



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 17 August 2023

SHIRE OF BRUCE ROCK
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SHIRE OF BRUCE ROCK

AUDIT AND RISK COMMITTEE MEETING MINUTES - 20 JULY 2023

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SHIRE OF BRUCE ROCK

AUDIT AND RISK COMMITTEE MEETING MINUTES - 20 JULY 2023

1. Declaration of Opening

The Shire President Stephen Strange declared the meeting open at 2.54pm.

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

President	Cr SA Strange
Councillors	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr Rajagopalan
	Cr J Verhoogt
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community Services	Ms N Ugarte
Manager of Finance	Mrs M Barthakur
Executive Support Manager	Mrs M Schilling (Minutes)
Leave of Absence	Cr AR Crooks
Apology	Cr RA Waye

3. Response to Previous Public Questions Taken on Notice

4. Public Question Time

5. Petitions / Deputations / Presentations / Submissions

6. Confirmation of Minutes

Audit Committee Meeting held on 15 June 2023.

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 6.1

Moved: Cr Rajagopalan

Seconded: Cr Verhoogt

That the minutes of the Audit Committee Meeting held 15 June 2023 be confirmed as a true and correct record.

Carried 7/0

7. Reports of Officers - Audit

Agenda Reference and Subject:	7.1.1 Acceptance of LRCIP Audited Report (2021-22)
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	Nil
Attachments:	<i>Item 7.1 Attachment A – Audit Opinion for LRCIP Annual Report and Transmittal Letters</i>

Summary

Recommendation to Council to adopt the Audited Report for Local Roads and Community Infrastructure Projects for the year ended 30 June 2022.

Background

At the end of the financial year, the Office of the Auditor General provides its opinion on the acquittals, appropriate expense of the projects and complete audit for the grants received via Local Roads and Community Infrastructure Projects funding.

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

Comment

The Audit and Risk Committee is provided with the Audited Report for Local Roads and Community Infrastructure Projects (Phases 1, 2 and 3) for the year ending 30 June 2022.

Consultation

Chief Executive Officer

Community Development Officer

Mr Kien Neoh, Financial Audit Director, Office of the Auditor General

Mr Robert Hall, Director, Dry Kirkness (Office of the Auditor General's Contract Auditors)

Statutory Implications

Under the Local Roads and Community Infrastructure Projects program, entities that 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, the Western Australian Office of the Auditor General is the appropriate auditor, given the 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 Framework’s Risk Matrix. The perceived level of risk is considered to be “Moderate” and will be managed to mitigate the risks associated with each of the areas of the financial audit.		

Financial Implications

The fee for the audit of 2021-22 Local Roads and Community Infrastructure Projects is \$1,500.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

Goal 4.3 Proactive and well governed Shire

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COMMITTEE DECISION Resolution ACM July 23 – 7.1.1</p> <p>Moved: Cr Negri Seconded: Cr Waight</p> <p>That the Audit and Risk Committee recommends to Council to receive the Audit Report for Local Roads and Community Infrastructure Projects Phases 1, 2 and 3 for the financial year ended 30 June 2022.</p> <p style="text-align: right;">Carried 7/0</p>
--

Agenda Reference and Subject:

7.1.2 Setting Material Variance for Monthly Financial Reports

Reporting Officer: Manisha Barthakur, Manager of Finance

Author: Manisha Barthakur, Manager of Finance

Disclosure of Interest: Nil

Attachments: Nil

Summary

Each year, the Shire of Bruce Rock (Shire) is to re-set the material variance levels for the Monthly Financial Statements.

Background

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

Comment

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and Australian Accountings Standard (AAS) AASB 1031, each financial year, the Local Government is to adopt a percentage or value, calculated in accordance with AAS 5, which is then to be used in the statements of financial activity for reporting material variances.

The Shire has been using a variance of 10% or an amount of \$5,000. This is a common variance used in Band 4 Local Governments, and has always been effective in financial analysis.

Consultation

Chief Executive Officer
Manager of Finance

Statutory Implications

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

Risk Implications

Risk: That the adopted variance is not appropriate to measure material variances in the financial reports.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Moderate”. As a Moderate Risk, the Manager of Finance will be monitoring progress regularly.		

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 7.1.2

Moved: Cr Verhoogt

Seconded: Cr Rajagopalan

That the Audit and Risk Committee recommends to Council to adopt a variance of 10% or an amount over \$5,000 (whichever is the lowest, for each category of Nature, for both revenue and expenditure) to be considered material for highlighting variances between the actual and the year-to-date budget figures in the Monthly Statement of Financial Activity for 2023-24.

Carried 7/0

8. Report of Officers – Risk Management

9. Confidential Items

Agenda Reference and Subject:

9.1.1 Interim Audit Management Letter

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest

Nil

Attachment

Nil

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 9.1.1.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

- (f) a matter that if disclosed, could be reasonably expected to –
 - (ii) endanger the security of the local government’s property.

Carried 7/0

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 9.1.1.2

Moved: Cr Rajagopalan

Seconded: Cr Verhoogt

That the meeting is reopened to the members of the public.

Carried 7/0

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 9.1.1.3

Moved: Cr Rajagopalan

Seconded: Cr Waight

That the Audit and Risk Committee recommends to Council to receive the Interim Audit Management Letter for the financial year ended 30 June 2023.

Carried 7/0

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

Agenda Reference and Subject:

10.1.1 Operational Risk Register

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest

Nil

Attachments

Item 10.1.1 Attachment A - Operational Risk Register

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 10.1.1.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

- (f) a matter that if disclosed, could be reasonably expected to –**
(ii) endanger the security of the local government’s property.

Carried 7/0

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 10.1.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

That the meeting is reopened to the members of the public.

Carried 7/0

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Resolution ACM July 23 – 10.1.1.3

Moved: Cr Rajagopalan

Seconded: Cr Waight

That the Audit and Risk Committee recommends that Council approve the Operational Risk Register, as attached.

Carried 7/0

11. Closure of Meeting.

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

These minutes were confirmed at a meeting on 3.05pm.

Cr Stephen Strange
Shire President

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 JULY 2023

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 JULY 2023

1. Declaration of Opening

The Shire President, Mr Stephen Strange declared the meeting open at 3.07pm.

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

President	Cr SA Strange
Councillors	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr Rajagopalan
	Cr J Verhoogt
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community Services	Ms N Ugarte
Manager of Finance	Mrs M Barthakur (3.07pm – 3.25pm)
Environmental Health Officer	Mr J Goldacre (3.26pm – 3.33pm)
Executive Support Manager	Mrs M Schilling (Minutes)
Leave of Absence	Cr RA Waye
Apology	Cr AR Crooks

3. Declarations of Interest

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

Date	Name	Item No	Reason
20.07.2023	Cr PG Negri	10.3.1	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity).
20.07.2023	Cr SA Strange	10.3.1	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity).
20.07.2023	Cr NC Kilminster	10.3.1	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity).
20.07.2023	Cr KP Foss	10.3.1	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share

			valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity).
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I refer to your correspondence dated 10 July 2023 and advise that, in accordance with the authority delegated by the Minister for Local Government, I am satisfied that the application has met the requirement for approval under section 5.69(3)(b) of the Local Government Act 1995 (the Act).

10.3.1 CBH Request for Change of Use from Temporary Access Road to a Storage and Laydown Area located on Lot 251, Kellerberrin Shackleton Road, Shackleton.

This approval allows Cr Kilminster, Cr Strange, Cr Crooks and Cr Negri to fully participate in the meeting to be held on 20 July 2023 subject to the following conditions.

- 1. The approval is only valid for the 20 July 2023 Council Meeting when agenda item 10.3.1 is considered*
- 2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided*
- 3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC) letter of approval to the abovementioned Councillors*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered*
- 5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC, to allow DLGSC to verify compliance with the conditions of this approval and*
- 6. The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

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

Date	Name	Item No	Reason
20.07.23	Mr D Mollenoyux	13.2	Employee who is having Performance Review.

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
20.07.23	Cr PG Negri	10.5.8	Part owner of a property that has a heritage building on it.

- 4. Response to Previous Public Questions Taken on Notice**
- 5. Public Question Time**
- 6. Petitions/Deputations/Presentations/Submissions**
- 7. Applications for Leave of Absence**

COUNCIL DECISION

Resolution OCM July 23 – 7.1.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Councillor J Verhoogt be granted leave of absence for the Ordinary Council Meeting to be held on the 17 August 2023.

Carried 7/0

8. Announcements by Presiding Member

9. Confirmation of Minutes

Audit Committee Meeting held on Thursday, 15 June 2023.

COUNCIL DECISION

Resolution OCM July 23 – 9.1.1

Moved: Cr Waight

Seconded: Cr Verhoogt

Audit Committee Meeting held on Thursday, 15 June 2023 be confirmed as a true and correct record.

Carried 7/0

Ordinary Meeting of Council held on Thursday, 15 June 2023.

COUNCIL DECISION

Resolution OCM July 23 – 9.1.2

Moved: Cr Rajagopalan

Seconded: Cr Verhoogt

Ordinary Meeting of Council held on Thursday, 15 June 2023 be confirmed as a true and correct record.

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

Nil

Attachment:

*Item 10.2.1 Attachment A – Statement of Financial Activity
June 2023*

*Item 10.2.1 Attachment B – Strategic Projects Tracker
June 2023*

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

Chief Executive Officer
Manager of Works and Services
Environmental Health Officer
Senior Finance Officer
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 the 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

Goal 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 July 23 – 10.2.1</p> <p>Moved: Cr Kilminster Seconded: Cr Verhoogt</p> <p>That the Statements of Financial Activity for the month ending 30 June 2023 are received.</p> <p style="text-align: right;">Carried 7/0</p>

Agenda Reference and Subject:

10.2.2 List of Payments

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Mike Darby, Senior Finance Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.2.2 Attachment A – List of Payments June 2023

Summary

Council is asked to endorse the list of payments made since the last Ordinary Council Meeting.

Background

As the Chief Executive Officer has been delegated the authority to make payments from the municipal and trust funds, a list of payments made is to be presented to Council each month. Also, in accordance with Finance Policy Number 2.3, included is a list of payments made with the Chief Executive Officer’s credit card.

Comment

Following is a list of payments made from Council’s Municipal and Trust Accounts, and payments made with the Chief Executive Officer’s credit card for the month of June 2023.

If Councillors 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 the 2022-23 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.2.2

Moved: Cr Negri

Seconded: Cr Kilminster

That Council:

1. endorse the list of payments from the Municipal Account consisting of:

- a. EFT voucher numbers EFT21523 to EFT21734 totalling \$952,609.80;
- b. cheque numbers 124 to 125 totalling \$8621.09 ;
- c. nil Trust EFT payments;
- d. wages and superannuation payments totalling \$229,010.15; and
- e. credit card payments totalling \$1886.33,

with all payments totalling \$1,190,241.44 for the month of June 2023; and

2. note that the credit card payment is reported separately, but is a part of EFT payment.

Carried 7/0

Agenda Reference and Subject:

10.2.3 Acceptance of LRCIP Audited Report (2021-22)

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Nil

Attachments:

Item 10.2.3 Attachment A – Audit Opinion for LRCIP Annual Report & Transmittal Letters

Summary

Council's adoption of the Audited Report for Local Roads and Community Infrastructure Projects for the year ended 30 June 2022.

Background

At the end of the financial year, the Office of the Auditor General provides its opinion on the acquittals, appropriate expense of the projects and complete audit for the grants received via Local Roads and Community Infrastructure Projects funding.

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

Comment

The Audit and Risk Committee is scheduled to consider the Audited Report for Local Roads and Community Infrastructure Projects (Phases 1, 2 and 3) for the year ending 30 June 2022 at its meeting of 20 July 2023.

Consultation

Chief Executive Officer

Community Development Officer

Mr Kien Neoh, Financial Audit Director, Office of the Auditor General

Mr Robert Hall, Director, Dry Kirkness (Office of the Auditor General's Contract Auditors)

Statutory Implications

Under the Local Roads and Community Infrastructure Projects program, entities that 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, the Western Australian Office of the Auditor General is the appropriate auditor, given the 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 Framework’s Risk Matrix. The perceived level of risk is considered to be “Moderate” and will be managed to mitigate the risks associated with each of the areas of the financial audit.		

Financial Implications

The fee for the audit of 2021-22 Local Roads and Community Infrastructure Projects is \$1,500.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

Goal 4.3 Proactive and well governed Shire

Voting Requirements

Simple Majority

<p>COMMITTEE RECOMMENDATION AND COUNCIL DECISION Resolution OCM July 23 – 10.2.3</p> <p>Moved: Cr Rajagopalan Seconded: Cr Foss</p> <p>That, subject to the Audit and Risk Committee’s recommendation, Council receives the Audit Report for Local Roads and Community Infrastructure Projects Phases 1, 2 and 3 for the financial year ended 30 June 2022.</p> <p style="text-align: right;">Carried 7/0</p>

Agenda Reference and Subject:	10.2.4 Setting Material Variance for Monthly Financial Reports
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

Summary

Each year, the Shire of Bruce Rock (Shire) is to re-set the material variance levels for the Monthly Financial Statements.

Background

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

Comment

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and Australian Accountings Standard (AAS) AASB 1031, each financial year, the Local Government is to adopt a percentage or value, calculated in accordance with AAS 5, which is then to be used in the statements of financial activity for reporting material variances.

The Shire has been using a variance of 10% or an amount of \$5,000. This is a common variance used in Band 4 Local Governments, and has always been effective in financial analysis.

The Audit and Risk Committee is scheduled to consider the material variance for Monthly Financial Statements at its meeting of 20 July 2023.

Consultation

Chief Executive Officer

Statutory Implications

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

Risk Implications

Risk: That the adopted variance is not appropriate to measure material variances in the financial reports.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Moderate”. As a Moderate Risk, the Manager of Finance will be monitoring progress regularly.		

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.2.4

Moved: Cr Rajagopalan

Seconded: Cr Foss

That, subject to the recommendation from the Audit and Risk Committee, Council adopts a variance of 10% or an amount over \$5,000 (whichever is the lowest, for each category of Nature, for both revenue and expenditure) to be considered material for highlighting variances between the actual and the year to-date budget figures in the Monthly Statement of Financial Activity for 2023-24.

Carried 7/0

Agenda Reference and Subject:	10.2.5 Performing Executive Functions
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

Summary

Under section 3.18 of Division 3 of the Executive Functions of Local Government, Council is required to satisfy itself that the executive function performed in providing services and facilities is managed efficiently and effectively.

Background

As part of the annual compliance audit return, Council has been asked whether the executive function performed in providing services and facilities for the community was managed efficiently and effectively.

Comment

The annual consideration of the efficiency and effectiveness of the executive function performed in providing services and facilities is an important requirement under the Local Government Act 1995. The request for consideration of this matter was included in a previous Compliance Audit Return, as follows:

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

Council only provides services and facilities that are not present in the district, so it does not duplicate services. Where possible, Council works in coordination with government departments by applying for grant funds.

It is understood that Council is satisfied with the level of efficiency and effectiveness in the management of services and facilities by way of the continued funding through the budget process. However, to formalise this process, Council is required to adopt the recommendation below.

Consultation

Chief Executive Officer
Manager of Governance and Community Services

Statutory Implications

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

“3.18. Performing executive functions

- 1) *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*

- 2) *In performing its executive functions, a local government may provide services and facilities.*
- 3) *A local government is to satisfy itself that services and facilities that it provides –*
- a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;*
 - b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
 - c) *are managed efficiently and effectively.”*

Risk Implications

Risk: That the Shire of Bruce Rock (Shire) does not comply with legislative requirements when setting the Annual Budget.		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
This item has been evaluated against the Shire’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “High”. As a High Risk, the Chief Executive Officer and the Manager of Finance will be monitoring the progress regularly.		

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.2.5

Moved: Cr Verhoogt

Seconded: Cr Rajagopalan

That, pursuant to section 3.18 of the Local Government Act 1995, Council confirms it is satisfied that the services and facilities it provides:

- 1. integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State Government or any public body;**
- 2. do not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State Government or any other body or person, whether public or private; and**
- 3. are managed efficiently and effectively.**

Carried 7/0

Agenda Reference and Subject:

10.2.6 Adoption of the 2023-24 Budget

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Nil

Attachments:

Item 10.2.6 Attachment A – 2023-24 Annual Budget

Item 10.2.6 Attachment B – Local Government Chief Executive Officers and Elected Members Determination

Summary

To consider and adopt the Municipal Fund Budget for the 2023-24 financial year, together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, reserve movements, setting of members fees and other consequential matters arising from the budget papers.

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

The adoption of the 2023-2024 budget will enable the continuity of service delivery, maintenance of existing assets and generation of new assets in line with the Strategic Community Plan.

Background

As required by section 6.2 of the Local Government Act 1995, a Local Government is required to prepare and adopt a budget for its municipal fund for the financial year ending 30 June 2024.

The draft 2023-24 budget has been guided by some of the principles contained in the Strategic Community Plan 2022-2032, the latest Long Term Financial Plan 2023-2033 and the Strategic Resource Plan.

The Budget showcases the Council's vision for the growth and development of the Shire of Bruce Rock (Shire) and its community, while demonstrating the ability to underpin this with robust financial management. This budget holds the following financial principles:

- Financial sustainability.
- Alignment with the Shire's integrated resources and planning (such as the Strategic Resource and Community Plan, Long-Term Financial Plan, Corporate Business Plan).
- Meeting financial compliance requirements.
- Future growth of the Shire as a whole, with a focus on safe and accessible infrastructure and community needs.

The development of the draft annual budget and presentation for endorsement by Council aims to find an approach befitting the Shire's fiscal position, noting significantly escalating costs.

Comment

The 2023-24 budget has been prepared to include information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

The main features of the draft budget are as follows:

- The budget has been prepared with a 5% rate increase to increase fund raising to assist in addressing the significant debt that was created due to the construction of the supermarket. This is in line with the recently approved Long-Term Financial Plan.
- Fees and charges have increased by 5% from 2022-23.
- A capital works programme totalling \$9,601,443 for investment in infrastructure, land, buildings, plant, equipment and furniture is planned.
 - Property, Plant and Equipment - \$4,814,051
 - All Infrastructure (including roads, bridges, parks and gardens) - \$4,787,392
- Transfers to transport reserves of \$100,000, which will contribute towards the recovery of the net decrease of the transport reserve incurred during the 2022-23 financial year.
- Principal additional grant funding for the year is estimated from the:
 - Local Roads and Community Infrastructure Funding Program 3 - \$526,302
 - Local Roads and Community Infrastructure Funding Program 4 - \$829,000
 - Roads to Recovery for safety improvements on various roads - \$693,000
 - Regional Road Group for Old Beverley Road, Shackleton-Kellerberrin Road and Bruce Rock-Doodlakine Road - \$408,581
 - Blackspot Funding for Narembeen-Cumminin Road \$593,999
- A total of \$10,000 grant/donation and contributions towards the community for multiple community projects.

The 2023-24 Budget is reflective of the community's current needs, continues to deliver on other strategies adopted by Council, and maintains a high level of service across all programmes, while ensuring an increased focus on road and associated infrastructure, as well on renewing all assets at sustainable levels.

The rate in the dollar amounts are modelled as 5% in line with the workshop held at the June Council meeting.

Consultation

While no specific community consultation has occurred on the draft 2023-24 Budget, community consultation and engagement has previously occurred during the development of the Strategic Community Plan from which the Corporate Business Plan and the Long-Term Financial Plan are developed.

Extensive internal consultation has occurred with all Executive Managers, the Senior Finance Officer and Councillors. The main strategic components of the Budget (including rates modelling, capital projects, and the fees and charges schedule) were considered at Council's information session on 15 June 2023.

Statutory Implications

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

Divisions 5 and 6 of Part 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 detail the form and content of the budget. The 2023-24 Budget, as presented, is considered to meet statutory requirements.

Risk Implications

Risk: That the 2023-24 Budget does not reflect the forecast expenditure and revenue.		
Likelihood	Consequence	Rating
Almost Certain	Major	Extreme
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Extreme”. As an Extreme Risk, the Chief Executive Officer and the Manager of Finance will be monitoring progress regularly.		

Policy Implications

Nil

Financial Implications

Specific financial implications are as outlined in the Comment section of this report, and as itemised in the 2023-24 Budget attached for adoption.

The 2023-24 Annual Budget provides the direction for expenditure during the financial year.

Strategic Implications

The Draft 2023-24 Budget has been developed to meet all strategic areas of the Strategic Community Plan 2022-2032.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	
Resolution OCM July 23 – 10.2.6	
PART A – ANNUAL BUDGET FOR 2023-24	
1. Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulation 1996, the Council adopt the Municipal Fund Budget as attached to this agenda and the minutes, for the Shire of Bruce Rock for the 2023-24 financial year.	
ABSOLUTE MAJORITY REQUIRED	
Moved:	Cr Rajagopalan
Seconded:	Cr Verhoogt
CARRIED BY ABSOLUTE MAJORITY 7/0	
PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS	
2. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values.	
2.1.	General Rates
2.1.1.	Gross Rental Values 0.083 cents in the dollar

2.1.2.	Unimproved Values	0.0083 cents in the dollar
2.1.3.	Mining tenements (UV)	0.0083 cents in the dollar
2.2.	Minimum Payments	
2.2.1.	Gross Rental Values	\$ 554
2.2.2.	Unimproved Values	\$ 554
2.2.3.	Mining tenements	\$ 554

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

Full payment and instalment due date	26 September 2023
2nd half instalment due date	28 November 2023
2nd quarterly instalment due date	28 November 2023
3rd quarterly instalment due date	29 January 2024
4th quarterly instalment due date	1 April 2024

4. Pursuant to Section 6.46 of the Local Government Act 1995, Council offers a discount of 3% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 26 September 2023 or 35 days after the date of service appearing on the rate notice, whichever is the later.
5. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through and instalment option of \$11 for each instalment after the initial instalment is paid.
6. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5%, where the owner has elected to pay rates and services charges through an instalment option.
7. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 7% for rates and cost of proceedings to recover such charges that remain unpaid after becoming due and payable 35 days from issue.

ABSOLUTE MAJORITY REQUIRED

Moved: Cr Kilminster
 Seconded: Cr Rajagopalan

CARRIED BY ABSOLUTE MAJORITY 7/0

PART C – GENERAL FEES AND CHARGES FOR 2023-24

8. Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges included in the 2023-24 Budget.

ABSOLUTE MAJORITY REQUIRED

Moved: Cr Kilminster
 Seconded: Cr Waight

CARRIED BY ABSOLUTE MAJORITY 7/0

PART D – OTHER STATUTORY FEES FOR 2023-24

9. Pursuant to Section 245A(8) of the Local Government (Miscellaneous Provisions) Act 1960, the Council adopts a swimming pool inspection fee of \$58.45, GST not applicable.

10. Pursuant to Section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

10.1 Domestic Waste – Residential Premises	
240ltr bin per weekly collection	\$315.00 per annum
240ltr bin per weekly collection – eligible pensioner	\$157.50 per annum
240ltr bin per weekly collection – eligible senior	\$236.25 per annum
10.2 Commercial Waste – Commercial Premises	
240ltr bin per twice weekly collection	\$315.00 per annum
10.3 Domestic and Commercial Recycling	
240ltr bin per fortnightly collection	\$127.00 per annum
240ltr bin per fortnightly collection – eligible pensioner	\$63.50 per annum
240ltr bin per fortnightly collection – eligible senior	\$95.25 per annum

ABSOLUTE MAJORITY REQUIRED

Moved: Cr Rajagopalan
 Seconded: Cr Kilminster

CARRIED BY ABSOLUTE MAJORITY 7/0

PART E – ELECTED MEMBERS’ FEES & ALLOWANCES FOR 2023-24

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

President	\$502
Councillors	\$93

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

President	\$122
Councillors	\$47

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

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

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

President \$14,576

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

Deputy President \$3,624

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

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

ABSOLUTE MAJORITY REQUIRED

Moved: Cr Waight

Seconded: Cr Foss

CARRIED BY ABSOLUTE MAJORITY 7/0

Mrs M Barthakur left the Council Chambers at 3.25pm and did not return.

Mr J Goldacre entered the Council Chambers at 3.26pm.

Cr KP Foss left the Council Chambers at 3.26pm.

10.3 Environmental Health Officer

Agenda Reference and Subject:

10.3.1 CBH – Request for Change of Use – from Temporary Access Road to a Storage and Laydown Area located on Lot 251, Kellerberrin-Shackleton Road, Shackleton

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest:

Cr Stephen Strange, Cr Natalie Kilminster, Cr Phillip Negri, Cr KP Foss

Attachments:

Item 10.3.1 Attachment A - Diagram for Change in Use proposal from the formally approved Temporary Access Road to a Storage and Laydown Area.

Item 10.3.1 Attachment B - Development Application & Supporting Letter proposing a change of use to a Storage and Laydown Area Use.

Summary

Approve the Development Application (DA) for the change of use from the current crossover and access way track to a storage and laydown area, as detailed in Attachment A and described in Attachment B, for the grain depot site located on Lot 251, Kellerberrin-Shackleton Road, Shackleton.

Approve the Officer’s Advice Notes.

Background

At the Ordinary Meeting of Council held on 20 October 2022, Council Resolution OCM Oct 22 – 10.3.2 was made. This resolution approved the time period commencing 20 October 2022 and ending 30 June 2023 for the temporary works to facilitate road access for the approved grain depot site located on Lot 251, Kellerberrin-Shackleton Road, Shackleton.

Comment

The temporary road access is now surplus to requirements for the purpose of bypassing railway infrastructure. Subsequently, the CBH site staff found the bitumised section of road to be very suitable for use as a storage and laydown area. Because of the operational usefulness of a quality bitumised road for storage and laydown, a DA is now presented in Attachment B for the described repurpose for the use as a storage and laydown area displayed in Attachment A.

The use of the CBH site in Shackleton is an approved use as a grains depot, as approved by Council on 15 September 2022 (Resolution OCM Sep 22 – 10.3.1). The DA covering letter in Attachment B details that CBH has now obtained approval from Arc Infrastructure (ARC) to construct the formally delayed road over rail. Consequently, there is no longer the requirement to access the CBH site using the formally approved temporary crossover and access way track off the Kellerberrin-Shackleton Road.

The DA proposes a change in use only from the current bitumised crossover and access way track for the use as a storage and laydown area (Attachment A). Discussions with the applicant reveal that there will be minimal, if at all, amenity issues compromised, as the equipment set down and stored will be the existing equipment used onsite at the CBH Shackleton facility.

Furthermore, the Shire of Bruce Rock (Shire) Local Planning Strategy (the Strategy) vision statement is to assist infrastructure delivery and meet the needs for economic prosperity. Also, the Strategy’s clause 2.3

aims to support the sustainable continuation of primary industry and agricultural activity as the key economic drivers for the Shire. The DA, as presented, achieves the Strategy’s aims, and conserves areas of built environment, thus negating removal and the environmental concerns this can cause by avoiding waste. The DA will allow an existing section of infrastructure to be used in an operationally practicable manner. Additionally, the CBH activities are self-regulated through their operational procedures, guidelines, policies, practices or equivalent operational documents for noise and dust emissions. These matters are also accentuated by applicable statutory instruments, should the case require.

This DA, as presented, when measured against the Strategy, and further assessed on the merits of the DA proposal, is deemed to be worthy of Council’s consideration for approval, as presented, subject to due and proper discussion of this Officer’s report.

Consultation

Chief Executive Officer

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

Statutory Implications

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

Policy Implications

Shire of Bruce Rock Local Planning Strategy

Risk Implications

Risk: The proposed change in use exceeds the described storage and laydown area, and possibly creates amenity issues.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate

Action / Strategy

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

Financial Implications

DA fee under \$50,000 of development value of \$147.00

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

- Goal 3 Assist the local economy to grow
- 3.7 Leverage economic opportunities and developments from successful local businesses

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.3.1

Moved: Cr Waight

Seconded: Cr Verhoogt

That Council:

- 1. approve the Development Application for the change of use from the current crossover and access way track to a storage and laydown area, as detailed in Attachment A and described in Attachment B, for the grain depot site located on Lot 251, Kellerberrin-Shackleton Road, Shackleton; and**
- 2. endorses the Officer’s provided Advice Notes, given in good faith and not limited to the following:**

Advice Notes:

- 2.1. To undertake the use of the storage and laydown area fully in accordance with CBH operational procedures, guidelines, policies, practices or equivalent operational documents to ensure minimal noise and dust emissions from the site, such that it would affect adversely the Shackleton townsite.**
- 2.2. To undertake the use of the storage and laydown area fully in accordance with any applicable statutory instrument gazetted within the State of Western Australia or Federal statutory instrument, as applicable.**

Carried 6/0

Cr KP Foss returned to the Council Chambers at 3.28pm.

Agenda Reference and Subject:

10.3.2 Homestead subdivision proposal referral from the Western Australian Planning Commission No 163646 for Lots 2 and 30 Quairading-Bruce Rock Road

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.3.2 Attachment A – WAPC 163646 Lots 2 and 30 Quairading-Bruce Rock Road Subdivision Plan

Item 10.3.2 Attachment B – WAPC 163646 Lots 2 and 30 Quairading-Bruce Rock Road RM Surveys Letter

Summary

Council to advise the Western Australian Planning Commission (WAPC) regarding Application No. 163646 (Application) for Lots 2 and 30 Quairading-Bruce Rock Road that the 7 meter usable road width is a suitable and effective width, that there is not a requirement for a Fire Assessment, and that a Site-and-Soil Evaluation (SSE) is also not required.

Background

At the Information Session presented in the Council Chambers on 18 August 2022, the Environmental Health Officer (EHO) informed Council of a request to undertake a subdivision of a portion of Lot 2, being the Golf Course lot, to create a 'road' access to Lot 30. The purpose for this 'road' is to permit a Homestead Lot subdivision on Lot 30 to be considered by the Western Australian Planning Commission.

As this land dealing was between the Shire of Bruce Rock (Shire) and Ayrton Vista Pty Ltd (Ayrton Vista), advice given was to ensure a legal Deed was established, signed and sealed. This undertaken was resolved by Council at its April 2023 Ordinary Meeting (Resolution OCM Apr 23 – 10.3.2). With the Deed in place, the owners of Lot 30 commenced the subdivision process.

The matter is now referred by the WAPC to the Shire for comment

Comment

The response date to the Application was scheduled for the 12 July 2023. The EHO requested a time extension to present the Item to Council at this meeting of 20 July 2023.

The Application proposes to create a Homestead Lot by subdividing off land inclusive of the existing dwelling (the Homestead Lot) from the primary Lot 30. A single dwelling on a single Rural lot is a permitted development pursuant to the Shire of Bruce Rock Local Planning Scheme No. 3. Attachment A shows the configuration of the Homestead Lot described as Detail Area 2 on Lot 41, with the balance of the rural land described as Lot 43. The road known as Golf Links Road, which is freehold to the Shire, is described as Detail Area 1 on Lot 42. The aforementioned Deed will enable Lot 2 to be subdivided and made into a dedicated road for which the undertakings to achieve this will be fully funded by Ayrton Vista. The described area of Detail Area 3 is reference to the dwelling on Lot 1 Noonajin Road for the purpose of showing the boundary area of Lot 30. Reference to proposed Lot 44, which is the Golf Club land, is reference to the change in Lot number when the subdivision of the Golf Links Road occurs and is administrative only.

The creation of a Homestead Lot requires a dedicated road access to a gazetted road. This was the purpose of the Deed, to allow the subdivision of Lot 2 to a dedicated road, which already exists and has done so since the 1930s. The 'useable' Golf Links road is approximately 7 meters in width despite the road boundary indicating 15 meters width. Notwithstanding this, the existing road has proven sufficient with no clear and present obstacles for traffic during the road use. Furthermore, well established trees have emerged and thrived along the road reserve inside boundary. Thus, it is not the Shire's expectation, nor requirement, that the trees be removed to increase the usable road width greater than the existing 7 metres useful width. The portion of Lot 2 used as Golf Links Road would be considered a 'driveway' and least, and a 'no through road' at best, thus the existing 7 meters usable width is empirically established as practicable.

Study of the Application does not reveal any clear and present concern or specific interest that would warrant a formal response of Council. Notwithstanding this, the applicant (Mr A Kalotay of RM Surveys) makes two specific exemption requests (Attachment B) to the WAPC regarding the Application, which would warrant Council support and are discussed further.

Exemption One: See Attachment B. This is a discussion of the Fire Assessment, pursuant to State Planning Policy 3.7 to supply a Bush Fire Attack Level (BAL). The area affected by the fire mapping is the west portion of the Golf Links, being Lot 2 (described as Lot 44 in the Application). The Planning Bulletin 111/2016 provides for a Fire Assessment exemption to be considered in certain cases. Consequently, Mr Kalotay proposes an exemption, given the subdivisions will not result in intensification of, or further development of, existing land use. There are no proposed changes to this affected land area use, and there are no potentially or affected buildings onsite. Furthermore, there are no proposed constructions and, if such an activity did occur, there are requirements for certain buildings to comply at the design stage of the building process. Also, given the affected bush fire mapped area of land is for the purpose of broadacre farming and recreation for golf on open golf links, it would be most prudent to support this proposed exemption.

Exemption Two: See Attachment B. This is a discussion of the SSE requirement under The Government Sewerage Policy 2019. The SSE determines the appropriate site and size conditions for the treatment of sewerage (Apparatus) for new developments. The EHO can confirm that, on advice of the Department of Planning, Lands, and Heritage on a previous similar matter, it was not the intent to require an SSE for existing systems, other than the required setbacks are complied with for proposed boundaries. Mr Kalotay's discussion on this matter has sound merit and it is not the Officer's intention, based on knowledge of the existing Apparatus, to require an SSE. This is based on the same reasons as proposed by Mr Kalotay and that the system already in place cannot, by a change or introduction of boundaries, be a trigger to retrospectively apply a requirement to what has already existed previously.

The proposed subdivisions and Lot number changes do not materially change anything regarding the Golf Links Lot 2. Even with the long leg of Lot 2 used as a 'road' being created into a separate Lot for the formal purpose as a 'road', it will still be in Shire ownership and management. The process of the Application subdivision will enable a formal road access and the creation of a Homestead Lot, and the balance will remain the same, other than for administrative changes to titles and Lots, which will be a cost born by Ayrton Vista.

Consultation

Mr A Kalotay, Licensed Surveyor, RM Surveys

Statutory Implications

Planning and Development Act 2005

Shire of Bruce Rock Local Planning Scheme No. 3.

Policy Implications

State Planning Policy 3.7 - Planning in Bushfire Prone Areas
 The Government Sewerage Policy (2019)
 Development Control Policy 3.4 - Subdivision of Rural Land

Risk Implications

Risk: Development proceeds outside the scope of the Shire’s expectations, the Deed, and WAPC approvals.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Moderate”, and will be managed by specific monitoring and response procedures.		

Financial Implications

Nil. This is a referral advice only for comment, and does not incur a chargeable fee.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

Goal 2.1 Assist the local economy to grow

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM July 23 – 10.3.2</p> <p>Moved: Cr Waight Seconded: Cr Rajagopalan</p> <p>That Council resolves to inform the Western Australian Planning Commission on the following items:</p> <ol style="list-style-type: none"> 1. That the effective drivable width of the Golf Links road of approximately 7 metres is suitable for the purpose of serving exclusively the existing dwelling and the Golf Club and Links facilities. 2. That a Fire Assessment exemption is supported in this instance, as proposed by Mr Kalotay, for the proposed subdivisions, as they will not result in the intensification of, or further development of, existing land use. Furthermore, there are no proposed changes to this affected land area use, there are no buildings onsite, and neither are there proposed constructions. 3. That the exemption, as proposed by Mr Kalotay, is supported in this instance for not requiring a Site and Soil Evaluation under The Government Sewerage Policy 2019, given the Apparatus for the treatment of sewerage is pre-existing, and that the proposed Lot boundaries do not affect the required setbacks of such an Apparatus. <p style="text-align: right;">Carried 7/0</p>

Agenda Reference and Subject:

10.3.3 Development Application for a third dwelling on
Lot 10013 Old Beverley Road, Bruce Rock

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest:

Nil

Attachments:

*Item 10.3.3 Attachment A – Planning Application Second
Dwelling Lot 10013 Old Beverley Road Building & Site Plans*

Summary

That Council resolves to approve the Development Application (DA) for the additional single dwelling to a total of three dwellings on Lot 10013 Old Beverley Road, Bruce Rock. Advice Notes are also provided.

Background

The Environmental Health Officer (EHO) has been in discussions with a Boyd Nominees Pty Ltd representative on the possibility of constructing a new dwelling on Lot 10013, in addition to the two existing dwellings onsite. The EHO explained that a third dwelling was permitted with Council approval, which would require a DA to be lodged. The EHO mentioned that, on assessment at desk top level, the proposal had merit, pending Council's final decision.

On 3 July 2023, TR Homes trading company submitted the proposed dwelling plans for Lot 10013 on the Old Beverley Road, Bruce Rock along with the DA and applicable fees.

Comment

The new proposed dwelling plans and DA for Lot 10013 on the Old Beverley Road present a four-section transportable dwelling of 288m² (building footprint) located just North of the existing established farm buildings (Attachment A). The primary dwelling was built around 100 years ago, and would represent a pioneer style dwelling of predominately wooden construction. The second dwelling of mudbrick was essentially a workers' cottage of two bedrooms, possibly built between the 1930s to 1950s. The third dwelling is proposed to provide a modern dwelling for an emerging family moving forward for the continued activity of broadacre farming management and activities.

The Scheme provides for an additional dwelling provided the total number of dwellings does not exceed three, along with certain conditions. Firstly, the proposed dwelling in the DA meets the setback requirements for R2 under the Residential Design Code. Secondly, Lot 10013 is large at 404.6856 Hectares, thus meets the minimum lot size threshold of 40 Hectares. Thirdly, the additional dwelling is for family members to reside in for the family broadacre farming administration and activities. Fourthly, the additional dwelling will have no impact on the amenity of the rural character of the area. Finally, the dwelling proposed has access to an existing road network, specifically the Old Beverley Road.

The Scheme provides that potable water is available for an extra dwelling. The third proposed dwelling will source potable water from a collection of rainwater tanks that exceed 700 kilolitres. A volume of 115 kilolitres for a single dwelling without Scheme water is the acceptable standard, although not referenced in the Shire of Bruce Rock's Local Planning Scheme No. 3 (the Scheme). Furthermore, the minimum required 115 kilolitres would have a reserve imposed for firefighting purposes of 10% to 20% of volume. The EHO has been informed that a firefighting reserve would not be required, as north of the dwellings on Lot 10013, there is a collection of water tanks that use bore water that is slightly saline for firefighting. Anecdotally, this reserve of dedicated firefighting water proved invaluable during the fires in February 2022, as readily available and practicable volumes. Furthermore, the bore water will complement the water service to the new house for ablution purposes, and the rainwater will supply the

rest of the dwelling for potable water supply. The use of rainwater for the existing two dwellings has proven to be effective during the farm’s history. Notwithstanding this, the Babakin standpipe is available, and the farm has its own dedicated water truck of 19 kilolitres, should the need ever arise.

The Scheme provides that electricity is available for an extra dwelling. Electricity is sourced from the recently introduced Western Power Stand Alone Power Generation System that also introduces three phase power supply. Information provided to the EHO reveals this system is 99% reliable, and the introduction of three phase power over the previous single phase has been most beneficial. Power supply to the proposed third dwelling is deemed appropriate.

This DA for the third dwelling has sound merit, and is compliant with the requirements under the Scheme to permit the additional dwelling to a total of three. Furthermore, the Shire of Bruce Rock’s Local Planning Strategy strives, through Strategy 15, to ‘facilitate the continuing operation and expansion of agricultural activity ... within the Rural zone’, and the provision of modern housing for the next generation of farmers is essential to achieve this.

Consultation

Mr Brendon (Ben) Boyd, Boyd Nominees Pty Ltd
 Ms A Stace, Receptionist/Administration Assistant, TR Homes (Trading as).

Statutory Implications

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

Policy Implications

Shire of Bruce Rock Local Planning Strategy
 State Planning Policy 7.3 – Residential Design Codes Volume 1.

Risk Implications

Risk: Development occurs outside the intent and scope of documents provided to Council for determining this application.		
Likelihood	Consequence	Rating
Rare	Moderate	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Low”, can be managed by routine procedure, and is unlikely to need specific application of resources.		

Financial Implications

The DA fee amounts to \$1,704.60, which has been receipted in.

Strategic Implications

Please use the below formatting when referring to the plan.

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

- Goal 1.1 Housing options are available for individual and family life stages.
- 2.3 Workers and their families can work and reside in the Shire.
- 4.3 Proactive and well governed Shire.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.3.3

Moved: Cr Kilminster

Seconded: Cr Foss

That Council:

- 1. resolves to approve the Development Application for the additional single dwelling to a total of three dwellings on Lot 10013 Old Beverley Road, Bruce Rock; and**
- 2. endorses the Officer's Advice Notes that are provided in good faith, and not limited to the following, should circumstances change:**

Advice Notes:

- 2.1. This Development Approval is for the additional single dwelling to a total of three dwellings on Lot 10013 Old Beverley Road, Bruce Rock and is valid for two years, unless application is made to the Shire of Bruce Rock before the expiry for an extension of the expiry date**
- 2.2. This Development Approval is for the additional single dwelling to a total of three dwellings on Lot 10013 Old Beverley Road, Bruce Rock to determine only the planning requirements. Consequently, an application for the purpose to construct an apparatus for the treatment of sewerage will be required to be submitted to the Shire of Bruce Rock's Environmental Health Officer, fees apply. Furthermore, a Building Permit application for the purpose of consideration of issuing and serving a Building Permit should all building requirement be met is also required, fees apply.**

Carried 7/0

Mr J Goldacre left the Council Chambers at 3.33pm and did not return.

10.4 Manager of Governance and Community Services

Agenda Reference and Subject:

10.4.1 Shire President Stamp

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Caris Negri, Community Development Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of the Shire President Stamp in June 2023.

Background

Nil

Comment

As per Council's policy, the Shire President Stamp has been used during the month of June 2023 as follows:

- Supermarket STED Connection

Consultation

Nil

Statutory Implications

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.4.1

Moved: Cr Verhoogt

Seconded: Cr Foss

That Council endorse the use of the Shire President Stamp during June 2023.

Carried 7/0

Agenda Reference and Subject:

10.4.2 Shire Seal

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Caris Negri, Community Development Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of the Shire Seal in June 2023.

Background

Nil

Comment

As per Council's policy, the Shire Seal has been used during the month of June 2023 as follows:

- Supermarket STED Connection

Consultation

Nil

Statutory Implications

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.4.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council endorse the use of the Shire Seal during June 2023.

Carried 7/0

Agenda Reference and Subject:

10.4.3 Signing Purchase Orders Policy

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Nil

Attachments:

Item 10.4.3 Attachment A – Signing Purchase Orders Policy

Summary

Council is asked to approve modifications to the Signing Purchase Orders Policy.

Background

Council's last review of the Signing Purchase Orders Policy took place in May 2023. At that time, changes to the policy were approved to:

- set maximum limits for the signing of purchase orders for the Manager of Governance and Community Services, the Manager of Finance, the Manager of Works and Services and the Environmental Health Officer;
- nominate an authorising manager for the signature of purchase orders exceeding the limits determined for the above positions;
- increase the purchase order limit for the Supermarket Supervisor; and
- remove references to positions that no longer exist within the Shire of Bruce Rock (Shire).

Comment

The following changes are now recommended to be made to the Signing Purchase Orders Policy:

- Limit of \$5,000 for Finance and HR Officer

At its Ordinary Meeting of June 2023, Council decided to provide a corporate credit card to the Finance Officer (now Finance and HR Officer).

It is recommended that a purchase order signature limit of \$5,000 be approved for the role of Finance and HR Officer to facilitate the signing of purchase orders associated with corporate credit card purchases.

- Limit of \$2,000 for the Executive Support Manager

The Executive Support Manager (formerly Executive Assistant) is frequently required to make bookings for conferences, training courses and travel arrangements, which often have a value of up to \$2,000. It is therefore recommended that a purchase order signature limit of \$2,000 be approved for the role of Executive Support Manager.

Consultation

Chief Executive Officer
Manager of Finance
Executive Support Manager

Statutory Implications

Nil

Policy Implications

The Signing Purchase Orders Policy has been reviewed to reflect the Shire’s current operations.

Risk Implications

Risk: That the Signing Purchase Orders Policy is not regularly reviewed and amended to reflect operational practices and to minimise risks.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate

Action / Strategy

- Council approves the revised Signing of Purchase Orders Policy.
- The Signing Purchase Orders Policy is to be reviewed annually, or in response to a material event or change in circumstances.

Financial Implications

Nil.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.4.3

Moved: Cr Foss

Seconded: Cr Waight

That Council approve the revised Signing Purchase Orders Policy, as attached.

Carried 7/0

Agenda Reference and Subject:	10.4.4 Freedom of Information Statement
Reporting Officer:	Nerea Ugarte, Manager of Governance and Community Services
Author:	Nerea Ugarte, Manager of Governance and Community Services
Disclosure of Interest:	Nil
Attachments:	<i>Item 10.4.4 Attachment A – Freedom of Information Statement 2023-24</i>

Summary

Council is asked to approve the Shire of Bruce Rock’s (Shire) Freedom of Information Statement for the 2023-24 financial year.

Background

Under section 96(1) of the Freedom of Information Act 1992 (Act), the Shire is required to publish an annual Information Statement.

The Shire last reviewed and published its Information Statement in July 2018.

The breach of this legislative requirement has been identified at the latest annual audit undertaken by consultants on behalf of the Auditor General. This lack of compliance has been rated as a minor risk by the auditors.

Comment

Information requirements

Section 94 of the Act prescribes the type of information to be included in an Information Statement. The following table outlines the statutory information requirements contained in the revised Freedom of Information Statement 2023-24, compared with the type of information contained in the statement published in July 2018.

Type of information	In 2023/24 version	In 2018 version
The agency’s functions.*	✓	✓ (Incomplete)
The agency’s organisational structure.*	✓	✓
A description of the ways in which the functions of the agency, and in particular decision-making functions, affect members of the public.*	✓	
A description of arrangements that exist for public participation in the agency’s formulation of policy and the performance of its functions.*	✓	✓
A description of the kinds of documents that are usually held by the agency, including those that can be: <ul style="list-style-type: none"> inspected at the agency under a written law, other than the Act; purchased; and obtained free of charge.* 	✓	✓ (Incomplete)

Type of information	In 2023/24 version	In 2018 version
A description of the agency’s arrangements to give members of the public access to the types of documents described in the row above.*	✓	✓
A description of the agency’s procedures to give members of the public access to documents of the agency pursuant to a Freedom of Information (FOI) application made under the Act.*	✓	✓
A description of the agency’s procedures to amend personal information contained in documents of the agency.*	✓	
The agency’s mission statement.		✓
Details of legislation administered.		✓

* *Statutory requirement.*

Fees and charges

It is proposed that the fees and charges applicable to Freedom of Information applications be maintained. The proposed fees and charges are consistent with those charged by other Local Governments.

Freedom of Information Coordinator

The Executive Support Manager position (formerly Executive Assistant) has been nominated by the Chief Executive Officer to perform the role of Freedom of Information Coordinator.

Information available on the Shire website

Section 5.96A of the Local Government Act 1995 prescribes the types of information that Local Governments are required to make available to the public through their websites.

In developing the Freedom of Information Statement 2023-24, the need to revise and update the information available on the Shire website has been identified. The Governance and Community Services team will undertake this review.

Consultation

Chief Executive Officer

Statutory Implications

Compliance with section 96(1) of the Act.

“An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act —

(a) within 12 months after the commencement of this Act; and

(b) at subsequent intervals of not more than 12 months.”

Policy Implications

The Shire is required to publish an up-to-date Freedom of Information Statement every year.

Risk Implications

Risk: That the Shire’s Freedom of Information Statement does not comply with legislation, and provides inaccurate or insufficient guidance to those seeking to make a Freedom of Information application.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves, and agrees to the publication of, the proposed Freedom of Information Statement 2023-24. • The Information Statement is reviewed in 2024-25. 		

Financial Implications

Costs associated with Freedom of Information applications can be recovered in accordance with the fees and charges outlined in the Freedom of Information Statement 2023-24.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM July 23 – 10.4.4</p> <p>Moved: Cr Rajagopalan Seconded: Cr Verhoogt</p> <p>That Council approve the Shire of Bruce Rock’s Freedom of Information Statement 2023/24 and its publication on the Shire’s website.</p> <p style="text-align: right;">Carried 7/0</p>
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Agenda Reference and Subject:

10.4.5 Purchasing Policy

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Nil

Attachments:

Item 10.4.5 Attachment A – Purchasing Policy

Summary

Council is asked to approve a new Purchasing Policy.

Background

The Shire of Bruce Rock's (Shire) existing Purchasing Policy simply provides high level purchasing guidelines, and outlines procurement methods to be followed for specific purchase value thresholds.

The latest Regulation 17 review identified that the Shire's Purchasing Policy should be updated as soon as possible to include:

- a contract management policy and process;
- a tender evaluation panel process, including the obtaining of conflict of interest declarations; and
- all tender compliance requirements relating to Part 4 of the Local Government (Functions and General) Regulations 1996 (sections 11A to 24AJ).

Comment

The Purchasing Policy has been thoroughly reviewed and redrafted to address the recommendations of the Regulation 17 review.

Resources made available by WALGA and the Department of Finance have been used as the basis to develop the revised Purchasing Policy, which now also includes Request for Quote, Tender Evaluation Report, Code of Conduct for Tender Evaluation Panel Members and Contract Management Plan templates.

Key changes introduced in the revised Purchasing Policy are as follows:

Clarification of the supplier order of priority

The revised policy provides guidelines on the level of priority to be given to the use of existing contract panels (such as WALGA's Preferred Supplier Arrangements and the State Government's Common Use Arrangements), local suppliers, and tender-exempt suppliers (that is, Western Australian Disability Enterprises and Aboriginal Owned Businesses).

\$500 threshold

Reflecting current practice, a new threshold for purchases up to \$500 has been introduced for minor, low risk purchases of goods and services. Typical purchases under this threshold include catering and small hardware items.

There will be no requirement to seek or record quotes for this type of purchases. However, invoices will need to be sourced and recorded as proof of purchase.

Purchases with a value between \$40,000 and \$149,999

Under the current policy, three written quotations are required for purchases within this threshold, with purchases between \$150,000 and \$250,000 requiring a Request for Quotation.

Taking into consideration the value and potential risk profile of these purchases, the revised policy extends the requirement to issue Requests for Quotations to purchases with a value between \$40,000 and \$149,999.

Public Tender Preparation and Evaluation

The revised policy provides guidance on the preparation of Public Tenders and the evaluation of the submissions received.

The updated policy also introduces the role of the Facilitator in a Public Tender. The Facilitator is responsible for:

- assisting in preparing Public Tender documents;
- assisting the Evaluation Panel in addressing any disagreements;
- providing the Evaluation Panel with advice and guidelines on procurement governance arrangements;
- recording all panel decisions in the relevant forms; and
- assisting in the development of Contract Management Plans (where required).

The policy assigns the role of Facilitator to the Manager of Governance and Community Services or, in his/her absence, the Executive Support Manager.

Code of Conduct for Tender Evaluation Panel Members

Tender Evaluation Panel Members will be asked to sign and abide by a Code of Conduct, which includes requirements for Panel Members to declare conflicts of interest and maintain confidentiality.

Contract management

A new section provides guidance on the management of contracts, particularly those considered to be of high value and high risk.

Panels of Pre-qualified Suppliers

The revised policy outlines the process to establish Panels of Pre-qualified Suppliers, should the Shire wish to do so.

Sustainable procurement

The revised policy provides more detailed guidance on the Shire's commitment to sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices, such as social advancement, environmental protection and local economic benefits.

Non-compliance with Purchasing Policy

The updated policy outlines the way in which the Shire will deal with cases of non-compliance with the Purchasing Policy.

Consultation

Chief Executive Officer

Manager of Finance

Manager of Works and Services

Statutory Implications

Local Government (Functions and General) Regulations 1996, Part 4 – Provision of Goods and Services, which sets out the requirements for Local Governments’ procurement of goods and services.

Policy Implications

The Purchasing Policy has been reviewed to ensure compliance with relevant legislation and to address the recommendations of the latest Regulation 17 review.

Risk Implications

Risk: That the Purchasing Policy does not comply with legislative requirements.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves the new Purchasing Policy. • The Purchasing Policy is reviewed every year, or in response to a material event or change in circumstances. 		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM July 23 – 10.4.5</p> <p>Moved: Cr Kilminster Seconded: Cr Foss</p> <p>That Council review and endorse the new Purchasing Policy, as attached.</p> <p style="text-align: right;">Carried 7/0</p>

Agenda Reference and Subject:

10.4.6 Staff Attraction and Retention Incentives

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to approve a new approach to the provision of incentives for the Shire of Bruce Rock (Shire) to attract and retain new indoor staff.

Background

Consistent with Council policy, all indoor staff receive a salary payment of 5% over the Award rates. This approach was adopted as a staff attraction and retention initiative.

Comment

Given current employment market conditions, the offer of a 5% over Award payment may be:

- ineffective in attracting and retaining specific employees in high demand; and
- overly generous in attracting and retaining staff in positions for which a larger pool of prospective employees exists.

It is recognised that incentives will continue to play an important role in attracting and retaining suitably qualified and experienced staff, particularly in a highly competitive employment market. However, the type and magnitude of the incentive should be determined in a more strategic way, and should be commensurate with the difficulty in filling particular types of roles, due to competition from other prospective employers, specific recruitment circumstances, or the limited availability of suitable applicants in the market.

As a result, it is recommended that the Chief Executive Officer be given the discretion to determine attraction and retention incentives (if any) for future Shire employees. The type and magnitude of the incentive would be determined on a case-by-case basis, and would be informed by existing employment market conditions, specific recruitment circumstances and budget constraints.

It is recommended that current staff not be affected by this revised approach, and continue to receive the 5% over Award payment.

Consultation

Chief Executive Officer
Manager of Finance

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That the ongoing, blanket application of a 5% over Award incentive to new staff proves to be ineffective in attracting and retaining suitably qualified and experienced staff.

Likelihood	Consequence	Rating
Likely	Moderate	High

Action / Strategy

- Council agrees to give discretion to the Chief Executive Officer to determine attraction and retention incentives on a case-by-case basis, and informed by employment market conditions, specific recruitment circumstances and budget constraints.

Financial Implications

Nil, as incentives will be informed by the existing budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.4.5

Moved: Cr Waight

Seconded: Cr Verhoogt

That Council approve:

1. the Chief Executive Officer having the discretion to determine attraction and retention incentives for new indoor employees on a case-by-case basis, and informed by employment market conditions, specific recruitment circumstances and budget constraints; and
2. the maintenance of the 5% over Award payment for existing indoor staff.

Carried 7/0

10.5 Chief Executive Officer

Agenda Reference and Subject:	10.5.1 WALGA Annual General Meeting – Voting Delegates
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

Summary

Council is asked to determine who will be attending the 2023 WALGA WA Local Government Convention and Annual General Meeting, and then nominate its voting delegates.

Background

The Western Australian Local Government Association (WALGA) has written to Local Governments advising that the Annual General Meeting (AGM) for WALGA will be held during the annual conference on Monday, 18 September 2023 at Crown Perth.

Comment

The Convention Program and Registration documents have been provided to Councillors.

Council is asked to appoint two voting delegates and two proxy voting delegates. Council traditionally appoints the President and Deputy President as voting delegates.

In addition, should Council wish to submit any agenda items or motions for the WALGA AGM, they are required to be endorsed by Council and submitted by 4 August 2023.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

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
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 July 23 – 10.5.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

That Council appoints Cr Stephen Strange and Cr Tony Crooks as voting delegates, and Cr Negri and Cr Foss as proxy voting delegates at the Western Australian Local Government Association Annual General Meeting, to be held on Monday, 18 September 2023.

Carried 7/0

Agenda Reference and Subject:

10.5.2 Request to Appoint Dual Fire Control Officers –
Shire of Corrigin

Reporting Officer: Darren Mollenoyux, Chief Executive Officer

Author: Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest: Nil

Attachments: *Item 10.5.2 Attachment A – Council Policy 8.1 - Bushfire
Brigades and Governance Structure*

Summary

The Shire of Corrigin has requested that the Shire of Bruce Rock appoint Dual Fire Control Officers for the 2023-2024 bush fire season.

Background

The Shire of Bruce Rock has received correspondence from the Shire of Corrigin requesting the following people be appointed as Dual Fire Control Officers in the Shire of Bruce Rock for the 2023-2024 bush fire season:

Shire of Corrigin:

- Mr Sandow Jacobs
- Mr Tim George

Comment

Fire Control Officers who adjoin neighbouring Shires require the adjoining Shires' approval to act as Dual Fire Control Officers.

The Bruce Rock Bush Fire Advisory Committee has not held its Annual General Meeting in 2023. Therefore, it is recommended that Council accepts the request to appoint Corrigin's Dual Fire Control Officers as requested.

It is also recommended that advice on the Shire of Bruce Rock's Dual Control Officers be delayed until after the Bruce Rock Bush Fire Advisory Committee's Annual General Meeting is held.

Consultation

Nil

Statutory Implications

Bush Fires Act 1954

"38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire

control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

- (2C) *The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.*
- (2D) *Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.*
- (2E) *A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.*
- (3) *The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.*
- (4) *A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —*
- (a) carrying out normal brigade activities;*
- [(b), (c) deleted]*
- (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;*
- (e) procuring the due observance by all persons of the provisions of Part III.*
- (5A) *A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.*
- (5B) *The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.*
- (5C) *The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4)."*

Policy Implications

Council Policy 8.1 – Bushfire Brigades and Governance Structure

Risk Implications

Risk: If Council does not approve the appointment of Dual Fire Control Officers, it may create uncertainty or confusion during a fire on an adjoining boundary. Council’s Policy 8.1 – Bushfire Brigades and Governance Structure needs to be reviewed to reflect appropriate structures.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
That Council reviews Policy 8.1 – Bushfire Brigades and Governance Structure.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community Priorities

Goal 1.4 Support and emergency services planning, response and recovery
Emergency service planning is coordinated

Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.5.2

Moved: Cr Foss

Seconded: Cr Negri

That Council:

- 1. Appoint the following Dual Fire Control Officers in the Shire of Bruce Rock for the 2023-24 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting the Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Bruce Rock:
Shire of Corrigin:
 - Mr Sandow Jacobs
 - Mr Tim George**
- 2. Request the Bruce Rock Bush Fire Advisory Committee to review Council Policy 8.1 – Bushfire Brigades and Governance Structure to include consideration of the appointment of Dual Fire Control Officers.**

CARRIED BY ABSOLUTE MAJORITY 7/0

Agenda Reference and Subject:

10.5.3 Growing Regions Funding – Joint Applications for Housing Projects

Reporting Officer: Darren Mollenoyux, Chief Executive Officer

Author: Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest: Nil

Attachments: **Attachments are Confidential due to Commercial Interests**
Item 10.5.3 CONFIDENTIAL Attachment A – Wheatbelt Worker Housing Proposal

Summary

Council is asked to consider endorsement of two joint applications for housing projects under the Growing Regions Program – Federal Grants.

Background

At the June 2023 Councillor Information Session, the Chief Executive Officer (CEO) provided information in relation to a proposed joint grant application through the Federal Government’s Growing Regions Program (replacing the old BBRF) for the construction of worker housing across seven Local Governments (Wheatbelt Worker Housing).

The project is based on the relevance that the seven Local Governments are eligible for 70% funding, as opposed to the standard 50%, and working collaboratively will increase the likelihood of a successful application.

Each of the Local Governments is experiencing a significant housing and rental shortage, which is impacting local organisations’ (including Local Governments’) ability to attract and retain staff.

As explained at the Councillors’ Information Session, the Shire of Bruce Rock currently has a housing and rental shortage. Compared to the current housing stock of four and five bedroom homes, the Shire of Bruce Rock also requires smaller accommodation options to create diversity.

The due date for expressions of interest is 1 August 2023, with final applications due to be submitted by 11 December 2023. The guidelines require submissions to provide evidence of Council’s financial contribution by way of a resolution.

If successful, the project cannot commence until April-May 2024, and must be completed by December 2025.

At the Councillor Information Session held in June 2023, it was agreed to proceed with investigating this proposal, and to present it to Council for endorsement at its July 2023 Ordinary Meeting.

Comment

The collective of Councils engaged a consultant to prepare the joint submission through the Growing Regions Program for housing projects across the seven Wheatbelt Councils.

It is seen that there are strong economic and social benefits for the community and surrounding areas if this project is successful. Not only will this worker housing assist Council in filling positions within the organisation, but it also has the potential to free up other housing to assist in addressing the housing shortage in town.

The provision of this housing will improve regional liveability by assisting local organisations to maintain their workforces, which supports the local economy and helps to sustain community groups and facilities.

The CEO has prepared all relevant information required to be submitted to the consultant to assist in their collation of information for the joint grant application.

The Shire of Bruce Rock's scope of works for this submission is based on the following:

Proposed accommodation purpose

- The Shire of Bruce Rock will be building accommodation for staff housing.
- The Shire of Bruce Rock currently has a large portion of its housing stock (with singles or small families) living in large houses, such as one person living in a 5 x 2 house, a couple living in a 4 x 2 house, and a single person living in a 4 x 2 house. These are obviously underutilised assets. Whilst we are aware that these staff may move, in the past ten years we have not been able to attract senior managers with families.
- By constructing two new smaller residents and relocating two staff, this will free up the larger houses to be used to attract other staff, or be leased to professionals in town who are in desperate need to find accommodation.

How will Bruce Rock's accommodation be managed

- The Shire of Bruce Rock will manage the dwellings, including rentals, tenancy agreements, property inspections, maintenance and asset management.
- The Shire of Bruce Rock has significant experience in managing its own housing stock including staff, aged, youth low income, social and GROH for well over 30 years, with no major incidents or issues.

Bruce Rock's contribution

- Utilising vacant land, owned by Council, at Lot 88 and 90 Johnson Street, Bruce Rock.
- Making a financial contribution equal to 30% of the cost of the workers' accommodation to be built in Bruce Rock.

Due to the commercial sensitivity of the submission, a copy of the relevant information provided to the consultant has been included as a **Confidential Attachment** for Councillors' information. This includes full costings, designs and sites.

Consultation

CEOs at the Shires of Tammin, Kellerberrin, Cunderdin, Wyalkatchem, Trayning and Dowerin

Tara Whitney Consulting

Estimates for housing obtained from various Building Companies

General discussion held at the June 2023 Councillors' Information Session

Manager of Finance

Statutory Implications

Nil

Should Council be successful, it will need to comply with the Local Government Act procurement legislation and Tender Regulations.

Policy Implications

If Council is successful in obtaining the grant, it will need to comply with its own Purchasing Policy.

Risk Implications

Risk: Should Council not proceed with submission to obtain grant funding, it may miss the opportunity to create improved housing stock and economic benefits to the community.		
Likelihood	Consequence	Rating
Likely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Moderate”, and will be managed by specific monitoring and response procedures.		

Financial Implications

The quote provided by Evoke Living Homes includes most components for the construction of two (2 bedroom x 1 bathroom) units with larger living spaces compared to a standard unit. The remaining components are indicative at this stage.

Council already owns the land required, which is located at Lot 88 and 90 Johnson Street, Bruce Rock. Therefore, no budget provision for acquisition of land is required.

The following is a summary of the project funding

Item of Expenditure	Total Cost (\$)	Source of Funds	Comments
Construction of two accommodation units, 2 bedrooms x 1 bathroom	\$580,000	Grant 70% Shire 30%	Budget estimate from building company quotes
Remaining costs associated with construction of residence, including fixtures, earthworks etc	\$212,816	Grant 70% Shire 30%	See attached spreadsheet for breakup
Landscaping	\$14,000	Shire	Based on previous experience from similar recent works
Water Connection	\$6,000	Shire	Based on previous experience from similar recent works
Power Connection	\$10,000	Shire	Based on previous experience from similar recent works
Contingency	\$82,677	Shire	Based on 10% of total project costs
Project Management	\$3,960	Shire	Based on 45 hours work at \$88 per hour
Total Cost	\$909,453		

Should the grant application be successful, a budget provision will be required in the 2025-2026 financial year.

Funding of the Project would be split as follows:

Growing Regions Program	\$554,971
Council’s Cash and In-Kind contribution	\$267,844

Council will also project in kind project management costs of \$3,960.
There is also a project contingency figure of \$82,677.

Council currently has a Housing Reserve of approximately \$220,000, which can be utilised to fund a large portion of Council’s contribution, with the remaining funds to be from general revenue.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

- Goal 1.1 Community are engage and have a healthy lifestyle
Housing options are available for individual and family life stages
Achieve and update the Aged Friendly Community Plan

Governance

- Goal 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

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 10.5.3

Moved: Cr Negri
Seconded: Cr Verhoogt

That Council supports the joint grant application between the seven Local Governments for the Wheatbelt Worker Housing Project through the Federal Government’s Growing Regions Program, with the following commitments:

- **utilising Council owned land at Lot 88 and 90 Johnson Street, Bruce Rock; and**
- **should the grant application be successful, Council will make a financial contribution in the 2025-2026 financial year for \$267,844, plus in kind project management.**

Carried 7/0

Agenda Reference and Subject:

10.5.4 Local Planning Policy – Heritage Places

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Caris Negri, Community Development Officer

Disclosure of Interest:

Cr PG Negri

Attachments:

Item 10.5.4 Attachment A – Local Planning Policy – Heritage Places

Summary

Council is asked to adopt the Local Planning Policy – Heritage Places.

Background

In 2022, Council adopted the Local Heritage Survey and Heritage List in line with the Heritage Act 2018, which required Local Governments to replace their Municipal Inventories with a Local Heritage Survey, and to develop a Heritage List.

Local Governments are required to establish a Heritage List under the Planning and Development (Local Planning Schemes) Regulations 2015. When the Heritage List is adopted, Local Governments are required to give due regard to the heritage significance of the listed place when determining development applications, but does not limit or restrict how a Local Government is to determine an application.

The Local Planning Policy – Heritage Places outlines the issues Council must consider when a planning application is made for a property that is included on the Heritage List.

Council adopted the draft version of the policy at the June 2023 Ordinary Council Meeting, and advertised the draft policy for public comment for three weeks.

Comment

The draft Local Planning Policy – Heritage Places was advertised for three weeks for public comment. Throughout this period, only one comment was received, which was a request for further information. This was provided, and no further queries were received.

Given no substantive public comments were received, the policy is presented to Council to adopt with no changes.

Consultation

Chief Executive Officer
Manager of Governance and Community Services
Environmental Health Officer
Ms Laura Gray, Heritage Consultant

Statutory Implications

Part 8. Heritage Act 2018
S2 P3 cl.9 Planning and Development (Local Planning Schemes) Regulations 2015.

Policy Implications

Local Planning Policy

Risk Implications

Risk: That Council does not adopt the Local Planning Policy – Heritage Places		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Framework’s Risk Matrix. The perceived level of risk is considered to be “Low”, can be managed by routine procedure, and is unlikely to need specific application of resources.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM July 23 – 10.5.4</p> <p>Moved: Cr Rajagopalan Seconded: Cr Waight</p> <p>That Council adopt the Local Planning Policy – Heritage Places, to be included in the Policy Manual. Carried 7/0</p>
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11. Regional Reports

Agenda Reference and Subject:

11.1 WALGA Zone Minutes June 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Attachments

Item 11.1 Attachment A – WALGA Zone Meeting Minutes June 2023

Item 11.1 Attachment B – WALGA Zone Meeting Minutes Attachment – Water Corporation Presentation

Summary

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

Background

The most recent WALGA Great Eastern Zone Meeting was held on 20 June 2023 at the Kellerberrin 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 Strange, Cr Crooks and the Chief Executive Officer attended the meeting.

The following items from the minutes are drawn to Councillors' attention:

Presentations

Ms Rebecca Bowler, Manager Customer and Stakeholder Relations, Water Corporation Regional Update, which has been included as an attachment

10.2 Aboriginal Cultural Heritage Act 2021 - Aboriginal Cultural Heritage (ACH) Act Update

The WALGA President has written to the Minister for Aboriginal Affairs advising that Local Governments across the State require support for the following proposals, which are based on discussions and WALGA's consultation with Local Governments during the co-design process:

- Local Government ACH Facilitator

A Local Government ACH Facilitator would provide advice and support to Local Governments with respect to their obligations under the Act and build capability, including through facilitating a community of practice, the development of templates, and case studies.

A similar arrangement already exists through the CoastWA Facilitator role, which is funded by the Department of Planning, Lands and Heritage (DPLH) and located at WALGA to provide support and build capacity within Local Government to undertake coastal adaptation planning and management. This arrangement has been very beneficial for DPLH and Local Governments, and was recently extended by DPLH for a further three years.

- **Training**
WALGA understands that DPLH and South Metropolitan TAFE are developing ACH training for Local Aboriginal Heritage Services. This training could be adapted and made available for Local Government. WALGA is a Registered Training Organisation, and may be able to assist in the delivery and/or development of this tailored Local Government training.
- **Guidance Materials**
Given the lack of understanding of ACH in the general community, it is anticipated that Local Governments will receive many enquiries from community members, landowners, small-scale property developers and local businesses about the application of the new legislation.

It is proposed that DPLH develops guidance material that Local Governments could share and use to respond to queries, and an Advice Note that could be included on development and subdivision approvals.

Local Governments and other proponents are required to comply with various legislative and regulatory requirements in addition to the Act, including environmental, planning, and building requirements. There is uncertainty regarding how these legislative requirements interact with one another, as well as when and in what order approvals are required. This would be assisted through the provision of information that articulates step-by-step the processes required to comply with ACH, environmental and other relevant legislative requirements.

- **Additional DPLH regional officers**
WALGA welcomes the additional DPLH staff to be located in Broome, Karratha, Geraldton, Kalgoorlie, and Albany to support implementation of the Act. Western Australia has a very large geographic area, with 137 Local Governments, and WALGA would support additional DPLH staff being located in the Wheatbelt, Mid-West and Murchison regions, so that all regional Local Governments have access to regionally based DPLH staff.

Following discussion on the recent workshops and information provided to the meeting, the following resolution was made:

- “1. That the Great Eastern Country Zone request the Department of Planning Lands and Heritage (DPLH) to provide information on the cost to Local Governments and to fund implementation of the regulations.*
- 2. Request WALGA to collate the information on the impacts/anticipated costs to Local Governments of the Aboriginal Cultural Heritage Act 2021 and the implementation of the Regulations.*
- 3. That the Great Eastern Country Zone writes urgently to DPLH to raise concerns the community feedback from the wheatbelt community forum on the Aboriginal Cultural Heritage Act 2021, held in Merredin on 19 June 2023 needs to be addressed urgently. Key concerns include:*
 - a. Further details and guidance is needed to understand how decision-making criteria should be applied, and the consultation process with the LACHs (Local Aboriginal cultural heritage services)*
 - b. Traditional Owners raised concerns about who can talk for County in the Eastern Wheatbelt, calling on communities and Shires for their support for an additional LACH to be endorsed for our area. As the Act will be in effect within weeks, this is something that urgently need consideration by the Government and Minister.*

- c. *Based on the above, WALGA State Council advocate for a delay in the implementation of the Aboriginal Cultural Heritage Act 2021 until such time as all affected stakeholders are satisfied.”*

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 Framework’s Risk Matrix. The perceived level of risk is considered to be “Low”, 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

- Goal 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

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM July 23 – 11.1</p> <p>Moved: Cr Kilminster Seconded: Cr Verhoogt</p> <p>That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on 20 June 2023 at the Kellerberrin Recreation Centre.</p> <p style="text-align: right;">Carried 7/0</p>

Agenda Reference and Subject:

11.2 WEROC Inc Meeting Minutes June 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Attachments

Item 11.2 Attachment A – WEROC Inc Board Meeting Minutes

Summary

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

Background

The last WEROC Inc Board Meeting and Annual General Meeting were held on 28 June 2023 at the Tammin Recreation Centre.

Comment

To encourage the WEROC Inc partnership and promote a better understanding by all Councillors, it is recommended that the WEROC Inc minutes be read and received by Council. The Chief Executive Officer and Cr Crooks attended the meeting.

The following items are highlighted for Councils attention:

7.1 Corella Management Program – Wheatbelt NRM

The intent of an expanded service offering from the Central Wheatbelt Visitor Centre was to enable WEROC to progress actions identified in the WEROC Tourism Audit in the agreed priority areas of caravan and camping, events, nature/parks/reserves, and trails.

Lengthy discussion was held as to the best way forward for the management and collaboration of WEROC Tourism.

The meeting resolved as follows;

“That:

- 1) WEROC proceed with Option 2 as outlined in the agenda, and progress with a staged series of tourism projects aligned to the priority recommendations of the WEROC Tourism audit. The Executive Officer will be responsible for delivering the action plan with external expertise bought in as required.*
- 2) The immediate focus will be on establishing a WEROC drive trail and registering existing trails with Trails WA.”*

Full details of the proposed program are included in the minutes attached.

7.2 WEROC Housing Analysis

At the WEROC Inc. Board meeting held on 26 April 2023, the Board received a presentation from Ms Susan Hall, Acting Chief Executive Officer of the Wheatbelt Development Commission (WDC).

Ms. Hall mentioned that the WDC had taken the lead across all Development Commissions in undertaking an evidence-based analysis of housing and land development constraints and providing potential solutions to State Government. Mr Alex MacKenzie, Principal Regional Development Officer is the lead on this project and is in the process of gathering information from all Local Governments.

In response to Ms Hall’s presentation, it was resolved that WEROC would request assistance from the Wheatbelt Development Commission in undertaking a housing analysis.

With the current housing shortage in our regions, and to assist in gaining a greater understanding of the needs of the WEROC Shires, the following resolution was made:

“That WEROC progress with a housing needs analysis. The initial steps will involve the following:

- 1) *Request that the WDC provide base level housing data for the WEROC Local Governments.*
- 2) *Individually WEROC Local Governments complete a ground truthing exercise to verify the desktop data available from the WDC and to compile the additional information required as per the approach suggested by Mr. MacKenzie.*
- 3) *Request assistance from the WDC or RDA Wheatbelt in assessing current and future economic drivers for the WEROC region.*

7.3 Town Teams Partnership

Due to availability of staff from Town Teams, the WEROC project commencement has been postponed to 2024, with Ms Vanessa King of Naremben being appointed to the role.

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

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 Framework’s Risk Matrix. The perceived level of risk is considered to be “Low”, 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

Goal 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 July 23 – 11.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council receives the minutes of the WEROC Inc Board Meeting held on 28 June 2023 at the Tammin Recreation Centre.

Carried 7/0

Agenda Reference and Subject:

11.3 CEACA Constitution

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Attachments

Item 11.3 Attachment A – CEACA Revised Constitution

Summary

Council is asked to consider the proposed amendments to the Central Eastern Aged Care Alliance (CEACA) Inc. Constitution that were presented at the CEACA Committee Meeting on 29 May 2023.

Background

At the CEACA Inc Committee meeting held on 29 May 2023, the CEACA Executive Officer spoke of the draft amendments to the CEACA Inc Constitution and advised as follows:

- Jackson McDonald reviewed the document and updated the membership terms, as well as wording to ensure it was modern and up to date for charitable organisations and tax compliance. Changes are tracked.
- The document has been tabled to obtain approval for the draft changes, and will be submitted for approval of CEACA members immediately after the August Management Committee meeting.
- The Department of Communities has a copy of the draft, and will advise if the wording is compliant with its requirements, should CEACA decide to apply for Registered Community Housing Provider status.
- 75% of Members must approve the changes. A Members Meeting will be held in August 2023.

The meeting resolved that all Members review the draft and discuss it with their Councils to ensure full transparency and authority.

Comment

Based on discussions at the Management Committee meeting, and after consultation with Jackson McDonald lawyers, certain changes to the CEACA Constitution are proposed.

The legal review by Jackson McDonald has considered the need for CEACA's constitution to satisfy the requirements of ACNC and the Australian Taxation Office.

The proposed Constitution with tracked changes is attached. To summarise, the proposed changes are as follows:

1. Vision of the Association (Paragraph 1.2)
"ageing population" changed to "current and future population".
This change reflects the broader view of CEACA in relation to the needs of the Wheatbelt communities.
2. Objects and Purpose of Association (Paragraph 1.3)
"aged" changed to "people in need including disadvantaged, aged and individuals with disabilities".
This change reflects the broader view of CEACA in relation to the needs of the Wheatbelt communities.

3. Definitions (Paragraph 2.1)
Various changes to bring the Constitution in line with the current standard clauses of charitable entities in respect of ACNC and Taxation related matters.
4. Applying for Membership (Paragraph 5.4)
Applicants to apply for a 3-year term.
5. Becoming a Member (Paragraph 5.6)
“and terms of Membership” added to the paragraph heading.
Membership terms to be 3-year terms.
6. Resigning as a Member (Paragraph 7.2)
A Member which resigns is liable to pay the remaining Membership fees, if any, related to a 3-year term.
7. Annual Membership Levy (Paragraph 9.2)
Annual membership levy to be paid annually or as otherwise determined by the Management Committee.
A Member which resigns before the end of the 3-year term is immediately liable to pay the remaining Membership fees, if any, related to the 3-year term.
8. Secretary and Treasurer (Paragraphs 11.5 and 11.6)
With the approval of the Management Committee, the Secretary and Treasurer may delegate their duties to the Executive Officer of the Association.
9. Special Resolutions (Paragraph 19.1)
“sell transfer or otherwise dispose of any land owned by the Association” is added to the list of items requiring a special resolution (at least 75% approval of Members).
10. Cancellation and Distribution of Surplus Property (Paragraph 29)
Changes to the wording to comply with the current standard in accordance with ACNC and ATO requirements.
11. Generally
The lawyers have reviewed the Constitution and proposed wording changes where appropriate to comply with the current standard in accordance with the ACNC and ATO.

A copy of the proposed revised Constitution has been provided as an attachment.

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

- Goal 1.1 Community are engage and have a healthy lifestyle
Housing options are available for individual and family life stages
Achieve and update the Aged Friendly Community Plan

Governance

- Goal 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 July 23 – 11.3

Moved: Cr Verhoogt

Seconded: Cr Waight

That Council endorses the recommended variations to the CEACA Inc Constitution, as presented.

Carried 7/0

Agenda Reference and Subject:

11.4 CEACA Meeting May 2023 Minutes Commitment to Growing Regions Grant Application

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Nil

Attachments

Nil

Summary

Council is asked to receive the minutes from the Central Eastern Aged Care Alliance (CEACA) Inc. Meeting of May 2023.

Background

The nine member Councils of CEACA Inc. held its General Meeting on 29 May 2023 at the Kellerberrin Recreation Centre.

Comment

To assist with the Councillors' continued understanding of the operation of CEACA Inc. and its associated projects, the minutes will be presented for receiving after each CEACA Inc. Meeting.

The Shire President and Chief Executive Officer (CEO) attended the meeting.

The key points of the meeting were as follows:

Review of Constitution

The Constitution has been reviewed by CEACA Executive and Lawyers, and the draft was presented for consideration at the meeting. There is a separate agenda item to consider the changes of the CEACA Inc constitution.

Potential New Members

CEACA resolved to endorse the application from the Shire of Narembeen to become a full member of CEACA, effective 1 July 2023.

Care Service Models

Following the Pingelly "Staying in Place" Expo, CEACA management has continued discussions with InCasa, Aged Care and Community Services. Ms Misty Morton of InCasa has agreed to present to the CEACA Management Committee on 29 May 2023, and will have some time to meet with individual Shires.

Arrangements have been made for a presentation at the August 2023 Council Meeting.

4.2 Government Funding for Additional ILU's

"In relation to the Federal Government's Growing Regions Funding, the Executive Officer advised as follows:

- *This is a new funding option that replaces Building Better Regions.*
- *The funding includes funds for building better community building infrastructure, which could include ILUs.*

- *There are different tiers to the application and ours would be up to 50% of the cost of the project. That could work well for CEACA as we can then approach the State Government and advise that we are hoping to be successful with up to 50% funding from the Federal Government towards the overall project for ILU.*
- *We would be applying for ‘affordable living units’. CEACA currently house the elderly, people living with a disability, those on very low incomes and workers and their existing model works well without impacting their charitable status. Workers are eligible, depending on income levels, age and if they have a disability.*
- *EO has spoken to two Consultants with a view to putting together a funding proposal. Tara Whitney is the preferred option. Consultancy fees are \$6k to lodge an EOI and \$8k for a cost benefit analysis.*
- *CEACA have allocation in the budget for consultancy fees (\$10k) this year and a possible top up next year.*
- *Comfortable using the Consultant and recommends that CEACA submit an EOI.*

RESOLUTION

It was resolved by the CEACA Management Committee to engage the services of Consultant, Tara Whitney to prepare an EOI and Cost Benefit Analysis for the Growing Regions Funding application.

ACTION ITEMS

- 1. Shires to submit final number of ILU’s required by no later than 30 June 2023.*
- 2. Operations Manager to send current waiting lists and EOI to shires.”*

Additional Comment from CEACA Executive:

“An initial planning meeting has been held with Whitney Consulting (“Whitney”). We are now working with them on an Expression of Interest (EOI) for the Federal Government Growing Regions Program. The EOI is due to be lodged by 1 August 2023.

Whitney has suggested as part of the EOI we provide letters of support from key stakeholders including Member Shires. A proforma draft for putting on Shire letterhead is attached for your review.

For the EOI we will need to confirm that the relevant land is to be transferred to CEACA and provide relevant details of the land.

In relation to project funding, Whitney has advised that the Growing Regions Program may provide up to 50% of the total cost (up to a total of \$15m) and that if Federal Government funding is secured, State Government funding is much more likely to be forthcoming. Whitney has also advised that there will be an expectation for CEACA Member Shires to make a financial contribution to the construction costs, and a figure (to be clarified) of 10% has been mentioned, as was the case for the existing seventy-one (71) CEACA Units.

Updated quotes for construction costs are being sought from Evoke Living Homes.

Our preliminary planning is based on total costs of \$400k per Unit.

The average cost of the existing seventy-one (71) Units per Unit including siteworks in 2018/19 was \$275k per Unit.”

The CEO reviewed the number of allocated units for the Shire of Bruce Rock and, following request from the June 2023 Councillor Information Session, the following was provided to CEACA and now requires formal endorsement and commitment of Council.

Bruce Rock's original allocation is four units and, taking into consideration current waiting lists and demand for other social and workers' accommodation and the requirement to only contribute 10% of the construction cost plus land, it was deemed that Council remain with seeking four units.

Proposed sites for the new accommodation:

Site 1 - Lot 87 Butcher Street, Bruce Rock – 1 x dwelling

Site 2 – Lot 98 and 100 Butcher Street, Bruce Rock – 3 x dwellings

An in principle letter of support was addressed as follows:

“The Shire of Bruce Rock is a Foundation Member of CEACA Inc. and is very supportive of CEACA’s plans to build additional Independent Living Units (ILUs) in the Shire.

The CEACA project is successful and is making a positive difference to Bruce Rock and surrounding communities.

The existing CEACA units provide high-quality, purpose-built accommodation which enable older residents and people with disability to remain in their regional community so they can maintain local connections and support.

The provision of the CEACA units also improves regional livability by enabling country residents to stay in their communities and keep families together. This in turn assists the community to maintain its workforce, including volunteers, which supports the local economy and helps to sustain community groups and community facilities.

The Shire of Bruce Rock will assist CEACA to build additional Independent Living Units (ILUs) by:

- *Gifting land at Lot 87 Butcher Street, Bruce Rock,*
- *Gifting land at Lot 98 & 100 Butcher Street, Bruce Rock and*
- *Making a financial contribution equal to 10% of the cost of the ILUs to be built in Bruce Rock.”*

A copy of the minutes has been provided in the correspondence section of the Councillors' Information Session document.

Consultation

Discussions were held at the CEACA Inc. Committee Meeting.

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Council already owns the land required and would be required to gift the following land:

Lot 87 Butcher Street, Bruce Rock

Lot 98 and 100 Butcher Street, Bruce Rock

Should the grant application be successful, making a financial contribution in 2025-2026 financial year, equal to 10% of the cost of the Independent Living Units to be built in Bruce Rock, equating to \$160,000. This would be required to come out of general revenue or housing reserve, to be determined should the grant be successful.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

Goal 1.1 Community are engage and have a healthy lifestyle
Housing options are available for individual and family life stages
Achieve and update the Aged Friendly Community Plan

Governance

Goal 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

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 11.3

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

- 1. receives the minutes of the CEACA Inc General Meeting held on 29 May 2023 at the Kellerberrin Recreation Centre; and**
- 2. supports CEACA’s Expression of Interest for additional Independent Living Units through the Federal Government’s Growing Regions Program, with the following commitments:**
 - Gifting land at Lot 87 Butcher Street, Bruce Rock.**
 - Gifting land at Lot 98 and 100 Butcher Street, Bruce Rock.**
 - Should the grant application be successful, making a financial contribution in the 2025-2026 financial year, equal to 10% of the cost of the Independent Living Units to be built in Bruce Rock, equating to \$160,000.**

CARRIED BY ABSOLUTE MAJORITY 7/0

Cr NC Kilminster left the Council Chambers at 4.04pm.

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

Agenda Reference and Subject:	12.1 Operational Risk Register
Reporting Officer:	Nerea Ugarte, Manager of Governance and Community Services
Author:	Nerea Ugarte, Manager of Governance and Community Services
Disclosure of Interest	Nil
Attachments	<i>Item 12.1 – Operational Risk Register</i>

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

- (f) a matter that if disclosed, could be reasonably expected to –
 - (ii) endanger the security of the local government’s property.

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.3

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council approve the Operational Risk Register, as attached.

Carried 6/0

13. Confidential Items

Agenda Reference and Subject:	13.1 Interim Audit Management Letter
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest	Nil
Attachment	<i>Nil</i>

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 13.1.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

- (f) a matter that if disclosed, could be reasonably expected to –
- (ii) endanger the security of the local government's property.

Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.2

Moved: Cr Waight

Seconded: Cr Negri

That, subject to the Audit and Risk Committee's recommendation, Council receives the Interim Audit Management Letter for the year ended 30 June 2023.

Carried 7/0

Agenda Reference and Subject:

13.2 CEO Performance Appraisal 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Darren Mollenoyux, Chief Executive Officer

Attachments

Item 13.1 Attachment A - Confidential Report from John Phillips Consulting

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

(b) the personal affairs of any person;

Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

Carried 7/0

REPORT RECOMMENDATION AND COUNCIL DECISION

Resolution OCM July 23 – 12.1.2

Moved: Cr Foss

Seconded: Cr Waight

1. That Council resolve to engage John Phillips Consulting to undertake the 2023 Annual Performance Review of the Chief Executive Officer, with Council and the Chief Executive Officer, Mr Darren Mollenoyux, agreeing to the review process outlined in the Confidential Proposal by John Phillips Consulting.
2. That following Council's decision to postpone the development of a Reconciliation Action Plan until February 2024, that the Chief Executive Officer's Key Performance Indicator (Additional to Contract) 10.1 – Development of Reconciliation Action Plan be removed from the assessment process.

Carried 7/0

14. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.12pm.

These minutes were confirmed at a meeting on 17 August 2023.

Cr Stephen Strange
Shire President
17 August 2023

Shire of Bruce Rock
Works and Services Committee Meeting held in
Bruce Rock Shire Council Chambers
on Wednesday 26 July 2023, commencing at 7.31am

MINUTES

1. Meeting Opened

The Chair, Cr Kevin Foss, opened the meeting at 7.31am.

2. Attendance

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

Apologies

Cr AR Crooks	Deputy Shire President
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3. Minutes

That the minutes of the Works and Services Committee held on the 7 June 2023 be confirmed as a true and correct record.

COMMITTEE DECISION

Resolution WSCM July23 – 3.1

Moved: Cr Waight

Seconded: Cr Strange

That the minutes of the Works and Services Committee held 7 June 2023 be confirmed as a true and correct record.

Carried 3/0

4. General Business Roads, Drainage & Paths

4.1 All Roads, Drainage & Paths 23/24

For Committees consideration for next year's budget submissions.

- **R2R & Council Funded**
 - Totadgin Rd complete to Cramphorne Rd, 3.8km
 - Yarding Ardath Rd, Smith to completed section @ Yad Yaddin Rd,
 - Graveling sections to be confirmed.
- **RRG Program**
 - Old Beverley Rd carrying on from where finished,
 - Shack Kella Rd small Re-Seal, this will finalise this road for now,
 - BK Doodlakine Rd, continuing the RE-Seal works.
- **Drainage Works Council Funded**
 - Narembeen Boundary Rd, remove bridge and install floodway and pipes.
- **Townsite Footpaths**
 - Butcher St finalises section,
 - Other areas to be confirmed.
- **Kerbing**
 - Teasdale and Butcher St's sections that were not completed from the 22/23 year.
- **Blackspot Funding**

- BK Narembeen and Cumminin Rd intersection continuation.
- **Bridges**
 - Any bridges held over from the 22/23 year,
 - Erikin North Shire build,
 - Erikin South Contract.
- **Other Funded Works**
 - Airport upgrades, re-seal runway, purchase and install gables and cones and upgrade the PALC system.
 - WSFN, preconstruction works this will go on for several years on the Corrigin Rd.
 - Dam's works carried forward from 22/23

4.2 New Roads, Drainage & Paths 24/25

- **R2R & Council Funded**

The Manager of Works and Services advised the Committee that 2024/25 will be the end of the current 5 year cycle of allocated Roads to Recovery Funding, with the Federal Government likely to rebrand and we are awaiting notification of the next cycle of funding.

 - Bruce Rock East to Totadgin Rd & intersection 1.6km
 - Yarding Ardath Rd continue to Eujiny South Rd 2.3km
- **RRG Program**
 - Old Beverley Rd carrying on from were finished for 2km,
 - Narembeen Rd, start from BK town site to BK South Rd
 - BK Doodlakine Rd, continuing the RE-Seal works.
- **Drainage Works Council Funded**
 - To be confirmed
- **Townsite Footpaths**
 - As per 5 Year Plan
- **Kerbing**
 - As Per 5 Year Plan
- **Blackspot Funding**
 - BK Narembeen and Cumminin Rd intersection continuation.
- **Bridges**
 - To be confirmed
- **Other Funded Works**
 - To be confirmed

5. Machinery and Vehicles

- Update on what is happening with the fleet.

6. Dams and Water Capturing Works

Nil

7. Recreation Centre

Nil

8. Other Matters

- Johnson St intersection

The Manager of Works & Services presented his report on the history (since 2016) of lobbying and working on a Main Roads WA to improve the intersection at Dunstal St and Johnson St, Bruce Rock.

An onsite meeting with the Regional Manager of Main Roads WA has been arranged for the 23rd August 2023.

- Dr Vehicle replacement

The Doctor has requested that his new vehicle is a Kluger, which is \$55,736 with a significant changeover expense. This is well above what has been budgeted and what Council would normally spend on the Doctor's vehicle. When comparing the previous vehicle and what the new EHO vehicle is quoted it is over \$10,000 more.

The Doctor's MOU covers the provision of a motor vehicle. Section 13.3 states "The Motor vehicle will be replaced by the Shire approximately every 2 years from the commencement date with another vehicle of a similar value.

The Committee's direction is sought as to the Doctor's request.

Meeting Action:

The Manager of Works and Services to investigate alternative options for a similar vehicle within the price range prior to a decision being made by the CEO and Manager of Works & Services, in liaison with the Doctor.

Meeting Action:

The Manager of Works and Services to investigate and present future options for vehicle changeovers that provide comparison to different level \$\$ of vehicles and the changeover compared to cheaper vehicles.

- Depot Workshop

Discussion was held around planning workloads and outsourcing mechanical / tyre works while we are seeking to recruit a replacement Trade Assistant.

9. Date Next Meeting

The next committee meeting will be held in September 2023, a date to be determined between the Manager of Works and Cr Foss.

Committee members are invited to attend the Dunstal St & Johnson St intersection onsite meeting with Main Roads WA.

10. Meeting Closure

The Chair, Cr Kevin Foss thanked everyone for their attendance and declared the meeting closed at 8.07am.

These minutes were confirmed at a meeting on

Cr Kevin Foss
Committee Chairperson

SHIRE OF BRUCE ROCK

MINUTES – SPECIAL COUNCIL MEETING 7 AUGUST 2023

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SHIRE OF BRUCE ROCK

MINUTES – SPECIAL MEETING 7 August 2023

1. Declaration of Opening

Mr Darren Mollenoyux, Chief Executive Officer, declared the meeting open at 5.02pm.

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

Councillors	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr Rajagopalan
	Cr BJ Waight
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community Services	Ms N Ugarte
Apology	Cr SA Strange
	Cr AR Crooks
	Cr J Verhoogt

3. Election of Presiding Member

COUNCIL DECISION

Resolution OCM July 23 – 3.1.1

Moved: Cr Foss
Seconded: Cr Kilminster

That Cr Rajagopalan be nominated as Presiding Member.

Votes in favour: Cr Rajagopalan, Cr Foss, Cr Kilminster, Cr Negri, Cr Waye and Cr Waight

Votes against: Nil

Carried 6/0

4. Declaration of Purpose of Meeting

Cr Rajagopalan advised that the purpose of the meeting was for Council to consider the recommendations of the selection panel responsible for the Expressions of Interest process for the selection for a retailer for the new Bruce Rock Supermarket.

5. Declarations of Interest

Nil

6. Response to Previous Public Questions Taken on Notice

7. Public Question Time

8. Announcements by Presiding Member

9. Reports of Officers

10. Confidential Items

Agenda Reference and Subject:	10.1.1 EOI 1.2022.23 Retailer Lease Supermarket
File Reference:	
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer Nerea Ugarte, Manager of Governance and Community Services
Disclosure of Interest:	Nil
Attachments:	<i>Item 9.1.1 Attachment 1 – Evaluation Report, which includes the following Appendices:</i> <i>Appendix A – Selection Process and Requirements</i> <i>Appendix B – Evaluation Rating Scale</i> <i>Appendix C – Abridged Business Pack</i> <i>Appendix D – Full Business Pack</i> <i>Appendix E – Consultant Report of June 2023</i> <i>Appendix F – Consultant Report of 20 July 2023</i> <i>Appendix G – Applicant’s Business Plan</i> <i>Appendix H – Resume Mr Kulwant Singh</i> <i>Appendix I – Resume Mr Sukhreet Singh Sandhu</i> <i>Appendix J – Bank Statement Mr Kulwant Singh</i> <i>Appendix K – Bank Statement Mr Sukhreet Singh Sandhu</i> <i>Appendix L – ASIC Certificate of Registration</i> <i>Appendix M – Interview Questions and Responses</i> <i>Appendix N – Applicant’s Responses to Additional Questions</i> <i>Item 9.1.1 Attachment 2 – Draft Lease Agreement</i>

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution SCM Aug 23 – 10.1.1.1

Moved: Cr Kilminster

Seconded: Cr Waight

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

“If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

- d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- e) a matter that if disclosed, would reveal —
 - (i) information that has a commercial value to a person; or
 - (ii) information about the business, professional, commercial or financial affairs of a person,”

Carried 6/0

Votes in favour: Cr Rajagopalan, Cr Foss, Cr Kilminster, Cr Negri, Cr Waye and Cr Waight.

Votes against: Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution SCM Aug 23 – 10.1.1.2

Moved: Cr Kilminster

Seconded: Cr Waight

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

Carried 6/0

Votes in favour: Cr Rajagopalan, Cr Foss, Cr Kilminster, Cr Negri, Cr Waye and Cr Waight.

Votes against: Nil

EOI ASSESSMENT PANEL RECOMMENDATION AND COUNCIL DECISION

Resolution SCM Aug 23 – 10.1.1.3

Moved: Cr Foss

Seconded: Cr Waight

That Council endorses the evaluation panel’s assessment of Regal Ventures Pty Ltd as the preferred retail lessee for the Bruce Rock supermarket, subject to:

- a) the outcomes of a final referee check to be undertaken by the Shire confirming the evaluation panel’s assessment; and
- b) Council reaching agreement to a five-year lease with Regal Ventures Pty Ltd for the Shire of Bruce Rock’s owned building “Supermarket”, located on the corner of Johnson Street and Bath Street, Bruce Rock

CARRIED BY ABSOLUTE MAJORITY 6/0

Votes in favour: Cr Rajagopalan, Cr Foss, Cr Kilminster, Cr Negri, Cr Waye and Cr Waight.

Votes against: Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution SCM Aug 23 – 10.1.1.4

Moved: Cr Foss

Seconded: Cr Waight

That Council endorses the terms and conditions outlined in the draft lease (attached) for Council’s built supermarket, subject to negotiations and minor amendments with Regal Ventures Pty Ltd. The final lease is to be endorsed by Council prior to execution.

CARRIED BY ABSOLUTE MAJORITY 6/0

Votes in favour: Cr Rajagopalan, Cr Foss, Cr Kilminster, Cr Negri, Cr Waye and Cr Waight.

Votes against: Nil

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

Cr Kilminster advised she is standing down from her role of Councillor, effective October 2023. She wished Council well in its future endeavours.

Council thanked Cr Kilminster for her contribution during her appointment.

12. Closure of Meeting.

The Presiding Member, Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.12pm.

These minutes were confirmed at a meeting on 17 August 2023.

Cr Ram Rajagopalan
Presiding Member

List of Accounts July 2023				
Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT21735	04/07/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR JUNE 2023	\$672.92
EFT21736	04/07/2023	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR JUNE 2023	\$310.55
EFT21737	03/07/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 22/06/2023 (NOT DD AS SCHEDULED DUE TO CBA ERROR . EOM TRANSACTION)	\$394.75
EFT21738	03/07/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 29/06/2023 (EOM TRANSACTION)	\$87,004.95
EFT21739	04/07/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/06/2023 (EOM TRANSACTION)	\$13,377.25
EFT21740	06/07/2023	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$215.30
EFT21741	06/07/2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$682.00
EFT21742	07/07/2023	ALL SEASONS SYNTHETIC TURF	SUPPLY AND INSTALL SILVERBACK LAWN	\$3,338.05
EFT21743	07/07/2023	AUSTRALIA POST	POSTAL CHARGES FOR THE MONTH OF JUNE	\$83.80
EFT21744	07/07/2023	AUSTRALIA'S GOLDEN OUTBACK	2023/24 GOLD MEMBERSHIP	\$350.00
EFT21745	07/07/2023	AVON WASTE	RECYCLING FOR THE MONTH OF JUNE 2023	\$3,703.53
EFT21746	07/07/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,556.84
EFT21747	07/07/2023	BOC LIMITED	GAS BOTTLE RENTAL JUNE 2023	\$139.64
EFT21748	07/07/2023	BRUCE ROCK CAFE - LOVE THAT FOOD	NAIDOC WEEK REFRESHMENTS	\$300.00
EFT21749	07/07/2023	BRUCE ROCK LPO	STATIONERY	\$157.65
EFT21750	07/07/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,211.94
EFT21751	07/07/2023	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	\$996.51
EFT21752	07/07/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,443.45
EFT21753	07/07/2023	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 05/07/2023	\$2,021.04
EFT21754	07/07/2023	COMPAC SALES PTY LTD	DEPOT FUEL SYSTEM MAINTENANCE	\$1,807.17
EFT21755	07/07/2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$69.85
EFT21756	07/07/2023	CRISP WIRELESS PTY LTD	ANNUAL INTERNET SUBSCRIPTIONS 2023/24	\$12,273.60
EFT21757	07/07/2023	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR JUNE 2023	\$271.86
EFT21758	07/07/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$2,096.53
EFT21759	07/07/2023	ENVIRONMENTAL WASTEWATER CATCHMENT SERVICES PTY. LTD	STREET SWEEPING JUNE-2023	\$3,093.07
EFT21760	07/07/2023	HEALTH COMMUNICATION NETWORK LIMITED T/AS MEDICAL DIRECTOR	CLINICAL STANDARD SUBSCRIPTION 2023/24	\$3,993.00
EFT21761	07/07/2023	HERSEY'S SAFETY PTY LTD	MATERIALS FOR WORKSHOP	\$916.85
EFT21762	07/07/2023	IT VISION	ANNUAL LICENSE FEES FOR 2023/24	\$48,104.78
EFT21763	07/07/2023	JANINE MICHELLE COSGROVE	REIMBURSEMENT OF EXPENSES	\$87.00
EFT21764	07/07/2023	KATIE FUCHSBIHLER	RUBBISH COLLECTION FOR FNE 05/07/2023	\$2,500.00
EFT21765	07/07/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$1,712.88
EFT21766	07/07/2023	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING	\$70.40
EFT21767	07/07/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$8,973.61
EFT21768	07/07/2023	NAPA	MATERIALS FOR WORKSHOP	\$139.98
EFT21769	07/07/2023	NUTRIEN AG SOLUTIONS	CHEMICALS FOR VERGE SPRAYING	\$5,512.32
EFT21770	07/07/2023	OFFICE OF REGIONAL ARCHITECTURE	SUPERMARKET ARCHITECTURAL SERVICES	\$3,068.33
EFT21771	07/07/2023	OFFICEWORKS BUSINESS DIRECT	OFFICE EQUIPMENT & STATIONERY	\$505.16
EFT21772	07/07/2023	RESOLINE PTY LTD	ONLINE CARAVAN PARK BOOKING SYSTEM	\$220.00
EFT21773	07/07/2023	ROYAL WA HISTORICAL SOCIETY INC	ANNUAL MEMBERSHIP 2023/24	\$95.00
EFT21774	07/07/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$802.56
EFT21775	07/07/2023	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR JULY 2023, HEALTHENGINE, CARD FEE AND INTERNET	\$521.35
EFT21776	07/07/2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$5.83
EFT21777	07/07/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGE	\$15.69
EFT21778	07/07/2023	TRANSTRUCT	MATERIALS FOR CONCRETE WORK	\$536.25
EFT21779	07/07/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$313.50
EFT21780	07/07/2023	WESTERN DIAGNOSTIC PATHOLOGY	MEDICAL SUPPLIES FOR MED CENTRE	\$467.50
EFT21781	07/07/2023	WESTRAC PTY LTD	PARTS FOR BK511	\$39.60
EFT21782	05/07/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 25/06/2023	\$272.83
EFT21783	12/07/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 02/07/2023	\$277.13
EFT21784	13/07/2023	BAILEYS FERTILISERS	SOIL TESTING FOR OVAL	\$137.50
EFT21785	13/07/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,773.41
EFT21786	13/07/2023	BROWNLEY'S PLUMBING & GAS	PLUMBING WORK AT SHIRE PROPERTIES	\$5,350.95
EFT21787	13/07/2023	BRUCE ROCK CAFE - LOVE THAT FOOD	MEETING REFRESHMENTS	\$132.00
EFT21788	13/07/2023	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	PRIZES AND GIFT BAGS FOR ELDER DAY	\$263.74
EFT21789	13/07/2023	BRUCE ROCK DISTRICT CLUB	ANNUAL MEMBERSHIP 2023-24	\$35.00
EFT21790	13/07/2023	BRANDWORX AUSTRALIA	STAFF UNIFORM ORDER	\$1,462.34
EFT21791	13/07/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$2,868.28
EFT21792	13/07/2023	CENTRAL EAST AGED CARE ALLIANCE (INC) (CEACA)	ANNUAL MEMBER CONTRIBUTION LEVY 2023-24	\$16,500.00
EFT21793	13/07/2023	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORK AT SHIRE PROPERTIES	\$770.00
EFT21794	13/07/2023	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$172.88
EFT21795	13/07/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,707.85
EFT21796	13/07/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	LAUNDRY POWDER	\$68.20
EFT21797	13/07/2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK2	\$338.58
EFT21798	13/07/2023	IT VISION USER GROUP INC	MEMBERSHIP SUBSCRIPTION 2023-24	\$770.00
EFT21799	13/07/2023	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	\$343.95
EFT21800	13/07/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	SILVER LOCAL GOVERNMENT SUBSCRIPTION 2023-24	\$3,860.00
EFT21801	13/07/2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORK AT SHIRE PROPERTY	\$165.00
EFT21802	13/07/2023	MARKETFORCE	ADVERTISING EXPENSE	\$428.35
EFT21803	13/07/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$378.37
EFT21804	13/07/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$1,785.71
EFT21805	13/07/2023	MCCALL MOTORS PTY LTD	PARTS FOR BK089, BK505 AND MATERIALS FOR WORKSHOP	\$1,549.27
EFT21806	13/07/2023	MERREDIN TELEPHONE SERVICES	REPAIR TELEPHONE LINE AT FRONT COUNTER	\$446.00
EFT21807	13/07/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$5,656.57
EFT21808	13/07/2023	NAPA	MATERIALS FOR WORKSHOP	\$106.04
EFT21809	13/07/2023	OFFICE OF THE AUDITOR GENERAL	CERTIFICATION OF LRCIP	\$1,650.00
EFT21810	13/07/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$146.24
EFT21811	13/07/2023	REGIONAL DEVELOPMENT AUSTRALIA - WHEATBELT WA	ANNUAL SUBSCRIPTION FOR GRANTGURU PORTAL 2023-24	\$550.00
EFT21812	13/07/2023	SHRED-X PTY LTD	SECURE DESTRUCTION BIN MONTHLY RENTAL	\$13.00
EFT21813	13/07/2023	THE TRUSTEE FOR WA FUEL BROKERS T/A DUNNINGS FUEL	BULK DIESEL	\$45,863.97
EFT21814	13/07/2023	THINKPROJECT AUSTRALIA PTY LTD	ANNUAL SUPPORT AND MAINTENANCE FEE FOR 2023-24	\$10,512.69
EFT21815	13/07/2023	WALLIS COMPUTER SOLUTIONS	WIFI FOR SUPERMARKET	\$44.00
EFT21816	13/07/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT CONVENTION REGISTRATIONS	\$7,020.00
EFT21817	13/07/2023	WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS (WE-ROC)	ANNUAL CONTRIBUTION TO WEROC FOR 2023-24	\$13,200.00
EFT21818	13/07/2023	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	\$2,275.77
EFT21819	13/07/2023	WURTH	MATERIALS FOR WORKSHOP	\$124.77
EFT21820	17/07/2023	LGIS INSURANCE BROKING	MEDICAL MALPRACTICE LIABILITY 2023-24	\$8,172.84
EFT21821	20/07/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,463.77
EFT21822	20/07/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,232.68
EFT21823	20/07/2023	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 19/07/2023	\$2,021.04
EFT21824	20/07/2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$34.93
EFT21825	20/07/2023	KATIE FUCHSBIHLER	RUBBISH COLLECTION FOR FNE 19/07/2023	\$2,500.00
EFT21826	20/07/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$355.12
EFT21827	20/07/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,135.13
EFT21828	20/07/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$11,971.41
EFT21829	20/07/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$659.86
EFT21830	20/07/2023	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$215.43
EFT21831	20/07/2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$682.00
EFT21832	21/07/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR JUNE 2023	\$6,684.00
EFT21833	24/07/2023	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION CLAIM 08 PAYMENT 1 OF 3	\$500,000.00
EFT21834	25/07/2023	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION CLAIM 08 PAYMENT 2 OF 3	\$500,000.00
EFT21835	24/07/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE JUNE 2023	\$3,081.90
EFT21836	26/07/2023	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION CLAIM 08 PAYMENT 3 OF 3	\$423,500.81
EFT21837	27/07/2023	ALCOUZER TECHNOLOGY	BREATHALYZER SERVICING	\$154.00
EFT21838	27/07/2023	ALTRONIC DISTRIBUTORS PTY LTD	UPS FOR POWER BACK UP AT MED CENTRE	\$2,053.38
EFT21839	27/07/2023	APRA T/AS ONE MUSIC	SUBSCRIPTION FOR MUSIC SERVICES 2023-2024	\$364.00
EFT21840	27/07/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,481.14

EFT21841	27/07/2023	BLACKWOODS	FIRE EXTINGUISHERS AND SIGNS	\$1,928.84
EFT21842	27/07/2023	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	ANNUAL CONTRIBUTION FOR TOURISM, ROCK REVIEW 2023-2024 AND ROCK REVIEW SALES	\$9,067.00
EFT21843	27/07/2023	BRUCE ROCK DISTRICT CLUB	COUNCIL LUNCHES	\$398.00
EFT21844	27/07/2023	BRUCE ROCK ENGINEERING	TYRE FOR BK727	\$1,579.24
EFT21845	27/07/2023	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT, MANAGEMENT FEES AND WATER USAGE AT LEASED PROPERTIES	\$934.24
EFT21846	27/07/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$3,214.63
EFT21847	27/07/2023	CARTRIDGE WORLD COTTESLOE	PRINTER TONER	\$321.00
EFT21848	27/07/2023	CITY OF KALAMUNDA	BUILDING ADMINISTRATION FEES	\$416.21
EFT21849	27/07/2023	COCA-COLA EUROPA PACIFIC PARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	\$750.66
EFT21850	27/07/2023	CODY EXPRESS TRANSPORT	FREIGHT CHARGE	\$99.00
EFT21851	27/07/2023	CONNELLY IMAGES	SIGNS FOR DUMP POINT	\$101.20
EFT21852	27/07/2023	COPIER SUPPORT	PHOTOCOPIER METER READING	\$642.58
EFT21853	27/07/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,693.03
EFT21854	27/07/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	CHEMICAL FOR AQUATIC CENTRE	\$72.60
EFT21855	27/07/2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BKS01	\$1,196.09
EFT21856	27/07/2023	ENVIRONMENTAL WASTEWATER CATCHMENT SERVICES PTY. LTD	STREET SWEEPING JULY-2023	\$3,358.15
EFT21857	27/07/2023	ERIC PRESTON PTY LTD T/A KOLOR KODE FILING SYSTEMS	FILING STATIONERY FOR MED CENTRE	\$483.20
EFT21858	27/07/2023	FILTERS PLUS WA	PARTS FOR BK660	\$277.20
EFT21859	27/07/2023	GENERAL TRANSPORT EQUIPMENT PTY LTD	PURCHASE OF DROP DECK TRAILER	\$82,877.00
EFT21860	27/07/2023	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK062	\$538.35
EFT21861	27/07/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	LG PROFESSIONALS MEMBERSHIP 2023-2024	\$1,778.00
EFT21862	27/07/2023	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANNUAL ANALYTICAL SERVICES 2023-2024	\$509.30
EFT21863	27/07/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$360.91
EFT21864	27/07/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,461.91
EFT21865	27/07/2023	MERREDIN REFRIGERATION & AIR CONDITIONING	AIR CON WORK AT SHIRE PROPERTY	\$992.21
EFT21866	27/07/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$19,570.29
EFT21867	27/07/2023	NAPA	MATERIALS FOR WORKSHOP	\$140.80
EFT21868	27/07/2023	NB HARDWARE & AG SUPPLIES	GARDEN MAINTENANCE MATERIALS	\$157.21
EFT21869	27/07/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY	\$202.94
EFT21870	27/07/2023	ROYAL FOODS AUST PTY LTD	SUPERMARKET ORDER	\$1,641.60
EFT21871	27/07/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$1,019.59
EFT21872	27/07/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	\$280.50
EFT21873	27/07/2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$905.18
EFT21874	27/07/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$111.84
EFT21875	27/07/2023	TELSTRA	TELEPHONE USAGE CHARGES FOR JULY 2023	\$1,753.68
EFT21876	27/07/2023	THE RETAIL RESOURCES COMPANY	SUPERMARKET CONSULTANCY SERVICES	\$1,227.05
EFT21877	27/07/2023	TODAY'S BUILDING SERVICES PTY LTD	STAIRCASE DESIGN FOR REC CENTRE	\$660.00
EFT21878	27/07/2023	TWO DOGS HOME HARDWARE	MATERIALS FOR BUILDING MAINTENANCE	\$156.77
EFT21879	27/07/2023	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$595.55
EFT21880	27/07/2023	WHEATBELT LIQUID WASTE	WASTE PUMP OUT AT SHIRE PROPERTY	\$495.00
EFT21881	27/07/2023	WURTH	MATERIALS FOR WORKSHOP	\$355.00
EFT21882	19/07/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 09/07/2023	\$262.25
EFT21883	26/07/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 16/07/2023	\$268.68
Total EFTs				\$1,961,812.15
Municipal Account Cheques				
126	03/07/2023	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION RENEWALS	\$14,055.45
127	05/07/2023	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP JUNE 2023, PLATE CHANGE & REMAKE	\$75.00
128	07/07/2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$4,323.40
129	13/07/2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$47.87
130	20/07/2023	LANDGATE - REGISTRAR OF TITLES	NOTING ON CERTIFICATE OF TITLE THAT PROPERTY IS SEWERED	\$203.00
131	27/07/2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$11,258.95
Total Cheques				\$29,963.67
Wages and Salaries				
	05/07/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 05/07/2023	\$84,132.58
	19/07/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 19/07/2023	\$85,902.98
Total Wages and Salaries				\$170,035.56
Municipal Account Direct Debit				
DD9177.1	05/07/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$9,978.34
DD9177.2	05/07/2023	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$333.79
DD9177.3	05/07/2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$586.91
DD9177.4	05/07/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$324.98
DD9177.5	05/07/2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$255.77
DD9177.6	05/07/2023	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$149.50
DD9177.7	05/07/2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$219.36
DD9177.8	05/07/2023	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$801.90
DD9177.9	05/07/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$117.94
DD9198.1	19/07/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$9,974.61
DD9198.2	19/07/2023	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$332.29
DD9198.3	19/07/2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$586.88
DD9198.4	19/07/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$375.44
DD9198.5	19/07/2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$255.00
DD9198.6	19/07/2023	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$42.12
DD9198.7	19/07/2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$198.47
DD9198.8	19/07/2023	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$801.90
DD9198.9	19/07/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$67.40
DD9177.10	05/07/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,133.34
DD9177.11	05/07/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$478.05
DD9177.12	05/07/2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$203.04
DD9177.13	05/07/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$255.19
DD9177.14	05/07/2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$344.12
DD9198.10	19/07/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,104.32
DD9198.11	19/07/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$466.99
DD9198.12	19/07/2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$203.04
DD9198.13	19/07/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$255.67
DD9198.14	19/07/2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$340.93
Total Direct Debits				\$32,187.29
Credit Card Payments				
EFT21775	07/07/2023	HEALTHENGINE	HEALTH ENGINE APP. SMS RECALLS & NEW PATIENTS	\$122.10
		BENDIGO BANK	CARD FEE	\$4.00
		ACTIVE8ME	INTERNET FOR JUNE/JULY	\$45.40
		WESTNET	INTERNET FOR JULY	\$89.95
			INTERNET FOR JULY	\$89.95
			INTERNET FOR JULY	\$169.95
Total Credit Card Payments				\$521.35
Total Municipal Account EFT Payments				\$1,961,812.15
Total Municipal Account Cheque Payments				\$29,963.67
Total Trust Account EFT Payments				\$0.00
Total Trust Account Cheque Payments				\$0.00
Total Wages				\$202,222.85
Total				\$2,193,998.67

**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: Yarding Smith Pty Ltd		
ABN (if applicable):		
Address: PO Box 142, Corrigin, WA, 6375		
.....		
Site Address - 833 Yarding South Road, Bruce Rock, WA Postcode: 6418.....		
Phone:	Fax:	Email:
Work:	jbeurteaux@gmail.com
.....	
Home:		
.....		
Mobile:		
0429 632 479.....		
Contact person for correspondence: Jackson Beurteaux		
Signature: <i>J Beurteaux</i>		Date: 18 July 2023
Signature:		Date:
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>		

Applicant details (if different from owner)		
Name: Wheatbelt Steel Pty Ltd		
Address: 98 Byfield Street, Northam, WA Postcode: 6401.....		
Phone: Work: 08.6187.6490..... Home: Mobile:	Fax:	Email: stephanie.laughton@wbsgroup.com.au.....
Contact person for correspondence: Stephanie Laughton		
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: <i>S. Laughton</i>		Date: 17.07.2023

Property details		
Lot N°: 15429	House/Street N°:	Location N°:
Diagram or Plan N°: 225517	Certificate of Title Vol. N°: 1422	Folio: 969
Title encumbrances (e.g. easements, restrictive covenants):		

Street name: Yarding Road South	Suburb: Bruce Rock
Nearest street intersection: Yarding Road South and Ardath West Road	

Proposed development	
Nature of development:	Works Use <input checked="" type="checkbox"/> Works and use <i>guth 2/12/23</i>
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input 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 - Machinery Storage Shed Land - Farming	
Description of exemption claimed (if relevant): N/A	
Nature of any existing buildings and/or land use: Extensive Agriculture - Cropping and Grazing	
Approximate cost of proposed development: \$668,667.45	
Estimated time of completion:	

OFFICE USE ONLY

Acceptance Officer's initials: *JRC (EHO)* Date received: *19 July 2023 at 1:08PM*
 Local government reference N°: *833-76-Yarding Smith P/Ltd* *by email.*



BENCHMARKING QUALITY
A 98 Byfield Street, Northam WA 6401
P 1800 800 909
F 1800 800 910
www.wheatbeltsteel.com.au

19/07/2023

Shire of Bruce Rock,
PO Box 113
Bruce Rock, WA, 6418
admin@brucerock.wa.gov.au

Dear Shire of Bruce Rock,

DEVELOPMENT APPLICATION - Job 3501 - Jackson Beurteaux - 833 Yarding South Road, Bruce Rock, WA, 6418.

Please find attached documents to submit for a Development Permit application for the above property.

Project - Structural Steel Shed (96m x 26m x 7.4m).
Final Value \$668,667.45 inc GST.

The shed will be a Machinery Storage Shed.

Storm water will be directed by gutters and PVC pipe to 2 x 250,000L - Pioneer Water Tanks – GT250-R2-61-001.

We will be paying the Development fees. Can you please provide an invoice and I will arrange payment.

If you require any further information please do not hesitate to contact me on 08 6187 6490.

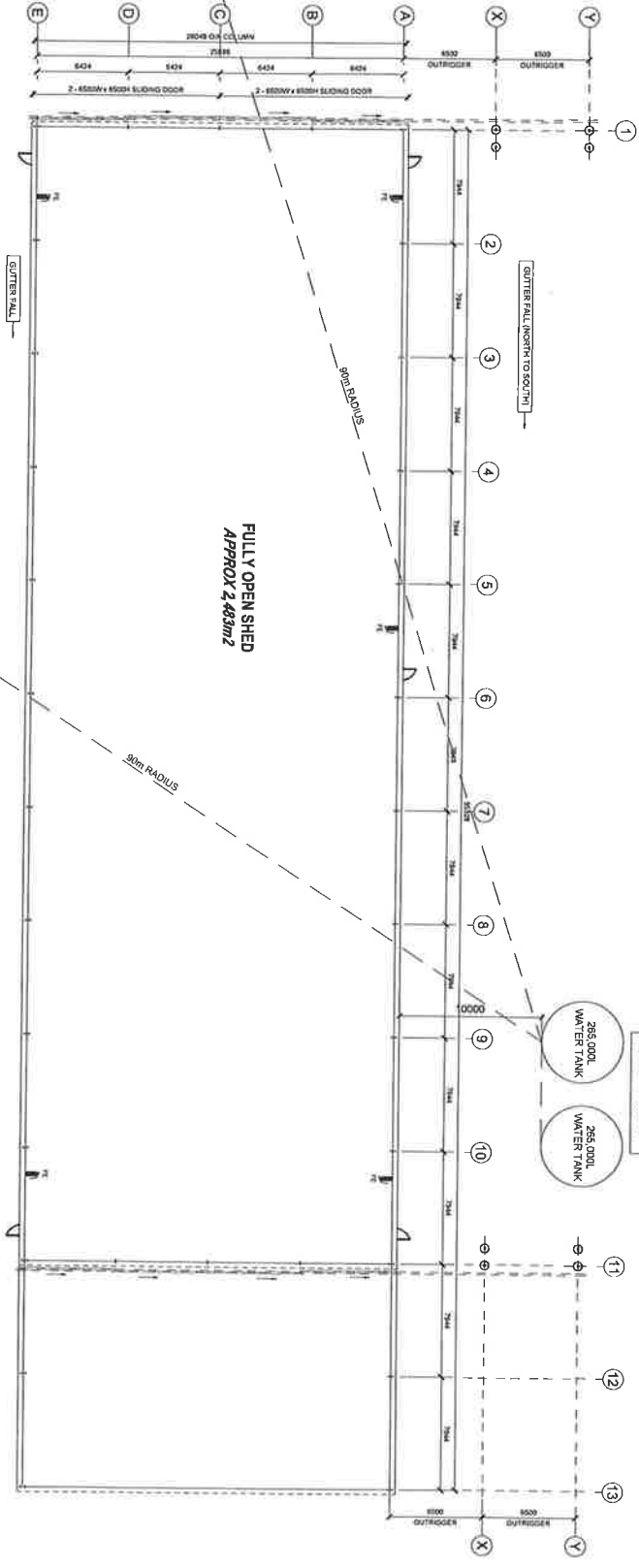
Kind Regards,

Steph Laughton
Project Coordinator



Ahrens






FE
FIRE EXTINGUISHER
FOR EVERY 500m²



1800 800 800
 1800 800 810
 88 Spfield St, Northam WA 6401
 www.wheatbeltsteel.com.au

JOB DETAILS

PROJECT No.	3501
CLIENT	LK & G BEURTEAUX (JACKSON BEURTEAUX) 833 YARDING SOUTH RD, BRUCE ROCK WA 6418
DRAWING	GENERAL PLAN FOR DFES

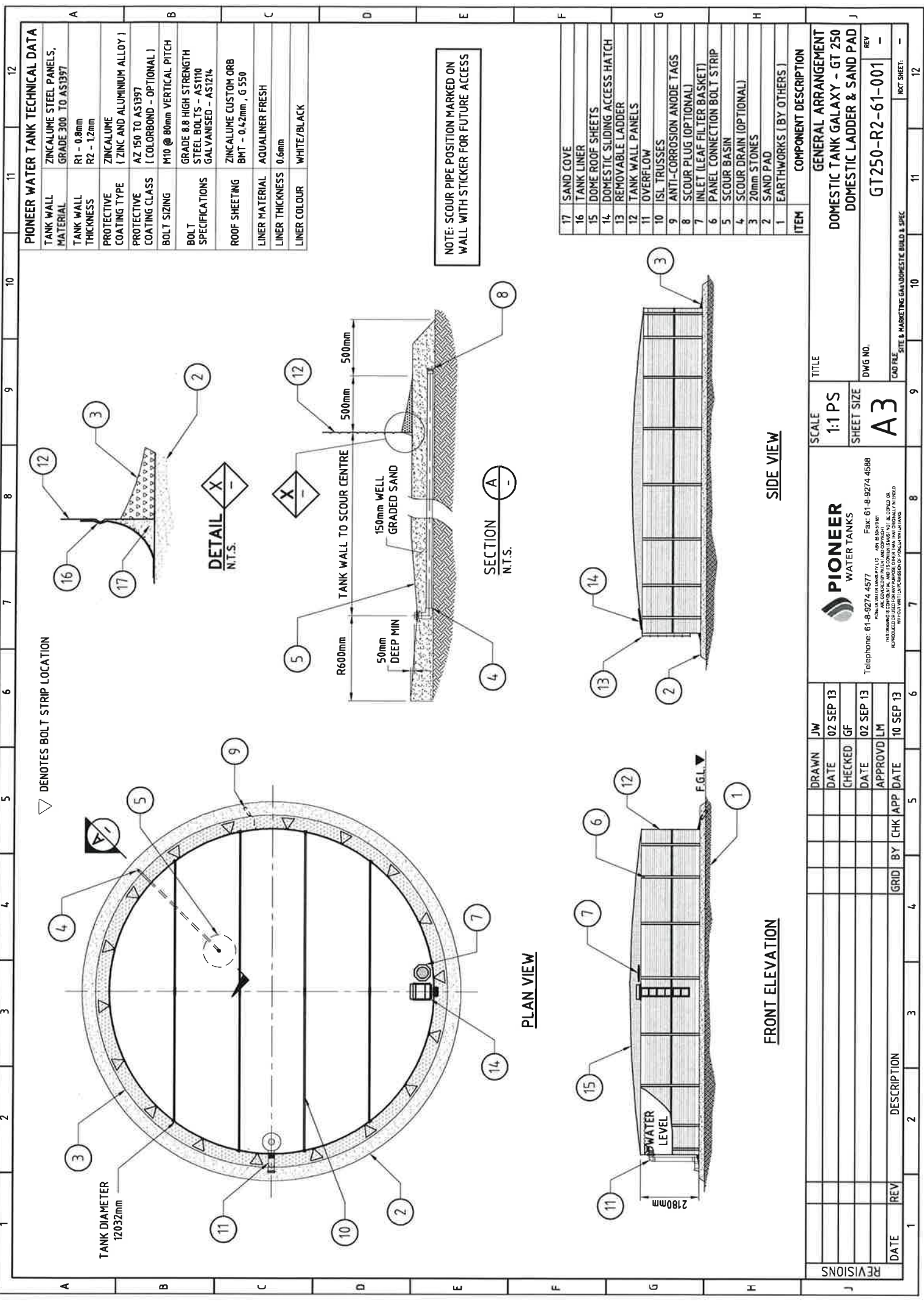
DATE	19/07/2023
DRAWING No.	3501 - 01
SCALE	1:150

REVISIONS	REV No.	BY	DESCRIPTION
	00	VPA	ISSUED FOR APPROVAL

DATE	19/07/2023
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PRE CONSTRUCTION PROOFING	APPRVD.	INITIALS	DATE
	CHKD.		

THIS DRAWING IS THE PROPERTY OF WHEATBELT STEEL AND MUST NOT BE COPIED OR DISCLOSED TO THIRD PARTIES EXCEPT WITH WRITTEN PERMISSION OF WHEATBELT STEEL



PIONEER WATER TANK TECHNICAL DATA

TANK WALL MATERIAL	ZINCALUME STEEL PANELS, GRADE 300 TO AS1397
TANK WALL THICKNESS	R1 - 0.8mm R2 - 12mm
PROTECTIVE COATING TYPE	ZINCALUME (ZINC AND ALUMINIUM ALLOY)
PROTECTIVE COATING CLASS	AZ 150 TO AS1397 (COLORBOND - OPTIONAL)
BOLT SIZING	M10 @ 80mm VERTICAL PITCH
BOLT SPECIFICATIONS	GRADE 8.8 HIGH STRENGTH STEEL BOLTS - AS1170 GALVANISED - AS1214
ROOF SHEETING	ZINCALUME CUSTOM ORB BMT - 0.42mm, G 550
LINER MATERIAL	AQUALINER FRESH
LINER THICKNESS	0.6mm
LINER COLOUR	WHITE/BLACK

NOTE: SCOUR PIPE POSITION MARKED ON WALL WITH STICKER FOR FUTURE ACCESS

ITEM	COMPONENT DESCRIPTION
17	SAND COVE
16	TANK LINER
15	DOME ROOF SHEETS
14	DOMESTIC SLIDING ACCESS HATCH
13	REMOVABLE LADDER
12	TANK WALL PANELS
11	OVERFLOW
10	ISL TRUSSES
9	ANTI-CORROSION ANODE TAGS
8	SCOUR PLUG (OPTIONAL)
7	INLET LEAF FILTER BASKET
6	PANEL CONNECTION BOLT STRIP
5	SCOUR BASIN
4	SCOUR DRAIN (OPTIONAL)
3	20mm STONES
2	SAND PAD
1	EARTHWORKS (BY OTHERS)

REVISIONS	DATE	REV	DESCRIPTION

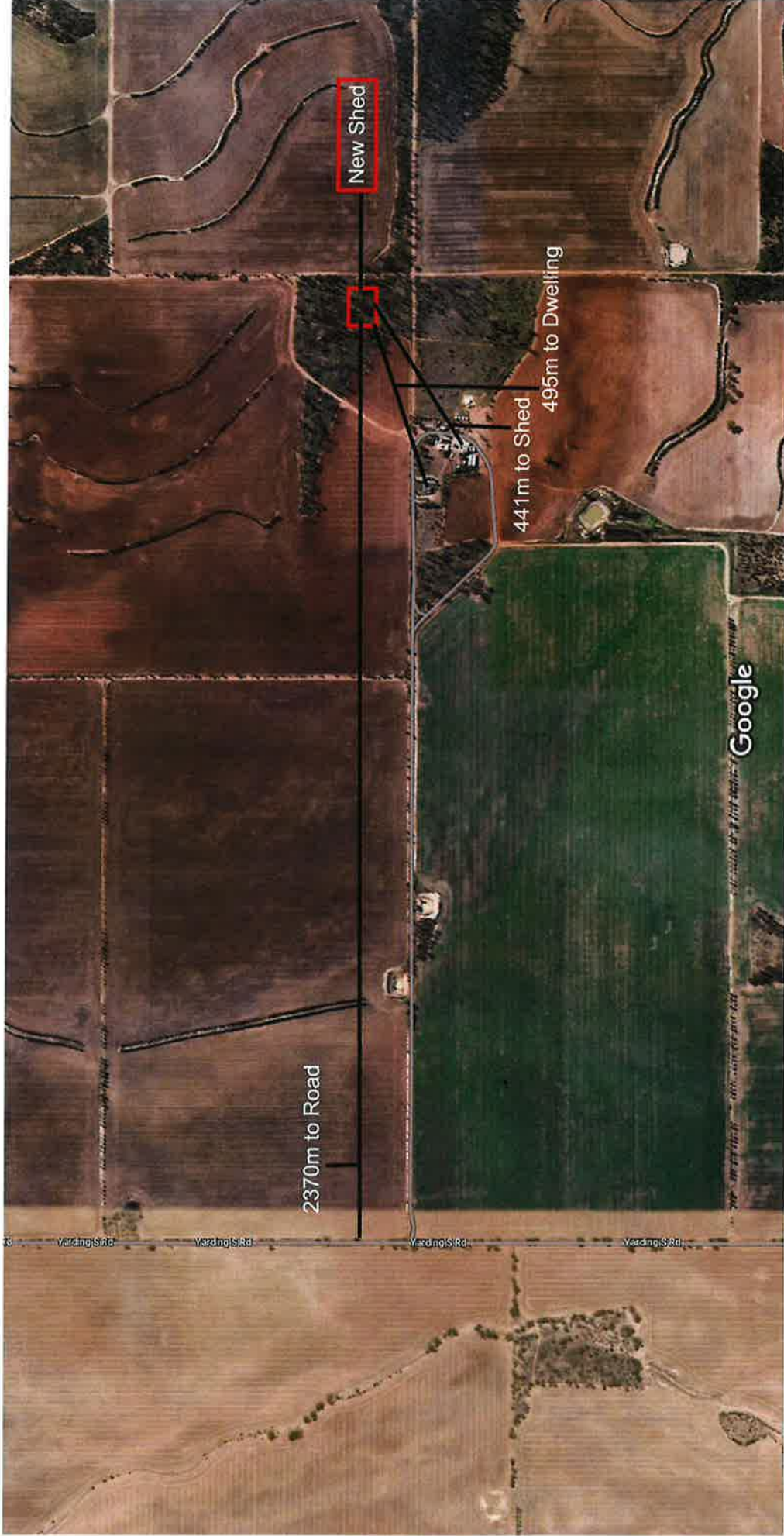
SCALE	1:1 PS
SHEET SIZE	A3
TITLE	GENERAL ARRANGEMENT DOMESTIC TANK GALAXY - GT 250 DOMESTIC LADDER & SAND PAD
DWG NO.	GT250-R2-61-001
CAD FILE	
SITE & MARKETING GALVADOMESTIC BUILD 1 SPEC	
INVT SHEET:	

DRAWN	JW
DATE	02 SEP 13
CHECKED	GF
DATE	02 SEP 13
APPROVD	LM
DATE	10 SEP 13

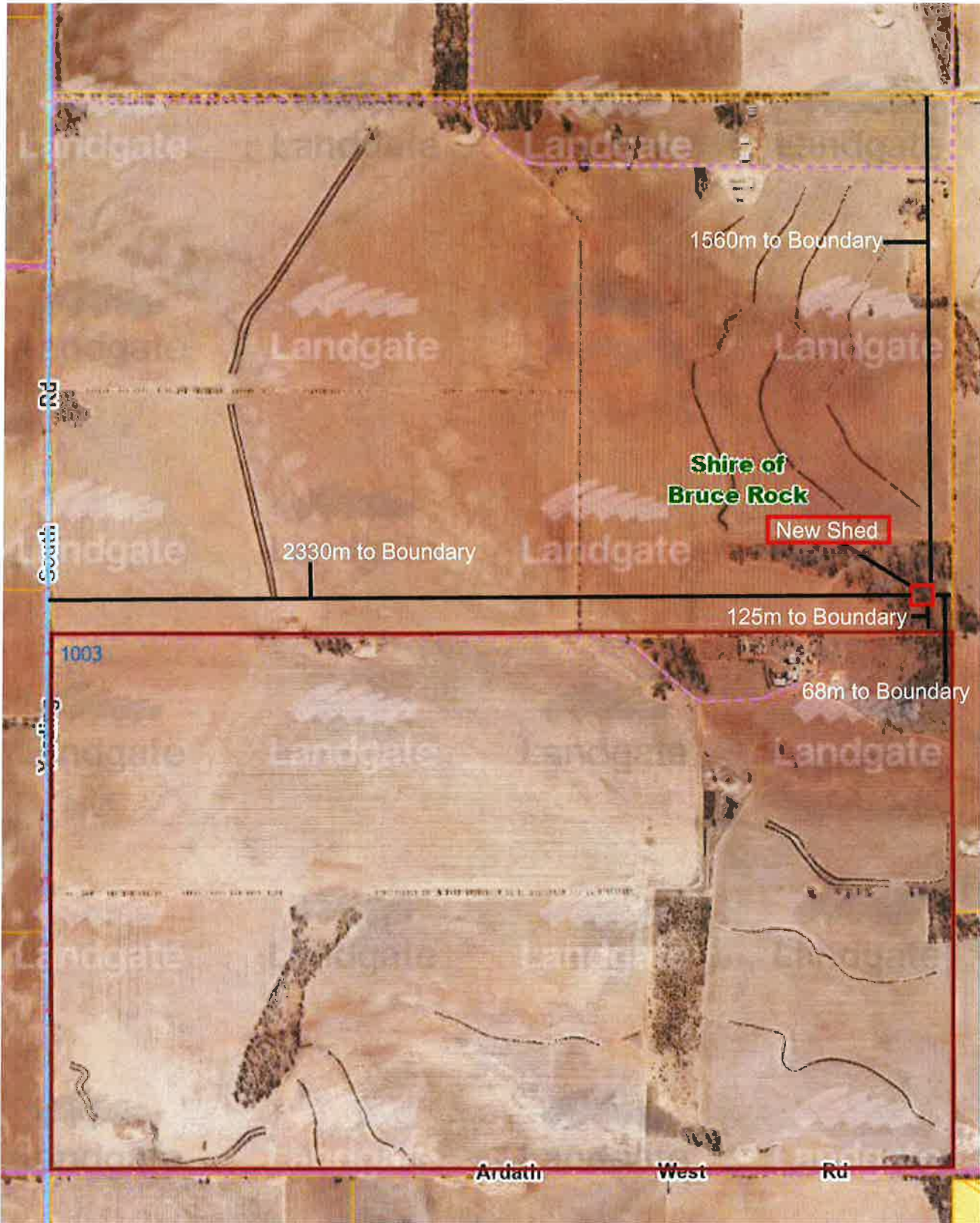
Telephone: 61-8-9274-4577	Fax: 61-8-9274-4588
PIONEER WATER TANKS PIONEER WATER TANKS PTY LTD. ABN 61 624 581 111 115 SHAWING ROAD, COORINA VIC 3638 AUSTRALIA REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF PIONEER WATER TANKS	

DATE	REV	DESCRIPTION	GRID	BY	CHK	APP	DATE

--	--	--	--	--	--	--	--



Imagery ©2023 CNES / Airbus, Maxar Technologies, Map data ©2023 200 m



Melissa Schilling

From: Darren Mollenoyux
Sent: Thursday, 27 July 2023 4:14 PM
To: chloe highes
Subject: RE: Pet Registration

Good afternoon Chloe,

Firstly welcome to Bruce Rock and becoming part of our community.

Thank you for making a submission to keep more than two dogs at a residential property in Bruce Rock. Whilst staff handle the assessment and provide the report, Council make the final decision on approval for a third dog.

You have provided all the required information and we will prepare your request for consideration at the next Council meeting to be held on Thursday 17th August 2023.

We will inform the Ranger that you have taken the steps to seek approval to keep a third dog.

In the interim if you would like to register 2 of the dogs please feel free to come to the Shire Office to complete the paperwork.

If you have any further questions regarding dog registrations please do not hesitate to contact Rachael at the Shire Office on 08 9061 1377 or call in during opening hours between 8.30am – 4.30pm Monday to Friday.

Kind Regards,

Darren Mollenoyux
Chief Executive Officer

Email darren.mollenoyux@brucerock.wa.gov.au

Address 54 Johnson Street, Bruce Rock, WA, 6418

Phone 08 9061 1377



Where friends
become *family*

brucerock.wa.gov.au

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Offer water overnight. Tomorrow feeding should resume as normal

Exercise: Molly has had a surgical procedure that involves an anaesthetic and full return to normal levels of activity usually takes one to two days. Exercise should be RESTRICTED to gentle lead exercise until sutures are removed and at all other times the pet should be confined. Too much activity can result in swelling and wound breakdown.

A COST WILL BE ASSOCIATED WITH ANY REPAIRS NECESSARY

Molly should regain normal demeanour and activity by 48 hours after surgery. A mild cough may be noted during this time. If you have any doubts or concerns please contact the clinic.

Please make an appointment for suture removal in 14 days at
Sturt St Clinic
1410 Sturt St

bvp.com.au



Ballarat
bvp@bvp.com.au
03 5331 1533
1410 Sturt St

Wendouree
wvc@bvp.com.au
03 5339 7266
1329 Howitt St

Lucas
lucas@bvp.com.au
03 5303 9000
9 Menz St

Certificate of Sterilisation

This is to certify Sturt St Clinic surgically sterilised the following animal on 19/03/2019.

Owner Miss C Hughes
9 Wattle Ave
Wendouree VIC 3355
Phone Mobile 0447 221 788

Patient Arlo Microchip No: 956000010296266
Sex Male *Please note males can remain fertile for up to 6 weeks post surgery*
Details White & Tan American Bulldog
Weight 30 Age at Desexing 11m

PP
15/02/23
Dr Elizabeth O'Meara DVM V9309
for Sturt St Clinic

Post Surgical Care - 15 February 2023
Please Read Carefully

Wound Care: Please check the wound twice a day for any signs of odour, discharge, discomfort or undue

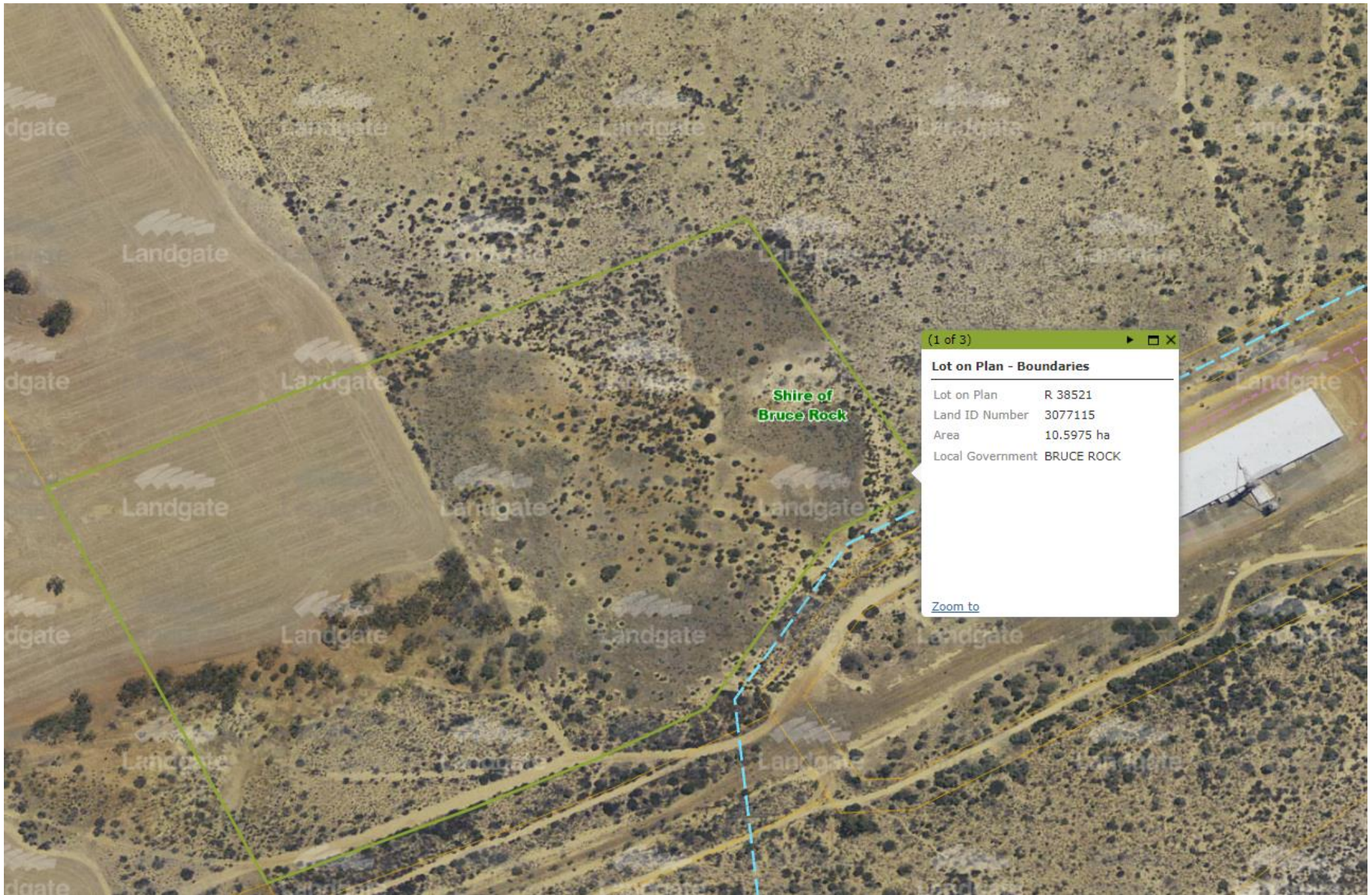


(1 of 2) ▶ □ ✕

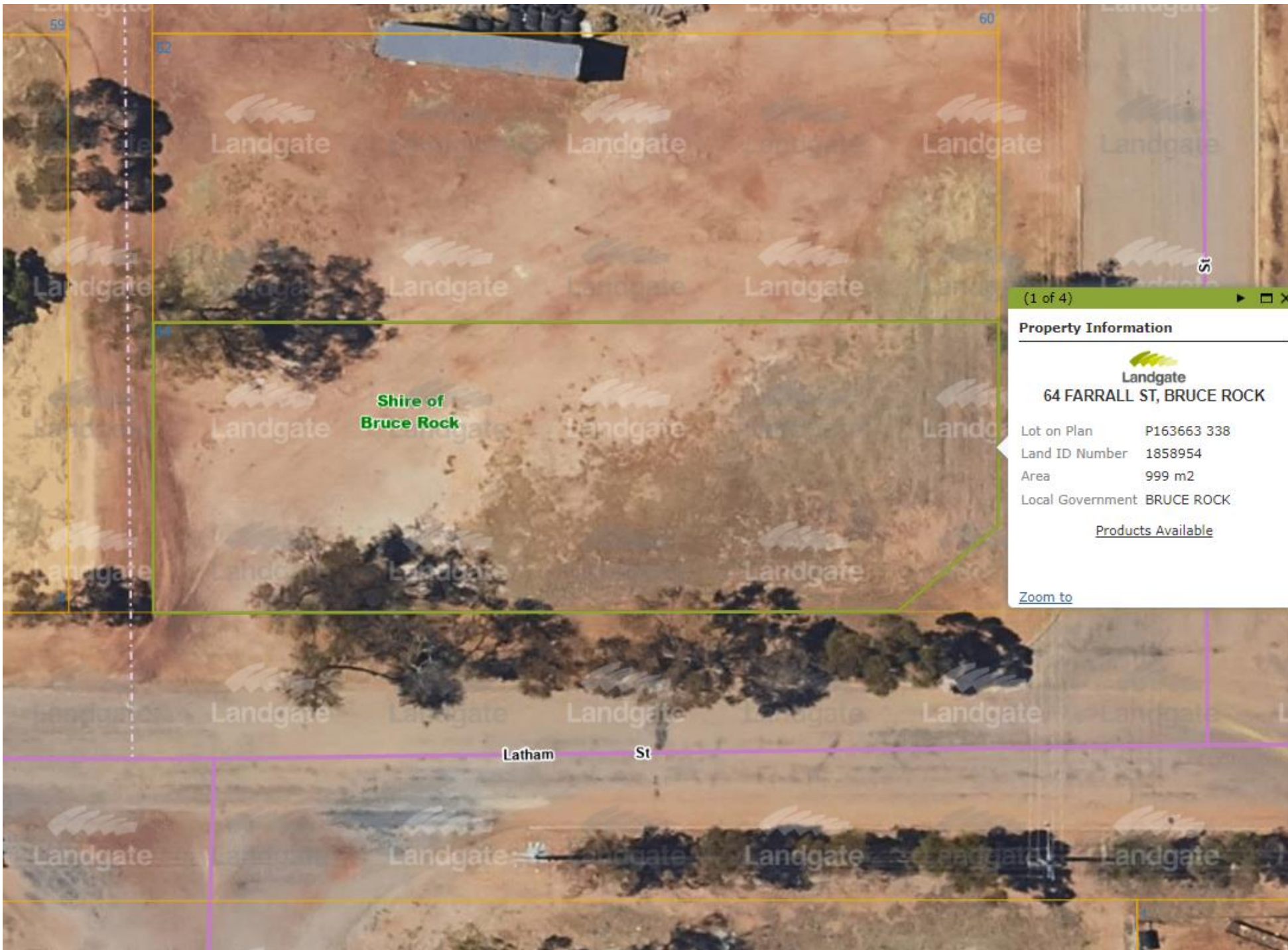
Lot on Plan - Boundaries

Lot on Plan	V CROWN LAND
Land ID Number	3106169
Area	62.6784 ha
Local Government	BRUCE ROCK

[Zoom to](#)



b



(1 of 4) ▶ □ ×

Property Information



64 FARRALL ST, BRUCE ROCK

Lot on Plan P163663 338
Land ID Number 1858954
Area 999 m2
Local Government BRUCE ROCK

[Products Available](#)

[Zoom to](#)

Map of Aboriginal Cultural Heritage Site - Yarding

