



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 18 April 2024

SHIRE OF BRUCE ROCK
AGENDA ATTACHMENTS 18 April 2024

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**Bruce Rock Bush Fire Advisory Committee Meeting to be held in Bruce Rock Shire Council
Chambers**

Friday 15 March 2024 commencing at 4.00pm

Minutes

1. Meeting Opened

The Chair, Cr Tony Crooks (CBFCO) opened the meeting at 4.00pm

2. Attendance:

Cr Tony Crooks, CBFCO
Trent Cosgrove, DCBFCO
Darren Mollenoyux, CEO
Murray Boyd, Babakin BFB
Perry Hodgkiss, Bruce Rock VFES
Matthew Heasman, Ardath BFB
Greg Tippet, Shackleton BFB
Justin Corrigan, DFES

Apologies:

Nerea Ugarte, MCGS
Stephen Dolton, BFCO

3. Minutes from Previous Meeting

Minutes from the meeting held on Thursday 28 September 2023

Moved: Perry Hodgkiss

Seconded: Murray Boyd

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Moved: Perry Hodgkiss

Seconded: Murray Boyd

**That the minutes of the Bush Fire Advisory Committee Meeting held 28th September 2023
be confirmed as a true and correct record.**

Carried 3/0

4. Business Arising from Previous Meeting

Nil

5. Reports

5.1. Bruce Rock VES

Perry Hodgkiss provided an update on behalf of the Bruce Rock VES

- Attended allot of fires during the summer
- Membership doing well, new members being trained
- Portable pump now parked at airstrip and working well

5.2. Babakin Bush Fire Brigade

Murray Boyd provided an update on behalf of the Babakin BFB

- Attended 8 fires this summer, allot from lightning in December
- AVL's have been replaced in Babakin and Ardath fire units

5.3. Ardath Bush Fire Brigade

Matthew Heasman provided an update on behalf of the Ardath BFB

- Allot of lightning fires, mainly mopping up
- New fuel tank installed at the fire shed for refueling after fires
- Jack Muntz new President and to be invited to future meetings

5.4. Shackleton Bush Fire Brigade

Trent Cosgrove provided an update on behalf of the Shackleton BFB

- Attended allot of fires over summer from lighting, similar to other brigades
- Damage to door panel on new truck, needs to be repaired by panel beater

5.5. DFES

Justin Corrigan gave an update on DFES activities within the region

- Had another busy summer supporting local areas and the Goldfields and working at larger campaign fires.
- Busy January period assisting during the major storm and power, phone outages in January 2024.

6. General Business

i. DOAC Meeting

Tony Crooks and Justin Corrigan gave an overview of the DOAC Meeting held in Merredin on the 11 March 2024.

ii. Review of the 2023 – 24 Season

Tony Crooks gave an overview for the summer

- 16 fires this summer
- Allot of lightning strikes this season
- 3 Harvest Bans during the actual harvest period
- 12 Harvest and Movement of Machinery Bans outside of the harvest period

iii. Review of Harvest Bans

Discussion was held over the harvest bans and comparison to other Shires and do we need to review our method.

Tony Crooks advised that many of the DOAC Shires have now changed their Fire Behavior Index to 40 for the imposing of a Harvest and Movement of Machinery Ban.

To bring the Shire of Bruce Rock into line with other DOAC Member Shires the following recommendation was resolved.

COMMITTEE RECOMMENDATION

Moved: Greg Tippett
Seconded: Matthew Heasman

That the Bush Fire Advisory Committee recommends to Council that, Council Policy 8.2 be amended to change the Fire Behavior Index for the implementation of Harvest and Movement of Machinery Bans to a reading of 40.

Carried

Discussion was held regarding some farmers raising concern that they want to dump lime / gypsum from January to March and during a Harvest and Movement of Machinery Ban they have trucks waiting to deliver. They are asking if consideration for an exemption would be possible.

COMMITTEE DIRECTION

Investigate options, legalities and process for exemptions for delivery of lime / gypsum and bring it back to the next BFAC meeting for consideration.

- iv. Discussion on Harvest and Movement of Machinery Bans following the Harvest Period

Addressed above with the instruction of 40 FBI

- v. DFES Guidelines for Grassland Observations

Justin Corrigan gave an overview of the DFES Guidelines for Grassland Observations and assessment of the real fuel loads.

7. Any other business of an urgent nature

- Burning over the Easter Period, as there is no burning permitted on public holidays or Sundays during the restricted burning period, the BFAC agreed that there will be no burning permitted on Saturday 30th March 2024 due to risk from availability of volunteers during the four day break.
- Fire awareness training for women and ancillary people, advertise for EOI for training to be held in September 2024.
- Perry Hodgkiss raised comments on need for improved communications from our local Bushfire Brigades back to DFES Comms Centre such as reporting update and when leaving and fire status.

COMMITTEE DIRECTION

An information sticker to be placed on windscreen or dash of all Bush Fire Brigade Units reminding and providing details of when and what to report to DFES Communications Centre, including contact details.

Bush Fire Advisory Meeting – 15 March 2024

- Perry advised that the DFES Fleetcare Fuel Card they don't work at Bruce Rock fuel facility
- It was raised that need to ensure all brigades and members need to work collaboratively with all other agencies on the fire ground.
- Arrange Fire Control Officer training in Bruce Rock for pre 2024 summer.
- Jack Muntz new President and to be invited to future meetings

8. Date of Next Meeting

To be arranged

9. Meeting Closed

The Chair, Cr Tony Crooks, thanked everyone for attending and closed the meeting at 5.21pm

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21 MARCH 2024

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SHIRE OF BRUCE ROCK
MINUTES – ORDINARY MEETING 21 MARCH 2024

1. Declaration of Opening

The Shire President Ram Rajagopalan declared the meeting open at 3.13 pm.

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

Shire President	Cr R Rajagopalan
Deputy Shire President	Cr AR Crooks
Councillors	Cr S Strange
	Cr KP Foss
	Cr BJ Waight
	Cr PK Hodgkiss
	Cr J Verhoogt
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community	Ms N Ugarte
Manager of Regulatory Services	Mr J Goldacre
Executive Support Officer	Ms S Wood

Apology

Leave of Absence

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
21.03.24	Jen Verhoogt	10.2.6	Isabella Clune – Daughter in Law

In accordance with Sections 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
21.03.24	Perry Hodgkiss	10.4.5	My Mother-in-law is making the purchase of 52 Farrall Street Bruce Rock

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by Presiding Member

9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday, 15 February 2024.

COUNCIL DECISION

Resolution OCM March 24 – 9.1

Moved: Cr T Crooks

Seconded: Cr KP Foss

That the minutes of the Ordinary Meeting of Council held on Thursday, 15 February 2024 be received as a true and correct record.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Annual Electors Meeting held on Thursday, 8 February 2024.

COUNCIL DECISION

Resolution OCM March 24 – 9.1

Moved: Cr J Verhoogt

Seconded: Cr S Strange

That the minutes of the Annual Electors Meeting held on Thursday, 8 February 2024 be received as a true and correct record.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

10. Officers' Reports

10.1 Manager of Works and Services

Nil.

10.2 Manager of Finance

Agenda Reference and Subject:

10.2.1 Statement of Financial Activity

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

Item 10.2.1 Attachment A – Monthly Financial Statements – February 2024

Summary

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

Background

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

Comment

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

Consultation

Darren Mollenoyux, Chief Executive Officer
Nerea Ugarte, Manager Governance and Community Services
Brock Williams, Acting Manager of Works and Services
Julian Goldacre, Environmental Health Officer
Mike Darby, Senior Finance Officer and other staff

Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

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

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

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

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

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

Policy Implications

Nil

Risk Implications

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

Financial Implications

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

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM March 24 – 10.2.1</p> <p>Moved: Cr KP Foss Seconded: Cr BJ Waight</p> <p>That the Statements of Financial Activity for the month ending 29 February 2024 are received.</p> <p>For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight Against: Nil Carried: 7/0</p>

Agenda Reference and Subject:

10.2.2 List of Payments

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Attachments:

Item 10.2.2 Attachment A – List of Payments February 2024

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.

Comment

Following is a list of payments made from Council’s Municipal and Trust Accounts and payments made for the month of February 2024.

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

Consultation

Nil

Statutory Implications

s.6.10 Local Government Act 1995

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

Policy Implications

Nil

Risk Implications

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

Financial Implications

Payments must be made in accordance with 2023/24 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.2.2

Moved: Cr S Strange

Seconded: Cr P Hodgkiss

That Council endorse the list of payments from the:

Municipal Account consisting of:

a. EFT voucher numbers EFT22744 to EFT22872 totalling \$1,092,718

b. Cheque number 149 to 151 totalling \$25,502.36

c. Trust EFT Payments \$0

d. Wages and Superannuation payments totalling \$189,854

and

e. Credit Card payments \$483.85

(Please note that the credit card payment is reported separately but is a part on EFT payment)

With all payments totalling \$1,308,074.61 for the month of February 2024.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Agenda Reference and Subject:	10.2.3 Fuel Cards and Credit Card Transactions
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Cinil Thomas, Finance Officer
Disclosure of Interest:	
Attachments:	<i>Item 10.2.3 Attachment A – List of Credit Card & Fuel Card transactions February 2024</i>

Summary

List of transactions through corporate cards are reported to the Council.

Background

Consistent with the Local Government Regulations Amendment Regulations 2023, From 1 September 2023, local governments are required to prepare a list of corporate cards/ credit card payments made by employees each month, and the list must be presented to council at the next ordinary meeting and recorded in the minutes.

Comment

Following is a list of all transactions for all corporate cards that Shire holds.

If you have any queries regarding the transactions, 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

Please refer to **Appendix 1** to obtain the likelihood, consequence, and rating.

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

Financial Implications

Payments must be made in accordance with 2023/24 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.2.3

Moved: Cr BJ Waight

Seconded: Cr KP Foss

That Council endorse the list of transactions through the:

- a. Bendigo Bank Corporate Credit Card**
- b. Great Southern Fuel Card**

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Agenda Reference and Subject:

10.2.4 Adoption of the 2023-24 Budget Review and Amendments to 2023-24 Budget

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

Item 10.2.4 Attachment A - 2023-24 Budget Review Statement of Financial Activity, notes on Closing funds, and Budget Amendments.

Summary

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1st July 2023 to 29th February 2024 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

Background

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards*. Statement of Budget Review incorporating year to date budget variations and forecasts to 30th June 2023 for the period ending 28th February 2023 is presented for Council for consideration.

A budget review workshop has been undertaken on 15th February 2024 council meeting during Manager of Finance's information session. Consideration of status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

Council's adopted 5% variance and a \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review.

Comment

The budget review report includes Note 4 a summary of predicted variances contained within the statement of financial activity, including whether variances are considered to be permanent or due to timing. Included in the budget review is a comprehensive listing of amendments to the Budget.

Consultation

CEO, CDO, Executive Support Manager, Manager Governance & Community, Manager of Works and Services, Manager Regulatory Services, Senior Finance Officer & Manager of Finance

Statutory Implications

33A. Review of budget

- (1) *Between 1 January and last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*

(2) The review of an annual budget must be submitted to the council on or before 31st March in that financial year

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Section 6.8 (1) (b) of the Local Govt Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

Policy Implications

Nil

Risk Implications

Risk: That the 2020-21 Budget does not reflect the forecast expenditure and revenue for the remaining financial year.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

Financial Implications

Authorisation and expenditure through budget amendments recommended. Specific financial implications are outlined in the Budget Review Document

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Absolute Majority

Programme Description	Type Description	COA	Description	Budget Amendments
Governance	Operating Expenditure	042219	EXP - Admin - Maintenance on Admin Office Building Expenses	Increase \$58,700
Housing	Capital Expenditure	J94401	39 Westral St - Construction	Decrease \$43,700
Governance	Capital Expenditure	092403	CAP EXP - Singles Units - Purchase Furniture & Equipment Assets	Decrease \$15,000
Governance	Operating Expenditure	042231	EXP - Admin - Consultant Fees Expenses	Increase \$30,000
Governance	Operating Expenditure	042242	EXP - Admin - HR Consultant Fees Expenses	Increase 10,000
Governance	Capital Expenditure	J04215	Purchase Software - Altus Payroll	Decrease \$35,000
Transport	Operating Expenditure	121211	EXP - Roads - Tree Pruning	Decrease \$5,000
Recreation & Culture	Operating Expenditure	130300	EXP - Supermarket Building - Maintenance, Artwork on Building Expenses	Increase \$17,000
Recreation & Culture	Operating Expenditure	113201	EXP - H&RC - Bruce Rock Shire Hall Maint	Decrease \$17,000
Other Property & Services	Operating Expenditure	142217	EXP - PWO - Occupational Health & Safety, WHS & Inductions	Increase \$20,000
Transport	Operating Expenditure	121211	EXP - Roads - Tree Pruning	Decrease \$20,000
Economic Services	Operating Expenditure	131205	EXP - Caravan Park - Cleaning & Maint of Accom Cabins	Increase \$6,000
Recreation & Culture	Operating Expenditure	114201	EXP - Aqu Cent - Aquatic Centre Maint	Increase \$20,000
Economic Services	Operating Expenditure	131202	EXP - Caravan Park - Gardens	decrease \$26,000
Other Property & Services	Operating Expenditure	142309	EXP - PWO - Outsourced Staff Expense- Consultants	Increase \$40,000
Other Property & Services	Operating Expenditure	142218	EXP - PWO - Staff Training Wages	Increase \$10,000
Recreation & Culture	Operating Expenditure	114204	EXP - Aqu Cent - Chemical Expenses	Increase \$10,000
Economic Services	Capital Expenditure	135408	CAP EXP - Retail Space - Purchase Infrastructure Assets	Decrease \$60,000

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.2.4

Moved: Cr T Crooks
Seconded: Cr P Hodgkiss

That Council adopt;

- A. the Budget Review as presented for the period 1st July 2023 to 29th February 2024; and**
 - B. the amendments to the 2023/24 Budget as listed below**
-
- A. The adjustment of opening surplus/deficit position: Increase in opening balance due to actual closing balance from FY2022-23 with variance of \$1,912,381 with zero/nil impact in the closing balance for the year.**
 - B. Amendment in capital project: Solar Heat Mat project to be replaced with Pool Liner Project at aquatic centre under the capital program without any changes to the budgeted amount.**
 - C. Budgeted amount adjustments as follows in table:**

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

CARRIED BY ABSOLUTE MAJORITY: 7/0

Agenda Reference and Subject:	10.2.5 Change of Shire’s Banking Institution
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	
Attachments:	<i>Nil</i>

Summary

Changing the Shire banking institution from Bankwest to Commonwealth Bank.

Background

Shire of Bruce Rock is currently banking with Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL/Australian credit licence 234945. Last year we had a correspondence from Bankwest corporate division and our relationship manager that all business accounts of Bankwest is closing in the new financial year. We were provided with an option to transfer the accounts to Commonwealth Bank. The finance team reviewed the other options available such as Wetpac, NAB etc; however, no other bank has the provision of cheque deposit via Australia Post, other than CBA. This has restricted our options to investigate other banking options.

Comment

Post consulting the representatives from CBA, here are the benefits of transitioning to CBA:
 Has a specialised Local Government Banking WA division
 Used by various departments of the State Govt
 Serves a number of local govt in Australia
 Cheque system available in Australia Post
 Bankwest is under the commonwealth umbrella, will make a streamlined transition
 Merchant facilities, IDs, charges remains same as Bankwest

Consultation

Nil

Statutory Implications

Local Government Act 1995
 Local Government (Financial Management) Regulations 1996, Reg. 8 and Reg. 19c

Policy Implications

Nil

Risk Implications

Risk: Payments are not monitored against approved budget and delegation.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Moderate” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

Financial Implications

The recommended change of banking institution will result in minor ongoing bank fee cost

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.2.5

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

That Council Approves a change of Shire of Bruce Rock banking institution from Bankwest to Commonwealth Bank and authorises the CEO and his delegated authorities to make suitable arrangements for the transition to be completed within the current 2023-24 financial year.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Agenda Reference and Subject:

10.2.6 Amendment to Fees and Charges

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

Nil

Summary

An amendment of fees and charges in the schedule of Fees and Charges through leasing Settlers court Amenities room.

Background

The amenities/ space in the hydrotherapy building has not been utilised for a while. A physio consultant, Isabella Clune has expressed her interest in leasing the space for running physio classes/reformer Pilates and utilise the consult room for clients.

The current fees and charges are set as hourly rate as follows:

Hire of Settlers Court Amenities Room (Minimum Charge 1 Hour per Session) : Per Hour \$30.00

However due to the nature of the business, the interested party has offered to lease the space in the form of commercial tenancy as hourly charges are not a feasible option for running regular physio/reformer Pilate sessions.

Comment

As a part of supporting new business in town, the manager of finance has come up with the rate of ***\$125 per week resulting to a \$500 income monthly*** post reviewing the factors mentioned in s6.17 of the LGA 1995.

In addition, with reference to the discussion with the applicant, the utilities will not be charged separately; however, there will be a review of utility cost after 3 months and if there is major difference then it will be charged to the tenant. Ms Clune agrees to that and this will be mentioned in the tenancy agreement.

Consultation

Isabella Clune- Physiotherapist & Applicant for leasing
Darren Mollenoyux, Chief Executive Officer
Manisha Barthakur, Manager of Finance
Mike Darby, Senior Finance Officer

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.

*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: That the fees and charges do not recover the cost of providing a facility or service to the community.		
Likelihood	Consequence	Rating
Almost Certain	Minor	High
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Moderate” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

Financial Implications

A slight increase to the budgeted amount of fees and charges collected.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

4. Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	
Resolution OCM March 24 – 10.2.6	
Moved:	Cr S Strange
Seconded:	Cr KP Foss
That Council approves the rental income of \$125 weekly or \$500 monthly for the consult room and the meeting space in the settlers court located at Butcher street, Bruce Rock.	
For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight	
Against: Nil	
CARRIED BY ABSOLUTE MAJORITY: 7/0	

Agenda Reference and Subject:

10.2.7 Acceptance of LRCIP Audited Report (2022-23)

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

Item 10.2.7 Attachment A - Audit Opinion for LRCIP Phase 2 & 3 Annual report

Summary

The Audit Committee has recommended that Council adopts the Audited Report for Local Roads and Community Infrastructure projects for the year ended 30 June 2023.

Background

At the end of the financial year, the OAG provides the opinion on the acquittals, appropriate expense of the projects and complete audit for the Grants received via Local Roads and Community Infrastructure projects.

A Management Letter with audit opinion has been issued following the completion of the Audit.

Comment

The Audit Committee received the Audited Report for Local Roads and Community Infrastructure projects (Phase 2 and 3) for the year ending 30 June 2023.

Consultation

Darren Mollenoyux, Chief Executive Officer
Caris Negri, Community Development Officer
Manisha Barthakur, Manager of Finance
Robert Hall, Director, Dry Kirkness (OAG Contract Auditors)

Statutory Implications

Under the LRCI Program, entities who are eligible for funding must provide the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts with an audited annual report. This must be audited by an appropriate auditor.

As defined by the National Land Transport Act 2014, Office of the Auditors General is the appropriate auditor given entities' accounts are required by law to be audited by the Auditor General of a State.

Policy Implications

Nil

Risk Implications

Risk: Compliance – Non-compliance with relevant sections and regulations of the Local Government Act 1995.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
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 each of the areas of the financial audit.		

Financial Implications

Annual audit fee has been advised for the 2022-23 certification of the LRCIP projects audit, by the OAG, is \$1500.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.3 – Proactive and well governed Shire

Voting Requirements

Simple Majority

AUDIT AND RISK COMMITTEE RECOMMENDATION AND COUNCIL DECISION	
Resolution OCM March 24 – 10.2.6	
Moved:	Cr KP Foss
Seconded:	Cr J Verhoogt
That Council receives the Audit Report for LRCIP Projects Phase 2 and 3 for the year ended 30 June 2023.	
For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight	
Against: Nil	
Carried: 7/0	

10.3 Manager of Regulatory Services

Agenda Reference and Subject:

10.3.1 Development Application for a Large Farm Shed on Lot 268 Kwolyin East Road, Shackleton.

Reporting Officer:

Julian Goldacre, Manager of Regulatory Services

Author:

Julian Goldacre, Manager of Regulatory Services

Disclosure of Interest:

Attachments:

Item 10.3.1 - Attachment A - Development Application Farm Shed on Lot 268 Kwolyin East Road, Shackleton.

Julian Goldacre entered the Council Chambers at 3.36pm

Summary

That approval is granted for the Development Application for the ‘works’ and ‘use’ of the Farm Shed on Lot 268 Kwolyin East Road, Shackleton, and in accordance with the plans and site location detailed in Attachment A, and for a valid development approval period of four years from the date of Councils resolution.

Background

The Manager of Regulatory Services (MoRS) was informed by the owners of Lot 268 Kwolyin East Road, Shackleton, a Mr and Mrs T & J Cosgrove, of the proposed development works’ and ‘use’ of a large farm shed (the Farm Shed). The Farm Shed was assessed under the current Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos (the Policy 5.2) to determine that an Officer delegate (presently the MoRS and the Chief Executive Officer) could approve the Farm Shed. The proposed Farm Shed was deemed too high in roof apex height (>8 meters) to be able to be assessed by the Officer delegate. Consequently, the matter needs to be brought to Council for Development Approval.

Comment

The Development Application [Reference DA23/24Lot268KwolyinEastRd] detailed in Attachment A (the DA) details the Farm Shed dimensions of 64 meters wide, by 30 meters width, by 10.6 meters height. The DA is for the ‘works’ being the activity of constructing the Farm Shed, and for the ‘use’ being the use of the Farm Shed for farm machinery storage (in this instance to mean parking’). This Farm Shed is proposed to be constructed on Lot 268 Kwolyin East Road, Shackleton which is land zoned ‘Rural’ pursuant to the Shire of Bruce Rock Local Planning Scheme No 3 (the Scheme).

A farm Shed building is deemed ‘development’ under the *Planning and Development Act 2005*, and at this point in time the Scheme does not enable development approval in the permissibility Table. To deal with the farm shed permissibility lacking in the Scheme, the Policy 5.2 was enabled in June 2022 to assist development of this type, although being a policy it includes allowances, and limitations.

For planning purposes farm sheds are desk-top assessed in the first instance under Policy 5.2. The Development Application in Attachment A (the DA) assessment reveals the Farm Shed dimensions of 64 meters wide, by 30 meters width, by 10.6 meters height. Unfortunately, the maximum delegate approval wall or roof apex height under Policy 5.2 is up to 8 meters of wall or roof apex height.

The DA for this Farm Shed is typical of the larger types of farm buildings constructed to facilitate sheltered parking of very large broadacre farm machinery. The proposed type of Farm Shed size and configuration is evolving lately into the ‘new normal’ for the Bruce Rock district and beyond. The proposed Farm Shed will not affect the local amenity of the area which is predominantly broadacre

farming use. Also, sensitive land uses such as nature reserve(s), dwelling(s), and town site(s) are not present within the broader locality of this Farm Shed.

The DA proposed certainly has merit for Council approval given the typical nature of the design, and the spatial inference in the context of the rural hinterland being predominantly broadacre farming in the central east wheatbelt region. Furthermore, on recommendation from the Department of Planning in light of builder and building material shortages that the minimum 2 year planning approval period can be extended where there is possibility of builder and/or material delays. Accordingly, the recommended period of the DA approval is extended to four years.

Consultation

Nil.

Statutory Implications

Shire of Bruce Rock Local Planning Scheme No. 3.

Policy Implications

Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.

Risk Implications

Risk: The Farm Shed is constructed beyond the scope of the approved plans		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
Medium Risk: 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

Development Application fee of \$995.20.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

2.1 Assist the local economy to grow.

Voting Requirements

Simple majority.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.3.1

Moved: Cr KP Foss
Seconded: Cr T Crooks

That Council:

Resolves to approve the Development Application Reference ‘DA23/24Lot268KwolyinEastRd’ for the ‘works’ and ‘use’ of the Farm Shed on Lot 268 Kwolyin East Road, Shackleton, and in accordance with the plans and site location detailed in Attachment A, and for a valid development approval period of four years effective one day after the date of this Council resolution.

Advice notes:

That Council advises in regard to this Development Approval, which is done so in good faith and not limited to:

1. Any variations in location and/or Farm Shed design must be reported to the Shire of Bruce Rock for assessment to determine a variation approval to the Farm Shed build, or not.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Julian Goldacre left the Council Chambers at 3.38pm and did not return.

10.4 Manager of Governance and Community Services

Agenda Reference and Subject:	10.4.1 Sitting Fees for Independent Committee Members
Reporting Officer:	Nerea Ugarte, Manager of Governance and Community Services
Author:	Nerea Ugarte, Manager of Governance and Community Services
Disclosure of Interest:	
Attachments:	<i>Nil</i>

Summary

Council is asked to consider the sitting fees payable to Council's independent committee members.

Background

From 1 January 2024, Local Governments can make payments to independent committee members for attendance at meetings. An independent committee member is a committee member who is not an Elected Member or an employee of the Local Government.

Payments are to be made in accordance with section 5.100 of the Local Government Act 1995 and the Salary and Allowances Tribunal's (Tribunal) relevant remuneration determination.

In accordance with the Tribunal's latest determination, the thresholds for the payment of meeting fees for independent committee members of Band 4 Local Governments is as follows:

- Minimum threshold - \$0
- Maximum threshold - \$125

Comment

It is recommended that the seating fee payable to Council's independent committee members be set at \$85. This is within the range determined by the Tribunal, and is consistent with the fee payable by neighbouring Local Governments.

Consultation

Darren Mollenoyux, Chief Executive Officer
Manisha Barthakur, Manager of Finance

Statutory Implications

Local Government Act 1995 - Section 5.100

"5.100. Fees paid and expenses reimbursed to committee members

(1) In this section —

***committee member** means a person who is a committee member but who is neither a council member nor an employee;*

***determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA.*

(2) A committee member who attends a meeting of the committee is entitled to be paid —

(a) the fee determined for attending a committee meeting; or

(b) if the local government has set a fee within the range determined for committee meeting attendance fees – that fee.”

Policy Implications

Nil

Risk Implications

Risk: If Council does not adopt a seating fee for independent committee members, there is a risk that Council may be unable to attract independent committee representatives.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
That Council adopt a seating fee of \$85.		

Financial Implications

Council will have to include a budget provision in the 2023-24 budget review for expenditure incurred in meeting fees payable to independent committee members.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Absolute Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM March 24 – 10.4.1</p> <p>Moved: Cr S Strange Seconded: Cr BJ Waight</p> <p>That Council:</p> <ol style="list-style-type: none"> adopt a meeting attendance fee of \$85 for independent committee members, pursuant to Section 5.98 of the Local Government Act 1995; and allow a budget provision in the 2023-24 budget review for expenditure incurred in meeting fees payable to independent committee members. <p>For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight Against: Nil CARRIED BY ABSOLUTE MAJORITY: 7/0</p>

Agenda Reference and Subject:

10.4.2 Audit and Risk Committee – Community Representative

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Item 10.4.2 Attachment A – Expression of Interest

Summary

Council is asked to consider an expression of interest received from Ms Catherine Negri to become the independent Community Representative on Council's Audit and Risk Committee (Committee).

Background

At its Special Council Meeting of 30 October 2023, Council agreed to change the Committee's membership by reducing its membership from full Council to three Councillors, and adding a Community Representative. The Committee's Terms of Reference were amended accordingly.

Council also agreed to advertise the role of Community Representative. The position was advertised in November 2023, but no applications were received. The role was readvertised in February 2024, with one expression of interest received from Ms Negri (see **Attachment A**).

Comment

Ms Negri:

- is a Chartered Accountant;
- has previous experience in assurance and audit, having worked as an auditor for EY between 2005 and 2010;
- has worked as a financial and management accountant for Australian Capital Equity, where she had regular interactions with the company's auditors; and
- was the Deputy Chief Executive Officer of the Shire of Bruce Rock until 2018.

Based on the above, it is considered that Ms Negri is suitably qualified for the role of Community Representative on the Committee.

While having worked for the Shire of Bruce Rock, she resigned from her position in 2018. With six years having passed since her resignation, it is considered that her employment at the Shire does not affect her status as an independent member.

It is therefore recommended that Ms Negri be appointed to the role of independent Community Representative of the Committee. It is also recommended that Ms Negri be paid a seating fee, noting that sitting fees for independent committee members are scheduled to be considered by Council at its Ordinary Meeting of March 2024.

Consultation

Darren Mollenoyux, Chief Executive Officer
Manisha Barthakur, Manager of Finance

Statutory Implications

Local Government Act 1995 - Section 7.1A

“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 Act 1995 - Section 5.100

“5.100. Fees paid and expenses reimbursed to committee members

- (3) In this section —*
***committee member** means a person who is a committee member but who is neither a council member nor an employee;*
***determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA.*
- (4) A committee member who attends a meeting of the committee is entitled to be paid —*
(c) the fee determined for attending a committee meeting; or
(d) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.”

Policy Implications

Nil

Risk Implications

Risk: If Council does not appoint Ms Negri to the role of Community Representative, there is a risk that the role may remain vacant for an extended period of time.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
That Council appoint Ms Negri to the Community Representative role.		

Financial Implications

Should Council agree to pay a sitting fee to Ms Negri, Council will have to include a budget provision in the 2023-24 budget review for this purpose.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.4.2

Moved: Cr J Verhoogt

Seconded: Cr KP Foss

That Council:

- 1. appoint Ms Catherine Negri as the Community Representative of Council's Audit and Risk Committee; and**
- 2. agree to pay Ms Negri a sitting fee.**

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

CARRIED BY ABSOLUTE MAJORITY: 7/0

Agenda Reference and Subject:

10.4.3 Request to Waive Town Hall Hire Fee

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Item 10.4.2 Attachment A – Request to Waive Town Hall Hire Fee

Darren Mollenoyux left the Council Chambers at 3.43pm

Summary

Council is asked to consider a request from the Bruce Rock Progress Association (Association) to waive the Town Hall hire fee.

Background

The Association is scheduled to host an event (Varley Strings) at the Town Hall on 6 April 2024.

The Varley Strings event is being presented as an opportunity for the Association to thank the Bruce Rock community for the generous donations made towards the construction of the new supermarket. Each event ticket will include two light meals, which will be subsidised by the Association as a way to thank to the community.

On 11 March 2024, the Association wrote to Council requesting the waiving of the Town Hall hiring fee (\$250) for this event (see **Attachment A**).

Comment

As requested by the Association, it is recommended that Council waive the Town Hall hire fee for this event as a gesture of Council's gratitude for the donations received from the community (through the Association) for the building of the new supermarket.

Consultation

Darren Mollenoyux, Chief Executive Officer
Manisha Barthakur, Manager of Finance

Statutory Implications

Local Government Act 1995 - Section 6.12

"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;*

(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."*

Policy Implications

Nil

Financial Implications

Loss of \$250 in revenue.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-2023

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.4.3

Moved: Cr S Strange

Seconded: Cr T Crooks

That Council waive the \$250 fee for the hiring of the Town Hall on 6 April 2024 by the Bruce Rock Progress Association.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

CARRIED BY ABSOLUTE MAJORITY: 7/0

Agenda Reference and Subject:

10.4.4 Compliance Audit Return 2023

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community

Author:

Nerea Ugarte, Manager of Governance and Community

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

This item is a recommendation from the Audit Committee. Council is requested to adopt the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries (“the Department”).

Background

The Compliance Audit Return has to be completed and submitted to the Department by 31 March 2024.

Comment

Before submitting to the Department, the Compliance Audit Return is to be:

- a) presented at a meeting of the Council;
- b) adopted by Council; and
- c) the adoption of the Compliance Audit Return is recorded in the minutes of the meeting at which it was adopted.

The attachment for this item will be sent out under separate cover.

Consultation

Darren Mollenoyux, Chief Executive Officer
Manisha Barthakur, Manager of Finance

Statutory Implications

This Compliance Audit Return is mandatory and is to ensure Council’s statutory compliance with the Local Government Act 1995 and associated regulations.

Policy Implications

Nil

Risk Implications

Risk: That the Compliance Audit Return is not accepted by Council.		
Likelihood	Consequence	Rating
Rare	Major	High
Action / Strategy		
It is a statutory requirement that the Compliance Audit Return is accepted by the Audit Committee and by full Council so that it can be submitted to the Department of Local Government by 31 March 2024.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032

Governance

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

Goal 4.3 – Proactive and well governed Shire

Voting Requirements

Absolute Majority

AUDIT AND RISK COMMITTEE RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.4.4

Moved: Cr T Crooks

Seconded: Cr P Hodgkiss

That Council adopt the Compliance Audit Return, as attached, for the period 1 January 2023 to 31 December 2023 in accordance with the Local Government (Audit) Regulations 1996.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

CARRIED BY ABSOLUTE MAJORITY: 7/0

Agenda Reference and Subject:

10.4.5 Sale of Vacant Lot at 52 Farrall Street, Bruce Rock

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community

Author:

Nerea Ugarte, Manager of Governance and Community

Disclosure of Interest:

Nil

Attachments:

Item 10.4.5 Attachment A – Sale Price Agreement

Darren returned to the council chambers at 3.50pm

Summary

Council is asked to agree to progressing the disposal of the vacant lot located at 52 Farrall Street, Bruce Rock subject to no submissions being received as part of the statutory consultation process currently underway.

Background

On 8 January 2024, Council received a written offer of between \$10,000 and \$12,000 from Ms Anne Ransom to purchase 52 Farrall Street.

As per section 3.58(4)(c)(i) of the Local Government Act 1995, which deals with the disposal of property by Local Governments, the Shire commissioned property consultants and valuers Preston Rowe Paterson to undertake an independent market valuation of 52 Farrall Street. Preston Rowe Paterson determined the value of the vacant lot to be \$12,500.

At its Ordinary Meeting of February 2024, Council:

- agreed to proceed with the disposal of 52 Farrall Street, Bruce Rock at the price of \$12,500;
- authorised the Shire's Chief Executive Officer to negotiate the above sale price with Ms Anne Ransom;
- subject to Ms Anne Ransom's agreement to the sale price, authorised the Chief Executive Officer to give local public notice of Council's intention to sell 52 Farrall Street, Bruce Rock to Ms Anne Ransom at the price of \$12,500; and
- agreed to the outcomes of the public notice process to be presented to Council at its Ordinary Meeting of March 2024.

On 27 February 2024, the Shire received written confirmation from Ms Anne Ransom and Mr Heinz Graf of their agreement to purchase the land at the price of \$12,500.

Subsequently, the Chief Executive Officer issued a public notice advising of Council's intention to sell the land and seeking public comment. While this consultation process is still underway, no submissions have been received to date.

Comment

While public consultation is underway and in order to expedite the sale process, it is recommended that, should no submissions be received at the end of the consultation process, Council authorise the Chief Executive Officer to proceed with the sale of the vacant lot at 52 Farrall Street.

Should any submissions be received, these would be brought to Council's Ordinary Meeting of April 2024 for consideration.

Consultation

Darren Mollenoyux, Chief Executive Officer

Statutory Implications

Local Government Act 1995 - Section 3.58

“3.58 - Disposing of property

- (1) *In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property,
but does not include money.*

- (2) *Except as stated in this section, a local government can only dispose of property to —
(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the
opinion of the local government, the most acceptable tender, whether or not it is the
highest tender.*

- (3) *A local government can dispose of property other than under subsection (2) if, before
agreeing to dispose of the property —
(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be
specified in the notice, being a date not less than 2 weeks after the notice is
first given;
and
(b) it considers any submissions made to it before the date specified in the notice and, if
its decision is made by the council or a committee, the decision and the reasons for it
are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
(a) the names of all other parties concerned; and
(b) the consideration to be received by the local government for the disposition; and
(c) the market value of the disposition —
(i) as ascertained by a valuation carried out not more than 6 months before the
proposed disposition; or”*

Policy Implications

Nil

Risk Implications

Risk: If Council does not approve the disposal of 52 Farrall Street, the Shire may not be able to meet its estimated land disposal sales for the 2023/24 Budget. An opportunity to contribute to the housing stock in the Bruce Rock townsite will also be missed.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
That, subject to the outcomes of the public consultation process currently underway, Council sell 52 Farrall Street to Ms Ransom and Mr Graf.		

Financial Implications

Reduction in assets in the balance sheet held as Land and Building category.

Increase in sales proceeds for the 2023/24 financial year, which was budgeted as \$10,000.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

Goal 3: Assist the local economy to grow

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.4.5

Moved: Cr S Strange
Seconded: Cr J Verhoogt

That Council:

- 1. authorise the Chief Executive Officer to proceed with the sale of the vacant lot at 52 Farrall Street, Bruce Rock should no submissions be received from the public consultation process being conducted under section 3.58 of the Local Government Act 1995; and**
- 2. the sale of the vacant lot at 52 Farrall Street, Bruce Rock be brought back to Council for consideration at its Ordinary Meeting of April 2024 in the event of any submission being received as part of the public consultation being undertaken on the proposed disposal of property.**

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

CARRIED BY ABSOLUTE MAJORITY: 7/0

10.5 Chief Executive Officer

Agenda Reference and Subject:

10.5.1 Adoption of Main Street Revitalisation Review 2024

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 10.5.1 Attachment A – Main Street Revitalisation Review Presentation February 2024

Item 10.5.1 Attachment B – Main Street Revitalisation Strategy

Summary

Council is asked to consider the endorsement of the Review of the Main Street Revitalisation Strategy and the recommendations.

Background

As part of the CEO's Performance Criteria for 2023/2024, Council requested a review of the Main Street Revitalisation Strategy 2020 that was developed in conjunction with consultants and adopted by Council in 2020.

When undertaking the review of the Main Street Revitalisation Strategy 2020, the Chief Executive Officer addressed the following;

- Details of the Achievements and Completed Projects contained within the "Strategy"
- Outline any major impacts/challenges to the progress of the implementation of the "Strategy"
- Significant Variations and Removal of Projects/Components 2020 - 2023
- Details of any added projects since the adoption of "Strategy" in 2020
- Review and comment on each of the identified projects contained within the "Strategy"
- Recommendations
 - Project Removals
 - Project Variations
 - Other Considerations or Inclusions
 - New project timelines

The recommendations from the review are;

That Council consider the below recommendations, make any variations prior to adoption. That Council promote the achievements of the plan to date and provide public an overview of key projects to come.

A key impact on the progression of the plan and some of the major projects is the financial stability of Council, following the impact of the need to construct a new supermarket. This has impacted Council's reserve funds, and we have a significant WA Treasury Loan.

Whilst many of the projects can still proceed there will be a large focus for Council to attract significant grant funding to reduce the financial burden on Council and ratepayers.

1) Project Removals

- *Online Booking System for Amphitheatre*
Investigations undertaken in 2023, in line with Activation Plan consultation process. Research has shown that it would be cost prohibitive to establish an online booking system through our website via Market Creations. The cost of the online booking system and monthly fees would be well above the income generated for the amphitheatre. In addition, front counter staff have concerns as to the practicality of the bookings and the lack of ability to control who can book and the associated requirements.

It is recommended that the online bookings system for the amphitheatre be removed as a component of the Main Street Revitalisation Strategy and that staff establish an internal Outlook calendar for bookings and that improved promotion of the amphitheatre as a venue for hire is undertaken.

- *Planting Five Large Trees - Main Shopping Precinct Car Parking Area*
This project component is no longer recommended as the planting of 5 large trees could cause significant future issues. The proposal would require five car bays to be removed and there is already an increase of traffic and lack of parking with the opening of the new supermarket and loss of bays from the new parklets. In addition, the proposed location is in line with the major underground stormwater pipes and planting of large trees will cause issues with the pipe and lift paving along the main street path and parking area.
- *Viewing Tower*
During the consultation process and working on playground designs Council agreed to not proceed with the Viewing Tower as part of the Main Street Revitalisation Strategy.

2) Project Variations for Consideration

- *Multi Purpose Building*
Council direction sought to determine if the Multi-Purpose Centre is still a project consideration or to be removed or deferred for long term consideration.
- *Shelter Bay and Tourism Panels*
Reconsider the proposed relocation of the shelter and tourism signage panels in the centre island near the amphitheatre, to potentially remain and improve aesthetics through plantings and colour.

3) Other Considerations

a) Parklet at Front of Old Butcher Shop

With the closure of Bruce Rock Meats in 2023 the usage of the parklet at the front has reduced, noting that it does still have some use by the neighbouring Craft Shop and tourists on weekends.

The closure of the adjoining building (Bruce Rock Newsagency) in 2021 has also reduced foot traffic in that area of Johnson Street. It is uncertain what the future of these buildings holds and what may be in them in the future, which makes it difficult to determine the future usage of the parklet.

It is recommended that the parklet remain in its current location for a further twelve months and re-assess as to its future.

b) Parking

Following the construction of the new Supermarket there has been a significant increase in customers and requirement for parking on Johnson Street (between Bath St and Bruce St).

There has been a noticeable number of customers having to park in other areas (across the street and down Bath St), whilst noting that it is not that far and still within the required proximity for parking requirements.

One notable issue is the number of staff from the businesses between Bruce St and Bath St that are parking in front of the shopping areas and taking up significant number of customer bays.

This problem could be significantly reduced by staff parking at the rear of their businesses, in the slip road near the amphitheatre or at the carpark at the rear of the Shire Office. The CEO will write to the businesses to seek their cooperation in reducing the number of staff vehicles being parked at the front of the shops.

4) New project timelines

See spreadsheet in section 5 of this review, outlining the proposed timeframes for each of the remaining components / projects.

The CEO provided a power point presentation at the February 2024 Councillor Information with the review document distributed and Council feedback to be provided to the CEO by the 11th March 2024, with feedback to be included for consideration at the March 2024 Ordinary Council Meeting.

A copy of the power point presentation and the Main Street Revitalisation Review 2024 are attached.

Comment

The CEO only received the following feedback from Cr Crooks;

- Ensuring that the music in the main street continues
- That the expansion of the Machinery Museum is important and would make a significant difference for visitors to view the machinery that is currently obstructed at the rear of the ablution block.

Consultation

Presentation and feedback sought at the February 2024 Councillor Information Session

Melissa Schilling, Executive Services Manager

Caris Negri, Community Development Officer

Manisha Barthakur, Manager of Finance

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: If Council does not support the report and recommendations the strategy will not be effective and make it difficult for staff to meet the Main Street Revitalisation Strategy, projects and deliverables.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

Financial Implications

There is currently \$8,000 in the 2023/2024 budget for Main Street Revitalisation Strategy, to undertake minor project works listed for 2023/2024 timelines.

There is budget provision for the new adventure playground , however it is unlikely grant funding will be received this financial year and therefore the budget provision will be a carry forward fort 2024/25.

Council will need to consider the 2024/2025 timeline project for budget purposes in the future.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

Strategic Priority

- 1.1 – Community are engaged and have a healthy lifestyle
- 1.2 – Inclusive community activities, events and initiatives
 - School aged children are active and retained in our communities
- 1.3 – Shire facilities are maintained in a strategic manner to meet community need

Economy

Strategic Priority

- 2.4 – Tourism helps diversify our local economy

Governance

Strategic Priority

- 4.1 – Our organisation is well position and has capacity for the future
 - We attend meetings of key local and regional organisations to jointly plan and deliver benefits for our communities

Chief Executive Officer’s Key Performance Indicators

Council set the CEO’s Key Performance Indicators for the next 12 months, in October 2023 with one of the priorities being set as;

- Number 3. Main Street Revitalisation
 - Present Review of the 2020 Main Street Revitalisation Strategy to Council for March 2024.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 10.5.1

Moved: Cr BJ Waight

Seconded: Cr S Strange

That Council endorses the Review of the Main Street Revitalisation Strategy 2020, as presented, excluding the proposed Multi Purpose Building.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

11. Regional Reports

Agenda Reference and Subject:

11.1 CEACA Meeting February 2024 Minutes

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Nil

Summary

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

Background

The member Councils of the Central Eastern Aged Care Alliance (CEACA Inc.) held its General Meeting and the Special Meeting on the 19th February 2024 at the Merredin Recreation Centre.

Comment

To assist with the Councillors continued understanding and updates on CEACA Inc. and its associated projects, the minutes will be presented for receiving after each CEACA Inc. meeting.

The CEO attended the meeting.

The key points of the meeting were;

- Kununoppin Independent Living Units
Discussion was held regarding the ongoing issues at the ILU's located in Kununoppin and potential future direction. It was agreed that both units be placed on the market for sale.
- Funding Future ILU's
CEACA is continuing to work towards attracting new funding for additional accommodation options across the shires. Discussion was held as to number of total units and allocation to individual Shires.
- Development of Care Services Model
Local Government's provided an update on arrangements that were occurring in their communities for the development of aged care services. This included options such as InCasa and Mabel.
- CEACA Constitution
A Special Meeting of CEACA Inc was held following the General Meeting. This was to endorse the changes to the revised CEACA Inc constitution.

A copy of the minutes has been provided in the correspondence section of the March 2024 Councillor Information document.

Consultation

Discussions were held at the CEACA Inc. Committee Meeting

Statutory Implications	Nil
Policy Implications	Nil
Financial Implications	Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

Strategic Priority

1.1 – Community are engaged and have a healthy lifestyle

- Housing options are available for individual and family life stages
- Achieve and update the Aged Friendly Community Plan

Governance

Strategic Priority

4.1 – Our organisation is well position and has capacity for the future

- We attend meetings of key local and regional organisations to jointly plan and deliver benefits for our communities

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 11.1

Moved: Cr S Strange

Seconded: Cr BJ Waight

That Council receives the minutes of the CEACA Inc General Meeting and the Special Meeting held on the 19th February 2024 at the Merredin Recreation Centre.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Agenda Reference and Subject:

11.2 WALGA Zone Minutes February 2024

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 11.2 Attachment A – WALGA Zone Meeting Minutes

Item 11.2 Attachment B – Telstra Presentation

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 22nd February 2024 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. Cr Rajagopalan, Cr Strange and the CEO attended the meeting.

The following items from the minutes are drawn to Councillors attention;

Presentations

Boyd Brown, Regional General Manager, Telstra Retail & Regional, will presented to the Zone on key topics including 3G network closure, mobile update on co-investment and 4G/5G upgrades, satellites and network resilience. Additionally, Mr Brown will provide an update on telecommunications resilience planning in the wake of recent severe weather event across the Wheatbelt and Goldfields regions.

Councillor Training

Following discussion of this item in November 2023, WALGA commenced monitoring Zone Local Governments that enrol Councillors in the Council Members Essentials training modules.

Under the revised rebate scheme, the Zone through the WALGA Secretariat will directly reimburse each Local Government their \$2,000 allocation rather than request Local Governments to raise an invoice. The rebate is not dependent on all Council Members completing the modules.

Great Eastern Zone Conference 2025

A sub committee has been formed to plan for the Great Eastern Zone Conference to be held in 2025. The previous conference held in 2023 was a great success and a similar format will be planned.

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

Consultation	Nil
Statutory Implications	Nil
Policy Implications	Nil

Risk Implications

Risk: That Council does not receive the minutes or object to decisions of the WALGA Great Eastern Zone meeting.		
Likelihood	Consequence	Rating
Rare	Insignificant	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and 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 2022-2032

Governance

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

- We attend meetings of key local and regional organisations to jointly plan and deliver benefits for the community.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 11.2

Moved: Cr T Crooks

Seconded: Cr P Hodgkiss

That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 22nd February 2024 at the Merredin Recreation Centre.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

Agenda Reference and Subject:

11.3 WEROC Inc Meeting Minutes November 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 11.3 Attachment A – WEROC Inc Board Meeting Minutes

Item 11.3 Attachment B – WEROC Presentation

Item 11.3 Attachment C – Corella Survey Results

Summary

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

Background

The last WEROC Inc Board Meeting was held on the 6th March 2024 at the Shire of Westonia Council Chambers.

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. As the CEO had urgent priorities Cr Rajagopalan attended the meeting by himself.

The following items are highlighted for Councils attention;

7.1 WEROC Futures Discussion

This was deferred due to the CEO's needing to meet prior to further discussion and direction.

7.3 Town Teams

As part of WEROC collaborative Vanessa King commenced in the role of Town Team Builder for WEROC on 29 January 2024. Ms. King is contracted for the equivalent of one day (8 hours) per week for a term of 12 months. The key deliverables for Ms. King include:

- Supporting established town teams and local governments to identify placemaking opportunities.
- Establishing new town teams in communities where they don't already exist.
- Providing guidance and support to new and established town teams.
- Planning and delivery of town team events.
- Facilitation of one "do-over" event per annum including seeking funding and applying for grants for the event.
- Work with WEROC Shires to educate their communities about community-led placemaking.

Ms King gave a presentation and following discussion the following resolution was made;

Request that Ms. King contact Shire's individually to coordinate a meeting with established community groups to discuss the Town Team concept and benefits.

NOTE: The Shire of Bruce Rock has previously indicated that the Bruce Rock Progress Association would be an ideal community group to establish the Town Teams concept within our Shire.

7.4 Wheatbelt NRM Corella Program Presentation

The Wheatbelt NRM Corella Coordinator provided a presentation to the Board. There were significant questions and matters raised as to what has been achieved to date.

The following resolution was made;

Request that Wheatbelt NRM coordinate a face to face meeting of all project funding partners as soon as possible, as per the original Stakeholder Engagement Plan.

7.5 Presentation by WDC on Housing Analysis in the Wheatbelt

At the WEROC Inc. Board meeting held on 29 November 2023, the Executive Officer advised that based on the recommendation of Mr. Alex MacKenzie, work on a WEROC Housing Analysis would be held over until early 2024 to allow all Shire’s time to complete their review of the initial housing data prepared by the Wheatbelt Development Commission and to allow WEROC to better leverage off the sub-regional work taking place across other parts of the Wheatbelt.

Mr. MacKenzie joined the meeting to provide an update on the work already in progress and advise on next steps for WEROC.

It was resolved that further discussion and consideration of the presentation was required.

The full version of the minutes is attached for Councillors reference.

Following the meeting there was a game of social bowls and refreshments, which provided a great networking opportunity. It is being proposed that all future WEROC meetings be held in the afternoon to replicate a networking opportunity.

Consultation Nil
Statutory Implications Nil
Policy Implications Nil

Risk Implications

Risk: That Council does not receive the minutes or object to decisions of the WEROC Inc Board meeting.		
Likelihood	Consequence	Rating
Rare	Insignificant	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and 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 2022-2032

Governance

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

- We attend meetings of key local and regional organisations to jointly plan and deliver benefits for the community.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM March 24 – 11.3

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

That Council receives the minutes of the WEROC Inc Board Meeting held on the 6th March 2024 at the Shire of Westonia Council Chambers.

For: Cr T Crooks, Cr KP Foss, Cr P Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried: 7/0

12. New Business of an Urgent Nature Introduced by Discussion of the Meeting

13. Confidential Items

14. Closure of Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.24pm.

These minutes were confirmed at a meeting on 18 April 2024.

Cr R Rajagopalan
Shire President

List of Accounts March 2024				
Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT22873	05/03/2024	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR FEBRUARY 2024	\$ 56.65
EFT22874	05/03/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR FEBRUARY 2024	\$ 767.02
EFT22875	05/03/2024	MADDISON EARLE-SADLER	REFUND OF NOMINATION DEPOSIT FOR OCTOBER 2023 COUNCIL ELECTION	\$ 100.00
EFT22876	01/03/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 28/02/2024 (EOM TRANSACTION)	\$ 1,566.25
EFT22877	05/03/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 29/02/2024 (EOM TRANSACTION)	\$ 6,059.60
EFT22878	08/03/2024	AUSTRALIA POST	POSTAL CHARGES FOR THE MONTH OF FEBRUARY 2024	\$ 340.50
EFT22879	08/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$ 5,857.50
EFT22880	08/03/2024	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$ 15.00
EFT22881	08/03/2024	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR SUB REGIONAL ROAD GROUP MEETING	\$ 933.50
EFT22882	08/03/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COMMUNITY SUNDOWNER	\$ 1,236.80
EFT22883	08/03/2024	CHOICEONE PTY LTD	HIRE OF GRADER OPERATOR	\$ 2,375.91
EFT22884	08/03/2024	CONNELLY IMAGES	SIGNS FOR AQUATIC CENTRE	\$ 68.20
EFT22885	08/03/2024	DAMP BUSTERS (AUS) PTY LTD	MATERIALS FOR BUILDING MAINTENANCE	\$ 275.00
EFT22886	08/03/2024	DRY KIRKNESS (AUDIT) PTY LTD	AUDIT OF THE ACQUITTAL OF LRCI GRANT FUNDING 2023	\$ 1,650.00
EFT22887	08/03/2024	DX Print Group Pty Ltd	TIME SHEET BOOKS	\$ 858.00
EFT22888	08/03/2024	JADE HEALEY - RATIMA	ENTERTAINMENT FOR COMMUNITY SUNDOWNER	\$ 1,500.00
EFT22889	08/03/2024	Julian GOLDACRE	REIMBURSEMENT OF EXPENSES	\$ 445.18
EFT22890	08/03/2024	KEITH PIPER	REDRAFT - AMALGAMATION SUBDIVISION LOTS 15 AND 19 JOHNSON STREET	\$ 1,129.00
EFT22891	08/03/2024	LADYBIRD ENTERTAINMENT	ENTERTAINMENT FOR COMMUNITY SUNDOWNER	\$ 2,369.07
EFT22892	08/03/2024	LIBERTY OIL RURAL PTY LTD	HYDRAULIC FLUID AND ENGINE OIL	\$ 880.23
EFT22893	08/03/2024	LOCAL GOVERNMENT WORKS ASSOCIATION OF WESTERN AUSTRALIA INC	ANNUAL MEMBERSHIP	\$ 100.00
EFT22894	08/03/2024	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORK AT SHIRE PROPERTIES	\$ 1,914.00
EFT22895	08/03/2024	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING	\$ 35.20
EFT22896	08/03/2024	NEREA UGARTE	REIMBURSEMENT OF EXPENSES	\$ 273.75
EFT22897	08/03/2024	QUEST SCARBOROUGH	ACCOMMODATION FOR STAFF TRAINING	\$ 843.14
EFT22898	08/03/2024	RESONLINE PTY LTD	ONLINE CARAVAN PARK BOOKING FOR FEBRUARY 2024	\$ 220.00
EFT22899	08/03/2024	SAMANTHA ELIZABETH AURISCH	REIMBURSEMENT OF EXPENSES	\$ 271.34
EFT22900	08/03/2024	SEEK LIMITED	VACANT POSITION ADVERTISING	\$ 324.50
EFT22901	08/03/2024	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$ 101.07
EFT22902	08/03/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$ 456.19
EFT22903	08/03/2024	THE TRUSTEE FOR THE SHACKLETON BULK HAULAGE TRUST T/A SHACKLETON BULK HAULAGE	SUPPLY AND DELIVER SAND, METAL AND DUST	\$ 12,098.85
EFT22904	08/03/2024	TRANSTRUCT	PARTS FOR DAM PUMP MAINTENANCE	\$ 38.02
EFT22905	08/03/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 627.00
EFT22906	08/03/2024	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORMS	\$ 2,185.10
EFT22907	08/03/2024	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE FEBRUARY 2024 (EOM TRANSACTION)	\$ 44.00
EFT22908	12/03/2024	BRUCE ROCK CHALET	ACCOMMODATION FOR LG PROFESSIONALS	\$ 627.00
EFT22909	12/03/2024	CHAIR CAPS AUSTRALIA	CAPS FOR CHAIR LEGS IN HALL	\$ 2,058.00
EFT22910	12/03/2024	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR MARCH 2024, HEALTHENGINE, CARD FEES, INTERNET, TRAINING AND OFFICE EQUIPMENT	\$ 625.35
EFT22911	14/03/2024	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$ 910.00
EFT22912	04/03/2024	MAIA FINANCIAL PTY LTD	GYM EQUIPMENT RENTAL	\$ 989.22
EFT22913	15/03/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 13/03/2024	\$ 2,021.04
EFT22914	15/03/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 13/03/2024	\$ 3,269.23
EFT22915	15/03/2024	NUFORD	PURCHASE OF FORD RANGER SUPER CAB UTE	\$ 38,006.38
EFT22916	19/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$ 4,867.50
EFT22917	19/03/2024	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR LG PRO MEETING	\$ 914.70
EFT22918	19/03/2024	BRUCE ROCK DISTRICT CLUB	CATERING FOR LG PRO MEETING	\$ 1,710.50
EFT22919	19/03/2024	BRUCE ROCK ROAD HOUSE, MOTEL AND GENERAL STORE	CATERING FOR STAFF FUNCTION	\$ 126.00
EFT22920	19/03/2024	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$ 55.06
EFT22921	19/03/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	ESL QUARTER 3 EMERGENCY SERVICES LEVY 2023-2024	\$ 21,788.06
EFT22922	19/03/2024	QUEST SCARBOROUGH	ACCOMMODATION FOR STAFF TRAINING	\$ 592.32
EFT22923	19/03/2024	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER	\$ 2,775.00
EFT22924	19/03/2024	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$ 21,452.23
EFT22925	19/03/2024	TELSTRA	TELEPHONE USAGE CHARGES	\$ 1,319.84
EFT22926	19/03/2024	TRANSTRUCT	REPAIRS TO BK062	\$ 495.56
EFT22927	26/03/2024	RODGER EDWIN GEORGE	EXCAVATOR HIRE	\$ 9,969.63
EFT22928	27/03/2024	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$ 560.81
EFT22929	28/03/2024	ABW LINERS PTY LTD	POOL LINER REPLACEMENT DEPOSIT	\$ 45,901.35
EFT22930	28/03/2024	AVON WASTE	EMPTY RECYCLING AND BULK COLLECTION FOR THE MONTH OF FEBRUARY 2024	\$ 3,639.54
EFT22931	28/03/2024	BGC CEMENT	BULK CEMENT	\$ 14,551.34
EFT22932	28/03/2024	BITUTEK PTY LTD (CONTRACTING)	SPRAY AND COVER BITUMINOUS PRODUCTS ON SHACKLETON - KELLERBERRIN ROAD	\$ 16,193.78
EFT22933	28/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$ 3,382.50
EFT22934	28/03/2024	BOC LIMITED	GAS BOTTLE RENTAL FEBRUARY 2024	\$ 104.39
EFT22935	28/03/2024	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$ 19.67
EFT22936	28/03/2024	BRUCE ROCK DISTRICT CLUB	CATERING FOR ROSE BOWL	\$ 4,276.10

EFT22937	28/03/2024	BRUCE ROCK ENGINEERING	SUPPLY AND FIT TYRES FOR BK727, BK9270 AND TUBE FOR BK011	\$ 1,853.02
EFT22938	28/03/2024	BRUCE ROCK LPO	STATIONERY ITEMS	\$ 77.39
EFT22939	28/03/2024	BURGESS RAWSON PTY LTD	WATER USAGE, INDUSTRIAL RENT AND MANAGEMENT FEES AT LEASED PROPERTIES	\$ 1,658.41
EFT22940	28/03/2024	CHOICEONE PTY LTD	HIRE OF GRADER OPERATOR	\$ 14,819.90
EFT22941	28/03/2024	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORK AT SHIRE PROPERTIES	\$ 1,173.70
EFT22942	28/03/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 27/03/2024	\$ 2,021.04
EFT22943	28/03/2024	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$ 460.25
EFT22944	28/03/2024	DAVES TREE SERVICE	TREE REMOVAL AND PRUNING	\$ 6,798.00
EFT22945	28/03/2024	ECOSCAPE AUSTRALIA PTY LTD	PLAY GROUND DESIGN	\$ 7,939.25
EFT22946	28/03/2024	ELDERS BRUCE ROCK	CHEMICALS FOR AQUATIC CENTRE	\$ 6,560.00
EFT22947	28/03/2024	ELEC TECH DIESEL SERVICES PTY LTD	REPAIRS TO BK6338, BK02, BK04 AND BK6670	\$ 1,598.89
EFT22948	28/03/2024	FILTERS PLUS WA	PARTS FOR BK997	\$ 212.96
EFT22949	28/03/2024	IT VISION	ONLINE STAFF TRAINING	\$ 3,541.45
EFT22950	28/03/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 27/03/2024	\$ 3,269.23
EFT22951	28/03/2024	KENNARDS HIRE MIDLAND	HIRE OF TRAFFIC LIGHTS	\$ 3,504.02
EFT22952	28/03/2024	LINEAR HYDRAULIC SERVICES PTY LTD	PARTS FOR BK373	\$ 3,019.50
EFT22953	28/03/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	FULL MEMBERSHIP UPGRADE 2023-2024	\$ 80.51
EFT22954	28/03/2024	LOCAL GOVERNMENT WORKS ASSOCIATION OF WESTERN AUSTRALIA INC	ANNUAL LGWA WORKS AND PARKS CONFERENCE REGISTRATION	\$ 1,072.50
EFT22955	28/03/2024	MANISHA BARTHAKUR	REIMBURSEMENT OF EXPENSES	\$ 1,887.55
EFT22956	28/03/2024	MCINTOSH & SON MERREDIN	PARTS FOR BK6515	\$ 231.45
EFT22957	28/03/2024	MICHAEL GEOFFREY DARBY	REIMBURSEMENT OF ACCOMMODATION EXPENSES	\$ 720.00
EFT22958	28/03/2024	MINERAL CRUSHING SERVICES (WA) PTY LTD	STONE FOR ROAD PATCHING AND BATCHING PLANT	\$ 556.71
EFT22959	28/03/2024	NAPA	PARTS FOR BK9282 AND MATERIALS FOR WORKSHOP	\$ 231.33
EFT22960	28/03/2024	NUTRIEN AG SOLUTIONS	CHEMICALS FOR OVAL MAINTENANCE	\$ 1,052.48
EFT22961	28/03/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT EXPENSES	\$ 197.71
EFT22962	28/03/2024	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR JANUARY AND FEBRUARY 2024	\$ 1,035.44
EFT22963	28/03/2024	SOURCE MY PARTS	PARTS FOR BK373	\$ 412.67
EFT22964	28/03/2024	SYDNEY TOOLS PTY LTD	TOOLS	\$ 285.00
EFT22965	28/03/2024	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$ 1,770.23
EFT22966	28/03/2024	TELSTRA	TELEPHONE USAGE CHARGES	\$ 1,718.57
EFT22967	28/03/2024	THE BRUCE ROCK HOTEL	ACCOMMODATION FOR LG PRO MEETING	\$ 807.50
EFT22968	28/03/2024	TROPHY SPECIALISTS	TROPHIES FOR COMMUNITY SUNDOWNER 2024	\$ 607.34
EFT22969	28/03/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 627.00
EFT22970	28/03/2024	WA STABILISATION PTY LTD	WET MIXING STABILISING WORKS	\$ 40,629.60
EFT22971	28/03/2024	WALLIS COMPUTER SOLUTIONS	ADMIN IT SUPPORT	\$ 1,546.49
EFT22972	28/03/2024	WESTERN MECHANICAL CORRIGIN	ANNUAL INSPECTION BK9282	\$ 241.00
EFT22973	28/03/2024	WESTRAC PTY LTD	PARTS FOR BK727	\$ 3,515.48
EFT22974	28/03/2024	WURTH	MATERIALS FOR WORKSHOP	\$ 443.83
EFT22975	28/03/2024	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$ 910.00
Total EFTs				\$ 370,305.07
Municipal Account Cheques				
152	06/03/2024	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP, PLATE CHANGE	\$ 18.90
153	19/03/2024	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$ 1,572.34
Total Cheques				\$ 1,591.24
Wages and Salaries				
	13/03/2024	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 13/03/2024	\$ 83,787.82
	27/03/2024	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 27/03/2024	\$ 84,590.33
Total Wages and Salaries				\$ 168,378.15
Municipal Account Direct Debits				
DD9717.1	13/03/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 7,559.83
DD9717.2	13/03/2024	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 162.00
DD9717.3	13/03/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 499.52
DD9717.4	13/03/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 877.83
DD9717.5	13/03/2024	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 607.16
DD9717.6	13/03/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$ 227.08
DD9717.7	13/03/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,784.59
DD9717.8	13/03/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 535.85
DD9717.9	13/03/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 269.14
DD9743.1	27/03/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 7,408.29
DD9743.2	27/03/2024	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 134.30
DD9743.3	27/03/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 493.78
DD9743.4	27/03/2024	MACQUARIE BANK LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 204.05
DD9743.5	27/03/2024	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 85.90
DD9743.6	27/03/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$ 239.97
DD9743.7	27/03/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 877.83
DD9743.8	27/03/2024	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 596.89
DD9743.9	27/03/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 3,064.44
DD9717.10	13/03/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 381.91
DD9717.11	13/03/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 269.00
DD9743.10	27/03/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 526.82
DD9743.11	27/03/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 266.70
DD9743.12	27/03/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 433.60
DD9743.13	27/03/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 270.58
Total Direct Debits				\$ 28,777.06

Credit Card Payments				
EFT22910	12/03/2024	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	\$ 176.00
		BENDIGO BANK	CARD FEES	\$ 8.00
		WESTNET	INTERNET FOR MARCH	\$ 89.95
			INTERNET FOR MARCH	\$ 89.95
			INTERNET FOR MARCH	\$ 109.95
		WALGA	LEVEL ONE BRIDGE INSPECTION TRAINING	\$ 100.50
		KMART	OFFICE DECORATIONS	\$ 51.00
Total Credit Card Payments				\$ 625.35

Total Municipal Account EFT Payments	\$ 370,305.07
Total Municipal Account Cheque Payments	\$ 1,591.24
Total Trust Account EFT Payments	\$ -
Total Trust Account Cheque Payments	\$ -
Total Wages	\$ 197,155.21
Total	\$ 569,051.52



SHIRE OF BRUCE ROCK FUEL CARD PAYMENTS MARCH 2024

Card- 70501560883376410 DOCTOR'S CAR

Date	Description	Location	Qty	Unit Price	Total
01/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	52.75	1.9590	103.34
08/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	35.34	1.9590	69.23
12/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	37.58	1.9390	72.87
15/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	33.67	1.9390	65.29
19/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	47.46	1.9390	92.02
23/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	43.08	1.9390	83.53
28/03/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	50.99	1.9390	98.87
TOTALS FOR THIS CARD			300.87		585.15

SHIRE OF BRUCE ROCK CREDIT CARD PAYMENTS MARCH 2024

Date	Name	Description	Amount
03/03/2024	WESTNET	INTERNET FOR MARCH	289.85
15/03/2024	HEALTHENGINE	HEALTHENGINE FOR MARCH/APRIL	176.00
23/03/2024	AIRGEN AUSTRALIA	CERTIFIED SAFETY RELIEF VALVES	504.47
30/03/2024	BENDIGO BANK	CARD FEES	8.00
31/03/2024	ELECTRICAL HOME-AIDS PTY LTD	VACUUM CLEANERS	583.50
TOTAL			1,561.82



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

Local Government Reform

Consultation Paper

Standardised Meeting Procedures

February 2024



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Privacy statement

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential or specifically identify the confidential information, and include an explanation.

Even if your submission is treated as confidential, it may still be required to be disclosed in accordance with the requirements of the [Freedom of Information Act 1992](#) (WA) or any other applicable written law.

The Department of Local Government, Sport and Cultural Industries reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Introduction

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The [Local Government Amendment Act 2023](#) inserts section 5.33A, to allow standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as “standing orders”) apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

It is envisaged that relevant elements of Parts 2 and 3 of the [Local Government \(Administration\) Regulations 1996](#) (the Regulations) would be incorporated into the new standardised meeting procedures.

The Department of Local Government, Sport and Cultural Industries (DLGSC) will also develop reference materials for council members, local government staff and communities to assist in ensuring consistency throughout the sector.

Note: Unless otherwise specified in this paper, the word **meeting** refers to both a council or a committee meeting and the word **member** refers to both a council and a committee member.

Consultation process

You may choose to answer all or some of the questions in the consultation paper, and/or provide a submission that raises related matters not included in this consultation paper.

The DLGSC invites local governments, council members, Chief Executive Officers (CEOs), local government employees, groups and associations, and members of the community to consider the proposals and provide feedback.

Our preferred method for providing a submission is our [online feedback form](#).

Specific questions have been targeted to certain meeting procedure topics to better understand the variety of existing approaches currently used by the sector. The DLGSC is interested in learning more about how existing approaches work well in practice; and how reforms can be structured to improve transparency and public involvement, simplify the way meetings are conducted, and promote uniformity throughout the sector.

Although it is preferred that the feedback form is used to guide responses, general submissions and suggestions on any relevant topic can be provided via email to actreview@dlgsc.wa.gov.au

Part 1: General meeting process

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No

(a) If no, please provide a suggested alternative.

2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No

(a) If yes, please provide examples and the suggested alternative.

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative.

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

(a) If no, please explain why and the suggested alternative, if any.

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted
- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting

- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No

(a) If no, what is the suggested alternative?

Part 2: Public participation

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO
- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased.

- 7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No**
(a) If no, what minimum time limit do you suggest?
- 8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No**
(a) If no, what time limit or other method of allocating questions do you suggest?
- 9. Should any other standard requirements for public question time be established? Yes / No**
(a) If yes, please provide details.
- 10. Should a personal representative be able to ask a question on behalf of another person? Yes / No**
(a) If no, please provide your reasons.

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**
(a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**
(a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

(a) If no, please provide reasons.

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

(a) If no, please provide reasons and suggest an alternative.

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

Part 3: Conduct of debate

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach

- if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

16. Do these measures provide a suitable framework to maintain order in meetings? Yes / No

(a) If no, what are the suggested changes?

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO's recommended motion, passing motions "en bloc", and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

(a) If no, please provide reasons.

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion

- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

19. Do you support these rules for formal debate on a motion or amendment? Yes / No

(a) If no, what is your suggested alternative?

20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No

(a) If no, what should be the default maximum speaking time?

21. Is a general principle against speaking twice on the same motion suitable? Yes / No

(a) If no, please provide reasons.

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO clarifying questions during debate.

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? Yes / No

(a) If no, what is your suggested alternative and why?

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No

(a) If no, what is your suggested alternative and why?

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)

- a motion to extend a member’s speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member’s ruling (for example, to overturn the presiding member’s direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

25. Should any of these procedural motions not be included? Yes / No

(a) If yes, please identify which motions and why they should not be included.

26. Are any additional procedural motions needed? Yes / No

(a) If yes, please provide suggestions and explain why.

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

(a) If yes, please provide more information to explain the circumstances.

Part 4: Other matters

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting.

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment

(a) If yes, please provide details of the changes and explain why they are needed.

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision-making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why.

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

34. Do you have any other comments or suggestions for the proposed new Regulations?

(a) If yes, please explain what may be required.

Appendix: Example timeline for an ordinary council meeting

For this example, the local government holds its ordinary council meetings on the second Tuesday of every month. March 2024 has been used as an example.

Day/time	Task	Requirements
Tue 5 March 6 pm	Deadline for council members to provide written notice of motions.	<ul style="list-style-type: none"> Council members must provide written notice of motions at least 1 calendar week before the day of an ordinary council meeting.
Sat 9 March 6 pm	Deadline for publishing ordinary council meeting agenda. In practice, the local government publishes the agenda prior to close of business Friday.	<ul style="list-style-type: none"> An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Sun 10 March 6 pm	Deadline for member of the public to lodge a request to present on an agenda item.	<ul style="list-style-type: none"> A person or group of people can lodge a request with the CEO to provide a presentation on an agenda item but must do so at least 48 hours before the meeting.
Mon 11 March 12 noon	Deadline for council members to provide written notice of questions that will be asked about agenda items at the ordinary council meeting.	<ul style="list-style-type: none"> Council members must submit questions about agenda items to the CEO in writing by 12 noon the day before the meeting.
Tue 12 March 12 noon	Presiding member or CEO (in accordance with policy) to decide whether members of the public can present on agenda items and provide a response to people making requests.	<ul style="list-style-type: none"> The presiding member or CEO must decide and provide a response to a person requesting to make a presentation on an agenda item by 12 noon the day of the meeting. If an application is refused, the presiding member or CEO must provide their reasons and advise of the refusal at the meeting.
Tue 12 March 6 pm	Ordinary council meeting.	<ul style="list-style-type: none"> Meeting must finish by 11 pm.
Wed 13 March 9 am	Adjourned meeting can begin if scheduled meeting was adjourned due to reaching 11 pm.	<ul style="list-style-type: none"> If a meeting needs to be adjourned because it reaches 11 pm, the meeting to deal with outstanding items must be at least 10 hours after the original meeting was adjourned.
Tue 19 March 6 pm	Deadline for notifying DLGSC of any urgent business considered at the ordinary council meeting.	<ul style="list-style-type: none"> The DLGSC must be notified within 7 calendar days each time urgent business is considered at an ordinary council meeting.
Sat 6 April 6 pm	Responses to questions on notice included in agenda for next ordinary council meeting.	<ul style="list-style-type: none"> When a question is taken on notice, a response is to be given to members of the public in writing and the answer is to be included in the agenda of the next ordinary council meeting. An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Mon 8 April 12 noon	Deadline for council members dissatisfied with unconfirmed minutes to provide the CEO with corrected wording.	<ul style="list-style-type: none"> A council member dissatisfied with unconfirmed minutes can provide a CEO with corrected wording by 12 noon the day before a meeting at which the minutes are to be confirmed.
Tue 9 April 6 pm	Ordinary council meeting	<ul style="list-style-type: none"> Meeting must finish by 11 pm.



Standardised Meeting Procedures

**WALGA
DISCUSSION PAPER**

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PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024. This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

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PART 1 – GENERAL MEETING PROCESS

DLGSCI Consultation Paper

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

WALGA Comment

Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:

- Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting?
- Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act?

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? **Yes / No**

(a) If no, please provide a suggested alternative.

2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? **Yes / No**

(a) If yes, please provide examples and the suggested alternative.

Council holds its Works and Services Committee Meetings at 7.30am, this suits the Works Crew Staff and Councillors who are on the Committee, particularly during busy harvest and seeding periods.

DLGSCI Consultation Paper

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

WALGA Comment

Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business?

If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative

DLGSCI Consultation Paper

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

WALGA Comment

If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?

Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion?

Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy?

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

DLGSCI Consultation Paper

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

WALGA Comment

Is there potential for proposed standardised regulations to replicate existing regulation 8?

Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum?

- | |
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| <p>5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No</p> <p>(a) If no, please explain why and the suggested alternative, if any.</p> |
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DLGSCI Consultation Paper

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted

- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

WALGA Comment

There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting?

Is a procedural motion to extend time, by absolute majority, a valid option?

Is employee work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes?

- | |
|---|
| <p>6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No</p> <p>(a) If no, what is the suggested alternative?</p> |
|---|

PART 2 – PUBLIC PARTICIPATION

DLGSCI Consultation Paper

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO

- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

WALGA Comment

Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions?

The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy?

Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question?

7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No

(a) If no, what minimum time limit do you suggest?

This should only exist should there be public in attendance. Council has only had three meetings in the past ten years when a member of the public has attended public question time.

8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No

(a) If no, what time limit or other method of allocating questions do you suggest?

9. Should any other standard requirements for public question time be established? Yes / No

(a) If yes, please provide details.

10. Should a personal representative be able to ask a question on behalf of another person? Yes / No

(a) If no, please provide your reasons.

DLGSCI Consultation Paper

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

WALGA Comment

Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications?

Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other?

11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No

(a) If no, please provide reasons.

12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No

(a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

(a) If no, please provide reasons.

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

(a) If no, please provide reasons and suggest an alternative.

It depends on the nature and detail of the presentation, perhaps 10 minutes may be more suitable.

DLGSCI Consultation Paper

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO

- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

WALGA Comment

Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

PART 3 – CONDUCT OF DEBATE

DLGSCI Consultation Paper

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
 - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting

- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

WALGA Comment

**Are the proposed presiding member powers sufficient to maintain order at meetings?
Are additional powers required?**

Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code?

The proposed minor breach of the presiding member includes ‘unreasonable’ conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?

16. Do these measures provide a suitable framework to maintain order in meetings?

Yes / No

(a) If no, what are the suggested changes?

DLGSCI Consultation Paper

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO’s recommended motion, passing motions “en bloc”, and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

WALGA Comment

It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government?

Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report?

Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection?

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

(a) If no, please provide reasons

DLGSCI Consultation Paper

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)

- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

WALGA Comment

Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item?

- | |
|--|
| <p>19. Do you support these rules for formal debate on a motion or amendment? Yes / No
(a) If no, what is your suggested alternative?</p> <p>20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No
(a) If no, what should be the default maximum speaking time?</p> <p>21. Is a general principle against speaking twice on the same motion suitable? Yes / No
(a) If no, please provide reasons.</p> |
|--|

DLGSCI Consultation Paper

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

WALGA Comment

Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings.

Should questions from Council Members only be asked at one particular part of the meeting or be asked prior to debate on the agenda item to which the question relates? Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?

With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings? Should the presiding member be empowered to rule on the relevance of a question?

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? Yes / No

(a) If no, what is your suggested alternative and why?

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No

(a) If no, what is your suggested alternative and why?

DLGSCI Consultation Paper

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)
- a motion to extend a member’s speaking time

- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

WALGA Comment

Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.

Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting? Or should all procedural motions be put without debate?

- 25. Should any of these procedural motions not be included? Yes / No**
- (a) If yes, please identify which motions and why they should not be included.
- 26. Are any additional procedural motions needed? Yes / No**
- (a) If yes, please provide suggestions and explain why.

DLGSCI Consultation Paper

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as

a potential minor breach)

- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

WALGA Comment

With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act?

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

(a) If yes, please provide more information to explain the circumstances.

PART 4 – OTHER MATTERS

DLGSCI Consultation Paper

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

WALGA Comment

The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required?

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?

If the CEO or Minute Taker are absent then a correction may take longer than one day to be addressed.

DLGSCI Consultation Paper

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

WALGA Comment

Is the '50% rule' (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? Is it proving to be easily applied?

Should the definition of 'meeting' (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors' meetings?

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment

(a) If yes, please provide details of the changes and explain why they are needed.

DLGSCI Consultation Paper

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

WALGA Comment

Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations?

If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting?

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why

DLGSCI Consultation Paper

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

WALGA Comment

Should the presiding member powers for effective control of meetings always apply to electors' meetings?

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

DLGSCI Consultation Paper

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

WALGA Comment

There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:

- **Revoking or changing decisions / implementing decisions: Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?**
- **Suspension of standardised regulations: Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?**
- **Matters not included in standardised regulations: Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?**

- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?
- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?
- **Review of Standardised Regulations:** The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?

34. Do you have any other comments or suggestions for the proposed new Regulations? **NO**

(a) If yes, please explain what may be required

SUBMITTING FEEDBACK TO WALGA


Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:


James McGovern
Manager Governance and Procurement
jmcgovern@walga.asn.au
(08) 9213 2093

**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

Owner details*		
Name: Mr Darren Mollenoyux, Chief Executive Officer.		
ABN: 22 148 096 754		
Address: 54 Johnson Street, Bruce Rock, WA. Postcode: 6418		
Phone: Work: 9031 1377	Fax:	Email: admin@brucerock.wa.gov.au
Contact person for correspondence: Mr J Goldacre Manager of Regulatory Services		
Signature: 		Date: 15-4-2024
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> <p>* Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (Including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>		

Applicant details (if different from owner)		
Name: BRADLEY SEDGWICK		
Address: PO BOX 71 BRUCE ROCK WA 6418 Postcode:		
Phone:	Fax:	Email:
Work:	ARDATHHOTEL@OUTLOOK.COM
Home:		
Mobile: 0427036035		
Contact person for correspondence: B. SEDGWICK		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 		Date: 14.4.2024
Property details		
Lot N°: 25 + 26	House/Street N°:	Location N°:
Diagram or Plan N°: 88027	Certificate of Title Vol. N°: 1852	Folio: 548
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: MAIN ST	Suburb: ARDATH	
Nearest street intersection: YORK ST		

Proposed development	
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: WORKS: CONSTRUCTION OF STEP RAMP + STEP WITH RAILS, ACCESSIBLE FOR PUBLIC USE USE ACCESSIBLE	
Description of exemption claimed (if relevant): N/A.	
Nature of any existing buildings and/or land use: ARDATH HOTEL BEER GARDEN.	
Approximate cost of proposed development: \$5000.	
Estimated time of completion: 6 MONTHS.	

OFFICE USE ONLY

Acceptance Officer's initials: *E MORS.*

Date received: 15 April 2024

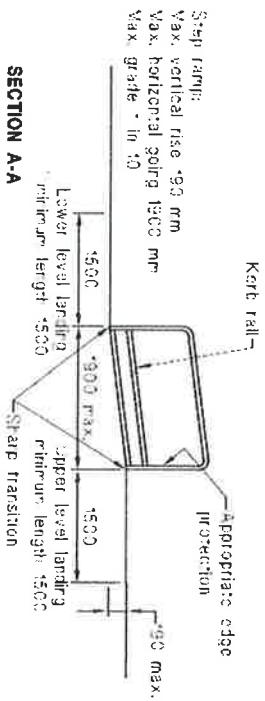
Local government reference N^o: DA22/24-Lot 25-Man St- apartment throughfare-Ardath.

ARADAH HOTEL.

Attachment B - **Step Ramp** Specification Compliant with 'Design for access and mobility Part 1: General requirements for access—New building work (AS 1428.1 - 2009)'. [Complete with Rail Size & Landing dimensions]



This is **Class 10B Building Work** under 10m² (6.72m²) thus is Building Permit exempt.



1,415mm width (total thoroughfare width 3,465mm, thus a balance of 2,005mm)

An 'appropriate edge protection' will be required for the Step, Step Ramp & Landing Area and it shall be —

- (i) a wall or suitable barrier with a minimum height of 450 mm; or
- (ii) where an open balustrade is provided a kerb or kerb rail shall be provided.

* note illustration **SECTION A-A** above.

Step: a dedicated landing for the Step will be required thus the **Landing Area** for the **Step Ramp** will need to be cordoned off.

Attachment B - Onsite Investigation Pictures with Measurements and Geographic Information System Mapping Details



Main Street Ardath portion of thoroughfare within grey dashed line:



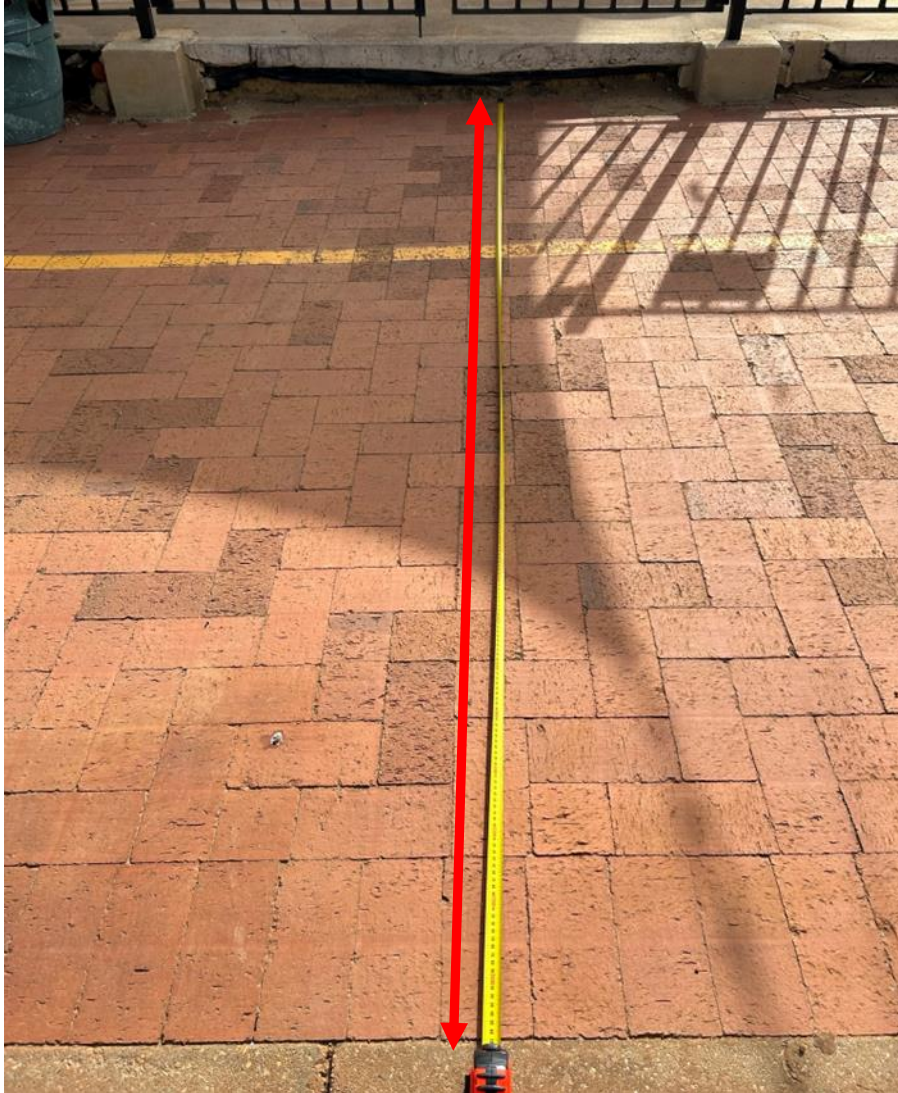
Ramp length 2,730mm to comply with Design for access and mobility Part 1: General requirements for access—New building work (AS 1428.1 – 2009) at a 1/14 slope less than 9 meters in length



Ramp width at 1410mm to comply with AS 1428.1 – 2009 (minimum 1,000mm accessible pathway not interrupted by handrails)



Total thoroughfare width used as a footpath 3,465mm width



Landing area will be 1,800mm wide thus compliant with AS 1428.1 – 2009

