



Agenda

Ordinary Meeting of Council

To be held in Council Chambers
54 Johnson Street, Bruce Rock
Thursday 20 June 2024
Commencing 3.00pm



Notice of Ordinary Meeting of Council

Dear President and Councillors,

The next Ordinary Meeting of Council will be held on **Thursday, 20 June 2024 at 3.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

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

Darren Mollenoyux
CHIEF EXECUTIVE OFFICER

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

Our Mission

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

Our Values

Respect, Inclusiveness, Fairness and Equality & Communication

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 20 June 2024

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SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 20 June 2024

1. Declaration of Opening

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

3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by Presiding Member

9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday, 16 May 2024.

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

Agenda Reference and Subject:

10.2.1 Statement of Financial Activity

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

*Item 10.2.1 Attachment A – Monthly Financial Statements
May 2024*

Summary

A Statement of Financial Activity must be produced monthly and presented to Council.

Background

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

Comment

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

Consultation

Darren Mollenoyux, Chief Executive Officer
Nerea Ugarte, Manager of Governance and Community Services
Julian Goldacre, Manager of Regulatory Services
Mike Darby, Senior Finance Officer and other staff

Statutory Implications

Local Government (Financial Management) Regulations 1996, regulation 34

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 budget to ensure that the Council is able to monitor to Shire's financial performance throughout the year.		

Financial Implications

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

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That the Statement of Financial Activity for the month ending 31 May 2024 be received.

Agenda Reference and Subject:

10.2.2 List of Payments

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Attachments:

Item 10.2.2 Attachment A – List of Payments May 2024

Summary

List of payments made since the last Ordinary Council Meeting.

Background

As the Chief Executive Officer has been delegated the authority to make payments from the municipal and trust funds, a list of payments made is to be presented to Council each month.

Comment

Following is a list of payments made from Council's Municipal and Trust Accounts for the month of May.

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

Local Government Act 1995, section 6.10

Local Government (Financial Management) Regulations 1996, regulation 13(1)

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 2023-24 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council endorse the list of payments from the Municipal Account consisting of:

- 1. EFT voucher numbers EFT22976 to EFT23030, totalling \$546,250.26;**
- 2. cheque numbers 154 to 157, totalling \$5,855.13;**
- 3. Trust EFT payments, totalling \$0;**
- 4. wages and superannuation payments, totalling \$175,955.55; and**
- 5. credit card payments, totalling \$1032.45, noting that while credit card payments are reported separately, they are part of EFT payments;**

with all payments totalling \$728,060.94 for the month of May 2024.

Agenda Reference and Subject:

10.2.3 Fuel Cards and Credit Card Transactions

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Attachments:

Item 10.2.3 Attachment A – List of Credit Card and Fuel Card transactions May 2024

Summary

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

Background

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

Comment

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

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

Consultation

Nil

Statutory Implications

Local Government Act 1995, section 6.10

Local Government (Financial Management) Regulations 1996, regulation 13(1)

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 corporate card transactions provide an open and transparent record of payments made through the cards under the appropriate approved delegations.		

Financial Implications

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

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council endorse the list of transactions through the:

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

Agenda Reference and Subject:**10.2.4** Amendment in Gym Membership Fees and Charges**Reporting Officer:**

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:**Attachments:**

Nil

Summary

To adopt the fees and charges pertaining to gym membership for the 2024-25 financial year.

Background

As per legislation and Council's established practice, the schedule of fees and charges is annually reviewed and adopted as a component of the budget by 31 August of each year.

Recognising the importance of providing timely and accurate information to our gym members, especially regarding annual membership renewals, it is imperative that any adjustments to fees and charges are adopted well in advance. This proactive approach ensures that our communication materials, such as renewal letters, reflect the most current and pertinent information.

Comment

The following fee and charge increases are recommended:

- a 5% increase to the gym membership, in line with the Shire's long-term financial plan; and
- a \$1 increase in the monthly cost, as a round figure of \$16 from \$15.

The recommended increases are outlined in the following table.

DESCRIPTION	DETAILS	CHARGING	2023/24	2024/25	GL	Comments /Increase
Gymnasium	Initial Gym Membership Fee (Including Card which is non refundable)	First Year	\$150.00	\$157.50	114304	5%
	Renewal of Annual Gym Membership (1 July to 30 June)	Annual	\$120.00	\$126.00	114304	5%
	Replacement Gym Card	Per Card	\$30.00	\$31.50	114304	5%
	Initial Monthly Gym Membership Fee (Including Card which is non refundable)	First Month		\$47.50	114304	A new line has been added for clarity
	Monthly Gym Membership	Per Month	\$15.00	\$16.00	114304	

Early adoption of Gym renewal charges will enable the Shire to effectively plan and execute the distribution of renewal letters, thereby enhancing our service delivery and member satisfaction.

Consultation

Darren Mollenoyux, Chief Executive Officer
Nerea Ugarte, Manager Governance and Community Services
Mike Darby, Senior Finance Officer

Statutory Implications

Local Government Act 1995, sections 6.16 and 6.19

6.16. Imposition of fees and charges

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

** Absolute majority required.*

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

(a) imposed during a financial year; and*

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

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

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

(a) its intention to do so; and

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

Policy Implications

Nil

Risk Implications

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

Financial Implications

The budget for financial year 2024-25 will be impacted with an estimated 5% increase in revenue from Gym membership income.

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

Absolute Majority

Officer Recommendation

That Council:

- 1. approves an overall increase of 5% in the schedule of Fees and Charges pertaining to Gym membership charges and a \$1 increase in the monthly charge;**
- 2. approves the imposition of these fees from 1 July 2024; and**
- 3. endorses the giving of seven-days public notice of 7 days of the intent to vary the fee and charge.**

Agenda Reference and Subject:

10.2.5 Temporary Access of Restricted Asset – Term Deposit

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Attachments:

Nil

Summary

Early redemption of a term deposit relating to the ASSET - Transport Infrastructure Reserve Account GEN defined as CDA 38559207 Deposit #9 with the principal sum of \$106,541.51.

Background

Over the past few months, Council has been apprised of the issues affecting our cash flow dynamics. The delayed acquittal of the Local Roads and Community Infrastructure Program (LRCIP) grant has been a notable factor. This delay stems from a combination of staffing shortages and the timing of the construction of the supermarket project. Anticipated income from this grant is expected to materialise in the upcoming months, with disbursements projected for July-August 2024.

We anticipate a similar timeline for the receipt of income from other grants associated with projects such as the airport and the pool liner project. Advice received from the respective Departments indicates that these funds will likely be disbursed only after mid-July, a timeframe tied to the completion schedules of the aforementioned projects.

As a consequence, our current bank balance and cash inflow have reached an exceedingly low level. However, it is crucial to emphasize that this situation is predominantly a matter of timing, rather than a reflection of the Shire's financial standing. The Shire is proactively managing its resources, and implementing prudent financial strategies to navigate through this period of constrained liquidity.

Payroll stands as the most important element in our operations. Our forthcoming pay run, scheduled for 5 July 2024, in accordance with our fortnightly payroll calendar, underscores the immediate importance of this matter. Usually, disbursements from the Financial Assistance Grants (FAGs) arrive towards the end of June or on the first day of July. However, this year 30 June falls on a Sunday, which may potentially cause a delay in receipt.

With the critical importance of timely payroll processing and the potential delay in cash inflow from anticipated grants, it is recommended that Council consider the early redemption of the above term deposit.

While the term deposit is a restricted asset and its early redemption may have implications for the Shire's overall financial planning, the exigency of the situation warrants careful consideration of this proposal. The immediate need to uphold Council's commitment to employees and to maintain operational continuity justifies this strategic decision.

Comment

Redeeming the term deposit ahead of schedule would provide us with the necessary liquidity to fulfill our payroll obligations without disruption. By accessing these funds in advance, we can mitigate the impact of any potential delays in cash inflow, thereby ensuring that our employees receive their salaries on time.

If the FAGs grant income is received before the payrun day, this early redeemed amount will not be used and will immediately be fixed for another term as usual under the restricted asset category.

Consultation

Darren Mollenoyux, Chief Executive Officer
Nerea Ugarte, Manager of Governance and Community Services
Mike Darby, Senior Finance Officer

Statutory Implications

Local Government Act 1995, section 6.11

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government — (a) changes* the purpose of a reserve account; or (b) uses* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use. * Absolute majority required.*
- (3) *A local government is not required to give local public notice under subsection (2) — (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or (b) in such other circumstances as are prescribed.*
- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

** Absolute majority required.*

Policy Implications

Nil

Risk Implications

Risk: If the expected cash-inflow does not take place, there will be disruption in necessary liquidity to fulfill our payroll obligations		
Likelihood	Consequence	Rating
Almost Certain	Major	High
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock's Risk Framework. The perceived level of risk is considered to be "High". As a High Risk, the Manager of Finance will be monitoring the progress regularly, ensuring the temporary access of funding is reinvested.		

Financial Implications

The current budget will be impacted with transfer from reserve, as expenditure with a nil impact in closing balance/surplus.

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

Absolute Majority

Officer Recommendation

That Council:

1. approves the Shire's finance team to access the fund from term deposit #9 that is currently being held with the Commonwealth Bank of Australia, if required to meet payroll obligations; and
2. agrees that, upon receipt of any other cashflow, this term deposit will immediately be fixed again under the category of restricted asset as ASSET - Transport Infrastructure Reserve Account GEN.

10.3 Manager of Regulatory Services

Nil.

10.4 Manager of Governance and Community Services

Agenda Reference and Subject:	
	10.4.1 Shire Seal
Reporting Officer:	Nerea Ugarte, Manager of Governance and Community Services
Author:	Shaan Wood, Executive Support Officer
Disclosure of Interest:	
Attachments:	Nil

Summary

Use of the Shire Seal in May 2024.

Background

Nil

Comment

As per Council's policy, the Shire Seal has been used during the month of May 2024 as follows:

- Acknowledgement of STED connection at 117 Noonajin Road.

Consultation

Nil

Statutory Implications

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council endorse the use of the Shire Seal during May 2024.

Agenda Reference and Subject:

10.4.2 Provision of Gratuities in Recognition of Service

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Item 10.4.2 Attachment A - Provision of Gratuities in Recognition of Service Policy

Summary

Council is asked to adopt the attached Provision of Gratuities in Recognition of Service Policy as a replacement of the policy currently titled Retirement/Resignation of Employees – Council Gifts/Functions.

Background

Under section 5.50 of the Local Government Act 1995 (Act), Council can make gratuity payments to employees ceasing employment with the Shire of Bruce Rock (Shire). Council is required to have a policy in place to provide guidance on the making of such payments. The Retirement/Resignation of Employees – Council Gifts/Functions Policy serves this purpose.

The following issues have been identified with the current version of the policy:

- The policy provides the Chief Executive Officer the discretion to provide gratuities to employees who have worked for the Shire for under five years. However, it lacks guidance on the provision of gratuities to employees who have worked for the Shire between five and nine years. This is likely to be an oversight.
- The gratuity amount authorised per year of service for periods of employment of under five years (\$10 per year of service) is substantially lower than the amount provided by neighbouring Local Governments.
- While the policy allows for the gratuity amounts to be adjusted periodically for inflation, these amounts have not been reviewed since 2019.
- The policy does not reflect that, under regulations, Council can choose to provide gratuities of an amount over and above those prescribed in the policy, subject to certain conditions.

In light of this, a review of the policy has been conducted.

Comment

Gratuity amounts

A review of gratuity policies of Local Governments within the Great Eastern Country Zone has shown that the Shire's approved gratuity amounts are at the lower end of the scale, with the amount approved for under five years of service being the lowest, as shown in the table below.

Local Government	Under 5 years	5 years	10 years	15 years	20 years
Bruce Rock (current)	\$10 per year of service	-	\$200	\$300	\$500
Cunderdin	\$30 per year of service from 2 years onward	\$250	\$500	\$750	\$1,000
Kellerberrin	\$50 per year of service	\$250	\$500	\$500	\$500
Kondinin	\$60 per year of service from 2 years onwards	\$800	\$800	\$2,000	\$2,000
Merredin	\$15 per year of service	\$75	\$250	\$375	\$500
Mukinbudin	\$25 per year of service	\$100	\$100	\$200	\$300
Narembreen	\$50 up to 2 years of service \$100 between 2 and 5 years	\$250	\$250	\$350	\$450
Nungarin	-	\$100	\$300	\$500	\$800
Tammin	\$30 per year of service between 2 and 5 years	\$250	\$500	\$750	\$1,000
Trayning	\$50 per year of service	\$400	\$600	\$800	\$1,000
Westonia	\$40 per year of service	\$400	\$800	\$1,000	\$1,500
Wyalkatchem	\$50 per year of service	\$250	\$500	\$750	\$1,000

While the current policy enables the approved gratuity amounts to be adjusted periodically for inflation, these amounts have not been reviewed since December 2019. It is recommended that the current amounts be adjusted, as provided for by the policy.

The application of the annual Consumer Price Index¹ to the currently approved gratuities would result in the amounts shown in column three of the following table. It is recommended that these amounts be rounded, as shown in column four of the table.

Years of service	Current amount	Amounts adjusted by CPI	Recommended new amounts
10 years	\$200	\$234.39	\$225
15 years	\$300	\$351.58	\$350
20 years	\$500	\$585.96	\$600

It is also recommended that the Chief Executive Officer be given discretion to approve gratuities for up to 9 years of service, with the rate applicable being \$15 per year of service (compared to the current \$10 per year of service). This represents a 50% increase. However, this would still keep the Shire at the lowest end of the scale compared to other Local Governments.

Further, it is suggested that, if under the Provision of Gifts to Employees Policy², an employee receives a gift from Council in recognition of the achievement of a significant employment milestone and the employee then retires within a year of receiving such gift, the gratuity amount will be reduced by the value of the significant milestone gift provided.

¹ Australian Bureau of Statistics – CPI

2019	0.9%
2020	3.5%
2021	7.8%
2023	4.1%

² This new proposed policy is scheduled for consideration at Council's Ordinary Meeting of 20 June 2024.

Additional gratuities

Consistent with section 5.50(2) of the Act, Local Governments can approve the provision of gratuities for amounts that are over and above those prescribed in their gratuity policies. The two conditions applying to this are that:

- the Local Government is required to provide local public notice of such payments; and
- the amount paid cannot exceed the amounts prescribed in regulation 19A of the Local Government (Administration) Regulations 1996.

The above has been reflected in the revised policy to enable Council to provide additional gratuities to thank and honour retiring or resigning employees whose commitment and contribution to the Shire and the community have been exemplary.

Other changes

Other changes made to the revised policy are as follows:

- The policy title has been changed, for ease of reference.
- The objectives of the policy have been expanded to include the requirement to comply with section 5.50 of the Act.
- Eligibility to receive a gratuity has been more clearly defined.

Consultation

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

Statutory Implications

Local Government Act 1995, section 5.50

5.50. Payments to employees in addition to contract or award

(1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —

- (a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and*
- (b) the manner of assessment of the additional amount.*

(1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).

(2) A local government may make a payment —

- (a) to an employee whose employment with the local government is finishing; and*
- (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government,*

but local public notice is to be given in relation to the payment made.

(3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.

(4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.

(5) The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website.

Local Government (Administration) Regulations 1996, regulation 19A

19A. Payments in addition to contract or award, limits of (Act s. 5.50(3))

(1) The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total —

(a) the value of the person's final annual remuneration, if the person —

(i) accepts voluntary severance by resigning as an employee; and

(ii) is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39;

or

(b) in all other cases, \$5 000.

Policy Implications

Nil

Risk Implications

Risk: If the revised policy is not approved, Council and the CEO will not be able to approve gratuities for employees who have served for five to nine years, and will not be able to provide additional gratuities.		
Likelihood	Consequence	Rating
Possible	Insignificant	Low
Action / Strategy <ul style="list-style-type: none"> • Council to endorse the revised policy. • Policy to be reviewed from time to time and in response to changing circumstances to ensure it effectively meets its objectives. 		

Financial Implications

The financial impact of the proposed gratuity amount increases is anticipated to be negligible.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.1 Proactive and well governed Shire

Voting Requirements

Simple majority

Officer Recommendation

That Council approve the replacement of its Retirement/Resignation of Employees – Council Gifts/Functions Policy with the Provision of Gratuities in Recognition of Service Policy, as presented.

Agenda Reference and Subject:

10.4.3 Provision of Gifts to Employees

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Item 10.4.3 Attachment A - Provision of Gifts to Employees Policy

Summary

Council is asked to adopt the attached Provision of Gifts to Employees Policy.

Background

At present, the Shire provides small gifts to employees to:

- mark the achievement of significant employment milestones;
- show support in the event of hospitalisation, accident or bereavement; and
- celebrate yearly achievements during the Christmas period.

This is done to:

- promote employees' loyalty and dedication to Council and the community;
- show appreciation for employees' long-term service to Council and the community; and
- celebrate achievements.

However, Council does not currently have a policy to guide the purchase of these gifts.

Comment

The attached draft policy:

- authorises the Chief Executive Officer to provide gifts to employees in the circumstances outlined above; and
- provides guidance on the amount that can be spent on such gifts.

Consultation

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

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: If the revised policy is not approved, the Chief Executive Officer will have no guidance from Council on the provision of gifts to employees.

Likelihood	Consequence	Rating
Possible	Insignificant	Low

Action / Strategy

- Council to endorse the policy.
- Policy to be reviewed from time to time and in response to changing circumstances to ensure it effectively meets its objectives.

Financial Implications

The financial impact of the proposed policy on the budget is anticipated to be negligible.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.1 Proactive and well governed Shire

Voting Requirements

Simple majority

Officer Recommendation

That Council approves the Provision of Gifts to Employees Policy, as presented.

10.5 Chief Executive Officer

Agenda Reference and Subject:

10.5.1 Wheatbelt Secondary Freight Network Governance Plan

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 10.5.1 Attachment A – Review of WSN Governance Plan
Confidential

Summary

The Wheatbelt Secondary Freight Network (WSFN) Steering Committee has requested that the associated 42 Local Governments formalise approval of the reviewed Governance Plan.

Background

Council has received a request from the WSN Steering Committee seeking Council's consideration of the proposed amendments to the WSN Governance Plan.

A copy of the draft WSN Governance Plan has been provided as a **confidential attachment**.

Comment

The Chief Executive Officer (CEO) has reviewed the proposed WSN Governance Plan changes, which are minimal and provide further clarity on various sections. The CEO can see no reason for Council to object to the recommended changes.

Consultation

John Nuttal, WSN Program Director

Statutory Implications

Local Government Act 1995

Policy Implications

Nil.

Risk Implications

Risk: Council does not endorse the WSN Governance Plan, which may impact on Program funding not being received as part of the arrangements.

Likelihood

Likely

Consequence

Major

Rating

High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock's Risk Management Framework. The perceived level of risk is considered to be "High". As a high risk matter, the CEO will be monitoring progress.

Financial Implications

The Governance Plan is integral to securing and managing future WSN funding.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Economy

Strategic Priority

2.2 – Roads are a key economic driver across the Shire

- Local benefits are delivered through our active participation in the Wheatbelt Secondary Freight Network
- Road infrastructure meets the freight task and is sustainable in the long term

Governance

Strategic Priority

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council endorses the processes and procedures outlined in the Program Governance Plan (Amended Version June 2024), which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the Wheatbelt Secondary Freight Network Steering Committee to make decisions in accordance within the Program Governance Plan.

11. Regional Reports

Agenda Reference and Subject:

11.1 WEROC Inc Board Meeting Minutes May 2024

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest

Attachments

Item 11.1 - Attachment A – WEROC Inc Board Meeting Minutes

Summary

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

Background

The last WEROC Inc Board Meeting was held on 9 May 2024 at the Shire of Kellerberrin Council Chambers.

Comment

To encourage the WEROC Inc partnership and promote a better understanding by all Councillors, it is recommended that the WEROC Inc minutes be read and received by Council. Shire President, Ram Rajagopalan and the CEO, Darren Mollenoyux attended the meeting.

The following items are highlighted for Council's attention:

7.3 WEROC Futures Discussion

This was addressed at the WEROC Chief Executive Officers' meeting held in April 2024, and the WEROC Board supported the directions presented in the report. Please refer to page 10 of the minutes attached.

7.3 McCusker Centre Internship

The WEROC Board has engaged an intern through the McCusker Centre Internship Program on a short-term business case project.

As per discussion at the WEROC Board meeting held on 9 May 2024, the agreed priority projects for the intern are a social impact assessment and public health planning.

The intern will commence on Monday 24 June 2024 and conclude their two week block placement in Merredin on Friday 5 July 2024.

8.1 Wheatbelt NRM Corella Program

The WEROC Board has raised concerns with the program. The latest update is provided below:

"As per discussion at the last board meeting and via email more recently, the Corella Management Project that WEROC are co-investing in, has so far failed to deliver anything tangible or useful. There appears to be consensus that WEROC should withdraw from the project.

Ms. Joanne Soderlund proposed via email on 5 June, that consideration be given to withdrawing from the project and actioning the following suggestions made by Mr. Nic Warren, through alternative means (i.e., another consultant):

1. *Compile and submit an application to DBCA for a “Licence to Take Fauna Causing Damage” and implement/coordinate a cull in impacted towns to reduce numbers and provide some immediate relief.*
2. *Provide a costed ongoing control program for consideration.*
3. *Lobby State Government to address this issue, as it is a State Government responsibility.*

It was recommended that Ms. Soderlund’s suggestion be discussed further, and that consideration be given to further engagement with the other project stakeholders to determine if they are also looking at alternative arrangements as there might still be an opportunity for collaboration.”

8.2 Town Team Movement

The Chief Executive Officer attended a Town Teams’ presentation with other WEROC Councils on the overall Town Teams’ project, expectations and aims.

The presentation was well received and clarified many questions from WEROC. Town Teams are now planning to hold a simplified version of their presentation for each of the communities. These will be scheduled for July 2024.

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

Consultation

Nil.

Statutory Implications

Nil.

Policy Implications

Nil.

Risk Implications

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

Financial Implications

Nil.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council receives the minutes of the WEROC Inc Board meeting held on 9 May 2024 at the Shire of Kellerberrin Council Chambers.

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

Nil.

13. Confidential Items

Agenda Reference and Subject:	13.1 Asset Replacement Plan for Staff Housing
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	
Attachments	<i>Item 13.1 Attachment A – Confidential Staff Housing Review 2023</i> <i>Item 13.1 Attachment B – Confidential Draft Asset Replacement Plan for Staff Housing</i>

Officer Recommendation

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

(b) the personal affairs of any person;

Officer Recommendation

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

Officer Recommendation

That Council endorses the Staff Housing Asset Management / Replacement Plan, as presented, to be used as a guidance tool when preparing the annual budget and long-term financial plan.

14. Closure of Meeting