$61.53
DD6932.7	11/11/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$165.39
DD6932.8	11/11/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$376.50
DD6932.9	11/11/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	PAYROLL DEDUCTIONS	\$417.43
DD6968.1	25/11/2020	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$6,643.63
DD6968.2	25/11/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$213.73
DD6968.3	25/11/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$295.39
DD6968.4	25/11/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,361.90
DD6968.5	25/11/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$184.30
DD6968.6	25/11/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	PAYROLL DEDUCTIONS	\$831.94
DD6968.7	25/11/2020	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$186.87
DD6968.8	25/11/2020	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$122.04
DD6968.9	25/11/2020	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$73.99
DD6932.10	11/11/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$801.46
DD6932.11	11/11/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$478.61
DD6932.12	11/11/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,128.40
DD6932.13	11/11/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$460.65
DD6932.14	11/11/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$212.97
DD6932.15	11/11/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$210.00
DD6968.10	25/11/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$2,598.24
DD6968.11	25/11/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$146.64
DD6968.12	25/11/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$481.34
DD6968.13	25/11/2020	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	\$656.37
DD6968.14	25/11/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$493.33
DD6968.15	25/11/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$156.38
DD6968.16	25/11/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$466.58
DD6968.17	25/11/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$216.78
<b>Total Municipal Account Direct Debits</b>				<b>\$29,379.28</b>

<b>Credit Card Payments</b>				
EFT16539	11/11/2020	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	\$122.10
		EQUIP 2 GO	12 STEP PLATFORM LADDER	\$694.20
		QT PERTH	2 NIGHTS ACCOMMODATION (STAFF CONFERENCE)	\$523.09
		BENDIGO BANK	CARD FEE	\$4.00
		ACTIV8ME	INTERNET FOR OCTOBER/NOVEMBER 2020	\$45.40
		WESTNET	INTERNET FOR NOVEMBER 2020	\$109.95
		WESTNET	INTERNET FOR NOVEMBER 2020	\$99.95
		WESTNET	INTERNET FOR NOVEMBER 2020	\$99.99
		WESTNET	INTERNET FOR NOVEMBER 2020	\$89.95
			<b>Total Credit Card Payments</b>	<b>\$1,788.63</b>

	<b>Total Municipal Account EFT Payments</b>	<b>\$540,804.90</b>
	<b>Total Municipal Account Cheque Payments</b>	<b>\$3,464.36</b>
	<b>Total Trust Account Cheque Payments</b>	<b>\$0.00</b>
	<b>Total Wages</b>	<b>\$185,351.45</b>
	<b>Total</b>	<b>\$729,620.71</b>



**Hon David Templeman MLA**  
**Minister for Local Government; Heritage; Culture & the Arts**

Our Ref: 66-12084

TO ALL LOCAL GOVERNMENTS

CIRCULAR N<sup>o</sup> 01-2020

**PRACTICAL ASSISTANCE FOR LOCAL GOVERNMENTS TO RESPOND DURING  
A STATE OF EMERGENCY (COVID-19)**

I am advising that His Excellency the Governor, in Executive Council, has approved regulation amendments dealing with access to funding, procurement and long service leave during the COVID-19 outbreak.

Amendments are being made to the following regulations:

***Local Government (Financial Management) Regulations 1996***

The purpose of these amendments is to increase the flexibility of the local government sector to access funding in a timelier manner to respond to the State of Emergency Declaration under the *Emergency Management Act 2005*.

Regulation 18 contains exemptions from the requirement for a local government to give local public notice of a change of 'use of money' set aside in a Reserve Account (this currently requires one month's public notice). During a state of emergency in a local government district or part of a district, a further exemption is being provided to allow the local government to change the 'use of money' required to address a need arising from the hazard or from the impact or consequences of the hazard to which the state of emergency declaration relates. This decision, and the reasons for it, must be recorded in the formal minutes of the council.

Regulation 20 contains exemptions from the requirement for a local government to give local public notice of a 'power to borrow' under section 6.20 of the Act. An additional exemption from the period for giving local public notice is provided if the decision is made while a state of emergency declaration is in force and the local government considers that the borrowing is required to address a need arising from the hazard (in this case COVID-19) or from the impact or consequences of the hazard. Once again, this decision, and the reasons for it, must be recorded in the formal council minutes.



Regulation 21 provides further flexibility to a local government to re-purpose money borrowed, but not spent, to address a hazard or the impact or consequences of the hazard. This is tied to the declaration of a state of emergency and has the effect of exempting the local government from providing local public notice before they can access the funds for the new purpose. Once again, this decision, and the reasons for it, must be recorded in the council minutes.

***Local Government (Functions and General) Regulations 1996***

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath of, the State of Emergency Declaration under the *Emergency Management Act 2005*.

An amendment is being made to regulation 11(1) to increase the threshold to \$250,000 to align with State Government tendering thresholds. This will permit local governments to extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations.

Local governments should update their purchasing policy to cover the direct purchase of goods and services under \$250,000. For purchases over \$150,000, local governments should ensure that quotations are requested in writing and offers are received in writing. Regulation 11A covering purchasing policies will be updated in the coming weeks.

Regulation 11(2) contains two further exemptions when tenders do not have to be publicly invited.

The first exemption, in new regulation 11(2)(aa), ensures the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

The other exemption in regulation 11(2)(ja) gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

A further exemption in regulation 11(2)(h) is being updated to encourage local governments to purchase goods or services supplied by Aboriginal businesses. The exemption will now reflect the fact that the Chamber of Commerce and Industry administers the Aboriginal Business Directory. A new exemption has been added recognising goods or services may also be supplied by Supply Nation.

***Local Government (Long Service Leave) Regulations***

The purpose of these amendments is to provide greater access to paid leave for local government employees stood down during a state of emergency declaration under the *Emergency Management Act 2005*.

Regulation 4 governs rules towards entitlements for long service leave. New regulation 4(da) provides that any period of absence from duty connected with an employer's response to a hazard, or the impact or consequences of the hazard declared under the *Emergency Management Act 2005*, is deemed as continuous service towards an employee's next entitlement of long service leave.

Regulation 7 deals with the actual taking of long service leave. Currently, leave may only be granted and taken in one consecutive period or, by agreement, not more than three consecutive periods. This restriction has been lifted to allow employees to take leave by agreement in two or more separate periods.

In addition, regulation 7A(2) establishes a new right for a worker to take advance leave by agreement with their employer if:

- (a) the worker has completed at least seven years of continuous service of the normal accrual period; and
- (b) the approval for the advance leave is given when there is a state of emergency declaration applying to the district or part of the district in which they work.

If you have any questions, please email [LGresponse@dlgsc.wa.gov.au](mailto:LGresponse@dlgsc.wa.gov.au). This is a new email address which has been established to assist local governments during this time.

Yours sincerely



HON DAVID TEMPLEMAN MLA  
**MINISTER FOR LOCAL GOVERNMENT;  
HERITAGE; CULTURE AND THE ARTS**

<b>Policy Name:</b>	<b>2.7</b> Purchasing
<b>Department:</b>	Finance
<b>Date Adopted:</b>	8 February 2007
<b>Last Reviewed:</b>	19 December 2019

**Preamble** Policy in respect to purchasing items as specified in the adopted annual budget.

**Objective** To give Council guidelines when purchasing goods, works and services under the ~~\$150,000~~ \$250,000 threshold.

**Policy** The following guidelines are to be followed when making purchasing for items in the listed in the adopted annual budget;

**Buy Local and Sustainability**

Purchasing decisions will also have regard for or give preference where the price is no more than 5% more than other suppliers, where;

- i. The purchase supports a local business (i.e., from the Bruce Rock Business Community) allowing up to 10% as per Council's Regional Price Preference Policy;
- ii. The product is Australian made;
- iii. The supplier is an Australian company; and
- iv. The goods and services can demonstrate, or it can be determined, that the prospective purchases are environmentally and socially responsible in aspects including, but not limited to;
  - a. Production, packaging and distribution;
  - b. Use – preference shall be given to items that are aesthetic and emit less pollutants, noise and odour;
  - c. Content – preference shall be given to products made of recycled materials,
  - d. Disposal options, products that can be refurbished, reused, recycled or reclaimed shall be given priority in that order.
  - e. Eco-labelling, energy efficiency ratings.
  - f. Product life – preference shall be given to products that are able to sustain more wear and tear.

### **Purchasing Thresholds**

Where the value of the purchase (excluding GST) or the value of the contract is, or expected to be;

#### **Up to \$4,999**

- Direct purchase from supplier but using officer's discretion.
- This method suitable where purchase is relatively small and low risk.
- Record verbal quotations for recordkeeping.

#### **\$5,000 - \$19,999**

- Obtain at least three verbal or written quotes or provide evidence of attempt to obtain quotes
- When not practical, record this on either "Record of Written Quotations" or "Record of Verbal Quotations"

#### **\$20,000 - \$39,999**

- Obtain three written quotations or provide evidence of attempt to obtain quotes
- Ensure that due diligence is adhered to when obtaining quotes.
- Ensure written quotations include;
  - Specifications
  - Any selection criteria that must be addressed
  - Price
  - Period of offer

#### **\$40,000 – ~~\$149,999~~ \$249,999**

- Obtain three written quotations including price and other sufficient information relating to the specifications of goods and services being purchased
- Selection criteria may be used to ensure that purchase addresses all requirements. Therefore, the selection may not be on price alone, but on also by addressing selection criteria.
- Ensure written quotations include;
  - Specifications
  - Any selection criteria that must be addressed
  - Price
  - Period of offer
- *For quotes of over \$150,000, the Officer is to make the Request For Quotation (RFQ) in writing with specifications and include the selection criteria.*

#### **Please note:**

- If the Supplier appears on the WALGA Preferred Supplier List, three quotes are not required to be obtained by the Officer*
- All quotations and written documentation required as per this policy, are to be included with the Creditors Invoice for record keeping.*

#### **Head of Power**

Local Government Act 1995 and Local Government (Functions & General) Regulations 1996

**Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020**

**– LG Employee Code of Conduct Explanatory Notes**

Section in Amendment Act	Section in LG Act	Topic
<p><b>Section 25</b></p>	<p><b>5.51A – Code of Conduct for employees</b></p> <p>(1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.</p> <p>(2) The CEO may amend the code of conduct.</p> <p>(3) The CEO must publish an up-to-date version of the code of conduct on the local government’s official website.</p> <p>(4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.</p> <p>(5) A code of conduct under this section is of no effect to the extent that it is</p>	<p><b>Code of Conduct – Employees</b></p> <p>Section 25 of the <i>Local Government Legislation Amendment Act 2019</i> inserts section 5.51A into the <i>Local Government Act 1995</i>, requiring the CEO of a local government to prepare and implement a Code of Conduct for employees.</p> <p>5.51A also provides the head of power for a CEO to amend the code of conduct. Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.</p> <p>A local government CEO is required to publish an up-to-date version of the code of conduct on the local government’s website.</p> <p>Section 25 will be proclaimed at the same time as the Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020.</p>

	inconsistent with regulations made for the purposes of subsection (4).	
<b>Regulation</b>	<b>Amends</b>	<b>Explanation</b>
<b>Part 2</b> Regulation 3 – Regulations amended	Part 2 amends the Local Government (Administration) Regulations 1996.	<p>Part 2 amends the Local Government (Administration) Regulations 1996 (Administration Regs).</p> <p>These new regulations are based on the existing requirements at Part 9 - 34B &amp; 34C, they also include the additional requirement for a CEO to address the following topics in a code of conduct:</p> <ul style="list-style-type: none"> <li>• Personal behaviour</li> <li>• Handling of information, records keeping and communications</li> <li>• Fraudulent, corrupt and improper behaviour</li> <li>• Use of local government resources; and</li> <li>• Reporting of suspected wrongdoing.</li> </ul> <p>These matters are in addition to requirements relating to gifts and conflicts of interests.</p>

<p><b>Part 4A</b> inserted Regulation 4 – After regulation 19A insert:</p> <p><b>Part 4A – Content of codes of conduct for employees (Act s.5.51A (4))</b></p>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p>	<p>Regulation 4 deals with the content of codes of conduct for local government employees.</p> <p>These regulations amend the current provisions regarding gifts and conflicts of interest, while requiring at a minimum, that additional matters are included in the Code based on the Public Sector Commission’s guidelines: ‘Developing a code of conduct guide for local government’.</p> <p>New provisions have been included in the regulations that enable a CEO to set a prohibited gift threshold lower than \$300 if they choose. In effect, a prohibited gift can have a limit of anywhere between nil and \$300.</p> <p>Amendments to the gift provisions are based on feedback from the Public Sector Commission (PSC). The intent of these changes is to provide a local government CEO with the ability to set a value for gifts lower than what is already prescribed in regulations. If a CEO does not determine a lower gift threshold, the amounts prescribed in regulations remain unchanged.</p>
<p><b>Part 4A – Content of codes of conduct for employees</b></p> <p><b>19AA. Terms used</b> In this Part — <b><i>activity involving a local government discretion</i></b> means an activity —</p>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p> <p>Regulation 19AA replaces 34B(1) and 34C(1).</p>	<p>The definition of a gift at 5.57 of the Local Government Act still applies. Gift exemptions also remain unchanged. The definition of an interest at 34C(1) of the Local Government (Administration) Regulations 1996 also applies.</p> <p>The current threshold amount for a gift that requires notification is set between \$50 and \$300. The amendments at 19AA and 19AB give a local government CEO the ability to determine</p>

<p>(a) that cannot be undertaken without an authorisation from the local government; or  (b) by way of a commercial dealing with the local government;</p> <p><b>associated person</b> means a person who —  (a) is undertaking or seeking to undertake an activity involving a local government discretion; or  (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion;</p> <p><b>code of conduct</b> means a code of conduct under section 5.51A;</p> <p><b>gift</b> has the meaning given in section 5.57 except that it does not include —  (a) a gift from a relative as defined in section 5.74(1); or  (b) a gift that must be disclosed under the Local Government (Elections)</p>		<p>lower thresholds for gifts, or ban gifts altogether, by determining a threshold amount of nil.</p> <p>The value of a prohibited gift (or two or more gifts received within a period of 12 months) is still set at \$300 or more and is linked with local government discretion. However, a CEO may decide to set a lower value threshold for a prohibited gift or gifts (which may be nil). The time period for multiple gifts has been increased from 6 months to 12 months to align with gift requirements for CEOs and elected members.</p> <p>The reference to notifiable gifts has been removed. However, 19AD deals with gifts that require notification in the same way. The requirement to disclose receipt of a gift valued at over \$50 still applies. Additionally, amendments have been incorporated to account for gift thresholds lower than \$300.</p> <p>If a CEO decides to set a prohibited gift threshold of less than \$50, there is no requirement to provide notice of acceptance of such a gift (or gifts, if the value of multiple gifts received from the same person over a 12 month period is less than \$50). This is consistent with the current requirement.</p> <p>The definition linking local government discretion with a prohibited gift has been applied to an <i>associated person</i>. An associated person refers to a person who —  (a) Is undertaking or seeking to undertake an activity involving a local government discretion; or  (b) It is reasonable to believe is intending to undertake an activity involving a local government discretion.</p>
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Regulations 1997 regulation 30B; or

(c) a gift from a statutory authority, government instrumentality or non-profit association for

professional training; or

(d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Professionals Australia WA (ABN 91 208 607 072);

***interest*** –

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest;

and

(b) includes an interest arising from kinship, friendship or membership of an association;

***prohibited gift***, in relation to an employee, means —

(a) a gift worth the threshold amount for a prohibited gift or more than the threshold amount; or

<p>(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 1 year that are in total worth the threshold amount for a prohibited gift or more than the threshold amount;</p> <p><b>threshold amount</b>, for a prohibited gift, means \$300 or a lesser amount (which may be nil) determined by the CEO.</p>		
<p><b>19AB. Determinations</b></p> <p>(1) The CEO may determine an amount for the purposes of the definition of <b>threshold amount</b> in regulation 19AA.</p> <p>(2) A determination made under subregulation (1) must be published on the local government's official website.</p>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p> <p>Regulation 19AB is a new provision.</p>	<p>19AB(1) provides a local government CEO with the ability to set a prohibited gift threshold lower than \$300.</p> <p>19AB(2) requires any change made to threshold amounts to be published on the local government's website.</p> <p>Publication of the threshold in the gift register (if the threshold is not less than \$50) would satisfy this requirement.</p>

<p><b>19AC. Prohibited gifts</b>  (1) In this regulation — employee does not include the CEO.</p> <p>(2) A code of conduct must contain a requirement that an employee not accept a prohibited gift from an associated person.</p>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p> <p>19AC replaces 34B(2).</p>	<p>There is no change from the current prohibited gift requirements set out at 34B of the Local Government (Administration) Regulations 1996. A local government’s code of conduct must contain a requirement that employees do not accept a prohibited gift (as defined at 19AA) from anyone in relation to a matter that involves (or it is reasonable to believe will involve) local government discretion.</p> <p>19AC has been updated to reflect the reference to an associated person at 19AA.</p> <p>19AC(1) clarifies that the requirement for prohibited gifts does not apply to the local government CEO. Gift provisions for CEO’s are dealt with separately in the Local Government Act.</p>
<p><b>19AD. Notification of acceptance of gifts.</b>  (1) In this regulation — employee does not include the CEO.</p> <p>(2) This regulation applies if the threshold amount for a prohibited gift is \$50 or more.</p> <p>(3) A code of conduct must contain a requirement that an</p>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p> <p>19AD replaces 34B(3) and (4).</p>	<p>The requirements for notifiable gifts at 19AD are based on the requirements at 34B of the Local Government (Administration) Regulations 1996. However, 19AD links the threshold for a gift that requires notification with the threshold for a prohibited gift. If no change is made to the threshold amount for a prohibited gift, the threshold remains at \$300.</p> <p>In effect, any gift (other than a prohibited gift) received by an employee with a value between \$50 and \$300 must be disclosed to the local government CEO unless a determination is made at 19AB to set a lower threshold.</p>

<p>employee notify the CEO within 10 days after accepting from an associated person any of the following gifts —</p> <p>(a) a gift worth more than \$50 and less than the threshold amount for a prohibited gift;</p> <p>(b) a gift that is 1 of 2 or more gifts given to the employee by the same associated person within a period of 1 year that are in total worth between \$50 and the threshold amount for a prohibited gift.</p> <p>(4) A code of conduct must contain a requirement that the notification be in writing and include —</p> <p>(a) the name of the associated person who gave the gift; and</p> <p>(b) the date on which the gift was accepted; and</p> <p>(c) a description, and the estimated value, of the gift; and</p> <p>(d) the nature of the relationship between the employee and the associated person; and</p> <p>(e) if the gift is 1 of 2 or more gifts given to the employee by</p>		<p>There is no legislative requirement for local government employees to disclose gifts valued at less than \$50, unless multiple gifts are received from the same person within a 12 month period.</p> <p>19AD also details the information that needs to be recorded including:</p> <ul style="list-style-type: none"><li>• The name of the associated person who gave the gift;</li><li>• The date on which the gift was received;</li><li>• A description of the gift and its estimated value;</li><li>• The nature of the relationship between the employee and the associated person; and</li><li>• If the gift is one of 2 or more gifts given to the employee by the same person within a 12 month period –<ul style="list-style-type: none"><li>○ A description of each gift;</li><li>○ The estimated value; and</li><li>○ The date of acceptance.</li></ul></li></ul>
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<p>the same associated person within a period of 1 year, each of the following in respect of each of the gifts accepted within the 1-year period —</p> <ul style="list-style-type: none"> <li>(i) a description;</li> <li>(ii) the estimated value;</li> <li>(iii) the date of acceptance.</li> </ul>		
<p><b>19AE. Register of gifts</b> A code of conduct must contain a requirement that the CEO —</p> <ul style="list-style-type: none"> <li>(a) keep a register of gifts; and</li> <li>(b) record in the register details of notifications given to comply with a requirement made under regulation 19AD(2); and</li> <li>(c) publish an up-to-date version of the register on the local government’s official website.</li> </ul>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p> <p>Regulation 19AE replaces 34B(5).</p>	<p>The requirements pertaining to notifiable gift registers as outlined at 34B(5) of the Local Government (Administration) Regulations 1996 still apply.</p> <p>The reference to notifiable gifts has been amended. 19AE instead refers to a register of gifts. The requirements set out at 19AE otherwise remain unchanged from 34B(5).</p>
<p><b>19AF. Conflicts of interest</b> (1) A code of conduct must contain a requirement that an employee who has an interest in any matter to be discussed at a council or committee</p>	<p>Part 4A replaces Part 9 of the Local Government (Administration) Regulations 1996.</p>	<p>The requirements pertaining to conflicts of interest as outlined at 34C of the Local Government (Administration) Regulations 1996 still apply.</p> <p>There are no new requirements outlined at 19AF.</p>

<p>meeting attended by the employee disclose the nature of the interest —</p> <p>(a) in a written notice given to the CEO before the meeting;</p> <p>or</p> <p>(b) at the meeting immediately before the matter is discussed.</p> <p>(2) A code of conduct must contain a requirement that an employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the employee disclose the nature of any interest the employee has in the matter —</p> <p>(a) in a written notice given to the CEO before the meeting;</p> <p>or</p> <p>(b) at the time the advice is given.</p> <p>(3) A code of conduct must exclude from a requirement made under subregulation (1) or (2) an interest referred to in section 5.60.</p> <p>(4) A code of conduct must excuse an employee from a requirement made under subregulation (1) or (2) to</p>	<p>Regulation 19AF replaces 34C.</p>	<p>The terminology in reference to a local government employee has been simplified.</p>
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<p>disclose the nature of an interest if —</p> <p>(a) the employee's failure to disclose occurs because the employee did not know that the employee had an interest in the matter; or</p> <p>(b) the employee's failure to disclose occurs because the employee did not know that the matter in which the employee had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.</p> <p>(5) A code of conduct must require that if, to comply with a requirement made under subregulation (1) or (2), an employee makes a disclosure in a written notice given to the CEO before a meeting then —</p> <p>(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and</p> <p>(b) immediately before a matter to which the disclosure</p>		
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relates is discussed at the meeting  
the person presiding must bring the notice and its contents to the attention of the persons present.  
(6) Subregulation (7) applies if —  
(a) to comply with a requirement made under subregulation (1), the nature of an employee's interest in a matter is disclosed at a meeting; or  
(b) a disclosure is made as described in subregulation (4)(b) at a meeting; or  
(c) to comply with a requirement made under subregulation (5)(b), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting.  
(7) The nature of the interest must be recorded in the minutes of the meeting.

**19AG. Other matters**



<p>A code of conduct must contain requirements relating to —</p> <p>(a) the behaviour expected of an employee in relation to each of the following—</p> <p>(i) the performance of the employee’s duties;</p> <p>(ii) the employee’s dealings with other employees and the broader community;</p> <p>(iii) the use and disclosure of information acquired by the employee in the performance of the employee’s duties;</p> <p>(iv) the use by the employee of the local government’s finances and resources; and</p> <p>(b) the way in which the records of the local government are to be kept by an employee; and</p> <p>(c) matters relating to —</p> <p>(i) the reporting by an employee of suspected breaches of codes of conduct and unethical,</p>	<p><b>19AG</b> Introduces new provisions relating to employee:</p> <p>Behaviour;</p> <p>Record keeping;</p> <p>Reporting of suspected breaches; and</p> <p>How suspected breaches of the code are managed.</p>	<p>19AG deals with matters that are based on the Public Sector Commission’s guidelines. An employee code of conduct must contain requirements relating to the expectation of behaviour in respect of:</p> <ul style="list-style-type: none"> <li>• an employee’s work related duties;</li> <li>• dealings with other employees and the community;</li> <li>• use and disclosure of information and use of local government finances and resources.</li> </ul> <p>A code of conduct must also deal with:</p> <ul style="list-style-type: none"> <li>• the way in which records of the local government are to be kept by an employee; and matters relating to reporting of suspected breaches of the code and unethical, fraudulent, dishonest, illegal and corrupt behaviour; and</li> <li>• the way in which suspected breaches of the code by an employee and unethical, fraudulent, dishonest, illegal and corrupt behaviour is managed.</li> </ul>
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<p>fraudulent, dishonest, illegal and corrupt behaviour; and (ii) the way in which suspected breaches of the code of conduct by an employee and unethical, fraudulent, dishonest, illegal and corrupt behaviour of an employee is to be managed.</p>		
<p>Regulation 5 – deletes Part 9.</p>	<p>Regulation 5 repeals Part 9 of the Local Government (Administration) Regulations 1996.</p>	<p>Regulation 5 repeals Part 9 of the Administration Regulations. Requirements at Part 9, 34B and 34C of the Local Government (Administration) Regulations 1996 have been incorporated into the Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020.</p>
<p><b>Part 3 — Local Government (Audit) Regulations 1996 amended</b></p> <p>Regulation 6 - Regulations amended</p>	<p>Regulation 6 amends the Local Government (Audit) Regulations 1996.</p>	<p>Regulation 6 amends the Local Government (Audit) Regulations 1996.</p>
<p>Regulation 7.</p> <p>Regulation 13 amended</p>	<p>Regulation 7 Amends Regulation 13 of the Local Government (Audit) Regulations 1996.</p>	<p>Regulation 7 amends the Table of prescribed statutory requirements for compliance audits at Regulation 13 of the Local Government (Audit) Regulations 1996 by including the head of power at section 5.51A.</p>

<p>In regulation 13 in the Table under the heading "<b>Local Government Act 1995</b>" after the item for s.5.46 insert: <b>s. 5.51A</b></p>		
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# Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020

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## **Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020**

Made by the Governor in Executive Council.

### **Part 1 — Preliminary**

#### **1. Citation**

These regulations are the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020*.

#### **2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 25 and 48 to 51 come into operation.

**Part 2 — Local Government (Administration) Regulations 1996 amended**

**3. Regulations amended**

This Part amends the *Local Government (Administration) Regulations 1996*.

**4. Part 4A inserted**

After regulation 19A insert:

**Part 4A — Content of codes of conduct for employees (Act s. 5.51A(4))**

**19AA. Terms used**

In this Part —

***activity involving a local government discretion*** means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

***associated person*** means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion;

***code of conduct*** means a code of conduct under section 5.51A;

***gift*** —

- (a) has the meaning given in section 5.57; but
- (b) does not include —
  - (i) a gift from a relative as defined in section 5.74(1); or
  - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
  - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
  - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Professionals Australia WA (ABN 91 208 607 072);

***interest*** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association;

***prohibited gift***, in relation to an employee, means —

- (a) a gift worth the threshold amount for a prohibited gift or more than the threshold amount; or
- (b) a gift that is 1 of 2 or more gifts given to the employee by the same person within a period of 1 year that are in total worth the threshold amount for a prohibited gift or more than the threshold amount;



*threshold amount*, for a prohibited gift, means \$300 or a lesser amount (which may be nil) determined by the CEO.

**19AB. Determinations**

- (1) The CEO may determine an amount for the purposes of the definition of *threshold amount* in regulation 19AA.
- (2) A determination made under subregulation (1) must be published on the local government's official website.

**19AC. Prohibited gifts**

- (1) In this regulation —  
*employee* does not include the CEO.
- (2) A code of conduct must contain a requirement that an employee not accept a prohibited gift from an associated person.

**19AD. Notification of acceptance of gifts**

- (1) In this regulation —  
*employee* does not include the CEO.
- (2) This regulation applies if the threshold amount for a prohibited gift is \$50 or more.
- (3) A code of conduct must contain a requirement that an employee notify the CEO within 10 days after accepting from an associated person any of the following gifts —
  - (a) a gift worth more than \$50 and less than the threshold amount for a prohibited gift;
  - (b) a gift that is 1 of 2 or more gifts given to the employee by the same associated person within a period of 1 year that are in total worth

between \$50 and the threshold amount for a prohibited gift.

- (4) A code of conduct must contain a requirement that the notification be in writing and include —
- (a) the name of the associated person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and the estimated value, of the gift; and
  - (d) the nature of the relationship between the employee and the associated person; and
  - (e) if the gift is 1 of 2 or more gifts given to the employee by the same associated person within a period of 1 year, each of the following in respect of each of the gifts accepted within the 1-year period —
    - (i) a description;
    - (ii) the estimated value;
    - (iii) the date of acceptance.

**19AE. Register of gifts**

A code of conduct must contain a requirement that the CEO —

- (a) keep a register of gifts; and
- (b) record in the register details of notifications given to comply with a requirement made under regulation 19AD(2); and
- (c) publish an up-to-date version of the register on the local government's official website.

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**19AF. Conflicts of interest**

- (1) A code of conduct must contain a requirement that an employee who has an interest in any matter to be discussed at a council or committee meeting attended by the employee disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (2) A code of conduct must contain a requirement that an employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the employee disclose the nature of any interest the employee has in the matter —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the time the advice is given.
- (3) A code of conduct must exclude from a requirement made under subregulation (1) or (2) an interest referred to in section 5.60.
- (4) A code of conduct must excuse an employee from a requirement made under subregulation (1) or (2) to disclose the nature of an interest if —
  - (a) the employee's failure to disclose occurs because the employee did not know that the employee had an interest in the matter; or
  - (b) the employee's failure to disclose occurs because the employee did not know that the matter in which the employee had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (5) A code of conduct must require that if, to comply with a requirement made under subregulation (1) or (2), an employee makes a disclosure in a written notice given to the CEO before a meeting then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding must bring the notice and its contents to the attention of the persons present.
- (6) Subregulation (7) applies if —
- (a) to comply with a requirement made under subregulation (1), the nature of an employee's interest in a matter is disclosed at a meeting; or
  - (b) a disclosure is made as described in subregulation (4)(b) at a meeting; or
  - (c) to comply with a requirement made under subregulation (5)(b), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**19AG. Other matters**

A code of conduct must contain requirements relating to —

- (a) the behaviour expected of an employee in relation to each of the following —
  - (i) the performance of the employee's duties;

**Local Government Regulations Amendment (Employee Code of Conduct)  
Regulations 2020**

**Part 2** Local Government (Administration) Regulations 1996  
amended

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- (ii) the employee's dealings with other employees and the broader community;
  - (iii) the use and disclosure of information acquired by the employee in the performance of the employee's duties;
  - (iv) the use by the employee of the local government's finances and resources;
- and
- (b) the way in which the records of the local government are to be kept by an employee; and
  - (c) matters relating to —
    - (i) the reporting by an employee of suspected breaches of codes of conduct and unethical, fraudulent, dishonest, illegal and corrupt behaviour; and
    - (ii) the way in which suspected breaches of the code of conduct by an employee and unethical, fraudulent, dishonest, illegal and corrupt behaviour of an employee are to be managed.

**5. Part 9 deleted**

Delete Part 9.

**Part 3 — *Local Government (Audit) Regulations 1996*  
amended**

**6. Regulations amended**

This Part amends the *Local Government (Audit) Regulations 1996*.

**7. Regulation 13 amended**

In regulation 13 in the Table under the heading “*Local Government Act 1995*” after the item for s. 5.46 insert:

s. 5.51A
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Clerk of the Executive Council