

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 MARCH 2023

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SHIRE OF BRUCE ROCK
MINUTES – ORDINARY MEETING 16 MARCH 2023

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 3.36pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks Cr KP Foss Cr NC Kilminster Cr PG Negri Cr Rajagopalan Cr J Verhoogt Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs M Barthakur (3.36pm to 3.55pm)
Apology	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

<p>COUNCIL DECISION Resolution OCM Mar 23 – 9.1.1</p> <p>Moved: Cr Rajagopalan Seconded: Cr Crooks</p> <p>Annual Electors Meeting held Thursday 16 February 2023 be received.</p> <p style="text-align: right;">Carried 8/0</p>

Ordinary Meeting of Council held on Thursday 16 February 2023

<p>COUNCIL DECISION Resolution OCM Mar 23 – 9.1.2</p> <p>Moved: Cr Foss Seconded: Cr Waye</p> <p>Ordinary Meeting of Council held on Thursday 16 February 2023 be confirmed as a true and correct record.</p> <p style="text-align: right;">Carried 8/0</p>

Local Emergency Management Committee Meeting held on 27 February 2023

<p>COUNCIL DECISION Resolution OCM Mar 23 – 9.1.3</p> <p>Moved: Cr Crooks Seconded: Cr Kilminster</p> <p>Local Emergency Management Committee Meeting held on 27 February 2023 be received.</p> <p style="text-align: right;">Carried 8/0</p>

Bush Fire Advisory Committee Meeting held Friday 10th March 2023

<p>COUNCIL DECISION Resolution OCM Mar 23 – 9.1.4</p> <p>Moved: Cr Negri Seconded: Cr Crooks</p> <p>Bush Fire Advisory Committee Meeting held Friday 10th March 2023 be received.</p> <p style="text-align: right;">Carried 8/0</p>

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

Agenda Reference and Subject:

10.2.1 Statement of Financial Activity

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest

Nil

Attachment:

*Item 10.2.1 Attachment A – Statement of Financial Activity
February 2023*

Summary

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

Background

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

Comment

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

Consultation

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

<p>COUNCIL DECISION Resolution OCM Mar 23 – 10.2.1</p> <p>Moved: Cr Foss Seconded: Cr Kilminster</p> <p>That the Statements of Financial Activity for the month ending 28 February 2023 are received.</p> <p style="text-align: right;">Carried 8/0</p>

Agenda Reference and Subject:

10.2.2 List of Payments

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Mike Darby, Senior Finance Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.2.2 Attachment A – List of Payments February 2023

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 February 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 AND COUNCIL DECISION

Resolution OCM Mar 23 – 10.2.2

Moved: Cr Verhoogt

Seconded: Cr Rajagopalan

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.

Carried 8/0

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:

Nil

Attachments:

Item 10.2.3 Attachment A - 2022-23 Budget Review Statement of Financial Activity, notes on Closing funds, and Budget Amendments.

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

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Feb 23 – 10.2.3</p> <p>Moved: Cr Rajagopalan Seconded: Cr Wayne</p> <p>That Council adopt;</p> <p>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.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 8/0</p>
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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
Law Order Public Safety	Other revenue	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)
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	<p>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)</p> <p>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</p>
Transport	Materials & Contracts	<p>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</p>
Transport	Materials & Contracts	<p>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</p>
Housing(from previous resolution)	Materials & Contracts	<p><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></p>

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:

Nil

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 AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.4.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

Carried 8/0

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: Nil

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 applies.

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 AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.4.2

Moved: Cr Wayne

Seconded: Cr Rajagopalan

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.

Carried 8/0

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:

Nil

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

AUDIT COMMITTEE RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.4.3

Moved: Cr Verhoogt

Seconded: Cr Rajagopalan

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.

Carried 8/0

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:

Nil

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 AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.4.4

Moved: Cr Waye

Seconded: Cr Foss

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

Carried 8/0

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 AND COUNCIL DECISION

Resolution OCM Mar 23 – 11.1.1

Moved: Cr Foss

Seconded: Cr Verhoogt

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

Carried 8/0

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:

Nil

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.

Officer Recommendation varied to Council decision to provide direction on the Tourism Proposal and Waste Strategy.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 11.1.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

That Council

1. Receives the minutes of the WEROC Inc Board Meeting held on the 22nd February 2023 at the Shire of Kellerberrin Council Chambers.
2. Does not support the proposal put forward for the collaboration and direction proposed as it is not in line with the original direction of WEROC and does not believe the preferred option would provide effective benefit to Bruce Rock due to our location.
3. Supports the proposal from Shire of Merredin and options to progress the Regional Waste Strategy, however confirming that whilst Bruce Rock requests to participate it will not be requiring access to the regional site for at least 12 years, with funding models for this to be further considered.

Carried 8/0

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:

Nil

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 AND COUNCIL DECISION

Resolution OCM Mar 23 – 11.1.3

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

Carried 8/0

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

Agenda Reference and Subject:	12.1.1 Reconciliation Action Plan, Working Group – Terms of Reference
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	<i>Item 12.1.1 Attachment A – RAP Working Group Terms of Reference</i> <i>Item 12.1.1 Attachment B – Council Policy 7.2 Community Engagement</i>

Summary

Council is asked to consider the endorsement of the Shire of Bruce Rock’s Terms of Reference for the Reconciliation Action Plan Working Group.

Background

Council has indicated that they would consider working towards the implementation of a Reconciliation Action Plan over the past few years and following presentation of information obtained from a training course in March 2021, at the April 2021 Councillor Information Session the following was presented;

As per direction from the March 2021 Councillor Information Session the CEO has gathered some examples of Local Government – Reconciliation Action Plans.

The four samples have been provided as an attachment to this document. I would suggest that Council consider the documents attached and whilst will need to develop our own the Shire of XXXXXXXXX document would be a good starting point and guide.

With current workloads and commitments, it is requested that should Council wish to proceed with the development of a Reconciliation Action Plan that it be deferred until the second half of the 2021/2022 financial year and that a small budget provision be made to assist in the development of the document.

Council considered this information and agreed to proceed, however that it be delayed until 2021/22 due to current workloads and priorities and the following placed in Council’s Monthly Status Report;

Info Session April 2021 Reconciliation Action Plan for Bruce Rock	Form working group in 2022 to work towards developing a Reconciliation Plan for Bruce Rock	Responsible Officer CEO	Notation made to action process in 2022.
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With the impacts of the Shackleton Fire Event occurring in February 2022 and beyond, Council agreed to push this out until 2022/23, and that Cr Strange and Cr Verhoogt appointed as Councillor Representatives to be on the Working Group. The following update was endorsed and included at the October 2022 Councillor Information Session;

<p>Information Session Oct 22</p>	<p>Working Group for Reconciliation Action Plan to be formed consisting of Cr Verhoogt and Cr Strange.</p>	<p>Responsible Officer CEO, EO</p>	<p>The draft Terms of Reference have been prepared for feedback from Council representatives. There will be the first meeting with Council reps on the 10th March 2023.</p>
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In addition, Council set a Key Performance Indicator (KPI) for the CEO in 2021 for the Development of a Reconciliation Action Plan by June 2022, this too was deferred due to workloads from the new Supermarket and impacts of the Shackleton Fire.

At the 2022 CEO Performance Review Council reset the CEO’s KPI’s to reflect this and at the September 2022 Ordinary Meeting of Council set the following CEO KPI;

Number 10. Reconciliation Action Plan

- Development of a Reconciliation Action Plan for the Shire

Comment

In October /November 2022 staff contacted Reconciliation Australia to seek information and templates to commence the process of developing a Reconciliation Action Plan for the Shire of Bruce Rock.

The CEO requested the Engagement Officer to commence gathering all of the required information and provide feedback to the CEO on the steps requested and required documentation to undertake this process.

The first step in the process is the development of a Reconciliation Working Group – Terms of Reference to guide and set the rules around the working group and its parameters. The Engagement Officer amended the template provided by Reconciliation Australia to reflect the Shire of Bruce Rock. This was then provided to the CEO who made amendments and subsequently the Draft Terms of Reference was provided to the two Councillor representatives for feedback.

On the 10th March 2023 the CEO and Engagement Officer met with the two Councillor representatives to provide an overview of the Reconciliation Action Plan process and to consider the Draft Terms of Reference. A couple of minor changes were requested and have now been made to the document.

Attached is the Reconciliation Working Group Terms of Reference document for 2023 – 2024 for Council’s endorsement.

Following Council’s consideration and subsequent endorsement we will commence the forming of the Working Group in line with the Terms of Reference.

In addition, information on the types of Reconciliation Action Plans was provided to the Councillor representatives, these are templates from Reconciliation Australia. Both the CEO and Engagement Officer had previously discussed the type of RAP that would be appropriate for our organisation and it was thought that the base level RAP would be best suited.

The Reflect RAP template was provided and discussed with Councillor representatives.

Consultation

The Reconciliation Action Plan Working Group Terms of Reference has been prepared by Council’s Engagement Officer, Shayna Campbell with guidance and direction from the CEO.

Staff have liaised with Reconciliation Australia and have prepared the Terms of Reference in line with the template provided.

The Draft Terms of Reference were provided to Council representatives, Cr Strange and Cr Verhoogt for comment and feedback. Staff met with the Council Representatives on the 9th March 2023 and reviewed the document with minor variations recommended and subsequently updated in readiness for Council consideration.

Statutory Implications

The Minister for Local Government has advised that the new Local Government Act Bill will include the requirements for Local Governments to establish processes for engaging with Aboriginal people. There is no detail in what will be required at this stage, as with other Reform changes the CEO will provide updates when they are announced.

Policy Implications

Council Policy 7.2 – Community Development

Policy in respect to the engagement of the community.

This Policy provides Council guidelines in respect of engaging the community. This will help the Shire of Bruce Rock make better decisions which reflect the interests and concerns of potentially affected people and entities.

A copy of the policy is attached.

Risk Implications

Risk: If Council does not support the Terms of Reference for the Reconciliation Action Plan Working Group it would impact on the effectiveness of the working group and prohibit the CEO from completing the KPI set by Council.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

Financial Implications

Work is undertaken internally and wages already captured in Council’s Annual Budget. There will be minor costs for morning tea or refreshments when meetings are held. As this is only the endorsement of the Terms of Reference for the Working Group there are no other costs associated at this stage.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Community Priorities

- Priority 1 Inclusive community activities, events and initiatives
- Achievement towards a Reconciliation Action Plan

Governance

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

Chief Executive Officer’s Key Performance Indicators

Council resolved and set the CEO’s Key Performance Indicators in September 2023, with one of the priorities being set as;

- Number 10. Reconciliation Action Plan
- Development of a Reconciliation Action Plan for the Shire

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 12.1.1

Moved: Cr Verhoogt

Seconded: Cr Kilminster

That Council endorses the Shire of Bruce Rock Reconciliation Action Plan Working Group – Terms of Reference document, as presented;

And,

That the process commences to form the Working Group to work towards preparing a Draft base level “Reflect” Reconciliation Action Plan” for Council’s consideration.

Carried 8/0

Agenda Reference and Subject:

12.1.2 Amendment to Policy 8.5 “Firebreaks”

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 12.1.2 Attachment A – Council Policy 8.5 - Firebreaks

Summary

Council is asked to endorse amendments to the Policy relating to Firebreaks (Policy 8.5) in the Policy Manual. This was discussed at the last meeting of the Bushfire Advisory Committee (BFAC) and has been recommended for endorsement by Council.

Background

Discussion at the BFAC Meeting in September 2022 included whether it was still appropriate or necessary to have the requirement for 3 metre Firebreaks on rural properties, and whether a 2.5 metre break would suffice. This is because 2.5m is wide enough to enable firefighting appliances through, and more accurately reflects modern farming practice. Also, a lot of firebreaks that are currently being put in place do not meet the full three metres, but would meet compliance with a 2.5m break.

Comment

This issue was discussed again at the March 2023 BFAC and was recommended to be brought to the next full Council Meeting for consideration, and if endorsed can be circulated to the community in advance of seeding.

A further amendment required to bring the Policy in line with the recent change in Prohibited and Restricted Burning Periods is to amend the date which firebreaks have to be in place to “up to and including 31st March”. (Note: this is an Administrative amendment).

Consultation

Darren Mollenoyux, Chief Executive Officer
Bushfire Advisory Committee

Statutory Implications

Nil

Policy Implications

Amended Policy 8.5

Risk Implications

Risk: Council does not adopt the amendments to Policy 8.5

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” risk 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

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 12.1.1

Moved: Cr Negri

Seconded: Cr Crooks

Council adopts the proposed amendments to Policy 8.5 “Firebreaks”.

Carried 8/0

13. Confidential Items

Agenda Reference and Subject:

13.1.1 Tender 1.2022.23 Supply & Install Furniture –
Inclusion of Option

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

*Item 13.1.1 Attachment A – Confidential Bruce Rock
Supermarket Furniture RFT Assessment Report*

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 13.1.1.1

Moved: Cr Rajagopalan

Seconded: Cr 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:

- 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,

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 13.1.1.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

Carried 8/0

TENDER PANEL RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 23 – 13.1.1.3

Moved: Cr Verhoogt

Seconded: Cr Kilminster

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”.

CARRIED BY ABSOLUTE MAJORITY 8/0

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: Nil

Attachments: Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 13.1.2.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

- 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,

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar – 13.1.2.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.2.3

Moved: Cr Foss

Seconded: Cr Waye

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

Carried 8/0

Agenda Reference and Subject:

13.1.3 CEO Annual Leave

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

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 13.1.3.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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;

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 13.1.3.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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;

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Mar 23 – 13.1.3.3

Moved: Cr Kilminster

Seconded: Cr Waye

That Council Approves the annual leave request of the Chief Executive Officer, Darren Mollenoyux for the period commencing on 12 April 2023 up to and including Friday 14 April 2023.

Carried 8/0

14. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.44pm.

These minutes were confirmed at a meeting on 17 April 2023.

Cr Stephen Strange
Shire President
17 April 2023

SHIRE OF BRUCE ROCK

Minutes

Annual Electors Meeting held in the Shire Administration Building
Thursday 16th February 2023 10.30am

1. Declaration of Opening

The Shire President, Cr Stephen Strange opened the meeting at 10.30am, welcoming everyone present.

2. Attendance

Cr Stephen Strange
Cr Tony Crooks
Cr Ram Rajagopalan
Cr Rebecca Waye
Cr Jennifer Verhoogt
Cr Kevin Foss
Cr Phillip Negri
Cr Natalie Kilminster
Mr Darren Mollenoyux
Mrs Manisha Barthakur
Mr Julian Goldacre
Mrs Melissa Schilling
Mr Alan O'Toole (Minutes)
Mr Graham Currie
Mr John McGellin
Mr Robert Taylor
Mrs Karen Arnold
Mr Trevor Arnold
Mr Brett Waye

Apologies

Cr Brendan Waight
Mrs Karen Strange
Mrs Margaret Foss

3. Confirmation of Minutes of Previous Meeting

The minutes of the previous Electors Meeting held on 4th February 2022 were presented for confirmation.

Moved: Mr Brett Waye

Seconded: Mr Graham Currie

4. Business Arising from Previous Meeting Minutes

Nil

5. Receiving of Annual Report for the year ending 30 June 2021

That the Annual Report, including Audited Financial Statements for the period ending 30 June 2021 be accepted.

Moved: Mr Trevor Arnold

Seconded: Mr Brett Waye

6. General Business

The new arrangements regarding street sweeping were raised and the CEO, Mr Darren Mollenoyux, explained the history and recent events leading to the current private contractor being engaged. It was requested whether the next visits from the street sweeper be advertised well in advance, and also whether any restrictions on what it can remove (e.g. sticks) be clarified with the contractor and communicated to the community.

Another issue reported was that apparently sheep have recently been grazing on the CBH land and also straying on to the road. This will be investigated as to what is happening and why the Shire has not been alerted/consulted.

The Shire President then gave an update on developments regarding the construction of the new Supermarket including tenders for the refrigeration and furniture fit-out. The retail consultant who is assisting the Shire is also beginning the process to appoint an operator to run the Supermarket when the construction is complete.

Contrary to any rumours which may be circulating around the Shire, the doctor and pharmacist have no intentions to leave Bruce Rock. Both are very happy in their roles and have confirmed they are staying for the foreseeable future.

Closure of Meeting

The Shire President, Cr Stephen Strange, thanked the electors for their attendance and closed the meeting at 10.40am

These minutes were confirmed at a meeting on /...../.....

Signed
Cr SA Strange

Dated /...../.....

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 FEBRUARY 2023

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 3.10pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr Rajagopalan
	Cr J Verhoogt
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O’Toole (4.08pm – 4.14pm)
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs M Barthakur
Apology	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

COUNCIL DECISION

Resolution OCM Feb 23 – 7.1.1

Moved: Cr Way

Seconded: Cr Verhoogt

That Cr Waight be granted Leave of Absence for the Ordinary Council Meeting to be held Thursday, 16th March 2023.

Carried 8/0

8. Announcements by Presiding Member

9. Confirmation of Minutes

COUNCIL DECISION

Resolution OCM Feb 23 – 9.1.1

Moved: Cr Way

Seconded: Cr Foss

Audit Committee Meeting held on Thursday 15 December 2022 be confirmed as a true and correct record.

Carried 8/0

COUNCIL DECISION

Resolution OCM Feb 23 – 9.1.2

Moved: Cr Crooks

Seconded: Cr Rajagopalan

Ordinary Meeting of Council held on Thursday 15 December 2022 be confirmed as a true and correct record.

Carried 8/0

COUNCIL DECISION

Resolution OCM Feb 23 – 9.1.3

Moved: Cr Negri

Seconded: Cr Rajagopalan

Special Council Meeting held on Thursday 22 December 2022 be confirmed as a true and correct record.

Carried 8/0

COUNCIL DECISION

Resolution OCM Feb 23 – 9.1.4

Moved: Cr Foss

Seconded: Cr Crooks

Works and Services Meeting held on Tuesday 7 February 2023 be received.

Carried 8/0

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
File Reference:	8.2.6.2 Financial Reporting
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest	Nil
Attachment:	<i>Item 10.2.1 Attachment A – Statement of Financial Activity December 2022</i> <i>Item 10.2.1 Attachment B – Statement of Financial Activity January 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

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

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

COUNCIL DECISION

Resolution OCM Feb 23 – 10.2.1

Moved: Cr Verhoogt

Seconded: Cr Waye

1. That the Statements of Financial Activity for the month ending 31 December 2022 and 31 January 2023 are received.
2. Amend the Budget as follows:
 - i. Increase income in GL 051304.1108 INC – Fire Grants GEN from \$0 to \$15,000 and increase expenditure by adding of a new Capital Project for Purchase of a Generator under GL \$30,000. Decrease Job J04215-Altus Payroll to mitigate the \$15,000 from \$50,000 to \$35,000.
 - ii. Increase Income in GL 051304.1108 INC - Fire Grants GEN from \$0 to \$6,000 and increase GL 071210 EXP - Hlth Ins - Local Emergency Management Committee (LEMC) Costs GEN from \$0 to \$6,000
 - iii. Increase expenditure budget for J13505 Equestrian Lease Fencing from \$0 to \$11,000 and decrease the Job J12126 Rec Centre Manager's Ute (BK05) from \$31,000 to \$20,000.
3. Since the budget implications will have minor impacts on the December's financials, an updated copy of monthly report will be provided to all Councillors within 2 days of endorsement.

Carried 8/0

Agenda Reference and Subject:	10.2.2 List of Payments
File Reference:	8.2.3.3 Accounts Payable (Creditors)
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Mike Darby, Senior Finance Officer
Disclosure of Interest:	Nil
Attachments:	<i>Item 10.2.2 Attachment A – List of Payments December 2022 and January 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

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.2.2

Moved: Cr Foss

Seconded: Cr Negri

That Council endorse the list of payments from the:

1. Municipal Account consisting of:

- a. EFT voucher numbers EFT20646 to EFT20945 totalling \$1,556,812.49
- b. Cheque number 103 to 110 totalling \$16,770.50
- c. Trust EFT Payments
- d. Wages and Superannuation payments totalling \$394,928.07 and
- e. Credit Card payments \$1,241.25

With all payments totalling \$1,968,511.06 for the month of December 2022 and January 2023.

Carried 8/0

Agenda Reference and Subject:**10.2.3** Budget Amendments**File Reference:****Reporting Officer:**

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Nil

Attachments:*Nil***Summary**

A budget amendment is required due to the approval of 2 Grants (AWARE and NDRR) as these were not budgeted for in the 2022-23 Budget. Also, a fencing project has been completed as a capital item; erroneously being omitted from the Budget.

Background

NDRR (National Disaster Risk Reduction) Grant: Shire of Bruce Rock applied to Department of Fire and Emergency Services (DFES) for this Grant in order to purchase and install a back-up generator for the Administration building and Shire Hall. This Grant of \$30,000 has been approved as of 21st November 2022. An agreement is in place requiring a 50% contribution from the Shire of \$15,000. As per a condition of the Grant, a budget amendment must be endorsed and DFES shown evidence of this. Since there was no Council meeting held in January, as a part of December's Monthly report, an amendment is requested which will then have minor implications to the monthly financial report. Once this is endorsed, a copy of the updated monthly report will be submitted to the Council within 3 days.

AWARE (All West Australians Reducing Emergencies) Grant: The Shire has been approved for a Grant of \$6000 in order to undertake a Local Emergency Awareness Leadership Training for 10 Local Govt Leaders. WALGA has provided a proposal to conduct this training. As per the conditions, the training is due by the end of March 2023. Therefore a budget amendment for the same is requested.

J13505 Equestrian Lease Fencing: A budget amendment is required as a part of correction for the Project "J13505 Equestrian Lease Fencing". This project had been endorsed by Council and has been reported in previous monthly reports and there is actual expenditure which was incurred in September 2022. However, there is no record of this specific budget being added into the Synergy system; and the Annual Budget has no mention of this. Therefore, an amendment is required by decreasing the budgeted amount for one of the deferred projects (Altus Payroll).

Comment

Since both the Grants are approved, a budget amendment is requested to be endorsed by the Council that will impact the December 2022's monthly report. Also, the budget for project J13505 Equestrian Lease Fencing to be amended.

Consultation

Darren Mollenoyux, Chief Executive Officer
Manisha Barthakur, Manager of Finance
Alan O'Toole, Deputy Chief Executive Officer

Statutory Implications

Regulation 33 of Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Risk Implications

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

Risk: That the 2022-23 Budget does not reflect the forecast revenue for the remaining financial year.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "High" risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

Financial Implications

Note that amendments to the Adopted Budget for 2022/23, in accordance with revised changes, maintains a balanced budget (Nil Surplus / Deficit).

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

4. Governance

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

Voting Requirements Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.2.3

Moved: Cr Rajagopalan

Seconded: Cr Waye

That Council adopts an amendment to the 2022-23 Budget for the following:

- i. Increase income in GL 051304.1108 INC – Fire Grants GEN from \$0 to \$15,000 and increase expenditure by adding of a new Capital Project for Purchase of a Generator under GL \$30,000. Decrease Job J04215-Altus Payroll to mitigate the \$15,000 from \$50,000 to \$35,000.
- ii. Increase Income in GL 051304.1108 INC - Fire Grants GEN from \$0 to \$6,000 and increase GL 071210 EXP - Hlth Ins - Local Emergency Management Committee (LEMC) Costs GEN from \$0 to \$6,000
- iii. Increase expenditure budget for J13505 Equestrian Lease Fencing from \$0 to \$11,000 and decrease the Job J12126 Rec Centre Manager's Ute (BK05) from \$31,000 to \$20,000.

CARRIED BY ABSOLUTE MAJORITY 8/0

10.3 Environmental Health Officer

Nil

10.4 Deputy Chief Executive Officer

Agenda Reference and Subject:

10.4.1 Shire President Stamp

File Reference:

Reporting Officer:

Alan O'Toole, Deputy Chief Executive Officer

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of Shire President Stamp December 2022.

Background

Nil

Comment

As per Council's policy, the Shire President Stamp has been used during the months of December 2022 as follows:

- Acknowledgement of STED Scheme Connection 34 Johnson Street and 37-39 Dampier Street
- GST withholding Annexure 113 Butcher Street
- Letters seeking assistance in Western Power Delay for New Shop Connection

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 Feb 23 – 10.4.1

Moved: Cr Foss

Seconded: Cr Verhoogt

That Council endorse the use of the Shire President Stamp during December 2022.

Carried 8/0

Agenda Reference and Subject:**10.4.2** Shire Common Seal**File Reference:****Reporting Officer:**

Alan O'Toole, Deputy Chief Executive Officer

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Nil

Attachments:*Nil***Summary**

Use of Shire Common Seal in December 2022.

Background

Nil

Comment

As per Council's policy, the Shire Common Seal has been used during the months of December 2022 as follows:

- Acknowledgement of STED Scheme Connection 34 Johnson Street and 37-39 Dampier Street
- Airstrip Hangar Lease
- Transfer of Land 12 Venemore Street Bruce Rock
- Transfer of Land 113 Butcher Street Bruce Rock

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 Feb 23 – 10.4.2****Moved: Cr Waye****Seconded: Cr Crooks****That Council endorse the use of the Shire Common Seal during December 2022.****Carried 8/0**

Agenda Reference and Subject:**10.4.3** Draft Disability Access & Inclusion Plan**File Reference:**

2.3.1.2 Disability Plan

Reporting Officer:

Alan O'Toole, Deputy Chief Executive Officer

Author:

Alan O'Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:*Item 10.4.3 Attachment A - Draft Disability Action and Inclusion Plan 2023-2027***Summary**

Council is requested to endorse the Draft Disability Access Inclusion Plan ("DAIP") for 2023-2027 for public consultation.

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 is now proposed to be circulated for public consultation/comment.

Comment

Advertising of the Draft DAIP if endorsed by Council will be as follows:

- a) Advertising in the Rock Review for two weeks;
- b) Notice of and access to the Draft Plan to be made available through the Shire of Bruce Rock Website;
- c) Notification of the Draft Plan via the Shire's Facebook page.

Once the consultation period has closed, the results will be included in the Draft and the amended Report will be brought back to Council at the Match OCM for final endorsement.

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 endorse the Draft DAIP for public consultation.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “moderate”. As a moderate risk matter, the Manager of Governance and Community 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 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

10.5 Chief Executive Officer

Agenda Reference and Subject:	10.5.1 Local Government Ordinary Election 2023
File Reference:	Elections
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

Summary

Council is asked to consider declaring the WA Electoral Commissioner to be responsible for the conduct of the Shire of Bruce Rock 2023 Local Government Elections to be held on Saturday, 21st October 2023.

Background

In 2021 Council the WA Electoral Commission was engaged to undertake the Shire of Bruce Rock's Ordinary Local Government Election on the 16th October 2021. This decision was due to workloads, significant projects and impacts from Covid19. In addition there was consideration of whether to hold this as a Postal Election.

At the Ordinary Council Meeting held in April 2021, Council resolved to declare that in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 Ordinary Elections together with any other elections or polls which may be required; and determine in accordance with Section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal Election.

On the 16th October 2021 Shire of Bruce Rock held Local Government Elections for the District. There were four vacancies and five candidates for a four-year term.

Postal votes were received in letterboxes from 17th September 2021. A total of 278 ballot papers were returned via the post prior to Election Day.

108 ballot papers were received at the Bruce Rock Shire Office, 54 Johnson Street, Bruce Rock, between 18th September 2021 to the 15th October 2021 from 8.30am to 4.30pm.

On Election Day, 16th October 2021 the polling place was Bruce Rock Emergency Services Building, Dunstall Street, Bruce Rock open from 8.00am to 6.00pm. There was a total of 9 votes which were received on Election Day.

Whilst the voter turnout exceeded expectations, it was still felt that there could have been improved communication on the postal voting process delivered by the Electoral Commission to the public.

Year	Number of Candidates	Total number eligible voters on roll	Total valid votes cast	Early Votes Cast	Total informal votes	Total votes cast	Percentage turnout
2021	4	670	395		0	395	59%
2019	6	646	284	188	0	284	44%
2018*	3	628	207	126	0	207	33%
2017	5	642	258	131	6	264	41%
2013	6	681	267	144	2	269	39%
2012*	2	698	178		3	181	26%

Table: Comparison of voting patterns in previous Shire of Bruce Rock Council Elections.

The cost to Council for the Postal Election run by the WA Electoral Commission will be approximately \$16,000, which was based on:

- 675 electors
- Response rate of approximately 60%
- 4 Vacancies
- Count to be conducted at the offices of the Shire of Bruce Rock
- Appointment of a local Returning Officer
- Regular Australia Post Delivery service to apply.

An additional amount of \$135 will be incurred if Council decides to opt for the Australia Post Priority Service for lodgement of election packages.

Obviously this year's election will differ with the impending changes and the likelihood that there will only be 3 vacancies.

Costs not incorporated in this estimate include:

- Non-statutory advertising (i.e. any additional advertisements in community newspaper and promotional advertising)
- Any legal expenses other than those that are to be determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- One local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and it should be noted that this is an estimate only and may vary on factors including the costs of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only.

In order to hold a Postal election and the WA Electoral Commission be appointed to undertake the election, Council needs to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary election together with any other elections or polls that may be required.
- Determine, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

The Minister for Local Government has also written to all Local Governments regarding the impending changes to the Local Government Electoral Process which will see the implementation of Preferential

Voting. It is not yet known on what the additional cost of undertaking a preferential election process would be.

The Minister has stated:

“Further to my previous letter, the State Government is continuing to work to implement election reforms ahead of the October 2023 Ordinary Elections. The reforms will introduce Optional Preferential Voting (OPV) for all local government elections. OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.”

These changes will require specific attention on election night, and returning officers will need to identify the candidates who are next in line to fill further vacancies for inclusion on the declaration of results. Accordingly, I am writing to encourage all local governments to commence early planning for the practical arrangements for the conduct of the October 2023 Ordinary Elections.

As you would know, the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the Local Government Act 1995 (the Act). Section 4.28 of the Act further provides that the local government is to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting such elections.

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC’s CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.

The WAEC will shortly be writing to all local governments to provide information for each council. The WAEC can also provide further information on each of these options. Please contact Phil Richards, Manager Election Events on 9214 0443 or at Phillip.Richards@waec.wa.gov.au if you have any queries.

It is strongly recommended that the decision of whether to declare the Electoral Commissioner as responsible for your Ordinary Elections is put to Council at its March meeting. This will allow sufficient time for the WAEC to work with you to deliver the election, or provide you with a software licence, if preferred.

In considering potential arrangements, local governments should be mindful that the WAEC will require sufficient lead time to plan ahead. Accordingly, I strongly urge all local governments to make arrangements as early as possible, and consider the appointment of the WAEC to conduct the elections.”

Comment

The Chief Executive Officer is requesting that Council consider the proposal to appoint the Electoral Commission to undertake the 2023 Ordinary Local Government Election as a postal election.

The reasons for this request are the current workload of staff with the Supermarket and other projects; there are several key strategy documents to be completed this year including Long Term Financial Plan, Corporate Business Plan, Workforce Plan, Regulation 17 Review and implementation of other new legislation, as well as significant turnover and training of over half of the administration team.

The other factor is the implementation of Preferential Voting and the complications around that with CountWA Software required and Licenses etc.

Process

For postal elections, all eligible electors will receive a postal voting package around three weeks prior to polling day. The package will include a list of candidates, ballot papers, instructions on how to vote and a declaration.

There will still be a polling booth on Election Day for those people wanting to vote on the day and there is no early voting as everyone is captured under postal voting.

Other advantages to appointing the Western Australian Electoral Commission include that it is seen as being completely independent from Council and therefore the integrity of the process is free from any perception of local influence, and that the impost to staff time is limited to just on Election Day at the polling place. In addition, the increased compliance and new requirements around elections can be met and are fully understood by the Electoral Commission.

Consultation

WA Electoral Commission
Executive Assistant, Melissa Schilling

Statutory Implications

Local Government Act 1995

4.20. *CEO to be returning officer unless other arrangements made*

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —*
 - (a) an election; or*
 - (b) all elections held while the appointment of the person subsists.*** Absolute majority required.*
- (3) *An appointment under subsection (2) —*
 - (a) is to specify the term of the person's appointment; and*
 - (b) has no effect if it is made after the 80th day before an election day.*
- (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*
** Absolute majority required.*
- (5) *A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*

- (6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide* to conduct the election as a postal election.
 * Absolute majority required.

Policy Implications Nil

Risk Implications

Risk: To ensure that the Election process is kept at an arm’s length from staff, meeting statutory requirements of the Act in appointing the WAEC, costs associated with the engagement of the WAEC.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Council and staff need to ensure that they budget accordingly, meet all statutory requirements for running an ordinary election and review the outcomes of the election to determine future method of elections.		

Financial Implications

It is estimated that it would cost approximately \$16,000 to have the WA Electoral Commission run the Election as a Postal Election.

The cost to Council for running an ordinary election in previous years varies and is difficult to estimate. This is predominantly because the CEO’s and support staff wages, and stationery is not captured during the election period. For example, the CEO and some staff spend countless hours on a daily basis during the lead up to an election in preparing documents, complying with legislative requirements, dealing with early/postal votes and ensuring timeframes are met. A calculated estimate of wages for work associated prior to election day would be **\$10,965** and likely higher (*this figure does not include any overheads*).

The costs that are measurable are as follows:

Electoral Advertising	\$2,145
Staff Working Election Day	<u>\$3,649</u>
Total	<u>\$5,794</u>

Council needs to make a budget provision for 2023/2024 for their preferred option and should that be a postal election via the Electoral Commission a budget provision of \$16,000 would be required.

*NOTE - If no election is required and the number of nominations received equals the vacancies, these costs would be significantly reduced as the electoral commission would not need to undertake the postal voting component of the process.

I have provided a response to each of the points raise in the estimate exclusions:

- Non-statutory advertising (ie any additional advertisements in community newspaper and promotional advertising)

CEO's Comment

Statutory advertising is covered, however as outlined should Council wish to place additional notices in the Rock Review or posters around town that would be at our expense. This would be negligible in cost as we don't pay for advertising in the Rock Review.

- Any legal expenses other than those that are to be determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns

CEO's Comment

Should any legal matter occur Council would be liable for the costs even if we undertake the election in-house.

- One local government staff member to work in the polling place on election day

CEO's Comment

Should Council appoint the CEO as the staff member to work election day this would not occur a cost, if another member of staff was appointed it would cost approximately \$670

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

Priority 4.3 Proactive and well governed Shire

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 23 – 10.5.1

Moved: Cr Wayne

Seconded: Cr Foss

- 1. Declare that in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 Ordinary Elections together with any other elections or polls which may be required; and**
- 2. Determines in accordance with Section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal Election.**

CARRIED BY ABSOLUTE MAJORITY 8/0

10. Regional Reports

Nil

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

12. Confidential Items

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

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.1.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

- 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,**

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.1.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

Carried 8/0

Tender Panel Recommendation

That Council consider the Tender Panel's recommendation for Tender 1.2022/23 for Supply and install of Furniture and fit out of new supermarket.

Council decision varied to Officer Recommendation to award Tender 1.2022/23 to Lane Industries for the Supply and Install of Furniture and fit out of new supermarket.

TENDER PANEL RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.1.3

Moved: Cr Foss

Seconded: Cr Rajagopalan

That Council accepts the Tender from Lane Industries as per the Tender Panel's recommendation for Tender 1.2022/23 for \$224,685 for the Supply and install of Furniture and fit out of new supermarket.

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:

13.1.2 Tender 2.2022.23 Supermarket Refrigeration
Supply & Install

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

*Item 13.1.2 Attachment A – Confidential Bruce Rock
Supermarket Refrigeration RFT Assessment Report*

Item 13.1.2 Attachment B – Confidential Refrigeration Layout

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.2.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

- 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,

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.2.2

Moved: Cr Rajagopalan

Seconded: Cr Waye

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

Carried 8/0

Tender Panel Recommendation

That Council consider the Tender Panel's recommendation for Tender 2.2022/23 for Supply and install of refrigeration at new supermarket.

Council decision varied to Officer Recommendation to award Tender 2.2022/23 to AJ Baker & Sons for the Supply and install of refrigeration at new supermarket.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.2.3

Moved: Cr Rajagopalan

Seconded: Cr Waye

That Council accepts the Tender from AJ Baker & Sons as per the Tender Panel's recommendation for Tender 2.2022/23 for \$392,500 to Supply and install of refrigeration at new supermarket.

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:

13.1.3 Further Request to Keep Additional Dogs outside of
Ardath Townsite

File Reference:

Reporting Officer:

Alan O'Toole, Deputy Chief Executive Officer

Author:

Alan O'Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 13.1.3 Attachment A – Confidential Letter of Request

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.3.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

b) The personal affairs of any person

Carried 8/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.3.2

Moved: Cr Rajagopalan

Seconded: Cr Waye

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

Carried 8/0

Mr A O'Toole entered the Council Chambers at 4.08pm.

Officer Recommendation

Council considers the application by Mr James Sparks and the legislation which relates to this issue, and makes a determination on whether the Sparks family be allowed to keep up to 6 dogs at their property at Lot 2 Location 14537 Bruce Rock – Corrigin Rd in Ardath.

Council decision varied to Officer Recommendation to decline the request for the maximum amount of dogs to be allowed at Lot 2 Location 14537 Bruce Rock – Corrigin Rd in Ardath and remain at 4 (four).

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Feb 22 – 13.1.3.3

Moved: Cr Rajagopalan

Seconded: Cr Verhoogt

That Council declines the re-submitted application by Mr James Sparks seeking to keep additional dogs at the property above the amount legislated of 4 (four) at their property at Lot 2 Location 14537 Bruce Rock – Corrigin Rd in Ardath.

Carried 8/0

13. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.14pm.

These minutes were confirmed at a meeting on 16 March 2023.

Cr Stephen Strange
Shire President
16 March 2023

Local Emergency Management Committee Meeting
Bruce Rock Council Chambers
4.00 pm Monday 27th February 2023

Agenda

1. Welcome

The Chairperson, Cr Stephen Strange opened the Meeting at 4.05 pm.

2. Attendance

Cr Stephen Strange, Shire President
Cr Tony Crooks, Deputy Shire President, CBFCO
Darren Mollenoyux, CEO
Vivien Stern, Principal, Babakin School
Joanne Spadaccini, Department of Communities
Rodney Thornton, Roadwise
Justin Corrigan, DFES
Vaughan Webb, WAPOL (via Teams)
Phoebe Anderson, Deputy Principal, BRDHS (via Teams)
Alan O'Toole, DCEO (Minutes)

Apologies/Absent

Cr Phillip Negri, DCBFCO
Yvette Grigg, DFES
Melissa Schilling, EA
Janine Dayman, BRDHS
Merwan Kassem, BRDHS
Perry Hodgkiss (VFES)

3. Minutes

That the minutes from the previous meeting held on Monday 24th October 2022 are confirmed as a true and correct record of proceedings.

Moved: Vivien Stern

Seconded: Tony Crooks

4. Matters Arising

Nil

5. General Business

Reports

- **WA Police**
No emergency activity to report, all under control.

- **Department of Communities**
Jo noted the change of name of her Directorate, now Emergency Relief and Support (ERS) instead of Emergency Services Unit.
The Dept has been largely engaged with addressing the results of the flooding in the Kimberley, e.g. the lack of a bridge over the Fitzroy River and the logistics involved in supporting the affected communities.
Jo also asked for the Local Emergency Welfare Plan (LEWP) to be tabled, noting that the body of the Plan will remain unchanged but the Appendices which contain the most up to date contact information are what needs to be kept updated.

- **DFES/SEMC**

Justin reported that the emphasis for DFES has been ensuring that all volunteers are appropriately trained for the activities they undertake.

There has been a lot of fire activity in the Wheatbelt, and there was evidence that many had “mechanical” causes. Also weather activity, particularly dry lightning was found to have caused a lot of fires.

Justin also mentioned the After Fire Review, and that DFES have done a lot of work in the area of fire preparedness across the State, including lessons that can be learnt. The most important learning is the communication is the key to effective management of emergency situations.

Also of note was the increased use of aerial support in recent fires and the capability they bring in dealing with larger scale events.

Cr Strange discussed whether the increased number of mechanical fires noted could lead to discussions between DFES and manufacturers about the causes of fires on agricultural machinery and also about safety measures which could be built in to alert operators of the issues with excessive heat before they cause a fire.

Justin also mentioned the implications of the new AFDRS system and whether there are changes or refinements needed in the future. Justin suggested that the next DOAC might be a forum for CBFCOs etc. to discuss the new system and how this impacts the number of restricted burning days in Perth.

Darren mentioned the delays in alerts etc. issued via What’s App groups and whether excessive numbers of members could be having an impact on the speed at which e.g. requests for assistance are posted.

- **Bushfire Brigades**

Cr Crooks said that there have been 12 smaller scale fires this season which is a high number and is obviously indicative of the weather conditions and also perhaps fuel loads. He also reported on the most recent Special BFAC Meeting which was held in early February to discuss the impending Restricted Burning period and whether there was need to extend the Prohibited period. It was decided by the BFAC to delay the decision until the following week as conditions would be known better then. The final decision was that the Shire would enter the Restricted Burning period as gazetted and would control requests for burning via the Permit system.

There has been additional PPE and firefighting foam purchased for the Brigades using ESL funding.

Some questions have been asked whether the use of an off-set disk would reduce the need for a grader to be used to create firebreaks on fireground.

Cr Crooks remarked that when driving to fires as the CBFCO it can be difficult to manage all the conflicting demands including that of reporting to 000 and incoming outgoing calls and texts.

- **VFES**

No report

- **Ambulance**

Nil

- **Hospital**

Nil

- **Bruce Rock District High School**

Phoebe is the new Deputy Principal at the High School. She said that the School is reviewing its Emergency Response Plan and ensuring that all new staff are aware of their responsibilities in the event of an incident.

- **Babakin Primary School**

Vivien said that Babakin School is also reviewing evacuation procedures and have amended their Bushfire Plan minimally. Vivien acknowledged that the Babakin School is part of the Lockwood Fire District as is the rest of the Bruce Rock Shire.

There will be an Evacuation Practice next Wednesday at 2.30pm and Vaughan will endeavor to be there.

- **RoadWise**

Rodney gave some of the latest figures for Bruce Rock as part of the Wheatbelt South and statistically there are still proportionately more in our District than in any other area. It was noted that Main Roads maintenance has now been brought back in house which is a good thing.

The change of speed limit to 50km/h on Johnson St in Bruce Rock was also acknowledged as being a positive road safety step.

The Snap Send Solve app was mentioned as being a useful tool for reporting problems or issues when out on the road etc.

Vaughan mentioned that he is negotiating to get a Multinova out in the Wheatbelt for a trial. Watch this space!

- **Shire of Bruce Rock**

The SEMC/DEMC Workshop – “Effects of a Changing Climate” Kellerberrin, 28/3/23 was highlighted as a good opportunity to acquire some knowledge and also network with other emergency management staff in the region.

Darren commented on the Bushfire Preparedness fridge magnet which have been produced by the Shire and circulated to households. It contains lots of useful information including a QR code that can be scanned to direct people to more information via the web.

There has been evidence of someone shooting and also lighting a fire at the Rifle Range, both of which are illegal activities at this time. Darren and Vaughan have both investigated, but no culprits have been discovered.

6. Any other business

- **DFES/SEMC**

Justin said that he has been working with colleagues who have links with the Roeroc Shires to try to increase and improve “cross-border” communication and cooperation.

Darren is to receive an invite to participate and forge stronger links with our southern neighbours.

Cr Strange mentioned that post the February 2022 fires, there has been collaboration, particularly in recovery efforts and Mel Pexton and Rob Cossart were both mentioned as great facilitators and drivers of changing the way organisations interact and the synergies that can be developed with greater communication etc. Cr Strange thanked Rob particularly for the way he went about a difficult task and the results he achieved.

7. Next Meeting Date

TBA

8. Meeting Close

The Chairperson, Cr Stephen Strange, thanked everybody for their attendance and closed the Meeting at 4.55pm.

**Bruce Rock Bush Fire Advisory Committee Meeting to be held in
Bruce Rock Shire Council Chambers
Friday 10rd March 2023 commencing at 4.05pm**

Minutes

1. Meeting Opened

The Chair, Cr Tony Crooks (CBFCO) opened the meeting at: 4.05pm

2. Attendance:

Cr Tony Crooks, CBFCO
Cr Phillip Negri, DCBFCO
Cr Stephen Strange
Darren Mollenoyux, CEO (left 4.35pm)
Murray Boyd, Babakin BFB
Trent Cosgrove, Shackleton BFB
Alan O'Toole, DCEO (Minutes)

Apologies:

Perry Hodgkiss – VFES
Angus Padfield – VFES
Justin Corrigan – DFES
Matt Heasman – Ardath BFB
Todd Anderson – Shackleton BFB

3. Minutes from Previous Meeting

Minutes from the meeting held on Friday 2nd September 2022

Moved: Murray Boyd

Seconded: Trent Cosgrove

4. Business Arising from Previous Meeting

Firebreaks: At the September 2022 BFAC, it was discussed whether the current Firebreak Policy (8.5) which stipulates that Firebreaks must be “not less than 3m wide” should be amended to “not less than 2.5m wide” to “more accurately reflect modern farming practice and also ensure greater compliance”. This was raised again with a recommendation that the suggestion be submitted to full Council for consideration. If endorsed, then the amended Policy can be circulated to the community in advance of seeding for the 2023-24 season.

5. Reports

5.1. Bruce Rock VES

No report

5.2. Babakin Bush Fire Brigade

Murray stated that Babakin BFB had attended many “smaller” fires in the current fire season, including some that were wild goose chases. There have been some fires that have been caused by dry lightning that have been put out by rain by the time the fire truck has got there. An order for firefighting foam has now arrived and the brigades now have plenty in stock.

5.3 Ardath Bush Fire Brigade

Nil

5.4 Shackleton Bush Fire Brigade

Again, attended a variety of fires, caused by some unusual events.

The new truck has been good.

5.3. DFES

No report.

6. General Business

i. Review of 2022-23 Fire Season (so far)

The CBFCO gave a review of the fire season so far which although it has been busy (14 fires) has thankfully been less severe than the previous year. Some causes have been sunlight reflecting off glass (potentially), dry lightning strikes, posts being removed and causing sparks, even bullets ricocheting off an old car and causing a fire in the surrounding bush.

ii. Review of implementation of AFDRS and implications for Harvest Bans

As had been discussed at the February OCM there was a perception that there have been more Harvest Bans since the implementation of the AFDRS. An investigation was undertaken and a spreadsheet prepared that showed that although there have been a lot of Harvest Bans using the new system, all of the bans would still have been imposed had the old McArthur system been used instead.

However, as the next DOAC is scheduled for Monday 13th March in Merredin the CBFCO was asked to raise this matter with DFES and the other Shires to gain a wider understanding of the concerns and whether this needs addressing prior to the next fire season.

iii. Review of changes to Prohibited and Restricted Burning Periods and online process for requesting and issuing of Burning Permits

There was discussion regarding the changes to the Prohibited and Restricted Burning Periods, and the possible effect this has had on the number of Burning Permits issued. As was decided at the Special AGM held in February 2023, the BFAC chose not to recommend any changes to the publicized Prohibited and Restricted Burning dates, and therefore the Shire is now in the Restricted Burning Period which means that Burning Permits can be requested. There has been a slow trickle of requests since 15th February and these can be expected to increase as the weather cools. One area of potential concern to landholders is that Permits are not allowed to be issued if the forecasted weather is going to read as “high”, “extreme” or “catastrophic” on the AFDRS, which is basically anything over 23 on the FDR.

This was another area which it was requested could be raised by the CBFCO at the DOAC on 13/3/23 to gauge the feelings of our neighbouring Shires and DFES.

7. Any other business of an urgent nature

The Easter holidays were discussed with regard to whether any burning would be permitted, and due to the likely lack of personnel to fight any fires, it was recommended that it be advertised to the community that no burning will be permitted from Friday 7th April to Monday 10th April 2023 inclusive (i.e. the Easter long weekend).

8. Date of Next Meeting

To be arranged

9. Meeting Closed

The Chair, Cr Tony Crooks, thanked everyone for attending and closed the meeting at: 5.05pm

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PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30/12/22
Prepared by: Manager of Finance
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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 Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

SIGNIFICANT ACCOUNTING POLICES

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.

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 that are 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 that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

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, 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 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.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

All costs associate 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, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, 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, ETC.)

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

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

BY NATURE OR TYPE

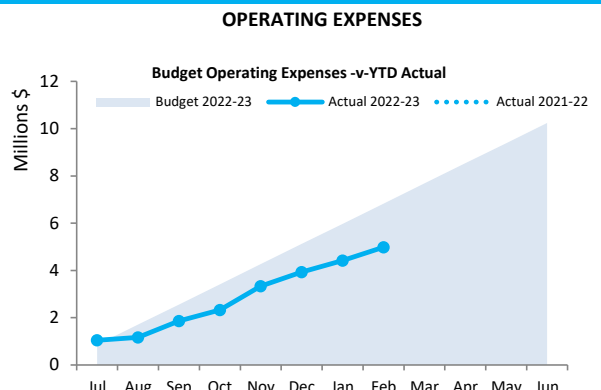
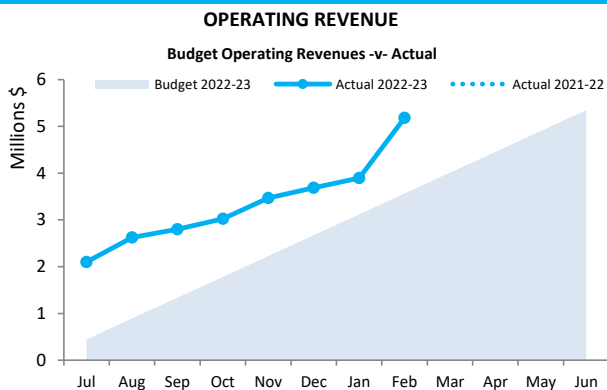
	Ref Note	2022-23 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	2,625,000	2,625,000	2,603,215	(21,785)	(1%)	▼
Revenue from operating activities							
Rates	4	1,712,044	1,141,363	1,711,108	569,745	50%	▲
Operating Grants, Subsidies and Contributions	7	1,313,529	875,686	951,011	75,325	9%	▲
Fees and Charges		2,208,985	1,472,657	1,546,165	73,508	5%	
Sale of Assets		0	0	909	909		
Interest Earnings		40,701	27,134	31,178	4,044	15%	
Other Revenue		63,000	42,000	15,756	(26,244)	(62%)	▼
Profit on Disposal of Assets	5	8,500	5,667	0			
		5,346,759	3,564,506	5,181,938			
Expenditure from operating activities							
Employee Costs		(2,812,257)	(1,874,838)	(1,913,795)	(38,957)	(2%)	▼
Materials and Contracts		(3,207,053)	(2,138,035)	(1,935,214)	202,821	9%	▼
Utility Charges		(271,215)	(180,810)	(176,189)	4,621	3%	▼
Depreciation on Non-Current Assets		(3,425,700)	(2,283,800)	(555,984)	1,727,816	76%	▼
Interest Expenses		(47,882)	(31,921)	(2,660)	29,262	92%	▲
Insurance Expenses		(226,665)	(151,110)	(251,913)	(100,803)	(67%)	▼
Other Expenditure		(148,124)	(98,749)	(69,438)	29,311	30%	▲
Loss on Disposal of Assets	5	(100,500)	(67,000)	(76,921)	(9,921)	(15%)	▼
		(10,239,396)	(6,826,264)	(4,982,114)			
Operating activities excluded from budget							
Add back Depreciation		3,425,700	2,283,800	555,984	(1,727,816)	(76%)	▼
Adjust (Profit)/Loss on Asset Disposal	5	92,000	61,333	76,921	15,588	25%	▲
Adjust Provisions and Accruals		0	0	15,622	15,622		▲
Amount attributable to operating activities		(1,374,937)	(916,625)	848,351			
Investing activities							
Non-operating grants, subsidies and contributions	8	4,301,297	2,867,531	916,434	(1,951,098)	(68%)	▼
Proceeds from Disposal of Assets	5	270,000	180,000	47,727	(132,273)	(73%)	▼
Capital acquisitions	6	(8,715,009)	(5,810,006)	(2,356,242)	3,453,764	59%	▲
Amount attributable to investing activities		(4,143,712)	(2,762,475)	(1,392,081)			
Financing Activities							
Proceeds from New Debentures		2,100,000	1,400,000	0	(1,400,000)	(100%)	▼
Transfer from Reserves	10	954,846	15,000	664,000	649,000	4327%	▲
Principal elements of lease payments		(5,637)	(3,758)	0	3,758	100%	
Repayment of Debentures	9	(60,159)	(40,106)	(13,044)	27,062	67%	▲
Transfer to Reserves	10	(95,401)	(63,601)	(983,663)	(920,062)	(1447%)	▼
Amount attributable to financing activities		2,893,845	1,869,019	(332,707)			
Closing Funding Surplus (Deficit)	1(b)	0	814,920	1,726,776			

KEY INFORMATION

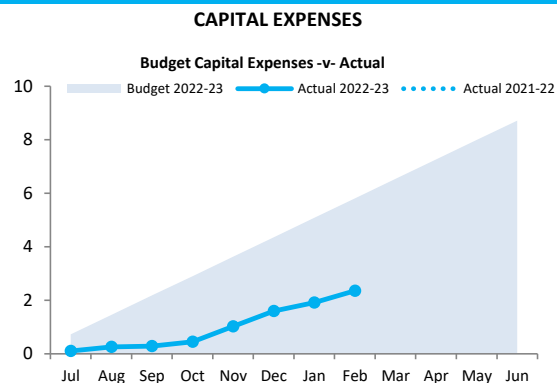
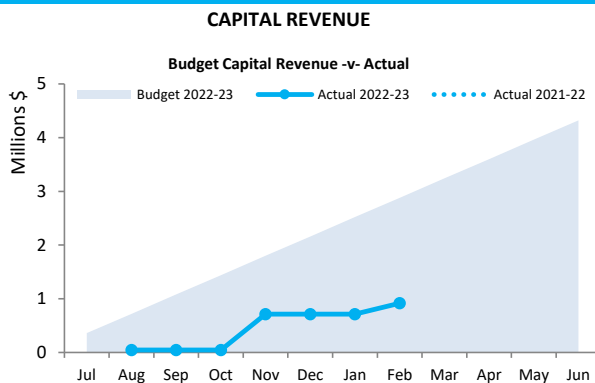
▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 12 for an explanation of the reasons for the variance.

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

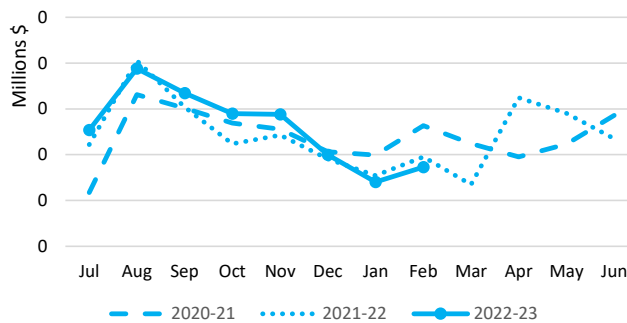
OPERATING ACTIVITIES



INVESTING ACTIVITIES



Closing funding surplus / (deficit)



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

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

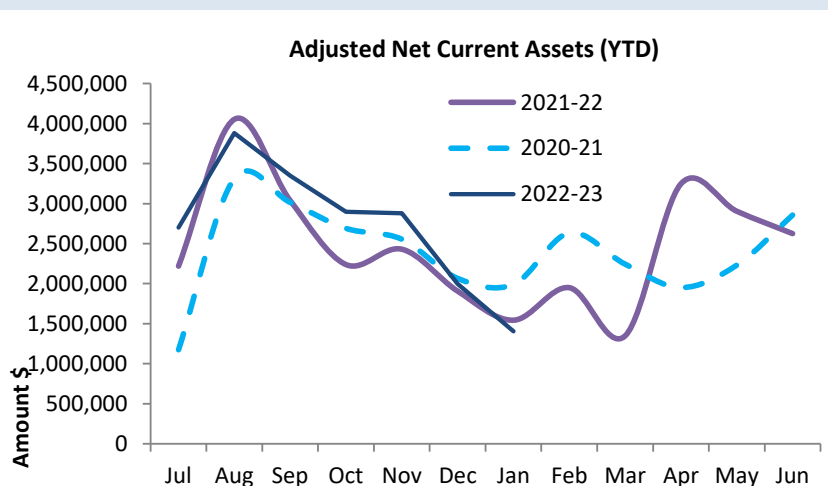
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2022	Year to Date Actual 28 Feb 2023
		\$	\$
Current Assets			
Cash Unrestricted	2	4,350,273	2,918,842
Cash Restricted	2	1,663,783	1,021,704
Receivables - Rates	3	58,379	125,832
Receivables - Other	3	382,868	260,459
Interest / ATO Receivable		32,526	48,470
Inventories		110,383	59,409
Contract Assets		131,595	52,630
		6,729,807	4,487,346
Less: Current Liabilities			
Payables		(897,374)	(80,527)
ATO Payables	0	0	(70,084)
Contract Liabilities		(1,251,619)	(1,252,083)
Provisions - employee		(431,533)	(431,533)
Long term borrowings		(26,185)	(13,141)
Lease Liabilities		(3,014)	(3,014)
		(2,609,726)	(1,862,337)
Unadjusted Net Current Assets		4,120,081	2,624,907
Adjustments and exclusions permitted by FM Reg 32			
Less: Cash reserves & restricted assets	2	(1,663,783)	(1,021,704)
Add: Provisions - employee		117,717	119,131
Add: Long term borrowings		26,185	13,141
Add: Current Lease Liabilities		3,014	3,014
Adjusted Net Current Assets		2,603,215	1,726,776

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)

\$1.73 M

15,000

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**OPERATING ACTIVITIES
NOTE 2
CASH AND INVESTMENTS**

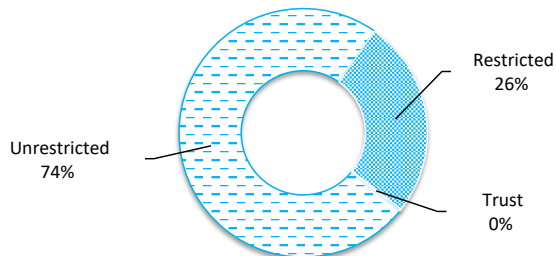
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	2,400			2,400			
At Call Deposits							
Municipal Fund - Bendigo Bank	4,438			4,438	Bendigo Bank		
Municipal Fund - Bankwest	1,893,856			1,893,856	Bankwest		
Trust Fund			10,079	10,079	Bankwest		
Term Deposits							
General Reserve Fund		467,283		467,283	Bankwest	3.85%	Jun-23
Transport Infrastructure Reserve Fund		120,203		120,203	Bankwest	3.80%	May-23
Sporting Clubs Facility Replacement		160,526		160,526	Bankwest	0.50%	Dec-22
Supermarket Guarantee Reserve		50,000		50,000	Bendigo Bank	2.00%	Jun-23
Supermarket Reconstruction Reserve		218,092		218,092	Bankwest	2.88%	Apr-23
Investment Term Deposit 2	1,018,148	0		1,018,148	Bankwest	3.83%	May-23
Shackleton Bowls Club Facility Replacement		5,600		5,600	Bankwest	3.83%	Apr-23
					Bankwest	3.83%	#VALUE!
Total	2,918,842	1,021,704	10,079	3,950,624	Bankwest		

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

KEY INFORMATION

The Transport Infrastructure Reserve was reinvested however the funds are now invested with Bankwest.



Total Cash

\$3.95 M

Unrestricted

\$2.92 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates Receivable	28 Feb 23
	\$
Opening Arrears Previous Years	39,507
Levied this year	1,737,860
Less Collections to date	(1,679,338)
Equals Current Outstanding	98,028
Net Rates Collectable	98,028
% Collected	94.48%

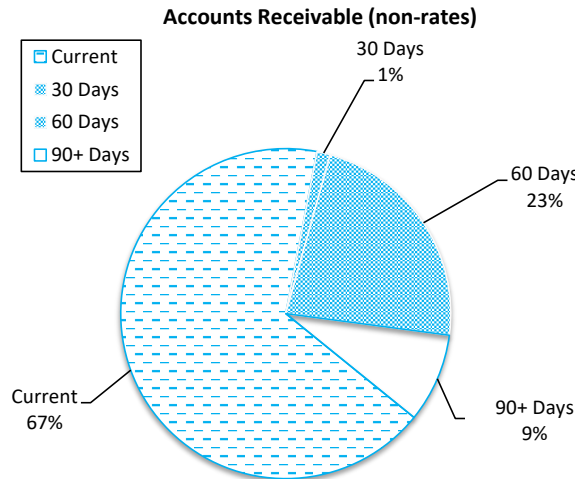
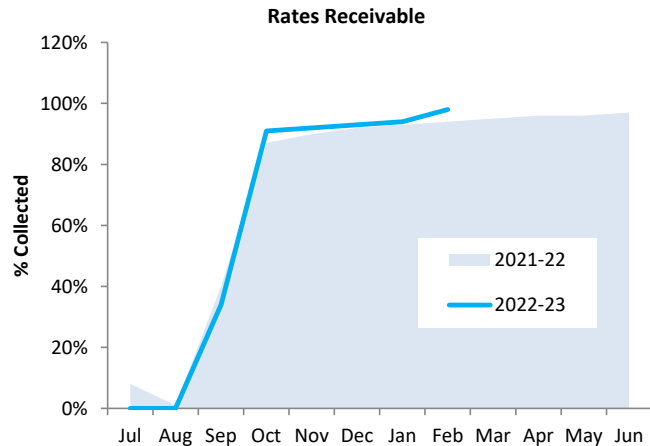
Receivables -	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables -	191,606	3,757	64,840	24,924	285,127
Percentage	67%	1%	23%	9%	100%
Balance per Trial Balance					
Sundry debtors					285,128
Other receivables - Skeleton Weed LAG					113
Total Receivables General Outstanding					285,241
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.

SIGNIFICANT ACCOUNTING POLICIES

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified.



Debtors Due
\$285,241
Over 30 Days
33%
Over 90 Days
9%

Collected	Rates Due
94%	\$98,028

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**OPERATING ACTIVITIES
NOTE 4
RATE REVENUE**

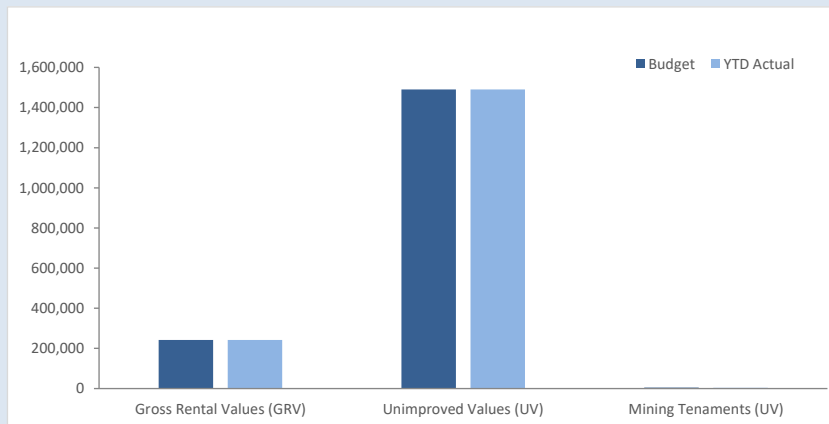
General Rate Revenue	2022-23 Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Values (GRV)	0.078790	211	1,981,920	156,155	0	0	156,155	156,155	0	0	156,155
Unimproved Values (UV)	0.009784	324	150,781,500	1,475,246	0	0	1,475,246	1,475,246	(18)	0	1,475,228
Mining tenements (UV)	0.009784	2	127,941	1,252	0	0	1,252	1,252		0	1,252
Non-Rateable	0.000000	267	195,083	0	0	0	0	0	0	0	0
	Minimum \$										
Gross Rental Values (GRV)	528	163	568,421	86,064	0	0	86,064	86,064	0	83	86,147
Unimproved Values (UV)	528	28	788,000	14,784	0	0	14,784	14,784	0	0	14,784
Mining Tenements (UV)	528	9	154,963	4,752	0	0	4,752	4,752	(458)		4,294
Sub-Totals		1,004	154,597,828	1,738,253	0	0	1,738,253	1,738,253	(476)	83	1,737,860
Discount				0			(43,000)				(44,395)
Amount from General Rates							1,695,253				1,693,465
Ex-Gratia Rates							1,652,253	1,072,253			16,791
Total General Rates							3,347,506				1,710,256

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

Rates were raised in August 2022.



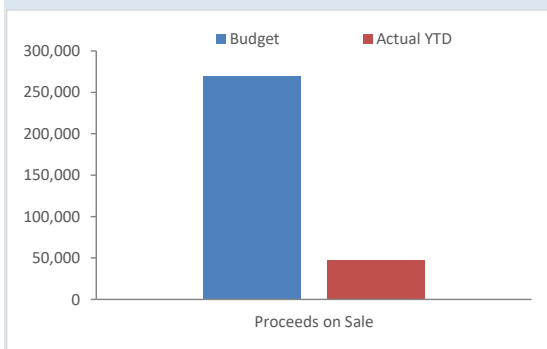
General Rates		
Budget	YTD Actual	%
\$1.7 M	\$1.69 M	100%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	2022-23 Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Governance									
BK1	CEO Vehicle	52,000	60,000	8,000	0				
Law, Order & Public Safety									
BK645	Shackleton Fire Truck	0	0	0	0	32,200	0	0	
Rec & Culture									
	Cricket Wicket Roller	3,500	0	0	(3,500)				
Transport									
BK05	Rec Centre Managers Vehicle	19,500	20,000	500	0				
BK472	Changeover Gardeners Vehicle	23,000	20,000	0	(3,000)				
BK3	MOWS Vehicle	41,000	35,000	0	(6,000)				
BK024	Truck	0	50,000	0	50,000	90,993	47,727	0	(43,266)
BK9282	Boisch Low Loader	32,000	30,000	0	(2,000)		47,727		
BK6670	Ranger FEL	36,000	30,000	0	(6,000)		47,727	#VALUE!	
BK6519	Water Truck	64,000	25,000	0	(39,000)		47,727		
Economic Services									
L1109	113 (Lot 143) Butcher Street, Bruce Rock (143/P142061)								(1,455)
		271,000	270,000	8,500	(9,500)	123,193	47,727	0	(44,721)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$270,000	\$47,727	18%
278,501		
	-580,000	1,661,704

NOTES

This note will be updated once the Audit has been completed.

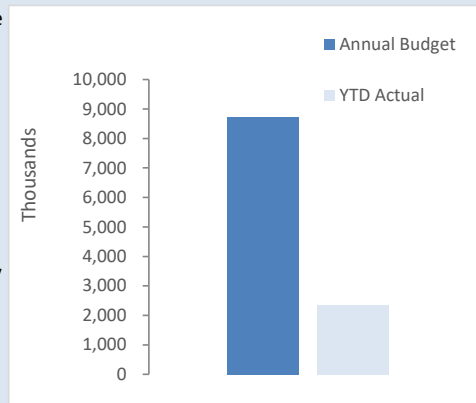
15,000 664,000

Capital Acquisitions	2022-23 Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
		\$	\$	\$
Land & Buildings	4,933,702	2,055,709	592,015	(1,463,694)
Plant & Equipment	1,482,012	617,505	1,123,593	506,088
Furniture & Equipment	95,600	685,083	53,131	(631,952)
Infrastructure - Roads	2,218,695	924,456	587,503	(336,953)
Capital Expenditure Totals	8,730,009	3,702,754	2,356,242	(1,346,512)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,691,134	1,537,973	454,422	(1,083,551)
Other (Disposals)	324,750	135,313	47,727	(87,586)
Contribution - operations	4,214,125	1,821,135	1,801,463	(19,672)
Capital Funding Total	8,730,009	3,702,754	2,356,242	(1,346,512)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$8.73 M	\$2.36 M	27%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.69 M	\$0.45 M	12%

CAPITAL ACQUISITIONS (CONTINUED)

Expenditure	Account Number	202-23 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
Capital Expenditure		8,730,009	3,702,754	2,356,242		
Buildings		4,933,702	2,055,709	592,015	1,463,694	
Complete upgrade of electrical compliance at Admin Building	J04204	11,500	4,792	0	0%	
Amphitheatre BBQ Upgrade - Stronger Communities	J11144	12,000	5,000	0	0%	
Landscape Architect for Playground Development Plans	J11246	10,000	4,167	0	0%	
Water Refill Station - Grant from Water Corp	J13806	5,000	2,083	0	0%	
Rec Centre - Update Gardens and complete BBQ area	J11346	45,000	18,750	0	0%	
Timekeepers Box at Rec Centre	J11304	10,000	4,167	0	0%	
Construction of Supermarket - Building	J13042	4,204,544	1,751,893	580,189	14%	
Construction of Supermarket - Furniture Fittings & Fitout	J13045	237,658	99,024	0	0%	
Construction of Supermarket - Refrigeration & Coolrooms	J13046	398,000	165,833	0	0%	
Equestrian Lease Fencing	J13505	0	0	11,825		✓
Plant & Equipment		1,482,012	617,505	1,123,593	-506,088	
Purchase Plant (BK1) - CEO Vehicle	J04202	59,000	24,583	0	0%	
Purchase Plant (BK645) - Shackleton Fire Truck	J05303	424,012	176,672	424,012	100%	✓
Purchase Plant (BK472) - Workshop Manager Ute Changeover with Ga	J12127	36,000	15,000	0	0%	
Purchase Plant (BK05) - Rec Centre Manager Utility	J12126	31,000	12,917	0	0%	
Purchase Plant - Cricket Pitch Roller	J11351	35,000	14,583	0	0%	
Purchase Plant (BK3) - MOWS Vehicle	J12111	47,000	19,583	6,377	14%	
Purchase Plant (BK024) - Changeover UD Tip Truck	J12142	215,000	89,583	211,500	98%	✓
Purchase Plant (BK9282) - Changeover Boisch Low Loader to Drop Dec	J12148	120,000	50,000	31,440	26%	
Purchase Plant (BK6670) - Changeover Ranger FEL for New Loader for	J12113	370,000	154,167	308,000	83%	
Purchase Plant (BK6519) - Changeover Water Truck for Water Tanker	J12150	145,000	60,417	142,264	98%	✓
Furniture & Equipment		95,600	685,083	53,131	631,952	
Purchase of generator for admin building	J04220	30,000	12,500	0	0%	
Altus Payroll	J04215	15,000	664,000	0	0%	
UPS for Admin Server	J04208	5,600	2,333	7,178	128%	
New Admin Server	J04210	45,000	18,750	45,953	102%	

CAPITAL ACQUISITIONS (CONTINUED)

Expenditure	Account Number	202-23 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
Infrastructure - Roads	2,893,845	2,218,695	924,456	587,503	336,953	
Narembeen & Cumminin Road Intersection	RC045	30,000	12,500	15,696	52%	
Lawrie Rd & Cumminin Road Intersection	0	3,012,707	1,255,294	4,409	29%	
<u>Regional Road Group</u>						
Old Beverley Road - construction	RC050	281,450	117,271	281,592	100%	
Shackleton - Kellerberrin Road - reseal	RC002	162,925	67,885	1,154	1%	
Doodlakine - Bruce Rock Road - reseal	RC173	118,825	49,510	4,074	3%	
<u>Roads to Recovery</u>						
Totadgin Road	RR163	695,005	289,585	97,658	14%	
Corrigin Bruce Rock Road (Edge widening & lines)	RR174	47,200	19,667	0	0%	
<u>Regional Road Safety Program</u>						
Corrigin Bruce Rock Road (Edge widening & lines)	RC174	149,500	62,292	0	0%	
<u>Bridges - Replace with Culverts</u>						
Yarding Ardath Road (Bridge 4059A)	BK014	95,600	39,833	0	0%	
Yarding Ardath Road (Bridge 6023)	BR014A	69,200	28,833	0	0%	
Cukela Road (Bridge 5017)	BR092	58,800	24,500	44,207	75%	
Shackleton Bilbarin Road (Bridge 5130)	BR001	64,200	26,750	63,453	99%	✓
Belka East Road (Bridge 6008)	BR004	69,490	28,954	13,927	20%	
Erikin North Road (Bridge 5085)	BR038	147,000	61,250	0	0%	
Erikin South Road (Bridge 6033)	BR029	126,000	52,500	0	0%	
Old Beverley Road	BR050	0	0	3,095		
<u>Council Funded Footpaths</u>						
Butcher St (Brownlie to Swan St)	FC132	24,000	10,000	37,864	158%	
Noonajin St (small section)	FC135	10,000	4,167	6,283	63%	
<u>Kerb Replacement</u>						
Yelland Road	KR160	9,500	3,958	14,090	148%	
<u>Dams - Community Water Projects</u>						
Turkey Nest Dam	J13612	30,000	12,500	0		
Small Dam	J13613	15,000	6,250	0	0%	

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 28 Feb 2023	Current Liability 28 Feb 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
INC - GPF - WALGGC - Local Roads Grant (FAGS)	0	0	0	0	0	127,501	15,938	95,626
INC - GPF - Grants Commission Grant	0	0	0	0	0		0	429,536
Law, order, public safety								
INC - Fire Prev - Grants	0	0	0	0	0	0	0	31,200
INC - BFB - ESL Operating Grant for BFB	0	0	0	0	0	38,671	4,834	32,607
Transport								
Main Roads Direct Grant	0	0	0	0	0	224,842	28,105	229,678
INC - Roads - Streetlights Subsidy from Main Roads	0	0	0	0	0	5,700	713	0
Economic services								
INC - Comm Dev - Grant for Vietnam Veterans (Back to the Bush Reunion)	0	0	0	0	0	2,500	313	2,000
						2,060,918	49,902	820,647
TOTALS	0	0	0	0	0	2,060,918	49,902	820,647

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 Jul 2022		(As revenue)	28 Feb 2023	28 Feb 2023			
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
INC - BFB - ESL Capital Grant for BFB	0	0	0	0	0	424,012	53,002	424,012
Recreation and culture								
Stronger Communities Grant - BBQ at Amphitheatre	8,000	0	0	8,000	8,000	8,000	1,000	0
Transport								
Roads to Recovery Funding	305,057	0	0	305,057	305,057	870,205	108,776	0
Regional Road Group Funding	0	0	0	0	0	396,157	49,520	317,922
WA LGGC Special Projects Fundings - Bridges	141,333	0	0	141,333	141,333	179,667	22,458	136,500
Main Roads Funded Specific Bridges						323,333	40,417	38,000
Regional Road Safety Grant - BK CR Rd	0	0	0	0	0	147,721	18,465	0
Economic services								
LRCI - Phase 2 Supermarket	262,905	0	0	262,905	262,905	375,500	46,938	0
LRCI - Phase 3 Supermarket	526,302	0	0	526,302	526,302	1,052,500	131,563	0
Community Water Supply Program - Turkey Nest Dam	2,000	0	0	2,000	2,000	20,000	2,500	0
Community Water Supply Program - Round & Town Dams	1,000	0	0	1,000	1,000	10,000	1,250	0
Water Corporation Water Fountain	5,000	0	0	5,000	5,000	0	0	0
	1,960,339	52,631	0	2,012,970	1,251,597	5,468,799	475,887	916,434
TOTALS	1,960,339	52,631	0	2,012,970	1,251,597	5,468,799	475,887	916,434

NOTES

Main Roads grants for projects will be submitted in last week of November once jobs have been reconciled and claims can be processed for commencement and progress.

The Regional Road Safety Grant will require a Budget Amendment as the funds were recognised in 2021-22, changed during the audit.

The Drought Communities Program has been acquitted and so final \$50,000 will be now be paid.

LRCI Phase 1 acquittal is taking place at the moment and after final report submitted, final payment of \$52,630 will be made.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Information on Borrowings Particulars	Year End 2022-23	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Loan 3 - Construct House	220,782	0	0	13,044	26,185	207,738	194,597	1,645	3,192
Economic Services									
Loan 4 - Reconstruct Supermarket	0	0	2,100,000		33,974	0	2,066,026	0	44,229
Other Property and Services									
Total	220,782	0	2,100,000	13,044	902,385	207,738	1,779,351	1,645	47,421

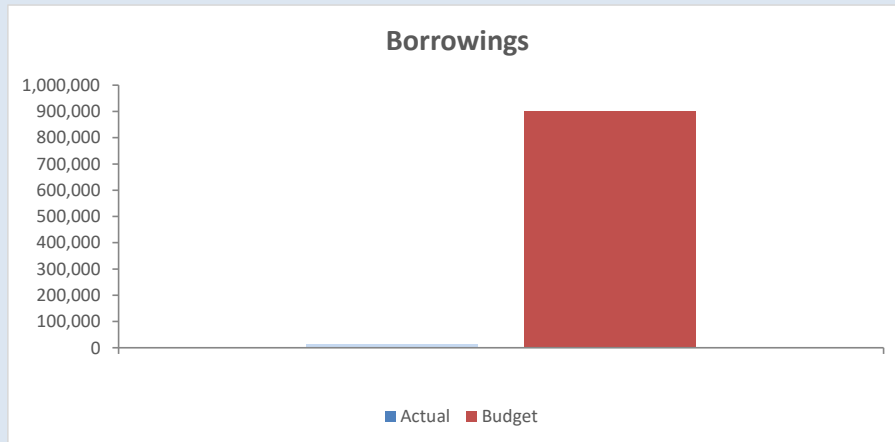
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Dates for repayments 1/11/2022 & 2/5/2023

-580,000 1661704

Principal Repayments

\$13,044

Reserves Bal

\$1.02 M

Interest Expense

\$1,645

Loans Due

\$207,738

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

CASH BACKED RESERVES
NOTE 10

Cash Backed Reserve

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Leave	117,716	1,766	1,415	0	0	0	0	119,482	119,131
Reserves cash backed - Plant Replacement	6,419	96	77	0	0	0	0	6,515	6,496
Reserves cash backed - Housing	226,800	3,402	2,726	0	0	(20,000)	0	210,202	229,526
Reserves cash backed - Council Housing	3,744	56	45	0	0	0	0	3,800	3,789
Reserves cash backed - Transport Infrastructure	754,709	11,321	5,493	0	0	(664,000)	(664,000)	102,030	96,203
Reserves cash backed - Sports Facility Replacement	126,818	1,902	1,524	10,000	0	0	0	138,720	128,342
Reserves cash backed - Bowls SCF	12,667	190	42	6,000	0	0	0	18,857	12,709
Reserves cash backed - Cricket SCF	25,951	389	86	6,000	0	0	0	32,340	26,037
Reserves cash backed - Football SCF	11,999	180	40	6,000	0	0	0	18,179	12,038
Reserves cash backed - Hockey SCF	30,724	461	102	6,000	0	0	0	37,185	30,826
Reserves cash backed - Netball SCF	16,754	251	56	6,000	0	0	0	23,005	16,809
Reserves cash backed - Squash SCF	1,139	17	4	700	0	0	0	1,856	1,143
Reserves cash backed - Tennis SCF	30,714	461	102	6,000	0	0	0	37,175	30,816
Reserves cash backed - Shire Hockey Turf Facility Replacement Reserve	30,048	451	100	15,000	0	0	0	45,499	30,147
Reserves cash backed - Shackleton Bowls SCF	0	94	0	9,400	5,600	0	0	9,494	5,600
Reserves cash backed - Supermarket Guarantee	50,000	0	116	0	0	(50,000)	0	0	50,116
Reserves cash backed - Supermarket Reconstruction Reserve	217,583	3,264	0	0	580,510	(220,847)	0	(0)	218,093
	1,663,783	24,301	11,928	71,100	586,111	(954,847)	(664,000)	813,831	1,017,822

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**NOTE 11
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Budget Running Balance
				\$	\$	\$	\$
	Balance 2022-23 Budget						0
073212	Aircon in Dr House	OCM Oct 22 - 10.2.3	Operating Expenditure			18,000	(18,000)
051304	INC-Fire Grants GEN		Capital Income		21,000		
J04215	Purchase Software - Altus Payroll		Capital Expenditure		15,000		
J04220	Purchase of a Generator for Admin building		Capital Expenditure			30,000	
71210	EXP - Hlth Ins		Capital Expenditure			6,000	
J12126	Rec Centre Manager's Ute (BK05)		Capital Expenditure		11,000		
J13505	Equestrian Lease Fencing		Capital Expenditure			11,000	
				0	47,000	65,000	(18,000)

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**NOTE 12
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 budget materially.

The material variance adopted by Council for the 2022/23 year is \$5,000 or 10% whichever is the greater.

Positive variance under Revenue shows more revenue recognised than compared with the Year to Date Budget.

Positive variance under Expenditure shows less expenditure recognised than compared with the Year to Date Budget.

Reporting Program	Var. from Actual v YTD Budget		Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Rates	569,745	50%	▲	Timing	Rates were levied at the end of August 2022.
Interest Earnings	4,044	15%		Timing	Interest received on investment is higher than anticipated throughout the year; leading to a positive variance.
Other Revenue	(26,244)	(62%)	▼	Timing	This is less than budgeted mainly due to the contributions from Sporting Clubs for their reserves being allocated to Other Revenue.
Expenditure from operating activities					
Depreciation on Non-Current Assets	1,727,816	76%	▼	Timing	Depreciation has now been raised and is less than budgeted due to Infrastructure depreciation being raised at end of financial year.
Interest Expenses	29,262	92%	▲	Timing	Variance due to the timing on interest charges on loan repayments.
Insurance Expenses	(100,803)	(67%)	▼	Timing	Variance mainly due to phasing of the budgeted expenditure. Most of the insurance expense has already taken place in the beginning of the financial year. These expenses also included workers comp and others which are being reviewed at the moment.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,951,098)	(76%)	▼	Timing	
Proceeds from Disposal of Assets	(132,273)	(73%)	▼	Timing	Proceeds from disposed assets updated. Several plant items still to be changed over.
Capital Acquisitions	3,453,764	59%	▲	Timing	The expenditure on Capital projects are lower than budgeted due to the timing of a few projects start and there a few projects that are deferred to the next financial year. A few of the plant and equipment has not been completed due to global shortages. Please refer to the strategic project tracker for more details.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023**

**NOTE 12
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 budget materially.

The material variance adopted by Council for the 2022/33 year is \$5,000 or 10% whichever is the greater.

Positive variance under Revenue shows more revenue recognised than compared with the Year to Date Budget.

Positive variance under Expenditure shows less expenditure recognised than compared with the Year to Date Budget.

Reporting Program	Var. from Actual v YTD Budget\$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Financing Activities					
Proceeds from New Debentures	(1,400,000)	(100%)	▼	Timing	The new loan hasn't been drawn down yet.
Transfer from Reserves	649,000	4327%	▲	Timing	As per the council resolution, a \$640k has been transferred from the Transport Reserve; out of which \$580k had a change in purpose to be used in the supermarket construction. The remaining \$60k was transferred as a part of Plant Replacement Program for the purchase of the loader. In essence, there was a transfer of a total of \$640k. However, adhering to compliances and appropriate accounting, a second entry (being just "In and Out" of \$580k) is performed in the supermarket Reserve, making this almost double. There is a reverse entry in the section- Transfer to Reserve balancing it back to \$640k.
Repayment of Debentures	27,062	67%	▲	Timing	First repayment of loan occurred for the year was in November. Less than budgeted as included the supermarket loan in the budget.
Transfer to Reserves	(920,062)	(1447%)	▼	Timing	Variance due to a balancing entry for Supermarket reserve from the Transport reserve to show the movements and phasing in the budgeted movements are inaccurate.



STRATEGIC PROJECTS TRACKER

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

		28/02/2023						28/02/2023					
Account Number	GL / Job	Project Description	Project Type	2022/23 Original Budget	2022/23 Current Budget	Outstanding Purchase Orders	2022/23 YTD Actual	Variance	Total Committed Expenditure	Responsible Officer			Comment
		Buildings											
	J04204	Upgrade Electrical Compliance at Admin Building		11,500	11,500	7,950	-	3,550	7,950	EHO	2	●	Project to be reviewed due to technical requirements and to be rebudgeted for next financial year In progress In progress for quotes To be deferred to next FY Completed In Progress On Track On Track On Track Completed
	J11144	Amphitheatre BBQ Upgrade (Stronger Communities Grant)		12,000	12,000	-	-	12,000	-	CDO	3	●	
	J11246	CBD Revitalisation - Landscape Architect for Playground		10,000	10,000	-	-	10,000	-	CEO/CDO	3	●	
	J13806	Water Refill Station (Funded by Water Corp)		5,000	5,000	-	-	5,000	-	CEO	1	●	
	J11346	Drainage Works for Rec Centre Carpark (partly funded Drought Funding 20-21)		45,000	45,000	-	-	45,000	-		4	●	
	J11304	Timekeepers Box Access Upgrade		10,000	10,000	-	-	10,000	-	EHO/CEO	3	●	
	J13042	Construction of Supermarket - Building		4,204,544	4,204,544	4,468,988	580,189	(844,634)	5,049,178	CEO	3	●	
	J13045	Construction of Supermarket - Furniture Fittings & Fitout		237,658	237,658	-	-	237,658	-	CEO	3	●	
	J13046	Construction of Supermarket - Refrigeration & Coolrooms		398,000	398,000	-	-	398,000	-	CEO	3	●	
	J13505	Equestrian Lease Fencing		11,000	11,000	-	11,825	(825)	11,825	DCEO	4	●	
		Plant & Equipment											
	J04202	Purchase Plant (BK1)		59,000	59,000	56,082	-	2,918	56,082	MOWS	3	●	On Track, waiting on delivery
	J05303	Shackleton Fire Truck		424,012	424,012	-	424,012	0	424,012	MOWS	4	●	Completed
	J12127	Gardener's Ute (BK472)		36,000	36,000	-	-	36,000	-	MOWS	3	●	To be replaced with BK10
	J12126	Rec Centre Manager's Ute (BK05)		31,000	20,000	-	-	20,000	-	MOWS	1	●	To be dereferred to next FY as there is not stock available due to global shortages, included in budget amendment
	J11351	Cricket Wicket Roller		35,000	35,000	34,536	-	464	34,536	MOWS	3	●	Expected by Mar, waiting for the hydraulics
	J12111	Purchase BK3 - MOWS Vehicle		47,000	47,000	-	6,377	40,623	6,377	MOWS	4	●	Completed
	J12142	Purchase New Prime Mover (BK024)		215,000	215,000	-	211,500	3,500	211,500	MOWS	4	●	Completed
	J12148	Bosich Low Loader upgraded to Drop Deck (BK9282)		120,000	120,000	-	31,440	88,560	31,440	MOWS	3	●	On Track- expected in March, waiting to be tarded
	J12113	Changeover Ranger FEL & new loader to Construction Crew (BK6670)		370,000	370,000	-	308,000	62,000	308,000	MOWS	4	●	Completed
	J12150	Replace water truck with water tanker (BK6519)		145,000	145,000	-	142,264	2,736	142,264	MOWS	4	●	Completed
		Furniture & Equipment											
	J04215	Purchase Software - Altus Payroll		30,000	15,000	44,912	-	(29,912)	44,912		2	●	To be deferred to next FY
	J04208	UPS for Officer Server		5,600	5,600	-	7,178	(1,578)	7,178		4	●	Completed
	J04210	New Server for Admin Building (Wallis Computers)		45,000	45,000	-	45,953	(953)	45,953		4	●	Completed
	J04220	Purchase of a Generator for Admin building		0	30,000	-	-	30,000	-		4	●	50% contribution from Shire.....
		Infrastructure Roads											
	RC045	RC Cummin Rd & Bruce Rock Naremben Road Intersection (Council Funded 2022-23)		30,000	30,000	-	15,696	14,304	15,696		3	●	To be reviewed in the forthcoming budget amendment
	RC024	RC Lawrie Rd (Intersection with Cummin Road)		15,000	15,000	-	4,409	10,591	4,409		4	●	Completed
		Regional Road Group Works (RRG)											
	RC050	RC Old Beverley Rd (Regional Road Group)		281,450	281,450	141,003	281,592	(141,146)	422,596		4	●	Completed
	RC002	RC Kellerberrin-Shackleton Rd (Regional Road Group 22-23)		162,925	162,925	-	1,154	161,771	1,154		3	●	Project started, estimated completion in May
	RC173	RC Doodlakine-Bruce Rock Rd		118,825	118,825	-	4,074	114,751	4,074		3	●	Project started, estimated completion in May
		Roads to Recovery (R2R)											
	RR163	R2R - Totadgin Road		695,005	695,005	3,636	97,658	593,710	101,295		3	●	On Track
	RR174	R2R - Corrigin Bruce Rock Road		47,200	47,200	-	-	47,200	-		3	●	On Track
		Regional Road Safety Program											
	RC174	RC Corrigin-Bruce Rock Rd		149,500	149,500	114,175	-	35,325	114,175		3	●	On Track

Account Number	GL / Job	Project Description	Project Type	2022/23 Original Budget	2022/23 Current Budget	Outstanding Purchase Orders	2022/23 YTD Actual	Variance	Total Committed Expenditure	Responsible Officer			Comment
		<u>Bridges - Replace with Culverts</u>											
	BR014	Yarding Ardath Rd (Bridge No 4059A)		95,600	95,600	-	-	95,600	-		2	●	To be deferred to next FY
	BR014A	Yarding Ardath Road (Bridge No 6023)		69,200	69,200	-	-	69,200	-		2	●	To be deferred to next FY
	BR092	Bridges - Cukela Rd (Bridge 5017)		58,800	58,800	-	44,207	14,593	44,207		4	●	Completed
	BR001	Shackleton Bilbarin Road (Bridge No 5130)		64,200	64,200	-	63,453	747	63,453		4	●	Completed
	BR004	Bridges - Belka East Rd (Bridge 6008)		69,490	69,490	-	13,927	55,563	13,927		3	●	Commencing in March
	BR038	Erikin North Rd (Bridge no; 5085)		147,000	147,000	-	-	147,000	-		3	●	Commencing in April
	BR029	Erikin South Rd (Bridge no; 6033)		126,000	126,000	-	-	126,000	-		2	●	To be deferred to next FY
		<u>Council Funded Footpaths</u>											
	FC132	Footpath Construction - Butcher Street		24,000	24,000	-	37,864	(13,864)	37,864		4	●	Completed, some of the costs to be journalled to the right account- to be reviewed
	FC135	FC - Noonajin St (Bwt Swan & Bruce St)		10,000	10,000	-	6,283	3,717	6,283		4	●	Completed
		<u>Kerb Replacement</u>											
	KR160	Kerb Replacement - Yelland Rd		9,500	9,500	-	14,090	(4,590)	14,090		4	●	Completed
		<u>Dams - Community Water Projects</u>											
	J13612	Turkey Nest Dam - Community Water Project Grant Funded	555	30,000	30,000	-	-	30,000	-		2	●	There is a little bit of water, yet to confirm the start date
	J13613	Small Dams - Community Water Project Grant	555	15,000	15,000	-	-	15,000	-		2	●	Its full of water , may be carried over to next financial year
				8,726,009	8,730,009	4,871,282	2,356,242	1,502,485	7,227,524				



STRATEGIC PROJECTS TRACKER

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

		28/02/2023						28/02/2023					
Account Number	GL / Job	Project Description	Project Type	2022/23 Original Budget	2022/23 Current Budget	Outstanding Purchase Orders	2022/23 YTD Actual	Variance	Total Committed Expenditure	Responsible Officer			Comment
		Buildings											
	J04204	Upgrade Electrical Compliance at Admin Building		11,500	11,500	7,950	-	3,550	7,950	EHO	2	●	Project to be reviewed due to technical requirements and to be rebudgeted for next financial year In progress In progress for quotes To be deferred to next FY Completed In Progress On Track On Track On Track Completed
	J11144	Amphitheatre BBQ Upgrade (Stronger Communities Grant)		12,000	12,000	-	-	12,000	-	CDO	3	●	
	J11246	CBD Revitalisation - Landscape Architect for Playground		10,000	10,000	-	-	10,000	-	CEO/CDO	3	●	
	J13806	Water Refill Station (Funded by Water Corp)		5,000	5,000	-	-	5,000	-	CEO	1	●	
	J11346	Drainage Works for Rec Centre Carpark (partly funded Drought Funding 20-21)		45,000	45,000	-	-	45,000	-		4	●	
	J11304	Timekeepers Box Access Upgrade		10,000	10,000	-	-	10,000	-	EHO/CEO	3	●	
	J13042	Construction of Supermarket - Building		4,204,544	4,204,544	4,468,988	580,189	(844,634)	5,049,178	CEO	3	●	
	J13045	Construction of Supermarket - Furniture Fittings & Fitout		237,658	237,658	-	-	237,658	-	CEO	3	●	
	J13046	Construction of Supermarket - Refrigeration & Coolrooms		398,000	398,000	-	-	398,000	-	CEO	3	●	
	J13505	Equestrian Lease Fencing		11,000	11,000	-	11,825	(825)	11,825	DCEO	4	●	
		Plant & Equipment											
	J04202	Purchase Plant (BK1)		59,000	59,000	56,082	-	2,918	56,082	MOWS	3	●	On Track, waiting on delivery
	J05303	Shackleton Fire Truck		424,012	424,012	-	424,012	0	424,012	MOWS	4	●	Completed
	J12127	Gardener's Ute (BK472)		36,000	36,000	-	-	36,000	-	MOWS	3	●	To be replaced with BK10
	J12126	Rec Centre Manager's Ute (BK05)		31,000	20,000	-	-	20,000	-	MOWS	1	●	To be dereferred to next FY as there is not stock available due to global shortages, included in budget amendment
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	J12150	Replace water truck with water tanker (BK6519)		145,000	145,000	-	142,264	2,736	142,264	MOWS	4	●	Completed
		Furniture & Equipment											
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	J04208	UPS for Officer Server		5,600	5,600	-	7,178	(1,578)	7,178		4	●	Completed
	J04210	New Server for Admin Building (Wallis Computers)		45,000	45,000	-	45,953	(953)	45,953		4	●	Completed
	J04220	Purchase of a Generator for Admin building		0	30,000	-	-	30,000	-		4	●	50% contribution from Shire.....
		Infrastructure Roads											
	RC045	RC Cummin Rd & Bruce Rock Naremben Road Intersection (Council Funded 2022-23)		30,000	30,000	-	15,696	14,304	15,696		3	●	To be reviewed in the forthcoming budget amendment
	RC024	RC Lawrie Rd (Intersection with Cummin Road)		15,000	15,000	-	4,409	10,591	4,409		4	●	Completed
		Regional Road Group Works (RRG)											
	RC050	RC Old Beverley Rd (Regional Road Group)		281,450	281,450	141,003	281,592	(141,146)	422,596		4	●	Completed
	RC002	RC Kellerberrin-Shackleton Rd (Regional Road Group 22-23)		162,925	162,925	-	1,154	161,771	1,154		3	●	Project started, estimated completion in May
	RC173	RC Doodlakine-Bruce Rock Rd		118,825	118,825	-	4,074	114,751	4,074		3	●	Project started, estimated completion in May
		Roads to Recovery (R2R)											
	RR163	R2R - Totadgin Road		695,005	695,005	3,636	97,658	593,710	101,295		3	●	On Track
	RR174	R2R - Corrigin Bruce Rock Road		47,200	47,200	-	-	47,200	-		3	●	On Track
		Regional Road Safety Program											
	RC174	RC Corrigin-Bruce Rock Rd		149,500	149,500	114,175	-	35,325	114,175		3	●	On Track

Account Number	GL / Job	Project Description	Project Type	2022/23 Original Budget	2022/23 Current Budget	Outstanding Purchase Orders	2022/23 YTD Actual	Variance	Total Committed Expenditure	Responsible Officer			Comment
		<u>Bridges - Replace with Culverts</u>											
	BR014	Yarding Ardath Rd (Bridge No 4059A)		95,600	95,600	-	-	95,600	-		2	●	To be deferred to next FY
	BR014A	Yarding Ardath Road (Bridge No 6023)		69,200	69,200	-	-	69,200	-		2	●	To be deferred to next FY
	BR092	Bridges - Cukela Rd (Bridge 5017)		58,800	58,800	-	44,207	14,593	44,207		4	●	Completed
	BR001	Shackleton Bilbarin Road (Bridge No 5130)		64,200	64,200	-	63,453	747	63,453		4	●	Completed
	BR004	Bridges - Belka East Rd (Bridge 6008)		69,490	69,490	-	13,927	55,563	13,927		3	●	Commencing in March
	BR038	Erikin North Rd (Bridge no; 5085)		147,000	147,000	-	-	147,000	-		3	●	Commencing in April
	BR029	Erikin South Rd (Bridge no; 6033)		126,000	126,000	-	-	126,000	-		2	●	To be deferred to next FY
		<u>Council Funded Footpaths</u>											
	FC132	Footpath Construction - Butcher Street		24,000	24,000	-	37,864	(13,864)	37,864		4	●	Completed, some of the costs to be journalled to the right account- to be reviewed
	FC135	FC - Noonajin St (Bwt Swan & Bruce St)		10,000	10,000	-	6,283	3,717	6,283		4	●	Completed
		<u>Kerb Replacement</u>											
	KR160	Kerb Replacement - Yelland Rd		9,500	9,500	-	14,090	(4,590)	14,090		4	●	Completed
		<u>Dams - Community Water Projects</u>											
	J13612	Turkey Nest Dam - Community Water Project Grant Funded	555	30,000	30,000	-	-	30,000	-		2	●	There is a little bit of water, yet to confirm the start date
	J13613	Small Dams - Community Water Project Grant	555	15,000	15,000	-	-	15,000	-		2	●	Its full of water , may be carried over to next financial year
				8,726,009	8,730,009	4,871,282	2,356,242	1,502,485	7,227,524				

List of Accounts February 2023				
Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT20946	02/02/2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	682.00
EFT20947	01/02/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/01/2023 (EOM TRANSACTION)	6,118.90
EFT20948	02/02/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 31/01/2023 (EOM TRANSACTION)	239.70
EFT20949	03/02/2023	ANKAME PTY LTD	ROOF ANCHOR EQUIPMENT	390.13
EFT20950	03/02/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	2,706.04
EFT20951	03/02/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	452.39
EFT20952	03/02/2023	CHRISTINE GRAHAM	REFUND OF RETIREMENT UNIT RENT PAID TO SHIRE IN ERROR LESS GAS INVOICE	493.25
EFT20953	03/02/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	1,550.62
EFT20954	03/02/2023	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 01/02/2023	2,021.04
EFT20955	03/02/2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	34.36
EFT20956	03/02/2023	DAVID FRANK HAYES-THOMPSON	REFUND OVERPAYMENT OF RENT	78.00
EFT20957	03/02/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	1,559.48
EFT20958	03/02/2023	JULIAN GOLDACRE	REIMBURSEMENT OF EXPENSES	184.58
EFT20959	03/02/2023	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 01/02/2023	2,500.00
EFT20960	03/02/2023	MARTINS PRODUCE	SUPERMARKET ORDER	6,698.07
EFT20961	03/02/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	8,328.62
EFT20962	03/02/2023	TOLL TRANSPORT PTY LTD	FREIGHT	182.37
EFT20963	03/02/2023	DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT	ACCOMMODATION FOR STAFF TRAINING	572.00
EFT20964	06/02/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR JANUARY 2023	620.73
EFT20965	06/02/2023	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR JANUARY 2023	806.03
EFT20966	07/02/2023	STAR TRACK EXPRESS PTY LIMITED	FREIGHT CHARGES	6.24
EFT20967	07/02/2023	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	10.58
EFT20968	09/02/2023	BADGELINK	STAFF UNIFORM	70.50
EFT20969	09/02/2023	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION(CONTROLLED WASTE)	BRUCE ROCK WASTE MANAGEMENT FACILITY FEE	88.00
EFT20970	09/02/2023	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION CLAIM 3	218,041.22
EFT20971	09/02/2023	G & D GARDENZ	FIRE HAZARD REDUCTION WORKS	150.00
EFT20972	09/02/2023	HISCO PTY LTD	LINEN FOR CARAVAN PARK	48.30
EFT20973	09/02/2023	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR PBK1018	135.60
EFT20974	09/02/2023	KENNARDS HIRE MIDLAND	TEMPORARY TRAFFIC LIGHT HIRE	1,999.98
EFT20975	09/02/2023	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	37,180.00
EFT20976	09/02/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	OFFICER ATTENDING FINANCIAL PROFESSIONALS CONFERENCE AND WORKSHOP	1,615.00
EFT20977	09/02/2023	MARTINS PRODUCE	SUPERMARKET ORDER	4,302.11
EFT20978	09/02/2023	MCCALL MOTORS PTY LTD	MATERIALS FOR WORKSHOP	516.80
EFT20979	09/02/2023	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING	70.40
EFT20980	09/02/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	21,593.84
EFT20981	09/02/2023	MOORE AUSTRALIA	BUDGET WORKSHOP	1,155.00
EFT20982	09/02/2023	NUTRIEN AG SOLUTIONS	MATERIALS FOR GARDEN CREW	247.50
EFT20983	09/02/2023	OFFICE OF REGIONAL ARCHITECTURE	ARCHITECTURAL SERVICES FOR SUPERMARKET	5,280.73
EFT20984	09/02/2023	OFFICEWORKS BUSINESS DIRECT	STATIONARY	285.99
EFT20985	09/02/2023	PORTER CONSULTING ENGINEERS	CONSULTANCY SERVICES FOR NAREMBEEN - CUMMIN ROAD JUNCTION	4,620.00
EFT20986	09/02/2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	11,949.72
EFT20987	09/02/2023	TELSTRA	TELEPHONE USAGE CHARGES	1,576.07
EFT20988	09/02/2023	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	110.30
EFT20989	10/02/2023	ARTHUR JONES PTY LTD T/A PERTH MONUMENTAL WORKS	NICHE WALL PLAQUE	776.00
EFT20990	10/02/2023	AUSTRALIA POST	POSTAGE CHARGES	133.80
EFT20991	10/02/2023	AVON WASTE	RECYCLING NOVEMBER AND JANUARY 2022	7,933.64
EFT20992	10/02/2023	BITUTEK PTY LTD (CONTRACTING)	ROAD SEALING	152,870.80
EFT20993	10/02/2023	BLACKWOODS	PPE	748.95
EFT20994	10/02/2023	BOC LIMITED	GAS BOTTLE RENTAL	113.16
EFT20995	10/02/2023	BP MEDICAL	MED CENTRE SUPPLIES	37.11
EFT20996	10/02/2023	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	ROCK REVIEW SALES	190.00
EFT20997	10/02/2023	BRUCE ROCK DISTRICT CLUB	COUNCIL FUNCTION REFRESHMENTS	270.00
EFT20998	10/02/2023	BRUCE ROCK ENGINEERING	SUPPLY 2 PACK PAINT	370.31
EFT20999	10/02/2023	BRUCE ROCK LPO	STATIONARY	250.62
EFT21000	10/02/2023	BRUCE ROCK TYRES	TYRES FOR PBK9270	661.63
EFT21001	10/02/2023	BUNNINGS NORTHAM	MATERIALS FOR ROAD MAINTENANCE	45.66
EFT21002	10/02/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	1,660.12
EFT21003	10/02/2023	CHAIN APPLICATIONS PTY LTD T/A THE RIGGING SHED	LOAD BINDERS	308.00
EFT21004	10/02/2023	CJD EQUIPMENT PTY LTD	PARTS FOR BK373	773.83
EFT21005	10/02/2023	CLEANAWAY DANIELS SERVICES PTY LTD	DSIPOSAL OF SHARPS	108.32
EFT21006	10/02/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	352.88
EFT21007	10/02/2023	COMBINED PEST CONTROL WA P/L	PEST CONTROL	447.30
EFT21008	10/02/2023	CORPCLOUD PTY LTD	IT SUPPORT FOR MED CENTRE	544.77
EFT21009	10/02/2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	33.80
EFT21010	10/02/2023	CUTTING EDGES EQUIPMENT PARTS P/L	RIPPER SHANKS	167.57
EFT21011	10/02/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	3,757.30
EFT21012	10/02/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	POOL CHEMICALS	4,376.50

EFT21013	10/02/2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK010,BK08 AND BK51	983.44
EFT21014	10/02/2023	FILTERS PLUS WA	GREASE GUNS	147.84
EFT21015	10/02/2023	FLEET FITNESS	GYM EQUIPMENT PARTS	77.00
EFT21016	10/02/2023	FULCRUM STRUCTURAL ENGINEERING PTY LTD	SUPERMARKET CONSULTANCY	682.00
EFT21017	10/02/2023	GAP SOLUTIONS PTY LTD	QUARTERLY SUPPORT LICENSE FOR SUPERMARKET SOFTWARE	874.50
EFT21018	10/02/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	255.08
EFT21019	10/02/2023	PERLEX HOLDINGS PTY LTD T/A MAD COW ENTERTAINMENT COMPANY OF WA	INFLATABLES FOR COMMUNITY SUNDOWNER	1,780.00
EFT21020	10/02/2023	REPCO	SEAT COVERS FOR BK3	44.20
EFT21021	10/02/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	1,976.54
EFT21022	10/02/2023	SEEK LIMITED	RECRUITMENT ADVERTISING	313.50
EFT21023	10/02/2023	SHRED-X PTY LTD	SECURE SHREDDING SERVICES	135.27
EFT21024	10/02/2023	STEWART & HEATON CLOTHING CO. PTY LTD	UNIFORMS FOR VOLUNTEER BUSHFIRE BRIGADES	434.37
EFT21025	10/02/2023	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	582.80
EFT21026	10/02/2023	TOLL TRANSPORT PTY LTD	FREIGHT	32.00
EFT21027	10/02/2023	WALLIS COMPUTER SOLUTIONS	IT SOFTWARE	825.55
EFT21028	10/02/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	242.00
EFT21029	10/02/2023	WHEATBELT REFRIGERATION AND AIR CONDITIONING	COOLING REPAIRS AT VARIOUS SHIRE PROPERTIES	1,326.05
EFT21030	10/02/2023	WURTH	WORKSHOP CONSUMABLES	618.97
EFT21031	13/02/2023	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR FEBRUARY 2023	1,119.78
EFT21032	01/02/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS WEEK ENDING 22/01/2023	479.15
EFT21033	08/02/2023	THE WEST AUSTRALIAN	NEWSPAPERS WEEK ENDING 29/01/2023	401.27
EFT21034	16/02/2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	682.00
EFT21035	17/02/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	1,510.66
EFT21036	17/02/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	1,016.05
EFT21037	17/02/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	1,431.91
EFT21038	17/02/2023	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 15/02/2023	505.26
EFT21039	17/02/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	1,710.45
EFT21040	17/02/2023	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 15/02/2023	2,500.00
EFT21041	17/02/2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	1 STED SUBSIDY	1,250.00
EFT21042	17/02/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	288.48
EFT21043	17/02/2023	MARTINS PRODUCE	SUPERMARKET ORDER	4,048.35
EFT21044	17/02/2023	MCLEODS BARRISTERS & SOLICITORS	REGISTER LEASE FOR HANGER AT AIRSTRIP	187.60
EFT21045	17/02/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	12,710.71
EFT21046	17/02/2023	NARROGIN REMOVALS & STORAGE	RECRUITMENT EXPENSE	2,480.00
EFT21047	21/02/2023	AUSTRALIAN TAXATION OFFICE	BAS FOR JANUARY 2023	5,465.00
EFT21048	24/02/2023	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	892.18
EFT21049	24/02/2023	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	PLANT HIRE	825.00
EFT21050	24/02/2023	BRUCE ROCK CAFE - LOVE THAT FOOD	OFFICE REFRESHMENTS	82.50
EFT21051	24/02/2023	BRUCE ROCK DISTRICT CLUB	COUNCIL MEETING LUNCH & REFRESHMENTS AND REFRESHMENT FOR COMMUNITY SUNDOWNER	1,251.70
EFT21052	24/02/2023	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT, MANAGEMENT FEES AND WATER USAGE	732.29
EFT21053	24/02/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	886.63
EFT21054	24/02/2023	CITY OF KALAMUNDA	BUILDING SERVICES ADMINISTRATION FEE	582.65
EFT21055	24/02/2023	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	3,781.02
EFT21056	24/02/2023	COLESTAN ELECTRICS	ELETRICAL MAINTENANCE ON SHIRE PROPERTIES	277.16
EFT21057	24/02/2023	CRISP WIRELESS PTY LTD	INTERNET SUBSCRIPTION	681.75
EFT21058	24/02/2023	CUTTING EDGES EQUIPMENT PARTS P/L	RIPPER BOOTS	1,412.30
EFT21059	24/02/2023	EASTERN DISTRICTS PANEL BEATERS	REPLACEMENT WINDSCREEN BK51	455.00
EFT21060	24/02/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	2,091.17
EFT21061	24/02/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	AQUATIC CENTRE CHEMICALS	2,601.06
EFT21062	24/02/2023	FILTERS PLUS WA	WORKSHOP CONSUMABLES	119.68
EFT21063	24/02/2023	FORTH CONSULTING PTY LTD	SUPERMARKET CONSTRUCTION PHASE WORKS	2,200.00
EFT21064	24/02/2023	HERSEY'S SAFETY PTY LTD	WORKSHOP CONSUMABLES	1,349.12
EFT21065	24/02/2023	KENNARDS HIRE MIDLAND	TEMPORARY TRAFFIC LIGHT HIRE	1,000.00
EFT21066	24/02/2023	LG ASSIST ANZ PTY LTD	RECRUITMENT ADVERTISING	330.00
EFT21067	24/02/2023	LIBERTY OIL RURAL PTY LTD	WORKSHOP CONSUMABLES	975.60
EFT21068	24/02/2023	LOCAL GOVERNMENT WORKS ASSOCIATION OF WESTERN AUSTRALIA INC	ANNUAL MEMBERSHIP	100.00
EFT21069	24/02/2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	MAINTENANCE ON SHIRE OFFICE BUILDING	121.00
EFT21070	24/02/2023	M & W KITCHENS & CABINETS	KITCHEN REPAIRS AT SHIRE HOUSE	979.00
EFT21071	24/02/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	371.71
EFT21072	24/02/2023	MARTINS PRODUCE	SUPERMARKET ORDER	2,414.83
EFT21073	24/02/2023	MERREDIN GLAZING SERVICE	INSTALL WINDOW SHUTTERS AT SHIRE HOUSE	8,353.40
EFT21074	24/02/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	6,674.57
EFT21075	24/02/2023	NAPA	WORKSHOP CONSUMABLES	170.23
EFT21076	24/02/2023	OFFICE OF THE AUDITOR GENERAL	AUDIT EXPENSES	1,650.00
EFT21077	24/02/2023	OFFICEWORKS BUSINESS DIRECT	STATIONARY	205.67
EFT21078	24/02/2023	QUEST INNALOO	STAFF TRAINING ACCOMMODATION	1,206.00
EFT21079	24/02/2023	R2K CONTRACTING	HYDRAULIC HOSE FOR BK1047	107.05
EFT21080	24/02/2023	SMITH, MICHELLE LEAH T/A MI FAMILIA FLAVOURS	COUNCIL FUNCTION CATERING	1,750.00
EFT21081	24/02/2023	SOUTH REGIONAL TAFE	STAFF TRAINING	190.00

EFT21082	24/02/2023	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE EMPLOYMENT MEDICALS	280.00
EFT21083	24/02/2023	SIGMA CHEMICALS	MATERIALS FOR AQUATIC CENTRE	4,196.60
EFT21084	24/02/2023	STATEWIDE BEARINGS	PARTS FOR SMALL PLANT	85.80
EFT21085	24/02/2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	1,812.18
EFT21086	24/02/2023	TELSTRA	TELEPHONE USAGE CHARGES	2,526.68
EFT21087	24/02/2023	THE TRUSTEE FOR THE SHACKLETON BULK HAULAGE TRUST T/A SHACKLETON BULK HAULAGE	CONCRETE SAND AND METAL FOR BATCHING PLANT	13,654.35
EFT21088	24/02/2023	WALLIS COMPUTER SOLUTIONS	MICROSOFT OFFICE SUBSCRIPTIONS AND IT SUPPORT	10,562.71
EFT21089	24/02/2023	WURTH	MATERIALS FOR WORKSHOP	532.22
EFT21090	24/02/2023	CUTTING EDGES EQUIPMENT PARTS P/L	SCARIFIER SHANKS	342.87
EFT21091	24/02/2023	SCAVENGER SUPPLIES	FIRE FIGHTING SUPPLIES	2,024.00
EFT21092	15/02/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 05/02/2023	495.92
EFT21093	22/02/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 12/02/2023	433.53
Total EFTs				657,089.17
Municipal Account Cheques				
111	03/02/2023	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP, PLATE CHANGE	18.50
112	03/02/2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	13,630.66
113	09/02/2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	1,884.99
114	24/02/2023	WATER CORPORATION	WATER SERVICE INSTALLATION AT SHIRE PROPERTY	7,796.45
Total Cheques				23,330.60
Wages and Salaries				
	01/02/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 01/02/2023	88,106.94
	15/02/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 15/02/2023	86,703.88
Total Wages and Salaries				174,810.82
Municipal Account Direct Debit				
DD8813.1	01/02/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	10,720.72
DD8813.2	01/02/2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	362.01
DD8813.3	01/02/2023	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	130.43
DD8813.4	01/02/2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	574.06
DD8813.5	01/02/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	242.68
DD8813.6	01/02/2023	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	100.46
DD8813.7	01/02/2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	243.32
DD8813.8	01/02/2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	280.30
DD8813.9	01/02/2023	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	785.86
DD8854.1	15/02/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	10,238.43
DD8854.2	15/02/2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	334.96
DD8854.3	15/02/2023	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	125.82
DD8854.4	15/02/2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	576.14
DD8854.5	15/02/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	244.37
DD8854.6	15/02/2023	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	100.46
DD8854.7	15/02/2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	244.14
DD8854.8	15/02/2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	168.40
DD8854.9	15/02/2023	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	785.86
DD8813.10	01/02/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	369.00
DD8813.11	01/02/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,323.07
DD8813.12	01/02/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	283.07
DD8813.13	01/02/2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	193.81
DD8813.14	01/02/2023	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	109.56
DD8813.15	01/02/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	240.17
DD8854.10	15/02/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	402.55
DD8854.11	15/02/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2,046.08
DD8854.12	15/02/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	284.34
DD8854.13	15/02/2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	193.81
DD8854.14	15/02/2023	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	112.01
DD8854.15	15/02/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	244.05
Total Direct Debits				33,059.94
Credit Card Payments				
EFT21031	13/02/2023	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	151.80
		BENDIGO BANK	CARD FEE	4.00
		ACTIVE8ME	INTERNET FOR JANUARY/FEBRUARY	45.40
		ROYAL DOULTON	STAFF LEAVING GRATUITY	299.00
		THE RIZT CARLTON PERTH	STAFF LEAVING GRATUITY	319.73
		WESTNET	INTERNET FOR FEBRUARY	89.95
			INTERNET FOR FEBRUARY	109.95
			INTERNET FOR FEBRUARY	99.95
Total Credit Card Payments				1,119.78
Total Municipal Account EFT Payments				657,089.17
Total Municipal Account Cheque Payments				23,330.60
Total Trust Account EFT Payments				0.00
Total Trust Account Cheque Payments				0.00
Total Wages				207,870.76
Total				888,290.53

SHIRE OF BRUCE ROCK

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 28 FEBRUARY 2023

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

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SHIRE OF BRUCE ROCK
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28 FEBRUARY 2023

Note	Budget v Actual		Predicted				
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)		
	\$	\$	\$	\$	\$		
OPERATING ACTIVITIES							
Net current assets at start of financial year surplus/(deficit)	4.5.2	2,625,000	2,603,214	(21,786)	0	2,603,214	▼
Revenue from operating activities (excluding rates)							
Specified area rates	4.1.1	16,791	16,791	0	0	16,791	
Operating grants, subsidies and contributions	4.1.2	1,313,529	925,811	(387,718)	387,718	1,313,529	
Fees and charges	4.1.3	2,208,985	1,546,164	(662,821)	662,821	2,208,985	
Interest earnings	4.1.6	40,701	31,178	(9,523)	9,523	40,701	
Other revenue	4.1.7	63,000	15,756	(47,244)	47,244	63,000	
Profit on asset disposals	4.1.8	8,500	909	(7,591)	7,591	8,500	
		3,651,506	2,536,610	(1,114,896)	1,114,896	3,651,506	
Expenditure from operating activities							
Employee costs	4.2.1	(2,812,257)	(1,913,795)	898,462	(898,462)	(2,812,257)	
Materials and contracts	4.2.2	(3,207,053)	(1,935,214)	1,271,839	(1,271,839)	(3,207,053)	
Utility charges	4.2.3	(271,215)	(176,189)	95,026	(95,026)	(271,215)	
Depreciation on non-current assets	4.2.4	(3,425,700)	(555,984)	2,869,716	(2,869,716)	(3,425,700)	
Interest expenses	4.2.5	(47,882)	(2,660)	45,222	(29,262)	(31,922)	▼
Insurance expenses	4.2.6	(226,665)	(251,913)	(25,248)	25,248	(226,665)	
Other expenditure	4.2.7	(148,124)	(69,438)	78,686	(78,686)	(148,124)	
Loss on asset disposals	4.2.8	(100,500)	(76,921)	23,579	(23,579)	(100,500)	
		(10,239,396)	(4,982,114)	5,257,283	(5,241,323)	(10,223,436)	
Non-cash amounts excluded from operating activities		3,517,700	631,996	(2,885,704)	2,885,704	3,517,700	
Amount attributable to operating activities		(445,190)	789,706	1,234,896	(1,240,722)	(451,016)	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions	4.3.1	4,301,297	916,433	(3,384,864)	3,584,864	4,501,297	▲
Purchase land and buildings	4.4.2	(4,933,702)	(592,015)	4,341,687	(4,381,769)	(4,973,784)	▲
Purchase plant and equipment	4.4.3	(1,482,012)	(1,123,593)	358,419	(358,419)	(1,482,012)	
Purchase furniture and equipment	4.4.4	(80,600)	(53,131)	27,469	(27,469)	(80,600)	
Purchase and construction of infrastructure-roads	4.4.5	(2,218,695)	(587,503)	1,631,192	(1,631,192)	(2,218,695)	
Proceeds from disposal of assets	4.3.2	270,000	47,727	(222,273)	50,000	97,727	▲
		(4,143,712)	(1,392,082)	2,751,630	(2,763,985)	(4,156,067)	
Non-cash amounts excluded from investing activities		0	0			0	
Amount attributable to investing activities		(4,143,712)	(1,392,082)	2,751,630	(2,763,985)	(4,156,067)	
FINANCING ACTIVITIES							
Repayment of debentures	4.4.8	(60,159)	(13,044)	47,115	(27,062)	(40,106)	▼
Principal elements of finance lease payments		(5,637)	0	5,637	(5,637)	(5,637)	
Proceeds from new borrowings	4.3.3	2,100,000	0	(2,100,000)	2,100,000	2,100,000	
Transfers to cash backed reserves (restricted assets)	4.5.10	(95,401)	(4,352)	91,049	(91,049)	(95,401)	
Transfers from cash backed reserves (restricted assets)	4.5.11	954,846	664,000	(290,846)	290,846	954,846	
Amount attributable to financing activities		2,893,649	646,604	(2,247,045)	2,267,098	2,913,702	
Budget deficiency before general rates		(1,695,253)	44,228	1,739,481	(1,737,609)	(1,693,381)	
Estimated amount to be raised from general rates	4.5.1	1,695,253	1,694,317	(936)	(936)	1,693,381	
Closing funding surplus/(deficit)	3 (c)	0	1,738,545	1,738,545	(1,738,545)	0	

1. BASIS OF PREPARATION

The budget review comprises financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Local Government (Financial Management) Regulations 1996 prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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 of Bruce Rock to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for rate setting information, the budget review 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.

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget review or required by legislation.

The local government reporting entity

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

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

Rounding off figures

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

2022-23 actual balances

Balances shown in this budget review report as YTD Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget review relate to the original budget estimate for the relevant item of disclosure.

Judgements, estimates and assumptions

The preparation of the annual budget review 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 that are 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 that are not readily apparent from other sources. Actual results may differ from these estimates.

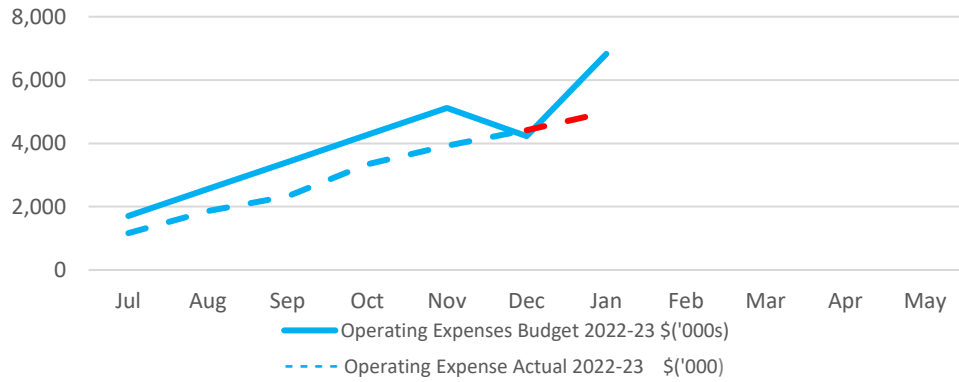
The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

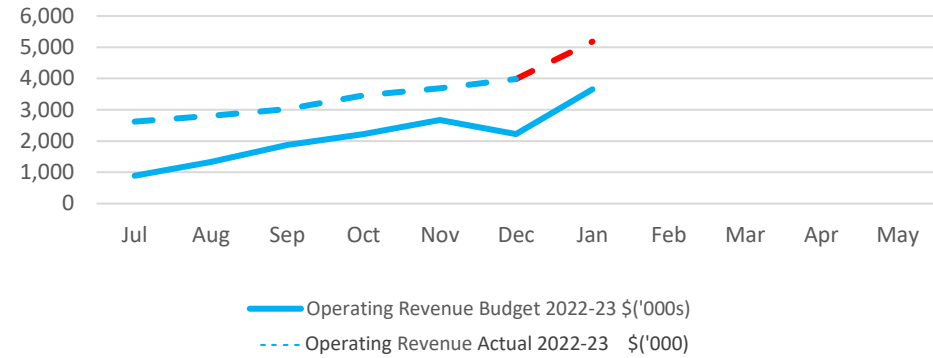
SHIRE OF BRUCE ROCK
 SUMMARY GRAPHS - BUDGET REVIEW
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

2. SUMMARY GRAPHS - BUDGET REVIEW

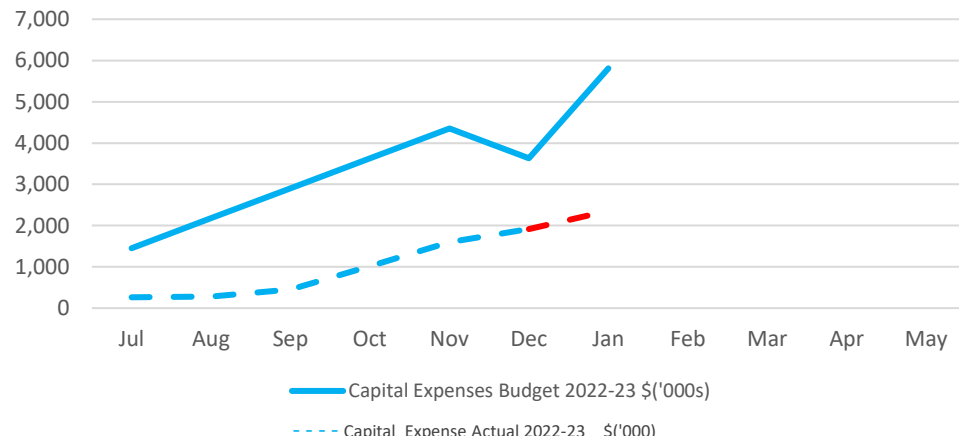
Operating Expenses



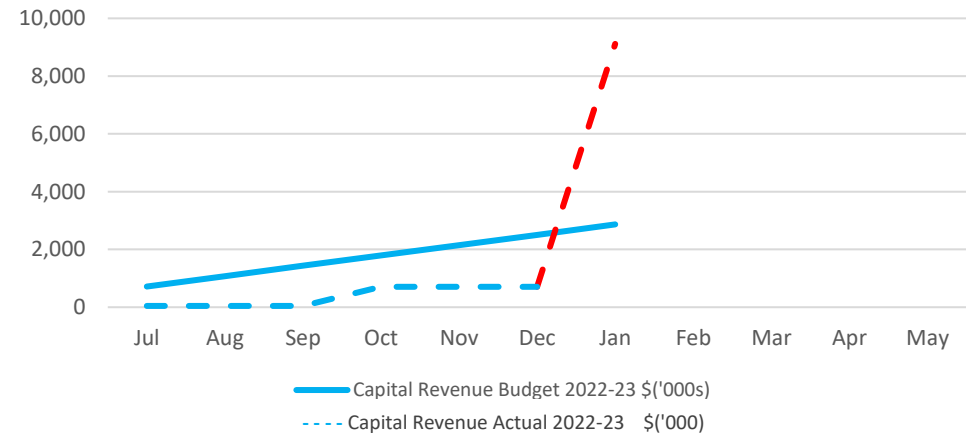
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSITION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(a) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	Actual - Used for Budget 30 June 2022	Audited Actual 30 June 2022	Budget 30 June 2023	Actual 28 February 2023
Adjustments to net current assets				
Less: Restricted cash	(1,194,329)	(1,663,783)	(804,337)	(1,021,704)
Less : Current portion of lease liabilities	(3,264)	3,014	3,000	0
Add: Long term borrowings	26,135	26,185	94,500	16,155
Add: Provisions - employee	116,955	117,716	119,480	119,131
Add: Contract liability not expected to cleared at end of year			0	
Total adjustments to net current assets	(1,054,503)	(1,516,868)	(587,357)	(886,418)

(d) Composition of estimated net current assets

Current assets

Cash unrestricted	0	2,350,273	0	1,904,576
Cash restricted	1,194,329	2,000,000	0	1,018,148
Financial assets - restricted reserves	0	1,663,783	804,337	1,017,822
Receivables - rates and rubbish	39,507	63,277	50,000	125,832
Receivables - other	360,493	433,663	238,815	308,929
Other current assets- Accrued Income	0	10,188	0	0
Contract assets	0	131,595	0	52,630
Inventories	83,797	110,382	25,000	59,409
	1,678,126	6,763,161	1,118,152	4,487,346

Less: current liabilities

Payables	(182,286)	(930,750)	0	(162,612)
Contract liabilities	0	(1,251,597)	0	(1,252,083)
Lease liabilities	0	(3,014)	(3,000)	(3,014)
Long term borrowings	(26,135)	(26,185)	(94,500)	(13,141)
Provisions	(415,202)	(431,533)	(431,533)	(431,533)
	(623,623)	(2,643,079)	(529,033)	(1,862,383)

Net current assets

	1,054,503	4,120,082	587,357	2,624,963
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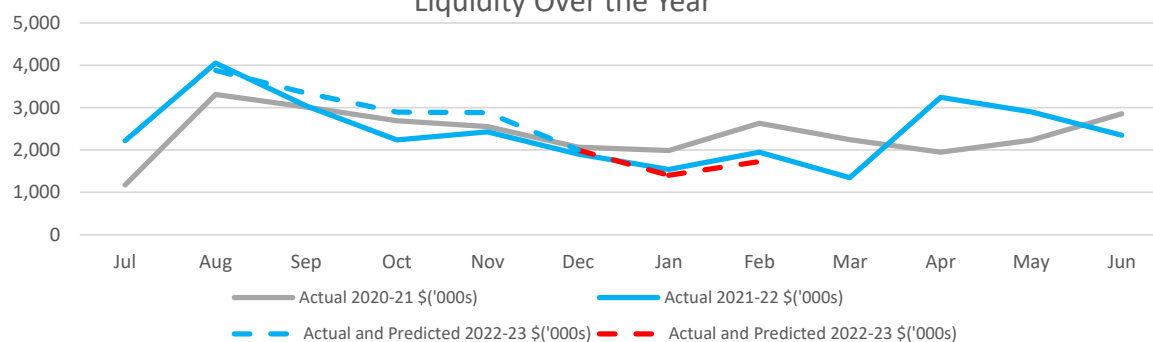
Less: Total adjustments to net current assets

	(1,054,503)	(1,516,868)	(587,357)	(886,418)
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Closing funding surplus / (deficit)

	0	2,603,214	0	1,738,545
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Liquidity Over the Year



3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities.

FINANCIAL ASSETS AT AMORTISED COST

The Shire of Bruce Rock 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.

TRADE AND OTHER RECEIVABLES

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 uncollectible 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.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Bruce Rock applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

INVENTORIES

General

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.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Bruce Rock's operational cycle. In the case of liabilities where the Shire of Bruce Rock does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of Bruce Rock's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Bruce Rock prior to the end of the financial year that are unpaid and arise when the Shire of Bruce Rock 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.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Bruce Rock recognises revenue for the prepaid rates that have not been refunded.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Bruce Rock'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 of Bruce Rock's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Bruce Rock's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Bruce Rock has a 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.

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

SHIRE OF BRUCE ROCK
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance

Variance \$
 Permanent Timing

4.1 OPERATING REVENUE (EXCLUDING RATES)

4.1.1 SPECIFIED AREA RATES

No Variance

4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

No Material Variances

4.1.3 FEES AND CHARGES

No Material Variances

4.1.4 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

No Material Variances

4.1.5 SERVICE CHARGES

4.1.6 INTEREST EARNINGS

Interest received on investment is higher than anticipated throughout the year; leading to a positive variance.

9,523

4.1.7 OTHER REVENUE

No Material Variances

4.1.8 PROFIT ON ASSET DISPOSAL

No Material Variances

Predicted Variances Carried Forward

9,523

0

SHIRE OF BRUCE ROCK
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	9,523	0
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
No Material Variances		
4.2.2 MATERIAL AND CONTRACTS		
No Material Variances		
4.2.3 UTILITY CHARGES		
No Material Variances		
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
No Material Variances		
4.2.5 INTEREST EXPENSES		
This has decreased for the year as the loan application for the Construction of Retail Precinct (Supermarket) for \$2.1 Mn has not been received yet as it is expected in April. This has resulted in the reduction of installment payments for the year. Therefore, interest charges on loan repayment is underspent and will be a permanent variance.	8,500	
4.2.6 INSURANCE EXPENSES		
No Material Variances		
4.2.7 OTHER EXPENDITURE		
No Material Variances		
4.2.8 LOSS ON ASSET DISPOSAL		
No Material Variances		
Predicted Variances Carried Forward	18,023	0

SHIRE OF BRUCE ROCK
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	18,023	0
4.3 CAPITAL REVENUE		
4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS		
The donation and contribution for the construction of the Retail precinct has increased by \$200,000 which is led by the "Progress Association" in Bruce Rock. However, due to the increase of the construction costs (\$147k), no budget amendments has been advised.	200,000	
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
	No Material Variances	
4.3.3 PROCEEDS FROM NEW DEBENTURES		
	No Material Variances as the proceeds are expected in April 2023	
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
	Not Applicable	
4.3.5 PROCEEDS FROM ADVANCES		
	No Material Variances	
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
	Not Applicable	
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
	No Material Variances	
Predicted Variances Carried Forward	218,023	0

SHIRE OF BRUCE ROCK
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	218,023	0
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
4.4.2 LAND AND BUILDINGS		
Increase in construction cost for the Retail Precinct (Supermarket) by approx \$140k due to inflation and also addition of the Tanker (approx \$60k) for depot	(211,309)	
4.4.3 PLANT AND EQUIPMENT		
4.4.4 FURNITURE AND EQUIPMENT		
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
4.4.7 PURCHASES OF INVESTMENT		
4.4.8 REPAYMENT OF DEBENTURES		
This has decreased for the year as the loan application for the Construction of Retail Precinct (Supermarket) for \$2.1 Mn has not been completed until March 2023, reducing the installments for the year.	15,072	
4.4.9 ADVANCES TO COMMUNITY GROUPS		
Predicted Variances Carried Forward	21,786	0

SHIRE OF BRUCE ROCK
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28 FEBRUARY 2023

4. PREDICTED VARIANCES

Comments/Reason for Variance

Variance \$
 Permanent Timing

Predicted Variances Brought Forward 21,786 0

4.5 OTHER ITEMS

4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

No Material Variances

4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

No Material Variances

4.5.1 RATE REVENUE

No Material Variances

4.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Variance in the opening of the year Budget Vs Actual (21,786)

4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)

No Material Variances

Total Predicted Variances as per Annual Budget Review

0 0



2023-2027

Disability Access and Inclusion Plan



Shire of Bruce Rock

Disability Access and Inclusion Plan

- This DAIP furthers the principles and objectives of the Western Australian Disability Services Act 1993 and is a document that explains the Shire's commitment to addressing the issues that prevent access to services, facilities and events;
- With this document the Shire has provided a timetable to address the issues which are then reported annually to the Disability Services Commission;
- This DAIP Meets the seven Standards in Schedule 2 of the Disability Services Regulations 2004;
- **Adopted by the Shire of Bruce Rock on _____**
- This is also available in electronic format on Council's website;
www.brucerock.wa.gov.au/documents/council-publications
- This plan is also available upon request in alternative formats such as in standard or large print, on the Shires website, in Braille and electronically by email and in audio format on CD.



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3. Development of the disability access and inclusion plan 9

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Outcome 1: 13

Outcome 2: 14

Outcome 3: 15

People with disability have the same opportunities as other people to make complaints to the Shire of Bruce Rock 16

Outcome 6: 17

Outcome 7: 18

Background

The Shire of Bruce Rock

The Shire of Bruce Rock is situated in the Central Eastern Region of Western Australia approximately 244km from Perth and covers 2772 square kilometers.

The Shire of Bruce Rock has a population of 979 with 561 Dwellings within the Bruce Rock townsite.

Major Industries include steel fabrication, machinery manufacturing, wheat, sheep, pigs and granite (bluestone) quarry mining.

The Australian Bureau of Statistics Survey of Disability Ageing and Carers (2015) estimated that 18.3% of Australians identify themselves as having some form of disability. It is estimated therefore that there are around 165 people with disability living within the Shire. The influx of retirees will increase this number and the seasonal arrival of tourists, including tourists with a disability, must be considered.

Our Vision

The Bruce Rock Shire 'Leads the Way'. We aim to embody our vision in our approach to disability access and inclusion by creating an inclusive community that promotes inclusion, equity, and equality for all its residents and visitors.

Our Values

We will conduct our business with:

Respect

- Value people and places and the contribution they make to the Shire
- Develop an environment of respect for different cultures
- Be appreciative of the aspirations of the community and what it does for itself

Inclusiveness

- Be receptive, proactive and responsive as an organisation

Shire of Bruce Rock

Disability Access and Inclusion Plan 2023-2027

- Foster the community that has the ability to capacity build
- Demonstrate leadership by promoting Council and community teamwork

Fairness and equity

- Maintain a 'whole of Shire' outlook while acknowledging that each community is unique and likely to have variations on their needs.
- Provide services for a variety of ages and needs.
- Respond to the community in a fair and equal way depending on need.

Communication

- Create opportunities for consultation with the broad community.
- Ensure appropriate, accessible information will be made available to the community

Functions, facilities and services (both in-house and contracted) provided by the Shire of Bruce Rock

The Shire of Bruce Rock provides:

- Services to property: Construction and maintenance of Shire-owned buildings, roads, footpaths, cycle facilities and walk trails; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; street lighting and bushfire control.
- Services to the community including: Provision and maintenance of playing areas and reserves and management of Recreation Centre; library and information services; environmental health services; senior citizen care and health education.
- Regulatory services including: Planning of roads and subdivisions in accordance with Local Planning Scheme; building approvals for construction, additions and alterations; environmental health and ranger services, including enforcement of local laws, dog, litter and parking control.
- General Administration: The provision of general information to the public, lodging of complaints and payments of rates.
- Processes of government including: Ordinary and Special Council and Committee Meetings, Electors Meetings and election of Council members.

Planning for better access

The Western Australian Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

History

The Shire of Bruce Rock is committed to facilitating the inclusion of people with disability through the improvement of access to its information and facilities and services. Towards this goal, the Shire adopted its first Disability Services Plan in 1995 to address the access barriers within the community.

Since the adoption of the initial Disability Services Plan, the Shire has implemented a number of works, improvements, and programs to improve accessibility within the Shire of Bruce Rock. Below are some of the achievements which have been made in improvement to access:

Improvement of existing functions, facilities and services to allow accessibility for all community members

- The Shire's library facilities have been adjusted to allow accessibility
- Building & Planning approval conditions continue to assist in increasing disability access awareness of developers, and the introduction of disabled access to all newly-constructed or altered public buildings.
- Accessible entrance and automatic entry doors to the administration Building
- Wheelchair friendly counter installed at the administration building

Improved access to community buildings and facilities

- Provision of a heated therapy spa pool.
- Construction of accessible ablution facilities at the cemetery.
- Improved accessibility to the Library
- Encouraged local businesses to improve accessibility to businesses.
- Improved access to the Recreation Centre.

- Provision of temporary access facilities to community events including the Vietnam Veterans week;
- Installation of electronic chair to access the hydrotherapy pool
- Townscape grants provided to business to improve accessibility at the local CRC and pharmacy and main street businesses.

Opportunities provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes are provided

- Council services, functions and facilities are available on request in arrange of inclusive formats
- Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangements are available where required.

1. Access and inclusion policy statement

The Shire of Bruce Rock is committed to ensuring that the community is accessible for all residents and visitors to our Shire via Council's:

1. Progressive modification of all existing Public Building Facilities and Services under its control, to ensure accessibility for all residents and visitors to the Shire of Bruce Rock.
2. Ensuring that all future Public Buildings, Facilities and Services, constructed or provided within the Shire are fully accessible.
3. Regular review of the provision of services to ensure accountability and progress towards accessibility for all.

The Shire of Bruce Rock is committed to ongoing consultation with the community to ensure that barriers to access are addressed appropriately.

The Shire of Bruce Rock is committed to achieving the seven standards of its Disability Access and Inclusion Plan, which are as follows:

- Provide a means of ensuring equity for community members with disability in all areas
- Provide a means of ensuring accessibility to Shire buildings, facilities and organisations

Shire of Bruce Rock

Disability Access and Inclusion Plan 2023-2027

- Provide a means of ensuring any documentation or advertising produced by the Shire of Bruce Rock is available in a range of accessible formats to accommodate the needs of all community members
- Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Bruce Rock.
- Provide a means of ensuring channels for feedback and complaints are readily available to all members of the community
- Provide a means of ensuring that equal opportunities are provided to all community members to participate in any public consultation with the Shire of Bruce Rock.
- A Disability Access and Inclusion Plan must provide a means of reducing barriers to people with disability obtaining and maintaining employment.

2. Strategies to improve access and inclusion

The Shire of Bruce Rock is committed to achieving the following outcomes:

Outcome 1: People with disability have equal opportunities to access the services of, and any events organised by, a public authority.

- Council will endeavour to be adaptable in rectifying any barriers experienced by people with various disabilities, including; physical, sensory, cognitive etc.
- Council will ensure that all policies and practices that govern the operation of Council facilities, functions and services are consistent with Council Policy regarding access.

Outcome 2: People with disability have equal opportunities to access buildings and other facilities of a public authority.

- Council will work towards incorporating the priorities regarding access for people with disability, identified during the consultations, into its submission for its capital works improvement program, with modifications commencing following the provision of adequate funds.
- Council will liaise with developers to increase awareness of the access requirements for people with disability.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

- Council will produce all of its information on Council facilities, functions and services using clear, concise language that utilises the use of inclusive language.
- Council will advise the community that, upon request, information about Council functions, facilities and services can be made available in alternative formats.

Outcome 4: People with disability receive the same level of service from the employees of a public authority as other people receive from the employees of that public authority.

- Where required, Council will seek expert advice on how to meet the access requirements of people with disability.

Outcome 5: People with disability have equal opportunities to make complaints to a public authority.

- Council will ensure that all grievance mechanisms are accessible for people with disability and are addressed accordingly

Outcome 6: People with disability have equal opportunities to participate in any public consultation by a public authority.

- Council will ensure that information is presented in a clear and concise manner that outlines how residents can participate in decision-making processes, public consultation and grievance mechanisms.
- Council will support people with disability to attend Council Meetings.

Outcome 7: People with disability have equal opportunities to obtain and maintain employment with the Shire of Bruce Rock.

- Council will use inclusive recruitment practices.
- Council will aim to improve methods of attracting, recruiting and retaining people with disability.
- Utilise inclusive practices in all workplace projects.

3. Development of the disability access and inclusion plan

Community consultation process

The Shire of Bruce Rock reviewed its Disability Services Plan in 2017-2022. The process included:

- Examination of the initial DSP and subsequent review of reports to determine what has been achieved and outstanding works.
- Examination of other Shire documents and strategies.
- Investigation of contemporary trends and good practice in access and inclusion.
- Consultation with staff.

The Disability Services Regulations (2004) set out minimum consultation requirements for public authorities in relation to their DAIP. Local governments must call for submissions (either general or specific) by notice in newspapers circulating in the Local Government area and on any website maintained by, or on behalf of, the Local Government. Other mechanisms may also be used.

The Shire consulted with its community by means of the *Public Health and Wellbeing Survey*.

This was promoted and circulated to community members between June and August 2022 and contained questions relating to both health and access to Shire facilities and services. It also asked what changes could be made to the above that would improve access to and take-up of Shire services. Results from this survey and consultation with interested parties have informed the direction of the 2023-2027 DAIP.

Findings of the review and consultation

The review and consultation process found that most of the initial objectives outlined in the 2017-2022 DAIP had been achieved and that a new plan was required to address ongoing access barriers, ensuring currency and relevance. The new plan should also reflect the legislative and regulatory requirements, accommodating contemporary values and practices, whilst striving for inclusion and access beyond the minimum compliance of standards.

Many of the tasks allocated are classified as ongoing as a result of staff changes, legislative amendments, work practice improvements, new Councillors and other impacts on the local government operation. Websites and contact information are constantly reviewed and updated. Existing buildings are for all practical purposes compliant for access and inclusion and the review role is becoming one of “care and maintenance” as construction resources are finite.

Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire of Bruce Rock. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Communication of plan to staff and people with disability

In 2023, copies of the Draft DAIP were sent to all those who contributed to the planning process including the Shire employees and the Disability Services Commission. A copy was uploaded on the Shire webpage and made available and accessible to residents and visitors to the Shire. Formal endorsement by Council is anticipated for March 2023.

The community has been advised through the local media (newspaper and radio) that copies of the plan are available to the community upon request and in alternative formats if required.

As plans are amended, Shire employees and the community will be advised of the availability of updated plans, using the above methods.

Review and evaluation mechanisms

The Disability Service Act requires that DAIPs be reviewed at least every five years. The DAIP Implementation Plan may be amended to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

Monitoring and reviewing: The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to Council.

Evaluation: An evaluation will occur as part of a five-yearly review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation process. The Plan will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by Council, will be available to the community in a range of inclusive formats.

Review and evaluation mechanisms

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its Annual Report outlining:

- Progress towards the desired outcomes of its DAIP.
- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP through providing a link to DAIP on the website

4. Implementation plan

The Implementation Plan details the task, timelines, and responsibilities for each strategy to be implemented in 2023. It is intended that the Implementation Plan will be updated annually to progress the achievements of all the strategies over the duration of the five-year plan.

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Disability Access and Inclusion Plan 2023-2027

Outcome 1:

People with disability have equal opportunities to access the services of, and any events organised by, the Shire of Bruce Rock

Responsibility	Task	Timeline	Responsibility
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none">Develop a feedback mechanism for use of all disabled services by the Shire.	Review annually	Chief Executive Officer & Environmental Health Officer.
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none">Conduct systematic reviews of accessibility of servicesRectify identified barriers.	Review annually	Works Supervisor & Environmental Health Officer
Ensure that events, whether provided or funded, are inclusive and accessible.	<ul style="list-style-type: none">Ensure all events are planned using the Accessible Events Checklist.	Review annually and each application	Deputy Chief Executive Officer & Environmental Health Officer

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Disability Access and Inclusion Plan 2023-2027

Outcome 2:

People with disability have equal opportunities to access buildings and other facilities within the Shire of Bruce Rock.

Strategy	Task	Timeline	Responsibility
Ensure that any new buildings or facilities meet the Australian Standards for access	<ul style="list-style-type: none">• Ensure new building construction acts within accordance of the inclusive and accessibility considerations outlined within this document	Ongoing	EHO DCEO
Ensure that all redevelopment works provide accessibility where practicable.	<ul style="list-style-type: none">• Ensure additions to Council offices and Chambers comply with the Australian Standards for access.• Ensure no building application is signed off without meeting the legal requirements for accessibility.	Ongoing	EHO
Ensure that ACROD parking meets the requirements of people/persons with disability.	<ul style="list-style-type: none">• Audit existing Shire disabled parking bays and upgrade as necessary.• Install additional disabled parking bays if needed	Ongoing	DCEO
Ensure disabled facilities and services are clearly	<ul style="list-style-type: none">• Upgrade signage to disabled facilities and services, including toilets and parking.• Ongoing upgrade of footpaths and ramps	Ongoing	DCEO

Shire of Bruce Rock

Disability Access and Inclusion Plan 2023-2027

indicated and accessible.	leading to facilities and service.		
Encourage local business and venues provide accessibility to their services and advocate for the benefits of providing disabled access.	<ul style="list-style-type: none"> • Provide readily available information on the legal requirements and needs of people with disability. • Promote the benefits of providing access to people with disability. 	Ongoing	EHO

Outcome 3:

The Shire of Bruce Rock will provide corporate documentation and advertising in a range of modalities that meet the requirements of people with disability

Strategy	Task	Timeline	Responsibility
Ensure transparency around access of information in alternative formats	<ul style="list-style-type: none"> • Advertise the availability of alternative formats in the local paper and radio. • Ensure all documents that require community consultation carry a notation that the document is available in alternative formats. 	Ongoing	CEO EHO DCEO
Improve employee awareness of information available in alternative formats.	<ul style="list-style-type: none"> • Train employees in providing accessible information and notation requirements. 	Ongoing	Senior Management Group

Shire of Bruce Rock

Disability Access and Inclusion Plan 2023-2027

Outcome 4:

People with disability receive equal access to quality service.

Strategy	Task	Timeline	Responsibility
Ensure that Council Members and employees are aware of access requirements and can provide appropriate services.	<ul style="list-style-type: none">Provide disability awareness training that are recent and relevant to designated Council members. The training provided should be within accordance with The Disability Services Commission outlines and appropriate organisations should be consulted on the training provision.	Ongoing	CEO

Outcome 5:

People with disability have equal opportunities to make complaints to the Shire of Bruce Rock

Strategy	Task	Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disability and are acted upon accordingly.	<ul style="list-style-type: none">Provide alternative methods of making complaints, for example web-based forms.	Ongoing – review annually	DCEO

Shire of Bruce Rock

Disability Access and Inclusion Plan 2023-2027

Outcome 6:

People with disability have equal opportunities to participate in any public consultation by the Shire of Bruce Rock

Strategy	Task	Timeline	Responsibility
Ensure that people with disability are actively consulted about the DAIP and any other relevant planning processes.	<ul style="list-style-type: none">Consult with people with disability using a range of different mediums, for example, survey, interview, focus group.	Periodically and via contact	Councilors, CEO, DCEO, Works Manager & EHO
Ensure that people with disability are aware of, and can access, other established consultative processes.	<ul style="list-style-type: none">Ensure all documents that require community consultation are available in alternative formats.	Ongoing	DCEO

Shire of Bruce Rock

Disability Access and Inclusion Plan 2023-2027

Outcome 7:

People with disability have equal opportunities to obtain and maintain employment with the Shire of Bruce Rock.

Strategy	Task	Timeline	Responsibility
Use inclusive recruitment practices	<ul style="list-style-type: none">• Make sure job advertisements are available in accessible formats• Include Equal Employment Opportunity statement in the advert.• Make sure the interview is held in an accessible venue.	Ongoing	CEO, DCEO and CDO
Improve methods of attracting, recruiting and retaining people with disability.	<ul style="list-style-type: none">• Examine current methods of recruitment.• Assess current percentage of employees with disability	Ongoing	CEO, DCEO and CDO
Remove barriers to employ people with disability.	<ul style="list-style-type: none">• Include disability friendly considerations in all workplace projects.• Where feasible undertake projects to remove identified barriers to employing people with a disability.	Ongoing	CEO and DCEO



Bruce Rock – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	No	In line with guidance provided by the Minister's Office, a Business Case has been submitted to the DLGSCI.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	Yes	



6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	N/A	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	N/A	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	No	Due to the implementation of the much-expanded 2021 Delegations Register and to allow enough time to review the implications of this, the Review was not completed until March 2023.
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	



4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did	Yes	



		that person disclose the nature and extent of that interest when giving the advice or report?		
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	Yes	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	Yes	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	



2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	
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Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	The facility to publish the electoral gift register is on the Shire's website, but to date there have been no electoral gifts to register.

Finance				
No	Reference	Question	Response	Comments



1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	Position not advertised during the year.



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3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	Position not advertised during the year.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	N/A	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	



2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	



11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	



20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/08/2022
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	18/04/2019 A Review is currently being undertaken and is expected to be completed shortly.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions

No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December	N/A	Optional - no answer required



		2022? If yes, please provide the date of council's resolution to accept the report.		
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	N/A	Optional - no answer required
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	Optional - no answer required
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	N/A	Optional - no answer required
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?		Optional - no answer required
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	N/A	Optional - no answer required
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	N/A	Optional - no answer required
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	N/A	Optional - no answer required
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	N/A	Optional - no answer required



Department of
**Local Government, Sport
and Cultural Industries**

Chief Executive Officer

Date

Mayor/President

Date



Shire of Bruce Rock

DELEGATION REGISTER

Approved at the Ordinary Meeting of Council December 2021

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Shire of Bruce Rock

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none">1. Authority to meet with the City's Auditor at least once every year on behalf of the Council [s.7.12A(2)].2. Authority to:<ol style="list-style-type: none">a. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Bruce Rock; andb. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].3. Authority to review and endorse the Shire of Bruce Rock's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	<ol style="list-style-type: none">a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

Compliance Links:	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

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1	Delegation established December 2021

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1.2 Council to CEO

1.2.1 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government Act 1995:</u> s.9.10 Appointment of authorised persons – refer also s.3.32(2) Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	

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1.2.2 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.3 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	

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1.2.3 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	

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1.2.4 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	

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1.2.5 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
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	Refer also Delegation 1.4.1 under the <i>Template Activities in Thoroughfares and Public Places and Trading Local Law</i>
Record Keeping:	

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1.2.6 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works, Manager Governance and Community Services, Environmental Health Officer, Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 2.7 Purchasing Policy
Record Keeping:	

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1.2.7 Tenders for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$249,999 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$5000 detailed as a condition on this Delegation, and to then negotiate minor variations with the

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	<p>successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ol style="list-style-type: none">i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$5000 whichever is the lesser value.ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
Council Conditions on this Delegation:	<p>a. Sole supplier arrangements may only be approved where a record is retained that evidences:</p> <ol style="list-style-type: none">i. A detailed specification;ii. The outcomes of market testing of the specification;iii. The reasons why market testing has not met the requirements of the specification; andiv. Rationale for why the supply is unique and cannot be sourced through other suppliers; <p>b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p> <ul style="list-style-type: none">• proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,• current supply contract expiry is imminent,• value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and• The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.

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	c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Finance, Manager of Works, Environmental Health Officer, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 2.7 Purchasing Policy
Record Keeping:	

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1.2.8 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy 2.8 Regional Price Preference
Record Keeping:	

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1.2.9 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Finance, Manager Governance and Community Services, Senior Finance Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	

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1.2.10 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Bruce Rock [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Bruce Rock [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Bruce Rock [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Write-off a rates or service charge debt up to \$200 in accordance with the Financial Hardship Policy [s.6.12(1)(c) &(2)]. b. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Bruce Rock. c. Limited to individual debts valued below \$200 or cumulative debts of a debtor valued below \$200. Write off of debts greater than these values must be referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	

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1.2.11 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 2.9. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy 2.9
Record Keeping:	

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1.2.12 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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1.2.13 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 2.12 COVID19 Financial Hardship Policy. b. Agreements must be in writing and, subject to the Council Policy 2.12 COVID19 Financial Hardship Policy, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy 2.12 COVID19 Financial Hardship Policy
Record Keeping:	

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1.2.14 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 2.12 COVID19 Financial Hardship Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	

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1.2.15 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Bruce Rock [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 2.12 COVID19 Financial Hardship Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Council Policy 2.12 COVID19 Financial Hardship Policy
Record Keeping:	

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1.2.16 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$500,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).

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	<p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p> <p>e. This authority may only be exercised where the total consideration under the resulting contract is \$500,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy 2.7 Purchasing Policy</p>
Record Keeping:	

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1.2.16 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value of less than \$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

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Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit
Record Keeping:	

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1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
Delegate/s:	Manager of Works, Manager Governance and Community Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	

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1.3.3 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Manager Governance and Community Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day

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	which is less than 100 days since the last election day [s.4.37(3)].
CEO Conditions on this Delegation:	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	

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1.3.4 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Manager Governance and Community Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	

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1.3.5 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Manager Governance and Community Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	

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1.3.6 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Manager of Finance
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire of Bruce Rock; ii. Safe custody and security of money collected or held by the Shire of Bruce Rock; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.9; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Nil.

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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record Keeping:	

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1.3.7 Audit – CEO Review of Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
Delegate/s:	Manager Governance and Community Services, Manager of Finance
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Bruce Rock’s systems and procedures in relation to <ol style="list-style-type: none"> i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record Keeping:	

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1.4 Local Law Delegations to the CEO

1.4.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.2.5(2) Removal of redundant crossing cl.2.6 Interpretation – “acceptable material” cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17(1) Signs cl.5.3 Declaration of flora road cl.5.5 Signposting of flora roads cl.5.7 Designation of special environmental areas cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. General Activity Control</p> <p>1A. Authority, limit to permits subject of this delegation, to:</p> <ul style="list-style-type: none"> a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; e. determine the form of the permit [cl.7.2(2)]. <p>1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a</p>

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	<p>Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:</p> <ul style="list-style-type: none">a. Temporary vehicle crossing [cl.2.4(1)]b. Any activity described as requiring a permit under cl.2.2(1);<ul style="list-style-type: none">i. dig or otherwise create a trench through or under a kerb or footpath;ii. throw, place or deposit anything on a verge;iii. cause any obstruction to a vehicle or person using a thoroughfare;iv. cause any obstruction to a water channel;v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;vi. damage a thoroughfare;vii. light any fire or burn anything on a thoroughfare other than under a permit issued under cl.5.13;viii. fell any tree onto a thoroughfare;ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare;x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;xi. use or do anything so as to create a nuisance;xii. place or cause to be placed in on a thoroughfare a bulk rubbish container;xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare;c. Drive or take a vehicle on a closed thoroughfare [cl.2.19];d. Erect or place an advertising or directional sign [cl.3.2]e. Use of portable signs [cl.3.4];f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5];g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)];h. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11].i. Burn, subject to the <i>Bush Fires Act 1954</i>, slash or apply herbicides to part of a thoroughfare to reduce
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	<p>fire hazard, with the method approved to be beneficial to the preservation and conservation of native flora and fauna [cl.5.15]</p> <p>b. Construct firebreaks on a thoroughfare [cl.5.17]</p> <p>1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)].</p> <p>2. Use of Public Places</p> <p>2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)].</p> <p>3. Crossings</p> <p>3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)].</p> <p>4. Thoroughfares and Verges</p> <p>4A. Authority to determine and maintain the list of “acceptable materials” which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6].</p> <p>4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11].</p> <p>4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15].</p> <p>4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to:</p> <p>a. Alter the direction of a sprinkler or other watering equipment [cl.9.1];</p> <p>b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2];</p> <p>4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to:</p> <p>Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3];</p> <p>Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4].</p>
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	<p>4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2].</p> <p>5. Flora and Fauna within Thoroughfares</p> <p>5A. Authority to declare a flora road and to signpost it, where roadside vegetation is determined as high quality [cl.5.3 and cl.5.5].</p> <p>5B. Authority to designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which has protected or rare flora or fauna or has environmental, aesthetic or cultural significance [cl.5.7].</p> <p>5C. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:</p> <ul style="list-style-type: none"> a. Collecting native flora and / or native flora seeds [cl.5.20]; b. Planting or sowing any plant seeds in a thoroughfare [cl.5.9]. <p>5D. Authority to determine conditions [cl.7.2(4) and cl.7.8] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p>
Council Conditions on this Delegation:	a.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>A register of all special environmental areas must be maintained under cl.5.8 of the <i>Activities in Thoroughfares and Public Places and Trading Local Law</i>.</p> <p>Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer CEO Delegations 1.3.3 and 1.3.4.</p>
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	Crossing permits are approved under Regulations 12 and 13 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer Delegation 1.2.13 Crossings – Construction, Repair and Removal.
Record Keeping:	

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1.4.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Permits General 1A. Authority, limited to the permit types listed below, to: <ol style="list-style-type: none"> a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; e. determine the form of the permit [cl.7.2(2)]. 2. Stallholder, Trading and Performing 2A. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to: <ol style="list-style-type: none"> a. Stallholder [cl.6.2]; b. Trader [cl.6.3]; c. Perform in a public place [cl.6.10]. 2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)].

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	<p>3. Outdoor Eating Facilities</p> <p>3B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16].</p> <p>3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].</p>
Council Conditions on this Delegation:	a.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	

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2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	a.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i></p>
Record Keeping:	

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2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation:	

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<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	

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2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<p>Building Act 2011</p> <ul style="list-style-type: none"> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p>

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	<i>Heritage Act 2018</i>
Record Keeping:	

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2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<u>Building Act 2011:</u> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	

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2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i>

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	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<u>Building Act 2011:</u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	

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2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	

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2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Bruce Rock's District [s.145A(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	

Version Control:

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2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	

Version Control:

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2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	

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2.1.10 Appointment of approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i> Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	

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3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Bruce Rock that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	
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3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Bruce Rock or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].

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Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].

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	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Bruce Rock or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in

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	open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Bruce Rock: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Manager Governance and Community Services Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Bruce Rock [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Bruce Rock or those on behalf of the Shire of Bruce Rock to do [s.58].
Council Conditions on this Delegation:	a.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
Compliance Links:	
Record Keeping:	

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3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer Bush Fire Control Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	

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4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Bruce Rock's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Cat Regulations 2012</i> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7))

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	r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .
Record Keeping:	

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4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Bruce Rock's District [s.26].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Cat Regulations 2012 – r.20</i> Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	

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4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	

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4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	

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4.1.5 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	

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4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	

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4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Manager Governance and Community Services, Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Council Conditions on this Delegation:	a.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	

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5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none">1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:<ol style="list-style-type: none">i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; orii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease oriii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily keptiv. the dog is required to be microchipped but is not microchipped; orv. the dog is a dangerous dog [s.16(3) and s.17A(2)].3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Bruce Rock's District [s15(4A)].4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].

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	<p>i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]</p>
Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p>
Express Power to Sub-Delegate:	<p><i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</p>
Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Manager Governance and Community Services</p>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p><i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
Record Keeping:	

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5.1.2 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services, Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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5.1.3 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services, Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	

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5.1.4 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund. c.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
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5.1.5 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer, Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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5.1.6 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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5.1.7 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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5.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services, Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

Version Control:

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6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

Version Control:

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6.1.2 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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6.1.3 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	

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6.1.4 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	
Record Keeping:	

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7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	

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7.1.2 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	

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7.1.2 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	

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8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	

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8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer <u>OR</u> Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Bruce Rock [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	

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8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority

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	<i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i>
Record Keeping:	<i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i>

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9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none">1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;2. Give a written direction to the owner or any other person who undertook an unauthorised development:<ol style="list-style-type: none">(a) to remove, pull down, take up, or alter the development; and(b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	

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10 Statutory Authorisations and Delegations to Local Government from State Government Entities

10.1 Environmental Protection Act 1986

10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

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No. 47. 19-Mar-2004
Page: 919 [Pdf](#) - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

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No. 232. 20-Dec-2013
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EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

10.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

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Western Australia
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No. 71. 16-May-2014
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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

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10.1.4 Native Flora and Fauna

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Environmental Protection Act 1986 – s.51C – Unauthorised clearing of native vegetation Wildlife Conservation Act 1950 – s.14 – Protection of Fauna s.23C – Licenses to take protected flora s.23D – Taking and sales of protected flora on private land
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. The CEO is delegated power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions – <ol style="list-style-type: none"> (a) written application is to be made; (b) it is for their own domestic or hobby use; (c) permission is given for a period not exceeding one week; (d) the area of picking and/or collection is strictly limited; (e) not more than one collector is permitted in any one location; (f) a maximum of 10% of seed only to be taken in any one area.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include – <ol style="list-style-type: none"> (a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants), (b) duration of approval, if any, (c) the area of picking and/or collection (d) not more than one collector being permitted in any one location (e) a maximum of 25% of seed only to be taken in any one area 3. All applications to collect flora or fauna are to provide the following information at minimum – <ol style="list-style-type: none"> (a) collector's credentials, including any person acting on the collector's behalf (b) purpose of collection – domestic, hobby, display, educational, commercial (c) flora/fauna to be collected – rarity, locality, need for preservation etc (d) locality of collection – ease of access, likelihood of general public-knowledge or access

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	(e) period or duration sought 4. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.42 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Governance and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

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10.2 Planning and Development Act 2005

10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the *2nd* day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

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SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halla Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojoonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Delegation Register

Shire of Bruce Rock

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickkepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of *June* 2016

10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

822

GOVERNMENT GAZETTE, WA

27 March 2020

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 15 of the *Strata Titles Act 1985*.

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1;
- B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the *Strata Titles Amendment Act 2018*.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications for the issuing of a certificate of approval under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Delegation Register

Shire of Bruce Rock

10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (*Insert name of Local Government*) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Delegation Register

Shire of Bruce Rock

Dated:

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of.

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Delegation Register

Shire of Bruce Rock

10.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

Shire of Bruce Rock

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



Great Eastern Country Zone

MINUTES

Monday, 13 February 2023

Shire of Kellerberrin

Recreation & Leisure Centre
110 Massingham Street
Kellerberrin

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1. Opening and Welcome

The Chair declared the meeting open at 9:30am.

1.1 Acknowledgement of Country

The Great Eastern Country Zone of WALGA acknowledges the Traditional Custodians of this land, and pays our respects to their Elders past, present and future.

1.3 Announcements

Nil.

2. Attendance

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Anthony Crooks
Shire of Cunderdin	Deputy President Cr Tony Smith
Shire of Dowerin	President Cr Robert Trepp Cr Darrel Hudson Ms Rebecca McCall, Chief Executive Officer, non-voting
Shire of Kellerberrin	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
Shire of Kondinin	Mr David Burton, Chief Executive Officer, non-voting
Shire of Mount Marshall	President Cr Tony Sachse (Chair) Mr Ben Mckay, Chief Executive Officer, non-voting
Shire of Narembeen	President Cr Kellie Mortimore Mr Paul Sheedy, Chief Executive Officer, non-voting
Shire of Nungarin	Deputy President Cr Gary Coumbe Mr Leonard Long, Chief Executive Officer, non-voting
Shire of Tammin	President Cr Glenice Batchelor Ms Joanne Soderlund, Chief Executive Officer, non-voting
Shire of Trayning	President Cr Melanie Brown Deputy President Cr Geoff Waters Ms Leanne Parola, Chief Executive Officer, non-voting
Shire of Wyalkatchem	President Cr Quentin Davies (Deputy Chair) Mr Peter Klein, Chief Executive Officer, non-voting
Shire of Yilgarn	Deputy President Cr Bryan Close Mr Nic Warren, Chief Executive Officer, non-voting

Guests

Department of Local Government, Sport, & Cultural Industries Tom Fleming, Principal Policy Officer, Child Safeguarding Implementation Unit
Kait McNamara, Director, Child Safeguarding Implementation Unit

NBN Jennifer Thomas, Country Engagement Manager

Main Roads WA Suvrat Patel, A/Network Manager

Water Corporation Rebecca Bowler, Manager, Customer & Stakeholder

Regional Development Australia WA Mandy Walker, Director Regional Development

Members of Parliament Hon Steve Martin MLC, Member for the Agricultural Region

WALGA James McGovern, Manager Governance & Procurement
Vikki Barlow, Senior Policy Advisor Community

3. Apologies

Shire of Bruce Rock Mr Darren Mollenoyux, Chief Executive Officer, non-voting

Shire of Cunderdin President Cr Alison Harris
Mr Stuart Hoblely, Chief Executive Officer, non-voting

Shire of Kellerberrin President Cr Scott O' Neill

Shire of Kondinin President Cr Kent Mouritz
Deputy President Cr Beverley Gangell

Shire of Koorda President Cr Jannah Stratford
Deputy President Cr Buster Cooper
Mr Darren Simmons, Chief Executive Officer, non-voting

Shire of Merredin President Cr Mark McKenzie
Cr Donna Crook
Ms Lisa Clack, Chief Executive Officer, non-voting

Shire of Mount Marshall Deputy President Cr Nick Gillett

Shire of Mukinbudin President Cr Gary Shadbolt
Deputy President Cr Romina Nicoletti
Mr Dirk Sellenger, Chief Executive Officer, non-voting

Shire of Narembeen Deputy President Cr Scott Stirrat

Shire of Nungarin President Cr Pippa de Lacy

Shire of Tammin Deputy President Cr Tanya Nicholls

Shire of Westonia	President Cr Mark Crees Deputy President Cr Ross Della Bosca Mr Bill Price, Chief Executive Officer, non-voting
Shire of Wyalkatchem	Deputy President Cr Owen Garner
Shire of Yilgarn	President Cr Wayne Della Bosca
Department of Local Government, Sport, & Cultural Industries	Samantha Cornthwaite, Regional Manager Wheatbelt
Wheatbelt Development Commission	Susan Hall, A/Chief Executive Officer Renee Manning, A/Director Regional Development
Main Roads	Mohammed Siddiqui, Regional Manager, Wheatbelt
Water Corporation	Michael Roberts, Regional Manager, Goldfields & Agricultural Region
National Emergency Management Agency	Annette Balmer, Recovery Support Officer
Members of Parliament	Hon Mia Davies MLA, Member for Central Wheatbelt Hon Martin Aldridge MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region Hon Shelley Payne MLC, Member for Agricultural Region Rick Wilson MP, Federal Member for O'Connor Hon Peter Rundle MLA, Member for Roe Hon Darren West MLC, Member for Agricultural Region Hon Sandra Carr MLC, Member for Agricultural Region
WALGA	Janine Neugebauer, Governance & Organisational Services Officer Cliff Simpson, Regional Road Safety Advisor

4. **Declarations of Interest**

Nil.

6. **Guest Speakers / Deputations**

6.1 **Jennifer Thomas Country Engagement Manager NBN**

NBN, Country Engagement Manager, Jennifer Thomas presented to the Zone on the 2022/23 Emergency Management Preparedness Campaign.

Noted.

7. Members of Parliament

Any Members of State and Federal Government, in attendance will be invited to provide a brief update on matters relevant to the Zone.

Hon Steve Martin MLC, Member for the Agricultural Region provided an update.

Noted.

8. Agency Reports

8.1 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.

Noted.

8.2 Wheatbelt Development Commission (WDC)

Susan Hall, A/Chief Executive Officer, is an apology. The WDC, February 2023 report was attached to the agenda.

Noted.

8.3 Regional Development Australia Wheatbelt (RDAW)

Mandy Walker, Director Regional Development, provided an update to the Zone.

Noted.

8.4 Main Roads Western Australia

Suvrat Patel, A/Network Manager, provided an update to the Zone.

Noted.

8.5 Water Corporation

Rebecca Bowler, Customer & Stakeholder Manager, provided an update to the Zone.

Noted.

9. Minutes

9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday, 28 November 2022

The Minutes of the Great Eastern Country Zone meeting held on Monday, 28 November 2022 have previously been circulated to Member Councils.

RESOLVED

Moved: Shire of Tammin
Seconded: Shire of Wyalkatchem

That the minutes of the Great Eastern Country Zone meeting held on Monday, 28 November 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

<p>9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 28 November 2022</p>
--

<p>9.3 Minutes of the Great Eastern Country Executive Committee Meeting held on Thursday, 2 February 2023</p>
--

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday, 2 February 2023 were attached to the agenda.

RESOLVED

Moved: Shire of Bruce Rock
Seconded: Shire of Narembeen

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday, 2 February 2023 be endorsed.

CARRIED

10. Zone Business

<p>10.1 Zone Conference – 28 February 2023</p>

Planning for the Great Eastern Country Zone Conference to be held in Merredin on Tuesday 28 February 2023 is now complete with the list of presenters detailed in the Programme below. We are fortunate to secure a presentation by the Hon Jackie Jarvis, Minister for Agriculture and Food; Forestry; Small Business, and by DFES Commissioner Darren Klemm, who committed to attend the Conference at a time of significant emergency activity responding to the Kimberley floods.

WALGA has communicated directly with Zone Elected Members, CEOs, and senior executives with a placeholder invitation in January. This is a free event and early registration advice would be greatly appreciated.

The Zone Executive looks forward to a strong commitment to this Conference, in support of the many presenters who are committing their time to attend and present on the theme of Regional Collaboration.

PROGRAMME

8.45 – 9.15am	Registration and Welcome
9.15am	Conference Opening - Cr Tony Sachse, Great Eastern Country Zone Chair - Cr Karen Chappel, WALGA President
9.35am	Welcome to Country
9.45am	Hon Jackie Jarvis MLC, Minister for Agriculture and Food; Forestry; Small Business
10.30 - 11am	<i>Morning Tea</i>
11.00am	Commissioner Darren Klemm, Department of Fire and Emergency Services
11.45am	Keynote Speaker Danielle Green, General Manager, Dowerin Machinery Field Days
12.30 – 1.30pm	<i>Lunch</i>
1.30pm	Susan Hall, A/CEO, Wheatbelt Development Commission
2.00pm	Mandy Walker, RDA Wheatbelt
2.30pm	Terry Waldron, Chair, Central East Aged Care Alliance Inc

3.00pm	John Nuttall, Technical Officer, Wheatbelt Secondary Freight Network
3.30 – 3.45pm	<i>Afternoon Break</i>
3.45pm	Afternoon Presenters Panel Session and Q and A 'Strategic Opportunities for Future Regional Collaboration'
4.15pm	Conference Close - Cr Tony Sachse
4.30pm	<i>Networking Sundowner</i>

Noted.

11. Zone Reports

11.1 Zone President Report

Zone President Tony Sachse

Hopefully everyone has been able to have some sort of break as we head through 2023. Our calendars are filling up with meetings, workshops, training, and community functions. The executive has met prior to today's meeting to plan things going forward.

WALGA staff have been integral in helping bring together the upcoming Wheatbelt Conference in Merredin on Tuesday 28th February 2023. Thanks very much to everyone involved. The Hon Jackie Jarvis MLC, Minister for Agriculture and Food, Forestry, and Small Business is attending which is great news. Also attending is WALGA President Karen Chappel plus a great line up of speakers. The theme is regional collaboration so it's all about working together to get the best result for all our communities and the region generally. Hopefully councilors' that may not ordinarily attend conferences in the city will also attend. Being local content, it be very relevant and informative, not to mention all the networking opportunities.

There are lots of issues that we need to address and work through. No doubt the October 2023 Local Government Elections will be here before we know it. In the meantime, we will continue to work together with WALGA and all the Agencies for all our Local Governments and their constituents.

Finally, can I say thanks very much to James McGovern and Janine Neugebauer for their continued help and support.

RESOLVED

Moved: Shire of Trayning
Seconded: Shire of Mt Marshall

That the Zone President's Report be received.

CARRIED

11.2 Local Government Agricultural Freight Group (LGAFG)

President Tony Sachse

The LGAFG meeting last met on 13th July 2022. The next meeting is scheduled for early 2023. There is nothing else to report.

Noted.

11.3 Wheatbelt District Emergency Management Committee (DEMC)

President Tony Sachse will provide a report to the Zone.

The last Wheatbelt DEMC met in Northam on 20th October 2022. The unconfirmed minutes of this meeting have already been distributed. The next meeting is on 29th March 2023.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now only meeting as needed. A meeting occurred On 12th, 13th and 14th December 2022 relating to the Cervantes fire in the Shire of Dandaragan. Another meeting was held on 31st January 2023 relating to the Avon Valley bushfire.

The Wheatbelt Human Services Managers Forum met on 6th December 2022. The minutes of the meeting and supporting documentation including the WHSMF FDV Working Party Community Awareness Program and the Wheatbelt Men's Respite Centre were attached. To the agenda.

Another meeting was held on 7th February 2023 the minutes of which are not yet available.

RESOLVED

Moved: Shire of Mt Marshall
Seconded: Shire of Wyalkatchem

That the Great Eastern District Emergency Management Committee Report be received.

CARRIED

11.4 Regional Health Advocacy Group

This item and a report will be prepared for the April 2023 meeting.

Noted.

11.5 WALGA RoadWise

Cliff Simpson, Regional Road Safety Advisor was an apology.

Noted.

12. Western Australian Local Government Association (WALGA) Business

12.1 2023 Local Government Honours Program

The annual Local Government Honours Program affords significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Local Government officers to their respective Councils, the WA Local Government sector, and the wider community.

Nominations for the 2023 Honours Program are open now.

There are six awards in the 2023 Program:

1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award
5. Local Government Distinguished Officer Award
6. Young Achievers Award

Nominations will close at **5:00pm on Friday, 9 June** and the awards will be presented as part of the WALGA Annual General Meeting held on Monday, 18 September. For more information or to submit a nomination, visit the WALGA website or contact Kathy Robertson, Executive Officer Governance, on 9213 2036 or via email at honours@walga.asn.au.

Noted.

12.2 State Councillor Report

Cr Stephen Strange

RESOLVED

Moved: Shire of Bruce Rock
Seconded: Shire of Nungarin

That the State Councillor Report be received.

CARRIED

12.3 WALGA Status Report

By James McGovern, Executive Officer

There were no matters to present in the Status Report for February 2023.

Noted.

12.4 Review of WALGA State Council Agenda's – Matters for Decision

12.4.1 State Council Agenda Items – (1 March 2023)

Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda 1 March 2023](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

7.1 Proposed Advocacy Position on Constitutional Recognition of Aboriginal and Torres Strait Islanders

Executive Summary

- The Australian Government will hold a referendum in the second half of 2023 on amending the Constitution to enshrine an Aboriginal and Torres Strait Islander Voice to Parliament (the Voice) as part of its commitment to implement the Uluru Statement from the Heart.
- At its December 2022 meeting State Council resolved that WALGA prepare an advocacy position in support of constitutional recognition to be circulated to WALGA Zones for their next meeting for consideration and feedback.
- WALGA has prepared the attached Information Paper for WALGA Zones and State Council to facilitate discussion on the proposed WALGA Advocacy Position.

WALGA Recommendation

That the following Advocacy Position be endorsed: WALGA supports constitutional recognition of Aboriginal and Torres Strait Islander People through the enshrining of a Voice to Parliament.

Great Eastern Country Zone Recommendation

RESOLVED

Moved: Shire of Bruce Rock
 Seconded: Shire of Tammin

That the Great Eastern Country Zone does not believe that WALGA should be actively participating in the National Referendum on a Voice to Parliament.

CARRIED

7.2 Community Disaster Resilience Strategy Submission

Executive Summary

- The State Emergency Management Committee (SEMC) has released the draft Western Australian Community Disaster Resilience Strategy (CDRS) for public consultation, until 3 March 2023.
- The Strategy intends to provide the guidance to support all Western Australians to increase their disaster resilience.
- The Strategy builds on a CDRS Discussion Paper. WALGA previously provided input on the discussion paper, and Local Government Consultation was also undertaken by SEMC
- WALGA has prepared a draft Submission that is supportive of the CDRS

WALGA Recommendation

That the submission on the draft Western Australian Community Disaster Resilience Strategy be endorsed.

7.3 Child Safeguarding Advocacy Position

Executive Summary

- Since 2018 WALGA has consulted extensively with Local Government in relation to the response to the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) including the National Redress Scheme, Reportable Conduct and Child Safety Officers.
- WALGA has developed a Child Safeguarding Advocacy Position which will be used to guide policy development, advocacy, and capacity building activities for Local Government within the State framework.
- The new Advocacy Position has been developed based on submissions previously endorsed by State Council and extensive consultation with Local Government and is supported by the Local Government Child Safety Communities of Practice network and the Community Industry Reference Group (CIRG).

WALGA Recommendation

That the Child Safeguarding Advocacy Position as follows be endorsed:

Child Safeguarding

1. *Local Government supports:*
 - a. *the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse 2017, in particular Recommendation 6.12 which can be achieved by Local Government implementing and embedding child safeguarding across its functions with support from Governments at the national, state and territory levels; and*

- b. *the ten National Principles for Child Safe Organisations (Australian Humans Rights Commission).*
 2. *The State Government through an Independent Oversight Body should provide financial, resourcing and capacity building support to Local Governments to implement and embed child safeguarding across its functions, through the provision of:*
 - a. *supporting materials such as template policies, procedures, and guidelines;*
 - b. *consistent key messaging and resources to promote and share in venues and facilities and online;*
 - c. *examples of best practice, including case studies;*
 - d. *self-assessment tools to assist Local Government;*
 - e. *ongoing training and skills development for Local Government staff, including online training options;*
 - f. *funding for the delivery of the child safeguarding function within smaller, less well resourced (Band 3 and Band 4) Local Governments; and*
 - g. *expert officers within each region to provide support and guidance to Local Government on child safeguarding.*
 3. *The Local Government sector supports Local Government participation in the State's National Redress Scheme, with full financial coverage by the State.*

7.4 Submission on Draft Guideline Minimising Noise Impact from Outdoor Community Basketball Facilities

Executive Summary

- The Department of Water and Environmental Regulation released the *Draft Guideline: Minimising noise impact from outdoor community basketball facilities* on 23 December 2022 for a 10 week consultation period.
- The Draft Guideline includes options for how noise, from new community basketball facilities can be mitigated. This includes separation distances between the facility and residents in different circumstances, engineering, and facility management controls.
- A draft Submission was circulated to Local Government for feedback and the final Submission has been updated based on the information provided.
- The WALGA Submission provides feedback on the costs and practicality of the various interventions suggested.

WALGA Recommendation

That the submission on the Draft Guideline: Minimising noise impact from outdoor community basketball facilities be endorsed.

7.5 Main Roads Draft Roadside Advertising Policy and Application Guidelines

Executive Summary

- Main Roads is seeking feedback on their Draft Roadside Advertising Policy and Application Guidelines.
- This policy could be used to significantly curtail the deployment of roadside advertising devices, which are currently used by Local Governments as a source of public realm amenity, support funding bus shelter improvements and are a source of revenue for Local Government in some cases.
- As drafted, these guidelines would apply to most of the public road network, including Local Government roads, and signs on private property that are visible from the road. The draft guidelines would cover advertiser-funded bus shelters and information or decorative banners.
- There is no demonstrated road safety problem resulting from roadside advertising devices, as currently deployed in Western Australia. Road safety is the stated rationale for developing this policy.
- WALGA has prepared a submission to Main Roads on the guidelines, requesting:

- Greater delegation of authority in assessing small format static signs and small format digital signs.
- Guaranteed processing times for classes of signs for which Main Roads retains the assessment function. This includes requesting a schedule of approval time frames, and a “deemed approved” clause in the event of these timeframes not being met.

WALGA Recommendation

That the submission to Main Roads on its Draft Roadside Advertising Policy and Application Guidelines be endorsed.

Policy Team Reports

8.1 Environment and Waste Policy Team Report

1. Matters for State Council Decision

The Submission on the Department of Water and Environmental Regulation draft Guideline *Minimising noise impact from outdoor community basketball facilities* was considered and endorsed for State Council decision at the March 2023 meeting (see [Agenda item 7.4](#)).

2. Matters for State Council Noting

The following updates were noted by the Policy Team:

New Urban Forest promotional videos – available on the WALGA website [here](#).

Varroa mite and backyard beekeepers – WALGA continues to engage with DPIRD on this issue.

In relation to Foot and Mouth Disease (FMD) and Lumpy Skin Disease (LSD):

- Release of a [National LSD Action Plan](#);
- A Northern Australian Coordination Network has been [established](#) and funded to assist in managing the threat of LSD and FMD;
- The Western Australian taskforce continues to meet, this group includes DPIRD, industry groups, livestock agents and processors; and
- The National FMD Biosecurity Response Zone extended to 30 June 2023 to ensure Australia’s strong protections against FMD remain in place.

WALGA Recommendation

That the matters considered by the Environment and Waste Policy Team be noted.

8.2 Governance and Organisational Services Policy Team Report

The Governance and Organisational Services Policy Team includes the following subject areas:

- *Employee Relations*
- *Governance*
- *Strategy and Association Governance*
- *Training*
- *Regional Capacity Building / Local Government Reform*

The Governance and Organisational Services (GOS) Policy Team have not had a meeting since the last State Council meeting in December 2022.

A meeting of the GOS Policy Team is scheduled for Friday, 3 February.

A Report providing an update on matters considered at that meeting will be included in the next State Council Agenda.

WALGA Recommendation

That the Governance and Organisational Services Policy Team Report be noted.

8.3 Infrastructure Policy Team Report

The Infrastructure Policy Team includes the following subject areas:

- Roads and paths
- Road safety
- Transport
- Freight
- Utilities (including telecommunications and underground power)

This Report provides an update on matters considered, since the last State Council meeting, by the Infrastructure Policy Team at its meetings held on 7 December 2022 and 11 January 2023.

1. Matters for State Council Decision

Nil.

2. Matters for State Council Noting

2.1 Policy Team meeting on 7 December 2022

At the meeting on 7 December, the Infrastructure Policy Team considered matters related to:

Road Traffic Issues

This matter was deferred for consideration after the development and endorsement of a clear Local Government advocacy position on speed management.

Car Parking and Traffic Congestion Around Schools

The Policy Team requested WALGA use its role at the Safe Active Travel to School Working Group to advocate for desired outcomes and to provide advice back to the Local Government sector.

Proposal for Regional Road Maintenance Contracts with Main Roads

The Policy Team requested WALGA explore, in discussion with Main Roads WA, opportunities and interest in contracting Local Governments to undertake maintenance and minor works on the State road network.

Northern Australian Beef Roads Program

The Policy Team requested that WALGA engage with the Goldfields-Esperance Regional Road Group regarding the matter of Northern Australian Beef Roads Program.

2.2 Policy Team meeting on 11 January 2023

Western Power Access Arrangement 5

At the meeting on 11 January, the Infrastructure Policy Team endorsed the draft submission, consistent with the policy positions endorsed by State Council in April 2022, concerning Western Power Access Arrangement 5 (2022 – 2027) for lodgement with the Economic Regulation Authority.

WALGA Recommendation

That the matters considered by the Infrastructure Policy Team be noted.

8.4 People and Place Policy Team Report

1. Matters for State Council Decision

The Aboriginal Cultural Heritage Act Stage 3 Co-Design Submission was considered and endorsed for State Council decision by Flying Minute (see [Agenda item 9.5](#)).

The following items were considered and endorsed for State Council decision at the March 2023 meeting:

A submission on the draft Western Australian Disaster Resilience Strategy (see [Agenda item 7.2](#)); and
An updated Child Safeguarding Advocacy Position (see [Agenda item 7.3](#)).

2. Matters for State Council Noting

The following noting items were considered:

The consultation response to the Draft Position Statement: Child Care Premises prior to submission to the DPLH (see [Agenda item 9.6](#)); and
The Local Development Plan Background Paper (see [Agenda item 9.3](#)).

WALGA Recommendation

That the matters considered by the People and Place Policy Team be noted.

Matters for Noting/Information

- 9.1 Animal welfare in Emergencies Grant Program Overview
- 9.2 Emergency Management Update
- 9.3 Local Development Plan Background Paper
- 9.4 2023-24 WALGA Federal Budget Submission
- 9.5 WALGA Submission on Phase Three of the Aboriginal Cultural Heritage Act 2021 Co-Design Process
- 9.6 Child Care Premises Position Statement: Consultation Response
- 9.7 Report Municipal Waste Advisory Council (MWAC)

RESOLVED

Moved: Shire of Tammin
Seconded: Shire of Dowerin

That the Great Eastern Country Zone

- 1. Supports Matters for Decision, items 7.2 to 7.5 and 8.1 to 8.4 as listed above in the March 2023 State Council Agenda.
- 2. Notes all Matters for Noting and Organisational Reports as listed in the March 2023 State Council Agenda.

CARRIED

12.5 WALGA President's Report

The WALGA President's Report was attached to the agenda.

RESOLVED

Moved: Shire of Bruce Rock
Seconded: Shire of Trayning

That the Great Eastern Country Zone notes the WALGA President's Report.

CARRIED

13. Emerging Issues

13.1 Review of Audit Process by the Office of Auditor General
--

Shire of Yilgarn

The Zone raised the issue of a lack of confidence in the auditing process managed by the Office of the Auditor General and request that WALGA lead a comprehensive review of the auditing process.

RESOLVED

Moved: Shire of Tammin
Seconded: Shire of Cunderdin

That the Great Eastern Country Zone supports a comprehensive review, prioritised and led by WALGA, of the audit process managed by the Office of the Auditor General.

CARRIED

14. Date, Time, and Place of Next Meetings

The next Great Eastern Country Zone meeting will be held on Monday, 17 April 2023 commencing at 9.30am. This meeting will be hosted by the Shire of Merredin.

15. Closure

There being no further business the Chair declared the meeting closed at 12:37pm.



WEROC Inc. Board Meeting MINUTES

Wednesday 22 February 2023

Shire of Kellerberrin Council Chambers
110 Massingham Street, Kellerberrin

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

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

Minutes of the Board Meeting held in the Kellerberrin Shire Council Chambers on Wednesday 22 February 2023.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.46am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan (Chair)

Ms. Lisa Clack

Mr. Tony Crooks

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Mr. Mark McKenzie (Deputy Chair)

Mr. Darren Mollenoyux

Ms. Tanya Nicholls, proxy and voting delegate for Ms. Glenice Batchelor

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Bryan Close

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Bryan Close

Ms. Glenice Batchelor

Mr. Bill Price

Mr. Mark Crees

2.3 Guests

Mr. Stuart Hoble, Chief Executive Officer, Shire of Cunderdin (left the meeting at 10.05am and did not return)

Mr Daniel Hay-Hendry, Manager Projects & Assets, Shire of Merredin (left the meeting at 10.20am and did not return)

Ms. Chloe Townsend, A/Deputy Chief Executive Officer, Shire of Merredin (left the meeting at 10.20am and did not return)

Mr. Lindon Mellor, Executive Manager Engineering Services, Shire of Merredin (left the meeting at 10.20am and did not return)

3. DECLARATIONS OF INTEREST

Nil

4. PRESENTATIONS

4.1 Mr. Jimmy Murphy & Ms. Alyce Ventris, Town Team Movement, 11.30am

At the WEROC Inc. Board Meeting held on 27 June 2022, Ms. Alyce Ventris, Town Team Builder for the Wheatbelt, presented a proposal for WEROC to partner with Town Teams in the same way that NEWROC have. There is not a set partnership arrangement, but it could look something along the lines of: - WEROC make an annual financial contribution of \$15,000 from 1 July 2023, and in return for this WEROC will have one day per week from the Town Team Builder dedicated to working with WEROC communities and one “do-over” event per annum.

The Board discussed the proposal and determined that:

- While Town Teams have great potential as a catalyst for community led projects, if they do not have the appropriate structure or a clear vision, the teams will have limited impact; and
- Any potential partnership between Town Teams and WEROC should be contingent on RAC continuing their funding beyond 2023

It was resolved that WEROC would revisit a potential partnership with Town Teams in early 2023.

Mr. Jimmy Murphy, Co-Founder of the Town Team Movement and Ms. Ventris have been invited to provide an update on Town Team projects and initiatives and to again discuss the potential for a partnership with WEROC.

Comments from the meeting:

The presentation from Town Teams was scheduled for 11.30am. Due to the early meeting closure, Mr. Murphy and Ms. Ventris did not present to the Board. The Executive Officer and Mr. Raymond Griffiths met with Mr. Murphy and Ms. Ventris separately. A copy of the presentation from Town Teams will be circulated to the Board via email.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 21 November 2022

Minutes of the WEROC Inc. Board Meeting held in Bruce Rock on Monday 21 November 2022 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Bruce Rock on Monday 21 November 2022 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Tony Crooks

Seconded: Ms. Lisa Clack

That the Minutes of the WEROC Inc. Meeting held in Bruce Rock on Monday 21 November 2022 be confirmed as a true and correct record.

CARRIED

5.2 Business Arising – Status Report as of 10 February 2023

Attachment 1: WEROC Strategic Plan (Revised 2022)

Attachment 2: WEROC Inc. Letter to Director Ron Shepherd

Attachment 3: Letter to WEROC Inc. from Director Ron Shepherd

Actions Arising from the WEROC Inc. Board Meeting held on 21 November 2022.

Agenda Item	Action(s)	Status
5.3 Business arising	Contact Wheatbelt NRM to get an update on their proposal for a regional corella management coordinator.	The Executive Officer sent an email to Wheatbelt NRM on 24 November requesting an update on the corella management initiative. A response was received on 1 December advising that they would provide an update as soon as possible. On 9 February 2023, Dr. Karl O’Callaghan, CEO of Wheatbelt NRM contacted the Executive Officer via phone and provided a verbal update on this proposal. Dr. O’Callaghan advised that discussions with CBH regarding their contribution are still ongoing but likely to be confirmed in the near term. The proposal is supported by the Avon Regional Organisation of Councils (AROC), but NEWROC have declined involvement.
7.1 Regional Preferred Provider Panels	Contact the Wheatbelt Business Network (WBN) with a request that they educate local businesses on the concept and benefits of preferred supplier panels.	The Executive Officer emailed WBN CEO, Mr. Rik Soderlund on 7 December 2022 advising that the WEROC Shires had canvassed local businesses to ascertain their interest in the preferred supplier panel concept and that there had been limited interest. It was requested that the WBN go out and talk to local businesses about preferred supplier panels and generate interest before WEROC consider this proposal again. A follow up email was sent on 8 February 2023.
7.2 Wheatbelt Workforce & Housing Discussion Paper	Write to Mr. James McGovern, Executive Officer of the Great Eastern Country Zone (GECZ), and request that GROH and worker housing be placed on the agenda for the GECZ conference taking place in early 2023.	The Executive Officer contacted Mr. James McGovern via email on 21 November 2022 with a request for housing (specifically GROH and worker housing) to be put forward as a potential topic of discussion at the 2023 GECZ conference. Mr. McGovern replied on 24 November: <i>“Thanks for the email and the proposal for the Conference program, it would be a worthy matter for consideration and does align with the</i>

		<p><i>strategic priorities adopted by the Zone Executive.</i></p> <p><i>The Conference will be discussed at the Zone meeting on Monday and the Executive will consider feedback before determining the final program”.</i></p>
7.3 WEROC Strategic Waste Management Plan	The Shire of Merredin will present a formal position and alternative funding models for the proposed Regional Waste Coordinator position at the next meeting of the WEROC Board.	Ms. Lisa Clack, CEO, Shire of Merredin has prepared a position paper. Please refer to Agenda item 7.4 for further detail.
7.4 WEROC Strategic Plan	Amend Action 1.3 so that it includes drought management programs as well as the Regional Climate Alliance Program.	The Plan has been updated and is provided as Attachment 1. The revised Plan has been uploaded to the WEROC website.
7.5 Marketing and Promotion of the Golden Pipeline Heritage Trail	Contact the National Trust Western Australia to query if there is an opportunity for a partnership with WEROC to revitalize the Golden Pipeline Heritage Trail.	The Executive Officer has been in contact with the National Trust Western Australia. Please refer to Agenda item 7.1 for further detail.
8.1 State Barrier Fence	Write to the Director of Invasive Species at the Department of Primary Industries and Regional Development regarding the recently announced change to wild dog control measures along the State Barrier Fence.	<p>In consultation with the Eastern Wheatbelt Biosecurity Group, Executive officer, Lisa O’Neill, a letter to the Director of Invasive Species and Environment Biosecurity (Ron Shepherd) was drafted and sent on 15 December 2022. A copy of this letter is provided as Attachment 2. A response was received on 31 January 2023 and is provided as Attachment 3.</p> <p>Subsequent to receiving the response the Executive Officer contacted Ms. O’Neill to ask if there are any further actions that can be taken in support of their concerns and was advised that there is unlikely to be any further progress on the concessions already made. Ms. O’Neill thanked WEROC for their support.</p>

Recommendation:

That the status reports as of 10 February 2023 be received.

Comments from the meeting:

- There is still interest in being involved in the Wheatbelt NRM’s Corella Management project. The Executive Officer will continue to monitor progress and provide updates as any new information comes to light.

- Members determined that at this stage the preferred supplier panel proposal from the Wheatbelt Business Network will be laid on the table. If at some future stage there is appetite to proceed, the matter will be reinvestigated.

RESOLUTION: **Moved:** Mr. Raymond Griffiths **Seconded:** Mr. Mark McKenzie

That the status reports as of 10 February 2023 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 31 January 2023

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 February 2023

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 2 May 2022 the budget for the financial year commencing 1 July 2022 and ending 30 June 2023 was adopted. The approved Budget for 2022-23 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 refunds for Q4 BAS 2021-22 and Q2 BAS 2022-23
Note 4	Executive Officer services for the months of June to December 2022
Note 5	Executive Officer travel to Board and other meetings
Note 6	Monthly subscription fee for Xero accounting software
Note 7	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2021-22 financial year
Note 8	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan, the Customer Service Institute of Australia for the customer service excellence workshops and the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service
Note 9	Payment to PWD for .au domain name registration, 12-month hosting fee and compulsory safety upgrade
Note 10	Payments to Local Community Insurance Services for insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	GST paid
Note 12	Payment to the Australian Tax Office for Q1 BAS 2022-23

WEROC Inc.

ABN 28 416 957 824

1 July 2022 to 30 June 2023

		Budget 2022/2023	Actual to 31/01/2023	Notes
INCOME				
0501	General Subscriptions	\$72,000.00	\$72,000.00	1
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$0.00	\$0.00	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$7,200.00	\$7,200.00	2
	GST Refunds	\$7,927.78	\$4,436.00	3
Total Receipts		\$87,127.78	\$83,636.00	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,501.50	\$15,462.26	4
1661.02	Executive Officer Travel and Accommodation	\$1,560.00	\$525.63	5
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$409.08	6
1687.03	WEROC Financial Services Audit	\$1,000.00	\$931.00	7
1585	WEROC Consultant Expenses	\$60,000.00	\$11,469.55	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$680.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,000.00	\$5,938.52	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$10,722.15	\$3,237.34	11
	ATO Payments	\$3,668.70	\$5,399.00	12
Total Payments		\$121,612.35	\$44,052.38	
Net Position		-\$34,484.57	\$39,583.62	
OPENING CASH 1 July		\$168,194.70	\$164,322.88	
CASH BALANCE		\$133,710.13	\$203,906.50	

Recommendation:

That the WEROC Inc. financial report for the period 1 November 2022 to 31 January 2023, be received.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Mr. Raymond Griffiths

That the WEROC Inc. financial report for the period 1 November 2022 to 31 January 2023, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose.
Date: 1 February 2023
Attachments: Nil
Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 November 2022 to 31 January 2023 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		\$210,469.91		
04 Nov 2022	Payment: PWD Australia		\$462.00	\$210,007.91
04 Nov 2022	Payment: 150 Square Pty Ltd		\$2,978.70	\$207,029.21
30 Nov 2022	Payment: Premium Publishers		\$674.66	\$206,354.55
06 Dec 2022	Payment: PWD Australia		\$225.50	\$206,129.05
08 Dec 2022	Payment: 150 Square Pty Ltd		\$3,203.50	\$202,925.55
13 Jan 2023	Payment: Shire of Merredin		\$416.05	\$202,509.50
25 Jan 2023	ATO	\$1,397.00		\$203,906.50
Total Westpac Community Solution One		\$1,397.00	\$7,960.41	\$203,906.50
Closing Balance		\$203,906.50		

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 November 2022 to 31 January 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2022 to 31 January 2023 totalling \$7,960.41 be approved.

RESOLUTION: **Moved:** Ms. Joanne Soderlund **Seconded:** Mr. Tony Crooks

That the WEROC Inc. summary of income and expenditure for the period 1 November 2022 to 31 January 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 November 2022 to 31 January 2023 totalling \$7,960.41 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 Golden Pipeline Heritage Trail

Disclosure of Interest: No interest to disclose.
Date: 1 February 2023
Attachments: Attachment 4: Report Consultation Summary on Golden Pipeline
Consultation: NA
Financial Implications: NA

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held on 21 November 2022, the future promotion and marketing of the Golden Pipeline Heritage Trail was discussed, and it was resolved that WEROC Inc. would continue to support the promotion of the trail. It was also recommended that an approach be made to the National Trust of Western Australia to see if there is an opportunity for a partnership with WEROC to revitalize the Golden Pipeline Heritage Trail (GPHT).

The Executive Officer wrote to the National Trust Western Australia requesting an opportunity to meet with them and discuss any future plans they have for the GPHT and to explore the potential to work with WEROC to see the closed sites receive the attention they require to once again become a safe point of interest for visitors. The following response was received from Mr. Julian Donaldson, Chief Executive Officer, National Trust WA:

Dear Rebekah

Thank you for your note.

I recently wrote to all shire CEOs along the Golden Pipeline advising that the MOU, which is now well out of date, would not be renewed – but that we were happy to collaborate in the promotion of the GPHT as best we can. So, your note is timely!

The discovery of asbestos contamination at some of the sites has really constrained promotion, and like you, we can't wait for clearance so we can all invite visitors back.

You may also be aware that WaterCorp have recently called for submissions for a new interpretation plan for the pipeline as part of the project to sink large stretches of the line below ground.

We work closely with WaterCorp and have shared your request for information with them and received the following:

The primary constraint to accessing the pumping stations is the contamination present in the soil and buildings, along with some structural issues.

I'll check with our contaminated sites team and see what information we can share with the Trust and WEROC.

As part of the scope for the interpretation strategy, the successful consultant will need to produce a community engagement plan.

I imagine we would consult all of the LGA's along the pipeline, but hadn't thought of using WEROC, so will definitely keep this in mind.

As soon as we have a response, I'll let you know.

Executive Officer Comment:

Subsequent to the correspondence with the National Trust, the Executive Officer conducted some desktop research to find out more about the Water Corporations Golden Pipeline renewal project. A brief overview of the project is provided below:

- In January 2022, the Water Corporation received approval to remove and repurpose above ground sections of the Golden Pipeline as it is gradually replaced with new underground pipeline over the next 50 to 70 years.
- The replacement of a section of pipeline in Tammin was completed in 2022 and the Water Corporation will soon start a section in Merredin.

- As part of this project the Water Corporation intends to develop an interpretation strategy that will enable the safe operation of the pipeline while also ensuring that sections of the above ground pipeline are retained for heritage, tourism and operational purposes.
- Initial consultation on this project was undertaken in 2018. Feedback from this consultation (refer to the summary report provided as Attachment 4) was used to inform the final project proposal which was released for public comment in September 2021.
- The Water Corporation will undertake further consultation with community, local government and other stakeholders to inform the interpretation strategy. This consultation was expected to start in late 2022.

The Executive Officer has contacted the Senior Planner responsible for this project and requested that WEROC be kept informed of this project as it progresses.

Recommendation:

That the information be noted.

Comments from the meeting:

- Mr. Nic Warren queried whether the Golden Pipeline renewal project would include remediation of contaminated sites or only involved preservation of the pipeline. The Executive Officer will contact the Water Corporation to seek clarification on this.

RESOLUTION:

Moved: Ms. Tanya Nicholls

Seconded: Mr. Wayne Della Bosca

That the information be noted.

CARRIED

7.2 Wheatbelt Medical Student Immersion Program

Disclosure of Interest: No interest to disclose.

Date: 1 February 2023

Attachments: *Attachment 5: 23.01.23 Meeting Notes*
Attachment 6: WMSIP Letter of Agreement 2023
Attachment 7: WMSIP Media Release February 2023

Consultation: NA

Financial Implications: NA

Voting Requirement: Simple Majority

Background:

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 years 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).

Executive Officer Comment:

within the Central Wheatbelt Visitors Centre and agreed that WEROC would keep him apprised of any developments.

Recommendation:

That the Board consider and discuss the Shire of Merredin proposal.

Comments from the meeting:

- Mr. Darren Mollenoyux requested that the item be laid on the table until the next meeting due to insufficient time to consider the proposal.
- Ms. Chloe Townsend provided a brief overview of the proposal including the recommendation that WEROC proceed with Option 3, which is to initiate a discussion with NEWTravel regarding the potential to add WEROC Shires (and possibly the Shire of Cunderdin) to the established Wheatbelt Way brand.
- Mr. Darren Mollenoyux questioned what the alternative recommendation would be if NEWTravel do not have the capacity for WEROC to join. Ms. Townsend advised that, if Option 3 was to be progressed NEWTravel could potentially employ an additional resource to accommodate the extra workload, however if this is not possible, Option 2 would be their next recommendation.
- The Executive Officer queried why Option 5 was not recommended. Ms. Townsend advised that this approach would be resource intensive and have a longer-term outlook. The other options could be considered as incremental steps in the build up to Option 5.

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.

CARRIED

7.4 WEROC Regional Waste Coordinator

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 February 2023

Attachments: *Attachment 9: WEROC Waste Management Option Paper*

Consultation: Mr. Daniel Hay-Hendry

Financial Implications: To be determined.

Voting Requirement: Simple Majority

Background:

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 Shire's 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.

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Jimmy Murphy and Ms. Alyce Ventris it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information as presented by Mr. Murphy and Ms. Ventris be considered, and the matter discussed.

As noted under Agenda item 4.1, Mr. Murphy and Ms. Ventris did not present to the Board. A copy of the presentation from Town Teams will be circulated to the Board via email and further discussion will be taken out of session.

8. EMERGING ISSUES

NIL

9. OTHER MATTERS (FOR NOTING)

9.1 Public Health Act 2016

Attachment 10: Message from the Chief Health Officer

Attachment 11: Timeline for implementation of the Public Health Act

Action 5.2 of the WEROC Strategic Plan is to develop a regional Public Health Plan that links to local Public Health Plans. This action has been ongoing since the WEROC Board Meeting held on 30 April 2020, where it was resolved that the Executive Officer would monitor progress toward the implementation of Stage 5 of the Public Health Act 2016 and at the commencement of Stage 5:

- 1) WEROC Inc. will progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans; and
- 2) The Executive Officer will seek quotations for the development of a WEROC Public Health Plan.

Dr Andrew Robertson, Chief Health Officer, Health Department of WA, issued a communique on the progress of stage 4 and stage 5 of the Public Health Act 2016 on 6 December 2022. This communique, which is provided as Attachment 9, advises that the new regulations for both stage 4 and stage 5 are not expected to commence within the next 2 years.

Whilst it is not a requirement for Local Public Health plans to be developed until stage 5 comes into effect, many Local Governments are already producing them, and WA Health encourage this approach. Given the delay in implementation of stage 5, the Board may like to consider whether earlier action is warranted.

Comments from the meeting:

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock have almost completed their Public Health Plan. No other Shires have commenced at this stage.
- There is no appetite to progress this action until Stage 5 commences.

9.2 Wheatbelt Health Profile 2022

Attachment 12: Wheatbelt Health Profile 2022

The WA Country Health Service has released the [2022 Health Profiles](#). The reports provide an overview of the population, geography, health risk factors and health activity of each of its Health Districts and identify some of the key health issues and needs of its population. The profiles aim to provide a guide to inform health

service review, planning and evaluation and help address disadvantage and inequity in rural and remote healthcare.

9.3 Eastern Wheatbelt Ranger Program

Mr. Michael Hayden, Managing Director, Maarli Services, advised via email on Monday 23 January 2023 that Maarli Services was successful in its application to deliver the Eastern Wheatbelt Ranger Program over a two-year period. This will enable Maarli Services to have a small team of employees dedicated to maintaining the cultural and environmental land assets across the region. Mr. Hayden advised that he is looking to establish partnerships with each of the Local Governments that provided letters of support (including the Shires of Merredin, Bruce Rock, Kellerberrin, Westonia and Yilgarn) and hoped to explore regional collaboration opportunities.

Mr. Hayden was invited to attend this meeting but was not available. Mr. Hayden will be invited to the next WEROC meeting to discuss potential partnership opportunities.

Comments from the meeting:

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock would prefer to approach any discussions with Mr. Hayden as a group. Other Members concurred.
- The Executive Officer will contact Mr. Hayden and request that instead of approaching Councils individually, he discuss any partnership opportunities with WEROC as a group.

10. FUTURE MEETINGS

At the last meeting of the WEROC Inc. Board the Executive Officer requested that a proposed schedule of meetings for 2023 be circulated and approved via email once the Great Eastern Country Zone meeting schedule had been confirmed.

In early December 2022, the Executive Officer circulated several options for consideration and it was determined that the schedule of meetings for 2023 would be as follows:

Date	Time	Host Council
Wednesday 22 February 2023	9.30am	Kellerberrin
Wednesday 26 April 2023	9.30am	Yilgarn
Wednesday 28 June 2023	9.30am	Tammin
Wednesday 30 August 2023	9.30am	Merredin
Wednesday 29 November 2023	9.30am	Westonia

The next meeting will be held in Southern Cross on Wednesday 26 April 2023.

Comments from the meeting:

- Ms. Glenice Batchelor through Ms. Tanya Nicholls requested that Ms. Susan Hall, Acting Chief Executive Officer of the Wheatbelt Development Commission, be invited to the next meeting.

11. CLOSURE

There being no further business the Chair closed the meeting at 10.49am.

MINUTES OF THE CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 27TH FEBRUARY 2023 AT 10.30AM AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE

1. MEETING OPENING

The Chairperson opened the meeting at 10.30am, welcomed Di Davies (Observer), Ben McKay (CEO, Shire of Mt Marshall) who was attending a CEACA meeting for the first time.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Present

Terry Waldron (Chairperson), Richard Marshall (CEACA Executive Officer), Jo Trachy (CEACA Operations Manager & Minute Secretary), Darren Mollenoyux (Shire of Bruce Rock), Stephen Strange (Shire of Bruce Rock), Rod Forsyth (Shire of Kellerberrin), Ben McKay (Shire of Mt Marshall), Tony Sachse (Shire of Mt Marshall), Mark McKenzie (Shire of Merredin), Gary Shadbolt (Shire of Mukinbudin), Bill Price (Shire of Westonia), Quentin Davies (Shire of Wyalkatchem), Nic Warren (Shire of Southern Cross), Wayne Della Bosca (Shire of Southern Cross), Di Davies (Observer)

Apologies

Raymond Griffiths (Shire of Kellerberrin), Lisa Clack (Shire of Merredin), Dirk Sellenger (Shire of Mukinbudin), Louis Geier (Shire of Westonia), Peter Klein (Shire of Wyalkatchem)

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no conflicts of interest.

2.4 Previous Minutes

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 9th of November 2022 be accepted as a true and accurate record of proceedings.

CARRIED

2.5 Matters Arising

The matters noted will be covered in the reports tabled in this meeting.

3. MATTERS FOR DECISION

3.1 Proposed Letters of Intent

The Executive Officer commented as follows:

- The letters have been drafted for shires who may want to join CEACA.
- Associate Members will not have voting rights and must commit to a 3-year term at \$5k pa.
- General Members have voting rights and must commit to a 3-year term at \$15k pa.
- Associate Members, upon confirmation of funding for Additional Units are obliged to upgrade to full membership.
- If any funding applications are successful, appropriate land will be gifted to CEACA and will be exempt from payment of shire rates.
- If a Member terminates their membership prior to the 3-year period, they will be liable for payment of fees for the remaining term of the agreement.
- Minimum membership commitment is 3 years from 1st July 2023.

General discussion followed and the main points were:

- Consideration be given in relation to shires who are joining with existing units or without.
- Consideration to be given to how the fees will be charged if a shire joins CEACA after 1 July 2023 (eg. mid way through 2024).

Action Items

1. Letter to be provided to the shires who cancelled their CEACA membership in 2022 following discussions.
2. CEACA to determine how they will manage membership if a shire joins part way through a financial year. Possibly a pro-rata fee or 50% of the annual fee if for less than six months.
3. The second point of the terms of membership should be changed to read *“Annual Membership Levy of \$15,000 per annum, or as otherwise determined by the Management Committee”*.

RESOLUTION

It was resolved to accept the two draft letters of intent on the understanding that the wording in relation to fees and membership terms will be altered as agreed prior to distribution.

CARRIED

3.2 CEACA LOGO

The Chairperson advised that the current wording under the CEACA logo *“Supporting Age Friendly Communities”* may need to be changed. A recent meeting with Hon. John Carey to discuss possible future funding opportunities highlighted the fact that a focus on ‘aged’ is less likely to attract government funding. The use of ‘aged’ is also restrictive, as we do accept applications from all ages. Discussion ensued and ideas for new wording provided by Members.

RESOLUTION

It was resolved that *“Supporting Age Friendly Communities”* would be replaced with *“Supporting Wheatbelt Communities”* and the logo will remain the same.

CARRIED

ACTION ITEM

Operations Manager to ensure that the changes are made to the CEACA logo and all relevant documentation and website are updated.

4. MATTERS FOR DISCUSSION

4.1 Funding for Additional ILU's

The Chairman spoke to *Attachment 5 – Funding for Additional ILU's* draft report and added the following comments:

- The draft report was put together to capture vital information relating to CEACA's current assets and operations. Although this report in its current format is not intended to be presented to the Government, it will be utilised as a starting point for a formal application for funding.
- The draft has been sent to Heidi Cowcher (proposed consultant) for review and feedback.
- CEACA met with Hon. John Carey and he has indicated that they are looking at funding for ILU's and worker's accommodation.
- CEACA have confirmed a meeting with Hon. Don Punch, Minister for Regional Development.
- The details of available government funding are not clear at this point. CEACA have been advised that in relation to workers accommodation, the Government will be expecting investment from local businesses.
- The idea is to send them an initial funding application in the hope that they will review it and come back to CEACA with more questions and therefore start the process rather than waiting for the Government to approach CEACA.
- CEACA will initially be applying for funding for additional ILU's and will then consider a separate application for workers accommodation. They are very different projects and it may not be possible to submit funding for both in one application. We will be applying for 2-bedroom ILU's.

General discussion ensued.

ACTION ITEM

CEACA Management team to meet with Government representatives and finalise a funding application for the Executive Committee and Management Committee's approval prior to submission.

4.2 Management of Bruce Rock Shire Owned Units

Note: Attachment 6 was retracted prior to the meeting.

The Executive Officer advised as follows:

- CEACA Management met with the Shire of Bruce Rock in November 2022 to discuss the management of Bruce Rock retirement units, currently being managed by volunteers.
- The options for future management of these units and impact on CEACA and its current operations are being investigated.
- CEACA and Elders are considering the terms on which they could assist with property management and the impact that may have on CEACA's staff.

Discussion ensued.

ACTION ITEM

CEACA to finalise its proposal and provide an update to the Executive Committee and Management Committee prior to proceeding any further.

4.3 Proposed Changes to CEACA Constitution

Following discussions at previous Management Committee meetings, proposed changes to the Constitution were tabled and discussed (Attachment 7). The proposed changes are for discussion purposes only and for review with shire councils. The changes will need to be approved by members, either after a Management Committee meeting or at the AGM.

Discussion ensued and the following items were highlighted:

1. Consider incorporating a “revolving” three-year term and taking out or re-wording commencement date for membership term.
2. Consider taking out reference to the \$15,000 annual fee as this may change over time and it means the Constitution will have to be changed again when the figure is updated.
3. If the figure is not taken out, then consider adding “or as determined by the Management Committee”.
4. Members were happy with the wording in Items 5.3, 19.1, 11.5 and 11.6.

RESOLUTION

It was resolved to seek legal advice in relation to proposed amendments to the Constitution. The proposed changes will be brought back to the May Management Committee meeting.

4.4 Executive Officer Report

The Executive Officer added the following comments to the report tabled (Attachment 8):

Finance

- The Income & Expenditure account surplus for the first 6 months was \$126k against a budget of \$52k. This is mainly due to very high occupancy rates and the increase in rents coming into effect.
- Most expense categories are under budget.
- The biggest expense variance is repairs and maintenance. Defects come under project funding.
- Governance is slightly better than budget.
- Full year budget net profit of \$62k should be exceeded.
- Some expenses are for the full year eg. insurance.
- Funds are being set aside for future refurbishment (current balance of \$200k).

RESOLUTION

It was resolved by the Management Committee Members to accept the financials tabled.

CARRIED

Elders Real Estate Property Management

Elders has appointed a Property Management Specialist, Jasmine Adams, to review and manage the WA operations. Jasmine is considering making the Merredin office a hub for Property Management so that the staff are nearer to the properties. The only reservation that the Executive Officer is moving the accounting to a new team in Merredin may result in some issues. Jasmine is currently recruiting staff for the Merredin office.

Elders are performing well apart from an issue with implementation of the correct rental figures for some properties. This has been addressed by Jasmine and the team and we do not expect any further issues.

Care Services

Catholic Homes have advised that they are not taking on any additional aged care clients for the foreseeable future. They are struggling with staffing issues and can only manage current clients. They have elected not to attend the CEACA information session in March 2023 as they do not want to generate more business and do not have the staff to attend, however, they are open to working with CEACA if their current situation improves.

CEACA will keep working with Right-At-Home, Avivo and any other providers who may be able to service the needs of the community in future. CEACA will also work with Catholic Homes or Baptistcare in future should their circumstances improve.

4.5 Operations Manager Report

The Operations Manager added the following comment to the report tabled (Attachment 9):

- Occupancy is at 100% and there are no current signs of any tenants vacating.
- Enquiry received for workers accommodation from businesses in Bruce Rock, Koorda and Wyalkatchem.
- A new system of tracking work orders has been implemented to ensure management of works is seamless. It is becoming increasingly difficult to find contractors and manage their time for multiple jobs and this system has made it a lot easier to manage.
- With regards to maintenance, we have 40 current work orders progressing and defect rectification round 3 has commenced. This round consists of low priority items. All issues with blinds have been rectified and flooring will commence shortly.
- Annual checks of downpipes, gutters, air-conditioners, sewer pumps etc has resulted in a drastic reduction in complaints and issues.
- The new CEACA website is now live, includes an online application and is much easier to update. Facebook will now be updated to fall into line with this new site.
- Home Care service provision enquiries from tenants have reduced. We do, however, receive regular questions in relation to managing NDIS and mobility aids. CEACA investigated the option of becoming a CHSP provider and being paid to give advice and referrals, however it was found that it is not viable due to the volume of enquiries.
- Information Session to be held in Wyalkatchem on the 23 March 2023 is booked and speakers locked in. Posters have been sent to all CEACA member shires and have been included in local newsletters. The speakers will be Right at Home, Therapy Focus and WACHS.
- Currently investigating benefits of CEACA becoming a registered community housing provider or applying for funding directly from the Department of Housing. Any information will be included in future reports to the Management Committee.

ACTION ITEM

Operations Manager to liaise with the Member for Kellerberrin regarding possible damage from trees.

5. STRATEGY

The purpose of this paper was to revisit CEACA's 6 strategic objectives, Vision (Constitution), Objectives and Purpose (Constitution), logo and legal structure. Note: The Members discussed and agreed to the changes to the wording below the logo earlier in the meeting. The Executive Officer spoke to Attachment 10 and made the following comments:

Strategic Objectives

- There is heavy use of the word 'investigate' in our six strategic objectives and now that we have or are actively pursuing one or more of them, then this could be changed to 'pursue' and 'implement'. Some of the wording needs to be progressed to where we are now and where we want to be. There is also the possibility of reducing the objectives from six to four.
- Do not reduce the number of key objectives.
- Item 4 – Change to *"Investigate the availability of government and other funding..."*
- Item 6 – Change to *"Engage with other Wheatbelt shires on the benefits of becoming a CEACA member"*.

Vision (Constitution)

- Replace the word 'ageing' with 'current and future'.

Objectives & Purpose (Constitution)

- Delete 'aged' and replace it with 'seniors' or similar, bearing in mind the charitable status of CEACA.
- Possibility of items (a) and (c) being amalgamated.

ACTION ITEM

The Executive Officer is to review all items listed above and table at the next Management Committee meeting for approval. It is vital that any proposed changes to the Constitution do not impact on the charitable status of CEACA.

Legal Structure

The Executive Officer advised that CEACA is an incorporated association, which is typically for small organisations and when they become larger, it is normal to become a company governed by ASIC. The Executive Officer advised the Committee that this is something that CEACA may need to consider in future. It may also be a possibility for CEACA to set up a regional subsidiary, depending on the requirements for government funding. It was agreed that no action is required at this stage in relation to the legal structure.

Workers Accommodation

The Chairperson advised that the management team are pursuing the option of workers accommodation and the Minister indicated a willingness to support an application on the understanding that there would be investment from local businesses. Further investigation is required into the options and possible impact on CEACA’s charitable status if we are to be successful in obtaining funding.

ACTION ITEM

Investigate options and impact on CEACA’s current charitable status and future funding opportunities if they were to pursue workers accommodation. This may include legal advice.

6. MEETING CLOSURE

There being no items of general business, the Chairperson declared the meeting closed at 12.40pm

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.



Shire of
Bruce Rock
Where friends become family

Reconciliation Working Group Terms of Reference

2023- 2024

RAP working group Terms of Reference

Terms of Reference—Reconciliation Action Plan working group

In order to meet the minimum requirements for the development of a Reconciliation Action Plan the Bruce Rock Shire will establish a RAP Working Group. The purpose of the working group will be to guide and advise the Shire of Bruce Rock on the requests, needs and opportunities presented by the Indigenous people of Bruce Rock and its encompassing Shire. The Working Group will be the driving force behind the development, implementation and progression of the Reconciliation Action Plan. The Working Group should be comprised of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

Please note: The members of the RAP working group must agree to these Terms of Reference (TOR) before they come into effect. The TOR may change at the first meeting or when a change is proposed and accepted by the majority of members.

Membership

- Membership of the RAP Working Group will be limited to 15 people and a minimum of 5.
- Nominations are open to any staff members interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of our organisation.
- The membership of the RAP working group will be reviewed every six months. New members will be invited to join as required to ensure the working group has new ideas as well as continuity.
- Nominations should be submitted via email or in person to the *Bruce Rock Shire* and addressed directly to the *Engagement Officer*.
- Final selection will be made by the *Shire of Bruce Rock* in consultation with the *Engagement Officer* and related *Cultural Representatives*.

Structure

- The RAP working group will comprise of 2 Shire representatives (current Council members), a minimum of 3 Indigenous members who have nominated for the group and at least 1 community member or community group representative.
- It will also include a RAP Representative from the Executive level of the organisation.
- The roles to be divided among the RAP working group include:
 - Taking and disseminating minutes to the RAP working group
 - Planning up-coming meetings
 - Locating and sharing research or other documents as determined by the working party members
 - Facilitating consultation with interested staff, external stakeholders (as decided by the RAP working group), and Reconciliation Australia.

Agenda

- Members of the RAP working group can ask for any item relating to the core business of the group to be placed on any agenda.

Meetings

- Meetings will be held every 2 weeks while the RAP is being developed and every 6 weeks after launch to monitor progress.
- The chair of the *Working Group* will be appointed for a one year period, to be reviewed following the first year.
- Decisions made at the meetings will only be valid if there is a minimum of 2 Indigenous representatives at the meeting or input into the decision prior to the meeting.

Reporting

- The RAP working group will report directly to the RAP Champion/Engagement Officer on the progress of the RAP development and implementation.
- The RAP working group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

Approval of the RAP

- The draft RAP will be submitted to council for comment.
- The final document will be signed off by the Shire CEO and Shire President (as appropriate).

Endorsement of the RAP

- The RAP working group will work closely with Reconciliation Australia during the RAP development process to ensure the plan includes all the minimum elements for endorsement.
- The final draft RAP will be submitted to Reconciliation Australia for official endorsement prior to being launched or released publicly.

The Terms of Reference

The following activities will be carried out by the RAP working group:

1. Develop a RAP within the context of our organisation's core business and in-line with:
 - Over-arching strategic, corporate and business plans
 - Any existing supplier diversity strategy
 - Any existing equity and diversity policies.
2. Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide:
 - Ideas for the RAP
 - Comment on drafts.
3. Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
4. Regularly liaise with council and key stakeholders to review progress of RAP actions and:
 - Report RAP progress to Reconciliation Australia annually
 - Report RAP progress internally as per organisational requirements
 - Report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders
 - Reflect on key learnings in the development of new RAPs.
5. Consider RAP implementation issues and consult with relevant business units to find solutions.
6. Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
7. Develop a new RAP when the current plan expires.

Policy Name:	7.2 Community Engagement
Department:	Community Development
Date Adopted:	20 September 2012
Last Reviewed:	19 December 2019

Preamble Policy in respect to the engagement of the community.

Objective To give Council guidelines in respect of engaging the community. This will help the Shire of Bruce Rock make better decisions which reflect the interests and concerns of potentially affected people and entities.

Definitions **Community** – those who live, work or recreate in Bruce Rock.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”.

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

1. Information sharing processes, to keep the community informed and promotes understanding.
2. Consultation processes, to obtain feedback.
3. Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
4. Collaborating with community members in each aspect of the decision making process.
5. Empowering the community.

Policy The Shire of Bruce Rock is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

The Shire of Bruce Rock is a proactive organisation which has a willingness to listen to and value what community members have to say about an issue, and through community engagement, seeks to use the ideas, knowledge and skills of members of the community to enhance its decision making.

Community engagement assist the Shire of Bruce Rock to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

Principles for Community Engagement

The following principles apply to all community engagement undertaken by the Shire of Bruce Rock;

Focus and commitment	<ul style="list-style-type: none"> • The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire’s decision-making process. • Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified. • The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
Transparency and openness	<ul style="list-style-type: none"> • All community engagement processes will be open and transparent. • Comment will be documented and analysed. • The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other’s perspectives.
Responsiveness and feedback	<ul style="list-style-type: none"> • The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary. • The best interest of the community will prevail over the individual or vested interests.
Inclusiveness, accessibility and diversity	<ul style="list-style-type: none"> • Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process. • Community engagement process will be open to all those who wish to participate.
Accountability	<ul style="list-style-type: none"> • The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
Information	<ul style="list-style-type: none"> • Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.

<p>Timing</p>	<ul style="list-style-type: none"> • Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback. • All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
<p>Resources</p>	<ul style="list-style-type: none"> • The Shire will allocate sufficient financial, human and technical resources to support community engagement.
<p>Evaluation</p>	<ul style="list-style-type: none"> • The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

Head of Power Nil

8.5 Firebreaks

Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	13 March 2023

Preamble Policy relating to Firebreaks.

Objective To ensure protection intended by the firebreak provisions is provided and to protect the Shire of Bruce Rock against a liability claim.

Policy Pursuant to the powers contained in Section 33 of the Bushfires Act 1954, landowners are hereby required on or before 25th October and thereafter up to and including 31st March to have firebreaks clear of all inflammable material in accordance with the following:

- a) Rural lands, being all land outside townsites, firebreaks are required to be –
 - i. Not less than 2.5 metres wide for each 400Ha area inside, and within 10 metres of the external boundaries.
 - ii. Not less than 2.5 metres wide and within three metres of the perimeter of all boundaries and / or haystacks, or groups of buildings
- b) Townsite land –

Meaning all land within the gazetted townsites of Bruce Rock, Shackleton, Ardath and Babakin.

 - i. Where the area of land is 2,000 square metres or less. All inflammable materials from the whole of the land are to be slashed, ploughed, scarified, cultivated or chemically treated so as to negate any potential fire hazard. This is to be done by reducing any vegetation fire hazard to a maximum height of 10cm. All slashed material is to be removed.
 - ii. Where the area of the land is more than 2,000 square metres, a firebreak of not less than 2.5 metres in width, immediately surrounding any building or not less than three metres wide inside, along and within two metres of the external boundaries of the land is required. Firebreaks must be constructed and contained within the property: footpaths and roads or road verges will not be accepted as firebreaks.
- c) Fuel pumps and depots – remove all inflammable material from all land where fuel drum ramps or dumps are located and where fuel drums, whether containing fuel or not, are stored to a distance of at least five metres outside the perimeter of any drum, ramp or stack of drums.
- d) The Acts referred to a) to c) herein must be performed to the satisfaction of the duly authorised officer of the Shire of Bruce Rock.
- e) If it is considered impracticable for any reason to clear firebreaks or to remove flammable material from the land as required by this Notice, you may apply to this Council or its duly authorised officer not later than 14 August in any year for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land.
- f) The penalty for failing to comply with this Notice is a fine of \$5,000 or a prescribed penalty of \$250 on service of an infringement notice and a person in default is also liable whether prosecuted or not to pay the cost of performing the work.

Head of Power Bush Fires Act 1954