Shire of
Bruce Rock
Where friends become family

Agenda Attachments

Thursday 15 December 2022

SHIRE OF BRUCE ROCK

AGENDA ATTACHMENTS 15 DECEMBER 2022

PAGE

ITEM 9 MINUTES FROM PREVIOUS MEETINGS
ATTACHMENT A – COUNCIL MEETING MINUTES NOVEMBER 2022 3

ITEM 10.2.2 LIST OF PAYMENTS
ATTACHMENT A – LIST OF PAYMENTS NOVEMBER 2022 51

ITEM 10.5.2 WALGA GOVERNANCE REVIEW
ATTACHMENT A – BEST PRACTICE GOVERNANCE REVIEW BACKGROUND PAPER 55
ATTACHMENT B – BEST PRACTICE GOVERNANCE REVIEW CONSULTATION MODEL OPTIONS 75

ITEM 10.5.3 REVIEW OF COUNCILLOR REPRESENTATION
ATTACHMENT A – SOBR REVIEW OF COUNCILLOR REPRESENTATION DISCUSSION PAPER 97

ITEM 11.1.1 WEROC INC CEO MEETING MINUTES NOVEMBER 2022
ATTACHMENT A – WEROC INC. BOARD MEETING MINUTES 211122 111

ITEM 11.1.1 CEACA MEETING NOVEMBER 2022 MINUTES
ATTACHMENT A - CEACA GENERAL COMMITTEE MINUTES 130

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 OCTOBER 2022

TABLE OF CONTENTS

TABLE OF CONTENTS **1**
1. Declaration of Opening **2**
2. Record of Attendance/Apologies/Leave of Absence (Previously Approved) **2**
3. Declarations of Interest **2**
4. Response to Previous Public Questions Taken on Notice **3**
5. Public Question Time **3**
6. Petitions/Deputations/Presentations/Submissions **3**
7. Applications for Leave of Absence **3**
8. Announcements by Presiding Member **3**
9. Confirmation of Minutes **3**
10. Officers' Reports **5**
10.1 Manager of Works and Services **5**
10.2 Manager of Finance **6**
10.2.1 Statement of Financial Activity 6
10.2.2 List of Payments 8
10.2.3 Budget Amendment for Replacement Aircon Required for 5 Bean Road, Bruce Rock Residence 10
10.3 Environmental Health Officer **12**
10.3.1 Western Australian Planning Commission referral for comment on Application Number 162734 subdivision Lots 21, 28, & 7679 Daadenning Creek Rd, Daadenning Creek. 12
10.3.2 Request for a time period to undertake temporary works to facilitate road works to facilitate vehicle movement to approved grain depot located on Lot 251, Kellerberrin – Shackleton Road, Shackleton. 14
10.3.3 Request to reside in a caravan for three months at 80 Johnson Street whilst dwelling renovations are undertaken. 17
10.4 Deputy Chief Executive Officer **19**
10.5 Chief Executive Officer **20**
10.5.1 Offer to Purchase 39 Railway Parade, Bruce Rock 20
10.5.2 South West Native Title Settlement Reserve 13503 & 17099 24
10.5.3 Request to Keep Additional Dogs in Townsite 31
10.5.4 Review of Councillor Representation 34
11. Regional Reports **40**
12. New Business of an urgent nature introduced by discussion of the meeting **41**
13. Confidential Items **41**
13.1.1 CEO Performance Appraisal 2022 41
13.1.2 Purchase of 1 x Loader 43
13.1.3 Lease of the Equestrian Reserve 44
13.1.4 Consideration of offer of land at 12 Venemore Street, Shackleton 46
14. Closure of Meeting **48**

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 OCTOBER 2022

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 3.23pm.

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

President	Cr SA Strange
Councillors	Cr AR Crooks
	Cr KP Foss
	Cr PG Negri
	Cr R Rajagopalan
	Cr J Verhoogt
	Cr RA Waye
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Executive Assistant	Mrs M Schilling (Minutes)
Manager of Finance	Mrs JL Bow (3.33pm – 3.45pm)
Environmental Health Officer	Mr J Goldacre (3.41pm – 3.56pm)
Manager of Works and Services	Mr D Holland (3.23pm – 3.33pm)
Leave of Absence	Cr NC Kilminster

3. Declarations of Interest

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

Date	Name	Item No	Reason
20.10.2022	Cr Negri	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at $2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.
20.10.2022	Cr Strange	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at $2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.
20.10.2022	Cr Crooks	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at $2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.
20.10.2022	Cr Foss	10.3.2	Shareholder in CBH Ltd (CBH) (as grower member/farmer who holds one share valued at $2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

In accordance with Section 5.69(3)(b) of the Local Government Act 1995, the Executive Director – Local Government of the Department of Local Government, Sport and Cultural Industries has approved Cr Crooks, Cr Foss, Cr Negri and Cr Kilminster to fully participate in the discussion and decision making relating to Item 10.3.1 – Application for Development Approval – On Lot 251, Kellerberrin – Shackleton Road, Shackleton for a Grain Depot consisting of three 1.8 metre high Open Bulkheads of a capacity of 62,225 tonnes with three Drive Over Grids and associated internal roads and drainage basin works, subject to the following conditions:

1. The approval is only valid for the 20 October 2022 Ordinary Council Meeting when agenda item 10.3.2 is considered;
2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;
3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC) letter of approval to the abovementioned Councillors;
4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;
5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the DLGSC to verify compliance with the conditions of this approval; and
6. The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by Presiding Member

9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday 15 September 2022

COUNCIL DECISION
Resolution OCM Oct 22 – 9.1.1

Moved: **Cr Waye**
Seconded: **Cr Verhoogt**

That the minutes of the Ordinary Meeting held Thursday 15 September 2022 be confirmed as a true and correct record.

Carried 8/0

10. Officers' Reports

10.1 Manager of Works and Services

See Confidential Items

Mrs JL Bow entered the Council chambers at 3.33pm.

10.2 Manager of Finance

Agenda Reference and Subject:	
	10.2.1 Statement of Financial Activity
File Reference:	8.2.6.2 Financial Reporting
Reporting Officer:	Jennifer Bow, Manager of Finance
Author:	Jennifer Bow, Manager of Finance
Disclosure of Interest	Nil
Attachment:	*Nil*

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

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

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

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

Statutory Implications
r. 34 Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)
(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

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

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

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

Policy Implications
Nil

Risk Implications

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

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

Strategic Implications
Shire of Bruce Rock – Strategic Community Plan 2022-2032
Governance
4.3 Our organisation is well positioned and has capacity for the future

Voting Requirements
Simple Majority

COUNCIL DECISION
Resolution OCM Oct 22 – 10.2.1

Moved: Cr Waye
Seconded: Cr Foss

That the Statements of Financial Activity for the month ending 30 September 2022 are received.
Carried 8/0

Agenda Reference and Subject:	**10.2.2** List of Payments
File Reference:	8.2.3.3 Accounts Payable (Creditors)
Reporting Officer:	Jennifer Bow, Manager of Finance Officer
Author:	Mike Darby, Senior Finance Officer
Disclosure of Interest:	Nil
Attachments:	*Item 10.2.2 Attachment A – List of Payments September 2022*

Summary
List of payments made since the last Ordinary Council Meeting.

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

Comment
Following is a list of payments made from Council's Municipal and Trust Accounts and payments made with the CEO's credit card for the month of September 2022.

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

Consultation
Nil

Statutory Implications
s.6.10 Local Government Act 1995
r.13(1) Local Government (Financial Management) Regulations 1996

Policy Implications
Nil

Risk Implications

Risk: Payments are not monitored against approved budget and delegation.		
Likelihood	**Consequence**	**Rating**
Possible	Minor	Moderate
Action / Strategy		
The monthly list of payments provides an open and transparent record of payments made under the appropriate approved delegations.		

Financial Implications
Payments must be made in accordance with 2022/23 Budget.

Strategic Implications
Shire of Bruce Rock – Strategic Community Plan 2022-2032
Governance
4.3 Our organisation is well positioned and has capacity for the future

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.2.2

Moved: Cr Foss
Seconded: Cr Waye

That Council endorse the list of payments from the:

1. **Municipal Account consisting of:**
   a. **EFT voucher numbers EFT20194 to EFT20357 totalling $4087,136.53**
   b. **Cheque number 86 to 92 totalling $12,929.27**
   c. **Trust EFT Payments**
   d. **Wages and Superannuation payments totalling $271,810.43 and**
   e. **Credit Card payments $710.25**

With all payments totalling $692,876.23 for the month of September 2022.

Carried 8/0

Mr J Goldacre entered the Council Chambers at 3.41pm.

Agenda Reference and Subject:	**10.2.3** Budget Amendment for Replacement Aircon Required for 5 Bean Road, Bruce Rock Residence
File Reference:	8.7.2.1 Annual Budget
Reporting Officer:	Jennifer Bow, Manager of Finance Officer
Author:	Jennifer Bow, Manager of Finance Officer and Julian Goldacre
Disclosure of Interest:	Nil
Attachments:	*Nil*

Summary
A budget amendment is required due to the need to replace the air-conditioning system in the doctor's residence located at 5 Bean Road, Bruce Rock as this was not budgeted for in the 2022-23 Budget.

Background
The EHO has inspected the air-conditioning unit in the doctor's residence after it was reported that it was not operating properly. Due to the age of the unit, a full replacement has been recommended which has not been budgeted for this financial year. It will be necessary to replace the unit as soon as possible in time for the warmer weather.

Comment
The EHO has recommended a full replacement of the air-conditioning system at the Doctor's residence at 5 Bean Road, Bruce Rock, however this was not included in the budget and will cost approximately $18,000.

The EHO has received quotes from 2 contractors and both were similar in costings. Due to the size of the house, a larger unit is required for heating and cooling. It is expected to get 10 years of operation from the unit.

Currently the air-conditioning unit in the residence is a smaller unit which does not operate efficiently or effectively and requires repairs to the fan unit at a minimum.

Council is asked to consider a budget amendment of $18,000 for installation of the unit. Additional savings to cover this expenditure will need to be found in the Budget Review.

Consultation
Darren Mollenoyux, Chief Executive Officer
Jennifer Bow, Manager of Finance
Julian Goldacre, Environmental Health Officer

Statutory Implications
Regulation 33 of Local Government (Financial Management) Regulations 1996

Policy Implications
Nil

Risk Implications

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

Financial Implications
Decrease in revenue
Strategic Implications
Shire of Bruce Rock – Strategic Community Plan 2022-2032
4. Governance
4.1 Our organisation is well positioned and has capacity for the future

Voting Requirements
Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.2.3

Moved: Cr Waye
Seconded: Cr Rajagopalan

That Council adopts an amendment to the 2022-23 Budget for the following;
i. GL 073212 EXP – Med Cent – Doctor's House (5 Bean Rd) for $18,000.
CARRIED BY ABSOLUTE MAJORITY 8/0

Mrs JL Bow left the Council Chambers and did not return.

10.3 Environmental Health Officer

Agenda Reference and Subject:		
	10.3.1	Western Australian Planning Commission referral for comment on Application Number 162734 subdivision Lots 21, 28, & 7679 Daadenning Creek Rd, Daadenning Creek.
File Reference:	**A979**	29 Kwolyin East Road Kwolyin
Reporting Officer:	Julian Goldacre, Environmental Health Officer	
Author:	Julian Goldacre, Environmental Health Officer	
Disclosure of Interest	Nil	
Attachments	*Item 10.3.1 Attachment A - Diagram & Mappings of subdivision proposal;* *Item 10.3.1 Attachment B - WAPC & Surveyor correspondence with documents.*	

Summary
Council has received no comment/s, or advice or concern/s regarding the Western Australian Planning Commission that with regards to Application Number 162734 being the part of for the subdivision of Lot 7679 Kwolyin East Road, Kwolyin within the Bruce Rock Shire.

Background
The Western Australian Planning Commission (WAPC) has received an application for subdivision of land that has been designated the reference number 162734 which is now referred to the Shire of Bruce Rock for comment. Notwithstanding the due date, the EHO has requested an extension which has been approved by the WAPC to be able to table the 162734 application to this Council meeting.

Comment
This proposed subdivision is relevant only to Lot 7679 Kwolyin East Road, Kwolyin within the Shire of Bruce Rock and this is summarised as presented in the first two pages on Attachment A to assist. The balance of the proposed subdivisions is of relevance only to the Shire of Kellerberrin.

In short, the Lot 7679 is to be reduced in size from 120.93 Hectares to 83.65 Hectares although will keep the dwelling, farm sheds and water tanks within the Bruce Rock Shire. Also, the balance of Lot 7679 will be allocated to a proposed Lot 52 predominantly within the Kellerberrin Shire. A drive-by inspection revealed activity at the dwelling and that the dwelling to be retained is of a substantial brick and tile with post and lintel verandah construction exhibiting some elegance. Furthermore, the mapping and E Lodgement form (Attachment B) denotes mains power supply and no reticulated scheme water service depending on rainwater and bore water along with three water tanks which are of limited volume being collectively of 106 kilolitres if able/capable of holding that volume of water.

The Shire of Bruce Rock Local Planning Strategy is not supportive to fragmentation of rural land. Notwithstanding this, the proposed Lot 53 is of a size which is reflected in surrounding Lots in the greater area. The existing dwelling will not result in a new access to the Kwolyin East Road as the intention is to encompass the status quo of the existing farmhouse settlement. The submission 'Form 1A' report provided in Attachment B does not reveal any concerns related to the proposed subdivision. The stated intention is that the land is retained for cropping and pasture.

Consultation
Mr F Scibilia, Senior Planning Officer, Land Use Planning, Dept of Planning, Lands, & Heritage.

Statutory Implications
Planning and Development Act 2005.
Policy Implications
Shire of Bruce Rock Local Planning Strategy.

Risk Implications

Risk: The proposed subdivision occurs outside the Western Australian Planning Commission endorsed decision if so issued.		
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 can be managed by routine procedure, and is unlikely to need specific application of resources.		

Financial Implications
Nil.

Strategic Implications
None applicable. Referral by WAPC for comment only.

Voting Requirements
Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.3.1

Moved: Cr Foss
Seconded: Cr Crooks

That Council
Inform the Western Australian Planning Commission that with regards to Application Number 162734 being the part of for the subdivision of Lot 7679 Kwolyin East Road, Kwolyin within the Bruce Rock Shire, that no comment/s, or advice or concern/s will be submitted in this instance.

Carried 8/0

Agenda Reference and Subject:		
	10.3.2	Request for a time period to undertake temporary works to facilitate road works to facilitate vehicle movement to approved grain depot located on Lot 251, Kellerberrin – Shackleton Road, Shackleton.
File Reference:	**A2468**	Lot 251 Kellerberrin – Shackleton Road, Shackleton
Reporting Officer:	Julian Goldacre, Environmental Health Officer	
Author:	Julian Goldacre, Environmental Health Officer	
Disclosure of Interest	*Cr Strange, Cr Crooks, Cr Foss, Cr Negri*	
Attachments	*Item 10.3.2 Attachment A - CBH Shackleton temporary road site plan* *Item 10.3.2 Attachment B - CBH General Manager Undertakings Letter CBH Shackleton Sit.*	

Cr SA Strange left the Council Chambers at 3.47pm.

Summary

Approve the time period commencing 20th October 2022 and ending 30th June 2023 for the temporary works to facilitate road access for the approved Grain Depot site located on Lot 251, Kellerberrin – Shackleton Road, Shackleton. Furthermore, that Council provides the following advice note stating that the undertakings provided in the letter signed by the General Manager of Kwinana South dated 14 September 2022 are expected to be actioned to a mutually beneficial, collaborative, and practicable manner between Co-operative Bulk Handling Ltd and the Shire of Bruce Rock.

Background

At the Ordinary Meeting of Council held on the 15 September 2022 Council Resolution OCM Sep 22 – 10.3.1 was made. This resolution approved the development of three bulk bins and associated infrastructure to expand the holding capacity of the Shackleton Co-operative Bulk Handling Ltd (CBH) site.

Unfortunately, despite the urgency of this approved development in preparation for this season crop, a Public Transport Authority (PTA) approval is required as CBH leases part of the railway corridor from PTA under a 99-year lease. Furthermore, the PTA lease the whole rail network to ARC Infrastructure (ARC). There is a crossover between the CBH leases which involve ARC and this results in CBH and ARC needing to work hand in hand with PTA. To facilitate the required approvals, it is required that CBH obtain the 'Section 47' authorisation to undertake works pursuant to the *Rail Freight Systems Act 2000*, and then the PTA then are required to refer the application to ARC for comment.

Consequently, CBH has now sought approval for a time period for 'temporary works' for an alternative entry and exit road.

Comment

Given the time frame of up to seven months to facilitate the Section 47 approval for the road access over the rail corridor at the CBH Shackleton site, ARC have suggested to CBH that in order to meet the CBH Shackleton site construction commencement in October 2022 then access may need to be taken off Kellerberrin-Shackleton Road. CBH have submitted a request for temporary works time period approval for a road access point opposite Jermyn Street. This will allow trucks to access the weighbridge and sample hut then turn back out onto the Kellerberrin – Shackleton road then back into the CBH site via the temporary road access and exit point (Attachment A).

The EHO expressed some concern on the concentration of traffic in a small area as well as possible use by greater than normal haulage traffic using Jermyn Street, amongst other matters discussed. CBH through a letter dated 14 September 2022 signed by the General Manager of Kwinana South (Attachment B) was subsequently provided with full details of the CBH commitments. CBH has committed, amongst other listed commitments, to ensuring the temporary works access road will be constructed and managed to the Shire of Bruce Rock's satisfaction, as well as to ensure a commitment to engage with concerned residents during the truck activity and dealing with any concerns and complaints.

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulation) does have provision for 'temporary works' to not require Development Approval. The local government role is to stipulate the time period which cannot exceed a 12-month period.

CBH have requested temporary works for the additional road to allow vehicles to access the three bulk bins previously approved. The time period requested is for 9 months commencing 1st October 2022 and ending 30th June 2023 whilst CBH works towards the completion of the Section 47 approvals process to be able to construct the originally intended access roads over the rail corridor. The requested temporary works and use will cease before the end date should the Section 47 approval be accomplished. Furthermore, as per the letter in Attachment B signed by the General Manager, CBH have given strong undertakings to ensure works, engagement, remediation, constructions, safety measures, and local liaisons are accomplished to a mutually beneficial, collaborative, and practicable manner between CBH, the Shire of Bruce Rock and the citizens of Shackleton.

Whilst this matter does not require a formal Development Application, advertising was undertaken within the Shackleton townsite and surrounding addresses on the postal run starting 6 October 2022. The Notice and letters provide the recipient the details of the CBH request and the reasons for the request, and where the details of the CBH undertakings letter and site plan can be viewed. Copies of the letter from CBH and the site plan have been provided at the Shackleton Post Office and the Shackleton & District Club. Comments have been invited.

Consultation
Mr T Roberts, Co-operative Bulk Handling Ltd, Specialist Regulatory Approvals – Government & Industry Relations

Statutory Implications
Planning and Development (Local Planning Schemes) Regulations 2015, &
Shire of Bruce Rock Local Planning Scheme No 3.

Policy Implications
Shire of Bruce Rock Local Planning Strategy.

Risk Implications

Risk: The proposed temporary works occurs outside the endorsed plans approved by Council with no consultation, and/or formal amendment. And the CBH undertakings are not honoured.		
Likelihood	**Consequence**	**Rating**
Unlikely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "Medium" risk and will be managed by specific monitoring and response procedures.		

Financial Implications
Nil

Strategic Implications
Economy
2.1 Assist the local economy to grow

Voting Requirements
Simple majority.

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.3.2

Moved: Cr Waight
Seconded: Cr Foss

That Council:
1. **Approve the time period commencing 20th October 2022 and ending 30th June 2023 for the temporary works to facilitate road access for the approved Grain Depot site located on Lot 251, Kellerberrin – Shackleton Road, Shackleton.**

That Council furthermore provides the following advice note stating the following:

The undertakings provided in the letter signed by the General Manager of Kwinana South dated 14 September 2022 are expected to be actioned to a mutually beneficial, collaborative, and practicable manner between Co-operative Bulk Handling Ltd and the Shire of Bruce Rock.

Carried 7/0

Cr SA Strange returned to the Council Chambers at 3.49pm.

Agenda Reference and Subject:		
	10.3.3	Request to reside in a caravan for three months at 80 Johnson Street whilst dwelling renovations are undertaken.
File Reference:	**A314**	80 Johnson Street Bruce Rock
Reporting Officer:	Julian Goldacre, Environmental Health Officer	
Author:	Julian Goldacre, Environmental Health Officer	
Disclosure of Interest	Nil	
Attachments	*Nil*	

Summary
That Council gives approval in writing to Mr Cameron and his partner to camp in the caravan at 80 Johnson Street, Bruce Rock not longer than three months from the date of this Resolution. And;
That Mr Cameron and his partner are obliged to comply with the requirements of the Caravan Parks and Camping Grounds Regulations 1997 requirements.

Background
The EHO was informed that the property located at 80 Johnson Street (Dwelling) had been recently sold. This property has an outstanding Requisition and Dwelling House maintenance issues which were served on the previous Owner. The EHO became aware of activity at the Dwelling an undertook an investigation with the DCEO Mr O'Toole.

Comment
On the 19 September the EHO and DCEO visited the Dwelling to investigate the building occupancy status. The Occupier Mr C Cameron met with the EHO and the DCEO where the EHO showed the relevant authorisation and that there were some concerns with the Dwelling. Mr Cameron pointed out that he was working diligently to tidy up the property and Dwelling which was clear and present. Furthermore, Mr Cameron said he had the local plumber inspect the septic system who advised it was suitable for minimal use.

Observed on the premises it was a caravan positioned behind the dwelling. Mr Cameron openly stated he and his partner are living in the caravan whilst they dealt with the inside renovations which included dealing with asbestos. The EHO advised that to be able to live in a caravan it required Council approval and could only be for a maximum of three months, and provided that there was access to a toilet, laundry, and bathroom. Mr Cameron said he would like to ask for permission and that the required amenities were functional. Mr Cameron provided an email on the 20 September 2022 requesting permission to stay in the caravan.

Mr Cameron from the EHO and DCEO observations is actively restoring and cleaning the premises and dwelling. Mr Cameron has been fully upfront and willing to facilitate requirements for the septic system, Dwelling House maintenance, and formally ask for permission to stay in the caravan. Mr Cameron discussed in detail his works renovating previous dwellings which has been supported by a close relative. In this instance, it would be reasonable to allow Mr Cameron and his partner to reside in the caravan for three months whilst the dwelling renovations are undertaken and to allow Mr Cameron to establish himself and his partner into the Bruce Rock community.

Whilst the local government can approve occupancy of a caravan on land they have permission or ownership of for a maximum period of three months, the responsible Minister can approve up to 12 months on application.

Consultation
Mr A O'Toole, Deputy Chief Executive Officer.

Statutory Implications
Caravan Parks and Camping Grounds Regulations 1997.

Policy Implications
Nil

Risk Implications

Risk: The Occupier exceeds the approved three month period. This would then require the Minister responsible for the caravan and camping portfolio to declare an extended approval at the request of Mr Cameron		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "Medium" risk and will be managed by specific monitoring and response procedures.		

Financial Implications
Nil

Strategic Implications
Economy
2.3 Workers and their families can work and reside in the Shire reside in the Shire

Voting Requirements
Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.3.3

Moved: Cr Verhoogt
Seconded: Cr Waye

That Council
1) Gives approval in writing to Mr Cameron and his partner to camp in the caravan at 80 Johnson Street, Bruce Rock not longer than three months from the date of this Resolution. And;
2) Mr Cameron and his partner are obliged to comply with the requirements of the Caravan Parks and Camping Grounds Regulations 1997 requirements.

Carried 8/0

Mr J Goldacre left the Council Chambers at 3.56pm and did not return.

10.4 Deputy Chief Executive Officer

See Confidential Items

10.5 Chief Executive Officer

Agenda Reference and Subject:	
	10.5.1 Offer to Purchase 39 Railway Parade, Bruce Rock
File Reference:	
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	*Item 10.5.1 Attachment A - Confidential Market Valuation – 39 Railway Parade Bruce Rock*

Summary
Council is asked to consider an offer from Mary Schick to purchase a vacant Council lot at 39 (lot 184) Railway Parade, Bruce Rock.

Background
On the 6th September 2022 Council received a written offer of $10,500 inc gst from Mary Schick to purchase one of Council's vacant land blocks located at 39 (lot 184) Railway Parade, Bruce Rock.

The applicant has advised that they will be building a shed on the site which is located next to Mary Schick's property.

This was presented for consideration at the September 2022 Ordinary Meeting of Council where the following resolution was made:

> *COUNCIL DECISION*
> *Resolution OCM Sep 22 – 12.1.1*
> *Moved: Cr Crooks*
> *Seconded: Cr Kilminster*
>
> *To assist Council in making a determination, the CEO write to the applicant requesting further information regarding the intended usage of the land and proposed structure.*
>
> *CARRIED BY ABSOLUTE MAJORITY 8/0*

The CEO formally wrote to Mary Schick seeking further information on the shed and usage of 39 (lot 184) Railway Parade, Bruce Rock.

The following response has been received;

> *"In response to your letter of the 22 August 2022 and the Council's request to seek further information on proposed shed to be built on the above mentioned land.*
>
> *It was very difficult to obtain a builder to help build this shed, so I have decided that I will no longer build on this site. I do not want to build from kit form which seemed to be the only option available to me.*
>
> *The land will remain unbuilt on for the foreseeable future, if at all. I plan to fence off completely and revegetate it. Being a buffer and extension to my property at 41 Railway Parade. Also, in doing this*

it will stop the flow of vehicles that use it as a shortcut and, also the dumping of beer bottles etc there.

On first enquiry on purchasing this land some time ago, it was advised to me that there was not a need or a timescale to build a house or develop the land. Could you please confirm this as I do not want to be locked into the land having to build."

Comment
As the applicant has changed their intentions for the land, Council needs to consider if the proposed usage to fence, plant trees and not build is the best usage for the land.

This lot has been available for purchase on Council's vacant land list and website for the past three years, with Mary Schick previously making lower offers for the same lot. There are 9 vacant lots within the Townsite of Bruce Rock owned by Council and available for purchase.

In considering the offer Council needs to consider the length of time the land has been available with little interest and potential benefits from selling the lot, such as no longer requiring maintenance of the lot.

As per section 3.58 of the Local Government Act a valuation of the land is required for Council's consideration and assessment against the offer from the applicant.

A market valuation has been undertaken and the market valuation is assessed as below;

Vacant Land 39 Railway Parade, Bruce Rock
Market Valuation Extract
There is little consistency between market evidence indicating a broader value range. The above information and the evidence attached herein indicates a Market Valuation Range of ***$10,000*** *to* ***$20,000****. We have adopted the midpoint of* ***$15,000*** *in this instance, reflecting a land rate of $15/m2.*

Consultation
Jennifer Bow, Manager of Finance
Mike Darby, Senior Finance Officer

Statutory Implications
Local Government Act 1995 - Sect 3.58
3.58 - Disposing of property

(1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —
  (a) the highest bidder at public auction; or
  (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  (a) it gives local public notice of the proposed disposition —
    (i) describing the property concerned; and
    (ii) giving details of the proposed disposition; and
    (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

Policy Implications Nil

Risk Implications

Risk: If Council does not approve the disposal of land it may remain sold for an unknown period of time.		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
That Council seek an amicable arrangement to assist in the development of the lot and increasing investment into Bruce Rock.		

Financial Implications
Council has a budget provision of $15,000 in 2022/23 for the income for sale of vacant land.

Council needs to consider the offer of $10,500 inc gst against the market valuation of $15,000

Strategic Implications
Shire of Bruce Rock – Strategic Community Plan 2022-2032
Economy
2.1 Assist the local economy to grow
2.3 Workers and their families can work and reside in the Shire

Voting Requirements Absolute Majority

Officer Recommendation
That Council:

1. Considers the offer of $10,500 inc gst from Mary Schick to purchase Council's vacant lot located at 39 Railway Pde, Bruce Rock. and;
2. If Council agrees then;
   a) In accordance with section 3.58 of the Local Government Act Council authorises the Chief Executive Officer to give local public notice of its intention to dispose of the following lot to Mary Schick for the amounts stated below;
   39 (Lot 184) Railway Pde, Bruce Rock $10,500 inc GST
   b) That at the conclusion of the advertising period should there be no public submissions the CEO be authorised to proceed with the lease or if submissions are received an item be presented to the October 2022 Ordinary Meeting of Council to consider, prior to the execution of the disposal/sale of 39 (Lot 184) Railway Parade, Bruce Rock.

Council decision varied to officer recommendation to decline the offer to purchase 39 Railway Pde due to Council's position to sell vacant land for construction of residence or other development of the site. Council's view is that fencing off and planting trees did not meet the adequate usage of the vacant land.

COUNCIL DECISION
Resolution OCM Oct 22 – 10.5.1

Moved: Cr Verhoogt
Seconded: Cr Waye

That Council decline the offer to purchase 39 Railway Pde due to Council's preference be that blocks be sold for development.

CARRIED BY ABSOLUTE MAJORITY 8/0

Agenda Reference and Subject:	
	10.5.2 South West Native Title Settlement Reserve 13503 & 17099
File Reference:	
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	*Item 10.5.2 Attachment A - Map of Reserve R13503 & 17099*

Summary
The Department of Planning, Lands and Heritage is seeking comments relating to the South West Native Title Settlement – Land Base Consultation – Land List 11 relating to Reserves R13503 and R 17099 within the Shire of Bruce Rock.

Background
Council has received a letter from the Department of Planning, Lands and Heritage as follows:

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits. The area subject to the Settlement is depicted in the attached map.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure J to the ILUAs). The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

For more information on the Settlement, please refer to the Department of the Premier and Cabinet website: https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/south-west-native-title-settlement

Over the next five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- *unallocated Crown land;*
- *unmanaged reserves;*
- *land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and*
- *land owner or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.*

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities. To that end, please find attached a spreadsheet comprising of land parcels identified for possible transfer. It would be appreciated if you could provide comments on each of the land parcels directly into the column labelled 'Referee Comments' in relation to the following:

1. *Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?*
2. *Does the Shire have any interest in the land?*
3. *Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.*
4. *Is the land parcel subject to any mandatory connection to services?*
5. *Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?*
6. *Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?*
7. *Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?*
8. *Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).*
9. *Please provide any additional comments on the proposed transfer of this land as part of the Settlement.*

Once you have considered the land identified, the South West Settlement Project team would be pleased to receive your comments by email to swsettlement@dplh.wa.gov.au.

In accordance with the abovementioned Annexure J of the ILUAs, your advice is required to be returned within 40 days of receiving this email. As a result, please provide your comments by 2 November 2022. Should this timeframe not be achievable, please let me know as a matter of priority. Where no response is received from the Shire within the 40 day timeframe, this will be taken as having no comment on the land parcels referred.

The three locations identified in the Shire of Bruce Rock are;

Lot No.	Pin No.	Street Name	LGA	Claim Group	Reserve No.	Reserve Purpose	Area ha
16816	966425	Bruce Rock-Quairading Rd & Eujinyn Sth Rd	Bruce Rock	Ballardong	R 13503	Water	0.13
16642	744559	Bruce Rock Narembeen Rd	Bruce Rock	Ballardong	R 17099	Camping	1.01
16816	966424	Bruce Rock-Quairading Rd & Eujinyn Sth Rd	Bruce Rock	Ballardong	R 13503	Water	6.43

Council previously considered comment on these reserves in December 2015 and resolved as follows:

COUNCIL DECISION
Resolution December 15-13.3.2
Moved: Cr Rajagopalan
Seconded: Cr Thornton

That Council responds to the Department of Lands and provides the below responses relating to the South West Native Title Settlement – Land Base Consultation for the Shire of Bruce Rock listed reserves.

Reserve 13503

1. *Any future proposals for the land identified? If so, in what timeframe?*
   Council has no proposals for Reserve 13503.
2. *Any proposed planning scheme amendments? If so, in what timeframe?*
   Council has no planning scheme amendments for Reserve 13503.
3. *Any future proposals for either the creation or amendments to reserves?*
   Council has no future plan for the creation or amendment to Reserve 13503.
4. *Any known land management issues e.g. Contamination etc.*
   Council staff is not aware of any current land management issues or contamination. It should be noted that a cleared part of the reserve has been used for many years for stockpile of blue metal stone for roadworks within the area, this would need to be cleared should the Section 83 lease occur.

Reserve 17099

1. *Any future proposals for the land identified? If so, in what timeframe?*
   Council has no proposals for Reserve 17099.
2. *Any proposed planning scheme amendments? If so, in what timeframe?*
   Council has no planning scheme amendments for Reserve 17099.
3. *Any future proposals for either the creation or amendments to reserves?*
   Council has no future plan for the creation or amendment to Reserve 17099.
4. *Any known land management issues e.g. Contamination etc.*
   Council staff is not aware of any current land management issues or contamination.

In regards to Reserve 17099 being a "Camping Reserve" Council has concern that potential could exist in the future, should interest arise for the claimants request to convert it to a camping ground implications could occur under the new Caravan and Camping Act and Health Act which 'bind the crown' in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground as it could be an additional cost and management issue outside of Council strategic directions.

In addition, Council is concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

Comment

Staff have considered the information received and provide the following guidance on the new questions asked for each reserve:

RESERVE 13503

- Makes up 2 of the listed claims
- Reserve without a Management Order
- Responsible Authority – Water Corporation
- Purpose – Water Reserve
- Primary Interest Holder – State of Western Australia

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
   Council has previously indicated that they had no objections to the transfer of Reserve R13503.

2. Does the Shire have any interest in the land?
   Council has not previously shown interest in the land and staff do not believe there is any use for the land for Council.

3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
   Staff are not aware of any existing infrastructure or aware of any proposed for the land parcel.

4. Is the land parcel subject to any mandatory connection to services?
   Council has no mandatory service connection requirements for Reserve R13503.

5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
   Staff are not aware of any proposals for Reserve R13503.

6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
   Staff are not aware of any future proposals on land adjoining Reserve R13503, however would recommend that the Department of Planning, Lands and Heritage undertake consultation with adjoining property owners to seek their comments and any proposals.

7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
   Council has no current or short term plans to amend its Town Planning Scheme.

8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
   As previously advised in 2015 - Council staff are not aware of any current registered land management issues or contamination. However, it should be noted that a cleared part of the reserve has been used by Main Roads WA and their contractors for many years to stockpile blue metal stone for roadworks within the area, this would need to be cleared should the Section 83 lease occur.

9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

   The only additional comments would be to reiterate previous resolution feedback being:

   The only concern may be in regard to any potential change of Reserve purpose, such as camping. Potential could exist that in the future, should interest arise for the claimant's request to convert it to a camping ground implication could occur under the new Caravan and Camping Act and Health Act which 'bind the crown' in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

   Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground it could be an additional cost and management issue outside of Council's strategic directions.

In addition, Council is concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

RESERVE 17099

- Reserve without a Management Order
- Responsible Authority – Department of Lands
- Purpose – Camping Reserve
- Primary Interest Holder – State of Western Australia

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
   Council may have an objection to the transfer of Reserve R17099, should it be used for the listed reserve purpose, being "Camping" and the requirements and implications associated.

2. Does the Shire have any interest in the land?
   Council has not previously shown interest in the land and staff do not believe there is any use for the land for Council.

3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
   Staff are not aware of any existing infrastructure or aware of any proposed for the land parcel.

4. Is the land parcel subject to any mandatory connection to services?
   Council has no mandatory service connection requirements for Reserve R17099.

5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
   Staff are not aware of any proposals for Reserve R17099.

6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
   Staff are not aware of any future proposals on land adjoining Reserve R17099, however would recommend that the Department of Planning, Lands and Heritage undertake consultation with adjoining property owners to seek their comments and any proposals.

7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
   Council has no current or short term plans to amend it's Town Planning Scheme.

8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
   As previously advised in 2015 - Council staff are not aware of any current registered land management issues or contamination.

9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

   The additional comments would be to reiterate previous resolution feedback being;

The issue raised by our EHO is in regard to Reserve 17099 being a "Camping Reserve"- the potential could exist that in the future, should interest arise for the claimants request to convert it to a camping ground implications could occur under the new Caravan and Camping Act and Health Act which 'bind the crown' in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground it could be an additional cost and management issue outside of Council strategic directions.

In addition, Council is concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

Consultation
Julian Goldacre, Environmental Health Officer
David Holland, Manager of Works and Services
Jennifer Bow, Manager of Finance
Mike Darby, Senior Finance Officer /Rates

Statutory Implications
Land Administration Act 1997 – Section 83
83. Transfer etc. of Crown land to advance Aboriginal people

(1) The Minister may for the purposes of advancing the interests of any Aboriginal person or persons —
(a) transfer Crown land in fee simple; or
(b) grant a lease of Crown land, whether for a fixed term or in perpetuity,

to that person or those persons, or to an approved body corporate, on such conditions as the Minister thinks fit in the best interests of the person or persons concerned.

(2) Subsection (1) does not limit the right of any Aboriginal person, or a body corporate, to apply for and acquire an interest in or the fee simple of Crown land under any other provision of this Act.

(3) In subsection (1) —
approved body corporate means a body corporate that the Minister is satisfied —
(a) is to hold the land or the lease in trust for the Aboriginal persons concerned; or
(b) has a membership that comprises only the Aboriginal persons concerned.

Policy Implications Nil

Risk Implications

Risk: This is not a Council owned reserve and Council has previously resolved that it has no purpose for the land, therefore there is no direct impact to Council or its asset management		
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 requires input only.		

Financial Implications Nil

Strategic Implications
Community
1.3 Maintain Shire owned facilities in a strategic manner and meet community needs
Environmental
3.2 Conservation of our natural environment and resources

Voting Requirements Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.5.2

Moved: Cr Rajagopalan
Seconded: Cr Waight

1) **That the CEO writes to the Department of Planning, Lands and Heritage and responds to questions 1 – 9 as outlined in the comments of this item for both Reserve 13503 and Reserve 17099.**
2) **That the response to the Department of Planning, Lands and Heritage highlights Council's concerns regarding the Reserve 17099 being a "Camping Reserve" potential could exist that in the future, should interest arise for the claimants request to convert it to a camping ground implications could occur under the new Caravan and Camping Act and Health Act which 'bind the crown' in a way that it could be incumbent of the Local Government to enforce the Acts and its regulations.**

Council currently has ample camping grounds within the Shire and as Council has no future plans for this to become a camping ground it could be an additional cost and management issue outside of Council strategic directions.

That comment is raised on Reserve 13503 - it should be noted that a cleared part of the reserve has been used by Main Roads WA and their contractors for many years to stockpile blue metal stone for roadworks within the area, this would need to be cleared should the Section 83 lease occur.

In addition, Council raised concern for both Reserves concerned that there may be an increased bushfire danger risk from unmanaged reserves and believes that there needs to be clear plans in place by the vested body as to the management of firebreaks.

3) **Council requests that the Department of Planning, Lands and Heritage ensures that it consults with all adjoining property owners to seek comment on the proposed transfer of Reserve R13503 and R17099.**

Carried 8/0

Agenda Reference and Subject:	
	10.5.3 Request to Keep Additional Dogs in Townsite
File Reference:	
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	*Item 10.5.3 Attachment A - Letter of Request*

Summary
Council is asked to consider an application from Jessica Devantier to keep more than two dogs (being 3) at a property within the Bruce Rock Townsite, under Council's Local Laws relating to the Keeping of Dogs.

Background
Council has received an application from Jessica Devantier to keep three (3) dogs at 55 Dampier Street, Bruce Rock which her family will be renting privately. The three dogs details are as follows;

	Breed	Name	Age	Sex	M/chip	Sterilised
1	Great Dane	Mel	7	F	Y	Y
2	German Shorthaired Pointer cross with Arab	Nugget	3	M	Y	Y
3	Mastiff Cross	Polly	1	F	Y	Y

Attached is a copy of the letter from the applicant Jessica Devantier which outlines that they are moving to Bruce Rock in the new year for work and the reasons why they are requested to keep their three dogs.

Comment
After liaising with the WA Contract Ranger Service, who assist in Council dog controls, and in accordance with Council's Dogs Local Laws it is recommended that Council accepts the application with the following conditions;

- As per the applicants letter the 6 foot colour bond fence and gates around the property must be inspected and approved by Council's Ranger and that they are maintained and remain secured condition to contain the dogs at all times.
- The Shire Ranger has advised she will also consult with the adjoining neighbours to seek any concerns.
- Yards to be maintained in a clean well-kept condition
- All dogs to be microchipped and registered with the local government.
- That the keeping of additional dogs (beyond 2) will not be considered, if any of the above animals is deceased.
- That the applicant be advised that the Shire of Bruce Rock reserves the right to revoke this approval in accordance with section 26(3)(c) of the Dog Act should any of the above conditions not be met, or any complaints or nuisance resulting from the keeping of four dogs on the property.

Consultation
WA Contract Ranger Services
Alan O'Toole, DCEO

Statutory Implications
Shire of Bruce Rock Dogs Local Law Reviewed 2019

PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must—

(a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;

(b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;

© ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;

(d) maintain the fence and all gates and doors in the fence in good order and condition; and

© where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

(3) Notwithstanding subclauses (1) and (2), the confinement of dangerous dogs is dealt with in the Act and Regulations.

3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which ©—

(a) licensed under Part 4 as an approved kennel establishment; or

(b) granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of Dogs Local Law 2005

(a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or

(b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

Dog Act 1976 – Section 26 Limitations as to Numbers

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and

(b) cannot authorise the keeping in or at those premises of —

(i) more than 6 dogs that have reached 3 months of age; or

(ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and

© may be revoked or varied at any time.

Policy Implications Nil

Risk Implications

Risk: That the number of dogs could create excessive noise and be subject to complaints from neighbours		
Likelihood	**Consequence**	**Rating**
Possible	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "High". As a high-risk matter, the Chief Executive Officer will be monitoring progress.		

Financial Implications
Each Dog will require registration and the appropriated legislated fees will apply.

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 Oct 22 – 10.5.3

Moved: Cr Waye
Seconded: Cr Foss

Officer Recommendation

1) That the application from Jessica Devantier to home three dogs at 55 Dampier Street, Bruce Rock be approved, with the following conditions: -

a) The dogs housed are –

Breed	Name	Age	Sex	M/chip	Sterilised
Great Dane	Mel	7	F	Y	Y
German Shorthaired Pointer cross with Arab	Nugget	3	M	Y	Y
Mastiff Cross	Polly	1	F	Y	Y

b) As per the applicants letter the 6-foot colour bond fence and gates around the property must be inspected and approved by Council's Ranger and that they are maintained and remain secured condition to contain the dogs at all times. In addition, the Ranger is to consult with adjoining neighbours for consideration.

c) Yards to be maintained in a clean well-kept condition

d) All dogs to be microchipped and registered with the local government.

2) That the keeping of additional dogs (above 2) will not be considered, if any of the above animals is deceased.

3) That the applicant be advised that the Shire of Bruce Rock reserves the right to revoke this approval in accordance with section 26(3)(c) of the Dog Act should any of the above conditions not be met, or any complaints or nuisance resulting from the keeping of four dogs on the property.

Carried 5/3

Agenda Reference and Subject:	
	10.5.4 Review of Councillor Representation
File Reference:	
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	*Nil*

Summary
Council is asked to consider correspondence from the Minister of Department of Local Government, Sport and Cultural Industries in relation to the proposed Local Government Act Reform where a reduction in Councillor numbers will be mandated, and Council's decision to undertake the Voluntary Pathway or the Reform Election Pathway.

Background
On the 20th September 2022 the Minister for Local Government wrote to Local Governments regarding the impending Local Government Reforms and in particular the reduction in Councillor numbers in line with the reforms, with Local Government with populations of less than 5,000 being required to have between 5 – 7 Councillors.

In addition, Local Governments within Band 3 and 4 will no longer be able to have wards. This does not impact Bruce Rock as we removed wards in 2005.

The Minister's letter states:

Work on a Bill to amend the Local Government Act 1995 (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- *Reduce the number of elected members on council in accordance with population thresholds; or*
- *Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or*
- *Abolish wards (for band 3 and 4 local governments with wards); or*
- *Implement more than one of the above.*

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

Voluntary Pathway

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- *Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and*
- *Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.*

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met.

While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms. Further information is attached to this letter to assist with this process.

Reform Election Pathway

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway.
If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- *Does not advise of an intention to follow the Voluntary Pathway, or*
- *Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.*

Next Steps

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022.

Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the 30 June 2023 timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for 'regular' reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than ***14 February 2023.***

Table 1 – proposed timeframes for local government actions

Due date (latest possible)	***Requirements/actions***
28 October 2022	*Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed*
December 2022	*Completion of six-week consultation period*
December 2022 - January 2023	*Draft review report is prepared, considered and adopted by council*
14 February 2023	*Formal review report is submitted to the Advisory Board*

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.

Table 2 - Ward and representation review process – for local governments

	Existing Requirements/Actions	***Timeframe***
1	*The council resolves to undertake a ward and representation review*	*Variable*
2	*A comprehensive discussion paper is developed*	*Variable*
3	*Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)*	*6 Weeks*
4	*The discussion paper is made available to the community for consideration, and public submissions are invited on the matter*	
5	*Public submission period closes*	
6	*The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)*	*Variable*
7	*The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes*	*Variable*
8	*Council resolves to adopt the report to the Advisory Board*	*Variable*
9	*The preferred option is submitted to the Advisory Board via the formal report, for the Board's consideration and recommendation*	*Variable*
10	*The Advisory Board considers the council's review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected*	*Variable*

Comment
Council had raised, and had initial discussions at the August and September 2022 Councillor Information Sessions regarding, the impending changes to the Local Government Act and Bruce Rock's requirement to reduce Councillor numbers to between 5- 7. Council had requested that the CEO prepare a report to Council to consider this.

Obviously, Council has now received a formal request from the Minister to consider a voluntary reduction in Councillor numbers/representation and therefore the Chief Executive Officer has prepared this report and a Review of Councillor Representation document will be provided for Council to consider prior to commencing public consultation.

Council last undertook a review of its Councillor Representation in 2010 / 2011 where it resolved and was endorsed by the Local Government Advisory Board to reduce its Councillor number from 11 to 10 at the 2011 Ordinary Election and then from 10 to 9 at the 2013 Ordinary Election. At that time Council did not have Wards as they were abolished in 2005, therefore no Wards review was undertaken.

No further reviews have been undertaken since that time and Council still has 9 Councillors and no wards.

During the Local Government Reform consultation period Council had strong views against a significant reduction in Councillor numbers and strongly supported WALGA's and the Great Eastern Zone's position to seek the number of Councillors for populations less than 5,000 to be set at between 5-7 not a maximum of 5 that was proposed.

Council's response to this component the reform process was as follows:

> *The Shire of Bruce Rock strongly supports WALGA's response to this proposed change and specifically the provision for 5 to 7 Council Members for populations up to 5,000.*
>
> *Council currently has 9 Councillors and would consider a reduction to only 5 as detrimental to the running of the organisation. The impacts on our Council and how hard it would be to manage the workload balance of only 5 Councillors is of concern. It would be unreasonable for only 5 Councillors to adequately and effectively serve on the many Council, Community and Regional committees, delegations, and representations.*
>
> *In addition, we are based in a strong farming district and reducing to only 5 Councillors would limit our ability to have diversity on Council. If we had to reduce from 9 to 5 Councillors, we would likely end up with limited diversity on Council and therefore not be providing the diversity our community needs. We currently have a good balance with 5 Farmers, a Freight Company Manager, an Education Registrar, a Dentist & a Child Health Nurse.*
>
> *Council accepts that there may need to be some reduction in elected members for small regional Local Governments. However, a reduction for us from 9 to 5 is too great and a range from 5-7 would allow those Councils that can attract a larger number and diversity of Councillors should have the option to have 7.*
>
> *It should be noted that Bruce Rock Councillors like many other small Councils don't take the full Councillor's sitting fees, and the financial impact by reducing Councillors is not that significant.*

The below table outlines the election cycle options for each of the reduction of Councillor number scenarios to maintain the most effective split for each election period.

Council Membership	Proposed Reduction Schedule for Options	2021	2023	2025
Current 9		**4**	**5**	
Option for 7	2 offices abolished 2023		**3**	**4**
Option for 6	2 offices abolished 2023 & 1 office abolished in 2025		**3**	**3**
Option for 5	2 offices abolished 2023 & 2 offices abolished in 2025		**3**	**2**

Council needs to consider the following options;

Option 1) – Undertake the Voluntary Pathway for Reduction in Councillor Numbers
Or
Option 2) – Not undertake the review and be required to reduce Councillor Numbers via the "Reform Election Pathway" which will be mandated with a complete spill (all Councillor positions declared vacant) as outlined in the background letter from the Minister.

Consultation
Council
Manager of Finance, Jennifer Bow

Statutory Implications
Local Government Act 1995 Schedule 2.2 7(1) & (2).

7. Reviews
   (1) Before carrying out a review a local government has to give local public notice advising —
      (a) that the review is to be carried out; and
      (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
   (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

Policy Implications
Nil

Risk Implications

Risk: If Council does not undertake a review and reduce Councillor numbers under the voluntary method in 2023 it will be forced with a complete spill following the implementation of the new Local Government Act, which will remove some of Council's own decision making on this matter.		
Likelihood	**Consequence**	**Rating**
Likely	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix.		

The perceived level of risk is considered to be "Medium" risk and will be managed by specific monitoring and response procedures.

Financial Implications
The review process will be undertaken internally, with some advertising costs up to approximately $1,000.

If Council opts for the voluntary process, there will be the standard costs associated with the Ordinary Election in 2023.

Should Council choose to reduce Councillor numbers, then there will be an annual direct saving of $3000 per Councillor lost in the first year of election and $2000 thereafter if a claim is made.

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
4.3 Proactive and well governed Shire

Voting Requirements Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 10.5.4

Moved: Cr Rajagopalan
Seconded: Cr Verhoogt

Officer Recommendation
a) That in response to the Minister for local Government's letter dated 20th September 2022, requesting Local Governments to consider options for the reduction of Councillor Numbers, Council will be undertaking the voluntary pathway with the preference and intention of reducing numbers to 7 at the 2023 Ordinary Election.
b) That Council endorses the Attached "Review of Councillor Representation for the Shire of Bruce Rock" document for the purpose of undertaking public consultation and seeking submissions.
c) That Council instructs the Chief Executive Officer to provide local public notice of Council's intention to carry out a review of Councillor numbers and invite submissions as required under Section 2.2 of the Local Government Act.

CARRIED BY ABSOLUTE MAJORITY 8/0

Mrs MJ Schilling left the Council chambers at 4.24pm and did not return.

11. Regional Reports

Nil

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

13. Confidential Items

Agenda Reference and Subject:	
	13.1.1 CEO Performance Appraisal 2022
File Reference:	Personnel
Reporting Officer:	John Phillips Consulting
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Darren Mollenoyux, Chief Executive Officer
Attachments:	*Item 13.1.1 Attachment A - Confidential Report from John Phillips Consulting*

COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.1.1

Moved: Cr Rajagopalan
Seconded: Cr Waight

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

(b) the personal affairs of any person;

Carried 8/0

COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.1.2

Moved: Cr Rajagopalan
Seconded: Cr Foss

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

Carried 8/0

REPORT RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.1.3

Moved: Cr Rajagopalan
Seconded: Cr Foss

Report Recommendation

1 That Council

a) Notes that Mr. Darren Mollenoyux's 2022 CEO annual performance review has been undertaken;

b) Endorses Mr. Mollenoyux's overall rating of 'Meets Performance Requirements', and commends him for his efforts during 2021/22;

c) Endorses the Performance Criteria for the 2022/23 review period;

d) Schedules the next review of the CEO's performance to be commenced by 1 August 2023 and completed by the September 2023 Ordinary Meeting of Council.

2 That Council Endorses an increase to the CEO's Cash Component from $150,000 to $151,250, with the Total Reward Package from $201,283 per annum to an amount of $205,957 per annum in accordance with the contract of employment and within Band 4 of the prescribed Salaries and Allowances Determinations dated 7 April 2022 (effective 1 July 2022).

Carried 8/0

Mr D Holland entered the Council Chambers at 3.23pm.

Agenda Reference and Subject:	
	13.1.2 Purchase of 1 x Loader
File Reference:	8.2.8.1 Tenders/Quotes
Reporting Officer:	David Holland, Manager of Works & Services
Author:	David Holland, Manager of Works & Services
Disclosure of Interest	Nil
Attachment:	*Item 13.1.2 Attachment A - Confidential - Loader Evaluation Summary*

COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.2.1

Moved: Cr Rajagopalan
Seconded: Cr Waight

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

(e) a matter that if disclosed would reveal -
(ii) information that has a commercial value to a person; or
(iii) information about the business, professional, commercial or financial affairs of a person

Carried 8/0

COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.1.3

Moved: Cr Rajagopalan
Seconded: Cr Waight

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

Carried 8/0

COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.2.3

Moved: Cr Negri
Seconded: Cr Foss

That Council award the WALGA e'Quote VP323582 to Westrac for the supply and delivery of a CAT 950GC Loader as per quoted vehicle.

CARRIED BY ABSOLUTE MAJORITY 8/0

Mr D Holland left the Council Chambers at and did not return

Agenda Reference and Subject:	
	13.1.3 Lease of the Equestrian Reserve
File Reference:	2.4.1.4 Lease of Council Owned Property
Reporting Officer:	Alan O'Toole, Deputy Chief Executive Officer
Author:	Alan O'Toole, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	*Item 13.1.3 Attachment A - Letter of Lease Request*

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.3.1

Moved: Cr Rajagopalan
Seconded: Cr Foss

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

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal —
(iv) a trade secret; or
(v) information that has a commercial value to a person; or
(vi) information about the business, professional, commercial or financial affairs of a person,

Carried 8/0

OFFICER RECCOMENDATION COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.3.2

Moved: Cr Rajagopalan
Seconded: Cr Waye

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

Carried 8/0

OFFICER RECCOMENDATION AND COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.3.3

Moved: Cr Verhoogt
Seconded: Cr Crooks

1. **That Council grants the Lease of the Equestrian Reserve 17601, Lot 211 Mitchell Street, Bruce Rock to Gavin and Malene Vad Brownley for equestrian purposes for five years, for the annual contribution of $1500 (incl. GST), increasing by 5% each year for the duration.**

And;

2. **That, if awarded, the Lease document includes reference to all of the provisions contained in this report as conditions of the usage.**

Carried 8/0

Agenda Reference and Subject:	
	13.1.4 Consideration of offer of land at 12 Venemore Street, Shackleton
File Reference:	A2465 12 Venemore Street Shackleton
Reporting Officer:	Alan O'Toole, Deputy Chief Executive Officer
Author:	Alan O'Toole, Deputy Chief Executive Officer
Disclosure of Interest:	
Attachments:	*Item 13.1.4 Attachment A - Confidential Letter from Mr S White*

OFFICER RECCOMENDATION COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.3.1

Moved: Cr Rajagopalan
Seconded: Cr Waye

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

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal —
(iv) a trade secret; or
(v) information that has a commercial value to a person; or
(vi) information about the business, professional, commercial or financial affairs of a person,

Carried 8/0

OFFICER RECOMMENDATION COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.4.2

Moved: Cr Rajagopalan
Seconded: Cr Foss

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

Carried 8/0

OFFICER RECOMMENDATION COUNCIL DECISION
Resolution OCM Oct 22 – 13.1.4.3

Moved: Cr Waye
Seconded: Cr Foss

1. **That Council accepts the offer of Lot 49, 12 Venemore Street, Shackleton from Mr White of Pingelly in lieu of the debt of $7258, and arranges the transfer of the same.**
2. **Council resolves, either immediately or in the future at a time deemed advantageous, make the land available for purchase.**

CARRIED BY ABSOLUTE MAJORITY 8/0

14. Closure of Meeting

The Shire President Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.54pm.

These minutes were confirmed at a meeting on 17 November 2022.

_____
Cr Stephen Strange
Shire President
17 November 2022

List of Accounts November 2022				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
Municipal Account EFT's				
EFT20496	01/11/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	OFFICERS ATTENDING ANNUAL STATE CONFERENCE 2022	$2,670.00
EFT20500	01/11/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	SHIRE PROPERTY LOAN CAPITAL REPAYMENT & INTEREST	$14,688.86
EFT20501	01/11/2022	DEPARTMENT OF TRANSPORT	DOT CLEARING 28/10/2022	$1,119.30
EFT20502	02/11/2022	DEPARTMENT OF TRANSPORT	DOT CLEARING 31/10/2022	$6,444.30
EFT20503	07/11/2022	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES	DOT VEHICLE INSPECTION BALANCE OF REVENUE OCTOBER 2022	$77.90
EFT20504	08/11/2022	150 SQUARE PTY LTD	STRATEGIC PLAN & COMMUNICATIONS PLAN	$3,520.00
EFT20505	08/11/2022	2C2U IT PTY LTD	MED CENTRE REMOTE IT SUPPORT	$231.00
EFT20506	08/11/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	$1,674.73
EFT20507	08/11/2022	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY AND DELIVER CRS EMULSION TO BATCHING PLANT	$12,980.00
EFT20508	08/11/2022	BROCKMAN WILLIAM WILLIAMS	REIMBURSEMENT OF EXPENSES	$20.00
EFT20509	08/11/2022	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING	$108.00
EFT20510	08/11/2022	BRUCE ROCK DISTRICT CLUB	COUNCIL MEETING LUNCHES AND REFRESHMENTS	$544.00
EFT20511	08/11/2022	BUNNINGS NORTHAM	MATERIALS FOR CONSTRUCTION CREW	$36.58
EFT20512	08/11/2022	CODY EXPRESS TRANSPORT	CARAVAN PARK FURNITURE FREIGHT	$107.06
EFT20513	08/11/2022	COPIER SUPPORT	PHOTOCOPIER METER READING OCTOBER 22	$597.34
EFT20514	08/11/2022	COUNTRYWIDE FRIDGELINES PTY LTD	SUPERMARKET FREIGHT	$70.97
EFT20515	08/11/2022	CROWN PERTH	ACCOMMODATION - LOCAL GOVERNMENT WEEK	$7,537.50
EFT20516	08/11/2022	DX PRINT GROUP PTY LTD	VEHICLE INSPECTION, EARTHMOVING EQUIPMENT INSPECTION & TIMESHEET BOOKS	$2,255.00
EFT20517	08/11/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	$4,154.77
EFT20518	08/11/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	LAUNDRY POWDER FOR CARAVAN PARK	$50.00
EFT20519	08/11/2022	ELEC TECH DIESEL SERVICES PTY LTD	PARTS FOR BK012	$238.75
EFT20520	08/11/2022	GENERAL TRANSPORT EQUIPMENT PTY LTD	PURCHASE OF DROP DECK TRAILER	$34,584.00
EFT20521	08/11/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR OCTOBER 2022	$1,403.97
EFT20522	08/11/2022	HIPPOCKET WORKWEAR & SAFETY GERALDTON	STAFF UNIFORMS	$299.45
EFT20523	08/11/2022	JASON SIGNMAKERS	TRAFFIC MANAGEMENT SIGNS	$1,958.17
EFT20524	08/11/2022	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK025	$535.15
EFT20525	08/11/2022	MADDISON ROSE AURISCH	REIMBURSEMENT OF EXPENSES	$20.00
EFT20526	08/11/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	$499.59
EFT20527	08/11/2022	MARTINS PRODUCE	SUPERMARKET ORDER	$4,940.12
EFT20528	08/11/2022	MERREDIN PANEL AND PAINT	SUPPLY AND FIT WINDSCREEN TO BK3	$687.50
EFT20529	08/11/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	$11,754.41
EFT20530	08/11/2022	NAPA	PARTS FOR BK024, BK1018 & MATERIALS FOR WORKSHOP	$205.71
EFT20531	08/11/2022	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDEN CREW	$999.12
EFT20532	08/11/2022	OFFICEWORKS BUSINESS DIRECT	OFFICE STATIONERY	$306.26
EFT20533	08/11/2022	PERTH GEOTECHNICS	LETTER FOR BRUCE ROCK SUPERMARKET GROUNDWATER ISSUE	$550.00
EFT20534	08/11/2022	PORTER CONSULTING ENGINEERS	SAFETY AUDIT AND INTERSECTION DESIGN	$13,200.00
EFT20535	08/11/2022	RAWLINSONS (W.A.)	VARIATION OF ASSESSMENT - BRUCE ROCK SUPERMARKET	$616.00
EFT20536	08/11/2022	RECONCILIATION AUSTRALIA LIMITED	RECONCILIATION ACTION PLAN DEVELOPMENT FEE	$825.00
EFT20537	08/11/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	$713.81
EFT20538	08/11/2022	SHIRE OF BRUCE ROCK - T/AS BRUCE ROCK SUPERMARKET	VARIOUS PURCHASES FOR OCTOBER 22	$500.13
EFT20539	08/11/2022	STAMP STORE	OFFICE STATIONERY	$23.70
EFT20540	08/11/2022	SYDNEY TOOLS PTY LTD	MATERIALS FOR WORKSHOP	$319.00
EFT20541	08/11/2022	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	$21,891.16
EFT20542	08/11/2022	T-QUIP	PARTS FOR SMALL PLANT	$56.70
EFT20543	08/11/2022	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	$3,509.44
EFT20544	08/11/2022	TOLL TRANSPORT PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	$566.11
EFT20545	08/11/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES FOR OCTOBER 22	$888.25
EFT20546	08/11/2022	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	$588.50
EFT20547	08/11/2022	WALLIS COMPUTER SOLUTIONS	MONITORS AND DOCKING STATION	$1,328.80
EFT20548	08/11/2022	WESTRAC PTY LTD	PARTS FOR BK727, BK6670 & BK409	$544.33
EFT20549	08/11/2022	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORMS	$1,711.05
EFT20550	08/11/2022	WURTH	MATERIALS FOR WORKSHOP	$406.74
EFT20551	10/11/2022	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	$662.00
EFT20552	11/11/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	$1,490.03
EFT20553	11/11/2022	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTIES	$1,109.90
EFT20554	11/11/2022	BRUCE ROCK MEATS	BACK TO THE BUSH VETERANS REUNION CATERING	$700.00
EFT20555	11/11/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	$2,883.42
EFT20556	11/11/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	$1,545.28
EFT20557	11/11/2022	COLESTAN ELECTRICS	ELECTRICAL WORKS AT SHIRE PROPERTY	$778.53
EFT20558	11/11/2022	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 9/11/2022	$1,846.00
EFT20559	11/11/2022	CROWN PERTH	ACCOMMODATION - LOCAL GOVERNMENT WEEK	$2,973.40

EFT20560	11/11/2022	DAVE GILLAM MUSIC	ENTERTAINMENT FOR BACK TO THE BUSH VETERANS REUNION	$1,600.00
EFT20561	11/11/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	$4,125.87
EFT20562	11/11/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	POOL CHEMICALS	$4,272.85
EFT20563	11/11/2022	HEATLEY SALES PTY LTD	ADHESIVE SPRAY GLUE	$141.99
EFT20564	11/11/2022	J JONKER & P.J JONKER T/A SHACKLETON STORE	DISTRIBUTION OF CBH DEVELOPMENT PAMPHLETS	$105.00
EFT20565	11/11/2022	JENNIFER LEE BOW	REIMBURSEMENT OF EXPENSES	$762.17
EFT20566	11/11/2022	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 9/11/2022	$2,500.00
EFT20567	11/11/2022	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTY	$110.00
EFT20568	11/11/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	$538.09
EFT20569	11/11/2022	MARTINS PRODUCE	SUPERMARKET ORDER	$4,958.77
EFT20570	11/11/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	$16,598.54
EFT20571	11/11/2022	SAIL CITY	SHADE SAIL REPAIRS	$737.00
EFT20572	11/11/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	$387.74
EFT20573	11/11/2022	SIGMA CHEMICALS	POOL CHEMICALS & POOL TESTING EQUIPMENT	$1,851.52
EFT20574	14/11/2022	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR NOVEMBER 2022	$2,291.49
EFT20575	09/11/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 30/10/2022	$506.37
EFT20576	02/11/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	NEWSPAPERS FOR WEEK ENDING 23/10/2022	$466.38
EFT20577	17/11/2022	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	$69.43
EFT20578	17/11/2022	AUSTRALIA POST	POSTAGE CHARGES FOR THE MONTH OF OCTOBER	$308.90
EFT20579	17/11/2022	AVON WASTE	RECYCLING FOR OCTOBER 2022	$4,003.45
EFT20580	17/11/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	$1,587.39
EFT20581	17/11/2022	BOC LIMITED	GAS BOTTLE RENTAL OCTOBER 2022	$264.83
EFT20582	17/11/2022	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	CADETS ENTRY FRIDAY NIGHT YOUTH BOOTH - VETS	$150.00
EFT20583	17/11/2022	BRUCE ROCK DISTRICT CLUB	BREAKFAST FOR CADETS - VETS REUNION	$836.80
EFT20584	17/11/2022	BRUCE ROCK ENGINEERING	PARTS FOR BK024	$7.34
EFT20585	17/11/2022	BRUCE ROCK LPO	OFFICE STATIONERY FOR SEPTEMBER/OCTOBER 22	$24.91
EFT20586	17/11/2022	BRUCE ROCK TYRES	SUPPLY TYRE FOR RIDE ON MOWER	$54.56
EFT20587	17/11/2022	BUNNINGS NORTHAM	MATERIALS FOR CONSTRUCTION CREW	$106.60
EFT20588	17/11/2022	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	$53.86
EFT20589	17/11/2022	C-STORE DISTRIBUTION	SUPERMARKET ORDER	$755.99
EFT20590	17/11/2022	CODY EXPRESS TRANSPORT	FREIGHT FROM SIGMA CHEMICALS TO BRUCE ROCK	$178.75
EFT20591	17/11/2022	CORSIGN WA PTY LTD	CUSTOM ROAD MAINTENANCE SIGN FOR BK638	$143.00
EFT20592	17/11/2022	DRY KIRKNESS (AUDIT) PTY LTD	ACQUITTAL OF THE DROUGHT COMMUNITIES PROGRAM END 30 JUNE 2022	$880.00
EFT20593	17/11/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GAS BOTTLES EXCHANGE	$247.50
EFT20594	17/11/2022	ELEC TECH DIESEL SERVICES PTY LTD	REPAIRS TO BK1018	$165.00
EFT20595	17/11/2022	FILTERS PLUS WA	PARTS FOR BK6670	$159.28
EFT20596	17/11/2022	GAP SOLUTIONS PTY LTD	QUARTERLY SUPPORT LICENSE FOR SUPERMARKET SOFTWARE	$874.50
EFT20597	17/11/2022	GSR LASER TOOLS	MATERIALS FOR CONSTRUCTION CREW	$363.00
EFT20598	17/11/2022	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	PARTS FOR BK024	$40.70
EFT20599	17/11/2022	LGIS WA	INSURANCE 1/07/2022-30/06/2023 FINAL PAYMENT	$147,909.15
EFT20600	17/11/2022	LIBERTY OIL RURAL PTY LTD	COOLANT FOR BK011	$501.88
EFT20601	17/11/2022	LLEW WITHERS	PUBLIC HEALTH & WELLBEING SURVEY REPORT	$3,850.00
EFT20602	17/11/2022	MARKETFORCE	ADVERTISING IN THE WEST AUSTRALIAN	$422.68
EFT20603	17/11/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	$561.19
EFT20604	17/11/2022	MARTINS PRODUCE	SUPERMARKET ORDER	$3,842.23
EFT20605	17/11/2022	MCCALL MOTORS PTY LTD	MATERIALS FOR TOWN, GARDEN & CONSTRUCTION CREWS, BUILDING MAINTENANCE & WORKSHOP	$2,150.89
EFT20606	17/11/2022	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING FOR OCTOBER 2022	$70.40
EFT20607	17/11/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	$13,998.71
EFT20608	17/11/2022	NAPA	MATERIALS FOR WORKSHOP & PARTS FOR BK011	$101.20
EFT20609	17/11/2022	NUTRIEN AG SOLUTIONS	MATERIALS FOR GARDEN CREW	$242.55
EFT20610	17/11/2022	OFFICE OF REGIONAL ARCHITECTURE	SUPERMARKET ARCHITECTURAL SERVICES	$2,471.13
EFT20611	17/11/2022	OFFICEWORKS BUSINESS DIRECT	OFFICE FURNITURE	$366.03
EFT20612	17/11/2022	PARMELIA MANAGEMENT PTY LTD	OFFICER ACCOMMODATION FOR IT VISION CONFERENCE	$644.40
EFT20613	17/11/2022	R2K CONTRACTING	PARTS FOR BK024	$150.00
EFT20614	17/11/2022	REGIONAL COMMUNICATION SOLUTIONS	AIRSTRIP WEATHER STATION NETWORK SERVICE	$363.00
EFT20615	17/11/2022	SAIL CITY	SHADE SAILS FOR AQUATIC CENTRE	$4,504.50
EFT20616	17/11/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	$691.36
EFT20617	17/11/2022	STAR TRACK EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	$980.69
EFT20618	17/11/2022	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	$15.00
EFT20619	17/11/2022	SYDNEY TOOLS PTY LTD	PARTS FOR BK1018 & SMALL PLANT	$777.60
EFT20620	17/11/2022	TELSTRA	TELEPHONE USAGE	$50.66
EFT20621	17/11/2022	THE TRUSTEE FOR THE SHACKLETON BULK HAULAGE TRUST T/A SHACKLETON BULK HAULAGE	SUPPLY STONE AND METAL DUST TO BATCHING PLANT	$4,427.50
EFT20622	17/11/2022	TOLL TRANSPORT PTY LTD	FREIGHT FROM CORSIGN TO BRUCE ROCK	$68.49
EFT20623	17/11/2022	TWO DOGS HOME HARDWARE	MATERIALS FOR GARDEN CREW & REC CENTRE	$552.97
EFT20624	17/11/2022	UES INTERNATIONAL PTY LTD	PARTS FOR BK9092	$152.02

EFT20625	17/11/2022	WALLIS COMPUTER SOLUTIONS	VARIOUS IT HARDWARE ITEMS SUPPLIED	$12,083.97
EFT20626	17/11/2022	WESTRAC PTY LTD	PARTS FOR BK510	$43.29
EFT20627	17/11/2022	WHEATBELT REFRIGERATION AND AIR CONDITIONING	REPAIRS TO FRIDGE AT SUPERMARKET	$366.85
EFT20628	17/11/2022	WIRTGEN AUSTRALIA	PARTS FOR BK011	$82.77
EFT20629	17/11/2022	WURTH	MATERIALS FOR WORKSHOP	$274.81
EFT20630	17/11/2022	COCA-COLA EUROPACIFICPARTNERS AUSTRALIA PTY LIMITED	SUPERMARKET ORDER	$2,299.90
EFT20631	24/11/2022	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	$31.15
EFT20632	24/11/2022	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	$662.00
EFT20633	25/11/2022	BDD AUSTRALIA PTY LTD T/A BEGA	SUPERMARKET ORDER	$1,480.91
EFT20634	25/11/2022	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT	$1,531.26
EFT20635	25/11/2022	COLPET BROWNLEY	REFUSE SITE MAINTENANCE FOR FNE 23/11/2022	$1,846.00
EFT20636	25/11/2022	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	$2,592.89
EFT20637	25/11/2022	JULIAN GOLDACRE	REIMBURSEMENT OF EXPENSES	$373.08
EFT20638	25/11/2022	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 23/11/2022	$2,650.00
EFT20639	25/11/2022	MAROK WA PTY LTD	SUPERMARKET ORDER	$540.49
EFT20640	25/11/2022	MARTINS PRODUCE	SUPERMARKET ORDER	$6,591.35
EFT20641	25/11/2022	METCASH TRADING LIMITED	SUPERMARKET ORDER	$13,260.89
EFT20642	25/11/2022	SANDS FRIDGE LINES	SUPERMARKET FREIGHT	$749.00
EFT20643	25/11/2022	WIDEAWAKE PTY LTD T/AS IDEAL SALES	SUPERMARKET ORDER	$1,090.64
EFT20644	16/11/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	WEST AUSTRALIAN NEWSPAPERS FOR WEEK ENDING 06/11/2022	$596.54
EFT20645	23/11/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	WEST AUSTRALIAN NEWSPAPERS FOR WEEK ENDING 13/11/2022	$483.42
EFT20697	30/11/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	WEST AUSTRALIAN NEWSPAPERS FOR WEEK ENDING 30/11/2023	$509.36
			Total EFT's	**$472,783.16**
Municipal Account Cheques				
98	08/11/2022	DEPARTMENT OF TRANSPORT	NEW VEHICLE REGISTRATION	$55.15
99	17/11/2022	ELGAS LTD	GAS USAGE AT SHIRE PROPERTY	$87.12
100	17/11/2022	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP OCTOBER 2022, PLATE RE-MAKE & COUNCIL AFTERNOON TEA	$97.00
101	17/11/2022	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	$183.14
102	25/11/2022	BOND ADMINISTRATOR	LODGEMENT OF BOND WITH BOND ADMINISTRATOR	$448.00
			Total Cheques	**$870.41**
Wages and Salaries				
	09/11/2022	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 12/10/2022	$75,558.52
	23/11/2022	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 26/10/2022	$82,355.98
			Total Wages and Salaries	**$157,914.50**

Municipal Account Direct Debit				
DD8624.1	09/11/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	$9,199.19
DD8624.2	09/11/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	$76.41
DD8624.3	09/11/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	$243.32
DD8624.4	09/11/2022	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$231.96
DD8624.5	09/11/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	$244.05
DD8624.6	09/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	$100.46
DD8624.7	09/11/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	$170.62
DD8624.8	09/11/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	$785.86
DD8624.9	09/11/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	$375.72
DD8658.1	23/11/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	$9,223.80
DD8658.2	23/11/2022	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	$89.00
DD8658.3	23/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	$207.04
DD8658.4	23/11/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	$244.05
DD8658.5	23/11/2022	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	$574.35
DD8658.6	23/11/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	$244.05
DD8658.7	23/11/2022	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	$190.56
DD8658.8	23/11/2022	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	$785.86
DD8658.9	23/11/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	$201.28
DD8624.10	09/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$2,001.67
DD8624.11	09/11/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	$280.74
DD8624.12	09/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	$238.60
DD8624.13	09/11/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	$193.81
DD8624.14	09/11/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	$450.68
DD8658.10	23/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$2,007.33
DD8658.11	23/11/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	$283.16
DD8658.12	23/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	$260.08
DD8658.13	23/11/2022	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	$193.81
DD8658.14	23/11/2022	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	$484.69
			Total Direct Debits	**$29,582.15**
Credit Card Payments				
EFT20574	14/11/2022	ZELLER	EFTPOS TERMINAL FOR AQUATIC CENTRE ENTRY FEES	$299.00
			EFTPOS TERMINAL FOR VETS AND OTHER USES	$249.00
		HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	$151.80
		CANVA	RENEW SUBSCRIPTION TO CANVA	$164.99
		ACTIV8ME	INTERNET FOR OCTOBER/NOVEMBER	$45.40
		BENDIGO BANK	CARD FEE	$4.00
		CROWN METROPOL PERTH	ACCOMMODATION FOR CONFERENCE ATTENDANCE	$953.03
		WESTNET	INTERNET FOR NOVEMBER	$104.95
			INTERNET FOR NOVEMBER	$99.95
			INTERNET FOR NOVEMBER	$109.95
		CROWN METROPOL PERTH	MINI BAR PURCHASE TO BE REIMBURSED	$5.04
		CROWN PERTH	ACCOMMODATION FOR CONFERENCE ATTENDANCE	$104.38
			Total Credit Card Payments	**$2,291.49**
			Total Municipal Account EFT Payments	**$472,783.16**
			Total Municipal Account Cheque Payments	**$870.41**
			Total Trust Account EFT Payments	**$0.00**
			Total Trust Account Cheque Payments	**$0.00**
			Total Wages	**$187,496.65**
			Total	**$661,150.22**

Best Practice Governance Review

Background Paper

Contents

Item	Section	Page
1	Background, Approach and Timeline	3
2	Jurisdictional Analysis	6
3	Comparator Organisations	9
4	Governance Principles	17

Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed it's Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "*deal with matters related to State Councillors' Candidature for State and Federal elections*".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995* (WA).
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979* (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

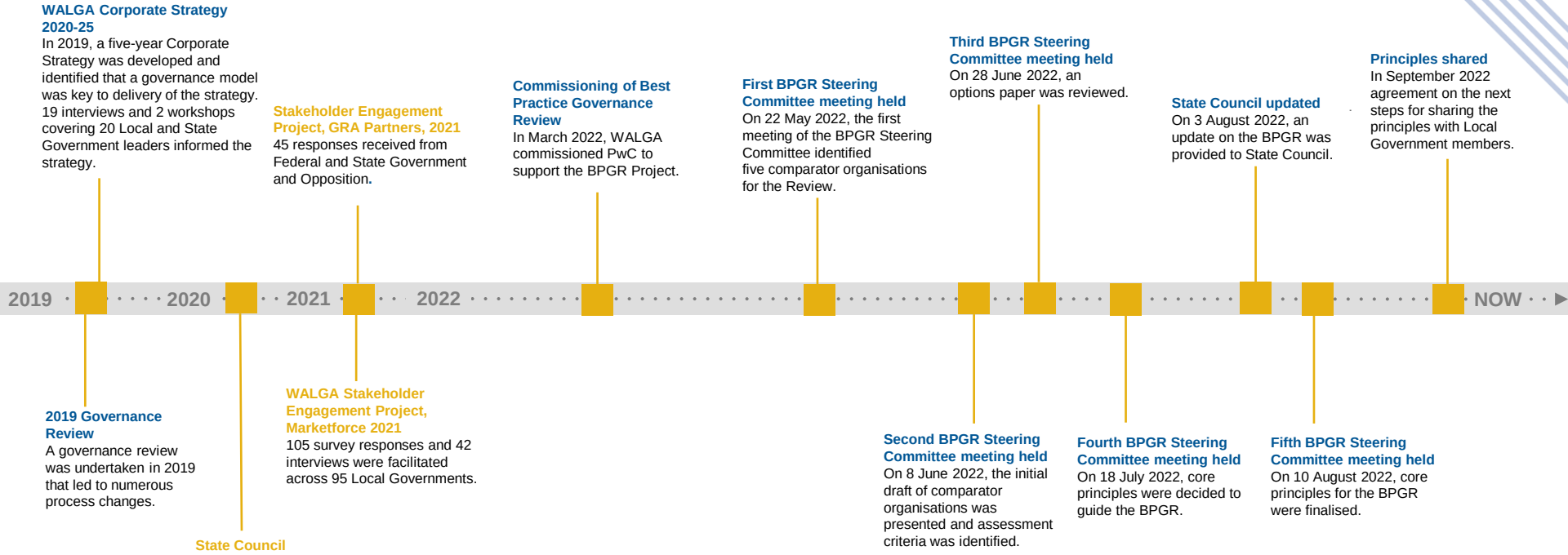
Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed a the BGPR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022



Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.

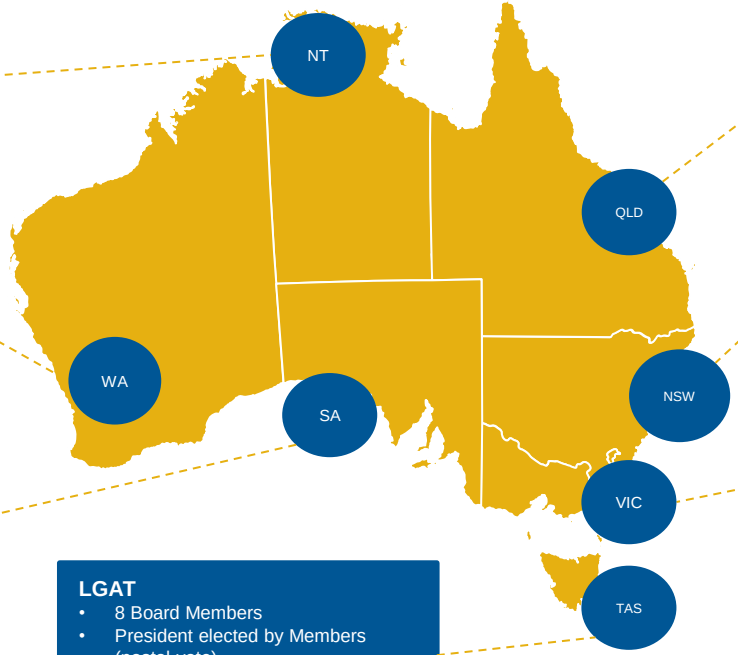
Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.

LGANT
- 9 Board Members
- President elected by Members (AGM)
- Board Members elected by Members
- 22 Local Governments

WALGA
- 25 Board Members
- President elected by the Board
- Board Members elected by Zones
- 139 Local Governments

LGASA
- 10 Board Members
- President elected by Members (postal vote)
- Board Members elected by Regional Organisations
- 74 Local Governments



LGAT
- 8 Board Members
- President elected by Members (postal vote)
- Board Members elected by Zone equivalent
- 29 Local Governments

LGAQ
- 4 Board Members / 16 Policy Executive
- President elected by Members (AGM)
- Board Members elected by and from Policy Executive
- Policy Executive elected by Zone equivalent
- 78 Local Governments

LGNSW
- 19 Board Members
- President elected by Members (AGM)
- Board Members elected by Members
- 128 Local Governments

MAV
- 13 Board Members
- President elected by Members (AGM)
- Board Members elected by Zone equivalent
- 89 Local Governments

LGNZ
- 18 Board Members
- President elected by Members (AGM)
- Board Members elected by Zones and Sector Groups
- 78 Local Governments

WALGA

Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.

WALGA

Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	• Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.

WALGA

Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as $21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their specialty (e.g. anesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The General Council focuses on advocacy, policy making, and representation of the association.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in specialty, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*

WALGA

Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as $34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.

WALGA

Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.	The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.
Executive Council (10+ members).	The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processed and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.

WALGA

Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as $2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPGR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*

WALGA

Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.	All powers and functions of the Branch Committee between meetings of the Branch Committee.
Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).	Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

**Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.*

WALGA

Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.

WALGA

Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

Principle	Principle component	Component description	Governance implications
Representative: WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive: WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented: WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Thank you

For more information, visit our website or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Consultation Paper – Model Options

Contents

Item	Section	Page
1	Introduction	3
2	Governance Principles	5
3	Options and Current Model	7
4	Alignment to Principles	14
5	Consultation Process and Next Steps	20

Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed it's Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model

Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents	Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents	Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents	Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents	State Council (25 members) 24 State Councillors 1 President
Policy Council (25 members) 24 members plus President	Regional Bodies (4 metro, 4 country)	Zones (6 metro, 6 country)	Policy Teams / Forums / Committees	Zones (5 metro, 12 country)
Zones (5 metro, 12 country)	Policy Teams / Forums / Committees	Policy Teams / Forums / Committees	Regional Groups	Policy Teams / Forums / Committees

Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.

WALGA

Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/ South West/Great Southern, Regional Capitals. *Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.*	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Zones	Metro/Peel: • Central Metropolitan • East Metropolitan • North Metropolitan • South Metropolitan • South East Metropolitan • Peel Country*: • Wheatbelt South • Wheatbelt North • Mid West / Murchison / Gascoyne • Pilbara / Kimberley • South West / Great Southern • Goldfields / Esperance **indicative, re-drawing required*	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

WALGA

Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.

WALGA

Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones

- **Board** (11 members)
  8 elected from Policy Council, incl. Board elected President
  Up to 3 independents
- **Policy Council** (25 members)
  24 members plus President
- **Zones** (5 metro, 12 country)

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• Board will have equal metropolitan and country membership
	Size	Meets	• Board is smaller
	Diversity	Meets	• Consideration of appointment processes for independent members
	Election Process	Meets	• Board to be elected from Policy Council
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	• Board meetings are not dependent on other governing body meetings
	Agility	Partial	• Board is future-proofed from external changes • Zone structures still underpin Council
Results Oriented	Focus	Partial	• Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
	Continuous Improvement	Meets	• Board would be responsible for ongoing reviews of governance body roles in consultation with members

WALGA

Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles

Option 2 – Board, Regional Bodies

Board (11 members)
8 elected from Regional Bodies, incl. Board elected President
Up to 3 independents

Regional Bodies (4 metro, 4 country)

Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• Board will have equal metropolitan and country membership • How to establish regional body membership is a consideration
Representative	Size	Partial	• Board is smaller • Number of regional bodies is a consideration
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from regional bodies
Responsive	**Timely Decision Making**	Meets	• Meeting frequency aligned to governing body roles
Responsive	**Engaged Decision Making**	Meets	• Board meetings are not dependent on regional body meetings
Responsive	**Agility**	Meets	• Board and regional bodies are future proofed from external changes
Results Oriented	**Focus**	Partial	• There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	**Value Added Decision Making**	Meets	• Best practice board approaches will be adopted
Results Oriented	**Continuous Improvement**	Meets	• Board will be responsible for ongoing reviews of governing body roles in consultation with members

WALGA

Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

Option 3 – Board, Amalgamated Zones

Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents

Zones
(6 metro, 6 country)

Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	• Board will have equal metropolitan and country membership • There may be composition challenges for amalgamated zones
Representative	Size	Partial	• Board is smaller • Amalgamation of zones to 12 in total
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from zones
Responsive	**Timely Decision Making**	Meets	• Meeting frequency aligned to governing body roles
Responsive	**Engaged Decision Making**	Meets	• Board meetings are aligned to zone meetings
Responsive	**Agility**	Meets	• Board is future proofed from external changes
Results Oriented	**Focus**	Partial	• Prioritisation and focus may be a challenge
Results Oriented	**Value Added Decision Making**	Meets	• Best practice board approaches will be adopted
Results Oriented	**Continuous Improvement**	Meets	• The Board would be responsible for ongoing reviews of governance body roles in consultation with members

WALGA

Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles

Option 4 – Member elected Board, Regional Groups

Board (11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents

Policy Teams / Forums / Committees

Regional Groups

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	• Board will have equal metropolitan and country membership • Membership of regional groups dynamic and ad hoc
Representative	Size	Partial	• Board is smaller
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from a general meeting
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• Board meetings are not dependent on policy teams / regional group meetings
Responsive	Agility	Meets	• Board is future-proofed from external changes
Results Oriented	Focus	Partial	• Policy teams / Regional Group meetings to influence priorities
Results Oriented	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
Results Oriented	Continuous Improvement	Meets	• Board would be responsible for ongoing reviews of governing body roles in consultation with members

WALGA

Option 5 – Current Model

Current model and its alignment to the principles

Option 5 – Current Model

State Council (25 members)
24 State Councillors
1 President

Zones (5 metro, 12 country)

Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• State Council has equal metropolitan and country membership
Representative	Size	Partial	• State Council will retain 25 members
Representative	Diversity	Partial	• No control of diversity of State Council
Representative	Election Process	Meets	• State Council election from zones
Responsive	Timely Decision Making	Partial	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• State Council meetings are aligned to zone meetings
Responsive	Agility	Partial	• State Council is not future proofed from external changes
Results Oriented	Focus	Partial	• Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	• Best practice board approaches will not be adopted
Results Oriented	Continuous Improvement	Meets	• State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

WALGA

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our website or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Shire of Bruce Rock

Review of Councillor Representation Discussion Paper

20th October 2022

Contents

Background 3
Process 6
Timelines 7
Previous and Current Situation 7
Comparison to Surrounding and Similar Councils 7
Options 8
Cost Comparison 10
Election Cycles & Implementation 10
Other Factors 11
Consultation 14
Public Submissions 14

Background

THE SHIRE

Bruce Rock is located in the heart of the West Australian Wheatbelt, 244km east of Perth. The Shire of Bruce Rock covers 2,724 square kilometres. In 2021, the Shire of Bruce Rock's population on the night of the census was 979 and a total of 670 electors.

Settlers had been allocated land around Bruce Rock township commencing in 1860, with the town of Bruce Rock gazetted in 1913. The Shire comprises of five town sites, Ardath, Babakin, Bruce Rock, Kwolyin and Shackleton.

The continued provision of community infrastructure remains one of the key priorities and major expenditure for the Shire. The Shire continues to maintain a large number of assets to service the community, and welcomes visitors to enjoy what Bruce Rock has to offer from our infrastructure to the natural beauty of our environment.

With a great community spirit, rich agricultural history and excellent services and facilities on offer, the Shire of Bruce Rock remains committed to deliver for the needs of our community.

The Shire of Bruce Rock has a long and proud history as a strong Council with great leadership. The community are very supportive and passionate about our Shire and the desire to keep our Council strong is evidenced with good candidates nominating during election periods and vacancies being filled on each occasion. The Shire of Bruce Rock has a great diversity of Councillors, who represent their constituents with integrity and balance, and make decisions with the best interests of the community in mind.

Council is focused on serving the community's needs that are identified through continual consultation and engagement and guided by our Strategic Community Plan. As the level of government closest to our local community we are best placed at understanding and delivering the needs and directions that have been identified, whilst continuing to ensure improvement and progress at all levels.

With strong processes and projects in place, our low debt levels and having good reserves, Council has been able to prove that we can provide facilities equal to anywhere and remain sustainable, with big plans for the future.

Council continues to ensure that it has an effective approach and best practice principles to ensure efficient and effective administration of the organisation. Council and its staff are always looking to identify areas of improvement and is receptive to change that will assist in benefiting its community.

The 2021 Census data provides a brief snapshot of information relevant to the Shire of Bruce Rock.

Census Year	Population	Median Age
2021	979	48
2016	930	47
2011	974	40
2006	995	43

- Our population growth from 2006 - 2021 is -1.57%
- Our community: 229 families with children, 112 couples with no children
- Business entries and exits as a proportion of total businesses was 6.6% (since last Census)

WHY A REVIEW OF COUNCILLOR REPRESENTATION?

The Shire of Bruce Rock resolved at it's Ordinary Meeting of Council held on the 20th October 2022 to undertake a review of its Councillor representation numbers in compliance with the *Local Government Act 1995 and as part of the* **Voluntary Pathway** offered by the Minister for Local Government.

On the 20th September 2022 the Minister for Local Government wrote to Local Governments regarding the impending Local Government Reforms and in particular the reduction in Councillor numbers in line with the reforms, in which Local Governments with populations of less than 5,000 are required to have between 5 – 7 Councillors.

In addition, Local Governments within Band 3 and 4 will no longer be able to have wards. This does not impact Bruce Rock as we removed wards in 2005.

The Minister's letter states;

"Work on a Bill to amend the Local Government Act 1995 (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- *Reduce the number of elected members on council in accordance with population thresholds; or*
- *Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or*
- *Abolish wards (for band 3 and 4 local governments with wards); or*
- *Implement more than one of the above.*

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

Voluntary Pathway

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- *Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and*
- *Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.*

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met.

While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms. Further information is attached to this letter to assist with this process.

Reform Election Pathway

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway.
If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- *Does not advise of an intention to follow the Voluntary Pathway, or*
- *Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.*

Next Steps

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022.

Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the 30 June 2023 timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for 'regular' reviews are included below.

*Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections. All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than **14 February 2023."***

Legislative Requirements

As Council has resolved to undertake the voluntary pathway, this discussion paper has been prepared having regard to the provisions of Schedule 2.2 of the Local Government Act, which specifies;

> *7 Reviews*
>
> *(1) Before carrying out a review a local government has to give public notice advising –*
>
> *a) that the review is to be carried out; and*
>
> *b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after notice is first given.*
>
> *(2) In carrying out the review the local government is to consider submissions made to it before the day affixed to the notice.*

Review of Number of Councillors

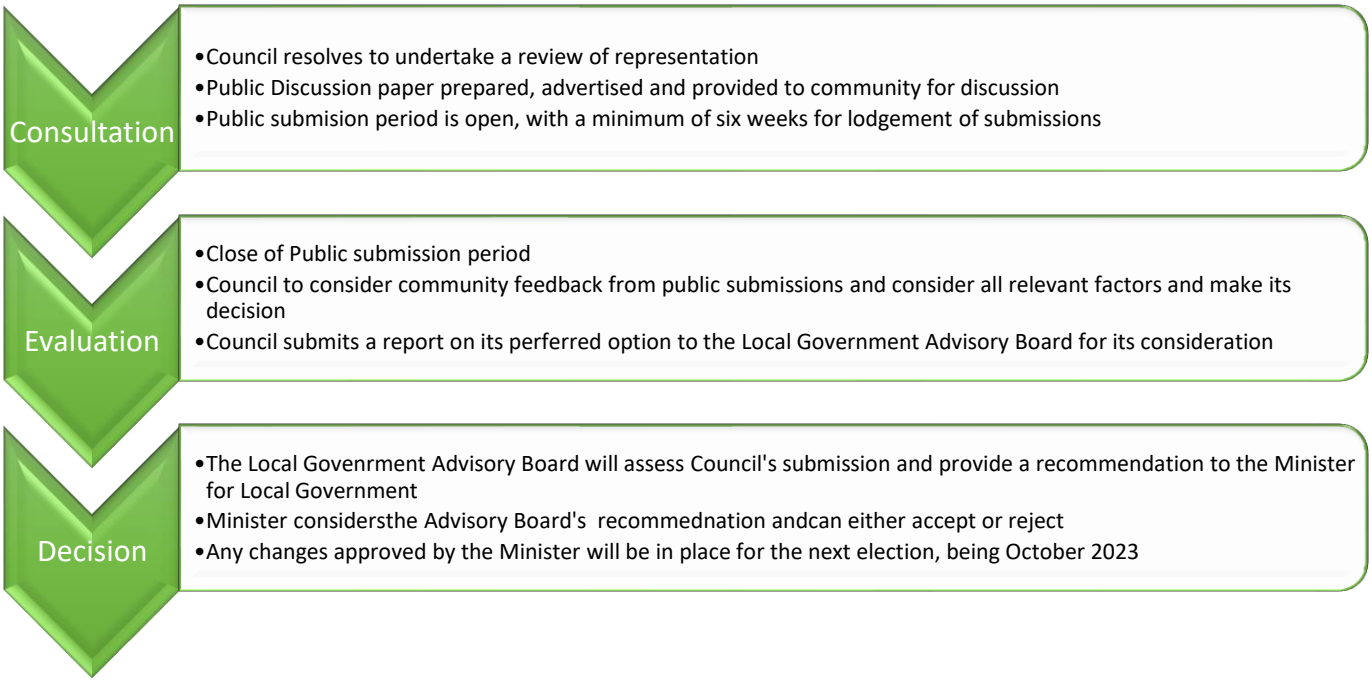
A review of Councillor numbers should consider the effectiveness and efficiency of the Councillor in both their individual and collective Council roles as defined by the Local Government Act 1995, s2.10.

Factors that must be taken into consideration

1. Community of Interest
2. Physical and Topographical Features
3. Demographic Trends
4. Economic Factors
5. Ratio of Councillors to Electors

Process

The review process is required to be undertaken in accordance with the Local Government Act 1995 and involves the following steps;



Timelines

To meet the Minister for Local Government's deadline for the Councillor reduction voluntary pathway it is a requirement to have Council's formal report to the Advisory Board by the 14th February 2023 to ensure the variations can be implemented in time for the October 2023 Ordinary Election process.

Due date (latest possible)	Requirements/actions
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
9 December 2022	Completion of six-week consultation period
December 2022 - January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Previous and Current Situation

Council currently has 9 Councillors and no wards.

Council last undertook a review of its Councillor Representation in 2010 / 2011 where it resolved and was endorsed by the Local Government Advisory Board to reduce its Councillor number from 11 to 10 at the 2011 Ordinary Election and then from 10 to 9 at the 2013 Ordinary Election. At that time Council did not have Wards as they were abolished in 2005, therefore no Wards review was undertaken. No further reviews have been undertaken since that time and Council still has 9 Councillors and no wards.

Comparison to Surrounding and Similar Councils

The Shire of Bruce Rock had a Councillor to Elector Ratio of 74 at the last Election held in October 2021.

Below is a comparison of Councillor / Elector ratios from surrounding and similar Council's. These figures were obtained from the WALGA Local Government Directory 2021.

Local Authority	Councillors	Electors	Representation Ratio
Koorda	7	290	41
Mukinbudin	9	366	41
Trayning	7	341	49
Kulin	9	556	62
Kondinin	9	568	63
Narembeen	8	536	67
Bruce Rock	**9**	**670**	**74**
Quairading	8	767	96
Goomalling	7	701	100
Cunderdin	8	848	106
Kellerberrin	7	792	113
Corrigin	7	835	119
Merredin	9	2060	228

The average representation ratio for the above Local Government is 89.

Should Council reduce its **Councillor representation numbers to 7** it would provide a representation ratio of **96** electors per Councillor.

Options

During the Local Government Reform consultation period Council had strong views against a significant reduction in Councillor numbers and strongly supported WALGA's and the Great Eastern Zone's position to seek the number of Councillors for populations less than 5,000 to be set at between 5- 7, not the maximum of 5 that was proposed.

Council's response to this component of the reform process was as follows;

> *The Shire of Bruce Rock strongly supports WALGA's response to this proposed change and specifically the provision for 5 to 7 Council Members for populations up to 5,000.*
>
> *Council currently has 9 Councillors and would consider a reduction to only 5 as detrimental to the running of the organisation. The impacts on our Council and how hard it would be to manage the workload balance of only 5 Councillors is of concern. It would be unreasonable for only 5 Councillors to adequately and effectively serve on the many Council, Community and Regional committees, delegations, and representatives.*
>
> *In addition, we are based in a strong farming district and reducing to only 5 Councillors would limit our ability to have diversity on Council. If we had to reduce from 9 to 5 Councillors, we would likely end up with limited diversity on Council and therefore not be providing the diversity our community needs. We currently have a good balance with 5 Farmers, a Freight Company Manager, an Education Registrar, a Dentist & a Child Health Nurse.*
>
> *Council accepts that there may need to be some reduction in elected members for small regional Local Governments. However, a reduction for us from 9 to 5 is too great and a range from 5-7 would allow those Councils that can attract a larger number and diversity of Councillors should have the option to have 7.*
>
> *It should be noted that Bruce Rock Councillors, like many other small Councils don't take the full Councillors sitting fees, and the financial impact by reducing Councillors is not that significant.*

The option of status quo and to retain 9 Councillors (including President) will not be permitted under the reform guidelines and new Local Government Act 1995, which will require Council's with population under 5000 to have Councillor representation of between 5 – 7. Therefore, Council has not given consideration to either 9 or 8 Councillors in this review.

At its Council meeting held on Thursday 20th October 2022, Council resolved to undertake the Voluntary Councillor Reduction Pathway, indicating its preference for 7 Councillors, due to any further reduction creating too great a workload for the remaining Councillors and being detrimental to adequate diversity on Council.

Council will consider the following options, or the community may suggest options. The options for Councillor numbers (including President) are as follows;

- **Option 1 7 Councillors**
- **Option 2 6 Councillors**
- **Option 3 5 Councillors**

Option 1: 7 Councillors

This number of Councillors is the most allowed under the new reform for the Shire of Bruce Rock and would provide a Councillor to ratepayer ratio of 96, with a ratio to population of 140.

Council's preference is for seven Councillors as it strongly believes that any further reduction would create too great a workload for the remaining Councillors and be detrimental to adequate diversity on Council. Seven Councillor provides for a good diversity of representation from our communities, remembering we have four satellite towns, in a predominately agricultural sector covering an area of 2,772 sq km and road network of 1259 kms.

Further details on Council's preferred position of 7 Councillors has been outlined on page 8 of this document which outlines the impacts of further reductions.

Option 2: 6 Councillors

This number of Councillors would provide a Councillor to ratepayer ratio of 112, with a ratio to population of 163.

There is concern if one Councillor or sometimes more is absent during either illness, conflicting commitment or away on holiday this would leave Council vulnerable with potentially five or less Councillors to make a decision.

Whilst six Councillors may be workable, there is concern of an increased workload distribution of elected members, which may detract from potential nominations at elections. The minimal cost saving compared to seven is negligible when compared to other factors.

Option 3: 5 Councillors

This number of Councillors is the least allowed under the new reform for the Shire of Bruce Rock and would provide a Councillor to ratepayer ratio of 134, with a ratio to population of 196.

Council deems that only five Councillors is not a viable option as it would significantly impact Council's ability to adequately represent the community and does not give enough options to provide the diversity required for a fair representation of the community.

All current Councillors have full time work or are self employed, therefore it would be unreasonable to expect a reduction to five Councillors as this would significantly impact the ability to have adequate distribution and representation to attend the various regional meetings, be a committee member or local community delegate as it would impact their employment. This may have significant impact in people nominating for Council.

There is also concern when a Councillor is absent during either illness, conflicting commitment or away on holiday this would leave Council vulnerable to the adequate level of good and fair governance with potentially four or less Councillors to make important decisions for Council and the community.

Cost Comparison

The fees, allowances and expenses paid to each Councillor is determined through Council's annual budget and as some Councillors payments (excluding President & Deputy President) vary depending on claims and training/conferences, therefore the approximate annual costs associated per Councillor is **$4,405**;

Meeting Attendance:	$1,200
Conference & Training:	$1000
Accom for Training/Conferences:	$1000
Information Technology:	$505
Refreshments/Receptions:	$500
Stationary, Badges & Supplies:	$200

Note

It is noted that not all the Shire of Bruce Rock Councillors claim their meeting attendance fees, therefore these figures only reflect the expenditure should all Councillors submit a claim.

An amount of **$8,810** would be saved by reducing Councillor numbers to **7**.

An amount of **$13,215** would be saved by reducing Councillor numbers to **6**.

An amount of **$17,620** would be saved by reducing Councillor numbers to **5**.

Cost not the only Consideration

It should be noted that cost savings should not be the determining factor to reduce Councillor numbers as careful consideration needs to be given to the other factors such as workloads, distribution of roles and representations, diversity for decision making and adequate representative for ratepayers and the community.

Election Cycles & Implementation

The below table outlines the election cycle options for each of the reduction of Councillor number scenarios to maintain the most effective split for each election period.

Council Membership	Proposed Reduction Schedule for Options	2021	2023	2025
Current 9		**4**	**5**	
Option for 7	2 offices abolished 2023		**3**	**4**
Option for 6	2 offices abolished 2023 & 1 office abolished in 2025		**3**	**3**
Option for 5	2 offices abolished 2023 & 2 offices abolished in 2025		**3**	**2**

In line with the reform guidelines, Council's preference is to reduce to 7 Councillors, therefore this could be achieved at the next Ordinary Election in October 2023 with 2 offices abolished in one year.

Other Factors

The Department of Local Government
The Department of Local Government has the following view and commentary on Councillor numbers.

The preferred number of elected members for a local government is a matter for the local government. There is a diverse range of councillor/elector ratios across Western Australia reflecting sparsely populated remote areas and the highly populated urban areas. The size and structure of a local government will impact on the deliberations involved in determining the number of elected members needed to service the local government.

The **advantages** of a reduction in the number of elected members may include the following:

- The decision making process may be more effective and efficient if the number of elected members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- The cost of maintaining elected members is likely to be reduced (an estimate of the cost of reduction would be helpful).
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.
- A reduction in the number of elected members may result in an increased commitment and interest and participation in Council's affairs by elected members generally.
- Fewer elected members are more readily identifiable to the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
- There is a State wide trend in reductions in the number of elected members and many local governments have found that fewer elected members has improved their decision making process.

The **disadvantages** of a reduction in the number of elected members may include the following:

- A smaller number of elected members may result in an increased workload for incumbent members and may reduce efficiency and effectiveness.
- There is the potential for dominance in the Council by a particular interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.

Effectiveness and Efficiency of Council Meetings

There is a fair degree of flexibility as to how a local government structures its business to deal with matters at Council meetings. Some Councils extensively utilise committees which make recommendations to Council, whilst others operate with very few committees and conduct most of their business though their ordinary Council meetings. There are also wide differences in how much of the decision-making processes are delegated to the Chief Executive Officer.

Council members have a duty to attend all Council meetings to ensure that electors are adequately represented. Committee meeting attendance is also necessary where Councillors are nominated to these.

It is important that meetings provide a good range of diverse representation to provide fair decision making on behalf of the public. The lower the number of Councillors the more impact there is on Council's ability to adequately represent the community and provide the diversity required for a fair representation of the community at the meetings.

The number of Councillors should not significantly impact the ability to have adequate distribution and representation to attend all the various regional meetings, be a committee member or local community delegate as it would impact their employment. This may have significant impact in people nominating for Council.

Many local governments operate using a system of committees to reduce the work at Council meetings. These committees are established to consider specific aspects of a local government's operation such as finance, works, community services or planning. Each committee usually includes a small number of Councillors who generally make recommendations to full Council.

The number of meetings a Councillor must attend each month will vary according to the frequency and the number of committees on which the elected member sits.

Councillor Workload

Councillors are required to attend 11 monthly Ordinary Council Meetings and 11 Councillor Information Sessions which run from 11.00am to 5.30pm on the 3rd Thursday of each month, except January.

There is an expectation of elected members that they are to also participate in various committees and act as a Council delegate, therefore in addition to the above standard requirements the following Committees, Delegates & Representations are required:

Committee, Delegate, Representative	Number of Councillors	Requirements
Audit Committee	7	Minimum 6 meetings per year
Health / Doctor	3	Approximately 3 meetings per year
Aged Care	3	Approximately 3 meetings per year
Works & Services	4	Approximately 8 meetings per year
Sport & Recreation	4	2 Meetings per year
WALGA Great Eastern Zone	2	6 Meetings per year
WEROC	1	7 Meetings per year
CEACA	1	5 Meetings per year

Retirement Units Committee	2	11 meetings per year
Local Health Advisory Group	1	4 meetings per year
District Health Advisory Group	1	4 meetings per year
Natural Resource Management	2	4 meetings per year
Regional Road Group	2	5 - 6 Meetings per year
Chief Bush Fire Control Officer	1	3 BFAC Meetings per year, 3 DOAC Meetings per year, plus countless hours for fire incidents, training and liaison with permits and harvest bans
Deputy CBFCO	1	3 BFAC Meetings per year, plus countless hours for fire incidents, training and liaison with permits and harvest bans
Local Emergency Management Committee	3	4 Meetings per year, plus any incidents
Community Resource Centre	2	11 Meetings per year
Tourism	1	6 Meetings per year
Central Agcare	1	1 Meeting per year

In addition to the above, many of the Councillors also volunteer their time on various sporting or community groups / committees as a community member.

Councillors are also expected to provide leadership and guidance to the community and therefore a reasonable expectation is placed that there is an amount of time that they are out and about in the community at either events or other community gatherings where they will be questioned or provide comments on Council related matters.

Consultation

Clause 7 of Schedule 2.2 of the Act stipulates that before conducting the review, a local government is to give local public notice that a review is to be carried out and that the notice must also advise that submissions may be made to the local government by a date at least 6 weeks from the date of the first notice.

The purpose of the public notice is to inform the community that the Council intends to conduct a review. The options in this document can be used 'as is' or refined subject to discussion and feedback.

At the end of the consultation period, Council is to determine any recommendation made to the LGAB by absolute majority. At this time, the submissions received may mean alteration of the options put forward, or something entirely new may be considered. Council is not obligated to recommend any option to the Local Government Advisory Board, even one which may be the most preferred by the community.

Public Submissions

Council invites members of the community to make written submissions relating to any aspects of this Review of Councillor Representation.

Submissions must be in writing and can either be made via completing the attached feedback for or written on a separate page and addressed to the Chief Executive Officer via the following methods;

Email:	ceo@brucerock.wa.gov.au
In Person:	Shire Administration Office, 54 Johnson St, Bruce Rock
Postal:	Chief Executive Officer
	"Review of Councillor Representation"
	PO Box 113, Bruce Rock WA 6418

Council appreciates your input into this important process which will assist in ensuring an informed and balanced decision can be made that will be beneficial to Council and the Community.

Stephen Strange
PRESIDENT

Darren Mollenoyux
CHIEF EXECUTIVE OFFICER

Submissions Close at 4.00pm on 9th December 2022

WEROC Inc. Board Meeting
MINUTES

Monday 21 November 2022

Bruce Rock Shire Council Chambers

Johnson Street, Bruce Rock

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

A PO Box 5, MECKERING WA 6405 E rebekah@150square.com.au

M 0428 871 202 W www.weroc.com.au

CONTENTS

1. OPENING AND ANNOUNCEMENTS 3
2. RECORD OF ATTENDANCE AND APOLOGIES 3
2.1 Attendance 3
2.2 Apologies 3
2.3 Guests 3
3. DECLARATIONS OF INTEREST 3
4. PRESENTATIONS 4
4.1 Mr. Darren Mollenoyux, Shire of Bruce Rock, 10.00am 4
5. MINUTES OF MEETINGS 4
5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 5 September 2022 4
5.2 Minutes of the WEROC Inc. Committee Meeting held on Thursday 13 October 2022 4
5.3 Business Arising – Status Report as of 1 November 2022 5
6. WEROC INC. FINANCE 7
6.1 WEROC Inc. Financial Report as of 31 October 2022 7
6.2 Income & Expenditure 9
7. MATTERS FOR DECISION 10
7.1 Regional Preferred Provider Panels 10
7.2 Wheatbelt Workforce & Housing Discussion Paper 11
7.3 WEROC Inc. Strategic Waste Management Plan 13
7.4 WEROC Inc. Revised Strategic Plan 14
7.5 Marketing & Promotion of the Golden Pipeline Heritage Trail 17
8. EMERGING ISSUES 18
8.1 State Barrier Fence 18
9. OTHER MATTERS (FOR NOTING) 19
9.1 Wheatbelt Medical Student Immersion Program 2023 19
10. FUTURE MEETINGS 19
11. CLOSURE 19

WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Board Meeting held in the Bruce Rock Shire Council Chambers on Monday 21 November 2022.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as the newly reappointed Chair of WEROC Inc., welcomed Members of the Board and opened the meeting at 9.38am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan (Chair)

Mr. Mark McKenzie (Deputy Chair)

Ms. Glenice Batchelor

Ms. Lisa Clack

Mr. Mark Crees

Mr. Tony Crooks

Mr. Raymond Griffiths

Mr. Darren Mollenoyux

Mr. Bill Price

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Wayne Della Bosca

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Wayne Della Bosca

Mr. Bryan Close

2.3 Guests

Cr. Stephen Strange, President Shire of Bruce Rock

Cr. Rebecca Waye, Councillor Shire of Bruce Rock

3. DECLARATIONS OF INTEREST

Name	Initiative	Disclosure
Ms. Glenice Batchelor	Items relating to Wheatbelt Natural Resource Management and tourism/marketing initiatives.	Ms. Batchelor has previously declared a possible conflict of interest in relation to tourism discussions given that she operates a tourism business in the Shire of Tammin

		and in relation to the presentation and discussions regarding Wheatbelt NRM given her position as a Director on the Board of Perth NRM.

4. PRESENTATIONS

4.1 Mr. Darren Mollenoyux, Shire of Bruce Rock, 10.00am

Mr. Darren Mollenoyux will provide a brief update on current projects and initiatives of the Shire of Bruce Rock.

Comments from the meeting:

- Main street revitalization: In 2018/19 the Shire of Bruce Rock through community engagement, identified a desire to revamp the main street. Various projects over the past couple of years have been completed including the installation of an electronic noticeboard and parklets on the main street. Future projects will include a new playground, pump track, BBQ area, upgrade of the machinery museum and a road realignment.
- Other major projects in recent years have included the upgrade of Remembrance Park and Amphitheatre, caravan park upgrades, works at the Recreation Centre (bowling green replacement, beer garden drainage and landscaping, carpark upgrade and new electronic scoreboard) and water capacity improvements.
- The construction of a new supermarket has been a major focus for the Shire since the previous grocery store was destroyed by arson in 2020. In June 2022 Devlyn was awarded the construction tender and work started on the build in October 2022.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 5 September 2022

Minutes of the WEROC Inc. Board Meeting held in Tammin on Monday 5 September 2022 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Tammin on Monday 5 September 2022 be confirmed as a true and correct record.

RESOLUTION: **Moved:** Mr. Mark McKenzie **Seconded:** Ms. Glenice Batchelor

That the Minutes of the WEROC Inc. Meeting held in Tammin on Monday 5 September 2022 be confirmed as a true and correct record.

CARRIED

5.2 Minutes of the WEROC Inc. Committee Meeting held on Thursday 13 October 2022

Attachment 1: *Minutes of the WEROC Inc. CEO Committee Meeting 13102022*

Minutes of the WEROC Inc. CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022 are provided as Attachment 1.

Recommendation:

That the Minutes of the WEROC Inc. CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022 be confirmed as a true and correct record.

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Mr. Bill Price

That the Minutes of the WEROC Inc. CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022 be confirmed as a true and correct record.

CARRIED

5.3 Business Arising – Status Report as of 1 November 2022

Actions Arising from the WEROC Inc. Board Meeting held on 5 September 2022.

Agenda Item	Action(s)	Status
4.4 Presentation by Mr Rik Soderlund, CEO Wheatbelt Business Network	• Refer the proposal for regional preferred supplier panels to the WEROC Inc. CEO Committee for further consideration • Invite Mr. Soderlund to the next meeting of the WEROC Inc. Board to discuss the outcome of the CEO Committee deliberations	The WEROC CEO Committee met in Kelleberrin on Thursday 13 October 2022. Refer to Agenda item 7.1 for further information. Mr. Soderlund has not been invited to this meeting because WEROC Shire's are canvassing their local businesses for interest in the preferred provider panels, before making any decisions on this matter.
7.3 Strategic Waste Management Plan (SWMP)	• Refer the discussion around priority recommendations arising from the SWMP to the WEROC CEO Committee • Subsequent to the CEO meeting, identify funding opportunities to progress priority actions	The WEROC CEO Committee met in Kelleberrin on Thursday 13 October 2022. Refer to Agenda item 7.3 for further information
7.4 Strategic Projects Status Report	Amend the WEROC Strategic Plan to include the following actions: • Inter-council resource sharing • Regional preferred supplier panels • Wheatbelt Medical Student Immersion Program	The Strategic Plan has been revised and is presented for endorsement. Refer to Agenda item 7.4
7.5 Discussion and decisions arising from the presentation by Wheatbelt NRM	• Advise Wheatbelt NRM that WEROC are supportive of their proposal for a Corella Coordinator and will consider a financial contribution upon further advice regarding their discussions with CBH • Contact WALGA to seek additional information on the Corella Management initiatives in the South-West	The Executive Officer wrote to Wheatbelt NRM on 8 September advising WEROC's position on their corella management proposal. A response was received on 19 September advising that "Dr. O'Callaghan is refining the proposal and will be in touch in the near future". No further correspondence has been received. The Executive Officer spoke with a representative from WALGA in early October regarding their involvement in corella management in the south-west. WALGA advised that they administered a coordinator position

		on behalf of south-west Councils in 2015. The position was funded by State and Local Government. The program ceased after the initial funding period, and they have not been able to secure funding to reinstate the program. The greatest issue they encountered was that corella's move and the non-participating neighboring Council's did not take action so the corellas just came back.
7.6 Discussion and decisions arising from the presentation by Ms. Kylie Whitehead and Mr. Robert McCafferty	Advise Ms. Whitehead that WEROC are happy to provide in-principal letters of support for grant funding applications upon receipt of a request and accompanying information from the Kellerberrin Men's Shed for each application.	On 12 September the Executive Officer advised Ms. Whitehead via email that WEROC are happy to provide letters of support to the Kellerberrin Men's Shed for any grant funding applications, but rather than a generic letter of support, WEROC would like to receive information on each application and provide a letter tailored to the specific grant. On 19 October Ms. Whitehead replied that the dates for the event have been changed to September 2023 (originally planned for April/May 2023) and the program is now going to be 29 days long. Ms. Whitehead advised that they will keep WEROC informed as things evolve and should they need support from our Member Councils they will come back to us.

Actions Arising from the WEROC Inc. CEO Committee Meeting held on 13 October 2022.

Agenda Item	Action(s)	Status
6.1 Strategic Waste Management Plan	The Executive Officer to prepare a position description and funding model, to be distributed to WEROC CEOs for comment prior to being tabled at the November meeting of the WEROC Inc. Board.	The Executive Officer prepared a draft position description and initial comments on a possible funding model which was distributed to WEROC CEOs for comment, via email, on Friday 21 October 2022. It was requested that feedback be provided by 4 November. Further detail is provided under Agenda item 7.3
6.2 Wheatbelt Business Network	• The Executive Officer to prepare a brief on what a preferred supplier panel is and what is being proposed	The Executive Officer prepared a brief which was circulated to WEROC CEOs on Tuesday 25 October 2022. It was requested that Shire's forward this on to local trades and have responses by

Procurement Proposal	in terms of establishing a regional panel • Each Council to send the brief to their local trades to get an indication of interest in applying to be part of a regional panel	14 November 2022. Further detail is provided under Agenda item 7.1
6.3 Local Government Resource Sharing	WEROC Councils will investigate opportunities for inter-council training and development for critical roles.	The Executive Officer provided information on a proposal from LG Professionals Australia for a Local Government Skills Sharing Program, which might align well with this new area of focus under the WEROC Strategic Plan. The matter was discussed and it was determined that no formal agreement or structure is required, and that Councils will discuss resource sharing and skills development as opportunities arise.
6.5 Wheatbelt Workforce & Housing Discussion Paper	WEROC to provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt.	The Executive Officer met with the CEACA Operations Manager and Executive Officer, along with the NEWROC Executive Officer, via videoconference on Monday 24 October 2022. Further detail is provided under Agenda item 7.2

Recommendation:

That the status reports as of 1 November 2022 be received.

Comments from meeting:

- It was requested that the Executive Officer contact Wheatbelt NRM to get an update on what is happening with their proposal for a regional corella management coordinator.

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Ms. Joanne Soderlund

That the status reports as of 1 November 2022 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 31 October 2022

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 2 May 2022 the budget for the financial year commencing 1 July 2022 and ending 30 June 2023 was adopted. The approved Budget for 2022-23 is used as the basis for the financial report.

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

Note 1	Annual Financial contributions paid by Member Local Governments.
Note 2	GST received
Note 3	GST Refund for Q4 BAS 2021-22.
Note 4	Executive Officer services for the months of June to September 2022
Note 5	Executive Officer travel to Board and other meetings.
Note 6	Monthly subscription fee for Xero accounting software.
Note 7	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2021-22 financial year.
Note 8	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan and the Customer Service Institute of Australia for the customer service excellence workshops.
Note 9	Payment to PWD for .au domain name registration.
Note 10	Payments to Local Community Insurance Services for insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	GST paid
Note 12	Payment to the Australian Tax Office for Q1 BAS 2022-23

WEROC Inc.

ABN 28 416 957 824

1 July 2022 to 30 June 2023

		Budget 2022/2023	Actual to 31/10/2022	Notes
	INCOME			
0501	**General Subscriptions**	$72,000.00	$72,000.00	**1**
504.01	**Consultancy & Project Reserve**	$0.00	$0.00	
0575	**Interest received**	$0.00	$0.00	
584	**Other Income**	$0.00	$0.00	
	GST Output Tax	$7,200.00	$7,200.00	**2**
	GST Refunds	$7,927.78	$3,039.00	**3**
	Total Receipts	$87,127.78	$82,239.00	
	EXPENSES			
1545	**Bank Fees & Charges**	$0.00	$0.00	
1661.01	**WEROC Inc. Executive Services**	$34,501.50	$10,255.90	**4**
1661.02	**Executive Officer Travel and Accommodation**	$1,560.00	$248.18	**5**

1661.03	**WEROC Executive Officer Recruitment**	$0.00	$0.00	
1687	**WEROC Financial Services Accounting**	$1,000.00	$272.72	**6**
1687.03	**WEROC Financial Services Audit**	$1,000.00	$931.00	**7**
1585	**WEROC Consultant Expenses**	$60,000.00	$10,477.99	**8**
1850	**WEROC Management of WEROC App & Website**	$360.00	$55.00	**9**
1801	**WEROC Meeting Expenses**	$500.00	$0.00	
1851	**WEROC Insurance**	$6,000.00	$5,938.52	**10**
1852	**WEROC Legal Expenses**	$2,000.00	$0.00	
1853	**WEROC Incorporation Expenses**	$0.00	$0.00	
1930	**WEROC Sundry**	$300.00	$0.00	
3384	**GST Input Tax**	$10,722.15	$2,513.66	**11**
	ATO Payments	$3,668.70	$5,399.00	**12**
	Total Payments	$121,612.35	$36,091.97	
	Net Position	-$34,484.57	$46,147.03	
	OPENING CASH 1 July	$168,194.70	$164,322.88	
	CASH BALANCE	$133,710.13	$210,496.91	

Recommendation:

That the WEROC Inc. financial report for the period 1 July to 31 October 2022, be received.

Comments from the meeting:

- Ms. Glenice Batchelor questioned whether there is an opportunity to attract grant funding for projects to bolster the income generated through Member contributions.
- It was agreed that if Members identify potential funding opportunities for WEROC they can be raised out of session and taken to the Board for discussion/approval.

RESOLUTION: **Moved:** Ms. Glenice Batchelor **Seconded:** Mr. Bill Price

That the WEROC Inc. financial report for the period 1 July to 31 October 2022, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 August to 31 October 2022 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		$161,624.59		

02 Aug 2022	150 Square Pty Ltd	$0.00	$3,238.00	$158,386.59
02 Aug 2022	ATO	$3,039.00	$0.00	$161,425.59
05 Aug 2022	Shire of Merredin	$13,200.00	$0.00	$174,625.59
05 Aug 2022	ASK Waste Management	$0.00	$4,977.50	$169,648.09
11 Aug 2022	Shire of Yilgarn	$13,200.00	$0.00	$182,848.09
11 Aug 2022	Shire of Westonia	$13,200.00	$0.00	$196,048.09
11 Aug 2022	Shire of Kellerberrin	$13,200.00	$0.00	$209,248.09
12 Aug 2022	Shire of Bruce Rock	$13,200.00	$0.00	$222,448.09
26 Aug 2022	Local Community Insurance Services	$0.00	$5,332.49	$217,115.60
06 Sep 2022	Audit Partners Australia	$0.00	$1,024.10	$216,091.50
08 Sep 2022	PWD Australia	$0.00	$60.50	$216,031.00
09 Sep 2022	Shire of Tammin	$13,200.00	$0.00	$229,231.00
19 Sep 2022	150 Square Pty Ltd	$0.00	$2,869.50	$226,361.50
19 Sep 2022	150 Square Pty Ltd	$0.00	$2,662.50	$223,699.00
05 Oct 2022	Local Community Insurance Services	$0.00	$895.59	$222,803.41
05 Oct 2022	ASK Waste Management	$0.00	$3,850.00	$218,953.41
05 Oct 2022	ATO	$0.00	$5,399.00	$213,554.41
05 Oct 2022	150 Square Pty Ltd	$0.00	$3,084.50	$210,469.91
Total Westpac Community Solution One		**$82,239.00**	**$33,393.68**	**$210,469.91**
Closing Balance		$210,469.91		

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 August to 31 October 2022 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August to 31 October 2022 totalling $82,239 be approved.

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Ms. Glenice Batchelor

That the WEROC Inc. summary of income and expenditure for the period 1 August to 31 October 2022 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August to 31 October 2022 totalling $82,239 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 Regional Preferred Provider Panels

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 2: Preferred Supplier Panel Overview*

Consultation: NA

Financial Implications: NA

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, Mr. Rik Soderlund, CEO of the Wheatbelt Business Network presented a proposal for the creation of WEROC preferred supplier panels. Mr. Soderlund advised that WEROC would be able to determine the parameters for the preferred supplier panels and WBN will assist in discussions around thresholds and key industries to be included.

Members determined that further discussion was warranted and resolved to refer the matter to the WEROC Inc. CEO Committee for further consideration.

Executive Officer Comment:

The WEROC CEO Committee met in Kellerberrin on Thursday 13 October 2022. Discussion was held around the establishment of preferred provider panels that would be available to all WEROC Local Governments for future sourcing requirements. It was agreed that the idea has merit, but concern was raised over the potential lack of interest from local businesses. The Executive Officer was asked to prepare a brief detailing what a preferred supplier panel is and what is being proposed in terms of establishing regional panels, which would then be sent out by each Shire to their local businesses to gauge interest in being part of a regional preferred supplier panel.

Recommendation:

That, based on the feedback provided by local businesses, the Board consider if there is merit in progressing with the establishment of regional preferred supplier panels.

Comments from the meeting:

- Feedback received by Member Local Governments suggests that there is limited interest and, in some cases, reluctance from local businesses to be part of a regional preferred supplier panel.
- Mr. Darren Mollenoyux suggested that for this concept to gain traction, it would be beneficial for the Wheatbelt Business Network to go out and talk to businesses about preferred supplier panels and how they stand to benefit from this model.

RESOLUTION: **Moved:** Mr. Tony Crooks **Seconded:** Ms. Glenice Batchelor

That a request be made to the Wheatbelt Business Network to approach local businesses with the concept of regional preferred supplier panels before WEROC consider this matter again.

CARRIED

7.2 Wheatbelt Workforce & Housing Discussion Paper

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 3: Wheatbelt Workforce & Housing Discussion Paper*

Consultation: NEWROC, CEACA

Financial Implications: NA

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022 the Executive Officer advised that based on ongoing discussion and further investigation, the working group looking into the feasibility of a DAMA for the Wheatbelt, had determined that a DAMA was not a suitable solution for our region at this time and that the barriers to workforce participation, attraction and retention (particularly housing) and facilitating access to information on the existing migration pathways be the focus for action.

Executive Officer Comment:

The WEROC Executive Officer in collaboration with the NEWROC Executive Officer and RDA Wheatbelt prepared a Wheatbelt Workforce Discussion Paper to summarise the information arising from the DAMA survey and additional workforce information for the Wheatbelt (provided as Attachment 3). The draft paper was presented for consideration at the WEROC CEO Committee meeting held on 13 October 2022. Recommendations of the paper relating to housing were discussed and it was resolved that WEROC should provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt.

The Executive Officer met, via videoconference, with the Operations Manager, Ms. Jo Trachy and Executive Officer, Mr. Richard Marshall of CEACA and the Executive Officer of NEWROC, Ms. Caroline Robinson, on Monday 24 October to discuss CEACA's position on worker accommodation and their willingness/ability to assist in developing a worker housing solution. A summary of the discussion is provided below:

- Mr. Marshall advised that worker accommodation was on CEACA's radar and that their Chair met with Cole Thurley, Chief of Staff to the Minister for Regional Development earlier this year to discuss the potential to provide worker housing in addition to independent living units. CEACA were referred on to the Wheatbelt Development Commission (WDC) to discuss the matter further.
- The Chair of CEACA recently met with WDC. Mr. Marshall indicated that they were not yet privy to the outcome of this meeting, but they are aware that WDC are already doing some work in this space.
- Mr. Marshall indicated that CEACA being a registered charity may present some challenges for them in delving into the worker accommodation space. They feel confident that they can demonstrate the demand but getting funding and building the right framework might be difficult.
- Ms. Robinson advised that some of the NEWROC Member Councils had successfully negotiated with CBH to use their seasonal worker accommodation for temporary workers (i.e., contractors) and tourists during the portion of the year it sits empty.
- NEWROC have also investigated the potential of providing businesses access to self-supporting loans through Local Government to enable them to build their own worker housing.

Discussions between the parties are ongoing. One concept that is being explored is the idea of hosting a housing summit similar to that of the Inland Growth Housing Summit organised by RDA Riverina in 2021 Inland Growth Summit Housing 2021 — Regional Development Australia - Riverina NSW (rdariverina.org.au).

Recommendation:

That the Board:

1) Endorse the recommendation of the WEROC Inc. CEO Committee that *"WEROC provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt"*; and
2) Consider if any further action (e.g., progression of the housing summit concept) is warranted at this time.

Comments from the meeting:

- The Australian Government's recently announced, "Growing Regions Program", which is replacing the former Building Better Regions Fund, may present an opportunity to fund a housing project.

- The Great Eastern Country Zone are hosting a one-day conference in early 2023. Housing (worker and GROH housing) would be an ideal topic of discussion in this forum.
- Given that the Wheatbelt Development Commission (WDC) are already undertaking work to address housing shortages in the region, it is important to understand what they are doing and how we can support this. A formal letter to the WDC Board requesting information may be appropriate.

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Ms. Joanne Soderlund

That:

1) The recommendation of the WEROC Inc. CEO Committee that *"WEROC provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt*" is endorsed; and
2) The Executive Officer to write to Mr. James McGovern, Executive Officer of the Great Eastern Country Zone (GECZ), and request that GROH and worker housing be on the agenda for the GECZ conference in early 2023.

CARRIED

7.3 WEROC Inc. Strategic Waste Management Plan

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 4:* WEROC Strategic Waste Management Plan Final

Attachment 5: WEROC Landfill Consolidation Report Final

Attachment 6: Job & Person Specification Regional Waste Coordinator

Consultation: WEROC Inc. CEOs

Financial Implications: To be determined

Voting Requirement: Simple Majority

Background:

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

Executive Officer Comment:

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

On 21 October 2022 the Executive Officer circulated via email, a draft job and person specification for the regional waste coordinator position, to WEROC CEOs for comment. The email also asked that consideration be given to the appropriateness of a per capita funding model, where the position should be based, what the basis of employment would be (e.g., contractor or employee), if there is a need for a regional waste sub-committee to be formed and who the position would report to. It was requested that feedback be provided by Friday 4 November 2022.

The following responses were received:

Shire of Bruce Rock

- Overall happy with the scope of the position and supportive of a per-capita funding model.
- Having the position based centrally to the ROC makes the most sense so Merredin is probably best placed to host the role.
- A contract similar to the WEROC Executive Officer position as opposed to an employee of WEROC is most suitable.
- The idea of a regional waste sub-committee has merit and should probably consist of one CEO, one Councillor and one or two Environmental Health Officers.
- The position should report to the WEROC CEO to provide some separation from the host organisation and eliminate any perceived conflict of interest.

Shire of Yilgarn

- Happy with the job scope.
- With regards to funding model, the Waste Consolidation report indicates significant work associated with transitioning (or closing) the rural landfill sites within Yilgarn. It may complicate the funding model if we divert away from population, however, if there is push-back from other Shire's, Yilgarn is happy to consider a larger portion.

Recommendation:

That the Board

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

Comments from the meeting:

- Ms. Lisa Clack requested that this matter be laid on the table until the next meeting.
- The Shire of Merredin is supportive of the Plan overall and of engaging a regional coordinator but feel that the position description and funding model need more work. In particular, there is concern that the scope of the position is too broad, and elements may need to be reassigned to other staff or sub-contracted. There is also a concern that a per-capita funding model would be disadvantageous for Merredin in the short-term.
- The Shire of Merredin will come back to the group at the next meeting with a more formal position and with alternative funding models to consider.

RESOLUTION: **Moved:** Mr. Tony Crooks **Seconded:** Ms. Joanne Soderlund

That:

1) The WEROC Strategic Waste Management Plan and Landfill Consolidation Report be adopted; and
2) Recommendations 2 to 4 be held over until the next meeting.

CARRIED

7.4 WEROC Inc. Revised Strategic Plan

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 7: WEROC Inc. Strategic Plan (Revised October 2022)*

Consultation: WEROC Inc. Board

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, under Agenda item 7.4, the Board discussed progress against the priorities of the WEROC Inc. Strategic Plan and determined to make the following amendments:

- Add "investigate inter-council resource sharing" as an action under inter-council cooperation.
- Add "investigate the feasibility of establishing regional panels of preferred suppliers" as an action under strengthening our economy through local business development.
- Add "continue to support the Wheatbelt Medical Student Immersion Program" as an action under sustainability.

Executive Officer Comment:

The requested additions to the Strategic Plan have been made. The Strategic Plan has also been updated to include the most recent statistical information. The Executive Officer is also recommending some additional revisions to reflect that some actions have already been completed or investigated and deemed not to be suitable. A summary of the revisions is provided below:

	ORIGINAL	**REVISED**
Priority 1.	**Sustainability**	
Objective	*Progress toward using resources in a socially and economically sustainable way to protect the natural environment and adapt to a changing climate*	*A socially, economically, and environmentally sustainable region*
Actions	• Complete the WEROC Strategic Waste Management Plan and Landfill Rationalization Study • Identify opportunities to support local sustainability initiatives including the 'Drought Resilience Adoption and Innovation Hub' in Merredin • Monitor the Regional Climate Alliance Program pilot and apply for future funding opportunities as they arise	• Implement the WEROC Strategic Waste Management Plan and Landfill Rationalization Study • Identify opportunities to support local sustainability initiatives including drought resilience programs • Monitor the Regional Climate Alliance Program pilot and apply for future funding opportunities as they arise • Continue to support the annual Wheatbelt Medical Student Immersion Program
Priority 2.	**Tourism Product Development**	
Objective	*Increase the WEROC regional visitor economy*	*No change*
Actions	• Implement priority actions arising from the 2021 WEROC Tourism Product Audit.	No change

	• Continue to work with the Central Wheatbelt Visitors Centre and other regional tourism groups on cooperative marketing initiatives. • Investigate the potential to establish a destination development officer as a dedicated tourism resource across the WEROC Local Government	
Priority 3.	**Strengthening our economy through local business development**	
Objective	*Sustained economic recovery post COVID-19*	*Sustained economic growth*
Actions	• Facilitate the delivery of the Customer Service Institute of Australia's, Customer Service Excellence Program. • Lend support to initiatives of regional chambers of commerce and the Wheatbelt Business Network	• Lend support to initiatives of regional chambers of commerce and the Wheatbelt Business Network • Investigate the feasibility of establishing regional panels of preferred suppliers
Priority 4.	**Digital Connectivity**	
Objective	*High-capacity telecommunications network and linkages that support digital access and connectivity*	*No change*
Actions	• Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity • Liaise with key stakeholders including the Wheatbelt Development Commission, NEWROC and ROEROC • Work with telcos to target improvements in fixed and mobile connectivity • Support existing initiatives that aim to improve digital connectivity across the WEROC region	No change
Priority 5.	**Inter-council cooperation**	
Objective	*Achieve greater efficiency and cost savings for WEROC Member Councils through resource sharing*	*No Change*
Actions	• Develop a suite of record keeping policies aligned to the new Standard for Records Management. • Develop a Regional Public Health Plan that links to local Public Health Plans • Investigate the feasibility of establishing a workplace health and safety advisor position to support	• Develop a suite of record keeping policies aligned to the new Standard for Records Management. • Develop a Regional Public Health Plan that links to local Public Health Plans • Investigate the feasibility of establishing a regional waste coordinator position to support

WEROC Local Governments in meeting compliance with the Work Health and Safety Act 2020

- Investigate a designated area migration agreement (DAMA) for the Eastern Wheatbelt.

WEROC Local Governments in implementing the WEROC Strategic Waste Management Plan

- Support the development of a worker accommodation solution for the Eastern Wheatbelt
- Investigate opportunities for inter-council training and development for critical roles

Recommendation:

That the WEROC Inc. Strategic Plan revised October 2022, be adopted.

Comments from the meeting:

- Ms. Glenice Batchelor requested that the action under sustainability relating to monitoring the Regional Climate Alliance Program pilot be amended with the addition of "and drought management programs"…

RESOLUTION: **Moved:** Mr. Darren Mollenoyux **Seconded:** Mr. Mark McKenzie

That the WEROC Inc. Strategic Plan revised October 2022, with the requested amendment, be adopted.

CARRIED

7.5 Marketing & Promotion of the Golden Pipeline Heritage Trail

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 8. Central Wheatbelt Self-Drive Ad in the AGO Holiday Planner 2023*

Attachment 9. Eastern Wheatbelt Visitors Guide Advertisement

Attachment 10. Wheatbelt Co-Op Digital Activity Report

Voting Requirement: Simple Majority

Background:

On Thursday 15 September 2022, the Executive Officer sent an email to Board Members requesting support of WEROC placing a full-page advertisement in the Eastern Wheatbelt Visitors Guide and a half page advertisement in the Australia's Golden Outback Holiday Planner for 2023. The cost of the advertisements would be $1,325 and $675 respectively. This is in addition to the $3,000 already committed to cooperative marketing activities in the 2022-23 financial year.

The advertisements promote the Golden Pipeline Heritage Trail, which incorporates all WEROC Shires with the exception of Bruce Rock. The National Trust who manage the trail no longer promote it because there are several sites closed to the public due to needing repair.

Executive Officer Comment:

The response to the email of 15 September was mixed. The Shire's of Kellerberrin, Merredin and Yilgarn were supportive of WEROC covering the cost of these advertisements, Westonia was not supportive, Bruce Rock are not covered by the trail and therefore deferred to other Members for a decision and the Shire of Tammin did not provide a response.

The Executive Officer contacted Ms. Robyn McCarthy, Manager Central Wheatbelt Visitors Centre and queried if the trail would still be promoted if WEROC did not cover the cost of the advertisements. Ms. McCarthy advised that without WEROC's financial support the trail would no longer be promoted. Taking this in to consideration and given that half of the Members were supportive of the continued promotion of the trail, and the deadline for a decision was imminent, the Executive Officer advised that WEROC would cover the cost of the advertisements on this occasion.

Recommendation:

That the Board discuss whether the promotion of the Golden Pipeline Heritage Trail is something WEROC should continue in future.

Comments from the meeting:

- Ms. Glenice Batchelor recommended that an approach be made to the National Trust to see if there is an opportunity for a partnership with WEROC to "reboot" the Golden Pipeline Heritage Trail. This could involve an application to Lotterywest or other grant funding bodies to enable some of the closed sites to be repaired.
- The Shire of Cunderdin do not currently contribute toward the cost of advertising the Golden Pipeline Heritage Trail. An approach to the Shire for a co-contribution might be warranted given that points of interest in Cunderdin and Meckering are included in the advertising paid for by WEROC.

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

That WEROC Inc. will continue to support the promotion of the Golden Pipeline Heritage Trail.

CARRIED

8. EMERGING ISSUES

8.1 State Barrier Fence

Mr. Mark Crees raised the recent changes to the management of wild dogs along the State Barrier Fence as an emerging issue:

- The State Barrier Fence is a state asset set within a 20-metre reserve managed by the Department of Primary Industries and Regional Development (DPIRD).
- The State Barrier Fence plays an important role in supporting efforts to control wild dogs using a combination of measures including poisons, traps, and firearms.
- A letter from the Director General of DPIRD recently advised that firearms are no longer permitted to be used for the control of wild dogs because they present an occupational health and safety risk to the mining activity in the area.
- This change will impact greatly on the ability to control wild dogs and will have flow on impacts to both agriculture and tourism.
- It was requested that a letter be sent to the Director General of DPIRD asking for clarity on why this change was implemented and to highlight the concerns this raises for those trying to control the wild dogs.
- It was recommended that the Executive Officer contact Ms. Lisa O'Neil, Executive Officer of the Eastern Wheatbelt Biosecurity Group to understand their position on the matter and ensure any correspondence from WEROC to the Department, is congruent.

RESOLUTION: **Moved:** Mr. Mark Crees **Seconded:** Mr. Mark McKenzie

That WEROC Inc. write to the Director General of the Department of Primary Industries and Regional Development regarding the recently announced change to wild dog control measures along the State Barrier Fence.

CARRIED

9. OTHER MATTERS (FOR NOTING)

9.1 Wheatbelt Medical Student Immersion Program 2023

On Monday 14 November 2022, the Executive officer participated in a planning group meeting for the Wheatbelt Medical Student Immersion Program for 2023. It is intended that the program revert to the physical placement model and take place during the week of Tuesday 14 to Friday 17 March 2023. The University will keep the option of a virtual placement open to students who are unable to travel.

Rural Health West will be travelling out to the region to meet with Shires in late November and early December to talk through the itineraries from previous years and to start discussions around what the 2023 schedule might look like for each Shire.

Curtin University will be hosting their student visit at the same time as Notre Dame but will not be visiting any WEROC Shires. Curtin students will travel to Moora, Dalwallinu, Wongan Hills, Corrigin, Cunderdin and Kondinin.

10. FUTURE MEETINGS

At the last meeting of the WEROC Inc. Board it was requested that meetings in 2023 not be held on a Monday and that, when possible, they be aligned with the WALGA Zone meeting to limit travel and time out of the office for Members.

The Executive Officer wrote to Mr. James McGovern, Executive Officer of the Great Eastern Country Zone (GECZ) in late September, requesting the proposed Zone meeting dates for 2023. Mr. McGovern advised via return email that the GECZ will consider the 2023 schedule of meetings at its next meeting taking place on Monday 28 November, after which time he can provide the dates.

Given that the GECZ meeting dates are not yet known, the Executive Officer requests that the 2023 schedule of meetings for WEROC Inc. be circulated post 28 November and endorsed via email.

11. CLOSURE

There being no further business the Chair closed the meeting at 11.13am.

DECLARATION

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

Signed _____

Person presiding at the meeting at which these minutes were confirmed

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 9 NOVEMBER 2022 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN

1. WELCOME & INTRODUCTION

The Chairperson opened the meeting at 10.08am.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson, Richard Marshall – CEACA Executive Officer (EO), Jo Trachy – CEACA Operations Manager (OM), Stephen Strange - Shire of Bruce Rock, Darren Mollenoyux - Shire of Bruce Rock, Rodney Forsyth - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, John Nuttall – Shire of Mt Marshall, Tony Sachse – Shire of Mt Marshall, Gary Shadbolt - Shire of Mukinbudin, Bill Price – Shire of Westonia, Louis Geier – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Quentin Davies - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, Wayne Della-Bosca – Shire of Yilgarn

Apologies

Lisa Clack – Shire of Merredin, Mark McKenzie – Shire of Merredin, Dirk Sellenger – Shire of Mukinbudin, Peter Klein – Shire of Wyalkatchem

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 17 October 2022

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 17 October 2022 be accepted as a true and accurate record of proceedings with one correction. Bill Price from the Shire of Westonia was incorrectly noted as being an apology.

CARRIED

2.5 Minutes of the Management Committee Meeting – 31 August 2022

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 31 August 2022 be accepted as a true and accurate record of proceedings.

CARRIED

2.6 Matters Arising / Action Items

The CEACA Action Items list was distributed to the attendees prior to the meeting. The EO summarised the points and there were no questions or comments.

DRAFT

3. MATTERS FOR DECISION

3.1 Appointment of CEACA Chairperson

The Chairperson, Terry Waldron, left the meeting.

The Deputy Chairperson, Gary Shadbolt, asked for nominations for the role of Chairperson for the 2022/23 year. Stephen Strange nominated Terry Waldron and this was seconded by Raymond Griffiths.

RESOLUTION

It was agreed by the Management Committee to accept the nomination put forward by Stephen Strange and Raymond Griffiths and to elect Terry Waldron as the CEACA Independent Chairperson until the 2023 Annual General Meeting.

CARRIED

3.2 Executive Committee Members Appointment (Deferred to after AGM)

This item was deferred until after the AGM. The Minutes and Resolution from that meeting follow the Management Committee meeting minutes.

3.3 CEACA Membership Terms (EO Report – Annexure C)

The EO summarised the information contained in Annexure C of the EO Report and explained the options. The Management Committee discussed these options in detail and resolved as follows:

RESOLUTION

It was resolved by the Management Committee that CEACA agree to receive associate Members on the following conditions:

1. Membership term will be a minimum of 3 years.
2. $5k associate membership fee per year.
3. Land tenure for any ILU's constructed to be donated to CEACA.
4. Any units constructed through the program will be exempt from Shire rates.
5. Consideration be given for cash contribution per unit depending on State Government requirements.
6. Should the ILU project be funded the Associate Members receiving units are to transfer to full Member of CEACA at the time of funding confirmed unless the Associate Member elects to transfer earlier.

CARRIED

ACTION ITEM

A draft Letter of Intent will be prepared and shared with potential new members.

It was also agreed that in order to provide more certainty to CEACA, existing Members will commit to a three (3) year term from 1st July 2023, based on annual membership fee of $15,000 per annum, with a penalty payable if a Shire resigned, such that there is no financial incentive for a shire to resign with three (3) years.

Process:

1. A document formalising the above conditions will be prepared at the CEACA Management Committee meeting to be held in February 2023 and passed at the May 2023 meeting.
2. When the draft document is complete, it will be sent to Member Shires for their input and agreement.
3. Consider the change of constitution at the May 2023 meeting.

ACTION ITEMS

1. All Members to check the number of ILU listed under "Aged and Social" in Annexure D and ensure the figures for their shire are accurate. Consideration to be given to providing options for aged care workers as part of the application for funding for additional ILU.
2. Option for workers accommodation is not included at this stage and will be considered as part of a separate project.
3. When the new Minister for Regional Development is appointed, they will be invited to view the CEACA project and see first-hand the benefit that the project is delivering to the regional community.
4. Workshop to be held in February 2023 to discuss CEACA's future Vision and Strategic Planning.

4. MATTERS FOR DISCUSSION

4.1 Additional ILU and/or Workers Accommodation Update (EO Report Annexure D)

This item was discussed as part of Item 3.3.

4.2 Property Management – Agent Review Update

The EO to give an update as part of his Report in Item 4.3.

4.3 Executive Officer Report

The EO provided a summary of his report and made the following additional comments:

- A meeting was held between CEACA, WEROC and NEWROC to discuss workers accommodation. WEROC and NEWROC believe that CEACA would be well positioned to assist with future applications. It was agreed to keep dialogue open, as there is potential for expansion for CEACA.
- Updated in Income & Expenditure account for the 3 months to 30th September 2022 and Balance Sheet at that date.
- Elders contract for property management expires 5 December 2022. EO and OM will meet with the Elders State Manager next week to discuss renewal options. Costs are expected to increase. If required, CEACA will ask Elders for a 3-month extension to the contract to allow time to review a second proposal from the Professionals in Northam. A report will be tabled at the CEACA Management Committee meeting in February 2023. New contract should be for a 2-year period.

4.4 Operations Manager Report

The OM added the following comments to the Operations Report (Item 4.4):

- Round 3 of Defect Rectification inspections are being conducted this week to give the builder an idea of materials required. Once complete, the High, Medium and Low priority items will be complete. The issue of defect rectification has been on the agenda since 2019 and although this may seem like a long time, CEACA have had to deal with COVID lockdowns, CEACA being left with 700+ defects to manage and new ones arising, the builder going into liquidation, other builders not able to provide assistance as well as material and labour shortages.
- Acknowledged the great work done by many contractors to not only rectify these defects, but to attend to emergency repairs at short notice. It is very much appreciated by CEACA and the OM.
- Acknowledged the support from shires with regards to the defects and referrals to contractors when required.
- IT systems are currently being moved over to a new provider, Commandacom and when finalised, the CEACA website will be easier to manage and this will mean the uploading of additional information and online forms.
- Information Session/Health Forum will be held on the 23 March 2023 in Wyalkatchem. OM thanked Mischa Stratford from the Shire of Wyalkatchem for her assistance with this event and also thanked Nic Warren from the Shire of Yilgarn for his assistance with marketing.
- EO and OM will meet with Westside Insurance brokers on the 21st November 2022 to discuss 2022-23 renewals.
- It has been pleasing to receive referrals from various agencies such as Share and Care, Catholic Homes, Department of Health and WACHS. This benefits not only CEACA but people who are desperate for housing in the region.

General Business

The Chairperson thanked John Nuttall from the Shire of Mt Marshall for his hard work and dedication to the CEACA project since its inception and on behalf of all the Committee Members wished him all the best in his future endeavours.

5. MEETING CLOSURE

There being no further business, the meeting closed at 12.20pm.
The Management Committee will re-convene after the AGM to elect the Executive Committee Members (Item 3.2).

6. NEXT MEETING

The CEACA Management Committee meeting will be held on the 27th February 2023 commencing at 10.30am at the Merredin Recreation & Leisure Centre.

- Meeting reconvened after AGM.
- Appointment of Executive Committee

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

Nominations Received:

Darren Mollenoyux – Shire of Bruce Rock, Bill Price – Shire of Westonia and Raymond Griffiths – Shire of Kellerberrin nominated themselves for the position of Ordinary Member.

RESOLUTION

It was resolved by the CEACA Members that Darren Mollenoyux from the Shire of Bruce Rock, Bill Price from the Shire of Westonia and Raymond Griffiths from the Shire of Kellerberrin be appointed as CEACA Ordinary Members until the 2023 Annual General Meeting.

The Members of the CEACA Executive Committee until the 2023 Annual General Meeting will be:

Terry Waldron	-	Chairperson
Richard Marshall	-	CEACA Executive Officer
Gary Shadbolt	-	Shire of Mukinbudin & CEACA Deputy Chairperson
Rodney Forsyth	-	Shire of Kellerberrin & CEACA Treasurer
Quentin Davies	-	Shire of Wyalkatchem & CEACA Secretary
Darren Mollenoyux	-	Shire of Bruce Rock
Raymond Griffiths	-	Shire of Kellerberrin
Bill Price	-	Shire of Westonia

MEETING CLOSURE

There being no further business, the meeting closed at 12.43pm.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.