

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 June 2024

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 June 2024

1. Declaration of Opening

The Shire President Ram Rajagopalan declared the meeting open at 3.02pm.

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

Shire President	Cr R Rajagopalan
Deputy Shire President	Cr AR Crooks
Councillors	Cr S Strange Cr KP Foss Cr PK Hodgkiss Cr J Verhoogt Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community	Ms N Ugarte
Manager of Executive Services	Mrs MJ Schilling
Manager of Finance	Mrs M Barthakur (3.03pm – 3.09pm)

3. Declarations of Interest

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

Date	Name	Item No	Reason
20.06.24	Cr SA Strange	12.1.2	Contract Signed for purchase and erection of a farm shed.
20.06.24	Cr AR Crooks	12.1.2	Having a shed built in the future.

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.

COUNCIL DECISION

Resolution OCM Jun 24 – 9.1

Moved: Cr BJ Waight
Seconded: Cr J Verhoogt

That the minutes of the Ordinary Meeting of Council held on Thursday 18 April 2024 be received as a true and correct record.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr

BJ Waight

Against: Nil

Carried 7/0

Mrs M Barthakur entered the Council Chambers at 3.03pm.

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
Attachments:	<i>Item 10.2.1 Attachment A – Monthly Financial Statements</i> <i>May 2024</i>

Summary

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

Background

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

Comment

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

Consultation

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 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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.1

Moved: Cr KP Foss

Seconded: Cr PK Hodgkiss

That the Statements of Financial Activity for the month ending 31 May 2024 are received.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:

10.2.2 List of Payments

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Nil

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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.2

Moved: Cr S Strange

Seconded: Cr AR Crooks

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

- a. EFT voucher numbers EFT22976 to EFT23030, totalling \$334,486.82;
- b. cheque numbers 154 to 157, totalling \$23,204.57;
- c. Trust EFT Payments, totalling \$0;
- d. wages and superannuation payments, totalling \$164,903.98; and
- e. credit card payments, totalling \$1471.87, noting that the credit card payment is reported separately, but is a part of the EFT payment,
with payments totalling \$551,237.22 for the month of May 2024.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:

10.2.3 Fuel Cards and Credit Card Transactions

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Nil

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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.3

Moved: Cr BJ Waight

Seconded: Cr PK Hodgkiss

That Council endorse the list of transactions through the:

a. Bendigo Bank Corporate Credit Card; and

b. Great Southern Fuel Card.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:	10.2.4 Amendment in Gym Membership Fees and Charges
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	Nil
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	
	Replacement Gym Card	Per Card	\$30.00	\$31.50	114304	
	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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.4

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

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.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Agenda Reference and Subject:	10.2.5 Temporary Access of Restricted Asset – Term Deposit
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	Nil
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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.4

Moved: Cr J Verhoogt

Seconded: Cr KP Foss

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 cashflow 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.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Mrs M Barthakur left the Council Chambers at 3.09pm and did not return.

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:	Nil
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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.4

Moved: Cr S Strange

Seconded: Cr KP Foss

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

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Agenda Reference and Subject:

	10.4.2 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:	Nil
Attachments:	<i>Item 10.4.2 Attachment A - Provision of Gratuities in Recognition of Service Policy</i>

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
Narembeen	\$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

- 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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.4

Moved: Cr AR Crooks

Seconded: Cr J Verhoogt

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.

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

Against: Nil

Carried 7/0

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: Nil

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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.2.3

Moved: Cr KP Foss

Seconded: Cr PK Hodgkiss

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

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

Against: Nil

Carried 7/0

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: Nil

Attachments: *Item 10.5.1 Attachment A – Review of WSFN 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 WSFN Steering Committee seeking Council's consideration of the proposed amendments to the WSFN Governance Plan.

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

Comment

The Chief Executive Officer (CEO) has reviewed the proposed WSFN 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, WSFN Program Director

Statutory Implications

Local Government Act 1995

Policy Implications

Nil.

Risk Implications

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

Likelihood	Consequence	Rating
Likely	Major	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 WSFN 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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.5.1

Moved: Cr S Strange

Seconded: Cr BJ Waight

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.

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

Against: Nil

Carried 7/0

11. Regional Reports

Agenda Reference and Subject:	11.1 WEROC Inc Board Meeting Minutes May 2024
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	Nil
Attachments	<i>Item 11.1 - Attachment A – WEROC Inc Board Meeting Minutes</i>

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 AND COUNCIL DECISION

Resolution OCM Jun 24 – 11.1

Moved: Cr AR Crooks

Seconded: Cr J Verhoogt

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

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

Against: Nil

Carried 7/0

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

Cr SA Strange and Cr AR Crooks declared a financial interest at 3.16pm.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Jun 24 – 12.1.1

Moved: Cr BJ Waight

Seconded: Cr PK Hodgkiss

Council moved a motion to accept business of an urgent nature – Post Advertising – Proposed Amendment of Local Planning Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.

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

Against: Nil

Carried 7/0

Cr SA Strange and Cr AR Crooks left the Council Chambers.

Agenda Reference and Subject:

12.1.2 Post Advertising – Proposed Amendment of Local Planning Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos

Reporting Officer:

Julian Goldacre, Manager of Regulatory Services

Author:

Julian Goldacre, Manager of Regulatory Services

Disclosure of Interest

Cr SA Strange, Cr AR Crooks

Attachments

Item 10.3.1 - Attachment A - Shire of Bruce Rock AMENDED Outbuildings Shipping Containers Lean-Tos Policy.
10.3.1 – Attachment B Schedule of Submissions Received on Proposed Amended Policy 5.2 Outbuildings Shipping Containers and Lean-Tos advertising

Summary

Council is asked to adopt the amended Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos following the 21 days advertising requirement. This amended Policy:

- provides clarity on certain matters;
- reduces administrative burden and costs associated with the assessment and determination of minor and rural developments; and
- ensures development outcomes provide for a high standard of built form and visual appearance.

Background

Council Resolution OCM May 24 – 10.3.1 (May 2024) endorsed advertising of the Proposed Amendment of Local Planning Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos (the Amended Policy 5.2) for the required 21 days.

Comment

The Amended Policy 5.2, as presented in Attachment A, has undergone public advertising for the required period. No public submissions were formally, nor informally received (Attachment B). Notwithstanding this, a local manufacturer and installer did seek guidance from the Manager of Regulatory Services to understand their requirements and obligations regarding the Amended Policy 5.2 and the outcome of these discussions was positive.

The Amended Policy 5.2 is a guidance policy to assist the Shire of Bruce Rock delegate Officers and Council with planning applications and enquiries related to outbuildings, lean-tos and sea containers. The policy delegates two Officers to undertake the desk top assessment, namely the Chief Executive Officer and the Manager of Regulatory Services, who currently have experience in such development assessments.

This policy does not provide a path to permit uncontrolled development by reason that all proposed and existing (retrospective) development relating to Outbuildings, Shipping Containers and Lean-Tos is required to be desktop assessed for compliance with the policy.

The amended Policy 5.2 provides clearer formatting, inspecting against recent regulatory changes, with clarifying and providing more detail for rural broadacre farming developments. Also, the purpose remains to reduce the administrative burden, and costs associated with the assessment and determination of minor residential development, and specific rural development. To assist Council in the review of the amended Policy 5.2, Attachment A has been highlighted to display the predominant changes and insertions undertaken and are abridged as follows:

- The Amended Policy 5.2 seeks to reduce the administrative burden and cost associated with the assessment and determination of minor development, and specific rural development that presently requires development approval under the Shire of Bruce Rock Local Planning Scheme No.3 (the Scheme). Apart from the development types that already do not require development approval (are exempted development) under the Scheme, this Policy details additional exempted development, and the Shire requirements in respect of authorising temporary development, as provided for under Schedule 2 clause 61 of the Regulations.
- The Amended Policy 5.2 objective seeks to permit outbuildings, shipping containers and lean-tos (as defined by the Policy) that meet the needs and lifestyles of residents, and broadacre farming activities, whilst being appropriate for the land's zoning and the use of the land. This is to ensure development outcomes will provide for a high standard of built form and visual appearance.
- Page 1 – Places ‘broadacre farming activities’ into the objectives, given this is a key component of Policy 5.2 as amended. To link a partly enclosed outbuilding into the greater definition of ‘Outbuilding.’
- Page 2 & 3 – On advice from the Department of Planning, the former Lot sizes are now compiled into two lot sizes of less than 4,000m² (clause 1), and 4,000m² and higher (clause 2) to provide a simplified division.
- Page 3 – The lots zoned Rural have been split apart into their own clauses 3 and 4 for the purpose of simplifying the distinction between the two Rural zones being *within* (clause 4), and *outside* (clause 3) the gazetted townsite boundaries. Regarding clause 3, the policy no longer restricts the number and size of outbuildings on Rural zoned lots. This is due to such development being an operational farming commercial decision, the amenity matters are deemed to be very low risk, and importantly a proposed development that is not an outbuilding as defined in the Amended Policy 5.2 requires a formal development application to Council.

- Page 4 - On advice from the Department of Planning, clause 5 shipping containers required a detailed explanation, and this is now provided. Also, an amendment to the table is that Rural lots outside of the gazetted townsite boundaries have no limit on shipping containers, although must follow listed subclauses. This prevents possible 'use' beyond broadacre farming activities.
- Page 5 – Minor amendments to clause 5 wording to clarify statutory instrument of the Building Act 2011, also to allow Shire Delegate flexible administration on a case by case basis, as required for temporary development, as well as a minor word change.

Page 5 – In consultation with the Department of Planning clause 8 has been detailed with matters to inform applicants reading building permits and exemptions as well as the National Construction Code of Australia (NCC) regarding the building Class 10A. This insertion here is important given the need to clarify the building class of an Outbuildings and Lean-tos outside the gazetted townsite boundaries. For this purpose, it is reasonable and practicable that Outbuildings and lean Tos for the purpose of parking of large farm machinery and associated items used for Rural zoned Lot broadacre farming activity is a Class 10A building structure.

Consultation

Mr Paul Sewell, Principal Planning Officer, Land Use Planning, Department of Planning, Lands and Heritage, and

Mr Matthew Burnett, Senior Planner, Land Use Planning, Department of Planning, Lands and Heritage.

Statutory Implications

Shire of Bruce Rock Local Planning Scheme No. 3,

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015.

Policy Implications

To amend the Local Planning Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.

Risk Implications

Risk: None perceived given this is a statutory instrument to assist in determining certain developments as not, or are requiring submission to Council.

Likelihood	Consequence	Rating
Unlikely	Insignificant	Low

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedure, and is unlikely to need specific application of resources.

Financial Implications

The loss of income from residential development, which is typically below \$50,000.

The application fee for development approval is \$147, although in most cases this falls short of staff time expenditure, especially if site inspections and liaison with the applicant is required.

Furthermore, there will be a loss of income for the large rural sheds, where the development fee is a percentage of the total building works costs. This would be a significant fee, for example, a large shed of \$180,000 in value would be a development application fee of \$576.

The current planning administration fee for assessment by the Shire Delegates is \$37.00, subject to change in the 2024-25 budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple majority.

Officer Recommendation

That Council adopts the amended Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Jun 24 – 12.1.2

Moved: Cr BJ Waight

Seconded: Cr J Verhoogt

That Council adopts the amended Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.

For: Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried 5/0

Cr Strange and Cr Crooks returned to the Council Chambers at 3.18pm

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 Nil

Attachments *Item 13.1 Attachment A – Confidential Staff Housing Review 2023*

Item 13.1 Attachment B – Confidential Draft Asset Replacement Plan for Staff Housing

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.5.1

Moved: Cr S Strange

Seconded: Cr KP Foss

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

(b) the personal affairs of any person;

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

Against: Nil

Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.5.1

Moved: Cr S Strange

Seconded: Cr KP Foss

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

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

Against: Nil

Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Jun 24 – 10.5.1

Moved: Cr KP Foss

Seconded: Cr AR Crooks

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.

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

Against: Nil

Carried 7/0

14. Closure of Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 3.28pm.

These minutes were confirmed at a meeting on Thursday 18 July 2024.

Cr R Rajagopalan
Shire President



Agenda Attachments

Thursday 20 June 2024

SHIRE OF BRUCE ROCK

AGENDA ATTACHMENTS 20 JUNE 2024

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 May 2024

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 May 2024

1. Declaration of Opening

The Shire President Ram Rajagopalan declared the meeting open at 3.02pm.

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

Shire President	Cr R Rajagopalan
Deputy Shire President	Cr AR Crooks
Councillors	Cr S Strange Cr KP Foss Cr PK Hodgkiss Cr J Verhoogt Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux (via teams)
Manager of Governance and Community	Ms N Ugarte
Manager of Executive Services	Mrs MJ Schilling
Manager of Finance	Mrs M Barthakur (3.05pm – 3.15pm)
Manager of Regulatory Services	Mr J Goldacre (3.16pm – 3.51pm)

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
16 May 2024	Cr S Strange	10.3.1	Amendment will affect Cr Strange's proposed new shed in the coming months.

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
16 May 2024	Mr DRS Mollenoyux	10.4.1	Council's decision will affect Mr Mollenoyux's ability to work from home.
16 May 2024	Ms N Ugarte	10.4.1	Council's decision will affect Ms Ugarte's ability to work from home.

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

Local Emergency Management Committee Meeting held on Wednesday, 20 March 2024.

COUNCIL DECISION

Resolution OCM May 24 – 9.1

Moved: Cr J Verhoogt
Seconded: Cr PK Hodgkiss

That the minutes of the Local Emergency Management Committee Meeting held on Wednesday, 20 March 2024 be received.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Ordinary Meeting of Council held on Thursday, 18 April 2024.

COUNCIL DECISION

Resolution OCM May 24 – 9.2

Moved: Cr S Strange
Seconded: Cr KP Foss

That the minutes of the Ordinary Meeting of Council held on Thursday 18 April 2024 be received as a true and correct record.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Special Council Meeting held on Tuesday, 7 of May 2024.

COUNCIL DECISION

Resolution OCM May 24 – 9.3

Moved: Cr KP Foss
Seconded: Cr BJ Waight

That the minutes of the Special Meeting of Council held on Tuesday, 7 May 2024 be received as a true and correct record.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

Mr M Barthakur entered the Council Chambers at 3.05pm.

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
Attachments:	<i>Item 10.2.1 Attachment A – Monthly Financial Statements – April 2024 (to be sent under separate cover)</i>

Summary

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

Background

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

Comment

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

Consultation

Mr Darren Mollenoyux, Chief Executive Officer
Ms Nerea Ugarte, Manager of Governance and Community Services
Mr Brock Williams, Works Supervisor
Mr Julian Goldacre, Manager of Regulatory Services
Mr 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 budget estimates to ensure that Council is able to monitor the Shire's financial performance throughout the year.		

Financial Implications

Comparison of actual year to date to the 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 AND COUNCIL DECISION

Resolution OCM May 24 – 10.2.1

Moved: Cr KP Foss

Seconded: Cr J Verhoogt

That the Statements of Financial Activity for the month ending 30 April 2024 are received.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:

10.2.2 List of Payments

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.2.2 Attachment A – List of Payments April 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 April 2024.

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

Consultation

Nil

Statutory Implications

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 AND COUNCIL DECISION

Resolution OCM May 24 – 10.2.2

Moved: Cr AR Crooks

Seconded: Cr BJ Waight

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

- a. EFT voucher numbers EFT22976 to EFT23030, totalling \$334,486.82;
- b. cheque numbers 154 to 157, totalling \$23,204.57;
- c. Trust EFT Payments, totalling \$0;
- d. wages and superannuation payments, totalling \$164,903.98; and
- e. credit card payments, totalling \$1471.87, noting that the credit card payment is reported separately, but is a part of the EFT payment,
with payments totalling \$551,237.22 for the month of April 2024.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:

10.2.3 Fuel Cards and Credit Card Transactions

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Cinil Thomas, Finance Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.2.3 Attachment A – List of Credit Card & Fuel Card transactions April 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 the Shire holds.

If Councillors 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 under the appropriate approved delegations through the cards.

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 AND COUNCIL DECISION

Resolution OCM May 24 – 10.2.3

Moved: Cr S Strange

Seconded: Cr KP Foss

That Council endorse the list of transactions through the:

a. Bendigo Bank Corporate Credit Card; and

b. Great Southern Fuel Card.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ

Waight

Against: Nil

Carried 7/0

Mrs M Barthakur left the Council Chambers at 3.15pm and did not return.

Mr J Goldacre entered the Council Chambers at 3.16pm.

10.3 Manager of Regulatory Services

Agenda Reference and Subject:	10.3.1 Proposed Amendment of Local Planning Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.
Reporting Officer:	Julian Goldacre, Manager of Regulatory Services
Author:	Julian Goldacre, Manager of Regulatory Services
Disclosure of Interest	Cr S Strange
Attachments	<i>Item 10.3.1 Attachment A - Shire of Bruce Rock AMENDED Outbuildings Shipping Containers Lean-Tos Policy.</i>

Summary

Council to consider the proposed amended Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos (Policy) and endorse for advertising. This amended Policy:

- provides clarity on certain matters;
- will reduce administrative burden and costs associated with the assessment and determination of minor and rural development; and
- ensure development outcomes provide for a high standard of built form and visual appearance.

Background

Council adopted the Policy by Resolution OCM June 22 – 10.3.1 (June 2022). Over the last 12 months a working review of the Policy revealed matters requiring greater detailed descriptions regarding outbuildings in Rural zoned locations, especially where broadacre farming occurs. Recently, a case of an outbuilding on a Rural Lot coming to the attention of the Building Commission highlighted this, especially the distinction, best captured at the planning stage, for building type classification.

The updated Policy addresses these matters, providing more clarity. It will also better assist the public and the Shire of Bruce Rock to best manage Outbuildings, predominantly concerning Rural zoned lots, where broadacre farming occurs.

Comment

After internal review and consultation with the Department of Planning and pending Council approval, the amended Policy, as presented in Attachment A, is now at the point to be advertised for the requisite 21 days. The matters the amended Policy deals with are outbuildings, lean tos and sea containers. The amended Policy is aligned with recent regulatory changes, and the recently amended State Planning Policy 7.3: Residential Design Codes - Volume 1 (the R-Codes), where residential land use lots are involved.

The amended Policy provides clearer formatting, inspecting against recent regulatory changes, with clarifying and providing more detail for rural broadacre farming developments. Also, the purpose remains to reduce the administrative burden, and costs associated with the assessment and determination of minor residential development, and specific rural development. To assist Council in reviewing the amended Policy, Attachment A has been highlighted to display the predominant changes and insertions undertaken and are abridged as follows:

Page 1 – Places ‘broadacre farming activities’ into the objectives given this is a key component of the Policy as amended. To link a partly enclosed outbuilding into the greater definition of ‘Outbuilding.’

Pages 2 and 3 – On advice from the Department of Planning, the former Lot sizes are now compiled into two Lot sizes of less than 4,000m² (clause 1), and 4,000m² and higher (clause 2) to provide a simplified division.

Page 3 – The Lots zoned Rural have been split apart into their own clauses 3 and 4 for the purpose to simplify the distinction between the two Rural zones within and outside the gazetted townsite boundaries of the Bruce Rock district.

Page 4 - On advice from the Department of Planning, clause 5 shipping containers required a detailed explanation, and this is now provided. Also, an amendment to the table is that Rural Lots outside of the gazetted townsite boundaries have no limit on shipping containers, although must follow listed subclauses. This prevents possible 'use' beyond broadacre farming activities.

Page 5 – Minor amendments to clause 5 wording to clarify statutory instrument of the Building Act 2011, also to allow the Shire Delegate flexible administration on a case by case basis, as required for temporary development, as well as a minor word change.

Page 5 – In consultation with the Department of Planning, clause 8 has been detailed with matters to inform applicants reading building permits and exemptions as well as the National Construction Code of Australia regarding the building Class 10A. This insertion is important, given the need to clarify the building class of an Outbuildings and Lean-Tos outside the gazetted townsite boundaries. For this purpose, it is reasonable and practicable that Outbuildings and lean Tos for the purpose of parking of large farm machinery and associated items used for Rural zoned Lot broadacre farming activity is a Class 10A building structure.

The amended Policy must be advertised for a minimum of 21 days for public comment. At the conclusion of the advertising period, the amended Policy will be presented back to Council. If submissions received require a substantial change to the revised Policy, it will need to be re-advertised. Alternatively, should no submissions be received, or be minor in nature, then further advertising is not required. At the conclusion of the advertising period process, Council can consider adoption of the amended Policy.

Consultation

Mr Paul Sewell, Principal Planning Officer, Land Use Planning, Department of Planning, Lands and Heritage
Mr Matthew Burnett, Senior Planner, Land Use Planning, Department of Planning, Lands and Heritage.

Statutory Implications

Shire of Bruce Rock Local Planning Scheme No.

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications

To amend the Local Planning Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos.

Risk Implications

Risk: None perceived, given this is a statutory instrument to assist in determining certain developments as not, or are requiring submission to Council.

Likelihood	Consequence	Rating
Unlikely	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", can be managed by routine procedure, and is unlikely to need specific application of resources.

Financial Implications

The loss of income from residential development, which is typically below \$50,000, so the application fee for development approval is \$147, although in most cases this falls short of staff time expenditure, especially if site inspections and liaison with the applicant are required.

Furthermore, a loss of income for the large rural sheds, where the development fee is a percentage of the total building works costs and this would be a significant fee, for example a large shed of \$180,000 in value would be a development application fee of \$576. The current planning administration fee for assessment by the Shire Delegates is \$37, subject to change in the 2024-25 budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 10.3.1

Moved: Cr BJ Waight

Seconded: Cr KP Foss

That Council endorses the presented amended Policy 5.2 Outbuildings, Shipping Containers and Lean-Tos for public advertising for a period of no less than the required full 21 days.

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

Against: Cr PK Hodgkiss

Carried 6/1

Mr J Goldacre left the Council Chambers at 3.51pm and did not return.

10.4 Manager of Governance and Community Services

Agenda Reference and Subject:

10.4.1 Working from Home Policy and Procedures

Reporting Officer: Nerea Ugarte, Manager of Governance and Community Services

Author: Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest: Mr D Mollenoyux, Mrs N Ugarte

Attachments: *Item 10.4.1 Attachment A – Working from Home Policy*

Item 10.4.1 Attachment B – Working from Home Procedure

Summary

Council is asked to adopt a new Working from Home Policy (Policy) and Working from Home Procedure (Procedure), as attached.

Background

The Shire of Bruce Rock (Shire) has no formal policy or procedures to manage requests from staff to work from home. At present, requests are considered and managed on an ad-hoc basis by the Chief Executive Officer.

With the Manager of Finance now moving to a hybrid working from the office and home model and other staff members requesting to work from home from time to time to accommodate personal circumstances, such as attendance at medical appointments, it is now considered necessary to formalise the process to apply for, approve and oversee working from home arrangements.

Comment

The proposed Policy and Procedure are consistent with the Shire's commitment to providing flexible and family friendly working arrangements to employees, subject to business needs.

The Policy and Procedure provide a comprehensive guide to management and staff on:

- the process to apply for and approve a request to work from home;
- the eligibility criteria to apply to the assessment of a request to work from home;
- the employees' and their managers' responsibilities while the working from home arrangements are in place; and
- the process for the review, extension or cessation of a working from home arrangement.

Under the Policy, part-time and full-time, permanent and fixed-term contract employees will be able to access working from home arrangements, subject to eligibility criteria being met, including the suitability of the employee's role to be performed off-site and the ability of the employee to remain productive.

WALGA templates have been used to develop the Policy and Procedure.

LGIS has been consulted on the insurance arrangements applying to employees working from home. These employees are covered by the Shire's insurance policies, as if they were working from the office. LGIS has also provided advise on the Work Health and Safety assessment of designated work spaces.

Consultation

Mr Darren Mollenoyux, Chief Executive Officer
Ms Megan Sumpton, Account Manager, LGIS
Mr Christopher Gilmour, Regional Risk Coordinator, LGIS

Statutory Implications

Nil

Policy Implications

If approved, the Policy and Procedure will supersede the existing COVID-19 Working from Home Procedure.

Risk Implications

Risk: The absence of a working from home policy and procedures leads to a lack of guidelines on the approval and management of working from home arrangements, leaving the interpretation of the responsibilities and requirements associated with working from home open to individual discretion.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

Action / Strategy

- Council to endorse the Policy and Procedure.
- Policy and Procedure to be reviewed from time to time and in response to changing circumstances to ensure their efficacy.

Financial Implications

Nil

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 May 24 – 10.4.1

Moved: Cr S Strange

Seconded: Cr KP Foss

That Council adopt the Working from Home Policy and Working from Home Procedure, as presented.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:

	10.4.2 Outside Staff Uniform 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 10.4.2 Attachment A – Outside Staff Uniform Policy</i>

Summary

Council is asked to adopt a revised Outside Staff Uniform Policy (Policy), as attached.

Background

The Shire of Bruce Rock's (Shire) current Policy provides for the supply of a set number of uniform items to staff every year.

In an attempt to reduce expenditure on uniforms, during 2023, the former Manager of Works and Services trialled the replacement of uniform items on a fair wear and tear basis only. This approach did not result in any noticeable expenditure reduction and was not welcome by staff.

As a result of this, the Shire's Chief Executive Officer (CEO) decided to discontinue the trial. This was communicated to the outdoors crew on 6 May 2024.

The CEO considered this presented a good opportunity to review the existing Policy in consultation with the Work Health and Safety (WHS) Committee (Committee) to ensure it meets current staff needs and WHS standards.

Comment

The Committee undertook a review of the Policy, and recommended that the following changes be made to it:

- Replace the long sleeve polar shirt option with a micro mesh option.
- Remove the option of a cap with legionnaire fitted, as it is not popular with staff.
- Remove the Yakka socks option and replace it with the Explorer brand option.
- Add the cleaners to the policy and specify the uniform items to be supplied to them. This list does not include steel capped boots or socks, as the cleaners are just required to wear enclosed shoes.
- Remove the reference to the Shire providing sunscreen, as this is not a uniform item.
- Add the requirement for staff who cease employment with the Shire to return uniforms with logos. This is to prevent former staff members from using uniforms with the Shire logo when they are no longer working for the Shire.

Consultation

Mr Darren Mollenoyux, Chief Executive Officer

Mr Brockman Williams, WHS Representative

Mr Damien Bow, WHS Representative

Mrs Shenae Negri, WHS Representative (also responsible for uniform orders)

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That outside staff do not have adequate uniforms to enable them to do their jobs safely.

Likelihood	Consequence	Rating
Rare	Moderate	Low

Action / Strategy

- Council to endorse the Policy.
- Policy to be reviewed from time to time and in response to changing circumstances to ensure staff safety.

Financial Implications

Nil

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 adopt the revised Outside Staff Policy, as presented.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 10.4.2

Moved: Cr AR Crooks

Seconded: Cr PK Hodgkiss

That Council adopt the revised Outside Staff Policy, with the requirement for pants or shirts to have a reflective strip to be added to the policy.

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

Against: Nil

Carried 7/0

Agenda Reference and Subject:

Reporting Officer:	10.4.3 Appointment of Dual Fire Control Officers Nerea Ugarte, Manager of Governance and Community Services
Author:	Nerea Ugarte, Manager of Governance and Community Services
Disclosure of Interest:	Nil
Attachments:	<i>Item 10.4.3 Attachment A – Letter from the Shire of Corrigin</i>

Summary

The Shire of Corrigin has requested that the Shire of Bruce Rock appoint Dual Fire Control Officers for the 2024-25 bush fire season.

Background

The Chief Executive Officer has received correspondence from the Shire of Corrigin requesting that the following people be appointed as Dual Fire Control Officers in the Shire of Bruce Rock for the 2024-25 bush fire season:

Shire of Corrigin:

- Mr Sandow Jacobs
- Mr Tim Georged

Comment

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

The Bruce Rock Bush Fire Advisory Committee (Committee), which is responsible for the provision of recommendations to Council on the appointment of Fire Control Officers, held a meeting on 15 March 2024. However, the Shire of Corrigin's request was not added to the Committee's agenda.

Since the Committee is not due to meet again until September 2024, it is recommended that Council accepts the request to appoint Corrigin's Dual Fire Control Officers.

Consultation

Nil

Statutory Implications

Bush Fires Act 1954 – Section 38

"38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district."*

Policy Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community Priorities

Goal 1.4 Support and emergency services planning, response and recovery

Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 10.4.3

Moved: Cr S Strange

Seconded: Cr AR Crooks

That Council appoints Mr Sandow Jacobs and Mr Tim George as Dual Fire Control Officers in the Shire of Bruce Rock for the 2024-25 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting the Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Bruce Rock.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange and Cr J Verhoogt

Against: BJ Waight

CARRIED BY ABSOLUTE MAJORITY 6/1

Agenda Reference and Subject:

	10.4.4	Review of Fire Behaviour Index for Harvest Bans
Reporting Officer:		Nerea Ugarte, Manager of Governance and Community Services
Author:		Nerea Ugarte, Manager of Governance and Community Services
Disclosure of Interest:		Nil
Attachments:		<i>Item 10.4.4 Attachment A – Revised Harvest Bans Policy</i>

Summary

Council is asked to adopt an updated Harvest Bans Policy (Policy), which includes a revised Fire Behaviour Index (FBI) threshold for the declaration of Harvest Bans.

Background

It has been observed that the number of Harvest Bans declared by neighbouring Local Governments is substantially lower than those imposed by the Shire of Bruce Rock (Shire). This is particularly evident once the harvest season concludes, as shown in the table below.

Number of Harvest Bans declared between 1 January 2024 and 29 February 2024

Local Government	Number of Harvest Bans
Bruce Rock	12
Corrigin	6
Cunderdin	5
Narembeen	4
Merredin	3
Quairading	2

This issue was raised by the Shire's Chief Bush Fire Control Officer at the District Operations Advisory Committee (DOAC) meeting held on 11 March 2024. At the meeting, representatives of neighbouring Local Governments advised that their FBI threshold for the declaration of Harvest Bans is 40 or above. In contrast, under the current Policy, Harvest Bans are declared in the Shire when an FBI level of 37 or above is reached.

This matter was also discussed at the Bruce Rock Bush Fire Advisory Committee (Committee) meeting held on 15 March 2024. The Committee agreed that, to bring the Shire into line with other Local Governments that are members of DOAC, the FBI threshold applied at the Shire should be revised. The Committee resolved the following:

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

Comment

Consistent with the Committee's recommendation, the attached Policy has been revised to include an FBI threshold of 40. It is considered that this threshold is reasonable for the purposes of mitigating bush fire risks, and is consistent with the threshold used by neighbouring Local Governments.

The Policy has also been updated to:

- clarify that the Chief Bush Fire Control Officer's responsibilities include the making of decisions on the duration of Harvest Bans;
- remove the requirement to multiply the wind direction and speed reading obtained using the Kestrel Weather Meter by 1.25 to calculate the average wind speed, as this is now automatically calculated by the Aurora Fire Behaviour Calculator;
- remove the requirement to notify CBH of the placement of a Harvest Ban, as the SMS notification system now reaches parties that in the past would have relied on being notified of the ban through CBH;
- improve the structure of the document by better articulating the policy statement, the different stages of the process leading to the placing of a Harvest Ban, and the effect of a Harvest Ban; and
- add the Bush Fires Regulations 1954 to the Head of Power section of the Policy.

Consultation

Cr Tony Crooks, Chief Bush Fire Control Officer
Mr Darren Mollenoyux, Chief Executive Officer

District Operations Advisory Committee
Bruce Rock Bush Fire Advisory Committee

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: If the revised Policy and FBI threshold are not approved, Council could be exposed to criticism from local businesses that consider the number of Harvest Bans placed in the Shire to be excessive, therefore affecting their business operations.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

Action / Strategy

- Council to endorse the revised Policy and FBI.
- Policy to be reviewed from time to time and in response to changing circumstances to ensure it effectively supports the mitigation of bush fire risks.

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

1.4 Support and emergency services planning, response, and recovery.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 10.4.4

Moved: Cr S Strange

Seconded: Cr PK Hodgkiss

- 1. endorses the Bruce Rock Bush Fire Advisory Committee's recommendation to amend Council Policy 8.2 Harvest Bans to change the Fire Behaviour Index for the implementation of Harvest and Movement of Machinery Bans to a reading of 40; and**
- 2. adopts the revised Harvest Bans Policy, as presented.**

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

Against: Nil

Carried 7/0

10.5 Chief Executive Officer

Agenda Reference and Subject:

10.5.1 Works and Services Committee

Reporting Officer: Darren Mollenoyux, Chief Executive Officer

Author: Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest: Nil

Attachments: *Nil*

Summary

Council is asked to consider the nomination of an additional Councillor as a member of the Works and Services Committee (Committee).

Background

Following the October 2023 Ordinary Election, Council endorsed its committees and representatives for the next two years. The below Councillors and staff were endorsed as members of the Committee:

Cr Kevin Foss
Cr Tony Crooks
Cr Brendan Waight
Cr Perry Hodgkiss
Chief Executive Officer
Manager of Works and Services

At the April 2024 Committee meeting, discussion was held regarding the Committee's loss of background knowledge as a result of the recent departure of the Manager of Works and Services and the Chief Executive Officer's departure at the end of June 2024.

Comment

The Committee agreed to request Council to consider the appointment of Cr Stephen Strange as an additional member of the Committee for an interim period. Cr Strange has an extensive background in the history of the Committee, as well as experience at a regional level.

Consultation

Cr Kevin Foss, Chair of the Committee

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That, if Council does not endorse the appointment of Cr Stephen Strange to the Committee, there will be a significant gap in knowledge in the works and services area.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate

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 "Moderate" and will be managed by specific monitoring and response procedures.

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

Goal 10 Our organisation is well positioned and has capacity for the future.

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 10.5.1

Moved: Cr KP Foss

Seconded: Cr BJ Waight

That Council endorse the appointment of Cr Stephen Strange to the Works and Services Committee, with membership including:

Cr Kevin Foss, Chairperson

Cr Tony Crooks

Cr Brendan Waight

Cr Perry Hodgkiss

Cr Stephen Strange

Chief Executive Officer

Manager of Works and Services

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

Against: Nil

Carried 7/0

11. Regional Reports

Agenda Reference and Subject:	11.1 WALGA Zone Minutes May 2024
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	Nil
Attachments	<i>Item 11.1 - Attachment A – WALGA Zone Meeting Minutes</i>

Summary

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

Background

The recent WALGA Great Eastern Zone Meeting was held on 11 April 2024 at the Kellerberrin Recreation Centre. Cr Rajagopalan, Cr Strange and the CEO attended the meeting.

Comment

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

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

Presentations

Ms Lisa Jackson, Grants Development Manager from Lotterywest, made a presentation to the Zone on funding processes and any potential areas of support Lotterywest can offer to the Great Eastern Country Zone region.

Agricultural Land Use

The Wheatbelt region is becoming an increasingly attractive place for investors seeking to decarbonise their operations and meet their environmental, sustainable and governance obligations.

Project proponents are active in the region, seeking to develop projects across renewable energy (wind and solar farms), tree planting (for carbon offsets, biodiversity or nature repair credits, clearing offsets) and biofuel production. All are at various stages of development.

Without a coordinated or considered approach to settlement of those investments into the current predominantly agricultural landscape, there is a risk that poor outcomes may result for Wheatbelt communities, the economy and the environment.

The meeting resolved:

“That the Great Eastern Country Zone recommend that WALGA

- 1 In considering Agricultural Land Use, establishes and promotes policy templates to guide Local Governments for their individual adoption to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State’s productive agricultural land.*
- 2 Within the Policy includes such uses but not limited to tree planting for offsets or carbon, renewable energy generation and transmission.*
- 3 Investigates potential impacts to local government rates on rural land, that has approved long term tree planting for different purposes, for example but not limited to planting for*

carbon offsets, planting for clearing offsets, or planting for renewable fuels; and renewable energy investments.

4 *Provides advice to local government on what Policies or Special Area Rates should be considered for the land affected.”*

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

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That Council does not receive the minutes or object to decisions of the WALGA Great Eastern Zone meeting.

Likelihood	Consequence	Rating
Rare	Insignificant	Low

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock's Risk Management Framework. 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 AND COUNCIL DECISION

Resolution OCM May 24 – 10.4.4

Moved: Cr S Strange

Seconded: Cr BJ Waight

That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on 11 April 2024 at the Kellerberrin Recreation Centre.

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

Against: Nil

Carried 7/0

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

Nil

13. Confidential Items

Agenda Reference and Subject:

Reporting Officer:	13.1 Appointment of Acting Chief Executive Officer Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

OFFICER RECOMMENDATION AND COUNCIL DECISION**Resolution OCM May 24 – 13.1.1**

Moved: Cr S Strange
Seconded: Cr J Verhoogt

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 applies:

(b) the personal affairs of any person;

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

Against: Nil
Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION**Resolution OCM May 24 – 13.1.2**

Moved: Cr AR Crooks
Seconded: Cr J Verhoogt

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

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

Against: Nil
Carried 7/0

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 13.1.3

Moved: Cr BJ Waight

Seconded: Cr KP Foss

That Council:

1. appoint Mr John Merrick as the Acting Chief Executive Officer for the period from Monday 1 July 2024 to Friday 2 August 2024 inclusive;
2. agree to the length of appointment of Mr John Merrick to be reviewed at the July 2024 Ordinary Meeting of Council, pending the outcome of the Chief Executive Officer recruitment process and commencement date of a permanent Chief Executive Officer; and
3. agree to engage Mr John Merrick in line with the weekly contract rate outlined in this report, plus the provision of self-contained accommodation and Shire vehicle, with budget provision to be made for the 2024-25 financial year.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Agenda Reference and Subject:

	13.2 Appointment of Senior Employee – Manager of Works and Services
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest	Nil
Attachments	<i>Item 13.2 Attachment A – (Confidential) Contract and Position Description for Manager of Works and Services</i>

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 13.2.1

Moved: Cr J Verhoogt
Seconded: Cr AR Crooks

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 applies:

(b) the personal affairs of any person;

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 13.2.2

Moved: Cr AR Crooks
Seconded: Cr J Verhoogt

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 applies:

(b) the personal affairs of any person;

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 24 – 13.2.1

Moved: Cr Hodgkiss

Seconded: Cr Crooks

That Council:

1. endorses the appointment of Mr Gregory Stephens to the position of Manager of Works and Services based on a three-year contract of employment commencing on 1 July 2024; and
2. endorses Mr Stephen's contract and remuneration package, as outlined in this report, offered to Mr Stephens, and included in the 2024-25 budget.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

14. Closure of Meeting

Cr Strange took an opportunity to thank Darren on behalf of CEACA for his years of service on the committee.

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.28pm.

These minutes were confirmed at a meeting on Thursday 20 June 2024.

Cr R Rajagopalan
Shire President



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2024

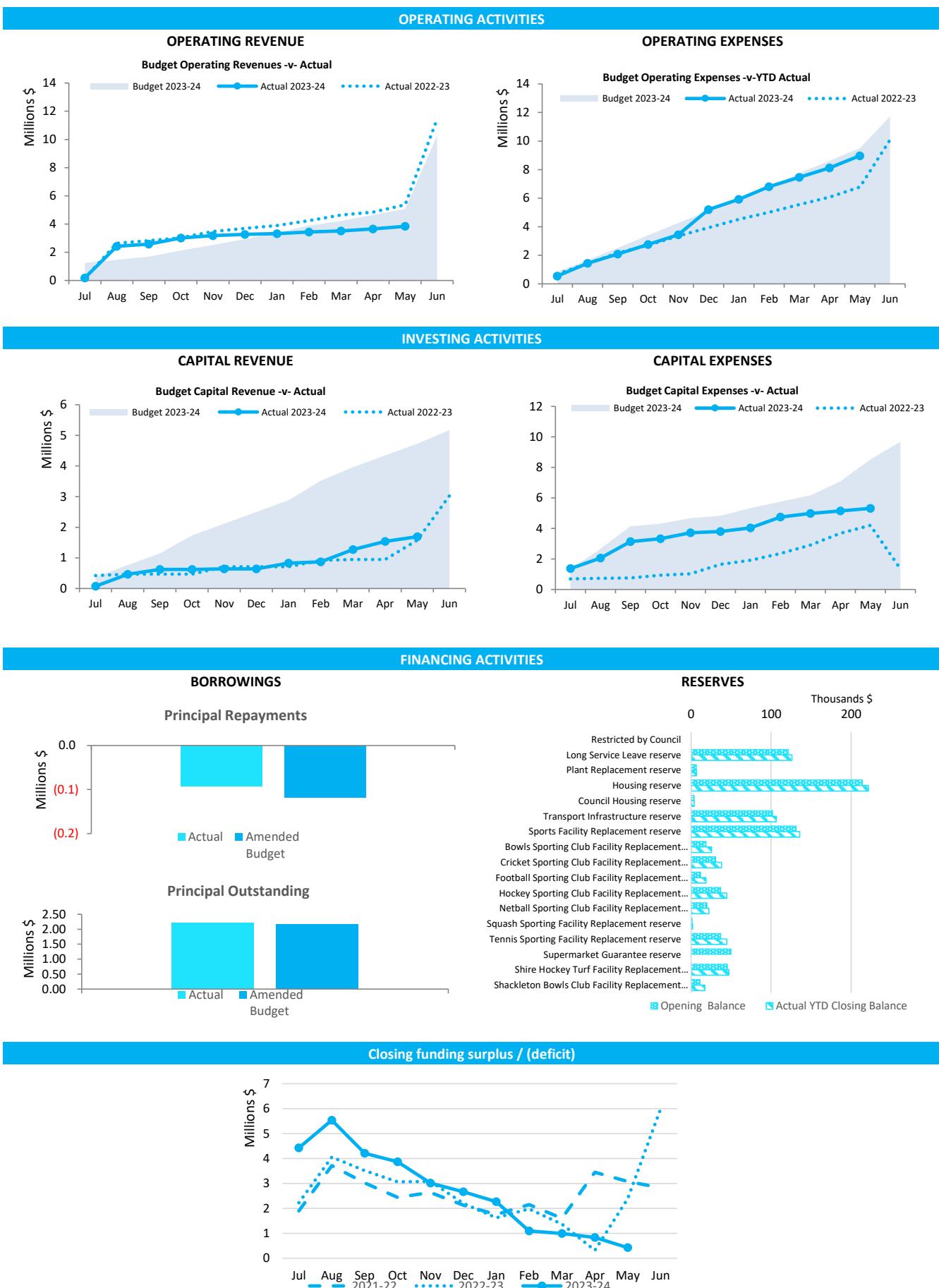
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2024

SUMMARY INFORMATION - GRAPHS



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2024

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.08 M	\$6.00 M	\$6.00 M	\$0.00 M
Closing	\$0.55 M	\$1.35 M	\$0.42 M	(\$0.93 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$1.08 M	% of total
Unrestricted Cash	\$0.22 M	20.5%
Restricted Cash	\$0.86 M	79.5%

Refer to Note 3 - Cash and Financial Assets

Payables

	\$0.22 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 9 - Payables

Receivables

	\$0.18 M	% Collected
Rates Receivable	\$0.08 M	95.4%
Trade Receivable	\$0.18 M	% Outstanding
Over 30 Days		16.0%
Over 90 Days		15%

Refer to Note 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.14 M	(\$0.85 M)	(\$1.86 M)	(\$1.00 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.81 M	% Variance
YTD Budget	\$1.85 M	(2.6%)

Refer to Statement of Financial Activity

Operating Grants and Contributions

YTD Actual	\$0.59 M	% Variance
YTD Budget	\$1.62 M	(63.9%)

Refer to Note 14 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$1.25 M	% Variance
YTD Budget	\$1.64 M	(23.5%)

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)
(\$4.47 M)	(\$3.64 M)	(\$3.61 M)	\$0.03 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.21 M	%
Adopted Budget	\$0.18 M	20.2%

Refer to Note 6 - Disposal of Assets

Asset Acquisition

YTD Actual	\$5.25 M	% Spent
Adopted Budget	\$9.59 M	(45.3%)

Refer to Note 5 - Capital Acquisitions

Capital Grants

YTD Actual	\$1.43 M	% Received
Adopted Budget	\$4.95 M	(71.2%)

Refer to Note 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.21 M)	(\$0.15 M)	(\$0.11 M)	\$0.04 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.09 M
Interest expense	\$0.09 M
Principal due	\$2.20 M

Refer to Note 11 - Borrowings

Reserves

Reserves balance	\$0.86 M
Interest earned	\$0.03 M

Refer to Note 4 - Cash Reserves

Lease Liability

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.01 M

Refer to Note 12 - 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 31 MAY 2024**

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.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or 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 REVENUE

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

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.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

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

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

FINANCE COSTS

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 31 MAY 2024

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual
	Note	(a)	(b)	(c)	
		\$	\$	\$	\$
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates		1,854,717	1,854,717	1,854,717	1,807,341
Operating grants, subsidies and contributions	14	3,748,103	1,835,720	1,682,744	591,957
Fees and charges		1,789,820	1,789,820	1,640,668	1,253,655
Interest earnings		125,038	125,038	114,618	81,144
Other revenue		32,268	32,268	29,579	74,306
Profit on disposal of assets	6	0	0	0	32,461
		7,549,946	5,637,563	5,322,326	3,840,865
Expenditure from operating activities					
Employee costs		(3,377,016)	(3,427,016)	(3,141,431)	(2,787,549)
Materials and contracts		(2,686,606)	(2,790,306)	(2,557,781)	(2,213,605)
Utility charges		(283,012)	(283,012)	(259,428)	(288,552)
Depreciation on non-current assets		(3,768,270)	(3,768,270)	(3,454,248)	(3,279,177)
Interest expenses		(98,919)	(98,919)	(90,676)	(89,695)
Insurance expenses		(273,597)	(273,597)	(250,797)	(225,838)
Other expenditure		(228,974)	(228,974)	(209,893)	(79,364)
Loss on disposal of assets	6	(112,201)	(112,201)	(102,851)	(8,351)
Loss on revaluation of non current assets		(1,385,000)	(1,385,000)	(1,269,583)	0
		(12,213,595)	(12,367,295)	(11,336,687)	(8,972,131)
Non-cash amounts excluded from operating activities	1(a)	5,265,820	5,265,820	3,576,795	3,275,511
Amount attributable to operating activities		602,171	(1,463,912)	(2,437,566)	(1,855,756)
INVESTING ACTIVITIES					
Inflows from investing activities					
Proceeds from capital grants, subsidies and contributions	15	4,945,902	4,945,902	4,563,070	1,428,309
Proceeds from disposal of assets	6	176,500	176,500	166,500	212,124
		5,122,402	5,122,402	4,729,570	1,640,433
Outflows from investing activities					
Payments for financial assets at amortised cost - self supporting loans	11	0	0	0	0
Payments for inventories, property, plant and equipment and infrastructure	5	(9,601,444)	(9,447,744)	(8,371,874)	(5,248,487)
		(9,601,444)	(9,447,744)	(8,371,874)	(5,248,487)
		(4,479,042)	(4,325,342)	(3,642,304)	(3,608,054)
		(4,479,042)	(4,325,342)	(3,642,304)	(3,608,054)
Amount attributable to investing activities					
FINANCING ACTIVITIES					
Inflows from financing activities					
Transfer from reserves	4	50,000	50,000	0	51,729
		50,000	50,000	0	51,729
Outflows from financing activities					
Repayment of borrowings	11	(117,401)	(117,401)	(117,401)	(92,870)
Payments for principal portion of lease liabilities	12	(5,637)	(5,637)	0	0
Transfer to reserves	4	(133,806)	(133,806)	(31,009)	(69,212)
		(256,844)	(256,844)	(148,410)	(162,082)
		(206,844)	(206,844)	(148,410)	(110,353)
Amount attributable to financing activities					
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus or deficit at the start of the financial year	1(c)	4,083,715	5,996,098	5,996,098	5,996,098
Amount attributable to operating activities		602,171	(1,463,912)	(2,437,566)	(1,855,756)
Amount attributable to investing activities		(4,479,042)	(4,325,342)	(3,642,304)	(3,608,054)
Amount attributable to financing activities		(206,844)	(206,844)	(148,410)	(110,353)
Surplus or deficit at the end of the financial year	1(c)	(0)	(0)	(232,183)	421,935

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.
GENERAL PURPOSEFUNDING To collect revenue to allow for the provision of services.	Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH To provide services for community and environmental health.	Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.
EDUCATION AND WELFARE To support services relating to youth, elderly and the disadvantaged.	Support school activities, aged care initiatives and disability inclusion plan.
HOUSING Provision of shire housing and privately rented accommodation.	Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.
COMMUNITY AMENITIES To provide amenities required by the community.	Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public conveniences. Administration of town planning activities.
RECREATION AND CULTURE To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.	Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.
TRANSPORT To provide safe and effective transport services to the community.	Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.
ECONOMIC SERVICES To help promote Wandering and its economic wellbeing.	Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.
OTHER PROPERTY AND SERVICES To monitor and control operating accounts.	Provisions of private work operations, plant repairs, operation costs and all administration costs.

Note	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var. ▲▼
	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance	63,389	63,389	58,107	57,154	(952)	(1.64%)	
General Purpose Funding - Rates	6 1,854,717	1,854,717	1,854,717	1,807,341	(47,376)	(2.55%)	
General Purpose Funding - Other	3,106,396	1,194,013	1,094,512	242,017	(852,495)	(77.89%)	▼
Law, Order and Public Safety	89,100	89,100	81,675	30,177	(51,498)	(63.05%)	▼
Health	67,150	67,150	61,554	52,871	(8,684)	(14.11%)	
Education and Welfare	2,800	2,800	2,567	3,221	654	25.50%	
Housing	204,600	204,600	187,550	184,827	(2,723)	(1.45%)	
Community Amenities	166,750	166,750	152,854	168,344	15,490	10.13%	▲
Recreation and Culture	90,765	90,765	83,201	60,502	(22,699)	(27.28%)	▼
Transport	11,300	11,300	10,358	293,967	283,609	2737.98%	▲
Economic Services	1,743,479	1,743,479	1,598,189	830,151	(768,038)	(48.06%)	▼
Other Property and Services	149,500	149,500	137,042	110,292	(26,750)	(19.52%)	▼
	7,549,946	5,637,563	5,322,326	3,840,865	(1,481,462)	(27.83%)	
Expenditure from operating activities							
Governance	(1,567,848)	(1,666,548)	(1,527,669)	(958,458)	569,211	37.26%	▲
General Purpose Funding	(152,270)	(152,270)	(139,581)	(95,429)	44,152	31.63%	▲
Law, Order and Public Safety	(115,166)	(115,166)	(105,569)	(142,388)	(36,820)	(34.88%)	▼
Health	(453,209)	(453,209)	(415,442)	(389,719)	25,723	6.19%	
Education and Welfare	(50,230)	(50,230)	(46,044)	(44,435)	1,609	3.49%	
Housing	(248,423)	(248,423)	(227,721)	(278,766)	(51,045)	(22.42%)	▼
Community Amenities	(241,935)	(241,935)	(221,774)	(211,824)	9,950	4.49%	
Recreation and Culture	(1,093,821)	(1,106,821)	(1,014,586)	(1,269,789)	(25,203)	(25.15%)	▼
Transport	(1,758,313)	(1,733,313)	(1,588,870)	(3,477,201)	(1,888,331)	(118.85%)	▼
Economic Services	(1,568,201)	(1,565,201)	(1,434,768)	(1,141,669)	293,099	20.43%	▲
Other Property and Services	(4,964,179)	(5,034,179)	(4,614,664)	(962,453)	3,652,211	79.14%	▲
	(12,213,595)	(12,367,295)	(11,336,687)	(8,972,131)	2,364,556	20.86%	
Non-cash amounts excluded from operating activities	1(a)	5,265,820	5,265,820	3,576,795	3,275,511	(301,283)	(8.42%)
Amount attributable to operating activities		602,171	(1,463,912)	(2,437,566)	(1,855,756)	581,811	(23.87%)
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15 4,945,902	4,945,902	4,563,070	1,428,309	(3,134,760)	(68.70%)	▼
Proceeds from Disposal of Assets	6 176,500	176,500	166,500	212,124	45,624	27.40%	▲
	5,122,402	5,122,402	4,729,570	1,640,433	(3,089,136)	(65.32%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	5 (9,601,444)	(9,447,744)	(8,371,874)	(5,248,487)	3,123,387	37.31%	▲
	(9,601,444)	(9,447,744)	(8,371,874)	(5,248,487)	3,123,387	37.31%	▲
Amount attributable to investing activities		(4,479,042)	(4,325,342)	(3,642,304)	(3,608,054)	34,250	0.94%
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from Reserves	4 50,000	50,000	0	51,729	51,729	0.00%	▲
	50,000	50,000	0	51,729	51,729	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities	12 (117,401)	(117,401)	(117,401)	0	117,401	100.00%	▲
Repayment of Debentures	11 (5,637)	(5,637)	0	(92,870)	(92,870)	0.00%	▼
Transfer to Reserves	4 (133,806)	(133,806)	(31,009)	(69,212)	(38,203)	(123.20%)	▼
	(256,844)	(256,844)	(148,410)	(162,082)	(13,672)	(9.21%)	
Amount attributable to financing activities		(206,844)	(406,844)	(148,410)	(110,353)	38,057	25.64%
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	1 4,083,715	5,996,098	5,996,098	5,996,098	0	0.00%	
Amount attributable to operating activities	602,171	(1,463,912)	(2,437,566)	(1,855,756)	581,811	(23.87%)	
Amount attributable to investing activities	(4,479,042)	(4,325,342)	(3,642,304)	(3,608,054)	34,250	(0.94%)	
Amount attributable to financing activities	(206,844)	(206,844)	(148,410)	(110,353)	38,057	(25.64%)	
Surplus or deficit at the end of the financial year	1 (0)	0	(232,183)	421,935	654,118	(281.73%)	

KEY INFORMATION

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

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

SHIRE OF BRUCE ROCK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2024

	30 June 2023	31 May 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,554,877	1,094,824
Trade and other receivables	217,457	260,353
Inventories	117,285	137,586
Contract assets	616,490	616,490
Other assets	12,056	0
TOTAL CURRENT ASSETS	7,518,165	2,109,252
NON-CURRENT ASSETS		
Trade and other receivables	23,624	7,415
Other financial assets	81,490	81,490
Property, plant and equipment	35,010,091	38,107,745
Infrastructure	54,333,095	53,016,736
Right-of-use assets	9,510	9,510
TOTAL NON-CURRENT ASSETS	89,457,810	91,222,896
TOTAL ASSETS	96,975,975	93,332,148
CURRENT LIABILITIES		
Trade and other payables	349,413	228,452
Other liabilities	78,911	351,872
Lease liabilities	2,915	2,915
Borrowings	92,870	0
Employee related provisions	371,811	371,811
TOTAL CURRENT LIABILITIES	895,920	955,050
NON-CURRENT LIABILITIES		
Lease liabilities	8,571	8,571
Borrowings	2,201,726	2,201,726
Employee related provisions	52,080	52,080
TOTAL NON-CURRENT LIABILITIES	2,262,378	2,262,378
TOTAL LIABILITIES	3,158,298	3,217,428
NET ASSETS	93,817,678	90,114,720
EQUITY		
Retained surplus	29,228,870	25,508,429
Reserve accounts	843,727	861,211
Revaluation surplus	63,745,081	63,745,081
TOTAL EQUITY	93,817,678	90,114,720

This statement is to be read in conjunction with the accompanying notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2024**

BASIS OF PREPARATION

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 precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed 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. A separate statement of those monies appears at Note 16 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

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 experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- 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 07 May 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(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	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	6	(10,000)	(10,000)	0	(32,461)
Less: Movement in liabilities associated with restricted cash		349	349	349	4,234
Movement in pensioner deferred rates (non-current)		0	0	0	16,210
Add: Loss on asset disposals	6	122,201	122,201	122,201	8,351
Add: Loss on revaluation of non current assets		1,385,000	1,385,000	0	0
Add: Depreciation on assets		3,768,270	3,768,270	3,454,245	3,279,177
Total non-cash items excluded from operating activities		5,265,820	5,265,820	3,576,795	3,275,511

(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 2023	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	4	(843,728)	(843,727)	(843,727)
Add: Borrowings	11	26,185	92,870	92,870
Add: Lease liabilities	12	3,014	2,915	2,915
Add: Current portion of employee benefit provisions held in reserve		119,131	121,795	121,795
Total adjustments to net current assets		(695,398)	(626,148)	(626,148)
				(732,267)

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

	3	6,535,540	6,554,877	6,554,877	222,646
Cash and cash equivalents	3	0	0	0	861,211
Financial assets at amortised cost	3	78,678	69,604	69,604	81,738
Rates receivables	7	104,045	147,853	147,853	178,614
Receivables	7	105,261	745,831	745,831	754,076
Other current assets	8		0		
Less: Current liabilities					
Payables	9	0	(349,413)	(349,413)	(217,485)
Borrowings	11	(26,185)	(92,870)	(92,870)	0
Contract and Capital Grant/Contribution liabilities	13	(1,706,566)	(78,911)	(78,911)	(351,872)
Lease liabilities	12	0	(2,915)	(2,915)	(2,915)
Provisions	13	(311,660)	(371,811)	(371,811)	(371,811)
Less: Total adjustments to net current assets	1(b)	(695,398)	(626,148)	(626,148)	(732,267)
Closing funding surplus / (deficit)		4,083,715	5,996,098	5,996,098	421,935

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2024

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

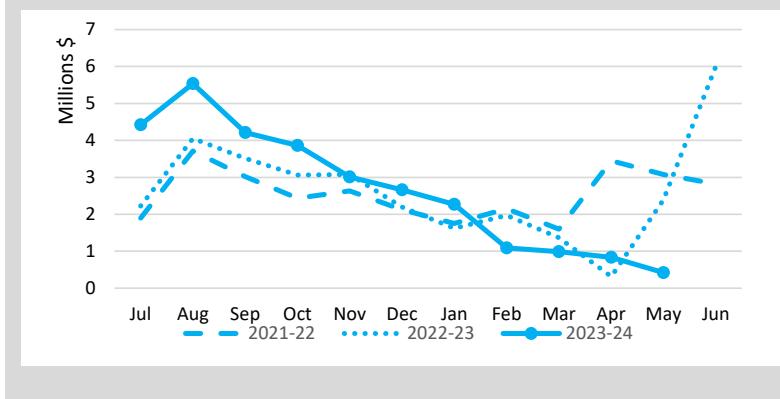
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/05/2023	Year to Date Actual 31/05/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	5,701,071	3,507,306	222,646
Cash Restricted - Reserves	3	843,727	833,278	861,211
Receivables - Rates	7	69,604	93,777	81,738
Receivables - Other	7	147,853	82,309	178,614
Other Assets Other Than Inventories	8	628,546	52,630	616,490
Inventories	8	117,285	40,262	137,586
		<u>7,508,087</u>	<u>4,609,562</u>	<u>2,098,286</u>
Less: Current Liabilities				
Payables	9	(336,486)	(248,778)	(216,505)
Contract and Capital Grant/Contribution Liabilities	13	(78,911)	(820,333)	(351,872)
Bonds & Deposits	9	(2,848)	(2,848)	(980)
Loan and Lease Liability	11	(95,785)	(2,103,014)	(2,915)
Provisions	13	(371,811)	(431,533)	(371,811)
		<u>(885,841)</u>	<u>(3,606,505)</u>	<u>(944,083)</u>
Less: Cash Reserves	4	(843,727)	(833,278)	(861,211)
Add Back: Component of Leave Liability not Required to be funded		121,795	119,131	126,028
Add Back: Loan and Lease Liability		95,785	2,103,014	2,915
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		5,996,098	2,391,923	421,935

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD
Surplus(Deficit)
\$.42 M

Last Year YTD
Surplus(Deficit)
\$2.39 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

NOTE 2
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 2023-24 year is \$10,000 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						
Rates	(47,376)	(2.55%)				
Operating grants, subsidies and contributions	(1,090,787)	(64.82%)	▼		Phasing of budget for operating grants and contributions differ from what is actually being received.	FAGS of \$2.9Mn budgeted in 23/24 but actually received on 30th June 2023
Fees and charges	(387,013)	(23.59%)	▼		Due to supermarket income and few early payments of fees	
Interest earnings	(33,474)	(29.20%)	▼		Phasing of budget for interest earnings differ from what is actually being received.	
Other revenue	44,727	151.21%	▲ Phasing of budget for other revenue differs from what is actually being received.	Reimbursement of standpipe water is coming in over budget.		
Profit on disposal of assets	32,461	0.00%	▲	Increased profit due to disposal price		
Expenditure from operating activities						
Interest expenses	981	1.08%		Phasing of budget for interest expenses differs from what is actually being received.		
Other expenditure	130,529	62.19%	▲	Various other expenditure expenses have been come in lower than budgeted amount.		
Loss on disposal of assets	94,500	91.88%	▲		Didn't incur much loss as expected	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(3,134,760)	(68.70%)	▼		Budget Allocations for completed projects which are grant related in this FY are ahead of actuals.	
Proceeds from disposal of assets	45,624	27.40%	▲	Positive variance due to more proceeds in Plant & equipment sale than expected		No Asset disposals processed to date.
Payments for inventories, property, plant and equipment	3,123,387	37.31%	▲	Phasing of 23/24 Budget differs from actual expenditure YTD.		
Financing activities						
Transfer from reserves	51,729	0.00%	▲			
Repayment of borrowings	24,531	20.90%	▲	Phasing of 23/24 Budget differs from actual expenditure YTD.		
Transfer to reserves	(38,203)	(123.20%)	▼			Will be transferred at the end of the year
Surplus or deficit at the end of the financial year	654,118	(281.73%)				

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
ASSET - Petty Cash & Floats	Cash and cash equivalents	700		700		N/A	NIL	On hand
At Call Deposits								
ASSET - Municipal Cash at Bank (Bankwest)	Cash and cash equivalents	59,536		59,536		Bankwest	0.00%	N/A
ASSET - Municipal Cash at Bank (Bendigo Bank)	Cash and cash equivalents	776		776		Bendigo	0.00%	N/A
ASSET - Investment Account (Bankwest)	Cash and cash equivalents	161,634		161,634		Bankwest	0.00%	N/A
Trust Cash at Bank (Bankwest)	Cash and cash equivalents		0	0	10,967	Bankwest	0.00%	N/A
Term Deposits								
ASSET - Investment Term Deposit - \$2 million	Cash and cash equivalents	0		0		Bankwest	4.30%	Redeemed
ASSET - General Reserve Account	Financial assets at amortised cost		494,339	494,339		Bankwest	3.55%	24/09/2024
ASSET - Transport Infrastructure Reserve Account	Financial assets at amortised cost		106,542	106,542		Bankwest	4.00%	22/05/2024
ASSET - Sporting Clubs Facility Replacement Reserve	Financial assets at amortised cost		260,330	260,330		Bankwest	4.06%	16/04/2025
ASSET - Supermarket Guarantee Reserve	Financial assets at amortised cost		0	0		Bendigo	3.80%	22/05/2024
Total		222,646	861,211	1,083,857	10,967			
Comprising								
Cash and cash equivalents		222,646	(0)	222,646	10,967			
Financial assets at amortised cost		0	861,211	861,211	0			
		222,646	861,211	1,083,857	10,967			

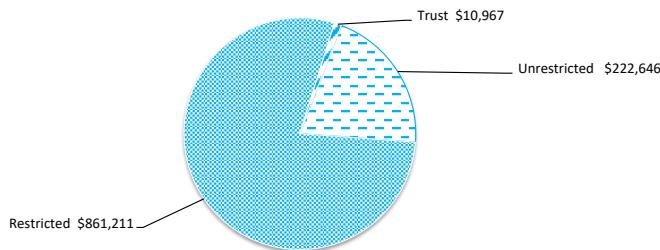
KEY INFORMATION

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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES
NOTE 4
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Long Service Leave reserve	121,795	4,872	4,234	0	0	0	0	126,667	126,028
Plant Replacement reserve	6,641	266	231	0	0	0	0	6,907	6,872
Housing reserve	214,211	8,568	7,446	0	0	0	0	222,779	221,657
Council Housing reserve	3,874	155	135	0	0	0	0	4,029	4,008
Transport Infrastructure reserve	101,901	4,076	4,641	100,000	0	0	0	205,977	106,542
Sports Facility Replacement reserve	131,212	5,248	4,561	0	0	0	0	136,460	135,773
Bowls Sporting Club Facility Replacement reserve	18,821	753	761	0	6,009	0	0	19,574	25,591
Cricket Sporting Club Facility Replacement reserve	30,766	1,231	1,244	0	6,015	0	0	31,997	38,025
Football Sporting Club Facility Replacement reserve	12,144	486	491	0	6,006	0	0	12,630	18,641
Hockey Sporting Club Facility Replacement reserve	37,098	1,484	1,500	0	6,018	0	0	38,582	44,616
Netball Sporting Club Facility Replacement reserve	19,957	798	807	0	1,510	0	0	20,755	22,274
Squash Sporting Facility Replacement reserve	1,528	61	62	0	376	0	0	1,589	1,966
Tennis Sporting Facility Replacement reserve	37,087	1,483	1,500	0	6,018	0	0	38,570	44,605
Supermarket Guarantee reserve	50,000	2,050	1,729	0	0	(50,000)	(51,729)	2,050	0
Shire Hockey Turf Facility Replacement reserve	45,413	1,817	1,836	0	22	0	0	47,230	47,271
Shackleton Bowls Club Facility Replacement Reserve	11,281	458	456	0	5,605	0	0	11,739	17,342
	843,727	33,806	31,634	100,000	37,578	(50,000)	(51,729)	927,533	861,211

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget		YTD Actual	YTD Actual Variance
			YTD Budget		
Buildings	\$ 5,236,748	\$ 5,133,048	\$ 4,659,048	\$ 3,294,737	\$ (1,364,311)
Furniture and equipment	119,303	69,303	66,628	20,459	(46,169)
Plant and equipment	951,000	951,000	736,000	814,753	78,753
Infrastructure - roads	2,106,916	2,106,916	1,824,513	749,226	(1,075,287)
Infrastructure - bridges	414,630	414,630	380,089	822	(379,267)
Infrastructure - footpaths	130,500	130,500	119,625	130,290	10,665
Infrastructure - drainage	126,847	126,847	124,347	40,159	(84,188)
Infrastructure - other	502,500	502,500	461,625	198,041	(263,584)
Payments for Capital Acquisitions	9,588,444	9,434,744	8,371,874	5,248,487	(3,123,387)
Capital Acquisitions Funded By:					
Capital grants and contributions	\$ 4,945,902	\$ 4,945,902	\$ 4,563,070	\$ 1,425,309	\$ (3,137,760)
Other (disposals & C/Fwd)	176,500	176,500	166,500	212,124	45,624
Cash backed reserves					
Supermarket Guarantee reserve	50,000	50,000	51,729	51,729	0
Contribution - operations	4,416,042	4,262,342	3,590,575	3,559,325	(31,250)
Capital funding total	9,588,444	9,434,744	8,371,874	5,248,487	(3,123,387)

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.

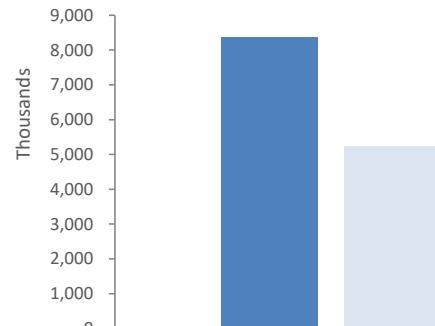
Initial recognition and measurement for assets held at cost

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.

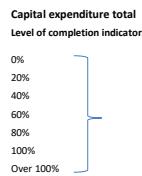
Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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



■ YTD Budget
■ YTD Actual



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.

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted		Amended		Variance (Under)/Over
				Budget	Budget	YTD Budget	YTD Actual	
Buildings								
Housing								
094401	J94401	9231	39 Westral St - Construction	(43,700)	0	0	0	0
Total - Housing				(43,700)	0	0	0	0
Community Amenities								
101401	J10102	9231	Upgrade of Refuse Site	(12,450)	(12,450)	(12,450)	(21,527)	(9,077)
Total - Community Amenities				(12,450)	(12,450)	(12,450)	(21,527)	(9,077)
Recreation And Culture								
111401	J11144	9231	Amphitheatre BBQ Upgrade (Stronger Communities Grant)	(12,000)	(12,000)	(12,000)	(18,146)	(6,146)
112401	J11241	9231	CBD Revitalisation Strategy - Main Street	(8,000)	(8,000)	(7,333)	(804)	6,529
112401	J11246	9231	CBD Revitalisation - Landscape Architect for Playground	(30,000)	(30,000)	(27,500)	(51,429)	(23,929)
113401	J11303	9231	Rec Centre Gardens Update & Completion of BBQ Area	(4,598)	(4,598)	(4,598)	(7,850)	(3,252)
113401	J11304	9231	Timekeepers Box Access Upgrade	(15,000)	(15,000)	(15,000)	(15,709)	(709)
117401	J11780	9231	Bruce Rock Central Playground	(1,470,000)	(1,470,000)	(1,000,000)	0	1,000,000
Total - Recreation And Culture				(1,599,598)	(1,599,598)	(1,066,431)	(93,938)	972,493
Economic Services								
130401	J13042	9231	Construction of Supermarket - Building	(3,500,000)	(3,500,000)	(3,500,000)	(2,481,559)	1,018,441
130401	J13045	9231	Construction of Supermarket - Furniture Fittings & Fitout	0	0	0	(180,006)	(180,006)
130401	J13046	9231	Construction of Supermarket - Refrigeration & Coolrooms	0	0	0	(381,700)	(381,700)
130401	J13047	9231	Supermarket Power connection	(65,000)	(65,000)	(65,000)	(135,894)	(70,894)
131401	J13107	9231	Asset Additions to Caravan Park/ACs, Electrical Upgrades etc	(10,000)	(10,000)	(9,167)	0	9,167
135401	J13506	9231	Refit Retail Space-46 Johnson St	(6,000)	(6,000)	(6,000)	(113)	5,887
135408		9231	CAP EXP - Retail Space - Purchase Infrastructure Assets	(60,000)	0	0	0	0
Total - Economic Services				(3,641,000)	(3,581,000)	(3,580,167)	(3,179,272)	400,895
Total - Buildings				(5,236,748)	(5,133,048)	(4,659,048)	(3,294,737)	1,364,311
Plant & Equipment								
Community Amenities								
073405	J12173	9235	Doctor's Car (Mazda CX9 Sport FWD)	(48,000)	(48,000)	(48,000)	(50,318)	(2,318)
Total - Community Amenities				(48,000)	(48,000)	(48,000)	(50,318)	(2,318)
Recreation & Culture								
114405	J11500	9235	Capex- Pool Liner, others	(150,000)	(150,000)	(125,000)	(41,729)	83,272
Total - Recreation & Culture				(150,000)	(150,000)	(125,000)	(41,729)	83,272
Transport								
121405	J12126	9235	Rec Centre Manager's Ute (BK05)	(38,000)	(38,000)	(38,000)	(34,145)	3,855
121405	J12124	9235	EHO's Car (Isuzu MU-X)	(45,000)	(45,000)	(45,000)	(41,876)	3,124
121405	J12142	9235	Purchase New Prime Mover (BK024)	(230,000)	(230,000)	(230,000)	(330,725)	(100,725)
121405	J12175	9235	Purchase of Sign Truck (Mitsubishi)	(190,000)	(190,000)	0	0	0
121405	J12176	9235	Purchase of Front End Loader (Volvo)	(250,000)	(250,000)	(250,000)	(242,600)	7,400
121405	J12148	9235	Bosch Low Loader upgraded to Drop Deck (BK9282)	0	0	0	(73,360)	(73,360)
Total - Transport				(753,000)	(753,000)	(563,000)	(722,707)	(159,707)
Total - Plant & Equipment				(951,000)	(951,000)	(736,000)	(814,753)	(78,753)
Furniture & Equipment								
Governance								
042403	J04215	9233	Purchase Software - Altus Payroll	(35,000)	0	0	0	0
042403	J04220	9233	Purchase of a Generator for Admin building	0	0	0	(11,126)	(11,126)
042403	J04221	9233	Purchase of Compliance Software (Attain)	(7,000)	(7,000)	(7,000)	0	7,000
Total - Governance				(42,000)	(7,000)	(7,000)	(11,126)	(4,126)
Housing								
093403		9233	CAP EXP - Comm Housing - Purchase Furniture & Equipment	(13,703)	(13,703)	(13,703)	(9,334)	4,369
092403		9233	CAP EXP - Singles Units - Purchase Furniture & Equipment	(47,100)	(32,100)	(29,425)	0	29,425
Total - Housing				(60,803)	(45,803)	(43,128)	(9,334)	33,794
Recreation & Culture								
113403	J11332	9233	Townhall Refurbishment (Includes stage)	(6,500)	(6,500)	(6,500)	0	6,500
113403	J11331	9233	Purchase Gym Equipment	(10,000)	(10,000)	(10,000)	0	10,000
Total - Recreation & Culture				(16,500)	(16,500)	(16,500)	0	16,500
Total - Furniture & Equipment				(119,303)	(69,303)	(66,628)	(20,459)	46,169
Infrastructure - Roads								
Transport								
121408	RC045	9250	RC Cumminin Rd & Bruce Rock Narembeen Road Intersect	(771,000)	(771,000)	(646,000)	0	646,000
121408	RC050	9250	RC Old Beverley Rd (Regional Road Group)	(285,850)	(285,850)	(262,042)	(137,968)	124,074
121408	RC002	9250	RC Kellarberin-Shackleton Rd (Regional Road Group 22-23)	(102,803)	(102,803)	(94,237)	(82,882)	11,355
121408	RC163	9250	RC Totadgin Rd	0	0	0	(7,012)	(7,012)
121408	RC174	9250	RC Corrigin-Bruce Rock Rd	(85,000)	(85,000)	(85,000)	0	85,000
121410	RC173	9250	RC Doodlakine-Bruce Rock Rd	(224,218)	(224,218)	(205,530)	(208,879)	(3,350)
121411	RR163	9250	R2R - Totadgin Road	(638,045)	(638,045)	(531,704)	(199,445)	332,259
121411	RR014	9250	R2R - Yarding Ardath Road	0	0	0	(113,039)	(113,039)
Total - Transport				(2,106,916)	(2,106,916)	(1,824,513)	(749,226)	1,075,287
Total - Infrastructure - Roads				(2,106,916)	(2,106,916)	(1,824,513)	(749,226)	1,075,287
Infrastructure - Other								
Recreation & Culture								
112407	J11247	9264	Landscape Shackleton Gazebo	(7,000)	(7,000)	(7,000)	0	7,000
113407	J11355	9264	Shade Structure for Bowling Greens	(5,000)	(5,000)	(5,000)	0	5,000
Total - Recreation & Culture				(12,000)	(12,000)	(12,000)	0	12,000
Transport								
121407	RC200	9264	Seal Workshop Driveway	(5,500)	(5,500)	(5,042)	0	5,042
121407	RC202	9264	Airstrip Work- Reseal Runway	(385,000)	(385,000)	(352,917)	(198,041)	154,876
121407	RC203	9264	Gravel Sheetng (Multiple Roads- Capital works)	(100,000)	(100,000)	(91,667)	0	91,667
Total - Transport				(490,500)	(490,500)	(449,625)	(198,041)	251,584
Total - Infrastructure - Other				(502,500)	(502,500)	(461,625)	(198,041)	263,584
Infrastructure - Footpaths								
Transport								
121415	FC187	9256	Footpath Construction - Brownley & Leevells Rd	(52,500)	(52,500)	(48,125)	(52,385)	(4,260)
121415	FC137	9256	Footpath Construction - Bath Street	(55,000)	(55,000)	(50,417)	(37,182)	13,235
121415	FC161	9256	Footpath Construction - Teasdale Road	(23,000)	(23,000)	(21,083)	(40,724)	(19,641)
Total - Transport				(130,500)	(130,500)	(119,625)	(130,290)	(10,665)
Total - Infrastructure - Footpaths				(130,500)	(130,500)	(119,625)	(130,290)	(10,665)
Infrastructure - Drainage								
Transport								
121414	DC001	9258	Drainage Construction	(96,847)	(96,847)	(96,847)	(7,680)	89,167
Total - Transport				(96,847)	(96,847)	(96,847)	(7,680)	89,167
Economic Services								
Turkey Nest & Square Dam - Community Water Project Grant Funded								
136407	J13612	9258	Turkey Nest & Square Dam - Community Water Project Grant Funded	(30,000)	(30,000)	(27,500)	(32,479)	(4,979)
Total - Economic Services				(30,000)	(30,000)	(27,500)	(32,479)	(4,979)
Total - Infrastructure - Drainage				(126,847)	(126,847)	(124,347)	(40,159)	84,188
Infrastructure - Bridges								
Transport								
121413	BR038	9254	Erikin North Rd (Bridge no: 5085)	(147,000)	(147,000)	(134,750)	0	134,750
121413	BR029	9254	Erikin South Rd (Bridge no: 6033)	(267,630)	(267,630)	(245,339)	0	245,339
121413	BR014	9254	Yarding Ardath Rd (Bridge no 4059A)	0	0	0	(822)	(822)
Total - Transport				(414,630)	(414,630)	(380,089)	(822)	379,267
Total - Infrastructure - Bridges				(414,630)	(414,630)	(380,089)	(822)	379,267

Grand Total (9,588,444) (9,434,744) (8,371,874) (5,248,487) 3,123,387

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

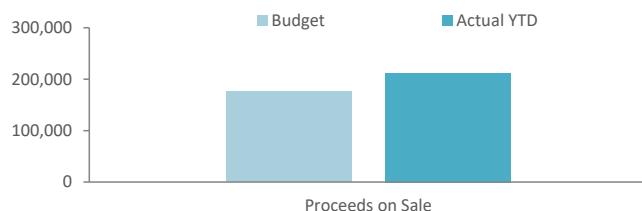
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

NOTE 6

DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held For Resale								
	Community Amenities								
	Land Held For Resale	0	10,000	10,000	0	0	0	0	0
	Buildings								
	Economic services								
B2323	Kwolyin Street, Kwolyin - Kwolyin Campsite - Information Shelter	4,027	1,500	0	(2,527)	0	0	0	0
	Plant and equipment								
	Health								
P3440	Station Wagon - Isuzu MU-X 4x2 for EHO - BK51	28,655	25,000	0	(3,655)	0	0	0	0
P3445	Station Wagon - Mazda CX9 Sport FWD for Doctor BK041	35,876	35,000	0	(876)	33,620	25,680	0	(7,941)
	Transport								
P3048	Loader - Articulated wheel loader (Volvo) BK06	36,435	30,000	0	(6,435)	36,376	47,631	11,255	0
P3421	Utility - Super cab automatic utility with tray body and 2 x tool boxes Isuzu D-Max BK04	25,772	15,000	0	(10,772)	0	0	0	0
P3322	Truck - 6x4 Prime mover Giga CXZ 455 1DK567	157,936	60,000	0	(97,936)	89,322	106,264	16,942	0
P3004	Trailer - Low loader tri axle trailer - 24 ton Old BK9282		0	0	0	28,285	32,549	4,263	0
P3084	Attachment - Hydraulic broom attachment	0	0	0	0	410	0	0	(410)
		288,701	176,500	10,000	(122,201)	188,014	212,124	32,461	(8,351)



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

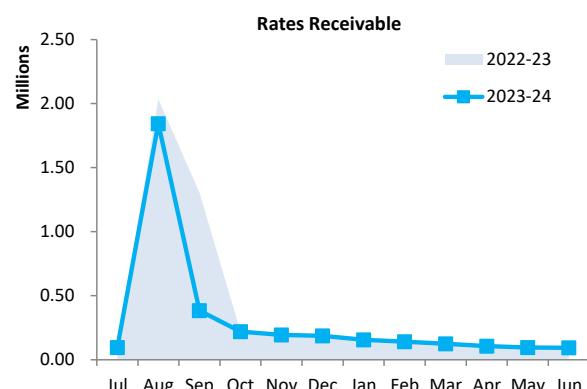
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

NOTE 7

RECEIVABLES

Rates receivable	30 June 2023	31 May 2024
Opening arrears previous years	\$ 90,461	\$ 84,060
Levied this year	1,880,720	1,978,618
Less - collections to date	(1,875,149)	(1,967,712)
Gross rates collectable	96,032	94,966
Allowance for impairment of rates/trade receivable	(11,972)	(11,972)
Net rates collectable	84,060	82,994
% Collected	95.1%	95.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ (2,506)	\$ 133,217	\$ 1,487	\$ 0	\$ 23,255	\$ 155,453
Percentage	(1.6%)	85.7%	1%	0%	15%	
Balance per trial balance						
Sundry receivable						
GST receivable						
Allowance for impairment of receivables from contracts with customers						
Allowance for impairment of rates/trade receivable						
Other Receivables						
Receivables for Employee Related Provisions (Current)						
Other receivables [describe]						
Other receivables [describe]						
Total receivables general outstanding						
Amounts shown above include GST (where applicable)						

KEY INFORMATION

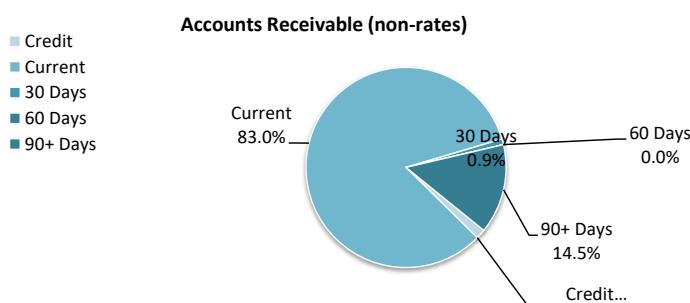
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES
NOTE 8
OTHER CURRENT ASSETS

Other current assets	Opening Balance	Asset Increase	Asset Reduction	Closing Balance
	1 July 2023			31 May 2024
Inventory	\$	\$	\$	\$
Fuel and materials (including gravel)	117,285	20,301	0	137,586
Other Assets				
Accrued income	12,056	0	(12,056)	0
Contract assets				
Contract assets	616,490	0	0	616,490
Total other current assets	745,831	20,301	(12,056)	754,076

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

NOTE 9

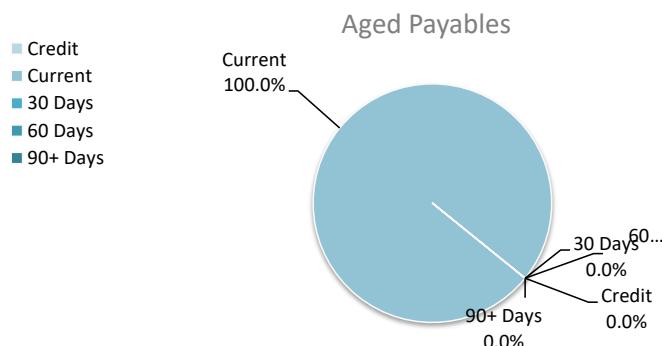
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - general	\$ 0	\$ 107,350	\$ 0	\$ 0	\$ 0	\$ 107,350
Percentage	0%	100%	0%	0%	0%	0%
Balance per trial balance						
Sundry creditors						107,350
Other creditors						8,677
Accrued salaries and wages						28,762
ATO liabilities						13,927
Accrued interest on borrowings						0
Accrued expenditure						0
Payroll creditors						44,562
Bonds and deposits held						980
Prepaid (Excess) Rates						13,228
Other payables [describe]						0
Total payables general outstanding						217,485

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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES
NOTE 10
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$				\$
Gross rental value											
Gross rental valuations (GRV)	0.083000	212	1,992,319	165,362	0	0	165,362	165,363	185	0	165,547
Unimproved value											
Unimproved valuations (UV)	0.008300	327	187,029,000	1,553,345	0	0	1,553,345	1,552,341	513	122	1,552,975
Mining tenements (UV)	0.008300	1	71,937	1,563	0	0	1,563	597	(2,140)	(75)	(1,618)
Non Rateable											
Non Rateable	0.000000	268	195,083	0	0	0	0	0	0	0	0
Sub-Total		808	189,288,339	1,720,270	0	0	1,720,270	1,718,300	(1,443)	47	1,716,904
Minimum payment											
Minimum \$											
Gross rental value											
Gross rental valuations (GRV)	554	162	565,084	89,748	0	0	89,748	89,748	0	0	89,748
Unimproved value											
Unimproved valuations (UV)	554	28	980,900	14,404	0	0	14,404	15,512	0	0	15,512
Mining tenements (UV)	554	10	224,532	4,432	0	0	4,432	5,540	0	0	5,540
Sub-total		200	1,770,516	108,584	0	0	108,584	110,800	0	0	110,800
Discount		1,008	191,058,855	1,828,854	0	0	1,828,854	1,829,100	(1,443)	47	1,827,704
Amount from general rates								1,782,354			1,781,478.38
Ex-gratia rates		0	0	0	0	0	25,863	25,863	0	0	25,863
Total general rates							1,808,217				1,807,341

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES
NOTE 11
BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2023	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
Particulars														
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing														
44 Curlew Rd - Housing	3	194,596	0	0	0	(26,577)	(26,185)	(26,185)	168,019	168,411	168,411	(2,991)	(4,300)	(4,300)
Economic services														
Reconstruct Supermarket	4	2,100,000	0	0	0	(66,293)	(91,216)	(91,216)	2,033,707	2,008,784	2,008,784	(86,703)	(160,911)	(160,911)
Total		2,294,596	0	0	0	(92,870)	(117,401)	(117,401)	2,201,726	2,177,195	2,177,195	(89,695)	(165,211)	(165,211)
Current borrowings		92,870							0					
Non-current borrowings		2,201,726							2,201,726					
		2,294,596							2,201,726					

All debenture repayments were financed by general purpose revenue.

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 31 MAY 2024

FINANCING ACTIVITIES
NOTE 12
LEASE LIABILITIES

Movement in carrying amounts

Information on leases	Lease No.	1 July 2023	New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
Particulars			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Economic services														
PTAWA - Saleyards (50%)	L7109	5,743	0	0	0	0	(2,719)	(2,719)	5,743	3,024	3,024	0	(1,500)	(1,500)
Other property and services														
PTAWA - Batching Plant (50%)	L7109	5,743	0	0	0	0	(2,719)	(2,719)	5,743	3,024	3,024	0	(1,578)	(1,578)
PTAWA - Sand Pit	L7338	0	0	0	0	0	(199)	(199)	0	(199)	(199)	0	(199)	(199)
Total		11,486	0	0	0	0	(5,637)	(5,637)	11,486	5,849	5,849	0	(3,277)	(3,277)
Current lease liabilities		2,915							2,915					
Non-current lease liabilities		8,571							8,571					
		11,486							11,486					

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 31 MAY 2024

OPERATING ACTIVITIES

NOTE 13

OTHER CURRENT LIABILITIES

Other current liabilities	Note	1 July 2023	Liability transferred from/(to) non current		Liability Reduction	Closing Balance
			Opening Balance	\$		
Other liabilities						
- Contract liabilities		0	0	0	0	272,961
- Capital grant/contribution liabilities		78,911	0	0	0	78,911
Total other liabilities		78,911	0	0	0	351,872
Employee Related Provisions						
Annual leave		214,347	0	0	0	214,347
Long service leave		111,803	0	0	0	111,803
Provision For Annual Leave On-Costs (Current)		30,009	0	0	0	30,009
Provision For LSL On-Costs (Current)		15,652	0	0	0	15,652
Total Employee Related Provisions		371,811	0	0	0	371,811
Total other current assets		450,722	0	0	0	723,683

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14 and 15

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 grant, subsidies and contributions liability					Grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Adopted Budget	Amended YTD Budget	Amended Annual Budget	YTD Revenue Actual
						Revenue			
Operating grants and subsidies									
General purpose funding									
Grants Commission - General (WALGCC)	0	0	0	0	0	1,941,862	29,481	29,481	81,877
Grants Commission - Roads (WALGCC)	0	0	0	0	0	996,994	996,994	996,994	48,379
Law, order, public safety									
DFES Grant - AWARE Grant - Management Leadership Training	0	0	0	0	0	10,000	9,167	10,000	0
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	43,000	39,417	43,000	24,570
Transport									
Direct Grant (MRWA)	0	0	0	0	0	485,500	445,042	485,500	245,312
Streetlighting Subsidy (MRWA)	0	0	0	0	0	6,000	5,500	6,000	0
Economic services									
Grants for Vietnam Veterans (Back to the Bush Reunion)	0	0	0	0	0	5,000	4,583	5,000	0
	0	0	0	0	0	3,488,356	1,530,183	1,575,975	400,138
Operating contributions									
Governance									
insurance Bonus & Other Contributions	0	0	0	0	0	3,000	2,750	3,000	0
ESL Administraion Fee	0	0	0	0	0	4,200	3,850	4,200	4,000
Commissions & Reimbursements - DOT On-Line	0	0	0	0	0	38,000	34,833	38,000	42,051
Licensing Agency									
Other Contributions and Commissions	0	0	0	0	0	0	0	0	20
Saff Contributions Towards Vehicles	0	0	0	0	0	7,200	6,600	7,200	6,546
Contributions to Reserves	0	0	0	0	0	23,948	21,952	23,948	26,850
Housing									
Aged Housing Contributions & Insurance Claims	0	0	0	0	0	5,000	4,583	5,000	0
Community amenities									
Container Deposit Scheme (CDS) from Avon Waste	0	0	0	0	0	100	92	100	0
Recreation and culture									
Tennis Club Annual Contribution	0	0	0	0	0	200	183	200	0
Transport									
Vehicle Inspection Commissions	0	0	0	0	0	1,000	917	1,000	0
Economic services									
Donations Towards The Rebuild Of The Supermarket	0	0	0	0	0	0	0	0	100,017
Supermarket Other Income	0	0	0	0	0	10,000	9,167	10,000	4,521
Contributions for Vietnam Veterans (Back to the Bush Reunion)	0	0	0	0	0	2,000	1,833	2,000	0
Other property and services									
Saff Contributions Towards Vehicles	0	0	0	0	0	2,000	1,833	2,000	1,455
Plant Operations Contribution	0	0	0	0	0	2,000	1,833	2,000	0
	0	0	0	0	0	98,648	90,427	98,648	185,459
TOTALS	0	0	0	0	0	3,587,004	1,620,610	1,674,623	585,597

Provider	Liability 1 July 2023	Capital grant/contribution liabilities			Capital grants, subsidies and contributions revenue				
		Increase in Liability	Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	Amended YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies									
Law, order, public safety									
DFES Grant No NDDR2223-005 - Generator for Shire Admin Building	0	0	0	0	0	0	0	0	15,000
Recreation and culture									
DLGSCI CSRFF Grant - Heating System For The Pool	0	0	0	0	0	60,000	55,011	60,000	0
WA Police Grant - Purchase Of Gym Equipment	0	0	0	0	0	10,000	9,174	10,000	0
Drought Funding Grant - 2020/21 Projects	0	0	0	0	0	0	0	0	76,067
Lotterywest Grant - Bruce Rock Central Playground	0	0	0	0	0	1,197,302	1,097,536	1,197,302	0
LRCP Phase 4 Funding - Bruce Rock Central Playground	0	0	0	0	0	829,000	759,924	829,000	0
Stronger Communities Grant - Amphitheatre BBQ Upgrade	8,000	0	0	8,000	8,000	0	0	0	0
Transport									
MRWA RRG Grant - Kellerberrin-Shackleton Rd 23/24	0	0	0	0	0	68,596	62,887	68,596	67,269
MRWA RRG Grant - Old Beverley Rd 23/24	0	0	0	0	0	190,567	174,702	190,567	190,567
MRWA RRG Grant - Doodlakine-Bruce Rock Rd 23/24	0	0	0	0	0	149,419	136,983	149,419	139,253
Regional Road Safety Program Funding - Erikin South Rd Bridge	0	0	0	0	0	147,000	134,750	147,000	0
MRWA WSFN Grant - Corrigin-Bruce Rock Rd 23/24	0	0	0	0	0	79,390	72,787	79,390	31,733
MRWA Special Bridge Funding - Erikin South Rd - Bridge # 6033	0	0	0	0	0	267,630	245,344	267,630	0
WALGGC Special Grant - Special Bridge Work (Erikin North Rd Bridge # 5058)	62,911	0	0	62,911	62,911	323,000	296,098	323,000	133,337
R2R Grant - Asphalt Reseal To Bath St	0	0	0	0	0	55,000	50,424	55,000	14,069
R2R Grant - Totadgin Rd 3.8 Km Yarding Ardath Rd 1.2 Km	0	0	0	0	0	638,000	584,848	638,000	406,015
MRWA Black Spot Funding - Stage 1 & 2 (Narembeen-Cumminin Rd)	0	0	0	0	0	513,999	471,174	513,999	0
Remote Airstrip Upgrade Program Grant	0	0	0	0	0	0	0	0	77,000
Economic services									
LRCI Phase 2 Grant Funding - Supermarket	0	0	0	0	0	37,000	33,917	37,000	0
Wheatbelt Development Commission Reds Grant - Supermarket Construction	0	0	0	0	0	0	0	0	75,000
MRWA Grant - Town Circle, Square & Turkey Nest Dam	0	0	0	0	0	30,000	27,511	30,000	0
CWSP Program Funding - Town Circle, Square & Turkey Nest Dam	3,000	0	0	3,000	3,000	0	0	0	0
	73,911	0	0	73,911	73,911	4,595,902	4,213,070	4,595,902	1,225,309
Non-operating contributions									
Donations/Contributions Towards Supermarket Rebuild	0	0	0	0	0	350,000	350,000	350,000	200,000
Water Corporation - Contribution Towards Water Refill Station	5,000	0	0	5,000	5,000	0	0	0	0
	5,000	0	0	5,000	5,000	350,000	350,000	350,000	200,000
TOTALS	78,911	0	0	78,911	78,911	4,945,902	4,563,070	4,945,902	1,425,309

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 16
TRUST FUND**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount Received	Amount Paid	Closing Balance
	1 July 2023			31 May 2024
	\$	\$	\$	\$
Trust Funds				
Factory Unit & Housing Bonds	2,538	1,003	(215)	3,326
Nomination Deposits	0	600	(500)	100
Vietnam Veterans	7,541	0	0	7,541
Sub-Total	10,079	1,603	(715)	10,967
	10,079	1,603	(715)	10,967

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**NOTE 17
BUDGET AMENDMENTS**

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	
	Budget adoption						0
				Opening Surplus(Deficit)	\$1,912,381	0	1,912,381
							1,912,381
	Revenue from Operating activities		Operating Revenue			(1,912,381)	0
042219	EXP - Admin - Maintenance on Admin Office						
J94401	Building Expenses		Operating Expenses		58,700		58,700
	39 Westral St - Construction		Capital Expenses			(43,700)	15,000
092403	CAP EXP - Singles Units - Purchase Furniture & Equipment Assets		Capital Expenses			(15,000)	0
042231	EXP - Admin - Consultant Fees Expenses		Operating Expenses		30,000		30,000
042242	EXP - Admin - HR Consultant Fees Expenses		Operating Expenses		10,000		40,000
J04215	Purchase Software - Altus Payroll		Capital Expenses			(35,000)	5,000
121211	EXP - Roads - Tree Pruning		Operating Expenses			(5,000)	0
	EXP - Supermarket Building -						
130300	Maintenance,Artwork on Building Expenses		Operating Expenses		17,000		17,000
113201	EXP - H&RC - Bruce Rock Shire Hall Maint		Operating Expenses			(17,000)	0
	EXP - PWO - Occupational Health & Safety, WHS & Inductions		Operating Expenses		20,000		20,000
121211	EXP - Roads - Tree Pruning		Operating Expenses			(20,000)	0
	EXP - Caravan Park - Cleaning & Maint of Accom						
131205	Cabins		Operating Expenses		6,000		6,000
114201	EXP - Aqu Cent - Aquatic Centre Maint		Operating Expenses		20,000		26,000
131202	EXP - Caravan Park - Gardens		Operating Expenses			(26,000)	0
	EXP - PWO - Outsourced Staff Expense- Consultants		Operating Expenses		40,000		40,000
142309							
142218	EXP - PWO - Staff Training Wages		Operating Expenses		10,000		50,000
114204	EXP - Aqu Cent - Chemical Expenses		Operating Expenses		10,000		60,000
	CAP EXP - Retail Space - Purchase Infrastructure						
135408	Assets		Capital Expenses			(60,000)	0
					0	2,134,081	(2,134,081)
							0

List of Accounts May 2024				
Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT23082	01/05/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 29/04/2024 (EOM TRANSACTION)	\$ 31.10
EFT23083	01/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	HOUSE 44 CURLEW DRIVE LOAN CAPITAL REPAYMENT & INTEREST	\$ 14,688.86
EFT23084	02/05/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/04/2024 (EOM TRANSACTION)	\$ 122.10
EFT23085	02/05/2024	ARDATH HOTEL	LUNCH AND REFRESHMENTS FOR APRIL 2024 COUNCIL MEETING	\$ 309.00
EFT23086	02/05/2024	AUSTRALIA PACIFIC VALUERS PTY LTD ATF APV UNIT TRUST T/A APV VALUERS AND ASSET MANAGEMENT	ROAD INFRASTRUCTURE ASSETS VALUATION	\$ 12,327.70
EFT23087	02/05/2024	BITUTEK PTY LTD (CONTRACTING)	SPRAY AND COVER EMULSION PRODUCTS ON YARDING ARDATH ROAD	\$ 80,582.04
EFT23088	02/05/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$ 2,227.50
EFT23089	02/05/2024	BROWNLEY'S PLUMBING & GAS	PLUMBING WORK AT SHIRE PROPERTIES	\$ 748.00
EFT23090	02/05/2024	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR MEET THE TEAM EVENT	\$ 339.50
EFT23091	02/05/2024	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	EQUIPMENT HIRE CHARGES FOR ANZAC DAY EVENT	\$ 80.00
EFT23092	02/05/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR ANZAC DAY EVENT	\$ 964.50
EFT23093	02/05/2024	COMBINED PEST CONTROL WA P/L	ANNUAL TERMITE INSPECTIONS AT SHIRE PROPERTIES	\$ 10,412.60
EFT23094	02/05/2024	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$ 295.63
EFT23095	02/05/2024	CRISDALE RECRUITMENT GROUP	OUT SOURCING HR MANAGER	\$ 4,843.30
EFT23096	02/05/2024	ELECTRICAL HOME-AIDS PTY LTD	VACUUM CLEANER BAGS	\$ 108.00
EFT23097	02/05/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR APRIL 2024	\$ 821.46
EFT23098	02/05/2024	KENNARDS HIRE MIDLAND	HIRE OF PORTABLE TRAFFIC LIGHTS	\$ 1,168.00
EFT23099	02/05/2024	LANDGATE- VALUATION	GRV INTERIM VALUATION	\$ 74.15
EFT23100	02/05/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	STAFF TRAINING	\$ 495.00
EFT23101	02/05/2024	MERREDIN FLOWERS AND GIFTS	WREATH FOR ANZAC DAY	\$ 125.00
EFT23102	02/05/2024	MERREDIN REFRIGERATION & AIR CONDITIONING	REPAIRS TO AIR CONDITIONING SYSTEMS AT VARIOUS SHIRE PROPERTIES	\$ 3,871.40
EFT23103	02/05/2024	MHG CONSTRUCTION PTY LTD T/A MATT GILBERT CARPENTRY & MAINTENANCE	BUILDING MAINTENANCE ON SHIRE PROPERTY	\$ 1,823.69
EFT23104	02/05/2024	OCCASION SURF / THE RASHIE COMPANY	PROTECTIVE CLOTHING FOR VOLUNTEER LIFE GUARDS	\$ 660.00
EFT23105	02/05/2024	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$ 207.47
EFT23106	02/05/2024	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR MARCH 2024	\$ 1,004.00
EFT23107	02/05/2024	SEEK LIMITED	VACANT POSITION ADVERTISING	\$ 291.50
EFT23108	02/05/2024	SPECIALISED TREE SERVICE PTY LTD ATF THE TREEMENDOUS TRUST	TREE REMOVAL	\$ 6,771.60
EFT23109	02/05/2024	SW TAYLOR	TRAFFIC CONTROL PLANNING	\$ 2,750.00
EFT23110	02/05/2024	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$ 451.03
EFT23111	02/05/2024	THE BRUCE ROCK HOTEL	CATERING FOR STAFF EVENT	\$ 453.00
EFT23112	02/05/2024	THE FENCE POST NEWSPAPER INC	ADVERTISEMENT FOR VACANT POSITION	\$ 35.00
EFT23113	02/05/2024	TRANSTRUCT	RAPID SET CEMENT	\$ 36.96
EFT23114	03/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	SUPERMARKET BUILDING LOAN CAPITAL REPAYMENT & INTEREST	\$ 80,455.92
EFT23115	07/05/2024	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE APRIL 2024 (EOM TRANSACTION)	\$ 17.20
EFT23116	09/05/2024	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$ 562.00
EFT23117	09/05/2024	BEC ABDY	MURAL ARTWORK DEPOSIT	\$ 12,847.00
EFT23118	09/05/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 08/05/2024	\$ 2,021.04
EFT23119	09/05/2024	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR APRIL 2024	\$ 1,312.78
EFT23120	09/05/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 08/05/2024	\$ 3,269.23
EFT23121	09/05/2024	LUIGI MARINGONI	REFUND OF OVERCHARGED AMOUNT FOR VEHICLE INSPECTION MR2817129	\$ 38.10
EFT23122	09/05/2024	OFFICEWORKS BUSINESS DIRECT	STATIONERY ITEMS FOR OFFICE, DEPOT AND BULK PAPER ORDER	\$ 2,776.38
EFT23123	09/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$ 179.32
EFT23124	09/05/2024	WA STABILISATION PTY LTD	WET MIX STABILISING WORKS	\$ 45,344.64
EFT23125	14/05/2024	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARDS FOR MAY 2024; HEALTHENGINE, CARD FEES, CANVA, FORUM & EXPO REGISTRATIONS, WATER BOTTLES & INTERNET	\$ 1,032.45
EFT23126	16/05/2024	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK997	\$ 114.63
EFT23127	16/05/2024	AUSTRALIA PACIFIC VALUERS PTY LTD ATF APV UNIT TRUST T/A APV VALUERS AND ASSET MANAGEMENT	LAND AND BUILDINGS ASSETS VALUATION	\$ 16,500.00
EFT23128	16/05/2024	AUSTRALIA POST	POSTAL CHARGES FOR THE MONTH OF APRIL 2024	\$ 40.80
EFT23129	16/05/2024	AVON WASTE	EMPTY RECYCLING AND BULK COLLECTION FOR THE MONTH OF APRIL 2024	\$ 4,892.21
EFT23130	16/05/2024	BADGELINK	STAFF NAME BADGES	\$ 41.50
EFT23131	16/05/2024	BK CARPENTRY & MAINTENANCE	TILING AT SHIRE PROPERTY	\$ 2,750.00
EFT23132	16/05/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$ 206.25
EFT23133	16/05/2024	BOC LIMITED	GAS BOTTLE RENTAL APRIL 2024	\$ 107.99
EFT23134	16/05/2024	BROWNLEY'S PLUMBING & GAS	PLUMBING WORK AT SHIRE PROPERTIES AND 1 STED SUBSIDY	\$ 7,867.03
EFT23135	16/05/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR STAFF FUNCTION	\$ 164.00
EFT23136	16/05/2024	BRUCE ROCK LPO	STATIONERY ITEMS	\$ 91.70
EFT23137	16/05/2024	BUNNINGS NORTHAM	BATTERY	\$ 63.78
EFT23138	16/05/2024	COPIER SUPPORT	PHOTOCOPIER METER READING	\$ 757.41
EFT23139	16/05/2024	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$ 214.91

EFT23140	16/05/2024	CRISDALE RECRUITMENT GROUP	OUT SOURCING HR MANAGER	\$ 11,977.35
EFT23141	16/05/2024	DAVE'S TREE SERVICE	TREE REMOVAL, TRIMMING & MULCHING FOR ROAD PROJECT	\$ 25,740.00
EFT23142	16/05/2024	DX PRINT GROUP PTY LTD	SHIRE ENVELOPES	\$ 561.00
EFT23143	16/05/2024	ELDERS BRUCE ROCK	CHEMICAL FOR AQUATIC CENTRE	\$ 1,642.16
EFT23144	16/05/2024	FILTERS PLUS WA	PARTS FOR BK997	\$ 88.00
EFT23145	16/05/2024	HERSEY'S SAFETY PTY LTD	MATERIALS AND TOOLS FOR WORKSHOP	\$ 512.60
EFT23146	16/05/2024	HIP POCKET WORKWEAR & SAFETY GERALDTON	PROTECTIVE CLOTHING	\$ 744.40
EFT23147	16/05/2024	INSTANT WEIGHT PTY LTD T/A INSTANT WEIGHING	CALIBRATE BK012	\$ 1,078.92
EFT23148	16/05/2024	KENNARDS HIRE MIDLAND	HIRE OF PORTABLE TRAFFIC LIGHTS	\$ 1,752.00
EFT23149	16/05/2024	LANDGATE- VALUATION	UV ANNUAL REVALUATION 2024	\$ 7,518.00
EFT23150	16/05/2024	LIBERTY OIL RURAL PTY LTD	ENGINE OIL AND GREASE	\$ 4,918.25
EFT23151	16/05/2024	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORK AT SHIRE PROPERTY	\$ 1,603.80
EFT23152	16/05/2024	MCCALL MOTORS PTY LTD	PARTS FOR BK997, BK608 AND MATERIALS FOR PROPERTY MAINTENANCE	\$ 562.40
EFT23153	16/05/2024	MCINTOSH & SON MERREDIN	PARTS FOR BK1047	\$ 838.94
EFT23154	16/05/2024	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING	\$ 35.20
EFT23155	16/05/2024	MHG CONSTRUCTION PTY LTD T/A MATT GILBERT CARPENTRY & MAINTENANCE	SUPPLY AND INSTALL WINDOW TREATMENTS TO PROPERTY	\$ 983.00
EFT23156	16/05/2024	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING	\$ 2,112.00
EFT23157	16/05/2024	NAPA	MATERIALS FOR WORKSHOP	\$ 154.34
EFT23158	16/05/2024	NB HARDWARE & AG SUPPLIES	RAPID SET CEMENT	\$ 147.00
EFT23159	16/05/2024	PINGELLY CRC	STAYING IN PLACE EXPO ATTENDANCE FOR COUNCILLOR	\$ 60.00
EFT23160	16/05/2024	PUMPS AUSTRALIA PTY LTD	PARTS FOR SMALL PLANT	\$ 434.50
EFT23161	16/05/2024	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR APRIL AND MAY 2024	\$ 1,248.00
EFT23162	16/05/2024	RESONLINE PTY LTD	ONLINE CARAVAN PARK BOOKING FOR APRIL 2024	\$ 220.00
EFT23163	16/05/2024	ROYAL LIFE SAVING	AQUATIC CENTRE COMPLIANCE ASSESSMENT	\$ 759.00
EFT23164	16/05/2024	SEEK LIMITED	VACANT POSITIONS ADVERTISING	\$ 792.00
EFT23165	16/05/2024	SETON AUSTRALIA	DEPOT SIGNAGE	\$ 570.82
EFT23166	16/05/2024	SJ MUSIC T/A SOPHIE JANE	DEPOSIT ON ENTERTAINMENT FOR BACK TO BUSH VETERANS REUNION	\$ 1,320.00
EFT23167	16/05/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID TRAINING	\$ 4,080.00
EFT23168	16/05/2024	STIHL SHOP MALAGA	BLOWER	\$ 552.00
EFT23169	16/05/2024	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$ 17,143.88
EFT23170	16/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$ 126.53
EFT23171	16/05/2024	TOOL KIT DEPOT	FUEL JERRY CANS	\$ 99.96
EFT23172	16/05/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 627.00
EFT23173	16/05/2024	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$ 982.70
EFT23174	16/05/2024	WALLIS COMPUTER SOLUTIONS	ADMIN IT SUPPORT	\$ 214.50
EFT23175	16/05/2024	WESTRAC PTY LTD	PARTS FOR BK727	\$ 949.12
EFT23176	16/05/2024	WHEATBELT LIQUID WASTE	SEPTIC PUMP OUTS AT VARIOUS SHIRE PROPERTIES	\$ 2,541.00
EFT23177	16/05/2024	WHEATBELT UNIFORMS, SIGNS & SAFETY	PROTECTIVE CLOTHING	\$ 715.83
EFT23178	23/05/2024	BEILBY DOWNING TEAL PTY LTD	RECRUITMENT SERVICES	\$ 4,262.50
EFT23179	23/05/2024	CHOICEONE PTY LTD	HIRE OF HORTICULTURALIST	\$ 4,495.96
EFT23180	23/05/2024	COLPET BROWNLLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 22/05/2024	\$ 2,021.04
EFT23181	23/05/2024	DX PRINT GROUP PTY LTD	HAZARD REPORT BOOKS	\$ 396.00
EFT23182	23/05/2024	GRILLEX PTY LTD	BBQ AND TABLE SETTING	\$ 15,159.10
EFT23183	23/05/2024	HIP POCKET WORKWEAR & SAFETY GERALDTON	PROTECTIVE CLOTHING	\$ 57.95
EFT23184	23/05/2024	JOBLINK MIDWEST (INC)	VACANT POSITION ADVERTISING	\$ 275.00
EFT23185	23/05/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FNE 22/05/2024	\$ 3,269.23
EFT23186	23/05/2024	LINEAR HYDRAULIC SERVICES PTY LTD	PARTS FOR BK511	\$ 8,243.52
EFT23187	23/05/2024	SLIMLINE WAREHOUSE DISPLAY SHOPS	OUTDOOR BULLETIN BOARDS	\$ 1,769.64
EFT23188	23/05/2024	WHEATBELT PAINTING	PAINTING WORKS AT SHIRE PROPERTY	\$ 2,445.00
EFT23189	23/05/2024	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$ 562.00
EFT23190	30/05/2024	BITUTEK PTY LTD (CONTRACTING)	COMPLETE ASPHALTING OF CARPARK	\$ 7,398.60
EFT23191	30/05/2024	BLACKWOODS	FIRE EXTINGUISHER BRACKETS	\$ 109.77
EFT23192	30/05/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$ 371.25
EFT23193	30/05/2024	BRUCE ROCK ENGINEERING	SUPPLY & FIT TYRES FOR BK602 AND BK727	\$ 8,613.88
EFT23194	30/05/2024	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$ 55.06
EFT23195	30/05/2024	CHOICEONE PTY LTD	HIRE OF HORTICULTURALIST	\$ 6,382.99
EFT23196	30/05/2024	CODY EXPRESS TRANSPORT	FREIGHT CHARGES	\$ 182.16
EFT23197	30/05/2024	COLESTAN ELECTRICS	ELECTRICAL WORKS AT SHIRE PROPERTIES	\$ 565.94
EFT23198	30/05/2024	COMBINED PEST CONTROL WA P/L	PEST CONTROL SERVICES	\$ 825.00
EFT23199	30/05/2024	CONNELLY IMAGES	STICKERS FOR SIGNS	\$ 154.00
EFT23200	30/05/2024	CORSIGN WA PTY LTD	SIGNAGE	\$ 992.20
EFT23201	30/05/2024	CRISDALE RECRUITMENT GROUP	OUTSOURCING OF HR MANAGER	\$ 17,671.50
EFT23202	30/05/2024	CUTTING EDGES EQUIPMENT PARTS PTY LTD	PARTS FOR BK510	\$ 822.89
EFT23203	30/05/2024	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$ 198.36
EFT23204	30/05/2024	ELEC TECH DIESEL SERVICES PTY LTD	REPAIR BK04	\$ 1,281.28
EFT23205	30/05/2024	HERSEY'S SAFETY PTY LTD	ROAD MARKING MATERIALS, WORKSHOP CONSUMABLES AND PROTECTIVE ITEMS	\$ 1,621.24
EFT23206	30/05/2024	J A GIMBEL PAINTING	PAINTING WORKS AT SHIRE PROPERTY	\$ 7,150.00
EFT23207	30/05/2024	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK604	\$ 416.35
EFT23208	30/05/2024	LANDGATE- VALUATION	MINING TENEMENT ANNUAL REVALUATION 2024	\$ 216.95
EFT23209	30/05/2024	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING	\$ 1,320.00
EFT23210	30/05/2024	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDEN MAINTENANCE	\$ 589.45
EFT23211	30/05/2024	NUTRIEN AG SOLUTIONS	CHEMICAL FOR OVAL MAINTENANCE	\$ 331.16
EFT23212	30/05/2024	SETON AUSTRALIA	FLAMMABLE LIQUID CABINETS & SIGNAGE	\$ 7,670.93

EFT23213	30/05/2024	SUNNY SIGN COMPANY PTY LTD	TRAFFIC SIGNS	\$ 349.80
EFT23214	30/05/2024	SW TAYLOR	QUARTERLY WHS SERVICE	\$ 1,210.00
EFT23215	30/05/2024	T-QUIP	PARTS FOR SMALL PLANT	\$ 434.46
EFT23216	30/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$ 177.72
EFT23217	30/05/2024	TELSTRA	TELEPHONE USAGE CHARGES	\$ 1,738.64
EFT23218	30/05/2024	TRANSTRUCT	BUILDING MAINTENANCE MATERIALS	\$ 63.60
EFT23219	30/05/2024	TWO DOGS HOME HARDWARE	REPLACEMENT FRIDGE	\$ 1,224.00
EFT23220	30/05/2024	WALLIS COMPUTER SOLUTIONS	REPLACEMENT LAPTOP FOR OFFICER	\$ 3,459.90
EFT23221	30/05/2024	WESTRAC PTY LTD	PARTS FOR BK511	\$ 110.04
EFT23222	30/05/2024	WURTH	MATERIALS FOR WORKSHOP	\$ 390.64
				Total EFTs \$ 546,250.26

Municipal Account Cheques

158	16/05/2024	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$ 454.22
159	30/05/2024	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$ 5,400.91
				Total Cheques \$ 5,855.13

Wages and Salaries

	08/05/2024	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 08/05/2024	78186.15
	22/05/2024	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 22/05/2024	70666.18
				Total Wages and Salaries \$ 148,852.33

Municipal Account Direct Debits

DD9815.1	08/05/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 7,156.33
DD9815.2	08/05/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 338.81
DD9815.3	08/05/2024	MACQUARIE BANK LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 199.83
DD9815.4	08/05/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 848.07
DD9815.5	08/05/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 4,324.32
DD9815.6	08/05/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$ 228.31
DD9815.7	08/05/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 528.64
DD9815.8	08/05/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 29.38
DD9815.9	08/05/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 466.21
DD9848.1	22/05/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 7,005.51
DD9848.2	22/05/2024	MACQUARIE BANK LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 222.59
DD9848.3	22/05/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 848.07
DD9848.4	22/05/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,425.46
DD9848.5	22/05/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$ 251.63
DD9848.6	22/05/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 522.53
DD9848.7	22/05/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 413.28
DD9848.8	22/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 269.78
DD9848.9	22/05/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 380.23
DD9815.10	08/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 265.12
DD9815.11	08/05/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 131.80
DD9848.10	22/05/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 247.32
				Total Direct Debits \$ 27,103.22

Credit Card Payments

EFT23125	14/05/2024	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	\$ 176.00
		CANVA	SUBSCRIPTION RENEWAL	\$ 101.78
		BENDIGO BANK	CARD FEES	\$ 8.00
		HUMANTIX	REGISTRATION FOR STAYING IN PLACE EXPO 2024	\$ 60.00
		WESTNET	INTERNET CREDIT AS SERVICE CANCELLED	-\$ 52.23
			INTERNET FOR MAY	\$ 99.95
			INTERNET FOR MAY	\$ 109.95
		WHEATBELT BUSINESS NETWORK	REGISTRATION FOR WHEATBELT FUTURES FORUM 2024	\$ 225.00
		BIG W ONLINE	WATER BOTTLES	\$ 361.00
			WATER BOTTLES	-\$ 38.00
			WATER BOTTLES	-\$ 19.00
				Total Credit Card Payments \$ 1,032.45

Total Municipal Account EFT Payments	\$ 546,250.26
Total Municipal Account Cheque Payments	\$ 5,855.13
Total Trust Account EFT Payments	\$ -
Total Trust Account Cheque Payments	\$ -
Total Wages	\$ 175,955.55
Total	\$ 728,060.94



SHIRE OF BRUCE ROCK FUEL CARD PAYMENTS MAY 2024

Card- 70501560883376410 DOCTOR'S CAR

Date	Description	Location	Qty	Unit Price	Total
04/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	63.18	1.9690	124.40
09/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	48.87	1.9490	95.25
10/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	37.57	1.9490	73.22
16/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	58.30	1.9490	113.63
23/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	44.29	1.8890	83.66
24/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	40.59	1.8890	76.67
27/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	58.22	1.8590	108.23
TOTALS FOR THIS CARD			351.02		675.06

CARD: 70501653242845777 BULK UNLEADED FOR DEPOT

27/05/2024	UNLEADED PETROL 91	BRUCE ROCK OPT	80.01	1.8590	148.74
TOTALS FOR THIS CARD			80.01		148.74
TOTAL ALL FUEL CARDS					823.80

SHIRE OF BRUCE ROCK CREDIT CARD PAYMENTS MAY 2024

Date	Name	Description	Amount
02/05/2024	HUMANTIX	REGISTRATION FOR STAYING IN PLACE EXPO 2024	60.00
03/05/2024	WESTNET	INTERNET FOR MAY	157.67
15/04/2024	HEALTHENGINE	HEALTHENGINE FOR MAY/JUNE	176.00
17/05/2024	BRAYCO COMMERCIAL PT	DINING CHAIRS	590.00
30/05/2024	BENDIGO BANK	CARD FEES	8.00
TOTAL			991.67

Policy Name:	3.3	Provision of Gratuities in Recognition of Service
Department:		Staff/Elected Members
Date Adopted:		17 September 2015
Last Reviewed:		20 June 2024

Preamble Policy in relation to the provision of gratuities to employees ceasing employment with the Shire of Bruce Rock (Shire).

Objectives To:

- meet the requirements of section 5.50 of the Local Government Act 1995 (Act);
- show appreciation to employees who have made a notable contribution to the Shire; and
- promote good relations between Council and Shire staff.

Policy **Eligibility**
Upon resignation or retirement, employees who have provided satisfactory service to the Shire may be eligible to receive a gratuity, subject to approval by Council or the Shire's Chief Executive Officer.

Employees whose employment is terminated due to unsatisfactory performance or misconduct are not eligible to receive a gratuity.

Gratuity
The calculation of the gratuity shall be based on the number of completed years of continuous service, as shown in the table below.

Years of service	Amount	To be approved by
1 to 9	\$15 per year	Chief Executive Officer
10	\$225	Council
15	\$350	Council
20 and above	\$550	Council

The above amounts shall be adjusted periodically for inflation.

If, under the Provision of Gifts to Employees Policy, 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.

Gratuities can be provided in the form of a gift or gift card.

Additional Gratuities

Council may choose to provide a gratuity of a greater amount than those outlined in the above table to thank and honour retiring or resigning

employees whose commitment and contribution to the Shire and the community have been exemplary.

Such gratuities shall not exceed the amounts prescribed in regulation 19A of the Local Government (Administration) Regulations 1996.

Council is required to give local public notice of such gratuities.

Senior Officers

Presentations for senior managers leaving Council shall be considered independently of this policy by Council.

Head of Power

Local Government Act 1995, section 5.50

Local Government (Administration) Regulations 1996, regulation 19A

Policy Name:	3.3 Provision of Gifts to Employees
Department:	Staff/Elected Members
Date Adopted:	20 June 2024
Last Reviewed:	

Preamble Policy in relation to the provision of gifts to staff in recognition of their contribution, dedication and service to Council and the community.

Objectives 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.

Policy **Significant Milestones during Employment**
The Chief Executive Officer is authorised to provide long serving employees a commemorative certificate and a gift or gift voucher when reaching certain milestones, as outlined in the following table.

Years of service	Gift value
5 years	\$50
10 years	\$100
15 years	\$150
20 years	\$200
> 20 years	\$200

Employees who work for the Shire of Bruce Rock in excess of 20 years shall continue to be recognised on a five yearly basis.

Tributes to Employees in the Event of Illness, Accident or Bereavement
The Chief Executive Officer is authorised to acknowledge staff members in the event of hospitalisation, accident or bereavement with a card, flowers or small gift up to the value of \$100.

Yearly Celebration of Achievements
During the Christmas period, the Chief Executive Officer is authorised to acknowledge staff members' yearly contributions and achievements with a card and a small gift up to the value of \$30 per person.



WEROC Inc. Board Meeting

MINUTES

Thursday 9 May 2024

Shire of Kellerberrin Council Chambers

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

A PO Box 5, MECKERING WA 6405 **E** rebekah@150square.com.au
M 0428 871 202 **W** www.weroc.com.au

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WEROC Inc.
Wheatbelt East Regional Organisation of Councils Inc.
Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

MINUTES

Minutes of the Board Meeting held in Kellerberrin on Thursday 9 May 2024.

1. OPENING AND ANNOUNCEMENTS

Ms. Renee Manning as Chair of WEROC Inc. welcomed Members of the Board, thanked the Shire of Kellerberrin for hosting and opened the meeting at 1.45pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan

Mr. Mark Crees

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Ms. Renee Manning (Chair)

Mr. Darren Mollenoyux

Mr. Bill Price

Mr. Ramesh Rajagopalan

Ms. Joanne Soderlund

Ms. Charmaine Thomson (Deputy Chair)

Mr. Nic Warren

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Nil

2.3 Guests

Mr. John Merrick, Acting Chief Executive Officer, Shire of Merredin

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
Mr. Darren Mollenoyux	General disclosure	Mr. Mollenoyux advised that his wife works for REED so any discussion on childcare services could present a potential conflict.

		Mr. Mollenoyux also advised that he will be joining 150 Square consulting when he leaves the Shire of Bruce Rock and therefore any discussion regarding the engagement of a consulting service could present a potential conflict.
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4. PRESENTATIONS

Nil

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Wednesday 6 March 2024

Minutes of the WEROC Inc. Board Meeting held in Westonia on Wednesday 6 March 2024 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Westonia on Wednesday 6 March 2024 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Ram Rajagopalan

Seconded: Mr. Wayne Della Bosca

That the Minutes of the WEROC Inc. Meeting held in Westonia on Wednesday 6 March 2024 be confirmed as a true and correct record.

CARRIED

5.2 Business Arising – Status Report

Actions Arising from the WEROC Inc. Board Meeting held on 6 March 2024

Agenda Item	Action(s)	Status
7.1 WEROC Futures Discussion	<ol style="list-style-type: none"> 1) Re-schedule CEO Committee meeting that was originally planned for February. 2) Request Kellerberrin and Yilgarn complete the online survey 	The CEO Committee meeting was rescheduled for 15 April 2024. The survey has been completed by all Shires. Please refer to Agenda item 7.1 for further detail.
7.2 Central Wheatbelt Visitors Centre MoU renewal	<ol style="list-style-type: none"> 1) Advise Shire of Merredin that the WEROC shires intend to extend the agreement for a further 3 years. 2) Request that amendments be made to acknowledge WEROC's financial contribution separate to that of the Shire's individually 	The requested amendments to the MoU were sent to the Shire of Merredin for their consideration. Robyn McCarthy responded with some additional minor modifications and advised that the requested changes from both WEROC and the Shire of Merredin have been sent to the Shire of Cunderdin for their consideration.
7.3 Discussion & decisions arising from	Request that Ms. King contact Shire's individually to coordinate a meeting with established community groups to discuss the Town Team concept and benefits.	Ms. King has contacted all Shire CEOs to request a meeting. The Executive Officer met with Ms. King and Town Team Movement

presentation by Ms. Vanessa King		Founder, Jimmy Murphy on 26 April 2024 to discuss alternative options to a traditional "do-over" event. Ms. King advised that Bruce Rock are eager to progress with the first do-over.
7.4 Discussion and Decisions Arising from the Presentation by Ms. Jacquie Lucas	Request that Wheatbelt NRM coordinate a face to face meeting of all project funding partners as soon as possible, as per the original Stakeholder Engagement Plan.	A request for a stakeholder meeting was sent to Ms. Jacquie Lucas on 8 March 2024. Ms. Lucas advised on Monday 29 April that the meeting will be held in Northam on 15 May.
7.4 Discussion and Decisions Arising from the Presentation by Mr. Alex MacKenzie	Request that Alex MacKenzie provide a brief summary of his verbal presentation outlining what the Shire's will get for their financial commitment and what can be done with the information already gathered.	An email was sent to Mr. Alex MacKenzie on 26 March 2024. No response was received.
10.2 McCusker Centre Internship Program	Look at the potential for this internship program to support the Corella Management project.	The Executive Officer met with representatives from the McCusker Centre on Monday 22 April 2024. Please refer to Agenda item 7.3 for further detail.

Recommendation:

That the status report be received.

Comments from the meeting:

- Mr. Alex McKenzie provided a proposal for a WEROC worker housing investigation just prior to the meeting, which the Executive Officer circulated via email. Given the lateness of the submission Members had not had sufficient time to review it. Furthermore, the WEROC Shires involved in the Growing Regions housing project have still not been advised of the outcome, so discussion on the proposal will be put on hold for now.

RESOLUTION:

Moved: Ms. Emily Ryan

Seconded: Mr. Nic Warren

That the status report be received.

CARRIED

5.3 Decisions made out of session.

5.4.1 WEROC Request for Motion to the Great Eastern Country Zone

Attachment 2: WEROC request for motion – GECZ April Meeting

On Wednesday 27 March 2024, Board Members received an email from the Executive Officer advising that the WEROC Inc. Chair, Ms. Renee Manning was requesting that the Board consider and endorse a motion out of session. The details are summarised in the attached request for motion. It was requested that Board Members respond via email and advise if they were supportive of WEROC taking this request to the Zone.

Support for the recommendation was provided by the Shire of Yilgarn, Shire of Westonia, Shire of Kellerberrin, and Shire of Bruce Rock. As this constituted a majority, the recommendation was accepted.

For recording purposes, the decision is presented for endorsement.

Recommendation:

That the decision made by the WEROC Inc. Board out of session be endorsed.

RESOLUTION:

Moved: Mr. Bill Price

Seconded: Mr. Wayne Della Bosca

That the decision made by the WEROC Inc. Board out of session be endorsed.

CARRIED

5.4.2 WEROC Expression of Interest in a McCusker Centre Intern

Attachment 3: McCusker Centre Student Learning Service Agreement

Attachment 4: Host Organisation Travel Proposal

On Monday 22 April 2024, Board Members received an email from the Executive Officer advising that a meeting had taken place with representatives from the McCusker Centre and that there is an opportunity for WEROC to host an intern. Members were asked to respond and advise if they were supportive of WEROC progressing with an intern for the winter intake (mid-June to mid-July) and would be willing to host the intern, if they were supportive but not able to host the intern or if they believed further discussion is required before making a decision. It was also noted that the cost to WEROC for hosting an intern would likely be between \$3,500 to \$4,000 and that this would be taken from the consultancy budget.

Unanimous support was received from all six WEROC Local Governments. As such the Executive Officer signed the student learning service agreement and completed the host organisation travel proposal (provided as Attachments 3 and 4) and both documents have been returned to the McCusker Centre.

For recording purposes, the decision is presented for endorsement.

Recommendation:

That:

- 1) The decision made by the WEROC Inc. Board out of session be endorsed.
- 2) The signing of the learning service agreement by the Executive Officer be ratified.

RESOLUTION:

Moved: Mr. Ram Rajagopalan

Seconded: Ms. Emily Ryan

That:

- 1) The decision made by the WEROC Inc. Board out of session be endorsed.
- 2) The signing of the learning service agreement by the Executive Officer be ratified.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 30 April 2024

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 May 2024

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 26 April 2023 the budget for the financial year commencing 1 July 2023 and ending 30 June 2024 was adopted. The approved Budget 2023-24 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

Note 1	Annual Financial contributions paid by Member Local Governments.
Note 2	GST received
Note 3	GST refund for Q4 BAS 2022-23, Q2 BAS 2023-24, and Q3 BAS 2023-24
Note 4	Executive Officer services
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 2022-23 financial year
Note 8	Payments to the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service, Flat Earth Mapping for the design of the WEROC Drive Trail map, Strike Point Graphic design for the WEROC drive trail informational sign, Seed Studio for the graphic design of the WEROC drive trail marker sign, Australia's Golden Outback for co-operative marketing activities in 2023-24, Vanguard Publishing for advertisement in the AGO 2024 Holiday Planner and Vanessa King for Town Team Builder services.
Note 9	Payments to PWD for the 12-month website hosting fee and SSL certificate for website
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	Transfer to Term Deposit.
Note 12	GST paid
Note 13	GST paid for Q1 BAS 2023-24
Note 14	Actual expenditure exceeds total budgeted expenditure for the financial year because of the unbudgeted transfer of funds to a Term Deposit.

WEROC Inc.
ABN 28 416 957 824
1 July 2023 to 30 June 2024

		Budget 2023/2024	Actual to 30/04/2024	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	\$5,083.15	\$5,156.00	3
	Total Receipts	\$84,283.15	\$84,356.00	
EXPENSES				

1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,500.00	\$27,410.44	4
1661.02	Executive Officer Travel and Accommodation	\$1,000.00	\$1,041.90	5
1661.03	WEROC Executive Officer Recruitment	\$1,000.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$749.98	6
1687.03	WEROC Financial Services Audit	\$1,050.00	\$982.00	7
1585	WEROC Consultant Expenses	\$60,000.00	\$29,213.33	8
1850	WEROC Management of WEROC App & Website	\$420.00	\$685.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,300.00	\$5,953.61	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1854	Transfer to Term Deposit	\$0.00	\$100,000.00	11
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$10,807.00	\$6,150.56	12
	ATO Payments	\$2,393.33	\$5,908.00	13
Total Payments		\$121,270.33	\$178,094.82	14
Net Position		-\$36,987.18	-\$93,738.82	
OPENING CASH 1 July		\$181,216.58	\$181,083.80	
CASH BALANCE		\$144,229.39	\$87,344.98	

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2023 to 30 April 2024, be received.

RESOLUTION: **Moved:** Mr. Ram Rajagopalan **Seconded:** Mr. Bill Price

That the WEROC Inc. financial report for the period 1 July 2023 to 30 April 2024, be received.

CARRIED

6.2 Income, Expenditure & Balance Sheet

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 May 2024

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 February to 30 April 2024 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		100,664.34		
09 Feb 2024	150 Square Pty Ltd	0.00	2,731.50	97,932.84
05 Mar 2024	150 Square Pty Ltd	0.00	2,938.50	94,994.34

WEROC Inc. Board Meeting Thursday 9 May 2024 - Minutes

07 Mar 2024	JV King Family Trust	0.00	1,375.00	93,619.34
23 Mar 2024	Australia's Golden Outback	0.00	357.50	93,261.84
03 Apr 2024	JV King Family Trust	0.00	1,576.96	91,684.88
03 Apr 2024	150 Square Pty Ltd	0.00	5,554.90	86,129.98
08 Apr 2024	ATO	1,215.00	0.00	87,344.98
Total		3,946.50	14,534.36	
Closing Balance			87,344.98	

Balance Sheet

Wheatbelt East Regional Organisation of Councils Inc
As at 30 April 2024

30 Apr 2024

Assets		
Bank		
Term Deposit		100,000.00
Westpac Community Solution One		87,344.98
Total Bank		187,344.98
Total Assets		187,344.98
Liabilities		
Current Liabilities		
GST		(689.57)
Total Current Liabilities		(689.57)
Non-current Liabilities		
GST Clearing		61.00
Total Non-current Liabilities		61.00
Total Liabilities		(628.57)
Net Assets		187,973.55
Equity		
Current Year Earnings		5,963.74
Retained Earnings		182,009.81
Total Equity		187,973.55

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 February to 30 April 2024 be received.
That the Accounts Paid by WEROC Inc. for the period 1 February to 30 April 2024 totalling \$14,534.36 be approved.
That the Balance Sheet as of 30 April 2024 be noted.

RESOLUTION: **Moved:** Mr. Wayne Della Bosca **Seconded:** Ms. Emily Ryan

That the WEROC Inc. summary of income and expenditure for the period 1 February to 30 April 2024 be received.

That the Accounts Paid by WEROC Inc. for the period 1 February to 30 April 2024 totalling \$14,534.36 be approved.

That the Balance Sheet as of 30 April 2024 be noted.

CARRIED

7. MATTERS FOR DECISION

7.1 WEROC Futures Discussion

Author:	Rebekah Burges, Executive Officer
Disclosure of Interest:	No interest to disclose.
Date:	22 April 2024
Attachments:	<i>Attachment 5: WEROC Futures Discussion Summary Report</i>
Consultation:	WEROC Board Members
Financial Implications:	NA
Voting Requirement:	Simple Majority
Background:	

At the WEROC Inc. Board meeting held on 29 November 2023, a staged approach to the discussion on future priorities for WEROC was agreed and is outlined below:

Activity	Timeframe
Initial discussion with all WEROC Board Members to identify expectations of WEROC and to discuss what has been working well to date and what can be improved in future.	29 November 2023
Shire survey to identify social, economic, and operational priorities and challenges.	January - February 2024
WEROC CEO Committee meeting to discuss common pain points and opportunities for collective action.	22 February 2024 (deferred to 15 April)
WEROC Inc. Board to agree on priorities and actions for WEROC over the next 1 – 5 years.	Board Meeting on 6 March 2024 (deferred to 9 May)

Executive Officer Comment:

A summary of the input provided at the WEROC meeting held in November 2023 and the Shire survey is provided as Attachment 5. The WEROC CEO Committee meeting planned for 22 February 2024 did not proceed due to availability of members but was rescheduled for Monday 15 April and all CEOs were in attendance. The purpose of that meeting was to delve deeper into some of the common challenges and discuss potential resolutions and opportunities for collaborative action, which would then help in determining the priorities and actions for WEROC over the near to medium term. Detail of the discussion is provided in the WEROC Inc. CEO Committee Meeting minutes, provided as Attachment 1. A brief summary of the recommendations arising from this meeting are summarised below:

Constraints/Challenges	Possible Focus for WEROC
Operational	
Escalating cost of accounting software.	Joint tender process for accounting software as per 4WDL approach.
Shire resourcing	<ul style="list-style-type: none"> • Investigate feasibility and scope of work for a regional compliance officer. • Progression of a pro-forma template for Public Health Plans.
Economic	

No flow on benefit from large scale developments (e.g., mining & renewable energy) in the region	<ul style="list-style-type: none"> • Campaign/advocate for a mandate that any new, large scale developments must contribute to a community investment fund. • Engage a consultant to develop a regional planning policy to support differential land use rating.
Lack of housing is a significant barrier to growth	<ul style="list-style-type: none"> • Investigate potential funding model for GROH to take to State Government • Invite the Minister for Planning, Lands, Housing and Homelessness (the Hon. John Carey) out to the region to discuss housing and planning.
Social	
Sustainability of childcare services	<ul style="list-style-type: none"> • Invite REED to present to the WEROC Board on future plans and current constraints. • Investigate childcare service delivery models that have been successful in other regions.
Activate tourism through Town Team Partnership	<ul style="list-style-type: none"> • Explore the option of an art trail along the Eastern Wheatbelt self-drive trail.

Recommendation:

That the Board consider the summary report and input from the WEROC CEOs and agree on future priorities for WEROC Inc.

Comments from the meeting:

Operational Priorities:

- With the rationalisation of Synergy there is a need for Shires to look at the most appropriate financial software platform going forward. Bringing the finance officers from each Shire together to discuss common requirements is an important first step. The Executive Officer will coordinate a meeting of the finance officers to coincide with the next WEROC CEO Committee Meeting.
- There has been an escalation in compliance requirements which are particularly onerous on small Local Governments. It is almost at a point where each Shire needs a dedicated compliance officer to manage the growing requirements, which is not financially feasible for small Councils. There are also certain matters that arise that existing staff do not have the expertise to deal with.
- It was suggested that WEROC could explore a shared governance resource (1 FTE) that looks after the six WEROC Shires. It would need to be clear what the requirements of each Local Government are to ensure that there is enough work to justify a full-time shared resource. As an alternative a consultant could be engaged to provide this service on an as needs basis. This will be added to the agenda for the next CEO Committee meeting for further discussion.

Economic Priorities:

- There does not seem to be the same social conscious of companies undertaking large scale development in our area compared to other regions.
- The government is pushing for green energy but there is no backing policy or structure from the State, which means that Local Councils are negotiating agreements with developers ad hoc, often resulting in little to no flow on benefits to the community.
- It was suggested that WEROC look to developing a common planning policy with a clause relating to a social enhancement fund for any major developments (extractable or renewable). It was noted that there

is a fine line between a policy that deters investment and gains benefit for the region. The policy cannot be too onerous but needs to ensure ongoing benefit to the Council.

- Mr. Nic Warren mentioned that Narrogin have just developed a policy that could be used as the basis for a WEROC policy and is happy to draft something for consideration at the next WEROC CEO Committee Meeting.
- Mr. John Merrick suggested that it might be worth the CEO's travelling to one of the areas that have already been through this process to hear first hand what they have put in place and the challenges that they encountered.
- The housing supply shortage is an issue being faced across the nation. There have been countless studies done and there are a lot of players looking for funding to undertake housing projects. If WEROC is to have any success in this area, we need to take a different approach. We need to formulate a solution and then take it to the State. At the next meeting of the WEROC CEO Committee this will be added to the agenda for further discussion to see what shape this could take.

Social Priorities:

- The lack of childcare places and the limitations on days/hours of operation are a barrier to accessing workers. There are people in our region who could fill roles, but they are restricted because of the limited care options for their children.
- The idea of a “flying squad” that moves around the region to fill gaps was suggested. This would allow centres to open for longer hours and more days per week and cover absences for leave, sickness, etc.
- It was suggested that a representative from REED be invited to present at a WEROC meeting to discuss their future plans and constraints to growth.
- The focus for tourism should be promotion of the Eastern Wheatbelt Self-Drive Trail. To assist with this, we need to develop a marketing plan and branding guide. The Executive Officer will get quotes from graphic designers to assist with this work.

MOVED: Mr. Ram Rajagopal
SECONDED: Mr. Nic Warren

CARRIED

7.2 WEROC Inc. Budget 2024-25

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 22 April 2024

Attachments:

Consultation: Nil

Financial Implications: As per budget

Voting Requirement: Simple Majority

Background:

The WEBOC Inc. Constitution states that:

17.3 The Board will prepare and approve the annual budget at least 1 month before the end of the financial year.

As there are no further scheduled meetings of the WEROC Inc. Board before the end of the financial year, to adhere to the rules of our Association, a draft budget for WEROC Inc. for the financial year commencing 1 July 2024 and ending 30 June 2025 has been prepared and is presented for the Board's consideration.

The proposed budget assumes that the \$12,000 (Ex. GST) annual subscription per Member Council will remain consistent with previous years. On the matter of subscriptions, the WEROC Inc. Constitution does not specify the amount of the annual subscription rather it states:

10.1 Annual Subscriptions: Members are not required to pay a membership fee or annual subscription but may be required to pay an annual financial contribution as determined by the Association with such contributions to be in equal shares.

Under the proposed budget, it is anticipated that WEROC Inc. will have a cash balance of \$27,000.93 on 30 June 2025. This assumes that the \$100,000 plus interest earned on the term deposit will be reinvested at maturity.

BUDGET NOTES

Income

- A. The draft budget assumes that the annual subscription amount will be retained at \$12,000 (Ex. GST) per Member Council.
- B. The Consultancy and Project Reserve is now incorporated into the General Subscription.
- C. Based on the interest rate on the Westpac Term Deposit of 4.85%.
- D. GST on General Subscriptions.
- E. GST refunds have been calculated based on estimates of GST Input and Output Tax for each quarter.

Expenditure

1. The Westpac Community Solution One Account does not incur any fees and therefore no fees have been budgeted for.
2. Proposed budget is based on the Executive Officer's estimated hours (38 hours per month standard plus additional hours for attending meetings and WMSIP) and rate of pay (\$63.64 Ex. GST).
3. Budget based on anticipated travel for the Executive Officer to attend six meetings (one in each WEROC Shire) at the contracted rate of 0.85c per km.
4. Current contract expires on 1 March 2026 therefore no provision has been made for recruitment of an Executive Officer.
5. The proposed budget for Financial Services includes the monthly subscription fee for Xero accounting software (\$68.18 Ex. GST) and a small allocation for any miscellaneous financial assistance required from an Accountant.
6. The financial services audit allocation is based on the accepted quote of Audit Partners Australia for \$950+GST and an allowance for disbursements.
7. This allocation enables WEROC Inc. to engage consultants and to undertake special projects. Co-operative marketing initiatives are also allocated to this budget line item. The budgeted amount includes \$7,000 for tourism/marketing initiatives, \$22,000 for Town Teams (\$15,000 for wages, \$2,000 for travel and \$5,000 for events) and \$25,000 for the co-contribution toward the Corella Management Coordinator. This assumes that the Town Team Builder will be retained beyond their current term expiring in January 2025 and that WEROC will continue to support the Corella Management project. The remaining allocation is an allowance for new projects and to cover the costs of the McCusker Centre internship.
8. The allocation for the management of the WEROC Inc. website is based on the Code Research Australia hosting fee of \$35 (Ex. GST) per month. The hosting fee is currently paid up until October 2024. The WEROC domain name was renewed in March 2022 and is paid up until 8 June 2025.
9. Host Council's will generally cover all meeting expenses. A small allocation is provided for any unforeseen meeting costs.
10. The proposed budget allocation for insurance is based on previous years quote from Local Community Insurance, with an allowance for premium increases for the following forms of insurance cover:
 - Public & Products Liability
 - Associations and Officials Liability
 - Workers Compensation

- Personal Accident – Volunteers
- Cyber Insurance

11. A small allocation is made for legal expenses to cover any eventuality.
12. A small allocation is made for any miscellaneous items.
13. GST Input Tax is calculated on budgeted expenditure items subject to GST.
14. ATO payments have been calculated based on estimates of GST Input and Output Tax for each quarter.

WEROC Inc.
ABN 28 416 957 824
DRAFT BUDGET 2024-2025

		Budget 2023/2024	Actual to 30/04/2024	Estimated Total Income/Exp enditure to 30 June	Proposed Budget 2024-2025	Notes
INCOME						
0501	General Subscriptions	\$72,000.00	\$72,000.00	\$72,000.00	\$72,000.00	A
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	\$0.00	\$0.00	B
0575	Interest received	\$0.00	\$0.00	\$0.00	\$4,863.29	C
584	Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
	GST Output Tax	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	D
	GST Refunds	\$5,083.15	\$5,156.00	\$5,156.00	\$6,184.00	E
	Total Receipts	\$84,283.15	\$84,356.00	\$84,356.00	\$90,247.29	
EXPENSES						
1545	Bank Fees & Charges	\$0.00	\$0.00	\$0.00	\$0.00	1
1661.01	WEROC Inc. Executive Services	\$34,500.00	\$27,410.44	\$32,883.48	\$35,383.84	2
1661.02	Executive Officer Travel and Accommodation	\$1,000.00	\$1,041.90	\$1,409.10	\$1,400.00	3
1661.03	WEROC Executive Officer Recruitment	\$1,000.00	\$0.00	\$0.00	\$0.00	4
1687	WEROC Financial Services Accounting	\$1,000.00	\$749.98	\$886.34	\$1,000.00	5
1687.03	WEROC Financial Services Audit	\$1,050.00	\$982.00	\$982.00	\$1,050.00	6
1585	WEROC Consultant Expenses	\$60,000.00	\$29,213.33	\$44,213.33	\$60,000.00	7
1850	Management of WEROC Website	\$420.00	\$685.00	\$685.00	\$420.00	8
1801	WEROC Meeting Expenses	\$500.00	\$0.00	\$0.00	\$500.00	9
1851	WEROC Insurance	\$6,300.00	\$5,953.61	\$5,953.61	\$6,300.00	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	11
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
1854	Transfer to Term Deposit	\$0.00	\$100,000.00	\$100,000.00	\$4,863.29	
1930	WEROC Sundry	\$300.00	\$0.00	\$0.00	\$300.00	12

3384	GST Input Tax	\$10,807.00	\$6,150.56	\$8,248.22	\$10,835.39	13
	ATO Payments	\$2,393.33	\$5,908.00	\$5,908.00	\$3,464.57	14
	TOTAL PAYMENTS	\$121,270.33	\$178,094.82	\$201,169.08	\$127,517.09	
	Net Position	-\$36,987.18	-\$93,738.82	-\$116,813.08	-\$37,269.79	
	OPENING CASH 1 July	\$181,216.58	\$181,083.80	\$181,083.80	\$64,270.72	
	CASH BALANCE	\$144,229.40	\$87,344.98	\$64,270.72	\$27,000.93	

Recommendation:

That the WEROC Inc. draft budget for the year ending 30 June 2025, as presented, with a general subscription for each Member Council set at \$12,000 (Ex. GST), be adopted.

RESOLUTION: Moved: Ms. Emily Ryan **Seconded:** Mr. Bill Price

That the WEROC Inc. draft budget for the year ending 30 June 2025, as presented, with a general subscription for each Member Council set at \$12,000 (Ex. GST), be adopted.

CARRIED

7.3 McCusker Centre Internship

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 22 April

Attachments: Attachment 6. McCusker Centre Internship Opportunity for WEROC (email)

Consultation: Ms. Amy Howell, Adviser Internships, and Ms. Barbara Goodwin, Industry Partnerships Manager, McCusker Centre for Citizenship

Financial Implications: Up to \$4,000 from the consultancy budget in the 2024-25 financial year

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 6 March 2024, information on the McCusker Centre internship program was presented for noting. After a brief discussion on the possibility of hosting an intern Ms. Joanne Soderlund suggested that WEROC could look at an intern to support the Corella Management project. It was requested that the Executive Officer look into the possibilities and report back at the next meeting.

Executive officer comment:

On 22 April 2024, the Executive Officer met with Ms. Amy Howell Internship Adviser, and Ms. Barbara Goodwin, Industry Partnerships Manager from the McCusker Centre for Citizenship to discuss a possible intern for WEROC. A list of potential projects was sent to the McCusker Centre for consideration prior to the meeting. Ms. Howell and Ms. Goodwin advised that all projects were suitable for the program, and it was requested that the list be narrowed down to a top two preferences so that they can refine their search for a suitable student to match.

As per Agenda 5.4.2 the decision to proceed with an intern for the winter intake was made out of session. The Board now need to decide on where the intern is best located (Bruce Rock or Merredin) and which two projects they would like to select for the intern.

The five projects presented were:

1. *Pest bird control and management* – This project would involve extensive research to investigate pest bird management practices globally, constraints to identified management methods (e.g., environmental regulations) and a comprehensive assessment of the corella habits, numbers and economic impact at a local level.
2. *Social impact assessment of large scale developments in the region, particularly mining and renewable energy projects* - This would involve the identification, analysis, assessment, and recommended management of the potential social impacts of these projects during all stages of the project lifecycle. The social impact assessment would consider matters such as engagement with the community, workforce management, housing/accommodation, local business and industry procurement and community health and well-being.
3. *Regional worker housing analysis* – This project would involve identifying suitable lots for development across the six WEROC Shires, investigate site specific constraints/opportunities for development, a review of regional housing models to identify appropriate design/construction parameters, and consider investment and tenure models.
4. *Tourism activation* – assist with development of a marketing plan and branding guide for our eastern wheatbelt self-drive trail.
5. *Public health plan* – assist with the development of a public health plan for the WEROC Shires. This would involve the collection and review of key demographic and health data for each Shire, development and analysis of a community health survey and identification of strategies/actions to address priority risk factors and priority populations.

Recommendation:

That the Board consider and agree on the two priority projects and the preferred location for the McCusker Centre Intern.

Comments from the meeting:

- Discussion was held over the merits of each project. It was agreed that the top two priorities should be public health planning followed by the social impact assessment. The next priority, if these two projects are unable to be matched to a student, is tourism.
- The Shire of Merredin will host the intern.
- If the project ends up being the public health planning, the Shire of Bruce Rock are happy to meet with the intern when they first start to give them an overview of the process.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Ms. Renee Manning

That:

- 1) The priority projects are the public health plan and social impact assessment; and
- 2) The intern will be hosted by the Shire of Merredin.

CARRIED

7.4 Eastern Wheatbelt Self-Drive Trail Promotional Opportunities

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 30 April 2024

Attachments: *Attachment 7: Central Wheatbelt Collaborative Proposal*

Attachment 8: Taylormadefortravel Media Kit

Attachment 9: Small Town Spotlight Proposal

Attachment 10: Great Aussie Road Trips Synopsis

Consultation:	Lee Lorraine, Visage Productions Robyn McCarthy, Central Wheatbelt Visitors Centre
Financial Implications:	\$1,000 plus travel and accommodation expenses for Taylormadefortravel proposal. \$40,000-\$45,000 for Great Aussie Road Trip production
Voting Requirement:	Simple Majority
Background:	

On 15 April 2024 Ms. Robyn McCarthy, Manager Central Wheatbelt Visitors Centre forwarded a Central Wheatbelt Collaborative Proposal from Ms. Carol Taylor of Taylormadefortravel and suggested it may be a useful marketing tool to promote the Eastern Wheatbelt self-drive trail. The proposal is for Ms. Taylor to travel to various locations around the region and post content on her social media accounts. The Wheatbelt Way and Australia's Golden Outback are existing clients.

On Tuesday 30 April 2024, Mr. Lee Lorraine of Visage Productions, emailed the Executive Officer to enquire as to whether there would be interest from WEROC Shires in participating in a Great Aussie Road Trips TV series. Mr. Lorraine's pitch is for Shire's along the Golden Pipeline Heritage Trail to contribute toward the production of an episode featuring sites on the trail. Mr. Lorraine is open to the idea of just working with WEROC and producing an episode on the Eastern Wheatbelt Self-Drive trail as an alternative.

Executive Officer Comment:

The cost to engage the services of Taylormadefortravel will be \$1,000 plus travel and accommodation. There is also the option to have "small town spotlights" which will cost \$400 per location.

The cost to participate in the production of the Great Aussie Road Trips series will be between \$40,000 and \$45,000 ex. GST. Mr. Lorraine has indicated that he needs to get as close to \$40,000 as possible to make it viable. As an add-on Visage Productions will edit a 60-second video package montage/vignette to music which all participating Shire's can use for their own marketing purposes.

Just to note, in the 2023/24 financial year to date a total of \$4,817.70 has been spent on marketing.

Recommendation:

That the proposals be considered, and the matter discussed.

Comments from the meeting:

- The Great Aussie Road Trip proposal is very expensive, and it is not entirely clear what they are going to deliver. Social media marketing might be better value for money and more impactful.
- It was queried whether WEROC are able to share/use the content created by Taylormadefortravel in other marketing. It was also queried how much control WEROC would have over what is featured in the coverage of the drive trail. The Executive Officer will contact Ms. Taylor for clarification.

RESOLUTION: **Moved:** Mr. Ram Rajagopalan **Seconded:** Mr. Mark Crees

That WEROC engage Taylormadefortravel at a cost of \$1,000 plus travel and accommodation.

CARRIED

8. PROJECT UPDATES

8.1 Corella Management Project

On Wednesday 15 May 2024 a face-to-face stakeholder meeting will be held in Northam from 12.00pm. The invitation to this meeting was forwarded to Board Members on 29 April.

Discussion on WEROC's formal position on the project may be warranted to ensure the views of the collective group are represented by those able to attend this forum.

Comments from the meeting:

- Mr. John Merrick, Mr. Raymond Griffiths and Ms. Emily Ryan will attend the meeting via Zoom. Ms. Renee Manning, Ms. Joanna Soderlund and the Executive Officer will attend in person.
- The general view of the Board is that if Wheatbelt NRM cannot convince us that what they are doing is worthwhile and that they can deliver the proposed eradication strategies within the agreed timeframe, WEROC will withdraw from the project.

8.2 Town Team Movement

The following written update was provided by Ms. Vanessa King:

- **Streets Alive Funding**
 - funding for LGA's, CRC's, Town Teams as well as other eligible community groups up to \$5k open 22 May 2024 – 5 June 2024 for projects delivered between 1 July 2024 and 31 March 2025 (to receive an invitation to apply for a seed grant, must register project on website)
 - **Funding Objectives**
 - To build capability and capacity of local communities to deliver traffic calming and road safety initiatives in local streets and neighbourhoods
 - To change attitudes and behaviours around speed to emphasise streets for people over cars
 - To improve safety of our town centres and make them more vibrant and people friendly.
 - more information is on the Streets Alive website <https://streetsalive.org.au/>
- **Town Team Movement Conference in Northam**
 - Town Team Movement Placemaking Conference is coming to the Wheatbelt this September.
 - The 2024 People, Places and Planet Conference theme is Take a Chance and the event will focus on creating successful places with the community.
 - event is scheduled to take place on 12 + 13 September 2024 in Northam
 - WEROC board and staff members encouraged to attend, each Shire will receive one complimentary ticket.
- **REMINDER Free Placemaking Education for LGA's**
 - sponsored by the Department of Local Government, Sport, and Cultural Industries (email sent to WEROC members on 16/04/2024) – closes 30/6.
- **2024 Do-Over**
 - Bruce Rock is interested to host Do-Over, communication with Bruce Rock Shire and Progress Association – we can look at ways we can ensure how the Bruce Rock Do-Over engages the other WEROC councils to see what a do over is like and how it could work in their towns moving forward.
 - seeking WEROC support to proceed with planning.
- **Wheatbelt Town Team Tour for LGA's**
 - Co-Founder & Team of Education Dean Cracknell and Wheatbelt Town Team Builder Alyce Smith will travel to Merredin to deliver placemaking education specific to LGA's on Wed, 22/5
 - at least one staff member or Councillor of each WEROC community encouraged to attend – further information to follow soon.
- **WEROC Trail Activation Art Project**
 - Rebekah will provide update.
 - Town Team Movement can assist in funding submission over the next 6-12 months.
- **FRRR funding**
 - Funding available for Town Teams in WEROC Shires (approx. \$8k for 3 different projects - \$3k awarded to Bruce Rock for Supermarket Mural)
- **Meetings with WEROC CEO's & Councillors**
 - Successful Meetings with Bruce Rock, Yilgarn & Kellerberrin.

In addition to the above summary, an invitation has been extended to the WEROC Board to attend an information session with Dean Cracknell (Co-Founder and Executive Director of Town Team Movement) on 22 May 2024. Mr. Cracknell is going to be in Western Australia for a limited time and is willing to meet with

WEROC representatives to share information on the Town Team Movement approach and opportunities for the WEROC communities as part of our partnership.

The location for the meeting is flexible but the date is not. The suggested time for the meeting is 11.00am to 1.00pm and the invitation is open to all Councillors and staff from WEROC Shires not just WEROC Board Members.

Recommendation:

That the Board:

- 1) Confirm that they are happy to support a “do-over” in Bruce Rock and contribute up to \$5,000 toward the event.
- 2) Confirm they are interested in hosting an information session with Town Team Movement Co-Founder Mr. Dean Cracknell on 22 May.

Comments from the meeting:

- The Board are not supportive of progressing with the proposed Bruce Rock Do-Over. It is felt that the initial focus still needs to be on establishing the town teams and we can look at a do-over at a later stage.
- One of the key deliverables of the role is to work with Local Governments to educate communities about community led placemaking and supporting local action. The Board would like the town team builder to organise information sessions in each town to build interest and engagement in the concept.
- If, once the education/information sessions have been held, there is no further engagement from a town then Ms. King should focus her attention on the ones that are interested.
- In relation to the proposed information session with the Town Team Movement Co-Founder on 22 May, there is support for this to proceed. The meeting will be held in the Shire of Merredin Council Chambers.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Mr. Ram Rajagopalan

That the WEROC Town Team builder be asked to:

- 1) Focus on the deliverables around supporting existing and establishing new town teams and on educating the community about the placemaking philosophy. This includes working with Shires to deliver community information sessions.
- 2) Report back to the Board on how the engagement goes and work forward from there.

CARRIED

8.3 Wheatbelt Medical Student Immersion Program 2024

The Wheatbelt Medical Student Immersion Program for 2024 took place during the week of 12 to 15 March 2024. A debrief for WEROC Board Members with Rural Health West and the University of Notre Dame was held on Thursday 28 March. The meeting was attended by the WEROC Executive Officer, Mr. John Merrick, Mr. Raymond Griffiths, Mr. Darren Mollenoyux, Mr. Ram Rajagopalan, Professor Donna Mak (University of Notre Dame), Dr. Paul Noakes (University of Notre Dame), and Ms. Betony Dawson (Rural Health West). Mr. Nic Warren provided input via email prior to the meeting. The feedback provided in this meeting is summarized below:

- Bruce Rock:
- This year’s itinerary was an improvement on last year as it allowed more time to explore and experience the town.
- The take up of host families is a concern for the program’s longevity. This year there were only four families that billeted students. In the past families were told that they could not host if they lived a certain distance from town. Rural Health West advised this is not the case, the hosts just need to be able to ensure the students have transport to and from town.

- There was evidently a communication breakdown on some matters. When the students presented for one of the activities they were not expected. There was some uncertainty over whether drinks at the thank you dinner were to be paid for by the Shire.

- Kellerberrin:

- In general, everything ran well.

- There were some communication issues between Rural Health West and the Shire, in particular there was a double up in organizing one of the activities. In future years it would be preferable if the Shire had more control over the itinerary.

- Merredin:

- On the first day of the program three town groups were scheduled to participate in a cultural engagement activity with Michael Hayden. The groups were meant to be rotated through three activities but because of the volume of students and issues with transportation this did not occur. The activity also ran significantly over time which meant that the Shire welcome and town tour was cut short.

- It is recommended that in future years the Merredin students do the town tour/Shire welcome while the Westonia and Southern Cross students do the cultural engagement activities and then do the cultural engagement either later that day or another day.

- There are no social/community activities included in the schedule.

- Yilgarn:

- The planned farm visit was cancelled but the museum was a good substitute activity.

- The salt mine visit was well received.

- One local pensioner said that they would like to host students but cannot afford to so asked if there could be any funding support provided to help cover the cost of meals.

- There were comments (not complaints) about the lack of local Aboriginal content. There is however no one locally that is suitable to conduct a cultural engagement activity.

- Dr. Paul Noakes, who was the academic accompanying the students in Southern Cross advised that the hospital didn't know they were coming but they were very accommodating regardless. Dr. Noakes also advised that the caterer didn't deliver cool drinks/water to the thank you dinner, but they were able to resolve this by purchasing them from the IGA.

Feedback from UND/ Rural Health West:

- It would be good if we could have greater diversity in the types of families that host students (e.g., people of different ages, cultural backgrounds, etc.). If there are any families closer in age to the students, it would be particularly beneficial so that it is more relatable. It would be ok for single people to host as well.

- There are going to be more students in future years so more host families in general are going to be needed. May have to look at adding another town (e.g., Tammin) to keep the number of students per town manageable.

- If the cost of hosting is a deterrent, then students could be asked to contribute to food costs and/or be asked to bring food for breakfast and lunch. The students already provide one dinner, and the thank you dinner is catered for.

- From an organizing perspective the approach taken by the Shire of Westonia is desirable. The Shire provides a suggested itinerary to Rural Health West at the outset, and they work around that. If other Shire's can do this in future it would ensure that there is more local control of the itinerary and help to avoid miscommunication errors.

- There was some feedback from the community that the wording of the advertising is confusing so Rural Health West will try to simplify this for future years.
- The Club Hotel in Southern Cross advised the academics staying in that town that they would be willing to host students in future years, but they would be staying upstairs at the Hotel. The University needs to consider the appropriateness of this.

Comments from the meeting:

- There need to be clear lines of responsibility to prevent the issues that arose this year. The Shire's will coordinate the social/community aspects of the visit and the hospital, GP visits, etc. will be left with emerging issues

8.4 Inquiry into Local Government Sustainability

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on Local Government Sustainability and submissions on the inquiry are due by 31 May 2024. WALGA have prepared a submission which has been circulated to Local Governments and are encouraging Local Governments to make their own submissions.

The WALGA submission focuses on funding challenges (particularly for small regional Local Governments that have lower capacity to raise rate revenue), increasing cost pressures that make it difficult to provide local infrastructure, facilities and services and staffing challenges.

Comments from the meeting:

- In addition to Councils making their own submission a WEROC submission to this inquiry is warranted. The basis for the submission should be the WALGA submission with WEROC content added.

RESOLUTION:

Moved: Mr. Ram Rajagopalan

Seconded: Mr. Darren Mollenoyux

That WEROC make a submission to the inquiry into Local Government Sustainability

CARRIED

9. OTHER MATTERS (FOR NOTING)

9.1 Stage 5 of the Public Health Act 2016

Attachment 11: Stage 5 of the Public Health Act 2016, Information Sheet

At the WEROC Inc. Board meeting held on 27 August 2020 it was resolved that WEROC Inc. would progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop individual Public Health Plans, once Stage 5 of the Public Health Act commenced.

The approach to Stage 5 of the *Public Health Act 2016* has been announced. From 4 June 2024, Stage 5 will be implemented in several phases which are outlined in Attachment 9. The first phase, 5A will include:

- Some low-risk public health regulations will be replaced with guidelines.
- Improvement notices and enforcement orders will be introduced, allowing enforcement agencies options for non-compliance. Under the change, when a person or business breaches a public health provision, the enforcement agency can issue an improvement notice. Where a person or business does not comply with an improvement notice, an enforcement order may be issued. Where a person or business does not comply with an enforcement order, the person or business can be prosecuted.
- The Department of Health will begin to prepare its new State public health plan. This must be finalised and published by 4 June 2025.
- Local governments will need to create a local public health plan that is consistent with the State public health plan. These must be prepared and published by 4 June 2026.

If the public health plan is not chosen as one of the priority projects for the McCusker Centre internship then the Executive Officer recommends that WEROC Inc. look to the development of a proforma Public Health Plan in June 2025, once the State public health plan has been completed.

10. FUTURE MEETINGS

The schedule of meeting dates and locations for 2024 is as follows:

Date	Time	Host Council
Wednesday 6 March 2024	1.30pm	Westonia
Wednesday 8 May 2024	1.30pm	Kellerberrin
Wednesday 31 July 2024	1.30pm	Yilgarn
Wednesday 11 September 2024	9.30am	Bruce Rock
Wednesday 28 November 2024	9.30am	Tammin

The next meeting will be held in Southern Cross on 31 July 2024. The meeting start time will be 1.30pm.

11. CLOSURE

There being no further business the Chair closed the meeting at 3.40pm.

DECLARATION

These minutes were confirmed by the WEROC Inc. Board at the meeting held _____

Signed _____

Person presiding at the meeting at which these minutes were confirmed