



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 20 July 2023

SHIRE OF BRUCE ROCK
AGENDA ATTACHMENTS 20 JULY 2023

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 15 JUNE 2023

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 15 JUNE 2023

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 3.06pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks
	Cr NC Kilminster
	Cr PG Negri
	Cr Rajagopalan
	Cr BJ Waight
	Cr RA Waye
	Cr J Verhoogt
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community	Mrs N Ugarte
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs M Barthakur (3.06pm to 3.26pm)
Apology	Cr KP Foss

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
15.06.23	Cr PG Negri	10.4.7	My daughter in law is the "Finance Officer" nominated as the Credit Card holder.
15.06.23	Darren Mollenoyux	10.4.7	Current Credit Card Holder

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

COUNCIL DECISION

Resolution OCM June 23 – 7.1.1

Moved: Cr Kilminster

Seconded: Cr Verhoogt

That Cr Crooks be granted leave of absence for the Ordinary Meeting of Council to be held on Thursday 20 July 2023.

Carried 8/0

8. Announcements by Presiding Member

9. Confirmation of Minutes

Audit Committee Meeting held on Thursday 18th May 2023.

COUNCIL DECISION

Resolution OCM June 23 – 9.1.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

Audit Committee Meeting held on Thursday 18 May 2023 be confirmed as a true and correct record.

Carried 8/0

Ordinary Meeting of Council held on Thursday 18th May 2023.

COUNCIL DECISION

Resolution OCM June 23 – 9.1.2

Moved: Cr Crooks

Seconded: Cr Waight

Ordinary Council Meeting held on Thursday 18 May 2023 be confirmed as a true and correct record.

Carried 8/0

Works and Services Committee Meeting held on Wednesday 7th June 2023

COUNCIL DECISION

Resolution OCM June 23 – 9.1.3

Moved: Cr Waight

Seconded: Cr Crooks

Works and Services Committee Meeting held on Wednesday 7th June 2023 be confirmed as a true and correct record.

Carried 8/0

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

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
May 2023*

*Item 10.2.1 Attachment B – Strategic Projects Tracker
May 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

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 June 23 – 10.2.1</p> <p>Moved: Cr Rajagopalan Seconded: Cr Waye</p> <p>That the Statements of Financial Activity for the month ending 31 May 2023 are received.</p> <p style="text-align: right;">Carried 8/0</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:	<i>Item 10.2.2 Attachment A – List of Payments May 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 May 2023.

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

Consultation

Nil

Statutory Implications

s.6.10 Local Government Act 1995

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

Policy Implications

Nil

Risk Implications

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

Financial Implications

Payments must be made in accordance with 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 June 23 – 10.2.2

Moved: Cr Verhoogt

Seconded: Cr Waye

That Council:

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

- a. EFT voucher numbers EFT21522 to EFT21522 totalling \$867,205.50;
- b. cheque number 121 to 123 totalling \$828.49;
- c. nil Trust EFT payments;
- d. wages and superannuation payments totalling \$212,214.91; and
- e. credit card payments totalling \$501.05,

with all payments totalling \$1,080,248.90 for the month of May 2023; and

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

Carried 8/0

Agenda Reference and Subject:	10.2.3 Write off of Sundry Debtor
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

Summary

Council is asked to consider writing off the impound fee that was imposed on Ms Allysha Edwards as “Debtor” on the 4th April 2023, due to the fact that the car involved was driven without her permission and the person driving is not contactable.

Background

The Shire impounded a vehicle that belonged to Ms Edwards, and thus an impound fee was raised. However, we have received a letter from Ms Edwards requesting a waiver, as she was not the driver and it is a matter where the Police is involved. We have received confirmation from the Bruce Rock Police that Ms Edwards was not the driver and they are investigating the incident.

Comment

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

Debtor Number	Nature of Debt	Amount
84330	Impound Fee for White Ford Territory (Recover Damaged Vehicle from Bruce’s Rock)	\$898.00
	Total to Write Off	\$898.00

Consultation

Chief Executive Officer
 Manager of Works and Services
 Senior Finance Officer

Statutory Implications

Local Government Act 1995

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

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

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

** Absolute majority required.*

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

Policy Implications

2.4 Procedures for Outstanding Debtors

Risk Implications

Risk: That sundry debtors remain unpaid, resulting in less revenue for the Shire.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Moderate” and will be managed by specific monitoring and response procedures.		

Financial Implications

Reduction in collectable sundry debtors of \$898.00

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

4. Governance

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

Voting Requirements

Absolute Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM June 23 – 10.2.3</p> <p>Moved: Cr Way Seconded: Cr Negri</p> <p>That Council instructs the Chief Executive Officer to write off the following debts by sundry debtors: Debtor 84330 – \$898.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 8/0</p>
--

Agenda Reference and Subject:

10.2.4 Consideration of offer of land at 21 Railway Parade

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Nil

Attachments:

Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM June 23 – 10.2.4.1

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:

(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

(e) a matter that if disclosed, would reveal —

(vii) a trade secret; or

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

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

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM June 23 – 10.2.4.2

Moved: Cr Rajagopalan

Seconded: Cr Waye

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

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM June 23 – 10.2.4.3

Moved: Cr Rajagopalan

Seconded: Cr Waye

That Council:

1. accepts the offer of 21 Railway Parade, Bruce Rock (Assessment number A555) from Mr Barry Turner, and arranges the transfer of the same; and
2. resolves, either immediately or in the future at a time deemed advantageous, to make the land available for purchase.

CARRIED BY ABSOLUTE MAJORITY 8/0

10.3 Environmental Health Officer

Nil

M Barthakur left the Council Chambers at 2.27pm 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:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of Shire President Stamp in May 2023.

Background

Nil

Comment

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

- Land Transfer Supermarket (to remove caveat)

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 June 23 – 10.4.1

Moved: Cr Kilminster

Seconded: Cr Waight

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

Carried 8/0

Agenda Reference and Subject:

10.4.2 Shire Seal

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of Shire Seal in May 2023.

Background

Nil

Comment

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

- Land Transfer Supermarket (to remove caveat)

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 June 23 – 10.4.2

Moved: Cr Rajagopalan

Seconded: Cr Crooks

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

Carried 8/0

Agenda Reference and Subject:

10.4.3 Audit Committee Terms of Reference

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 - Audit and Risk Committee Terms of Reference

Summary

Council is asked to approve the renaming of the Audit Committee as Audit and Risk Committee (Committee), and the revised Terms of Reference for the Committee (attached).

Background

The latest Regulation 17 review recommended that the name of the Audit Committee be changed to Audit and Risk Committee, reflecting the role of the Committee in risk management. The review also recommended that the Terms of Reference of the Committee be amended to include risk as a strong focus.

Comment

The Committee's current Terms of Reference simply provide an excerpt of regulation 16 of the Local Government (Audit) Regulations 1996, which sets out the functions of Committees.

The Committee's Terms of Reference have been amended following the Department of Local Government's guidelines for the appointment, function and responsibilities of Committees. The guidelines include a template, which has been used as the basis for the development of the revised Terms of Reference.

The revised Terms of Reference expand on the functions listed in regulation 16 of the Local Government (Audit) Regulations 1996, and provide a more detailed account of the Committee's functions, including in relation to risk management. The amended Terms of Reference also provide an annotated excerpt of regulation 16 as an attachment.

Consultation

Chief Executive Officer
Manager of Finance

Statutory Implications

Regulation 16, Local Government (Audit) Regulations 1996

"An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —*
 - (i) its functions under Part 6 of the Act; and*
 - (ii) its functions relating to other audits and other matters related to financial management;*

- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
- (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
- (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
- (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law."

Policy Implications

The Risk Management Framework has been updated to reflect the proposed new name of the Committee, and to more clearly outline the Committee's functions in relation to risk management.

Risk Implications

Risk: That the Committee's Terms of Reference do not accurately reflect its functions in relation to risk management, resulting in the inadequate management of risks.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves the new Terms of Reference for the Committee. • Committee performs its risk management functions, as per the Terms of Reference. 		

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

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM June 23 – 10.4.3

Moved: Cr Negri

Seconded: Cr Rajagopalan

That Council:

- 1. agree to the Audit Committee being renamed Audit and Risk Committee; and**
- 2. approve the amended Terms of Reference for the Audit and Risk Committee.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Council Meeting adjourned at 3.36pm to commence an Audit Committee meeting.

Council Meeting resumed at 3.44pm with all staff and Councillors present.

Agenda Reference and Subject:	10.4.4 Regulation 17 Review Update
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>Nil</i>

Summary

Council will be provided with a report on the progress made in implementing the recommendations of the latest Regulation 17 review.

Background

The latest Regulation 17 review, which was completed in May 2023, made several recommendations to the Shire of Bruce Rock (Shire) to improve its risk management, internal control and legislative compliance processes.

At its ordinary meeting of May 2023, Council approved the proposed actions to be taken by the Shire in response to the review recommendations.

Comment

The following table provides an update on the actions taken to date to address the Regulation 17 review recommendations.

Recommendation		Shire’s Response	Status Update
1.	The Risk Management Framework and the Risk Management and Governance policy/guideline should be updated as soon as possible in line with the new standard ISO 31000:2018 and should clearly outline the process for the development, management and reporting of the operational risk register and the strategic risk register. Both policies should then be endorsed by the Audit Committee.	The Shire will update its Risk Management Governance Framework (including its risk management policy and procedures) in line with the new standard ISO 31000:2018. The Shire will ensure that the Framework clearly outlines the process for the development, management and reporting of the strategic and operational risk registers. The Shire intends to engage the Local Government Insurance Services (LGIS) to undertake this work. Due date: September 2023	The Shire has revised its Risk Management Policy and Risk Management Framework (which includes procedures) in line with the new standard ISO 31000:2018. Both documents are scheduled to be considered by Council at its ordinary meeting of June 2023. The Framework outlines that strategic risks are to be managed at the Council level, and captured within the Shire’s Strategic Plan. The Framework also outlines how operational risks are to be captured, managed and reported through the Shire’s Risk Profile.

Recommendation	Shire's Response	Status Update
	<p>The Shire will seek endorsement of the Risk Management Governance Framework by the Audit Committee.</p> <p>Due date: October 2023</p>	<p>The Audit Committee is scheduled to consider the revised Risk Management Framework in June 2023.</p>
<p>2. Develop an operational risk register and a strategic risk register as a matter of priority. A copy of the risk registers with evidence of ongoing management action should be tabled at each Audit Committee meeting.</p>	<p>The Shire will develop strategic and operational risk registers.</p> <p>Due date: September 2023</p>	<p>A senior managers' workshop has been scheduled for 29 June 2023 to develop the Shire's Risk Profile (operational risk register).</p>
	<p>A copy of the risk registers, with evidence of ongoing management action, will be tabled at each Audit Committee meeting.</p> <p>Due date: Ongoing, starting in September 2023</p>	<p>Not started.</p>
<p>3. Implementation of a Risk Identification and Prevention policy governing how both operational and strategic risks are to be continually identified, categorised as high, medium, or low risk (based on the Shire's Risk Matrix Model) reviewed, monitored and recorded in the risk registers. This risk identification and prevention policy should also be endorsed by the Audit Committee.</p>	<p>The Shire will develop and implement a Risk Identification and Prevention Policy as part of the development of its Risk Management Governance Framework.</p> <p>Due date: September 2023</p>	<p>The revised Risk Management Framework outlines the process to be followed to identify, categorise, review and record strategic and operational risks.</p> <p>As such, it is considered that the development of a separate Risk Identification and Prevention Policy is not warranted.</p> <p><i>It is therefore recommended that Council agrees to close this action.</i></p>
	<p>The Risk Identification and Prevention Policy will be presented to the Audit Committee for endorsement.</p> <p>Due date: September 2023</p>	<p>It is considered that the development of a separate Risk Identification and Prevention Policy is not warranted.</p> <p><i>It is therefore recommended that Council agrees to close this action.</i></p>
<p>4. Consideration for the establishment of a Whistle Blower policy. This should be formulated and then endorsed by the Audit Committee should the Shire consider is worthwhile.</p>	<p>With the engagement of a new Manager of Governance and Community Services, the Shire is about to commence a comprehensive review of its governance policies. The Shire will take a risk-based approach on the timing for the review or development of each policy. The</p>	<p>The establishment of a Whistle Blower policy has not been considered yet.</p>

Recommendation	Shire's Response	Status Update
	establishment of a Whistle Blower policy will be considered as part of this process.	
<p>5. The Shire's Audit Committee should be called the Audit and Risk Committee and its current Terms of Reference amended accordingly to include risk as a strong focus. Further that risk management should be included as a regular agenda item for each Committee meeting. We also propose that the Audit and Risk Committee consider including an external member as part of the Committee who is independent of the Shire operations and not a Councillor, to assist the Committee in finance and risk management related matters. The use of an independent external member is in line with "Audit Committee Good Practice" guidelines. The Committee's Terms of Reference should be amended as such.</p>	<p>The Audit Committee will be renamed Audit and Risk Committee. Due date: June 2023</p>	<p>Council will consider the renaming of the Audit Committee at its ordinary meeting of June 2023.</p>
	<p>The terms of reference of the Audit Committee will be amended to reflect the Committee's responsibilities in relation to risk management. Due date: June 2023</p>	<p>Council will consider the revised terms of reference of the Audit Committee at its ordinary meeting of June 2023.</p>
	<p>Risk management will be included as a regular agenda item for the Committee's meetings. Due date: Ongoing, starting June 2023</p>	<p>Not started.</p>
	<p>The composition of the Audit Committee will be reviewed, with the objective of reducing the number of Councillors on the Committee and incorporating an independent, external member. This review will be undertaken following the October 2023 Local Government elections, which will result in the Shire of Bruce Rock's Council being reduced from nine to seven members. Due date: November 2023</p>	<p>Not started.</p>
<p>6. The Shire should include as part of its existing procurement policy, the contract management policy/process and the evaluation panel process, including the obtaining of conflict of interest declarations, as soon as possible which should also include all tender compliance requirements relating to Part 4 of the Local Government (Functions and General) Regulations 1996 sections 11A to 24AJ.</p>	<p>The Council will review its Procurement Policy and incorporate the recommended processes and requirements. Due date: November 2023</p>	<p>Not started.</p>
<p>7. The Shire together with their outsourced IT provider</p>	<p>The Shire will develop an IT Disaster Recovery Plan and a data</p>	<p>Wallis Computer Solutions (Wallis), the Shire's IT</p>

Recommendation	Shire’s Response	Status Update
<p>develop a Disaster Recovery IT plan, a data back up and retrieval policy, amending the computer lock out time from 60 minutes to no more than 15 minutes and develop written procedures and policy relating to the authorisation process to be followed over staff password resets.</p>	<p>back up and retrieval policy. Due date: August 2023</p>	<p>services provider, has provided a quote for the development of an IT Disaster Recovery Plan. The total cost quoted is \$5,095. This amount is over the \$5,000 threshold in the Shire’s Purchasing Policy, which requires that at least three quotes be sourced. However, Wallis is considered to be a sole supplier in this particular case, as the recovery plan will be linked to, and be dependent on, our current IT service arrangements with Wallis. As required by the Purchasing Policy, the decision to engage Wallis without seeking further quotes will be recorded on the Record of Written Quotations.</p>
	<p>The Shire will change the computer lock out time from 60 minutes to 15 minutes. Due date: June 2023</p>	<p>Completed.</p>
	<p>The Shire will develop written procedures and policy relating to the authorisation process to be followed for staff password resets. Due date: July 2023</p>	<p>Not started.</p>
<p>8. Give consideration to developing an Internal Controls policy which outlines staff responsibilities over internal control compliance and incorporating the responsibilities within staff job descriptions and also staff induction programs. This should highlight the importance of proper segregation of duties, system access controls and the approval processes.</p>	<p>The Shire will develop an Internal Controls Policy, outlining staff responsibilities over internal control compliance. The Shire has already started a monthly staff development session to address internal risk, training, and development. Due date: August 2023</p>	<p>Not started.</p>
	<p>Internal control responsibilities will be incorporated in staff job descriptions and induction programs. Due date: September 2023</p>	<p>Not started.</p>
<p>9. A more effective compliance calendar should be designed</p>	<p>The Shire will develop a more effective compliance calendar,</p>	<p>Not started.</p>

Recommendation	Shire's Response	Status Update
to track all activities and actions required to ensure compliance with all legislative requirements associated with the Local Government Act 1995, the Local Government (Functions & General) Regulations 1996 and the Local Government (Audit) Regulations 1996. The compliance calendar should include information relating to compliance being achieved.	including information regarding the process to achieve compliance. The Shire is currently exploring the use of the Smartsheet platform or the Attain compliance software to develop its new compliance calendar. Due date: September 2023	
10. Consideration should also be given to include within each updated policies and procedures reference to the applicable legislative requirement. This then provides information to staff that by following the policy or procedure legislative compliance is being achieved.	The Shire will include reference to applicable legislative requirements in its updated policies and procedures. This will be done as part of its review of its suite of governance policies.	Ongoing, as part of the review of the Policy Manual.
11. Consideration should be given to the implementation of a Legislative Compliance policy which outlines the responsibility for compliance with legislative requirements and how such compliance is to be met. Consideration should be given for the Shire to develop various legislative compliance checklists to enable various areas within the Shire (or by the Manager of Governance & Community Services position) to undertake self-assessment checks. We would suggest that these be undertaken regularly throughout the calendar year and be signed off attesting to compliance. These can be undertaken in conjunction with the annual Compliance Audit Return (CAR) and would complement the (CAR) process.	The Shire will implement a Legislative Compliance Policy, outlining the responsibility for compliance with legislative requirements and how such compliance is to be met. Due date: November 2023	Not started.
	The Manager of Governance and Community Services will develop and manage legislative compliance checklists. Due date: Ongoing, starting in September 2023	Not started.

Consultation

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

Statutory Implications

Regulation 17, Local Government (Audit) Regulations 1996

“The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –
(a) risk management; and
(b) internal control; and
(c) legislative compliance.”

Policy Implications

Policies related to risk management, internal control and legislative compliance processes are being reviewed and improved in implementing actions in response to the latest Regulation 17 review recommendations.

Risk Implications

Risk: That policies and processes related to risk management, internal control and legislative compliance do not reflect current best practice.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves the new Risk Management Policy and Framework, and the revised terms of reference for the Audit Committee. • Council continues to monitor the implementation of actions in response to the Regulation 17 review recommendations. 		

Financial Implications

\$5,095 to date.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Absolute Majority

COMMITTEE RECOMMENDATION AND COUNCIL DECISION

Resolution OCM June 23 – 10.4.4

Moved: Cr Rajagopalan

Seconded: Cr Verhoogt

That Council:

- 1. note the status update on the implementation of actions in response to the Regulation 17 review recommendations; and**
- 2. agree to close actions related to the recommendation to develop a Risk Identification and Prevention Policy, as the matters to be covered by the proposed Policy are captured in the revised Risk Management Framework.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:

10.4.5 Risk Management 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 - Amended Risk Management Policy

Summary

The Risk Management Policy has been reviewed and amended in response to a recommendation from the latest Regulation 17 review. Council is asked to approve the amended policy.

Background

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the Shire of Bruce Rock's (Shire) systems and procedures in relation to risk management, internal control and legislative compliance.

The latest review, which was undertaken by consultants Australian Audit, was completed in May 2023.

At its Ordinary Meeting of the 18th May 2023, Council endorsed the actions to be taken by the Shire in response to the recommendations of the review. This included the recommendation to amend the Risk Management Policy in line with the latest, relevant Australian standard (ISO 31000:2018).

Comment

While the current policy states it is aligned with ISO 31000:2018, the Manager of Governance and Community Services contacted the Local Government Insurance Services (LGIS) to seek its guidance on the latest requirements with regard to risk management policies. In response, LGIS provided a copy of its latest model Risk Management Policy for use by Local Governments, which complies with the latest applicable standard.

A comparison of the Shire's current policy and the model policy provided by LGIS has resulted in the following recommended amendments to the Shire's policy:

- **Objective**

The objective in the amended policy places an emphasis on the early identification of potential risks, so that opportunities can be realised and impacts minimised.

The contribution of risk management to the Shire's achievement of its objectives "efficiently, effectively and within good corporate governance principles" has also been recognised in the policy objective.

The existing policy lists the policy's overarching and more specific objectives in separate sections. The revised policy has brought these together under the "Objectives" heading.

- **Policy**

The current policy states that it is the Shire’s policy to achieve best practice. This has been toned down to state that the Shire strives to achieve best practice. This is in recognition of the Shire’s size and limited resources. This concept is further reinforced by indicating that “risk management functions will be resourced to match the size and scale of the Shire’s operations”.

A paragraph has been added to indicate that the policy applies to Council, the Shire’s management team and all employees and contractors involved in Shire operations.

- **Definitions**

The reference to AS/NZS 31000:2009 has been removed, as Australian Audit has advised this standard has been superseded. However, no changes have been made to the definitions contained in the policy, as these are still accurate.

Roles, responsibilities and accountabilities

The references to the CEO being responsible for the allocation of roles, responsibilities and accountabilities, and to these being recorded in the Risk Management Procedures have been removed. Instead, roles, responsibilities and accountabilities will be outlined in detail in the Shire’s Risk Management Framework.

The revised policy provides the following responsibilities to the CEO:

Implementation of the Risk Management Policy.

Measurement and reporting on the performance of risk management.

Review and improvement of the policy and the Risk Management Framework at least biennially, or in response to a material event or change in circumstances.

- **Associated documents**

A section has been added to identify other Shire documents associated with the Risk Management Policy. These include the Risk Management Framework and the Risk Profile.

Consultation

Chief Executive Officer

Manager of Finance

Manager of Works and Services

LGIS

Statutory Implications

Regulation 17, Local Government (Audit) Regulations 1996

“The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.”

Policy Implications

The Risk Management Policy has been reviewed to reflect contemporary, best practice.

Risk Implications

Risk: That the Risk Management Policy does not reflect current best practice in risk management.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves recommended changes to the Risk Management Policy. • The Risk Management Policy is 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

Absolute Majority

<p>COMMITTEE RECOMMENDATION AND COUNCIL DECISION Resolution OCM June 23 – 10.4.5</p> <p>Moved: Cr Crooks Seconded: Cr Waight</p> <p>That Council review and endorse the modifications to the Risk Management Policy, as attached. CARRIED BY ABSOLUTE MAJORITY 8/0</p>

Agenda Reference and Subject:

10.4.6 Risk Management Framework

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 10.4.6 Attachment A - Risk Management Framework

Summary

Council is asked to approve a new Risk Management Framework.

Background

The Shire of Bruce Rock's (Shire) existing Risk Management Framework dates back to July 2014. This document was developed by the Local Government Risk Insurance Services (LGIS) in accordance with the standard applicable at the time (AS/NZS ISO 31000:2009 – Risk Management).

The latest Regulation 17 review identified that the Shire's Risk Management Framework should be updated as soon as possible in line with the new standard (AS/ANZ ISO 31000:2018 – Risk Management), and should clearly outline the process for the development, management and reporting of the Shire's strategic and operational risk registers.

LGIS was approached to seek its assistance in reviewing the Shire's Risk Management Framework. In response, LGIS provided the Shire with a copy of a model Risk Management Framework for Local Governments, which is compliant with AS/ANZ ISO 31000:2018 – Risk Management.

Comment

The model Risk Management Framework provided by LGIS has been reviewed and slightly modified to reflect the Shire's organisational structure.

The proposed new framework (attached):

- states that strategic risks should be recorded and managed as part of the Shire's strategic planning process and the CEO's Annual Risk Summary Report; and
- outlines the process to develop, manage and report on the Shire's Risk Profile, which constitutes its operational risk register.

Consultation

Chief Executive Officer
Manager of Finance
Manager of Works and Services
LGIS

Statutory Implications

Regulation 17, Local Government (Audit) Regulations 1996

*"The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
(a) risk management; and
(b) internal control; and*

(c) legislative compliance.”

Policy Implications

The Risk Management Framework has been reviewed to reflect contemporary, best practice.

Risk Implications

Risk: That the Risk Management Framework does not reflect current best practice in risk management.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves the new Risk Management Framework. • The Risk Management Framework is reviewed every three years, 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

Absolute Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM June 23 – 10.4.6</p> <p>Moved: Cr Rajagopalan Seconded: Cr Crooks</p> <p>That Council review and endorse the new Risk Management Framework, as attached. CARRIED BY ABSOLUTE MAJORITY 8/0</p>
--

Agenda Reference and Subject:

10.4.7 Supply and Use of Corporate Credit Cards

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Cr PG Negri
Darren Mollenoyux, Chief Executive Officer

Attachments:

Item 10.4.7 Attachment A - Amended Supply and Use of Corporate Credit Cards Policy

Summary

The Supply and Use of Corporate Credit Cards Policy (Credit Card Policy) has been reviewed and amended. Council is asked to approve the amended policy.

Background

The Credit Card Policy has been reviewed to:

- increase the number of corporate credit cards from one to two to facilitate business operations; and
- ensure compliance with guidelines issued by the Department of Local Government, Sport and Cultural Industries (Department).

Comment

Number of corporate credit cards

Under the existing policy, only the Chief Executive Officer (CEO) is permitted to hold a corporate credit card. The objective of this approach was to minimise the risk of misuse of the credit card.

However, given the Department's guidelines prohibit the transfer of a credit card, this arrangement is now impractical, as the CEO would be required to personally process all purchases of goods and services carried out with the credit card. Up until now, credit card purchases have been approved by the CEO and the purchase process has been delegated to a staff member, which effectively constitutes a transfer of the credit card.

It is recommended that the amended policy allow for the issuing of two corporate credit cards:

- one to the CEO; and
- a second one to a staff member who is not involved in the approval and acquittal of credit card expenses, or the investigation of the alleged misuse of a credit card. This is to ensure the segregation of duties.

Following consideration of the most suitable position to hold the second credit card, it is recommended that Council approve the issuing of a credit card to the Finance Officer. This position is currently held by Shenae Negri.

Department's guidelines

The Department advises that the following issues should be covered when developing policies to control the use of credit cards:

- **General**
 - An agreement should be signed by the cardholder and the local government setting out the cardholder's responsibilities and legal obligations when using the credit card.
 - A register of all current cardholders should be kept. The register should include the card number, the expiry date of the credit card, the credit limit, and details of goods and services the cardholder has authority to purchase.
 - All new and existing cardholders should be provided with a copy of the policies relating to the use of credit cards.
 - What the cardholder should do in the event their employment ceases, an extended period of leave is taken, or they are moved to a position that does not require the use of a credit card.
 - What the cardholder should do if they lose or misplace their credit card.
 - Credit cards should not be transferred to other users.
 - How reward schemes, such as Fly Buys, will be treated.
 - The arrangements for destruction of all surrendered credit cards.
 - What action is to be taken in the event that a cardholder fails to comply with the policy.
- **Purchasing**
 - Credit cards should only be used for purchasing goods and services on behalf of the local government.
 - Personal expenditure should be prohibited.
 - A credit card should not be used for cash withdrawals.
 - Maximum credit limits should be based on the cardholder's needs.
 - How purchases by facsimile, telephone or over the internet are to be dealt with.
- **Payments**
 - Timeframes for payment of accounts should be monitored to ensure that credit charges are minimised.
 - Establish strict guidelines for expenditure on entertainment.
 - Cardholders cannot approve expenditure incurred on their own credit cards.

The Credit Card Policy has been amended to cover all the issues outlined above. A reference to documents associated with the Credit Card Policy has also been added.

Consultation

Chief Executive Officer
Manager of Finance

Statutory Implications

Section 2.7(2)(a) and (b) of the Local Government Act 1995 requires Council to oversee the allocation of the local government's finances and resources, and to determine the policies of the local government.

Section 6.5(a) of the Local Government Act 1995 requires the Chief Executive Officer to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Regulation 11(1)(a) of the Local Government (Financial Management) Regulations 1996 requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

Policy Implications

The Credit Card Policy has been reviewed to reflect contemporary, best practice.

Risk Implications

Risk: That the Credit Card Policy does not reflect current best practice in policies for the control of credit cards.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves recommended changes to the Credit Card Policy. • The Credit Card Policy is 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

Absolute Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM June 23 – 10.4.7</p> <p>Moved: Cr Crooks Seconded: Cr Rajagopalan</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. review and endorse the modifications to the Supply and Use of Corporate Credit Cards Policy, as attached; and 2. approve the issuing of a corporate credit card to the Finance Officer. <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 7/0</p>

10.5 Chief Executive Officer

Agenda Reference and Subject:

10.5.1 Draft Local Planning Policy – Heritage Places

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Caris Negri, Community Development Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.5.1 Attachment A - Draft Local Planning Policy – Heritage Places (To be provided to Council prior to the Meeting)

Summary

Council is asked to adopt the Draft of 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 the heritage significance 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.

Comment

Council engaged Ms Laura Gray of Heritage Intelligence (WA) to undertake a Local Heritage Survey and include a Heritage List within the Local Heritage Survey. After the completion of the Local Heritage Survey, Ms Gray has drafted the Local Planning Policy – Heritage Places. The draft Planning Policy will be provided to Council prior to the meeting.

If Council adopt the draft, public comment can open on Tuesday, the 20th June 2023, and close on Monday, the 10th July 2023. Depending on the level of public comment received, the final version will be presented for Council to adopt at the July Ordinary Council Meeting.

Consultation

Ms Laura Gray, Heritage Consultant
Chief Executive Officer
Environmental Health Officer

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 Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low”, and can be managed by routine procedure. The risk 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 June 23 – 10.5.1</p> <p>Moved: Cr Rajagopalan Seconded: Cr Waye</p> <p>That Council: That Council adopt the draft Local Planning Policy – Heritage Places, and release it for public comment for a period of three weeks, finishing on Monday, 10th July 2023.</p> <p style="text-align: right;">Carried 8/0</p>
--

11. Regional Reports

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

13. Confidential Items

14. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 3.54pm.

These minutes were confirmed at a meeting on 20 July 2023.

Cr Stephen Strange
Shire President
20 July 2023

SHIRE OF BRUCE ROCK

AUDIT COMMITTEE MINUTES MEETING 15 JUNE 2023

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SHIRE OF BRUCE ROCK

AUDIT COMMITTEE MINUTES MEETING 15 JUNE 2023

1. Declaration of Opening

The Shire President Stephen Strange declared the meeting open at 3.37pm.

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

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

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 the 18th May 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution ACM June 23 – 6.1

Moved: Cr Rajagopalan

Seconded: Cr Waight

That the minutes of the Audit Committee Meeting held 18 May 2023 be confirmed as a true and correct record.

Carried 8/0

7. Reports of Officers

Agenda Reference and Subject:	7.1.1 Regulation 17 Review Update
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>Nil</i>

Summary

Council will be provided with a report on the progress made in implementing the recommendations of the latest Regulation 17 review.

Background

The latest Regulation 17 review, which was completed in May 2023, made several recommendations to the Shire of Bruce Rock (Shire) to improve its risk management, internal control and legislative compliance processes.

At its ordinary meeting of May 2023, Council approved the proposed actions to be taken by the Shire in response to the review recommendations.

Comment

The following table provides an update on the actions taken to date to address the Regulation 17 review recommendations.

Recommendation		Shire's Response	Status Update
1.	The Risk Management Framework and the Risk Management and Governance policy/guideline should be updated as soon as possible in line with the new standard ISO 31000:2018 and should clearly outline the process for the development, management and reporting of the operational risk register and the strategic risk register. Both policies should then be endorsed by the Audit Committee.	The Shire will update its Risk Management Governance Framework (including its risk management policy and procedures) in line with the new standard ISO 31000:2018. The Shire will ensure that the Framework clearly outlines the process for the development, management and reporting of the strategic and operational risk registers. The Shire intends to engage the Local Government Insurance Services (LGIS) to undertake this work. Due date: September 2023	The Shire has revised its Risk Management Policy and Risk Management Framework (which includes procedures) in line with the new standard ISO 31000:2018. Both documents are scheduled to be considered by Council at its ordinary meeting of June 2023. The Framework outlines that strategic risks are to be managed at the Council level, and captured within the Shire's Strategic Plan. The Framework also outlines how operational

Recommendation		Shire’s Response	Status Update
			risks are to be captured, managed and reported through the Shire’s Risk Profile.
		The Shire will seek endorsement of the Risk Management Governance Framework by the Audit Committee. Due date: October 2023	The Audit Committee is scheduled to consider the revised Risk Management Framework in June 2023.
2.	Develop an operational risk register and a strategic risk register as a matter of priority. A copy of the risk registers with evidence of ongoing management action should be tabled at each Audit Committee meeting.	The Shire will develop strategic and operational risk registers. Due date: September 2023	A senior managers’ workshop has been scheduled for 29 June 2023 to develop the Shire’s Risk Profile (operational risk register).
		A copy of the risk registers, with evidence of ongoing management action, will be tabled at each Audit Committee meeting. Due date: Ongoing, starting in September 2023	Not started.
3.	Implementation of a Risk Identification and Prevention policy governing how both operational and strategic risks are to be continually identified, categorised as high, medium, or low risk (based on the Shire’s Risk Matrix Model) reviewed, monitored and recorded in the risk registers. This risk identification and prevention policy should also be endorsed by the Audit Committee.	The Shire will develop and implement a Risk Identification and Prevention Policy as part of the development of its Risk Management Governance Framework. Due date: September 2023	The revised Risk Management Framework outlines the process to be followed to identify, categorise, review and record strategic and operational risks. As such, it is considered that the development of a separate Risk Identification and Prevention Policy is not warranted. <i>It is therefore recommended that Council agrees to close this action.</i>
		The Risk Identification and Prevention Policy will be presented to the Audit Committee for endorsement. Due date: September 2023	It is considered that the development of a separate Risk Identification and Prevention Policy is not warranted. <i>It is therefore recommended that Council agrees to close this action.</i>

Recommendation		Shire’s Response	Status Update
4.	Consideration for the establishment of a Whistle Blower policy. This should be formulated and then endorsed by the Audit Committee should the Shire consider is worthwhile.	With the engagement of a new Manager of Governance and Community Services, the Shire is about to commence a comprehensive review of its governance policies. The Shire will take a risk-based approach on the timing for the review or development of each policy. The establishment of a Whistle Blower policy will be considered as part of this process.	The establishment of a Whistle Blower policy has not been considered yet.
5.	The Shire’s Audit Committee should be called the Audit and Risk Committee and its current Terms of Reference amended accordingly to include risk as a strong focus. Further that risk management should be included as a regular agenda item for each Committee meeting. We also propose that the Audit and Risk Committee consider including an external member as part of the Committee who is independent of the Shire operations and not a Councillor, to assist the Committee in finance and risk management related matters. The use of an independent external member is in line with “Audit Committee Good Practice” guidelines. The Committee’s Terms of Reference should be amended as such.	The Audit Committee will be renamed Audit and Risk Committee. Due date: June 2023	Council will consider the renaming of the Audit Committee at its ordinary meeting of June 2023.
		The terms of reference of the Audit Committee will be amended to reflect the Committee’s responsibilities in relation to risk management. Due date: June 2023	Council will consider the revised terms of reference of the Audit Committee at its ordinary meeting of June 2023.
		Risk management will be included as a regular agenda item for the Committee’s meetings. Due date: Ongoing, starting June 2023	Not started.
		The composition of the Audit Committee will be reviewed, with the objective of reducing the number of Councillors on the Committee and incorporating an independent, external member. This review will be undertaken following the October 2023 Local Government elections, which will result in the Shire of Bruce Rock’s Council being reduced from nine to seven members. Due date: November 2023	Not started.
6.	The Shire should include as part of its existing procurement policy, the contract management policy/process and the evaluation panel process, including the obtaining of	The Council will review its Procurement Policy and incorporate the recommended processes and requirements. Due date: November 2023	Not started.

Recommendation	Shire’s Response	Status Update
<p>conflict of interest declarations, as soon as possible which should also include all tender compliance requirements relating to Part 4 of the Local Government (Functions and General) Regulations 1996 sections 11A to 24AJ.</p>		
<p>7. The Shire together with their outsourced IT provider develop a Disaster Recovery IT plan, a data back up and retrieval policy, amending the computer lock out time from 60 minutes to no more than 15 minutes and develop written procedures and policy relating to the authorisation process to be followed over staff password resets.</p>	<p>The Shire will develop an IT Disaster Recovery Plan and a data back up and retrieval policy. Due date: August 2023</p>	<p>Wallis Computer Solutions (Wallis), the Shire’s IT services provider, has provided a quote for the development of an IT Disaster Recovery Plan. The total cost quoted is \$5,095. This amount is over the \$5,000 threshold in the Shire’s Purchasing Policy, which requires that at least three quotes be sourced. However, Wallis is considered to be a sole supplier in this particular case, as the recovery plan will be linked to, and be dependent on, our current IT service arrangements with Wallis. As required by the Purchasing Policy, the decision to engage Wallis without seeking further quotes will be recorded on the Record of Written Quotations.</p>
	<p>The Shire will change the computer lock out time from 60 minutes to 15 minutes. Due date: June 2023</p>	<p>Completed.</p>
	<p>The Shire will develop written procedures and policy relating to the authorisation process to be followed for staff password resets. Due date: July 2023</p>	<p>Not started.</p>
<p>8. Give consideration to developing an Internal Controls policy which outlines</p>	<p>The Shire will develop an Internal Controls Policy, outlining staff responsibilities over internal</p>	<p>Not started.</p>

Recommendation		Shire's Response	Status Update
	staff responsibilities over internal control compliance and incorporating the responsibilities within staff job descriptions and also staff induction programs. This should highlight the importance of proper segregation of duties, system access controls and the approval processes.	control compliance. The Shire has already started a monthly staff development session to address internal risk, training, and development. Due date: August 2023	
		Internal control responsibilities will be incorporated in staff job descriptions and induction programs. Due date: September 2023	Not started.
9.	A more effective compliance calendar should be designed to track all activities and actions required to ensure compliance with all legislative requirements associated with the Local Government Act 1995, the Local Government (Functions & General) Regulations 1996 and the Local Government (Audit) Regulations 1996. The compliance calendar should include information relating to compliance being achieved.	The Shire will develop a more effective compliance calendar, including information regarding the process to achieve compliance. The Shire is currently exploring the use of the Smartsheet platform or the Attain compliance software to develop its new compliance calendar. Due date: September 2023	Not started.
10.	Consideration should also be given to include within each updated policies and procedures reference to the applicable legislative requirement. This then provides information to staff that by following the policy or procedure legislative compliance is being achieved.	The Shire will include reference to applicable legislative requirements in its updated policies and procedures. This will be done as part of its review of its suite of governance policies.	Ongoing, as part of the review of the Policy Manual.
11.	Consideration should be given to the implementation of a Legislative Compliance policy which outlines the responsibility for compliance with legislative requirements and how such compliance is to be met. Consideration should be given for the Shire to develop various legislative compliance checklists to enable various areas within	The Shire will implement a Legislative Compliance Policy, outlining the responsibility for compliance with legislative requirements and how such compliance is to be met. Due date: November 2023	Not started.
		The Manager of Governance and Community Services will develop and manage legislative compliance checklists.	Not started.

Recommendation	Shire’s Response	Status Update
<p>the Shire (or by the Manager of Governance & Community Services position) to undertake self-assessment checks. We would suggest that these be undertaken regularly throughout the calendar year and be signed off attesting to compliance. These can be undertaken in conjunction with the annual Compliance Audit Return (CAR) and would complement the (CAR) process.</p>	<p>Due date: Ongoing, starting in September 2023</p>	

Consultation

Chief Executive Officer
 Manager of Finance

Statutory Implications

Regulation 17, Local Government (Audit) Regulations 1996

“The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –
(a) risk management; and
(b) internal control; and
(c) legislative compliance.”

Policy Implications

Policies related to risk management, internal control and legislative compliance processes are being reviewed and improved in implementing actions in response to the latest Regulation 17 review recommendations.

Risk Implications

<p>Risk: That policies and processes related to risk management, internal control and legislative compliance do not reflect current best practice.</p>		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves the new Risk Management Policy and Framework, and the revised terms of reference for the Audit Committee. • Council continues to monitor the implementation of actions in response to the Regulation 17 review recommendations. 		

Financial Implications

\$5,095 to date.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution ACM June 23 – 7.1.1

Moved: Cr Verhoogt

Seconded: Cr Waye

That Council:

- 1. Note the status update on the implementation of actions in response to the Regulation 17 review recommendations; and**
- 2. Agree to close actions related to the recommendation to develop a Risk Identification and Prevention Policy, as the matters to be covered by the proposed Policy are captured in the revised Risk Management Framework.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:	7.1.2 Risk Management 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:	<i>Item 7.1.2 Attachment A - Amended Risk Management Policy</i>

Summary

The Risk Management Policy has been reviewed and amended in response to a recommendation from the latest Regulation 17 review. Council is asked to approve the amended policy.

Background

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the Shire of Bruce Rock’s (Shire) systems and procedures in relation to risk management, internal control and legislative compliance.

The latest review, which was undertaken by consultants Australian Audit, was completed in May 2023.

At its Ordinary Meeting of the 18th May 2023, Council endorsed the actions to be taken by the Shire in response to the recommendations of the review. This included the recommendation to amend the Risk Management Policy in line with the latest, relevant Australian standard (ISO 31000:2018).

Comment

While the current policy states it is aligned with ISO 31000:2018, the Manager of Governance and Community Services contacted the Local Government Insurance Services (LGIS) to seek its guidance on the latest requirements with regard to risk management policies. In response, LGIS provided a copy of its latest model Risk Management Policy for use by Local Governments, which complies with the latest applicable standard.

A comparison of the Shire’s current policy and the model policy provided by LGIS has resulted in the following recommended amendments to the Shire’s policy:

- **Objective**

The objective in the amended policy places an emphasis on the early identification of potential risks, so that opportunities can be realised and impacts minimised.

The contribution of risk management to the Shire’s achievement of its objectives “efficiently, effectively and within good corporate governance principles” has also been recognised in the policy objective.

The existing policy lists the policy’s overarching and more specific objectives in separate sections. The revised policy has brought these together under the “Objectives” heading.

- **Policy**

The current policy states that it is the Shire’s policy to achieve best practice. This has been toned down to state that the Shire strives to achieve best practice. This is in recognition of the Shire’s size and limited resources. This concept is further reinforced by indicating that “risk management functions will be resourced to match the size and scale of the Shire’s operations”.

A paragraph has been added to indicate that the policy applies to Council, the Shire’s management team and all employees and contractors involved in Shire operations.

- **Definitions**

The reference to AS/NZS 31000:2009 has been removed, as Australian Audit has advised this standard has been superseded. However, no changes have been made to the definitions contained in the policy, as these are still accurate.

- **Roles, responsibilities and accountabilities**

The references to the CEO being responsible for the allocation of roles, responsibilities and accountabilities, and to these being recorded in the Risk Management Procedures have been removed. Instead, roles, responsibilities and accountabilities will be outlined in detail in the Shire’s Risk Management Framework.

The revised policy provides the following responsibilities to the CEO:

- Implementation of the Risk Management Policy.
- Measurement and reporting on the performance of risk management.
- Review and improvement of the policy and the Risk Management Framework at least biennially, or in response to a material event or change in circumstances.

- **Associated documents**

A section has been added to identify other Shire documents associated with the Risk Management Policy. These include the Risk Management Framework and the Risk Profile.

Consultation

Chief Executive Officer
Manager of Finance
Manager of Works and Services
LGIS

Statutory Implications

Regulation 17, Local Government (Audit) Regulations 1996

“The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.”*

Policy Implications

The Risk Management Policy has been reviewed to reflect contemporary, best practice.

Risk Implications

Risk: That the Risk Management Policy does not reflect current best practice in risk management.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves recommended changes to the Risk Management Policy. • The Risk Management Policy is 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

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution ACM June 23 – 7.1.2

Moved: Cr Waye

Seconded: Cr Waight

That Council review and endorse the modifications to the Risk Management Policy, as attached.

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:

7.1.3 Risk Management Framework

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 7.1.3 Attachment A - Risk Management Framework

Summary

Council is asked to approve a new Risk Management Framework.

Background

The Shire of Bruce Rock's (Shire) existing Risk Management Framework dates back to July 2014. This document was developed by the Local Government Risk Insurance Services (LGIS) in accordance with the standard applicable at the time (AS/NZS ISO 31000:2009 – Risk Management).

The latest Regulation 17 review identified that the Shire's Risk Management Framework should be updated as soon as possible in line with the new standard (AS/ANZ ISO 31000:2018 – Risk Management), and should clearly outline the process for the development, management and reporting of the Shire's strategic and operational risk registers.

LGIS was approached to seek its assistance in reviewing the Shire's Risk Management Framework. In response, LGIS provided the Shire with a copy of a model Risk Management Framework for Local Governments, which is compliant with AS/ANZ ISO 31000:2018 – Risk Management.

Comment

The model Risk Management Framework provided by LGIS has been reviewed and slightly modified to reflect the Shire's organisational structure.

The proposed new framework (attached):

- states that strategic risks should be recorded and managed as part of the Shire's strategic planning process and the CEO's Annual Risk Summary Report; and
- outlines the process to develop, manage and report on the Shire's Risk Profile, which constitutes its operational risk register.

Consultation

Chief Executive Officer
Manager of Finance
Manager of Works and Services
LGIS

Statutory Implications

Regulation 17, Local Government (Audit) Regulations 1996

*"The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
(a) risk management; and*

*(b) internal control; and
(c) legislative compliance.”*

Policy Implications

The Risk Management Framework has been reviewed to reflect contemporary, best practice.

Risk Implications

Risk: That the Risk Management Framework does not reflect current best practice in risk management.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
<ul style="list-style-type: none"> • Council approves the new Risk Management Framework. • The Risk Management Framework is reviewed every three years, 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

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution ACM June 23 – 7.1.3

Moved: Cr Verhoogt

Seconded: Cr Negri

That Council review and endorse the new Risk Management Framework, as attached.

CARRIED BY ABSOLUTE MAJORITY 8/0

8. Confidential Items

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

10. Closure of Meeting.

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 3.44pm.

These minutes were confirmed at a meeting on

Cr Stephen Strange
Shire President



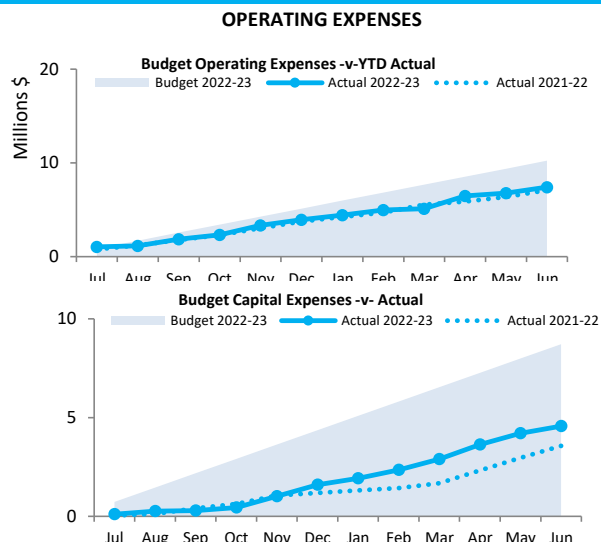
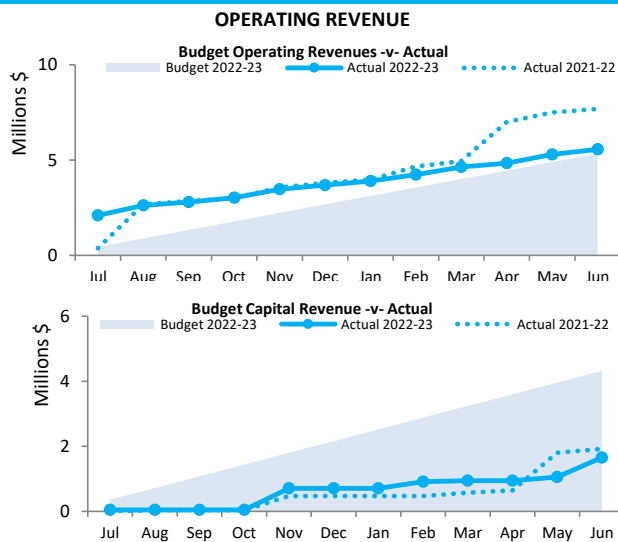
SHIRE OF BRUCE ROCK
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 June 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

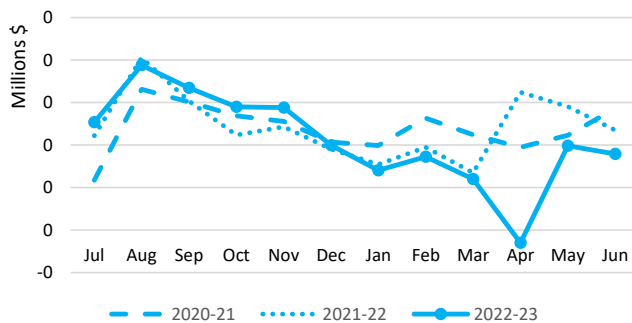
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OPERATING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.63 M	\$2.63 M	\$2.58 M	(\$0.04 M)
Closing	\$0.00 M	\$0.22 M	\$1.79 M	\$1.57 M

Refer to Statement of Financial Activity

Cash and cash equivalents				Payables		Receivables	
Amount attributable to operating activities							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
(\$1.37 M)	(\$2.24 M)	(\$0.95 M)	\$1.30 M				

Refer to Statement of Financial Activity

Rates Revenue			Operating Grants and Contributions			Fees and Charges		
YTD Actual	\$1.71 M	% Variance	YTD Actual	\$4.01 M	% Variance	YTD Actual	\$2.23 M	% Variance
YTD Budget	\$1.71 M	(0.1%)	YTD Budget	\$0.74 M	438.9%	YTD Budget	\$2.21 M	1.0%

Refer to Statement of Financial Activity Refer to Note 12 - Operating Grants and Contributions Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.98 M)	(\$3.13 M)	(\$2.82 M)	\$0.31 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.09 M	%	YTD Actual		% Spent	YTD Actual	\$1.66 M	% Received
Adopted Budget	\$0.27 M	(65.1%)	Adopted Budget	\$6.61 M	(30.9%)	Adopted Budget	\$4.30 M	(61.5%)

Refer to Note 6 - Disposal of Assets Refer to Note 7 - Capital Acquisitions Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.89 M	\$2.96 M	\$2.97 M	\$0.01 M

Refer to Statement of Financial Activity

Borrowings		Reserves		Lease Liability	
Principal repayments	(\$0.03 M)	Reserves balance	\$0.84 M	Principal repayments	\$0.00 M
Interest expense	\$0.00 M	Interest earned	\$0.09 M	Interest expense	\$0.00 M
Principal due	\$2.35 M			Principal due	\$0.01 M

Refer to Note 8 - Borrowings Refer to Note 10 - Cash Reserves Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates. donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,625,000	2,625,000	2,580,877	(44,123)	(1.68%)	
Revenue from operating activities							
Rates		1,695,253	1,695,253	1,694,053	(1,200)	(0.07%)	
Rates (excluding general rate)		16,791	16,791	16,791	0	0.00%	
Operating grants, subsidies and contributions	12	1,313,529	1,313,529	1,442,988	129,459	9.86%	
Fees and charges		2,208,985	2,208,985	2,231,399	22,414	1.01%	
Interest earnings		40,701	40,701	80,176	39,475	96.99%	▲
Other revenue		63,000	63,000	103,213	40,213	63.83%	▲
Profit on disposal of assets	6	8,500	8,500	0	(8,500)	(100.00%)	▼
		5,346,759	5,346,759	5,568,620	221,861	4.15%	
Expenditure from operating activities							
Employee costs		(2,812,257)	(2,812,257)	(3,062,504)	(250,247)	(8.90%)	
Materials and contracts		(3,207,053)	(3,207,053)	(2,849,633)	357,420	11.14%	▲
Utility charges		(271,215)	(271,215)	(293,019)	(21,804)	(8.04%)	
Depreciation on non-current assets		(3,425,700)	(3,425,700)	(770,229)	2,655,471	77.52%	▲
Interest expenses		(47,882)	(47,882)	(4,207)	43,675	91.21%	▲
Insurance expenses		(226,665)	(226,665)	(251,913)	(25,248)	(11.14%)	▼
Other expenditure		(148,124)	(148,124)	(107,263)	40,861	27.59%	▲
Loss on disposal of assets	6	(100,500)	(100,500)	(76,921)	23,579	23.46%	▲
		(10,239,396)	(10,239,396)	(7,415,689)	2,823,707	(27.58%)	
Non-cash amounts excluded from operating activities	1(a)	3,526,200	2,651,025	902,052	(1,748,973)	(65.97%)	▼
Amount attributable to operating activities		(1,366,437)	(2,241,612)	(945,017)	1,296,595	(57.84%)	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	4,301,297	3,225,973	1,655,848	(1,570,125)	(48.67%)	▼
Proceeds from disposal of assets	6	270,000	270,000	94,122	(175,878)	(65.14%)	▼
Payments for property, plant and equipment and infrastructure	7	(6,551,314)	(6,623,257)	(4,567,784)	2,055,473	31.03%	▲
Amount attributable to investing activities		(1,980,017)	(3,127,284)	(2,817,814)	309,470	(9.90%)	
Financing Activities							
Proceeds from new debentures	8	2,100,000	2,100,000	2,100,000	2,100,000	0.00%	
Transfer from reserves	10	954,847	954,847	1,494,202	539,355	56.49%	▲
Payments for principal portion of lease liabilities	9	(5,637)	0	(3,014)	(3,014)	0.00%	
Repayment of debentures	8	(60,132)	0	26,185	26,185	0.00%	▲
Transfer to reserves	10	(95,401)	(95,401)	(648,657)	(553,256)	(579.93%)	▼
Amount attributable to financing activities		2,893,677	2,959,446	2,968,716	9,270	0.31%	
Closing funding surplus / (deficit)	1(c)	0	215,550	1,786,762	1,571,212	(728.93%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical - impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2023

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6		6,375	36,850
Less: Movement in liabilities associated with restricted cash			0	4,078
Movement in pensioner deferred rates (non-current)				13,974
Add: Loss on asset disposals	6	100,500	75,375	76,921
Add: Depreciation on assets		3,425,700	2,569,275	770,229
Total non-cash items excluded from operating activities		3,526,200	2,651,025	902,052

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 June 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,663,783)	(1,663,783)	(843,727)
Add: Borrowings	8	26,185	26,185	0
Add: Provisions employee related provisions	11	117,717	117,717	121,795
Add: Lease liabilities	9	3,014	3,014	3,014
Total adjustments to net current assets		(1,516,867)	(1,516,867)	(718,919)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	6,014,056	6,014,056	6,525,461
Rates receivables	3	58,379	58,379	81,535
Receivables	3	433,663	382,868	105,356
Other current assets	4	574,594	252,166	72,100
Less: Current liabilities				
Payables	5	(897,376)	(897,376)	(273,011)
Borrowings	8	(26,185)	(26,185)	0
Contract & Unspent Grant liabilities	11	0	(1,251,597)	(3,571,213)
Lease liabilities	9	(3,014)	(3,014)	(3,014)
Provisions	11	(431,533)	(431,533)	(431,533)
Less: Total adjustments to net current assets	1(b)	(1,203,051)	(1,516,867)	(718,919)
Closing funding surplus / (deficit)		4,519,533	2,580,877	1,786,762

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash on Hand		0						
Municipal Fund - Bendigo Bank		4,756						
Municipal Fund - Bankwest		4,656,630						
Trust Fund					10,079			
Petty Cash and Floats		2,200		2,200				
Term Deposits		0						
General Reserve Fund			477,732	477,732			3.85%	06/2023
Transport Infrastructure Reserve Fund			101,901	101,901			3.80%	05/2023
Sporting Clubs Facility Replacement			214,095	214,095			0.50%	1/12/2022
Supermarket Guarantee Reserve			50,000	50,000			2.00%	1/06/2023
Investment Term Deposit 2		1,018,148	0	1,018,148			3.83%	2/05/2023
Total		5,681,734	843,727	6,535,540	10,079			
Comprising								
Cash and cash equivalents		5,681,734	843,727	6,535,540	10,079			
		5,681,734	843,727	6,535,540	10,079			

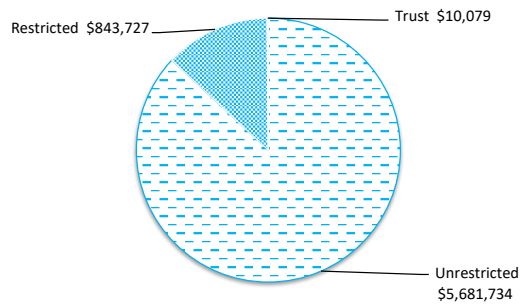
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

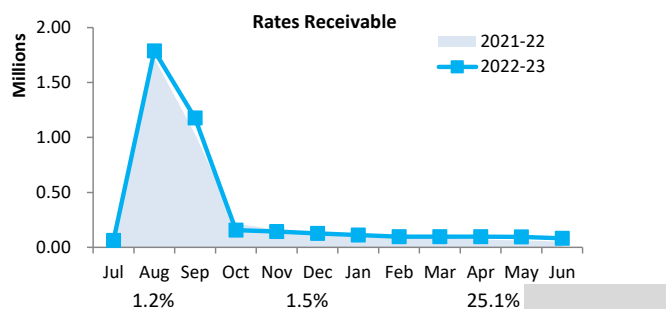
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2022	30 Jun 2023
	\$	\$
Opening arrears previous years	39,507	39,507
Levied this year	1,618,670	1,737,860
Less - collections to date	(1,594,900)	(1,690,934)
Gross rates collectable	63,277	86,433
Allowance for impairment of rates receivable	(4,898)	(4,898)
Net rates collectable	39,507	81,535
Percentage	2.1%	70.1%



Balance per trial balance		
Sundry receivable		83,235
GST receivable		60,187
Allowance for credit losses of trade and other receivables		(24,782)
Total receivables general outstanding		118,640

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 June 2023
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	28,179	(13,355)		14,824
Cement	7,170	(2,524)		4,646
Supermarket Groceries	75,034	0	(75,034)	0
Accrued income	10,188		(10,188)	0
Contract assets				
Contract assets	131,595		(78,965)	52,630
Total other current assets	252,166	(15,879)	(164,187)	72,100

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Contract assets

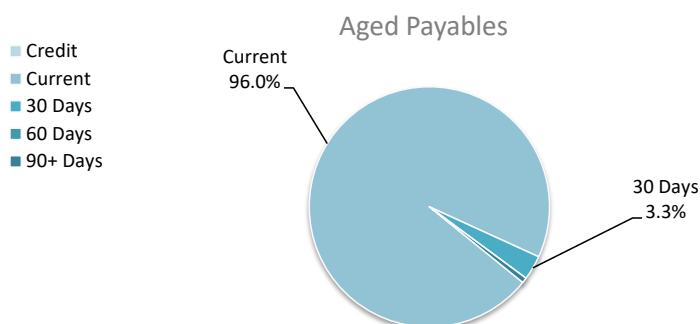
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	125,423	4,323	0	917	130,663
Percentage	0%	96%	3.3%	0%	0.7%	
Balance per trial balance						
Sundry creditors						133,511
Accrued salaries and wages						68,377
ATO liabilities						60,905
Prepaid Rates						10,218
Total payables general outstanding						273,011

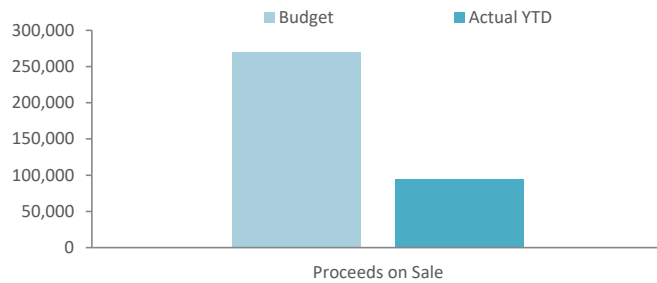
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Law, order, public safety								
BK645	Shackleton Fire Truck	0	0	0		32,200		0	(32,200)
	Recreation and culture								
	Cricket Wicket Roller	3,500		0	(3,500)	0	909	909	0
	Transport								
BK05	Rec Centre Managers Vehicle	19,500	20,000	500	0			0	0
BK472	Changeover Gardeners Vehicle	23,000	20,000	0	(3,000)		22,487	22,487	0
BK3	MOWS Vehicle	41,000	35,000	0	(6,000)			0	0
BK024	Truck	0	50,000	0	50,000	90,993	47,727	0	(43,266)
BK9282	Boisch Low Loader	32,000	30,000	0	(2,000)		0	0	0
BK6670	Ranger FEL	36,000	30,000	0	(6,000)			0	0
BK6519	Water Truck	64,000	25,000	0	(39,000)	0	13,454	13,454	0
	Economic services								
L1109	113 (Lot 143) Butcher Street, Bruce Rock (143/P142061)					11,000	9,545	0	(1,455)
		219,000	270,000	8,500	(9,500)	134,193	94,122	36,850	(76,921)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	4,990,702	3,743,027	1,781,753	(1,961,274)
Furniture and equipment	95,600	71,700	76,639	4,939
Plant and equipment	1,526,012	1,144,509	1,189,027	44,518
Infrastructure - roads		1,664,021	1,520,364	(143,657)
Payments for Capital Acquisitions	6,612,314	6,623,257	4,567,784	(2,055,473)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	4,301,297	3,225,973	1,655,848	(1,570,125)
Borrowings	2,100,000	2,100,000	2,100,000	0
Other (disposals & C/Fwd)	270,000	270,000	94,122	(175,878)
Cash backed reserves				
Reserves cash backed - Housing	(20,000)	(20,000)	20,000	
Reserves cash backed - Transport Infrastructure	(664,000)	(664,000)	664,000	1,328,000
Reserves cash backed - Football SCF	0	0	8,000	8,000
Reserves cash backed - Supermarket Guarantee	(50,000)	(50,000)	958	50,958
Reserves cash backed - Supermarket Reconstruction Reserve	(220,847)	(220,847)	801,244	1,022,091
Contribution - operations	12,328,764	1,982,131	802,202	(1,179,929)
Capital funding total	6,612,314	6,623,257	6,146,374	(516,883)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

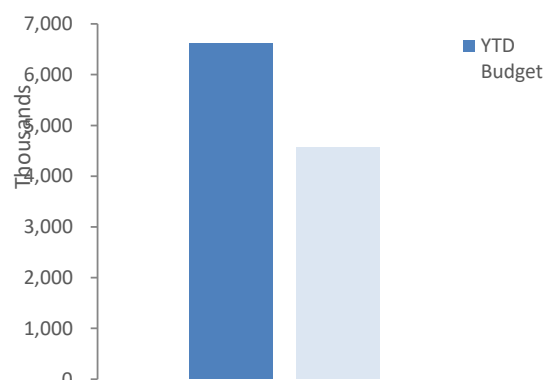
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

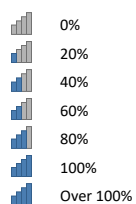
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Buildings					0
J04204	Upgrade Electrical Compliance at Admin Building	6,500	4,875	0	-4875
J11144	Amphitheatre BBQ Upgrade (Stronger Communities Grant)	12,000	9,000	0	-9000
J11246	CBD Revitalisation - Landscape Architect for Playground	10,000	7,500	6,430	-1070
J13806	Water Refill Station (Funded by Water Corp)	5,000	3,750	0	-3750
J11346	Drainage Works for Rec Centre Carpark (partly funded Drought Funding)	90,000	67,500	0	-67500
J11304	Timekeepers Box Access Upgrade	16,000	12,000	1,670	-10329.72
J13042	Construction of Supermarket - Building	4,204,544	3,153,408	1,707,748	-1445659.75
J13045	Construction of Supermarket - Furniture Fittings & Fitout	237,658	178,244	54,079	-124164.5
J13046	Construction of Supermarket - Refrigeration & Coolrooms	398,000	298,500	0	-298500
J13505	Equestrian Lease Fencing	11,000	8,250	11,825	3575.42
Plant & Equipment					0
J04202	Purchase Plant (BK1)	59,000	44,250	0	-44250.0075
J05303	Shackleton Fire Truck	424,012	318,009	424,012	106002.7025
J12127	Gardener's Ute (BK472)	36,000	27,000	34,570	7569.73
J12126	Rec Centre Manager's Ute (BK05)	9,000	6,750	0	-6750
J11351	Cricket Wicket Roller	35,000	26,250	34,536	8286.36
J12111	Purchase BK3 - MOWS Vehicle	47,000	35,250	6,377	-28872.56
J12142	Purchase New Prime Mover (BK024)	215,000	161,250	211,500	50250
J12148	Bosich Low Loader upgraded to Drop Deck (BK9282)	120,000	90,000	31,440	-58560
J12113	Changeover Ranger FEL & new loader to Construction Crew (BK6670)	370,000	277,500	304,328	
J12150	Replace water truck with water tanker (BK6519)	145,000	108,750	142,264	33513.97
J12172	New Tanker 2023	55,000	41,250	0	-41250
J11203	Railway Dam Pump	11,000	8,250	0	-8250
Furniture & Equipment					
J04215	Purchase Software - Altus Payroll	15,000	11,250	7,178	-4071.57
J04208	UPS for Officer Server	5,600	4,200	45,953	41752.7
J04210	New Server for Admin Building (Wallis Computers)	45,000	33,750	0	-33750
J04220	Purchase of a Generator for Admin building	30,000	22,500	23,508	1008.14
Infrastructure Roads					0
RC045	RC Cummin Rd & Bruce Rock Narebeen Road Intersection (Council F	30,000	22,500	15,696	-6803.6
RC024	RC Lawrie Rd (Intersection with Cummin Road)	15,000	11,250	4,409	-6841.02
	Regional Road Group Works (RRG)	0	0	0	0
RC050	RC Old Beverley Rd (Regional Road Group)	281,450	211,088	284,904	73816.19
RC002	RC Kellerberrin-Shackleton Rd (Regional Road Group 22-23)	162,925	122,194	180,961	58767.43
RC173	RC Doodlakine-Bruce Rock Rd	118,825	89,119	96,829	7709.82
	Roads to Recovery (R2R)	0	0	0	0
RR163	R2R - Totadgin Road	695,005	521,254	596,876	75622.41
RR174	R2R - Corrigin Bruce Rock Road	47,200	35,400	0	-35400
	Regional Road Safety Program	0	0	0	0
RC174	RC Corrigin-Bruce Rock Rd	149,500	112,125	0	-112125
	Bridges - Replace with Culverts	0	0	0	0
BR014	Yarding Ardath Rd (Bridge No 4059A)	95,600	71,700	0	-71700
BR014A	Yarding Ardath Road (Bridge No 6023)	69,200	51,900	0	-51900
BR092	Bridges - Cukela Rd (Bridge 5017)	58,800	44,100	44,207	107.17
BR001	Shackleton Bilbarin Road (Bridge No 5130)	64,200	48,150	63,453	15303.09
BR004	Bridges - Belka East Rd (Bridge 6008)	69,490	52,118	59,659	7541.62
BR038	Erikin North Rd (Bridge no; 5085)	147,000	110,250	0	-110250
BR029	Erikin South Rd (Bridge no; 6033)	126,000	94,500	116,292	21791.89
	Council Funded Footpaths	0	0	0	0
FC132	Footpath Construction - Butcher Street	24,000	18,000	36,705	18704.91
FC135	FC - Noonajin St (Bwt Swan & Bruce St)	10,000	7,500	6,283	-1216.67
	Kerb Replacement	0	0	0	0
KR160	Kerb Replacement - Yelland Rd	9,500	7,125	14,090	6964.77
	Dams - Community Water Projects	0	0	0	0
J13612	Turkey Nest Dam - Community Water Project Grant Funded	30,000	22,500	0	-22500
J13613	Small Dams - Community Water Project Grant	15,000	11,250	0	-11250
		8,831,009	6,623,257	4,567,784	(1,849,272)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Loan 3 - Construct House		220,782			26,185	(26,185)	246,967	194,597	(2,647)	(4,752)
Economic services										
Loan 4 - Reconstruct Supermarket		0	2,100,000	2,100,000	0	(33,947)	2,100,000	2,066,053	0	(44,229)
Total		220,782	2,100,000	2,100,000	26,185	-60,132	2,346,967	2,260,650	(2,647)	(48,981)
Current borrowings		60,132					0			
Non-current borrowings		160,650					2,346,967			
		220,782					2,346,967			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Burgess Rawson		7,151	0	0	(1,408)	(7,151)	5,744	0		
Burgess Rawson		7,151	0	0	(1,408)	(7,151)	5,744	0		
Burgess Rawson (Interest)		0	0	0	(199)	0	0	0	(199)	0
Total		14,302	0	0	-3,014	-14,302	11,487	0	(199)	0
Current lease liabilities		3,014					3,014			
Non-current lease liabilities		-11,486					-11,486			
		-8,472					-8,472			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Interest Earned & Contribution	Interest Earned & Contribution	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Reserves cash backed - Housing	226,800	3,402	7,411			(20,000)	(20,000)	210,202	214,211
Reserves cash backed - Council Housing	3,744	56	130					3,800	3,874
Reserves cash backed - Transport Infrastructure	754,709	11,321	11,191			(664,000)	(664,000)	102,030	101,901
Reserves cash backed - Sports Facility Replacement	126,818	1,902	4,394	10,000				138,720	131,212
Reserves cash backed - Leave	117,716	1,766	4,079					119,482	121,795
Reserves cash backed - Bowls SCF	12,667	190	6,154	6,000				18,857	18,821
Reserves cash backed - Cricket SCF	25,951	389	4,815	6,000				32,340	30,766
Reserves cash backed - Football SCF	11,999	180	8,146	6,000			(8,000)	18,179	12,144
Reserves cash backed - Hockey SCF	30,724	461	6,373	6,000				37,185	37,098
Reserves cash backed - Netball SCF	16,754	251	3,204	6,000				23,005	19,957
Reserves cash backed - Squash SCF	1,139	17	389	700				1,856	1,528
Reserves cash backed - Tennis SCF	30,714	461	6,373	6,000				37,175	37,087
Reserves cash backed - Shire Hockey Turf Facility Replacement	30,048	451	15,365	15,000				45,499	45,413
Reserves cash backed - Shackleton Bowls SCF	0	94	11,281	9,400				9,494	11,281
Reserves cash backed - Supermarket Guarantee	50,000	0	958			(50,000)	(958)	0	50,000
Reserves cash backed - Supermarket Reconstruction Reserve	217,583	3,264	3,661		580,000	(220,847)	(801,244)	(0)	(0)
Reserves Plant Replacement	6,419	96	222					6,515	6,641
	1,663,783	24,301	94,146	71,100	580,000	(954,847)	(1,494,202)	804,337	843,727

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2023
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		1,251,597	0		(591,034)	660,563
- Other liabilities [Unspent Grants -FAGS for FY23/24]		0	0	2,938,000		2,938,000
Total other liabilities		1,251,597	0	2,938,000	(591,034)	3,598,563
Total other liabilities						
Total other liabilities		249,425	0		0	249,425
Total other liabilities		182,108	0		0	182,108
Total other liabilities		431,533	0	0	0	431,533
Total other current assets		1,683,130	0	2,938,000	(591,034)	4,030,096
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2022		(As revenue)	30 Jun 2023	30 Jun 2023	\$	\$	\$
Operating grants and subsidies	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding								
INC - GPF - WALGGC - Local Roads Grant (FAGS)				0		127,501	95,626	1,124,495
INC - GPF - Grants Commission Grant				0		572,715	429,536	2,514,577
Law, order, public safety								
INC - Fire Prev - Grants						21,000	15,750	31,200
INC - BFB - ESL Operating Grant for BFB				0		38,671	29,003	42,275
Transport								
Main Roads Direct Grant				0		224,842	168,632	293,131
INC - Roads - Streetlights Subsidy from Main Roads				0		5,700	4,275	5,833
Economic services								
INC - Comm Dev - Grant for Vietnam Veterans (Back to the Bush Reunion)				0		2,500	1,875	2,000
	0	0	0	0	0	992,929	744,697	4,013,511

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2022	Liability	Liability	30 Jun 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
INC - BFB - ESL Capital Grant for BFB						424,012	53,002	424,012
Recreation and culture								
Stronger Communities Grant - BBQ at Amphitheatre	8,000			8,000		8,000	1,000	0
Transport								
Roads to Recovery Funding	305,057			305,057		870,205	108,776	464,827
Regional Road Group Funding	0			0		396,157	49,520	409,140
WA LGGC Special Projects Fundings - Bridges	141,333			141,333		141,333	22,458	244,754
Main Roads Funded Specific Bridges				0		179,667	40,417	38,000
Regional Road Safety Grant - BK CR Rd				0		147,721	18,465	0
Economic services								
LRCI - Phase 2 Supermarket	262,905			262,905		375,500	46,938	75,115
LRCI - Phase 3 Supermarket	526,302			526,302		1,052,500	131,563	0
Community Water Supply Program - Turkey Nest Dam	2,000			2,000		20,000	2,500	0
Community Water Supply Program - Round & Town Dams	1,000			1,000		10,000	1,250	0
Water Corporation Water Fountain	5,000			5,000		0	0	0
	1,251,597	0	0	1,251,597	0	3,625,095	475,887	1,655,848

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 14
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Program:IE Type	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget adoption							2,625,000
			Opening Surplus(Deficit)		0		0
42241	#VALUE!		Governance: Materials & Contracts		5,000		5,000
42219	#VALUE!		Governance: Materials & Contracts			(5,000)	0
51308	#VALUE!		Law, Order Public Safety: Other Revenue			(7,200)	(7,200)
51308	#VALUE!		Law, Order Public Safety: Other Revenue			(18,000)	(25,200)
113204	#VALUE!		Recreation & Culture: Materials & Contracts			(24,000)	(2,200)
111304	#VALUE!		Recreation & Culture: Materials & Contracts		6,000		3,800
117308	#VALUE!		Recreation & Culture: Contributions & Donations			(6,000)	(2,200)
	(job to be creat		Recreation & Culture: Materials & Contracts		11,000		8,800
112126	#VALUE!		Transport: Materials & Contracts			(11,000)	(2,200)
114201	#VALUE!		Recreation & Culture: Materials & Contracts		25,000		22,800
114208	#VALUE!		Recreation & Culture: Materials & Contracts			(15,000)	7,800
114209	#VALUE!		Recreation & Culture: Materials & Contracts			(10,000)	(2,200)
73212	#VALUE!		Housing: Materials & Contracts		18,000		15,800
93305	#VALUE!		Housing: Other Income			(10,000)	5,800
192223	#VALUE!		Housing: Materials & Contracts			(6,000)	(200)
192224	#VALUE!		Housing: Materials & Contracts			(2,000)	(2,200)
121201	#VALUE!		Transport: Materials & Contracts		4,200		2,000
121227	#VALUE!		Transport: Materials & Contracts			(2,000)	0
	(job to be creat		Transport: Materials & Contracts		55,000		55,000
121227	#VALUE!		Transport: Materials & Contracts			(55,000)	0
				0	195,200	(195,200)	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Operating grants, subsidies and contributions	129,459	9.86%		Permanent		Early receipt of FAGS of \$2.9Mn on 30th June 2023
Fees and charges	22,414	1.01%				
Interest earnings	39,475	96.99% ▲		Permanent		Higher interests earned due to increase in the interest rates (Avg 4%)
Other revenue	40,213	63.83% ▲		Permanent		Increased revenue due to various services such as rentals
Profit on disposal of assets	(8,500)	(100.00%) ▼		Permanent		Disposals for the years didn't take place as budgeted
Expenditure from operating activities						
Employee costs	(250,247)	(8.90%)		Permanent		
Utility charges	(21,804)	(8.04%)		Permanent		Increased utility costs
Depreciation on non-current assets	2,655,471	77.52% ▲		Permanent		Infra assets Depreciation is performed at the end of the year; EOFY asset tasks are in progress
Interest expenses	43,675	91.21% ▲		Permanent		Less interest paid due to the timing of receipt of the WATC loan (in May)
Insurance expenses	(25,248)	(11.14%) ▼		Permanent		Insurance cost was more than anticipated /budget
Other expenditure	40,861	27.59% ▲		Permanent		Costs saved on a few trainings and other expenditures; mainly under governance
Loss on disposal of assets	23,579	23.46% ▲		Permanent		A slightly less loss incurred in disposal
Non-cash amounts excluded from operating activities	(1,748,973)	(65.97%) ▼		Permanent		Timing, depreciation & loss on asset disposal
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(1,570,125)	(48.67%) ▼		Permanent		Timing of receipt of Capital grant funding, yet to receive the ones with acquittals
Proceeds from disposal of assets	(175,878)	(65.14%) ▼		Permanent		As mentioned above, disposals didn't take place as budget for the year
Payments for property, plant and equipment and infrastructure	2,055,473	31.03% ▲		Permanent		Variance mainly due to supermarket and a few major carried over projects
Financing activities						
Transfer from reserves	539,355	56.49% ▲		Permanent		In and out -internal transfers between Transport to Supermarket reserves that was not budgeted
Repayment of debentures	26,185	0.00% ▲		Permanent		Timing of loan payment
Transfer to reserves	(553,256)	(579.93%) ▼		Permanent		In and out -internal transfers between Transport to Supermarket reserves that was not budgeted
Closing funding surplus / (deficit)	1,571,212	(728.93%) ▲		Permanent		Major variance due to the last moment FAGs funding, which is recognised as liability alongwith Carried forward projects from the current financial year



STRATEGIC PROJECTS TRACKER

Project Progress		
Complete	4	●
On Track	3	●
Off Track	2	●
In Trouble	1	●

		30/06/2023					30/06/2023						
Account Number	GL / Job	Project Description	2022/23 Current Budget	Outstanding Purchase Orders	2022/23 YTD Actual	Variance	Total Committed Expenditure	Responsible Officer				Comment	
Buildings													
J04204		Upgrade Electrical Compliance at Admin Building	6,500	7,950	-	(1,450)	7,950	EHO	2	●		Deferred to next FY Deferred to next FY In progress for quotes Deferred to next FY Completed Installation part Deferred to next FY In Progress- Carried forward project In Progress- Carried forward project In Progress- Carried forward project Completed	
J11144		Amphitheatre BBQ Upgrade (Stronger Communities Grant)	12,000	-	-	12,000	-	CDO	3	●			
J11246		CBD Revitalisation - Landscape Architect for Playground	10,000	-	6,430	3,570	6,430	CEO/CDO	3	●			
J13806		Water Refill Station (Funded by Water Corp)	5,000	-	-	5,000	-	CEO	1	●			
J11346		Drainage Works for Rec Centre Carpark (partly funded Drought Funding 20-21)	45,000	-	-	45,000	-		4	●			
J11304		Timekeepers Box Access Upgrade	16,000	15,033	1,670	(703)	16,703	EHO/CEO	3	●			
J13042		Construction of Supermarket - Building	4,204,544	3,455	1,707,748	2,493,341	1,711,203	CEO	3	●			
J13045		Construction of Supermarket - Furniture Fittings & Fitout	237,658	-	54,079	183,579	54,079	CEO	3	●			
J13046		Construction of Supermarket - Refrigeration & Coolrooms	398,000	392,500	-	5,500	392,500	CEO	3	●			
J13505		Equestrian Lease Fencing	11,000	-	11,825	(825)	11,825	DCEO	4	●			
Plant & Equipment													
J04202		Purchase Plant (BK1)	59,000	-	2,472	56,528	2,472	MOWS	3	●		Completed	
J05303		Shackleton Fire Truck	424,012	-	424,012	0	424,012	MOWS	4	●		Completed	
J12127		Gardener's Ute (BK472)	36,000	-	34,570	1,430	34,570	MOWS	3	●		Completed	
J12126		Rec Centre Manager's Ute (BK05)	9,000	-	-	9,000	-	MOWS	1	●		Deferred to FY2024-25	
J11351		Cricketer Wicket Roller	35,000	-	34,536	464	34,536	MOWS	3	●		Completed	
J12111		Purchase BK3 - MOWS Vehicle	47,000	-	6,377	40,623	6,377	MOWS	4	●		Completed	
J12142		Purchase New Prime Mover (BK024)	215,000	-	211,500	3,500	211,500	MOWS	4	●		Completed	
J12148		Bosich Low Loader upgraded to Drop Deck (BK9282)	120,000	-	31,440	88,560	31,440	MOWS	3	●		Almost completed, Delivery awaited	
J12113		Changeover Ranger FEL & new loader to Construction Crew (BK6670)	370,000	-	304,328	65,672	304,328	MOWS	4	●		Completed	
J12150		Replace water truck with water tanker (BK6519)	145,000	-	142,264	2,736	142,264	MOWS	4	●		Completed	
Furniture & Equipment													
J04215		Purchase Software - Altus Payroll	15,000	44,912	-	(29,912)	44,912		2	●		Carried forward project for next year	
J04208		UPS for Officer Server	5,600	-	7,178	(1,578)	7,178		4	●		Completed	
J04210		New Server for Admin Building (Wallis Computers)	45,000	-	45,953	(953)	45,953		4	●		Completed	
J04220		Purchase of a Generator for Admin building	30,000	-	23,256	6,744	23,256		4	●		Completed	
Infrastructure Roads													
RC045		RC Cummin Rd & Bruce Rock Narembeen Road Intersection (Council Funded 2022-23)	30,000	-	15,696	14,304	15,696		3	●		Deferred to next Year; Waiting for Mainroads to get back to us	
RC024		RC Lawrie Rd (Intersection with Cummin Road)	15,000	-	4,409	10,591	4,409		4	●		Completed	
Regional Road Group Works (RRG)													
RC050		RC Old Beverley Rd (Regional Road Group)	281,450	23,053	284,904	(26,507)	307,957		4	●		Completed	
RC002		RC Kellerberrin-Shackleton Rd (Regional Road Group 22-23)	162,925	-	180,961	(18,036)	180,961		4	●		Completed	
RC173		RC Doodlakine-Bruce Rock Rd	118,825	-	96,829	21,996	96,829		4	●		Completed	
Roads to Recovery (R2R)													
RR163		R2R - Totadgin Road	695,005	-	596,876	98,129	596,876		3	●		On Track	
RR174		R2R - Corrigin Bruce Rock Road	47,200	-	-	47,200	-		4	●		Completed	
Regional Road Safety Program													
RC174		RC Corrigin-Bruce Rock Rd	149,500	114,175	-	35,325	114,175		4	●		Completed	

Account Number	GL / Job	Project Description	2022/23 Current Budget	Outstanding Purchase Orders	2022/23 YTD Actual	Variance	Total Committed Expenditure	Responsible Officer			Comment
		Bridges - Replace with Culverts									
BR014		Yarding Ardath Rd (Bridge No 4059A)	95,600	-	-	95,600	-		2	●	To be deferred to next FY
BR014A		Yarding Ardath Road (Bridge No 6023)	69,200	-	-	69,200	-		2	●	To be deferred to next FY
BR092		Bridges - Cukela Rd (Bridge 5017)	58,800	-	44,207	14,593	44,207		4	●	Completed
BR001		Shackleton Bilbarin Road (Bridge No 5130)	64,200	-	63,453	747	63,453		4	●	Completed
BR004		Bridges - Belka East Rd (Bridge 6008)	69,490	-	59,659	9,831	59,659		4	●	Completed
BR038		Erikin North Rd (Bridge no; 5085)	147,000	-	116,292	30,708	116,292		3	●	Commencing soon
BR029		Erikin South Rd (Bridge no; 6033)	126,000	-	-	126,000	-		2	●	To be deferred to next FY
		Council Funded Footpaths									
FC132		Footpath Construction - Butcher Street	24,000	-	36,705	(12,705)	36,705		4	●	Completed, some of the costs to be journalled to the right account- to be reviewed
FC135		FC - Noonajin St (Bwt Swan & Bruce St)	10,000	-	6,283	3,717	6,283		4	●	Completed
		Kerb Replacement									
KR160		Kerb Replacement - Yelland Rd	9,500	-	14,090	(4,590)	14,090		4	●	Completed
		Dams - Community Water Projects									
J13612		Turkey Nest Dam - Community Water Project Grant Funded	30,000	-	-	30,000	-		2	●	There is a little bit of water, yet to confirm the start date
J13613		Small Dams - Community Water Project Grant	15,000	-	-	15,000	-		2	●	Its full of water , may be carried over to next financial year
			8,720,009	601,077	4,570,003	3,545,834	5,174,175				

List of Accounts June 2023

Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT21523	02-06-2023	AUSTRALIAN AUDIT PTY LTD	REG 17 AUDIT FEE	\$3,894.00
EFT21524	02-06-2023	B&W STUDIO	UPDATE TOURISM BROCHURE	\$400.00
EFT21525	02-06-2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,598.56
EFT21526	02-06-2023	BROWNLEY'S PLUMBING & GAS	PLUMBING WORK AT SHIRE PROPERTIES	\$2,430.45
EFT21527	02-06-2023	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR VARIOUS MEETINGS	\$1,514.00
EFT21528	02-06-2023	BRUCE ROCK DISTRICT CLUB	COUNCIL LUNCH AND REFRESHMENTS	\$414.50
EFT21529	02-06-2023	BUNNINGS MIDLAND W/H	MATERIALS FOR BUILDING MAINTENANCE	\$232.41
EFT21530	02-06-2023	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES	\$1,857.48
EFT21531	02-06-2023	CITY OF KALAMUNDA	BUILDING SERVICES ADMINISTRATION FEE	\$728.37
EFT21532	02-06-2023	CODY EXPRESS TRANSPORT	FRIEGHT FROM MIDLAND	\$170.50
EFT21533	02-06-2023	COLESTAN ELECTRICS	ELECTRICAL WORK AT SHIRE PROPERTIES	\$2,709.62
EFT21534	02-06-2023	COPIER SUPPORT	PHOTOCOPIER METER READING	\$894.58
EFT21535	02-06-2023	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$83.24
EFT21536	02-06-2023	CORSIGN WA PTY LTD	SIGNAGE FOR RAILWAY DAM AND KWOLYIN	\$2,777.50
EFT21537	02-06-2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	ESL 4TH QTR CONTRIBUTION	\$6,884.41
EFT21538	02-06-2023	EASTERN DISTRICT CONTRACTORS	FENCING WORK AT SHIRE PROPERTY	\$700.00
EFT21539	02-06-2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GAS BOTTLE EXCHANGE	\$81.40
EFT21540	02-06-2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK3, BK472 AND BK08	\$955.55
EFT21541	02-06-2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR MAY 2023	\$1,048.45
EFT21542	02-06-2023	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	\$549.00
EFT21543	02-06-2023	LANDGATE- VALUATION	MINING TENEMENT REVALUATION	\$261.00
EFT21544	02-06-2023	LIBERTY OIL RURAL PTY LTD	WORKSHOP CONSUMABLES	\$180.84
EFT21545	02-06-2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORK AT SHIRE PROPERTY	\$148.50
EFT21546	02-06-2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$99.13
EFT21547	02-06-2023	MCCALL MOTORS PTY LTD	MATERIALS FOR BUILDING MAINTENANCE	\$33.00
EFT21548	02-06-2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$7,340.65
EFT21549	02-06-2023	MINERAL CRUSHING SERVICES (WA) PTY LTD	STONE FOR ROAD PATCHING	\$2,134.00
EFT21550	02-06-2023	MOORE AUSTRALIA	FINANCIAL CONSULTING	\$3,300.00
EFT21551	02-06-2023	NAPA	PARTS FOR BK608	\$485.65
EFT21552	02-06-2023	NB HARDWARE & AG SUPPLIES	KEY CUTTING	\$83.30
EFT21553	02-06-2023	OFFICE OF REGIONAL ARCHITECTURE	PROJECT MANAGEMENT SERVICES	\$3,434.08
EFT21554	02-06-2023	POWERVAC	PARTS FOR REC CENTRE FLOOR SCRUBBER	\$591.92
EFT21555	02-06-2023	R2K CONTRACTING	PARTS FOR BK409	\$147.20
EFT21556	02-06-2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$570.83
EFT21557	02-06-2023	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR MAY 2023	\$507.05
EFT21558	02-06-2023	SMITH EARTHMOVING	PUSH UP GRAVEL AND PIT REHAB	\$21,395.00
EFT21559	02-06-2023	SOURCE MY PARTS	PARTS FOR BK373	\$664.77
EFT21560	02-06-2023	SW TAYLOR	ANNUAL WHS INDUCTIONS	\$1,210.00
EFT21561	02-06-2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$10,760.05
EFT21562	02-06-2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$960.68
EFT21563	02-06-2023	THE TRUSTEE FOR THE SHACKLETON BULK HAULAGE TRUST T/A SHACKLETON BULK HAULAGE	SUPPLY AND DELIVER SAND, METAL AND DUST	\$16,285.09
EFT21564	02-06-2023	TOOL KIT DEPOT	WORKSHOP EQUIPMENT	\$721.05
EFT21565	02-06-2023	TRANSTRUCT	PARTS FOR DAM MAINTENANCE	\$95.74
EFT21566	02-06-2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$627.00
EFT21567	02-06-2023	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	\$667.05
EFT21568	02-06-2023	WESTATE HOSE SUPPLIES	PARTS FOR DAM MAINTENANCE	\$465.06
EFT21569	02-06-2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	\$638.00
EFT21570	02-06-2023	WILSONS SIGN SOLUTIONS	DOOR SIGNS AND DESK NAME PLATES	\$226.60
EFT21571	02-06-2023	WURTH	WORKSHOP CONSUMABLES	\$269.39
EFT21572	02-06-2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEYING SERVICES	\$3,091.00
EFT21573	01-06-2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/05/2023 (EOM TRANSACTION)	\$69,918.50
EFT21574	02-06-2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 31/05/2023 (EOM TRANSACTION)	\$16,312.10
EFT21575	08-06-2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,488.45
EFT21576	08-06-2023	BROWNLEY'S PLUMBING & GAS	1 STED SUBSIDY	\$1,000.00
EFT21577	08-06-2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$2,252.03
EFT21578	08-06-2023	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	\$791.41
EFT21579	08-06-2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,782.07
EFT21580	08-06-2023	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 07/06/2023	\$2,021.04
EFT21581	08-06-2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$105.90
EFT21582	08-06-2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$3,442.56
EFT21583	08-06-2023	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 07/06/2023	\$2,500.00
EFT21584	08-06-2023	MARKET CREATIONS AGENCY PTY LTD	BUSINESS CARDS	\$462.00
EFT21585	08-06-2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$390.82

EFT21586	08-06-2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$5,374.41
EFT21587	08-06-2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$29,184.22
EFT21588	08-06-2023	ROYAL FOODS AUST PTY LTD	SUPERMARKET ORDER	\$1,595.88
EFT21589	08-06-2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$840.41
EFT21590	08-06-2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$682.00
EFT21591	08-06-2023	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE MAY 2023 (EOM TRANSACTION)	\$63.40
EFT21592	08-06-2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 28/05/2023	\$305.92
EFT21593	14-06-2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF FOR MAY 2023	\$81.75
EFT21594	14-06-2023	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR MAY 2023	\$237.25
EFT21595	14-06-2023	RAMESH RAJAGOPALAN	ELECTED MEMBER CLAIM FOR THE PERIOD DECEMBER 2022 TO MAY 2023	\$699.00
EFT21596	14-06-2023	SHIRE OF BRUCE ROCK - credit card	CREDIT CARD FOR JUNE 2023, HEALTHENGINE, FIRE BAFFLES, SEGRA CONFERENCE, CARD FEE & INTERNET	\$1,886.33
EFT21597	15-06-2023	AUSTRALIA DAY COUNCIL OF WA	MEMBERSHIP RENEWAL 2023-2024	\$388.00
EFT21598	15-06-2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,323.60
EFT21599	15-06-2023	BOC LIMITED	GAS BOTTLE RENTAL MAY 2023	\$133.97
EFT21600	15-06-2023	BROWNLEY'S PLUMBING & GAS	2 STED SUBSIDIES AND PLUMBING REPAIRS TO SHIRE PROPERTY	\$3,370.60
EFT21601	15-06-2023	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR EMERGENCY MANAGEMENT TRAINING, MEETING AND SHIRE/CRC EVENT	\$1,789.48
EFT21602	15-06-2023	BRUCE ROCK ENGINEERING	TYRES FOR BK409 AND BK512	\$3,147.59
EFT21603	15-06-2023	CLINICARE PHARMACY BRUCE ROCK	STAFF FLU VACCINATION	\$69.95
EFT21604	15-06-2023	CODY EXPRESS TRANSPORT	FREIGHT CHARGE	\$93.50
EFT21605	15-06-2023	CORSIGN WA PTY LTD	SIGNS FOR VARIOUS ROADS	\$1,641.20
EFT21606	15-06-2023	CUTTING EDGES EQUIPMENT PARTS P/L	PARTS FOR BK409, BK512 AND BK511	\$3,903.59
EFT21607	15-06-2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$3,363.32
EFT21608	15-06-2023	ECOSCAPE AUSTRALIA PTY LTD	DESIGN AND LANDSCAPE SERVICES	\$3,982.00
EFT21609	15-06-2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK08	\$211.75
EFT21610	15-06-2023	ENVIROPIPES	MATERIALS FOR BRIDGE WORK	\$14,528.80
EFT21611	15-06-2023	FLOCON ENGINEERING PTY LTD	EMULSION TANK	\$45,860.99
EFT21612	15-06-2023	LANDGATE- VALUATION	UV REVALUATION	\$7,224.25
EFT21613	15-06-2023	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE EMPLOYMENT MEDICAL	\$140.00
EFT21614	15-06-2023	LOCAL GOVERNMENT WORKS ASSOCIATION OF WESTERN AUSTRALIA INC	TRAINING AND MEMBERSHIP	\$1,127.50
EFT21615	15-06-2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$290.49
EFT21616	15-06-2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$1,702.56
EFT21617	15-06-2023	MCCALL MOTORS PTY LTD	MATERIALS FOR GARDENERS, TOWN AND CONSTRUCTION CREWS	\$839.22
EFT21618	15-06-2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$11,586.67
EFT21619	15-06-2023	NAPA	MATERIALS FOR WORKSHOP	\$59.86
EFT21620	15-06-2023	NARROGIN CARPETS AND CURTAINS	REPLACE FLOORING AT SHIRE HOUSE	\$2,475.00
EFT21621	15-06-2023	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDNERS	\$337.90
EFT21622	15-06-2023	NUTRIEN AG SOLUTIONS	CHEMICALS FOR VERGE SPRAYING	\$13,451.96
EFT21623	15-06-2023	OFFICEWORKS BUSINESS DIRECT	OFFICE STATIONARY ORDER	\$187.08
EFT21624	15-06-2023	PUMPS AUSTRALIA PTY LTD	PURCHASE OF SMALL PLANT	\$3,844.50
EFT21625	15-06-2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$619.98
EFT21626	15-06-2023	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGE	\$242.83
EFT21627	15-06-2023	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$91.00
EFT21628	15-06-2023	THE BRUCE ROCK HOTEL	CATERING FOR STAFF DINNER	\$296.00
EFT21629	15-06-2023	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$1.60
EFT21630	15-06-2023	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$1,098.10
EFT21631	15-06-2023	WESTRAC PTY LTD	PARTS FOR BK511	\$484.76
EFT21632	15-06-2023	WHEATBELT EQUIPMENT PTY LTD	REPAIRS TO BK6556	\$2,447.63
EFT21633	15-06-2023	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORM	\$762.20
EFT21634	15-06-2023	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	\$1,792.22
EFT21635	14-06-2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 04/06/2023	\$293.82
EFT21636	22-06-2023	AUSTRALIA POST	POSTAL CHARGES FOR THE MONTH OF MAY	\$67.97
EFT21637	22-06-2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,542.63
EFT21638	22-06-2023	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$57.54
EFT21639	22-06-2023	BRUCE ROCK CAFE - LOVE THAT FOOD	EMERGENCY MANAGEMENT TRAINING REFRESHMENTS	\$106.00
EFT21640	22-06-2023	CLEANAWAY DANIELS SERVICES PTY LTD	MEDICAL CENTRE SHARPS DISPOSAL	\$148.47
EFT21641	22-06-2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$920.12
EFT21642	22-06-2023	COLESTAN ELECTRICS	ELETTRICAL WORK AT SHIRE PROPERTIES	\$777.40
EFT21643	22-06-2023	COLPET BROWNLEY	MANAGEMENT OF LANDFILE SITE FOR FNE 21/06/2023	\$2,021.04
EFT21644	22-06-2023	COMBINED PEST CONTROL WA P/L	ANNUAL TERMITE INSPECTIONS AT SHIRE PROPERTIES	\$9,395.10
EFT21645	22-06-2023	CORPCLOUD PTY LTD	MED CENTER IT SUPPORT	\$341.63

EFT21646	22-06-2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$69.85
EFT21647	22-06-2023	GOGO ON HOLD	ON HOLD MESSAGING SERVICE	\$414.00
EFT21648	22-06-2023	HIPPOCKET WORKWEAR & SAFETY GERALDTON	STAFF UNIFORM	\$590.40
EFT21649	22-06-2023	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 21/06/2023	\$2,500.00
EFT21650	22-06-2023	LG BEST PRACTICES PTY LTD	CONSULTING ON FINANCIAL REPORTS	\$330.00
EFT21651	22-06-2023	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	VACCINATION FOR STAFF MEMBER	\$45.00
EFT21652	22-06-2023	LOVICK FABRICATIONS	PARTS FOR BK505	\$819.50
EFT21653	22-06-2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$358.94
EFT21654	22-06-2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$3,900.61
EFT21655	22-06-2023	MCCALL MOTORS PTY LTD	MATERIALS FOR BUILDING MAINTENANCE	\$382.78
EFT21656	22-06-2023	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING	\$70.40
EFT21657	22-06-2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$12,659.87
EFT21658	22-06-2023	NUTRIEN AG SOLUTIONS	MOUSE BAIT STATION	\$53.46
EFT21659	22-06-2023	POWERHOUSE MIDLAND	PARTS FOR BK020	\$825.00
EFT21660	22-06-2023	RESONLINE PTY LTD	ONLINE CARAVAN PARK BOOKING SYSTEM	\$220.00
EFT21661	22-06-2023	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$164.00
EFT21662	22-06-2023	WALLIS COMPUTER SOLUTIONS	IT SERVICES FOR BRUCE ROCK SUPERMARKET	\$44.00
EFT21663	22-06-2023	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$215.30
EFT21664	22-06-2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$682.00
EFT21665	21-06-2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 11/06/2023	\$265.30
EFT21666	29-06-2023	BRUCE ROCK ENGINEERING	TYRE FOR BK511	\$1,566.10
EFT21667	29-06-2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$703.10
EFT21668	29-06-2023	LGIS INSURANCE BROKING	RISK CO-ORDINATOR FEES	\$5,290.79
EFT21669	29-06-2023	MARKET CREATIONS AGENCY PTY LTD	CONTENT REVIEW AND MODULE IMPLEMENTATION FOR WEBSITE	\$3,278.00
EFT21670	29-06-2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$21,404.09
EFT21671	29-06-2023	WALLIS COMPUTER SOLUTIONS	SUPPLY NEW MONITORS	\$899.80
EFT21672	28-06-2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 18/06/2023	\$265.28
EFT21673	30-06-2023	ALTRONIC DISTRIBUTORS PTY LTD	BATTERIES FOR MED CENTRE VACCINE FRIDGE BACKUP	\$809.48
EFT21674	30-06-2023	AVON VALLEY TOYOTA	VEHICLE CHANGE OVER BK1	\$3,199.53
EFT21675	30-06-2023	AVON WASTE	RECYCLING FOR THE MONTH OF MAY	\$5,318.04
EFT21676	30-06-2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,610.31
EFT21677	30-06-2023	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY AND DELIVER CRS EMULSION	\$12,100.00
EFT21678	30-06-2023	BLACKWOODS	HEALTH AND SAFETY CONSUMABLES	\$425.37
EFT21679	30-06-2023	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$215.27
EFT21680	30-06-2023	BRENDAN JOHN WAIGHT	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR JULY 2022 TO JUNE 2023	\$1,356.00
EFT21681	30-06-2023	BROWNLEY'S PLUMBING & GAS	1 STED SUBSIDY	\$1,000.00
EFT21682	30-06-2023	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	ROCK REVEIW SALES	\$660.00
EFT21683	30-06-2023	BRUCE ROCK DISTRICT CLUB	ROOM HIRE FOR TRAINING	\$332.00
EFT21684	30-06-2023	BRUCE ROCK ENGINEERING	TYRES FOR BK05	\$670.63
EFT21685	30-06-2023	BUNNINGS NORTHAM	SAFETY HELMET	\$28.41
EFT21686	30-06-2023	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES	\$389.08
EFT21687	30-06-2023	CARTRIDGE WORLD COTTESLOE	INK CATRIDGES FOR MED CENTRE	\$118.00
EFT21688	30-06-2023	CASTLE HOTEL YORK	ACCOMODATION FOR STAFF TRAINING	\$944.00
EFT21689	30-06-2023	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	\$709.59
EFT21690	30-06-2023	COPIER SUPPORT	PHOTOCOPIER METER READING	\$534.46
EFT21691	30-06-2023	CORSIGN WA PTY LTD	ROAD SIGNS FOR VARIOUS ROADS	\$2,739.00
EFT21692	30-06-2023	CRAIG SMITH	REIMBURSEMENT OF EXPENSES	\$31.60
EFT21693	30-06-2023	DAVES TREE SERVICE	TRIM STREET TREES	\$8,360.00
EFT21694	30-06-2023	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION CLAIM 07	\$279,375.03
EFT21695	30-06-2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$3,387.21
EFT21696	30-06-2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	CHEMICAL FOR TOWNSITE MAINTENANCE	\$510.35
EFT21697	30-06-2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK51	\$515.56
EFT21698	30-06-2023	ENVIROPIPES	MATERIALS FOR BRIDGE WORK	\$101,701.60
EFT21699	30-06-2023	LIBERTY OIL RURAL PTY LTD	CHAIN BAR OIL	\$86.24
EFT21700	30-06-2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	2 STED SUBSIDIES AND PLUMBING REPAIRS TO SHIRE PROPERTY	\$2,896.00
EFT21701	30-06-2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$733.24
EFT21702	30-06-2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$7,646.97
EFT21703	30-06-2023	MCCALL MOTORS PTY LTD	BROOM	\$33.55
EFT21704	30-06-2023	MERREDIN GLAZING SERVICE	REPLACE BROKEN GLASS AT REC CENTRE	\$3,141.60
EFT21705	30-06-2023	MERREDIN TELEPHONE SERVICES	SWIPE CARD ENTRY SYSTEM	\$3,560.59
EFT21706	30-06-2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$13,805.50
EFT21707	30-06-2023	NAPA	PARTS FOR BK05	\$307.35
EFT21708	30-06-2023	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDEN MAINTENANCE	\$634.70
EFT21709	30-06-2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$894.21

EFT21710	30-06-2023	PRESTON ROWE PATERSON PERTH PTY LTD	VALUATION EXPENSE	\$220.00
EFT21711	30-06-2023	QUEST JOONDALUP	ACCOMODATION FOR STAFF TRAINING	\$430.00
EFT21712	30-06-2023	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM JUNE 2023	\$140.00
EFT21713	30-06-2023	RESONLINE PTY LTD	ONLINE CARAVAN PARK BOOKING SYSTEM	\$220.00
EFT21714	30-06-2023	SAIL CITY	SHADE SAIL REPAIR	\$674.50
EFT21715	30-06-2023	SAMANTHA ELIZABETH AURISCH	REIMBURSEMENT OF EXPENSES	\$289.97
EFT21716	30-06-2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$1,065.93
EFT21717	30-06-2023	SHIRE OF MERREDIN	ANNUAL CONTRIBUTION TO CENTRAL WHEATBELT VISITOR CENTRE	\$2,500.00
EFT21718	30-06-2023	SHRED-X PTY LTD	SECURE DESTRUCTION BIN EXCHANGE AND MONTHLY RENTAL	\$149.64
EFT21719	30-06-2023	SOURCE MY PARTS	PARTS FOR BK06	\$257.93
EFT21720	30-06-2023	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$150.29
EFT21721	30-06-2023	STEPHEN ARTHUR STRANGE	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR JAN TO JUNE 2023	\$10,937.66
EFT21722	30-06-2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$1,503.18
EFT21723	30-06-2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$1,097.09
EFT21724	30-06-2023	TELSTRA	TELEPHONE USAGE CHARGES FOR JUNE 2023	\$1,693.85
EFT21725	30-06-2023	THE BRUCE ROCK HOTEL	COUNCIL LUNCH AND REFRESHMENTS	\$366.00
EFT21726	30-06-2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$627.00
EFT21727	30-06-2023	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS ORDER	\$690.20
EFT21728	30-06-2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	EMERGENCY MANAGEMENT TRAINING	\$6,362.43
EFT21729	30-06-2023	WESTERN MECHANICAL CORRIGIN	BK377 ANNUAL INSPECTION	\$233.00
EFT21730	30-06-2023	WESTRAC PTY LTD	PARTS FOR BK511 AND BK409	\$1,309.09
EFT21731	30-06-2023	WHEATBELT EQUIPMENT PTY LTD	OIL FOR BK6556	\$510.74
EFT21732	30-06-2023	WHEATBELT FRAMING SERVICES	PICTURE FRAMING HISTORICAL JACKET	\$760.00
EFT21733	30-06-2023	WILSONS SIGN SOLUTIONS	NAME PLAQUES	\$82.50
EFT21734	30-06-2023	WURTH	MATERIALS FOR WORKSHOP	\$222.29
Total EFTs				\$952,609.80
Municipal Account Cheques				
124	02-06-2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$8,604.31
125	22-06-2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$16.78
Total Cheques				\$8,621.09
Wages and Salaries				
	07/06/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 07/06/2023	\$86,186.85
	21/06/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 21/06/2023	\$86,071.20
Total Wages and Salaries				\$172,258.05
Municipal Account Direct Debit				
DD9106.1	07-06-2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$34,183.01
DD9106.2	07-06-2023	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$1,064.79
DD9106.3	07-06-2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$574.73
DD9106.4	07-06-2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$289.80
DD9106.5	07-06-2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$239.44
DD9106.6	07-06-2023	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$115.39
DD9106.7	07-06-2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$190.56
DD9106.8	07-06-2023	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$785.86
DD9106.9	07-06-2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,997.50
DD9126.1	21-06-2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$10,047.97
DD9126.2	21-06-2023	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$269.11
DD9126.3	21-06-2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$575.83
DD9126.4	21-06-2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$337.00
DD9126.5	21-06-2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$242.34
DD9126.6	21-06-2023	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$100.35
DD9126.7	21-06-2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$197.21
DD9126.8	21-06-2023	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$785.86
DD9126.9	21-06-2023	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$150.95
DD9106.10	07-06-2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$468.59
DD9106.11	07-06-2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD9106.12	07-06-2023	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$37.13
DD9106.13	07-06-2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$242.50
DD9106.14	07-06-2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$341.13
DD9126.10	21-06-2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,070.58
DD9126.11	21-06-2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$475.20
DD9126.12	21-06-2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD9126.13	21-06-2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$244.05
DD9126.14	21-06-2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$338.00
Total Direct Debits				\$56,752.50

Credit Card Payments					
EFT21596	14-06-2023	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	\$132.00	
		BENDIGO BANK	CARD FEE	\$4.00	
		ACTIVE8ME	INTERNET FOR MAY/JUNE	\$45.40	
		WESTNET	INTERNET FOR JUNE	\$89.95	
			INTERNET FOR JUNE	\$89.95	
			INTERNET FOR JUNE	\$109.95	
		DOWNS HEATING, COOLING & OUTDOOR	WOOD FIRE BAFFLES	\$425.08	
		HUMANTIX	SEGRA CONFERENCE REGISTRATION	\$990.00	
			Total Credit Card Payments	\$1,886.33	
				Total Municipal Account EFT Payments	\$952,609.80
				Total Municipal Account Cheque Payments	\$8,621.09
				Total Trust Account EFT Payments	\$0.00
				Total Trust Account Cheque Payments	\$0.00
				Total Wages	\$229,010.55
				Total	\$1,190,241.44



Auditor General

INDEPENDENT AUDITOR'S REPORT

2022

Shire of Bruce Rock

2021-22 Annual Report for the Local Roads and Community Infrastructure Program

Opinion

I have audited the accompanying special purpose annual reports for Phase 1, 2 and 3 prepared for the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) for the Local Roads and Community Infrastructure Program (the Program) for the year ended 30 June 2022, which comprises:

- the Chief Executive Officer's Financial Statement for Phase 1, 2 and 3.
- Annual Report Tables financial information limited to the *Total Approved LRCI Funding Contribution* and *LRCI Funding Actual Expenditure* for Phase 1, 2 and 3.
- Final Report Table financial information limited to the *Total Project Cost, Approved LRCI Funding Contribution*, and *LRCI Funding Actual Expenditure* for Phase 1.

The annual reports have been prepared by the Shire of Bruce Rock (the Shire) in accordance with the requirements of the COVID-19 Local Roads and Community Infrastructure Program Guidelines (the Guidelines) for Phase 1, 2 and 3 of the Program to meet the reporting requirements of the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

In my opinion, in all material respects:

- the Chief Executive Officer's Financial Statements and Annual Report Tables financial information limited to the *Total Approved LRCI Funding Contribution* and *LRCI Funding Actual Expenditure* for Phase 1, 2 and 3 are based on, and in agreement with, proper accounts and records
- the amount reported as expended during the year was used solely for expenditure on approved Local Roads and Community Infrastructure Projects
- the amount certified by the Chief Executive Officer in the Chief Executive Officer's Financial Statement as the Shire's own source expenditure on the Program during the year is based on, and in agreement with, proper accounts and records.
- the Final Report Table financial information limited to the *Total Project Cost, Approved LRCI Funding Contribution*, and *LRCI Funding Actual Expenditure* for Phase 1 is based on, and in agreement with, proper accounts and records.

Basis for opinion

I conducted my audit in accordance with the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the annual report* section of my report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter

I draw attention to the matter below. My opinion is not modified in respect of this matter.

Basis of accounting

The annual reports have been prepared for the purpose of fulfilling the Shire's reporting obligations to the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts under the Guidelines. As a result, the annual reports may not be suitable for another purpose.

Other Matter

I draw attention to the matter below. My opinion is not modified in respect of this matter.

Restriction on Distribution and Use

As a result of the basis of accounting, my report is intended solely for the Shire and the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts and should not be distributed to or used by parties other than the Shire or the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

Other information

The Chief Executive Officer is responsible for the other information. The other information is the information in the annual reports for the year ended 30 June 2022 but not the information of the annual reports as described in the Opinion section of my report and my auditor's report.

My opinion on the annual reports do not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Responsibilities of the Chief Executive Officer for the annual report

The Chief Executive Officer is responsible for the preparation of the annual reports in accordance with the requirements of the Guidelines, and for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of the annual reports that are free from material misstatement, whether due to fraud or error.

In preparing the annual reports, the Chief Executive Officer is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

Auditor's responsibilities for the audit of the annual report

The objectives of my audit are to obtain reasonable assurance about whether the annual reports as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual reports. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

A further description of my responsibilities for the audit of the annual reports is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality control relating to the report on the annual report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Yours Sincerely

Kien Neoh
Director Financial Audit
Delegate for the Auditor General for Western Australia
Perth, Western Australia
14 June 2023



Our Ref 7917

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Darren Mollenoyux
Chief Executive Officer
Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: ceo@brucerock.wa.gov.au

Dear Mr Mollenoyux

**SHIRE OF BRUCE ROCK - ANNUAL REPORT FOR THE LOCAL ROADS AND
COMMUNITY INFRASTRUCTURE PROGRAM
FOR THE YEAR ENDED 30 JUNE 2022**

A copy of the Shire of Bruce Rock's Local Roads and Community Infrastructure Program annual reports of Phase 1, 2 and 3 for the year ended 30 June 2022 and our Auditor's Report thereon is attached.

A copy has also been sent to the President and the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

Yours sincerely

Kien Neoh
Director Financial Audit
14 June 2023

Attach



Our Ref: 7917

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Stephen Strange
President
Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: cr.stephen.strange@brucerock.wa.gov.au

Dear Mr Strange

**SHIRE OF BRUCE ROCK - ANNUAL REPORTS FOR THE LOCAL ROADS AND
COMMUNITY INFRASTRUCTURE PROGRAM
FOR THE YEAR ENDED 30 JUNE 2022**

A copy of the Shire of Bruce Rock's Local Roads and Community Infrastructure Program annual reports of Phase 1, 2 and 3 for the year ended 30 June 2022 and our Auditor's Report thereon is attached.

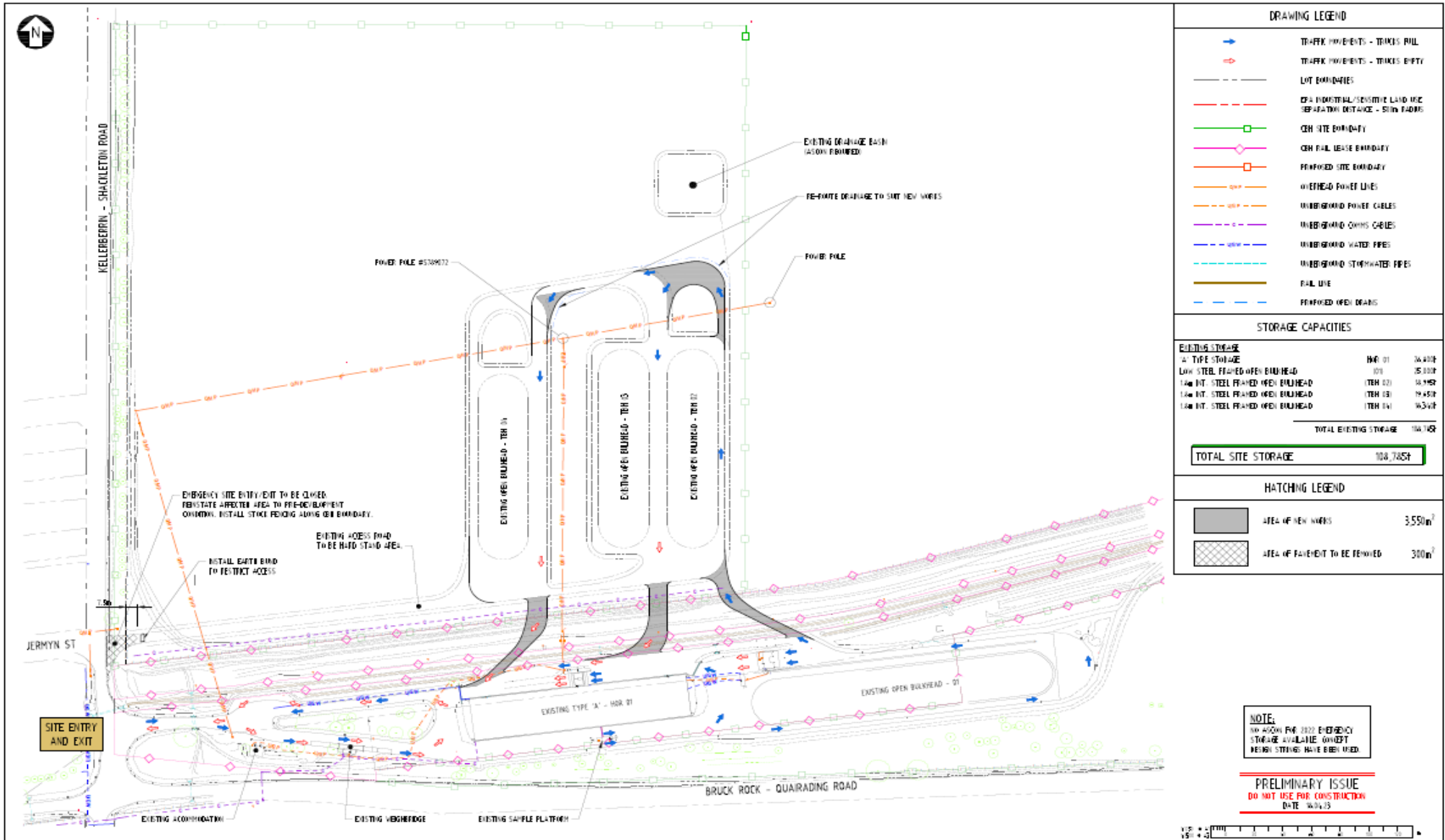
A copy has also been sent to the Chief Executive Officer and the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

Yours sincerely

Kien Neoh
Director Financial Audit
14 June 2023

Attach

Original CBH Supplied Proposed Site Plan - Shackleton



DRAWING LEGEND

- TRAFFIC MOVEMENTS - TRUCKS FULL
- TRAFFIC MOVEMENTS - TRUCKS EMPTY
- LOT BOUNDARIES
- EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - SIGN FACING
- CBH SITE BOUNDARY
- CBH PAIL LEASE BOUNDARY
- PERMITTED SITE BOUNDARY
- OVERHEAD POWER LINES
- UNDERGROUND POWER CABLES
- UNDERGROUND COMS CABLES
- UNDERGROUND WATER PIPES
- UNDERGROUND STEAM/WATER PIPES
- PAIL LINE
- PERMITTED WHEEL DRAINS

STORAGE CAPACITIES

EXISTING STORAGE	NO. OF	SIZE	CAPACITY
4" TYPE STORAGE	01	34,000L	
1.4M STEEL FRAMED OPEN END HEAD	01	15,195L	
1.4M INT. STEEL FRAMED OPEN END HEAD	ITEM 02	14,195L	
1.4M INT. STEEL FRAMED OPEN END HEAD	ITEM 03	14,450L	
1.4M INT. STEEL FRAMED OPEN END HEAD	ITEM 04	14,510L	
TOTAL EXISTING STORAGE		104,740L	
TOTAL SITE STORAGE		104,740L	

HATCHING LEGEND

	AREA OF NEW WORKS	3,550m ²
	AREA OF PAVEMENT TO BE REFINISHED	300m ²

NOTE:
NO WORK FOR 2022 EMERGENCY STORAGE AVAILABLE. CURRENT DESIGN STORAGE HAVE BEEN USED.

PRELIMINARY ISSUE
DO NOT USE FOR CONSTRUCTION
DATE: 24/01/23

04/2023 ©
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CBH GROUP
LEVEL 4
2ND ST GEORGE'S TERRACE
PERTH W.A. 6000
PH: (81) 952 1900
FX: (81) 952 1901


REV	DATE	BY	CHKD	APPV	DESCRIPTION
1	2023-01-24

SHACKLETON
PRE FEASIBILITY STUDY
EMERGENCY STORAGE WORKS
CONCEPTUAL LAYOUT No. 1
514-ENG-CI-DCO-0011

**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: Co-operative Bulk Handling Ltd		
ABN (if applicable):		
Address: Level 6, 240 St Georges Terrace, Perth, WA, 6000 Postcode:		
Phone: Work: 08 9206 6061 Home: Mobile:	Fax:	Email: timothy.roberts@cbh.com.au
Contact person for correspondence: Timothy Roberts		
Signature: 	Date: 18 May 2023	
<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>		

Applicant details (if different from owner)		
Name: As above.		
Address: Postcode:		
Phone:	Fax:	Email:
Work:
Home:		
Mobile:		
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date:
Property details		
Lot N°: 251	House/Street N°:	Location N°:
Diagram or Plan N°: 67329	CoT Vol. N°: 2753	Folio: 201
Title encumbrances (e.g. easements, restrictive covenants): 		

Street name: Kellerberrin – Shackleton Road	Suburb: Shackleton
Nearest street intersection: Bruce Rock – Quairading Road	

Proposed development	
Nature of development:	<input checked="" type="checkbox"/> Use <input type="checkbox"/> Works <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: Seeking permanent development approval for a temporary access road which expires on 30 June 2023 for use as a storage and lay down area.	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Grain handling and storage infrastructure for an approved 'Grain Depot' land use.	
Approximate cost of proposed development: \$40,000 (inc GST)	
Estimated time of completion: Existing	

OFFICE USE ONLY

Acceptance Officer's initials: *J GHOT 6/10/23* Date received: ① 18 MAY 2023 e 1704HRS by Email.
 Local government reference N°: *CBH Shackleton change of Use MAY 2023. OEM July 2023.* ② 6th received 6 JULY 2023 e 1719HRS by Email. *J*



18 May 2023

Darren Mollenoyux
Shire of Bruce Rock
Via email: ceo@brucerock.wa.gov.au

Dear Darren,

**ADDITIONS/ALTERATIONS TO EXISTING GRAIN DEPOT - LOT 251
KELLERBERRIN-SHACKLETON ROAD, SHACKLETON**

The Shire of Bruce Rock issued development application for three open storage bulkheads at Lot 251 Kellerberrin-Shackleton Road, Shackleton on 15th September 2022. Some of these works, specifically the road over rail, is located within the rail corridor which CBH leases from the Public Transport Authority (PTA) under a 99-year lease. Section 47 approval under the Rail Freight Systems Act 2000 was required to be obtained from PTA separate to the development application process. As part of this application, PTA are required to consult with ARC as leaseholders of the greater rail network. ARC then issue CBH with a construction licence and licence to use and occupy when the works are deemed satisfactory and the impact on the existing rail network is negligible.

CBH's site mobilisation date for the Shackleton site was early October 2022 with a construction window of 6 weeks so that the bulkheads could be constructed in time to allow the site to receive and store local growers grain this coming harvest. These PTA/ARC approval processes meant that we were not able to meet this mobilisation date to construct the road over rail access and ensure the bulkheads could store local growers' grain for the FY22/23 record harvest.

As such, CBH applied to the Shire of Bruce Rock for a temporary works exemption for a period of 9 months which was approved by the Shire at its 20th October 2022 council meeting subject to a number of conditions. This exemption approved site access from Kellerberrin-Shackleton Road as 'temporary works' that are exempt from the need to obtain development approval. This temporary approval expires on 30th June 2023.

CBH can confirm that it has obtained approved from ARC to construct the road over rail meaning it will no longer need to access the site using the temporary crossover and access way from Kellerberrin-Shackleton Road and it can construct the road over rail access from its existing facility.

As part of tendering these works, CBH has identified an opportunity to keep the access track up to the property boundary and reinstate the stock fencing on the lot boundary and earth bund on our property just before the fence. The existing temporary accessway would become a hard stand area used for access to get around the paddock and provide laydowns for operational vehicles, drive over grids and the like. It would also be used as a storage pad to keep things in the northern paddock without having to continually use the road over rail access.

Should you have any further questions or require any further clarification please do not hesitate to contact Timothy Roberts at timothy.roberts@cbh.com.au or on 9216 6061.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Timothy Roberts', with a horizontal line underneath.

Timothy Roberts
Lead Planning & Approvals

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

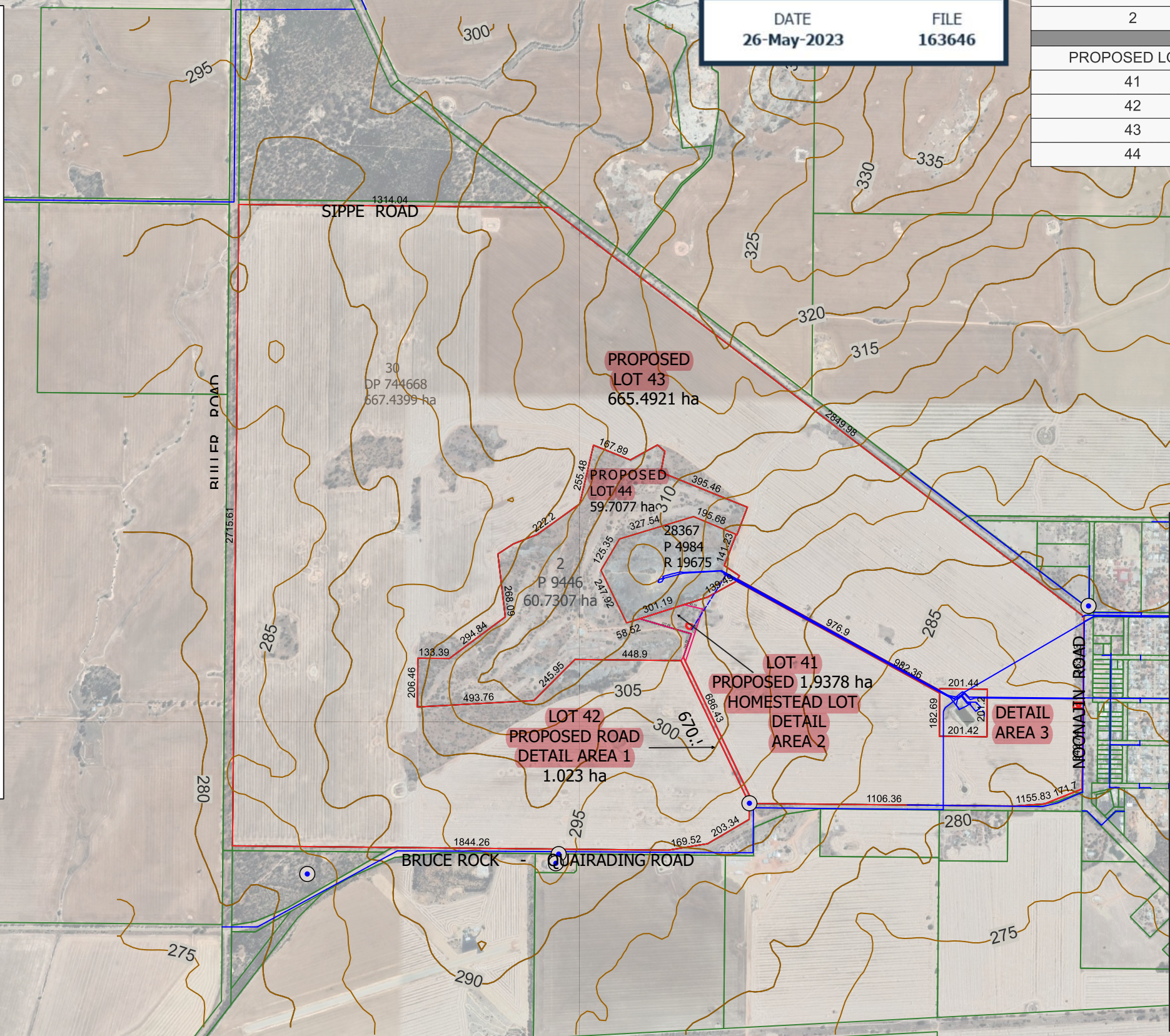
DATE: 26-May-2023
FILE: 163646

EXISTING LOTS	AREA (Ha)
30	667.4299
2	60.7307
PROPOSED LOTS	AREA (Ha)
41	1.9378
42	1.0230
43	665.4921
44	59.7077

LEGEND

- Water meter
- Water Pipe
- Contours
- Boundary
- Proposed Boundaries
- Overhead Powerlines

DETAIL AREA 1 - NOT TO SCALE



DETAIL AREA 3 - NOT TO SCALE

DETAIL AREA 2 - NOT TO SCALE

RM SURVEYS
LICENSED SURVEYORS

PHONE: 08 9457 7900
EMAIL: INFO@RMSURVEYS.COM.AU
WEBSITE: RMSURVEYS.COM.AU

CLIENT: AYRTOUN VISTA PTY LTD

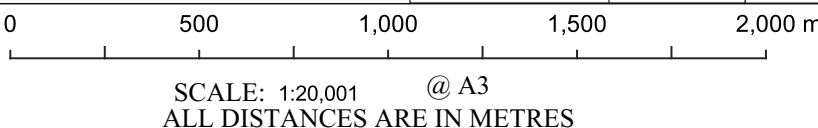
REV	DESCRIPTION	DRWN	CHKD	APPVD	DATE
0	INITIAL ISSUE	DR	AK	AK	27/04/2023

Accredited by
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SURVEYOR	N/A
SURVEY DATE	27/01/2023
VERTICAL DATUM	AHD
HORIZONTAL DATUM	GDA 94

SUBDIVISION APPLICATION

LOT 30 ON DP 74468 BRUCE ROCK		
SHIRE OF BRUCE ROCK		
JOB No.	DRAWING No.	REV
AYRT-BRQR	AYRT-BRQR-01	0





DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
26-May-2023	163646

4 May 2023
Our ref: AYRT-BRQR

Planning Support Officer
WA Planning Commission
140 William Street, Perth WA 6000

Dear Sir/Madam,

**PROPOSED HOMESTEAD LOT SUBDIVISION of:
Bruce Rock - Quairading Road, BRUCE ROCK, being Lot 30 on DP 74468**

This application is for a Homestead Lot Subdivision per Development Control Policy 3.4 section 6.6.

RE: Fire assessment

I would like to apply for exemption from the requirement to supply a Bush Fire Attack Level (BAL) assessment as per State Planning Policy 3.7.

In accordance with the criteria for exemption under Planning Bulletin 111/2016 s.5, the proposed subdivision:

- Will not result in intensification or development of land use
- Will not result in increased occupancy by employees, or increased bushfire risk as the land use will continue as broadacre farming

RE: Site-and-soil evaluation (SSE)

The established dwelling is occupied and has an existing septic tank system, I understand the SSE is primarily intended for new/proposed septic facilities – please correct me if I am mistaken.

I would like to request this proposal to be classified as 'low risk', per section 2.1 (page 2) of attached POL-Government_Sewerage_Policy_2019_FAQ_1, therefore removing the requirement (if reclassified) for an SSE at application stage.

low risk proposals where the WAPC, in consultation with the local government and relevant referral agencies, is satisfied that the minimum site requirements for on-site sewage (refer to section 5.2 of the policy) will be met.

PHONE:
08 9457 7900

MAILING ADDRESS:
PO BOX 832 WILLETTON WA 6955

EMAIL:
INFO@RMSURVEYS.COM.AU

FAX:
08 9457 7922

STREET ADDRESS:
25 AUGUSTA ST WILLETTON WA 6155

WEBSITE:
RMSURVEYS.COM.AU



The site conditions/location meets the conditions set out in Section 5 and Schedule 2 of: POL-Government_Sewerage_Policy_2019_September:

- Site is zoned rural
- Site is surrounded by farmland, higher density development is excluded per the homestead lot policy (*no future dwellings*)
- Dwelling's location is not subject to flooding, and over 100m and 180m clear of nearest watercourses; minor creeks with intermittent winter flow
- Site is not within a Sewage sensitive areas, per the PlanWA database
- No water bores exist in the dwelling's vicinity – the house is serviced by scheme water

Should the Shire or any other agency require an SSE, we would be pleased to provide it as a subdivision condition.

I understand that this classification is applied at the discretion of the decision maker. Thank you for your assistance, and please contact me if you require any further information.

Yours sincerely,

Andrew Kalotay
LICENSED SURVEYOR
B.Sc in Surv & Map, MWAIS

MOBILE
0439 382 649

EMAIL
andrew.kalotay@rmsurveys.com.au

BUILDER'S COPY



**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: Boyd Nominees Pty Ltd		
ABN (if applicable):		
Address: PO BOX 235 Corrigin WA Postcode: 6375.....		
Phone: Work: 08 9493 2998 Home: Mobile:	Fax:	Email: cleopold@trhomes.com.au
Contact person for correspondence: Chrishna Leopold		
Signature:		Date: 7/5/23
Signature:		Date:
<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>		

Applicant details (if different from owner)		
Name: Murray River North Pty Ltd T/A TR Homes		
Address: 105 Kelvin Road Maddington Postcode: 6109		
Phone:	Fax:	Email:
Work: 9493 2998	cleopold@trhomes.com.au
Home:		
Mobile:		
Contact person for correspondence: Christna Leopold		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: <i>Cleopold</i>		Date: 05/05/2023

Property details		
Lot N ^o : 10013	House/Street N ^o : 7080	Location N ^o :
Diagram or Plan N ^o : 125068	Certificate of Title Vol. N ^o : 1039	Folio: 816
Title encumbrances (e.g. easements, restrictive covenants):		

Street name: Old Beverley Road	Suburb: Babakin
Nearest street intersection:	
Proposed development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: Grouped Dwelling - Workers accommodation	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	
Approximate cost of proposed development: \$501,791.81 EX. GST	
Estimated time of completion:	

OFFICE USE ONLY

Acceptance Officer's initials: **JRC(ENH)**

Date received: **3-7-23**

Local government reference N^o: **A772-2nd Dwelling - Boyel.**

Old Beverley Rd

604.67 B'ly
69°50'33"

Entry

503.32 B'ly
179°51'19"

10016

68°51'16"
1184.08 B'ly

DO NOT SCALE FROM THIS DRAWING
ALL SUBCONTRACTORS TO CHECK DIMENSIONS AND
NOTES PRIOR TO COMMENCEMENT OF ANY WORKS
ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE
SUPERVISOR WITHOUT DELAY.
ALL INTERNAL DIMENSIONS TO STUDWORK
CLIENT NOTE:
THIS PLAN IS TO BE READ IN CONJUNCTION
WITH TR STANDARD SPECIFICATION, ADDENDA
AND ENGINEERS DETAILS.
CEILING HEIGHT - 2725
SOIL CLASSIFICATION - S
BAL RATING - TBA

11051

1500.49 Setback
1515.49 Setback

638.44 Setback

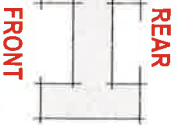
2335.36 B'ly
399°51'27"

REAR OF HOME / REAR VERANDAH
KITCHEN SIDE
FRONT OF HOME / FRONT VERANDAH

Unless Noted Otherwise
Roofs Are Either
Sheds or Shelters



10013
404.68356 A's
BEDROOM SIDE



638.73 Setback

Road Reserve

Overall Site Plan
Not to Scale

NOTE -
OVERALL SITE PLAN IS INTENDED TO SHOW THE PROPOSED DWELLINGS ORIENTATION ON THE LOT AND THE SETBACKS FROM BOUNDARIES. DUE TO THE SIZE OF THE LOT IT IS NOT POSSIBLE TO PRODUCE THIS LAYOUT TO SCALE.

179°51'29"
1832.24 B'ly

10014

269°51'32"
1988.75 B'ly

SIGNATURES:

CLIENT:

BUILDER:

CLIENT: Boyd Nominees Pty Ltd

ADDRESS:

Lot 10013 (#7080) Old Beverley Road
BARAKIN W.A. 6426

COPYRIGHT

This plan and any other documents are for the lot only and do not constitute a contract. The client is advised to check the details of the lot and the location of the boundaries.

VARIATIONS:

NO	REV.	DATE	INT.
01	A	28/03/23	JV
02	B	13/04/23	JV
03	C	27/04/23	JV
04	D	13/05/23	JV
05	E	27/06/23	JV

VARIATIONS COMTD:

NO	REV.	DATE	INT.
01	A	28/03/23	JV
02	B	13/04/23	JV
03	C	27/04/23	JV
04	D	13/05/23	JV
05	E	27/06/23	JV

Individual

DATE:

28/03/23

WIND DIRECTION: **

WIND REGION: N3

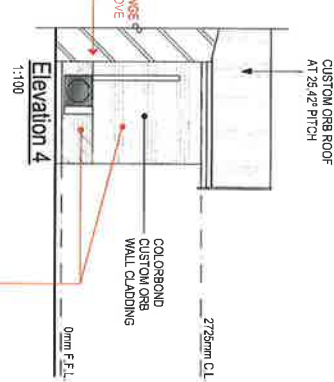
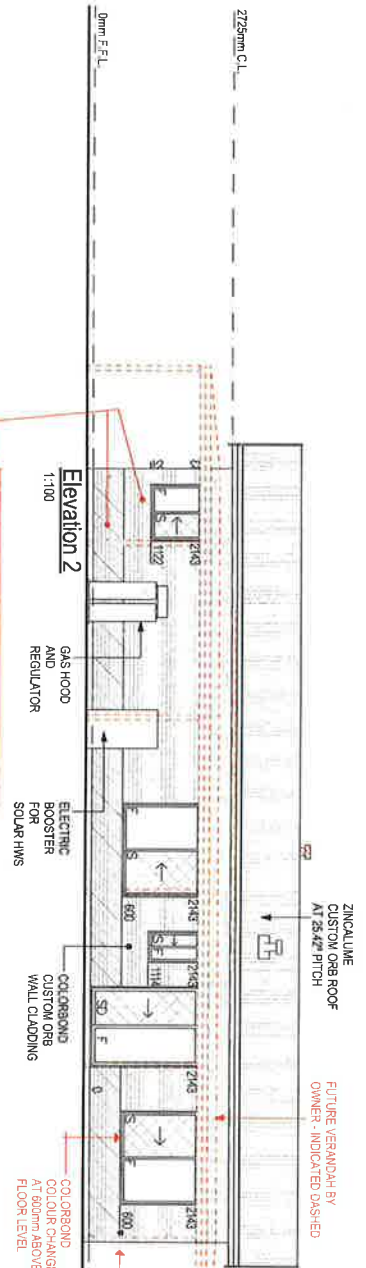
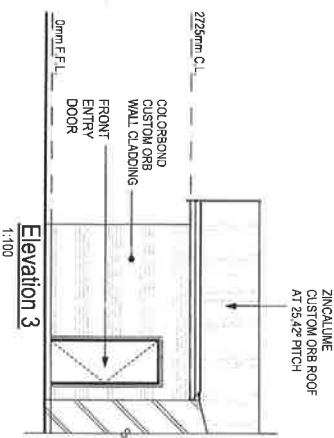
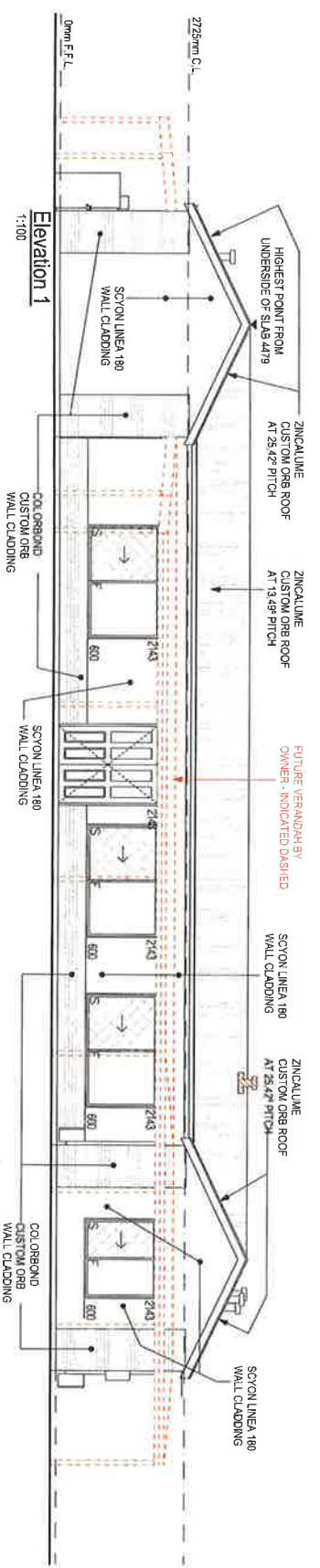
SHEET NO: 12 OF 12

JOB NO: 30399

30399



TR HOMES, 105 Kelvin Road, Maddington, WA 6109 Phone 9493 2996 Fax 9493 1127 Website www.trhomes.com.au



!! CLADDING NOTE !!
 CONTRASTING COLORBOND COLOUR TO ELEVATION 2 & 4 AS SHOWN SHADED. REFER SELECTIONS FOR REQUIRED COLOUR.

WINDOW SUPPLIER NOTE -
 UPGRADED ALUMINIUM MESH TO SLIDING WINDOW SECTIONS AND SLIDING DOOR SECTIONS AS SHOWN

ROOF FLUME NOTE -
 ROOF FLUME SHOWN HATCHED IS OVER TRANSPORT HEIGHT (TO MODULE B WC) THIS FLUME TO BE REMOVED PRIOR TO TRANSPORT AND RE-INSTALLED ON SITE.

!! CLADDING NOTE !!
 CONTRASTING COLORBOND COLOURS TO ELEVATION 2 & 4 AS SHOWN. REFER SELECTIONS FOR REQUIRED COLOURS.

DO NOT SCALE FROM THIS DRAWING
 ALL SUBCONTRACTORS TO CHECK DIMENSIONS AND NOTES PRIOR TO COMMENCEMENT OF ANY WORKS
 ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE MANAGER IMMEDIATELY
 ALL INTERNAL DIMENSIONS TO STUDYWORK

CLIENT NOTE:
 THIS PLAN IS TO BE READ IN CONJUNCTION WITH TR'S STANDARD SPECIFICATION, ADDENDUM AND ENGINEERS DETAILS.

CEILING HEIGHT - 2725

SOIL CLASSIFICATION - S

BAL RATING - TBA

TR
 THOMES

TR THOMES, 105 KELVIN ROAD, MADDINGTON, VA 6109 Phone 9493 2998 Fax 9493 1127 Website www.thomes.com.au

SIGNATURES:
 CLIENT: _____
 BUILDER: _____

CLIENT:
 Boyd Nominees Pty Ltd

ADDRESS:
 Lot 10013 (#7080) Old Beverley Road
 BARAKIN W.A. 6428

GOVERNMENT
 These plans are submitted for the purpose of obtaining a building permit. The client is responsible for ensuring that the plans comply with all applicable laws and regulations. The client is also responsible for ensuring that the plans are accurate and complete. The client is not responsible for any errors or omissions in these plans.

NO	REV	DATE	BY	CHKD	DESCRIPTION
1	A	28/03/23	JV		ISSUED FOR PERMIT
2	B	27/02/23	JV		REVISED PERMIT
3	C	27/02/23	JV		REVISED PERMIT
4	D	27/02/23	JV		REVISED PERMIT
5	E	27/02/23	JV		REVISED PERMIT

VARIAIONS CONT'D:

NO	REV	DATE	BY	CHKD	DESCRIPTION
6	F	27/02/23	JV		REVISED PERMIT
7	G	27/02/23	JV		REVISED PERMIT
8	H	27/02/23	JV		REVISED PERMIT
9	I	27/02/23	JV		REVISED PERMIT
10	J	27/02/23	JV		REVISED PERMIT

Individual

DATE: 28/03/23

CHECKED: _____

WIND EXPOSURE: **

CLIMATE ZONE: A

WIND REGION: N3

SHEET NO: 2 OF 12

JOB NO: 30399

REV: E

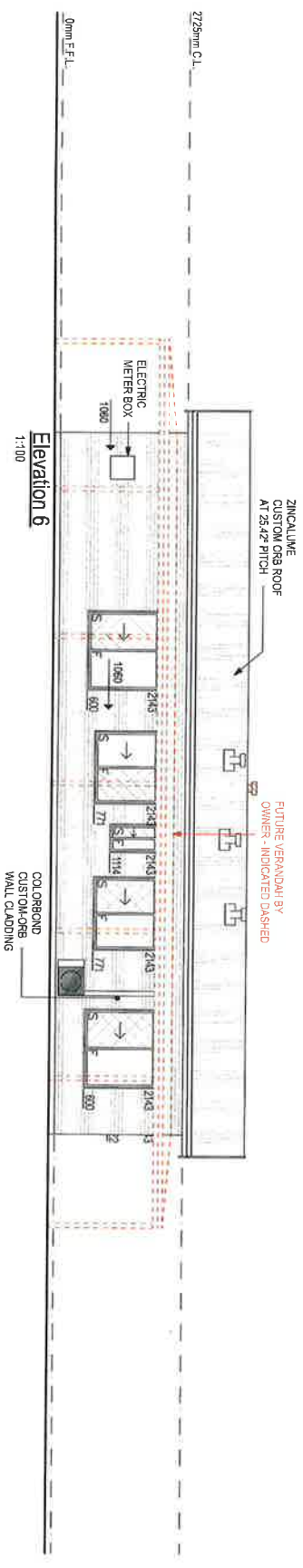
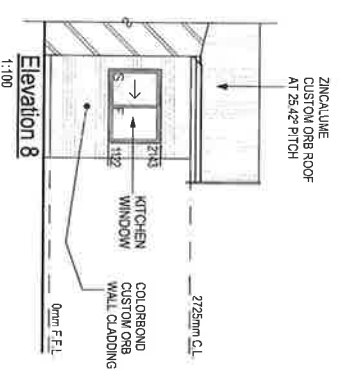
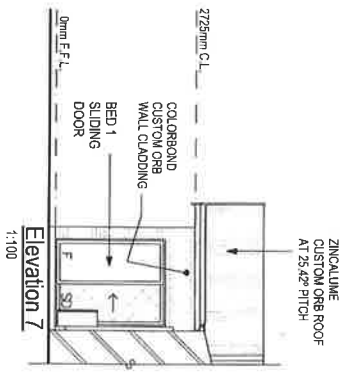
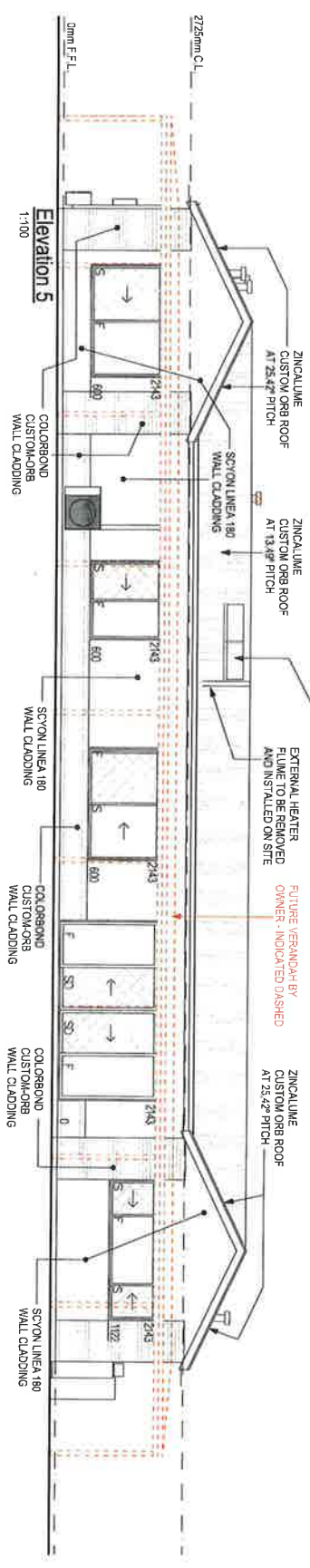
ROOF FLUMES SHOWN HATCHED ARE OVER TRANSPORT HEIGHT (BATHROOM, ENSUITE & MODULE B WC) THESE FLUMES TO BE REMOVED PRIOR TO TRANSPORT AND RE-INSTALLED ON SITE

ROOF MOUNTED SOLAR PANELS (RHEEM LO-LINE ELECTRIC BOOSTED SOLAR HWS - 511 271/2NPT)

EXTERNAL HEATER FLUME TO BE REMOVED AND RE-INSTALLED ON SITE

ROOF FLUME NOTE - ROOF FLUME SHOWN HATCHED IS OVER TRANSPORT HEIGHT (TO MODULE B WC) THIS FLUME TO BE REMOVED PRIOR TO TRANSPORT AND RE-INSTALLED ON SITE.

WINDOW SUPPLIER NOTE - UPGRADED ALUMINIUM MESH TO SLIDING WINDOW SECTIONS AND SLIDING DOOR SECTIONS AS SHOWN



DO NOT SCALE FROM THIS DRAWING
 ALL SUBCONTRACTORS TO CHECK DIMENSIONS AND NOTES PRIOR TO COMMENCEMENT OF ANY WORKS. ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE SUPERVISOR WITH-OUT DELAY.
CLIENT NOTE:
 THIS PLAN IS TO BE READ IN CONJUNCTION WITH TR STANDARD SPECIFICATION ADDENDA AND ENGINEERS DETAILS.
CEILING HEIGHT - 2725
SOIL CLASSIFICATION - S
BAL RATING - TBA

SIGNATURES:

CLIENT: _____

BUILDER: _____

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CLIENT: Boyd Nominees Pty Ltd

ADDRESS: Lot 10013 (77080) Old Beverley Road BARAKIN W.A. 6428

VARIATIONS:		VARIATIONS CONT'D:	
NO	DATE	REV	DATE
A	28/03/23		
B	28/03/23		
C	27/04/23		
D	28/03/23		
E	27/03/23		

Individual

DRAWN: JV DATE: 28/03/23

CHECKED: _____ WIND RATING: **

CLIMATE ZONE: A WIND REGION: N3

SHEET NO: 3 OF 12 JOB NO: 30399

TR HOMES

TR Homes, 108 Kelvin Road, Maddington, WA 6109 Phone 9493 2898 Fax 9493 1127 Website www.trhomes.com.au

Policy Name:	2.2	Signing Purchase Orders
Department:	Finance	
Date Adopted:	13 March 2003	
Last Reviewed:	20 July 2023	

Preamble Policy in respect to who is authorised to sign purchase orders on behalf of Council

Objective To give Council guidelines in respect of who is authorised to issue purchase orders for items that have been itemised in the budget.

Policy Purchase orders can only be signed by:

Position	Maximum (ex GST)	Authorising Manager for Expenditure over Limit
Chief Executive Officer	As per Budget	
Manager of Governance and Community Services	As per Budget to a maximum of \$150,000	Chief Executive Officer
Manager of Finance	As per Budget to a maximum of \$150,000	Chief Executive Officer
Manager of Works and Services	As per Budget to a maximum of \$249,999	Chief Executive Officer
Environmental Health Officer	As per Budget to a maximum of \$150,000	Chief Executive Officer
Senior Finance Officer	As per Budget to a maximum of \$500	Manager of Finance
Finance Officer	As per Budget to a maximum of \$5,000	Manager of Finance
Depot Manager	As per Budget to a maximum of \$5,000	Manager of Works and Services
Roads Team Leader	As per Budget to a maximum of \$5,000	Manager of Works and Services
Town Crew Leader	As per Budget to a maximum of \$5,000	Manager of Works and Services
Executive Support Manager	As per Budget to a maximum of \$2,000	Chief Executive Officer
Aquatic Centre Manager	As per Budget to a maximum of \$1,000	Manager of Governance and Community Services
Recreation Centre Manager	As per Budget to a maximum of \$5,000	Manager of Works and Services
Practice Manager at Health Centre	As per Budget to a maximum of \$1,000	Manager of Governance and Community Services
Building Maintenance – Leading Hand	As per Budget to a maximum of \$1,500	Environmental Health Officer

Position	Maximum (ex GST)	Authorising Manager for Expenditure over Limit
Bruce Rock Supermarket Supervisor	As per Budget to a maximum of \$15,000, supermarket stock only	Manager of Finance

Purchase orders can only be issued for items that have been specified in the adopted budget for that financial year.

Any orders issued for amounts exceeding items listed in the budget, must be authorised by the Chief Executive Officer, the Manager of Governance and Community Services or the Manager of Finance.

Head of Power

Local Government Act 1995 s. 6.10
 Local Government (Financial) Regulations, r. 11



Shire of
Bruce Rock
Where friends become family

Freedom of Information Statement 2023/24

Document Control

Effective date	Next review date	Amendment details	Prepared by	Endorsed by	Approved by
July 2023	June 2024		Manager of Governance and Community Services	Chief Executive Officer	Council



Introduction

Section 96(1) of the Freedom of Information Act 1992 (Act) requires each government agency, including Local Government, to annually prepare and publish an Information Statement.

In accordance with section 94 of the Act, the Information Statement must include the following information:

1. The agency's functions and organisational structure.
2. A description of the ways in which the functions of the agency, and in particular decision-making functions, affect members of the public.
3. A description of arrangements that exist for public participation in the agency's formulation of policy and the performance of its functions.
4. A description of the kinds of documents that are usually held by the agency, including those that can be:
 - inspected at the agency under a written law, other than the Act;
 - purchased; and
 - obtained free of charge.
5. A description of the agency's arrangements to give members of the public access to the types of documents described in section 5 (above).
6. 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.
7. A description of the agency's procedures to amend personal information contained in documents of the agency.

This Information Statement has been developed to comply with the requirements of the Act, and is correct as at July 2023. Copies of this document may be obtained from:

Freedom of Information Coordinator
Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418

Or on the Shire's website at www.brucerock.wa.gov.au.

Enquiries may also be made on telephone (08) 9061 1377, Monday to Friday 8.30am to 4.30pm, or by email at admin@brucerock.wa.gov.au.

Acknowledgement of Country

The Shire of Bruce Rock acknowledges the Ballardong Noongar people as the Traditional Custodians of the land where we live. We pay our respect to Elders past and present.

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Strategic focus

The Shire of Bruce Rock's (Shire) Strategic Community Plan 2022-2032 (Plan) provides the framework under which the Shire provides its services to the community.

The Plan identifies four areas of strategic priority.

1. Community priorities

- 1.1. Our community is engaged and has a healthy lifestyle.
- 1.2. We provide inclusive community activities, events and initiatives.
- 1.3. The Shire facilities are maintained in a strategic manner to meet community needs.
- 1.4. We provide suitable support and emergency services planning, response and recovery.

4. Community priorities

- 4.1. We assist the local community to grow.
- 4.2. We recognise roads are a key economic driver across the Shire.
- 4.3. Workers and their families can work and reside in the Shire.
- 4.4. Tourism helps diversify the local economy.

3. Environmental priorities

- 3.1. We maintain a high standard of environmental health and waste services.
- 3.2. The conservation of our natural environment and resources is a priority.

2. Governance priorities

- 2.1. Our organisation is well positioned and has capacity for the future.
- 2.2. Shire communication is regular, clear and transparent.
- 2.3. We have a proactive and well governed Shire.

This document contributes to the achievement of strategic governance priorities 4.2 and 4.3.

Organisational structure

The Council

The Council is made up of members of the local community, who are elected to office by residents and ratepayers of the Shire. The Council comprises nine Councillors, one of whom is nominated as Shire President. As a group, they are the decision and policy making body of the Shire.

Each Councillor (including the President) is nominated for a four-year term. The next Local Government election is scheduled to be held in October 2023.

Consistent with changes introduced to the Local Government Act 1995, the Shire's Councillor numbers will be reduced from nine to seven following the October 2023 election.

A current list of Councillors is available on the Shire's website (www.brucerock.wa.gov.au).

Management

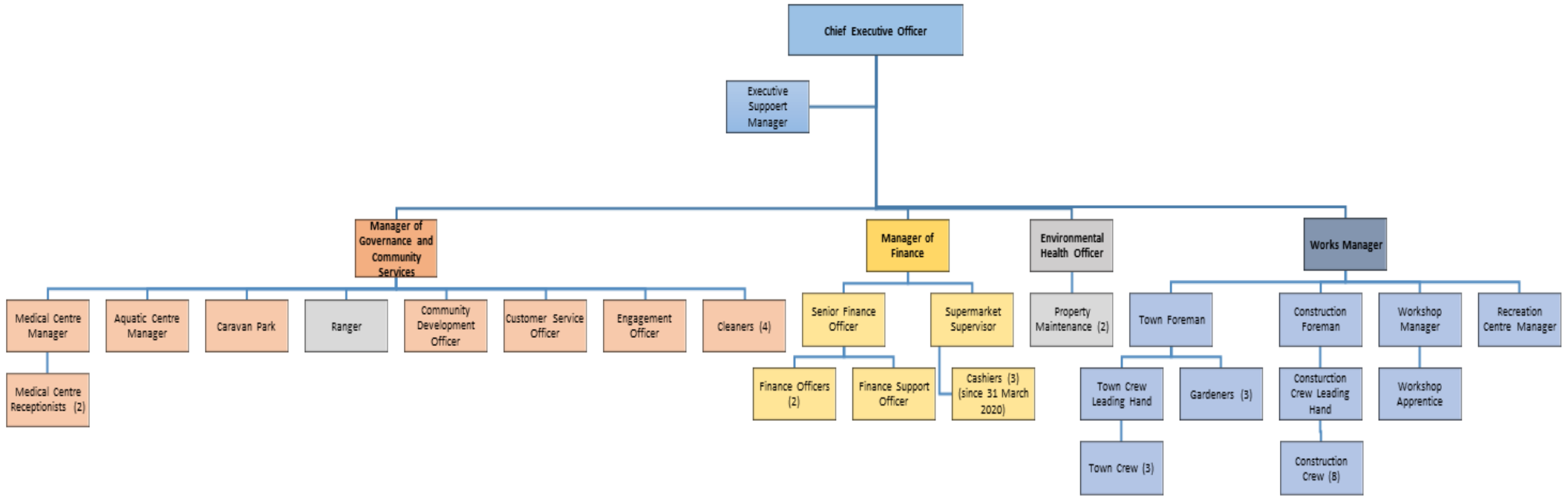
All staff employed by the Shire report to the Chief Executive Officer.

The Chief Executive Officer is employed by the Council and, with delegated authority from the Council, manages the day-to-day operations of the Shire.

The Shire's Senior Management Team includes the following positions:

- Manager of Governance and Executive Services
- Manager of Finance
- Manager of Works and Services
- Environmental Health Officer
- Executive Support Manager

The Shire's organisational structure is outlined in the following chart.



The responsibilities of each business unit are summarised in the following table.

Business unit	Responsibilities	
Office of the Chief Executive Officer	<ul style="list-style-type: none"> • Managing the organisational structure. • Providing advice to Council. • Ensuring that Council decisions are implemented. • Delivering the strategic goals of Council. • Managing the day-to-day operation of the organisation. 	<ul style="list-style-type: none"> • Economic development. • Workforce planning. • Integrated planning. • Strategic projects. • Advocacy. • Freedom of Information coordination. • Executive support services.
Governance and Community Services	<ul style="list-style-type: none"> • Development and implementation of governance arrangements. • Legislative compliance. • Human resources. • Administration. • Grant funding sourcing. • Procurement. • Record keeping. • Information technology. • Insurance. • Risk management. • Work Health and Safety. • Emergency management. • Community engagement and communication. 	<ul style="list-style-type: none"> • Civic ceremonies. • Tourism. • Licencing (on behalf of the Department of Transport). • Dog and cat registration. • Ranger services. • Library. • Heritage. • Medical Centre. • Aquatic Centre. • Caravan Park. • Cemetery. • Cleaners.
Finance	<ul style="list-style-type: none"> • Council finances. • Accounts payable and receivable. • Budget. • Monthly and annual statements. • Asset management. • Long-term financial planning. • Financial audits. • Payroll. 	
Environmental Health	<ul style="list-style-type: none"> • Town planning. • Building approvals. • Property maintenance. • Refuse site. • Environmental health. 	
Works and Services	<ul style="list-style-type: none"> • Road works and maintenance. • Building maintenance. • Plant and equipment. • Gardens and recreation grounds. 	

Functions

Part 3 of the Act details the functions of Local Governments. Under the Act, the Shire has general, legislative and executive functions.

General functions

The Shire's general function is to provide for the good government of people living in its district. In performing this function, the Shire is required to:

- promote the economic, social and environmental sustainability of the Shire;
- plan for, and plan for mitigating, risks associated with climate change;
- consider potential long-term consequences and impacts on future generations in making decisions;
- recognise the particular interests of Aboriginal people;
- involve Aboriginal people in decision-making processes; and
- consider collaboration with other Local Governments.

Legislative functions

The Shire may make local laws that are necessary or convenient to enable the Shire to perform any of its functions. All local laws for the Shire are contained in the Local Laws Register at the Shire Administration Office.

Executive functions

The Shire 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 the Act.

Decision making

Council makes decisions on a range of issues that affect the Bruce Rock community, including individuals and businesses, in the short, medium and long term. For instance, Council regularly makes decisions on the Shire's budget, investment in infrastructure (such as roads and housing), the management of land, the provision of amenities, and the collection of waste, just to mention a few matters that directly affect our community.

Decisions are made in a structured manner, as prescribed by the Act and outlined below.

Ordinary Council meetings

The Council is the policy and decision-making body of the Shire, with a focus on strategic direction. Council makes all its decisions at formal meetings.

The Council meets every third Thursday of each month, except for January. The Chief Executive Officer and senior staff members attend these meetings to assist Council in making informed decisions.

The Shire President chairs these meetings and, in his/her absence, the Deputy President.

Special Council meetings

Special Council meetings can be convened to consider urgent matters, or matters that involve special circumstances.

Electors' special meetings

A special meeting of the electors of the Shire is to be held on the request of not less than 5% of the number of electors, or one third of the number of Council members. The request is to specify the matters to be discussed at the meeting.

Electors' general meetings

The electors' general meeting is to be held once a year. Reports considered at these meetings may include confirmation of the previous year's meeting, the Annual Report, Annual Financial Statements, Auditors' reports for the previous financial year and other general business, as the Chairperson or the majority of electors determine.

Emergency powers

The Shire President has special emergency powers for decision and direction to the Chief Executive Officer.

Delegated authority

The Chief Executive Officer has delegated authority from the Council to make decisions on a number of specified administrative and policy matters. All delegations are listed in a Register and are reviewed annually by the Council.

Council policies

The Council adopts, and regularly reviews, a Policy Manual that provides guidance for decision-making by Shire officers.

Public participation

Members of the public have several opportunities to participate in the formulation of the Shire's plans, policies and strategies, as well as to comment on the performance of the Shire's functions. The participation channels available to the public are outlined below.

Community consultation

The Council consults with its residents on particular issues that affect them and the Shire by way of advertising in local newspapers, calling public meetings and seeking responses through surveys and public submission periods.

The Council has a statutory obligation to advertise and invite public submissions relating to proposals to adopt or modify local laws.

Elected Members

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Shire.

The contact details for Councillors are listed on the Shire website (www.brucerock.wa.gov.au).

Written requests

A member of the public can write to the Council on any policy, activity or service of the Shire.

Council meetings

Deputations

With the permission of the presiding member, a member of the public can personally, or on behalf of a resident or group of residents, address the Council.

Public question time

Members of the public are able to ask questions (preferably in writing) on any matters affecting the Shire in the time set aside for this purpose, prior to the commencement of the Council meeting.

Meetings of Council and electors

Please refer to page 10.

Documents held

The Shire holds a wide range of documents in different formats. These include, but are not limited to, correspondence, file notes, memoranda, reports, policies, maps, registers, agendas, minutes, budgets and personal records.

The Shire is committed to the principle of transparency and, as such, will facilitate access to the information it holds, where possible and allowed by relevant legislation. Where the Shire does not incur a cost in providing access to information, the information will be provided free of charge.

The following table details the categories of documents that are available on the Shire website and those that are available for inspection at the Shire Administration Office.

Document category	On website	At the Shire Office
Access to information by authorised persons, police and emergency services		✓
Annual budget*	✓	
Annual budget (any)*		✓
Annual reports*	✓	
Annual returns		✓
Any information relating to the Shire required by a provision of the Local Government Act 1995 to be available for public inspection, or as may be prescribed*		✓
Any proposed local law of which the Shire has given public notice*	✓	✓
Any subsidiary legislation made or adopted by the Shire under any written law (other than the Local Government Act 1995)*		✓
Any text that is adopted by a local law or regulation (to operate as a local law), or would be adopted by a proposed local law of which the Shire has given public notice*		✓
Any written law having a provision in respect of which the Shire has a power or duty to enforce*		✓

Document category	On website	At the Shire Office
Code of Conduct (any)*	✓	
Confirmed Minutes of Council and Committee meetings (unless classified as confidential)*	✓	
Confirmed Minutes of Council and Committee meetings (any)(unless classified as confidential)*		✓
Corporate Business Plan	✓	
Delegated authority register		✓
Disability Access and Inclusion Plan	✓	
Documents produced by the Shire or a Committee for presentation at a Council or Committee meeting*	✓	
Documents produced by the Shire or a Committee for presentation at a Council or Committee meeting (any)*		✓
Fees and charges*	✓	
Fees and charges (any)*		✓
Gifts register*	✓	
Freedom of Information Statement	✓	
Leaflets and brochures on Shire programs and services		✓
Local laws (consolidated version)*	✓	
Local laws made by the Shire (any)*		✓
Map of the Shire, showing boundaries*	✓	
Minutes of electors' meetings*	✓	
Minutes of electors' meetings (any)*		✓
Municipal heritage inventory	✓	
News and events	✓	
Notice papers and agendas for Council and Committee meetings*	✓	
Notice papers and agendas for Council and Committee meetings (any)*		✓
Original septic plans for a property you own		✓
Planning approvals and building licences for a property you own		✓
Plans for the future of the Shire (any)*		✓
Policy Manual	✓	
Rate records (any)*		✓
Register of complaints*		✓
Register of financial interests*		✓
Register of owners and occupiers under section 4.32(6) of the Local Government Act 1995 and electoral rolls (any)*		✓

Document category	On website	At the Shire Office
Regulations made by the Governor that operate as if they were local laws of the Shire (any)*		✓
Reports and other documents tabled at a Council or Committee meeting (any)*		✓
Reports on supplementary audits prepared under section 7.12AH(1) of the Local Government Act 1995*		✓
Reports of reviews of local laws (any)*		✓
Strategic Community Plan*	✓	
Tender register		✓
Town Planning Scheme	✓	
10-Year Long-term Financial Plan*	✓	

* Required to be published on the Shire's website under section 5.96A of the Local Government Act 1995.

* Subject to the conditions set out in section 5.95, required to be available for inspection, free of charge, during Shire office hours under section 5.94 of the Local Government Act 1995.

Documents not listed above are not freely available to the public and access will be determined through making an FOI application to the Shire. Examples of such documents include, but are not limited to:

- internal Shire decision-making documents;
- correspondence to community members; and
- payroll information not related to you.

FOI process

Your rights under the Act

The Act gives you the legally enforceable right to:

- access records held by the Shire without needing to demonstrate any connection to, or reason for, seeking access to these records; and
- apply to have personal information we hold (that you believe is inaccurate) to be altered at no cost.

The Act also requires the Shire to make available certain information about the way it operates.

Records under the Act

The records you can seek access to under the Act include paper, sound, image and digital based records.

Application fees and charges

The following tables provide an overview of FOI application fees and charges.

Apart from the application fee for non-personal information, all charges are discretionary.

If the cost that is additional to the initial application fee is anticipated to exceed \$25, the Shire will provide you with a cost estimate. You must respond if you want to proceed within 30 days from the receipt of the cost estimate.

Fees*	Amount
Application fee (for non-personal information).	\$30
Application fee for personal information.	No fee

Charges*	Amount
Charge for time taken by staff dealing with the application (per hour, or pro rata for a part of an hour).	\$30
Charge for time taken by staff supervising the inspection of records by the applicant (per hour, or pro rata for a part of an hour).	\$30
Charge for time taken by staff photocopying (per hour, or pro rata for a part of an hour).	\$30
Charge per photocopy.	\$0.20
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour).	\$30

Other costs	Amount
Duplicating tape, film or computer information.	Actual cost
Delivery, packaging and postage.	Actual cost
Hiring of facilities or equipment to access information.	Actual cost

* These fees and charges are exempt from GST.

Charges can be waived or reduced by 25% for impecunious applicants. The Act does not define what constitutes being 'impecunious', leaving this at the discretion of the Shire. The Shire requires that such a claim be supported by written evidence, such as a letter from Centrelink.

Charges may also be reduced by 25% for applicants holding a valid pensioner concession card, as prescribed in the Rates and Charges (Rebates and Deferrals) Act 1992.

The waiver or reduction of charges only applies to processing costs, not the initial application fee of \$30 (if applying for non-personal information).

Under section 18 of the Act, the Shire may require an applicant to provide advance deposits of an estimated FOI application cost, as outlined in the table below.

Advance deposits	Amount
Initial advance deposit.	25%
Further advance deposit, if deemed required by the Shire to meet the charges for dealing with the application.	75%

Making enquiries

Enquiries can be directed to the Freedom of Information Coordinator in person (at the Shire Administration Office), by phone or in writing (by post or email).

Application and assessment process flowchart



Lodging an application

You must lodge your application in writing. Your application must:

- give enough information to enable the identification of the documents sought; and
- give an Australian address to which notices can be sent.

The application can be lodged in the following ways:

- By post
Freedom of Information Coordinator
Shire of Bruce Rock
PO Box 113
Bruce Rock WA 6418
- In person
Freedom of Information Coordinator
Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418
- By email
admin@brucerock.wa.gov.au
Attention: Freedom of Information Coordinator

Third party consultation

The Shire is required to consult with third parties where a record contains the following information about a person who is not the applicant:

- personal information about an individual;
- information about the trade secrets of a person;
- information (other than trade secrets) that has a commercial value to that person; or
- information about the business, professional, commercial or financial affairs of a person.

There is no requirement to consult if the Shire:

- does not propose to grant access to the relevant record; or
- releases the record with the relevant personal, business, professional, commercial and financial information deleted from the record.

If the Shire takes reasonable steps to consult with a third party, but does not receive a response, the Shire must make its decision on access based on the information and facts before it.

If the views of a third party are obtained and the third party objects to disclosure, the onus remains with the Shire's decision-maker to determine whether the information is actually exempt from disclosure. The third party has review rights if the Shire decides to give access to a document, acting against the third party's claim that the document should be exempt from release.

Notice of Decision

The Shire is required to provide you with a Notice of Decision within 45 calendar days from the lodgement of your application. If your application involves a large search, or requires consultation with a significant number of third parties, the Shire will contact you to negotiate an extension to the 45 day limit.

The Notice of Decision will include the following information:

- The date on which the decision was made.
- The name and the designation of the officer who made the decision.
- The reason why documents are considered exempt, or why access is given to edited records.
- Information on your right to review, and the procedures to be followed to exercise those rights.

Access to records

Access to records can be granted in many ways including, for example, by way of inspection, a copy of a document, a copy of an audio or video tape, or a transcript of a recording. If any document is subject to copyright, the Shire will give access by way of inspection only.

Access refusal

Schedule 1 of the Act outlines the matters that may be exempt from release in response to an FOI request. These include matters relating to the following:

- Cabinet and Executive Council deliberations.
- Intergovernmental relations.
- Personal information.
- Commercial or business information.
- Law enforcement, public safety and property security.
- Deliberative processes of government.
- Legal professional privilege.
- Confidential communications.
- The State's economy.
- The State's financial and property affairs.
- Matters impairing the effective operation of the Shire.
- Information protected by certain statutory provisions.

The public interest test

Some of the exemptions provided in Schedule 1 of the Act, require the Shire's decision-maker to decide whether disclosing certain information would be, on balance, in the public interest. If the Shire considers that disclosure is, on balance, in the public interest, the Shire is required to provide access to that information, even if it would have otherwise been considered exempt from disclosure.

The public interest test is not concerned with the personal interest of the applicant or with public curiosity. The question is whether, on balance, giving access to the information would be of some benefit to the public generally.

The public interest test requires the decision-maker to identify and weight the relevant competing public interests for and against disclosure of the information, and to decide where the balance lies.

Internal review

If you are dissatisfied with the Shire's Notice of Decision, you have 30 calendar days in which to lodge an application for internal review.

The Shire's decision-maker for internal reviews is the Chief Executive Officer, who must respond to the request for review within 15 calendar days.

Applications for internal review must be made in writing, addressed to the Chief Executive Officer, and submitted in person, by post or email (ceo@brucerock.wa.gov.au).

External review

If you are dissatisfied with the outcome of the internal review conducted by the Chief Executive Officer, you have 60 calendar days to submit an application for external review to the Information Commissioner, who must respond to your request within 30 calendar days.

The request submitted to the Information Commissioner must:

- be made in writing;
- give particulars of the decision to which your complaint relates;
- attach a copy of the Shire's Notices of Decision; and
- give an address in Australia.

There is no charge for lodging a complaint with the Information Commissioner's Office.

The address for lodgement of a complaint is:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
Perth WA 6000

Email: info@foi.wa.gov.au

If you are a third party to an application for access to personal, commercial or business information concerning yourself, your complaint must be lodged within 30 days of being given written notice of a decision.

Appeal to the Supreme Court

All parties involved in an Information Commissioner's decision have the right to lodge an appeal against that decision with the Supreme Court. The right of appeal is limited to a question of law.

The timing and process to lodge an appeal is governed by the Rules of the Supreme Court 1971.

Personal information

Under the Act, you have the right to request the Shire to amend personal information it holds about you. This ensures information does not unfairly harm you, misrepresent facts about you, or give a misleading impression.

You can make an application to the Shire's Freedom of Information Coordinator to correct or amend any documentation containing your personal information. Your application must:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which you believe the information is inaccurate, incomplete, out of date or misleading;
- give your reasons for holding that belief;
- give details of the amendment you want to have made, specifying whether you would like the amendment to be made by altering, striking out or deleting the information, or inserting a note in relation to the information;
- give an Australian address to which notices can be sent; and
- be lodged at the Shire's Administration Office.

Your application should also include some evidence or information to establish that the personal information that you seek to have amended is inaccurate, incomplete, out of date or misleading, as you claim.

The process to assess and review an application related to personal information is the same as that described to seek access to non-personal information.

Policy Name:	2.7	Purchasing
Department:	Finance	
Date Adopted:	8 February 2007	
Last Reviewed:	20 July 2023	

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Attachment 1 – Verbal Quotation Form

Attachment 2 – Written Quotation Form

Attachment 3 – Request for Quote

Attachment 4 – Evaluation Report Template

Attachment 5 – Code of Conduct for Tender Evaluation Panel Members

Attachment 6 – Contract Management Plan

1. Purchasing

The Shire of Bruce Rock (Shire) is committed to applying the objectives, principles and practices outlined in this Policy to all purchasing activity, and to ensuring alignment with the Shire's strategic and operational objectives.

1.1 Objectives

The Shire's purchasing activities will:

- achieve best value for money that considers sustainable benefits, such as environmental, social and local economic factors;
- foster economic development by maximising participation of local businesses in the delivery of goods and services;
- use consistent, efficient and accountable purchasing processes and decision making, including competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- comply with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, other relevant legislation, codes of practice, standards and the Shire's policies and procedures;
- ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management Framework;
- ensure records evidence purchasing activities in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan; and
- ensure confidentiality that protects commercial-in-confidence information, and only releases information where appropriately approved.

1.2 Ethics and Integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity, and to act in an honest and professional manner at all times.

1.3 Value for Money

The Shire will apply value for money principles in critically assessing purchasing decisions, and acknowledges that the lowest price may not always be the most advantageous.

1.3.1 Assessing Value for Money

The value for money assessment will consider the following factors:

- All relevant "total costs of ownership" and benefits, including transaction costs associated with the acquisition, delivery and distribution, and other costs such as, but not limited to, holding costs, consumables, deployment, training, maintenance and disposal.

- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes, but is not limited to, an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, and ease of communications.
- The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective supplier in terms of managerial and technical capabilities and compliance history.
- A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this policy, where practicable.
- The safety requirements and standards associated with both the product design and the specification offered by suppliers, and the evaluation of risks arising from the supply, operation and maintenance.
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this policy and any other relevant Shire policy, including Local Economic Benefit.
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s, and the goods or services required.

1.4 Purchasing Thresholds and Practices

1.4.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- the appropriate purchasing threshold and practice are applied in all purchasing activities; and
- wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities, where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common supply and demand drivers, market characteristics, or suppliers.

(1) Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need, and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

(2) Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- Exclusive of Goods and Services Tax (GST).

- The estimated total expenditure for the proposed supply, including the value of all contract extension options and, where applicable, the total cost of ownership considerations.
- The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- Requirements must not be split to avoid purchasing or tendering thresholds¹.

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<p>Priority 1</p>	<p>Existing Prequalified Supplier Panel or Other Contract</p> <p>Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire’s supply requirements can be met through the existing contract.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA Preferred Supplier Arrangement (PSA) is to be used.</p>
<p>Priority 2</p>	<p>Local Suppliers</p> <p>Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that, wherever possible, quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<p>Priority 3</p>	<p>Tender Exempt - WALGA PSA</p> <p>Use a relevant WALGA PSA, regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists, but an alternative supplier is considered to provide best value, then the Chief Executive Officer (CEO), or an officer authorised by the CEO, must approve the alternative supplier.</p> <p>Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> • the availability of a local supplier availability (that is not within the PSA); or • social procurement – preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government Common Use Arrangement (CUA) may be used.</p>

¹ Regulation 12 of the Local Government (Functions and General) Regulations 1996.

Priority 4	<p>Tender Exempt - WA State Government CUA</p> <p>Use a relevant CUA ,regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt² arrangement may be used.</p>
Priority 5	<p>Other Tender Exempt arrangement</p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that, wherever possible, quotations are obtained from a Western Australian Disability Enterprise and/or an Aboriginal Owned Business that is capable of providing the required supply.</p>
Priority 6	<p>Other Suppliers</p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with the relevant Purchasing Practice for the Purchasing Value Threshold, as specified in the table below.</p>

(2) Purchasing Practice by Purchasing Value Threshold

The Purchasing Value, assessed in accordance with section 1.4.1 of this policy, determines the Purchasing Practice to be applied to the Shire’s purchasing activities.

Purchase Value Threshold <i>(ex GST)</i>	Purchasing Practice
Up to \$500 <i>(ex GST)</i>	<p>Direct purchase from supplier, with no sourcing or recording of quotes required.</p> <p>Invoice to be sourced and recorded as proof of purchase.</p>
\$501 to \$4,999 <i>(ex GST)</i>	<p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in section 1.4.2(1) of this policy. Use the verbal (Attachment 1) or written (Attachment 2) quotation forms.</p> <p>The purchasing decision is to be evidenced in accordance with the Shire’s Record Keeping Plan.</p>
From \$5,000 and up to \$19,999 <i>(ex GST)</i>	<p>Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in section 1.4.2(1) of this policy.</p> <p>If purchasing from a WALGA PSA, State Government CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained (use template in Attachment 3).</p>

² Regulation 11(2) of the Local Government (Functions and General) Regulations 1996.

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
	<p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirements for the goods, services or works sought; and • Value for Money criteria, not necessarily the lowest price. <p>The purchasing decision is to be evidenced using the Record of Written Quotations (Attachment 2) retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$20,000 and up to \$39,999 (<i>ex GST</i>)</p>	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in section 1.4.2(1) of this policy, except if purchasing from a WALGA PSA, State Government CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained (use template in Attachment 3).</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods, services or works sought; and • Value for Money criteria, not necessarily the lowest quote. <p>The purchasing decision is to be evidenced using the Record of Written Quotations (Attachment 2) Template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$40,000 and up to \$249,999 (<i>ex GST</i>)</p>	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation (see template in Attachment 3) in accordance with the Supplier Order of Priority detailed in section 1.4.2(1) of this policy.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works sought; and • pre-determined selection criteria that assess all best and sustainable value considerations. <p>The procurement decision is to be evidenced using the Evaluation Report Template (Attachment 4) retained in accordance with the Shire's Record Keeping Plan.</p>
<p>\$250,000 or over (<i>ex GST</i>)</p>	<p>Tender Exempt arrangements (i.e. WALGA PSA, State Government CUA or other tender exemption under regulation 11(2) of the Local Government (Functions and General) Regulations 1996) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in section 1.4.2(1) of this policy.</p> <p><u>OR</u></p> <p>Public Tender undertaken in accordance with the Local Government Act 1995 and relevant Shire policy and procedures.</p>

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
	<p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers' response to:</p> <ul style="list-style-type: none"> • a detailed specification; and • pre-determined selection criteria that assess all best and sustainable value considerations. <p>The purchasing decision is to be evidenced using the Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases <i>(Within Budget)</i></p> <p>Refer to Section 1.4.3 of this Policy</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then section 1.4.2(1) of this policy (Supplier Order of Priority) will apply wherever practicable.</p> <p>However, where due to the urgency of the situation, a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response, and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases <i>(No Budget Allocation Available)</i></p> <p>Refer for Section 1.4.3 of this Policy</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with section 6.8 of the Local Government Act 1995, the Shire President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under section 6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b) of the Local Government Act 1995</p>	<p>The suite of Local Government Insurance Service (LGIS) insurances are established in accordance with section 9.58(6)(b) of the Local Government Act 1995, and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this policy is required.</p>

1.4.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- a local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- a local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with section 6.8 of the Local Government Act 1995 and regulation 11(2)(a) of the Local Government (Functions and General) Regulation 1996; OR
- a State of Emergency declared under the Emergency Management Act 2005 and therefore, regulations 11(2)(aa)³, (ja)⁴ and (3)⁵ of the Local Government (Functions and General) Regulations 1996 apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance, and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.4 Inviting Tenders Though not Required to Do So

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$249,999 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement, and the use of a public tender process will enhance value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements.

1.4.5 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process⁶ where the required supply evidences one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement.
- There is significant variability for how the requirement may be met.
- There is potential for suppliers to offer unique solutions and/or multiple options for how the purchasing requirement may be obtained, specified, created or delivered.
- Subject to a creative element.

³ "Tenders do not have to be publicly invited according to the requirements of this Division if [...] the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration"

⁴ "Tenders do not have to be publicly invited according to the requirements of this Division if the contract is a renewal or extension of the term of a contract (the original contract) where — (i) the original contract is to expire within 3 months; and (ii) the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and (iii) the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration or a COVID-19 declaration applying to the district, or part of the district, of the local government.

⁵ "For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if — (a) the contract for the supply is entered into while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government; and (b) the local government considers that the goods or services are required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates."

⁶ Regulation 21 of the Local Government (Functions and General) Regulations 1996.

- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information.

1.4.6 Requests for Tender

(1) Development of Requests for Tender

The key principles in developing Requests for Tender are openness and transparency of the supplier selection process. This involves consideration of the following:

- The Tender process and the associated selection criteria will be well established, clearly communicated and observed by all parties to the process.
- The governance of the Tender process will be documented in the Request for Tender documents. Governance areas to be covered include:
 - scope, content and format of Tenders;
 - skills or experience required;
 - evaluation criteria; and
 - Tender submission details.
- The Tender process will be clearly communicated to tenderers.

The Request for Tender will provide potential tenderers with the information required to understand the Shire's needs and to submit their Tenders. The following information will be included in the Request for Tender:

- Conditions of Tendering, which will explain the rules governing the content and submission of Tenders, and the conduct of the Request for Tender process.
- Specification, which will provide the tenderer with a concise, logical and unambiguous description of the Shire's requirements.
- General Conditions of Contract, which will be relevant to the goods and services being requested.
- Special Conditions of Contract, which will be used to add to or amend General Conditions of Contract, or to highlight any special or unusual circumstances that are particular to the contract.
- Tenderer's Offer, which will outline the terms and conditions agreed by the tenderer in submitting their offer.
- Selection criteria.

Officers may require the assistance of the Manager of Governance and Community Services (and in his/her absence, the Executive Assistance) to prepare the Request for Tender documentation.

(2) Evaluation of Tenders

Evaluation is a formal, documented stage of the procurement cycle. The evaluation process will enable responses to be compared and measured against the Tender criteria, so that the most advantageous tenderer can be identified. Evaluation will be a mechanism to make procurement decisions based on value for money, probity and fair dealing.

Tender Evaluation Panel Members must comply with the Code of Conduct for Tender Evaluation Panel Members (Attachment 5), which requires Members to declare conflicts of interest and abide by their duty of confidentiality.

The Evaluation Panel shall include a Facilitator (the Manager of Governance and Community Services or, in his/her absence, the Executive Support Manager). The Facilitator is a non-voting Member of the Evaluation Panel and his/her role is to:

- assist the Evaluation Panel in addressing any disagreements;
- provide the Evaluation Panel with advice and guidelines on procurement governance arrangements (legislation and policies);
- record all Evaluation Panel decisions in the relevant forms; and
- assist in the development of Contract Management Plans (where required).

Evaluation Panel Members will be briefed on the evaluation process ahead of the Tender closing, and will receive training, if necessary. Copies of the tenders, scoring scale and any evaluation forms will be distributed to each Member.

Tenders will be checked to ensure conformance to all the requirements of the Tender, ensuring all mandatory criteria are met before the full evaluation is conducted. The Tender evaluation will be conducted using the Evaluation Report Template (Attachment 4).

1.4.7 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier, may only be approved where the:

- purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations/tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

A decision to approve a sole source of supply arrangement for a purchasing activity above the tender threshold must be made by Council resolution⁷, unless this function has been delegated to the CEO.

1.4.8 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of “splitting” the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

⁷ Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996.

1.4.9 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then regulation 21A of the Local Government (Functions and General) Regulation 1996⁸ applies.

For any other contract, the contract must not be varied unless the variation:

- is necessary in order for the goods or services to be supplied, and does not change the scope of the contract; or
- is a renewal or extension of the term of the contract, where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements, and commence a new competitive purchasing process in accordance with this policy.

2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that, wherever possible, our suppliers demonstrate outcomes that contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies, or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for suppliers to provide information regarding their sustainable practices, and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans and analysis are undertaken prior to developing Requests for Quotation and Tenders to understand local business capability and local content availability, where components of goods or services may be sourced from within the District for inclusion in the selection criteria;

⁸ "If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless — (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb)."

- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- consider the adoption of Key Performance Indicators within contractual documentation that require successful contractors to increase the number of employees from the District first; and
- provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy (allowing up to a 10% price difference), which will be applied when undertaking all purchasing activities.⁹

Where the price difference does not exceed 5%, the Shire will give preference to products made in Australia, and to Australian suppliers.

2.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers, such as Australian Disability Enterprises and Aboriginal businesses, wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quote and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Regulation 11(2)(h) of the Local Government (Functions and General) Regulation 1996 provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA, published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in regulation 11(2)(h) of the Local Government (Functions and General) Regulations 1996) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

Regulation 11(2)(i) of the Local Government (Functions and General) Regulations 1996 provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

⁹ Selection criteria cannot include both weighted price and Local Economic Benefit clauses, as they are mutually exclusive.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Australian Disability Enterprise. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3 Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers who:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. Panels of Pre-qualified Suppliers

3.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers (Panel)¹⁰ when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Factors to consider in deciding to establish a Panel include the following:

- There are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money'.
- The Panel will streamline and improve procurement processes.
- The Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan (Attachment 5).

3.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Local Government (Functions and General) Regulations 1996.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a State-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a local Panel is decided with the approval of the CEO.

¹⁰ The processes for the establishment and management of Panels of Pre-qualified Suppliers are set out in Division 3 of Part 4 of the Local Government (Functions and General) Regulations 1996.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets or exceeds the requirements in the value for money assessment, subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan that outlines the requirements for the Panel contract and how it will be managed should be established.

3.3 Distributing Work amongst Panel Members

To satisfy regulation 24AD(5) of the Local Government (Functions and General) Regulations 1996, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work, noting contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under regulation 24AD(5)(f) of the Local Government (Functions and General) Regulation 1996 when establishing the Panel.
 - The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
 - Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a contract.
 - Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods or services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.2(2) of this policy.
 - When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4 Purchasing from the Panel

The invitation to apply to be considered to join a Panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5 Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel to captures all communications between the Shire and Panel members.

4. Contract Management

The contract management process will ensure that both parties to a contract fully meet their obligations, and the supplier delivers the goods and services required by the Shire.

The contract manager will be the Shire's representative responsible for the day-to-day management of the contract to ensure delivery. Contract managers will use all the tools at their disposal, scaling their management of the contract to the inherent risk and need of engagement, and will use the contract, relationship management, governance structures, performance monitoring, contract meetings, effective record keeping and contract administration in different ways to manage the supplier across the contract term.

For high risk and/or high value contracts, the contract manager will develop a Contract Management Plan using the template provided in Attachment 5. The Manager of Governance and Community Services (or in his/her absence, the Executive Support Manager) can assist in the development to Contract Management Plans.

5. Record Keeping

All of the Shire's purchasing activity, communications and transactions must be evidenced and retained as Local Government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan.

In addition, the Shire must consider, and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and, where necessary, transferring to the Shire records that are relevant to the performance of the contract.

6. Purchasing Policy Non-Compliance

This Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996. As a result, the policy forms part of the legislative framework under which the Shire is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct is identified, it must be reported to the CEO or the Manager of Governance and Community Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct, when undertaking purchasing activities may be subject to investigation, with findings to be considered in the context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
- a serious misconduct, which will be reported in accordance with the Corruption, Crime and Misconduct Act 2003.

RECORD OF WRITTEN QUOTATIONS

EVALUATION REPORT SHEET

TITLE OF QUOTATION.....

SUPPLIERS DOCUMENT ISSUED TO:

Number of Suppliers: _____

Name of Company	Address/ Fax No	Date Quotation Issued

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Number of Quotations Received: _____

Name of Company	Quotation Price	Date Quotation Recieved

EVALUTION METHODOLOGY

(To be completed if qualitative criteria are included in request for quotation)

Selection Criteria <i>(Fill in as required)</i>					
Supplier's Name	%	%	%	%	%

DECISION

.....
.....
.....

SELECTED SUPPLIER

Name

Total Price

Reason

OFFICER'S NAME

OFFICER'S SIGNATURE

DATE / /

ATTACHMENT 3 – REQUEST FOR QUOTE



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Red text is an instruction and should be deleted after reading

Blue text should be edited or deleted as required. Change Blue text to Black if keeping

Black text should generally be considered as fixed text

Request for Quote

[Goods, Services and Maintenance Works Service procurement template]

Request Title:

[Insert Request Title Here]

Quotation Number:

[Insert the Quotation Number]

Closing Time:

2:30 PM [Insert the Closing Date], Western Australia

Part A - Statement of Requirement

1.1 Overview of Requirements

The Customer is seeking offers for the provision of the [insert a brief description of the requirement] described in this Request.

1.2 Submission Requirements

The Respondent must submit the Offer by email to [insert email address].

1.3 Key Dates and Times

Offer Validity Period	[insert period e.g. six months; three months]
Contract Term:	<p><i>Option 1:</i> The Term will commence on the Commencement Date. The Term of the Contract is [insert number of months or years].</p> <p>[or]</p> <p><i>Option 2 (for Services only):</i> The Term will commence on the Commencement Date and will expire when the Services have been supplied in accordance with the Contract.</p> <p>[or]</p> <p><i>Option 3 (for Goods only):</i> The Term will commence on the Commencement Date and will expire when the Goods have been supplied in accordance with the Contract.</p> <p>The Customer will notify the Supplier of the Commencement Date in the Acceptance of Offer.</p>
Contract Extension Option:	<p><i>Only include extension options if desired and only if Option 1, above, is chosen.</i></p> <p>The Customer has [insert number] options to extend the Term, each option having a [insert duration] duration. These options are exercisable at the complete discretion of the Customer.</p>
Price Basis	<p>The Price is fixed for the Term.</p> <p>[or option 2]</p> <p>The Price is fixed for the first year of the Term.</p> <p>Subject to the following paragraph, on each anniversary of the Commencement Date, the Price will be varied by the Consumer Price Index (Consumer Price Index, Australia (Cat No 6401.0): 1 All Groups, Index Numbers – Perth).</p> <p>[The following text must be included if option 2 above is used]</p> <p>No price variation is payable:</p> <ul style="list-style-type: none">(a) unless requested in writing with appropriate justification by the Supplier; and(b) unless and until approved by the Customer. <p>Any request by the Supplier for back-payment of price variations will not be considered.</p>

1.4 Contact Persons

Different enquiries can be best dealt with by the most appropriate contact, shown below.

Customer's Contact Officer:

Name:
Title:
Telephone:
Facsimile:
E-mail:

1.5 Mandatory Prequalification Requirements

There are no prequalification requirements in this Request.

or

The Customer will exclude from consideration any Offer that does not meet the following mandatory Prequalification Requirements:

[Insert mandatory Prequalification Requirements]

1.6 Regional Price Preference Policy

The Shire of Bruce Rock promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region.

The Shire's Regional Price Preference Policy applies to this procurement process.

1.7 The Requirement

[Insert the Specification Here]

1.8 Delivery and Acceptance

The following table should be completed and included where Goods are being sourced.

Item/Description	Delivery Address	Delivery Date
[Insert Details]	[Insert Details]	[Insert Details]

The following table should be completed and included where Services are being sourced.

Milestone Description	Delivery Location	Delivery Date
[Insert Details]	[Insert Details]	[Insert Details]

Delivery and Acceptance – Additional Instructions

[Insert Details]

7. Part B – Response to Request for Quote

Before completing the following sections read the information below:

Instructions to Respondents and Handy Hints have been included throughout the following sections of the Request to assist Respondents to complete their Offers. The **Instructions to Respondents and Handy Hints** appear in shaded boxes.

Prior to submitting their Offer, Respondents should remove all **Instructions to Respondents and Handy Hints**.

Instruction to Respondents:

In preparing its Offer, the Respondent must:

- a). *address each requirement in the form set out in this Part B, including the provision of full details of any claims, statements or examples;*
- b). *take into account the Contract requirements, as explained in Part A of this Request.*
- c). *assume that the Customer has no knowledge of the Respondent, its activities, experience or any previous work undertaken by the Respondent for the Customer; and*
- d). *nominate any Offer Information that the Respondent wishes to expressly and reasonably nominate as confidential for the purposes of the Request Conditions.*

Specific questions on this procurement should be directed to the Contact Officer nominated in Part A, clause 1.4.

Handy Hints

When completing this section of the Request, provide all information requested and submit your Offer as required by Part A of the Request and the Request Conditions. Demonstrate that your organisation meets the mandatory Prequalification Requirements [Part A, clause 1.5], as failure to do so will result in your response being excluded from consideration.

The Customer will assess all Offers received by the Closing Time which meet the mandatory Prequalification Requirements [Part A, clause 1.5], (if any) and compare Offers to determine which Respondent has proposed the best value for money outcome for the Customer.

In making this decision, a panel will:

- (a) (c) *consider which Offer best meets the Customer's requirements set out in Part A of this Request;*
- (d) *consider whether the Respondent has proven capacity to provide the Customer's requirements; and*
- (e) *consider the total cost the Customer will incur in accepting the Respondent's Offer.*

The successful Respondent will have demonstrated its ability to provide the best value for the Customer. This will not necessarily be the lowest price.

The determination of value for money will require a consideration of all of the above factors and any other matters that the Customer considers relevant.

Part B.1 - Respondent's Details and Disclosures

Instruction to Respondents:
 Provide the following organisational details. These details should be for the legal entity that would be the Supplier under a Contract.
 Where a box () is to be checked (), double click the box and then change the Default value from 'Not checked' to 'Checked'.

Full legal business name:	
Registered business address:	
ACN/ARBN (if applicable):	
ABN (if applicable):	
Web address:	
What is the entity's legal status:	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Sole Director Company <input type="checkbox"/> Other (if other please state entity type)
Is the above entity:	<input type="checkbox"/> acting as an agent or trustee for another person or persons? Yes No (if yes, please provide details)
	<input type="checkbox"/> acting jointly or in association with another person or persons? Yes No (if yes, please provide details)
	<input type="checkbox"/> a non-government employer with fewer than 20 employees (small business)? Yes No
	<input type="checkbox"/> a registered Australian Disability Enterprise (ADE) – registered means to be listed as an approved ADE on the Australian Disability Enterprises website . Yes No
	<input type="checkbox"/> a registered Aboriginal business – the business is to be registered on the Aboriginal Business Directory WA and/or on Supply Nation's Indigenous Business Direct . Yes No If Yes, registered on: <input type="checkbox"/> Aboriginal Business Directory WA <input type="checkbox"/> Supply Nation's Indigenous Business Direct <input type="checkbox"/> Both
Has the above entity, any senior officer of the above entity, or any person included in the Specified Personnel (Part B.3) been convicted of a criminal offence that is punishable by imprisonment or detention?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide details)

Mandatory Prequalification Requirements

Instruction to Respondents:

If there are any mandatory Prequalification Requirements [Part A, Clause 1.5], specifically respond to them here. If there are no mandatory Prequalification Requirements write "Not Applicable".

Please Note: If you are unable to meet any mandatory Prequalification Requirements your response will be excluded from consideration.

Respondent's Response:

Contact Officer

For all matters relating to this Offer, the Respondent's Contact Officer will be:

Name:

Position title:

Telephone:

Mobile:

Email:

Postal Address:

Contract Manager (if different from the Contact Officer)

Instruction to Respondents:

Respondents should provide the requested details of the person they propose to be their Contract Manager if a contract is awarded.

Name:

Position title:

Telephone:

Mobile:

Email:

Postal Address:

(if different from above)

Part B.2 – Qualitative Criteria: Suitability of Proposed Goods and/or Services

Handy Hint

This is your organisation's opportunity to convince the evaluation panel that your organisation understands the Customer's requirements and can deliver them to a high standard.

This is the place to highlight your competitive advantage, as well as any special or unique features of your Offer. Depending on the requirements, your organisation's Offer could propose a detailed project plan including project milestones and completion dates; timeframes; quality standards or performance indicators that demonstrate success or progress. It could also detail any critical issues or key delivery risks of which the Customer should be aware.

Do not rely solely on your organisation's reputation – it is the opportunity to promote your organisation.

Detailed proposal to meet the Customer's requirements

Instruction to Respondents:

The information you provide in this section will be considered in evaluating the extent to which this Offer meets the Customer's requirements. Be as concise as possible. Do not provide general marketing material that does not relate to the specific requirement.

Provide a detailed description of your proposal to supply the Customer's requirements, including any delivery methodology.

Respondent's Response:

Part B.3 – Qualitative Criteria: Respondent’s Organisational Capacity, Experience and Specified Personnel

Handy Hint

This is your opportunity to highlight any unique capabilities. Depending on the requirements, this could include a detailed description of your recent experience in successfully supplying similar Goods and/or Services. It could also include your organisation’s expertise in this field, brief information about your personnel (highlighting relevant expertise and experience), details of relevant intellectual property or unique Goods used. You may also attach brief supporting information specific to this procurement including tailored CVs for Specified Personnel, where relevant.

Statement of Organisational Capacity and Experience

Instruction to Respondents:

The information you provide in this section will be considered in evaluating your organisation’s proven capacity to meet the Customer’s requirements. Provide clear, concise details of your relevant abilities to deliver what you have proposed above. This is your opportunity to prove to the evaluation panel that you can meet the Customer’s requirements to a high standard.

Respondent’s Response:

Specified Personnel

Handy Hint

Where the person proposed is a recognised expert in their field and the quality of your proposal relies on their expertise, they must be specified in the table below. Only include names for Specified Personnel where their unique skills are relevant. However, where you have a number of staff who could perform a particular role, include details of the position/role, and the % of the project time that this role will perform. In these circumstances, it would not be necessary to name the person. The % Time column is the % of the total project time each specified person/role will provide. Include subcontractor personnel in this table, if applicable.

Instruction to Respondents:

Usually it will not be necessary to include Specified Personnel for Goods and/or Services contracts. However, if your proposal has referenced the skills of specific personnel provide details in the table below. Include their role, the percentage of the project that they will complete (the total of all specified personnel will add to not more than 100% of the project). Only propose Specified Personnel where you can reasonably expect them to perform the roles nominated. Also include the same details for any subcontractor personnel, if applicable. Add extra lines to the table if required. If no Specified Personnel are proposed insert “Not Applicable” in the table.

Position/Role	% Time	Name

Total all project personnel	100%	
------------------------------------	-------------	--

Subcontractors

Handy Hint

The Supplier remains solely responsible to the Customer for all obligations under the Contract and therefore is responsible for subcontractor performance and management. The Supplier must ensure that any subcontract the Supplier enters into for the purpose of fulfilling their obligations under the Contract imposes any necessary obligations on the subcontractor (including this requirement on any subcontracts by a subcontractor).

If you are intending to include subcontractors, ensure that you undertake reasonable enquiries to determine their suitability to supply the subcontracted goods or services

Instruction to Respondents:

Provide details of each subcontractor individual or organisation you will use below. If no subcontractors are proposed write "Not Applicable".

Respondents must identify the roles or the specific parts of the contract each subcontractor will perform.

Respondent's Response:

Full legal name of subcontractor:
 Business name of the subcontractor:
 ACN/ARBN (if applicable):
 Postal address:
 Requirements to be subcontracted:

Conflict of Interest

Handy Hint

A perceived Conflict of Interest is one in which a reasonable person would think that the person's judgement and/or actions may be compromised.

It is important that the Respondent notify the Customer immediately if an actual, perceived or potential conflict of interest arises or may arise after the Offer has been submitted or during the Contract period.

Instruction to Respondents:

Would a real or perceived conflict of interest exist, or a potential conflict arise, if the Respondent (or where applicable the subcontractor) entered into a contract with the Customer? If so, include full details and strategies to manage the conflict here.

Has this Offer been prepared with any assistance from a current or former employee of the Customer? If so, include full details here.

If none, write "Nil".

Respondent's Response:

Referees

Handy Hint

A reference is stronger if your organisation and/or Specified Personnel has recently provided the referee with similar Goods and/or Services.

It is also good practice to make sure that any referees nominated are aware they might be contacted.

Instruction to Respondents:

Provide daytime contact details for two (2) referees who can attest to your capacity to meet the Customer's requirements.

Referee Name	Position/Company/Agency	Phone No	Email Address

Additional Information

Handy Hint

Respondents may use this opportunity to identify any pre-existing intellectual property or unique methodology. This section should not be used to include generic marketing information that is not specific to the requirements. Be as concise as possible.

Instruction to Respondents:

Are there additional details relevant to this Offer that you have not already included but want the Customer to consider? Any information included here should be relevant to this Offer and be as concise as possible.

Respondent's Response:

Part B.4 – Total Costs to be incurred by the Customer

Instruction to Respondents:

The information you provide in this section will be considered in assessing the total costs the Customer will incur if it accepts your Offer.

Pricing

Lump Sum Fees and Charges

Handy Hint

Include in the table(s) below all the known costs for the Goods and/or Services on a lump sum price basis.

Instruction to Respondents:

Fill out table A if the specification only requires the delivery of Goods.

Fill out table B if the specification only requires the delivery of Services.

Fill out both table A and B if both Goods and Services are required.

Fill out the table(s) below including lump sum prices for each item. These lump sum prices must include any taxes, duties and any other government charges that may be imposed or levied in Australia or overseas. Add extra rows to the table if required.

The Item Descriptions and Milestone Descriptions should reflect those contained in the Delivery and Acceptance section at Part A of this Request.

Table A: For Goods only

<i>Due Date</i>	<i>Item Description</i>	<i>Qty</i>	<i>Price (GST Exclusive)</i>	<i>GST component</i>	<i>Total Price (GST Inclusive)</i>
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Total Lump Sum Price for Goods					\$

Table B: For Services only

<i>Due Date</i>	<i>Milestone Description</i>	<i>Price (GST Exclusive)</i>	<i>GST component</i>	<i>Total Price (GST Inclusive)</i>
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total Lump Sum Price for Services				\$

Other Fees and Charges

Instruction to Respondents:

Include only those other charges that are not included in the prices quoted above. An example of another charge could be a delivery fee for split deliveries where the total number of deliveries are not able to be calculated in advance. Add extra rows to the table if required.

If none, Respondents should complete the table with "Not Applicable".

Description / Comments	Cost (GST Exclusive)	GST component	Total cost (GST Inclusive)
	\$	\$	\$
	\$	\$	\$
Total Other Costs (additional to above)			\$

Proposed Payment Schedule

Handy Hint

The total payment amount is the Total Lump Sum Price excluding any other costs. If Other Costs have been proposed the Total Payment Amount percentage will be less than 100%.

Instruction to Respondents:

Only complete this table if you are proposing that progress payments be made. If there are no progress payments, leave this table blank.

Do not propose a payment schedule that reflects more than the value of the milestones or deliverables achieved at any stage. Prepayment for Goods/Services is not allowed.

Add extra lines to the table if necessary.

Estimated Date	Milestone	Payment amount GST Inclusive	% of Maximum Contract Price
		\$	%
		\$	%
		\$	%
Total Payment Amount		\$	100%

ATTACHMENT 4 – EVALUATION REPORT TEMPLATE



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Red text is an instruction and should be deleted after reading

Blue text should be edited or deleted as required. Change Blue text to Black if keeping

Black text should generally be considered as fixed text

EVALUATION REPORT

Request Title:

[Insert Request Title]

Request Number:

[Insert Request Number]

1. Evaluation Summary

Item	Response
Contract Title:	[Title]
Scope:	<p><i>[provide a brief overview of what is to be purchased/provided]</i></p> <p>See 'Scope of Contract' at Section 2 for further information</p>
Contract Term:	<p>Initial: [Term]</p> <p>Extension options: [Options]</p>
Recommended <i>or</i> Preferred Respondent(s):	<p>[name of Recommended or Preferred Respondent(s)]</p> <p>See 'Recommendation' at Section 4</p>
Pre-Tender Estimated Total Contract Value and Total Contract Value:	<p>\$[insert \$ amount] (inc GST) – Estimated</p> <p>\$[insert \$ amount] (inc GST) – Tendered</p> <p><i>[If the Price Variance is significant, please provide an explanation as to why this is the case.]</i></p> <p><i>[Include and edit, as applicable, the following where the total contract value is an estimate.]</i></p> <p>The estimated total contract value is based on the price methodology used and may vary depending on <i>[actual contract usage or explain other or additional reasons that affect the estimated total contract value]</i>.</p> <p>The estimated total contract value is based on the estimated expenditure at this time but may vary depending on budget availability.</p>
Price Variation:	<p>The Price is fixed for the Term.</p> <p><i>or</i></p> <p>The Price is fixed for the first year of the Term.</p> <p>On each anniversary of the Commencement Date, the Price will be varied by the Consumer Price Index (Consumer Price Index, Australia (Cat No 6401.0): 1 All Groups, Index Numbers – Perth).</p> <p><i>or</i></p> <p>The Price is fixed for the first year of the Term.</p> <p>The Price will be varied after the first year of the Term on [specify date] by [specify mechanism].</p>
Eligible Business under Regional Price Preference Policy?	Yes / No
Anticipated Contract Commencement Date:	[Date]
Issues to be Resolved?	<p>Yes / No</p> <p><i>[If "Yes" insert]</i> Refer 'Issues to be Resolved' at Section 7.</p>

Item	Response
Contract Management Plan?	N/A or Yes
Contract Manager Name and Position	<i>[Insert name of Officer and position]</i>
Registered Australian Disability Enterprise (ADE)? <i>[If Yes, ensure the ADE is listed as an approved ADE on the Australian Disability Enterprises website at http://buyability.org.au/directory/]</i>	Yes / No
Registered Aboriginal business? <i>[If Yes, ensure the business is registered on the Aboriginal Business Directory WA at http://www.abdwa.com.au/ and/or on Supply Nation Indigenous Business Direct at http://supplynation.org.au/]</i>	Yes / No If Yes, business registered on: Aboriginal Business Directory WA Supply Nation's Indigenous Business Direct Both Date verified: [enter date]

2. Scope of Contract

[provide summary / overview of the project]

3. The Evaluation

3.1. Evaluation Panel Members

Name	Job Title	Role
Voting Members		
		Chairperson
Non-Voting Members		
		Facilitator

The contact details for the evaluation panel Chairperson are: [insert contact details].

The contact details for the evaluation panel Facilitator are: [insert contact details].

3.2. Declaration of Interest and Confidentiality

All persons associated with the procurement process have completed a Declaration of Interest and Confidentiality form and, as applicable, declarations were made or reaffirmed, in writing, prior to the commencement of the evaluation process.

No interests were declared at evaluation or as applicable, in any previous declaration made. *or* The following interests were declared at evaluation and/or in any previous declaration made:

- [insert details].

These interests were addressed by:

- [insert details of the manner in which these interests were managed].

3.3. Responses Received

Responses were received from the following organisations:

[List in alphabetical order. Please ensure the name included below reflects the correct legal entity. If unsure, check the Australian Securities and Investment Commission website at <http://www.asic.gov.au/> or the Australian Business Number website at <http://abr.business.gov.au/>].

- a. [Name] (location eg Perth, NSW...)
- b. [Name] (location eg Perth, NSW...)
- c. [Name] (location eg Perth, NSW...)

3.4. Pre-selection Assessment

All Respondents [met the Pre-qualification Requirements] in Appendix A and were passed through to the Qualitative Assessment.

or

The following Respondents did not pass through to Qualitative Assessment: *[list names and reason why]*

- a. [Name]
[Reason why]
- b. [Name]
[Reason why]
- c. [Name]
[Reason why]

All other Respondents [met the Pre-Qualification Requirements and] properly addressed the Compliance and Disclosure Requirements and were processed through to Qualitative Assessment.

3.5. Qualitative Assessment – Score and Price Summary

See Appendix A for qualitative requirements. Refer to the Evaluation Rating Scale in Appendix 2.

Qualitative Requirement		Weighting	Respondent A			Respondent B			Respondent C			Respondent D			Respondent E		
			Raw /9	Weighted /9	%	Raw /9	Weighted /9	%	Raw /9	Weighted /9	%	Raw /9	Weighted /9	%	Raw /9	Weighted /9	%
1	Understanding of the required tasks	X%															
2	Organisational capacity	X%															
3	Experience	X%															
4	X	X%															
	Total Weighted Score (%)																
	Qualitative Ranking																
	Price (inc GST)																
	Regional Price Preference Policy or Australian Product/ Supplier																
	Total Price (inc GST)																
	Price Ranking																

4. Comparative Statement – Qualitative Requirements and Price

A summary statement for each Respondent is provided below.

The summaries have been prepared for the purposes of providing feedback to Respondents, and as a brief overview of the principal issues used by the evaluation panel to reach a decision. The summaries are not meant to cover all criteria and issues discussed by the evaluation panel.

Respondent's Name

- Total qualitative score [insert percentage]% – ranking [insert ranking]/X.
- Total price \$[insert amount] (inc GST) – ranking [insert ranking]/X.

[Insert Heading of Qualitative Requirement]

- *Discussion of the response to a requirement.*
- *Include the evaluative statement from the evaluation rating scale that corresponds to the score given.*

[Insert Heading of Qualitative Requirement]

- *Discussion of the response to a requirement.*
- *Include the evaluative statement from the evaluation rating scale that corresponds to the score given.*

- Summary of price (competitive, expensive, etc).

Outcome: [Not] Recommended *[or]* [Not] Shortlisted

[include justification]

Respondent's Name

- Total qualitative score [insert percentage]% – ranking [insert ranking]/X.
- Total price \$[insert amount] (inc GST) – ranking [insert ranking]/X.

[Insert Heading of Qualitative Requirement]

- *Discussion of the response to a requirement.*
- *Include the evaluative statement from the evaluation rating scale that corresponds to the score given.*

[Insert Heading of Qualitative Requirement]

- *Discussion of the response to a requirement.*
- *Include the evaluative statement from the evaluation rating scale that corresponds to the score given.*

- Summary of price (competitive, expensive, etc).

Outcome: [Not] Recommended *[or]* [Not] Shortlisted

[include justification]

5. Recommendation

[name of Respondent] is the evaluation panel's recommended or preferred Respondent.

The basis for this decision is as follows:

- a. Quality

[Discuss]

- b. Price

[Discuss]

A settlement discount of [discount percentage]% will apply for payment made within [number of days] days of rendering of the account.

[NB: If only one Respondent, explain how price was benchmarked (eg price compares favourably with price for a similar contract recently awarded either locally or in another State – provide details).]

- c. Summary

[Include in this section justification for your value for money decision. Include, for example, why lower priced or comparatively higher scored offers were not recommended]

In summary, [Name of Respondent] is best suited to meet the Request requirements and represents Value for Money.

6. Due Diligence

[Include in this section any due diligence undertaken. If no due diligence undertaken, give reasons]

- a. Referee Reports

The following table provides a summary of the referees contacted and their comments in relation to the recommended or preferred Respondent.

Referee Contact	Comment
[Organisation and contact person]	
[Organisation and contact person]	
[Organisation and contact person]	

In summary, the referee reports supported the Evaluation Panel's recommendation(s).

[or]

[Provide further detail]

- b. Financial Due Diligence

[Provide further detail]

- c. *[Insert detail of any other due diligence undertaken]*

7. Issues to Be Resolved

No issues to be resolved.

or

[State issues as applicable and provide detail]

8. Endorsement by Evaluation Panel

[Insert Name]	[Insert Job Title]	Date
[Insert Name]	[Insert Job Title]	Date
[Insert Name]	[Insert Job Title]	Date
[Insert Name]	[Insert Job Title]	Date
[Insert Name]	[Insert Job Title]	Date

Appendix A – Selection Requirements

Pre-qualification Requirements

There were no pre-qualification requirements for this Request.

or [Delete the one that is not applicable]

The pre-qualification requirements for this Request were:

Compliance and Disclosure Requirements

The compliance and disclosure requirements for this Request were:

[List requirements]

Qualitative Requirements

The qualitative requirements for this Request were:

[List requirements]

Appendix B – Evaluation Rating Scale

A rating scale of 0-9 was used for evaluating each submission. Panel members were required to score each Respondent’s response to the qualitative requirements. The rating scale and a description for the range of scores is shown in the table below.

Score	Description
0	The response does not address the qualitative requirement or The evaluation panel is not confident that the Respondent: <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily meet the Request requirements covered by this qualitative requirement.
3	The evaluation panel has some reservations whether the Respondent: <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily complete the Request requirements covered by this qualitative requirement. <p>If Minor concern: rate higher (4). If Major concern: rate lower (1 or 2).</p>
5	The evaluation panel is reasonably confident that the Respondent <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily complete the Request requirements covered by this qualitative requirement to a reasonable standard.
6	The evaluation panel is confident that the Respondent <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily complete the Request requirements covered by this qualitative requirement to a reasonable standard.
7	The evaluation panel is confident that the Respondent: <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily complete the Request requirements covered by this qualitative requirement to a good standard.
8	The evaluation panel is confident that the Respondent: <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily complete the Request requirements covered by this qualitative requirement to a high standard.
9	The evaluation panel is confident that the Respondent: <ul style="list-style-type: none"> • Understands the Request requirements covered by this qualitative requirement; and / or • Will be able to satisfactorily complete the Request requirements covered by this qualitative requirement to a very high standard.



Code of Conduct for Tender Evaluation Panel Members

Request Title:

[Insert Request Title]

Request Number:

[Insert Request Number]

1. Objective

This Code of Conduct aims to assist Tender Evaluation Panel Members by providing clear guidelines on expected behaviour and conduct while they are a panel member.

It operates alongside the Local Government Act 1995 and associated Regulations, as well as any other terms of engagement (such as a contract or Local Government Code of Conduct) under which a person has been appointed. It does not replace these requirements.

2. The Panel

The Panel may consist of one of the following:

- Shire of Bruce Rock (Shire) employees (minimum of three)
- Shire employee(s) and External Consultant(s) (minimum of three)

It is best practice that the panel includes at least one person from the Shire.

3. Obligations as a Panel Member

Panel Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with the Local Government Act 1995, Local Government (Functions and General) Regulations and Council policies.

General principles guide the behaviour of Panel Members who should:

- act with reasonable care and diligence;
- act with honesty and integrity;
- act lawfully;
- avoid damage to the reputation of the Shire;
- base decisions on relevant and factually correct information;
- treat others with respect and fairness; and
- not be impaired by mind affecting substances.

4. Honesty and Integrity

Panel Members will:

- observe the highest standards of honesty and integrity, and avoid conduct that might suggest any departure from these standards;
- bring to the notice of the Chief Executive Officer (CEO) of the Shire and the Chair of the Evaluation Panel any dishonesty or possible dishonesty on the part of any other Panel Member; and
- be frank and honest in their official dealing with each other.

5. Duty of Confidentiality

Panel Members must not divulge any confidential information to other parties.

For the avoidance of doubt, a Panel Member must not discuss, disclose or provide copies of relevant information of the tender to other tenderers or anyone outside of the Tender Evaluation Panel. This includes the confidential pricing information provided by a respondent, which cannot be provided to a third party (either within the organisation or external) without the express approval of the Chairperson of the Panel, in consultation with the Facilitator.

A Panel Member shall keep the results of the Tender selection process confidential. No indication of the likely recommendation will be discussed, disclosed or allowed to be disclosed without written approval from the CEO.

Nothing in the above shall have the effect of preventing the Panel Member from making to the Corruption and Crime Commission of WA any allegation referred to in the Corruption and Crime Commission Act 2003.

At the completion of the evaluation, the Panel Member may be requested to return all confidential information relating to the evaluation, and must not keep or make copies of such information.

6. Communication of Information

Panel Members acknowledge that:

- as a Panel Member, there is respect for the decision making processes of the Shire;
- information of a confidential nature must not be communicated;
- information relating to decisions of the panel must only be communicated in an official capacity by a designated employee of the Shire and
- Panel Members are not permitted to make unauthorised comment on any issue relating to Tenders to any media outlet. This includes any publication or broadcast program that transmits to the public through any type of distribution method, including 'on-line' media. Any such requests for information made to a Panel Member should be directed to the CEO.

7. Relationships between Panel Members and Local Government Employees

An effective Panel Members will work as part of the evaluation team with a mutual respect and co-operate with each other. To achieve that, Panel Members need to observe their statutory obligations and:

- accept that his or her role on the Evaluation Panel is not a management or administrative one;
- acknowledge that he or she has no capacity to individually direct the Shire employees to carry out particular functions; and
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.
- Panel Members will not take advantage of their position to improperly influence other Panel Members or Shire employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

8. Disclosure of Interests Affecting Impartiality

Panel Members must disclose any interest that could, or could reasonably be perceived to, adversely affect their impartiality. This could arise from financial, indirect or proximity interests such as kinship, friendship or membership of an association. An interest is also anything that could affect their impartiality to any of the tenderers or their associates.

Panel Members must complete a Declaration of Confidentiality and Interest Form and provide it to the Evaluation Panel's Facilitator after receiving a list of tender respondents and prior to receiving the detailed tender responses.

Panel Members must continue to assess their interest and, should their situation change, inform the Evaluation Panel Chair and the CEO immediately, and complete the form detailing the nature of the interest.

9. Personal Benefit

Panel Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways that are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organization.

10. Misuse of Resources

Panel Members will:

- be scrupulously honest in the use of resources;
- not misuse resources or permit their misuse; and
- not use the resources (including the services of employees) for private purposes, unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

11. Securing personal advantage or disadvantaging others

Panel Members will not make improper use of their appointment to an Evaluation Panel to:

- gain, directly or indirectly, an advantage for the person or any other person; or
- cause detriment to any other person.

12. Gifts

A Panel Member must not accept a gift from a person who:

- is undertaking or seeking to undertake an activity involving a decision by the Shire; or
- is reasonable to believe is intending to undertake an activity involving the Shire.

Any Panel Member who is offered a gift from a person referred to above must report to the Tender Evaluation Panel the name of the person and nature of the gift, regardless of whether the offer was declined by the Panel Member.

13. Intellectual Property

The title to intellectual property in all duties relating to the tender will be assigned to the Shire upon its creation, unless otherwise agreed by a separate contract. The Evaluation Panel Member may not use any information gained during an evaluation process for anything, apart from the evaluation.

14. Contravention of This Code

A person who has reason to believe that a Panel Member has contravened a provision of this Code shall advise the Chair of the Evaluation Panel and the Shire’s CEO.

I have read, understood and will abide by the Code of Conduct for Tender Evaluation Panel Members:

PANEL MEMBER NAME: _____

SIGNATURE: _____

DATE: _____



Contract Management Plan

<Insert Name of Contract>

Template notes – delete prior to finalising this document

This document may be required for a significant contract (either because of its value, its sensitive nature or risk profile). It has been developed to assist with the strategic thinking behind the proposed contract and its linkage to the Shire’s strategic and business plans.

Blue Text

Must be completed, amended or deleted, as required.

Red Text

Is guidance / example / instructional information only and must be deleted prior to finalising the document

Name of Contract Manager: [Name]

Title: [Position]

Date: [insert date]

1. Reference Information			
Title			
Contract Number		Contract Manager – Name	
Contract Initial Term		Contract Extension	
Procurement Process		Total Contract Value	
Commencement Date		Cessation Date (Initial Term)	

2. Key Documents	
Procurement Plan	<Document location>
Contract	<Document location>

3. Contract Management Approach			
Initial Risk Assessment	<As determined prior to procurement process>	Current Risk Assessment	<As calculated in subsequent risk reviews>
Business Criticality 1 = High, 5 = Low	<Provide rating and briefly outline reasons>		
Contract Management Approach	<Identify contract management strategy and actions>		

4. Background	
Objectives	<What is the purpose of this contract – e.g. improve services, reduce risk, increase safety, reduce cost – are they in alignment with the Shire’s objectives?>
Scope and Key Deliverables	<State in one paragraph or less the Statement of Requirements (summary) and Key Deliverables>

5. Key Parties			
Supplier			
Contractor Name		Address	
Contractor Representative		Position	
Telephone		Email	

6. Internal Stakeholders	
Contract Manager and Title	
Key Stakeholders	
Handover from Procurement to Contract Management	<Insert scheduled date for this meeting>
Training Requirements	<Detail training requirement for internal stakeholders if any>

7. Key Milestones			
Contract Start Date		Contract End Date	
Contract Renewable	Yes/No	Contract Renewal Review Date	
Other Key Milestones			

8. Key Conditions of Contract			
Contract Template	<Identify which contract template will be / has been used>		
Special Conditions	<Identify any special conditions included in the contract>		
Departures from Standard Terms?	<List any deviations from the standard terms>		
Contract Variations	<List any contract variations that have been proposed / approved>		
Insurance Requirements	<As determined in procurement plan>	Cyber Security Insurance: <\$>	
Liabilities	Product Liability: <\$>	Professional Indemnity: <\$>	Workers Compensation: <\$>
Licenses Required	<Identify any licences required to be monitored annually as per the Contract>		
Registration Requirements	<Identify registrations required to be included in the contract. Check annually>		
Accreditations	<Identify accreditations required to be included in the contract. Check annually>		

9. Financial Considerations	
Payment	
Payment Arrangements	<Detail how often payments are to be made (e.g. upon completion of milestones, set dates, etc.)>
Invoice Verification	<Name and title of person responsible>
Invoice Authorisation	<Name and title of person responsible>
Payment Terms	<Detail payment terms (x days from invoice receipt)>
Incentives and abatements	
Incentive Payments	Yes No
Incentive Payment Details	<Provide details of how incentive payments are awarded>
Liquidated Damages	Yes No

Liquidated Damages Details	<Provide details of how abatements are calculated and applied>
Other financial considerations	
Price Reviews	<Describe mechanisms for conducting price reviews>
Provisional Sums	<If provisional sums are included in the contract, detail the amount included, and summarise how this is to be managed>

10. Performance Management			
KPIs	<List KPIs in contract>	<Monitoring Methods>	<Frequency>
(example)	Contractor Performance	Internal stakeholder feedback Feedback from other stakeholders (eg on site)	Periodic
(insert more lines as required)			
Performance Standards	<List standards in contract>		
Performance Monitoring	<Identify the person responsible> <Identify the monitoring approach>		
Reporting Requirements	<List reports that supplier has to deliver and due dates>		

11. Contract Management Processes	
Conflicts and Disputes Resolution	<List any contract clauses specifying dispute resolution process>
Contract Variation Handling	<Describe the contract variation handling process, including the triggers for variation, the variation proposal template location, any pricing arrangements for variation, the approvals process for variation, who approves variations and the variation implementation process:>

12. Risk and Issue Management	
Overall Risk Assessment	
Risk Management Plan	<Document location>
Key Risks	<Detail the key risks and the associated mitigation actions>
Issue Register	<Document location>

13. Process Improvement	
Post Implementation Review	<Record the date that this is scheduled, and the outcome of the review>
Lessons Learnt Review	<Record the date that this is scheduled and the outcome of the review>

Policy Name:	8.1 Bushfire Brigades and Governance Structure
Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	18 May 2023

Preamble Policy relating to Bushfire Control Officers

Objective To specify which Council Staff, Councillors and Community representatives are able to carry out specific actions in relation to the Bush Fires Act.

Policy **Bushfire Control Officers**
 Fire Control Officers for the Shire of Bruce Rock are to be the Chief Bush Control Fire Officer, Deputy Chief Bush Fire Control Officer, Shire President, CEO, MGCS and Captains of the brigades or their representatives and any other person officially designate by the Bush Fire Advisory Committee.

Officers Responsible for Weather Readings

Officers responsible for weather readings are the CEO and MGCS. If the CEO and MGCS are both unable to complete this on any given day they may delegate this duty to Bushfire Control Officers or other Shire administration staff only after consultation with the Chief Bushfire Control Officer.

Weather readings must be carried out in accordance with **Policy 8.2 Harvest Bans**.

Annual Meeting of Bush Fire Brigades

The Bush Fire Advisory Committee (“BFAC”) meets in October and March each year. Brigades are encouraged to hold AGM’s prior to the October meeting.

Training

All Fire Control Officers are to attend the Fire Control Officers course.
 The individual brigades are to encourage members to receive training in accordance with DFES’ recommended training pathways. Local Brigade Captains are responsible for ensuring their members are trained to a reasonable level.
 If requested, the MGCS can provide assistance in organising local training with the DFES Area Manager.

Entering the Fire Ground

Anyone attending the scene of a bush fire incident within the Shire of Bruce Rock must register with the Chief Bush Fire Control Officer on scene. Failure to register at the fire ground may mean the volunteer is not covered by Bush fire insurance. All Bush fire Control Officers and Brigade Captains are asked to check if volunteers at a fire ground have registered their attendance.

Head of Power Bush Fires Act 1954

Policy Name:	5.4 Local Planning Policy for Heritage Places
Department:	Health, Building and Planning
Date Adopted:	
Last Reviewed:	

Statutory Background

This policy is adopted under Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, which enable the Shire of Bruce Rock to prepare local planning policies for any matter related to the planning and development of the Scheme area. The local planning policy can only have effect where consistent with the Deemed Provisions and local planning scheme.

Purpose

To provide guidance on the assessment of development proposals that affect heritage protected places.

Definitions

Unless otherwise defined, terms used in this policy have common meanings, and include those defined in the Planning and Development Act 2005, the Planning and Development (Local Planning Schemes) Regulations 2015, and the Heritage Act 2018.

Term	Definition
Deemed Provisions	Provisions contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2014.
Heritage Agreement	A contract under Part 7 of the Heritage Act 2018 undertaken on a voluntary basis by owners of a heritage place.
Heritage Area	An area designated as a Heritage Area under clause 9 of the Deemed Provisions.
Heritage Assessment	An assessment that describes a place and its setting, and states its significant heritage value as per criteria adopted by the Heritage Council of Western Australia.
Heritage Impact Statement	Describes and evaluates any potential impact of a proposed development to the significance of a heritage place or area.
Heritage List	A list of heritage places adopted under the Local Planning Scheme, included within the Local Heritage Survey and assessed as being worthy of conservation.
Heritage Place	A site, area, space, building, structure, precinct, landscape, or garden that has been assessed to have natural or cultural heritage value.
Local Heritage Survey	A document adopted by Local Government that identifies and records places that are, or might become, of cultural heritage significance.
Local Planning Scheme	A document adopted by Local Government that sets out the way land is to be used and developed, classifies areas for land use and includes provisions to coordinate infrastructure and development within the Local Government area.

Objectives

The objectives of the policy are to:

1. Conserve and protect places of cultural heritage significance that are identified on the Heritage List.
2. Ensure that developments do not adversely impact the significance of heritage places identified on the Heritage List.
3. Ensure that heritage significance is given due weight in local planning decision making.
4. Provide certainty to landowners and community about the planning processes for identification and protection of places identified in the Heritage List.

Application

1. The policy applies to any places in Categories 1 and 2 (A and B) as identified in the Heritage List in the Local Heritage Survey.
2. The Deemed Provisions apply to the property, or portion thereof, as defined in the Heritage List in the Local Heritage Survey.
3. The Deemed Provisions do not apply specifically to the interior of the buildings identified in the Heritage List in the Local Heritage Survey.

Development Control Principles

When considering any planning applications in relation to a place identified in the Heritage List, the Shire of Bruce Rock will apply, and have regard to, the development control principles listed in sections 6.5 and 6.6 of The State Planning Policy 3.5 Historic Heritage Conservation (2000), and in particular:

- a. whether any proposed development will adversely affect the significance of any heritage place or area, including any adverse effect resulting from the locations, bulk, form or appearance of the proposed development;
- b. measures proposed to conserve the heritage significance of the place and its setting; and
- c. the structural condition of a place, and whether a place is reasonably capable of conservation.

Levels of Significance

The level of heritage significance of a place is one of the matters considered in determining an application. One of the following levels of significance is applied to each place identified in the Local Heritage Survey and the Heritage List.

This policy is relevant to places of Exceptional Significance (Category 1- State Register) and Considerable significance (Category 2), as identified in the Heritage List in the Local Heritage Survey (LHS).

LEVEL OF SIGNIFICANCE	DESCRIPTION	DESIRED OUTCOME
Exceptional significance HERITAGE LIST <u>Category 1 (LHS)</u>	Essential to the heritage of the locality. Rare or outstanding example.	The place should be retained and conserved, unless there is no feasible and prudent alternative to doing otherwise. Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists).

Considerable significance HERITAGE LIST <u>Category 2 (LHS)</u>	Very important to the heritage of the locality. High degree of integrity/authenticity.	Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.
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Applications for Planning Approval – Accompanying Material

Minor works may need to demonstrate that the development will not have an adverse effect on the cultural heritage significance of the place, but may not require submission of all accompanying material, at the discretion of the Shire of Bruce Rock.

An applicant may be required to provide one or more of the following reports to assist in the determination of a development application. This is additional to the requirement for accompanying material set out in the Local Planning Scheme and the Model Scheme Text.

a. **Heritage Impact Statement**

If a proposal will have a substantial impact on the exterior fabric or form of a place in the Heritage List, a Heritage Impact Statement may be required. It should address three main questions:

- How will the proposed development affect the significance of the place?
- What alternatives have been considered to minimise any adverse impacts?
- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

b. A schedule identifying existing relevant heritage fabric of the place, and how the proposed development responds to the heritage values of the place.

c. Street elevations, where works include a new development within a heritage place, or that otherwise propose changes that will be substantially visible from the public domain.

A determination of the proposed development will be a Shire of Bruce Rock decision with regard to the impact on the cultural heritage significance of the place.

Register of Heritage Places

If a proposal affects a place that is entered in the Register of Heritage Places (State Heritage listed), the Shire will refer the development application to the Heritage Council of Western Australia. A Heritage Impact Statement may be required at the applicant's expense.

Proposed Demolition

A structural condition assessment can be requested in the case of proposed demolition, if structural failure is cited as a justification for the demolition of a place in the Heritage List. The structural evidence should be provided by a registered structural engineer to substantiate that the structural integrity of the building has failed and cannot be rectified without removal of a majority of its original fabric that would impact the significance of the place.

Archival Recording in the Case of Demolition

If the proposed demolition application of a place in the Heritage List or Local Heritage Survey is approved, a condition of approval may require the applicant to submit an archival record of the place, prior to the commencement of development.

The archival record is to be in accordance with the Heritage Council's standard for archival recording.

Conditions of Approval

Where a development application for a heritage place is approved with conditions, those conditions may be used to secure positive heritage outcomes, in addition to any standard condition. Any condition of approval must have planning purpose, and be relevant and reasonable, and may include an archival record or entry into a heritage agreement.

Amendments to the Heritage List

The procedures for adding, deleting, or amending entries to the Heritage List are set out in the Local Planning Scheme.

The Heritage List should include, as a minimum, all those places identified in the Local Heritage Survey as being of Exceptional Significance: Category 1 (Register of Heritage Places) or Considerable Significance: Category 2.

The Shire of Bruce Rock may amend the Heritage List in the following situations:

- Consider inclusion of a place in the Heritage List, if the findings of a reviewed Local Heritage Survey support it.
- A place is nominated for inclusion by the owner or a member of the public, if assessment documentation to the required standard is provided by the nominator. If not, consideration will be deferred until a review of the Heritage List is scheduled.
- The inclusion of a place may be considered if a heritage assessment is prepared as part of a Heritage Impact Statement submitted by an applicant.
- Consider removing a place from the Heritage List, if it is demolished or is damaged or destroyed, to the extent that its significance is significantly impacted or lost.
- The Shire will retain a record of all places destroyed, demolished and/or removed from the Heritage List, to monitor the rate of losses over time.

Shire Owned Property

The Shire of Bruce Rock will seek to lead by example by conserving and managing its own property in accordance with this policy.

Reference documents

The Local Heritage Survey 2022

Heritage List 2022

State Planning Policy 3.5 Historic Heritage Conservation

Heritage Act 2018



Great Eastern Country Zone

Minutes

Tuesday, 20 June 2023
Commenced at 9:03am

Shire of Kellerberrin
Recreation and Leisure Centre
110 Massingham Street Kellerberrin 6410

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1. **Opening and Welcome**

The Chair declared the meeting open at 9.03am.

1.1 Acknowledgement of Country

We, the Great Eastern Country Zone of WALGA acknowledge the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

2. Attendance and Apologies

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Tony Crooks [JM1] Mr Darren Mollenoyux, Chief Executive Officer, non-voting
Shire of Cunderdin	Mr Stuart Hobley, Chief Executive Officer, non-voting
Shire of Kellerberrin	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
Shire of Koorda	President Cr Jannah Stratford
Shire of Merredin	President Cr Mark McKenzie
Shire of Mount Marshall	President Cr Tony Sachse (Chair) Deputy President Cr Nick Gillett Mr Ben McKay, Chief Executive Officer, non-voting
Shire of Nungarin	President Cr Pippa de Lacy Deputy President Cr Gary Coumbe
Shire of Tammin	President Cr Glenice Batchelor Ms Joanne Soderlund, Chief Executive Officer, non-voting
Shire of Westonia	President Cr Mark Crees Jasmine Geier – Deputy CEO, non-voting
Shire of Wyalkatchem	President Cr Quentin Davies (Deputy Chair) Cr Mischa Stratford
Shire of Yilgarn	Deputy President Cr Bryan Close Mr Nic Warren, Chief Executive Officer, non-voting
Guests	
Water Corporation	Rebecca Bowler, Manager, Customer & Stakeholder
Regional Development Australia	Mandy Walker, Director RDA Wheatbelt
NEMA	Amelta Balme
Main Roads WA	Mohammad Siddiqui, Regional Manager Wheatbelt
WALGA	Paul Kelly WALGA Deputy President,



James McGovern, Manager Governance & Procurement
Naoimh Donaghy, Governance & Organisational Services Officer

Apologies

Shire of Cunderdin	President Cr Alison Harris Deputy President Cr Tony Smith
Shire of Dowerin	President Cr Robert Trepp Cr Darrel Hudson Ms Rebecca McCall, Chief Executive Officer, non-voting
Shire of Kellerberrin	President Cr Scott O' Neill
Shire of Kondinin	President Kent Mouritz Deputy President Cr Beverley Gangell Mr David Burton, Chief Executive Officer, non-voting
Shire of Koorda	Mr Darren Simmons, Chief Executive Officer, non-voting Deputy President Cr Buster Cooper
Shire of Merredin	Cr Donna Crook Ms Lisa Clack, Chief Executive Officer, non-voting
Shire of Mukinbudin	President Cr Gary Shadbolt Deputy President Romina Nicoletti Mr Dirk Sellenger, Chief Executive Officer, non-voting
Shire of Narembeen	President Cr Kellie Mortimore Deputy President Cr Scott Stirrat Mr Paul Sheedy, A/Chief Executive Officer, non-voting
Shire of Tammin	Deputy President Cr Tanya Nicholls
Shire of Trayning	President Cr Melanie Brown Deputy President Cr Geoff Waters Ms Leanne Parola, Chief Executive Officer, non-voting
Shire of Westonia	Mr Bill Price, Chief Executive Officer, non-voting Deputy President Cr Ross Della Bosca
Shire of Wyalkatchem	Deputy President Cr Owen Garner Mr Peter Klein, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Wayne Della Bosca
Guests	
Wheatbelt Development Commission	Susan Hall, A/Chief Executive Officer Pip Gooding, Regional Development Officer Wheatbelt South



Department of Local Government,
Sport, & Cultural Industries
Wheatbelt Development Commission

Samantha Cornthwaite, Regional Manager Wheatbelt
Renee Manning, Principal Regional Development Officer

Members of Parliament

Hon Mia Davies MLA, Member for Central Wheatbelt
Hon Martin Aldridge MLC, Member for Agricultural Region
Hon Darren West MLC, Member for Agricultural Region
Hon Peter Rundle MLA, Member for Roe

WALGA

Cliff Simpson, Regional Road Safety Advisor

Attachments

The following are provided as attachments to the minutes:

1. Item 8.5 Water Corporation presentation

4. Declarations of Interest

2. Announcements

The Chair welcomed Cr Paul Kelly WALGA Deputy President to the meeting.

6. Guest Speakers / Deputations

6.1 Speakers for the August Zone Meeting

NIL

7. Members of Parliament

Any Members of Federal and State Government in attendance were invited to provide a brief update on matters relevant to the Zone.

Noted



8. Agency Reports

8.1 Department of Local Government, Sport, and Cultural Industries

Samantha Cornthwaite, Regional Director Wheatbelt is an apology. The May 2023 report was attached.

Noted

8.2 Wheatbelt Development Commission

Renee Manning, Principal Regional Development Officer is an apology, The June 2023 report was attached.

Noted

8.3 Regional Development Australia Wheatbelt

Mandy Walker, Director Regional Development, provided an update to the Zone.

Noted

8.4 Main Roads Western Australia

Mohammad Siddiqui, Regional Manager Wheatbelt, provided an update to the Zone.

Noted

8.5 Water Corporation

Rebecca Bowler, Manager Customer & Stakeholder provided an update to the Zone.

Rebecca's presentation is now attached to the Minutes (Attachment 1)

9. Minutes

9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday, 17 April 2023

The Minutes of the Great Eastern Country Zone meeting held on Monday, 17 April 2023 have previously been circulated to Member Councils.

RESOLUTION

Moved: Shire of Tammin

Seconded: Shire of Nungarin

That the minutes of the Great Eastern Country Zone meeting held on Monday, Monday, 17 April 2023 be confirmed as a true and accurate record of the proceedings.

CARRIED

9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 17 April 2023

Nil

9.3 Minutes of the Great Eastern Country Executive Committee Meeting held on Tuesday, 6 June 2023

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday, 6 June 2023 are attached.

RESOLUTION

Moved: Shire of Tammin

Seconded: Shire of Koorda

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Tuesday, 6 June 2023 be endorsed.

CARRIED

10. Zone Business**10.1 Biosecurity and Agriculture Management Act 2007: Stage 3 Review**

By Rebecca Brown, Manager Environment and Waste

WALGA draft Submission

Executive Summary

- Consultation for Stage 3 of the review of the Biosecurity and Agriculture Management Act 2007 (BAM Act) has commenced, with feedback sought on potential biosecurity reform opportunities.
- WALGA has developed a draft Submission for sector feedback by 26 June.
- Zones are asked to consider and provide feedback on the proposals in the discussion paper and WALGA's draft Submission.
- Local Governments are also strongly encouraged to provide feedback directly to the Review Panel via the online portal by 30 June 2023.
- Local Governments are invited to attend a WALGA webinar on the proposed reforms, which will include a presentation from the Chair of the Independent BAM Act Review Panel, Kaylene Gulich, at 10.30am, Wednesday 14 June.

Background

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

Stage 1 (closed) - Used open submissions and a survey to identify major themes and issues. To inform comment on this stage of the review WALGA prepared a [Discussion Paper](#) which includes 11 key biosecurity themes and related recommendations reflecting issues raised by Local Government, and those identified in the [Auditor General's 2013 and 2020 Reports](#).

Stage 2 (closed) - Stage 1 identified the key themes and stage 2 provided an opportunity to focus on these issues, which included:

- principles to underpin WA's biosecurity, including biosecurity in all contexts and shared responsibility.

- legal foundations of WA's biosecurity, including prioritising pests, weeds and diseases, and enabling industry and community action.
- planning, coordinating, and resourcing WA's biosecurity system, including responsibilities and timing.
- community-led pest and weed management, including the Declared Pest Rate and Recognised Biosecurity Groups.

Stage 3 – (now open) A [Discussion Paper](#) sets out nine priority reform areas, and identifies 21 opportunities to clarify, strengthen and support a strengthened biosecurity system in WA. The nine priority reform areas are:

1. Clarifying the role of the BAM Act
2. Working together to protect WA
3. Planning and reporting- vital to a better biosecurity system
4. Prioritising pests and diseases
5. Emergency powers- a necessary precaution
6. Compensation can boost biosecurity efforts
7. Enabling industries to act
8. Community-led pest management
9. Compliance with WA's biosecurity laws.

Policy Implications

[4.5 Post Border Biosecurity](#)

Western Australia's economy, environment and the community are facing increasing challenges posed by already established and new pests, weeds, and diseases. Local Government has a significant role in biosecurity management, as land managers and regulators, and therefore has an interest in ensuring that Western Australia's biosecurity system, including control of declared pests, is effective and appropriately resourced. WALGA considers significant changes to the operation of the State's biosecurity system, including the Biosecurity and Agriculture Management Act 2007, are required to ensure these risks can be managed now and into the future.

To be effective the Western Australian biosecurity system must:

1. *Take a transparent approach to the notion of 'shared responsibility' by ensuring that:*
 - a. *The respective roles and responsibilities of Commonwealth, State and Local Government, industry, landholders, community groups and individuals are agreed and clearly articulated; and*
 - b. *There is improved pest management on State Government managed land and a formalised structure for State Government agencies with responsibilities for biosecurity management to work together and coordinate their activities.*
2. *Be underpinned by a strategic framework, developed in collaboration with stakeholders, that:*
 - a. *Establishes priorities for biosecurity threats in geographically defined regions, sets measurable targets and guides investment in biosecurity activities; and*
 - b. *Is regularly evaluated and reported on.*
3. *Have a greater focus on environmental biosecurity, through the increased recognition and management of pest species that have significant ecological impacts.*
4. *Be adequately, sustainably, and equitably funded:*
 - a. *The appropriateness and effectiveness of the Declared Pest Rate (DPR) and Recognised Biosecurity Group (RBG) model as key mechanisms for the management of widespread and established declared pests should be reviewed and alternate mechanisms considered;*
 - b. *Increased and more equitable distribution of funding for every step in the biosecurity continuum and adequate resourcing for all stakeholders, including Local Government; and*
 - c. *The provision of funding for declared pest management in metropolitan areas.*
5. *Ensure that the criteria and process for listing of declared pests is evidence-based, timely and transparent.*
6. *Have an increased emphasis on compliance through education and enforcement activity, to ensure land managers are aware of their legislative responsibilities and are supported to implement biosecurity actions.*
7. *Facilitate the use of new technologies, strategic monitoring, and the establishment of data management systems to inform biosecurity investment decisions and support adaptive management.*
8. *Improve the community's understanding, awareness and action in relation to biosecurity to assist with threat surveillance and timely response to incursions.*

Comment

WALGA has developed a Draft Submission (attached) for consideration by the sector and is requesting feedback by **COB Monday 26 June** (via environment@walga.asn.au). WALGA is hosting a webinar regarding Stage 3 of the Review, at 10.30am, Wednesday 14 June, with a presentation from the Chair of the Independent Review Panel, Kaylene Gulich. Register [here](#).

WALGA requests that the Zone consider the Draft Submission and provide feedback to WALGA on:

- The top priority reform areas (from the nine listed) for the Zone
- Any key reform areas which have been missed
- Feedback on WALGA's comments regarding the 21 Opportunities identified.

Local Governments are strongly encouraged to provide feedback directly to the Review Panel by Friday, 30 June 2023 through the online survey portal [here](#).

Noted

10.2 Aboriginal Cultural Heritage Act 2021 - Aboriginal Cultural Heritage Act Update

With the *Aboriginal Cultural Heritage Act 2021* (ACH Act) coming into effect on 1 July 2023 I wanted to take the opportunity to provide you with some information on the legislation's operation and WALGA's advocacy.

The ACH Act replaces the *Aboriginal Heritage Act 1972*. It is intended to provide a contemporary legislative framework for the identification, protection, and management of Aboriginal cultural heritage across WA. Key features of the ACH Act include:

1. An updated definition of Aboriginal cultural heritage (ACH);
2. New structures for the management of Aboriginal cultural heritage, including Local Aboriginal Cultural Heritage Services (LACHS) as a central point of contact for proponents, and the Aboriginal Cultural Heritage Council (ACH Council) to oversee the system;
3. A tiered land use assessment and approvals system that focuses on consultation and agreement making between Traditional Owners and land users;
 - a. This is based around the classification of [activities into tiers](#), depending on the level of ground disturbance;
 - b. Each tier has a corresponding process, and activities are classified as tier 1, tier 2, tier 3, or exempt activity;
 - c. Land users will be required to negotiate agreements with Traditional Owners for any activities considered medium to high ground disturbance that may harm Aboriginal cultural heritage;
 - d. Activities involving minimal or low ground disturbance will benefit from a streamlined approval pathway, encouraging proponents to avoid or minimise impacts;
4. The establishment an online ACH directory of information and documents relevant to Aboriginal cultural heritage;
5. Provisions for the establishment of Protected Areas; and
6. The establishment of new penalties and offences for breaches of the ACH Act.

It is important to bear in mind that all ACH is also protected under the current legislation – the approvals process for disturbing ACH and the system is changing, however all ACH is protected under the current legislation and in fact the exemptions under the new ACH Act do not exist under the current legislation.

WALGA facilitated an Aboriginal Cultural Heritage Education Session delivered by the Department of Planning, Lands and Heritage (DPLH) and WALGA on Wednesday, 10 May which was attended by 80 Local Government representatives from across the State. I encourage those who were unable to attend this session to view the [presentation](#) and [recording](#) from the workshop (including a Q&A session) which provide detailed information on the development and operation of the ACH Act.

Since 2018, WALGA has undertaken the following advocacy and capacity building activities in relation to the development of the ACH Act:

1. Developed five State Council endorsed submissions – most recently WALGA's Phase Three submission which was endorsed by State Council on 23 December 2022. WALGA's submissions to the 2022 co-design process can be viewed [here](#).
2. DPLH Director General Anthony Kannis and staff presenting to State Council in September 2022.
3. Provision of formal feedback to DPLH twice via correspondence and a survey.
4. Co-delivered 10 place-based online workshops to contribute to the preliminary work in developing the activity categories in 2021.
5. Convened the Local Government Aboriginal Heritage Reference Group, which has included representation from 26 Local Governments.
6. Co-delivered five information sessions and webinars with DPLH to facilitate consultation with, and provide information to, Local Governments.
7. Advocated for funding for the establishment and ongoing functioning of the new Aboriginal heritage system, with respect to the ACH Council, Local ACH Services (LACHS) and Local Governments in the [2023-24 WALGA Budget Submission](#) and meetings with the Minister for Aboriginal Affairs.

A clear message from sector consultations is that the ACH Act must balance the need to protect Aboriginal cultural heritage with the requirements on Local Government to deliver essential infrastructure works and emergency activities efficiently and effectively to maintain public safety and comply with other legislative responsibilities. Conversations around the activity categories dominated the consultation sessions due to the lack of consideration given to the works undertaken by Local Government early in the co-design process.

As a result of WALGA's advocacy, significant improvement to the activity categories was made with consideration now given to many every day and emergency works that Local Governments undertake. This includes the exemption of activities such as:

1. Maintaining existing infrastructure that does not involve disturbance to ground beyond that which was disturbed during the construction;
2. Maintenance of waterways and coastlines to rectify accretion and erosion of natural material; and
3. An emergency management activity intended to prevent imminent loss of life, prejudice to the safety, or harm to the health, of persons or animals.

WALGA's submissions also highlighted the need for the Aboriginal Cultural Heritage Council and Local Aboriginal Cultural Heritage Services (and Local Governments) to be adequately resourced to enable them to respond to applications for permits and management plans pursuant to the new legislation. The [State Government has announced its \\$77million investment](#) into the ACH system which will further support the successful implementation of the ACH Act.

Upcoming Aboriginal Cultural Heritage Act 2021 Education Workshops

DPLH is facilitating education workshops across the State from 24 May – 28 June to support the implementation of the new legislation. Workshops will be held online and, in the Kimberley, Pilbara, Goldfields, Great Southern, Midwest, Southwest, and metropolitan regions. You can register for these workshops [here](#).

WALGA is continuing to advocate for support from DPLH to enhance Local Government knowledge and capability with respect to ACH and the new legislation.

The WALGA President has written to the Minister for Aboriginal Affairs advising that Local Governments across the State require support. Seeking 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 Government 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 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 Government and was recently extended by DPLH for a further 3 years.
- **Training**
 - WALGA understands that DPLH and South Metropolitan TAFE are developing ACH training for LACHS. 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, 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.
- **Extend grant funded project timeframes and include ACH costs**
 - ACH processes are likely to increase the costs and delivery timeframes for Local Governments' Road and other infrastructure projects. As noted in WALGA's submissions during the co-design process, many State and Commonwealth grant funded infrastructure and road projects must be completed within 12 months and do not include ACH costs. This is a major concern for the delivery of Commonwealth or State Government grant funded projects such as those funded under the State and Federal BlackSpot programs, State Road Project Grants, the Commonwealth Local Roads and Community Infrastructure Program, the Mitigation Activity Fund and CoastWA. Delivery of these projects is already challenging given the skilled labour and supply chain constraints in the current economic environment. It is requested that the timeframes for relevant State Government grant programs be extended where required to accommodate ACH approvals and that provision be made to include these costs as part of the grant. Similarly, I would ask for the State Government to support the Local Government sector in dealing with the Commonwealth in relation to impacts on the delivery of Commonwealth Government funded projects.



WALGA Recommendation

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 of implementing the regulations.
2. Request WALGA to collate the information from the Local Governments feedback on the on Aboriginal Heritage Act and the implementation of the Regulations.

RESOLUTION

Moved: Cr Stephen Strange

Seconded: Cr Quentin Davies

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.

CARRIED

11. Zone Reports

11.1 Zone President Report

President Tony Sachse

Today's meeting has had to be rescheduled due to the clash with the Aboriginal Cultural Heritage Act 2021 meeting in Merredin on Monday, 19th June 2023. After rescheduling our meeting, the Phase Out of Live Sheep Exports by Sea meeting in Merredin today 20th June 2023 beginning at midday was advertised. Every endeavor will be made to conclude today's meeting to allow travel time for those wishing to attend both meetings today.

Bearing that in mind, we will just have Agency reports today and no Guest speakers.



RESOLUTION

Moved: Shire of Wyalkatchem
Seconded: Shire of Nungarin

That the Zone President's Report be received.

CARRIED

11.2 Local Government Agricultural Freight Group (LGAFG)

President Tony Sachse

The LGAFG meeting last met on 13th July 2022. A meeting in 2023 has so far not been scheduled. There is nothing else to report.

RESOLUTION

Moved: Shire of Wyalkatchem
Seconded: Shire of Nungarin

That the Local Government Agricultural Freight Groups Report be received.

CARRIED

11.3 Wheatbelt District Emergency Management Committee (DEMC)

President Tony Sachse

The May 2023 update report was attached.

The Wheatbelt DEMC Members Contact List as at 1 June 2023 was attached.

RESOLUTION

Moved: Shire of Tammin
Seconded: Shire of Merredin

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

11.4 Regional Health Advocacy Group

Cr Alison Harris was an apology. Attached was the June 2023 report.

RESOLUTION

Moved: Shire of Koorda
Seconded: Shire of Nungarin

That the Regional Health Advocacy Report be received.

CARRIED

11.5 WALGA RoadWise

Cliff Simpson, Road Safety Advisor, was an apology. The June 2023 report was attached.



RESOLUTION

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

That the WALGA RoadWise Report be received.

CARRIED

12. Western Australian Local Government Association (WALGA) Business

12.1 State Councillor Report

Cr Stephen Strange

RESOLUTION

**Moved: Shire of Westonia
Seconded: Shire of Wyalkatchem**

That the State Councillor Report be received.

CARRIED

12.2 WALGA Status Report

By James McGovern, Executive Officer

BACKGROUND

Presenting the Status Report for June 2023 which contains WALGA's responses to the resolutions of previous Zone meetings.

GREAT EASTERN COUNTRY ZONE STATUS REPORT June 2023

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	13 February 2023 Zone Agenda Item 13.1 Review of Audit Process by the Office of Auditor General	That the Great Eastern Country Zone supports a comprehensive review, prioritised, and led by WALGA, of the audit process managed by the Office of the Auditor General.	<p>WALGA in conjunction with LG Professionals carried out a survey of the Local Government sector on their experiences with the Audit process.</p> <p>The results of the survey have been collated as an item for Decision in the July State Council agenda.</p>	June 2023	<p>Tony Brown Executive Director, Member Services 9213 2051 tbrown@walga.asn.au</p>

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: Shire of Koorda

Seconded: Shire of Tammin

That the Great Eastern Country Zone, WALGA Status Report for June 2023 be noted.

CARRIED

12.3 Review of WALGA State Council Agenda's – Matters for Decision

12.3.1 State Council Agenda Items – 5 July 2023

Background

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

The full State Council Agenda can be found via this link: [State Council Agenda 5 July 2023](#)

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

Matters for Decision

7.1 Review of Urban Forest Advocacy Position

Executive Summary

- It is proposed that the 2017 Advocacy Position 4.6 Urban Forestry be replaced with a new position that reflects Local Governments' urban forest advocacy priorities.
- The new position has been prepared in collaboration with the officers of the Local Government Urban Forest Working Group and has been endorsed by both the People and Place Policy Team and Environment and Waste Policy Team at a special joint meeting on 31 May 2023.

WALGA Recommendation

That WALGA endorse a new Advocacy Position 4.6 Urban Forest as follows:

To promote the growth of Western Australia's urban forest the State Government should:

1. Identify a lead agency with responsibility for setting the strategic direction and oversight of urban forest initiatives.
2. In consultation with Local Government:
 - a. Develop an Urban Forest Strategy, based on the overarching principles of a resilient, connected, expanded and equitable urban forest including:
 - i. an overall tree canopy target for the Perth and Peel regions,
 - ii. robust and contemporary data to inform decision making,
 - iii. funding mechanisms to support growth in urban canopy.
 - b. Develop contemporary legislative and policy mechanisms to enable the protection and growth of urban forest, including:
 - i. an effective and efficient regulatory mechanism that allows Local Government to consider the removal or alteration of a significant tree as a form of development.
 - ii. prioritisation of trees and vegetation as a key structural element in the design of new neighbourhoods to facilitate climate resilient and liveable communities.
 - iii. consideration of public realm design to maximise opportunities for tree retention and new planting consistent with any tree canopy targets.
3. Work with Local Government and other stakeholders to increase community awareness and promote behaviour change in relation to urban forest growth and retention to support State and Local Government targets and action.
4. Provide recurrent funding for a comprehensive and accessible Urban Greening Grant program to support Local Government investment in public realm planting, focusing on high urban heat areas and enhancing biodiversity outcomes.

7.2 State Planning Policy 3.7 – Bushfire

Executive Summary

- *State Planning Policy 3.7 Bushfire* (SPP3.7) directs how land use and planning proposals should address bushfire risk in Western Australia. It applies to all land designated as bushfire prone, which is approximately 93% of the state.
- The Department of Planning, Lands and Heritage has released a revised version of SPP3.7 and *Planning for Bushfire Guidelines* for public comment.
- Future changes to the *Map of Bush Fire Prone Areas* are planned that will create a revised mapping standard for lower risk areas, such as significantly built-up urban areas.
- The revised SPP 3.7 and Guidelines propose a nuanced response compared to the existing policy framework, with the intent of better reflecting the type of planning or development proposal and the level of bushfire risk.
- WALGA's submission generally supports the revised SPP3.7 and Guidelines. The more nuanced policy response better reflects the level of bushfire risk across the State and is a positive evolution of policy design. Several matters of concern and technical comments are raised in the submission.
- The public comment period closes on Monday, 17 July 2023.

WALGA Recommendation

That WALGA endorse the submission on State Planning Policy 3.7 Bushfire and the Planning for Bushfire Guidelines.

7.3 Reforming WA Disability Legislation Submission

Executive Summary

- In March 2023, the Department of Communities (DoC) released the consultation paper 'Reforming WA Disability Legislation'.
- DoC is developing new disability legislation for Western Australia, largely driven by the State Disability Strategy 2020-2030 and the recommendations of the *Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*.
- Under the current *Disability Services Act 1993* (DSA), Local Governments are legislated to implement Disability Access and Inclusion Plans (DAIPs).
- WALGA has consulted with the sector and developed a submission with 11 key recommendations.
- The recommendations make the case for additional measures to support Local Governments implement DAIPs to deliver enhanced access and inclusion outcomes within local communities through standardized governance, training, support, and funding.

WALGA Recommendation

That WALGA endorse the submission to the Department of Communities relating to the Consultation Paper – Reforming WA Disability Legislation.

7.4 Landfill Bans Advocacy Position

Executive Summary

- The State Government has committed to delivering a state-wide E-waste ban to landfill by 2024, with the aim of improving management and recycling of e-waste produced by households and businesses across the State.
- Consultation has occurred on the proposed ban and a WALGA Submission on this matter was endorsed by State Council in March 2023.

- A key recommendation of this and previous WALGA Submissions is that any material subject to landfill bans must be covered by a fully effective product stewardship scheme prior to ban implementation.
- Without effective product stewardship arrangements in place for items covered under landfill bans, the burden of managing the product at end of life falls disproportionately to Local Governments.
- A new advocacy position is proposed that makes it clear that landfill bans are not supported in the absence of effective product stewardship schemes, or other funding mechanisms, for products which would be subject to the ban.
- A contemporary and clear advocacy position on landfill bans will enable WALGA to strongly discourage this policy approach and advocate to the Government for the range of conditions necessary to increase resource recovery and reduce disposal of material to landfill.

WALGA Recommendation

That WALGA endorse the following Landfill Ban Advocacy Position:

Landfill bans are not supported in the absence of effective product stewardship schemes, or other funding mechanisms, for products which would be subject to the ban.

7.5 Audit Experience Survey Results and Advocacy Position

Executive Summary

- In April, WALGA in partnership with LG Professionals WA conducted a survey of the Local Government sector to seek feedback on the annual audit process.
- A range of views were captured in the feedback, both positive and negative.
- The responses highlighted five key emerging issues in the audit process:
 - timeframe and delays;
 - additional workload on Local Government staff;
 - cost;
 - inconsistent advice from contract Auditors and the OAG; and
 - asset valuation requirements.
- WALGA and LG Professionals will continue to work with the OAG to reform the audit process in line with sector feedback, with a particular focus on those issues above.

WALGA Recommendation

That:

1. State Council note the Audit Experience Survey Results Summary; and
2. WALGA advocate to the Office of the Auditor General (OAG) to reform the audit process for Local Governments by seeking:
 - a. Audits of Local Governments are completed and reported on in a timely manner and that the processes, procedures, and scope of audits are consistently applied.
 - b. That the OAG review the requirements for pre-audit information with a view to reducing the need for additional information where possible;
 - c. That the OAG review their costing formulae for Local Government audits and show constraint in audit cost increases;
 - d. That the OAG provide a breakdown on the cost of the audit and justification for any variance to the estimate to the Local Government as part of the final billing process;
 - e. That auditors be required to improve their communication and information management and avoid repeated requests for information that has already been provided;
 - f. That Local Governments only be required to communicate with contract Auditors (*unless the OAG is directly auditing the Local Government*) and the onus be placed on the

- contract Auditors to confirm their advice with the OAG before instructing the Local Government; and
- g. In-conjunction with the Department of Local Government, Sport and Cultural Industries, review the application of Fair Value principles in the context of the audit.

7.6 Amendments to WALGA's Constitution

Executive Summary

- At its last meeting, State Council resolved for two sets of constitutional changes to be developed for consideration by State Council, with the intention that Members would consider both sets of amendments at the 2023 Annual General Meeting:
 - One set to give effect to the alternate model, as per the [Best Practice Governance Review Final Report](#); and
 - A second set to refine the current Constitution to address inconsistencies and other issues while maintaining the current governance model.
- The constitutional changes have been prepared by legal firm, Jackson McDonald.
- Amendments to the [Association Constitution](#) require both a special (75 percent) majority at State Council and a special (75 percent) majority at a General Meeting of Members.
- Consequently, if the proposed sets of amendments are endorsed by State Council, they will be put to the 2023 Annual General Meeting on Monday, 18 September.

WALGA Recommendation

That State Council endorse putting two items to the 2023 Annual General Meeting that:

1. propose a new Constitution to give effect to the alternate governance model as per the attached; and
2. amend the Constitution to retain the current governance model with necessary changes, as per the attached mark-up.

VOTING REQUIREMENT: 75% SPECIAL MAJORITY

Policy Team Reports

8.1 Environment and Waste Policy Team Report

Landfill Bans

The Policy Team considered and recommended State Councils endorsement of the proposed Policy Position on Landfill Bans (see [Agenda Item 7.4](#)).

Matters Referred by Zones

Avon-Midland Country Zone referred comments regarding clearing permits and recommending a fee to lodge an appeal against the grant, conditions, or amendment of a clearing permit. The Policy Team noted the recommendation from the Zone but decided that WALGA should not advocate for the introduction of a fee in relation to clearing permit appeals. The Policy Team noted WALGA's policy priority to support Local Governments to deliver on their statutory obligations related to native vegetation clearing, including development of a strategic biodiversity offset framework as part of the implementation of the State Native Vegetation Policy. WALGA provided additional feedback to the Zone which is included in the Zone Status report.

The North Metropolitan Zone requested a report on the progress of community batteries from WALGA. WALGA has provided the Zone with information on Round 1 of the [ARENA Community Battery Funding](#). The Zone has been encouraged to invite Western Power and Synergy, who are undertaking community battery installation across WA, to attend the next Zone meeting to directly address the issues raised.

Updates provided

The following updates were noted:

- **Australian Renewable Energy Agency (ARENA) EV charging infrastructure funding application:** WALGA is finalising the Expression of Interest to submit to ARENA for consideration at its 7 June Panel meeting (Note: this has now been lodged). This project:
 - Has the commitment of 22 Local Governments, representing 58% of the Western Australian population, to accelerate the transition to BEVs.
 - Will require 112 AC and 35 DC dual outlet chargers.
 - Will see the purchase of 121 light BEVs, and software for charging infrastructure, at a cost of \$7.11 million, by the 22 participating Local Governments.
 - Will accelerate these Local Governments transition to BEV's by an average of 2 years and provide the infrastructure to assist Local Governments into the medium and long term phases of their transition plans. The participating Local Governments have a fleet of over 900 vehicles.
 - Has secured a \$1 million State Government funding commitment to this project, which has been used to reduce the funding requested from ARENA.
 - Is seeking ARENA funding of \$4.22 million, to contribute towards the purchase and installation of the charging infrastructure.
 - Has a total project budget of \$12.128 million and if funded, will be implemented from January 2024 to June 2025.
- **Biosecurity and Agriculture Management Act (BAM Act) Review** has developed a draft submission on the proposed reforms for sector feedback **by 26 June 2023**. The draft submission provides analysis against the [WALGA Biosecurity advocacy position](#), endorsed by State Council in December 2023 and on anticipated benefits or issues of the proposed reforms. The draft submission will be provided as an item for Zones' consideration in the June round of meetings. As well as providing comments to WALGA, Local Governments are being strongly encouraged to [respond directly](#) to DPIRD by 30 June.
- **Polyphagous Shot Hole Borer (PSHB):** The quarantine zone for the PSHB has expanded and now covers the majority of the metropolitan area. To ensure Local Governments are informed regarding the potential implications of the PSHB and their legislative requirements, WALGA is hosted an online information session on Tuesday 9 May. WALGA is also engaging with the Department of Primary Industries and Regional Development to ensure the sector is informed, and engaged, ahead of any further changes to the quarantine zone.
- **Draft State Waste Infrastructure Plan:** The Department of Water and Environmental Regulation has released the draft [Western Australia State Waste Infrastructure Plan](#) for comment, with consultation open until 23 June 2023. WALGA hosted an online information session on Wednesday 31 May for Local Governments to provide feedback on a draft Submission.
- **Urban Forest:** In 2022 WALGA, through the Urban Forest Working Group, developed an Issues Paper: *Local Government Approaches to Tree Retention*.
 - The Issues Paper identified the key challenges faced by Local Government using existing measures for tree retention and explored opportunities for further measures. In July 2022, a briefing was provided to the Environment and Waste Policy Team on the key legal issues identified. WALGA has recently completed a procurement process for the legal advice on these issues, appointing McLeod's, and anticipates provision of the advice within 3 months.
 - Local Governments will be able to 'buy-in' to the legal advice for a nominal fee. Based on the success of the coastal planning legal advice project, WALGA anticipates at least 50 Local Governments will purchase the advice, representing a \$1m saving for the sector compared to each Local Government seeking the advice individually.
 - The findings of the advice will be used to inform WALGA's ongoing advocacy around urban forest, assist Local Governments in updating their planning frameworks to improve protections for existing significant trees.

At the meeting on 31 May 2023, the Environment and Waste Policy Team considered an item on updating the Urban Forest Policy advocacy position in conjunction with the People and Place Policy Team (see [Agenda Item 7.1](#)).

WALGA Recommendation

That the matters considered by the Environment and Waste Policy Team be noted.

8.2 Governance and Organisational Services Policy Team Report

The GOS Policy Team provides recommendations regarding three [Advocacy Positions](#) for State Council's decision.

Advocacy Position 2.1.10 Recovery of Rates and Service Charges

Policy Team Comment: Amendment of s.6.56 of the *Local Government Act 1995* has not been addressed in the current Local Government Amendment Bill 2023 and the matter is therefore unresolved. **Recommend State Council retain Advocacy Position 2.1.10 Recovery of Rates and Service Charges**

Advocacy Position 2.5.25 Attendance at Council Meetings by Technology

Policy Team Comment: This advocacy position has been achieved through the *Local Government (Administration) Amendment Regulations 2022*, implemented in November 2022, which included provisions that enable Council Members to individually attend by electronic means up to half the council or committee meetings held within any 12-month period. **Recommend State Council delete Advocacy Position 2.5.25 Attendance at Council Meetings by Technology**

Advocacy Position 2.5.31 Annual Electors' General Meetings

Policy Team Comment: The Minister for Local Government has not included or proposed a provision in the current Local Government Act Reform proposals that would give effect to this advocacy position. **Recommend State Council retain Advocacy Position 2.5.31 Annual Elector's General Meetings**

The GOS Policy Team endorsed the WALGA 2023 State Wage Case submission at its meeting held on 3 May, subject to the submission including an example of the street lighting costs.

WALGA Recommendation

That State Council:

1. retain, without amendment, Advocacy Positions:
 - (a) 2.1.10 Recovery of Rates and Service Charges; and
 - (b) 2.5.31 Annual Electors' General Meetings;
2. delete Advocacy Position 2.5.25 Attendance at Council Meetings by Technology; and
3. notes that the Governance and Organisational Services Policy Team endorsed the WALGA 2023 State Wage Case submission.

8.3 Infrastructure Policy Team Report

The Infrastructure Policy Team noted the expanding number of activities and prioritised:

- Developing effective responses to barriers and challenges to achieving timely and on-budget deliver of funded road projects in conjunction with Regional Road Groups;
- Revising and providing updated tools, model policies and advice to Local Governments concerning heavy vehicle cost recovery, including options available to Councils considering extending access to concessional mass vehicles;
- Improving the implementation and effectiveness of Disaster Recovery Funding Arrangements, noting that there are currently three on-going inquiries or reviews initiated by the Commonwealth, and a need to resolve implementation issues with the Department of Fire and Emergency Services;
- Addressing management of road works during Total Fire Bans.

WALGA Recommendation

That State Council note the matters considered by the Infrastructure Policy Team.

RESOLUTION

Moved: Shire of Tammin

Seconded: Shire of Nungarin

That the Great Eastern Country Zone:

- 1. Supports Matters for Decision, items 7.1 to 7.6 as listed above in the July 2023 State Council Agenda;**
- 2. Supports Matters for Noting and Organisational Reports Items 8.1 to 8.3**

CARRIED

8.4 People and Place Policy Team Report

At the meeting on 31 May, the People and Place Policy Team:

- In conjunction with the Environment and Waste Policy Team, endorsed a new Urban Forest advocacy position for consideration by State Council (see [Agenda Item 7.1](#))
- Endorsed the WALGA submission on Consistent Local Planning Schemes and an updated Planning Reform advocacy position for consideration by State Council via the Flying Minute process;
- Noted a matter referred from Peel Country Zone on the establishment of a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) Taskforce and endorsed actions to be undertaken by WALGA Secretariat, including the preparation of a discussion paper on the matter; and
- Endorsed the WALGA submission to the Department of Communities on Reforming WA Disability Legislation (see [Agenda Item 7.3](#)).

At the meeting on 3 May, the People and Place Policy Team:

- Received a presentation from the Planning and Building Team on Non-Residential Car Parking Requirements – Draft Interim Guidance;
- Received a presentation from the Planning and Building Team on Local Government Planning and Building Performance for the 2022-23 reporting year (see [Agenda Item 9.3](#));
- Received an update from the Planning and Building Team on WALGA's work on planning fees and charges; and
- Received an update from the Planning and Building Team on Urban Forest.

WALGA Recommendation

That State Council note the matters considered by the People and Place Policy Team.

8.5 Municipal Waste Advisory Council (MWAC) Report

Submission on WA Container Deposit Scheme Expansion

A [Discussion Paper](#) has been released on expanding the scope of the eligible containers covered by the WA Container Deposit Scheme. The scope of the proposed expansion includes glass wine and spirit bottles, and beverage containers up to 3L.

The draft Submission supports the expansion of the Scheme and proposes that plain and milk alternatives also be included. The Draft Submission was circulated for Local Government consultation during March, with general support received. WALGA has also been appointed to a Department of Water and Environmental Regulation Working Group focusing on the expansion of the Scheme.

MUNICIPAL WASTE ADVISORY COUNCIL MOTION

That the Municipal Waste Advisory Council endorse the Submission on Discussion Paper: Container Deposit Scheme – Expanding the Scope of Eligible Beverage Containers.

Policy Position Landfill Bans

The Department of Water and Environmental Regulation released a [Consultation Paper](#) on the proposed e-waste landfill ban. The State Government made an election commitment to deliver a state-wide ban by 2024, with the aim of improving management and recycling of e-waste produced by households and businesses across the State.

A Submission on DWER's Consultation Paper was circulated for State Council and MWAC endorsement out of session following Local Government engagement. A key recommendation of the Submission is that any material subject to landfill bans be covered by a fully effective product stewardship scheme prior to ban implementation. This item is included in the State Council [Agenda item 7.4](#).

MUNICIPAL WASTE ADVISORY COUNCIL MOTION

That the Municipal Waste Advisory Council endorse the Policy Position:

Landfill bans are not supported in the absence of effective product stewardship schemes, or other funding mechanisms, for products which would be subject to the ban.

MWAC discussed the following matters:

- Release of the draft [State Waste Infrastructure Plan](#): The draft Plan is open for consultation until 23 June 2023. The draft Plan has been developed to guide decision making for the planning and development of waste infrastructure in Western Australia and focuses on the built waste and recycling infrastructure needed to achieve 2030 State Waste Strategy targets. MWAC provided initial feedback on the Draft to inform the development of the WALGA Submission.
- *Review of Waste Policy Statements*: WALGA has 8 Waste Management related [Policy Statements](#) in place with publication dates ranging from 2003 to 2018. While much of the content is still relevant, the statements need to be reviewed to ensure currency of references and information as well as consistency of approach. The proposed scheduled for review was agreed:
 - In progress: Household Hazardous Waste and Waste Management Education (consider revisions June Officer Advisory Group (OAG)/MWAC)
 - Initial Review June OAG/MWAC: Waste management data and information management (consider revisions August OAG/MWAC)
 - Initial Review August OAG/MWAC: Standards for Recycled Organics Applied to Land (consider revisions October OAG/MWAC)
 - Initial Review October OAG/MWAC: Waste Levy Policy statement (consider revisions December OAG/MWAC).
 - Reviewed in 2024: Container Deposit Systems, Extended Producer Responsibility and Waste management legislation.
- Packaging Product Stewardship and national advocacy on flexible plastic recycling.
- WALGA's investigations into e-cigarette disposal options and the regulatory framework for used and disposal of these products and advocacy underway.
- Contingency Planning for waste management, including the development of a Mutual Assistance Memorandum of Understanding (MoU) for Local Governments and WALGA Preferred Suppliers of waste fleet.
- Waste management and biosecurity, including:
 - working with Department of Primary Industries and Regional Development (DPIRD) on undertaking preparedness activities for any disposal requirements resulting from Foot and Mouth Disease (FMD), such as landfill capacity and resourcing, logistics and communications as part of a coordinated emergency response.
 - the expansion of the Quarantine Area, for the invasive Polyphagous Shot-hole Borer, impacts 25 Local Government FOGO, GO and verge collections.

WALGA Recommendation

That State Council note the resolutions of the 19 April 2023 Municipal Waste Advisory Council.

Matters for Noting/Information

- 9.1 Flying Minute – Submission to 2023 State Wage Case
- 9.2 Environmental Protection Amendment Regulations 2022: Consultation Response
- 9.3 Local Government Performance Monitoring Project
- 9.4 Street Lighting Tariffs
- 9.5 2023-24 Federal and State Budgets
- 9.6 Update on the Commencement of the Aboriginal Cultural Heritage Act 2021
- 9.7 State Award Variations Impacting on Local Governments

RESOLUTION

Moved: Shire of Tammin

Seconded: Shire of Koorda

That the Great Eastern Country Zone supports Matters for Noting Items 8.4 and 8.5

CARRIED

[JM2]

12.4 WALGA President's Report – July 2023

The WALGA President's Report was attached to the agenda.

RESOLUTION

Moved: Shire of Nungarin

Seconded: Shire of Merredin

That the Great Eastern Country Zone notes the WALGA President's Report.

CARRIED

13. Emerging Issues

- 13.1 The Executive Officer reminded members that the WALGA Employee Relations team are seeking representatives from the Zone to sit on a working group related to the State IR transition. A notification will soon be sent to the sector.

Noted

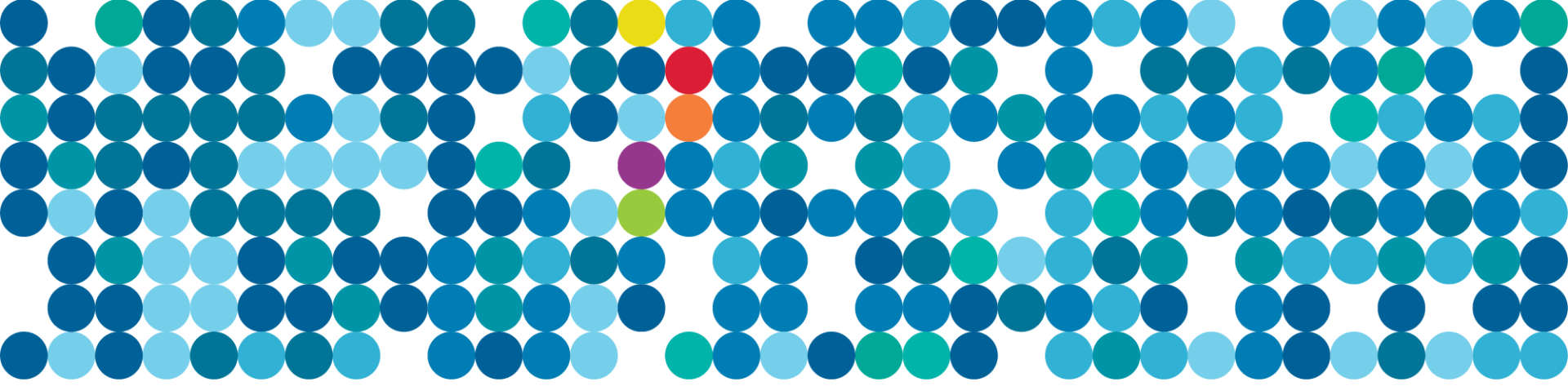
14. Date, Time, and Place of Next Meetings

The next Executive Committee meeting will be held on Tuesday, 8 August 2023 via Teleconference.

The next Great Eastern Country Zone meeting will be held on Monday, 21 August 2023 commencing at 9.30am. This meeting will be hosted by the Shire of Merredin.

15. Closure

There being no further business the Chair declared the meeting closed at 11.13am.



GECZ Great Eastern Country Zone

Meeting : 19 June 2023

Bec Bowler- 0409 293 618

Manager- Customer & Stakeholder – Goldfields and Agricultural Region

Think climate change.
Be waterwise.



Update : wastewater re-use



Shire of Bruce Rock : New wastewater treatment plant built with large evaporation ponds. No reuse intended to be constructed here.

Shire of Cunderdin : Wastewater disposal via constructed wetlands. No reuse.

Shire of Kellerberrin : New chlorinator and pump station built at outlet of Shire Town Dam (awaiting Western Power connection). **To be commissioned in Sep/Oct 2023.**

Shire of Merredin : Plan to build a new Electro – Chlorinator at outlet of Shire dam (working on funding to be included in 5 year plan).

Shire of Narembeen : New chlorinator commissioned (operating for the past two summers).

Shire of Wyalkatchem : New chlorinator and pump station built at outlet of Shire Town Dam (awaiting Western Power connection). **To be commissioned in Sep/Oct 2023.**

Farmlands Project



Stage 9 : 4 packages of work (2023/'25)

- Kellerberrin/Trayning : 3,440m (in construction)
- Wyalkatchem : 180m (in construction) - also repairing some leaking joints whilst in the area
- Koorda : 70m (out to tender)
- York : 63m (out to tender) – work will be completed by an Indigenous company

Stage 10 : in Design Phase (up to) 6 packages of work In Design

- Merredin : 1,700m
- Bencubbin / Barbalin : 6,713m
- Cunderdin : 2,627m
- Hines Hill / Korbel : 3,400m
- Wongan Hills : 215m
- Cadoux : 20m



ROCK SAW

Think climate change.
Be waterwise.



Enquiries : Christine Lowther M : 0477 324 779

Ghooli Pump Station



Removal of contaminated soil at the Ghooli Pump Station will be undertaken later this year. This will address any health risks and will enable ongoing use of the historical pump station for tourist purposes.



The Ghooli Pumping Station in 1902, shortly before it began operating. (Supplied: State Library of Western Australia)

Marvel Loch Elevated Tank



- Marvel Loch 200 kilolitre elevated tank is the sole storage supply to the town of Marvel Loch providing supply to around 107 connections, including the gold mine and processing facilities on the outskirts of the town.
- Design work is currently underway for a temporary ground tank and booster pump station for use during the tank's replacement works to maintain continuity of supply to the town.
- The existing 200kL tank on the elevated tank stand will be replaced with a steel tank with a liner.
- **Timeline:** work is expected to take place between August 2025 - June 2026.

Things on the radar...



- Implementation of the Aboriginal Heritage Cultural Act 2021
- Esperance- Kalgoorlie desalination and conveyance investigations
- Working with Main Roads on Main Conduit asset protection matter for GEH upgrades. (Ghooli to Southern X)



WEROC Inc. Board Meeting MINUTES

Wednesday 28 June 2023

Donnan Park Pavilion

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

A PO Box 5, MECKERING WA 6405

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

Minutes of the Board Meeting held in Tammin on Wednesday 28 June 2023.

AGENDA

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.38am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan

Ms. Glenice Batchelor

Ms. Lisa Clack

Mr. Mark Crees

Mr. Tony Crooks

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Mr. Mark McKenzie (Deputy Chair)

Mr. Darren Mollenoyux

Mr. Bill Price

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Bryan Close

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Bryan Close

Mr. Simon Napier, Senior Advisor Contaminated Sites & Environment, Water Corporation

2.3 Guests

Mr. Gavin Treasure, Chief Executive Officer, Shire of Dumbleyung (joined the meeting via videoconference at 9.49am)

Mr. Daniel Stevens, Senior Planner Property Portfolio, Water Corporation (joined the meeting at 10.30am)

Ms. Rebecca Bowler, Manager Customer & Stakeholder, Water Corporation (joined the meeting at 10.30am)

3. DECLARATIONS OF INTEREST

As per Clause 42 of the Associations Incorporation Act 2015, "a member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management

committee meeting must, as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the management committee”.

Name	Agenda Item / Initiative	Disclosure
Ms. Glenice Batchelor	Items relating to tourism/ marketing initiatives.	Ms. Batchelor has previously declared a possible conflict of interest in relation to tourism discussions given that she operates a tourism business in the Shire of Tammin.

4. PRESENTATIONS

4.1 Mr. Gavin Treasure, Chief Executive Officer, Shire of Dumbleyung 9.45am

Attachment 1. 4WDL Worker Housing Analysis Scope of Works

At the WEROC Inc. Board meeting held on 26 April 2023, in response to the presentation by Acting Chief Executive Officer of the Wheatbelt Development Commission (WDC), Ms. Susan Hall, it was requested that the Executive Officer contact WDC and ask for a more detailed report on their housing analysis project and to request assistance in undertaking a housing analysis similar to the one being completed in the southern Wheatbelt.

Emails were sent to Ms. Hall on 1 May and 18 May with the above request and no response was received. The Executive Officer subsequently contacted Mr. Gavin Treasure, Chief Executive Officer at the Shire of Dumbleyung, who is leading the 4WDL worker housing analysis project, to ask for more information on this project. Mr. Treasure offered to provide a verbal briefing on the work undertaken by 4WDL.

Attached for Board Members reference is the scope of works for the 4WDL project.

Comments from the meeting:

- Mr. Treasure provided the following overview of the 4WDL worker housing analysis:
 - The 4WDL group of councils (Williams, Wagin, West Arthur, Woodanilling, Dumbleyung and Lake Grace) identified that housing availability (short-stay, worker, family, aged) was an issue and approached the Wheatbelt Development Commission (WDC) with a request for assistance in undertaking a housing needs assessment.
 - Each of the six Councils contributed \$3,000 toward the consultant costs and the WDC contributed \$20,000.
 - Two consultants were engaged, one focused on the planning component of the work and the other the economic analysis.
 - The project was conducted in five phases:
 - i. The first/inception phase involved scoping the work, a comprehensive literature review and development of a stakeholder engagement strategy.
 - ii. The second phase involved data collection, reviewing future development plans for each Shire and a business and service provider (e.g., WACHS, GROH) survey to get forward estimates for worker housing demand.
 - iii. Phase three involved a housing market assessment, trend analysis and gap analysis.
 - iv. Phase four involved a benchmarking exercise to look at what other Local Governments were doing in Australia and identifying housing lease and purchase models that would be suitable to the 4WDL group of Shires.

- v. The final phase involved demand modelling for each Shire (with low, medium, and high scenarios considered), an assessment of land availability compared to housing demand and identifying potential funding models.
 - As a result of this work, it was concluded that there is a shortfall of between 158 (low demand modelling) and 254 (high demand modelling) houses across the six Shires.
 - The 4WDL group are meeting again in mid-July and will discuss next steps. It is being recommended that each Shire contribute a further \$6,500 to enable development proposals and a business case to be developed.
 - Mr. Treasure suggested that if WEROC want to get some traction on housing it is advisable to establish a strong evidence base and be argument ready.

Mr. Treasure left the meeting at 10.10am and did not return.

4.2 Water Corporation, Golden Pipeline Renewal Project Team, 10.30am

At the WEROC Inc. Board meeting held on 22 February 2023, the Executive Officer provided information on the Water Corporation's Golden Pipeline Renewal Project. In response to this information, it was requested that the Executive Officer query with the Water Corporation if remediation of pumping stations was included within this scope of works.

In response to the question over the remediation of pumping stations, Ms. Felicity Wood, Lead Community Engagement Officer, advised as follows:

The Water Corporation has worked, and is currently working, to remediate areas of several pump stations (for example, at Dedari), to manage the public health risks associated with the contamination present at the sites.

This is separate to our planning for pipeline renewal, and the associated Interpretation Strategy which is focussed on the pipeline.

Ms. Wood offered for the project team to attend a WEROC meeting and brief the Board on future plans to manage the heritage of the pipeline.

Comments from the meeting:

- Ms. Rebecca Bowler and Mr. Daniel Stevens attended the meeting and provided the following update:
 - The Goldfields Water Supply Heritage Project will involve progressively replacing the 5-10km sections of the old pipeline each year with new underground pipe.
 - The project is expected to take 70 years from its commencement in December 2022.
 - Mining activity in the east is driving the schedule to some extent, with the Water Corporation being asked to update their electric pumping stations in the near term due to insufficient water supply in these areas.
 - Stephen Carrick Architects in partnership with Howard and Heaver Architects have been appointed to complete an interpretation strategy for the pipeline. The intention is to preserve sections of the pipeline for heritage and tourism purposes and to help tell the important stories of the pipeline.
 - An integral part of developing the interpretation strategy will be a public research history project to understand the local stories of the pipeline. This project is expected to commence in August 2023.
 - Pump station remediation works are ongoing. The major concern is contamination of the soil around the pump stations resulting from boiler ash bonding with asbestos containing material (ACM).

- Boiler ash has been mapped and fenced and excavation is being undertaken. Other visible ACM around the pump stations is being picked by hand. The materials are being moved to asbestos contamination cells.
- Mr. Wayne Della Bosca questioned if the pump stations will eventually be opened to the public. Mr. Stevens advised that the National Trust have responsibility for the buildings and the Water Corporation are in discussions with them about how to make the areas safe for visitors, but their immediate concern is remediating contamination at the sites because there is no work able to be conducted on the buildings until the soil contamination is dealt with. Mr. Stevens also noted that a barrier to opening the pump stations to visitors is, that due to many years of disuse, there is a lot of work to do to make them safe again and the cost to do so is significant.
- Ms. Glenice Batchelor queried where the contaminated material is going and if Local Governments were made aware if a contamination cell is located within their Shire. Mr. Stevens advised that the contamination cells are located on Crown land vested in the Water Corporation. The sites are very thoroughly documented, and the information is available publicly.
- Mr. Mark Crees questioned if the houses around the pump stations would be remediated as well. Ms. Bowler advised that they would take this question on notice to ensure an accurate response is given.

Ms. Bowler and Mr. Stevens left the meeting at 11.15am and did not return.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Wednesday 26 April 2023

Minutes of the WEROC Inc. Board Meeting held in Southern Cross on Wednesday 26 April 2023 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Southern Cross on Wednesday 26 April 2023 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Mr. Darren Mollenoyux

That the Minutes of the WEROC Inc. Meeting held in Southern Cross on Wednesday 26 April 2023 be confirmed as a true and correct record.

CARRIED

5.2 Business Arising – Status Report as of 12 June 2023

Attachment 2. WEROC Corella Management Letter

Attachment 3. Corella Stakeholder Engagement Plan

Attachment 4. Town Teams FRRR application

Actions Arising from the WEROC Inc. Board Meeting held on 26 April 2023.

Agenda Item	Action(s)	Status
7.1 Corella Management Coordinator	Advise Wheatbelt NRM that: 1) WEROC will commit \$25,000 per annum toward the Corella Coordinator position for a three-year period,	As per the correspondence from Wheatbelt NRM, provided as Attachments 1 and 2, it is intended that a Corella Project Coordinator be appointed by 1 July 2023 and that a regional management plan be completed by the end of this year. A stakeholder engagement plan has

	<p>2) Individual Shire contributions will be in-kind pest control activities,</p> <p>3) Any additional cash contributions are to be negotiated directly between Wheatbelt NRM and the individual Shire.</p>	<p>been developed and aims to ensure regular communication and collaboration with all stakeholders. It is suggested that a first meeting of all stakeholders be held face to face in a central location to provide an opportunity for partners to share their experiences and outline their expectations for the role.</p>
<p>7.2 Town Team Movement Partnership</p>	<p>1) Advise Town Teams that that WEROC will enter into a one-year partnership at a cost of \$15,000 via a sub-contracting arrangement. Contract to commence on 1 July 2023.</p> <p>2) Query the status of the Mental Health Commission partnership that was identified as an opportunity for WEROC in the initial approach.</p>	<p>The Executive Officer met with Ms. Alyce Ventris and Mr. Jimmy Murphy from Town Teams on 10 May 2023. Regarding the Mental Health Commission partnership, it was advised that they ended up going with a slightly reduced submission focussing on a different part of the Wheatbelt for this pilot, there is however a possibility that this opportunity could come back around in which case WEROC would be asked to provide support. Town Teams did submit a project proposal under the Foundation for Rural and Regional Renewal community impact program that if successful will involve delivery of programs in the WEROC area.</p>
<p>7.3 Central Wheatbelt Visitor Centre Proposal</p>	<p>Executive Officer to email Mr. Lindon Mellor with the queries arising from the discussion and report back to the Board once a response is received.</p>	<p>The Executive Officer emailed Mr. Mellor on 27 April providing an overview of the discussion held at the meeting and querying certain elements of the proposal. Ms. Lisa Clack responded on 12 June advising that the project would now be looked at by their new Executive Manager Strategy and Community. Additional detail is provided under Agenda item 7.1.</p>
<p>7.6 Discussion and decisions arising from presentation by Ms. Susan Hall</p>	<p>Request assistance from the Wheatbelt Development Commission in undertaking a housing analysis.</p>	<p>The Executive Officer met with Mr. Alex McKenzie and Ms. Renee Manning on 31 May 2023 to discuss the Wheatbelt Development Commission's housing projects and to enquire about a possible partnership. Further information is provided under Agenda item 7.2.</p>
<p>7.6 Discussion and decisions arising from</p>	<p>1. Contact Wheatbelt NRM to question what their proposal for a</p>	<p>The Executive Officer wrote to Mr. Michael Hayden on 1 May 2023 with a request that he contact each Shire</p>

Note 1	Annual Financial contributions paid by Member Local Governments.
Note 2	GST received
Note 3	GST refunds for Q4 BAS 2021-22, Q2 and Q3 BAS 2022-23
Note 4	Executive Officer services for the months of June 2022 to April 2023
Note 5	Executive Officer travel to Board and other meetings
Note 6	Monthly subscription fee for Xero accounting software
Note 7	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2021-22 financial year
Note 8	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan, the Customer Service Institute of Australia for the customer service excellence workshops, the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service and Australia's Golden Outback for cooperative marketing initiatives and the Perth Caravan and Camping show.
Note 9	Payment to PWD for .au domain name registration, 12-month hosting fee and compulsory safety upgrade
Note 10	Payments to Local Community Insurance Services for insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	GST paid
Note 12	Payment to the Australian Tax Office for Q1 BAS 2022-23

WEROC Inc.
ABN 28 416 957 824
1 July 2022 to 30 June 2023

		Budget 2022/2023	Actual to 31/05/2023	Notes
INCOME				
0501	General Subscriptions	\$72,000.00	\$72,000.00	1
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$0.00	\$0.00	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$7,200.00	\$7,200.00	2
	GST Refunds	\$7,927.78	\$5713.00	3
	Total Receipts	\$87,127.78	\$84,913.00	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,501.50	\$29,575.89	4
1661.02	Executive Officer Travel and Accommodation	\$1,560.00	\$1,006.99	5
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$749.98	6

1687.03	WEROC Financial Services Audit	\$1,000.00	\$931.00	7
1585	WEROC Consultant Expenses	\$60,000.00	\$16,056.10	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$680.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,000.00	\$5,938.52	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$10,722.15	\$5,152.10	11
	ATO Payments	\$3,668.70	\$5,399.00	12
Total Payments		\$121,612.35	\$65,489.58	
Net Position		-\$34,484.57	\$19,423.42	
OPENING CASH 1 July		\$168,194.70	\$164,322.88	
CASH BALANCE		\$133,710.13	\$183,746.30	

Recommendation:

That the WEROC Inc. financial report for the period 1 April 2023 to 31 May 2023, be received.

RESOLUTION:

Moved: Mr. Mark McKenzie

Seconded: Ms. Glenice Batchelor

That the WEROC Inc. financial report for the period 1 April 2023 to 31 May 2023, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 June 2023

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 April 2023 to 31 May 2023 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		190,273.80		
05 Apr 2023	Payment: 150 Square Pty Ltd	0.00	4,180.50	186,093.30
06 Apr 2023	ATO	1,277.00	0.00	187,370.30
04 May 2023	Payment: 150 Square Pty Ltd	0.00	3,624.00	183,746.30
TOTAL		1,277.00	7,804.50	183,746.30
Closing Balance		183,746.30		

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 April 2023 to 31 May 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 April 2023 to 31 May 2023 totalling \$7,804.50 be approved.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Ms. Glenice Batchelor

That the WEROC Inc. summary of income and expenditure for the period 1 April 2023 to 31 May 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 April 2023 to 31 May 2023 totalling \$7,804.50 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 Shire of Merredin Tourism Proposal

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: As noted in Agenda item 3.

Date: 1 June 2023

Attachments: *Attachment 5: Eyes on Eyre Camping Project Presentation*
Attachment 6: Eyes on Eyre Campground Concept Design Report
Attachment 7: Eyes on Eyre Tourism Signage Strategy
Attachment 8. Eyre Peninsula Trails Strategy
Attachment 9. Final Report Eyes on Eyre

Consultation: Nil

Financial Implications: Unknown

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held on 22 February 2023 the Shire of Merredin presented the WEROC Tourism Proposal. The matter was briefly discussed but decisions were deferred to allow more time for the Shire's to consider the recommendations. It was requested that prior to the next meeting the Executive Officer conduct further investigation to aid the discussions including making an approach to Australia's Golden Outback to see what a destination development officer position would entail and cost and having an initial discussion with the NEW Travel Executive Officer about the possibility of WEROC joining the Wheatbelt Way.

As a reminder, the proposal presented five options for consideration.

- Option 1 was for WEROC to employ a full-time Tourism Projects Coordinator, based at the Central Wheatbelt Visitors Centre to develop tourism materials for the region. The deliverables would include creating itineraries for one to two events per Shire to attract tourism, CWVC website refresh, itinerary development, and some small-scale business engagement work.
- Option 2 was for WEROC to employ a full-time Tourism Projects Coordinator for a period of three years to establish a brand for the WEROC region and develop/implement a plan of actions, including a new destination website and possible signage.
- Option 3 was to investigate the feasibility of WEROC joining the Wheatbelt Way brand.

- Option 4 was to contract a consultant for approximately three hours a week to develop marketing collateral for the WEROC region and Shires.
- Option 5 was to invest in destination and product development through a partnership with Australia's Golden Outback (AGO).

The recommendation was as follows:

- WEROC Executive Officer to undertake the investigations of WEROC joining Wheatbelt Way and negotiation with NEWROC.
 - Updates to be brought back to the WEROC board with options and costs of the possible transition; and
 - CWVC to identify impacts and propose changes to the MoU.
- Approve Option 4 for a period of 12 months at the cost of \$15,000.
 - Split either \$2,500 per local government if supervised by WEROC OR \$3,000 per local government if supervised by the CWVC.
- If joining Wheatbelt Way is not viable, the Shire of Merredin is to update this paper with an updated recommendation.

At the following meeting, held on 26 April 2023, the Executive Officer advised that discussions had been held with Australia's Golden Outback and NEW Travel to determine the feasibility of options three and five. AGO advised that they were no longer in a position to support WEROC with a destination development officer because their resources had been allocated elsewhere, which eliminates option five at this point in time. NEW Travel advised that whilst they were committed to exploring a potential partnership with WEROC and other stakeholders to develop Wheatbelt tourism, there is a low appetite to open the existing Wheatbelt Way brand to additional towns/Shires and before they considered this as an option, they would need a detailed proposal outlining the benefits of this approach. Based on this response it is unlikely that option three will be progressed.

The Executive Officer also advised that the marketing side of things is being done really well by Australia's Golden Outback and WEROC already invests \$6,000 - \$7,000 per annum on these elements. Progressing with Option 4 does therefore not appear to represent good value for money.

Given that the Shire of Merredin CEO, Ms. Lisa Clack was not present to respond to the queries and her Proxy for the meeting, Mr. Lindon Mellor, was not familiar with the content, the item was deferred for discussion at the next meeting.

Executive Officer Comment:

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. The Executive Officer therefore recommends that one of the following two options be considered:

Option 1: Request that the Shire of Merredin revisit the proposal with an additional option that involves employing a tourism development officer based out of the CWVC with the following deliverables:

- a. Implementation of the priorities identified in the WEROC Tourism Audit.
- b. Actively seek out funding opportunities to support implementation of the recommendations in the audit. This includes applying for and acquitting grants as required.
- c. Participation in the Wheatbelt Tourism Working Group to support progression of collaborative tourism initiatives.
- d. Work with the National Trust and Water Corporation on the rejuvenation of the Golden Pipeline Heritage Trail.

- e. Facilitate experience development opportunities to enhance visitor experiences in the WEROC area.

Option 2: WEROC adopt a tourism action plan and progress with a staged series of tourism projects aligned to the priority recommendations of the WEROC Tourism audit. External expertise could be bought in as required.

The Executive Officer has discussed a recommended tourism focus for WEROC with Australia’s Golden Outback CEO Mr. Marcus Falconer. Mr. Falconer provided information on a successful tourism project led by RDA Eyre Peninsula in collaboration with Eyre Peninsula Local Governments, that closely aligns to some of the priority recommendations of the WEROC Tourism Audit and suggested that this could be a focus for WEROC. The project included the following elements:

- 1) Camping project aimed at developing and maintaining consistent and high-quality infrastructure and facilities at camping sites, reducing crowding at camp grounds, improving visitor experiences and behaviour at camp grounds, and enabling better management of campground visitation and impacts (see Attachments 5 and 6).
- 2) Signage and wayfinding strategy aimed at developing a consistent product to direct and attract people to key sites (see Attachment 7).
- 3) Regional trails strategy aimed at developing a series of connected trails to enhance the visitor experience (see Attachment 8).
- 4) Telecommunications and Wi-Fi (Starlink) nodes to improve emergency communications and interpretation.

Based on this advice a potential tourism action plan for WEROC could be as follows:

Recommendation	Actions	Lead Organisation	Support Organisation(s)	Timeframe	KPI’s
Marketing & Visitor Servicing					
Cooperative marketing campaigns	Continue to work with the Wheatbelt Tourism Co-Op on marketing campaigns	Australia’s Golden Outback	WEROC CWVC NEW Travel Roe ROC	Annually	WEROC supports co-op marketing campaign.
Support CWVC as the accredited visitor center for the central and eastern wheatbelt	<ul style="list-style-type: none"> • Renew Memorandum of Understanding • Annual membership fee paid by Local Governments • Request proposal for upgrade of CWVC website 	Shire of Merredin	WEROC WEROC Local Governments	New MoU before end of 2023	MoU for Visitor Servicing.
Caravan & Camping					
Caravan and Camping Project based on the Eyes on Eyre example	<ul style="list-style-type: none"> • Develop concept plans for high visitation sites (e.g., Karalee, 	WEROC	WEROC Local Governments National Trust WA	2023-2024	Concept plans developed.

	<p>Elachbutting and Kwolyin).</p> <ul style="list-style-type: none"> • Investigate online booking platform options and costs. • Signage audit/strategy. • Investigate Wi-Fi solutions for high visitation sites. • Identify funding opportunities and apply for grants. 		<p>Department of Biodiversity, Conservation and Attractions</p> <p>Australia's Golden Outback</p> <p>Caravanning & Camping WA</p> <p>RDA Wheatbelt</p>		<p>Online booking platform established.</p> <p>Signage audit complete.</p> <p>Grant applications submitted to support implementation.</p>
Trails					
Register all walk, cycle, and drive trail on Trails WA	<ul style="list-style-type: none"> • Register WEROC as a trails manager and EO to work with Shires to ensure all walk and drive trails are uploaded 	WEROC	<p>CWVC</p> <p>WEROC Local Governments</p>	All trails to be entered by end of 2023	Trails uploaded to Trails WA.
WEROC drive trail	<ul style="list-style-type: none"> • In-house identify a loop trail that incorporates a "best of" WEROC sites. • Engage a graphic designer to develop map. • Promote through Trails WA, CWVC, Shire and WEROC websites. • Investigate cost of WEROC entry signage 	WEROC	<p>CWVC</p> <p>WEROC Local Governments</p>	2023-2024	WEROC drive trail established.
Support Golden Pipeline Renewal Project	Work with the Water Corporation and National Trust WA on the interpretation	Water Corporation	<p>WEROC</p> <p>National Trust WA</p>	As per timeline for this project	Golden Pipeline Interpretation Plan.

Disclosure of Interest:	No interest to disclose.
Date:	1 June 2023
Attachments:	<i>Attachment 10. Wheatbelt Development Commission Housing Presentation to AROC</i>
Consultation:	Nil
Financial Implications:	Unknown
Voting Requirement:	Simple Majority

Background:

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.

Executive Officer Comment:

On 31 May 2023 the Executive Officer met with Mr. Alex McKenzie and Ms. Renee Manning (Principal Regional Development Officer for the Central East) to discuss the Wheatbelt Development Commission’s housing projects and to enquire about a possible partnership.

Mr. Alex MacKenzie provided a copy of a presentation delivered to AROC, outlining their suggested approach to addressing housing needs (refer to Attachment 10). Mr. MacKenzie also outlined some preliminary points to assist in guiding WEROC’s approach in looking at how to progress housing and workforce accommodation solutions. In order to capture where WEROC as a collective, and local governments individually, are at from a housing perspective, Mr. MacKenzie suggested it will be useful to:

- Quantify demand for housing (by sector and housing type)
- Look at what housing is in your respective towns (whether listed online or unlisted)
- What residential land is available for development in your town (and are these lots serviced/unserviced?)
- What are the bigger, strategic, servicing constraints facing your town (s).
- What are the main economic drivers (that will be driving demand over the next 3-5yrs)
- Looking at what LG land assets/housing assets are available (and how easily these might be utilised)
- What is the existing stock of GROH assets and is there unmet demand currently? (or projected)
- Adequacy of existing planning frameworks. i.e., what is permitted and what is the development capacity under the scheme, does this need to be revisited?
- Further to the above – opportunities to leverage your local planning framework as an instrument for economic development and investment attraction.

Mr. MacKenzie advised that the State-wide housing analysis project being led by WDC has been put on hold. He also advised that the Commission are not in a position to co-fund a housing analysis project with WEROC but are able to provide advice and a base level of data. They are also able to assist in preparing a scope of works if WEROC wish to engage a consultant to undertake this work.

Recommendation:

That WEROC progress with a housing needs analysis. The initial steps in undertaking this work could include:

The proposal was supported via email and the decision to proceed with the partnership on the above terms was ratified at the WEROC Inc. Board Meeting held on 26 April 2023.

Executive Officer Comment:

The Executive Officer met with Mr. Murphy and Ms. Ventris via videoconference on 10 May to discuss the steps required in order that the partnership could commence as planned on 1 July 2023. At this meeting Mr. Murphy advised that they would be looking to employ an additional resource to assist Ms. Ventris in managing both the NEWROC and WEROC partnerships.

On 6 June the Executive Officer emailed Mr. Murphy to enquire as to how their search for an additional resource was progressing and to see if this person would be available to attend the WEROC meeting on 28 June to introduce them to the Board and discuss the initial steps and expectations for the role. In a videoconference with Mr. Murphy and Ms. Ventris on 9 June, it was advised that they have identified an ideal candidate for the role - Ms. Vanessa King. Ms. King is a founding member of the Narembeen Town Team and has worked with the Narembeen CRC. The only consideration is that Ms. King is about to go on maternity leave and will not be able to start in the role until January 2024.

Given that their preferred candidate is not available to commence in the role for another six-months, Mr. Murphy has suggested that WEROC postpone the commencement of our partnership with Town Teams until 1 January 2024. In the interim, Ms. Ventris will work closely with the established Town Team in Kellerberrin to help them progress some projects. WEROC Members will also be invited to attend the Wyalkatchem “Do-Over” which is planned for late 2023, and Ms. Ventris will continue to send Town Team updates to the WEROC Executive Officer.

Recommendation:

That WEROC postpone the commencement of the Town Team Partnership until 1 January 2024.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Glenice Batchelor

That WEROC postpone the commencement of the Town Team Partnership until 1 January 2024.

CARRIED

7.4 Discussion and Decisions Arising from the Presentation by Mr. Gavin Treasure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 June 2023

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Gavin Treasure it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. Gavin Treasure be considered, and the matter discussed.

RESOLUTION:

Moved: Ms. Glenice Batchelor

Seconded: Mr. Wayne Della Bosca

That the information be noted.

CARRIED

7.5 Discussion and Decisions Arising from the Presentation by the Water Corporation

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 June 2023

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from the Water Corporation it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by the Water Corporation be considered, and the matter discussed.

Comments from the meeting:

- Ms. Lisa Clack requested that a copy of the presentation be circulated.

RESOLUTION: **Moved:** Mr. Tony Crooks **Seconded:** Ms. Glenice Batchelor

That the information be noted.

CARRIED

8. EMERGING ISSUES

8.1 Aboriginal Cultural Heritage Act 2021

Attachment 12. Aboriginal Cultural Heritage Act Education Session

On 1 July 2023 Western Australia will be moving to new legislation for the protection of Aboriginal cultural heritage. The new Aboriginal Cultural Heritage Act was the culmination of four years of engagement that included three phases of formal consultation between 2018 – 2020 and was passed by Parliament in December 2021.

Some of the key elements of the Act include:

- Requirement to undertake due diligence prior to undertaking activities.
- Approvals process requiring engagement with Aboriginal people.
- Aboriginal organizations to be appointed as Local Aboriginal Cultural Heritage Service (LACHS).
- Substantially increased penalties for breaches of the Act (maximum penalty of \$1 million for individuals and \$10 million for organizations) and statute of limitations period increased to 6 years.
- ACH Directory to replace Register of Aboriginal Sites.
- New suite of protection mechanisms such as Stop Activity and Prohibition Orders.

9. OTHER MATTERS (FOR NOTING)

9.1 Wheatbelt Tourism Destination Development Working Group

Attachment 13. Wheatbelt AGO Tourism Destination Development Concept

The Wheatbelt Tourism Destination Development Working Group met on 7 June 2023 to discuss next steps as a collective. Ms. Linda Vernon, Executive Office of NEW Travel, shared a presentation (provided as Attachment

11) which details the suggested focus areas, delivery model and possible projects for the group. The potential projects included:

- WBN Business Start Up Support Program with a tourism focus.
- Events support officer.
- Wheatbelt Recreational Trails Development Plan.
- Industry led annual strategic Wheatbelt marketing plans.
- Local ambassador and mentoring programs.
- Wheatbelt Visitor Servicing Toolkit for CRC's or Visitor Information Centres).

It was agreed that the best approach was to focus on one project initially to demonstrate how the group will work together on destination development. The selected project is a Wheatbelt Visitor Servicing Toolkit. NEW Travel and Australia's Golden Outback will scope the project and report back at the next meeting scheduled for 26 July.

10. FUTURE MEETINGS

The approved schedule of meetings for 2023 is as follows:

Date	Time	Host Council
Wednesday 22 February 2023	9.30am	Kellerberrin
Wednesday 26 April 2023	9.30am	Yilgarn
Wednesday 28 June 2023	9.30am	Tammin
Wednesday 30 August 2023	9.30am	Merredin
Wednesday 29 November 2023	9.30am	Westonia

It was noted that the next scheduled meeting date conflicts with the Dowerin Field Days. It was requested that contact be made with the CEACA Executive Officer to enquire as to when their August meeting date is, to see if the two meetings can be aligned.

The Executive Officer will advise the new date via email.

11. CLOSURE

There being no further business the Chair closed the meeting at 12.06pm.

CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC

CONSTITUTION



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Ref: 201728: CEACA Constitution (as amended December 2020): 3334152_1

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1. PRELIMINARY

1.1 Name of Association

The name of the Association shall be "Central East Accommodation & Care Alliance Inc".

1.2 Vision of the Association

The Association and its constituent members recognise the need for affordable, suitable and sustainable housing that meets the needs of ~~the current and future an ageing~~ population in the Region. The Association will implement agreed strategies and secure funding from sources including State and Commonwealth governments, the private sector and not for profit organisations to facilitate the achievement of the Associations objects and purposes including providing for construction, management and maintenance of housing in the Region.

1.3 Objects and Purposes of Association

The objects and purposes of the Association are:

- (a) advancing the social or public welfare of people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (b) relieving the poverty, distress or disadvantage of people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (c) caring for and supporting people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (d) providing and managing affordable housing, accommodation and services for people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (e) seeking funds and assistance from various sources to achieve the provision and management of affordable housing, accommodation and services for people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (f) developing new and innovative ways of delivering affordable housing, accommodation and services for people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (g) raising and promoting government and community awareness of the needs of people in need including disadvantaged, the aged and or individuals with disabilities in the Region for affordable housing, accommodation and services;
- (h) working with government and the community to develop policies and programmes to increase the availability of affordable housing, accommodation and services for people in need including disadvantaged, the aged and or individuals with disabilities in the Region;
- (i) acting in a manner consistent with that of a Registered Charity; and
- (j) purposes that are incidental or ancillary to, and in furtherance or in aid of, the foregoing objects and purposes.

1.4 **Quorum for Management Committee Meeting**

Fifty (50%) percent of the Management Committee Members plus one constitute a quorum for the conduct of the business at a Management Committee Meeting.

1.5 **Quorum for General Meetings**

Fifty (50%) percent of the total number of Members plus one (being a natural person or a person appointed under Rule 6.3(a)) present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote under these Rules at a General Meeting will constitute a quorum for the conduct of business at a General Meeting.

2. **INTERPRETATION**

2.1 **Definitions**

In these Rules, unless the contrary intention appears:

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*;

ACNC Commissioner means the Commissioner of the Australian Charities and Not-for-profits Commission for the purposes of the ACNC Act;

Act means the Associations Incorporation Act 2015 (WA);

Annual General Meeting means the annual general meeting convened under Rule 23.1;

Associate Member means a person, local government, body corporate, or incorporated association that:

- (a) satisfies the requirements of Rule 5.3(a); and
- (b) whose application for membership is accepted by the Management Committee under Rule 5.5; and
- (c) have complied with Rule 5.6;

Association means Central East Aged Care Alliance Inc;

Books of the Association has the meaning given to it in section 3 of the Act, and includes the following —

- (a) a Register;
- (b) Financial Records, Financial Statements and Financial Reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

By-laws means by-laws made by the Association under Rule 25;

Code of Conduct means the Code of Conduct of the Association (if any) which may be amended or added to from time to time by the Management Committee as it deems appropriate;

Commissioner means the person designated as the Commissioner from time to time under the Act;

Commissioner of Taxation means the Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the ITAA97;

Contribution means:

- (a) a contribution of money or property as described in item 7 of the table contained in section 30-15 of the ITAA97 in relation to a fundraising event; or
- (b) a contribution of money as described in item 8 of the table contained in section 30-15 of the ITAA97 in relation to a successful bidder at an auction that was a fundraising event.

held for the Objects;

Deductible Gift Recipient means an institution, fund, authority or any other entity that is endorsed as a deductible gift recipient by the Commissioner of Taxation under Division 30 of the ITAA97 or is a specific listed deductible gift recipient under Division 30 of the ITAA97;

Financial Records has the meaning given to it in section 62 of the Act and includes:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

Financial Report has the meaning given to it in sections 62 and 63 of the Act;

Financial Statements has the meaning given to it in section 62 of the Act;

Financial Year has the meaning given to it in Rule 22;

Foundation General Members of the Association are the Members listed in Rule 5.2(a);

General Meeting means an Annual General Meeting or a Special General Meeting of the Association;

General Member means a person, local government, body corporate or incorporated association that:

- (a) satisfies the requirements of Rule 5.2(b); and
- (b) whose application for membership is accepted by the Management Committee under Rule 5.5; and
- (c) have complied with Rule 5.6;

ITAA97 means the *Income Tax Assessment Act 1997 (Cth)*;

Management Committee means the committee of management required by the Act which is the body responsible for the management of the affairs of the Association;

Management Committee Meeting means a meeting referred to in Rule 14.1;

Management Committee Member means a member of the Management Committee elected or appointed under Rule 12;

Member means a person, local government, body corporate or incorporated association that becomes a member of the Association under these Rules;

Objects means the objects referred to in Rule 1.3;

Office Holder has the meaning given to it at Rule 10.2(c);

Ordinary Resolution means a resolution to decide a question, matter or resolution at a General Meeting that is not a Special Resolution;

Poll means voting conducted in written form which may include, but is not limited to a secret ballot (as opposed to general agreement or a show of hands);

Region means the aggregate of the districts of the local governments that are General Members of the Association;

Register means the register of Members referred to in Rule 8.1(a);

Registered Charity means an entity registered by the ACNC Commissioner as a charity in accordance with the ACNC Act as defined in the Income Tax Assessment Act 1997 (Cth);

Rules means this constitution of the Association as amended from time to time under Rule 24.2;

Special General Meeting means the meeting convened under Rule 18;

Special Resolution is a resolution of the Association passed in accordance with Rule 19.1;

Surplus Property has the meaning given to it in the Act and means the property remaining when the Association is wound up or cancelled after satisfying:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up the Association,

but does not include the Books of the Association;

Tier 3 Association has the meaning given to it in section 62 of the Act;

2.2 Interpretation

In these Rules, unless the contrary intention appears:

- (a) **(headings)** underlining, numberings, typesetting styles and layouts are for convenience only and do not affect the interpretation of these Rules;
- (b) **(gender)** a reference to any gender includes every gender;
- (c) **(person)** the word person includes a firm, a partnership, a joint venture, an organisation or an authority;
- (d) **(may)** the word may is permissive and not mandatory;
- (e) **(singular includes plural)** the singular includes the plural and vice versa;

- (f) **(grammatical form)** where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;
- (g) **(including)** the word including and similar expressions are not words of limitation and a **general** description of any matter or thing whatever shall not be read down if followed by any specific examples of that matter or thing;
- (h) **(regulations)** a reference to a law includes regulations and instruments made under the law;
- (i) **(amendments to statutes)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision;
- (j) **(from time to time)** a power, an authority or a discretion reposed in the members', a member, the Management Committee or an Office Holder may be exercised at any time and from time to time;
- (k) **(function)** a reference to a function includes a reference to a power, authority and duty; and
- (l) **(exercise of a function)** a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.

2.3 Notices

- (a) A notice or other communication connected with these Rules has no legal effect unless it is in writing and given as follows:
 - (i) delivered by hand to the nominated address of the addressee;
 - (ii) sent by post to the nominated postal address of the addressee; or
 - (iii) sent by e-mail or any other method of electronic communication (including facsimile) to the nominated electronic address of the addressee.
- (b) Any notice given to a Member under these Rules, must be sent to Member's address as set out in the Register.
- (c) When a notice is:
 - (i) delivered by hand under Rule 2.3(a)(i) it is properly served when delivered to, and received by, the recipient;
 - (ii) sent by ordinary pre-paid post under Rule 2.3(a)(ii), it is taken to have been received five (5) working days after posting;
 - (iii) sent by email under Rule 2.3(a)(iii), it is taken to have been received at the time when the sender receives confirmation on its server that the message has been transmitted;
 - (iv) sent by facsimile under Rule 2.3(a)(iii), it is taken to have been received at the time shown on the transmission report as the time the whole facsimile was sent.

3. POWERS OF THE ASSOCIATION

3.1 Powers of the Association

The powers conferred on the Association are the same as those conferred by section 14 of the Act, so that subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes in a lawful manner, and in particular may:

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money:
 - (i) as trust funds may be invested under the *Trustees Act 1962* Part III; or
 - (ii) in any other manner authorised by the Rules;
- (d) borrow money upon such terms and conditions as the Association thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable;
- (h) employ such persons as the Association deems appropriate to pursue the objects of the Association or to administer the affairs of the Association; and
- (i) act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise, would contravene the Act or the Rules.

3.2 Paid Officers

- (a) The Management Committee may appoint from time to time an independent Chairperson and an Executive Officer for the Association and any other paid officers as may be required to conduct the affairs of the Association and may also terminate such appointments.
- (b) The term of appointment, remuneration and other employment terms and conditions of a Chairperson or Executive Officer or other paid officer shall be on terms agreed by the Management Committee.

3.3 Office of the Association

The office of the Association shall be at such place as the Management Committee may from time to time determine.

4. NOT FOR PROFIT

- (a) The property and income of the Association shall be applied solely towards promoting the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any Member, except in good faith in the promotion of those objects or purposes.

- (b) A payment may be made to a Member out of the funds of the Association only if it is authorised under Rule 4(c).
- (c) A payment to a Member out of the funds of the Association is authorised if it is:
 - (i) the payment in good faith to the Member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (ii) the payment of interest on money borrowed by the Association from the Member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (iii) the payment of reasonable rent to a Member for premises leased by the Member to the Association; or
 - (iv) the reimbursement of reasonable expenses properly incurred by the Member on behalf of the Association.

5. BECOMING A MEMBER

5.1 Minimum Number of Members

The Association must have at least six Members with full voting rights.

5.2 General Members

- (a) Foundation General Members are General Members of the Association.

The Foundation General Members of the Association are:

- (i) Shire of Bruce Rock;
 - (ii) Shire of Kellerberrin;
 - (iii) Shire of Koorda;
 - (iv) Shire of Merredin;
 - (v) Shire of Mt Marshall;
 - (vi) Shire of Mukinbudin;
 - (vii) Shire of Nungarin;
 - (viii) Shire of Trayning;
 - (ix) Shire of Westonia;
 - (x) Shire of Wyalkatchem; and
 - (xi) Shire of Yilgarn.
- (b) Any:
 - (i) local government; and
 - (ii) any person, body corporate or incorporated association with interests or objectives which include objectives consistent with the objects of the Association;

may apply to be a General Member of the Association.

- (c) A General Member has all the rights provided to Members under the Rules, including full voting rights, and is eligible for nomination, election and appointment to the Management Committee as an Office Holder or ordinary Management Committee Member.

5.3 Associate Members

- (a) Any person, local government, body corporate or incorporated association that is not eligible, or does not wish, to be a General Member of the Association may apply to be an Associate Member of the Association.
- (b) An Associate Member shall enjoy the same privileges and be subject to the same obligations as a General Member, except an Associate Member is not entitled or eligible to:
- (i) vote at any General Meeting;
 - (ii) propose a resolution at a General Meeting;
 - (iii) call a General Meeting;
 - (iv) be nominated, elected, or appointed as a Management Committee Member or Office Holder;
 - (v) nominate a Management Committee Member or Office Holder; or
 - (vi) nominate a person, local government, body corporate, or incorporated association to be a Member of the Association.

5.4 Applying for Membership

- (a) A person, local government, body corporate, or incorporated association who wish to become a Member must:
- (i) be nominated for membership by two General Members; ~~and~~
 - ~~(ii)~~ apply in writing to the Association, using the form prescribed by the Association (if any) together with any levy due under Rules 9.1 and 9.2; ~~and~~
 - ~~(ii)(iii)~~ consent to become a Member for a 3-year term.
- (b) A local government, body corporate, or incorporated association who wish to become a Member must comply with Rule 6.3 and appoint in writing a natural person to represent it at General Meetings and on the Management Committee.
- (c) All application forms must:
- (i) state the full name of the applicant;
 - ~~(ii)~~ state a contact postal, business or residential address, and an email address, for the applicant;
 - ~~(ii)(iii)~~ confirm the applicant's consent to become a Member for a 3-year term; and
 - ~~(iii)(iv)~~ if applicable, appoint in writing a natural person to represent it at General Meetings and on the Management Committee, and state

- (A) the name of the appointed person; and
 - (B) a contact postal, business or residential address, and an email address, for the appointed person.
- (d) All application forms must be signed by the applicant and the two nominating General Members (or persons appointed under Rule 6.3(a) with authority to represent the General Members).
 - (e) If the Association has more than one class of membership, the application form must specify the applicable class of membership.

5.5 Deciding Membership Applications

- (a) The Management Committee will consider and decide whether to approve or reject any membership application.
- (b) Subject to Rule 5.5(c) applications will be considered and decided in the order they are received by the Association.
- (c) When considering a membership application, the Management Committee may seek clarification of any matter or further information in support of the application, and may delay its decision to allow for that material to be provided and proceed to consider and decide other applications.
- (d) The Management Committee may approve a membership application if, in the view of the Committee, the applicant:
 - (i) meets the eligibility requirements for the relevant membership class under Rule 5.2(b) or 5.3(a); and
 - (ii) applies under Rule 5.4.
- (e) The Management Committee may refuse to accept a membership application even if the applicant has applied in writing and complies with all the eligibility requirements under Rule 5.2(b) or 5.3(a).
- (f) As soon as is practicable after the Management Committee has made a decision under Rule 5.5, the Management Committee must notify the applicant in writing of the outcome of their membership application but is not obliged to provide reasons for the decision, and the decision of the Management Committee shall be final.

5.6 Becoming a Member and Term of Membership

- (a) An applicant becomes a Member if:
 - (i) the applicant is eligible for membership under Rule 5.2(b) or 5.3(a);
 - (ii) the applicant applies in writing using the prescribed form (if any) to the Association under Rule 5.4;
 - (iii) the Management Committee approves the applicant's application for membership submitted under Rule 5.5; and
 - (iv) the applicant has paid the levy due under Rules 9.1 and 9.2 (if any).
- (b) The applicant immediately becomes a Member of the applicable class of membership, and is entitled to exercise all the rights and privileges of that class

of membership, and must comply with all of the obligations of membership under these Rules, when Rule 5.6(a) has been fulfilled.

(c) Subject to Rule 7:

(i) a Member holds membership with the Association for a term of 3 years commencing on the date their membership takes effect under this Rule 5.6; and

~~(ii)~~ all existing General Members as at 30 June 2023 consent and agree to remain a Member for a 3 year term on and from 1 July 2023.

5.7 Recording Membership in the Register

The Secretary must enter the name of a Member in the Register within 28 days after the Member becomes a Member under these Rules.

6. LIABILITY AND ENTITLEMENTS OF MEMBERS

6.1 Classes of Members

- (a) The membership of the Association consists of:
 - (i) General Members; and
 - (ii) Associate Members;
- (b) The Association may have any class of membership determined by resolution of Members at a General Meeting.
- (c) If the Association has two or more classes of members, no Member can belong to more than one class of membership.
- (d) Subject to any limitation specified in these Rules, each class of membership shall have rights and benefits as determined by the Management Committee or by resolution of Members at a General Meeting.
- (e) The maximum number of General Members is unlimited unless the Association in General Meeting decides otherwise.

6.2 Membership Voting Rights of Members

Each Member that is entitled to vote has one (1) vote at a General Meeting of the Association.

6.3 Voting by a local government, body corporate, or incorporated association

- (a) A Member which is a local government, body corporate, or incorporated association:
 - (i) by written notice to the Association must appoint a natural person to be the Member's representative at a particular General Meeting, or at all General Meetings and on the Management Committee; and
 - (ii) may at any time by written notice to the Association revoke an appointment of their representative provided that in the same notice a replacement representative is appointed.

- (b) A copy of a written notice pursuant to Rule 6.3(a) must be lodged with the Secretary.
- (c) A person appointed under Rule 6.3(a) has authority to represent the local government, body corporate, or incorporated association as a Member:
 - (i) in the case of an appointment in respect of a particular General Meeting, until the conclusion of that General Meeting; or
 - (ii) otherwise, until the appointment is revoked in writing by the local government, body corporate, or incorporated association, and notice of the revocation is given to the Secretary.
- (d) The selection of the person pursuant to Rule 6.3(a) shall be at the discretion of the applicant. Without limiting that discretion, it is the intention of the Association that persons appointed by local government Members should be a person who normally resides within the district of that local government.

6.4 Liability of Members

- (a) A Member is only liable for their outstanding levy payable under Rules 9.1 and 9.2, if any.
- (b) Subject to Rule 6.4(a), a Member is not liable, by reason of the person's membership, for the liabilities of the Association or the cost of winding up the Association.
- (c) Rule 6.4(b) does not apply to liabilities incurred by or on behalf of the Association by the Member before incorporation.

6.5 Payment to Members

- (a) Subject to Rule 6.5(b), no portion of the income or property of the Association may be paid directly or indirectly, by way of dividend, bonus or otherwise to the Members.
- (b) Rule 6.5(a) does not prevent payments authorised by Rule 4(c).

6.6 Membership Entitlements not Transferable

Subject to Rule 6.3(a), a right, privilege or obligation that a person, local government, body corporate or incorporated association has because it, he or she is a Member of the Association:

- (a) is not capable of being transferred to any other person, local government, body corporate, or incorporated association; and
- (b) ends when the membership ceases for that person, local government, body corporate, or incorporated association.

7. CEASING TO BE A MEMBER

7.1 Ending Membership

- (a) The membership of a Member ends, if the Member:
 - (i) dies;

- (ii) ceases to be a Member under Rule 9.1(d);
 - (iii) ceases to be a Member under Rule 9.2(d);
 - (iv) resigns as a Member under Rule 7.2; or
 - (v) is expelled from the Association under Rule 7.3.
- (b) For a period of one year after a Member's membership ends, the Secretary must keep a record of:
- (i) the date on which a person, local government, body corporate, or incorporated association ceases to be a Member under Rule 7.1(a); and
 - (ii) the reason why the person, local government, body corporate, or incorporated association ceases to be a Member.
- (c) If a local government, body corporate, or incorporated association ceases to be a Member, then any appointment to a natural person made by it under Rule 6.3 immediately ceases to have any effect.

7.2 Resigning as a Member

- (a) A Member who has paid all amounts payable by the Member to the Association in respect of their membership, may resign from membership by giving written notice of their resignation to the Secretary.
- (b) The Member resigns:
- (i) at the time the Secretary receives the notice; or
 - (ii) if a later time is stated in the notice, at that later time.
- (c) Any Member who resigns from the Association remains liable to pay to the Association any outstanding fees or levy for the remainder of their membership term under Rule 5.6 (if any) which may be recovered as a debt due to the Association by the Member.

7.3 Suspending or Expelling Members

- (a) The Management Committee may, by resolution, discipline a Member by any means considered appropriate, or suspend or expel a Member from membership if, in the opinion of the Management Committee:
- (i) the Member or any person authorised to represent the Member under Rule 6.3 refuses or neglects to comply with these Rules or the Code of Conduct; or
 - (ii) the conduct or behaviour of the Member or any person authorised to represent the Member under Rule 6.3:
 - (A) is detrimental to the interests of the Association; or
 - (B) has brought the Association into disrepute; or
 - (C) has brought discredit on the Association; or
 - (iii) the Member is not solvent (as defined in the Bankruptcy Act 1966 (Cwth)); or

- (iv) the Member applied for and obtained membership under a false pretence or by providing false information.
- (b) The Management Committee must hold a Management Committee Meeting to decide whether to suspend or expel a Member.
- (c) The Secretary must, not less than 28 days before the Management Committee Meeting referred to in Rule 7.3(b), give written notice to the Member:
 - (i) of the proposed suspension or expulsion and the grounds on which it is based;
 - (ii) of the date, place and time of the Management Committee Meeting;
 - (iii) that the Member, or the Member's representative, may attend the Management Committee Meeting; and
 - (iv) that the Member, or the Member's representative, may address the Management Committee at the meeting and will be given a full and fair opportunity to state the Member's case orally, or in writing, or both.
- (d) At the Management Committee Meeting referred to in Rule 7.3(b) the Management Committee must:
 - (i) give the Member, or the Member's representative, a full and fair opportunity to state the Member's case orally;
 - (ii) give due consideration to any written statement submitted by the Member; and
 - (iii) determine whether or not the Member should be:
 - (A) expelled from the Association; or
 - (B) suspended from membership, and if so, the period that the Member should be suspended from membership; or
 - (C) disciplined by any means considered appropriate, which may include reprimanding the Member; or
 - (D) exonerate the Member
- (e) The Secretary must inform the Member in writing of the decision of the Management Committee and the reasons for the decision, within 7 days of the Management Committee Meeting referred to in Rule 7.3(d).
- (f) If the Management Committee has decided to suspend or expel a Member under Rule 7.3(d), the Member is immediately suspended or expelled from membership from the date of that decision irrespective of whether the Member appeals the decision.

7.4 Right of Appeal against Suspension or Expulsion

- (a) If a Member is suspended or expelled or disciplined under Rule 7.3, the Member may appeal the Management Committee's decision by giving written notice of appeal to the Secretary within 14 days of receiving notice of the Management Committee's decision.
- (b) The notice of appeal must:

- (i) identify the decision appealed against;
 - (ii) provide a summary of the reasons for the appeal;
 - (iii) request the convening of a General Meeting to consider the appeal.
- (c) The Secretary must issue notice to convene a General Meeting to consider the appeal within 14 days after receiving a notice of appeal.
- (d) At the General Meeting referred to in Rule 7.4(c):
- (i) the Member, or the Member's representative, must be given a full and fair opportunity to state the Member's case orally;
 - (ii) the General Meeting may give consideration to any written statement submitted by the Member; and
 - (iii) the General Meeting must determine by resolution;
 - (A) whether or not the decision of the Management Committee should be upheld or changed; and
 - (B) if changed, then what the decision should be.

7.5 Reinstatement of a Member

If the Management Committee's decision to suspend or expel or discipline a Member is revoked under these Rules, any act performed by the Management Committee or Members in General Meeting during the period that the Member was suspended or expelled from membership under Rule 7.3(e), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of membership, including voting rights, during that period.

7.6 When a Member is Suspended

- (a) If a Member's membership is suspended under Rule 7.3(e), the Secretary must record in the Register:
- (i) the name of the Member that has been suspended from membership;
 - (ii) the date on which the suspension takes effect; and
 - (iii) the length of the suspension as determined by the Management Committee under Rule 7.3(d)(iii)(B).
- (b) A Member that has been suspended under Rule 7.3(e) cannot exercise any rights or privileges of membership, including voting rights, during the period they are suspended from membership.
- (c) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.

8. MEMBERSHIP REGISTER

8.1 Register of Members

- (a) The Secretary or a person authorised by the Management Committee from time to time must maintain a register of Members and make sure that the Register is up to date.

- (b) The Register must contain:
 - (i) the full name of each Member;
 - (ii) a contact postal, business or residential address, and an email address of each Member;
 - (iii) the class of membership held by the Member;
 - (iv) the date on which the person became a Member; and
 - (v) the name and contact details of any person appointed by the Member under Rule 6.3(a).
- (c) Any change in membership of the Association must be recorded in the Register within 28 days after the change occurs.
- (d) The Register must be kept and maintained at the Association's listed office or at such other place as the Management Committee decides.

8.2 Inspecting the Register

- (a) Any Member, or a person appointed by a Member under Rule 6.3(a), is able to inspect the Register free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Register.
- (c) The Member may make a copy of details from the Register but has no right to remove the Register for that purpose.

8.3 Copy of the Register

- (a) A Member, or a person appointed by a Member under Rule 6.3(a), may make a request in writing for a copy of the Register.
- (b) The Management Committee may require a Member who requests a copy of the Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of the Association.
- (c) The Association may charge a reasonable fee to the Member for providing a copy of the Register, the amount to be determined by the Management Committee from time to time.

8.4 When Using the Information in the Register is Prohibited

A Member, or a person appointed by a Member under Rule 6.3(a), must not use or disclose the information on the Register:

- (a) to gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
- (b) to contact, send material to the Association or a Member for the purpose of advertising for political, religious, charitable or commercial purposes unless the use of the information is approved by the Management Committee; or
- (c) for any other purpose unless the purpose:
 - (i) is directly connected with the affairs of the Association; or

- (ii) relates to the provision of information to the Commissioner in accordance with a requirement of the Act.

9. MEMBERSHIP LEVY

9.1 Members Discretionary Levy

- (a) Subject to Rule 30.1(a), the Management Committee may from time to time determine the amount of a Member's discretionary levy to be paid by each Member or each class of Members from time to time.
- (b) Each Member must pay the Member's discretionary levy determined under Rule 9.1(a) to the Treasurer, or a person authorised by the Management Committee to receive payments, as and when decided by the Management Committee.
- (c) If a Member pays the Member's discretionary levy within 2 calendar months after the due date, the Member retains all the rights and privileges of a Member for the purposes of these Rules during that time, including the right to vote.
- (d) Subject to Rule 9.1(e), if a person fails to pay the Member's discretionary levy within 2 calendar months after the due date, the person ceases to be a Member.
- (e) If a person ceases to be a Member under Rule 9.1(d), and subsequently pays to the Association all the Member's discretionary levy, the Management Committee may, if it thinks fit, reinstate the Member's rights and privileges from the date on which the outstanding levy is paid, including the right to vote.

9.2 Annual Membership Levy

- (a) Subject to Rule 30.1(a), the Management Committee may from time to time determine the amount of the annual membership levy, if any, to be paid by each Member or each class of Members.
- (b) Each Member must pay the Member's annual membership levy determined under Rule 9.2(a) to the Treasurer, or a person authorised by the Management Committee to receive payments, annually and within 30 days' of the date of an invoice, which are usually issued annually in July or on any other date that the management Committee determines~~as and when decided by the Management Committee.~~
- (c) If a Member pays the annual membership levy within 2 calendar months after the due date, the Member retains all the rights and privileges of a Member for the purposes of these Rules during that time, including the right to vote.
- (d) Subject to Rule 9.2(e), if a Member fails to pay the annual membership levy within 2 calendar months after the due date, the Member ceases to be a Member of the Association.
- ~~(e)~~ If a Member ceases to be a Member under Rule 9.2(d), and subsequently pays to the Association all the Member's outstanding levy, the Management Committee may, if it thinks fit, reinstate the Member's rights and privileges from the date on which the outstanding levy is paid, including the right to vote.
- ~~(e)~~(f) In the event a Member ceases to be a Member of the Association under Rule 7.2 prior to the expiry of their term under Rule 5.6(c), the Member will immediately be liable to pay to the Association the annual membership levy payable for the remainder of their membership term (if any). A Member's liability will be the Member's total annual membership levy for the full 3-year membership term less

any annual membership levy in respect of the 3-year membership term paid to the Association, which may be recovered as a debt due to the Association by the Member.

10. POWERS AND COMPOSITION OF THE MANAGEMENT COMMITTEE

10.1 Powers of the Management Committee

- (a) The governing body of the Association is to be called the Management Committee and it has authority to control and manage the affairs of the Association.
- (b) Subject to the Act, these Rules and any by-law or lawful resolution passed by the Association in General Meeting, the Management Committee:
 - (i) may exercise all powers and functions as may be exercised by the Association, other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members; and
 - (ii) has power to perform all acts and do all things as appear to the Management Committee to be necessary or desirable for the proper management of the business and affairs of the Association.

10.2 Management Committee Members

- (a) The Management Committee is to consist of:
 - (i) the Office Holders of the Association; and
 - (ii) not less than one other ordinary Management Committee Member.
- (b) The maximum number of other ordinary Management Committee Members is to be determined by the Management Committee.
- (c) The Office Holders of the Association are:
 - (i) the Chairperson;
 - (ii) the Deputy Chairperson;
 - (iii) the Secretary; and
 - (iv) the Treasurer.
- (d) A Management Committee Member must be either:
 - (i) a General Member; or
 - (ii) the Chairperson appointed by the Management Committee from time to time.
- (e) Where a General Member is a local government, body corporate, or incorporated association and is elected as a Management Committee Member that General Member shall be represented on the Management Committee by the person appointed under Rule 6.3(a) as representative for that General Member;
- (f) No person is permitted to hold more than one of the positions set out in Rule 10.2(c) at any time.

- (g) No person shall be entitled to hold a position on the Management Committee if the person has been convicted of, or imprisoned in the previous five years for:
- (i) an indictable offence in relation to the promotion, formation or management of a body corporate;
 - (ii) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (iii) an offence under Part 4 Division 3 or section 127 of the Act,
- unless the person has obtained the consent of the Commissioner.
- ~~(h)~~ No person shall be entitled to hold a position on the Management Committee if the person is:
- ~~(i)~~, according to the Interpretation Act (WA) section 13D, a bankrupt or a person whose affairs are administered under insolvency laws unless the person has obtained the consent of the Commissioner; or
 - ~~(iv)~~(ii) disqualified from being a responsible entity by the ACNC Commissioner under the ACNC Act.
- ~~(h)~~(i) The Chairperson must not be when appointed, nor have been within the period of 5 years prior to the appointment, either a Member, a person appointed under Rule 6.3(a) to represent a Member, an employee of a Member or a councillor or officer of a Member.

11. ROLE AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE MEMBERS AND OFFICE HOLDERS

11.1 Obligations of the Management Committee

The Management Committee must take all reasonable steps to ensure the Association complies with its obligations under the Act and these Rules.

11.2 Responsibilities of Management Committee Members

- (a) A Management Committee Member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- (b) A Management Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interests of the Association and for a proper purpose.
- (c) A Management Committee Member or former Management Committee Member must not improperly use information obtained because he or she is a Management Committee Member to:
 - (i) gain an advantage for himself or herself or another person; or
 - (ii) cause detriment to the Association.
- (d) A Management Committee Member or former Management Committee Member must not improperly use his or her position to:
 - (i) gain an advantage for himself or herself or another person; or

- (ii) cause detriment to the Association.
- (e) A Management Committee Member having any material personal interest in a matter being considered at a Management Committee Meeting must:
 - (i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee;
 - (ii) disclose the nature and extent of the interest at the next General Meeting of the Association; and
 - (iii) not be present while the matter is being considered at the Management Committee Meeting or vote on the matter.
- (f) Rule 11.2(e) does not apply in respect of a material personal interest that:
 - (i) exists only because the Management Committee Member belongs to a class of persons for whose benefit the Association is established; or
 - (ii) the Management Committee Member has in common with all, or a substantial proportion of, the members of the Association.
- (g) The Secretary must record every disclosure made by a Management Committee Member under Rule 11.2(e) in the minutes of the Management Committee Meeting at which the disclosure is made.
- (h) No Management Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the Association unless the person is authorised by the Management Committee to do so and such authority is recorded in the minutes of the Management Committee Meeting.

11.3 Chairperson

The Chairperson:

- (a) must consult with the Secretary regarding the business to be conducted at each Management Committee Meeting and each General Meeting;
- (b) may convene special meetings of the Management Committee under Rule 14.1(c);
- (c) may preside over Management Committee Meetings under Rule 14.3;
- (d) may preside over General Meetings under Rule 17.4; and
- (e) must ensure that the minutes of a General Meeting or Management Committee Meeting are reviewed and signed as correct under Rule 20(b).

11.4 The Deputy Chairperson

The Deputy Chairperson:

- (a) shall assist the Chairperson in carrying out his or her duties and responsibilities as described in Rule 11.3; and
- (b) shall perform those duties and responsibilities in the absence of, and in accordance with the instructions of, the Chairperson.

11.5 Secretary

- (a) The Secretary shall be responsible for fulfilling the directives of the Management Committee and the day-to-day operations of the Association, and must:
- (i) co-ordinate the correspondence of the Association;
 - (ii) consult with the Chairperson about all business to be conducted at meetings and convene General Meetings and Management Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
 - (iii) keep and maintain in an up to date condition the Rules as required by Rule 24.1 and any by-laws of the Association made in accordance with Rule 25;
 - (iv) maintain the register of the Members, referred to in Rule 8.1;
 - (v) maintain the record of office holders of the Association, referred to in Rule 11.7;
 - (vi) ensure the safe custody of the Books (with the exception of the Accounting Records) of the Association under Rule 27.1;
 - (vii) keep full and correct minutes of Management Committee Meetings and General Meetings; and
 - (viii) perform any other duties as are imposed by these Rules or the Association on the Secretary.
- (b) With the approval of the Management Committee, the Secretary may delegate the duties listed in Rule 11.5(a) to the Executive Officer for the Association.

11.6 The Treasurer

- (a) The Treasurer must:
- (i) ensure all moneys payable to the Association are collected, and that receipts are issued for those moneys in the name of the Association;
 - (ii) ensure the payment of all moneys referred to in Rule 11.6(a)(i) into the account or accounts of the Association as the Management Committee may from time to time direct;
 - (iii) ensure timely payments from the funds of the Association with the authority of a General Meeting or of the Management Committee;
 - (iv) ensure that the Association complies with the account keeping requirements in Part 5 of the Act;
 - (v) ensure the safe custody of the Financial Records of the Association and any other relevant records of the Association;
 - (vi) coordinate the preparation of the Financial Report of the Association prior to its submission to the Annual General Meeting of the Association, as if the Association was a Tier 3 Association;
 - (vii) assist the reviewer or auditor (if any) in performing their functions; and

(viii) perform any other duties as are imposed by these Rules or the Association on the Treasurer.

- (b) With the approval of the Management Committee, the Treasurer may delegate the duties listed in Rule 11.6(a) to the Executive Officer for the Association.

11.7 Record of Office Holders

- (a) The Secretary or a person authorised by the Management Committee from time to time must maintain a record of office holders.
- (b) The record of office holders must include:
- (i) the full name of each Office Holder;
 - (ii) the office held and the dates of appointment and (if applicable) cessation of the appointment; and
 - (iii) a current contact postal, residential or email address of each Office Holder.
- (c) The record of office holders must be kept and maintained at the Secretary's place of residence, or at such other place as the Management Committee decides.

11.8 Inspecting the Record of Office Holders

- (a) Any Member, or a person appointed by a Member under Rule 6.3(a), is able to inspect the record of Office Holders free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) The Member may make a copy of details from the record of Office Holders but has no right to remove the record for that purpose.

12. APPOINTING MANAGEMENT COMMITTEE MEMBERS

12.1 Appointment to the Management Committee

- (a) Management Committee Members (except for the Chairperson) are appointed to the Management Committee by:
- (i) election at an Annual General Meeting; or
 - (ii) appointment to fill a casual vacancy under Rule 13.1(b).
- (b) The Chairperson:
- (i) is appointed by the Management Committee under Rule 3.2;
 - (ii) must satisfy Rule 10.2(h).

12.2 Nominating for Membership of the Management Committee

- (a) The Secretary must send a notice calling for nominations for election to the Management Committee and specifying the date for the close of nominations, to all General Members at least twenty one (21) days before the date on which the Annual General Meeting is to be held.

- (b) Nominations for election to the Management Committee shall close not less than seven (7) days before the Annual General Meeting.
- (c) The nomination for election must be in the prescribed form:
 - (i) in writing;
 - (ii) signed by the nominator (or the nominator's representative appointed pursuant to Rule 6.3), and the nominee to signify their willingness to stand for election; and
 - (iii) delivered in person, by facsimile transmission, email or post to the Secretary on or before the date for the close of nominations.
- (d) If a nomination for election to the Management Committee is not made in accordance with Rules 12.2(c) the nomination is to be deemed invalid and the Member will not be eligible for election unless Rule 12.3(c) applies.

12.3 Electing Management Committee Members

- (a) If the number of valid nominations received under Rule 12.2 is equal or less than to the number of vacancies to be filled for the relevant position on the Management Committee, the Member nominated shall be deemed to be elected at the Annual General Meeting.
- (b) If the number of valid nominations exceeds the number of vacancies to be filled for the relevant position on the Management Committee, elections for the positions must be conducted at the Annual General Meeting.
- (c) If there are not enough valid nominations to fill the number of vacancies for the relevant positions on the Management Committee, the candidates nominated are (if any) deemed to be elected and further nominations may be received from the floor of the Annual General Meeting.
- (d) A General Member who is eligible for election or re-election may have another General Member nominate him or her from the floor for election or re-election.
- (e) Where the number of nominations from the floor exceeds the remaining number of vacancies on the Management Committee, elections for those positions must be conducted.
- (f) If an insufficient number of nominations are received from the floor for the number of vacancies on the Management Committee that remain, each position on the Management Committee for which there is no nomination is declared vacant by the person presiding at the Annual General Meeting and Rule 13.1(b) applies.
- (g) The elections for Office Holders or ordinary Management Committee Members are to be conducted at the Annual General Meeting in the manner directed by the Management Committee.
- (h) A list of candidates, names in alphabetical order, with the names of the Members who nominated each candidate, must accompany the notice of the Annual General Meeting.

12.4 Voting in Elections for Membership of the Management Committee

- (a) Subject to Rule 19.3(d), each Member (who is a natural person, or a person representing a Member under Rule 6.3(a)) present in person, or present through

the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the Annual General Meeting may vote for one candidate for each vacant position on the Management Committee.

- (b) A Member who nominates for election or re-election may vote for himself or herself.
- (c) Elections for a position on the Management Committee at the Annual General Meeting shall be conducted by secret ballot. If any candidates receive an equal number of votes, the successful candidate shall be determined by a second or further ballots between the candidates with the equal number of votes until a clear winner is determined.

12.5 Term of Office of Management Committee Members

- (a) At each Annual General Meeting of the Association, the appointment of:
 - (i) the Deputy Chairperson, Secretary, and Treasurer shall be elected for a term of one (1) year; and
 - (ii) the remaining Management Committee Member or Members to be appointed at the Annual General Meeting shall be elected for a term of one (1) year.
- (b) A Management Committee Member's term will commence on the date of:
 - (i) election at an Annual General Meeting; or
 - (ii) appointment to fill a casual vacancy that arises under Rule 13.1(b); or
 - (iii) in the case of an independent Chairperson appointed by the Management Committee under Rule 3.2, the date of such appointment.
- (c) All retiring Management Committee Members are eligible, on nomination under Rule 12.2, for re-election.

13. CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE

13.1 Vacant Positions on the Management Committee

- (a) A casual vacancy occurs in the office of a Management Committee Member and that office becomes vacant if the Management Committee Member:
 - (i) dies;
 - (ii) ceases to be a Member;
 - (iii) becomes disqualified from holding a position under Rule 10.2 (f) or (g) as a result of bankruptcy or conviction of a relevant criminal offence;
 - (iv) becomes permanently incapacitated by mental or physical ill-health;
 - (v) resigns from office under Rule 13.2;
 - ~~(vi)~~ is removed from office under Rule 13.3;
 - ~~(vi)~~~~(vii)~~ becomes prohibited or disqualified from being a responsible entity by the ACNC Commissioner under the ACNC Act; or
 - ~~(vii)~~~~(viii)~~ is absent from more than:

- (A) three (3) consecutive Management Committee Meetings without leave of absence that has been granted by the Management Committee; or
 - (B) three (3) Management Committee Meetings in the same Financial Year without tendering an apology to the person presiding at each of those Management Committee Meetings, where the Management Committee Member received notice of the meetings, and the Management Committee has resolved to declare the office vacant.
- (b) If a position on the Management Committee is declared vacant under Rule 12.3(f), or there is a casual vacancy within the meaning of Rule 13.1(a), the continuing Management Committee Members may:
- (i) appoint a Member to fill that vacancy until the conclusion of the next Annual General Meeting; and
 - (ii) subject to Rule 13.1(c), act despite the vacant position on the Management Committee.
- (c) If the number of Management Committee Members is less than the number fixed under Rule 1.4 as the quorum for Management Committee Meetings, the continuing Management Committee Members may act only to:
- (i) increase the number of Members on the Management Committee to the number required for a quorum; or
 - (ii) convene a General Meeting of the Association.
- (d) Where a Management Committee Member is a General Member that is a local government, body corporate or incorporated association which has appointed a person under Rule 6.3(a):
- (i) the General Member that is a local government, body corporate or incorporated association that appointed that person may give written notice to the Secretary that such person has ceased to be the General Member's appointed representative, and nominate a replacement person as appointed representative; and
 - (ii) upon service of that notice the person who has ceased to be the representative shall cease to be the Management Committee Member, and the replacement person shall become the Management Committee Member, for that General Member.

13.2 Resigning from the Management Committee

- (a) A Management Committee Member may resign from the Management Committee by giving written notice of resignation to the Secretary, or if the Management Committee Member is the Secretary, to the Chairperson.
- (b) The Management Committee Member resigns:
 - (i) at the time the notice is received by the Secretary or Chairperson under Rule 13.2(a); or
 - (ii) if a later time is stated in the notice, at the later time.

13.3 Removal from the Management Committee

- (a) A Management Committee Member may only be removed from the Management Committee pursuant to Rule 13.1(a)(vi) by a resolution at a General Meeting of the Association.
- (b) The Management Committee Member who faces removal from the Management Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Management Committee.
- (c) If all Management Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Management Committee. The interim Management Committee must, within two months, convene a General Meeting of the Association for the purpose of electing a new Management Committee.

14. MANAGEMENT COMMITTEE MEETINGS

14.1 Meetings of the Management Committee

- (a) The Management Committee must meet at least four (4) times in each year..
- (b) The Management Committee is to determine the place and time of all Management Committee Meetings.
- (c) Meetings of the Management Committee may be convened under Rule 14.2 by:
 - (i) the Chairperson; or
 - (ii) any two Management Committee Members.

14.2 Notice of Management Committee Meetings

- (a) The Secretary must give each Management Committee Member at least 48 hours' notice of each Management Committee Meeting before the time appointed for holding the meeting.
- (b) Notice of a Management Committee Meeting must specify the general nature of the business to be transacted at the meeting.
- (c) Subject to Rule 14.2(d), only the business specified on the notice of the Management Committee Meeting is to be conducted at that meeting.
- (d) Urgent business may be conducted at Management Committee Meetings if the Management Committee Members present at a Management Committee Meeting unanimously agree to treat the business as urgent.

14.3 Chairing at Management Committee Meetings

- (a) The Chairperson or, in the Chairperson's absence, the Deputy-Chairperson is to preside as the chair of each Management Committee Meeting.
- (b) If the Chairperson and the Deputy-Chairperson are absent or unwilling to act, the remaining Management Committee Members must choose one of their number to preside as the chair of that Management Committee Meeting.

14.4 Procedure of the Management Committee Meeting

- (a) The quorum for a Management Committee Meeting is specified at Rule 1.4. The Management Committee cannot conduct business unless a quorum is present.
- (b) If, within half an hour of the time appointed for the meeting, a quorum is not present the meeting is to stand adjourned to the same time, day and place in the following week.
- (c) If at a meeting adjourned under Rule 14.4(b), a quorum is not present within half an hour of the time appointed for the meeting, the Management Committee Members personally present will constitute a quorum.
- (d) Management Committee Meetings may take place:
 - (i) where the Management Committee Members are physically present together; or
 - (ii) where the Management Committee Members are able to communicate by using any technology that reasonably allows, at the discretion of the person who is the chair of that meeting or a majority of those Management Committee Members physically present, the Management Committee Member to participate fully in discussions as they happen in the Management Committee Meeting and in making decisions, provided that the participation of each Management Committee Member in the Management Committee Meeting must be made known to all other Management Committee Members.
- (e) A Management Committee Member who participates in a meeting as set out in Rule 14.4(d)(ii):
 - (i) is deemed to be present at the Management Committee Meeting; and
 - (ii) continues to be present at the meeting for the purposes of establishing a quorum,

until the Management Committee Member notifies the other Management Committee Members that he or she is no longer taking part in the Management Committee Meeting.
- (f) Subject to these Rules, the Management Committee Members present at the Management Committee Meeting are to determine the procedure and order of business to be followed at a Management Committee Meeting.
- (g) Subject to Rule 14.5, all Management Committee Members have the right to attend and vote at Management Committee Meetings.
- (h) All Members, or other guests, may attend Management Committee Meetings if invited by the Management Committee but the person shall not have any right to comment without invitation, or any right to vote.
- (i) The Secretary or a person authorised by the Management Committee from time to time must keep minutes of the resolutions and proceedings of all Management Committee Meetings together with a record of the names of persons present at each meeting.

14.5 Voting at Management Committee Meetings

- (a) Each Management Committee Member (except the person appointed to chair the meeting) present at a Management Committee Meeting has a deliberative vote.
- (b) A question arising at a Management Committee Meeting is to be decided by a majority of votes, but if there is an equality of votes, the person appointed to chair the Management Committee Meeting as set out in Rule 14.3 is entitled to exercise a casting vote.
- (c) Decisions may be made by general agreement or a show of hands.
- (d) A poll by secret ballot must be used if requested by any one Management Committee Member who requires a matter to be determined in this way and the person presiding as chair of the Management Committee Meeting will oversee the ballot.

14.6 Acts not Affected by Defects or Disqualifications

Any act performed by the Management Committee, a sub-committee or a person acting as a Management Committee Member is deemed to be valid even if the act was performed when:

- (a) there was a defect in the appointment of a Management Committee Member, sub-committee or person holding a subsidiary office; or
- (b) a Management Committee Member, a sub-committee member or a person holding a subsidiary office was disqualified from being a Member.

14.7 Unanimous Resolutions Without Meeting

- (a) A resolution signed by all members of the Management Committee and delivered to the Secretary shall have the same effect as if passed at a Management Committee Meeting.
- (b) A resolution pursuant to Rule 14.7 may be executed in any number of counterparts (whether in original or a copy transmitted by facsimile or pdf document transmitted by email), all of which taken together constitute one and the same document, and the resolution will be deemed to be made at the time the last resolution document signed by a Management Committee Member is received by the Secretary.

15. REMUNERATION OF MANAGEMENT COMMITTEE MEMBERS

Subject to Rule 3.2(a) and 4(c), a Management Committee Member must not receive any remuneration for their services as a Management Committee Member.

16. SUB-COMMITTEES AND DELEGATION

16.1 Appointment of Sub-Committee

- (a) The Management Committee may appoint (or may cancel) one or more sub-committees as considered appropriate by the Management Committee from time to time to assist with the conduct of the Association's operations, or to examine or report on any matter.

- (b) Sub-committees may comprise (in such numbers as the Management Committee determines) Members and non-members.
- (c) Subject to these Rules, the sub-committee members present at the sub-committee meeting are to determine the procedure and order of business to be followed at the sub-committee meeting.
- (d) The sub-committee shall remain responsible to, and must follow any directions of, the Management Committee at all times.

16.2 Delegation by Management Committee to Sub-Committee

- (a) The Management Committee may delegate, in writing, to any or all of the sub-committees, any authority, power or functions and may cancel any authority, powers or functions, as the Management Committee sees fit from time to time.
- (b) Despite any delegation under this Rule, the Management Committee may continue to exercise all its functions, including any function that has been delegated to a sub-committee and remains responsible for the exercise of those functions at all times.

16.3 Delegation to Subsidiary Offices

- (a) The Management Committee may create and fill such subsidiary office as may be necessary for the proper and efficient management of the Association's affairs.
- (b) The Management Committee may delegate, in writing, to any person holding a subsidiary office any authority, power or functions and may cancel any authority, powers or functions, as the Management Committee sees fit from time to time.
- (c) Despite any delegation under this Rule, the Management Committee may continue to exercise all its functions, including any function that has been delegated to a subsidiary office and remains responsible for the exercise of those functions at all times.

17. GENERAL MEETINGS

17.1 Procedure for General Meetings

- (a) General Meetings may take place where the Members (being a natural person or represented by a person appointed under Rule 6.3(a)):
 - (i) are physically present together; or
 - (ii) where the Members are able to communicate by using any technology that reasonably allows the Member to participate fully in discussions as they happen in the General Meeting and in making any decisions, provided that:
 - (A) the use of technology is permitted either by the person presiding as chair of the meeting or by a resolution of those Members physically present; and
 - (B) the participation of the Member in the General Meeting must be made known to all other Members.
- (b) A Member who participates in a meeting as set out in Rule 17.1(a)(ii):

- (i) is deemed to be present at the General Meeting; and
- (ii) continues to be present at the General Meeting for the purposes of establishing a quorum,

until the Member notifies the other Members that he or she is no longer taking part in the General Meeting.

17.2 Quorum for General Meetings

- (a) The Quorum for General Meetings is specified in Rule 1.4.
- (b) Subject to Rules 17.2(c) and (d), no business is to be conducted at a General Meeting unless a quorum of Members entitled to vote under these Rules is present at the time when the meeting is considering that item.
- (c) If, within thirty (30) minutes of the time appointed for the commencement of a General Meeting, a quorum is not present:
 - (i) in the case of a Special General Meeting, the meeting is to stand adjourned to:
 - (A) a place, date, and time as determined by the Management Committee; and
 - (B) the Secretary must give notice of the adjourned Special General Meeting in the same or substantially the same manner as General Meetings are convened;
 - (ii) in the case of an Annual General Meeting, the meeting is to stand adjourned to:
 - (A) the same time and day in the following week; and
 - (B) the same place unless another place is specified by the person acting as the chair of that Annual General Meeting at the time of the adjournment or by written notice to the Members given before the day to which the meeting is adjourned.
- (d) If at the adjourned meeting a quorum is not present within thirty (30) minutes of the time appointed for the commencement of the meeting, the Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting are to constitute a quorum.

17.3 Notice of General Meetings and Motions

- (a) The Secretary must give at least:
 - (i) 21 days' notice of a General Meeting to each Member, or
 - (ii) 21 days' notice of a General Meeting to each Member if a Special Resolution is proposed to be moved at the General Meeting.
- (b) The notice convening a General Meeting must specify:
 - (i) the place, date and time of the meeting; and
 - (ii) the particulars and order of the business to be conducted at the meeting.

- (c) The notice convening a General Meeting or any notice of motion must be issued in the manner prescribed by Rule 2.3.

17.4 Presiding Member

- (a) The Chairperson, or in the Chairperson's absence the Deputy-Chairperson, is to preside as chair of each General Meeting.
- (b) If the Chairperson and the Deputy-Chairperson are absent or unwilling to act, the remaining Management Committee Members must choose one of their number to preside as chair of the General Meeting.

17.5 Adjournment of General Meetings

- (a) The person presiding over a General Meeting, at which a quorum is present, may adjourn the meetings from time to time and place to place with the consent of a majority of Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting.
- (b) No business is to be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (c) When a General Meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting in accordance with Rules 23 and 17.3 as if that General Meeting was a new General Meeting.

18. SPECIAL GENERAL MEETINGS

18.1 Special General Meeting

- (a) The Management Committee may at any time convene a Special General Meeting of the Association.
- (b) The Secretary must issue a notice to convene a Special General Meeting of the Association within 28 days after receiving a written request to do so from at least 20 per cent of the total number of General Members.

18.2 Request for Special General Meeting

A request by the General Members for a Special General Meeting must:

- (a) state the purpose of the meeting;
- (b) be signed by the required number of General Members making the request as specified in Rule 18.1(b); and
- (c) be lodged with the Secretary.

18.3 Failure to Convene Special General Meeting

- (a) If the Secretary fails to convene a Special General Meeting within the 28 days referred to in Rule 18.1(b), the General Members who made the request may convene a Special General Meeting within 3 months after the original request was lodged as if the Members were the Management Committee.
- (b) A Special General Meeting must be convened in the same or substantially the same manner as General Meetings are convened by the Management Committee

and the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

19. MAKING DECISIONS AT GENERAL MEETINGS

19.1 Special Resolutions

- (a) A Special Resolution must be moved at a General Meeting where notice of the Special Resolution has been given under Rule 19.1(c).
- (b) A Special Resolution of the Association is required to:
 - (i) amend the name of the Association;
 - (ii) amend the Rules, under Rule 24.2;
 - (iii) affiliate the Association with another body;
 - (iv) transfer the incorporation of the Association;
 - (v) amalgamate the Association with one or more other incorporated associations;
 - (vi) voluntarily wind up the Association;
 - (vii) cancel incorporation; ~~or~~
 - (viii) request that a statutory manager be appointed; or-
 - ~~(viii)~~(ix) sell, transfer or otherwise dispose of any land owned by the Association.
- (c) Notice of a Special Resolution must:
 - (i) be in writing;
 - (ii) include the place, date and time of the meeting;
 - (iii) include the intention to propose a Special Resolution;
 - (iv) set out the wording of the proposed Special Resolution; and
 - (v) be given in accordance with Rule 2.3.
- (d) If notice is not given in accordance with Rule 19.1(c), the Special Resolution will have no effect.
- (e) A Special Resolution must be passed at a General Meeting at which there is a quorum and be supported by the votes of not less than three-fourths of the Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting.

19.2 Ordinary Resolutions

Subject to these Rules, a majority of votes will determine an Ordinary Resolution.

19.3 Voting at meetings

- (a) Subject to these Rules, each General Member has one vote at a General Meeting of the Association.

- (b) A person casts a vote at a meeting either by:
 - (i) voting at the meeting either in person; or
 - (ii) through the use of technology under Rule 17.1(a)(ii).
- (c) In the case of an equality of votes at a General Meeting, the person acting as chair of the meeting is entitled to exercise a second or casting vote.
- (d) A Member is only entitled to vote at a General Meeting if the Member's name is recorded in the Register (and where required has appointed a person under Rule 6.3(a)), as at the date the notice of the General Meeting was sent out under Rule 17.3.

19.4 Manner of Determining Whether Resolution Carried

- (a) Unless a Poll is demanded under Rule 19.5, if a question arising at a General Meeting of the Association is determined by general agreement or a show of hands, a declaration must be made by the person acting as chair of the General Meeting that the resolution has been:
 - (i) carried unanimously;
 - (ii) carried by a particular majority; or
 - (iii) lost.
- (b) If the declaration relates to a Special Resolution, then subject to Rule 19.1(c), the declaration should state that a Special Resolution has been determined.
- (c) The declaration made under Rule 19.4(a) must be entered into the minute book of the Association.
- (d) The entry in the minute book of the Association under Rule 19.4(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

19.5 Poll at General Meetings

- (a) At a General Meeting, a Poll on any question may be demanded by either:
 - (i) the person acting as chair of the meeting; or
 - (ii) at least three Members of the Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting.
- (b) If a Poll is demanded at a General Meeting, the Poll must be taken in a manner as the person acting as chair of the meeting directs and a declaration by the person acting as chair of the result of the Poll is evidence of the matter so declared.
- (c) If a Poll is demanded at a General Meeting, the Poll must be taken:
 - (i) immediately in the case of a Poll which relates to electing a person to preside over the meeting;
 - (ii) immediately in the case of a Poll which relates to adjourning the meeting; or

- (iii) in any other case, in the manner and time before the close of the meeting as the person acting as chair directs.

20. MINUTES OF MEETINGS

- (a) The Secretary or a person authorised by the Management Committee from time to time must keep minutes of the resolutions and proceedings of all General Meetings and Management Committee Meetings together with a record of the names of persons present at each meeting. The minutes are to be taken and then to be entered within 30 days after the holding of each meeting, into a minute book kept for that purpose.
- (b) The Chairperson must ensure that the minutes of a General Meeting or Management Committee Meeting under Rule 20(a) are reviewed and signed as correct by:
 - (i) the person acting as chair of the General Meeting or Management Committee Meeting to which those minutes relate; or
 - (ii) the person acting as chair of the next succeeding General Meeting or Management Committee Meeting.
- (c) When minutes have been entered and signed as correct under this Rule, they are, until the contrary is proved, evidence that:
 - (i) the General Meeting or Management Committee Meeting to which they relate was duly convened and held;
 - (ii) all proceedings recorded as having taken place at the General Meeting or Management Committee Meeting did in fact take place at the meeting; and
 - (iii) all appointments or elections purporting to have been made at the meeting have been validly made.
- (d) The minutes of General Meetings may be inspected by a Member under Rule 27.2.
- (e) The minutes of Management Committee Meetings may be inspected by a Member under Rule 27.2 unless the Management Committee determines that the minutes of Management Committee Meetings generally, or the minutes of a specific Management Committee Meeting are not to be available for inspection.

21. FUNDS AND ACCOUNTS

21.1 Control of Funds

- (a) The funds of the Association must be kept in an account in the name of the Association in a financial institution determined by the Management Committee.
- (b) The funds of the Association are to be used in pursuance of the objects of the Association.
- (c) The Treasurer shall open and operate and maintain bank accounts in the name of the Association and shall have all moneys received by the Association deposited into such an account.

- (d) The Treasurer may open accounts with any financial institution in the name of the Association for the investment of Association moneys received into an Association bank account.
- (e) Payments from an Association account with any bank or other financial institution shall only be made if authorised by both:
 - (i) the Treasurer or in the Treasurer's absence by a duly authorised Management Committee Member; and
- (f) another duly authorised Management Committee Member. All expenditure above the maximum amount set by the Management Committee from time to time must be approved or ratified at a Management Committee Meeting.

21.2 Source of Association Funds

- (a) The funds of the Association may be derived from a levy of Members, donations, State or Commonwealth grants, interest, and any other sources approved by the Management Committee.
- (b) The Association must, as soon as practicable:
 - (i) deposit all money received by the Association, to the credit of the Association's bank account, without deduction; and
 - (ii) after receiving any money, issue an appropriate receipt.

21.3 Financial Records

- (a) The Association must keep Financial Records that:
 - (i) correctly record and explain its transactions, financial position and performance; and
 - (ii) enable true and fair financial statements to be prepared in accordance with Part 5 of the Act.
- (b) The Association must retain its Financial Records for at least 7 years after the transactions covered by the records are completed.

21.4 Financial Reports

- (a) For each financial year, the Association must ensure that the requirements under Part 5 of the Act are met.
- (b) Without limiting Rule 21.4(a), those requirements include—
 - (i) the preparation of a Financial Report;
 - (ii) an audit of the Financial Report; and
 - (iii) the presentation of the Financial Report to the Annual General Meeting (and a copy of the auditor's report); and
 - (iv) if required by the regulations made under the Act, the lodgement of the annual return with the Commissioner.

21.5 Audit of the Financial Report

The Association must ensure that an audit is undertaken of the Financial Report of the Association.

22. FINANCIAL YEAR OF THE ASSOCIATION

The financial year of the Association is the period of 12 months commencing on 1 July and ending on 30 June.

23. ANNUAL GENERAL MEETINGS

23.1 Annual General Meeting

- (a) Subject to Rule 23.1(b), the Association must convene an Annual General Meeting each calendar year:
 - (i) within 6 months after the end of the Association's Financial Year; or
 - (ii) within a longer period as the Commissioner may allow.
- (b) If the Association requires the approval from the Commissioner to hold its Annual General Meeting within a longer period under Rule 23.1(a)(ii), the Secretary must apply to the Commissioner no later than four months after the end of the Association's Financial Year.

23.2 Notice of Annual General Meeting

The notice convening an Annual General Meeting must specify that it is the Annual General Meeting of the Association and otherwise must comply with Rules 2.3 and 17.3 (as applicable).

23.3 Business to be Conducted at Annual General Meeting

- (a) Subject to Rule 23.1, the Annual General Meeting of the Association is to be convened on a date, time and place as the Management Committee decides.
- (b) At each Annual General Meeting of the Association, the business of the Annual General Meeting shall include in this order:
 - (i) confirmation of the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting if the minutes of that Special General Meeting have not yet been confirmed;
 - (ii) the Chairperson's report;
 - (iii) the Treasurer's report;
 - (iv) the Association, must present the Financial Report of the Association for the preceding Financial Year;
 - (v) if applicable, appoint or remove an auditor in accordance with the Act;
 - (vi) present a copy of the auditor's report to the Association;
 - (vii) the election of the Office Holders and ordinary Management Committee Members whose terms expire;
 - (viii) special business of which notice is given; and

- (ix) general business.

24. RULES OF THE ASSOCIATION

24.1 Rules of the Association

- (a) These Rules bind every Member and the Association and each Member agrees to comply with these Rules.
- (b) The Association must provide, free of charge, a copy of the Rules in force, at the time membership commences, to each person who becomes a Member under Rule 5.5.
- (c) The Association must keep a current copy of the Rules.

24.2 Amendment of Rules, Name and Objects

- (a) The Association may only alter, rescind or add to these Rules by Special Resolution at a General Meeting.
- (b) When a Special Resolution amending the Rules is passed, the required documents must be lodged with the Commissioner within:
 - (i) one month after the Special Resolution is passed; or
 - (ii) a longer period as the Commissioner may allow.
- (c) Subject to Rule 24.2(d), an amendment to the Rules does not take effect until the required documents are lodged with the Commissioner under Rule 24.2(b).
- (d) An amendment to the Rules that changes or has the effect of changing:
 - (i) the name of the Association; or
 - (ii) the objects or purposes of the Association,
 does not take effect until the required documents are lodged with the Commissioner under Rule 24.2(b) and the approval of the Commissioner is given in writing.
- (e) The Association must in writing notify the Australian Tax Office of any alterations to the Rules.

25. BY-LAWS OF THE ASSOCIATION

- (a) The Members of the Association may make, amend and repeal by-laws for the management of the Association by Ordinary Resolution at a General Meeting provided that the by-laws are not inconsistent with the Rules or the Act.
- (b) The by-laws made under Rule 25(a):
 - (i) do not form part of the Rules;
 - (ii) may make provision for:
 - (A) rights and obligations that apply to each class of membership;

- (B) requirements for financial reporting, financial accountability or audit of accounts in addition to those prescribed by the Act and the Rules;
 - (C) restrictions on the powers of the Management Committee including the power to dispose of assets; and
 - (D) any other matter that the Association considers necessary or appropriate; and
- (iii) must be available for inspection by Members.

26. AUTHORITY REQUIRED TO BIND ASSOCIATION

26.1 Executing Documents

The Association may execute a document without using a common seal if the document is signed by:

- (a) any two Management Committee Members; or
- (b) one Management Committee Member and a person authorised by the Management Committee.

26.2 Use of the Common Seal

- (a) If the Association has a common seal on which its corporate name appears in legible characters:
 - (i) the Secretary or any other person as the Management Committee from time to time decides must provide for its safe custody; and
 - (ii) it must only be used under resolution of the Management Committee.
- (b) The Association executes a document with its common seal, if the fixing of the seal is done:
 - (i) under resolution of the Management Committee; and
 - (ii) witnessed by any two of the Chairperson, the Deputy Chairperson, or the Secretary.
- (c) Every use of the common seal must be recorded in the Management Committee's minute book.

27. THE ASSOCIATION'S BOOKS AND RECORDS

27.1 Custody of the Books of the Association

- (a) Except as otherwise decided by the Management Committee from time to time, the Secretary must keep in his or her custody or under his or her control all of the Books of the Association with the exception of including the Financial Records, which, except as otherwise directed by the Management Committee from time to time, are to be kept under the custody or control of the Treasurer.
- (b) The Books of the Association must be retained for at least 7 years.

27.2 Inspecting the Books of the Association

- (a) Subject to these Rules, and in particular Rule 20(e), a Member is able to inspect the Books of the Association, with the exception of the Financial Records, free of charge at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Books of the Association.
- (c) The Member may copy details from the Books of the Association but has no right to remove the Books of the Association for that purpose.

27.3 Prohibition on Use of Information in the Books of the Association

A Member must not use or disclose information in the Books of the Association except for a purpose:

- (a) that is directly connected with the affairs of the Association; or
- (b) related to the provision of the information to the Commissioner in accordance with a requirement of the Act.

27.4 Returning the Books of the Association

Outgoing Management Committee Members are responsible for transferring all relevant assets and Books of the Association to the new Management Committee within 14 days of ceasing to be a Management Committee Member.

28. RESOLVING DISPUTES

28.1 Disputes Arising under the Rules

- (a) This Rule applies to:
 - (i) disputes between Members; and
 - (ii) disputes between the Association and one or more Members that arise under the Rules or relate to the Rules of the Association.
- (b) In this Rule "Member" includes any former Member whose membership ceased not more than six months before the dispute occurred.
- (c) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (d) If the parties are unable to resolve the dispute, any party to the dispute may refer the dispute to the Management Committee under Rule 28.2 or to mediation under Rule 28.3 by giving written notice to the Secretary and to the other parties specifying:
 - (i) the parties to the dispute,
 - (ii) details of, the dispute, and
 - (iii) whether the dispute is referred to the Management Committee for determination or to mediation.

28.2 Determination by Management Committee

If the dispute is referred to the Management Committee:

- (a) The Secretary must convene a Management Committee Meeting within 28 days after the Secretary receives notice of the dispute under Rule 28.1(d) for the Management Committee to determine the dispute.
- (b) At the Management Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (c) The Secretary must inform the parties to the dispute of the Management Committee's decision and the reasons for the decision within 7 days after the Management Committee Meeting at which the dispute is determined.

28.3 Mediation

If the dispute is referred to mediation:

- (a) The mediator must be:
 - (i) a person chosen by agreement between the parties; or
 - (ii) in the absence of agreement within 7 days of notice of the dispute under Rule 28.1(d):
 - (A) if the dispute is between a Member and another Member, then a person appointed by the Secretary; or
 - (B) if the Association, the Management Committee or a Management Committee Member are a party to the dispute then a person nominated by the Resolution Institute or its successor organisation, who accepts appointment as mediator.
- (b) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (c) The parties to the dispute must acting reasonably and in good faith attempt to settle the dispute by mediation.
- (d) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.
- (e) Subject to any direction from the mediator regarding the procedure for the conduct of the mediation, the mediation will be conducted in accordance with the Mediation Rules of the Resolution Institute.
- (f) The costs of the mediation must be paid for equally by the parties to the dispute.
- (g) The mediator shall be independent of, and act fairly and impartially as between the parties. The Mediator shall assist the parties to negotiate between themselves a mutually acceptable resolution of the dispute.
- (h) Information provided by the parties in the course of the mediation is confidential and cannot be used in any other legal proceedings that may take place in relation to the dispute.

28.4 Inability to Resolve Disputes

If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

29. CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

- (a) The Association may cease its activities and have its incorporation cancelled in accordance with the Act if the General Members, who are on the Register of Members and who are eligible to vote under the Rules, resolve by Special Resolution that the Association will:
- (i) apply to the Commissioner for cancellation of its incorporation; or
 - (ii) appoint a liquidator to wind up its affairs.
- (b) The Association must be wound up under Rule 29(a)(ii) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings.
- (c) If, upon the cancellation of the incorporation or winding up of the Association, there remains, Surplus Property, the same must not be paid to or distributed among the Members or Management Committee Members of the Association but must be transferred to one or more institutions, funds or authorities of the type set out in the Act which:
- (i) have one or more objects similar to the Association Objects;
 - (ii) is a Registered Charity;
 - (iii) is a Deductible Gift Recipient; and
 - (iv) prohibit distribution of its income and property among its members and committee members (or other controlling body) to an extent at least as great as is imposed on the Association by Rule 4.
- (d) If, upon the revocation of the Association's endorsement as a Deductible Gift Recipient, there remains, after satisfaction of all its debts and liabilities, any gifts, Contributions or money received because of such gifts or Contributions, the same must not be paid to, or distributed among, the Members or Management Committee Members of the Association, but must be transferred to one or more institutions, funds or authorities which:
- (i) have one or more objects similar to the Association Objects;
 - (ii) is a Registered Charity;
 - (iii) is a Deductible Gift Recipient; and
 - (iv) prohibit distribution of its income and property among its members and committee members (or other controlling body) to an extent at least as great as is imposed on the Association by Rule 4.
- (e) The identity of the institutions, funds or authorities referred to in Rules 29(c) and 29(d) must be decided by Special Resolution of the Members.
- (f) Where gifts to an institution, fund or authority are deductible only if, among other things, the conditions set out in the relevant table item in subdivision 30-B of the

ITAA97 are satisfied, a transfer under this rule must be made in accordance with those conditions.

- ~~(c) Upon cancellation of the Association the Surplus Property must only be distributed to one or more of the entities listed in clause 29(d) which:~~
- ~~(i) must have objects and purposes which are charitable at law and are similar to the objects and purposes of the Association; and~~
 - ~~(ii) must have rules prohibiting the distribution of its assets and income to its members.~~
- ~~(d) Entities to which the Surplus Assets may be distributed pursuant to 29(c) must be either:~~
- ~~(i) an incorporated association under the Act;~~
 - ~~(ii) a company limited by guarantee that is registered as mentioned in section 150 of the Corporations Act 2001 (Cwth); or~~
 - ~~(iii) a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution, is a non-distributing co-operative as defined in that Act;~~
- ~~and the entity must comply with both clause 29(c)(i) and clause 29(c)(ii).~~
- ~~(e) If the Association is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be distributed or transferred to another organisation with similar object, which is charitable at law, to which income tax deductible gifts can be made:~~
- ~~(i) gifts of money or property for the principal purpose of the Association;~~
 - ~~(ii) contributions made in relation to an eligible fundraising event held for the principal purpose of the Association; and~~
 - ~~(iii) money received by the Association because of such gifts and contributions.~~

30. RESERVE POWERS OF THE FOUNDATION GENERAL MEMBERS

30.1 Reserve Powers

During the period of three (3) years (**Reserve Power Period**) immediately following the General Meeting at which this Constitution is adopted by the Association:

- (a) The Management Committee can only impose an annual levy or a discretionary levy on Members pursuant to Rule 9 if the amount of the levy is approved by a resolution of not less than seven (7) of the Foundation General Members. The resolution must be either:
- (i) at a meeting of the Foundation General Members convened for that purpose by the Secretary or such other person authorised by the Management Committee from time to time; or
 - (ii) by written resolution of the Foundation General Members prepared and sent to all Foundation General Members for that purpose by the Secretary or such other person authorised by the Management Committee from time to time.

- (b) The Management Committee must include at least one (1) member that is a person nominated by a Foundation General Member pursuant to Rule 6.3.

30.2 Expiry of Reserve Powers

From the expiry of the Reserve Power Period this Rule 30 shall cease to apply.

30.3 Review of Reserve Powers

A review of the reserve powers of the Foundation General Members under Rule 30.1 shall be undertaken by the Management Committee within two years of the adoption of this Constitution. Any extension or amendment of the reserve powers of this Rule 30 can only be made pursuant to Rule 24.2.