



Agenda

Ordinary Meeting of Council

To be held in Council Chambers
54 Johnson Street, Bruce Rock
Thursday 16 March 2023
Commencing 3.00pm



Notice of Ordinary Meeting of Council

Dear President and Councillors,

The next Ordinary Meeting of Council will be held on **Thursday 16 March 2023 at 3.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

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

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

Darren Mollenoyux
CHIEF EXECUTIVE OFFICER

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

Our Mission

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

Our Values

Respect, Inclusiveness, Fairness and Equality & Communication

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 16 MARCH 2023

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SHIRE OF BRUCE ROCK
AGENDA – ORDINARY MEETING 16 FEBRUARY 2023

1. Declaration of Opening

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

Cr BJ Waight

3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

In accordance with Section 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

Annual Electors Meeting held Thursday 16 February 2023

Ordinary Meeting of Council held on Thursday 16 February 2023

Local Emergency Management Committee Meeting held on 27 February 2023

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

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

Summary

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

Background

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

Comment

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

Consultation

Darren Mollenoyux, Chief Executive Officer
Alan O'Toole, Deputy Chief Executive Officer
David Holland, Manager of Works and Services
Julian Goldacre, Environmental Health Officer
Mike Darby, Senior Finance Officer and other staff

Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

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

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

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

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

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

Policy Implications

Nil

Risk Implications

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

Financial Implications

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

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That the Statements of Financial Activity for the month ending 28 February 2023 are received.

Agenda Reference and Subject:	10.2.2 List of Payments
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Mike Darby, Senior Finance Officer
Disclosure of Interest:	
Attachments:	<i>Item 10.2.2 Attachment A – List of Payments February 2023</i>

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. Also, in accordance with Finance Policy Number 2.3, included is a list of payments made with the CEO’s credit card.

Comment

Following is a list of payments made from Council’s Municipal and Trust Accounts and payments made with the CEO’s credit card for the month of December 2022 and January 2023.

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

Consultation

Nil

Statutory Implications

s.6.10 Local Government Act 1995

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

Policy Implications

Nil

Risk Implications

Please refer to **Appendix 1** to obtain the likelihood, consequence and rating.

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 2022/23 Budget.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council endorse the list of payments from the:

1. Municipal Account consisting of:

- a. **EFT voucher numbers EFT20946 to EFT 21093 totalling \$657,089.17**
- b. **Cheque number 111 to 114 totalling \$23,330.60**
- c. **Trust EFT Payments**
- d. **Wages and Superannuation payments totalling \$207,870 and**
- e. **Credit Card payments \$1,119.78**

(Please note that the credit card payment is reported separately but is a part on EFT payment)

With all payments totalling \$888,290.53 for the month of February 2023.

Agenda Reference and Subject:	10.2.3 Adoption of the 2022-23 Budget Review and Amendments to 2023-23 Budget
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest:	
Attachments:	<i>Item 10.2.3 Attachment A - 2022-23 Budget Review Statement of Financial Activity, notes on Closing funds, and Budget Amendments.</i>

Summary

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1st July 2022 to 28th February 2023 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

Background

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Statement of Budget Review incorporating year to date budget variations and forecasts to 30th June 2023 for the period ending 28th February 2023 is presented for Council for consideration.

Consideration of status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

Council's adopted 5% variance and a \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review.

Comment

The budget review report includes in Note 4 a summary of predicted variances by nature and type, activities contained within the rate setting statement, including whether variances are considered to be permanent or due to timing. Included in the budget review is a comprehensive listing of amendments to the Budget.

Consultation

Darren Mollenoyux, Chief Executive Officer,
Alan O'Toole, Deputy Chief Executive Officer,
David Holland, Manager of Works and Services,
Julian Goldacre, Environmental Health Officer

Statutory Implications

33A. Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*

- (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

Nil

Risk Implications

Risk: That the 2022-23 Budget does not reflect the forecast expenditure and revenue for the remaining financial year.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
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 “High” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

Financial Implications

Specific financial implications are outlined in the Budget Review Document

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

Goal 4.3 – Proactive and well-governed Shire.

Voting Requirements Absolute Majority

Officer Recommendation

That Council adopt;

- a. the Budget Review as presented for the period 1st July 2022 to 28th February 2023; and
- b. the amendments to the 2022-23 Budget as listed.

Program	Nature & Type	Amendments
Governance	Materials & Contracts	Increase budgeted expenditure in GL 042241-EXP - Admin - Purchase of Property, Plant & Equipment Under \$5,000 GEN from \$2,000 to \$6,000 and decrease budgeted amount in the GL 042219-EXP - Admin - Maintenance on Admin Office Building Expenses GEN from \$17,272 to \$13,272
		Increase income in GL 051308- INC - Fire Prev - Reimburse of Expenses for Shackleton Complex Fire GEN from 0 to \$25200 due to reimbursement from DFES (Shackleton complex)
Law Order Public Safety	Other revenue	

Health	Materials & Contracts	Increase budgeted expenditure in GL 073212- EXP - Med Cent - Doctor's House (5 Bean Rd) Maintenance Expenses GEN by \$18,000 making it \$32,120 from \$14,120 and decrease the revenue of \$18,000 in GL 051308- INC - Fire Prev - Reimburse of Expenses for Shackleton Complex Fire GEN
Health	Other revenue/ Other Expenditure	Increase GL 071204- EXP - Hlth Ins - Litigation & Works under Health Act Expenses GEN from \$1000 to \$6000 and increase income in GL 071304 INC - Hlth Ins - Town Planning Application Fee Income (TP) GEN
Education & Welfare	Materials & Contracts	Increase budgeted expenditure on GL 081201 EXP - Early Ed - Playgroup Building, 81 Butcher St Maint Expenses from \$4200 to \$8200. Decrease GL 083201 EXP - Oth Welf - Daycare Building (1 - 3 Bean Rd) Maint Expenses from \$9650 to \$5650
Housing	Materials & Contracts	Increase budgeted expenditure in GL 094206-EXP - Staff Housing - 99 Noonajin St - DCEO's House GEN by \$5000 from \$11,690 to \$16690. Decrease \$10,000 in Job J04204- Upgrade Electrical Compliance at Admin Building (Capital) and Decrease \$5000 in GL 094211-EXP - Staff Housing - 39 Westral St GEN
Housing	Materials & Contracts	Increase the budgeted expenditure in GL 093211- EXP - Comm Housing - 23 Collier St (Rented to Hospital) - Maint GEN by \$5000 and decrease the GL 051308- INC - Fire Prev by \$5000.
Recreation & Culture	Materials & Contracts	Increase budgeted expenditure GL 112204 EXP - P&G - Main Street Gardens from \$41k to \$65k and decrease budgeted expenditure of GL- 113204 EXP - H&RC - Bruce Rock Rec Centre Maint from \$111270 to \$87270
Recreation & Culture	Contributions & Donations	Increase the capital expenditure in Job J11304 - Timekeepers Box Access Upgrade by \$6000 and adjust the difference with the contribution in GL 117308-INC - Other R&C - Other Contributions GEN to be received by the footy club.
Recreation & Culture	Materials & Contracts	Increase expense in GL 114201 -EXP - Aqu Cent - Aquatic Centre Maint GEN by \$25,000. Decrease \$15,000 in the GL 114208-EXP - Aqu Cent - Pool Manager Salaries GEN and decrease \$10,000 in GL 144209- EXP - Aqu Cent - Relief Pool Managers Expenses GEN
Recreation & Culture/ Transport	Materials & Contracts	Create a new job and budget for \$11,000 for Railway Dam Pump, adjust the budget by decreasing the budgeted expenditure for J12126 Rec Centre Manager's Ute (BK05)
Transport	Materials & Contracts	Increase budgeted expenditure in GL 121201-EXP - Roads - Electricity for Street Lighting GEN by \$4200 and adjust by decreasing GL 051308- INC - Fire Prev - Reimburse of Expenses for Shackleton Complex Fire GEN by \$2200 and decrease GL 121227 EXP - Roads - Patching Contractor GEN by \$2000

Transport	Materials & Contracts	Create a new job for new Tanker, add a budget of \$55,000, decrease the GL 121227 EXP - Roads - Patching Contractor GEN by \$55,000 and the remaining \$92,728 to the Transport Reserve
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<i>Housing(from previous resolution)</i>	<i>Materials & Contracts</i>	<i>From OCM Oct 22 - 10.2.3, expense of \$18k in GL 073212- for air conditioning in Dr House was approved but no balancing amendments were done, hence increase budgeted income in GL 093305-INC - Comm Housing - Reimbursement of Expenses GEN from \$100 to \$10,100 and utilise that income and decrease expenditure in Job J92223 by \$6000 and J92224 by \$2000</i>
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10.3 Environmental Health Officer

Nil

10.4 Deputy Chief Executive Officer

Agenda Reference and Subject:

10.4.1 Shire President Stamp

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Attachments:

Nil

Summary

Use of Shire President Stamp February 2023.

Background

Nil

Comment

As per Council’s policy, the Shire President Stamp has been used during the months of February 2023 as follows:

- Bankwest Account Authority Amendment Request
- Bruce Rock CRC Updated MOU

Consultation

Nil

Statutory Implications

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

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

Agenda Reference and Subject:

10.4.2 Adoption of Disability Access & Inclusion Plan
2023-2027

Reporting Officer: Alan O’Toole, Deputy Chief Executive Officer

Author: Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Attachments: *Item 10.4.2 Attachment A - Disability Action and Inclusion
Plan 2023-2027*

Summary

Council is requested to adopt the Disability Access Inclusion Plan (“DAIP”) for 2023-2027.

Background

The provisions of the WA Disability Services Act, Section 28, require that the local government review its Disability Access and Inclusion Plan every five years. This was previously reviewed in 2017. The most recent Shire of Bruce Rock DAIP ran from 2017-2022.

A review of the previous DAIP has been completed, and information from recent improvements and public consultations including the Public Health Survey have been included. The draft DAIP was advertised and circulated for public consultation/comment from 20th February - 6th March 2023 as per Council’s decision at the February 2023 Meeting:

*OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Feb 23 – 10.4.3*

*Moved: Cr Verhoogt
Seconded: Cr Foss*

*That Council endorses the Draft Disability Access and Inclusion Plan 2023-2027 (DAIP) for public consultation for two weeks after which the final DAIP be brought back to Council in March 2023 for adoption and the Plan be lodged with the Disability Services Commission.
Carried 8/0*

Comment

At the closure of the Consultation period, no public submissions have been received and therefore the Disability Access and Inclusion Plan is presented to Council for adoption as is.

Consultation

Richard Struik, Department of Communities
Shayna Campbell, Engagement Officer

Statutory Implications

Disability Services Act 1993, Section 28 are applicable.

Policy Implications

Nil

Risk Implications

Risk: That Council do not adopt Disability Access and Inclusion Plan 2023-2027.		
Likelihood	Consequence	Rating
Unlikely	Major	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “moderate”. As a moderate risk matter, the Manager of Governance and Community Services will be monitoring progress.		

Financial Implications

Nil

Strategic Implications

Components of the plan could have strategic implications for Council, for example, could include the provision of any public building and the application of the Premises Standards.

Voting Requirements

Simple Majority

Officer Recommendation

That Council adopts the Disability Access and Inclusion Plan 2023-2027, whereafter it will be made available to the community and added to the Shire’s website as a Public Document, and also lodged with the Disability Services Commission.

Agenda Reference and Subject:

10.4.3 Compliance Audit Return 2022

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 10.4.3 Attachment A - Compliance Audit Return 2022

Summary

This item is a recommendation from the Audit Committee. Council is requested to adopt the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries (“the Department”).

Background

The Compliance Audit Return has to be completed and submitted to the Department by 31 March 2023.

Comment

Before submitting to the Department, the Compliance Audit Return is to be:

- a) presented at a meeting of the Council;
- b) adopted by Council; and
- c) the adoption of the Compliance Audit Return is recorded in the minutes of the meeting at which it was adopted.

Consultation

Darren Mollenoyux, Chief Executive Officer

Manisha Barthakur, Manager of Finance

Statutory Implications

This Compliance Audit Return is mandatory and is to ensure Council’s statutory compliance with the Local Government Act 1995 and associated regulations.

Policy Implications

Nil

Risk Implications

Risk: That the Compliance Audit Return is not accepted by Council.

Likelihood	Consequence	Rating
Rare	Major	High

Action / Strategy

It is a statutory requirement that the Compliance Audit Return is accepted by the Audit Committee and by full Council so that it can be submitted to the Department of Local Government by 31 March 2023.

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032

Governance

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

Goal 4.3 – Proactive and well governed Shire

Voting Requirements

Simple Majority

Officer Recommendation

That Council adopt the Compliance Audit Return, as attached, for the period 1 January 2022 to 31 December 2022 in accordance with the Local Government (Audit) Regulations 1996.

Agenda Reference and Subject:

10.4.4 Review of Delegated Authority Register

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 10.4.4 Attachment A - Delegation Register 2022-23

Summary

The Shire of Bruce Rock’s Delegated Authority Register is to be reviewed every financial year.

Background

In accordance with the Local Government Act 1995 section 5.46 (2), at least once every financial year the Delegated Authority Register is to be reviewed by the delegator, which is Council.

Comment

The Local Government Act 1995 (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by absolute majority decision.

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government’s powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate some of his or her powers to another employee. This must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations.

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of the Delegations Register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. The delegations ensure that the Administration acts in a timely manner to provide services to the public, residents and customers.

The Delegations Register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council. Council is required to review and endorse the list of delegations to the Chief Executive Officer.

As the 2021-22 Delegated Authority Register review was extensive and introduced many new Delegations which resulted from work undertaken by WALGA on behalf of all Local Governments, this 2022-23 review has focussed on consultation with the CEO and Managers to ascertain that it is fit for purpose.

One new Delegation has been added: 10.1.4 “Native Flora and Fauna”, the purpose of which is to enable the considering and granting of requests from members of the community to collect seeds from Council-owned land.

In respect of changes that have taken place within the organisation, the Sub-Delegations which were previously made from the CEO to the DCEO have now been amended to reflect the new position of Manager of Governance and Community Services.

Consultation

Darren Mollenoyux, Chief Executive Officer
 Manisha Barthakur, Manager of Finance
 Julian Goldacre, Environmental Health Officer
 David Holland, Manager of Works and Services

Statutory Implications

Local Government Act 1995, s5.42 to s.5.44 and s.5.46

Policy Implications

Nil

Risk Implications

Risk: That Council do not endorse the Delegations Register 2022-23.		
Likelihood	Consequence	Rating
Unlikely	Major	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “moderate”. As a moderate risk matter, the Manager of Governance and Community Services will be monitoring progress.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032

Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION

That the Chief Executive Officer be provided with the specified delegations as per Attachment A March 23 Delegation Register.

10.5 Chief Executive Officer

Nil

11. Regional Reports

Agenda Reference and Subject:

11.1.1 WALGA Zone Minutes February 2023

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 11.1.1 Attachment A – WALGA Zone Meeting Minutes

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 the 13th February 2023 at the Kellerberrin Recreation Centre.

Comment

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

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

Presentations

- Jennifer Thomas Country Engagement Manager NBN
Jennifer Thomas presented to the Zone on the 2022/23 Emergency Management Preparedness Campaign.
- Department of Local Government, Sport, and Cultural Industries (DLGSC)
Tom Fleming, Policy Officer, and Kait McNamara, Director, Child Safeguarding Implementation Unit presented to the Zone on the status of the Child Safe Awareness Policy template for local government. The presentation outlined the Unit's role in supporting local government to implement the child safe reforms. This item will be listed for the May State Council Agenda.

10.1 WALGA Great Eastern Zone Conference

Update on the Zone Conference was provided and seeking a push for people to register.

12.4.1 State Council Agenda Items

- 7.1 Proposed Advocacy Position on Constitutional Recognition of Aboriginal & Torres Strait Islanders
- 7.2 Community Disaster Resilience Strategy Submission
- 7.3 Child Safeguarding Advocacy Position
- 7.4 Submission on Draft Guidelines Minimising Impact from Outdoor Community Basketball Facilities
- 7.5 Main Roads WA Roadside Advertising Policy and Application Guidelines

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

Consultation

Nil

Statutory Implications Nil

Policy Implications Nil

Risk Implications

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

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

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

Voting Requirements Simple Majority

Officer Recommendation

That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 13th February 2023 at the Kellerberrin Recreation Centre.

Agenda Reference and Subject:

11.1.2 WEROC Inc Meeting Minutes November 2022

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

*Item 11.1.2 Attachment A – WEROC Inc Board Meeting
Minutes*

Summary

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

Background

The last WEROC Inc Board Meeting and Annual General Meeting were held on the 22nd February 2023 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 WEROC Inc minutes be read and received by Council. The CEO and Cr Crooks attended the meeting.

The following items are highlighted for Councillors' attention:

7.2 Wheatbelt Medical Student Immersion Program

The 2023 Wheatbelt Medical Student Immersion Program is taking place from Tuesday 14 to Friday 17 March. Approximately 220 students from the University of Notre Dame and Curtin will participate in this year's program. Students will be hosted in one of 12 Wheatbelt towns - Bruce Rock, Corrigin, Cunderdin, Dalwallinu, Kellerberrin, Kondinin, Merredin, Moora, Narrogin, Westonia, Wongan Hills and Southern Cross. Rural Health West are continuing to work directly with each Shire to finalise an itinerary of activities for the students. Only Notre Dame students will be visiting the WEROC Shires.

Since mid-January, the Executive Officer has been participating in weekly planning group meetings with the University of Notre Dame, Rural Health West and the Rural Clinical School to finalise the arrangements for the visit. The Executive Officer will also provide on-ground support during the visit in March either in Kellerberrin or Merredin (yet to be confirmed).

7.3 Central Wheatbelt Visitors Centre Service Proposal

At the WEROC Inc. CEO Committee meeting held on 20 April 2022, tourism priorities arising from the WEROC Tourism Audit were discussed. It was recognised that it would be difficult to gain traction on any tourism projects without a dedicated resource and as such, it was suggested that a way forward might be to better utilise the Central Wheatbelt Visitors Centre by expanding their service offering to include destination development in addition to marketing/promotion. The Shire of Merredin advised that they would be happy to investigate this possibility

The Shire of Merredin provided proposal options and it was recommended that the Board consider and discuss the Shire of Merredin proposal.

The meeting resolved as follows:

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That:

- 1) *Discussions and decisions relating to this matter be held over until the next meeting; and*
- 2) *The Executive Officer contact Australia's Golden Outback and request a costed proposal for a locally based destination development officer.*

7.4 WEROC Regional Waste Coordinator

At the WEROC Inc. Board meeting held in Tammin on 5 September 2022, the final draft Strategic Waste Management Plan (SWMP) was presented for discussion. Mr. Giles Perryman, Director ASK Waste Management, who joined the meeting via videoconference, emphasised the importance of waste data collection and recommended that this should be a high priority for WEROC Shires. Mr. Perryman also strongly recommended that the Shires consider co-funding a regional waste coordinator. The Board resolved to refer the matter to the WEROC CEO Committee for further consideration.

At the WEROC CEO Committee meeting on Thursday 13 October 2022, the recommendation regarding a regional waste coordinator was generally supported. It was however requested that a position description that clearly defined the scope of the role and a possible funding model be presented for consideration before moving forward.

At the WEROC Board meeting held on Monday 21 November 2022 the regional waste coordinator job and position description prepared by the Executive officer was presented for consideration along with a per-capita funding model. It was recommended that the Board:

- 1) Adopt the WEROC Strategic Waste Management Plan and Landfill Consolidation Report
- 2) Endorse the recommendation of the WEROC Inc. CEO Committee that "WEROC Inc. progress in engaging a regional waste coordinator to implement the recommendations of the Strategic Waste Management Report and to facilitate improved waste data collection, subject to a position description and funding model being approved by the WEROC Inc. Board"
- 3) Endorse the WEROC Regional Waste Coordinator job and position description; and
- 4) Consider and discuss the proposed per-capita funding model.

Ms. Lisa Clack, CEO Shire of Merredin requested that this matter be tabled until the next meeting, as the Shire of Merredin were concerned that the position description was too broad and that the per-capita funding model would be disadvantageous for Merredin in the short-term. Ms. Clack asked that the Shire of Merredin be given more time to consider the position requirements and devise a more equitable funding model and to present the same to the group at the next meeting.

It was resolved that the WEROC Strategic Waste Management Plan and Landfill Consolidation Report would be adopted and recommendations 2 to 4, be held over until the next meeting. The Shire of Merredin have prepared an options paper which is presented for discussion.

As all WEROC member Councils did not have sufficient time to review the document the following was resolved:

Resolution

Moved: Mr. Darren Mollenoyux Seconded: Mr. Wayne Della Bosca

Those discussions and decisions relating to this matter be held over until the next meeting.

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

Consultation Nil

Statutory Implications Nil

Policy Implications Nil

Risk Implications

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

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

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

Voting Requirements Simple Majority

Officer Recommendation

That Council receives the minutes of the WEROC Inc Board Meeting held on the 22nd February 2023 at the Shire of Kellerberrin Council Chambers.

Agenda Reference and Subject:

11.1.3 CEACA Meeting February 2023 Minutes

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Item 11.1.3 Attachment A – CEACA General Committee Minutes

Summary

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

Background

The 9 member Councils of the Central Eastern Aged Care Alliance (CEACA Inc.) held its General Meeting on the 28th February 2023 at the Merredin Recreation Centre.

Comment

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

The Shire President and CEO attended the meeting.

A copy of the minutes has been provided to Council for their reference.

Consultation

Discussions were held at the CEACA Inc. Committee Meeting

Statutory Implications Nil

Policy Implications Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community

Strategic Priority

1.1 – Community are engaged and have a healthy lifestyle

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

Governance

Strategic Priority

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

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

Voting Requirements

Simple Majority

Officer Recommendation:

That Council receives the minutes of the CEACA Inc General Meeting held on the 28th February 2023 at the Merredin Recreation Centre.

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

13. Confidential Items

Agenda Reference and Subject:	13.1.1 Tender 1.2022.23 Supply & Install Furniture – Inclusion of Option
File Reference:	
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	
Attachments:	<i>Item 13.1.1 Attachment A – Confidential Bruce Rock Supermarket Furniture RFT Assessment Report</i>

Officer Recommendation

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

- 2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - e) a matter that if disclosed, would reveal —
 - (i) information that has a commercial value to a person; or
 - (ii) information about the business, professional, commercial or financial affairs of a person,

Officer Recommendation

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

Tender Panel Recommendation

That Council approves the correction of Resolution OCM Feb 22 – 13.1.1.3 for Tender RFT 1.2022.23 Supply and Installation of Furniture for the Bruce Rock Supermarket to “accepts the Tender from Lane Industries as per the Tender Panel’s recommendation for Tender 1.2022/23 for \$228,285 for the Supply and install of Furniture and fit out of new supermarket”.

Agenda Reference and Subject:

13.1.2 Extension of Agreement for Provision of Managed
IT Services

Reporting Officer: Alan O’Toole, Deputy Chief Executive Officer

Author: Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Attachments: *Item 13.1.2 Attachment A –*

Officer Recommendation

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

- 3) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- f) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - g) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - h) a matter that if disclosed, would reveal —
 - (iii) information that has a commercial value to a person; or
 - (iv) information about the business, professional, commercial or financial affairs of a person,

Officer Recommendation

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

Officer Recommendation

That Council endorses the agreement to continue with Wallis Computer Solutions as the Shire’s IT provider for a further three years.

14. Closure of Meeting