



Agenda

Ordinary Meeting of Council

To be held in Council Chambers
54 Johnson Street, Bruce Rock
Thursday 14 December 2023
Commencing 3.00pm



Notice of Ordinary Meeting of Council

Dear President and Councillors,

The next Ordinary Meeting of Council will be held on **Thursday 14 December 2023 at 3.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

Please contact the undersigned for any enquiries regarding the Agenda prior to the meeting.

A handwritten signature in blue ink, appearing to read "Darren Mollenoyux".

Darren Mollenoyux
CHIEF EXECUTIVE OFFICER

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Bruce Rock expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Our Mission

We will achieve our vision by maintaining and enhancing the Bruce Rock lifestyle, increase business and employment opportunities and achieve population growth in an environmentally sustainable way.

Our Values

Respect, Inclusiveness, Fairness and Equality & Communication

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 14 DECEMBER 2023

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SHIRE OF BRUCE ROCK
AGENDA – ORDINARY MEETING 14 DECEMBER 2023

1. Declaration of Opening
2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)
3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

In accordance with 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

4. Response to Previous Public Questions Taken on Notice
5. Public Question Time
6. Petitions/Deputations/Presentations/Submissions
7. Applications for Leave of Absence
8. Announcements by Presiding Member
9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday, 16 November 2023.

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

Agenda Reference and Subject:	10.2.1 Statement of Financial Activity
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	
Attachments:	<i>Item 10.2.1 Attachment A – Statement of Financial Activity November 2023</i>

Summary

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

Background

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

Comment

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

Consultation

Chief Executive Officer
Manager of Governance and Community Services
Manager of Works and Services
Manager of Regulatory Services
Senior Finance Officer and other staff

Statutory Implications

r.34, Local Government (Financial Management) Regulations 1996

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

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

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

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

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

Policy Implications

Nil

Risk Implications

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

Financial Implications

Comparison of actual year to date to the 2023-24 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple majority

Officer Recommendation

That the Statement of Financial Activity for the month ending 30 November 2023 be received.

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:	
Attachments:	<i>Item 10.2.2 Attachment A – List of Payments November 2023</i>

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 November 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 approved delegations and budget.		

Financial Implications

Payments must be made in accordance with the 2023-24 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple majority

Officer Recommendation

That Council:

1. endorse the list of payments from the Municipal Account consisting of:
 - a. EFT voucher numbers EFT22008 to EFT22368 totalling \$1,369,249.42;
 - b. cheque numbers 138 to 140 totalling \$608.15;
 - c. nil Trust EFT payments;
 - d. wages and superannuation payments totalling \$208,035.59; and
 - e. credit card payments totalling \$725.64with all payments totalling \$1,577,893.16 for the month of October 2023; and
2. note that the credit card payment is reported separately, but is a part of the EFT payments.

Agenda Reference and Subject:	10.2.3 Fuel Cards and Credit Card Transactions
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	
Attachments:	<i>Item 10.2.3 Attachment A – List of Credit Card and Fuel Card transactions for November 2023</i>

Summary

A list of transactions made using corporate cards are reported to Council.

Background

Consistent with the Local Government Regulations Amendment Regulations 2023, from 1 September 2023, Local Governments are required to prepare a list of corporate and credit card payments made by employees each month. The list must be presented to Council at the next ordinary meeting and recorded in the minutes.

Comment

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

If you have any queries regarding these transactions, please advise prior to the meeting to enable staff to seek relevant information.

Consultation

Nil

Statutory Implications

s.6.10, Local Government Act 1995

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

Policy Implications

Nil

Risk Implications

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 approved delegations and budget.		

Financial Implications

Payments must be made in accordance with the 2023-24 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple majority

Officer Recommendation

That Council endorse the list of transactions through the:

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

Agenda Reference and Subject:	10.2.4 Independent Auditor’s Report 2023
File Reference:	
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest	
Attachment	<i>Item 10.2.4 Attachment A – Independent Auditor’s Report 2023</i>

Summary

Following consultants Dry Kirkness’ completion of the Shire of Bruce Rock’s (Shire) final audit for the year ending 30 June 2023 on behalf of the Office of the Auditor General (OAG), the OAG has issued an Independent Auditor’s Report (Report) on the Shire’s financial statements (Attachment A).

Background

This is the fifth audit that the OAG has overseen for the Shire, and the first audit that Dry Kirkness was contracted to conduct on its behalf.

Butler Settineri, which completed last year’s audit, was taken over by Dry Kirkness during the financial year. Mr Robert Hall, Director, has been involved in both audits.

Comment

As outlined in its Report, the OAG has found that the Shire’s financial report is:

- based on proper accounts and records;
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period; and
- in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Consultation

Chief Executive Officer
Manager of Governance and Community Services
Office of Auditor General Director
Dry Kirkness

Statutory Implications

Local Government Act 1995, section 7.9 – Audit to Be Conducted
Local Government (Audit) Regulations 1996, regulation 10 – Report by Auditor

Policy Implications

Nil

Risk Implications

Risk: Failure to appropriately manage the Shire’s finances and to subsequently receive a qualified audit opinion.		
Likelihood	Consequence	Rating
Rare	Moderate	Low
Action / Strategy		
Management to continue to follow due processes, policies and legislative instruments in managing the Shire’s financial statements.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council, subject to advice received from the Audit and Risk Committee, accept the positive Independent Auditor’s Report 2023.

Agenda Reference and Subject:

10.2.5 Acceptance of the Annual Report 2022-23

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

Item 10.2.5 Attachment A – Annual Report 2022-23

(To be sent under separate cover)

Item 10.2.5 Attachment B – Financial Report 2022-23

Summary

Council is asked to adopt the Annual Report for the period ending 30 June 2023, and to set a date for the Annual Electors' Meeting.

Background

The Annual Report for the financial year ending 30 June 2023 is to be provided to Councillors for their consideration and acceptance. The Audited Financial Statements and the Independent Audit Report are also included in the Annual Report.

Comment

Following the acceptance of the Annual Report, Council is required to give public notice of the availability of the Annual Report as soon as practicable. It must also be posted on the Shire's website within 14 days of being adopted.

It is also a requirement that a General Meeting of Electors is to be held on a day set by Council not more than 56 days after acceptance of the Annual Report, with 14 days local public notice of the meeting being given. The last day that the Annual Electors' Meeting could be held is Thursday, 8 February 2024, being the 56th day.

The Annual Report will be distributed to Councillors prior to the meeting.

Consultation

Chief Executive Officer

Manager of Governance and Community Services

Manager of Works and Services

Manager of Regulatory Services

Statutory Implications

Section 5.53 of the Local Government Act 1995 advises that the Annual Report is to contain the following:

- A report from the President.
- A report from the Chief Executive Officer.
- An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year.
- The financial report of the financial year.
- Such information as may be prescribed in relation to the payments made to employees.
- The auditor's report for the financial year.
- A matter on which a report must be made under section 29(2) of the Disability Services Act 1993.

- Details of entries made under section 5.121 during the financial year in the register of complaints, including:
 - the number of complaints recorded in the register of complaints;
 - how the recorded complaints were dealt with;
 - any other details that the regulations may require; and
 - such other information as may be prescribed.

Regulation 19B of the Local Government (Administration) Regulations 1996 has been amended to include the following additional information required in the annual report for the year commencing 1 July 2020.

- Number of employees entitled to annual salary of \$130,000 or more.
- Number of employees entitled to annual salary that falls within each band of \$10,000 over \$130,000.
- Any remuneration or allowance paid under Schedule 5.1 clause 9, which refers to Standards Panels.
- Any amount ordered under s5.110(6)(b)(iv) which refers to Standards Panels.
- Remuneration paid or provided to the CEO during the financial year.
- Number of Council and Committee meetings attended by each Councillor.
- If available, the gender, linguistic background and country of birth of Council members.
- If available, the number of Councillors who are aged:
 - 18 to 24 years
 - 25 to 34 years
 - 35 to 44 years
 - 45 to 54 years
 - 55 to 64 years
 - 64 years and over
- If available, number of councillors who identify as Aboriginal or Torres Strait Islander.
- Details of any modifications to Strategic Community Plan during financial year.
- Details of any modifications made to the Corporate Business Plan during the financial year.

Policy Implications

Nil

Risk Implications

Risk: That the Annual Report is not accepted by Council.		
Likelihood	Consequence	Rating
Rare	Moderate	Moderate
Action / Strategy		
It is a statutory requirement that the Annual Report is accepted by Council, so that it can be submitted to the Department of Local Government and made available to the Bruce Rock Community.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.3 – Proactive and well governed Shire

Voting Requirements

Absolute Majority

Officer Recommendation

That Council;

1. accept the Annual Report for 2022-23, including the Audited Financial Report for the period ended 30 June 2023, and that local public notice of its availability be given as soon as practicable; and
2. hold the Annual Meeting of Electors on Thursday, 8 February 2024.

10.3 Manager of Regulatory Services

Nil

10.4 Manager of Governance and Community Services

Agenda Reference and Subject:

10.4.1 Shire Seal

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Melissa Schilling, Executive Services Manager

Disclosure of Interest:

Attachments:

Nil

Summary

Use of the Shire Seal in November 2023.

Background

Nil

Comment

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

- Transfer of Land, Lots 15 & 19 Johnson Street (Amended).
- Variation of Contract for Sale of Land 15 & 19 Johnson Street.
- PTAWA lease to occupy Yarding Sand Pit x3.

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

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

Agenda Reference and Subject:

10.4.2 Sale of Vacant Lot at 40 Farrall Street, Bruce Rock

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Nil

Summary

Council is asked to approve the manner in which to proceed with the sale of the vacant lot located at 40 Farrell Street, Bruce Rock.

Background

On 23 March 2023, Council received a written offer of \$12,500 (inclusive of GST) from Ms Anita Foster to purchase one of Council's controlled (Crown Land) vacant lot located at 40 Farrall Street, Bruce Rock.

Following a market valuation process undertaken by the Shire of Bruce Rock (Shire), at its Ordinary Meeting of 20 April 2023, Council resolved the following:

1. In accordance with section 3.58 of the Local Government Act 1995, the Shire's Chief Executive Officer (CEO) to give local public notice of Council's intention to sell the lot at 40 Farrall Street to Ms Foster for \$12,500 (including GST).
2. At the conclusion of the notice period:
 - a. should there be no public submissions, the CEO to proceed with the sale; or
 - b. should submissions be received, an item to be presented to the May 2023 Ordinary Meeting of Council to consider the submissions, prior to the execution of the disposal/sale of the lot.
3. That, if the sale proceeds, staff commence the process of transferring Crown Land to Council, liaising with the Department of Lands.

In April 2023, the Manager of Governance and Community Services (MGCS) contacted the Department of Lands to enquire about the process to transfer the Crown Land to Council.

Comment

In response to the MGCS's enquiry, on 3 November 2023, the Department of Lands advised that:

- the Shire is not able to proceed with the sale of the lot at market value, as resolved by Council in April 2023; and
- the options available for the sale of the lot are as follows:
 - **Option 1** – Direct market value sale between the Department of Lands and Ms Foster. The Shire would be required to provide its valuation for assessment by Landgate.
 - **Option 2** – The Department of Land releases lot 193 from Reserve 42488 (that is, the lot located at 40 Farrall Street) and transfers it to the Shire for \$500. The Shire must then transfer the lot to Ms Foster for \$500.

Regardless of the sale option selected, before any potential land sale can occur:

- the Department of Lands will be required to undertake a series of statutory referrals; and
- the Shire will be required to provide a statutory declaration regarding contamination and/or other interests to satisfy Landgate's registration process.

It is recommended that Council proceed with sale option 2, as this approach:

- is consistent with all sales undertaken since 1992, when the land was reserved; and
- will support the development of the lot at 44 Farrall Street and other lots controlled by Council in future, consequently facilitating the increase of housing stock in the Bruce Rock townsite. This is consistent with goal 4.3 of the Shire’s Strategic Community Plan 2017-2027, as below.

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

4.3 – Promote existing residential land and plan for future commercial and residential land developments to meet current and future needs

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995 – Section 3.58

3.58 - Disposing of property

(1) *In this section –*

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

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

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

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

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

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

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

(i) *describing the property concerned; and*

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

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

and

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

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

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

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

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

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

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Policy Implications

Nil.

Risk Implications

Risk: If Council does not approve the disposal of land, it may remain unsold and not developed for an unknown period of time.		
Likelihood	Consequence	Rating
Likely	Moderate	High
Action / Strategy		
Council to approve the sale of the lot to assist in its development and increasing housing stock in Bruce Rock.		

Financial Implications

Loss of \$12,500 (including GST) for the sale of the lot.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

Goal 3: Assist the local economy to grow

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

4.3 – Promote existing residential land and plan for future commercial and residential land developments to meet current and future needs

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. agree to the transfer of the lot at 40 Farrall Street from the Crown to the Shire of Bruce Rock for \$500, and the subsequent sale of the lot to Ms Anita Foster by the Shire at a value of \$500; and
2. agree to the Shire of Bruce Rock’s Chief Executive Officer writing to Ms Foster to provide her with an update on the sale process.

10.5 Chief Executive Officer

Agenda Reference and Subject:

10.5.1 Request for Provision of Council Bus Service to Merredin Train Station for Perth Medical Appointments

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Nil

Summary

Council is asked to consider a request from the Bruce Rock Senior Citizens Committee seeking Council to provide a bus service from Bruce Rock to the Merredin Train Station, so that seniors can catch the train to Perth for medical appointments.

Background

Council received the following two letters in October 2023 seeking Council consideration to provide a bus service from Bruce Rock to the Merredin Train Station, so that seniors can catch the train to Perth for medical appointments.

Letter received from Mrs Mary Schick

Re: Transportation option for Bruce Rock Residents to meet up with Perth Train in Merredin

At recent September Seniors meeting its was brought up by Ms Schick to approach the Seniors in support for a service that would allow us to get to Merredin and return to meet the East Perth train.

The availability of transport to get to the train station at Merredin to meet up with trains to East Perth and return so as to get to medical appointments is very important to us and would relieve us of a lot of stress and anxiety. Road systems have changed very much in Perth and it is a bit much for some.

It is also understood, that there would be no shopping time and there might be a fee.

We would look favourably and fully support this service if it was to be implemented.

Letter from Bruce Rock Senior Citizens

At a recent September Seniors meeting it was brought up by Ms Mary Schick that she had contacted the Shire regarding a service that would allow us to get to Merredin and return to meet the East Perth train. Ms Schick asked the Seniors that if we were interested in this then we should let you know.

After some discussion, the Committee realized the availability of transport to get to the train station at Merredin, to meet up with trains to East Perth and return, was very important when residents were requiring medical appointments in Perth. We are becoming an ageing community and many no longer drive, have family in town to assist, and in Merredin there is nowhere to leave your car safely. This would relieve community members of a lot of stress and anxiety on how they will keep their appointments.

Also, Stephen, the road systems in Perth have changed over the years, and many find it very difficult to drive to or in Perth; the distance is now too far for some of the elderly to drive.

We do realise that there will be a fee for the trip. We the BK Seniors fully support this service if the Shire saw their way to implement this.

This request was discussed at the October 2023 Councillor Information Session, where it was agreed that a survey would be distributed to seek feedback from individuals to determine the overall need from the Bruce Rock Community for a bus service from Bruce Rock to the Merredin Train Station, so that seniors can catch the train to Perth for medical appointments.

Initially, only two responses to the survey were received. Subsequently, a request to include all community members in the survey was made. In response to this request, the survey was redistributed and placed in the Rock Review and social media, and provided to Mrs Mary Schick and the Bruce Rock Senior Citizens to distribute. Hard copies were also made available at the Shire Office, the Medical Centre and the CRC.

At the close of the second round of surveys, the Shire received a total of eight responses.

A summary of the results provide the following information for consideration:

- Respondents' Age Groups:
 - 6 over 55
 - 2 under 55
- All respondents had a driver's license.
- Only 3 currently catch the train to Perth for medical appointments.
- Only 1 Person left their car in Merredin while travelling to Perth.
- All 8 responses indicated that they would use the train on an as needed basis for medical appointments.
- 1 person said they would use the service between 6 – 12 times per year, while the majority said less than twice per year.
- All 8 said they would be prepared to pay a fee for the bus service.
- Other Comments
 - It would be a very good idea. I have two friends that I regularly collect from the train.
 - I would use the train service for all trips to Perth if I could get to the train station and back.
 - I think its great idea especially for people that don't drive or don't have their own transportation.
 - Would be great to go on shopping trips.
 - Why do you assume only old people need this service? There are plenty of younger people who may not have a car, may not be allowed to or too ill to drive.

The last comment above makes a good point. However, the initial reason that the survey was not open to everyone is that the request came specifically from the Seniors. As such, they were the target group. This was then expanded and the survey title of "Seniors" was removed and redistributed increasing the submissions from 2 to 6 (noting only 2 responses had been received prior to first round).

Comment

The responses received were limited and did not indicate significant interest in the provision of a Council funded bus service to catch the Merredin train to Perth, noting that all 8 respondents had a driver's license and vehicle.

Whilst the sentiment of the anxiety, stress and complications around getting to appointments in Perth is noted, the low survey response and results did not show significant need that would warrant a bus service. This was also backed by the statistics that most people had ad-hoc appointments and were less than a couple of times per year.

The cost to the Shire for the provision of the community bus for a trip to Merredin and return would be \$244 without a driver. This includes fuel, consumables and operational costs.

The ability to coordinate more than 1 or 2 people travelling on the same day would be limited. Then the coordination of their return trip would make the service very expensive and not practical. This is also if the bus is available and not booked for other events or by other community groups.

The Chief Executive Officer contacted a neighbouring Shire that had previously run a similar service. The Shire advised:

It was a bus service which included financial support from PTA as a trial for medical appointments in Merredin, we used to pay someone to drive the community Bus to Merredin and back, perhaps once a fortnight. The service was extremely underutilised and was winding up in April 2017. There was only one user and the person was going over to Merredin, doing their shopping as well. We were not encouraging people to shop out of town and the service ceased in May 2017.

Whilst there is obviously a need for some residents to be able to travel to the Merredin train station to attend appointments in Perth, the proposed model of the Shire providing a bus service would be very expensive versus the use it would receive.

There could perhaps be options for the Bruce Rock Seniors Citizens Group to seek local volunteers who consider driving those in need to catch the train with a nominal fee paid by the user. The provision of volunteers with cars could also be something that could be considered by the Bruce Rock CRC as part of the Mabel model, especially those with Home Care Packages.

This request has probably highlighted that Council has not reviewed its Aged Friendly Community Plan in recent years and that, with the strategies of CEACA, Council's new Public Health Plan, the introduction of "Staying in Place" model, and points recently raised by the Bruce Rock Senior Citizens Group, a review should be undertaken. This would include consultation with the Bruce Rock Senior Citizens Group.

Consultation

Survey distributed to the community via the Rock Review, social media, website and hard copies placed at the Medical Centre, the Shire Office and the CRC, as well as hard copies provided to the Bruce Rock Senior Citizens Group.

Financial information provided by Council's finance team.

Research also undertaken and information provided back from a similar Shire as to its previous experience with a similar model.

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That there is no alternative for those who have requested the service to be able to attend medical appointments.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
Inform the Bruce Rock Senior Citizens of the unreasonable costs to provide a bus service and, with no ability to adequately coordinate more than one person at a time, options to seek other support from Staying at Home Care Model should be explored.		

Financial Implications

Finance staff have undertaken an estimated dollar rate per kilometer for the operating costs for the community bus, which equates to \$2.44 per kilometer. This does not include costs associated with paying a driver. If there is a volunteer driver, they would need to meet the requirements set by our insurers for the provision of a paid service.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

Strategic Priority

1.1 – Community are engaged and have a healthy lifestyle

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

Governance

Strategic Priority

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

Voting Requirements

Simple Majority

Officer Recommendation:

- 1) That Council consider the survey results and advise the Bruce Rock Senior Citizens Group that, whilst Council is supportive of services for seniors and the community, the limited response, results of the survey and costs associated make the proposal of a Shire bus service to the Merredin train station for medical appointments in Perth prohibitive.
- 2) That staff advise the Bruce Rock Senior Citizens Group that they may wish to consider setting up a car volunteer system or liaise with the Bruce Rock CRC to consider its new Staying in Place support services through Mabel and their Home Care Packages.
- 3) That staff undertake a review of its Aged Friendly Community Plan, undertaking public consultation with the community and target groups.

Agenda Reference and Subject:

10.5.2 Ordinary Council Meeting Schedule 2024

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Nil

Summary

Council is asked to consider the schedule of Ordinary Council Meeting dates for 2024.

Background

It is a requirement for Council to advertise at least once each year the dates set for Ordinary Council Meetings. The Shire of Bruce Rock holds its Ordinary Council meetings on the 3rd Thursday of each month, except in January.

Comment

In line with the above, the 2024 schedule of Ordinary Council Meetings would be as follows:

- Thursday 15 February 2023
- Thursday 21 March 2023
- Thursday 18 April 2023
- Thursday 16 May 2023
- Thursday 20 June 2023
- Thursday 18 July 2023
- Thursday 15 August 2023
- Thursday 19 September 2023
- Thursday 17 October 2023
- Thursday 21 November 2023
- Thursday 19 December 2023

There are no foreseeable clashes with public holidays or other events that would require Council to vary any of the proposed meeting dates. However, Council may want to consider bringing the December Council Meeting forward.

The current meeting day schedule is as follows;

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

Consultation

Chief Executive Officer

Executive Services Manager

Statutory Implications

r.12, Local Government (Administration) Regulations 1996

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

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

Priority 4.1	Our organisation is well positioned and has capacity for the future
Priority 4.3	Proactive and well governed Shire

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

- 1. endorse the schedule of Ordinary Council Meeting dates for 2024, as presented; and**
- 2. give public notice of the meeting schedule for the Ordinary Meetings of Council for 2024.**

11. Regional Reports

Agenda Reference and Subject:	11.1 CEACA Meeting November 2023 Minutes
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	
Attachments:	<i>Nil</i>

Summary

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

Background

The 10 member Councils of the Central Eastern Aged Care Alliance (CEACA Inc.) held its Annual General Meeting and the General Meeting on the 6th November 2023 2023 at the Kellerberrin Recreation Centre.

Comment

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

The CEO attended the meeting.

The key points of the meeting were;

- Appointment of Executive Committee

Independent Chairperson	Terry Walrdon	
Deputy Chairperson	Gary Shadbolt	Shire of Mukinbudin
Secretary	Mischa Stratford	Shire Wyalkatchem
Treasurer	Holly Cusack	Shire of Narembeen
Member	Darren Mollenoyux	Shire of Bruce Rock
Member	Raymond Griffiths	Shire of Kellerberrin
- Kununoppin Independent Living Units
Discussion was held regarding the ongoing issues at the ILU's located in Kununoppin and potential future direction.
- Funding
CEACA is continuing to work towards attracting new funding for additional accommodation options across the shires.
- CEACA Constitution
Minor amendments were approved for the CEACA constitution.
- New Member
CEACA approved a request for the Shire of Dowerin to become an Associate Member of CEACA

A copy of the minutes has been provided in the correspondence section of the December 2023 Councillor Information document.

Consultation

Discussions were held at the CEACA Inc. Committee Meeting

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

Strategic Priority

1.1 – Community are engaged and have a healthy lifestyle

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

Governance

Strategic Priority

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

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

Voting Requirements

Simple Majority

Officer Recommendation:

That Council receive the minutes of the CEACA Inc Annual General Meeting and the General Meeting held on 6 November 2023 at the Kellerberrin Recreation Centre.

Agenda Reference and Subject:

11.2 WALGA Zone Minutes November 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 11.2 Attachment A – WALGA Zone Meeting Minutes

Item 11.2 Attachment B – Water Corp Presentation

Summary

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

Background

The recent WALGA Great Eastern Zone Meeting was held on 20 November 2023 at the Kellerberrin Recreation Centre.

Comment

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

Cr Rajagopalan, Cr Strange and the CEO attended the meeting.

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

Zone Elections

WALGA Zone Chairperson	Cr Tony Sachse	Shire of Mt Marshall
Deputy Zone Chairperson	Cr Melanie Brown	Shire of Trayning
State Council Delegate	Cr Stephen Strange	Shire of Bruce Rock
Deputy State Councillor	Cr Tony Sachse	Shire of Mt Marshall
Zone Executive Committee	Cr Mark Crees	Shire of Westonia
	Cr Pippa De Lacy	Shire of Nungarin
	Cr Alison Harris	Shire of Cunderdin

Presentations

Department of Fire and Emergency Services – Mr Murray Carter, Executive Director, Rural Fire Division
This presentation, 'Road Wworks during Total Fire Bans, Proposed Regulatory Changes' takes into consideration concerns raised by the Zone and brought to the Department's attention.

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

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That Council does not receive the minutes or object to decisions of the WALGA Great Eastern Zone meeting.		
Likelihood	Consequence	Rating
Rare	Insignificant	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low”, and will be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the minutes of the WALGA Great Eastern Zone Meeting held on 20 November 2023 at the Merredin Recreation Centre.

Agenda Reference and Subject:

11.3 WEROC Inc Meeting Minutes November 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 11.3 Attachment A – WEROC Inc Board Meeting Minutes

Item 11.3 Attachment B – WEROC Inc AGM Minutes

Summary

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

Background

The last WEROC Inc Board Meeting and Annual General Meeting were held on 29 November 2023 at the Shire of Bruce Rock Council Chambers.

Comment

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

The Chief Executive Officer and Cr Rajagopalan attended the meeting.

The Annual General Meeting was undertaken where the Shire of Merredin has taken over the Chair of WEROC for the next two year period.

The following items are highlighted for Council's attention:

7.1 Contract Review for Executive Services

The provision of Executive Services to the WEROC Inc. Board is outsourced to a consultant on a fixed-term basis. The current contract for delivery of Executive Services is held by 150 Square Strategic Solutions, with the term expiring on 28 February 2024.

Board Members are very satisfied with the services being provided and resolved to extend the contract until 28 February 2026.

7.3 WEROC Futures Discussion

Board Members reviewed the current WEROC Strategies and Directions, then agreed to a direction and steps for developing WEROC's Strategic Plan and WEROC Future Directions, including Economic Development.

7.4 WEROC Drive Trail

As part of WEROC collaborative approach to improve Tourism within the WEROC Shires, Members agreed to progressing with the following initiatives:

- WEROC Self Drive Trail Planner was adopted
- 2,000 printed copies of the drive trail map/brochure to be ordered
- Two or three basic sign designs to be prepared, one of which can then be selected to go across all sites.
- A single sign design that is replicated at each site. The sign will feature a drawn map showing the location of each point of interest with a number in the pointer. Each Shire can order as many of these as they require, at an individual cost per Council.

7.5 Wheatbelt Medical Student Immersion Program

Comments from the meeting:

- Members commented that there are concerns over the billeting process and the itineraries, which still seem to limit the students’ experience of living in a regional community. Communication between the program organisers and the Shires is also lacking.
- It was requested that the Executive Officer organise a meeting between the WEROC Board and Rural Health West to talk through some of the concerns.

A Teams meeting was held on 7 December 2023 with the University. An update on the outcomes of the meeting will be provided at the Council meeting.

9.1 Lotterywest Funding Application Process

The new process for Lotterywest grants involves a multi-step application process and the requirement to complete a training course to be eligible to access funding. There is also a requirement to have a Reconciliation Action Plan and to have consulted with the local Indigenous community on the project. The latter requirement is very difficult to achieve when there is not an active Indigenous group in the community.

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 Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low”, and will be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the minutes of the WEROC Inc Board Meeting held on 29 November 2023 at the Shire of Bruce Rock Council Chambers.

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

13. Confidential Items

Agenda Reference and Subject:	13.1 Salaries and Allowances Tribunal Remuneration 2024 Review Local Government CEO's & Elected Members
Reporting Officer:	Ramesh Rajagopalan, Shire President
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Darren Mollenoyux, Chief Executive Officer
Attachments:	<i>Item 13.1 Attachment A – CONFIDENTIAL Salaries & Allowances Tribunal Remuneration Inquiry – Determination at 6 April 2023</i> <i>Item 13.1 Attachment B – CONFIDENTIAL CEO's submission (To be sent under separate cover)</i> <i>Item 13.1 Attachment C - CONFIDENTIAL Salaries & Allowances Tribunal Remuneration Inquiry – 2024 Submission Template</i>

Officer Recommendation

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;

Officer Recommendation

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

Officer Recommendation

That Council considers making a submission to the Salaries & Allowances Tribunal Remuneration Inquiry Review - Local Government CEOs & Elected Members by the deadline of 9th February 2024 with a focus on inclusion in the Regional Allowance and that the motor vehicle provided to the CEO at the Shire of Bruce Rock (as with similar Local Government's) is included as a tool of the trade when including in the total remuneration package.

Agenda Reference and Subject:	13.2 Final Audit Management Letter
File Reference:	
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest	
Attachment	<i>Item 13.2 Attachment A – CONFIDENTIAL Final Audit Management Letter</i>

Officer Recommendation

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

Officer Recommendation

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

Officer Recommendation

That Council, subject to the advice from the Audit and Risk Committee:

1. receive the Final Audit Management Letter for the year ended 30 June 2023; and
2. direct the Shire of Bruce Rock’s Chief Executive Officer to ensure that the audit recommendations are addressed as outlined in the Final Audit Management Letter.

Agenda Reference and Subject:

13.3 Strategic Risk Register

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Item 13.3 Attachment A – Strategic Risk Register

Officer Recommendation

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.

Officer Recommendation

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

Officer Recommendation

Subject to the Audit and Risk Committee’s consideration of the Strategic Risk Register at its meeting of 14 December 2023, that Council approve the Strategic Risk Register, as attached.

14. Closure of Meeting