



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 15 June 2023

SHIRE OF BRUCE ROCK
AGENDA ATTACHMENTS 15 JUNE 2023

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SHIRE OF BRUCE ROCK

AUDIT COMMITTEE MINUTES MEETING 18 MAY 2023

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SHIRE OF BRUCE ROCK

AUDIT COMMITTEE AGENDA MEETING 18 MAY 2023

1. Declaration of Opening

The Shire President Stephen Strange declared the meeting open at 2.54pm.

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 BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community	Mrs N Ugarte
Manager of Finance	Mrs M Barthakur
Executive Assistant	Mrs M Schilling (Minutes)
Apology	Cr RA Waye
	Cr J Verhoogt

3. Response to Previous Public Questions Taken on Notice

4. Public Question Time

5. Petitions / Deputations / Presentations / Submissions

6. Confirmation of Minutes

Audit Committee Meeting held 16 March 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution ACM May 23 – 6.1

Moved: Cr Rajagopalan

Seconded: Cr Crooks

That the minutes of the Audit Committee Meeting held 16 March 2023 be confirmed as a true and correct record.

Carried 7/0

7. Reports of Officers

Agenda Reference and Subject:	7.1.1 Financial Management Regulation 17 Audit Report
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest	Nil
Attachment	<i>Item 7.1.1 Attachment A – Regulation 17 Audit Report</i>

Summary

As per the minutes of the May 2020 Audit committee meeting, a Financial Management Regulation 17 audit was undertaken and has been completed within the given timeline. It is to request the council to review and confirm the report as received.

Background

With reference to the agenda item 7.2.1 that was endorsed in the May 2020 Audit committee meeting, a full review of the Shire's internal system and procedures as a part of regulation 17 was required to be completed by 21st May 2023.

Legislative Requirements

17. *(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
(a) risk management; and
(b) internal control; and
(c) legislative compliance.
(2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
(3) The CEO is to report to the audit committee the results of that Review.*

Comment

Our Shire considered the Reg 17 review conducted by Mr Santo Casilli of Australian Audit (Council's new auditors) and management's comments addressing the recommendations.

Consultation

Chief Executive Officer, Deputy Chief Executive Officer, Manager of Finance, Manager Governance & Community Services and Council's Auditor, Mr Santos Casilli.

Statutory Implications

Local Government (Audit) Regulations 1996 r.16, r17.

Policy Implications

Compliance with the Risk Management Policy

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock, Strategic Community Plan 2013-23

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner
4.1.3 – Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution ACM May 23 – 7.1.1

Moved: Cr Negri

Seconded: Cr Foss

That Council receives the Financial Management Regulation 17 Audit Report

Carried 7/0

8. Confidential Items

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

10. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 2.58pm.

These minutes were confirmed at a meeting on

Cr Stephen Strange
Shire President

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 MAY 2023

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 MAY 2023

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 3.01pm.

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 BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Manager of Governance and Community	Mrs N Ugarte
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs M Barthakur (3.01pm to 3.34pm)
Environmental Health Officer	Mr J Goldacre (3.35pm to 3.38pm)
Apology	Cr RA Waye
	Cr J Verhoogt

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
18.05.23	Cr S Strange	12.1	Cr Strange has applied to attend conference

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**

COUNCIL DECISION

Resolution OCM May 23 – 9.1.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

Ordinary Meeting of Council held on Thursday 20 April 2023 be confirmed as a true and correct record.

Carried 7/0

10. Officers' Reports

10.1 Manager of Works and Services

Nil

10.2 Manager of Finance

Agenda Reference and Subject:	10.2.1 Statement of Financial Activity
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Manisha Barthakur, Manager of Finance
Disclosure of Interest	Nil
Attachment:	<i>Item 10.2.1 Attachment A – Statement of Financial Activity April 2023</i> <i>Item 10.2.1 Attachment B – Strategic Projects Tracker April 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, former Deputy Chief Executive Officer
David Holland, Manager of Works and Services
Julian Goldacre, Environmental Health Officer
Mike Darby, Senior Finance Officer
Other staff

Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

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

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

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

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

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

Policy Implications

Nil

Risk Implications

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

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM May 23 – 10.2.1</p> <p>Moved: Cr Kilminster Seconded: Cr Crooks</p> <p>That the Statements of Financial Activity for the month ending 30 April 2023 are received.</p> <p style="text-align: right;">Carried 7/0</p>

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

Summary

Council is asked to endorse the list of payments made since the last Ordinary Council Meeting.

Background

As the Chief Executive Officer has been delegated the authority to make payments from the municipal and trust funds, a list of payments made is to be presented to Council each month. Also, in accordance with Finance Policy Number 2.3, included is a list of payments made with the Chief Executive Officer’s credit card.

Comment

Following is a list of payments made from Council’s Municipal and Trust Accounts and payments made with the Chief Executive Officer’s credit card for the month of April 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 May 23 – 10.2.2

Moved: Cr Rajagopalan

Seconded: Cr Waight

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

- 1. EFT voucher numbers EFT21230 to EFT21367 totalling \$1,120,020.83;**
- 2. Cheque number 119 to 120 totalling \$16,189.54;**
- 3. Trust EFT Payments;**
- 4. Wages and Superannuation payments totalling \$204,345.97; and**
- 5. Credit Card payments \$1,509.09,1**

with all payments totalling \$1,340,556.34 for the month of April 2023.

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

Carried 7/0

Agenda Reference and Subject:	10.2.3 Adoption of 10-Years Long-Term Financial Plan for 2023-2033
Reporting Officer:	Manisha Barthakur, Manager of Finance
Author:	Moore Australia
Disclosure of Interest:	Nil
Attachments:	<i>Item 10.2.3 Attachment A – SOBR Long Term Financial Plan 2023 Draft V1.1</i>

Summary

Council to consider the adoption of a Long-Term Financial Plan (LTFP) for the period 2023-2033 as part of the Integrated Planning and Reporting Framework (IPRF).

The LTFP is a 10-year rolling plan that is used to activate priorities in the Strategic Community Plan. The LTFP:

- provides an indication of a Local Government's long-term financial sustainability;
- allows early identification of financial issues and their longer-term impacts;
- shows the linkages between specific plans and strategies; and
- enhances the transparency and accountability of the Council.

Background

As part of the IPRF, all Local Governments in Western Australia are required to have developed and adopted a "plan for the future", comprising at a minimum of a Strategic Community Plan and Corporate Business Plan. Supporting these plans are a number of informing documents, which include the:

- Workforce Plan;
- Asset Management Plans; and
- Long-Term Financial Plan.

The LTFP is a significant component in requirements of the regulations for the Plan for the Future under the *Local Government Act 1995*

Comment

The LTFP is an internal planning tool used to support the Shire of Bruce Rock's broader strategic planning framework and, in particular, the Strategic Community Plan. It will assist in the preparation of future Annual Budgets and project planning. The LTFP is a key component of the Shire's integrated planning framework and enables the Shire to set priorities, based on the resourcing capabilities for the delivery of short, medium and long-term priorities.

The LTFP is based on a range of assumptions and strategies considered reasonable at the time of developing the LTFP. However, it is not a commitment or guarantee that the assumptions or economic conditions will remain aligned, demonstrating the importance of annual reviews.

Consultation

Darren Mollenoyux, Chief Executive Officer
David Holland, Manager of Works and Services
Manisha Barthakur, Manager of Finance
Moore Australia

Statutory Implications

r.34(5) Local Government (Financial Management) Regulations 1996
 Local Government Act 1995
 Local Government (Audit) Regulations 1996

Risk Implications

Risk: That the adopted variance is not appropriate to measure material variances in the financial reports.		
Likelihood	Consequence	Rating
Almost Certain	Minor	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” due to short-term economic estimates. As a Moderate Risk, the Chief Executive Officer and the Manager of Finance will be reviewing the economic assumptions and monitoring the estimates annually through the budgeting process, as well as annual updates.		

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

10 Year Outcome – We are financially viable whilst meeting all levels of compliance

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Apr 23 – 10.2.3</p> <p>Moved: Cr Rajagopalan Seconded: Cr Kilminster</p> <p>That Council:</p> <ol style="list-style-type: none"> adopt the Long-Term Financial Plan 2023-2033; and authorise the Chief Executive Officer to forward the Shire of Bruce Rock’s Long-Term Financial Plan 2023-2033 to the Department of Local Government, Sport and Cultural Industries. <p style="text-align: right;">Carried 7/0</p>
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Agenda Reference and Subject:

10.2.4 Financial Management Regulation 17 Audit Report

Reporting Officer:

Manisha Barthakur, Manager of Finance

Author:

Manisha Barthakur, Manager of Finance

Disclosure of Interest:

Nil

Attachments:

Item 10.2.4 Attachment A - Regulation 17 Audit Report

Summary

As per the minutes of the May 2020 Audit Committee meeting, a Financial Management Regulation 17 Audit was undertaken and completed within the given timeline. Council is asked to review and confirm the report as received.

Background

With reference to agenda item 7.2.1 that was endorsed in the May 2020 Audit Committee meeting, a full review of the Shire's internal systems and procedures was required to be completed by the 21st May 2023 as per regulation 17 of the Local Government (Audit) Regulations 1996.

Legislative Requirements

17. (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
- (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that Review.*

Comment

Our Shire considered the Regulation 17 review conducted by Mr Santo Casilli of Australian Audit (Council's new auditors) and management's comments addressing the recommendations.

Consultation

Darren Mollenoyux, Chief Executive Officer
Alan O'Toole, former Deputy Chief Executive Officer
Nerea Ugarte, Manager of Governance and Community Services
Manisha Barthakur, Manager of Finance
Santos Casilli, Council's Auditor

Statutory Implications

r.16, r17 Local Government (Audit) Regulations 1996

Policy Implications

Compliance with the Risk Management Policy

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2013-23

Civic Leadership

4.1.2 – Manage the organisation in a responsible and accountable manner

4.1.3 – Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 23 – 10.2.4

Moved: Cr Foss

Seconded: Cr Crooks

That Council receives the Financial Management Regulation 17 Audit Report.

Carried 7/0

Mrs M Bathakur left the Council Chambers at 3.34pm and did not return.

Mr J Goldacre entered the Council Chambers at 3.35pm.

10.3 Environmental Health Officer

Agenda Reference and Subject:

10.3.1 Development Approval for a 40-foot Sea Container at 97 Butcher Street, Bruce Rock

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest

Nil

Attachment:

Item 10.3.1 - Attachment A - 40ft Sea Container at 97 Butcher Street, Bruce Rock

Summary

Council is asked to approve the Development Application for a 30m² sea container located at 97 Butcher Street, Bruce Rock.

Background

Approximately 12 months ago, the Environmental Health Officer (EHO) became aware of a 40-foot shipping container, also known in the local vernacular as a sea container, at 97-99 Butcher Street. Investigation with the owner, Mr P Hodgkiss, revealed the shipping container was readily available and was delivered quickly onsite. Furthermore, the engineering required for the foundation fixtures was delayed for some time, although this has now been achieved and documents provided.

Comment

The Shire of Bruce Rock Local Planning Policy No 5.2 Outbuildings, Shipping Containers and Lean-Tos (the Policy) sets out the Development Approval requirements for shipping containers. A sea container of 20 feet in length does not require Development Approval, provided certain requirements are met. The shipping container at 97 Butcher Street is a 40-foot length sea container, therefore a Development Application, as presented here in Attachment A, is required.

On review, the Development Application for the installation 'works' and domestic storage 'use' shows a 40-foot shipping container in a Surfmist type colour and setback from the front boundary at 11 meters. Whilst it is desirable that shipping containers are screened from sight, this shipping container is in good condition, in a benign colour, and is abutted to existing large outbuildings. Furthermore, the land area is appurtenant to the dwelling lot (No 99 Butcher Street), being two lots collectively of 2,024m², that spatially expands the gross area for the shipping container addition, without being detrimental to absolute amenity.

This Development Application also addresses the fact that the collective floor area of the outbuildings currently onsite are in total 191m². The Policy allows for up to 180m², as either an individual sized outbuilding or collectively. This Development Application also seeks Council to permit the total collective area of outbuildings, including the shipping container, of 221m². Based on the merit of the openness and size of the collective two residential lots, the total size of outbuildings is achievable with minimal impact on amenity. Furthermore, the existence of the shipping container on the lot has not drawn any complaints or concerns from nearby residences.

Consultation

Mr P Hodgkiss, sea container owner, 97-98 Butcher Street, Bruce Rock.

Statutory Implications

Shire of Bruce Rock Local Planning Scheme No 3

Policy Implications

Local Planning Policy No 5.2 Outbuildings, Shipping Containers and Lean-Tos

Risk Implications

Risk: The development exceeds the scope of the approved development application.		
Likelihood	Consequence	Rating
Rare	Minor	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low”, can be managed by routine procedure, and is unlikely to need specific application of resources.		

Financial Implications

Building Permit and Development Application fees

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

4.3 Proactive and well governed Shire

Voting Requirements

Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM May 23 – 10.2.4</p> <p>Moved: Cr Foss Seconded: Cr Waight</p> <p>That Council:</p> <ol style="list-style-type: none"> Approve the Development Application in this instance, as presented in Attachment A, for the installation works of a 30m2 sea container for the use as a residential storage building located at 97 Butcher Street, Bruce Rock, and the collective floor area of outbuildings of 221m2 in this instance only; Provide in good faith, although not limited to, as required, the following Advice Notes. <p>Advice Notes:</p> <ol style="list-style-type: none"> The time period to complete this development works is two years from the date of this Council resolution, unless application is made to the Council of the Shire of Bruce Rock before the expiry of that date. A Building Permit is required to be issued and served by the Shire of Bruce Rock in accordance with the Building Act 2011. <p>Carried 8/0</p>

Mr J Goldacre left the Council Chambers at 3.38pm and did not return.

10.4 Manager of Governance and Community Services

Agenda Reference and Subject:

10.4.1 Shire Common Seal

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Attachments:

Nil

Summary

Use of Shire Common Seal in April 2023.

Background

Nil

Comment

As per Council's policy, the Shire Common Seal has been used during the months of April 2023 as follows:

- Deed of Acknowledgement of Subdivision between Ayrton and Shire of 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 May 23 – 10.4.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council endorse the use of the Shire Common Seal during April 2023.

Carried 7/0

Agenda Reference and Subject:

10.4.2 Review of Policy Manual

Reporting Officer:

Nerea Ugarte, Manager of Governance and Community Services

Author:

Nerea Ugarte, Manager of Governance and Community Services

Disclosure of Interest:

Attachments:

Item 10.4.2 Attachment A – Policy 2.2 “Signing Purchase Orders” Amendments

Item 10.4.2 Attachment B – Policy Manual Changes

Summary

Council is asked to review and endorse modifications to the Council’s Policy Manual.

Background

The Policy Manual is prepared to provide Council with a formal written record of all policy decisions.

A Policy Manual aims to:

- provide staff with precise guidelines to act in accordance with Council’s wishes;
- enable staff to act promptly in accordance with Council’s requirements, but without continual reference to Council;
- enable Councillors to adequately handle enquiries from electors, but without undue reference to staff or Council;
- enable Council to maintain a continual review of Council policy decisions, and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council policy.

The Policy Manual states that a review is to be conducted annually to ensure that the policies are consistent with Council’s current policy position. The Policy Manual is also reviewed on an as-needed basis.

Comment

The following changes are recommended to be made to the Policy Manual (Attachment B):

• **Change of Position Title**

In early 2023, the Chief Executive Officer undertook a review of the role of Deputy Chief Executive Officer. As a result of this review, and in keeping with current trends, the position title was changed to Manager of Governance and Community Services. The position’s responsibilities have remained unchanged.

The Policy Manual has been reviewed to replace references to the Deputy Chief Executive Officer with the title of Manager of Governance and Community Services (see Attachment B).

• **2.2 Signing of Purchase Orders** (see Attachment A)

Setting of Maximum Limits

Currently, there is no maximum limit set for the Manager of Governance and Community Services, the Manager of Finance, the Manager of Works and Services and the Environmental Health Officer

to sign purchase orders. This poses an internal financial risk. It is therefore recommended that the following limits be placed on these officers.

Manager of Governance and Community Services	\$150,000
Manager of Finance	\$150,000
Manager of Works and Services	\$249,999 (public tender threshold)
Environmental Health Officer	\$150,000

Authorising Manager

At present, there is no authorising manager nominated for expenditure over limits on purchase orders signed by the Manager of Governance and Community Services, the Manager of Finance, the Manager of Works and Services and the Environmental Health Officer. This poses an internal financial risk. It is therefore recommended that the Chief Executive Officer be nominated as the authorising manager for expenditure over limit for these positions.

Supermarket Supervisor

Recent inflationary pressures have resulted in the increase of the cost of goods procured by the supermarket, with purchases frequently exceeding the purchase order limit set for the Supermarket Supervisor. This poses an administrative burden and a risk to the efficient operation of the supermarket. It is therefore recommended that the Supermarket Supervisor's purchase order limit be changed from \$10,000 to \$15,000.

Natural Resource Management Officer and Skeleton Weed Coordinator

It is recommended that reference to these positions be removed from the Signing Purchase Orders policy, as they no longer exist.

Consultation

Darren Mollenoyux, Chief Executive Officer
 Manisha Barthakur, Manager of Finance
 Melissa Schilling, Executive Assistant

Statutory Implications

Nil

Policy Implications

The Council policies have been reviewed to reflect the Shire's current operations and to minimise risks.

Risk Implications

Risk: That the Policy Manual is not regularly reviewed and amended as necessary.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The Policy Manual is frequently reviewed to ensure that it is: <ul style="list-style-type: none"> • relevant to, and reflective of, the Shire's operations; and • consistent with Council's current policy positions. 		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 23 – 10.4.2

Moved: Cr Kilminster

Seconded: Cr Foss

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

CARRIED BY ABSOLUTE MAJORITY 7/0

10.5 Chief Executive Officer

Nil

11. Regional Reports

Agenda Reference and Subject:	11.1.1 WALGA Zone Minutes April 2023
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	<i>Item 11.1.1 Attachment A – WALGA Zone Meeting Minutes</i> <i>Item 11.1.1 Attachment B – Presentation by Water Corp</i> <i>Item 11.1.1 Attachment C – Presentation by Main Roads</i>

Summary

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

Background

The recent WALGA Great Eastern Zone Meeting was held on the 17th April 2023 at the Merredin Recreation Centre.

Comment

To encourage improved awareness and promote a better understanding by all Councillors, it is recommended that the 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

- Rebecca Bowler, Manager of Customers and Stakeholders, Water Corporation
Gave a presentation on current projects within the Zone, which has been included in attachment B.
- Rich Bain, Manager Heavy Vehicle Road Network Access, Main Roads
Gave a presentation on Heavy Vehicles, which has been included as Attachment C.

8.4.1 Zone Meeting – Local Government Presentations

A number of WALGA Zones operate on the basis of rotating meetings through all member Local Government locations, with the host Local Government providing attendees with a 5-to-10-minutes summary of current activities and strategic initiatives. This approach helps all Zone members gain a greater understanding of what is happening throughout the region.

The Great Eastern Country Zone members have a standing agreement to share in-person meetings between Kellerberrin and Merredin, and do not have an arrangement for a 'host' Local Government presentation.

The Executive Committee identified that it may take some time to cycle through all 16 Zone Local Governments and proposed an alternative initiative to invite a representative of Voluntary Regional Organisation of Council (VROCs) to provide an update presentation, also on a rotational basis.

ACTION:

That Great Eastern Country Zone Members are given the opportunity to present, as well as inviting VROCs on a rotational basis to present from a collaborative front.

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”, 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

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM May 23 – 11.1.1</p> <p>Moved: Cr Rajagopalan Seconded: Cr Waight</p> <p>That Council receive the minutes of the WALGA Great Eastern Zone Meeting held on the 17th April 2023 at the Merredin Recreation Centre.</p> <p style="text-align: right;">Carried 7/0</p>

Agenda Reference and Subject:

11.1.2 WEROC Inc Meeting Minutes April 2023

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 26042023

Item 11.1.2 Attachment B - Town Teams Movement Project Plan

Item 11.1.2 Attachment C - WEROC Waste Management Option Paper

Summary

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

Background

The last WEROC Board Meeting and Annual General Meeting were held on the 26th April 2023 at the Shire of Yilgarn Council Chambers.

Comment

To encourage the WEROC partnership and promote a better understanding by all Councillors, it is recommended that the WEROC Board Meeting minutes be read and received by Council. Cr Crooks, the Chief Executive Officer and the Manager of Governance and Community Services attended the meeting.

The following items are highlighted for Council's attention.

7.1 Corella Management Program – Wheatbelt NRM

On Tuesday, the 28th March 2023, the Executive Officer of WEROC met with Dr. O'Callaghan to get an update on the Corella Management Coordinator proposal. Dr. O'Callaghan advised that Wheatbelt NRM have secured a commitment of \$50,000 per annum each from CBH and AROC for a three-year period and requested that WEROC consider matching this financial contribution.

Dr. O'Callaghan indicated that there is no formal agreement or scope of works for the Coordinator position at this point in time, as they need to understand what level of resource they will have available to them before entering into any negotiations with the partner organisations. If WEROC were to agree to a \$50,000 per annum contribution, it was suggested that we may like to adopt the approach AROC has taken, which is to split the contribution, with \$25,000 coming from the collective funds of the group and the remainder being an individual Shire contribution of \$4,167 each per annum.

Further details of the proposed program are included in the minutes attached.

The meeting resolved as follows.

That:

- 1) WEROC commit \$25,000 per annum toward the Corella Coordination position for a three-year period.*
- 2) Individual Shire contributions will be in-kind pest control activities; and*

- 3) *Wheatbelt NRM be requested to negotiate separately with individual Shires on any additional contributions.*

7.4 Central Wheatbelt Visitors Centre Service Proposal

At the WEROC Board Meeting held on the 22nd February 2023, Mr. Daniel Hay-Hendry, Manager Projects and Assets at the Shire of Merredin, provided an overview of the WEROC Waste Management Options Paper (see Attachment C). The matter was briefly discussed, but decisions were deferred to allow more time for the Shires to consider the recommendations.

All Local Governments provided their feedback and the meeting resolved as follows.

That the WEROC Inc. Board adopt the interim, short-term, and medium-term recommendations as outlined in the Shire of Merredin's, WEROC Waste Management Options Report.

7.5 WEROC Budget

The Draft Budget for 2023-24 for WEROC was presented for consideration by member Councils and the following resolution was made:

Resolution

That the WEROC Inc. draft budget for the year ending 30 June 2024, as presented, with a general subscription for each Member Council set at \$12,000 (Ex. GST), be adopted.

7.6 Discussion and Decisions Arising from the Presentation by Ms. Susan Hall, Wheatbelt Development Commission (WDC)

Mr. Darren Mollenoyux suggested that WEROC request a more detailed report on where the WDC is at on their housing analysis, and ask if they can support WEROC in conducting a housing analysis like the one being completed in the southern Wheatbelt.

The meeting resolved;

That WEROC Inc. request assistance from the Wheatbelt Development Commission in undertaking a housing analysis.

7.7 Discussion and Decisions Arising from the Presentation by Mr. Michael Hayden

Mr. Michael Hayden, Managing Director, Maarli Services, advised via email on Monday, the 23rd 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 presented an overview of Maarli Services, a summary of which is provided below:

- Maarli Services was established in 2016.
- It is a for profit organisation based out of Merredin, predominantly delivering civil construction services.
- Maarli is branching out into environmental/cultural services, which is where the Eastern Wheatbelt Ranger program fits in.
- Maarli secured \$740,000 over a two-year period from the State Government's Aboriginal Ranger Program, which is administered by the Parks and Wildlife Service of the Department of Biodiversity, Conservation and Attractions.
- Through this program, Maarli will be responsible for the maintenance of land assets across 11 Shires.

- For each of the 11 Shires, Maarli has selected two-to-three reserves, which they will focus on. Generally, the larger reserves that attract a high volume of visitors, and those with a strong cultural connection have been chosen.
- Next steps for Maarli include developing agreements with stakeholders (including Local Governments) and continuing to grow and develop the ranger program.

This program is a fee for service that would need to be paid by individual Local Governments.

The meeting resolved;

That Mr. Michael Hayden be requested to contact Shire's individually to discuss the sites they have selected for coverage under the Eastern Wheatbelt Ranger Service, and what services they propose to provide at each site.

The full version of the minutes is attached for Councillors' reference (see Attachment A).

There is a copy of the Town Teams Project overview at Attachment B.

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", will be managed by routine procedure, and is unlikely to need specific application of resources.		

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2022-2032

Governance

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 23 – 11.1.1

Moved: Cr Negri

Seconded: Cr Rajagopalan

That Council:

- 1. Receive the minutes of the WEROC Inc Board Meeting held on the 26th April 2023 at the Shire of Yilgarn Council Chambers; and**
- 2. Make budget provision of \$12,000 for WEROC Inc Membership in the 2023-24 budget.**

Carried 7/0

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

Agenda Reference and Subject:	12.1 Cr Strange – SEGRA Conference Attendance Request
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Cr SA Strange
Attachments:	<i>Nil</i>

Summary

Council is asked to consider approval of a request from the Shire President, Stephen Strange to pay for registration at the 2023 SEGRA Conference.

Background

Sustainable Economic Growth for Regional Australia (SEGRA) is a professional and inclusive network that provides relevant information, leadership and an annual conference to empower and promote rural, regional and remote communities.

The annual SEGRA Conference is being held in Toowoomba on the 26th and 27th July 2023.

This year's conference will cover topics including;

Influence and Engagement
Jobs and Skills
Digital Connectivity
Economic Development
Community Resilience and Capacity Building
Rural Workforce Development

The Shire President, Stephen Strange has written to the CEO to seek Council's approval as follows;

"I am writing to request that the Shire of Bruce Rock cover the cost of registration for the SEGRA Conference on the 26th and 27th of July 2023. The cost of the early bird registration is \$900. I will cover the flights and accommodation.

I believe the conference last year gave much information on regional collaboration and much of it was relevant to Bruce Rock and the Wheatbelt. I hope you look at my request favourably."

Comment

As outlined above there is a significant portion of this conference that is currently relevant to the Shire of Bruce Rock and would be beneficial in obtaining a greater understanding of the topics listed and how this can benefit Council and the community.

Cr Strange is not seeking the full payment for attendance and is willing to cover flights, accommodation and ancillary costs, leaving only the conference registration cost of \$900 for consideration of payment by Council.

In accordance with the policy Cr Strange would be required to provide a report back to Council on the conference and his learnings.

Consultation

Stephen Strange, Shire President

Statutory Implications

Local Government Act 1995

In particular:

5.36 . *Local government employees*

(1) *A local government is to employ –*

(a) *a person to be the CEO of the local government; and*

(b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*

5.39 . *Contracts for CEO and senior employees*

(a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting*

Policy Implications

Policy 3.7 - Elected Member Professional Development

PREAMBLE

Policy regarding Professional Development and including attendance at Conferences, Seminars and Training Courses for Elected Members.

OBJECTIVE

- 1. To ensure that Elected Members receive training in compliance with relevant Regulations of the Local Government Act;*
- 2. To give guidance as to what other events, training and conferences are appropriate for Elected Members to attend, and to provide a process by which this can be considered by Council;*
- 3. To maximise training opportunities for Elected Members and minimise delay in these being considered.*
- 4. To achieve uniform practice throughout the organisation.*

POLICY

The Shire of Bruce Rock will fund attendance at relevant conferences and training courses to provide opportunities for all Elected Members of the Shire to enhance their skills and knowledge, and also to enable them to provide a presence and promote the interests of the Shire in a wider capacity, if appropriate.

Approval for attending Conferences, Training and Events

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Elected Members in accordance with the following guidelines and budget limitations:

- i) Priority will be given to any compulsory training.*
- ii) Thereafter, for any training that is specifically relevant to individual Elected Members, attendance at such training is subject to approval by Council. (Conferences, seminars, training or meetings delivered or facilitated by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations).*
- iii) Attendance at Conferences requires prior approval of Council.*
- iv) Where the partner of an Elected Member attends an annual conference with the Elected Member, related conference registration and meal costs will be paid for by the Shire if expressly authorised by Council.*

- v) *In consideration of the above, if an Elected Member identifies a conference, training opportunity or event that matches these criteria, (other than Compulsory Training), they should then inform the CEO who can prepare an item for consideration at the next Council Meeting.*
- vi) *An exception to the above is the WALGA Annual Convention where it is expected that all Elected Members will attend if they are able to.*

Following Conferences, Seminars and Training Courses

A verbal report on the Conference attendance is to be provided to Council during the next Council Meeting, with this report to be in writing if requested by the Shire President.

Risk Implications

Risk: That if approval is not granted the President may not attend and be able to obtain relevant information that would be beneficial for the Shire of Bruce Rock and Wheatbelt Region.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications

The President is seeking costs of conference attendance being \$1250.

Council has an annual budget provision for Councillor training, conference and development, there are currently no other Councillor training requests outside the standard program and there are no statutory training requirements in the 2022/2023 financial year.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM May 23 – 12.1.1

Moved: Cr Rajagopalan

Seconded: Cr Waight

That Council:

That Council endorses Cr Stephen Strange to attend the 2023 SEGRA Conference in Toowoomba from the 26th to 27th July 2023 and that Council pays for the conference registration of \$900 inc GST.

And

That Cr Stephen Strange provide a report to Council on his conference attendance and learnings for the Shire of Bruce Rock.

Carried 6/0

Cr S Strange returned to the Council Chambers at 3.55pm.

13. Confidential Items

14. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 3.59pm.

These minutes were confirmed at a meeting on 15 June 2023.

Cr Stephen Strange
Shire President
15 June 2023

Shire of Bruce Rock
Works and Services Committee Meeting held in
Bruce Rock Shire Council Chambers
on Wednesday 7 June 2023, commencing at 7.30am

MINUTES

1. Meeting Opened

The Chair, Cr Kevin Foss, opened the meeting at 7.30am.

2. Attendance

Cr KP Foss	Chair
Cr SA Strange	Shire President
Cr AR Crooks	Deputy Shire President
Cr BJ Waight	Councillor
Darren Mollenoyux	Chief Executive Officer
David Holland	Manager of Works & Services
Brock Williams	Construction Supervisor

Apologies

3. Minutes

That the minutes of the Works and Services Committee held on the 16 March 2023 be confirmed as a true and correct record.

COMMITTEE DECISION

Resolution WSCM March 23 – 3.1

Moved: Cr Crooks
Seconded: Cr Strange

That the minutes of the Works and Services Committee held 16 March 2023 be confirmed as a true and correct record.

Carried 4/0

4. General Business Roads, Drainage & Paths

4.1 All Roads, Drainage & Paths 24/25

For Committees consideration for next year's budget submissions.

- **R2R & Council Funded**
 - Totadgin Rd complete to Cramphorne Rd, 3.8km
 - Yarding Ardath Rd, Smith to completed section @ Yad Yaddin Rd,
 - Graveling sections to be confirmed.
- **RRG Program**
 - Old Beverley Rd carrying on from where finished,
 - Shack Kella Rd small Re-Seal, this will finalise this road for now,
 - BK Doodlakine Rd, continuing the RE-Seal works.
- **Drainage Works Council Funded**
 - Naremben Boundary Rd, remove bridge and install floodway and pipes.
- **Townsite Footpaths**
 - Butcher St finalises section,
 - Other areas to be confirmed.
- **Kerbing**
 - Teasdale and Butcher St's sections that were not completed from the 22/23 year.

- **Blackspot Funding**
 - BK Narembeen and Cumminin Rd intersection continuation.
 - Johnson St, survey, and design works Black Spot Submission.
- **Bridges**
 - Any bridges held over from the 22/23 year,
 - Erikin North Shire build,
 - Erikin South Contract.
- **Other Funded Works**
 - Airport upgrades, re-seal runway, purchase and install gables and cones and upgrade the PALC system.
 - WSN, preconstruction works this will go on for several years on the Corrigin Rd.
 - Dam's works carried forward from 22/23

4.2 New Roads, Drainage & Paths 24/25

- **R2R & Council Funded**
 - Bruce Rock East to Totadgin Rd & intersection 1.6km
 - Yarding Ardath Rd continue to Eujinyin South Rd 2.3km
- **RRG Program**
 - Old Beverley Rd carrying on from where finished,
 - Narembeen Rd, start from BK town site to BK South Rd
 - BK Doodlakine Rd, continuing the RE-Seal works.
- **Drainage Works Council Funded**
 - To be confirmed
- **Townsite Footpaths**
 - As per 5 Year Plan
- **Kerbing**
 - As Per 5 Year Plan
- **Blackspot Funding**
 - BK Narembeen and Cumminin Rd intersection continuation.
 - Johnson St, works Black Spot?
- **Bridges**
 - To be confirmed
- **Other Funded Works**
 - The Committee reviewed the capital works program and provided guidance on priorities and items that can be diverted.

5. Machinery and Vehicles

- Update on what is happening with the fleet.

6. Dams and Water Capturing Works

- Update on dams and pump set up in place.

7. Recreation Centre

Nil

8. Other Matters

- The Works and Services Manager provided an update on WSN and explained the terminology of Project Pre Works.
- Roadside spraying has commenced, and an overview of the set-up of the program.
- Maintenance grading has commenced at the East end of the Shire.

9. Date Next Meeting

10. Meeting Closure

The Chair, Cr Kevin Foss thanked everyone for their attendance and declared the meeting closed at 8.20am.

These minutes were confirmed at a meeting on

Cr Kevin Foss
Committee Chairperson

List of Accounts May 2023

Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT21368	02/05/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 16/04/2023	\$270.94
EFT21369	01/05/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 27/04/2023 (EOM TRANSACTION)	\$337.90
EFT21370	02/05/2023	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 28/04/2023 (EOM TRANSACTION)	\$1,226.70
EFT21371	04/05/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$1,417.90
EFT21372	04/05/2023	BK AIR & SERVICES	SUPPLY & INSTALL OF WINDOW TREATMENTS TO SHIRE PROPERTY	\$2,877.00
EFT21373	04/05/2023	BOC LIMITED	GAS BOTTLE RENTAL APRIL 2023	\$109.50
EFT21374	04/05/2023	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$73.17
EFT21375	04/05/2023	BRUCE ROCK DISTRICT CLUB	CATERING AND REFRESHMENTS FOR ANZAC DAY	\$901.50
EFT21376	04/05/2023	BRUCE ROCK ENGINEERING	PARTS FOR BK06	\$234.92
EFT21377	04/05/2023	BUNNINGS MIDLAND W/H	BUILDING MAINTENANCE MATERIALS FOR SHIRE PROPERTIES	\$426.30
EFT21378	04/05/2023	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT & MANAGEMENT FEES	\$389.08
EFT21379	04/05/2023	CARROLL & RICHARDSON - FLAGWORLD PTY LTD	FLAG CLIPS	\$26.80
EFT21380	04/05/2023	COPIER SUPPORT	PHOTOCOPIER METER READING	\$404.89
EFT21381	04/05/2023	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$472.48
EFT21382	04/05/2023	DARCY MOLLENOYUX	VEHICLE INSPECTION OVERCHARGE REFUND	\$36.60
EFT21383	04/05/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,296.24
EFT21384	04/05/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GAS BOTTLE EXCHANGE	\$243.20
EFT21385	04/05/2023	FLOWERS BY ELLI PAIGE	ANZAC DAY WREATH	\$60.00
EFT21386	04/05/2023	FORTH CONSULTING PTY LTD	CONSULTANCY FOR SUPERMARKET CONSTRUCTION	\$825.00
EFT21387	04/05/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR THE MONTH OF APRIL	\$336.75
EFT21388	04/05/2023	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK851	\$92.15
EFT21389	04/05/2023	Julian GOLDACRE	REIMBURSEMENT OF EXPENSES	\$68.46
EFT21390	04/05/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING	\$758.26
EFT21391	04/05/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$245.44
EFT21392	04/05/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$1,773.36
EFT21393	04/05/2023	MAYES SHEETMETAL	RANGEHOOD FILTER FOR REC CENTRE KITCHEN	\$85.00
EFT21394	04/05/2023	MCCALL MOTORS PTY LTD	MATERIALS FOR BRIDGE WORKS	\$138.25
EFT21395	04/05/2023	MERREDIN GLAZING SERVICE	WINDOW REPAIRS TO SHIRE PROPERTIES	\$943.80
EFT21396	04/05/2023	MERREDIN REFRIGERATION & AIR CONDITIONING	SUPERMARKET COOLING REPAIRS	\$697.13
EFT21397	04/05/2023	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING	\$70.40
EFT21398	04/05/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$3,827.21
EFT21399	04/05/2023	MICHAEL GLAZIER	REIMBURSEMENT OF EXPENSES (SPRAY SET UP ON BK730)	\$478.29
EFT21400	04/05/2023	NAPA	PARTS FOR BK472	\$57.54
EFT21401	04/05/2023	NB HARDWARE & AG SUPPLIES	VARIOUS MATERIALS FOR GARDENING CREW	\$298.25
EFT21402	04/05/2023	NUTRIEN AG SOLUTIONS	FERTILISER	\$150.48
EFT21403	04/05/2023	OFFICE OF REGIONAL ARCHITECTURE	SUPERMARKET ARCHITECTURAL SERVICES	\$3,899.48
EFT21404	04/05/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY	\$430.39
EFT21405	04/05/2023	POWERHOUSE MIDLAND	PARTS FOR SMALL PLANT	\$365.38
EFT21406	04/05/2023	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK	VARIOUS PURCHASES FOR APRIL	\$758.39
EFT21407	04/05/2023	SOURCE MY PARTS	PARTS FOR BK06	\$626.36
EFT21408	04/05/2023	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$913.54
EFT21409	04/05/2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$22,593.40
EFT21410	04/05/2023	TELSTRA	TELEPHONE USAGE CHARGES	\$399.04
EFT21411	04/05/2023	THE BRUCE ROCK HOTEL	LUNCH AND REFRESHMENTS FOR APRIL COUNCIL MEETING	\$324.00
EFT21412	04/05/2023	TOOL KIT DEPOT	PARTS FOR BK730	\$122.55
EFT21413	04/05/2023	TRANSTRUCT	PARTS FOR BK730	\$417.69
EFT21414	04/05/2023	TWO DOGS HOME HARDWARE	BUILDING MAINTENANCE MATERIALS	\$198.96
EFT21415	04/05/2023	UES INTERNATIONAL PTY LTD	PARTS FOR BK472	\$32.38
EFT21416	04/05/2023	WA HINO	SERVICE BK024	\$1,119.00
EFT21417	04/05/2023	WALLIS COMPUTER SOLUTIONS	NETWORK ACCESS FOR SUPERMARKET	\$44.00
EFT21418	04/05/2023	WESTRAC PTY LTD	PARTS FOR BK510	\$1,707.85
EFT21419	04/05/2023	WHEATBELT EQUIPMENT PTY LTD	PARTS FOR BK6556	\$1,425.49
EFT21420	05/05/2023	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE	DOT VEHICLE INSPECTION BALANCE OF REVENUE APRIL 2023 (EOM	\$42.00
EFT21421	03/05/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	HOUSE 44 CURLEW DRIVE LOAN REPAYMENT	\$14,688.86
EFT21422	11/05/2023	SHIRE OF BRUCE ROCK - credit card	CREDIT CARD FOR MAY 2023, HEALTHENGINE, CARD FEE AND INTERNET	\$501.05
EFT21423	03/05/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 23/04/2023	\$363.95
EFT21424	10/05/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 30/04/2023	\$274.36
EFT21425	11/05/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING	BCITF FOR APRIL 2023	\$106.33

EFT21426	11/05/2023	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$53.86
EFT21427	11/05/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$4,912.03
EFT21428	11/05/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,150.34
EFT21429	11/05/2023	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FNE 10/05/2023	\$2,021.04
EFT21430	11/05/2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$68.73
EFT21431	11/05/2023	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR APRIL 2023	\$73.49
EFT21432	11/05/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$2,725.64
EFT21433	11/05/2023	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 10/05/2023	\$2,500.00
EFT21434	11/05/2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	2 STED SUBSIDIES	\$2,000.00
EFT21435	11/05/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$341.54
EFT21436	11/05/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$5,132.78
EFT21437	11/05/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$33,547.43
EFT21438	11/05/2023	ORIGO PTY LTD	AIRSTRIPE WHETHER STATION ANNUAL FEE	\$451.00
EFT21439	11/05/2023	ROYAL FOODS AUST PTY LTD	SUPERMARKET ORDER	\$1,394.87
EFT21440	11/05/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$526.34
EFT21441	11/05/2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$682.00
EFT21442	18/05/2023	ADVANCED AUTOLOGIC PTY LTD	PARTS FOR BK505	\$250.00
EFT21443	18/05/2023	AUSTRALIA POST	POSTAGE CHARGES FOR THE MONTH OF APRIL	\$38.27
EFT21444	18/05/2023	AUSTRALIAN GENERAL PRACTICE ACCREDITATION	FEE FOR ACCREDITATION OF MED CENTRE PRACTICE	\$3,224.87
EFT21445	18/05/2023	AVON WASTE	RECYCLING FOR THE MONTH OF APRIL	\$3,715.49
EFT21446	18/05/2023	BADGELINK	NAME BADGES	\$56.00
EFT21447	18/05/2023	BAILEYS FERTILISERS	SOIL IMPROVER	\$407.00
EFT21448	18/05/2023	BITUTEK PTY LTD (CONTRACTING)	ROAD SEALING	\$79,460.08
EFT21449	18/05/2023	BLACKWOODS	PARTS FOR BK 730	\$337.37
EFT21450	18/05/2023	BROWNLEY'S PLUMBING & GAS	PLUMBING WORK AT SHIRE PROPERTY	\$850.30
EFT21451	18/05/2023	BRUCE ROCK CAFE - LOVE THAT FOOD	OFFICE REFRESHMENTS	\$84.50
EFT21452	18/05/2023	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	ANNUAL CONTRIBUTION FOR TOURISM 2022-2023	\$4,400.00
EFT21453	18/05/2023	BRUCE ROCK ENGINEERING	TYRE FOR BK602	\$3,150.74
EFT21454	18/05/2023	BRUCE ROCK PAINTING & DECORATING SERVICE	PAINTING WORK AT SHIRE PROPERTY	\$11,275.00
EFT21455	18/05/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,997.97
EFT21456	18/05/2023	CDA AIR-CONDITIONING & REFRIGERATION	REPLACEMENT REFRIGERATION UNIT REC CENTRE KITCHEN COOL ROOM	\$7,770.00
EFT21457	18/05/2023	CERTEX LIFTING PTY LTD	PARTS FOR BK9340	\$176.00
EFT21458	18/05/2023	CLINICARE PHARMACY BRUCE ROCK	STAFF FLU VACCINATIONS	\$628.95
EFT21459	18/05/2023	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY	SUPERMARKET ORDER	\$649.45
EFT21460	18/05/2023	COLESTAN ELECTRICS	ELECTRICAL WORK AT SHIRE PROPERTY	\$929.84
EFT21461	18/05/2023	CONNELLY IMAGES	SIGNS FOR CARAVAN PARK	\$132.00
EFT21462	18/05/2023	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$172.88
EFT21463	18/05/2023	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	\$103.65
EFT21464	18/05/2023	DAVE'S TREE SERVICE	TRIM STREET TREES TO BE WESTERN POWER COMPLIANT	\$4,180.00
EFT21465	18/05/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$2,744.30
EFT21466	18/05/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	AQUATIC CENTRE CHEMICALS	\$77.55
EFT21467	18/05/2023	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK09	\$336.49
EFT21468	18/05/2023	ENVIRONMENTAL WASTEWATER CATCHMENT SERVICES	STREET SWEEPING	\$6,356.55
EFT21469	18/05/2023	FILTERS PLUS WA	PARTS FOR PUMP MAINTENANCE	\$106.48
EFT21470	18/05/2023	GAP SOLUTIONS PTY LTD	QUARTERLY SUPPORT LICENSE FOR SUPERMARKET	\$874.50
EFT21471	18/05/2023	HIPPOCKET WORKWEAR & SAFETY GERALDTON	STAFF UNIFORM ORDER	\$310.90
EFT21472	18/05/2023	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	PARTS FOR BK373	\$773.52
EFT21473	18/05/2023	INTEGRATED DISTRIBUTION PTY LTD	LINE MARKING PAINT	\$825.00
EFT21474	18/05/2023	JANINE MICHELLE COSGROVE	REIMBURSEMENT OF EXPENSES	\$82.00
EFT21475	18/05/2023	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK505	\$92.50
EFT21476	18/05/2023	LIBERTY OIL RURAL PTY LTD	WORKSHOP CONSUMABLES	\$130.65
EFT21477	18/05/2023	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR	PRE EMPLOYMENT MEDICAL	\$140.00
EFT21478	18/05/2023	LOCAL GOVERNMENT WORKS ASSOCIATION OF	LGWA CONFERENCE 2023	\$1,017.50
EFT21479	18/05/2023	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORK AT SHIRE PROPERTIES	\$305.25
EFT21480	18/05/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$397.49
EFT21481	18/05/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$4,726.15
EFT21482	18/05/2023	MCCALL MOTORS PTY LTD	PARTS FOR BK730 AND MATERIALS FOR BUILDING MAINTENANCE	\$1,343.76
EFT21483	18/05/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$21,591.34
EFT21484	18/05/2023	MOORE AUSTRALIA	FINANCIAL CONSULTING FOR LTFP	\$16,957.56
EFT21485	18/05/2023	NAPA	MATERIALS FOR WORKSHOP	\$178.11
EFT21486	18/05/2023	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDEN CREW	\$224.00
EFT21487	18/05/2023	OFFICEWORKS BUSINESS DIRECT	OFFICE STATIONARY ORDER	\$130.72
EFT21488	18/05/2023	POWERHOUSE MIDLAND	PARTS FOR SMALL PLANT	\$431.19

EFT21489	18/05/2023	R2K CONTRACTING	PARTS FOR BK409	\$244.70
EFT21490	18/05/2023	RODGER EDWIN GEORGE	EXCAVATOR HIRE	\$728.64
EFT21491	18/05/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$516.92
EFT21492	18/05/2023	SHIRE OF KELLERBERRIN	STAFF TRAINING	\$1,400.00
EFT21493	18/05/2023	SHRED-X PTY LTD	SECURE DESTRUCTION BIN MONTHLY RENTAL	\$13.00
EFT21494	18/05/2023	SOURCE MY PARTS	PARTS FOR BK06	\$186.88
EFT21495	18/05/2023	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$60.00
EFT21496	18/05/2023	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$452.98
EFT21497	18/05/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$464.25
EFT21498	18/05/2023	TRANSTRUCT	REPAIRS TO BK06	\$5,038.70
EFT21499	18/05/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICE	\$627.00
EFT21500	18/05/2023	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$1,233.35
EFT21501	18/05/2023	WESFARMERS KLEENHEAT GAS PTY LTD	GAS USAGE AT SHIRE PROPERTY	\$890.13
EFT21502	18/05/2023	WESTATE HOSE SUPPLIES	DAM PUMP PARTS	\$7,265.72
EFT21503	18/05/2023	WESTRAC PTY LTD	REPAIR TO BK6338 AND PARTS FOR BK409, BK2391 & BK510	\$4,983.69
EFT21504	18/05/2023	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORM	\$577.08
EFT21505	18/05/2023	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	\$2,037.65
EFT21506	24/05/2023	BLUE DIAMOND MACHINERY PTY LTD	GENERATOR PURCHASE	\$24,580.00
EFT21507	24/05/2023	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION CLAIM 6	\$458,078.88
EFT21508	25/05/2023	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	\$4,757.31
EFT21509	25/05/2023	C-STORE DISTRIBUTION	SUPERMARKET ORDER	\$1,560.64
EFT21510	25/05/2023	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	\$1,831.37
EFT21511	25/05/2023	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FNE 24/05/2023	\$2,021.04
EFT21512	25/05/2023	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$4,531.58
EFT21513	25/05/2023	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 24/05/2023	\$2,500.00
EFT21514	25/05/2023	MAROK WA PTY LTD	SUPERMARKET ORDER	\$784.98
EFT21515	25/05/2023	MARTINS PRODUCE	SUPERMARKET ORDER	\$6,502.13
EFT21516	25/05/2023	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$13,814.93
EFT21517	25/05/2023	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	\$979.92
EFT21518	17/05/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 07/05/2023	\$311.63
EFT21519	25/05/2023	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$682.00
EFT21520	24/05/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 14/05/2023	\$357.51
EFT21521	29/05/2023	TELSTRA	TELEPHONE USAGE CHARGES FOR MAY 2023	\$2,171.41
EFT21522	31/05/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 21/05/2023	\$289.18
Total EFTs				\$867,205.50
Municipal Account Cheques				
121	04/05/2023	DEPARTMENT OF TRANSPORT	VARIOUS PLATE REMAKES	\$222.50
122	11/05/2023	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP APRIL 2023, REGISTRATION PLATE CHANGES	\$67.50
123	18/05/2023	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$401.30
9043	12/05/2023	MERCER SMARTSUPER	CORRECTION TO DD9043.3 (NO CHEQUE DRAWN)	\$137.19
Total Cheques				\$828.49
Wages and Salaries				
	10/05/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 10/05/2023	\$88,334.14
	24/05/2023	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 24/05/2023	\$90,565.34
Total Wages and Salaries				\$178,899.48
Municipal Account Direct Debit				
DD9043.1	10/05/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$10,142.74
DD9043.2	10/05/2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$340.26
DD9043.4	10/05/2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$575.83
DD9043.5	10/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$302.45
DD9043.6	10/05/2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$244.10
DD9043.7	10/05/2023	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$47.57
DD9043.8	10/05/2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$227.12
DD9043.9	10/05/2023	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$785.86
DD9068.1	24/05/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$10,349.99
DD9068.2	24/05/2023	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$335.14
DD9068.3	24/05/2023	MERCER SMARTSUPER	SUPERANNUATION CONTRIBUTIONS	\$265.11
DD9068.4	24/05/2023	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$575.85
DD9068.5	24/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$290.44
DD9068.6	24/05/2023	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$244.19
DD9068.7	24/05/2023	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$78.56
DD9068.8	24/05/2023	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$190.56
DD9068.9	24/05/2023	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$1,750.98
DD9043.10	10/05/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION	SUPERANNUATION CONTRIBUTIONS	\$369.01
DD9043.11	10/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,052.78
DD9043.12	10/05/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$474.30

DD9043.13	10/05/2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD9043.14	10/05/2023	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$112.01
DD9043.15	10/05/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$244.05
DD9068.10	24/05/2023	WEALTH PERSONAL SUPERANNUATION AND PENSION	SUPERANNUATION CONTRIBUTIONS	\$83.87
DD9068.11	24/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,054.91
DD9068.12	24/05/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$471.81
DD9068.13	24/05/2023	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.81
DD9068.14	24/05/2023	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$74.27
DD9068.15	24/05/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$244.05
Total Direct Debits				\$33,315.43

Credit Card Payments

EFT21422	11/05/2023	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	\$151.80
		BENDIGO BANK	CARD FEE	\$4.00
		ACTIVE8ME	INTERNET FOR APRIL/MAY	\$45.40
		WESTNET	INTERNET FOR MAY	\$89.95
			INTERNET FOR MAY	\$99.95
			INTERNET FOR MAY	\$109.95
Total Credit Card Payments				\$501.05

Total Municipal Account EFT Payments	\$867,205.50
Total Municipal Account Cheque Payments	\$828.49
Total Trust Account EFT Payments	\$0.00
Total Trust Account Cheque Payments	\$0.00
Total Wages	\$212,214.91
Total	\$1,080,248.90



Shire of
Bruce Rock
Where friends become family

Audit and Risk Committee

Terms of Reference

Document Control

Effective date	Next review date	Amendment details	Prepared by	Endorsed by	Approved by
			Manager Governance and Community Services	Chief Executive Officer	Council



1. Authority

The Audit and Risk Committee (Committee) shall be established by the Council of the Shire of Bruce Rock (Shire) under section 7.1A of the Local Government Act 1995. The Committee shall operate in accordance with all relevant provisions of the:

- Local Government Act 1995;
- Local Government (Audit) Regulations 1996; and
- Local Government (Administration) Regulations 1996.

2. Objectives

The primary objective of the Committee shall be to accept responsibility for the annual external audit, and to liaise with the Shire's auditor, so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the Committee shall assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources. The Committee shall ensure openness in the Shire's financial reporting, and shall liaise with the Shire's Chief Executive Officer (CEO) to ensure the effective and efficient management of the Shire's financial accounting systems, internal controls and risk management systems, as well as compliance with legislation.

The committee shall facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- the effective management of financial and other risks;
- compliance with laws and regulations, as well as the use of best practice guidelines relative to audit, risk management, internal control and legislative compliance; and
- the provision of an effective means of communication between the external auditor, the CEO and Council.

3. Committee powers

The Committee shall report to Council, and provide appropriate advice and recommendations on matters relevant to its Terms of Reference. This is to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Shire that have not been delegated to the CEO.

The Committee shall be a formally appointed committee of Council and shall be responsible to that body. The Committee shall not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility, and shall not have any delegated financial responsibility. The Committee shall not have any management functions, and shall not involve itself in management processes or procedures.

4. Duties and responsibilities

The duties and responsibilities of the Committee shall be to:

- provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to audits;
- develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;
- develop and recommend to Council:
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken;
- recommend to Council the person or persons to be appointed as auditor;
- develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the Shire to communicate with, and supply information to, the auditor;
- meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- liaise with the CEO to ensure that the Shire does everything in its power to:
 - assist the auditor to conduct the audit and carry out their other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously;
- examine the reports of the auditor, after receiving a report from the CEO, to:
 - determine if any matters raised require action to be taken by the Shire; and
 - ensure that appropriate action is taken in respect of those matters;
- review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor, and present the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- review the scope of the audit plan and program and its effectiveness;
- review the Shire's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- consider and recommend the adoption of the annual financial report to Council, and review any significant changes that may arise subsequent to any such recommendation, but before the annual financial report is signed;
- address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's Terms of Reference;
- seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council;
- review the annual Compliance Audit Return and report to the Council the results of that review;
- consider the CEO's triennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews;
- review the CEO's annual Risk Summary Report and report to the Council on the results of its reviews; and
- regularly monitor the Shire's strategic and operational risks.

An annotated extract of regulation 16 of the Local Government (Audit) Regulations 1996, which outlines the statutory functions of the Committee, is provided in Attachment 1.

5. Membership

The Committee shall consist of all elected members of Council. The Presiding Member and Deputy Presiding Member will be elected in accordance with section 5.12 and Schedule 2.3 of the Local Government Act 1995.

All members shall have full voting rights.

The Shire's CEO and employees shall not be members of the Committee. However, the CEO and senior staff shall attend meetings to provide advice and guidance to the Committee.

The Shire shall provide secretarial and administrative support to the Committee.

6. Meetings

The Committee shall meet at least quarterly.

Additional meetings can be convened, as required, by the Presiding Member.

7. Decision-making

Decisions by the Committee shall be made by simple majority.

8. Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of Council, and must be moved by the Presiding Member, or in their absence, the Deputy Presiding Member, or in both their absences, any other member of the Committee.

The Committee shall report annually to the Council summarising its activities during the previous financial year.

Attachment 1

Annotated Regulation 16

Local Government (Audit) Regulations 1996

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6¹ of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7² of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3)³ (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1)⁴; and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c)⁵;
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3)⁶; and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a)⁷; and

¹ 'Part 6 – Financial management' deals with the financial management of local governments, including annual budgeting, financial accounting and reporting of the funds of local governments, and the ways in which activities of local governments are financed.

² Audit of accounts and annual financial report of a local government for each financial year.

³ The CEO is required to provide a report to Council on reviews undertaken under regulation 17(1).

⁴ The CEO is required to undertake a review of the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance. A review is to be conducted not less than once in every three financial years.

⁵ The CEO is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every three financial years), and to report to the local government the results of those reviews.

⁶ A local government must examine an audit report received by the local government; determine if any matters raised by the audit report require action to be taken by the local government, and ensure that appropriate action is taken in respect of those matters.

- (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
- (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

⁷ A local government must prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters.

Policy Name:	1.4 Risk Management Policy
Department:	General Administration
Date Adopted:	18 September 2014
Last Reviewed:	15 June 2023

Objectives

The objective of the Shire of Bruce Rock’s (“the Shire’s”) Risk Management Policy is to identify potential risks before they occur, so that opportunities can be realised, and impacts can be minimised, to ensure the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

More specifically, the objectives of this policy are as follows:

- Optimise the achievement of our vision, mission, values, strategies, goals and objectives.
- Align with, and assist with, the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Reflect risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

Policy

It is the Shire’s Policy to strive to achieve the best practice it can (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced to match the size and scale of the Shire’s operations, will form part of the Strategic, Operational, Project and Line Management responsibilities, and will be incorporated within the Shire’s Risk Management Framework and Integrated Planning Framework.

This policy applies to Council, the Shire’s Management Team and all employees and contractors involved in Shire operations.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments, and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, operational, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and are subject to ongoing review in conjunction with this policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements, such as projects, or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities

The CEO is responsible for the:

- implementation of this policy;
- measurement and reporting on the performance of risk management;
- review and improvement of this policy at least annually and the Shire's Risk Management Framework at least every three years, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed annually.

Head of Power

Local Government (Audit) Regulations 1996, r.17

Associated Documents Risk Management Framework, Risk Profile

Risk Management Framework

Document Control

Effective date	Next review date	Amendment details	Prepared by	Endorsed by	Approved by
			Manager Governance and Community Services	Chief Executive Officer	Council



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Introduction

The Shire of Bruce Rock's (Shire) Risk Management Policy, in conjunction with the components of this document, encompasses the Shire's Risk Management Framework. The Framework sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2018 Risk management – Guidelines, and have been tailored to suit the Shire.

It is essential that all areas of the Shire adopt these procedures to ensure:

- strong corporate governance;
- compliance with relevant legislation, regulations and internal policies;
- Integrated Planning and Reporting requirements are met; and
- uncertainty, and its effects on objectives, are understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire.

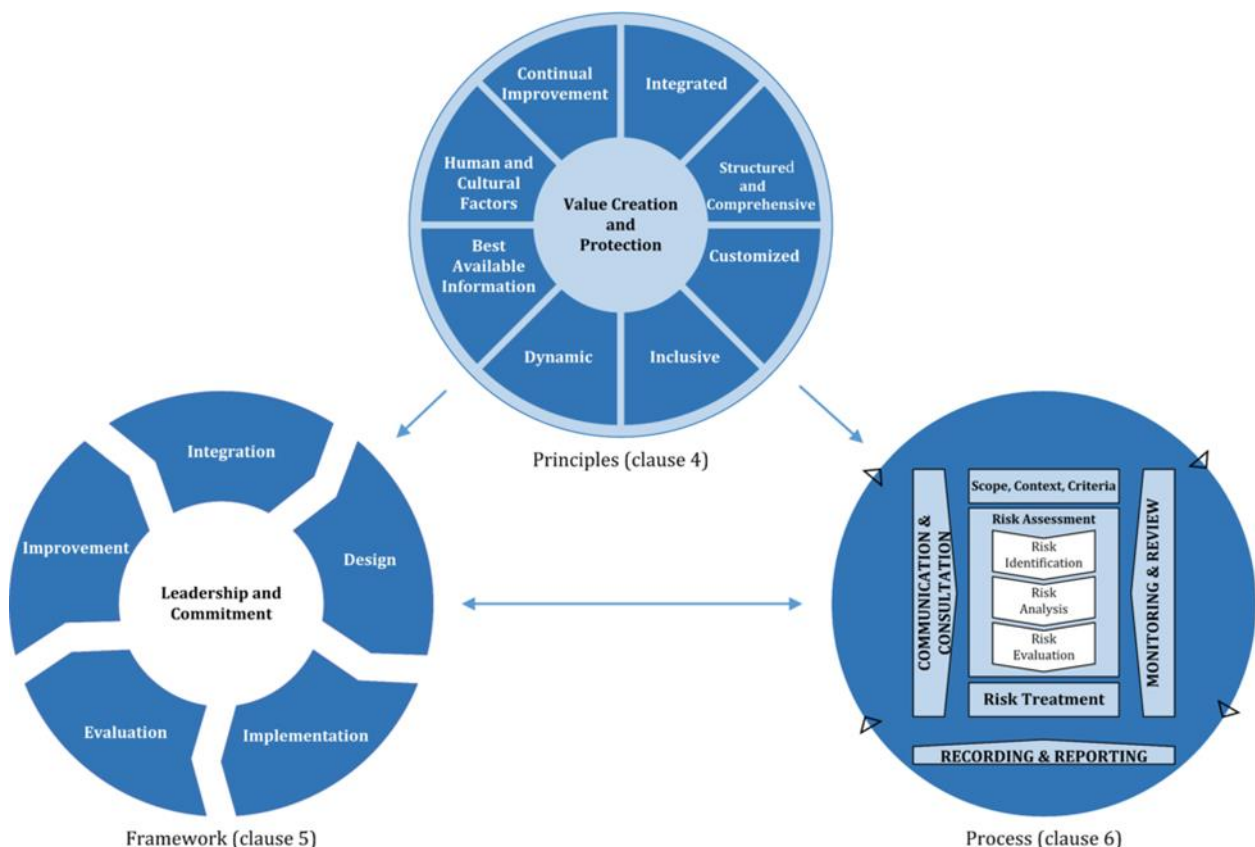


Figure 1: Relationship between the risk management principles, framework and process (Source: ISO 31000:2018)

Governance

Appropriate governance of risk management within the Shire provides:

- transparency of decision-making;
- clear identification of the roles and responsibilities of the risk management functions; and
- an effective governance structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every three years.

Operating Model

The Shire has adopted a 'Three Lines of Defence' model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision-making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Shire's strategic, corporate and operational plans.

First Line of Defence

All operational areas of the Shire are considered '1st Line'. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include the following:

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the risk decision-making process.
- Preparing risk acceptance proposals where necessary, based on the level of residual risk.
- Retaining primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Chief Executive Officer (CEO) acts as the primary '2nd Line'. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st and 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable).

Additional responsibilities include the following:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO and Senior Management Team and the Audit and Risk Committee.

Third Line of Defence

Internal and External Audit are the '3rd line' of defence, providing independent assurance to the Council, the Audit and Risk Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st and 2nd Line).

Internal Audit Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of internal audit would be determined by the CEO with input from the Audit and Risk Committee.

External Audit Appointed by Council on the recommendation of the Audit and Risk Committee to report independently to the President and CEO on the annual financial statements only.

Governance structure

The following diagram (on page 7) depicts the current operating structure for risk management within the Shire.

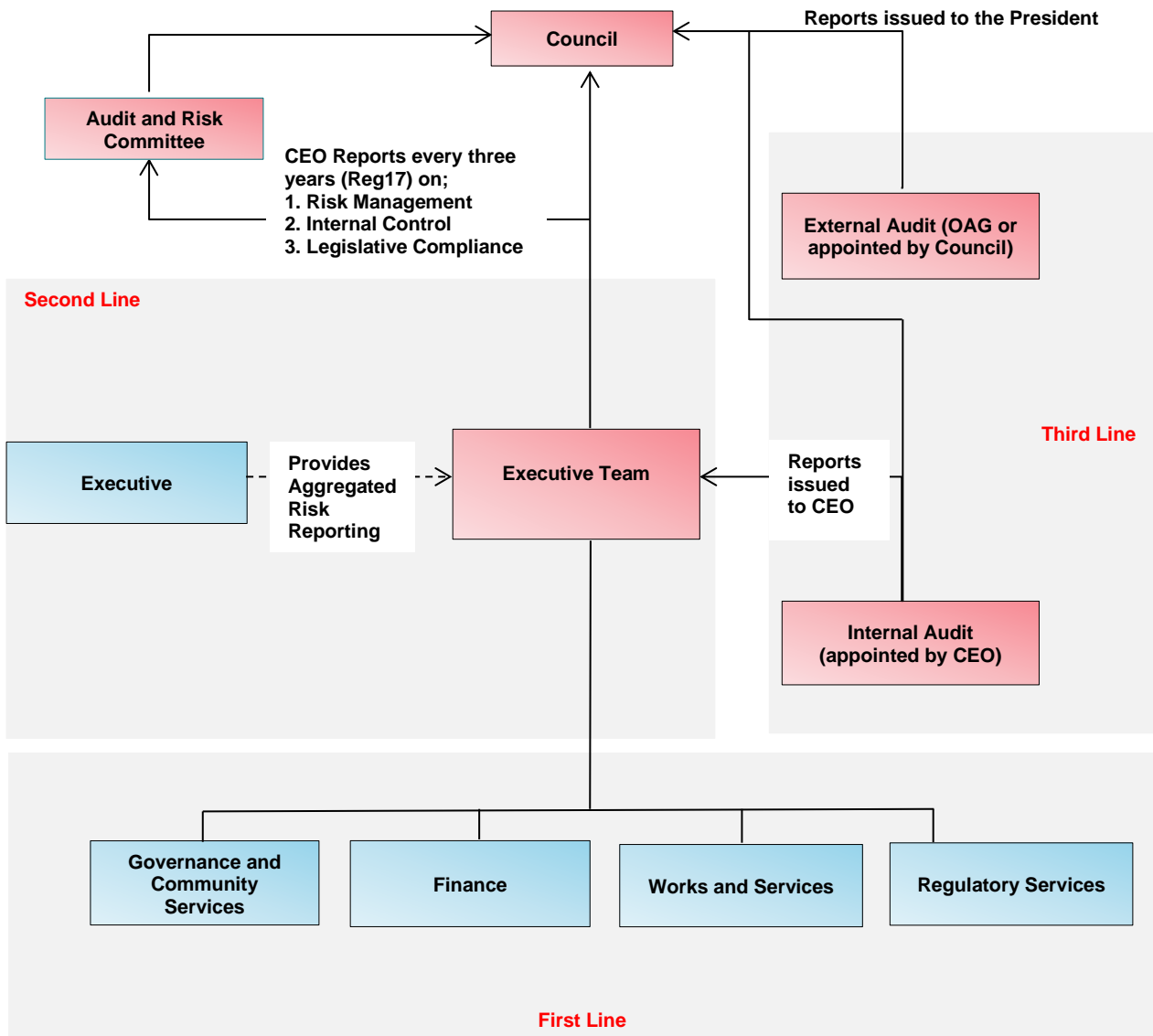


Figure 2: Operating Model

Roles and Responsibilities

Chief Executive Officer

The CEO is the overall sponsor of the risk management process, and will set the tone and promote a positive risk management culture by providing firm and visible support for risk management.

The CEO will review the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal controls and legislative compliance at least once every three calendar years, and report the results of that review to the Audit and Risk Committee.

Executive Team

The Executive Team are responsible for the oversight of the Risk Management Framework, including the review of risk management procedures and policies on an annual basis. The team is responsible for setting the tone and promoting a positive risk management culture within the Shire. The Executive Team maintains oversight of the highest-level risks, and takes responsibility for ensuring mitigation strategies are being implemented.

The Executive Team will drive the risk management process for the organisation by liaising with key stakeholders in both identifying risks, and in the recommendation of further actions to be implemented.

The Executive Team is responsible for overall reporting on the Shire's Risk Management Framework, and the evaluation of the Shire's internal controls.

Management Team

Members of the Management Team are responsible for completing risk management actions for risks identified within their areas. This will be done through liaising with and communicating requirements to their relevant staff members, and overseeing actions to completion.

Employees

All employees within the Shire are expected to develop an understanding and awareness of risks and how they can contribute to the risk management process. All employees are responsible for escalating and communicating risks to their immediate supervisor. Employees are also required to act in a manner that does not place at risk the health and safety of themselves, other employees, residents and visitors to the Shire.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.

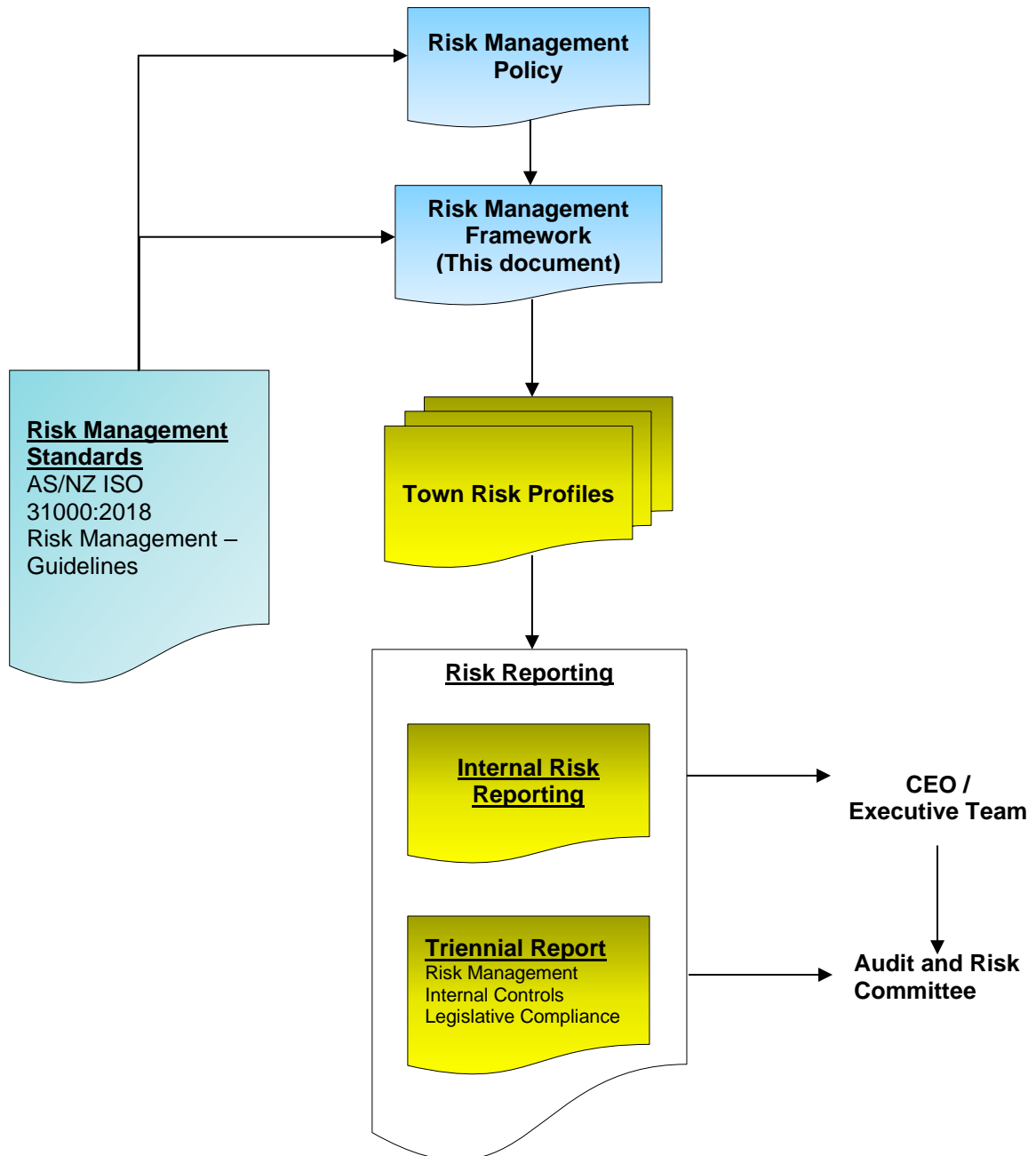


Figure 3: Document Structure

Risk Management Procedures

Each Executive (assigned as the Control Owner), is accountable for ensuring that Risk Profiles are:

- reflective of the material risk landscape of the Shire;
- reviewed on at least an 18 month rotation, or sooner if there has been a material restructure or change in the risk and control environment; and
- maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

The risk management process is standardised across all areas of the Shire. The following diagram outlines that process, with the following commentary providing broad descriptions of each step.

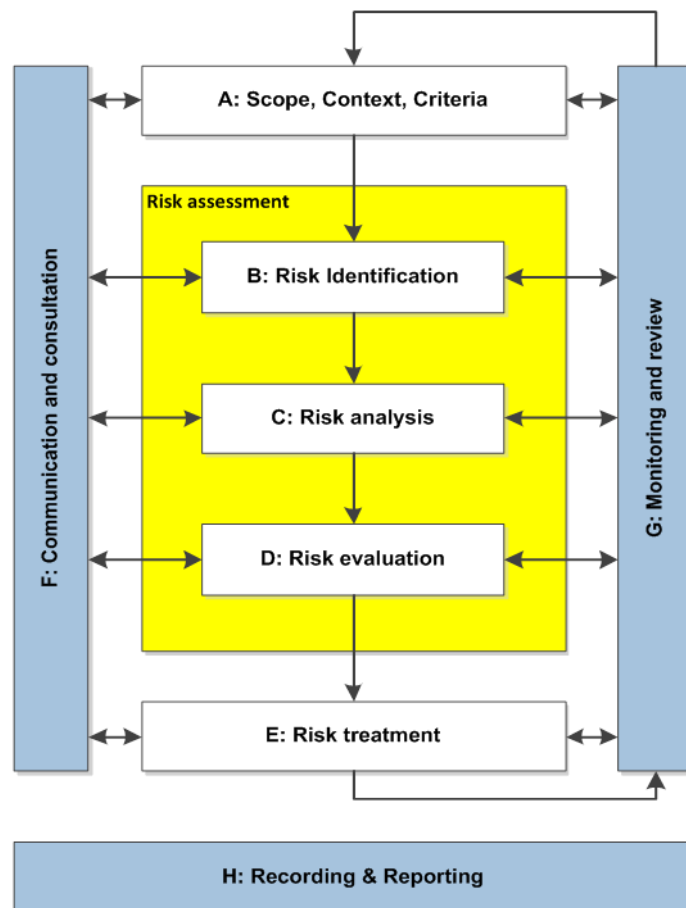


Figure 4: Risk Management Process ISO 31000:2018

A: Scope, Context, Criteria

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Criteria

This includes the Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

Scope and Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to, and used within, the risk assessment process. Risk sources can be internal or external.

For specific risk assessment purposes the Shire has three levels of risk assessment context:

Strategic Context (known as Strategic Risks)

These are risks that generally occur in the Shire's external environment and may impact the long-term viability of the Shire. These are generally managed at the Council level, and are captured within the Shire's Strategic Plan.

A strategic risk register will also be developed and reviewed by the Audit and Risk Committee annually as part of the CEO's Risk Summary Report.

Operational Context (known as Operational Risks)

These are risks the Shire faces in the course of conducting its daily business activities, procedures and systems. These are generally managed by the Executive/Management team. However, these risks may be reported to the Audit and Risk Committee and Council, particularly those with a heightened risk level. These risks are captured in the Operational Risk Profiles.

Project Context

These are risks that have an impact on meeting a specific project objective. These risks are managed by local teams and are captured in project/activity risk assessments.

A Project Risk has two main components:

- Direct risk refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems), which may prevent the Shire from meeting its objectives.
- Indirect refers to the risks which threaten the delivery of project outcomes.

B: Risk Identification

Once the context has been determined, the next step is to identify risks. This is the process of finding, recognising and describing risks. Risks are described as the point along an event sequence where control has been lost.

An event sequence is shown below:

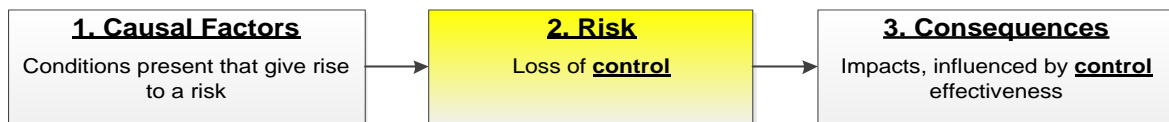


Figure 5: Event (risk) sequence

Using the specific risk assessment context as the foundation, and in conjunction with relevant stakeholders, raise the questions listed below and then capture and review the information within each defined Risk Profile. The objective is to identify potential risks that could stop the Shire from achieving its goals. This step is also where opportunities for enhancement or gain across the organisation can be found.

These questions and considerations should be used only as a guide, as unidentified risks can cause major losses through missed opportunities or adverse events occurring. Additional analysis may be required.

Risks can also be identified through other business operations, including policy and procedure development, internal and external audits, customer complaints, incidents and systems analysis.

Brainstorming will always produce a broad range of ideas and all things should be considered as potential risks. Relevant stakeholders are considered to be the subject experts when considering potential risks to the objectives of the work environment, and should be included in all risk assessments being undertaken. Key risks can then be identified and captured within the Risk Profiles.

- What can go wrong? / What are areas of uncertainty? (**Risk Description**)
- How may this risk eventuate? (**Potential Causes**)
- What are the current measurable activities that mitigate this risk from eventuating? (**Controls**)
- What are the potential consequential outcomes of the risk eventuating? (**Consequences**)

Risk Description – It describes what the risk is and specifically where control may be lost. They can also be described as an event. They are not to be confused with outcomes following an event, or the consequences of an event.

Potential Causes – These are the conditions that may present, or the failures that may lead to, the event or point in time when control is lost (risk).

Inherent Risk – There are three components to this step:

1. Determine relevant consequence categories and rate the 'probable worst consequence' if the risk eventuated with existing controls in place. This is not the worst case

scenario, but rather a qualitative judgement of the worst scenario that is probable or foreseeable. (Consequence)

2. Determine the likelihood that the 'probable worst consequence' will eventuate with existing controls in place.
3. Using the Shire's Risk Matrix, combine the measures of consequence and likelihood to determine the risk rating. (Risk Rating)

Controls – These are measures that modify risk. At this point in the process only existing controls should be considered. They must meet the following three tests to be considered as controls:

1. Is it an object, technological system and/or human action?
2. Does it, by itself, arrest or mitigate an unwanted sequence?
3. Is the required performance specifiable, measureable and auditable?

C: Risk Analysis

To analyse identified risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is now applied.

Step 1 – Consider the effectiveness of key controls

Controls need to be considered from three perspectives:

1. The design effectiveness of each individual key control.
2. The operating effectiveness of each individual key control.
3. The overall or combined effectiveness of all identified key controls.

Design Effectiveness

This process reviews the 'design' of the controls to understand their potential for mitigating the risk without any 'operating' influences. Controls that have inadequate designs will never be effective, no matter if they are performed perfectly every time.

There are four components to be considered in reviewing existing controls or developing new ones:

1. Completeness – The ability to ensure the process is completed once. How does the control ensure that the process is not lost or forgotten, or potentially completed multiple times?
2. Accuracy – The ability to ensure the process is completed accurately, that no errors are made or components of the process missed.
3. Timeliness – The ability to ensure that the process is completed within statutory timeframes or internal service level requirements.
4. Theft or Fraud – The ability to protect against internal misconduct or external theft / fraudulent activities.

It is very difficult to have a single control that meets all the above requirements when viewed against a Risk Profile. It is imperative that all controls are considered, so that the above components can be met across a number of controls.

Operating Effectiveness

This process reviews how well the control design is being applied. Similar to above, the best designed control will have no impact if it is not applied correctly.

As this generally relates to the human element of control application, there are four main approaches that can be employed by management or the risk function to assist in determining the operating effectiveness and/or performance management.

- Re-perform – This is only applicable for those short timeframe processes where they can be re-performed. The objective is to re-perform the same task, following the design to ensure that the same outcome is achieved.
- Inspect – Review the outcome of the task or process to provide assurance that the desired outcome was achieved.
- Observe – Physically watch the task or process being performed.
- Inquire – Through discussions with individuals and groups, determine the relevant understanding of the process and how all components are required to mitigate any associated risk.

Overall Effectiveness

This is the value of the combined controls in mitigating the risk. All factors, as detailed above, are to be taken into account, so that a considered qualitative value can be applied to the 'control' component of risk analysis.

The criterion for applying a value to the overall control is the same as for individual controls and can be found in Appendix A under 'Existing Control Ratings'.

Step 2 – Determine the Residual Risk rating

There are three components to this step:

1. Determine relevant consequence categories and rate the 'probable worst consequence' if the risk eventuated with existing controls in place. This is not the worst case scenario, but rather a qualitative judgement of the worst scenario that is probable or foreseeable. (Consequence)
2. Determine how likely it is that the 'probable worst consequence' will eventuate with existing controls in place. (Likelihood)
3. Using the Shire's Risk Matrix, combine the measures of consequence and likelihood to determine the risk rating. (Risk Rating)

D: Risk Evaluation

The risk evaluation process ensures an action (decision) is taken in response to the residual risk. This involves applying the residual risk rating to the Shire's Risk Acceptance Criteria to determine whether the risk is within acceptable levels to the Shire. It will also determine, through the use of the Risk Acceptance Criteria, what (if any) high-level actions or treatments need to be implemented. In effect, the Risk Acceptance Criteria becomes the Shire's risk appetite as follows:

- The Shire will accept risks with a low residual risk rating.

- The Shire will accept risks with a moderate residual risk rating with ongoing monitoring of that risk to ensure it does not escalate.
- The Shire will not accept risks with a high residual risk rating, unless it is controlled effectively, managed by senior management and subject to monthly monitoring.
- The Shire will generally not accept risks with an extreme residual risk rating.

If a decision is required outside of the above parameters, Executive approval will be required.

E: Risk Treatment

There are generally two requirements following the evaluation of risks.

1. In all cases, regardless of the residual risk rating, controls that are rated 'Inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'Adequate'.
2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
 - a. Reduce the consequence of the risk materialising.
 - b. Reduce the likelihood of occurrence.(Note: these should have the desired effect of reducing the risk rating to at least moderate)
 - c. Improve the effectiveness of the overall controls to 'Effective' and obtain delegated approval to accept the risk as per the Risk Acceptance Criteria.

Once a treatment has been fully implemented, the Manager of Governance and Community Services is to review the risk information and acceptance decision, with the treatment now noted as a control and those risks that are acceptable then becoming subject to the monitor and review process (Refer to Risk Acceptance section).

F: Communication and Consultation

Effective communication and consultation are essential to ensure that those responsible for managing risk, and those with a vested interest, understand the basis on which decisions are made and why particular treatment or action options are selected, or the reasons to accept risks have changed.

As risk is defined as the effect of uncertainty on objectives, consulting with relevant stakeholders assists in the reduction of components of uncertainty. Communicating these risks and the information surrounding the event sequence ensures decisions are based on the best available knowledge.

G: Monitoring and Review

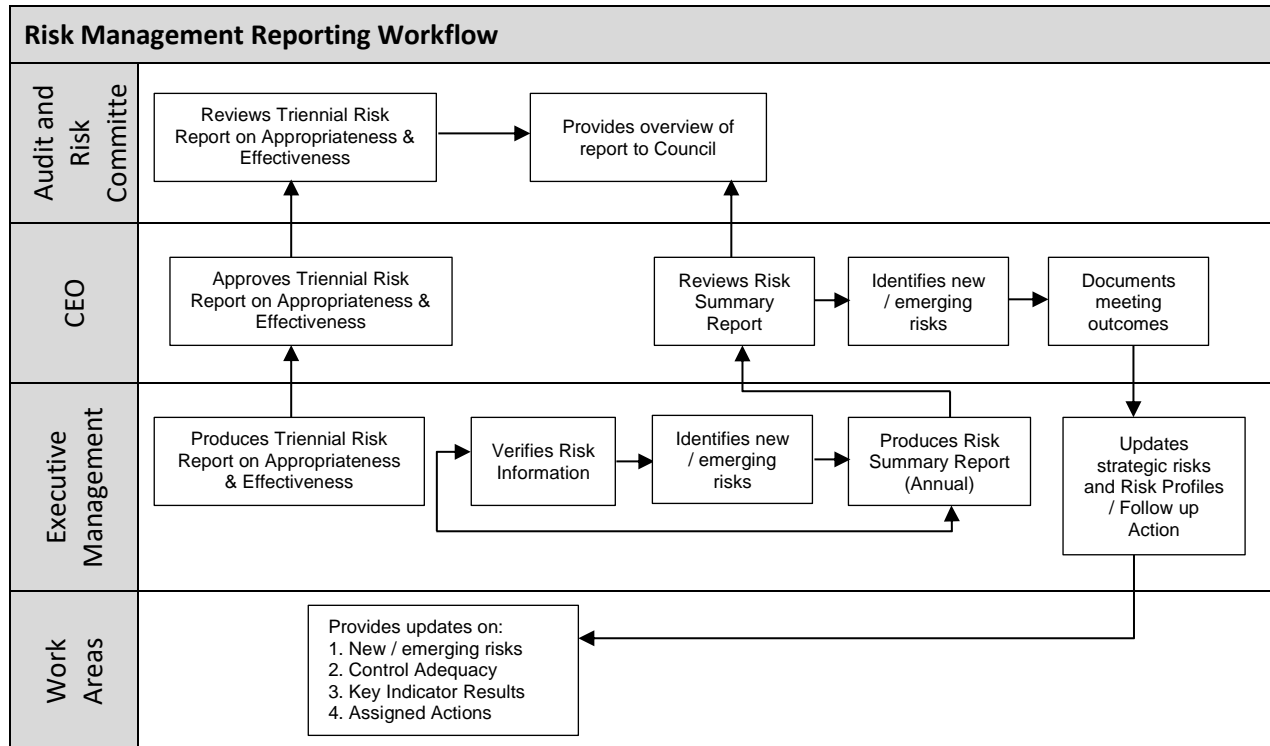
It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

By regularly reviewing the effectiveness and efficiency of controls and the appropriateness of treatment and action options selected, we can determine if the organisation's resources are being put to the best use possible.

During the quarterly reporting process, management are required to review any risks within their area and follow up on controls and treatments/actions mitigating those risks. Monitoring and the reviewing of risks, controls and treatments also apply to any actions/treatments to originate from an internal audit. The audit report will provide recommendations that effectively are treatments for risks that have been tested during an internal review.

H: Monitoring, Recording and Reporting

The following diagram provides a high-level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring the following:

- They continually provide updates in relation to new, emerging risks, control effectiveness and any relevant key performance indicator to the Executive Team.
- Work through assigned actions and provide relevant updates to the Executive Team.
- Risks/issues reported to the CEO and the Executive Team are reflective of the current risk and control environment.

The Executive Team is responsible for the following:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on an 18-month rotation or earlier when there has been a material restructure, change in risk ownership or change in the external environment.
- Annual Risk Reporting for the CEO – Contains an overview of the Risk Summary for the Shire.

The CEO is responsible for the following:

- Approves, and provides the Audit and Risk Committee, the report on the triennial review of the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance.
- Reviews, and provides to the Audit and Risk Committee, the annual Risk Summary Report.

Audit and Risk Committee

- The Audit and Risk Committee is responsible for reviewing reports from the CEO on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance. The Audit and Risk Committee will report to Council the results of that review, including a copy of the CEO's report.

Risk Profiles

Operational Risks

The Shire utilises risk profiles to capture its operational risks. These risks are usually managed and monitored at the Executive/management level. The profiles assessed are:

- Asset Sustainability
- Business and Community Disruption
- Compliance Obligations
- Document Management
- Employment Practices
- Community Engagement
- Environment Management
- Errors, Omissions and Delays
- External Theft and Fraud
- Management of Facilities, Venues and Events
- IT, Communication Systems and Infrastructure
- Misconduct
- Project / Change Management
- Purchasing and Supply
- WHS

For each category, the profile contains the following:

- Risk Description
- Causal Factors
- Potential Outcomes
- Inherent and Residual Risk
- Key Controls / Control Type
- Control Operating Effectiveness
- Risk Evaluation
- Actions and Responsibility

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence									
Rating(Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$20,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$20,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury < 30 days	\$100,001 - \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury > 30 days	\$500,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution	Uncontained, irreversible impact	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances(>50% chance)	At least once per year
3	Possible	The event should occur at some time(20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time(<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances(<5% chance)	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Team Leader
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Service Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Team
EXTREME	Unacceptable	Risk generally not acceptable	CEO & Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

Policy Name:	2.3	Supply and Use of Corporate Credit Cards
Department:	Finance	
Date Adopted:	8 December 2005	
Last Reviewed:	15 June 2023	

Objective The purpose of this policy is to ensure that corporate credit cards are issued and used appropriately, and all expenses incurred are properly approved and acquitted.

Policy The following two employees of the Shire of Bruce Rock (Shire) will be provided with a corporate credit card:

- the Chief Executive Officer: and
- one staff member whose responsibilities do not include the approval and acquittal of credit card expenses, or the investigation of the alleged misuse of a credit card.

The provision of credit cards to these staff members (the cardholders) is to facilitate and simplify the purchasing process for minor purchases, travel expenses, accommodation expenses, direct debit subscriptions, training courses and other business-related goods and services, where the use of a credit card is more efficient than the use of a cheque, cash or an electronic funds transfer.

Process **Issuing of credit cards**
Council is responsible for endorsing the issuing of the corporate credit cards and determining the limit of each facility, based on the cardholders' business needs.

Credit card use agreement
An agreement is to be signed between the cardholders and the Shire setting out the cardholders' responsibilities when using the credit cards.

Policies
The cardholders are to be provided with all policies relating to the use of the credit cards.

General terms of use
The credit cards are only to be used to purchase goods and services on behalf of the Shire. The goods and services purchased must be necessary for the operation of the Shire.

In a situation where a cardholder is seeking to use the card to pay for a work related good or service that could be perceived as providing a personal benefit (such as membership of a professional organisation), approval must be obtained from the Manager of Finance.

Expenditure on entertainment using a credit card is permitted, so long as the expenditure is:

- necessary to perform a valid business activity; and
- reasonable in that the expense is prudent and not excessive.

The credit cards are **not** to be:

- used for personal expenditure;
- used for cash withdrawals; or
- transferred to other users.

In purchasing goods or services by facsimile, telephone or over the internet, the cardholders are to exercise reasonable caution to prevent the misuse of the credit cards by third parties.

Reward schemes

Any rewards earned through the use of the credit cards are not to be used for the personal benefit of the cardholders. Rewards are to be used in a manner that benefits the Shire.

Cardholder responsibilities

The cardholders are to ensure that:

- all purchases made using the credit card are in accordance with this policy; and
- each purchase is evidenced with a receipt and purchase order.

Responsibilities of Manager of Finance

The Manager of Finance is to:

- review and approve credit card expenditure on a monthly basis;
- ensure the balance of the credit cards are paid in full each month to eliminate any interest charges;
- present a detailed list of credit card expenses to Council at its monthly ordinary meetings;
- approve the proposed use of credit card rewards, if available; and
- maintain a register of credit cards. Such register must include information on the card number, expiry date of the credit card, credit limit, and details of the goods and services the cardholder has authority to purchase.

Loss of credit card

If a cardholder loses or misplaces a credit card, the cardholder is to immediately notify:

- the relevant bank to have the credit card cancelled; and
- the Manager of Finance.

Surrendering of credit card

On the expiry of the credit card, the cardholder is to hand over the credit card to the Manager of Finance for destruction with the use of scissors.

Should a cardholder take an extended period of leave (two months or longer), the cardholder is to hand over the credit card to the Manager of Finance for safekeeping.

At the end of the cardholder's employment, the cardholder is to return the credit card to the Manager of Finance, who will cancel the card and have it destroyed. A new credit card will be ordered upon a replacement Chief Executive Officer or staff member being employed.

Misuse of credit card

Council recognises that inadvertent misuse of a corporate credit card may occur. If this situation arises, the cardholder is to:

- immediately report any inadvertent misuse to the Manager of Finance;
- reimburse the Shire for that expenditure within seven days of becoming aware of it;
- provide the Manager of Finance with a written explanation of why the expense occurred; and
- ensure the inadvertent misuse and the actions taken to rectify the misuse are reported to Council at its next monthly ordinary meeting.

Deliberate or reckless misuse of the credit card is a serious matter and constitutes a breach of this policy. Suspected misuse of the credit card must be reported to, and investigated by, the Manager of Governance and Community Services. A serious breach of this policy may result in disciplinary action or a criminal offence.

Head of Power

Local Government Act 1995 s2.7(2)(a) & (b), s6.5(a)
Local Government (Financial Management) Regulations s11(1)(a)

Associated Documents

Purchasing Policy