



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 21 May 2020

SHIRE OF BRUCE ROCK
AGENDA ATTACHMENTS 21 MAY 2020

| | PAGE |
|---|-------------|
| ITEM 9 MINUTES FROM PREVIOUS MEETINGS | |
| ATTACHMENT A - UNCONFIRMED COUNCIL MEETING MINUTES APRIL 2020 | 3 |
| ATTACHMENT B – UNCONFIRMED SPECIAL COUNCIL MEETING MINUTES 24 APRIL 2020 | 31 |
| ATTACHMENT C – UNCONFIRMED AUDIT COMMITTEE MEETING MINUTES APRIL 2020 | 37 |
| ITEM 10.1 WEROC INC MEETING MINUTES APRIL 2020 | |
| ATTACHMENT A – WEROC COUNCIL MEETING MINUTES | 42 |
| ITEM 10.2 WALGA ZONE MINUTES APRIL 2020 | |
| ATTACHMENT A – WALGA ZONE MINUTES APRIL 2020 | 70 |
| ATTACHMENT B – WALGA ZONE MINUTES ATTACHMENT, MOVEMENT OF OS MACHINERY | 93 |
| ITEM 11.1.1 STATEMENT OF FINANCIAL ACTIVITY | |
| ATTACHMENT A – STATEMENT OF FINANCIAL ACTIVITY | 109 |
| ITEM 11.1.2 LIST OF PAYMENTS | |
| ATTACHMENT A – LIST OF PAYMENTS APRIL 2020 | 129 |
| ITEM 11.1.3 ENDORSEMENT OF S.7.12A LOCAL GOVERNMENT ACT 1995 REPORT FROM AUDIT COMMITTEE | |
| ATTACHMENT A – S.7.12A REPORT | 137 |
| ITEM 11.1.4 REQUEST FOR RENT RELIEF | |
| ATTACHMENT A – LETTER FROM LOVE THAT FOOD, BRUCE ROCK CAFÉ | 146 |
| ATTACHEMENT B – LETTER FROM BRUCE ROCK DISTRICT CLUB | 147 |
| ITEM 11.1.6 WRITE OFF RATES FOLLOWING SALE OF PROPERTIES FOR NON-PAYMENT OF RATES | |
| ATTACHMENT A – SPREADSHEET OUTLINING RATES WRITE OFFS | 148 |
| ITEM 11.2.2 ROYAL COMMISSION NATIONAL REDRESS SCHEME | |
| ATTACHMENT A – INFORMATION PAPER “NATIONAL REDRESS SCHEME FOR INSTITUTIONAL CHILD SEXUAL ABUSE” | 149 |

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 APRIL 2020

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 | 2 |
| 5. Public Question Time | 2 |
| 6. Petitions/Deputations/Presentations/Submissions | 2 |
| 7. Applications for Leave of Absence | 2 |
| 8. Announcements by Presiding Member | 3 |
| 9. Confirmation of Minutes | 3 |
| 10. Officers’ Reports | 4 |
| 10.1 Manager of Finance | 4 |
| 10.1.1 Statement of Financial Activity | 4 |
| 10.1.2 List of Payments | 6 |
| 10.1.3 Financial Response to COVID-19 | 8 |
| 10.1.4 A20311 – Write Off Rates Debt as Senior | 14 |
| 10.2 Deputy Chief Executive Officer | 16 |
| 10.2.1 Shire Seal | 16 |
| 10.3 Chief Executive Officer | 17 |
| 10.3.1 Variation to Burning Permit Procedures Policy | 17 |
| 10.3.2 Annual Electors Meeting 2019 Annual Report | 19 |
| 11. New Business of an urgent nature introduced by discussion of the meeting | 23 |
| 11.1 Correction to Error in the 19/20 Budget Review and subsequent amendment to adopted 2019-20 Budget | 23 |
| 12. Confidential Items | 25 |
| 12.1 Appointment of Senior Employee – Manager of Works | 25 |
| 12.2 Landfill Site Operation and Management Service Contract KPIs Review and Correspondence to Contractor | 26 |
| 13. Closure of Meeting | 28 |

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 APRIL 2020

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 2.53pm.

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

| | |
|---------------------------------------|--------------------------------|
| President | Cr SA Strange |
| Deputy President | Cr R Rajagopalan |
| Councillors | Cr AR Crooks |
| | Cr IS Dolton |
| | Cr KP Foss |
| | Cr NC Kilminster |
| | Cr PG Negri |
| | Cr BJ Waight |
| | Cr RA Waye |
| Chief Executive Officer | Mr DRS Mollenoyux |
| Acting Deputy Chief Executive Officer | Mrs MJ Schilling |
| Acting Executive Assistant | Miss CE Negri |
| Environmental Health Officer | Mr J Goldacre 3.52pm to 4.03pm |
| Manager of Finance | Mrs JL Bow 2.53pm to 3.34pm |

3. Declarations of Interest

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

| Date | Name | Item No | Reason |
|----------|----------------|---------|-----------------------------------|
| 16.04.20 | Cr Rajagopalan | 10.1.3 | Submitted request for rent relief |

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 |
|----------|----------|---------|----------------------------------|
| 16.04.20 | Cr Negri | 12.2 | Part owner of adjoining property |

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 19 March 2020.

COUNCIL DECISION

Resolution OCM April 20 – 9.1

Moved: Cr Crooks

Seconded: Cr Foss

That the minutes of the Ordinary Meeting of Council held Thursday 19 March 2020 be confirmed as a true and correct record.

Carried 9/0

Special Meeting of Council held on Tuesday 31 March 2020.

COUNCIL DECISION

Resolution OCM April 20 – 9.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

That the minutes of the Ordinary Meeting of Council held Tuesday 31 March 2020 be confirmed as a true and correct record.

Carried 9/0

10. Officers' Reports

10.1 Manager of Finance

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 10.1.1 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: | <i>Item 10.1.1 Attachment A – Statement of Financial Activity</i> |

Summary

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

Background

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

Comment

The financial statements for the month ending 31 March 2020 are available in the agenda attachment document.

Consultation

Chief Executive Officer
 Deputy Chief Executive Officer
 Manager of Finance
 Manager of Works and Services
 Senior Finance Officer and other staff

Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

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 2018/19 Budget

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

Cr Kilminster left the Council Meeting at 3.02pm

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 10.1.1

Moved: Cr Waye

Seconded: Cr Waight

That the Statements of Financial Activity for the month ending 31 March 2020 as presented be received.

Carried 8/0

Cr Kilminster returned to the Council Meeting at 3.04pm

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 10.1.2 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: | <i>Item 10.1.2 Attachment A – List of Payments March 2020</i> |

Summary

List of payments made since the last Ordinary Council Meeting.

Background

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

Comment

Following is a list of payments made from Council’s Municipal and Trust Accounts and also payments made with the CEO’s credit card for the month of March 2020.

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 2019/20 Budget

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 10.1.2

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council endorse the list of payments from the:

- 1. Municipal Account consisting of:**
 - a. EFT voucher numbers EFT15278 to EFT15369 totalling \$411,089.87**
 - b. Cheque number 23992 to 24000 totalling \$19,749.86**
 - c. Trust Cheque number totalling \$**
 - d. Wages and Superannuation payments totalling \$176,518.82 and**
 - e. Credit Card payments \$730.44**

With all payments totalling \$607,358.55 for the month of March 2020.

Carried 9/0

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 10.1.3 Financial Response to COVID-19 |
| File Reference: | 8 Financial Management |
| Reporting Officer: | Jennifer Bow, Manager of Finance |
| Author: | Jennifer Bow, Manager of Finance, and Darren Mollenoyux, Chief Executive Officer |
| Disclosure of Interest: | Cr Rajagopalan - Financial |
| Attachments: | <i>Item 10.1.3 Attachment A – Request from Premier to freeze rates and fees and charges</i> <i>Item 10.1.3 Attachment B – WALGA Governance Update 08.04.2020</i> <i>Item 10.1.3 Attachment C – Office of the Auditor General COVID-19 Guidelines</i> <i>Item 10.1.3 Attachment D – Financial Hardship Policy During a Pandemic</i> |

Cr Rajagopalan left the Council Meeting at 3.11pm.

Summary

For Council's consideration to provide guidance as to the financial response to COVID 19 and also for the preparation of the 2020-21 Budget.

Background

The purpose of this report is to provide Council with an update on the Shire's response to the COVID-19 situation and seek guidance on future measures, particularly associated with the preparation of the 2020/21 Council budget. The Department of Health's response to the COVID-19 pandemic is placing unprecedented financial uncertainty on all levels of government, businesses, not for profit organisations and individuals. Although this is a health crisis, it is also having serious economic consequences throughout our communities with some experiencing serious loss of income.

It is clear that the restrictions are going to impact our community for at least six months. Emergency situations provide unique opportunities for Councillors to demonstrate community leadership.

The general function of a local government is to provide for the good governance of persons in its district. As always, but critically in the current Pandemic, the Council needs to balance its financial sustainability against the needs and wants of individuals, not for profits and businesses within its community.

The situation is moving so rapidly that detailed information may not be available at the critical time when decisions need to be made and leadership demonstrated. Staff are trying to keep abreast of all the information that is disseminated from Government. Details of the Shire's response to date to services and information has been provided through Council's social media (Facebook/Instagram and the website), Rock Review and media statements.

This report is primarily seeking a statement from the Council that can be put out to the community with respect to next year's budget. The Premier made a direct statement that local governments were expected to assist in easing the community's financial burden and follow the State's lead of not

increasing fees and charges, therefore no rate increases or increases to fees and charges for the 2020-21 budget.

The State Government have also assisted in rushing through some changes to key legislation for this state of emergency;

- i. *Local Government (Financial Management) Regulations 1996*; removing the need for public notice for changing repurpose of financial reserves, borrowing money or repurposing borrowed funds during a state of emergency
- ii. *Local Government (Functions and General) Regulations 1996*; increasing the tender threshold to \$250,000 and removing requirement to public invite tenders during a state of emergency
- iii. *Local Government (Long Service Leave) Regulations 1996*; clarifying that long service leave will continue to be accrued during any period of absence from duty due to the employer's response during a state of emergency, allowing long service leave to be taken in two or more separate periods and allowing employees to access long service leave during a state of emergency if they have completed at least seven years of continuous service.

The State Government have also put in additional measure to ensure the safety of WA Community members by:

- i. Restriction on Regional Intrastate Travel; and
- ii. Closing the WA State Border as at 11.59pm Sunday 5th April 2020.

Both measures although necessary, affect the economy of Bruce Rock and wider WA as there will be little or no passing traffic. Council has closed the Caravan Park and Camp Kwolyin which provides an additional effect to the community.

Putting out an early statement to this effect will assist the community to understand some of the difficult decisions that will continue to be made with respect to available services.

Comment

Staff have been in contact with other local governments to ascertain what measures they are taking with regards to financial implications of COVID.

WALGA have also held an emergency meeting of the State Council Meeting which they have endorsed the following actions that Councils can consider to assisting their communities through the COVID-19 pandemic.

As per WALGA's media statement a summary of the measures endorsed by WALGA include;

- i. Consider not increasing rates for the 2020-21 financial year
- ii. Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy
- iii. Consider rate relief options to support small businesses affected by the COVID-19 pandemic
- iv. Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-10 pandemic
- v. Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowings
- vi. Prioritise Local Government spending with businesses and contractors located within the Local Government
- vii. Implement business friendly payment terms to support business cash flow
- viii. Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges
- ix. Redeploy staff affected by facility closure to tasks that support the community.

In response to each of these measures, staff would recommend the following;

i. Not increasing rates

Recommend that we adopt a zero per cent (0%) increase to rates, rubbish and recycling charges. This will in essence freeze the rate in the dollar. However in doing this, Council will need confirmation from the Valuer General that the UV roll which is annually revalued is applied to the Rate Book. The GRV roll is also due this financial year.

No penalty interest charged until after 31st March 2021 for 2020/21 rates.

No instalment interest or instalment administration fee for all instalment options taking up in 2020-21.

ii. Adopt rates hardship policy

To adopt WALGA's template for the rates hardship policy

iii. Consider rates relief to businesses affected by COVID-19 pandemic, particularly those who have had to shut down

This could be no penalty interest charged on the current year's outstanding rates from when the Government instructed certain businesses to close, 23 March 2020 to when rates are raised in September 2020, for those businesses directly affected.

iv. Review fees and charges

There would be no increase to fees and charges for the 2020-21 Budget. Also, certain statutory license fees could be waived, Food Licenses, Lodging Houses etc

v. Bring forward capital works

This is being evaluated however with projects being identified and ensuring that current budget projects are completed and utilising local contractors where possible.

Funding from Drought Funding Grant can also be fast tracked and to utilise local businesses or contractors where possible.

vi. Prioritise spending with local businesses

A direction to staff to ensure that all budgeted works in the 2019-20 budget which could involve local contractors and businesses are completed

vii. Implement business friendly payment terms to assist with cash flow

For those businesses affected by COVID-19 whether through instruction from Government or peak body's recommendation to shut down, a waiver on penalty interest on rates

viii. Supporting sporting or community groups

Review annual contributions for facilities for those directly affected by COVID-19 and also implications in the 2020-21 budget. This could also be reviewed after the 31st May 2020 which is the date when it will be determined if there will be a competition in 2020.

ix. Redeploy staff

The only facility that was affected by the shut down was the Pool however the Pool Manager resigned in conjunction with the forced closure of the pool. The closure of the Recreation Centre has seen the responsibilities of the Rec Centre Manager reduce but he has been redeployed to parks and gardens crew and also the town maintenance crew.

Cleaners have had hours reduced due to facility closures however with the remaining open facilities requiring a more thorough cleaning, their hours have remained stable.

One cleaner has been redeployed from the closure of the Caravan Park and Chalets and is now undertaking thorough daily cleaning at the supermarket.

The other area to consider are commercial or community or sporting group tenants that lease property from the Shire which have been directly affected by the Government’s decision to shut certain industries or recommendations from peak bodies to close doors to the public or cease sporting seasons. Further review of this area will be completed prior to the meeting with a listing of those affected and the financial impact. The closure of the gym is also another facility where some members had already paid their annual membership. This will also be reviewed and presented to Council for the May Council meeting.

Council will be relying on our Grants Commission payments heavily into the future as it is thought that very few additional capital or operating grants will be made available in the aftermath of COVID-19 due to the heavy spending from the Federal and State Government to try to boost the economy through the pandemic. Staff could write to WALGA, State and Federal elected members to lobby for increased funding for the 2020-21 and 2021-22 financial years. Staff are aware of at least one other shire undertaking this lobbying.

At this stage, one business has approached staff to discuss a reduction in rent. Staff however have not had any approaches from ratepayers to discuss implications on outstanding rates.

Staff are also requesting a variation to the current policies regarding procedures for collection of rates debtors (Policy Number 2.5) and sundry debtors (Policy Number 2.4), to not enlist collection agencies during the state of emergency but rather continue to send correspondence encouraging payment to reduce the outstanding debt.

Consultation

CEO and MOF

Statutory Implications

Local Government Act 1995 s.6.12

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

Policy Implications

Adoption of a new policy – Policy 2.12 COVID19 Financial Hardship Policy;

Risk Implications

| | | |
|--|--------------------|---------------|
| Risk: That the community experiences financial hardship during the COVID-19 pandemic resulting in a decrease in revenue | | |
| 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 Chief Executive Officer and Manager of Finance will be monitoring the progress regularly. | | |

Financial Implications

Significant financial implications on long term financial plan.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

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

Voting Requirements Simple Majority

Officer Recommendation

That Council;

1. Direct the CEO and staff to prepare a Draft 2020-21 Budget with the following considerations;
 - a. Zero per cent (0%) increase to rates, essentially freezing the rate in the dollar;
 - i. Obtain confirmation to whether Council will be receiving the Valuer General's revaluations for UV and GRV, as this could change individuals rates;
 - b. Zero per cent (0%) increase to fees and charges (to remain as per 2019/20) unless there are circumstances where additional new fees and charges were already identified to be included;
 - i. Removal of annual licensing levies (food and lodging houses)
 - c. Non-payment of 2020/21 rates penalty interest to be not charged until March 2021;
 - d. No instalment administration fee on all instalment plans for 2020/21;
 - e. No instalment interest on all instalment plans for 2020/21;
2. Upon request, offers a waiver to penalty interest on the current year's outstanding rates for those affected directly by either the Government's decision to force certain industries to shut down or restrict trade or close the state border between 23rd March 2020 and to when rates are raised in approximately 1st September 2020;
3. Adopt the WALGA templated Rates Hardship Policy;
4. Request a variation, during the declared state of emergency, to policies numbered 2.4 – Procedures for Outstanding Debtors and 2.5 - Procedures for Outstanding Rates Debtors, to not engage the services of Council's collection agency but rather continue with correspondence to encourage payment of the outstanding debt; and
5. Lobby the Federal Government and WALGA for increased allocations of the Financial Assistance Grants for 2020/21 and 2021/22.

Council decision varied to Officer Recommendation to add a part B to consider wavering rental charges as per the request from businesses affected by COVID 19 regulations and requirements of Council owned properties and to, approve to waiver the rental charge for Bruce Rock Dental due to closure of their business from COVID-19 regulations from the date of required closure until able to reopen.

COUNCIL DECISION

Resolution OCM April 20 – 10.1.3

Moved: Cr Dolton

Seconded: Cr Waight

That Council;

- 1. Direct the CEO and staff to prepare a Draft 2020-21 Budget with the following considerations;**
 - a. Zero per cent (0%) increase to rates, essentially freezing the rate in the dollar;**
 - i. Obtain confirmation to whether Council will be receiving the Valuer General's revaluations for UV and GRV, as this could change individuals rates;**
 - b. Zero per cent (0%) increase to fees and charges (to remain as per 2019/20) unless there are circumstances where additional new fees and charges were already identified to be included;**
 - i. Removal of annual licensing levies (food and lodging houses)**
 - c. Non-payment of 2020/21 rates penalty interest to be not charged until March 2021;**
 - d. No instalment administration fee on all instalment plans for 2020/21;**
 - e. No instalment interest on all instalment plans for 2020/21;**
- 2. Upon request, offers a waiver to penalty interest on the current year's outstanding rates for those affected directly by either the Government's decision to force certain industries to shut down or restrict trade or close the state border between 23rd March 2020 and to when rates are raised in approximately 1st September 2020;**
- 3. Adopt the Shire of Bruce Rock Policy 2.12 - COVID19 Financial Hardship Policy;**
- 4. Request a variation, during the declared state of emergency, to policies numbered 2.4 – Procedures for Outstanding Debtors and 2.5 - Procedures for Outstanding Rates Debtors, to not engage the services of Council's collection agency but rather continue with correspondence to encourage payment of the outstanding debt; and**
- 5. Lobby the Federal Government and WALGA for increased allocations of the Financial Assistance Grants for 2020/21 and 2021/22.**

Part B

- 1. That Council consider waiving rental charges as per the request from businesses affected by COVID 19 regulations and requirements of Council owned properties.**
- 2. That as per their request, Council approve to waiver the rental charge for Bruce Rock Dental due to closure of their business from COVID-19 regulations from the date of required closure until the restrictions are lifted.**

Moved: Cr Kilminster

Seconded: Cr Waye

Carried 8/0

Cr Rajagopalan returned to the Council Meeting at 3.32pm.

| | |
|--------------------------------------|---|
| Agenda Reference and Subject: | 10.1.4 A20311 – Write Off Rates Debt as Senior |
| File Reference: | A20311 – 20 Dampier St, Bruce Rock WA 6418 |
| Reporting Officer: | Jennifer Bow, Manager of Finance |
| Author: | Jennifer Bow, Manager of Finance, and Michael Darby, Senior Finance Officer |
| Disclosure of Interest: | Nil |
| Attachments: | <i>Nil</i> |

Summary

For Council’s consideration to write off penalty and ESL penalty interest and rubbish and recycling charges from an assessment that didn’t have its senior registration loaded when it was received.

Background

Council received an application to register a Senior under the *Rates and Charges (Rebates and Deferments) Act 1992* from the Water Corporation for a residential property in Bruce Rock, Assessment 20311 on 30th November 2015. The application was not loaded against the property when the application was received and full rates and charges have been charged for the past four years.

Comment

An eligible senior that applies for a rebate on their Council rates under the *Rates and Charges (Rebates and Deferments) Act 1992* is eligible to receive a 25% rebate, capped at \$100 from 1st July 2017, on their Council rates and ESL Levy, no penalty interest on rates or ESL levy and Council honours a reduced fee for rubbish and recycling charges, also a 25% reduction. The State Government then reimburses the Shire for the rebate via a claim lodgement system.

When Council receives an application for a pensioner or senior for a rebate on rates, the application should be processed promptly so that any rebate eligible can be applied to the property. For some reason, this application was not loaded onto the system and when the 2016/17, 2017/18 and 2018/19 rates were raised, the ratepayer did not query why there was no rebate on the rates. They have always paid their rates promptly and have not incurred any penalty interest.

The current Senior Finance Officer discovered this Rebate Application and has been able to claim the rebates applicable for 2016/17, 2017/18, 2018/19 and 2019/20. However, given the amount of rubbish and recycling charges to be written off, the CEO requires approval to write off the remainder of the debt.

The amount to be written off totals \$281.50 and is made up of the following;

- i. Rubbish and Recycling charges totaling \$281.50 needs to be written off as full charges were levied in 2016/17, 2017/18 and 2018/19.
 - a. Rubbish Charge is \$63.50 for 2016/17, \$67.00 for 2017/18 and \$70.25 for 2018/19; and
 - b. Recycling Charge is \$25.50 for 2016/17, \$27.00 for 2017/18 and \$28.25 for 2018/19.

The charges for 2019/20 have been amended by raising an Interim Rate to reflect the registration of the senior for a rebate on rates.

Consultation

CEO, MOF & SFO

Statutory Implications

Local Government Act 1995 s.6.12

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
- which is owed to the local government.

** Absolute majority required.*

Policy Implications

Nil

Risk Implications

Nil

Financial Implications

Reduction of rubbish and recycling charge of \$281.50

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 10.1.4

Moved: Cr Kilminster

Seconded: Cr Crooks

That Council gives the CEO authority to write off the following from A20311;

- i. Rubbish charges of \$200.75 and
- ii. Recycling charges of \$80.75.

CARRIED BY ABSOLUTE MAJORITY 9/0

Mrs JL Bow left the Council Meeting at 3.34pm and did not return.

10.2 Deputy Chief Executive Officer

Agenda Reference and Subject:

10.2.1 Shire Seal

File Reference:

Reporting Officer:

Melissa Schilling, Acting Deputy Chief Executive Officer

Author:

Caris Negri, Acting Executive Assistant

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of Shire President Seal in March 2020.

Background

Nil

Comment

As per Council's policy, the Shire Seal has been used during the month of March 2020 as follows;

- 31.03.20 – Caris Negri; WEROC Contract with 150 Square for Executive Officer Services

Consultation

Nil

Statutory Implications

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 10.2.1

Moved: Cr Kilminster

Seconded: Cr Rajagopalan

That Council endorse the use of the Shire President Seal during March 2020.

Carried 9/0

10.3 Chief Executive Officer

Agenda Reference and Subject:

10.3.1 Variation to Burning Permit Procedures Policy

File Reference:

2.3.1.1 Policy Manual

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.3.1 Attachment A – Current Policy 8.3 Fire Permits

Item 10.3.1 Attachment B – Notice of Variation Gazettal

Summary

Council is asked to consider amending policy 8.3 Fire Permit Procedures to enable a burning permit to be valid for up to 14 days for the burning of stubble by farmers.

Background

Staff were made aware that The Fire and Emergency Services Commissioner has signed off on the instrument extending Restricted Burning Periods for all LGs outside the Kimberley and Pilbara to the 30 April 2020. This was published in the Gazette on Tuesday and will come into effect on Wednesday 1 April 2020.

Council's normal Restricted Burning Period had already concluded on the 15th March and therefore notice was given to the public to advise that burning permits were required again up until the 30th April 2020.

Comment

With this amendment Council staff have been continually flooded with burning permit requests for stubble burning for farmers and as per Council policy we can only issue a permit for 5 days at a time. We are already reissuing many permits as the five day period expires and it is consuming a considerable amount of staff time.

Whilst we do not want to have an open policy and are conscious of ensuring permits are adhered to we have been informed that many other Council's are issuing permits for longer periods and therefore reducing the requirement of getting a new permit every 5 days.

Council is asked to consider temporarily amending the Council Policy for this current restricted burning period to enable a burning permit to be issued and valid for up to 14 days for the burning of stubble by farmers.

A copy of Council's current policy for "Burning Permit Procedures" is provided at Attachment A of this agenda item.

Consultation

Ian Dolton Chief Bush Fire Control Officer

Consultation via email to neighbouring Council's as to their policy on how many days their burning permits were valid for.

Statutory Implications

Bush Fires Act 1954

Gazettal Notice made by the FES Commissioner of Department of Fire and Emergency Services - Amendment to Bush Fires Act 1954 “Bushfires (Restricted Burning Times) Amendment Notice 2020”
A copy of the Amendment Notice has been included as Attachment B to this agenda item.

Policy Implications

Policy 8.3 Fire Permit Procedures (Attachment A)

Risk Implications

| | | |
|--|--------------------|---------------|
| Risk: That Council not vary the policy to allow burning permits to be valid for 14 days creating additional administration. | | |
| Likelihood | Consequence | Rating |
| Unlikely | Minor | Low |
| Action / Strategy | | |
| This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources. | | |

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

Officer Recommendation

1. That Council amends Policy 8.3 Fire Permit Procedures to allow a burning permit can be issued to be valid for up to 14 days during the extended Restricted Burning Period to the 30 April 2020.
2. This should only be permitted for farmers for the practice of stubble burning and in line with all other terms and conditions of the burning permits.

Council decision varied to Officer Recommendation to remove recommendation 2. This should only be permitted for farmers for the practice of stubble burning and in line with all other terms and conditions of the burning permits.

COUNCIL DECISION

Resolution OCM April 20 – 10.3.1

Moved: Cr Dolton

Seconded: Cr Foss

1. That Council amends Policy 8.3 Fire Permit Procedures to allow a burning permit can be issued to be valid for up to 14 days during the extended Restricted Burning Period to the 30 April 2020.

Carried 9/0

Agenda Reference and Subject:

10.3.2 Annual Electors Meeting 2019 Annual Report

File Reference:

8.2.6.5 Annual Report

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.3.2 Attachment A – Public Notice of Cancelled Meeting

Summary

Council is asked to acknowledge that the Annual Electors Meeting scheduled for the 27th March 2020 was cancelled due to COVID19 and social distancing requirements.

Background

At the February 2020 Ordinary Council Meeting the Annual Report was presented to Council for adoption and date set for the Annual Electors Meeting. The following resolution was made;

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Feb 20 – 11.4.3

Moved: Cr Kilminster

Seconded: Cr Waye

That Council;

- 1. Accepts the Annual Report for 2018-19 including the Audited Financial Report for period ended 30 June 2019, and that local public notice of its availability be given as soon as practicable; and*
- 2. Holds the Annual Meeting of Electors at 4.00pm 27th March 2020 at the Bruce Rock Town Hall Supper Room.*

CARRIED BY ABSOLUTE MAJORITY 9/0

In accordance with Council's resolution and the Local Government Act 1995 requirements advertising was undertaken advising of the availability of the 2018/19 Annual Report and Annual Electors meeting details.

Comment

In the days prior to the Annual Electors meeting date, the impacts of COVID19 and social distancing requirements were implemented and thus impacting Council's ability to hold its Annual Electors Meeting as scheduled.

Following conversations with WALGA governance staff and the Department of Local Government it was suggested that whilst Council will not proceed with its Annual Electors meeting it needed to ensure that it took appropriate steps to enable the ratepayers and community similar access and ability to ask questions as what would normally occur at the Annual Electors meeting.

The CEO prepared a public notice advising of the cancellation of the Annual Electors Meeting and advising to enable the electors to be informed as per scheduled business of the meeting, the following measures were put in place;

1. Confirmation of the 2019 minutes of the AGM of Electors

A copy of the minutes is available on the Shire's website

2. Business arising from previous Annual Electors Meeting minutes

There was no general business or questions raised at the 2019 meeting

3. Receiving of the 2018/19 Annual Report

A copy of the Annual Report can be accessed via the following means;

- Council Website
- Emailed upon request via the Shire Office admin@brucerock.wa.gov.au
- Posted upon request by phoning the Shire Office 08 9061 1377

4. General Business

If Electors have any general business to raise or would like to ask, please email or write to the Chief Executive Officer by 14th April 2020 and it will be raised at the April 2020 Council Meeting & written response will be provided.

At the time of writing this report no public questions had been received, however the CEO will present any questions received by the deadline at the April 2020 Council meeting.

Consultation

Shire President, Stephen Strange
Manager of Finance, Jennifer Bow
WALGA Governance Staff
Department of Local Government Staff

Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 5.27

5.27 Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29 Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30 Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president, then the electors

present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.32 Minutes of electors’ meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors’ meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors’ meeting are first considered.

5.33 Decisions made at electors’ meetings

- (1) All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Policy Implications

Nil

Risk Implications

| | | |
|--|--------------------|---------------|
| Risk: That as Council has not held a Annual Electors Meeting as required under the Local Government Act it may be deemed as a minor breach of the Local Government Act 1995. | | |
| Likelihood | Consequence | Rating |
| Rare | Moderate | Moderate |
| Action / Strategy | | |
| That Council inform the Minister for Local Government of its inability to hold an Annual Electors Meeting due to COVID19 restrictions and outline actions to ensure adequate public access to information. | | |

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

Goal 12.5 Lead the organisation in a financially responsible and viable manner

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 10.3.2

Moved: Cr Kilminster

Seconded: Cr Rajagopalan

- 1) That Council endorses the actions of not holding the Annual Electors Meeting scheduled for the 27th March 2020 due to COVID19 and Social Distancing requirements.**
- 2) That Council receives any questions provided by the public in writing up to the 14th April 2020 and provide appropriate responses.**
- 3) That the Chief Executive Officer writes to the Minister for Local Government informing of Council's inability to hold an Annual Electors Meeting for the 2019 Annual Report and providing an explanation of what actions Council undertook to ensure provision for adequate access to information and questions relating to the 2018/19 Annual Report.**

Carried 9/0

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

| | | |
|--------------------------------------|-------------|---|
| Agenda Reference and Subject: | | |
| | 11.1 | Correction to Error in the 19/20 Budget Review and subsequent amendment to adopted 2019-20 Budget |
| File Reference: | | Annual Budget |
| Reporting Officer: | | Jennifer Bow, Manager of Finance |
| Author: | | Jennifer Bow, Manager of Finance |
| Disclosure of Interest: | | Nil |
| Attachments: | | <i>Nil</i> |

Summary

The Manager of Finance discovered an error in the Statement of Budget Review whilst preparing the Monthly Financial Statements for the period ending 31st March 2020.

Background

Staff prepared a Statement of Budget Review incorporating year to date budget variations and forecasts to 30th June 2020 for the period ending 29th February 2020 is presented for Council to consider at the March Ordinary Meeting of Council. As per the *Local Government (Financial management) Regulations 1996, regulation 33A* as amended, local governments are required to conduct a budget review between 1 January and 31 March in each financial year, and present it to Council within 30 days of the review.

Comment

There two errors that were discovered when preparing the Monthly Financial Statements for the period ending March 2020.

The errors are;

- Not correctly adjusting capital expenditure when budget amendments which were made earlier in the year and had not copied through to the listings of capital expenditure
- The amount that is to be transferred to the Plant Replacement Reserve was overstated due to the spreadsheet not including the budget amendments already completed throughout the year.

The Manager of Finance apologises for not detecting this error earlier and highlighting it to Council's attention.

The following adjustments are necessary;

| | Budget Review | Correction |
|-----------------------|---------------|-------------|
| Capital Acquisitions | \$2,541,132 | \$2,517,132 |
| Transfers to Reserves | \$194,047 | \$136,287 |

Overall, there will be a reduction in the amount of cash which can be transferred to the Plant Replacement Reserve due to the purchase of the front end loader not occurring this financial year.

Consultation

CEO and MOF

Statutory Implications

Regulation 33 of Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Risk Implications

| | | |
|--|--------------------|---------------|
| Risk: That the 2019-20 Budget does not reflect the forecast expenditure and revenue for the remaining financial year. | | |
| Likelihood | Consequence | Rating |
| Almost Certain | Moderate | High |
| Action / Strategy | | |
| This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly. | | |

Financial Implications

Reduction in amount of funds being transferred to the Plant Replacement Reserve.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Absolute Majority

| |
|---|
| <p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM April 20 – 11.1</p> <p>Moved: Cr Rajagopalan Seconded: Cr Dolton</p> <p>That Council adopt the following amendments to the Budget Review and Budget for 2019-20;</p> <p>a. Correction to capital expenditure to \$2,517,132; and b. Correction to funds to be transferred to Plant Replacement Fund \$75,959 and total Transfers to Reserves of \$136,287</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p> |
|---|

12. Confidential Items

Agenda Reference and Subject:

12.1 Appointment of Senior Employee – Manager of Works

File Reference:

1.1.1.13 Manager of Works & Services

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 12.1.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

(b) the personal affairs of any person;

Carried 9/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 12.1.2

Moved: Cr Rajagopalan

Seconded: Cr Dolton

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 9/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 12.1.3

Moved: Cr Foss

Seconded: Cr Waye

That Council endorses the appointment of Mr David Holland to the position of Manager of Works and Services based on a 3 year contract of employment commencing on the 3rd May 2020.

And

Council endorses the contract and remuneration package as outlined and offered to Mr Holland.

Carried 9/0

Agenda Reference and Subject:

12.2 Landfill Site Operation and Management Service
Contract KPIs Review and Correspondence to
Contractor

File Reference:

4.1.1 Waste Management

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest

Cr Negri - Proximity

Attachment:

Nil

Cr Negri left the Council Meeting at 3.52pm.

Mr J Goldacre entered the Council Meeting at 3.52pm.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 12.2.1

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:

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

Carried 8/0

Voting Requirements

Simple majority

Cr Foss left the Council Meeting at 4.00pm.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM April 20 – 12.2.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

Carried 7/0

COUNCIL DECISION

Resolution OCM April 20 – 12.2.3

Moved: Cr Rajagopalan

Seconded: Cr Waye

That Council resolves to:

- 1. That Council instructs the Chief Executive Officer to send correspondence to Mr Peter Fuchsbichler who holds the 'Agreement for landfill services' Contract, informing Mr Peter Fuchsbichler that his performance under the Contract as measured by the Key Performance Indicators is unsatisfactory to Council;**
- 2. Mr Peter Fuchsbichler is duly notified by correspondence to undertake the Contract at 90% compliance with the Key Performance Indicators for a period of three weeks from the date of the correspondence; and**
- 3. Should Mr Peter Fuchsbichler fail in the undertaking of 90% without reasonable cause then Council will consider enacting Clause 3.2 of the landfill site operation and management service Tender requirements referenced in the signed and sealed Contract to undertake that the Contract be terminated.**

Carried 7/0

Cr Negri returned to the Council Meeting at 4.02pm.

Cr Foss returned to the Council Meeting at 4.03pm.

Mr J Goldacre left the Council Meeting at 4.03pm.

COUNCIL DECISION

Resolution OCM April 20

Moved: Cr Waye

Seconded: Cr Waight

The Shire President formally congratulated and thanked the Chief Executive Officer and staff for all their outstanding work and commitment not only during COVID-19, but in the handling of the Mason's Fire and subsequent establishment of a temporary grocery store.

Carried 9/0

13. Closure of Meeting.

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 4.06pm.

These minutes were confirmed at a meeting on 21 May 2020.

Cr Stephen Strange
Shire President
21 May 2020

SHIRE OF BRUCE ROCK

AGENDA – SPECIAL COUNCIL MEETING 24 APRIL 2020

TABLE OF CONTENTS

| | | |
|-----|--|---|
| 1. | Declaration of Opening & Roll Call..... | 2 |
| 2. | Record of Attendance / Apologies / Leave of Absence (Previously Approved)..... | 2 |
| 3. | Declaration of Purpose of Meeting | 2 |
| 4. | Declarations of Interest..... | 2 |
| 5. | Response to Previous Public Questions Taken on Notice | 2 |
| 6. | Public Question Time | 2 |
| 7. | Announcements by Presiding Member | 2 |
| 8. | Reports of Officers | 3 |
| | 8.1.1 Budget Amendment 2019/20 Roadworks, Bruce Rock – Narembeen Road..... | 3 |
| 9. | New Business of an urgent nature introduced by discussion of the meeting. | 6 |
| 10. | Closure of Meeting..... | 6 |

SHIRE OF BRUCE ROCK

MINUTES – SPECIAL MEETING 24 APRIL 2020

1. Declaration of Opening & Roll Call

The Shire President Cr SA Strange took a roll call and declared the meeting open at 6.01pm

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

| | |
|----------------------------|-------------------|
| President | Cr SA Strange |
| Deputy President | Cr R Rajagopalan |
| Councillors | Cr AR Crooks |
| | Cr IS Dolton |
| | Cr KP Foss |
| | Cr NC Kilminster |
| | Cr PG Negri |
| | Cr BJ Waight |
| | Cr RA Waye |
| Chief Executive Officer | Mr DRS Mollenoyux |
| Acting Executive Assistant | Miss CE Negri |

3. Declaration of Purpose of Meeting

The purpose of the meeting is for Council to amend the budget to bring forward roadworks for 2019/2020 financial meeting.

4. Declarations of Interest

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

| Date | Name | Item No | Reason |
|------|------|---------|--------|
| | | | |

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

| Date | Name | Item No | Reason |
|------|------|---------|--------|
| | | | |

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

| Date | Name | Item No | Reason |
|------|------|---------|--------|
| | | | |

5. Response to Previous Public Questions Taken on Notice

6. Public Question Time

7. Announcements by Presiding Member

8. Reports of Officers

8.1 Chief Executive Officer

Agenda Reference and Subject:

8.1.1 Budget Amendment 2019/20 Roadworks, Bruce Rock – Narembeen Road

File Reference:

6.1.2.17

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 8.1.1 Attachment A – Independent Report

Summary

Council is asked to consider a variation to the 2019/2020 budget to bring forward sealing works on the Bruce Rock Narembeen Road.

Background

Council had made budget provision to undertake reconstruction and sealing works on a section of the Bruce Rock Narembeen Road as part of the annual 2019/2020 roads program. The budget and subsequent Regional Road Group Funding was for the reconstruction and undertaking a one coat 14mm seal on a 4km section, this financial year and then carry out the second coat seal in a later budget period (eg 2 – 3 years).

The roadworks for this 4km section were completed in December 2019. It has become apparent that the adhesion between the road surface, seal and stone were not holding up as well as it could be and, on some sections, where vehicles were turning had lifted.

In the absence of not having a Manager of Works and Services the Chief Executive Officer sought an independent opinion from a suitably qualified person in this field. Following consultation with the independent person and our Roads Team Leader a report on the cause for some stone lifting and solution is provided.

The independent report recommends that Council consider the following actions;

- That the damaged area driveway be repaired promptly with a combination of larger and small aggregate size used.
- That the primer seal have its second 7mm coat brought forward. If this is chosen the Shire may have to keep an eye on this seal early next summer as the bitumen, due to sealing temperature, will need cutters in it that make it susceptible to livening up in warm weather.
- If the seal can't be pulled forward, I would suggest the section be monitored over winter so that areas needing repair can be caught early. Problems will most likely occur on the back of a cold snap.

Comment

The Chief Executive Officer gave a brief overview of this situation during the Councillor Information Session on the 16th April 2020 and advised that a full report would be presented for Council's consideration at a Special Meeting of Council once costings had been determined.

The first recommendation to carry out urgent repairs to the damaged driveway area were completed on the 21st April 2020.

It is strongly recommended that Council consider bringing forward the second 7mm coat seal and this be carried out as soon as practical. A quote has been sought from Council's bitumen seal supplier (in line with

tender) and the Roads Team Leader has provided costings for Council staff, plant and materials to carry out these works.

Costings **ex gst** for the second coat seal of 7mm stone are as follows;

Boral Costs-

Bitumen Seal – Spray and cover using C170 Bitumen @ 1.4ltr/sqm at 7mm aggregate **\$63,840**

Council Costs-

Supply of stone, staff for traffic control, roller with operator, supervisor **\$10,365**

Total Works \$74,205

As previously stated, these works, and subsequent costs would have been incurred by Council in future years, so the proposal is to bring forward expenditure opposed to additional expenditure for the roadworks.

It is proposed that these roadworks for the Bruce Rock Narembeen Road second reseal be funded through the Federal Government’s Roads to Recovery Program. Staff have received advice that this project can be funded under the Roads to Recovery Program and funds can be brought forward from future years funding. Council had previously received advice from the program advising that Councils are encouraged to bring forward roadworks to assist with economic stimulus under the current economic circumstances.

Consultation

Roads Team Leader, Brock Williams
 Manager of Finance, Jennifer Bow

Statutory Implications

Local Government Act 1995 s.6.8

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

Policy Implications

Nil

Risk Implications

| | | |
|---|--------------------|---------------|
| Risk: If Council does not carry out the second coat seal of SLK 16.5 – 20.5 on the Bruce Rock Narembeen Road as soon as practical there is a risk that the first coat seal will deteriorate quickly and stone will continue to lift compromising the road surface. | | |
| 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 following budget amendments will be necessary as they were not included in the 2019-20 Budget;

Capital Expenditure - \$74,205

Capital Income from Roads to Recovery - \$74,205

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

- Goal 1 Roads are a key economic driver across the Shire
- 1.5 Identification of freight task at hand (changes in flow etc)
 - 1.6 Engagement of neighbouring Shires and key stakeholders in Secondary Freight Route project

Governance

- Goal 12.1 Continue to build our voice and strategic projects within our regional groupings
- 12.5 Lead the organisation in a financially responsible and viable manner

Voting Requirements

Absolute Majority

COUNCIL DECISION

Resolution SCM April 20 – 8.1

Moved: Cr Dolton

Seconded: Cr Waight

The Council resolves to amend the 2019-20 Budget to undertake the second coat seal with 7mm stone on the Bruce Rock - Narembeen Road from SLK 16.5 – 20.5 and this be funded under the Roads to Recovery Program. The specific financial variations are;

- i. Increase to Total Capital Expenditure, Job Number RR176 – Bruce Rock Narembeen Rd - \$74,205**
- ii. Increase to Total Capital Revenue , GL 121309 - \$74,205**

CARRIED BY ABSOLUTE MAJORITY 9/0

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

10. Closure of Meeting.

The Shire President, Stephen Strange, thanked everyone for their attendance and declared the meeting closed at 6.08 pm.

These minutes were confirmed at a meeting on 21 May 2020.

Cr Stephen Strange
Shire President
21 May 2020

SHIRE OF BRUCE ROCK
AUDIT COMMITTEE MEETING MINUTES 16 APRIL 2020

TABLE OF CONTENTS

| | | |
|--------------|--|----------|
| 1. | Declaration of Opening | 2 |
| 2. | Record of Attendance / Apologies / Leave of Absence (Previously Approved) | 2 |
| 3. | Response to Previous Public Questions Taken on Notice | 2 |
| 4. | Public Question Time | 2 |
| 5. | Petitions / Deputations / Presentations / Submissions | 2 |
| 6. | Confirmation of Minutes | 2 |
| 6.1. | Audit Committee Meeting – 20 Feb 2020..... | 2 |
| 7. | Reports of Officers | 3 |
| 7.1. | Manager of Finance | 3 |
| 7.1.1 | Entry Meeting for Interim Audit..... | 3 |
| 8. | New Business of an urgent nature introduced by discussion of the meeting. | 5 |
| 9. | Closure of Meeting..... | 5 |

SHIRE OF BRUCE ROCK

AUDIT COMMITTEE MEETING MINUTES 16 APRIL 2020

1. Declaration of Opening

The Committee Chair, Stephen Strange declared the meeting open at 2.50pm

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

| | |
|---------------------------------------|-------------------|
| President | Cr SA Strange |
| Deputy President | Cr R Rajagopalan |
| Councillors | Cr AR Crooks |
| | Cr IS Dolton |
| | Cr KP Foss |
| | Cr NK Kilminster |
| | Cr PG Negri |
| | Cr BJ Waight |
| | Cr RA Waye |
| Chief Executive Officer | Mr DRS Mollenoyux |
| Acting Deputy Chief Executive Officer | Mrs MJ Schilling |
| Manager of Finance | Mrs JL Bow |
| Acting Executive Assistant | Miss CE Negri |

3. Response to Previous Public Questions Taken on Notice

4. Public Question Time

5. Petitions / Deputations / Presentations / Submissions

6. Confirmation of Minutes

6.1. Audit Committee Meeting – 20 Feb 2020

COMMITTEE DECISION

Resolution ACM April 20 – 6.1

Moved: Cr Rajagopalan

Seconded: Cr Waye

That the minutes of the Audit Committee held 20 February 2020 be confirmed as a true and correct record.

Carried 9/0

7. Reports of Officers

7.1. Manager of Finance

| | |
|--------------------------------------|--|
| Agenda Reference and Subject: | 7.1.1 Entry Meeting for Interim Audit |
| File Reference: | 8.2.6.1 – Annual Audit |
| Reporting Officer: | Jennifer Bow, Manager of Finance |
| Author: | Jennifer Bow, Manager of Finance |
| Disclosure of Interest | |
| Attachments: | <i>Attachment A - 7.1.1 – Entry Interview Agenda</i> |

Summary

The Shire President, CEO, MOF, AMD's Representative Ms Maria Cavallo & Office of the Auditor General's Representative Mr Kien Neoh held the Entry Meeting teleconference for the Interim Audit which is scheduled for 6th to 8th April 2020.

Background

A teleconference entry meeting was held prior to the commencement of the interim audit which will be conducted remotely by 2 representatives from AMD, who have been contracted by OAG, to perform the audit.

Comment

The teleconference entry meeting allowed for comments to be made by Mr Neoh regarding the audit as this is the third year that the OAG is overseeing the audit. It also allowed staff to ask questions about the requirements and any other queries.

Ms Cavallo outlined her approach to the audit through AMD's Annual Financial Report Audit Planning Summary which detailed;

- Introduction
- Our Audit Approach
- Significant Risks and Other Audit Issues
- Audit Emphasis and Significant Account Balances
- Management Representation Letter
- Related Entities
- Reporting Protocols
- Proposed Audit Schedule
- Specific Audit Requirements
- Your Audit Team

The interim audit is required to be done remotely now due to COVID implications and the requirement for essential travel only. A recent development to the timing of the interim audit has been the establishment of the temporary supermarket which AMD has been notified of. AMD appreciate that the remote audit may take longer due to increased work load for staff.

Consultation

Shire President, CEO, MOF and Council's Auditor, Ms Cavallo and OAG's Mr Neoh

Statutory Implications

Local Government Act 1995, Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Risk Implications

| | | |
|--|--------------------|---------------|
| Risk: Compliance – Non-compliance with relevant sections and regulations of the Local Government Act 1995. | | |
| Likelihood | Consequence | Rating |
| Possible | Moderate | Moderate |
| Action / Strategy | | |
| This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedures Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed to mitigate the risks associated with each of the areas of the financial audit. | | |

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

| |
|--|
| <p>COMMITTEE DECISION Resolution ACM Feb 20 – 7.1.1</p> <p>Moved: Cr Waye Seconded: Cr Rajagopalan</p> <p>That the Audit Committee receives the information regarding the Audit Entry Meeting for the Interim Audit to be conducted 6th to 8th April 2020.</p> <p style="text-align: right;">Carried 9/0</p> |
|--|

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

8. Closure of Meeting.

The Committee Chairman, Mr Stephen Strange thanked everyone for their attendance and closed the meeting at 2.53pm.

These minutes were confirmed at a meeting on

Cr Stephen Strange
Shire President



WEROC Inc. Board Meeting

Thursday 30 April 2020

Zoom Videoconference, commencing at 1.00pm

Minutes

WEROC | Wheatbelt East Regional Organisation of Councils Inc.

Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn

A PO Box 5, MECKERING WA 6405

E rebekah@150square.com.au

M 0428 871 202

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 | 4 |
| 4. | PRESENTATIONS | 4 |
| 4.1 | MR. LLEW WITHERS, PUBLIC HEALTH PLANNING (1.30PM) | 4 |
| 4.2 | MR. GILES DE BRITO AND SUPERINTENDENT MARK BOWEN, BUSHFIRE RISK MANAGEMENT PLANNING COORDINATOR (2.30PM) | 4 |
| 5. | MINUTES OF MEETINGS | 6 |
| 5.1 | MINUTES OF THE WEROC INC. BOARD MEETING HELD ON THURSDAY 26 FEBRUARY 2020 | 6 |
| 5.2 | MINUTES OF THE WEROC INC. CEO COMMITTEE MEETING HELD ON THURSDAY 12 MARCH 2020 | 6 |
| 5.3 | BUSINESS ARISING – STATUS REPORT AS AT 14 APRIL 2020 | 7 |
| 5.3.1 | WEROC INC. BOARD MEETING 26 FEBRUARY 2020..... | 7 |
| 5.3.2 | WEROC INC. CEO COMMITTEE MEETING 12 MARCH 2020 | 8 |
| 6. | WEROC INC. FINANCE | 9 |
| 6.1 | WEROC INC. FINANCIAL REPORT AS AT 31 MARCH 2020..... | 9 |
| 6.2 | INCOME & EXPENDITURE | 12 |
| 6.3 | FINAL AUDITED FINANCIAL STATEMENT FOR WEROC COUNCIL – LATE AGENDA ITEM CIRCULATED TO MEMBERS ON 29 APRIL 2020 | 13 |
| 7. | MATTERS FOR DECISION | 13 |
| 7.1 | TERMS OF REFERENCE FOR THE WEROC INC. CEO COMMITTEE | 13 |
| 7.2 | WEROC INC. WEBSITE RE-DEVELOPMENT..... | 14 |
| 7.3 | ASSOCIATE MEMBERSHIP OF WALGA & INSURANCE FOR WEROC INC..... | 17 |
| 7.4 | DEVELOPMENT OF A CONFIDENTIALITY STATEMENT FOR WEROC INC..... | 18 |
| 7.5 | APPOINTMENT OF AN AUDITOR FOR WEROC INC. | 19 |
| 7.6 | RECORDS MANAGEMENT IN LOCAL GOVERNMENT | 21 |
| 7.7 | DEVELOPMENT OF A FILE NUMBERING SYSTEM FOR WEROC INC. | 22 |
| 7.8 | GWN COLLABORATIVE ADVERTISING | 23 |
| 7.9 | STRATEGIC DIRECTION FOR WEROC INC. | 25 |
| 7.10 | PUBLIC HEALTH PLANS IN LOCAL GOVERNMENT: DISCUSSION AND DECISIONS ARISING FROM THE PRESENTATION BY MR. LLEW WITHERS..... | 26 |
| 7.11 | BUSHFIRE RISK MANAGEMENT PLANNING COORDINATOR: DISCUSSION AND DECISIONS ARISING FROM THE PRESENTATION BY MR. GILES DE BRITO AND SUPERINTENDENT MARK BOWEN..... | 27 |
| 8. | EMERGING ISSUES | 27 |
| 8.1 | OPPORTUNITY TO TENDER FOR AGGREGATE FROM THE DOODLAKINE QUARRY | 27 |
| 9. | OTHER MATTERS – For NOTING | 27 |
| 9.1 | SHIRE OF TAMMIN ENQUIRY REGARDING WEROC INC. MEMBERSHIP | 27 |
| 10. | FUTURE MEETINGS | 28 |
| 11. | CLOSURE | 28 |

WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Board Meeting held via videoconference on Thursday 30 April 2020 commencing at 1.00pm.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc. opened the meeting at 1.00pm and welcomed Members of the Board.

In light of the meeting being held via videoconference, the Chair requested that Members adhere to the following meeting protocols to minimise disruption resulting from background noise:

- 1) Members to remain on “mute” when not speaking; and
- 2) Only make comment if the Member wishes to speak against a proposed motion.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Ms. Karin Day

Mr. Wayne Della Bosca

Ms. Julie Flockart

Mr. Raymond Griffiths

Mr. Darren Mollenoyux

Mr. Jamie Criddle

Mr. Cameron Watson (proxy and voting delegate for Mr. Peter Clarke)

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Peter Clarke

2.3 Guests

Mr. Bryan Close, Deputy Shire President Shire of Yilgarn

Mr. Mark Dacombe, Acting CEO Shire of Merredin

Mr. Llew Withers, Environmental Health Consultant (joined the meeting at 1.15pm and left the meeting at 1.45pm)

Mr. Julian Goldacre, Environmental Health Officer Shire of Bruce Rock (joined the meeting at 1.15pm for the purpose of listening to the presentation from Mr. Llew Withers, and left the meeting at 1.45pm)

Ms. Lauren Pitman, Environmental Health Officer, ROE Health (joined the meeting at 1.30pm for the purpose of listening to the presentation from Mr. Llew Withers, and left the meeting at 1.45pm)

Mr Brendon Gerrard, Environmental Health Officer, ROEROC (joined the meeting at 1.30pm for the purpose of listening to the presentation from Mr. Llew Withers, and left the meeting at 1.45pm)

Mr. Giles De Brito, Department of Fire and Emergency Services, Business Development Manager (joined the meeting at 2.30pm and left the meeting at 3.00pm)

Mr. Mark Bowen, Department of Fire and Emergency Services, Superintendent (joined the meeting at 2.30pm and left the meeting at 3.00pm)

Comments from the Meeting:

Ms. Julie Flockhart advised that it is the intention of the Shire of Merredin Council to appoint Mr. Mark Dacombe as its second representative on the WEROC Inc. Board. The Council will endorse this appointment and advise the Executive Officer of its decision before the next meeting of WEROC Inc.

3. DECLARATIONS OF INTEREST

No interest to declare.

4. PRESENTATIONS

4.1 Mr. Llew Withers, Public Health Planning (1.30pm)

Following ongoing discussion regarding the preparation of a local health plan template, the WEROC Inc. Board resolved at its meeting on 26 February 2020 to:

RESOLUTION: Moved: Peter Clarke Seconded: Julie Flockart

That WEROC Inc extend an invitation to Mr. Llew Withers to a future WEROC Inc Board Meeting.

Mr. Withers is an Environmental Health Consultant who has assisted several Local Governments in the development of Public Health Plans. Mr. Withers has worked in both Local and State Government health advisory roles.

Mr. Withers left the meeting at 1.45pm and did not return.

A copy of the PowerPoint presentation used by Mr. Withers was circulated to Members on Monday 27 April 2020.

4.2 Mr. Giles De Brito and Superintendent Mark Bowen, Bushfire Risk Management Planning Coordinator (2.30pm)

- Attachments:**
1. WEROC Presentation 30 April 2020
 2. Template Bushfire Risk Management Planning Program Grant Agreement

On 30 March 2020, Mr. Raymond Griffiths supplied the below information via email, regarding the Department of Fire and Emergency Services (DFES) Bushfire Risk Management Planning Program, and suggested that it might present an opportunity for WEROC Inc.:

Good morning further to your recent discussions with SUPT Sadler I have been asked to email you some information regarding the grant DFES are able to provide to assist LGs develop a Bushfire Risk Management Plan (BRM Plan) which includes the employment of a Bushfire Risk Planning Coordinator (BRPC).

The grant enables a Local Government to recruit and employ a suitably qualified person (BRPC) to assist with the development of the BRM Plan including identifying and rating risks and developing treatments to mitigate risk of bushfire. Grants are for fixed periods and encompass the costs associated with developing a BRM Plan. The funded BRPC position may be shared across multiple LGAs with one Local

Government acting as a host agency with responsibility for employing the BRPC and managing the Human Resource (HR) arrangements for the BRPC.

The grant funding covers:

- *Salary and related employment on-costs (as per LG local award – contracted position for duration of grant)*
- *Vehicle lease charges including fuel*
- *ICT equipment and telephony charges (one off amount for establishment of ICT equipment)*
- *Uniform (LG if required) and general equipment purchases*
- *Training and travel costs.*

The process:

The DFES region will liaise with LGAs to identify their interest in the program and DFES Bushfire Risk Management Branch (BRM branch) will develop the budget and grant agreement for the period of the grant (draft agreement attached)

The DFES region will work with LGs to identify the host LG (organisation) and determine resource allocation across the joining LGs – e.g. how many days p/fortnight will the BRPC be working on the LGs BRM plan? This will include remote work (desktop assessments etc) so time p/fortnight will not always entail physically working in the LGA.

The draft funding agreement will be sent to all joining LGs for review. Once all LGs have agreed, the final approved agreement will be sent out for final signature. The LG CEO's have been identified as signatories for the purpose of the agreement. The DFES Commissioner will be the final signatory with the grant commencing upon the Commissioners signing.

Electronic copies followed by a hard copy of the grant agreement will be sent to all signatories. All parties to the agreement will receive an executed copy.

Once the grant is fully signed and executed the host LG (organisation) will be asked to raise an invoice made out to DFES for payment for the 1st year of the grant as identified in the agreements budget (Annex A). 2019/20 has been calculated on a monthly basis and the final grant will be based on what month the agreement is fully endorsed. Budgets will then be based on a Financial year and invoices will be requested from the Host LG for payment each year (figures as per Annex A).

The host organisation can during this process commence the recruitment process for a BRPC. The region and DFES BRM branch can assist the host LG with the recruitment process. The Host LG will need to advertise in accordance with their HR process as the BRPC will be a non-ongoing contract employee of the Host LG. A JDF and advertisement is contained in the grant agreement (annex G). Please note salary as per grant agreement budget is set at State salary rates. The actual advertised rate for LGs may vary given the difference between awards and salary scales. The BRPC will be an employee of the LG not DFES.

The BRM branch will provide training and access to the Bushfire Risk Management System (used to capture and assess risk) for LGs under the grant agreement. Training in how to develop the BRM plan will also be provided by the BRM branch. The DFES region will also continue to support the LGs through this process.

The host organisation will be required to acquit the grant each Financial year. Evidence that funds were spent in accordance with the Grant agreement will be required so it is useful for the Host LG to set the funds up in such a way to enable easy reporting at end of FY.

We do need some information from you to help us progress the agreement to signature stage.

Which LG is able to host the BRPC?

How will the BRPC's time across the grant period be allocated between all the signatory LGs to ensure all LGs BRM plans are developed?

Resource Allocation

| <u>Year of Support</u> | <u>Host LG</u> | <u>Local Governments</u> | <u>Support Days per Fortnight (10 days)</u> |
|--------------------------|----------------|--------------------------|---|
| 2019/2020 April- June | | | |
| 2020/2021 | | | |
| 2021/2022 | | | |

I hope this information has answered some of your questions. The BRM Branch are working with SUPT Sadler to progress the LG grant agreements so I am more than happy to answer any specific queries you may have.

Thank you all for your assistance with this program

Regards

Sarah White

Sarah White

Business Development Manager | Bushfire Risk Management Branch

Ms. Sarah White was invited to present to the WEROC Inc. Board, however Ms. White no longer works for DFES. Mr. Giles De Brito who has taken over from Ms. White as the Business Development Manager with the Bushfire Risk Management Branch, accepted the invitation in her place.

Superintendent Mark Bowen and Mr. Giles De Brito left the meeting at 3.00pm and did not return.

A copy of the PowerPoint Presentation used by Superintendent Bowen and Mr. De Brito was provided as an attachment to the meeting agenda.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Thursday 26 February 2020

Minutes of the WEROC Inc. Board Meeting held in Kellerberrin on Thursday 26 February 2020 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held Thursday 26 February 2020 be confirmed as a true and correct record.

RESOLUTION:

Moved: Ms. Karin Day

Seconded: Mr. Wayne Della Bosca

That the Minutes of the WEROC Inc. Meeting held Thursday 26 February 2020 be confirmed as a true and correct record.

CARRIED

5.2 Minutes of the WEROC Inc. CEO Committee Meeting held on Thursday 12 March 2020

The Minutes of the WEROC Inc. CEO Committee Meeting held in Bruce Rock on Thursday 12 March 2020 are provided as an attachment (*Attachment 3. WEROC Inc. CEO Committee Meeting Minutes*).

Recommendation:

That the Minutes of the WEROC Inc. CEO Committee Meeting held Thursday 12 March 2020 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Mr. Jamie Criddle

That the Minutes of the WEROC Inc. CEO Committee Meeting held Thursday 12 March 2020 be confirmed as a true and correct record.

CARRIED

5.3 Business Arising – Status Report as at 14 April 2020

5.3.1 WEROC Inc. Board Meeting 26 February 2020

| Item | Action(s) | Status |
|---|--|---|
| 6.7 Business Arising WEROC Inc. Renewable Energy Projects | Matter deferred to the next WEROC Inc. Board Meeting. | Peter Van Der Merwe from BSC Energy provided the following update on 01/04/2020: <i>Hi Rebekah, Thanks for your email the other day, apologies for not replying sooner however it's been like pulling teeth to receive information re solar farm plans due to the covid-19 virus most of the world seems to have closed and the people who make decisions have closed with it, having said that we are currently in talks with financial backers and as soon as I know anything I will contact you so you are informed as well. Kind Regards Peter Van Der Merwe</i> |
| 8.4 WEROC Inc's Banking Requirements and Appointment of Signatories | Finalise banking arrangements with Westpac Bank including: 1) Adding Mr. Ramesh Rajagopalan (Chair) and Ms. Rebekah Burges (Secretary/Treasurer) as signatories. Mr. Darren Mollenoyux (Board Member) to be maintained as a signatory. 2) Removing Ms. Helen Westcott and Mr. Bruce Wittber from all WEROC Inc. bank accounts. 3) Ms. Rebekah Burges to become the administrator for the WEROC Inc. bank account. | Banking arrangements have been finalised. |

| | | |
|---|---|--|
| Item 8.5 Appointment of an auditor | Seek quotes from the following accounting firms to undertake the 2019/2020 audit for WEROC Inc.: a) AMD Chartered Accountants. b) Butler Settineri Chartered Accountants. c) Byfield’s Business Adviser. d) Moore Stephens. | Quotes have been provided and will be addressed under matters for decision. |
| Item 9.1 Engagement of the WEROC Inc. Executive Officer | The Bruce Rock CEO to finalise the contract between WEROC Inc. and 150Square Pty Ltd no later than close of business on 28 February 2020. | The contract was executed as per the details endorsed by the WEROC Inc. Board. |
| Item 9.2 Common Seal for WEROC Inc. | WEROC Inc. Executive Officer to have a Common Seal made. | A Common Seal for WEROC Inc. has been commissioned and is in transit. |
| Item 9.6 Renewal of MoU between the Shire of Merredin, WEROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre | Advise the Central Wheatbelt Visitor Centre of the recent changes in name and organisational structure. Allocate sufficient funds in its 2020/2021 Budget for any subscription fees required as a signatory to the MOU. | The Central Wheatbelt Visitor Centre has been advised of the changes. The current MoU will expire on 30 June 2021. The contribution for each participating member remains at \$2,500 per annum. |

5.3.2 WEROC Inc. CEO Committee Meeting 12 March 2020

| Item | Action(s) | Status |
|---|---|---|
| 5.1.1 Terms of Reference for WEROC Inc. CEO Committee | Develop draft terms of reference for the CEO committee and circulate to the Members of the committee for comment. | Draft Terms of Reference form an attachment to the meeting agenda and will be addressed under matters for decision. |
| 5.1.2 WEROC Inc. website redevelopment | 1) The Executive Officer confirm that the WEROC domain name has been secured for future use by WEROC Inc. 2) The Executive Officer to research web designers and costs to redevelop the website. | Quotes form an attachment to the meeting agenda and will be addressed under matters for decision. The WEROC domain name is currently owned by Helen Westcott. A transfer of ownership to Rebekah Burges is in process. |
| Item 5.1.3 Insurance for WEROC Inc. | Investigate Associate Membership with WALGA to enable insurance coverage through LGIS. | Associate Membership information is included as an attachment to the meeting agenda and will be addressed under matters for decision. |
| 5.1.4 Development of a Confidentiality | Prepare a draft “confidentiality statement” for consideration at the | A draft confidentiality agreement forms an attachment to the meeting |

| | | |
|--|--|---|
| Statement for WEROC Inc. | WEROC Inc. Board Meeting on 30 April 2020. | agenda and will be addressed under matters for decision. |
| 5.1.6 Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies | The Shire of Yilgarn will facilitate bringing the member Councils together to renew the MOU before its expiration on 30 June 2020. | A draft agreement was circulated to CEO's on 25/3/20 for consideration and adoption by their respective Councils. |
| 5.1.7 Records Management in Local Government | <ol style="list-style-type: none"> 1. Seek a quote from Information Enterprises Australia (IEA) for the development of a generic record keeping plan. 2. Write to the Director of State Records to seek clarification on the new Information Management Framework. | <p>A quote for the development of a generic record keeping plan forms an attachment to the meeting agenda and will be addressed under matters for decision.</p> <p>Correspondence from the Director of State Records is also provided as an attachment.</p> |
| 6.1 Extraction of Soil and Other Natural Resources from Farms | Write to the Department of Mines, Industry Regulation and Safety to seek clarification on the regulations governing the extraction of rock, clay, soil or sand from farms. | Contact was made with the Department of Mines, Industry Regulation and Safety as well as the Department of Planning, Lands and Heritage seeking clarification on the regulations governing the extraction of basic raw materials off farms. The responses received were circulated to Members of the CEO Committee on 24/03/2020. |
| 6.2 GWN Promotional Advertisement | Investigate opportunities for a collaborative advertising campaign with GWN7 Regional Television. | Information provided by GWN is provided as an attachment and will be addressed under matters for decision. |

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as at 31 March 2020

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments: Nil

Voting Requirement: Simple Majority

Background:

At the WEROC Council Meeting held on 1 May 2019 a combined Wheatbelt Communities Inc. (renamed WEROC Inc. on 29 January 2020)/WEROC Council Budget for 2019/2020 was adopted. The combined budget has been used as the basis for the financial report.

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

| | |
|---------------|---|
| Note 1 | All 2019/2020 annual subscriptions have been paid |
|---------------|---|

| | |
|----------------|--|
| Note 2 | BHW Consulting executive services charges for July to December 2019 |
| Note 3 | BHW Consulting executive services charges for January and February 2020 |
| Note 4 | This allocation covers the expenditure on Executive Officer travel and accommodation |
| Note 5 | This allocation covers the expenditure on accounting services |
| Note 6 | This allocation covers expenditure on the 2018/2019 audit's for WEROC and Wheatbelt Communities Inc. An allocation has been provided for the final audit of WEROC Council which is currently underway. |
| Note 7 | This allocation includes payment to Accingo for the Asset Management project, costs associated with Dr Andrew Harper for Curtin Wheatbelt Medical Project, Australian Golden Outback - contribution to Eastern Wheatbelt self-drive feature, distribution of regional travel maps and Information Enterprises Australia - consulting services review of record keeping |
| Note 8 | This allocation covers the costs incurred this financial year in respect to the WEROC app and website |
| Note 9 | Catering expenses for WEROC Council Meetings |
| Note 10 | Catering expenses for Executive Officer handover meeting |
| Note 11 | This allocation covered the expenditure on commissioning a Common Seal for WEROC Inc. |

WEROC Inc.
ABN 28 416 957 824
1 July 2019 to 31 March 2020

| | Budget 2019/2020 | Actual to 31/03/2020 | Notes |
|-----------------|--|---------------------------------|--------------|
| Income | | | |
| 0501 | General Subscriptions WEROC | \$60,000.00 | 1 |
| | WCI General Subscriptions | \$0.00 | |
| 504.01 | Consultancy & Project Reserve | \$0.00 | |
| 0575 | WE-ROC Interest received | \$900.00 | \$132.25 |
| | WCI Interest | \$0.00 | \$43.27 |
| 584 | Other Income | \$0.00 | \$0.00 |
| | WEROC GST Output Tax | \$0.00 | \$6,000.00 |
| | WCI GST Output Tax | \$0.00 | \$0.00 |
| | WEROC GST Refunds | \$0.00 | \$5,814.00 |
| | WCI GST Refunds | \$0.00 | \$81.00 |
| | Total Receipts | \$60,900.00 | \$72,070.52 |
| Expenses | | | |
| 1545 | WEROC Bank Fees & Charges | \$100.00 | \$0.00 |
| | WCI Bank Fees & Charges | \$0.00 | \$0.00 |

| | | | | |
|---------|---|---------------------|---------------------|----|
| 1661.01 | WEROC Executive Services Professional Services | \$55,000.00 | \$26,438.53 | 2 |
| | WCI Executive Services | \$0.00 | \$8,018.78 | 3 |
| 1661.02 | WEROC Executive Officer Travel and Accommodation | \$8,000.00 | \$2,861.98 | 4 |
| | WCI Executive Officer Travel & Accommodation | \$0.00 | \$437.68 | |
| 1661.03 | WEROC Executive Officer Recruitment | \$0.00 | \$781.06 | |
| 1687 | WEROC Financial Services Accounting | \$7,000.00 | \$1,698.41 | 5 |
| | WCI Financial Services | \$0.00 | \$1,427.94 | |
| 1687.03 | WEROC Financial Services Audit | \$3,000.00 | \$2,507.85 | 6 |
| | WCI Audit Fees | \$750.00 | \$550.00 | |
| 1585 | WEROC Consultant Expenses | \$30,000.00 | \$37,559.11 | 7 |
| | WCI Consultancy General | \$0.00 | \$0.00 | |
| 1850 | WEROC Management of WE-ROC App | \$5,000.00 | \$1,021.92 | 8 |
| 1801 | WEROC Meeting Expenses | \$500.00 | \$449.26 | 9 |
| | WCI Meeting Expenses | \$0.00 | \$10.00 | 10 |
| 1851 | WCI Insurance | \$0.00 | \$0.00 | |
| | WEROC Insurance | \$5,000.00 | \$0.00 | |
| 1852 | WEROC Legal Expenses | \$2,000.00 | \$0.00 | |
| 1853 | WEROC Incorporation Expenses (including legal fees) | \$15,000.00 | \$69.00 | |
| | WCI Incorporation Expenses | \$0.00 | \$10.05 | |
| 1930 | WEROC Sundry | \$500.00 | \$102.27 | |
| | WCI Sundry | \$0.00 | \$37.23 | 11 |
| 3384 | GST Input Tax | \$0.00 | \$7,106 | |
| | WCI GST Input Tax | \$0.00 | \$1,049.15 | |
| | ATO Payments | \$0.00 | \$2,515 | |
| | WCI ATO Payments | \$0.00 | \$0.00 | |
| | Suspense Account | \$0.00 | \$0.00 | |
| | Total Payments | \$131,850 | \$94,652 | |
| | Net Position | -\$70,950.00 | -\$22,581.14 | |
| | OPENING CASH 1 July WEROC | \$160,927.00 | \$150,919.05 | |
| | Opening CASH 1 July WCI | | \$27,386.55 | |
| | CASH BALANCE | \$89,977.00 | \$155,724.46 | |

Recommendation:

That the WEROC Inc. Financial Report for the period ending 31 March 2020 be received.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Mr. Wayne Della Bosca

That the WEROC Inc. Financial Report for the period ending 31 March 2020 be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 14 April 2020
Attachments: Nil
Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 February to 31 March 2020 is provided below.

| Date | Description | Reference | Credit | Debit | Running Balance | Gross |
|--|--------------------------------|---------------------------|-------------------|------------------|-------------------|--------------------|
| WEROC Inc. Transactions for the period 1 February to 31 March 2020 | | | | | | |
| Opening Balance | | | 165,994.31 | 0.00 | 165,994.31 | 0.00 |
| 03 Feb 2020 | WEROC trf | WEROC trf closed accounts | 11.02 | 0.00 | 166,005.33 | 11.02 |
| 10 Feb 2020 | Payment: BHW Consulting | Inv 0424 | 0.00 | 4,235.59 | 161,769.74 | (4,235.59) |
| 25 Feb 2020 | WEROC GST refund | WEROC GST refund | 74.00 | 0.00 | 161,843.74 | 74.00 |
| 25 Feb 2020 | Payment: Up to date Accounting | 5489 | 0.00 | 224.40 | 161,619.34 | (224.40) |
| 25 Feb 2020 | Payment: Up to date Accounting | 5488 | 0.00 | 145.20 | 161,474.14 | (145.20) |
| 28 Feb 2020 | Westpac Interest received | | 12.52 | 0.00 | 161,486.66 | 12.52 |
| 24 Mar 2020 | Payment: Custom Made Stamps | 13303 | 0.00 | 40.95 | 161,445.71 | (40.95) |
| 24 Mar 2020 | Payment: Up to date Accounting | 5551 | 0.00 | 198.00 | 161,247.71 | (198.00) |
| 24 Mar 2020 | Payment: Up to date Accounting | 5563 | 0.00 | 356.40 | 160,891.31 | (356.40) |
| 24 Mar 2020 | Payment: BHW Consulting | INV-0429 | 0.00 | 498.46 | 160,392.85 | (498.46) |
| 24 Mar 2020 | Payment: BHW Consulting | INV-0427 | 0.00 | 4,682.43 | 155,710.42 | (4,682.43) |
| 31 Mar 2020 | Westpac | | 14.04 | 0.00 | 155,724.46 | 14.04 |
| Total Westpac Community Solution One | | | 111.58 | 10,381.43 | 155,724.46 | (10,269.85) |
| Closing Balance | | | 155,724.46 | 0.00 | 155,724.46 | 0.00 |

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 February to 31 March 2020 be received.
 That the Accounts Paid by WEROC Inc. for the period 1 February to 31 March 2020 totalling \$10,381.43 be approved.

RESOLUTION: **Moved:** Ms. Julie Flockhart **Seconded:** Ms. Karin Day

That:

- 1) The WEROC Inc. summary of income and expenditure for the period 1 February to 31 March 2020 be received.**
- 2) The Accounts Paid by WEROC Inc. for the period 1 February to 31 March 2020 totalling \$10,381.43 be approved.**

CARRIED

6.3 Final audited Financial Statement for WEROC Council – Late Agenda Item Circulated to Members on 29 April 2020

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 29 April 2020
Attachments: Draft Financial Report
Management Letter
Representation Letter
Voting Requirement: Simple Majority

Background:

At the WEROC Council Meeting held on Wednesday 30 October 2019, discussion was held regarding the future governance arrangements for WEROC and the meeting resolved as follows:

RESOLUTION: *Moved: Mr Griffiths* *Seconded: Cr Della Bosca*

That:

- 1. The WEROC Executive Officer prepare and arrange the audit of the final statements of account for WEROC in order that all funds can be transferred from WEROC to the revised entity WEROC Inc once established.*

On 29 January 2020, AMD Chartered Accountants were appointed to undertake a final audit of WEROC Council finances for the period 1 July 2019 to 31 January 2020.

Recommendation:

That the WEROC Inc. Board:

- 1) Approve the Draft Financial Report and Representation Letter and authorise the WEROC Inc. Chair and Executive Officer to sign the documents; and
- 2) Note the Management Letter.

RESOLUTION: **Moved:** Mr. Rod Forsythe **Seconded:** Ms. Julie Flockhart

That the WEROC Inc. Board:

- 1) Approve the Draft Financial Report and Representation Letter and authorise the WEROC Inc. Chair and Executive Officer to sign the documents; and**
- 2) Note the Management Letter.**

CARRIED

7. MATTERS FOR DECISION

7.1 Terms of Reference for the WEROC Inc. CEO Committee

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 14 April 2020
Attachments: 4. WEROC Inc. CEO Committee Draft Terms of Reference
Voting Requirement: Simple Majority

Background:

The Board of WEROC Inc. resolved, at the meeting held on 26 February 2020, to:

RESOLUTION: *Moved: Peter Clarke* *Seconded: Wayne Della Bosca*

That WEROC Inc Board:

- 1. Appoint a Committee of Chief Executive Officers from each of the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn to consider any matters considered relevant by the WEROC Inc Board, with the Committee to be known as the WEROC Inc CEO Committee; and*
- 2. Develop Terms of Reference to guide the work undertaken by the WEROC Inc CEO Committee.*

Executive Officer Comment:

A Draft Terms of Reference for the WEROC Inc. CEO Committee was circulated to the Members of the Committee on 1 April 2020 for their review and comment. No amendments to the draft were requested.

The Draft Terms of Reference are submitted as an attachment for the Board’s consideration.

Recommendation:

That the Draft Terms of Reference for the WEROC Inc. CEO Committee be adopted.

RESOLUTION: **Moved:** Ms. Julie Flockhart **Seconded:** Mr. Rod Forsythe

That the Draft Terms of Reference for the WEROC Inc. CEO Committee be adopted.

CARRIED

7.2 WEROC Inc. Website Re-Development

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments:

5. key2website Proposal
6. Market Creations Council Connect Multisite Proposal
7. Market Creations Council Connect Multisite Proposal v2
8. PWD Proposal

Financial Implications: Cost of website redevelopment to be included in the 2020/21 budget

Voting Requirement: Simple Majority

Background:

It was resolved at the WEROC Council Meeting held on Wednesday 30 October 2019, to:

- 1. Terminate its contract with go2GUIDES and in doing so seek clarification on ownership for both the WEROC App and website (including content and intellectual property); and*
- 2. Seek quotations from suitably qualified organisations for the further development and management of the WEROC website.*

At the WEROC Inc. Board Meeting held on 26 February 2020, the Board resolved to defer the matter to the CEO Committee for consideration.

The following resolution was passed at the CEO Committee meeting held on 12 March 2020:

| | | | |
|---------------------|---|--|---|
| Market Creations | Option 1: <ul style="list-style-type: none"> Website Accessibility Tools Document Centre Image Rotator Latest News Directory Content migration | \$15,572 *Website hosting fees would be charged to the multi-site host. They are recommending that this be the Shire of Bruce Rock | Events Calendar \$825-\$1485 Council Meetings \$1,815 Media library manager \$1,155 Google Translate \$880 Customised Social Media Feed \$1,155 per channel Content Transfer \$440-\$4,730 Category search filter \$440 - \$880 |
| Market Creations | Option 2: As above minus the business directory. | \$13,317 | As above |
| Perth Web Designers | <ul style="list-style-type: none"> 8 key pages of content. Editable rotating homepage slideshow or banner. Social media links. Media library. Secure document centre. Similar in look/layout to https://www.sharkbay.org | \$7,150 <i>Plus</i> \$396 per annum (hosting) | |

Recommendation:

That the information be considered, and the matter discussed.

Comments from the Meeting:

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock are happy with the product and service provided by Market Creations, however questioned whether the extra expense is warranted for the WEROC Inc. website.
- Ms. Julie Flockhart queried the current WEROC website visitation statistics. The Executive Officer advised that the statistics are not known but this would be followed up with Steven Peacock from go2GUIDES.
- Ms. Karin Day questioned why it was necessary to develop a new website and suggested that consideration be given to keeping the existing site.
- Ms. Julie Flockhart questioned whether WEROC is the right branding to use because it is not a well-known brand. Ms. Flockhart suggested that as part of a broader strategic planning exercise, the Board should review the WEROC brand and consider its target market before progressing with the development of a new website.
- Ms. Karin Day advised that she did not support the development of a new website until the Board is clear on what it is trying to market.
- Mr. Raymond Griffiths suggested that the Board approve the preferred supplier now and review the WEROC brand and marketing before moving forward with the development of the new website.

RESOLUTION:

Moved: Mr. Raymond Griffiths

Seconded: Mr. Rod Forsythe

That the WEROC Inc. Board approve Perth Web Designers as the preferred supplier for the development of a new website for WEROC Inc. with the caveat that prior to proceeding with the new website, a review will be undertaken of the WEROC brand and marketing.

CARRIED 7/2

7.3 Associate Membership of WALGA & Insurance for WEROC Inc.

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments: 9. Associate Membership Information for Prospective Organisations
10. Associate Membership Application Form

Financial Implications: Cost of associate membership and insurance for WEROC Inc. to be included in the 2020/21 budget if the recommendation is supported.

Voting Requirement: Simple Majority

Background:

Former Executive Officer to WEROC Inc., Ms. Helen Westcott, made the following recommendation to the WEROC Inc. Board at the meeting held on 26 February 2020:

That the WEROC Inc Executive Officer obtain quotes for the following forms of insurance cover:

1. *Public and professional indemnity insurance.*
2. *Officers and director's insurance.*
3. *Workers compensation.*
4. *Voluntary workers Insurance; and*
5. *Cyber/internet insurance.*

That WEROC Inc look to appoint its insurer for a period of three (3) years with a review of its insurance requirements in the third year.

It was suggested that prior to seeking quotes, LGIS be contacted to ascertain if existing cover for the member Shire's could be extended to include activities undertaken by/for WEROC Inc. The matter was then referred to the WEROC Inc. CEO Committee.

At the CEO Committee meeting held on 12 March 2020, Mr. Peter Clarke advised that he had made initial inquiries with LGIS and was informed that coverage could be provided if WEROC Inc. becomes an associate member of WALGA.

The CEO Committee resolved:

RESOLUTION:

Moved: Mr. Jamie Criddle

Seconded: Mr. Mark Dacombe

That Mr. Peter Clarke investigate the matter further, liaise with the Executive Officer and present a proposal at the meeting of the WEROC Inc. Board on 30 April 2020.

Executive Officer Comment:

Information on associate membership with WALGA and the membership application form are attached for consideration.

Benefits of associate membership include:

- Access to WALGA preferred suppliers.
- Professional services offered at below market prices.
- Employee relations service.
- Insurance, risk management and broking services.
- ICT infrastructure and on-line service delivery.
- Strategic procurement services.
- Taxation support.
- Complimentary subscription to WALGA publications.

In addition to the above listed membership inclusions, associate membership would enable WEROC Inc. to insure through LGIS.

The exact cost of associate membership is unknown at this time as WALGA are currently undergoing a review of their fees. Tim Lane, Manager Strategy and Association Governance, has indicated that it would likely only be a few hundred dollars for an organisation such as WEROC Inc.

If WEROC Inc. decides to proceed with an Associate Membership with WALGA, and upon the membership application being accepted, a quote for insurance through LGIS would be sought. It is recommended that a minimum of two other quotes for insurance cover be obtained for comparative purposes.

Recommendation:

That:

- 1) WEROC Inc. become an Associate Member of WALGA.
- 2) Upon acceptance of the application, request a quote for the following forms of insurance cover from LGIS and at least two other insurance providers:
 - Public and professional indemnity insurance.*
 - Officers and director's insurance.*
 - Workers compensation.*
 - Voluntary workers Insurance.*
 - Cyber/internet insurance.*

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Julie Flockhart

That:

- 1) WEROC Inc. become an Associate Member of WALGA.
- 2) Upon acceptance of the application, request a quote for the following forms of insurance cover from LGIS and at least two other insurance providers:
 - Public and professional indemnity insurance.*
 - Officers and director's insurance.*
 - Workers compensation.*
 - Voluntary workers Insurance.*
 - Cyber/internet insurance.*

CARRIED

7.4 Development of a Confidentiality Statement for WEROC Inc.

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020
Attachments: 11. Draft WEROC Inc. Confidentiality Agreement by Members
Voting Requirement: Simple Majority

Background:

Former Executive Officer to WEROC Inc., Ms. Helen Westcott, made the following recommendation in relation to the development of a confidentiality statement:

- 1) *WEROC Inc develop a Confidentiality Statement for use by its Board members and where appropriate require contractors to sign the same agreement but with “member” amended to “contractor”; and*
- 2) *All documents for confidential consideration be watermarked “Confidential”.*

Ms Westcott suggested that WEROC Inc. could look to develop a statement similar to that used by CEACA.

The matter was referred to the WEROC Inc. CEO Committee.

At the CEO Committee meeting held on 12 March 2020, the Committee resolved as follows:

RESOLUTION: *Moved: Mr. Peter Clarke Seconded: Mr. Mark Dacombe*

That Mr. Raymond Griffiths will obtain an example confidentiality statement and forward to the Executive Officer for consideration at the WEROC Inc. Board meeting on 30 April 2020.

Executive Officer Comment:

Mr. Raymond Griffiths provided the CEACA confidentiality agreement as an example. A Draft Confidentiality Agreement for WEROC Inc, which mirrors that of CEACA is provided as an attachment.

Recommendation:

That the Draft WEROC Inc. confidentiality agreement be adopted.

RESOLUTION: **Moved:** Mr. Wayne Della Bosca **Seconded:** Ms. Karin Day

That the Draft WEROC Inc. confidentiality agreement be adopted.

CARRIED

7.5 Appointment of an Auditor for WEROC Inc.

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 14 April 2020
Attachments: NIL
Voting Requirement: Simple Majority
Financial Implications: Audit costs to be included in the WEROC Inc. Budget 2020/21

Background:

The WEROC Inc. Constitution requires that at each Annual General Meeting, an auditor be appointed for a period of one year.

It was resolved at the WEROC Inc. Board meeting held on 26 February 2020 that:

RESOLUTION:

Moved: Julie Flockart

Seconded: Wayne Della Bosca

1. That the WEROC Inc Executive Officer seeks quotes from the following accounting firms to undertake the 2019/2020 audit for WEROC Inc, with the audit to be undertaken as per the Associations Incorporation Act 2015:
 - a) AMD Chartered Accountants.
 - b) Butler Settineri Chartered Accountants.
 - c) Byfield's Business Advisers; and
 - d) Moore Stephens.
2. The appointment of an auditor to undertake the 2019/2020 audit be completed as soon as practical so the audit costs can be included in the 2020/2021 budget process for WEROC Inc.

Executive Officer Comment:

AMD Chartered Accountants, based in Bunbury, have performed the financial audits of WEROC and Wheatbelt Communities Inc. for a number of years. AMD are currently undertaking a seven (7) month audit of WEROC Council for the period 1 July 2019 to 31 January 2020 at a cost of \$1,900 + GST.

Quotes to undertake the financial audit of WEROC Inc. for the 2019-2020 financial year have been provided by AMD Chartered Accountants, Moore Stephens and Audit Partners Australia (the new auditing company for Byfield's).

Butler Settineri advised that they are contracted by the Office of the Auditor General (OAG) to perform the audits of the Shire's of Merredin, Westonia and Kellerberrin. They have sought advice from the OAG to determine if they are allowed to assist WEROC Inc. with audit services.

On Wednesday 22 April, Mr. Robert Hall, Audit Manager at Butler Settineri, advised that they had been given the green light from the OAG to submit a quote for the audit and would provide their proposal prior to the WEROC Inc. Board Meeting. At the time of preparing the Agenda, the quote had not been received. The Executive Officer will provide a verbal update to the meeting.

The quotes supplied are summarized below:

| Accounting Firm | Quote for Audit |
|--|--|
| AMD Chartered Accountants | \$2,200 +GST |
| Moore Stephens | \$1,250 +GST. Incidentals (e.g. bank confirmation fee) are additional. |
| Audit Partners Australia (formerly Byfield's audit branch) | \$850 +GST |

Recommendation:

That Audit Partners Australia be appointed to undertake the financial audit of WEROC Inc. for the 2019/2020 financial year.

Comments from the Meeting:

- The Executive Officer advised that Butler Settineri provided a quote on the morning of 30 April 2020 to the amount of \$3,000 +GST.
- Past experience with the inefficiency of Byfield's auditing services was raised as a potential issue in appointing Audit Partners Australia.

RESOLUTION:

Moved: Mr. Jamie Criddle

Seconded: Ms. Karin Day

That Audit Partners Australia be appointed to undertake the financial audit of WEROC Inc. for the 2019/2020 financial year.

CARRIED

7.6 Records Management in Local Government

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments: 12. IEA Quotation for the Development of Record Management Policies for WEROC Inc.

13. Correspondence from the Director of State Records

Financial Implications: Quote to develop generic policy templates is \$7,200 + GST

Consultation: Gail Murphy, Senior Consultant Information Enterprises Australia

Voting Requirement: Simple Majority

Background:

Records management consultants Information Enterprises Australia (IEA) undertook a review of four out of the five WEROC Inc. Member Councils' recordkeeping policies and procedures. Council specific reports were received by each of the participating Shires and all members received a copy of the summary report.

In email correspondence from Mr. Darren Mollenoyux, CEO Shire of Bruce Rock, to Ms. Helen Westcott on 23 January 2020, it was suggested that WEROC Inc. write to the Director of State Records to seek clarification on the new Information Management Framework referred to in the summary report and the proposed timeframe for its release.

The matter was presented for discussion at the WEROC Inc. Board meeting on 26 February 2020 with the recommendation that consideration be given to whether further work on this project should be funded. The Board resolved to refer the matter to the WEROC Inc. CEO Committee for further discussion.

At the CEO Committee meeting held on 12 March 2020 the following resolution was passed:

RESOLUTION:

Moved: Mr. Peter Clarke

Seconded: Mr. Jamie Criddle

That:

- 1. The Executive officer investigate the original scope of work to determine if the development of a record keeping plan was included and, if not seek a quote for this work. The Executive Officer will present back to the WEROC Inc. Board at the meeting to be held on 30 April 2020.*
- 2. The Executive Officer will write to the Director of State Records to seek clarification on the new Information Management Framework.*

Executive Officer Comment:

A letter was sent to Mr. Damian Shepherd, Director State Records on 19 March 2020 requesting clarity on a new Information Management Framework. A response was received on 24 March 2020 and a copy of the letter is provided as an attachment.

Mr. Shepherd advised that the State Records Commission (SRC) will be undertaking a significant reform of the Standards for State record keeping. The reform process will involve extensive consultation with agencies including Local Government. The consultation is currently on hold as a result of COVID-19. In the interim a summary of the proposed reform was provided as an attachment to the letter with an invitation for Members

to offer their feedback. Mr. Shepherd also advised that an Information Management Framework is something they are working toward as a separate initiative, but this will not occur until after the reform of the standards.

A quote for the development of a generic record keeping policy was requested from IEA. They advised that a generic record keeping policy could be developed but it would not be sufficient to comply with the SRC Standards and recommended that a suite of three essential policies be developed. The cost for this work would be \$7,200 +GST.

Recommendation:

That in light of the advice from the Director State Records, the engagement of IEA to develop any record keeping policies be put on hold until the new Standards are implemented.

RESOLUTION:

Moved: Ms. Julie Flockhart

Seconded: Mr. Raymond Griffiths

That in light of the advice from the Director State Records, the engagement of IEA to develop any record keeping policies be put on hold until the new Standards for State Record Keeping are implemented.

CARRIED

7.7 Development of a File Numbering System for WEROC Inc.

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments: NIL

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 26 February 2020, former Executive Officer, Ms. Helen Westcott made a recommendation that a file numbering system be developed to replace that previously used by both Wheatbelt Communities Inc. (WCI) and WEROC, and that consideration be given to engaging a specialist records management consultant to assist in the process.

The Board resolved to refer the matter to the WEROC Inc. CEO Committee.

At a meeting held on 12 March 2020, the CEO Committee resolved as follows:

RESOLUTION: *Moved: Mr. Mark Dacombe* *Seconded: Mr. Peter Clarke*

The CEO committee recommend to the WEROC Inc. Board that the Executive Officer maintain an appropriate electronic filing system with suitable back-ups.

Recommendation:

That as per the recommendation of the WEROC Inc. CEO Committee, the Executive Officer determine an appropriate electronic filing system without the assistance of a records management specialist and ensure that suitable back-ups are maintained.

RESOLUTION:

Moved: Mr. Rod Forsythe

Seconded: Mr. Wayne Della Bosca

That as per the recommendation of the WEROC Inc. CEO Committee, the Executive Officer determine an appropriate electronic filing system without the assistance of a records management specialist and ensure that suitable back-ups are maintained.

CARRIED

7.8 GWN Collaborative Advertising

| | |
|--------------------------------|--|
| Author: | Rebekah Burges, Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| Date: | 14 April 2020 |
| Attachments: | 14. GWN7 Proposal for WEROC 15. GWN7 Coverage Map |
| Financial Implications: | Cost will be \$5,000 +GST per participating Shire <i>Plus</i> \$950 to produce the initial commercial and \$450 per subsequent commercial using the same branding for the top and tail of all commercials. |
| Consultation: | Roger Gough, GWN7 Regional Western Australia |
| Voting Requirement: | Simple Majority |

Background:

At the WEROC Inc. CEO Committee meeting held on 12 March 2020 Mr. Raymond Griffiths advised the committee that he had made some inquiries with GWN7 regarding promotional advertisements for tourism and businesses in Kellerberrin.

Mr. Griffiths enquired as to whether there would be any interest in pursuing this as a joint initiative across the five WEROC Inc. Shires. The CEO Committee resolved as follows:

RESOLUTION: Moved: Mr. Peter Clarke Seconded: Mr. Jamie Criddle

That the Executive Officer and Mr. Raymond Griffiths investigate this matter further and that it be included on the agenda for the WEROC Inc. Board meeting on 30 April 2020.

Executive Officer Comment:

Mr. Roger Gough was contacted via email and telephone on 26 March and 6 April 2020 requesting information on the grouping of 7 Wheatbelt Shires who undertook the state-wide tourist promotion. A proposal for a similar collaborative advertising campaign for WEROC Inc. was also requested.

On 21 April 2020, Mr. Gough supplied via email, a proposal for a six-month advertising campaign across the five WEROC Inc. Member Councils. The proposal forms Attachment 14 to the meeting agenda.

Hello Rebekah.

My apologies for the delay in presenting this proposal to you, it has been interesting times with our programming, with deleting the AFL and Olympics.

I have now produced a 6 month proposal, with a contribution of \$5,000.00 per Shire, which work out at around \$192.00 per week over 26 weeks, which should be achievable for the Shires.

You will notice on the spot placements, that you would have a spot every week on the 7News/GWN7 News, Better Homes and Gardens, Farmer Wants a Wife or similar programming, Home and Away, Sunrise, 7 Morning News, The Chase Australia, 7 News @ 4:30pm, and 13 weeks on 7 News Saturday.

Some of these would move around dependant on programming changes

You would also have one spot per week on 7 Mate North, 7 Mate South, and 7 Two, with 7 bonus placements from 0600-2400 and 3 from 1800-2230 picking up the numbers.

This same allocation applies to the GWN7 programming.

In fact your Bonus placements alone give you an estimated 3,768.405 viewers.

When you take into consideration that a 7 News Network 15 second commercial costs \$943.00, you can see how this proposal is not to be missed!

Many are starting their promotions now to impact future travel.

It will be interesting to see how it is received as we work towards getting the traffic moving in the country!

All the best with it.

Kindest regards



Roger Gough

Further correspondence from Mr. Gough was received on 22 April 2020:

Good morning Rebekah.

Yesterday I didn't refer to the concept or production of the campaign.

The group would have to work out a common branding, how they will introduce the commercial, content etc.

Can the message be achieved with one commercial, or would there be multiple commercials in rotation?

The initial commercial would cost \$950.00, and subsequent commercials using the same branding of the agreed top and tail for all commercials would be \$450.00

The balance of the commercial content bar the agreed top and tail for all commercials could be changed for each of the shires.

As to coordination it is very simple, as the production company once they have the concept can prepare a sample for you, and when they have to go ahead it is simply introducing them to a contact in the Shires so they can do any filming required.

I have attached a few examples of the type of concept that has been previously used in the Wheatbelt.

Please let me know if I can provide any further assistance.

Kindest regards



Roger Gough

Recommendation:

That the information be considered, and the matter discussed.

Comments from the Meeting:

- Ms. Julie Flockhart advised that the Shire of Merredin were presented with the information supplied by Mr. Roger Gough and felt that there was not sufficient information available to convince them to proceed at this point.
- Ms. Flockhart noted that it is unclear from the proposal, where the advertisements would be aired (e.g. regionally or in the metro area) and highlighted the importance of this in reaching the right markets.

RESOLUTION:

Moved: Ms. Karin Day

Seconded: Mr. Rod Forsythe

That:

- 1) An in-person strategic planning workshop be held to identify a strategic direction for WEROC Inc. aligned to the objects of the association, with the meeting being convened as soon as practically possible.
- 2) The Executive Officer provide a quote to facilitate the workshop.

CARRIED

7.10 Public Health Plans in Local Government: Discussion and Decisions Arising from the Presentation by Mr. Llew Withers

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments: 16. Injury Matters Local Government Planning Guide

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Llew Withers it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

In addition to the information provided by Mr. Withers the Board may like to consider the Local Government Planning Guide that has been developed by Injury Matters. The guide:

- Outlines how injury prevention and safety promotion can be considered in Public Health Plans.
- Outlines how to determine local injury priorities.
- Suggests objectives and activities that can be included to address specific injury topics.
- Provides injury specific resources and grants.
- Outlines agencies that can support the implementation of injury activities with Local Government.

Recommendation:

That the information presented be considered, and the matter discussed.

Comments from the Meeting:

- It is understood from Mr. Withers presentation that the first Public Health Plan must be completed by each Local Government by 2023.
- It was originally intended that an overarching Public Health Plan for the WEROC Member Councils would be developed, which could then be adapted for each individual Local Government. It is unclear whether this is permissible. The Board would like to seek clarification on this matter.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Karin Day

Write to Mr. Llew Withers and request a quote for:

- 1) The development of an overarching Public Health Plan for the five WEROC Inc. Member Councils, which can subsequently be adapted to support the completion of individual Local Government Plans. Seek clarification on whether this is permissible under the Public Health Act 2016; and
- 2) The development of individual Public Health Plans for each of the five WEROC Inc. Member Councils.

CARRIED

7.11 Bushfire Risk Management Planning Coordinator: Discussion and Decisions Arising from the Presentation by Mr. Giles De Brito and Superintendent Mark Bowen

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 14 April 2020

Attachments: NIL

Voting Requirement: Simple Majority

Executive Officer Comment:

Following the presentation from Mr. Giles De Brito and Superintendent Mark Bowen it may be appropriate for the WEROC Inc. Board to consider what, if any, further action is required on this matter.

Recommendation:

That the information presented be considered, and the matter discussed.

RESOLUTION: **Moved:** Mr. Raymond Griffiths **Seconded:** Ms. Karin Day

That the information be noted

CARRIED

8. EMERGING ISSUES

8.1 Opportunity to Tender for Aggregate from the Doodlakine Quarry

- The Doodlakine Quarry has presented an opportunity for WEROC Inc. to tender as a group for the supply of aggregate at a discounted rate. The Quarry currently supplies the Shire's of Kellerberrin and Yilgarn.
- The quarry is now prepared for full operation and the efficient delivery of rock. They have noted that a barrier to supply is the lack of notice for the required material.
- The Shire of Kellerberrin have advised that they are happy to provide the tender specifications.
- The Shire of Bruce Rock is currently under contract for a 12-month period so may look to this as a future opportunity.
- It is advised that for those Shire's who are interested, the CEO's investigate the matter further and present to their respective Councils for decision.

RESOLUTION: **Moved:** Ms. Karin Day **Seconded:** Mr. Rod Forsythe

That the WEROC Shires will consider purchasing aggregate from the Doodlakine Quarry as a joint initiative going forward

CARRIED

9. OTHER MATTERS – FOR NOTING

9.1 Shire of Tammin Enquiry Regarding WEROC Inc. Membership

The following email was received on Thursday 12 March 2020, from Mr. Neville Hale CEO of the Shire of Tammin:

From: Neville Hale <ceo@tammin.wa.gov.au>

Sent: Thursday, 12 March 2020 1:40 PM

To: rebekah@150square.com.au

Subject: WEROC

Hi Rebekah

Thanks for taking my call. As discussed, I was seeking some information to present to Council as it deliberates on whether it wished to take up membership of either WEROC or NEWROC in lieu of its existing arrangements with Quairading and Cunderdin Shires.

To assist me in providing comment to Council, would you be able to provide comment on the following:

1. What are the current and future (if known) projects under consideration/action?
2. Is there a joining fee payable and if so, what is the current estimated fee?
3. How does the ROC operate, i.e. rotation of Chair, portfolios etc?

Simple dot point responses should be sufficient.

The Shire President and I attended a WEROC Meeting last August with a view of taking up membership and appreciated the opportunity then to observe and be invited to participate in discussions. However, Council is seeking a broader view before committing to any ROC and will be seeking similar information from NEWROC and revisiting other options.

Thank you for your time.

Please give me a call if you require further clarification.

Regards

Neville

On 15 April 2020, Mr. Hale advised that Council had yet to make its decision.

The WEROC Inc. Constitution states that “where a new Member is admitted, a financial contribution is to be made by the new Member, in addition to the annual financial contribution, and will be as determined by the Board.” Consideration might need to be given to what would constitute a fair financial contribution for any new Member.

RESOLUTION:

Moved: Ms. Karin Day

Seconded: Mr. Rod Forsythe

That the Shire of Tammin be advised as follows:

- 1) To match the current equity of the WEROC Inc. Member Councils, for any new member to be admitted to WEROC Inc. the financial contribution will be \$30,000 plus the annual contribution of \$12,000.
- 2) It is an expectation that any new members will support the current projects/initiatives of WEROC Inc.

CARRIED

10. FUTURE MEETINGS

The WEROC Inc. Constitution states that:

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

It is therefore recommended that the next meeting of the WEROC Inc. Board be held on or before Thursday 28 May 2020 so that the 2020/21 Budget can be discussed and approved.

The next meeting of the WEROC Inc. Board will be held via video conference on Thursday 28 May 2020.

11. CLOSURE

The Chair thanked Members for their participation and closed the meeting at 3.38pm.



Great Eastern Country Zone

Minutes

Via GoToMeeting Videoconference

**Commenced at 9:30am
Thursday 30 April 2020**

Table of Contents

| | | |
|------------|--|-----------|
| 1. | OPENING AND WELCOME | 4 |
| 2. | ATTENDANCE AND APOLOGIES..... | 4 |
| 3. | DECLARATIONS OF INTEREST | 6 |
| 4. | ANNOUNCEMENTS | 6 |
| 5. | GUEST SPEAKERS / DEPUTATIONS..... | 6 |
| 6. | MINUTES | 6 |
| 6.1 | Confirmation of Minutes from the Great Eastern Country Zone meeting held Wednesday 26 February | 6 |
| 6.2 | Business Arising from the Minutes of the Great Eastern Country Zone Meeting Wednesday 26 February 2020..... | 7 |
| 6.3 | Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 16 April 2020..... | 7 |
| 7. | ZONE BUSINESS | 8 |
| 7.1 | Covid-19 Issues – Reference to State Council agenda item | 8 |
| 7.2 | Office of Auditor General – Audit Costs 20/21 financial year..... | 8 |
| 7.3 | Election of Local Government Agricultural Freight Group of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate | 9 |
| 7.4 | Local Government Agricultural Freight Group - Comment sought on the Movement of Oversize Agricultural Machinery | 10 |
| 7.5 | COVID-19 Regional Level Vulnerability Analysis | 1 |
| 8. | ZONE REPORTS | 1 |
| 8.1 | Zone President Report..... | 1 |
| 8.2 | Local Government Agricultural Freight Group..... | 2 |
| 8.3 | Wheatbelt District Emergency Management Committee | 2 |
| 9. | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS..... | 3 |
| 9.1 | State Councillor Report..... | 3 |
| 9.2 | WALGA Status Report..... | 10 |
| 9.3 | Review of WALGA State Council Agenda – Matters for Decision..... | 12 |
| 9.4 | Review of WALGA State Council Agenda – Matters for Noting / Information | 13 |
| 9.5 | Review of WALGA State Council Agenda – Organisational Reports..... | 13 |
| 9.6 | Review of WALGA State Council Agenda – Policy Forum Reports | 14 |
| 9.7 | WALGA President’s Report | 14 |
| 10. | AGENCY REPORTS..... | 14 |
| 10.1 | Wheatbelt Development Commission | 14 |
| 10.2 | Department of Local Government, Sport and Cultural Industries | 14 |
| 10.3 | Topics for next meeting update by the DLGSC | 15 |
| 10.4 | Main Roads Western Australia | 15 |
| 10.5 | Wheatbelt RDA..... | 15 |
| 11. | MEMBERS OF PARLIAMENT..... | 15 |
| 12. | EMERGING ISSUES..... | 15 |
| 13. | URGENT BUSINESS..... | 15 |
| 14. | DATE, TIME AND PLACE OF NEXT MEETINGS | 15 |
| 15. | CLOSURE..... | 15 |

Great Eastern Country Zone

Meeting held via videoconference (GoToMeeting)

Commenced at 9.30am, Wednesday 30 April 2020

Agenda

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Attendance

| | |
|--------------------------------|--|
| Shire of Bruce Rock | President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer, non-voting delegate |
| Shire of Cunderdin | Cr Dennis Whisson Cr Alison Harris Mr Stuart Hobley Chief Executive Officer, non-voting delegate |
| Shire of Dowerin | Cr Darrel Hudson Ms Rebecca McCall Chief Executive Officer, non-voting delegate |
| Shire of Kellerberrin | President Cr Rodney Forsyth Mr Raymond Griffiths Chief Executive Officer, non-voting delegate |
| Shire of Koorda | President Cr Jannah Stratford Cr Pamela McWha Mr Darren Simmons Chief Executive Officer, non-voting delegate |
| Shire of Merredin | President Cr Julie Flockart Cr Mal Willis Mr Mark Dacombe Chief Executive Officer, non-voting delegate |
| Shire of Mount Marshall | President Cr Tony Sachse – Deputy Chair Mr John Nuttall Chief Executive Officer, non-voting delegate |
| Shire of Mukinbudin | President Gary Shadbolt Mr Dirk Sellenger Chief Executive Officer, non-voting delegate |
| Shire of Narembeen | President Cr Rhonda Cole - Chair |

| | |
|-----------------------------|---|
| | Cr Kellie Mortimore |
| | Mr Chris Jackson Chief Executive Officer, non-voting delegate |
| Shire of Nungarin | President Pippa DeLacey |
| | Cr Eileen O'Connell |
| | Mr Adam Majid Chief Executive Officer, non-voting delegate |
| Shire of Tammin | Cr Glenice Batchelor |
| | Cr Tania Daniels |
| | Mr Neville Hale Chief Executive Officer, non-voting delegate |
| Shire of Trayning | Cr Geoff Waters |
| Shire of Westonia | President Cr Karin Day |
| | Mr Jamie Criddle Chief Executive Officer, non-voting delegate |
| Shire of Wyalkatchem | President Cr Quentin Davies |
| | Ms Taryn Dayman Chief Executive Officer, non-voting delegate |
| Shire of Yilgarn | President Bryan Close |
| | Cr Wayne Della Bosca |
| | Naluka Mwale, Finance Manager |

WALGA Representatives

Nick Sloan, Chief Executive Officer

Tony Brown, Executive Manager Governance & Organisational Services

Chantelle O'Brien, Governance Support Officer

Guests

Hon. Mia Davies MLA, Member for Central Wheatbelt

Hon. Martin Aldridge MLC, Agricultural Region

Jenifer Collins Regional Manager Wheatbelt – DLGSC (local update)

Julie Knight Manager Local Government Executive Support - DLGSC (LG Bill and regulations update)

Gordon MacMile Director Strategic Coordination and Delivery - DLGSC (Redress update)

Liz Toohey A/Manager Local Government Policy and Engagement - DLGSC

Mr Rob Cossart, Wheatbelt Development Commission CEO

Kirsten Twine, Wheatbelt Development Commission

Mandy Walker, Director Regional Development, RDA Wheatbelt

Apologies

Shire of Dowerin

Shire of Kellerberrin

Shire of Kondinin

Cr Julie Chatfield

Cr Scott O'Neill

President Cr Sue Meeking

Cr Bev Gangell

Ms Mia Maxfield Chief Executive Officer non-voting delegate

Shire of Mount Marshall

Shire of Mukinbudin

Shire of Nungarin

Cr Nick Gillett

Cr Sandie Ventris

Cr Gary Coumbe

Shire of Trayning President Cr Melanie Brown
Mr Brian Jones Chief Executive Officer non-voting delegate
Shire of Westonia Cr Bill Huxtable
Shire of Yilgarn Mr Peter Clarke Chief Executive Officer non-voting delegate

Mr Craig Manton, Main Roads WA
Hon Laurie Graham MLC, Agricultural Region
Ms Sharon Broad, Regional Manager, Water Corporation

Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 26 February 2020.
2. Great Eastern Country Zone Executive Committee Minutes 16 April 2020.
3. President's Report
 - Attachments Wheatbelt OASG Minutes

State Council Agenda – via link:

<https://walga.asn.au/getattachment/45d4ad85-cc25-4110-b80e-189dddc7a564/Agenda-State-Council-6-May-2020.pdf>

3. DECLARATIONS OF INTEREST

Nil

4. ANNOUNCEMENTS

Nil

5. GUEST SPEAKERS / DEPUTATIONS

Nil

6. MINUTES

| |
|---|
| 6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Wednesday 26 February |
|---|

The Minutes of the Great Eastern Country Zone meeting held on Wednesday 26 February 2020 have previously been circulated to Member Councils.

RESOLUTION

Moved: Cr Quentin Davies
Seconded: President Cr Tony Sachse

That the minutes of the Great Eastern Country Zone meeting held Wednesday 26 February 2020 are confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Wednesday 26 February 2020

Nil

6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 16 April 2020

The recommendations from the Executive Committee Meeting have been extracted for the Zones consideration.

6.3.1 (Exec item 5.3) Budget 2020/21

Background:

Preparation of the draft budget for the 2020/21 reporting year will soon commence. This will then be tabled at the April of the Executive committee.

To support the preparation of the budget, the committee was invited to discuss and provide guidance on the following:

- Whether it wishes to provide any budget allocation for a Convention or similar events,
- Other new items of activity, like regional Elected Member training
- Subscription options.

The Committee needs to be aware that total cash currently held is \$184,599 and that this year's subscription was reduced by 50 percent. In determining the subscription, the committee may wish to consider potential activities beyond next year.

Executive Committee Resolved

That the Subscriptions be retained at \$1750 for the 20/21 financial year

ZONE RESOLUTION

Moved: President Cr Tony Sasche
Seconded: President Cr Dennis Whisson

That the subscriptions be set at \$0.00 for the 20/21 financial year and each member Local Government pay for their own Elected Member training.

CARRIED

6.3.2 Minutes of the Executive Committee 16 April 2020

RESOLUTION

Moved: Cr Wayne Della Bosca
Seconded: Cr Geoff Waters

That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 16 April 2020 be endorsed.

CARRIED

7. ZONE BUSINESS

7.1 Covid-19 Issues – Reference to State Council agenda item

By Tone Brown, Zone Executive Officer

Background

Local Governments advised on significant issues in respect to the Covid-19 pandemic as per below;

7.1.1. School Boarding

Discussion was held on difficulties experienced by regional communities with Perth schools not accommodating students boarding at this point in time. A number of representatives raised this as an issue.

Mia Davies advised for Zone Local Governments to provide her office with any information on this issue and they will follow-up.

7.1.2 Food and Grocery supplies

A number of Local Governments raised concerns with the low percentage of grocery supplies being delivered. In addition concerns were raised about some locations, the deliveries have shifted from once a week to once a fortnight.

Shires that raised concerns were Mukinbudin, Dowerin, Westonia, Nungarin and Bruce Rock.

WALGA CEO Nick Sloan advised that the issue is being addressed through the Freight and Logistics Council, and WALGA will again raise the matter. Mia Davies and Martin Aldridge also advised that they will follow up on this issue.

Noted

7.2 Office of Auditor General – Audit Costs 20/21 financial year

By Tony Brown, Zone Executive Officer

Background

As everyone is aware the Office of Auditor General (OAG) now has responsibility for Local Government audits.

The Zone had previously endorsed the following position in respect to the OAG;

That WALGA;

- 1) Write to the Office of the Auditor General (OAG) advising of the cost increases to the Local Government sector in respect to financial audits over the first 2 years of OAG audits and request constraint on audit cost increases in the future.*
- 2) Write to the Minister for Local Government seeking formal commitment that Performance Audits carried out by the Office of the Auditor General are the responsibility of the State Government.*

Comment

With the COVID-19 response issues being addressed, WALGA on behalf of the sector wrote to the Auditor General, as per the following;

Noting the significant amount of time, resources and cost associated with completing performance audits and financial auditing, I urge you to give the strongest possible consideration to:

- deferring all performance audits for 20-21;
- deferring, by six months, Local Government financial and performance audits; and
- freezing audit costs for 20-21.

The deferral of and freezing of audit costs will significantly contribute to the ability of Local Government to deliver on a zero net increase in local government rates, fees and charges for 2020-21, as per the Premiers request.

In conclusion, WALGA recognises that the implications of COVID-19 on our communities are far reaching, and we are determined to assist in reducing the oncoming household and business economic pressures, through the delivery of a zero net increase in local government rates, fees and charges for 2020-21.

The Auditor General has agreed to freezing Audit costs, deferring performance audits – but did not think it would be 12 months and also advised that there would be some flexibility on financial audit timing.

A number of Local Governments have raised concern that if the audits are going to be carried out electronically this year, then the OAG will not be incurring travel and accommodation costs and suggesting that the audit fees should be reduced.

Action

WALGA representatives advised that an invitation will be offered to the Auditor General to attend a future WALGA webinar and respond to the issues listed above.

7.3 Election of Local Government Agricultural Freight Group of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

The Zone Executive Officer received the following communication in regards to the Great Eastern Country Zone's representation on the Local Government Agricultural Freight Group:

At its last meeting the WA Local Government Agricultural Group elected Cr Rod Forsyth as its Chair. Under the Group's terms of reference the Great Eastern Country Zone is entitled to appoint a further delegate to the Group.

The meeting also noted that your Zone's deputy delegate, Cr Ricky Storer, has resigned as Councillor and President of the Shire of Koorda. The Great Eastern Country Zone should also appoint a new deputy delegate to the Group.

Therefore, due to the timing of this information received, nominations were called from the floor.

Delegate

The following nomination(s) were received from the floor:

- Cr Julie Flockart Shire of Merredin

DECLARATION

That Cr Julie Flockart, be elected as Local Government Agricultural Freight Group Delegate of the Great Eastern Country Zone.

Deputy Delegate

Nominations will be called from the floor:

- Cr Rhonda Cole Shire of Narembeen

DECLARATION

That Cr Rhonda Cole, be elected as Local Government Agricultural Freight Group Deputy Delegate of the Great Eastern Country Zone

| |
|--|
| 7.4 Local Government Agricultural Freight Group - Comment sought on the Movement of Oversize Agricultural Machinery |
|--|

By Tony Brown, Zone Executive Officer

The Local Government Agricultural Freight Group has circulated the Minutes of their meeting held on 3 April 2020. The Group has requested feedback and comment on the current requirement to have a licensed heavy vehicle pilot for the movement of oversize agricultural machinery on regional distributor and State roads outside of the metropolitan area where the travel is more than 1 km between 'green zones' (see flow chart below).

The following is an excerpt from the minutes on this issue to provide background.

The Shire of Woodanilling has expressed concern at the distance limit placed on regional distributor roads for when a licensed heavy vehicle pilot is required. They have provided the following information which they submitted to the November 2019 meeting of the Great Southern Country Zone.

The Shire notes the changes to pilotage arrangements have allowed increases to vehicle size for specific pilot requirements and the November 2019 flowchart was implemented to address uncertainty in the May 2019 version.

In the attempt to provide a simpler approach, the Shire is concerned with the unintended consequences of treating all regional distributors the same as State roads from a risk perspective and is seeking review or clarification.

For example, Robinson Rd West has been specified within the Shire of Woodanilling as a regional distributor requiring licensed heavy vehicle pilots to move further than 1 km for specified vehicle types.

Local Government Agricultural Freight Group

The issues are:

- *Robinson Rd West has twelve (12) intersecting local roads along its length and only two (2) are crossroads.*
- *Of the remaining 10 intersecting roads on Robinson West Rd, only two are within 1 km of each other.*

Robinson Rd West is one of the safer Shire roads because of the pavement and shoulder width being designed to be the 'backbone' of the central part of the Shire for heavy vehicles, noting it is also the longest Shire road with the most farm frontage for agricultural freight tasks.

- *There are concerns that the 1 km limit along Robinson Rd West will force traffic onto adjacent roads that would create a higher risk, even with agricultural pilots, given the clearance widths. Councillors have been approached by farmers who operate on both sides of the Woodanilling regional distributor roads to highlight the impact on operations to cross the road. A suggested improvement is to consider raising the 1 km maximum on regional distributors to extend to the next local government through road intersection.*

The Great Southern Zone resolved –

That the Great Southern Zone of WALGA requests the review of the distance limit on regional distributor roads before a licensed heavy vehicle pilot is required to be expanded to the nearest local government 'through road' connection.

WA Local Government Association has requested feedback as to whether this issue has arisen elsewhere in order to build the case for change as Main Roads likely see that they have conceded significant controls in this area.

Comment

- This issue is widespread.
- Would the solution proposed address the issue?
- Main Roads has moved a significant degree in modifying the current requirements to meet industry concerns and they may not feel that they can further review the requirements.

Local Government Freight Group RESOLUTION

That the requirement to have a licensed heavy vehicle pilot for the movement of oversize agricultural machinery on regional distributor and State roads outside of the metropolitan area where the travel is more than 1 km between 'green zones' be referred to Zones within the agricultural region for comment and feedback to the Group.

Martin Aldridge provided information on this issue as attached. (Attachment 1)

Discussion on this item focused on leaving the current requirements relating to pilot vehicles as is and monitor the situation.

Zone delegates will discuss the matter at the next meeting of the Local Government Agricultural Freight Group.

Noted

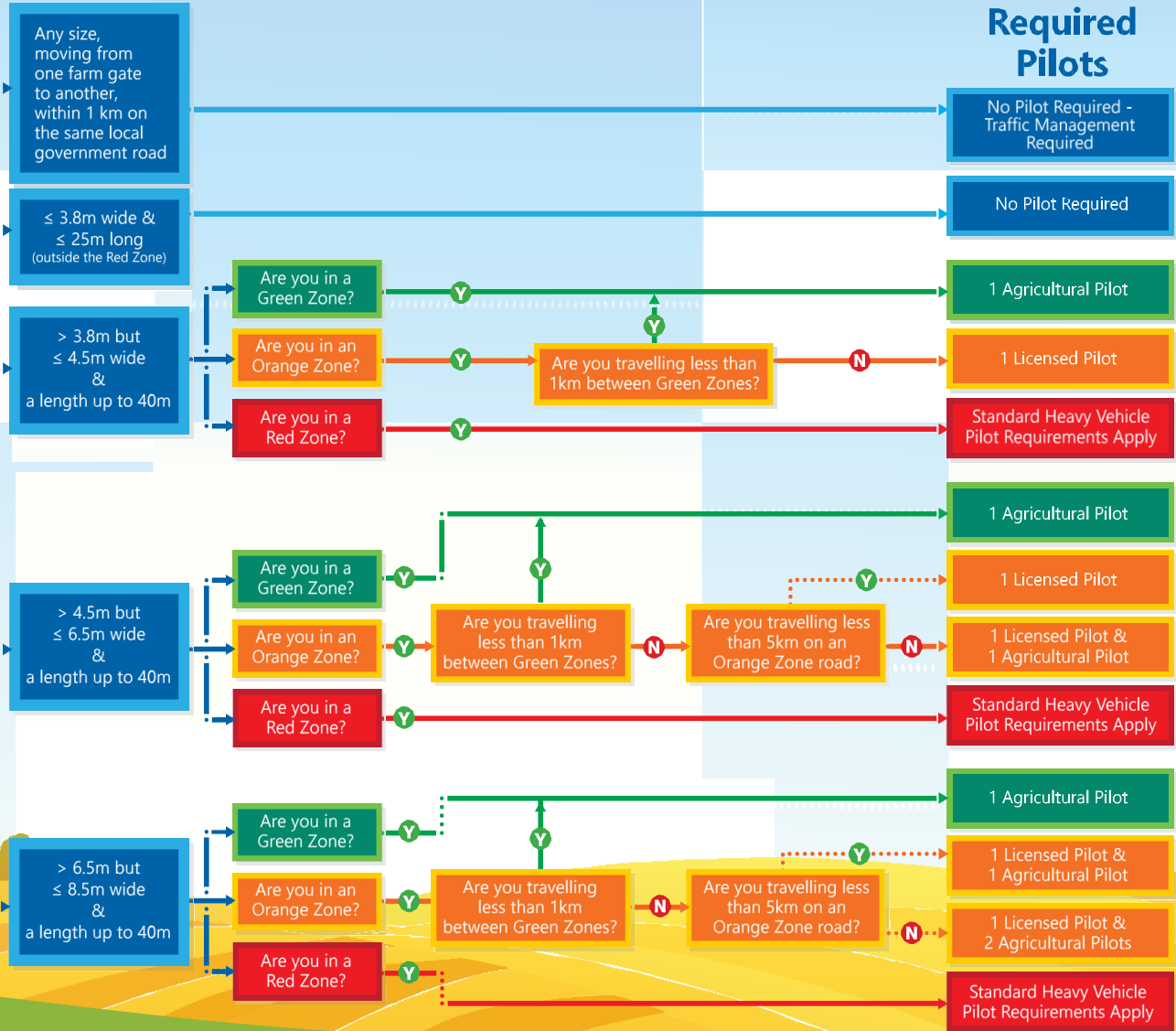


Agricultural Pilot Requirements

Start
How big is your agricultural vehicle?
("vehicle" includes a machine, implement and combination)

Size

Required Pilots



7.5 COVID-19 Regional Level Vulnerability Analysis

By Tony Brown, Zone Executive Officer

Background

To assist Local Governments as they look to provide the most appropriate response and recovery packages in light of the COVID-19 pandemic, WALGA have been assessing the extent to which each local community in WA will be impacted by COVID-19. As a way of doing this, WALGA analysed a range of demographic and social data that provide an indication of the COVID-19 health and economic vulnerability of each Local Government Area in WA. The indicators analysed for each Local Government Area include:

Health vulnerability

- Share of people aged over 70
- Share of lone person households
- Share of households with no motor vehicles
- Share of people who need assistance with core activities
- Population density

Economic Vulnerability

- Share of people who work in impacted industries
- Share of businesses in impacted industries
- Share of non-employing businesses
- Share of businesses with less than \$2m in annual turnover
- Share of households with no internet access

Over 60 individual Local Governments have been provided with an analysis pack specific to their district, and now WALGA have aggregated and reported on this data at the WALGA Zone level.

Analysis was attached with the Agenda.

The Zone noted that other issues like Delivery of Aged care services and NDIS may be worth looking at.

Noted

8. ZONE REPORTS

8.1 Zone President Report

By Cr Rhonda Cole

RESOLVED

That the Zone President's Report be received.

8.2 Local Government Agricultural Freight Group

By Cr Rod Forsyth

RESOLVED

That the Local Government Agricultural Freight Group Report be received.

MOTION

Moved: President Cr Rod Forsyth
Seconded: President Cr Stephen Strange

That the Great Eastern Country Zone advocate for an increase of the speed limit for tractors (including self-propelled boom sprays) on roads, to be up to 50kms per hour limit.

CARRIED

8.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

Local Governments continue to deal with the COVID – 19 Emergency on a wide range of matters. WALGA continue to hold weekly COVID – 19 briefings including questions with the Minister for Local Government and other personnel which has been very helpful. Virtually all meetings are now electronic.

The Wheatbelt DEMC Agencies including GECZ delegates Cr Julie Flockart and Cr Tony Sachse have been meeting through the Operational Area Support Group (OASG) on a weekly basis since 24/03/2020. These meetings have allowed for COVID-19 updates and Agency reports. The minutes of these meetings have been passed on to the GECZ Executive and are attached to this report. They contain some information that should not be available to the wider public.

At the time of writing correspondence from the OASG Chair Rachele Ferrari indicated that of the 10 positive cases of COVID-19 in the Wheatbelt, 9 have recovered and only one is currently active. Virtually all Wheatbelt cases have been acquired from overseas and any transmission at local level has been minimal. The Intrastate border controls are believed to have helped considerably in this regard. Tracing the source of any infection is also much easier with the border controls. At this point in time it's a very pleasing result given the potential for spread with all the associated effects where that spread to occur. This has also enabled preparation for dealing with the pandemic to continue on as planned, with the message of "keep preparing" being made.

Most Local Government Local Emergency Managements Committee's (LEMC's) are holding Special Meetings due COVID -19. Some Councils have formed sub-committees on their LEMC's.

The busy agricultural seeding program is now underway. It's to be hoped that most farm and agricultural business' have their individual COVID – 19 emergency plans in place. To that end the GECZ Delegates have met with the Chair and Renee Manning, Industry and Economic Development, Department of Primary Industry and Regional Development (DPIRD). DPIRD are currently in the process of producing an information guideline on COVID-19 for agricultural producers and suppliers. When this becomes available it will be forwarded to the GECZ. Attached is a DPIRD Communique for the Grains Industry response to COVID-19. Comment is that supply and transport of materials for the seeding of crops has been able to continue, and the risk of shortages seems to be easing, although there is still potential for this to occur.

While most people are abiding by the laws and guidelines due COVID – 19, there are still some who have seemingly been in breach. It's to be hoped that any non-compliance will continue to be dealt with by WAPOL. Some are travelling large distances within the Wheatbelt for such things as shopping, when in some cases goods could have been purchased locally. Although not illegal, this intra Wheatbelt travel is disappointing as in some cases it is non-essential travel.

The vision of people at Perth beaches over the Easter weekend has led some to question the popular recreation places in the Wheatbelt being activity discouraged or closed. This would include places such lakes (e.g. water sports) and granite rocks. Some of these venues are being “opened” again, but will be monitored closely by WAPOL. The approaching ANZAC weekend will again need to be watched closely, and people should closely adhere to National and State guidelines.

There is also some uncertainty within the communities as to how a positive COVID – 19 case is cleared to no longer need to isolate, and then return to work. The different requirements being for those with mild symptoms (3 days with no symptoms and 10 days from onset with no requirement for clear swabs), those who have been in hospital, and those health workers (2 clear swabs), are not well understood. This can lead to concern when previously positive cases “re-enter” the community. Comment though OASG is that every positive case needs to be cleared, and that there are several ways for this clearance to take place, depending on the background and detail of each case.

RESOLUTION

Moved: President Cr Tony Sachse
Seconded: Cr Geoff Waters

That the Wheatbelt District Emergency Management Committee Report and attachments be received.

CARRIED

9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

9.1 State Councillor Report

Cr Stephen Strange

RESOLUTION

Moved: President Cr Stephen Strange
Seconded: President Cr Rod Forsyth

That the State Councillor Report be received.

CARRIED

9.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for April 2020 which contains WALGA's responses to the resolutions of previous Zone Meetings.

GREAT EASTERN COUNTRY ZONE STATUS REPORT APRIL 2020

| Zone | Agenda Item | Zone Resolution | WALGA Response | Update | WALGA Contact |
|-----------------|--|--|---|---------|---|
| Great Eastern C | 2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing | That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone. | <p>In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019.</p> <p>https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</p> <p>WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.</p> <p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included. As further information is made available, WALGA will remain in contact with the Zones to provide timely feedback and advice.</p> | Ongoing | <p>Mark Batty Executive Manager, Strategy, Policy and Planning mbatty@walga.asn.au 9213 2078</p> |

| | | | | | |
|-----------------|--|---|---|------------|---|
| Great Eastern C | 2019 June 27 Zone Agenda Item 7.1 WALGA Advocacy Regarding Greenfinch Mine Expansion | <p>That the Great Eastern Country Zone</p> <ol style="list-style-type: none"> 1. Supports the Shire of Westonia's position to seek clearing and mining approval for the proposed Greenfinch mining operation. 2. Requests WALGA to raise the issue with relevant authorities to ensure that the Greenfinch Project has every chance of success. | <p>Clearing permits have now been issued by DWER, and WALGA is working with the Shire to fast track the land declaration process for the road reserve through the Department of Planning Lands and Heritage.</p> <p>Ongoing.</p> | April 2020 | <p>Mark Batty Executive Manager, Strategy, Policy and Planning mbatty@walga.asn.au 9213 2078</p> |
| Grt Eastern C | 2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications | <ol style="list-style-type: none"> 1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on. | <p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p> <p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p> <p>The Zone will be provided with a copy of SEMC's response when received.</p> <p>This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.</p> <p>WALGA tabled concerns of the sector at the State Emergency Management Committee on Friday 13th December 2019. Following this WALGA met with Telstra and discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.</p> <p>The key outcomes from the meeting were for Telstra to share a series of fact sheets on topics relevant to the issues being faced by your communities and provide key contact information in order for these matters to be escalated or referred should you need to.</p> <p>The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.</p> | Ongoing | <p>Mark Batty Executive Manager, Strategy, Policy and Planning mbatty@walga.asn.au 9213 2078</p> |

| | | | | | |
|---------------|--|--|---|-----------------------|---|
| Grt Eastern C | 2018 November 29 Zone Agenda Item 7.4 Water Corporation - New management and billing structure for standpipes | <p>That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and;</p> <p>1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water;</p> <p>Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on-farm water storage and water connections</p> | Considered by the Infrastructure Policy Team at its March meeting and further follow-up with Councils requested with feedback to the next meeting. | April 2020 | <p>Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031</p> |
| Grt Eastern C | State Council Agenda Item 4 March 2020 5.1 National Redress Scheme – Future Participation of WA Local Governments | State Council noting that the Great Eastern Country Zone has reservations about the National Redress Scheme and potential costs to Local Government for attending training and other potential operating costs. | <p>State Council Resolved:</p> <p>That State Council:</p> <ol style="list-style-type: none"> 1. Acknowledge the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration; 2. Endorse the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and 3. Endorse by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes. <p>RESOLUTION 14.1/2020</p> | April 2020 | <p>Mark Batty Executive Manager, Strategy, Policy and Planning mbatty@walga.asn.au 9213 2078</p> |
| Grt Eastern C | Zone Agenda Item 26 February 2020 7.1 Federal Government Drought Communities | That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program. | <p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> • That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program. <p>RESOLUTION 37.1/2020</p> | April 2020 Ongoing | <p>Mark Batty Executive Manager, Strategy, Policy and Planning mbatty@walga.asn.au 9213 2078</p> |

| | | | | | |
|----------------------|--|---|--|-------------------------------------|--|
| | | | WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia. | | |
| Grt Eastern C | 2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations | That the Great Eastern Country Zone requests that: <ol style="list-style-type: none"> 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p> | Due to COVID-19, in 31 March, the State Government announced that the scheduled implementation date of 2 June 202, has been postponed and will be reviewed in August 2020. | April 2020 Ongoing | Mark Batty Executive Manager, Strategy, Policy and Planning mbatty@walga.asn.au 9213 2078 |
| Grt Eastern C | Zone Agenda Item 26 February 2020 6.3.1 (Executive committee item 5.3) Budget 2020/21 | The GECZ requested WALGA to provide advice detailing the potential costs if the Zone funded the Council Member Essentials Training for Zone Members, including if the Zone refunds in-person and / or eLearning training costs already incurred by Zone member Local Governments for the April Zone meeting. | Research is being carried out on this item and will be available for the Zone meeting. | April 2020 | Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au |
| Grt Eastern C | Zone Agenda Item 26 February 2020 12.1 Landgate – Delays in receiving valuations | Request WALGA to inquire with Landgate in respect to the delays in receiving interim valuations. | WALGA has been carrying out a lot of work in the valuations area, with the priority being to seek deferment of the 20/21 valuations. The issue of timeliness of interim valuations will also be progressed. | April 2020 | Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au |

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: President Cr Tony Sachse

Seconded: President Cr Mal Willis

That the Great Eastern Country Zone WALGA April 2020 Status Report be noted.

CARRIED

9.3 Review of WALGA State Council Agenda – Matters for Decision

BACKGROUND

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

The full State Council Agenda can be found via link: <https://walga.asn.au/getattachment/45d4ad85-cc25-4110-b80e-189dddc7a564/Agenda-State-Council-6-May-2020.pdf>

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

Emerging Issues

4.1 COVID-19 Pandemic – WALGA Response

WALGA Recommendation

That the information contained in this report relating to WALGA's response to the COVID-19 pandemic be noted.

4.2 Local Government Act Emergency Provisions

WALGA Recommendation

That WALGA:

1. Notes and supports the introduction of legislation that:
 - a. Provides for Ministerial emergency powers on the condition that the Local Government sector is consulted prior to the issuing of an order using this power, and,
 - b. Provides the ability for Local Governments to suspend a provision of a local law
2. Continues to advocate for the 2019-20 valuations to apply to the 2020-21 rates.

Matters for Decision

5.1 Amendment to Third Party Appeal Rights – Preferred Model

WALGA Recommendation

1. That the proposed amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal on decisions made by Development Assessment Panels, is not supported, and
2. That the proposed amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels, is not supported.

5.2 Managing Lodging House Health Risks in WA

WALGA Recommendation

That the submission to the Department of Health in response to the Managing Lodging House Health Risks in WA discussion paper be endorsed.

RESOLUTION

Moved: Cr Wayne Della Bosca
Seconded: Cr Kellie Mortimore

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the May 2020 State Council Agenda.

CARRIED

9.4 Review of WALGA State Council Agenda – Matters for Noting / Information

- 6.1 **Submission Position Statement: Special Entertainment Precincts and Options Paper for Proposed Amendments to the Environmental Protection (Noise) Regulations 1997**
- 6.2 **Submission on the Proposed Reforms to the Approval Process for Commercial Buildings**
- 6.3 **Report Municipal Waste Advisory Council (MWAC)**

9.5 Review of WALGA State Council Agenda – Organisational Reports

- 7.1 **Key Activity Reports**
 - 7.1.1 **Report on Key Activities, Environment and Waste Unit**
 - 7.1.2 **Report on Key Activities, Governance and Organisational Services**
 - 7.1.3 **Report on Key Activities, Infrastructure**

7.1.4 Report on Key Activities, People and Place

9.6 Review of WALGA State Council Agenda – Policy Forum Reports

7.2 Policy Forum Reports

7.2.1 Mayors/Presidents Policy Forum

7.2.2 Mining Community Policy Forum

7.2.3 Container Deposit Legislation Policy Forum

7.2.4 Economic Development Forum

9.7 WALGA President's Report

The WALGA President's was attached to the Agenda.

RESOLUTION

Moved: President Cr Gary Shadbolt

Seconded: Cr Geoff Waters

That the Great Eastern Country Zone notes the following reports contained in the WALGA May 2020 State Council Agenda.

- Matters for Noting/Information
- Organisational Reports
- Policy Forum Reports; and
- WALGA President's Report

CARRIED

10. AGENCY REPORTS

10.1 Wheatbelt Development Commission

Mr Robert Cossart, Chief Executive Officer presented to the Zone and encouraged all Local Governments to contact his office with any issues..

10.2 Department of Local Government, Sport and Cultural Industries

Representatives from the Department of Local Government, Sport and Cultural Industries updated the Zone.

Julie Knight provided the Department update report and noted that the last payment of the Financial Assistance Grant for 2019/20 will be paid on 15 May 2020.

Please also see link below:

[DLGSC Zone Update](#)

Gordon MacMile provided an update on the National Redress scheme.

Jennifer Collins provided an update on the Wheatbelt office matters. Jennifer advised that all Lotteries West income received is going towards a COVID-19 fund and to date \$159 million has been available. For information on eligibility for the grants please contact the Wheatbelt office.

Noted

10.3 Topics for next meeting update by the DLGSC

Due to the current situation of Covid-19, the Department of Local Government, Sport and Cultural Industries are currently experiencing difficulty in staff availability to ensure that a representative with the expertise in the relevant area can attend Zone meetings. Therefore it is with regret at this time, only the usual sector updates via a link (as per Item 10.1) from the Department will be provided, attendance will occur where possible and requested topics for future meetings will be placed on hold until further notice.

Noted

10.4 Main Roads Western Australia

Mr Craig Manton is an apology for this meeting.

10.5 Wheatbelt RDA

Mandy Walker, RDA Wheatbelt presented to the Zone and the report is attached with these minutes (Attachment 2).

11. MEMBERS OF PARLIAMENT

Hon.Mia Davies and Hon. Martin Aldridge provided an update to the Zone and congratulated all Local Governments for their response to the current challenges.

12. EMERGING ISSUES

12.1 Wheatbelt Health MOU Group

Cr Glenice Batchelor advised that she attended the first meeting of the new Health MOU and will provide regular reports back to the Zone

13. URGENT BUSINESS

14. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Kellerberrin or via videoconference (to be confirmed) on Thursday 25 June, commencing at 9.30am.

15. CLOSURE

There being no further business the Chair declared the meeting closed at 12.15pm.

This page has been left blank intentionally



mainroads
WESTERN AUSTRALIA

Restricted Access Vehicle:

Rubber Tracked Agricultural Machine Operating Conditions



Contents

| | | |
|-----------|--|-----------|
| 1 | APPLICATION | 6 |
| 2 | COMPLYING WITH LICENSING CONDITIONS..... | 6 |
| 3 | COMPULSORY HEAVY VEHICLE INCIDENT REPORTING | 6 |
| 4 | AXLE SPACINGS | 6 |
| 5 | MASS REQUIREMENTS..... | 7 |
| 5.1 | Track Widths..... | 7 |
| 5.2 | Mass Limits – Dual and Quad Track Agricultural Machines..... | 7 |
| 5.3 | Mass Limits - Half Tracked Agricultural Machines | 7 |
| 6 | DIMENSION LIMITS..... | 7 |
| 7 | WARNING DEVICES..... | 8 |
| 7.1 | Lights..... | 8 |
| 7.2 | Warning Signs and Flags..... | 8 |
| 7.3 | Additional Lighting Requirements at Night | 8 |
| 8 | ACCESS CONDITIONS | 9 |
| 8.1 | Approved Roads | 9 |
| 8.2 | Route Assessment..... | 9 |
| 8.3 | Damage..... | 9 |
| 8.4 | Restricted Bridges | 9 |
| 8.5 | Speed Restrictions..... | 9 |
| 8.6 | Other Agency Height Approvals..... | 9 |
| 8.7 | Minimum Following Distance | 10 |
| 9 | PILOT REQUIREMENTS..... | 10 |
| 9.1 | Number of Pilot Vehicles..... | 10 |
| 9.2 | General Pilot Requirements | 10 |
| 9.3 | Convoy Travel with Pilot Vehicles | 11 |
| 10 | CURFEWS | 11 |
| 10.1 | Night Curfews | 11 |
| 10.2 | Christmas and New Year Curfews | 11 |
| 10.3 | Easter Curfews | 12 |
| 10.4 | Long Weekends..... | 12 |
| 10.5 | Poor Visibility | 12 |
| 11 | TOWING..... | 12 |
| 12 | CARRYING A LOAD | 13 |
| 13 | ORDER SUSPENSION | 13 |
| 14 | AMENDMENTS & NOTIFICATIONS | 13 |
| 15 | APPENDICES | 13 |
| | Appendix 1: Perth Metropolitan Area | 14 |
| | Appendix 2: Agricultural Pilot Requirements | 15 |
| | Appendix 3: Mandurah Curfew Map..... | 16 |

Document Control

| | |
|------------------|-----------------------------------|
| Owner | Main Roads Heavy Vehicle Services |
| Custodian | Access Manager |
| Document Number | D18#785376 |
| Issue Date | February 2019 |
| Review Frequency | Annually |

Amendments

| Revision Number | Revision Date | Description of Key Changes | Clause / Page No. |
|-----------------|-------------------|---|--------------------------|
| 1 | 20 August 2019 | Amended section 9 to align with revised pilot Agricultural Pilot requirements and added Appendix 2 & 3. | 9 / 10 |
| 2 | 22 August 2019 | Removed sub-clause 9.1.3 and Appendix 3. | 9 / 10 |
| 3 | 16 September 2019 | Added reference for Traffic Management requirements. | Appendix 2 |
| 4 | 5 November 2019 | Amended curfews in Section 10, amended Section 9 to allow Agricultural Pilot to tow & general formatting. | 10 / 12 9 / 12 All |
| 5 | 14 January 2020 | Added definition for Licensed Pilot & Order. | P. 4 |

References and related Documents

| Document Number | Description |
|-------------------|---|
| | Agricultural Machines Restricted Bridges (see clause 8.4) |
| D15#453366 | Oversize Vehicle & Pilot Vehicle General Requirements |
| D18#793921 | Agricultural Pilot Operational Requirements |
| D13#317598 | Contact Details for Other Agency Approvals |

Definitions

The following are definitions for terms used in these Operating Conditions. Refer to the definitions in the Road Traffic (Vehicles) Act 2012 and any subsidiary legislation to this Act for the meanings of any terms not defined in this section.

| Term | Definition |
|----------------------------|---|
| Agricultural Pilot | A person authorised to accompany an Agricultural Combination under the <i>Heavy Vehicle Agricultural Pilot Authorisation</i> , who is not required to hold any formal qualifications or a heavy vehicle pilot licence. |
| Axle Spacing | <ul style="list-style-type: none"> a) the distance from the centre of any single axle to the centre of any other single axle; b) the distance from the centre of any single axle to the centre of the furthest axle in any axle group; or c) the greatest distance between the centres of axles in any axle groups. |
| Curfew | A period when the movement of a Tracked Agricultural Machine is not permitted. |
| Day | The hours between sunrise and sunset. Sunrise and sunset times can be obtained from the Perth Observatory website at www.perthobservatory.com.au/ or by contacting the Perth Observatory on 08 9293 8255, or from the Geoscience Australia website at http://www.ga.gov.au/geodesy/astro/sunrise.jsp |
| Friday Long Weekend | A weekend extended to three days where the preceding Friday is the granted Public Holiday. |
| Front Projection | The distance measured from the front of the lens of the vehicle's headlights to the forward most part of the vehicle. |
| Licensed Pilot | A qualified heavy vehicle pilot who is a holder of a heavy vehicle pilot licence issued under Part 13A of the Road Traffic (Vehicles) Regulations 2014. |
| Main Roads website | www.mainroads.wa.gov.au |
| Mandurah Curfew Map | The area depicted within Appendix 3. |
| Monday Long Weekend | A weekend extended to three days where the following Monday is the granted Public Holiday. |
| Night | The hours between sunset and sunrise. Sunset and sunrise times can be obtained from the Perth Observatory website at www.perthobservatory.com.au/ or by contacting the Perth Observatory on 08 9293 8255, or from the Geoscience Australia website at http://www.ga.gov.au/geodesy/astro/sunrise.jsp |
| Order | An Order issued under the Road Traffic (Vehicles) Act 2012. |

| | |
|-------------------------------------|--|
| Perth Metropolitan Area | As depicted in Appendix 1, means the area within: <ul style="list-style-type: none"> (a) the northern boundaries of the Local Government districts of Wanneroo, Swan and Mundaring; (b) the eastern boundaries of the Local Government districts of Wanneroo, Swan, Mundaring, Kalamunda, Armadale and Serpentine-Jarrahdale; (c) the southern boundaries of the Local Government districts of Serpentine-Jarrahdale and Rockingham; and (d) the Indian Ocean coastline. |
| Posted Speed Limit | The speed limit indicated by the numerals on the speed limit sign or 50 kilometres per hour in the absence of a speed limit sign in a built-up area. |
| Projection | The distance an object extended beyond the normal confines or body of the vehicle to the front, side or rear. |
| RAV | Restricted Access Vehicle (RAV) and includes a Rubber Tracked Agricultural Machine. |
| RAV Network 2 | The Restricted Access Vehicle Network 2 of Permitted Roads, published electronically on Prime Mover, Trailer page of the Main Roads website. |
| Special Permit | A Temporary Permit Exceeding 48 hours (for licencing purposes) for over-mass and over-dimensional vehicles, available from the Department of Transport. |
| Tracked Agricultural Machine | A machine with its own motive power, built to perform agricultural tasks and instead of being fitted with tyres has rubber tracks fitted to at least one axle group. |
| Vehicle Regulations | The <i>Road Traffic (Vehicles) Regulations 2014</i> . |

1 APPLICATION

These Operating Conditions apply to a *Class 1 Restricted Access Vehicle* that is a Rubber Tracked Agricultural Machine and is operating under the *Agricultural Machine Order 2018* (The Order), available on the Agricultural Vehicles page of the Main Roads website.

The Order applies only to a Rubber Tracked Agricultural Machine that -

- (a) is fitted with rubber tracks to at least one axle group;
- (b) has only a single axle to the front and a single axle to the rear of the vehicle;
- (c) complies with the minimum axle spacing requirements as per Section 4;
- (d) complies with the mass limit requirements as per Section 5 of these Operating Conditions;
- (e) complies with the dimension limit requirements as per Section 6 of these Operating Conditions;
- (f) is licensed, or is covered by a valid *Special Permit*, or is being moved by a dealer using Trade Plates; and
- (g) is operating within Western Australia;

2 COMPLYING WITH LICENSING CONDITIONS

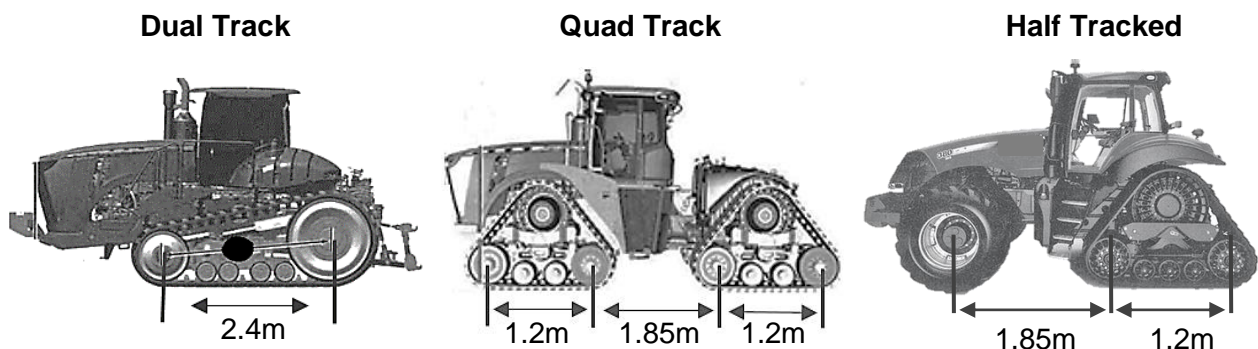
Drivers and operators are reminded that in addition to these Operating Conditions, the tracked Agricultural Machine must be driven in accordance with any conditions of the vehicle's licence, as imposed by the relevant *Licensing Authority*.

3 COMPULSORY HEAVY VEHICLE INCIDENT REPORTING

All on-road incidents involving a vehicle operating under these Operating Conditions must be reported to Main Roads Heavy Vehicle Services. The *Heavy Vehicle Incident Reporting* form is available on the Forms page of the Main Roads website. Incident reports must be submitted within 48 hours of the incident occurring.

4 AXLE SPACINGS

The axle spacing's of a Tracked Agricultural Machine must meet the minimum spacing's as depicted below:



5 MASS REQUIREMENTS

5.1 Track Widths

The rubber tracks on a Tracked Agricultural Machine must have a width of at least 406mm.

5.2 Mass Limits – Dual and Quad Track Agricultural Machines

The tracks on Dual or Quad Track Agricultural Machine must not exceed the mass limits specified in the following table:

| | |
|---------------------------|-----------------------|
| Dual Track Machine | 14.0 tonnes per track |
| Quad Track Machine | 7.0 tonnes per track |

5.3 Mass Limits - Half Tracked Agricultural Machines

5.3.1 The tracks on Half Track Agricultural Machine must not exceed the mass limit specified in the following table:

| | |
|---------------------------|----------------------|
| Half Track Machine | 7.0 tonnes per track |
|---------------------------|----------------------|

5.3.2 An axle fitted with tyres on a Half Tracked Agricultural Machine must not exceed a mass limit specified in the following table:

| Width of narrowest tyre on axle (mm) | | Mass limit (t) | |
|---|------------------|--------------------------|--------------------------|
| at least | less than | axle with 2 tyres | axle with 4 tyres |
| 190 | 228 | 4.5 | 9.0 |
| 228 | 254 | 5.0 | 9.5 |
| 254 | 279 | 6.0 | 10.0 |
| 279 | 305 | 6.5 | 11.0 |
| 305 | 330 | 7.0 | 12.0 |
| 330 | 356 | 7.5 | 13.0 |
| 356 | 381 | 8.0 | 14.0 |
| 381 | - | 9.0 | 14.0 |

6 DIMENSION LIMITS

6.1 A Tracked Agricultural Machine must not exceed 6.0 metres in height.

6.2 A Tracked Agricultural Machine must not exceed 12.5 metres in length.

6.3 A Tracked Agricultural Machine must not exceed 8.5 metres in width.

6.4 A Tracked Agricultural Machine must not exceed 4.5 metres rear overhang.

- 6.5** Despite sub-clause 6.4, a Tracked Agricultural Machine that is an auger or conveyor may have a rear overhang not exceeding 5.5 metres.
- 6.6** A Tracked Agricultural Machine must be reduced to the smallest possible dimension, i.e. any boom or other equipment fully retracted.

Note: For the purpose of this clause, any flags, lights or mirrors on the Tracked Agricultural Machine shall be disregarded when measuring the dimensions.

7 WARNING DEVICES

7.1 Lights

- 7.1.1** A Tracked Agricultural Machine in excess of 2.5 metres in width must display at least one amber warning light, complying with the requirements set out in the *Oversize Vehicle & Pilot Vehicle General Requirements*, available on the Pilots page of the Main Roads website.
- 7.1.2** A Tracked Agricultural Machine must not display an amber flashing warning light if not required under this clause.

7.2 Warning Signs and Flags

- 7.2.1** A Tracked Agricultural Machine in excess of 2.5 metres in width must clearly display “Oversize” warning signs on the front and rear of the vehicle.
- 7.2.2** An “Oversize” warning sign must comply with the requirements set out in the *Oversize Vehicle & Pilot Vehicle General Requirements*, available on the Pilots page of the Main Roads website.
- 7.2.3** A Tracked Agricultural Machine must not display an “Oversize” warning sign if not required under this clause.
- 7.2.4** A Tracked Agricultural Machine must display a warning flag on the extremity of:
- (a) a side projection that extends beyond the body or wheels, whichever is wider, by more than 150mm; and
 - (b) a front or rear projection greater than 1.2 metres.
- 7.2.5** A warning flag must comply with the requirements set out in the *Oversize Vehicle & Pilot Vehicle General Requirements* on the Pilots page of the Main Roads website.
- 7.2.6** A Tracked Agricultural Machine must display striping made from a *retro-reflective material*, coloured red and white, or red and yellow, along both sides of any rigid projection that extends more than 1.2 metres in front of the vehicle’s body.
- 7.2.7** Any part of an axle on a Tracked Agricultural Machine that projects more than 150 mm from the outside edge of the tracks must be painted fluorescent yellow or have yellow fluorescent or other high-visibility material wrapped around it.

7.3 Additional Lighting Requirements at Night

A Tracked Agricultural Machine travelling at night must be sufficiently illuminated to ensure it is clearly visible to approaching traffic.

8 ACCESS CONDITIONS

8.1 Approved Roads

A Tracked Agricultural Machine may travel on any road within the State of Western Australia, except on a road within:

- (a) The Perth Metropolitan Area;
- (b) The Shire of Augusta-Margaret River;
- (c) The Shire of Manjimup; and
- (d) The Shire of Nannup.

8.2 Route Assessment

Prior to departure, the operator or driver of the Tracked Agricultural Machine must inspect the route of travel to ensure that it is suitable for use and that it can be driven along without contravening these Operating Conditions.

8.3 Damage

A Tracked Agricultural Machine must not be driven along a road if it is likely to cause:

- (a) Damage to a property or another vehicle;
- (b) Damage to telecommunication, electrical, rail, gas, water or sewage services; or
- (c) Damage to a road (including a bridge), structure, roadside furniture, rail crossing or tree.

8.4 Restricted Bridges

A Tracked Agricultural Machine must not be driven on a bridge listed in the *Agricultural Machines Restricted Bridges*, available and maintained on the Agricultural Vehicles page of the Main Roads website.

Note: It is an offence under the Road Traffic Code 2000 for a vehicle to cross a bridge if the vehicle has a mass limit in excess of the posted mass limit for the bridge.

8.5 Speed Restrictions

A Tracked Agricultural Machine exceeding 3.5 metres in width must not be driven at a speed that exceeds the lesser of:

- (a) The maximum vehicle speed defined as part of the vehicle licencing conditions; or
- (b) 80 km/h; or
- (c) The posted speed limit.

Note: The above are the maximum allowable speeds. Tracked Agricultural Machines must be driven at a safe speed, taking into consideration the road conditions and the machine's performance capabilities.

8.6 Other Agency Height Approvals

8.6.1 A Tracked Agricultural Machine exceeding 4.3 metres in height must not be driven on a road without current written approval from all the relevant Cable Operators, unless the height is no greater than 4.6 metres and the vehicle is being driven on a road that is listed in *RAV Network 2*.

8.6.2 Any written approval obtained in accordance with this clause must be carried and produced to a member of the WA Police or Main Roads upon request.

Note: Contact Details for Other Agency Approvals is available on the Oversize Over-mass page of the Main Roads website.

8.7 Minimum Following Distance

The driver of a Tracked Agricultural Machine must maintain a distance of at least 200 metres from any other RAV travelling in front of it, unless:

- (a) It is overtaking the vehicle in front or the vehicle in front is stopping;
- (b) There is a separate lane available for the use of overtaking traffic;
- (c) It is in an urban area and it is not reasonably practicable to maintain such a distance;
- (d) It is stopped, or coming to a stop for the purpose of complying with a provision of any law or avoiding conflict with other traffic; or
- (e) The Tracked Agricultural Machines are travelling in a convoy subject to sub-clause 9.3.

9 PILOT REQUIREMENTS

9.1 Number of Pilot Vehicles

9.1.1 A Tracked Agricultural Machine must be accompanied by the minimum number of pilot vehicles specified in *Appendix 2* when travelling outside of the Perth Metropolitan Area.

9.1.2 A Tracked Agricultural Machine exceeding 3.5 metres in width may be accompanied by a pilot vehicle or additional pilot vehicles where the operator considers it necessary to safely facilitate the movement of the Tracked Agricultural Machine.

9.1.3 A Tracked Agricultural Machine in excess of 3.1 metres, up to 3.2 metres, in width must not travel during *night hours* in an urban area without being accompanied by a minimum of one pilot vehicle. (Refer to Night Curfew under sub-clause 10.1)

9.2 General Pilot Requirements

9.2.1 The driver of a pilot vehicle is not required to hold a Heavy Vehicle Pilot Licence, provided they are facilitating the movement of the Tracked Agricultural Machine in accordance with the requirements under *Appendix 2*.

9.2.2 An Agricultural Pilot vehicle must be operated in accordance with the *Agricultural Pilot Operational Requirements*, available on the Pilots page of the Main Roads website.

9.2.3 Where a Licensed Pilot is specified in *Appendix 2*, it may be substituted for an Agricultural Pilot, provided there is a holder of a Heavy Vehicle Pilot License in the lead Agricultural Machine, overseeing the pilots.

9.2.4 Where an Agricultural Pilot is specified in *Appendix 2*, the pilot vehicle may tow one (1) agricultural implement or trailer, provided:

- (a) It is not wider than 2.5 metres;
- (b) It does not interfere with the driver's rearward field of vision; and
- (c) It does not obstruct the pilot vehicle's warning light and sign, unless there is an additional warning light and sign mounted to the agricultural implement or trailer.

9.3 Convoy Travel with Pilot Vehicles

- 9.3.1** A maximum of three Tracked Agricultural Machines may travel in convoy with one another when accompanied by pilot vehicles.
- 9.3.2** When Tracked Agricultural Machines are travelling in convoy, the pilot vehicle requirements and any other conditions that are applicable to the largest machine, apply to the convoy.
- 9.3.3** The distance between Tracked Agricultural Machines travelling in convoy must not exceed 100 metres.
- 9.3.4** Despite paragraph 9.3.3, a Tracked Agricultural Machine that is travelling over a bridge must always maintain a distance of at least 200 metres from any other RAV travelling in front of it.

10 CURFEWS

10.1 Night Curfews

A Tracked Agricultural Machine in excess of 3.2 metres is not permitted to travel at *night*, unless:

- (a) Travelling on an Agricultural Pilot Green Zone road; or
- (b) Travelling between Green Zone roads on an Orange Zone road within 1 km; and
- (c) Complying with clause 7.3 - Additional Lighting Requirements at *night*.

Note: Agricultural Pilot Zones are available on the RAV Mapping Tool on the Main Roads website.

10.2 Christmas and New Year Curfews

10.2.1 An Tracked Agricultural Machine exceeding 5.5 metres in width and/or 40 metres in length must not travel on any of the following prohibited roads during the following curfew periods:

Prohibited Roads:

- | | |
|--|-------------------------------|
| (a) All roads in the Metropolitan Area | (b) Albany Highway |
| (c) Brand Highway | (d) Brookton Highway |
| (e) Bussell Highway | (f) Forrest Highway |
| (g) Indian Ocean Drive | (h) Muir Highway |
| (i) North West Coastal Highway (Geraldton to Kalbarri Turn-off) | (j) Northampton Kalbarri Road |
| (k) South Coast Highway | (l) South Western Highway |

Curfew Periods:

- (a) From sunrise on the Friday until sunset on the Sunday prior to Christmas Day; and
- (b) From sunrise on 24th December until sunset on 3rd January.

10.2.2 Despite sub-clause 10.2.1, a Tracked Agricultural Machine may travel on the prohibited roads, except roads within the Metropolitan Area, for a maximum distance of 1.0 kilometre, for the purpose of traveling between non-prohibited roads.

10.3 Easter Curfews

10.3.1 A Tracked Agricultural Machine exceeding 5.5 metres in width and/or 40 metres in length must not travel on any of the following prohibited roads during the following curfew period:

Prohibited Roads:

- | | |
|--|-------------------------------|
| (a) All roads in the Metropolitan Area | (b) Albany Highway |
| (c) Brand Highway | (d) Brookton Highway |
| (e) Bussell Highway | (f) Forrest Highway |
| (g) Indian Ocean Drive | (h) Muir Highway |
| (i) North West Coastal Highway (Geraldton to Kalbarri Turn-off) | (j) Northampton Kalbarri Road |
| (k) South Coast Highway | (l) South Western Highway |

Curfew Period:

From sunrise on the Thursday before Good Friday until sunset on the Tuesday after Easter Monday.

10.3.2 Despite sub-clause 10.3.1, a Tracked Agricultural Machine may travel on the prohibited roads, except roads within the Metropolitan Area, for a maximum distance of 1.0 kilometre, for the purpose of traveling between non-prohibited roads.

10.4 Long Weekends

A Tracked Agricultural Machine exceeding 2.7 metres in width and/or 30 metres in length must not travel on Forrest Highway and Lakelands Lake Clifton Road (includes Mandurah and Dawesville Bypasses), between the intersections of Pinjarra Road and Peppermint Grove Road, (Refer to the *Appendix 3 – Mandurah Curfew Map*), during the following periods:

- (a) Sunset on the Thursday prior to a Monday long weekend until sunrise on the Tuesday after a Monday long weekend; and
- (b) Sunset on the Wednesday prior to a Friday Long Weekend until sunrise on the Monday after a Friday Long Weekend.

Note: If the public holiday falls on a Tuesday, Wednesday or Thursday no curfew applies.

10.5 Poor Visibility

10.5.1 The driver of a Tracked Agricultural Machine must not begin to travel if, due to circumstances such as fog, heavy rain, smoke, dust or insect plague:

- (a) Visibility is less than 250 metres during the day; or
- (b) The headlights of a vehicle approaching within 250 metres could not be seen at *night*.

10.5.2 Where a Tracked Agricultural Machine is already travelling when visibility is reduced to the level described above, the driver must drive into the nearest safe parking area, and wait until visibility improves beyond that level before continuing to travel.

11 TOWING

A Tracked Agricultural Machine must not tow a trailer or any other vehicle, unless approved under a Main Roads permit or operating under the *Agricultural Combinations Order*.

12 CARRYING A LOAD

A Tracked Agricultural Machine that exceeds a statutory mass limit must not carry a load, unless:

- (a) The load is equipment and/or substances necessary for the operation of the vehicle; or
- (b) The load is necessary to enable the vehicle to perform its agricultural function.

13 ORDER SUSPENSION

Approval to operate a Tracked Agricultural Machine under the Order to which these Operating Conditions apply, may be suspended when road and/or traffic conditions are considered unsuitable. Main Roads personnel, WA Police or Traffic Escort Wardens, may make verbal notification of such suspension.

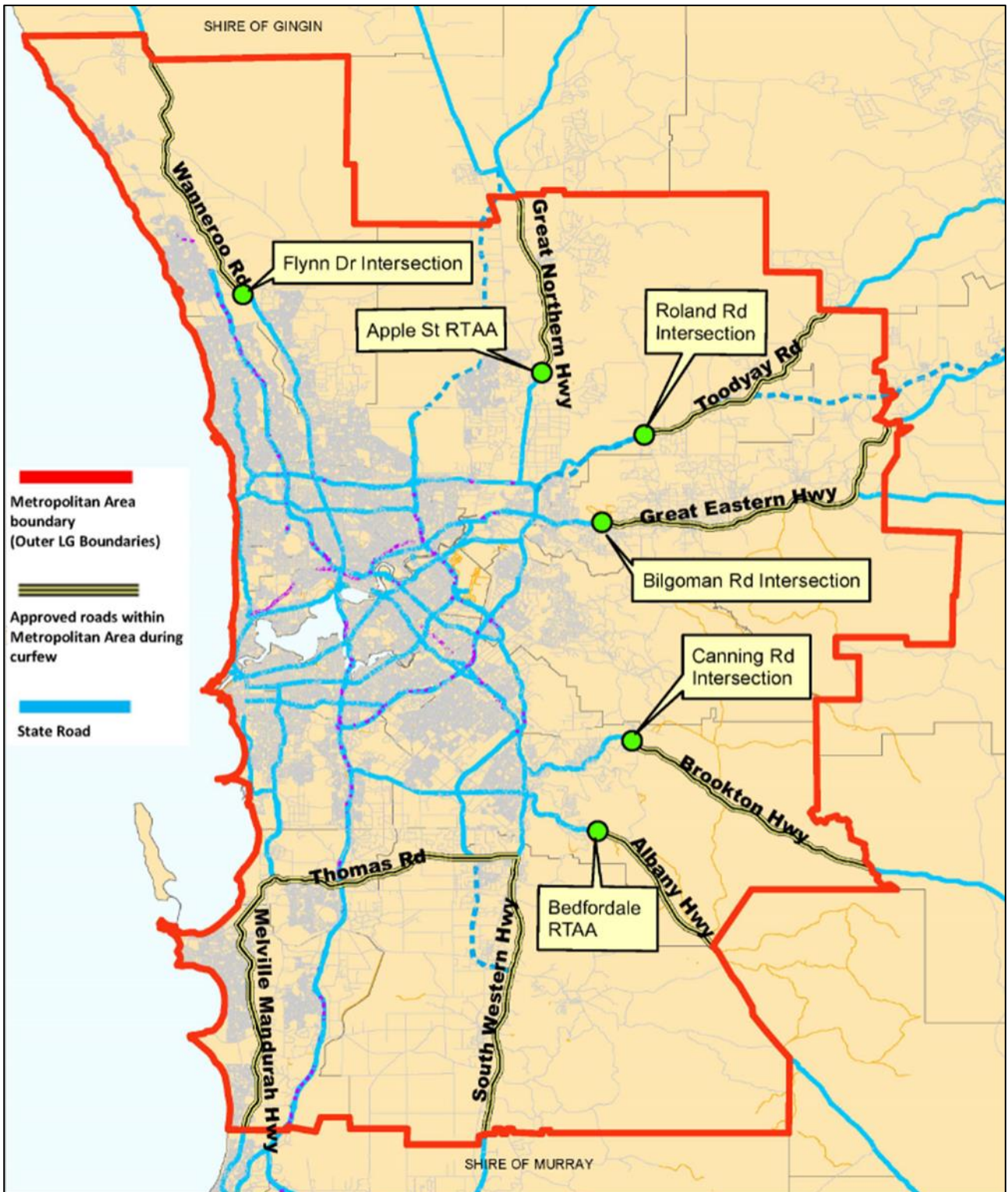
14 AMENDMENTS & NOTIFICATIONS

- 14.1** These Operating Conditions are subject to occasional amendment. If amendments are made that impact transport operators, they will be published as an “HVS update” on the HVS Update page of the Main Roads website on the first working day of the month. Operators and drivers are required to ensure that they are operating vehicles on the public road network in accordance with the current Tracked Agricultural Machine Operating Conditions.
- 14.2** The document *Rubber Tracked Agricultural Machine Restricted Bridges*, is subject to periodic amendments which include additional bridges being added to, or removed from the list of restricted bridges.
- Any amendments to the *Rubber Tracked Agricultural Machine Restricted Bridges* document will be made and published before close of business on Wednesday and take effect from midnight.
- Operators and drivers are required to ensure they are operating vehicles on the public road network in accordance with the most current and up to date *Rubber Tracked Agricultural Machines Restricted Bridges* document, available on the Agricultural Vehicles page of the Main Roads website.
- 14.3** Heavy Vehicle Travel Impacts are published when road conditions may impede the movement of Restricted Access Vehicles. Operators and drivers are required to check the Heavy Vehicle Travel Impacts on the Main Roads website prior to operating the vehicle on the public road network to ensure that there is no relevant information that will impede their vehicle operating on the WA road network.
- 14.4** All conditions stipulated in HVS Updates or Heavy Vehicle Travel Impacts must be adhered to.

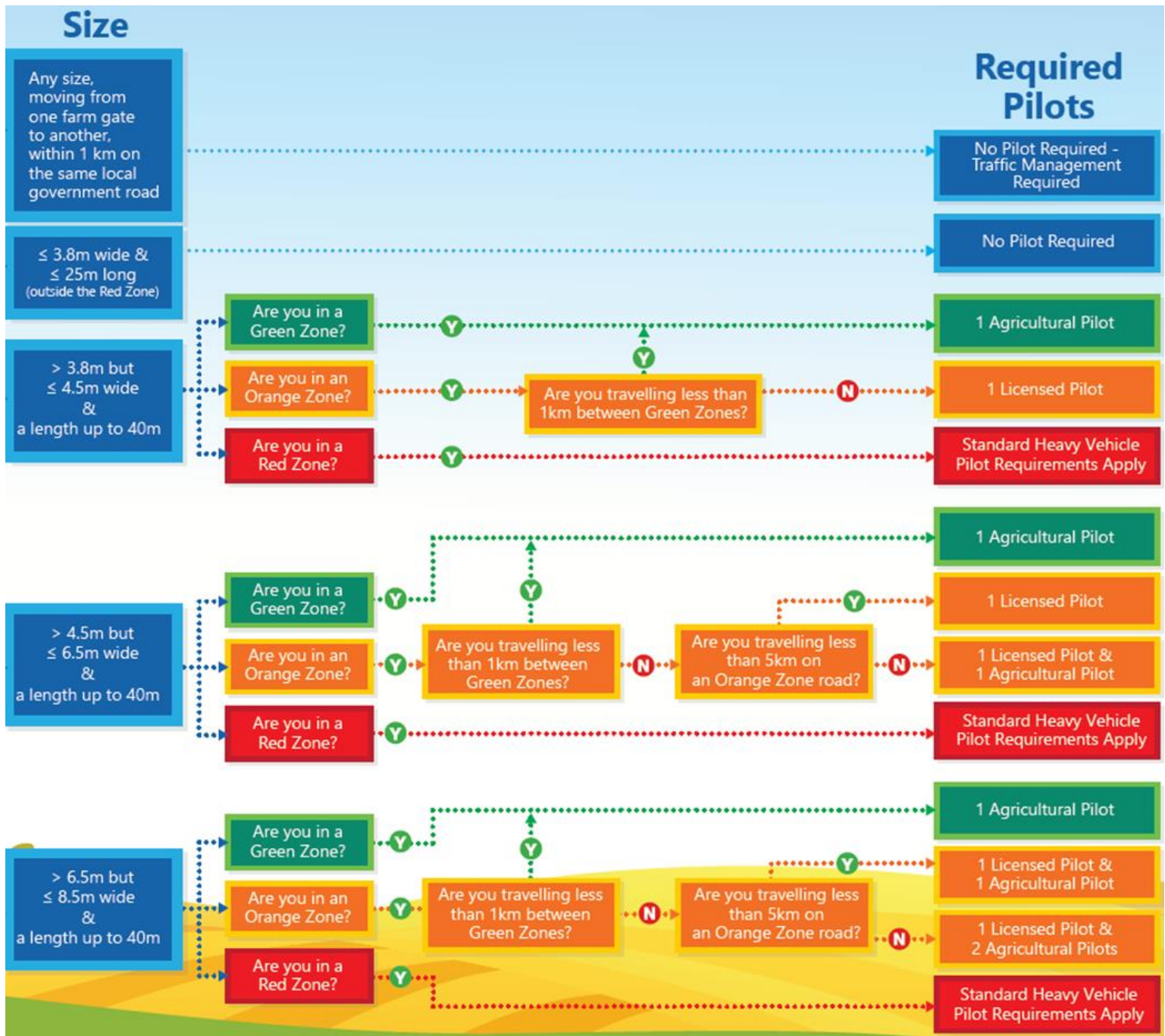
15 APPENDICES

| Appendix | Title |
|------------|---------------------------------|
| Appendix 1 | Perth Metropolitan Area |
| Appendix 2 | Agricultural Pilot Requirements |
| Appendix 3 | Mandurah Curfew Map |

Appendix 1: Perth Metropolitan Area



Appendix 2: Agricultural Pilot Requirements



Green Zone – All roads within the areas bounded by Regional Distributor and State roads.

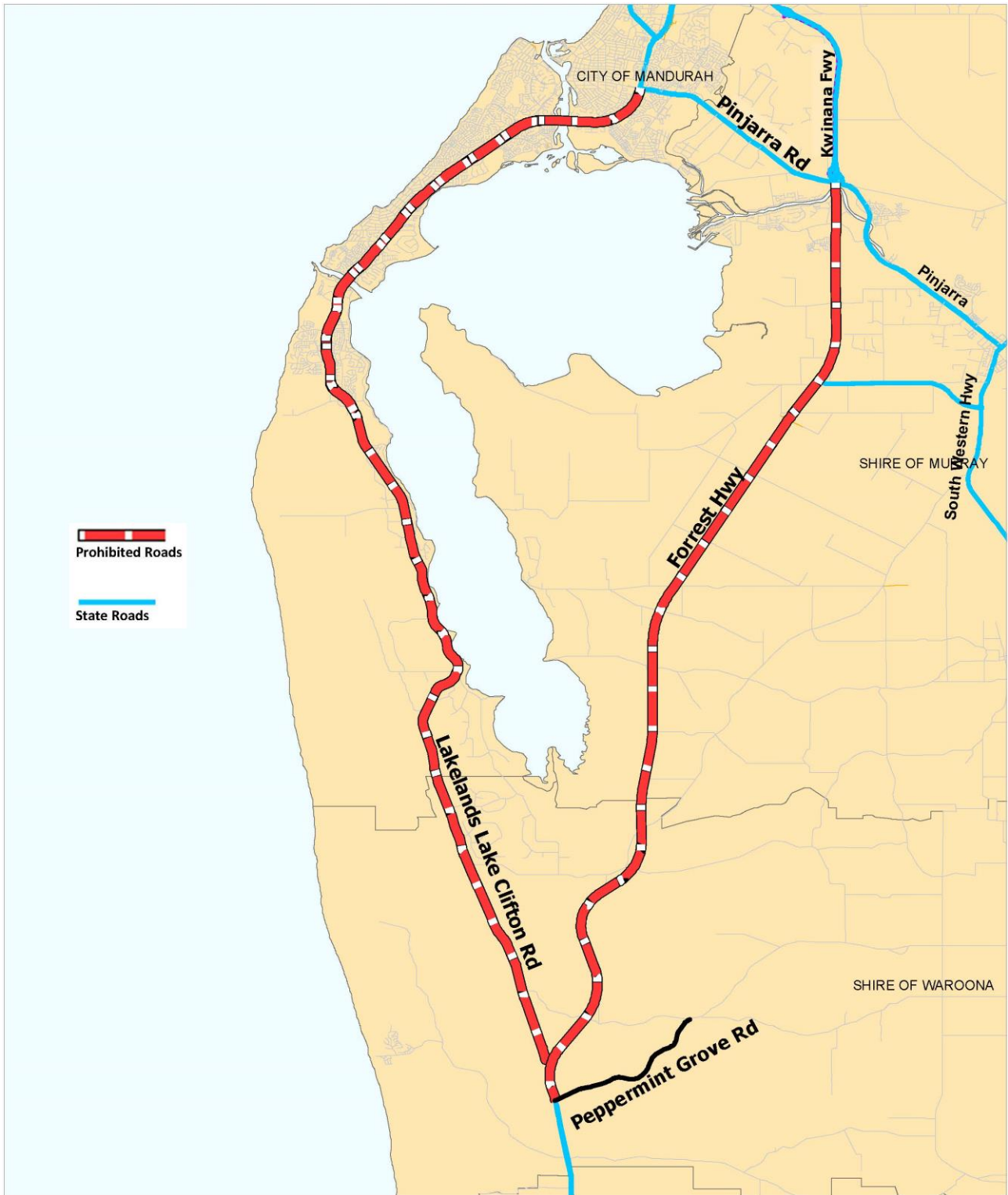
Orange Zone – All Regional Distributor and State roads, outside the Metropolitan Area.

Red Zone – All roads within the Metropolitan Area.

NOTE: Agricultural Pilot Zones are available on the RAV Mapping Tool on the Main Roads website.

Traffic management must be in accordance with *D07#103477 - Traffic Management Requirements - Towed Agricultural Implements Crossings*, available on the Main Roads website.

Appendix 3: Mandurah Curfew Map





SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2020

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

TABLE OF CONTENTS

| | |
|---|---------|
| Monthly Summary Information | 3 - 4 |
| Statement of Financial Activity by Program | 5 |
| Note 1 Net Current Assets | 6 - 7 |
| Note 2 Explanation of Material Variances | 8 - 9 |
| Note 3 Cash and Investments | 10 |
| Note 4 Receivables | 11 |
| Note 5 Rating Revenue | 12 |
| Note 6 Disposal of Assets | 13 |
| Note 7 Capital Acquisitions | 14 - 17 |
| Note 8 Borrowings | 18 |
| Note 9 Reserves | 19 |
| Note 10 Budget Amendments | 20 |

THIS PAGE INTENTIONALLY LEFT BLANK

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 May 2020
Prepared by: Manager of Finance
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2020**

STATUTORY REPORTING PROGRAMS

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

| PROGRAM NAME | OBJECTIVE | ACTIVITIES |
|------------------------------------|---|--|
| GOVERNANCE | To provide a decision making process for the efficient allocation of scarce resources. | Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services. |
| GENERAL PURPOSE FUNDING | To collect revenue to allow for the provision of services. | Rates, general purpose government grants and interest revenue. |
| LAW, ORDER, PUBLIC SAFETY | To provide services to help ensure a safer and environmentally conscious community. | Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services. |
| HEALTH | To provide an operational framework for environmental and community health. | Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Management of Medical Centre which includes Dentist Surgery, Counsellor and provision for visiting medical practitioners. |
| EDUCATION AND WELFARE | To provide services to disadvantaged persons, the elderly, children and youth. | Maintenance of daycare centre, playgroup centre, Mens Shed and senior citizen centre. |
| HOUSING | To provide and maintain elderly residents housing. | Provision and maintenance of elderly residents housing, young singles units, community housing and employee housing. |
| COMMUNITY AMENITIES | To provide services required by the community. | Rubbish collection services, operation of rubbish disposal site, litter control and cemetery. |
| RECREATION AND CULTURE | To establish and effectively manage infrastructure and resource which will help the social well being of the community. | Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities. |
| TRANSPORT | To provide safe, effective and efficient transport services to the community. | Construction and maintenance of roads, airstrip, streets, footpaths, depot, cycle ways and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. |
| ECONOMIC SERVICES | To help promote the Shire and its economic wellbeing. | Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control. |
| OTHER PROPERTY AND SERVICES | To monitor and control City overheads operating accounts. | Private works operation, plant repair and operation costs and engineering operation costs. |

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

STATUTORY REPORTING PROGRAMS

| | Ref Note | Current Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|----------|--------------------|--------------------|--------------------|-----------------|--------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening Funding Surplus(Deficit) | 1(b) | 1,981,242 | 1,981,242 | 1,981,242 | 0 | (0%) | |
| Revenue from operating activities | | | | | | | |
| Governance | | 73,745 | 61,454 | 64,965 | 3,511 | 6% | |
| General Purpose Funding - Rates | 5 | 1,488,859 | 1,240,716 | 1,488,862 | 248,146 | 20% | ▲ |
| General Purpose Funding - Other | | 1,350,151 | 1,125,126 | 1,018,161 | (106,964) | (10%) | |
| Law, Order and Public Safety | | 29,400 | 24,500 | 19,542 | (4,958) | (20%) | |
| Health | | 55,970 | 46,642 | 31,079 | (15,562) | (33%) | ▼ |
| Education and Welfare | | 4,140 | 3,450 | 3,762 | 312 | 9% | |
| Housing | | 172,400 | 143,667 | 161,480 | 17,813 | 12% | ▲ |
| Community Amenities | | 145,400 | 121,167 | 137,472 | 16,305 | 13% | ▲ |
| Recreation and Culture | | 221,897 | 184,914 | 170,764 | (14,150) | (8%) | |
| Transport | | 338,407 | 282,006 | 236,615 | (45,391) | (16%) | ▼ |
| Economic Services | | 151,000 | 125,833 | 143,851 | 18,018 | 14% | ▲ |
| Other Property and Services | | 261,736 | 218,113 | 320,013 | 101,899 | 47% | ▲ |
| | | 4,293,105 | 3,577,588 | 3,796,566 | | | |
| Expenditure from operating activities | | | | | | | |
| Governance | | (841,260) | (701,050) | (710,814) | (9,764) | (1%) | ▲ |
| General Purpose Funding | | (83,901) | (69,918) | (61,734) | 8,184 | 12% | ▼ |
| Law, Order and Public Safety | | (124,624) | (103,853) | (95,779) | 8,074 | 8% | |
| Health | | (596,151) | (496,793) | (335,334) | 161,458 | 33% | ▼ |
| Education and Welfare | | (132,372) | (110,310) | (88,288) | 22,022 | 20% | ▼ |
| Housing | | (456,746) | (380,622) | (317,717) | 62,905 | 17% | ▼ |
| Community Amenities | | (222,028) | (185,023) | (169,790) | 15,233 | 8% | ▼ |
| Recreation and Culture | | (1,767,221) | (1,472,684) | (1,309,823) | 162,861 | 11% | ▲ |
| Transport | | (3,716,047) | (3,096,706) | (1,069,272) | 2,027,433 | 65% | ▼ |
| Economic Services | | (795,726) | (663,105) | (624,511) | 38,594 | 6% | ▼ |
| Other Property and Services | | (307,174) | (255,978) | (424,531) | (168,553) | (66%) | ▲ |
| | | (9,043,250) | (7,536,042) | (5,207,593) | | | |
| Operating activities excluded from budget | | | | | | | |
| Add Back Depreciation | | 3,961,066 | 3,300,888 | 1,248,172 | (2,052,716) | (62%) | ▼ |
| Adjust (Profit)/Loss on Asset Disposal | 6 | 100,000 | 83,333 | 96,679 | 13,346 | 16% | ▲ |
| Adjust Provisions and Accruals | | 0 | 0 | 24,742 | 24,742 | | ▲ |
| | | (689,079) | (574,233) | (41,434) | | | |
| Investing Activities | | | | | | | |
| Non-operating Grants, Subsidies and Contributions | | | | | | | |
| Proceeds from Disposal of Assets | 6 | 1,031,617 | 859,681 | 943,392 | 83,711 | 10% | |
| Capital Acquisitions | 7 | (2,517,132) | (2,097,610) | (2,151,893) | (54,282) | (3%) | ▼ |
| | | (1,381,515) | (1,151,263) | (1,151,900) | | | |
| Financing Activities | | | | | | | |
| Proceeds from New Debentures | | 272,000 | 226,667 | 0 | (226,667) | (100%) | ▼ |
| Transfer from Reserves | 9 | 36,700 | 30,583 | 36,700 | 6,117 | 20% | ▲ |
| Repayment of Debentures | 8 | (83,061) | (69,218) | (70,719) | (1,501) | (2%) | |
| Transfer to Reserves | 9 | (136,287) | (113,573) | (108,233) | 5,340 | 5% | |
| | | 89,352 | 74,460 | (142,252) | | | |
| Closing Funding Surplus(Deficit) | 1(b) | 0 | 330,207 | 645,657 | | | |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

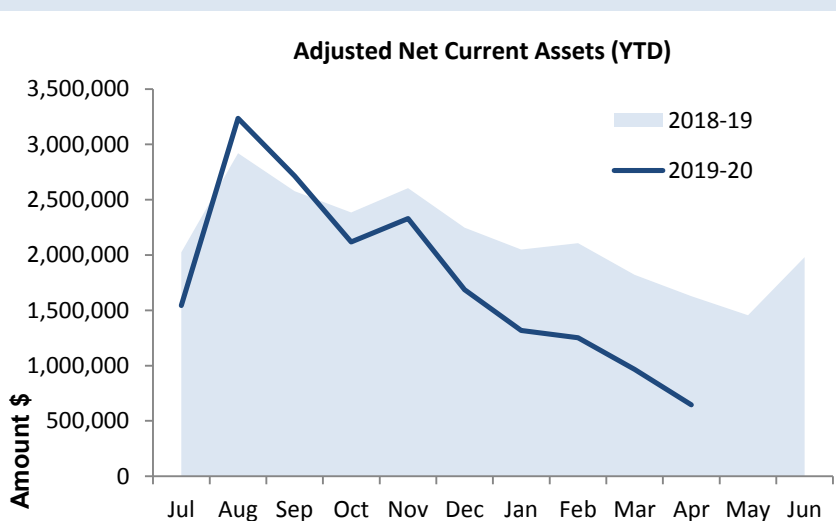
| Adjusted Net Current Assets | Ref Note | Last Years Closing 30 June 2019 | Year to Date Actual 30 Apr 2020 |
|--|-------------|---------------------------------------|---------------------------------------|
| | | \$ | \$ |
| Current Assets | | | |
| Cash Unrestricted | 3 | 2,667,677 | 612,628 |
| Cash Restricted | 3 | 1,260,128 | 1,331,661 |
| Receivables - Rates | 4 | 125,531 | 174,994 |
| Receivables - Other | 4 | 147,487 | 352,979 |
| Interest / ATO Receivable | | 8,050 | 0 |
| Inventories | | 34,774 | 19,663 |
| | | 4,243,647 | 2,491,925 |
| Less: Current Liabilities | | | |
| Payables | | (646,084) | (221,781) |
| Provisions - employee | | (408,126) | (408,126) |
| Long term borrowings | | (70,719) | 0 |
| Contract Liabilities (Only recognised after 1 July 2019) | | (61,386) | 0 |
| | | (1,186,315) | (629,907) |
| Unadjusted Net Current Assets | | 3,057,333 | 1,862,018 |
| Adjustments and exclusions permitted by FM Reg 32 | | | |
| Less: Cash reserves & restricted assets | 3 | (1,260,128) | (1,331,661) |
| Add: Provisions - employee | | 113,319 | 115,299 |
| Add: Long term borrowings | | 70,719 | 0 |
| Adjusted Net Current Assets | | 1,981,242 | 645,657 |

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



**This Year YTD
Surplus(Deficit)
\$.65 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|--|-----------|--------|------|----------------------|--|
| | \$ | % | | | |
| Revenue from operating activities | | | | | |
| General Purpose Funding - Rates | 248,146 | 20% | ▲ | | Rates were raised in August and all rates revenue recognised |
| General Purpose Funding - Other | (106,964) | (10%) | | Timing | Grants Commission final payment due to be received in May 2020 |
| Health | (15,562) | (33%) | ▼ | Timing | Have received the 5 payments from Dr Chow GROH have commenced paying rent at property in Curlew Drive and this has increased rental income. |
| Housing | 17,813 | 12% | ▲ | Timing | |
| Community Amenities | 16,305 | 13% | ▲ | Timing | Rubbish and recycling charges were raised in August |
| Transport | (45,391) | (16%) | ▼ | Timing | Planned sale of surplus items has been held yet Revenue from various sub programmes is less than YTD Budget including revenue from caravan park, community bus, proceeds from sale of industrial land, camping fees from Vets and factory unit rent. |
| Economic Services | 18,018 | 14% | ▲ | Timing | |
| Other Property and Services | 101,899 | 47% | ▲ | Timing | Variance will continue to be monitored |
| Expenditure from operating activities | | | | | |
| Governance | (9,764) | (1%) | ▲ | Timing | This is slightly higher than monthly budget but due to annual fees paid in July. |
| General Purpose Funding | 8,184 | 12% | ▼ | Timing | Large proportion is discount honoured on early payment of rates. |
| Law, Order and Public Safety | 8,074 | 8% | | Timing | This is slightly over budget due to maintenance costs at the Emergency Services Centre however most of these are recoverable from DFES. The BFBs have also spent their allocation of funding for 2019-20. |
| Health | 161,458 | 33% | ▼ | Timing | This is under budget mainly due to the delays in the STED Scheme being commissioned and the subsidies not being paid. |
| Education and Welfare | 22,022 | 20% | ▼ | Timing | Depreciation not accounted for as audit not completed This is also slightly under budget due to the large amount of maintenance being completed on properties. |
| Housing | 62,905 | 17% | ▼ | Timing | This is over budget due to higher cleaning costs at the Rec Centre, additional hours required for maintaining entrance to Rec Centre and wage and maintenance costs at the Pool |
| Recreation and Culture | 162,861 | 11% | ▲ | Timing | This is under as roads depreciation has not been accounted for. This is processed at the end of the financial year. |
| Transport | 2,027,433 | 65% | ▼ | Timing | This is under budget as a number of maintenance jobs are still outstanding on factory units and other rentals. |
| Economic Services | 38,594 | 6% | ▼ | Timing | This is over budget but due to insurance and other costs being paid in July and the allocations. This will be reviewed. |
| Other Property and Services | (168,553) | (66%) | ▲ | Timing | |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|---|-----------|--------|------|----------------------|--|
| Investing Activities | | | | | |
| Non-operating Grants, Subsidies and Contributions | 83,711 | 10% | | Timing | Some funding from Roads to Recovery still to be paid |
| Proceeds from Disposal of Assets | (30,066) | (35%) | ▼ | Timing | Still some assets to dispose of |
| Capital Acquisitions | (54,282) | (3%) | | Timing | Under budget with some projects still requiring completion including electrical upgrades on Admin & Medical Centre, stairs at pool, Main St redevelopment, some plant still requires to be purchased, Roads to Recovery jobs and one bridge conversion to culverts |
| Financing Activities | | | | | |
| Proceeds from New Debentures | (226,667) | (100%) | ▼ | Timing | New loan will be paid on 1 May 2020 |
| Transfer from Reserves | 6,117 | 20% | ▲ | Timing | |

KEY INFORMATION

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

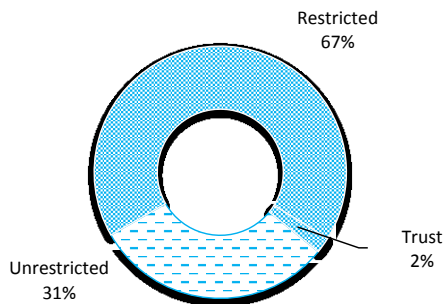
| Cash and Investments | Unrestricted | Restricted | Trust | Total YTD Actual | Institution | Interest Rate | Maturity Date |
|---------------------------------------|----------------|------------------|---------------|---------------------|-------------|------------------|------------------|
| | \$ | \$ | \$ | \$ | | | |
| Cash on Hand | | | | | | | |
| Petty Cash and Floats | 300 | | | 300 | | | |
| At Call Deposits | | | | | | | |
| Municipal Fund | 612,328 | | | 612,328 | BKCB | | |
| Trust Fund | | | 40,278 | 40,278 | BKCB | | |
| Term Deposits | | | | | | | |
| General Reserve Fund | | 441,225 | | 441,225 | BKCB | 1.60% | 28/09/2020 |
| Transport Infrastructure Reserve Fund | | 741,062 | | 741,062 | BKCB | 1.60% | 13/08/2020 |
| Sporting Clubs Facility Replacement | | 99,374 | | 99,374 | BKCB | 1.30% | 13/10/2020 |
| Supermarket Guarantee Reserve | | 50,000 | | 50,000 | BKCB | 1.00% | 3 months |
| Total | 612,628 | 1,331,661 | 40,278 | 1,984,267 | | | |

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

All funds are currently held or invested with Bendigo Bank.



Total Cash

\$1.98 M

Unrestricted

\$.61 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

| Rates Receivable | 30 Apr 20 |
|-----------------------------------|----------------|
| | \$ |
| Opening Arrears Previous Years | 93,884 |
| Levied this year | 1,528,105 |
| Less Collections to date | (1,483,193) |
| Equals Current Outstanding | 138,796 |
| Net Rates Collectable | 138,796 |
| % Collected | 91.44% |

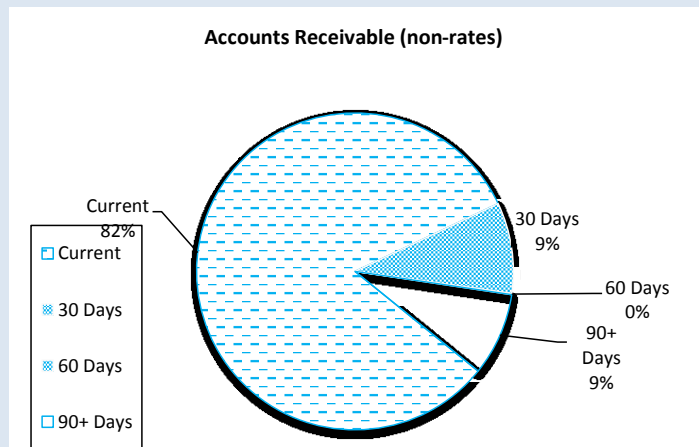
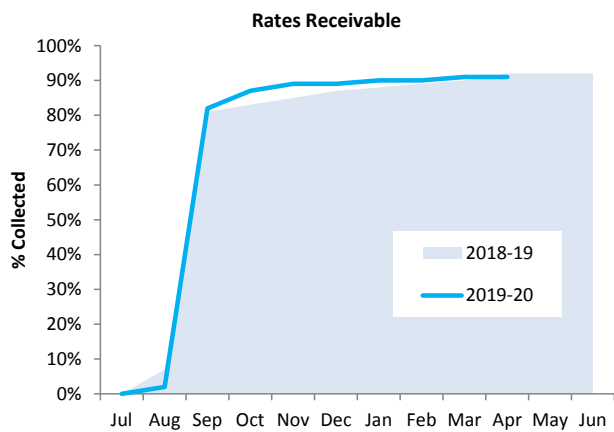
| Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Receivables - General | 273,493 | 30,859 | 408 | 28,259 | 333,019 |
| Percentage | 82% | 9% | 0% | 8% | |
| Balance per Trial Balance | | | | | |
| Sundry debtors | | | | | 333,019 |
| GST receivable | | | | | 19,960 |
| Other receivables | | | | | 0 |
| Total Receivables General Outstanding | | | | | 352,979 |
| Amounts shown above include GST (where applicable) | | | | | |

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified.



| |
|---------------------|
| Debtors Due |
| \$352,979 |
| Over 30 Days |
| 18% |
| Over 90 Days |
| 8% |

| | |
|------------------|------------------|
| Collected | Rates Due |
| 91% | \$138,796 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

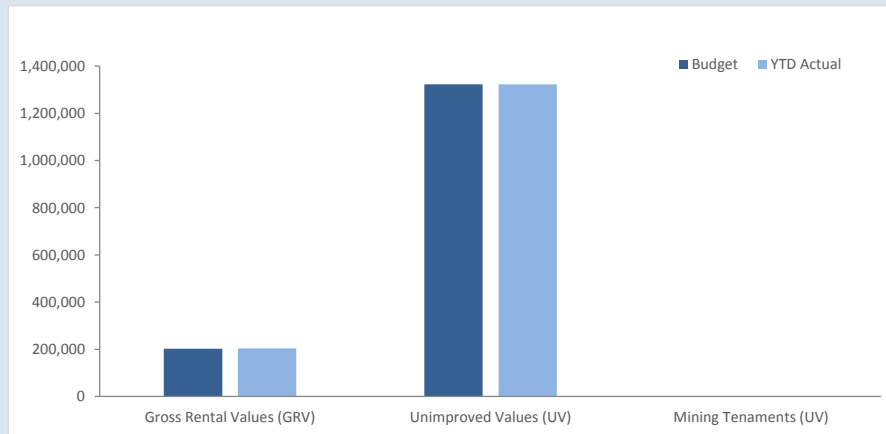
| General Rate Revenue | Budget | | | | | | YTD Actual | | | | |
|----------------------------------|------------|----------------------|--------------------|------------------|--------------|-----------|------------------|------------------|---------------|------------|------------------|
| | Rate in | Number of Properties | Rateable Value | Rate Revenue | Interim Rate | Back Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue |
| RATE TYPE | \$ | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Differential General Rate | | | | | | | | | | | |
| Gross Rental Values (GRV) | 0.068970 | 190 | 1,729,048 | 119,252 | 0 | 0 | 119,252 | 119,252 | 1,246 | 0 | 120,498 |
| Unimproved Values (UV) | 0.011820 | 318 | 110,992,500 | 1,311,931 | 0 | 0 | 1,311,931 | 1,311,931 | 0 | 0 | 1,311,931 |
| Non-Rateable | 0.000000 | 273 | 65,374 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Minimum \$ | | | | | | | | | | |
| Gross Rental Values (GRV) | 469 | 176 | 690,572 | 82,544 | 0 | 0 | 82,544 | 82,544 | 0 | 0 | 82,544 |
| Unimproved Values (UV) | 469 | 25 | 573,000 | 11,725 | 0 | 0 | 11,725 | 11,725 | 0 | 0 | 11,725 |
| Mining Tenaments (UV) | 469 | 3 | 47,363 | 1,407 | 0 | 0 | 1,407 | 1,407 | 0 | 0 | 1,407 |
| Sub-Totals | | 985 | 114,097,857 | 1,526,859 | 0 | 0 | 1,526,859 | 1,526,859 | 1,246 | 0 | 1,528,105 |
| Discount | | | | | | | (38,000) | | | | (39,246) |
| Amount from General Rates | | | | | | | 1,488,859 | | | | 1,488,859 |
| Ex-Gratia Rates | | | | | | | 15,000 | | | | 15,000 |
| Total General Rates | | | | | | | 1,503,859 | | | | 1,503,859 |

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

Rates will be raised in August.



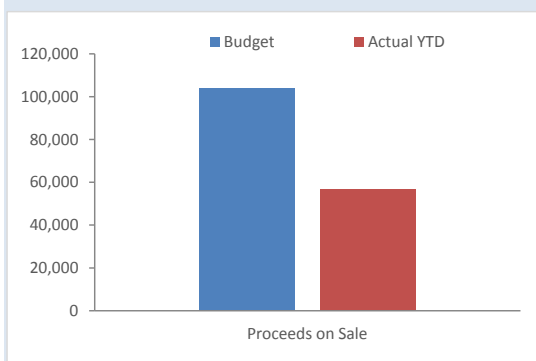
| General Rates | | |
|-----------------|-----------------|-------------|
| Budget | YTD Actual | % |
| \$1.49 M | \$1.49 M | 100% |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

| Asset Ref. | Asset Description | Budget | | | | YTD Actual | | | |
|------------|---------------------------|----------------|----------------|---------------|------------------|----------------|---------------|--------------|------------------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| BK1 | CEO Vehicle | 50,000 | 47,000 | | (3,000) | | | | |
| BK2 | DCEO's Vehicle | 26,000 | 18,000 | | (8,000) | 26,355 | 18,409 | | (7,946) |
| | Ride on Mower | 9,000 | 19,000 | 10,000 | | 9,213 | 19,100 | 9,887 | |
| BK792 | Ute | 6,000 | 10,000 | 4,000 | | | | | |
| BK237 | Truck | 0 | 0 | | 0 | | | | |
| BK238 | Truck | 0 | 0 | | 0 | | | | |
| BK014 | Roller | 39,000 | 10,000 | | (29,000) | 39,712 | 10,092 | | (29,620) |
| | 106, 108 & 110 Butcher St | 33,000 | 9,000 | | (24,000) | 33,000 | 9,000 | | (24,000) |
| | 65 Butcher Street | 45,000 | 0 | | (45,000) | 45,000 | 0 | | (45,000) |
| | 89 Butcher St | 5,000 | 0 | | (5,000) | | | | |
| | | 213,000 | 104,000 | 14,000 | (114,000) | 153,280 | 56,601 | 9,887 | (106,566) |

KEY INFORMATION



| Proceeds on Sale | | |
|------------------|-----------------|------------|
| Budget | YTD Actual | % |
| \$104,000 | \$56,601 | 54% |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

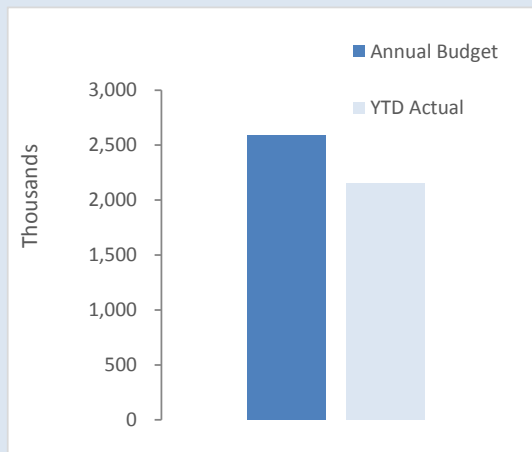
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

| Capital Acquisitions | Amended | | YTD Actual Total | YTD Budget Variance |
|--|------------------|------------------|---------------------|------------------------|
| | Annual Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| Land & Buildings | 775,999 | 646,666 | 580,027 | (66,638) |
| Plant & Equipment | 344,710 | 287,258 | 288,347 | 1,088 |
| Furniture & Equipment | 32,350 | 26,958 | 23,748 | (3,210) |
| Infrastructure - Roads | 1,438,278 | 1,198,565 | 1,259,770 | 61,205 |
| Capital Expenditure Totals | 2,591,337 | 2,159,448 | 2,151,893 | (7,555) |
| Capital Acquisitions Funded By: | | | | |
| | \$ | \$ | \$ | \$ |
| Capital grants and contributions | 1,031,617 | 859,681 | 943,392 | 83,711 |
| Borrowings | 272,000 | 226,667 | 0 | (226,667) |
| Other (Disposals) | 104,000 | 86,667 | 56,601 | (30,066) |
| Contribution - operations | 1,183,720 | 986,433 | 1,151,900 | 165,466 |
| Capital Funding Total | 2,591,337 | 2,159,448 | 2,151,893 | (7,555) |

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



| | | | |
|----------------------|----------------------|-------------------|-------------------|
| Acquisitions | Annual Budget | YTD Actual | % Spent |
| | \$2.59 M | \$2.15 M | 83% |
| Capital Grant | Annual Budget | YTD Actual | % Received |
| | \$1.03 M | \$.94 M | 91% |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

INVESTING ACTIVITIES
NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

| | Account Number | Amended Budget | YTD Budget | YTD Actual | Variance (Under)/Over | Completed |
|---|----------------|------------------|------------------|------------------|-----------------------|-----------|
| Capital Expenditure | | 2,591,337 | 2,159,448 | 2,151,893 | | |
| Buildings | | 775,999 | 646,666 | 580,027 | | |
| Upgrade Electrical compliance at Admin building | | 13,000 | 10,833 | 0 | 0% | |
| Construct new dog pound | | 11,360 | 9,467 | 11,341 | 100% | ✓ |
| Electrical compliance upgrade at Medical Centre | | 37,000 | 30,833 | 0 | 0% | |
| Install Aircon into Medical Centre | | 9,000 | 7,500 | | 0% | |
| Construct Second Residence in Subdivision | | 229,500 | 191,250 | 229,504 | 100% | ✓ |
| Finish Entry Statement at Curlew Drive | | 7,783 | 6,486 | 7,928 | 102% | ✓ |
| Entry Statement at Rec Centre | | 28,500 | 23,750 | 30,540 | 107% | ✓ |
| Power upgrade at Rec Centre | | 104,500 | 87,083 | 7,358 | 7% | |
| Lighting for Hockey Turf | | 262,706 | 218,922 | 263,036 | 100% | ✓ |
| Replace Squash Court Floor | | 14,650 | 12,208 | 13,250 | 90% | ✓ |
| New Staircase for Slide at Pool | | 30,500 | 25,417 | 4,000 | 13% | |
| Repaint entry structure in new logo colours at Pool | | 6,000 | 5,000 | 3,420 | 57% | ✓ |
| Replace shade sails at Pool | | 12,000 | 10,000 | 9,650 | 80% | |
| Installation of Signage & Gazebo at Bruce's Rock | | 9,500 | 7,917 | | 0% | |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

INVESTING ACTIVITIES
NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

| | Account Number | Amended Budget | YTD Budget | YTD Actual | Variance (Under)/Over | Completed |
|---------------------------------------|----------------|------------------|------------------|------------------|-----------------------|-----------|
| Plant & Equipment | | 344,710 | 287,258 | 288,347 | | |
| BK1 Changeover | | 52,500 | 43,750 | 0 | 0% | |
| BK2 Changeover | | 45,000 | 37,500 | 46,909 | 104% | ✓ |
| Turf Cleaner for Hockey Turf | | 35,000 | 29,167 | 36,120 | 103% | |
| Mower for Oval | | 58,600 | 48,833 | 58,620 | 100% | ✓ |
| Mower for Cricket Oval | | 7,000 | 5,833 | 7,000 | 100% | ✓ |
| Water Truck | | 105,000 | 87,500 | 98,089 | 93% | ✓ |
| BK041 WSFN PM Vehicle | | 41,610 | 34,675 | 41,609 | 100% | ✓ |
| Furniture & Equipment | | 32,350 | 26,958 | 23,748 | | |
| Purchase Photocopier for Admin Office | | 8,000 | 6,667 | 8,571 | 107% | ✓ |
| Upgrade Server at Medical Centre | | 18,000 | 15,000 | 15,177 | 84% | |
| New Projector for Shire Hall | | 6,350 | 5,292 | | 0% | |
| Infrastructure - Roads | | 1,438,278 | 1,198,565 | 1,259,770 | | |
| Drainage at Rec Centre | | 50,000 | 41,667 | 54,154 | 108% | |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

INVESTING ACTIVITIES
NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

| | Account Number | Amended Budget | YTD Budget | YTD Actual | Variance (Under)/Over | Completed |
|---|----------------|----------------|------------|------------|-----------------------|-----------|
| Council Funded Road Works | | | | | | |
| Kerb Replacement in Bruce Rock Townsite | | 37,091 | 30,909 | 31,465 | 85% | |
| CBD Revitalisation - Johnson Street | | 60,000 | 50,000 | 909 | 2% | |
| Regional Road Group | | | | | | |
| Black Spot - Lawrie Rd & Cumminin Road Intersection | | 20,134 | 16,778 | 21,548 | 107% | ✓ |
| Bruce Rock - Narembeen Road | | 461,564 | 384,637 | 462,328 | 100% | ✓ |
| Roads to Recovery | | | | | | |
| Bees Road (resheet) | | 65,520 | 54,600 | 65,547 | 100% | |
| Kwolyin South Road (resheet) | | 50,807 | 42,339 | 57,202 | 113% | |
| Yerrapin Boundary Road (resheet) | | 48,231 | 40,193 | 48,231 | 100% | |
| Lawrie Road (resheet) | | 34,853 | 29,044 | 34,853 | 100% | ✓ |
| Carger Road (resheet) | | 43,499 | 36,249 | 43,637 | 100% | |
| Belka East Road (reseal) | | 32,737 | 27,281 | 32,737 | 100% | ✓ |
| Cumminin Road (reseal) | | 44,895 | 37,413 | 44,895 | 100% | |
| Erikin South Road (reseal) | | 25,269 | 21,058 | 25,269 | 100% | ✓ |
| Bruce Rock East Road (reseal) | | 50,225 | 41,854 | 50,225 | 100% | ✓ |
| McGellin Road (resheet) | | 36,272 | 30,227 | 661 | 2% | |
| Bruce Rock Corrigin Road (reseal) | | 64,736 | 53,947 | 61,989 | 96% | ✓ |
| Bruce Rock Narembeen Road (2nd seal) | | 74,205 | 61,838 | 0 | | |
| Bridges - Replace with Culverts | | | | | | |
| Cole Road | | 71,492 | 59,577 | 71,711 | 100% | ✓ |
| Belka West Road | | 87,242 | 72,702 | 67,657 | 78% | |
| Old Beverley Road | | 49,412 | 41,177 | 72,170 | 146% | |
| Council Funded Drainage Works | | | | | | |
| Concrete Open Drain - Noonajin Road | | 30,094 | 25,078 | 10,415 | 35% | |
| Additional Pumps & Pipes for Dams | | | | 2,167 | #DIV/0! | |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

| Information on Borrowings Particulars | 2018/19 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--|---------------|-----------|----------------|----------------------|---------------|-----------------------|----------------|---------------------|--------------|
| | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Housing | | | | | | | | | |
| Loan 3 - Construct House | 0 | 0 | 272,000 | 0 | 12,341 | 0 | 259,659 | 0 | 2,747 |
| | | | | | | | 0 | | |
| Recreation and Culture | | | | | | | | | |
| Loan 2 - Solar Panels | 18,296 | 0 | 0 | 18,295 | 18,296 | 0 | 0 | 260 | 331 |
| Economic Services | | | | | | | | | |
| Loan 1 - Caravan Park | 52,424 | 0 | 0 | 52,424 | 52,424 | 0 | 0 | 790 | 949 |
| Total | 70,720 | 0 | 272,000 | 70,719 | 83,061 | 0 | 259,659 | 1,050 | 4,027 |

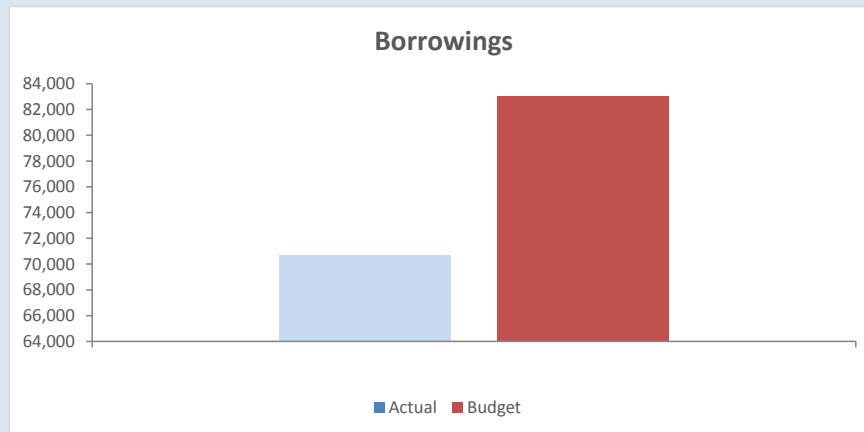
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Dates for repayments

28 April 2020 - Loans will be finalised

Loan application for new loan has been lodged

| | |
|-----------------------------|-------------------------|
| Principal Repayments | Interest Expense |
| \$70,719 | \$1,050 |
| Reserves Bal | Loans Due |
| \$1.33 M | \$0 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 9

Cash Backed Reserve

| Reserve Name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|--|------------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Reserves cash backed - Leave | 113,319 | 2,266 | 1,981 | 0 | | 0 | | 115,585 | 115,299 |
| Reserves cash backed - Plant Replacement | 6,179 | 124 | 108 | 75,959 | | 0 | | 82,262 | 6,287 |
| Reserves cash backed - Housing | 224,116 | 4,482 | 3,917 | 0 | | 0 | | 228,598 | 228,033 |
| Reserves cash backed - Council Housing | 3,604 | 72 | 63 | 0 | | 0 | | 3,676 | 3,667 |
| Reserves cash backed - Transport Infrastructure | 756,794 | 15,136 | 13,968 | 0 | | (29,700) | (29,700) | 742,230 | 741,062 |
| Reserves cash backed - Sports Facility Replacement | 86,429 | 1,728 | 1,511 | 10,000 | 10,000 | 0 | | 98,157 | 97,939 |
| Reserves cash backed - Bowls SCF | 12,148 | 243 | 272 | 6,000 | 6,000 | 0 | | 18,391 | 18,420 |
| Reserves cash backed - Cricket SCF | 9,079 | 182 | 203 | 6,000 | 6,000 | 0 | | 15,261 | 15,282 |
| Reserves cash backed - Football SCF | 11,661 | 233 | 261 | 0 | 0 | (7,000) | (7,000) | 4,894 | 4,922 |
| Reserves cash backed - Hockey SCF | 12,148 | 243 | 272 | 6,000 | 6,000 | 0 | | 18,391 | 18,420 |
| Reserves cash backed - Netball SCF | 12,138 | 243 | 272 | 1,125 | 1,125 | 0 | | 13,506 | 13,535 |
| Reserves cash backed - Squash SCF | 375 | 8 | 8 | 0 | 0 | 0 | | 383 | 383 |
| Reserves cash backed - Tennis SCF | 12,138 | 243 | 272 | 6,000 | 6,000 | 0 | | 18,381 | 18,410 |
| Reserves cash backed - Supermarket Guarantee | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 50,000 |
| | 1,260,128 | 25,203 | 23,108 | 111,084 | 85,125 | (36,700) | (36,700) | 1,359,715 | 1,331,661 |

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 10
BUDGET AMENDMENTS**

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

| GL Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|--|---------------------|-----------------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | \$ | \$ | \$ |
| J11442 | Improvements to water slide at Aquatic Centre | OCM Nov 19 - 11.1.1 | Capital Expenditure | | | 8,500 | (8,500) |
| J11317 | Replacement of Squash Court Floor | OCM Nov 19 - 11.1.1 | Operating Expenditure | | | 14,650 | (23,150) |
| RR174 | R2R Bruce Rock Corrigin Road | OCM Nov 19 - 11.3.3 | Capital Expenditure | | | 62,515 | (85,665) |
| 121309 | INCOME - Roads to Recovery Funding | OCM Nov 19 - 11.3.4 | Capital Revenue | | 62,515 | | (23,150) |
| | Installation of Broadband wireless network | OCM Nov 19 - 11.4.5 | Capital Expenditure | | | 29,700 | (52,850) |
| 151308 | Transfer from Reserve - Transport Infrastructure Reserve | OCM Nov 19 - 11.4.5 | Other | | 29,700 | | (23,150) |
| 113311 | INCOME - Contributions for Rec Centre & Halls | OCM Dec 19 - 11.3.3 | Operating Revenue | | 50,000 | | 26,850 |
| J11314 | Upgrade Power to Rec Centre | OCM Dec 19 - 11.3.3 | Capital Expenditure | | | 50,000 | (23,150) |
| 951904 | Sporting Club Facility Replacement Reserve - Footabll | ECM Dec 19 - 11.3.5 | Other | | | 7,000 | (30,150) |
| | Purchase Lot 465 Westral street | OCM Feb 20 - 11.3.4 | Capital Expenditure | | 10,000 | | (20,150) |
| | WSFN Expenses | OCM Feb 20 - 11.3.6 | Operating Expenses | | | 54,950 | (75,100) |
| | WSFN Revenue | OCM Feb 20 - 11.3.6 | Operating Revenue | | 54,950 | | (20,150) |
| | WSFN Project Manager vehicle | OCM Feb 20 - 11.3.6 | Capital Expenditure | | | 41,610 | (61,760) |
| | Supermarket Expenditure | SCM Mar 20 - 8.1.1 | Operating Expenditure | | | 80,000 | (141,760) |
| | Supermarket Revenue | SCM Mar 20 - 8.1.1 | Operating Income | | 80,000 | | (61,760) |
| 121306 | Roads to Recovery Income | SCM Apr 20 - 8.1.1 | Operating Income | | 74,205 | | |
| RR176 | R2R Bruce Rock Naremben Road | SCM Apr 20 - 8.1.1 | Capital Expenditue | | | 74,205 | |
| | | | | 0 | 361,370 | 423,130 | (61,760) |

KEY INFORMATION

These budget amendments have been run through the Budget Review.

List of Accounts For April 2020

| Chq/EFT | Date | Name | Description | Amount |
|-------------------------------|------------|---|---|------------|
| Municipal Account EFTs | | | | |
| EFT15482 | 02/04/2020 | METCASH TRADING LIMITED | SUPERMARKET ORDER | \$3,163.33 |
| EFT15483 | 02/04/2020 | PETER MICHAEL FUCHSBICHLER | RUBBISH COLLECTION AND REFUSE SITE MAINTENANCE FORTNIGHT ENDING 01/04/2020 | \$3,387.02 |
| EFT15484 | 02/04/2020 | AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS | \$881.32 |
| EFT15485 | 02/04/2020 | SAMANTHA LEE BOYD | PAYROLL DEDUCTION | \$141.74 |
| EFT15486 | 09/04/2020 | SHIRE OF BRUCE ROCK | PAYROLL DEDUCTIONS | \$1,586.00 |
| EFT15487 | 09/04/2020 | AMPAC DEBT RECOVERY (WA) PTY LTD | RATES DEBT RECOVERY MARCH 2020 | \$594.00 |
| EFT15488 | 09/04/2020 | AUSTRALIA POST | POSTAGE CHARGES MARCH 2020 | \$135.75 |
| EFT15489 | 09/04/2020 | AVON WASTE | RECYCLING COLLECTIONS FOR THE MONTH OF MARCH 2020 | \$3,445.11 |
| EFT15490 | 09/04/2020 | BK AIR & SERVICES | AIR CON REPAIR FOR SHIRE PROPERTY | \$346.50 |
| EFT15491 | 09/04/2020 | BOC LIMITED | GAS BOTTLE RENTALS MARCH 2020 | \$113.48 |
| EFT15492 | 09/04/2020 | BRUCE ROCK CAFE - LOVE THAT FOOD | CATERING FOR COUNCIL DINNER MARCH 2020 | \$630.00 |
| EFT15493 | 09/04/2020 | BRUCE ROCK ENGINEERING | MANUFACTURE HYDRAULIC HOSE | \$108.78 |
| EFT15494 | 09/04/2020 | BRUCE ROCK MEATS | LUNCHES FOR MED STUDENT IMMERSION PROGRAM | \$115.50 |
| EFT15495 | 09/04/2020 | BRUCE ROCK TYRES | TYRE VALVES | \$15.84 |
| EFT15496 | 09/04/2020 | BRUNCH | EVENING MEALS FOR OFFICE STAFF - NIGHT AFTER MASONS FIRE - SUPERMARKET SETUP | \$53.50 |
| EFT15497 | 09/04/2020 | BUCHER MUNICIPAL | BROOMS FOR STREET SWEEPER | \$710.38 |
| EFT15498 | 09/04/2020 | CJD EQUIPMENT PTY LTD | PARTS FOR BK373 | \$555.09 |
| EFT15499 | 09/04/2020 | CLINICARE PHARMACY BRUCE ROCK | HAND SANITIZER, GLOVES, MASKS & BOTTLES FOR CLEANERS | \$100.30 |
| EFT15500 | 09/04/2020 | COLESTAN ELECTRICS | ASSESSMENT OF POWER AT HALL AND NECESSARY ALTERATIONS FOR SUPERMARKET, MANUFACTURE 3 PHASE LEAD FOR GENERATOR USE IN THE EVENT OF POWER FAILURE & INSTALL REC CENTRE EASTERN SIDE ENTRY LIGHTS | \$3,895.60 |

| | | | | |
|----------|------------|--|--|-------------|
| EFT15501 | 09/04/2020 | DAIMLER TRUCKS PERTH | PARTS FOR BK1047 & BK730 | \$951.88 |
| EFT15502 | 09/04/2020 | DANIELS HEALTH SERVICES | SERVICE FEE FOR DISPOSAL OF CLINICAL WASTE | \$220.77 |
| EFT15503 | 09/04/2020 | EASTWAY FOOD SUPPLIES | SUPERMARKET ORDER | \$212.45 |
| EFT15504 | 09/04/2020 | ELDERS RURAL SERVICES AUSTRALIA LIMITED | POOL CHEMICALS | \$155.55 |
| EFT15505 | 09/04/2020 | ELEC TECH DIESEL SERVICES | FIT REPLACEMENT ENGINE BK638 | \$2,222.00 |
| EFT15506 | 09/04/2020 | ENVIROPIPES | CORRUGATED PIPES FOR BRIDGE WORKS | \$18,144.28 |
| EFT15507 | 09/04/2020 | GREAT SOUTHERN FUEL SUPPLIES | FUEL FOR MARCH 2020 | \$871.36 |
| EFT15508 | 09/04/2020 | IRVINE TRANSPORT | 7MM METAL FOR PATCHING | \$2,562.37 |
| EFT15509 | 09/04/2020 | JANINE MICHELLE COSGROVE | REIMBURSEMENT FOR SUPERMARKET ORDER | \$71.50 |
| EFT15510 | 09/04/2020 | JH COMPUTER SERVICES | LAPTOPS FOR OFFICERS AND SUPERMARKET COMPUTER HARDWARE | \$11,265.36 |
| EFT15511 | 09/04/2020 | LANDGATE | INTERIM VALUATION AND CERTIFICATE OF TITLE WITH SKETCH | \$92.20 |
| EFT15512 | 09/04/2020 | LIBERTY OIL RURAL PTY LTD | ENGINE, GEAR & HYDRAULIC OILS | \$5,857.04 |
| EFT15513 | 09/04/2020 | LONDONBERRY NOMINEES PTY LTD T/AS EDGECOMBES JEWELLERS | ENGRAVE ROSE BOWL | \$25.00 |
| EFT15514 | 09/04/2020 | MAJOR MOTORS PTY LTD | PARTS FOR BK6519 | \$2,085.50 |
| EFT15515 | 09/04/2020 | MARKETFORCE | RECRUITMENT ADVERTISING | \$1,363.59 |
| EFT15516 | 09/04/2020 | MARTINS PRODUCE | SUPERMARKET ORDER | \$1,892.50 |
| EFT15517 | 09/04/2020 | MCCALL MOTORS PTY LTD | PURCHASES FOR MARCH 2020 | \$1,153.63 |
| EFT15518 | 09/04/2020 | MCINTOSH & SON MERREDIN | REPAIRS TO BK1047 | \$541.20 |
| EFT15519 | 09/04/2020 | MELISSA SCHILLING | REIMBURSEMENT FOR BULK HAND SANITIZER | \$207.90 |
| EFT15520 | 09/04/2020 | MERREDIN TELEPHONE SERVICES | SECURITY MONITORING FOR MARCH 2020 | \$35.20 |
| EFT15521 | 09/04/2020 | MATT GILBERT CARPENTRY & MAINTENANCE | INSTALL ROOF LINING INSULATION TO SHIRE PROPERTY | \$10,912.55 |
| EFT15522 | 09/04/2020 | NB HARDWARE & AG SUPPLIES | CLEANING SUPPLIES FOR SUPERMARKET | \$215.00 |
| EFT15523 | 09/04/2020 | NUTRIEN AG SOLUTIONS | CHEMICAL FOR OVAL | \$119.46 |
| EFT15524 | 09/04/2020 | OCLC LTD | LIBRARY IT SYSTEM ANNUAL CHARGE | \$1,603.34 |
| EFT15525 | 09/04/2020 | OFFICEWORKS BUSINESS DIRECT | STATIONARY | \$378.85 |
| EFT15526 | 09/04/2020 | QC ULTIMATE CLEAN | CARPET CLEANING AT RENTAL PROPERTY - TO BE REIMBURSED | \$374.00 |

| | | | | |
|----------|------------|---|---|-------------|
| EFT15527 | 09/04/2020 | RODGER EDWIN GEORGE | EXCAVATOR HIRE BRIDGE DEMOLITION | \$3,817.00 |
| EFT15528 | 09/04/2020 | SHERRIN RENTALS | TRACKED BOBCAT HIRE | \$3,719.37 |
| EFT15529 | 09/04/2020 | SYNERGY | ELECTRICITY USAGE | \$7,536.71 |
| EFT15530 | 09/04/2020 | T-QUIP | HOCKEY SURFACE MAINTENANCE MACHINE | \$39,732.00 |
| EFT15531 | 09/04/2020 | TRANSTRUCT | CEMENT FOR BRIDGE WORK | \$17.55 |
| EFT15532 | 09/04/2020 | TWO DOGS HOME HARDWARE | PLANTS, RETIC PARTS, TOOTS & KEYS CUT | \$428.38 |
| EFT15533 | 09/04/2020 | TASMAN CHEMICALS PTY LTD | HAND SANITIZER & DISPENSERS FOR SUPERMARKET | \$186.78 |
| EFT15534 | 09/04/2020 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES - TASMAN CHEMICALS | \$14.63 |
| EFT15535 | 09/04/2020 | WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS | CLEANING PRODUCTS | \$452.95 |
| EFT15536 | 09/04/2020 | WESFARMERS KLEENHEAT GAS PTY LTD | GAS BOTTLE RENTAL | \$79.20 |
| EFT15537 | 09/04/2020 | WESTRAC PTY LTD | PARTS AND REPAIRS TO 9MT181 & BK512 | \$9,176.71 |
| EFT15538 | 09/04/2020 | WHEATBELT LIQUID WASTE | CAFÉ SEPTIC PUMP OUT | \$363.00 |
| EFT15539 | 16/04/2020 | AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS | \$881.32 |
| EFT15540 | 16/04/2020 | CALEB CHOW | REIMBURSE DOCTOR FOR TYRO TAKINGS MARCH 2020 | \$420.00 |
| EFT15541 | 16/04/2020 | DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY | BSL FOR MARCH 2020 | \$56.65 |
| EFT15542 | 16/04/2020 | LO-GO APPOINTMENTS | TEMPORARY MANAGER OF WORKS TO 28/3/20 | \$3,066.01 |
| EFT15543 | 16/04/2020 | MASONS SHOPPING CENTRE | STREET SCAPE GRANT 2019/20 REIMBURSEMENT FOR GLASS SLIDING DOORS | \$10,000.00 |
| EFT15544 | 16/04/2020 | PETER MICHAEL FUCHSBICHLER | RUBBISH COLLECTION AND REFUSE SITE MAINTENANCE FORTNIGHT ENDING 15/04/2020 | \$3,387.02 |
| EFT15545 | 16/04/2020 | SAMANTHA LEE BOYD | PAYROLL DEDUCTION | \$141.74 |
| EFT15546 | 16/04/2020 | SHIRE OF BRUCE ROCK - CREDIT CARD | CREDIT CARD FOR APRIL 2020, HEALTHENGINE, ACCOMMODATION FOR OFFICERS, HID KEYS FOR DIESEL AT DEPOT, INTERNET & CARD FEE | \$1,762.76 |
| EFT15547 | 20/04/2020 | ILYAS MOHAMED ISLAM | REIMBURSEMENT FOR MEDICAL COSTS AND POLICE CLEARANCE | \$275.10 |
| EFT15548 | 20/04/2020 | METCASH TRADING LIMITED | SUPERMARKET ORDER | \$9,296.42 |
| EFT15549 | 20/04/2020 | SHIRE OF BRUCE ROCK | PAYROLL DEDUCTIONS | \$1,770.00 |

| | | | | |
|----------|------------|--|--|-------------|
| EFT15550 | 20/04/2020 | WESTERN AUSTRALIAN TREASURY CORPORATION | CARAVAN PARK & REC CENTRE LOANS FINAL CAPITAL REPAYMENT & INTEREST | \$35,999.76 |
| EFT15551 | 23/04/2020 | 2C2U IT PTY LTD | MEDICAL CENTRE IT SUPPORT | \$297.00 |
| EFT15552 | 23/04/2020 | AERODROME MANAGEMENT SERVICES PTY LTD | WINDSOCKS | \$1,541.01 |
| EFT15553 | 23/04/2020 | BGC CEMENT | BULK CEMENT | \$11,508.18 |
| EFT15554 | 23/04/2020 | BROWNLEY'S PLUMBING & GAS | INVESTIGATE AND REPAIRS TO WASTE WATER SYSTEMS AT SHIRE UNITS | \$1,926.10 |
| EFT15555 | 23/04/2020 | BURGESS RAWSON PTY LTD | INDUSTRIAL RENT AND MANAGEMENT FEES | \$327.37 |
| EFT15556 | 23/04/2020 | CENTRAL AGCARE INC CORRIGIN | SHIRE CONTRIBUTION FOR 2019/20 | \$2,000.00 |
| EFT15557 | 23/04/2020 | CODY EXPRESS TRANSPORT | FREIGHT CHARGES FOR SUPERMARKET | \$324.12 |
| EFT15558 | 23/04/2020 | COLESTAN ELECTRICS | REPLACE RCD AT SHIRE COMMERCIAL PROPERTY | \$227.92 |
| EFT15559 | 23/04/2020 | EASTWAY FOOD SUPPLIES | SUPERMARKET ORDER | \$651.78 |
| EFT15560 | 23/04/2020 | ELDERS RURAL SERVICES AUSTRALIA LIMITED | CHEMICAL FOR OVAL & TOOLS | \$423.90 |
| EFT15561 | 23/04/2020 | G.C. SALES (W.A.) | 240LT GREEN LID WHEELIE BINS | \$759.00 |
| EFT15562 | 23/04/2020 | GRIFFIN VALUATION ADVISORY | VALUATION SERVICES | \$16,152.32 |
| EFT15563 | 23/04/2020 | HUTTON AND NORTHEY SALES | REAR LED LIGHTS FOR BK655 | \$108.31 |
| EFT15564 | 23/04/2020 | JASON SIGNMAKERS | PLASTIC TEMPORARY BOLLARDS | \$406.01 |
| EFT15565 | 23/04/2020 | MAJOR MOTORS PTY LTD | PARTS FOR BK025 | \$480.71 |
| EFT15566 | 23/04/2020 | MARTINS PRODUCE | GROCERIES | \$4,923.30 |
| EFT15567 | 23/04/2020 | MCCALL MOTORS PTY LTD | PURCHASES FOR MARCH 2020 | \$3,465.68 |
| EFT15568 | 23/04/2020 | OFFICEWORKS BUSINESS DIRECT | STATIONARY | \$191.14 |
| EFT15569 | 23/04/2020 | PKF FABRICATION & MAINTENANCE | EXTENSION CHUTES FOR CONCRETE AGITATOR | \$703.31 |
| EFT15570 | 23/04/2020 | RODGER EDWIN GEORGE | EXCAVATOR HIRE - LANDFILL TRENCH | \$5,445.00 |
| EFT15571 | 23/04/2020 | RURAL DANCE SCHOOL | PARTIAL REFUND OF IN10142 FOR HALL HIRE, CANCELLED DUE TO COVID- 19 | \$126.56 |
| EFT15572 | 23/04/2020 | SIGMA CHEMICALS | FILTER CARTRIDGE FOR HYDRO POOL | \$369.60 |

| | | | | |
|----------------------------------|------------|--|--|---------------------|
| EFT15573 | 23/04/2020 | STAR TRACK EXPRESS PTY LTD | FREIGHT CHARGES FROM VARIOUS LOCATIONS TO BRUCE ROCK | \$216.17 |
| EFT15574 | 23/04/2020 | SYNERGY | ELECTRICITY USAGE | \$870.46 |
| EFT15575 | 23/04/2020 | THE WORKWEAR GROUP PTY LTD | STAFF UNIFORM | \$598.00 |
| EFT15576 | 23/04/2020 | TRANSTRUCT | REO BAR & CONCRETE EPOXY FOR BRIDGE WORK | \$307.23 |
| EFT15577 | 23/04/2020 | TWO DOGS HOME HARDWARE | ROSE FERTILIZER & TOOLS | \$111.57 |
| EFT15578 | 23/04/2020 | WA CONTRACT RANGER SERVICES | RANGER SERVICES | \$607.75 |
| EFT15579 | 23/04/2020 | WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS | CLEANING PRODUCTS | \$2,050.90 |
| EFT15580 | 23/04/2020 | WA HINO | PARTS FOR BK650 | \$1,433.45 |
| EFT15581 | 23/04/2020 | WESTRAC PTY LTD | PARTS FOR BK511, BK512, BK409 & 9MT181 | \$14,733.82 |
| EFT15582 | 24/04/2020 | GAP SOLUTIONS PTY LTD | INTEGRATED SCALES & SCANNER FOR SUPERMARKET | \$2,984.74 |
| EFT15583 | 28/04/2020 | METCASH TRADING LIMITED | SUPERMARKET ORDER | \$3,035.01 |
| EFT15584 | 28/04/2020 | PFDF FOOD SERVICES PTY LTD | SUPERMARKET ORDER | \$94.00 |
| EFT15585 | 30/04/2020 | AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS | \$881.32 |
| EFT15586 | 30/04/2020 | BROWNLEY'S PLUMBING & GAS | SOLAR HOT WATER SYSTEM SERVICE TO VARIOUS SHIRE PROPERTIES | \$8,828.60 |
| EFT15587 | 30/04/2020 | GAP SOLUTIONS PTY LTD | SUPPLY OF SUPERMARKET POINT OF SALE & BACK OFFICE SYSTEMS (ONSITE) | \$3,632.20 |
| EFT15588 | 30/04/2020 | PETER MICHAEL FUCHSBICHLER | RUBBISH COLLECTION AND REFUSE SITE MAINTENANCE FORTNIGHT ENDING 29/04/2020 | \$3,387.02 |
| EFT15589 | 30/04/2020 | SAMANTHA LEE BOYD | PAYROLL DEDUCTION | \$141.74 |
| EFT15590 | 30/04/2020 | SHIRE OF BRUCE ROCK | PAYROLL DEDUCTIONS | \$1,586.00 |
| Total EFTs | | | | \$313,953.08 |
| Municipal Account Cheques | | | | |
| 24001 | 09/04/2020 | WATER CORPORATION | WATER USAGE | \$1,624.91 |
| Total Cheques | | | | \$1,624.91 |
| Wages and Salaries | | | | |
| | 01/04/2020 | PAYROLL DIRECT DEBIT OF NET PAYS | WAGES FOR THE FORTNIGHT ENDING 01/04/2020 | \$74,568.79 |
| | 15/04/2020 | PAYROLL DIRECT DEBIT OF NET PAYS | WAGES FOR THE FORTNIGHT ENDING 15/04/2020 | \$95,110.65 |
| | 29/04/2020 | PAYROLL DIRECT DEBIT OF NET PAYS | WAGES FOR THE FORTNIGHT ENDING 29/04/2020 | \$73,687.61 |
| Total Wages and Salaries | | | | \$243,367.05 |

| Municipal Account Direct Debits | | | | |
|--|------------|---|------------------------------|-------------|
| DD6461.1 | 01/04/2020 | WALGS PLAN | PAYROLL DEDUCTIONS | \$11,582.30 |
| DD6461.2 | 01/04/2020 | HOST PLUS SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$360.21 |
| DD6461.3 | 01/04/2020 | MTAA SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$53.20 |
| DD6461.4 | 01/04/2020 | AMP FLEXIBLE LIFETIME SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$328.62 |
| DD6461.5 | 01/04/2020 | MACQUARIE SUPER ACCUMULATOR | SUPERANNUATION CONTRIBUTIONS | \$137.34 |
| DD6461.6 | 01/04/2020 | SUPERWRAP PERSONAL SUPER PLAN | SUPERANNUATION CONTRIBUTIONS | \$367.73 |
| DD6461.7 | 01/04/2020 | MACQUARIE SUPER ACCUMULATOR | SUPERANNUATION CONTRIBUTIONS | \$66.69 |
| DD6461.8 | 01/04/2020 | PRIME SUPER | SUPERANNUATION CONTRIBUTIONS | \$248.16 |
| DD6461.9 | 01/04/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$1,308.21 |
| DD6477.1 | 15/04/2020 | WALGS PLAN | PAYROLL DEDUCTIONS | \$14,492.44 |
| DD6477.2 | 15/04/2020 | REST INDUSTRY SUPER | SUPERANNUATION CONTRIBUTIONS | \$207.99 |
| DD6477.3 | 15/04/2020 | HOST PLUS SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$360.21 |
| DD6477.4 | 15/04/2020 | MTAA SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$45.22 |
| DD6477.5 | 15/04/2020 | AMP FLEXIBLE LIFETIME SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$328.03 |
| DD6477.6 | 15/04/2020 | WEALTH PERSONAL SUPERANNUATION AND PENSION FUND | PAYROLL DEDUCTIONS | \$1,462.69 |
| DD6477.7 | 15/04/2020 | VIRGIN MONEY SUPER | SUPERANNUATION CONTRIBUTIONS | \$189.54 |
| DD6477.8 | 15/04/2020 | BENDIGO SMART SAVER SUPER | SUPERANNUATION CONTRIBUTIONS | \$157.64 |
| DD6477.9 | 15/04/2020 | AMP RETIREMENT SAVINGS ACCOUNT | SUPERANNUATION CONTRIBUTIONS | \$58.48 |
| DD6499.1 | 29/04/2020 | WALGS PLAN | PAYROLL DEDUCTIONS | \$12,108.00 |
| DD6499.2 | 29/04/2020 | REST INDUSTRY SUPER | SUPERANNUATION CONTRIBUTIONS | \$209.33 |
| DD6499.3 | 29/04/2020 | HOST PLUS SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$360.21 |
| DD6499.4 | 29/04/2020 | MTAA SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$15.96 |
| DD6499.5 | 29/04/2020 | AMP FLEXIBLE LIFETIME SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$331.19 |
| DD6499.6 | 29/04/2020 | WEALTH PERSONAL SUPERANNUATION AND PENSION FUND | PAYROLL DEDUCTIONS | \$822.76 |
| DD6499.7 | 29/04/2020 | VIRGIN MONEY SUPER | SUPERANNUATION CONTRIBUTIONS | \$176.45 |
| DD6499.8 | 29/04/2020 | BENDIGO SMART SAVER SUPER | SUPERANNUATION CONTRIBUTIONS | \$101.70 |
| DD6499.9 | 29/04/2020 | AMP RETIREMENT SAVINGS ACCOUNT | SUPERANNUATION CONTRIBUTIONS | \$81.36 |

| | | | | |
|----------------------------|------------|-------------------------------|------------------------------|--------------------|
| DD6461.10 | 01/04/2020 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$323.92 |
| DD6461.11 | 01/04/2020 | BENDIGO SUPER EASY | SUPERANNUATION CONTRIBUTIONS | \$213.24 |
| DD6461.12 | 01/04/2020 | REST INDUSTRY SUPER | SUPERANNUATION CONTRIBUTIONS | \$151.86 |
| DD6477.10 | 15/04/2020 | MACQUARIE SUPER ACCUMULATOR | SUPERANNUATION CONTRIBUTIONS | \$135.41 |
| DD6477.11 | 15/04/2020 | SUPERWRAP PERSONAL SUPER PLAN | SUPERANNUATION CONTRIBUTIONS | \$367.73 |
| DD6477.12 | 15/04/2020 | MACQUARIE SUPER ACCUMULATOR | SUPERANNUATION CONTRIBUTIONS | \$73.43 |
| DD6477.13 | 15/04/2020 | PRIME SUPER | SUPERANNUATION CONTRIBUTIONS | \$245.48 |
| DD6477.14 | 15/04/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$1,298.32 |
| DD6477.15 | 15/04/2020 | AMP LIFE LIMITED | SUPERANNUATION CONTRIBUTIONS | \$180.88 |
| DD6477.16 | 15/04/2020 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$320.69 |
| DD6477.17 | 15/04/2020 | BENDIGO SUPER EASY | SUPERANNUATION CONTRIBUTIONS | \$210.52 |
| DD6499.10 | 29/04/2020 | MACQUARIE SUPER ACCUMULATOR | SUPERANNUATION CONTRIBUTIONS | \$136.38 |
| DD6499.11 | 29/04/2020 | SUPERWRAP PERSONAL SUPER PLAN | SUPERANNUATION CONTRIBUTIONS | \$367.73 |
| DD6499.12 | 29/04/2020 | MACQUARIE SUPER ACCUMULATOR | SUPERANNUATION CONTRIBUTIONS | \$76.12 |
| DD6499.13 | 29/04/2020 | PRIME SUPER | SUPERANNUATION CONTRIBUTIONS | \$247.02 |
| DD6499.14 | 29/04/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$1,304.27 |
| DD6499.15 | 29/04/2020 | AMP LIFE LIMITED | SUPERANNUATION CONTRIBUTIONS | \$78.11 |
| DD6499.16 | 29/04/2020 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$322.83 |
| DD6499.17 | 29/04/2020 | BENDIGO SUPER EASY | SUPERANNUATION CONTRIBUTIONS | \$212.33 |
| Total Direct Debits | | | | \$52,227.93 |

| Credit Card Payments | | | | |
|--|------------|----------------------|--|---------------------|
| EFT15546 | 16/04/2020 | YORK MOTEL | ACCOMMODATION FOR OFFICER ATTENDING CONFERENCE | \$140.00 |
| | | HEALTHENGINE | HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS | \$132.00 |
| | | CROWN METROPOL PERTH | ACCOMMODATION FOR OFFICER ATTENDING CONFERENCE | \$731.68 |
| | | COMPAC SALES PTY LTD | HID KEYS FOR DIESEL FUEL SYSTEM AT DEPOT | \$302.72 |
| | | BENDIGO BANK | CARD FEE | \$4.00 |
| | | ACTIV8ME | INTERNET FOR MARCH/APRIL 2020 | \$45.40 |
| | | BENDIGO BANK | INTEREST | \$2.12 |
| | | WESTNET | INTERNET FOR MARCH 2020 | \$139.95 |
| | | WESTNET | INTERNET FOR MARCH 2020 | \$89.95 |
| | | WESTNET | INTERNET FOR MARCH 2020 | \$69.99 |
| | | WESTNET | INTERNET FOR MARCH 2020 | \$104.95 |
| Total Credit Card Payments | | | | \$1,762.76 |
| | | | | |
| Total Municipal Account EFT Payments | | | | \$313,953.08 |
| Total Municipal Account Cheque Payments | | | | \$1,624.91 |
| Total Trust Cheque Payments | | | | \$0.00 |
| Total Wages | | | | \$295,594.98 |
| TOTAL | | | | \$611,172.97 |

Report Addressing Significant Items Raised in the Audit Report for the year ending 30th June 2019 as per s.7.12A of Local Government Act 1995

| | |
|--------------------------|--|
| Agenda Reference: | May 2020 Audit Committee Meeting, Item 7.1.1 |
| File Reference: | 8.2.6.1 – Annual Audit |
| Author: | Jennifer Bow, Manager of Finance |
| Attachments | Appendix A – Audit Report |

Introduction

Section 7.12A of the Local Government Act 1995 outlines the requirements that the local government must follow in response to receiving an Audit Report that contains a significant matter/s.

The Shire of Bruce Rock received its Audit Report (Attachment A) for the year ending 30th June 2019 however this year it was a qualified audit opinion. This is on the basis that the OAG is unable to verify that the Other Infrastructure assets listed in the financial statements has not been corrected valued or condition assessments conducted on these assets as required as per the 2018 Management Letter.

The issues raised in the Audit Report included the following;

1. Qualified Audit Opinion as unable to verify valuation of Other Infrastructure Assets without condition assessments;
2. Report on Other Legal and Regulatory Requirements;
 - a. Adverse Trends of Ratios
 - i. Asset sustainability ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0.8 for the last three years.
 - ii. Operating surplus ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0 for the last three years.
 - iii. Own source revenue ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0.35 this year.
 - b. Non-compliant with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of the audit:
 - i. The Shire has included bonds and other monies in its trust account which are not held in trust, or required to be credited to the trust account under section 6.9(1) of the Local Government Act 1995.

Legislative Requirement

The legislative requirement for this report is provided in section 7.12(A) of Local Government Act 1995.

7.12A. Duties of local government with respect to audits

(3) *A local government must —*

(aa) examine an audit report received by the local government; and

- (a) determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) ensure that appropriate action is taken in respect of those matters.*
- (4) A local government must —*
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

The following is the Shire of Bruce Rock's response in addressing the above issues that were raised in the Audit Report as per the requirements set out in section 7.12A of Local Government Act 1995.

Comment

1. OTHER INFRASTRUCTURE VALUATION

Finding

The valuation of bridges, footpaths, drainage, other infrastructure, and the airstrip which was performed in 2017-18 was a desktop valuation and did not include an assessment of the condition of each of assets. Under Australian Accounting Standards, the condition of the asset is an important characteristic which needs to be considered when determining the fair value of an asset.

Implication

At 30 June 2019 and 30 June 2018 we were unable to obtain evidence that infrastructure assets amounting to \$33,767,492 and \$34,303,030 respectively, represent fair value in accordance with the requirements of Australian Accounting Standards and the requirements of Regulation 17A of the Local Government (Financial Management) Regulations 1996.

Recommendation

The Shire should ensure that future valuations of property, plant and equipment include assessments of the condition of assets.

Management Comment

Management will engage a suitably qualified consultant to provide fair values in accordance with the Australian Accounting Standards and Regulation 17A of the Local Government (Financial Management) Regulations 1996 for other infrastructure as at 30th June 2020. This will include the physical inspection of assets as required.

Responsible Person: MOF

Completion Date: 30th June 2020 (for inclusion in the financial statements for the year ending 30th June 2020)

2. ADVERSE RATIO TRENDS

a. Asset Sustainability Ratio

Finding

The Asset Sustainability Ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0.8 for the last three years.

Implication

A ratio below the standard of 0.8 indicates that the local government is not replacing assets soon enough and is a direct correlation to the depreciation expense in the financials.

Recommendation

A review of the depreciation expense needs to be conducted.

Management Comment

The depreciation expense requires reviewing as it is particularly high in regards to infrastructure. This review will be carried out over the next two years as the new fair values are importing into the asset register, as all classes are being revalued and will be completed by 30th June 2021.

Responsible: MOF

Completion Date: 30th June 2021 (for inclusion in the financial statements for the financial year ending 30th June 2021).

b. Operating Surplus Ratio

Finding

The Operating surplus ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0 for the last three years (2016; -0.86, 2017; -0.70, 2018; -1.87).

Implication

A negative ratio indicates the inability of the local government to meet operational and service requirements. However, the ratio removes grants and contributions towards capital assets which makes up a significant proportion of our revenue.

Recommendation

To improve operating surplus ratio.

Management Comment

This will prove quite challenging given our revenue stream is highly reliant on capital grants and contributions for the development of assets. We are also a small local government with a small rate base and unable to raise large revenue streams from other facilities or other services.

The Auditor General has previously commented after the 2017/18 Audits that most local governments have had this reported as an adverse trend as local governments are not meant to make a profit and so there may be a flaw in the standard and that it needs revising.

Responsible: MOF

c. Own Source Revenue ratio

Finding

Own source revenue ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0.35 (2016; 0.43, 2017;0.30, 2018;0.22).

Implication

That the Local Government is unable to raise sufficient revenue from rates, fees and charges and other income to not rely on grants and other contributions.

Recommendation

To improve the own source revenue ratio.

Management Comment

This ratio will also be difficult to improve as the Shire has a small rate base and is unable to raise significant revenue from rates and, fees and charges.

It is evident amongst smaller local governments that we are reliant on particularly the Federal Assistance Grants which make up a large proportion of our revenue stream.

Responsible: MOF

3. TRUST MONIES

Finding

In accordance with the OAG 'Accounting for work bonds, building bonds and hire bonds' position paper dated 1 July 2019 bonds such as work bonds, building bonds and hire bonds should not, for accounting purposes, be regarded as Trust Fund moneys in terms of the Local Government Act 1995.

Our review of the Shire of Bruce Rock's financial statements Note 26 and discussions with management indicate the following trust monies continue to be held in trust and an assessment as to whether they need to be reclassified to municipal funds has not yet been completed:

- Factory unit and housing bonds;
- Fundraisers;
- Kwolyin Progress Association;
- Sale of land deposits;
- Bruce Rock museum funds;
- Rates overpayment;
- Community recreation centre;
- Tidy towns;
- Vietnam veterans;
- Wind up committee; and
- Wheatbelt women.

Implication

Risk of incorrect classification of trust and municipal funds and non-compliance with Local Government Act 1995.

Recommendation

We recommend a review of trust funds be completed in 2019/20 to identify monies required to be returned to customer, recognised as income by the Shire or reclassified to municipal funds.

Management Comment

Management did conduct a review of bonds held in the Trust Account and have moved any bond that does not state in the agreement that they must be held in Trust. The remaining bond monies are associated with factory units and their agreements do state that the bonds must be held in the Shire's Trust Account.

The other monies held in trust are not bonds. There are several that can be brought through to the municipal account which will be done in the course of 2019/20 financial year. However, there will be some monies that must remain in the Trust Account and we will obtain confirmation that these funds are to remain in the Trust Account.

Responsible Officer: MOF

Completion Date: 30th June 2020



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Bruce Rock

Report on the Audit of the Financial Report

Qualified Opinion

I have audited the annual financial report of the Shire of Bruce Rock which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion, except for the effects of the matters described in the Basis for Qualified Opinion section of my report, the annual financial report of the Shire of Bruce Rock:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Qualified Opinion

Other than for roads, the valuation of infrastructure assets including bridges, footpaths, drainage, other infrastructure and the airstrip which was performed in 2017-18 was a desktop valuation and did not include an assessment of the condition of assets.

I am therefore unable to obtain sufficient appropriate audit evidence to confirm that infrastructure assets other than roads, totalling \$33,767,492 at 30 June 2019 and \$34,303,030 at 30 June 2018 represent fair value in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. In addition, I am also unable to obtain sufficient appropriate audit evidence that the revaluation surplus and movements in comprehensive income associated with the 2017-18 valuation of these assets are fairly presented.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditors Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996, does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the annual financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the annual financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the annual financial report, including the disclosures, and whether the annual financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the Shire:
 - a. The Asset Sustainability Ratio as reported in Note 32 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years;
 - b. The Operating Surplus Ratio as reported in Note 32 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years; and
 - c. The Own Source Revenue Coverage Ratio as reported in Note 32 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
 - a. The Shire has included bonds and other monies in its trust account which are not held in trust, or required to be credited to the trust account under section 6.9(1) of the *Local Government Act 1995*.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial ratios for 2017 in Note 12 of the annual financial report were audited by another auditor when performing their audit of the Shire for the year ending 30 June 2017. The auditor expressed an unmodified opinion on the annual financial report for that year.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Bruce Rock for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



CAROLINE SPENCER
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
/s/ February 2020

Bruce Rock Café
48 Johnson Street
BRUCE ROCK WA 6418

Bruce Rock Shire
54 Johnson Street
BRUCE ROCK WA 6418

21st April 2020

Dear Darren and Councillors

We are writing to respectfully request a pause in our rental payments for the Bruce Rock Café for the month of April (Invoice # 10235) and possibly for the month of May 2020.

As we have not been able to open and trade due to the COVID-19 pandemic, we have not been able to generate an income. We are also a very fledgling business, having only opened in October and do not have the financial resources to continue to pay rent when not generating an income.

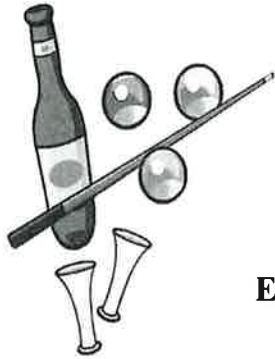
We have also learned today that at some point over the last week, the power at the café has tripped and we have lost all our frozen stock, which will be a considerable cost to replace in preparation for reopening.

We understand that these are difficult times and that the Shire has already done so much to assist the people of Bruce Rock, however we are hopeful that you will be able to grant our request.

We look forward to hearing from you.

Kind regards

Kim and Merredith McKenzie-Thornton
0419 961 358



BRUCE ROCK DISTRICT CLUB [INC]

PO Box 50 BRUCE ROCK WA 6418
Ph/Fax: 08 9061 1386 ABN: 35 741 369 573
Email: bkclub1@bigpond.com A/Hrs 0428 469 035

5th May 2020

Darren Mollenoyux
Chief Executive Officer
Shire of Bruce Rock
PO Box 113
Bruce Rock WA 6418

admin@brucerock.wa.gov.au

| | | |
|------------|------------|-------|
| CEO | DCEO | WORKS |
| EHO | BS | NRM |
| MOF | SFO | FO |
| CDO | EXO | ADMIN |
| 5 MAY 2020 | | |
| FILE | 1.3.11.4 | |
| RECORD | 1CR5209696 | |

Dear Darren and Council,

As you would be well aware by now, we have had to close our doors to normal business since late March due to the Covid-19 crisis enforced restrictions.

With effectively no income, we have worked hard to reduce as many expenses as possible, as in the end, money spent is money lost for the community. We want a thriving and viable District Club when this is all over.

So we are writing to you in the hope that you may consider waiving the rent for the District Club until restrictions are lifted and we can re-open.

We look forward to hearing from you.

Committee and Management
Bruce rock District Club Inc.

| ASSESSMENT NUMBER | ITEMS TO WRITE OFF | | | | | | | | | | ASSESSMENT TOTAL |
|-------------------|--------------------|-------------------|-----------------|-----------------------|--|-------------------|---------------------|-------------------|-------------------|-----------------|--------------------|
| | RATES | RUBBISH | RECYCLING | FIRE PREVENTION WORKS | WORKS FOR NON-COMPLIANCE OF WORK ORDER | LEGAL CHARGES | LEGAL FEES (NO GST) | ESL | INTEREST | ESL PENALTY | |
| A539 | \$1,427.95 | \$635.26 | \$338.08 | \$621.50 | | \$65.40 | \$907.11 | \$253.25 | \$1,169.90 | \$145.39 | \$5,563.84 |
| A654 | \$1,427.95 | \$889.26 | \$357.56 | | \$2,695.39 | | \$550.45 | \$253.25 | \$1,500.80 | \$194.76 | \$7,869.42 |
| A484 | | | | | | \$34.17 | \$387.99 | | \$376.22 | \$30.67 | \$829.05 |
| A580 * | \$2,881.90 | \$126.20 | | | | | \$601.85 | \$527.50 | \$1,724.11 | \$231.25 | \$6,092.81 |
| A698 | \$2,218.10 | | | | | \$1,409.28 | \$557.22 | \$382.95 | \$1,180.79 | \$160.29 | \$5,908.63 |
| A591 | \$577.14 | | | | | | \$531.52 | \$104.95 | \$1,287.65 | \$157.08 | \$2,658.34 |
| TOTAL | \$8,533.04 | \$1,650.72 | \$695.64 | \$621.50 | \$2,695.39 | \$1,508.85 | \$3,536.14 | \$1,521.90 | \$7,239.47 | \$919.44 | \$28,922.09 |

A580 * INCORPORATES THE TWO ASSESSMENTS IT WAS SUB-DIVIDED INTO:

A2608 (68 DAMPIER STREET) \$180.35 - RATES \$140.95, ESL \$25.25, INTEREST \$12.00 & ESL PENALTY \$2.15

A2609 (66 DAMPIER STREET) \$180.35 - RATES \$140.95, ESL \$25.25, INTEREST \$12.00 & ESL PENALTY \$2.15



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

National Redress Scheme for Institutional Child Sexual Abuse

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

Information Paper

3 February 2020

Contents

| | |
|--|-----------|
| 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS | 3 |
| 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME..... | 4 |
| CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME | 4 |
| 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR..... | 5 |
| 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME | 7 |
| KEY ASPECTS OF THE STATE'S DECISION | 8 |
| 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS | 10 |
| CONFIDENTIALITY | 10 |
| APPLICATION PROCESSING / STAFFING | 10 |
| RECORD KEEPING..... | 10 |
| REDRESS DECISIONS | 11 |
| MEMORIALS..... | 11 |
| 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME | 12 |
| ACKNOWLEDGEMENTS | 13 |
| FOR MORE INFORMATION | 13 |
| APPENDIX A..... | 14 |
| ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION | 14 |
| THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION..... | 15 |
| APPENDIX B..... | 16 |
| NATIONAL REDRESS SCHEME - FURTHER INFORMATION..... | 16 |
| SURVIVORS IN THE COMMUNITY | 17 |
| TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS | 18 |
| TIMEFRAME TO JOIN THE SCHEME..... | 19 |
| THE SCHEME'S STANDARD OF PROOF | 19 |
| MAXIMUM PAYMENT AND SHARED RESPONSIBILITY | 20 |
| EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS | 20 |

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

| Description and Action | Agency | Timeline |
|--|-----------------|------------------------|
| Distribution of Information Paper to WA Local Governments | DLGSC | 3 February 2020 |
| WALGA hosted webinar | DLGSC / DPC | 18 February 2020 |
| Metro and Country Zone meetings | WA LG's / DLGSC | 19 to 24 February 2020 |
| State Council meeting – Finalisation of Participation arrangements | WALGA | 4 March 2020 |
| WALGA hosted webinar – Participation arrangements | DLGSC/ DPC | Mid-March 2020 |

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018 (WA)* took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)*, Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at [https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 9492 9700
Website: www.dlgc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

| Jurisdiction | Position |
|------------------------------------|--|
| Commonwealth | <ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme. |
| Australian Capital Territory (ACT) | <ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme. |
| New South Wales (NSW) | <ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete. |
| Northern Territory (NT) | <ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments. |
| Queensland | <ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress. |
| South Australia (SA) | <ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments. |
| Tasmania | <ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration. |
| Victoria | <ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability. |
| Western Australia (WA) | <ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector. |

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).