



Shire of  
**Bruce Rock**

*Where friends become family*



# Agenda Attachments

Thursday 19 March 2020

**SHIRE OF BRUCE ROCK**  
**AGENDA ATTACHMENTS 19 MARCH 2019**

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 FEBRUARY 2020

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**SHIRE OF BRUCE ROCK**

**AGENDA – ORDINARY MEETING 20 FEBRUARY 2019**

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 3.25pm.

**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
Deputy Chief Executive Officer	Mr A O’Toole
Executive Assistant	Mrs MJ Schilling
Environmental Health Officer	Mr J Goldacre 3.42pm to 3.57pm
Manager of Finance	Mrs J Bow 3.59pm to 4.22pm

**3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason
20.02.20	Darren Mollenoyux	13.2	Is CEO applying for Contract Extension

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
20.02.20	Cr Rajagopalan	11.1.1	Airconditioning in Dentist Rooms which Cr Rajagopalan rents

**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 December 2019.

**COUNCIL DECISION**

**Resolution OCM Feb 20 – 9.1**

**Moved: Cr Crooks**

**Seconded: Cr Foss**

**That the minutes of the Ordinary Meeting of Council held Thursday 19 December 2019 be confirmed as a true and correct record.**

**Carried 9/0**

## 10. Regional Reports

<b>Agenda Reference and Subject:</b>	<b>10.1.1</b>	WALGA State Council Agenda
<b>File Reference:</b>	1.6.5.2	Western Australian Local Government Association (WALGA) Circulars Agendas Minutes
<b>Reporting Officer:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>		Nil
<b>Attachments:</b>		<i>Item 10.1 Attachment A - WALGA State Council Agenda</i>

### Summary

Council is asked to review the WALGA State Council Agenda and provide direction for its voting delegate for the upcoming WALGA Great Eastern Zone Meeting.

### Background

The following request has been received from WALGA;

*You have recently received an email notifying you of the WALGA State Council agenda for the February/March 2020 round of Zone and State Council meetings. I thought I would send you a quick email to advise of some recent changes to the WALGA agenda process.*

*Following the review of WALGA State Council and Zone processes last year, State Council resolved to implement some changes to the agenda process. A key outcome of the review is to make the State Council agenda shorter, sharper, and more forward-looking with the aim of engendering greater engagement with the agenda by WALGA's members. It has also been resolved to cease the hard copy production of the State Council agenda's.*

*The agenda has been distributed electronically to all CEO's and Elected Members.*

*A further outcome of the review is to request Chief Executive Officers to implement a process whereby State Council agenda items for decision are considered by Councils, either in formal Council meetings, or in briefing or concept forums. It would be beneficial for State Council agenda items for decision to be considered by Council in a formal or informal meeting to provide guidance and direction to their Zone representatives and to raise awareness of contemporary strategic advocacy and policy issues for all Elected Members and staff. In the March 2020 agenda, there are three items for decision to consider.*

### Comment

To encourage the improved awareness and promote a better understanding by all Councillors it is recommended that WALGA State Council Agenda and items requiring a decision be addressed by Council.

The following items that require direction from Council are;

#### 5.1 National Redress Scheme – Future Participation of WA Local Governments

*WALGA Recommendation*

*That State Council:*

- 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.*

## **5.2 Submission on Aboriginal Empowerment Strategy**

*WALGA Recommendation*

*That the submission to the Department of Premier and Cabinet in response to the Aboriginal Empowerment Strategy be endorsed.*

## **5.3 WALGA Submission on Independent Review of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

*WALGA Recommendation*

*That the submission on the Independent Review of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC) be endorsed.*

A full copy of the State Council Agenda is provided as Attachment A.

### **Consultation**

Nil

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Risk Implications**

Nil

### **Financial Implications**

There will be unknown costs and staffing impacts from the outcomes of the National Redress Scheme and Council's additional responsibility to meet the requirements

### **Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

#### **Governance**

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

- 12.2 Continue to build our voice and strategic projects within our regional groupings

### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 10.1.1**

**Moved: Cr Waye**

**Seconded: Cr Rajagopalan**

**That Council provides direction for its voting delegate and supported the WALGA State Council Agenda Item recommendations listed for consideration at the WALGA Great Eastern Zone Meeting on the 26th February 2020.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>10.1.2</b>	WEROC Inc
<b>File Reference:</b>	1.6.9.1	Wheatbelt East Regional Organisation of Councils (WE-ROC) Meeting Minutes and Agendas
<b>Reporting Officer:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>		Nil
<b>Attachment:</b>		<i>Nil</i>

### Summary

Council is asked to receive update on WEROC Inc.

### Background

Whilst there has not been a WEROC Inc Meeting since the last December 2019 Council Meeting a couple of updates are provided for Councillor's information.

### Comment

To encourage the WEROC partnership and promote a better understanding by all Councillors it is recommended that WEROC information be received by Council.

#### Future Governance of WEROC – Development of WEROC Constitution

I can confirm that the new constitution for WEROC Inc has been accepted and therefore Wheatbelt Communities Inc and WEROC are now formalised as one body to be formally known as WEROC Inc. The certificate of incorporation has now been received finalising the arrangements. The first meeting under the new entity will be on the 26<sup>th</sup> February 2020.

#### WEROC Executive Officer

As Council is aware the WEROC Executive Officer, Helen Westcott and Bruce Wittber resigned in November 2019 to take affect at the end of February 2020. Following a thorough recruitment process the selection panel put forward a recommendation to WEROC Inc, which was formalised via flying email resolution.

The WEROC Inc resolved as follows;

*That WEROC Inc endorses the appointment of Rebekah Burges from 150Square to the position of WEROC Executive Officer based on a 2 year contract commencing on the 1st March 2020 and that the Bruce Rock CEO undertake the preparation of agreement between the two parties in line with the Expression of Interest received and the terms of the position description presented.*

*The Bruce Rock CEO will be meeting with Rebekah Burgess over the next week to formalise arrangements and start date is expected as of the start of March 2020.*

### Consultation

Nil

### Statutory Implications

Nil



**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That Council does not receive the minutes or object to decisions of the WEROC Council meeting.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Insignificant	Low
<b>Action / Strategy</b>		
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
- 12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 10.1.2**

**Moved:** Cr Dolton  
**Seconded:** Cr Waight

**That Council receives the update on WEROC Inc, as presented.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>10.1.3</b> CEACA Meeting Minutes
<b>File Reference:</b>	4.1.10.1 Central East Aged Care Alliance General Correspondence
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachment:</b>	<i>Nil</i>

### Summary

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

### Background

The 11 member Councils of the Central Eastern Aged Care Alliance (CEACA Inc.) held a meeting on 4<sup>th</sup> February 2020 at the Kellerberrin Recreation and Leisure Centre.

### Comment

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

The following items are highlighted for Councillors attention;

At the time of writing this report the minutes had not been received, however they will be forwarded to Councillors prior to the Council meeting.

### Consultation

Discussions were held at the CEACA Inc. Committee Meeting

### Statutory Implications

Nil

### Policy Implications

Nil

### Risk Implications

Nil

### Financial Implications

Council has a budget provision of \$20,000 for its CEACA Inc. Membership in the 2019/2020 financial year.

### Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

#### Community

- Goal 7 Community are engaged and have a healthy lifestyle
  - 7.1 Encourage and help facilitate the administration of the planned CEACA units
  - 7.3 Continue to work towards achieving the strategies of the Age Friendly Community Plan

#### Governance

- Goal 12 Council leads the organisation in a strategic and flexible manner
  - 12.2 Continue to build our voice and strategic projects within our regional groupings

**Voting Requirements**

Simple majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 10.1.3**

**Moved: Cr Waight**

**Seconded: Cr Foss**

**That Council receives the minutes of the CEACA Inc General Meeting held on the 4th February 2020 at the Kellerberrin Recreation and Leisure Centre.**

**Carried 9/0**

*Mr J Goldacre entered the Council Chambers at 3.42pm.*

## 11. Officers' Reports

### 11.1 Environmental Health Officer

<b>Agenda Reference and Subject:</b>	<b>11.1.1 Environmental Health Officer Information Bulletin</b>
<b>File Reference:</b>	Nil
<b>Reporting Officer:</b>	Julian Goldacre, Environmental Health Officer
<b>Author:</b>	Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest:</b>	Cr R Rajagopalan
<b>Attachments:</b>	<i>Nil</i>

#### Summary

To accept the Environmental Health Officer Information Bulletin for the months of December 2019 and January 2020 for activities undertaken.

#### Background

The Environmental Health Officer will provide a report of activities undertaken during the preceding two months inclusive of Deputised and Delegated functions. This Information Bulletin will cover the months of December 2019 and January 2020.

#### Comment

As part of the role of the EHO in asset management the following major items have been undertaken:

A) The Opportunity Shop request for an air conditioning unit has been actioned. A portable AC unit of the highest capacity for cooling was sourced and installed. A wall unit could not be installed due to the building being owned by the State Government and managed by the Local Government;

B) The pool cleaner at the Aquatic centre ceased working and was not repairable due to age. A new model suited to a larger pool body with a vinyl floor was purchased.

C) Unit 5 Farrall Street has undergone extensive renovations post tenant to address issues identified in budget and damage. Unit 4 also has had works undertaken to address maintenance issues;

D) An audit of electrical services within the Medical Centre has been completed as there were no electrical plans on file. These drawings using electrical icons will be submitted to the chosen electrical consultant for the final upgrade plan for the tender to proceed with the electrical upgrade to the required Australian Standard identified during the electrical audit for the now discontinued solar panel installs;

E) The air conditioning upgrade at the Medical Centre requires further investigation which is underway due to 'medical procedures' being undertaken in the dentist rooms. It has been determined that no other medical procedures are undertaken in the other rooms as these are done at the hospital. The EHO has issued the purchase order for the installation of ancillary AC split system units in each dentist rooms to assist the proposed new AC ducted system when finally designed. The EHO has been in consultation with a recommended air conditioning specialist who has provided good information moving forward; further consultation is underway as original quote is too high for this project;

F) Quotations for the dwelling at 117 Noonagin Street have been requested for the roof blanket insulation and educt vents to meet Engineer recommendations from 10 years ago. The works have been awarded.

H) The EHO has been contacting the Transtruct business operator to leverage out when pool slide stairs replacement will occur and the plans for the building permit received. The plans have been delayed due to the engineer and architect both taking vacations. With the Transtruct new workers on hand, the EHO

has been assured that the plans will be submitted soon, and the materials have arrived to construct the stairs. At this stage the works are likely to begin towards end of pool season if not during pool season closure;

I) The issue of the power fluctuations at the Elders building due to industrial type welding is currently being monitored by Western Power in consultation with their engineering team at Western Power Perth. A report will soon be provided to the Shire detailing the cause of the issues of power fluctuations which also affect the Shire offices and chambers;

K) The ongoing replacement shade sail for the recreation centre playground area is now resolved with West Coast Shades agreeing to cover the cost of the replacement shade sail. Also, the last shade sail remaining to be replaced at the toddlers pool is completed.

L) Spider spraying of Shire property has been undertaken.

Operational matters undertaken by the EHO are as follows:

1) A letter was written to the owners of 82 Johnson Street detailing a historic house unfit order which is showing signs of deterioration. The owners who are registered under a company name have replied giving assurances that the dwelling will be renovated to a suitable standard in 2021. EHO to monitor as an ongoing matter;

2) The EHO has communicated with the Public Health Unit in Northam and the Merredin Health Services to make application for data to support the Shire of Bruce Rock Public Health Plan. The EHO is also negotiating with a Public Health Plan consultant who specialises in regional local government plans to assist moving forward once the parameters are set, subject to Council approval;

3) The dwelling at 49 Railway Parade on inspection by the EHO has been found to be in a condition non-compliant with the *Shire of Bruce Rock Health Local Law 2016*. The owner has been written to in December 2019 and no response has been received as of the 12 February 2020. The EHO will monitor ongoing and progress as required to get the owner's attention to the required works;

4) The EHO and DCEO undertook an inspection pursuant to the *Building Act 2011* to determine that the outbuilding constructed at 117 Butcher Street was in keeping with the issued plans for the Building Permit. On investigation the outbuilding was found to be in significant variance to the engineered plans. The EHO wrote a letter of intention to issue and serve a Building Order to rectify the identified matters inviting the owner to advise on how he intends to proceed. The owner wrote to the Shire on the 21 January 2020 detailing his intentions moving forward to rectify. EHO to monitor ongoing;

5) The EHO is assisting a landowner on Farrall Street for the construction of a fence to comply with the Planning requirements and fencing local law. A letter has been written detailing requirements and options;

6) The EHO has been working through creating a Bushfire Attack Level (BAL) assessment checklist in order to assist with the Building Approval Certificate for the ancillary accommodation (Donga) on a farm on Wogarl Road;

7) The updated Escape Plans and No Exit signage have been installed inside the Shackleton Hall. EHO to discuss with users to not unilaterally install non-complaint locks onto doors to rooms for public use;

8) The squash court one new flooring scheduled for early January 2020 has been deferred to mid to late February due to wood being held up due to Great Eastern Highway fires. The Bruce Rock Squash Club have removed the old flooring and photos have been sent to the flooring contractor who is confident condition of supports are suitable;

9) Quotations for the replacement of the Bruce Rock Shire Hall damaged ceiling sheets is ongoing and will delay the painting until rectified, this has been discussed with the painter and agreed to;

10) The house at 12 Venemore Street Shackleton is ongoing with the owner now taking the insurer to arbitration to resolve matters;

11) The owner of 24 Osbourne Street dwelling has been written to regarding the condition of the dwelling. The owner responded to outline he is currently dealing with bushfire damage to his property in

New South Wales, amongst other things. EHO has replied acknowledging his response and any works undertaken at the property in Bruce Rock will be welcome in the goodness of time;

12) The Expression of Interest submitted to WALGA to participate in the Household Hazardous Waste collection day has been successful. The EHO is working with WALGA and the Works Manager to set up for the day which is scheduled to be on Saturday 13 June 2020 from 9am to 1pm at the Depot Road landfill site. The Shire has been asked to provide one staff member which the EHO volunteered to do, and access to the forklift to load and unload materials, trained driver/s will be available from the hazardous waste collection company;

13) The EHO submitted the draft outbuilding and sea container policy to the Department of Planning Lands and Heritage for consideration. The response is comprehensive given the new legislation created, thus this work is ongoing although the assistance from the Department is constructive and useful, which is important as the Policy if adopted needs the Department consent;

14) Scheduled *Food Act 2008* premises inspections are being undertaken with matters regarding allergen notification being focused on, and food temperature issues with refrigeration being addressed.

15) A house fire at 13 Westral Street which destroyed the dwelling presumed containing asbestos materials was investigated. During the investigation the insurance technical assessor was met on site who gave a commitment to investigate possible asbestos materials and to take action to secure the dwelling ruins. A fence had already been put in place and done in a very secure manner; the dwelling debris was encapsulated. The EHO spoke with the owner who investigated building a new home; the EHO took the opportunity to advise the owner of their obligation to remove the dwelling debris being mindful asbestos could be present which the insurer is assessing for. The matter is ongoing with insurance and the EHO will continue to communicate with both insurer and owner to reach a mutually beneficial outcome.

#### **Consultation**

Mr D Mollenoyux Chief Executive Officer; and  
Mr A OToole Deputy Chief Executive Officer;

#### **Statutory Implications**

*Health (Miscellaneous Provisions) Act 1911;*  
*Public Health Act 2016;*  
*Building Act 2011;*  
*Food Act 2008;*  
*Local Government Act 1995;* and  
*Planning and Development Act 2005*

#### **Policy Implications**

Nil

#### **Risk Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

*Shire of Bruce Rock – Strategic Community Plan 2017-2027*

#### **Governance**

Goal 7 Our community are engaged and have a healthy lifestyles  
Goal 7 Our community are engaged and have a healthy lifestyle  
7.7 Environmental Health services -Create a community health plan incorporating community life, local planning, parks and facilities, transport, social support and community participation to embed preventative health measures and health promotion locally.

**Voting Requirements**

Simple Majority.

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.1.1**

**Moved: Cr Wayne**

**Seconded: Cr Crooks**

**To accept the Environmental Health Officer Information Bulletin for the months of December 2019 and January 2020.**

**Carried 9/0**

*Mr J Goldacre left the Council Chambers at 3.57pm and did not return.*

*Mrs JL Bow entered the Council Chambers at 3.59pm.*

### 11.3 Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>11.3.1</b> Statement of Financial Activity
<b>File Reference:</b>	8.2.6.2 Financial Reporting
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachment:</b>	<i>Item 11.3.1 Attachment A – Statement of Financial Activity 31 December 2019 and 31 January 2020.</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 December 2019 and 31 January 2020. will be presented at the meeting.

#### 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

<b>Risk:</b> Financial performance is not monitored against approved budget		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
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

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.3.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That the Statements of Financial Activity for the month ending 31 December 2019 and 31 January 2020. as presented be received.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.3.2</b> List of Payments
<b>File Reference:</b>	8.2.3.3 Accounts Payable (Creditors)
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Officer
<b>Author:</b>	Mike Darby, Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 11.3.2 Attachment A – List of Payments December 2019 and January 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 December 2019 and January 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**

<b>Risk:</b> Payments are not monitored against approved budget and delegation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
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 Feb 20 – 11.3.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Kilminster**

**That Council endorse the list of payments from the:**

- 1. Municipal Account consisting of:**
  - a. EFT voucher numbers EFT15055 to EFT totalling \$793,101.04**
  - b. Cheque number 23366 totalling \$41,564.58**
  - c. Trust Cheque number totalling \$700.00**
  - d. Wages and Superannuation payments totalling \$374,456.48 and**
  - e. Credit Card payments \$1,120.79**

**With all payments totalling \$1,209,822.10 for the month of December 2019 and January 2020.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.3.3</b>	Acceptance of 2018/19 Audit Report
<b>File Reference:</b>	8.2.6.2	Annual Financial Statements
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance	
<b>Author:</b>	Jennifer Bow, Manager of Finance	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

### Summary

The Audit Committee has recommended that Council adopts the Audit Report for the year ended 30 June 2019.

### Background

At the completion of the annual audit, the auditor prepares an Audit Report and a Management Letter outlining any areas or issues that Council needs to address.

### Comment

The Audit Committee received the Audit Report and Management Letter for the year ending 30<sup>th</sup> June 2019.

Council also received a Management Letter which contained 2 significant issues which have been raised with the Audit Committee and a report must be prepared and submitted to the Minister for Local Government in accordance with section 7.12A of the Local Government Act 1995. This report also must be published on the Shire website within 14 days of being submitted to the Minister.

### Consultation

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Finance  
Office of the Auditor General  
AMD Auditors

### Statutory Implications

Audit Report - *Local Government Act 1995* s. 7.9 and *Local Government (Audit) Regulations 1996* r.9 & 10.

#### **s7.9. Audit to be conducted**

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
  - (a) *the mayor or president; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*

Management Letter - Section 7.9 & 7.12A of *Local Government Act 1995* s7.9 & 7.12A and *Local Government (Audit) Regulations 1996* r.9 & 10.

**7.12A. Duties of local government with respect to audits**

- (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.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Compliance – Non-compliance with relevant sections and regulations of the Local Government Act 1995.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
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**

Unknown expense for obtaining valuations and condition assessments for Other Infrastructure which will be brought to March Council meeting for Budget Amendment.

**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><b>OFFICER RECOMMENDATION AND COUNCIL DECISION</b>  <b>Resolution OCM Feb 20 – 11.3.3</b></p> <p><b>Moved: Cr Rajagopalan</b>  <b>Seconded: Cr Waye</b></p> <p><b>That Council;</b></p> <ol style="list-style-type: none"> <li>i. receives the Audit Report and accompanying Management Letter for the year ended 30th June 2019;</li> <li>ii. provides a report to the Minister for Local Government as required under s.7.12A.(4) of the Local Government Act 1995; and</li> <li>iii. publish the notice on Council’s website as required under s.7.12A.(5) of the Local Government Act 1995.</li> </ol> <p style="text-align: right;"><b>Carried 9/0</b></p>
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**Agenda Reference and Subject:**

**11.3.4** Purchase Reserve 42538 – Lot 465 Westral Street, Bruce Rock from Department of Planning, Lands & Heritage

**File Reference:**

8.2.7.1 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

To propose the purchase of a housing reserve (Reserve 42538 being on Lot 465 on Deposited Plan 88332) from the Department of Planning, Lands & Heritage situated at 39 (Lot 465) Westral Street, Bruce Rock. Council constructed a staff house on the land in 2009.

**Background**

The tenant that occupies the house situated at 39 (Lot 465) Westal Street, Bruce Rock contacted the Shire in October 2018 in regards to purchasing the property. Council obtained a valuation for property however the land that the property is situated on is a reserve.

A request was put to the Department of Planning, Lands and Heritage and advice was received in late November 2019 that the Department had the land valued and would be prepared to sell the reserve.

**Comment**

This is the only residential property held by the Shire of Bruce Rock that is constructed on a reserve.

The residence was constructed in 2009 for the DCEO at the time, and the land is held as a reserve for housing.

A request was lodged with the Department of Planning, Lands and Heritage in October 2018 following an enquiry from the current tenant who was interested in purchasing the property. It took until November 2019 to get a response from the Department. However, they have advised that they would be prepared to sell the land to us for a current unimproved market valuation of \$10,000.

Council have in the past sold properties at current market values and it would be prudent to purchase this land so that in the future, if any request is made to purchase this property, Council can do so. Currently, if Council ever wanted to sell the property, it would be unable to do so as it doesn't own the land.

We also have not included this item in the budget and would have to make an amendment to the budget if Council were to purchase the land.

The only costs associated in addition to the sale price would be the registration of the title as Council is exempt from stamp duty.



BRUCE ST		BRUCE ST	BRUCE ST
P175077 414 2008 m <sup>2</sup>		P88332 116 1009 m <sup>2</sup>	P88332 101 1009 m <sup>2</sup>
P175077 415 1012 m <sup>2</sup>		P88332 115 1012 m <sup>2</sup>	P88332 102 1012 m <sup>2</sup>
P175077 416 1012 m <sup>2</sup>		R 42488 P191506 464 1012 m <sup>2</sup>	P88332 103 1012 m <sup>2</sup>
P175077 417 1012 m <sup>2</sup>	WESTRAL ST	R 42038 P88332 465 1012 m <sup>2</sup>	P88332 104 1012 m <sup>2</sup>
P175077 418 1012 m <sup>2</sup>		P88332 112 1012 m <sup>2</sup>	P88332 105 1012 m <sup>2</sup>
P175077 419 1012 m <sup>2</sup>		P88332 111 1012 m <sup>2</sup>	P88332 106 1012 m <sup>2</sup>
P182229 429 2005 m <sup>2</sup>		P88332 110 1012 m <sup>2</sup>	P88332 107 1012 m <sup>2</sup>

**Consultation**  
CEO & MOF

**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**

<b>Risk:</b> That land isn't owned if offer made on the property.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock's Risk Management Procedure's Risk Matrix. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedure, and is unlikely to need specific application of resources.		

**Financial Implications**

The financial implications are that this expenditure of \$10,000 hasn't been included in the budget.

Registration fee of approximately \$175 also application on transfer of land to Shire.

**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><b>OFFICER RECOMMENDATION AND COUNCIL DECISION</b>  <b>Resolution OCM Feb 20 – 11.3.4</b></p> <p><b>Moved: Cr Dolton</b>  <b>Seconded: Cr Rajagopalan</b></p> <p><b>That Council;</b></p> <ol style="list-style-type: none"> <li><b>1. Amend the 2019-20 Budget for the purchase of Reserve 42538 being on Lot 465 on Deposited Plan 88332 for the price of \$10,175, and</b></li> <li><b>2. Direct staff to purchase the land from the Department of Planning, Lands and Heritage for the purchase price of \$10,000.</b></li> </ol> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 9/0</b></p>
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**Agenda Reference and Subject:**

**11.3.5** Amend Fees & Charges – Rent for 21 Collier Street, Bruce Rock

**File Reference:**

8.2.7.1 Annual Budget

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Attachments:**

Nil

**Summary**

To amend the adopted fee and charge for the rental charged for 21 Collier Street, Bruce Rock.

**Background**

The residence situated at 21 Collier Street, Bruce Rock is a 4 bedroom, 2 bathroom property which was rented to a teacher from the school. The Shire ended the lease with GROH in December 2019 as it was required for Shire staff.

**Comment**

The new tenant will be the Project Officer who is working on the Wheatbelt Secondary Freight Project and he will be located in Bruce Rock. This reduced rent is reflected in his employment package and the financial commitment from the Shire in support of the project.

**Consultation**

CEO & MOF

**Statutory Implications**

*Local Government Act 1995 s.6.16 & s.6.19*

**6.16. Imposition of fees and charges**

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —(a) imposed\* during a financial year; and (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

**6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) *its intention to do so; and*  
(b) *the date from which it is proposed the fees or charges will be imposed.*

**Policy Implications**

Nil

**Risk Implications**

No risk implications

**Financial Implications**

There will be a reduction in the rent payable for this property of approximately \$6,000.

**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 Feb 20 – 11.3.5**

**Moved: Cr Rajagopalan**

**Seconded: Cr Foss**

**That Council;**

- 1. Amend the fee and charge for weekly rent at 21 Collier Street, Bruce Rock to \$92.00 per week; and**
- 2. Give public notice of 7 days of the intent to amend the adopted fee and charge.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.3.6</b> Wheatbelt Secondary Freight Network Project Manager – Budget Amendment
<b>File Reference:</b>	1.1.1.14 Personnel
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

*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;*

### Summary

Council is asked to consider budget amendments to reflect the hosting and employment of the Wheatbelt Secondary Freight Network Project Manager (WSFNPM).

### Background

Council at the November 2019 Meeting, accepted the recommendation to host the WSFNPM for at least the next two years.

#### OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.11

Moved: Cr Foss

Seconded: Cr Waye

1. That Council formalise their acceptance to host the Wheatbelt Secondary Freight Network Project Manager position for at least the next two years.
2. That staff present a report to Council at the December Ordinary Meeting of Council confirming the expenditure and income for the WSFN Project Manager Position and provide a budget variation.

CARRIED BY ABSOLUTE MAJORITY 9/0

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement).

The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties will be critical in securing additional funding.

### Comment

Stephen Thomson has been appointed as the WSFN Project Officer and commences in March 2020.

As previously mentioned to Council, he will be employed by the Shire of Bruce Rock but most of the costs associated with his position will be reimbursed by the funding provided to the WSFN through grant

funding and contributions from the other 42 Wheatbelt Shires. The Shire of Koorda is overseeing this aspect of the grant. There will be some minor administrative costs which will be absorbed through administration.

The following is a budget estimate of expenditure and income expected for the remainder of this financial year;

<b>Expenditure</b>	
Employment Costs	37,000
Uniform	450
Communication (Landline & Mobile)	300
IT Setup	3,000
Incidentals	500
Recruitment	5,000
Professional Development	500
Travel & Accommodation	2,000
Motor Vehicle	
- Fuel	3,000
- Registration & Licensing	500
- Maint	700
- Contribution towards Capital Cost of Vehicle (Over 24 months)	2,500
	<b>55,450</b>
<b>Capital Expenditure</b>	
Capital Acquisition of Vehicle	<b>41,545</b>
<b>Income</b>	
Funding for Position (Reimbursed from Shire of Koorda)	- <b>55,450</b>

The expenditure for the position will be offset with income reimbursed by the Shire of Koorda as they are overseeing the funding for the project. Operating expenditure will include the employment costs of the Project Officer, uniform, IT set up including laptop and mobile phone, telecommunication costs, recruitment, professional development, travel and accommodation, and motor vehicle costs.

As this position is funded, Council will seek reimbursement monthly from the Shire of Koorda.

Council will also purchase a utility for the Project Officer and seek reimbursement over the course of the funding for the net capital costs. Running costs including fuel, registration, insurance and maintenance will be recoverable costs.

#### **Consultation**

Chief Executive Officer, Darren Mollenoyux  
Deputy CEO, Alan O'Toole,

#### **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**

<b>Risk:</b> Council staff need to ensure the successful recruitment and management of the WSFN Project Manager to ensure the success of the program and Council’s reputation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	Moderate	Moderate
<b>Action / Strategy</b>		
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;  
 Operating Expenditure for WSFNPO - \$54,950  
 Operating Revenue - \$54,950  
 Capital Expenditure - \$41,610

**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*

*Economy*

*Goal 3 - Assist the local economy to grow*

*3.4 – Advocate Main Roads WA to improve the entrances to the Bruce Rock main Street*

*Governance*

*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

**OFFICER RECOMMENDATION COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.3.6**

**Moved: Cr Crooks**

**Seconded: Cr Negri**

**The Council resolves to amend the 2019-20 Budget to reflect the employment and associated costs with hosting the WSN Project Officer with funding provided by the Shire of Koorda;**

- i. Total Operating expenditure - \$54,950**
- ii. Total Operating Revenue - \$54,950**
- iii. Capital Expenditure for purchase of vehicle - \$41,610**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

*Mrs JL Bow left the Council Chambers at 4.22pm and did not return.*

#### 11.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**11.4.1** Shire Seal

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Caris Negri, Acting Executive Assistant

**Disclosure of Interest:**

**Attachments:**

*Nil*

**Summary**

Use of Shire President Stamp in December 2019 and January 2020.

**Background**

Nil

**Comment**

As per Council’s policy, the Shire Seal has been used during the months of December 2019 and January 2020 as follows:

- 12.12.19 – Jennifer Bow; REED Lease
- 16.12.19 – Melissa Schilling; Waste Management Contracts
- 15.01.20 – Caris Negri; Tiger Turf Deed of Settlement

**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 COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.4.1**

**Moved: Cr Waye**

**Seconded: Cr Kilminster**

**That Council endorse the use of the Shire Seal during December 2019 and January 2020**

**Carried 9/0**



**Agenda Reference and Subject:**

**11.4.2** Shire President Stamp

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Caris Negri, Acting Executive Assistant

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Use of Shire President Stamp in December 2019 and January 2020.

**Background**

Nil

**Comment**

As per Council’s policy, the Shire President Stamp has been used during the months of December 2019 and January 2020 as follows:

- 12.12.19 – Melissa Schilling; Explanatory Memorandums for Local Law Amendments x 6
- 12.12.19 – Jennifer Bow; REED Lease
- 15.01.20 – Caris Negri; Tiger Turf Deed of Settlement
- 28.01.20 – Alan O’Toole; Letter to CEO Re: Delegation of Duties

**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 COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.4.2**

**Moved: Cr Kilminster**

**Seconded: Cr Dolton**

**That Council endorse the use of the Shire President Stamp during December 2019 and January 2020**

**Carried 9/0**

**Agenda Reference and Subject:**

**11.4.3** Acceptance of 2018-19 Annual Report

**File Reference:**

8.2.6.5 Annual Report

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.4.3 Attachment A – Annual Report*

**Summary**

Council is asked to accept the Annual Report for the period ending 30<sup>th</sup> June 2019 and set a date for the Annual Electors’ Meeting.

**Background**

The Annual Report for the financial year ending 30 June 2019 is to be provided to Councillors for their consideration and acceptance. The Audited Financial Statements and the Independent Audit Report are also included in the Annual Report.

**Comment**

Following the acceptance of the Annual Report, Council is required to give public notice of the availability of the Annual Report as soon as practicable. It is also a requirement that a General Meeting of Electors is to be held on a day set by Council not more than 56 days after acceptance of the Annual Report, with 14 days local public notice of the meeting being given. The last day that the Annual Electors Meeting could be held is Thursday 16<sup>th</sup> April 2020.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
Jennifer Bow, Manager of Finance  
Julian Goldacre, Environmental Health Officer  
Glenn Casley, Manager of Works and Services

**Statutory Implications**

The Local Government Act 1995 Section 5.53 advises that the Annual Report is to contain the following:

- a) A report from the President;
- b) A report from the Chief Executive Officer;
- c) An overview of the plan for the future of the district made in accordance with Section 5.56, including major initiatives that are proposed to commence or continue in the next financial year,
- d) The Financial Report of the financial year;
- e) Such information as may be prescribed in relation to the payments made to employees;
- f) The Auditor’s report for the financial year;
- g) Such other information as may be prescribed;
- h) Key Performance Indicators from the Strategic Community Plan 2017-27.

**Policy Implications**

Nil

**Risk Implications**

**Risk:** That the Annual Report is not accepted by Council.

Likelihood	Consequence	Rating
Rare	Moderate	Moderate

**Action / Strategy**

It is a statutory requirement that the Annual Report is accepted by Council so that it can be submitted to the Department of Local Government and made available to the Bruce Rock Community.

**Financial Implications**

Nil

**Strategic Implications**

*Shire of Bruce Rock Strategic Community Plan 2017-2027*

**Governance**

- Goal 10      Our organisation is well positioned and has capacity for the future
- Goal 12      Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

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 before Thursday 16th April 2020.

*Council decision varied to Officer Recommendation to set a time and date of Annual Meeting of Electors.*

**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 27<sup>th</sup> March 2020 at the Bruce Rock Town Hall Supper Room.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.4.4</b> Compliance Audit Return 2019
<b>File Reference:</b>	1.6.1.6 Compliance Audit Return
<b>Reporting Officer:</b>	Alan O’Toole, Deputy Chief Executive Officer
<b>Author:</b>	Alan O’Toole, Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 14.4.4 Attachment A – Compliance Audit Return 2019</i>

**Summary**

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

**Background**

The Compliance Audit Return has to be completed and submitted to the Department by 31 March 2019.

**Comment**

The Audit has been distributed with the Agenda. Before submitting to the Department, the Audit is to be:

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

**Consultation**

Chief Executive Officer.  
 Manager of Finance.

**Statutory Implications**

This Audit is to test Council’s statutory compliance with the Local Government Act 1995 and associated regulations.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That the Compliance Audit Return is not accepted by Council.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Major	High
<b>Action / Strategy</b>		
It is a statutory requirement that the Compliance Audit Return is accepted by the Audit Committee and by full Council so that it can be submitted to the Department of Local Government by 31 March 2020.		

**Financial Implications**

Nil

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

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

**Voting Requirements**

Simple Majority

**COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.4.4**

**Moved: Cr Waight**

**Seconded: Cr Crooks**

**That Council adopt the Compliance Audit Return, as attached, for the period 1 January 2019 to 31 December 2019, in accordance with the Local Government (Audit) Regulations 1996.**

**Carried 9/0**

**Agenda Reference and Subject:**

**11.4.5** Request to Waive Fee for Caravan Park Chalet for Visiting GP

**File Reference:** 4.1.3.2 General Practitioners

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

**Author:** Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:** Nil

**Attachments:** Nil

**Summary**

Council is asked to consider a request to waive the fee for the visiting GP, Olga Ward, for her overnight stays in a Chalet at the Bruce Rock Caravan Park during her monthly surgery visits to the Medical Centre.

**Background**

As Council will be aware, Dr Olga Ward has been visiting the Shire for over 15 years, providing valuable health services, particularly for female patients. As Dr Ward travels to the town monthly in her own plane, there has been an arrangement in place whereby Dr Ward stays overnight with a local resident. (Dr Ward arrives on Tuesday mornings from Westonia, sees patients at the Bruce Rock Medical Centre throughout the day and then stays in the town overnight, prior to flying on to Narembeen early on Wednesday morning.) However, the arrangement with the local resident has recently become untenable, and therefore alternative arrangements for Dr Ward to stay overnight in the town have been investigated. The option which offers the most practical solution is to offer Dr Ward one of the Shire’s Caravan Park Chalets to stay in overnight so that she is in reasonably close proximity to the Medical Centre and town facilities.

**Comment**

As with the arrangement with the Shire’s resident GP Dr Chow, whose housing is provided by the Shire, it is requested that the same provision is made to Dr Ward, and that the Chalet is offered to her on a non-fee paying basis. This will provide equity of conditions for both of the doctors providing regular services to the community, and is in keeping with the level of support Dr Ward receives from the two other Shires she visits.

**Consultation**

Ms Olga Ward, GP  
 Mrs Samantha Aurisch, Bruce Rock Medical Centre Practice Manager  
 Mr Darren Mollenoyux, CEO  
 Mrs Jennifer Bow, Manager of Finance

**Statutory Implications**

*Local Government Act 1995 s.6.16 & s.6.19*

*6.16. Imposition of fees and charges*

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.  
 \* Absolute majority required.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be -*
  - (a) *imposed\* during a financial year; and*
  - (b) *amended\* from time to time during a financial year.**\* Absolute majority required.*

*6.19. Local government to give notice of fees and charges*

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of*

(a) *its intention to do so; and*

(b) *the date from which it is proposed the fees or charges will be imposed.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That the visiting GP is not supported in providing a service to the Shire and the service does not therefore continue.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
Approve a fee waiver for Dr Ward’s one overnight per month stay in the Bruce Rock Caravan Park Chalets.		

**Financial Implications**

The dates on which it is proposed this fee waiver is required in 2020 are: 5 May, 16 June, 14 July, 11 August, 6 October, 10 November and 15 December. (Please note: as the need for Dr Ward to stay at the Chalets began at the start of the year, there are two dates: 21 January and 18 February, which have already occurred prior to this report being presented for Council’s consideration). The total number of overnight Chalet stays is therefore nine over the course of the year. The fee for the Chalet rental is \$135 per night, and therefore the amount of total fee waiver requested for 2020 is \$1215.

All Council Fees and Charges are reviewed annually as part of deciding the Annual Budget and therefore increases may occur at this time.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Community**

- Goal 7 Our community are engaged and have a healthy lifestyle
- Goal 10 Our organisation is well positioned and has capacity for the future.

**Governance**

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

**Voting Requirements**

Absolute Majority

<p><b>OFFICER RECOMMENDATION COUNCIL DECISION</b></p> <p><b>Resolution OCM Feb 20 – 11.4.5</b></p> <p><b>Moved: Cr Dolton</b></p> <p><b>Seconded: Cr Foss</b></p> <p><b>That Council approve the fee waiver for Dr Ward’s usage of a Bruce Rock Caravan Park Chalet on the dates noted above, totalling \$1215 for 2020.</b></p> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 9/0</b></p>
--



**Agenda Reference and Subject:**

**11.4.6** Request for In-Kind Support – “Ride Alongside”

**File Reference:**

1.3.6.1 Bruce Rock Recreation Grounds

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.4.6 Attachment A – Letter from Ride Alongside*

**Summary**

Council is asked to consider a request from the “Ride Alongside” 5-day Cycling Event to provide a venue for a one night stopover in Bruce Rock. “Ride Alongside” is a charity whose purpose is to raise awareness about Post-Traumatic Stress Disorder (PTSD) and other mental health conditions affecting front line emergency service responders.

**Background**

The Shire was recently visited by Rob Seaman, one of the organisers of Ride Alongside, advising that this year’s event is scheduled to take place between 11-15 May, and involves a 580km bicycle ride from York to Collie via Hyden, stopping at Quairading, Bruce Rock, Naremben, Kondinin, Kulin, Wickepin, Narrogin and Williams along the way. As the ride starts in York, the first scheduled overnight stop is in Bruce Rock, and Rob was enquiring whether the Shire has any facilities which could host the riders and their entourage numbering around 26 people. The ride will be self-sufficient in terms of food, bedding etc. and simply needs a place in which to rest overnight.

Ride Alongside is a not-for-profit incorporated association registered with the Department of Mines, Industry Regulation and Safety, and is governed by the Associations Incorporation Act 2015 (WA). The 2020 Ride Alongside event holds appropriate insurances to cover the event, including \$20 million public liability and personal accident insurance. The ride is an awareness event and not a fundraiser, and the great majority of riders are serving or former emergency services first responders. Riders are participating in the event in their own time and taking leave from their jobs to do so.

**Comment**

This is not the first time that the Shire has supported the Ride Alongside event, having previously accommodated the participants in the Recreation Centre Change Rooms on a previous ride. If Council approves the recommendation it is proposed that the same venue is utilised by Ride Alongside as they will be in Bruce Rock on Monday 11 May, which is not a night when the Change Rooms are used by any of the Shire’s sporting clubs.

**Consultation**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Risk Implications**

Risk: That the Ride Alongside Event is not supported by Council and therefore does not stay in Bruce Rock.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The Ride Alongside Event is a positive community engagement which promotes and supports the mental health and well-being of emergency service workers and volunteers. By offering the accommodation to support this event it will help to bring this awareness to the Bruce Rock Community.		

**Financial Implications**

Council does not have a budget provision for this type of request, however there is minimal cost involved in allowing the event to use the Recreation Centre Change Rooms. Some preparation beforehand e.g. cleaning may be necessary, and a small amount afterwards, although Ride Alongside have committed to cleaning up after themselves. There will also be minimal additional power and water usage for the evening that they stay.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Community

Goal 7: Our community are engaged and have a healthy lifestyle

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council considers the request to support the Ride Alongside event on 11<sup>th</sup> May 2020 by providing free use of the Bruce Rock Recreation Centre Change Rooms overnight to accommodate the riders and their support staff.

*Council decision varied to Officer Recommendation to approve or decline the request.*

**COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.4.6**

**Moved: Cr Foss**

**Seconded: Cr Kilminster**

**That Council approves the request to support the Ride Alongside event on 11th May 2020 by providing free use of the Bruce Rock Recreation Centre Change Rooms overnight to accommodate the riders and their support staff.**

**Carried 9/0**

### 11.5 Chief Executive Officer

**Agenda Reference and Subject:**

**11.5.1** Citizen Ceremony Dress Code

**File Reference:**

1.3.2.2 Citizenship Ceremonies

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.5.1 Attachment A – Proposed Citizenship Ceremony Dress Code Policy*

#### Summary

Council is asked to adopt a Dress Code for Citizenship Ceremonies as per the Australian Government's changes to the Australian Citizenship Ceremonies Code.

#### Background

Council received a letter from the Minister of Immigration and Citizenship advising as follows;

I am pleased to announce the publication of a new version of the Australian Citizenship Ceremonies Code, which will take effect from the date of this letter. Key changes are outlined below:

- Local government councils must ensure ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code. This includes a requirement to hold a citizenship ceremony on Australia Day (January 26). Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.
- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message; and
- Individual councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

#### Comment

With the new Citizenship Ceremonies Code now in place Council is required to adopt a Dress Code for Australian Citizenship Ceremonies.

The Citizenship Ceremonies Code outlines the following in relation to the Dress Code;

*"Dress Code*

*The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.*

*A Dress Code is to be set by individual councils.*

*Councils must provide a current copy of their Dress Code to the Department of Home Affairs."*

The proposed Dress Code for Citizenship Ceremonies is attached for Council's consideration.

#### Consultation

Melissa Schilling, Executive Assistant has attended the training around Citizenship Ceremonies.

**Statutory Implications**

- Australian Citizenship Act 2007
- Australian Citizenship Regulation 2016
- Australian Citizenship Ceremonies Code

**Policy Implications**

Creation of a new policy

**Risk Implications**

<b>Risk:</b> Council is required to adopt a Dress Code for Citizenship Ceremonies to meet legislative requirements and uphold Council’s reputation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	Moderate	Moderate
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Nil

**Strategic Implications**

*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><b>COUNCIL DECISION</b>  <b>Resolution OCM Feb 20 – 11.5.1</b></p> <p><b>Moved: Cr Kilminster</b>  <b>Seconded: Cr Rajagopalan</b></p> <p><b>That Council adopts the proposed “Dress Code for Citizenship Ceremonies”, as presented.</b></p> <p style="text-align: right;"><b>Carried 9/0</b></p>
--

**Agenda Reference and Subject:**

**11.5.2** WALGA Honours Program 2020

**File Reference:**

1.3.9.5 WALGA

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Council is asked to consider nominations for eligible Councillors or staff for the 2020 WALGA Association Honours Program.

**Background**

Council has previously resolved to nominate Councillors as they become eligible for the Long and Loyal Service Award category any other nominations are to be considered as per Council's direction.

The **Local Government Medal** and the **Life Membership Award** recognise outstanding achievements and significant contributions by Elected Members and Employees to the Association and/or to Local Government.

The **Eminent Service Award** recognises personal commitment, eminent service and contribution to the Local Government Sector or the Association by an Elected Member or Employee of the Association or a Member Local Government.

Those who have provided a high degree of service as either a State Councillor for over 8 years or an Elected Member for more than 12 years could be eligible for the **Long and Loyal Award**.

**Merit Awards** recognise Councillors who have demonstrated distinguished service to the community through their Local Government.

**Local Government Distinguished Officer Award** recognises Local Government Employees for their achievements.

Awards will be presented to recipients at a ceremony held at the Local Government Convention in August 2020.

A copy of the policy and criteria for nominations is available via the following link;

<https://walga.asn.au/Policy-Advice-and-Advocacy/Governance-and-Organisational-Services/Local-Government-Honours>

**Comment**

Council needs to consider and recommend any nominations for the 2020 honours program.

**Consultation**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Risk 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 COUNCIL DECISION**

**Resolution OCM Feb 20 – 11.5.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That Council not make any nominations for the 2020 WALGA Association Honours Program.**

**Carried 9/0**

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

**13. Confidential Items**

<b>Agenda Reference and Subject:</b>	<b>13.1</b> CEO Contract Extension Request
<b>File Reference:</b>	Personnel
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest</b>	Darren Mollenoyux, Chief Executive Officer
<b>Attachments</b>	<i>Nil – Presentation to be made at Meeting</i>

**COUNCIL DECISION**

Resolution OCM Feb 20 – 13.1

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

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

(b) the personal affairs of any person;

**Carried 9/0**

**COUNCIL DECISION**

Resolution OCM Feb 20 – 13.1

Moved: Cr Rajagopalan

Seconded: Cr Foss

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

**Carried 9/0**

**COUNCIL DECISION**

Resolution OCM Feb 20 – 13.1

Moved: Cr Rajagopalan

Seconded: Cr Waye

1. That Council reviews Mr Darren Mollenoyux’s presentation and request for a contract extension for the position of Chief Executive Officer with the Shire of Bruce Rock.
2. That Council offers Mr Darren Mollenoyux a contract extension of 5 years to period ending 8 February 2026. That Council continues negotiations with the CEO as to the terms of the contract.
3. That the contract document and any requested variations be provided to John Phillips Consulting for review and updating, prior to final adoption by Council including improved wording ensuring data usage is covered under mobile phone usage.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**13.2** Rent Accrued While Employee on Leave Without Pay

**File Reference:** 8.2.7.1 Annual Budget

**Reporting Officer:** Jennifer Bow, Manager of Finance

**Author:** Jennifer Bow, Manager of Finance

**Disclosure of Interest** Nil

**Attachments** Nil

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 13.2**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

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

**(b) the personal affairs of any person;**

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 13.2**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

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

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 13.2**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

That Council waive the outstanding rent owed for the residential rental property located at 39 Westral Street, Bruce Rock.

**CARRIED BY ABSOLUTE MAJORITY 9/0**



**Agenda Reference and Subject:**

**13.3** Allocation of DCEO’s Duties While on Leave

**File Reference:**

1.1.1.2 Deputy Chief Executive Officer

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest**

Nil

**Attachments**

*Nil*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 13.2**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

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

(b) the personal affairs of any person;

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 13.2**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

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

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM Feb 20 – 13.2**

**Moved:** Cr Foss

**Seconded:** Cr Crooks

That Council authorises changes to the following policies;

a. Policy 2.1 – Signatories on Council Accounts, to add the role of Acting Deputy Chief Executive Officer and to authorise this position to be a signatory on the bank accounts and to be authorised for electronic banking and be issued with a token; and

b. Policy 2.2 – Signing Purchase Orders, to add the role of Acting Deputy Chief Executive Officer and to authorise this position to sign purchase orders up to \$5,000 for items included in the budget.

**Carried 9/0**

**14. Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 5.24pm.

These minutes were confirmed at a meeting on 20 February 2020.

---

Cr Stephen Strange  
Shire President  
20 February 2020



# Great Eastern Country Zone

## Minutes

**Kellerberrin Recreation & Leisure Centre**

**Wednesday 26 February 2020**

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# Great Eastern Country Zone

Meeting held at the Kellerberrin Leisure Centre  
Commenced at 9.30am, Wednesday 26 February 2020

## Minutes

### 1. OPENING AND WELCOME

### 2. ATTENDANCE AND APOLOGIES

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange Deputy President Cr Ramesh Rajagopalan
<b>Shire of Cunderdin</b>	Cr Dennis Whisson Cr Alison Harris Mr Stuart Hoble, Chief Executive Officer non-voting delegate
<b>Shire of Dowerin</b>	Ms Rebecca McCall, Chief Executive Officer non-voting delegate
<b>Shire of Kellerberrin</b>	Kate Dudley, Deputy Chief Executive Officer
<b>Shire of Kondinin</b>	Ms Mia Maxfield, Chief Executive Officer non-voting delegate
<b>Shire of Merredin</b>	President Cr Julie Flockart Deputy President Cr Mal Willis Mr Mark Dacombe, (Temp) Chief Executive Officer non-voting delegate
<b>Shire of Mount Marshall</b>	President Cr Tony Sachse – <b>Deputy Chair</b> Mr John Nuttall, Chief Executive Officer non-voting delegate
<b>Shire of Narembeen</b>	President Cr Rhonda Cole – <b>Chair</b> Cr Alan Wright Mr Scott Wildgoose, Acting Chief Executive Officer non-voting delegate
<b>Shire of Nungarin</b>	President Pippa DeLacey Cr Eileen O’Connell Mr Adam Majid Chief Executive Officer non-voting delegate
<b>Shire of Tammin</b>	President Cr Michael Greenwood Deputy President Cr Glenice Batchelor Mr Neville Hale, Chief Executive Officer non-voting delegate
<b>Shire of Trayning</b>	Deputy President Cr Geoff Waters
<b>Shire of Westonia</b>	President Cr Karin Day Jasmine Geier, Manager Corporate Services
<b>Shire of Wyalkatchem</b>	Deputy President Cr Owen Garner
<b>Shire of Yilgarn</b>	President Bryan Close Cr Wayne Della Bosca Mr Peter Clarke Chief Executive Officer non-voting delegate

**WALGA Executive** Tony Brown, Executive Manager Governance & Organisational Development  
Mark Batty, Executive Manager, Environment and Waste  
Lyn Fogg, Governance Advisor, Sector Support and Advice

**GUESTS** Hon Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth  
Hon Laurie Graham MLC, Agricultural Region  
Emma Collyer, Policy Advisor, Minister for Water Office  
Kathleen Brown, Electorate Officer, Mia Davies MLA Office  
Patricia Pedlety, Water Corporation

**DLGSC** Ms Jennifer Collins, Regional Manager, Wheatbelt  
Mr Gordon MacMile, Director Strategic Coordination and Delivery Planning and Service Delivery

**Main Roads WA** Ms Janet Hartley-West, Network Manager

**RDA Wheatbelt** Mandy Walker, Director Regional Development

**REED - Regional Early Education & Develop.** Ms Helen Creed, Chairperson

### **APOLOGIES**

**Shire of Bruce Rock** Mr Darren Mollenoyux Chief Executive Officer, Non-voting Delegate

**Shire of Dowerin** Cr Julie Chatfield  
Cr Darrel Hudson

**Shire of Kellerberrin** President Cr Rodney Forsyth  
Cr Scott O'Neill  
Mr Raymond Griffiths, Chief Executive Officer non-voting delegate

**Shire of Kondinin** President Cr Sue Meeking  
Cr Bev Gangell

**Shire of Koorda** President Cr Ricky Storer  
Cr Pamela McWha  
Mr Darren Simmons Chief Executive Officer non-voting delegate

**Shire of Mount Marshall** Cr Nick Gillett

**Shire of Mukinbudin** President Gary Shadbolt  
Cr Sandie Ventris  
Mr Dirk Sellenger Chief Executive Officer non-voting delegate

**Shire of Nungarin** Deputy President Cr Gary Coumbe

**Shire of Tammin** Cr Tania Daniels

**Shire of Trayning** Cr Melanie Brown  
Mr Brian Jones, Chief Executive Officer, Non-voting Delegate

**Shire of Westonia** Cr Bill Huxtable  
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

**GUESTS** Hon. Martin Aldridge MLC, Agricultural Region  
Mr Craig Manton, Main Roads WA  
Mia Davies MLA, Member for Central Wheatbelt

## **ATTACHMENTS**

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 28 November 2019.
2. Great Eastern Country Zone Executive Committee Minutes 13 February 2019.
3. State Emergency Management Committee Agenda
4. Telstra Fact Sheet
5. President's Report
6. RDA Wheatbelt Update
  - Wheatbelt District Emergency Management Attachments - State Council Agenda – via link: <https://walqa.asn.au/getattachment/23e6a5d1-55b5-4244-a8c7-2cf682088bac/Agenda-State-Council-4-March-2020.pdf>

The following documents are attached to the minutes;

7. REED – Regional Early Education and Development presentation
8. Department of Local Government, Sport and Cultural Industries Update and National Redress Scheme presentations.
9. Hon. Mia Davies – copy of correspondence to Federal Minister for Water

### **3. DECLARATIONS OF INTEREST**

Cr Eileen O'Connell, Shire of Nungarin disclosed an interest in Item 7.1 - Federal Government Drought Communities Program.

### **4. ANNOUNCEMENTS**

The Chair, President Cr Rhonda Cole, introduced the Hon. Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth and the Hon Laurie Graham MLC, Agricultural Region, who is attending this meeting to hear and address the Zone's concerns - refer Item 7.1 - Federal Government Drought Communities Program.

The Minister addressed the meeting regarding the following matters:

- COAG Minister's Forum in Tasmania (week of 17-21 Feb 2020) received a climate outlook update from the Bureau of Meteorology (BOM) – key take away points included:
  - Australia is facing a drier climate with the south west of WA continuing in a long term drying pattern;
  - Australia will get hotter, with consequential impacts on weather generally and therefore agriculture;
  - Australia will experience less cyclonic events, however cyclonic events will become more intense.
- Usually only 2 districts with declarations of water deficiency, however 9 such declarations are currently in place.
- State Government now carting water for animal welfare and to supplement scheme water for 8 town sites. End of financial year costs to State Government estimated at \$11m.
- State Government has spent \$1.5m on community water supply improvement projects.



- Water Department has identified a further 90 Strategic Community Water Supply Projects.
- Minister is seeking to resolve lack of coordination between Water Corporation, Department of Water, Department of Primary Industries and Regional Development and Local Governments. Minister has implemented regular meetings with these agencies to better coordinate State Government responses.
- Federal Government drought expenditure of \$14 billion – 95% spent on east coast, approx. 2% in WA.
- Federal Government Drought Communities Program round one included 100 Local Governments in WA – nil qualified. Second round resulted in 52 local governments funded nationally of which 48 were in WA. State Government has met with Federal Minister, David Littleproud and is advocating for a third round of funding, so that WA drought areas may be better funded. Expressed 'surprise' that the Federal Government had not sought to consult with the State Government nor WALGA when determining funding.
- Noted commentary from the Ernst Young review of the Federal program, that data that informed Federal Government funding decisions was primarily based on rainfall data from the Murray/Darling basin – no WA data used.
- Minister would like to speak with WA Local Governments that were funded / not funded to better understand the issues.
- Noted that Federal "Future Drought Fund" has potential to provide \$100m per annum in funding – State Government therefore advocating for Federal funding for:
  - The identified 90 strategic community water supply projects;
  - Investigating on farm small scale desalination plants (currently on trial at Muresk);
  - Urban horticulture projects.
- Goldfields water pipeline replacement / undergrounding project – is the continuance of the ongoing maintenance program however now packaged as a 50 year plan to facilitate Federal funding approvals.
  - Confirmed that parts of the pipeline relevant to tourism / heritage will remain above ground.

The Minister then took questions and comments from Zone Members:

- Mount Marshall – Government drought responses lack understanding of the importance of rainfall patterns in WA (rather than focus only on total volume of rainfall) i.e. rain at wrong time of year can have greater detrimental impact.
- Narembeen – This lack of understanding increases potential for wrong projects to be funded, value lost in the rush to spend money.
- Kondinin – No BOM data collected within the Kondinin District, contributing to difficulties for the Shire to successfully apply for drought funding. Currently carting water into the District and consider that there is a massive water supply problem ahead with stock feed lots substantially jeopardised.
- Yilgarn – Raised concerns with the Water Corp change in policy for access to and fees charged for water supplies from standpipes and particularly the agreements Water Corp requires Local Governments to enter into. Noted that similar concerns arise for the Shires of Kellerberrin and Westonia. Have written to Minister on 27 November 2019, however no response yet received. Minister advised that the delay in response was attributable to him seeking clarification on the advice provided by Water Corp. Minister advised a response will be provided.
- Bruce Rock – Raised concerns that the Federal Government was responding to individual Local Governments, suggested WALGA to coordinate a sector response / advocacy. Minister advised that he was supportive of working with the sector to coordinate a WA response.
- Bruce Rock – Aging infrastructure is contributing to substantial water wastage. Minister advised that the State has prioritised continued funding of the program to address this issue.
- Narembeen – Noted concerns with standpipe access / equity and cost issues, particularly how changes to Water Corp protocols now require Local Governments to pick up costs for maintaining standpipes whilst Water Corp collects the fees.

- Yilgarn – Additional dams required in strategic locations to contribute to drought proofing the area. Minister advised that some dams in disrepair have been identified for inclusion in the '90 Strategic Community Water Supply Projects'.
- Narembeen – Noted that dams don't just fall into disrepair and that the State Government's withdrawal of resources in regional areas has contributed to the failure of infrastructure to be appropriately maintained.
- WALGA – Mark Batty advised the Zone that the WALGA Secretariat required political direction from the sector to direct future advocacy. Noted that the Ernst Young Report identified poor methodology and Federal Government funding of some Local Governments that did not meet the selection criteria. Commented on the absence of 'joined up' advocacy – State Government / Local Government, and the need for the National Resource Steering Committee to be reconvened including Ministerial representation from all relevant portfolios – water, environment, infrastructure.
- Tammin – Expressed support for the re-establishment of the National Resource Steering Committee. Minister advised that he was open to suggestions for how to formalise the reconvening of the National Resource Steering Committee.

**10.25am The Great Eastern Country Zone agreed that for the convenience of the Minister for Water and for Zone Members that Item 7.1 would be brought forward for discussion.**

## **7.1 Federal Government Drought Communities program (Brought Forward)**

*By WALGA Executive Manager Environment & Waste, Mark Batty*

### **Background**

#### Drought Funding Update

There are a number of funding streams relevant to Local Government under the Commonwealth Drought Response, Resilience and Preparedness Plan 2019.

[https://www.agriculture.gov.au/sites/default/files/documents/aust-govt-drought-response-plan\\_0.pdf](https://www.agriculture.gov.au/sites/default/files/documents/aust-govt-drought-response-plan_0.pdf)

#### Future Drought Fund

The Drought Response, Resilience and Preparedness Plan 2019 identifies the establishment and operating of a Future Drought Fund (still in preparation and due to be presented to the Australian Parliament in February 2020).

The Australian Government's initial \$3.9 billion upfront contribution will be invested by the Future Fund with earnings to be reinvested until the balance reaches \$5 billion. It will provide a sustainable and ongoing source of funding to make agriculture more productive and profitable and enhance the wellbeing of our farming communities and the sustainability of our farming landscapes.

The Fund will provide support to assist primary producers and regional communities to prepare for the impact of drought, as well as to encourage them to adopt self-reliant approaches to manage exposure to drought. The Fund will support initiatives that enhance the public good (that is benefits that are not solely for individual farm entities), including:

- invest in research, innovation, extension and adoption
- assist in the adoption of new and existing technology
- improved environmental and natural resource management
- infrastructure and community initiatives.

From 2020–21, \$100 million will be available for drought-resilience initiatives. A Consultative Committee has been established to advise on the Drought Resilience Funding Plan, which will be developed in consultation with farmers and regional communities. The Funding Plan will guide the selection and prioritisation of drought-resilience projects. There was only limited public consultation in the

development of the draft plan by the Consultative Committee (Merredin, Perth - state agencies only – and Geraldton).

### Drought Communities Programme Extension

This programme has been designed as a rapid economic stimulus package to the current drought conditions being experienced nationally. 128 Local Governments were initially identified (all eastern states Local Governments), plus the recent addition of 35 Local Governments in Western Australia. Up to \$1 million per announcement for local community infrastructure and other drought relief projects.

This is the program that is causing the consternation across the sector with regard to eligibility criteria. Significant portions of the SWLD and pastoral regions are ineligible due to the narrow scope and interpretation of the three primary selection criteria - based on rainfall deficiency data from the Bureau of Meteorology and population and industry data from the 2016 census.

WALGA has been working with ALGA in order to gain some greater clarity on the rationale for selection criteria, which is by default creating a sense of 'winners and losers', with over twenty additional Local Governments in WA now seeking inclusion into the Drought Communities Programme Extension. WALGA will be seeking a review of the eligibility criteria, as both the criteria used, and the interpretation of it in determining Local Government eligibility is entirely unsatisfactory in the WA context of ongoing drought conditions.

President Craigie gave public voice to the emerging concerns across the sector in her column in the West Australian on Tuesday 11 February.

State Government assistance across the south west land division is largely focussed on the Water Deficient Declared Areas (e.g. parts of Shires of Esperance, Lake Grace, Jerramungup, Ravensthorpe), and is also focussed on carting water to Denmark, Cranbrook, Grass Patch, Hyden, Lake King, Rocky Gully, Wellsted, Salmon Gums, Ravensthorpe and Walpole. At this stage there is little apparent coordination between the State and Commonwealth drought assistance processes.

### **RESOLUTION**

**Moved:** President Cr Tony Sachse  
**Seconded:** President Cr Stephen Strange

**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.**

**CARRIED**

The GECZ Chair, President Cr Rhonda Cole, extended the Zone's thanks to the Hon. Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth and the Hon Laurie Graham MLC, Agricultural Region, for attending the Zone meeting.

**10.35am** Hon. Dave Kelly, Minister for Water; Forestry; Innovations and ICT; Science; Youth, Emma Collyer, Policy Advisor, Minister for Water Office, Kathleen Brown, Electorate Officer, Mia Davies MLA Office, Patricia Pedlety, Water Corporation and Mark Batty, WALGA – left the meeting.

## **5. GUEST SPEAKERS / DEPUTATIONS**

### **5.1 Helen Creed - Regional Early Education and Development**

Helen Creed, Chairperson, Regional Early Education and Development provided a presentation to the Zone. The presentation is provided as Attachment 7.

**11.00am** Helen Creed left the meeting.

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

As resolved at the November Zone meeting, a representative from the Department presented to the Zone on relevant key projects for this first Zone meeting of 2020. The Department will continue to provide an update to each future Zone meeting based on the topics of interest that are provided from the Zone.

Ms Jennifer Collins, Regional Manager, Wheatbelt spoke to matters related to DLGSC services and activities and Mr Gordon MacMile, Director Strategic Coordination and Delivery spoke regarding National Redress Scheme. The presentation is provided in Attachment 8.

**11.40am** The Chair, President Cr Rhonda Cole, adjourned the meeting.

**11.52am** The meeting was reconvened.

**11.53am** Ms Jennifer Collins, Regional Manager, Wheatbelt spoke to matters related to DLGSC services and activities and Mr Gordon MacMile, Director Strategic Coordination and Delivery – left the meeting.

## **6. MINUTES**

### **6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 28 November 2019**

The Minutes of the Great Eastern Country Zone meeting held on Thursday 28 November 2019 have previously been circulated to Member Councils.

#### **RESOLUTION**

**Moved:** Cr Ramesh Rajagopalan  
**Seconded:** President Cr Karin Day

**That the minutes of the Great Eastern Country Zone meeting held Thursday 28 November 2019 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 Thursday 28 November 2019**

**NIL.**

### **6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 13 February 2019**

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

### 6.3.1 (Executive committee 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.

#### Resolved

**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.**

#### ZONE RESOLUTION

**Moved: Cr Alan Wright  
Seconded: Cr Wayne Della Bosca**

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

**CARRIED**

### 6.3.2 Minutes of the Executive Committee 13 February 2020

#### RESOLUTION

**Moved: President Cr Julie Flockart  
Seconded: President Cr Pippa DeLacey**

**That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 13 February 2020 be endorsed.**

**CARRIED**

## 7. ZONE BUSINESS

### 7.1 Federal Government Drought Communities program (Refer page 8 above)

Item 7.1 was, by agreement, discussed earlier in the meeting.

## 7.2 Wheatbelt Conference 2020

By Executive Officer, Tony Brown

### Background

At the August 2019 Great Eastern Country Zone meeting, it was resolved as follows:

*That the Great Eastern Country Zone consider the future of the Wheatbelt Conference after the October 2019 Local Government Elections.*

The Executive Committee then resolved at the November meeting,

#### 4.2.1 Wheatbelt Conference

*The status on the Wheatbelt conference is that the other 2 Zones were not supportive of a 2020 Wheatbelt Conference.*

*Great Eastern Country Zone resolved to review after the 2019 Local Government elections. This item will come up at the March 2020 Zone Meeting for further consideration.*

**Noted: GECZ suggested that a proposal for a 2021 or 2022 Wheatbelt Conference be discussed with other Wheatbelt Zones at the 2020 WALGA Convention.**

## 7.3 Sports Infrastructure Forum

By Executive Officer, Tony Brown

### Background

At the November 2019 Zone meeting, the Zone requested the secretariat to obtain feedback and report back to the Zone on the outcomes of the Sports Infrastructure Forum.

The information below has been previously emailed to Zone members and is provided for discussion and noting.

Local Government have requested that WALGA continues to advocate for funding, support and resources from the State Government to assist with meeting the needs of communities and support for improved health outcomes of which sporting facilities and programs play an integral role. In acknowledging that sporting clubs and facilities can be the backbone to social cohesion in any community, extensive work has been undertaken by Local Governments to identify opportunities to address strategic planning and resourcing of community and regional scale sporting facilities.

At the WALGA Convention in August 2019, a concurrent session was held to assist Local Governments to better understand the strategic and funding environment that will assist Councils in continuing to provide low or no cost facilities and support the ongoing development of programs for recreation organisations. The session was well received and called to action stronger advocacy in this space. As a result, a Sports Infrastructure Roundtable was held on 4 November 2019 as an integral step in hearing the perspectives of a number of stakeholders and collectively designing potential opportunities that anticipate meeting the needs of the community.

It was a great opportunity to bring together key representatives for a discussion around the future of sports infrastructure whilst opening the prospect of strengthened relationships and aligned advocacy for effective statewide decision making. Participants on the day were representatives from Local Government Growth Alliance Perth And Perth (GAPP), Chaired by the City of Swan, and the Local Government Metropolitan Recreational Advisory Group (MARAG) currently Chaired by the City of Bayswater. Also participating on the day were representatives from Infrastructure WA, State Government agencies Department Planning, Lands and Heritage and the Department of Local Government Sport and Cultural Industries, the peak State Sport Association (SSA), SportWest who

was accompanied by a few state sporting associations and Local Government Elected Members and Officers.

Participants in the Roundtable are collectively supportive of State Government in establishing a separate funding allocation for Regional level sports facilities and the allocation of an appropriate level of funding for the CSRFF program, together with ongoing advocacy across all tiers of Government.

WALGA, has been working with its members to address strategic planning and resourcing of community and regional scale sporting facilities. The Roundtable was an integral step in hearing the perspectives of all key stakeholders and collectively designing potential opportunities that anticipate meeting the needs of the community whilst contributing to the achievement of the State's priorities.

It was confirmed at the Roundtable, that the Minister is aware of the shortcomings of CSRFF but a commitment from State Government was still to be made on the best way to address the gaps.

A key component to addressing funding for sports facilities is to clearly demonstrate social and economic benefit for investment into infrastructure which is an area in need of improvement across all Western Australian Local and State Government sporting facilities. Of which Local Governments together with SSAs can provide through statistical data, such as usage statistics, as fundamental mechanisms to drive funding. This is currently being done well by the WA Cricket Association who have adopted a significant value for participation perspective.

One of the options discussed at the Roundtable, was to increase CSRFF significantly, as mentioned in the email below. This option would address more of the immediate need and include advice to State Government to develop a framework for the regional business case (and hold off funding business case development for future facility funding). The risk of choosing this option is that the CSRFF funding pool will still be susceptible to funding for regional facilities and the amount available to Local Governments for local facilities would be much the same as the current situation.

To counter this risk it was discussed and collectively agreed that the development of a regional business case, developed synergistically with a significant increase to CSRFF in the immediate State Government budget 2020-21, was the preferred measure. This option would address immediate concerns for Local Governments at the same time presenting an opportunity for longer term sustainability through the development of an investment strategy.

Therefore, a key outcome from the meeting was the aligned advocacy and collective action for the future of sports infrastructure in WA as was outlined in the WALGA Pre Budget Submission and stated:

- an increase in the annual amount of grant funding available in the Community Sport and Recreation Facilities Fund (CSRFF) to \$25 million (recurrent), and
- an additional \$2.3 million over four years (2020-21 to-2023-24) for the development of a Regional Sports Facilities Investment Strategy that reviews the current and future need for regional sporting facilities across WA, identifies and prioritises future regional level sport infrastructure projects, and provides a framework for how these projects will be funded.

It is important to note that where we can get an aligned message we have seen greater successful outcomes. WALGA is working with key partners to ensure aligned messaging for this State Budget ask on CSRFF and an additional Regional Sports Facilities Investment Strategy across Western Australia and seeks your support with this messaging. We are also conscious that this is the last State budget before the elections in 2021 and in that light are also building an election campaign to promote a collective voice to leverage outcomes for Local Government in conducting one of their functions of facility provision through to community.

If anyone would like to discuss this in further detail, please don't hesitate to contact Kirstie Davis, Policy Manager Community [kdavis@walga.asn.au](mailto:kdavis@walga.asn.au) or contact on mobile 0438 231 710.

## **Noted**

## 7.4 Local Government Telecommunications Case Studies

### Background

WALGA appreciates the Zone Local Governments forwarding through all the valuable information regarding your challenges with telecommunications and your interactions with Telstra. As per previous commitments, WALGA took these concerns to the State Emergency Management Committee (SEMC) meeting on Friday 13<sup>th</sup> December and I wanted to communicate our advocacy and key outcomes from the discussions.

WALGA received information from fourteen members and consolidated that into a single document which is attached. This was tabled with all members of the SEMC, along with the Telstra representatives, the day prior to the meeting. This was to ensure your concerns were formally on the table and provided Telstra with an opportunity to frame their presentation to cover off on the issues raised.

Telstra brought four representatives to the meeting including Mr Malcolm De Silva – State Manager Enterprise and Government, Mr Paul Harrison – National Emergency Manager, Mr Shane Kinnear – WA Emergency Service Liaison, Mr Brian Young – WA Deputy Emergency Services And Mr Mark Thompson - Corporate Affairs Manager.

The National Manager led a presentation which focused primarily on their capacity to deal with large scale emergencies and did not go into much detail with respect to the key areas of interest of our members. The SEMC Chair gave WALGA the opportunity to speak to your concerns and in doing so WALGA relayed the following:

- WALGA have circulated concerns raised by our members so that all SEMC members were aware of the ongoing challenges in telecommunications particularly in regional communities. Some of these concerns date back to 2016.
- We recognise that Telstra is but one service provider and that they will not be able to speak to each of these issues.
- There are common themes throughout the examples tabled, which include:
  - Blackspots
  - Battery backup failures
    - unreliability/lack of consistency and duration of the battery back-up for the Telstra Exchange in the event of a sustained power outage, and the time it takes for Western Power to deliver and install a generator.
    - The Telstra Exchange is powered by Western Power, and this supply is supplemented by battery back-up which automatically starts in the event of a power outage.
    - The battery back-up is intended to provide support to the Exchange for three hours but this is often not the case.
  - Outages – which have led to loss of landlines and mobiles
    - This has significant impact on LG capability to communicate before, during and after an emergency.
    - LGs rely on mobile networks to notify stakeholders of Harvest vehicle movement bans, communication with and deployment of volunteers, impacts day to day operations and community services.
  - Telstra Notification Systems
    - LGs report that often when they contact Telstra they are advised that Telstra were unaware of the outages. Correspondence has indicated that Telstra explain that it is intended to be an automated notification of outages but this seems to be failing.
- LGs are not only concerned about their ability to fulfil their obligations during emergencies, it clearly has consequences for residents living in these communities who are unable to ring 000, access data (in some instances) and lose communications themselves.



- We are tabling these with the SEMC as Local Governments have identified risks to their communities and to date, have not been able to resolve these issues through the various channels available to them.

Telstra acknowledged that communication with Local Governments and other stakeholders is an area to work on. State agency heads also raised this as a major concern. Telstra acknowledged that in order to resolve these issues they would look into how they could better engage with Local and District emergency management committees on a consistent basis to provide more timely advice and information on the matters as they are raised. They were also cognisant of the interdependencies with the power companies but did not offer tangible solutions to the issues raised.

Noting WALGAs concerns, Telstra have agreed to a separate meeting to discuss the matters we have raised on your behalf. My office is currently working on the timing of this meeting as a matter of urgency and WALGA will communicate with you all again once this is known. State Councillor Stephen Strange, will also attend to provide leadership from our members at this meeting.

Attached with the Agenda (Attachment 3) was the Agenda from the State Emergency Management Meeting from 13 December 2019.

Following the State Emergency Management Meeting, Telstra reached out for a follow up meeting. WALGA is pleased to say we met with Telstra, where we discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.

State Councillor Stephen Strange, WALGAs Policy Manager for Emergency Management, Mel Pexton and WALGA CEO, Nick Sloan hosted a meeting with WA Telstra representatives on Wednesday 18 December. The Reps included:

- Malcolm De Silva, State Manager Enterprise and Government
- Shane Kinnear, WA Emergency Service Liaison
- Mark Thompson, Corporate Affairs Manager
- Naomi Evans, Regional team

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.

The first fact sheet to be provided by Telstra is on Power Outages and was attached (Attachment 4) for your information. Please make note of the key contacts and make use of these as required.

Further to this information, WALGA has requested Telstra to review their local contractor arrangements to see if there are opportunities for more local content which may have an impact on expediting service reinstatement in regional areas.

WALGA recognise the interdependent nature of power supply and telecommunications, and we will be meeting with the sector in 2020. We have agreed to host a telecommunications and power info session in early 2020.

**Discussion** President Cr Stephen Strange provided an update on the 18 December 2019 meeting held with Telstra Representatives (noted above).

**Noted.**

## **7.5 Government Regional Housing (GROH)**

*By Policy Manager, Community, Kirstie Davis*

### **Background**

WALGA's Community Policy area has been dealing with this matter through recommendations made by Great Eastern Country Zone.

The response has been centralised around housing options of quality and quantity of stock, and other cost and workforce associated challenges for Police, however the GROH Framework considers all teachers also. The formal communication trail includes:

- After consultation and advocacy between WALGA, Local Government and relevant State Government agencies and key industry bodies, the McGowan Government deferred a planned increase to GROH rents in 2019-20 in a media statement released in May 2019. <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx>
- 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 through one on one meetings to discuss challenges and develop opportunities for change.
- 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 Tenant Rent Setting Framework review will be included.
- Since the very public Department of Communities corruption disruption in the weeks leading up to Christmas, the area responsible for GROH has confirmed the GROH profile is undergoing a restructure with no further advice currently available.

WALGA notes and includes all Zones Recommendations and advice received from Local Governments in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic.

As further information is made available, WALGA will remain in contact with the Zones to provide timely feedback and advice.

**Noted.**

## **7.6 Wheatbelt Health MOU**

### **Background:**

The Zone has received correspondence from WALGA CEO Nick Sloan, seeking each of the WALGA Wheatbelt Zones support, to re-establish the Wheatbelt Health MOU and invite the nomination of a representative to participate in a working group that will commence in February 2020.

By way of background, earlier this year the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) approached WALGA to deliver a regional health forum in the Wheatbelt. All Wheatbelt Local Governments were invited to attend this Forum held in Trayning on 20 September 2019. The forum was held with key service providers and stakeholders; WA Country Health Service (WACHS), St John Ambulance, WA Primary Health Alliance, Royal Flying Doctor Service, Regional Development Australia and the Hon Mia Davies MLA.

After the presentations from the key service providers and stakeholders, WALGA coordinated a workshop with the participants where key recommendations were captured. A report titled 'Wheatbelt Regional Health Services Summary Report' was then prepared.

The Wheatbelt Regional Health Services Summary Report along with its recommendations from the workshop were presented to WALGA State Council for endorsement on 4 December 2019. The following recommendations were endorsed:

That WALGA:

1. Re-establishes a working group to progress a Memorandum of Understanding with Local Governments in the Wheatbelt region and the WA Country Health Service, based on the previous work by the former Wheatbelt Health MOU Group, which outlines communication, responsibilities and strategic priorities unique to the region; and
2. Work with key service providers and stakeholders to engage with Local Government to further discuss the issues and develop solutions in the aged care services sector.

RESOLUTION 154.7/2019 CARRIED

The Wheatbelt Health MOU Group was previously established in December 2006 to be an advocacy group and to provide an avenue for Local Governments and stakeholders to work together to improve the delivery and availability of health services in the Wheatbelt. It was a partnership between the Avon Midland Country Zone, Central Country Zone and Great Eastern Country Zone; Regional Development Australia Wheatbelt; WACHS; and the Wheatbelt Development Commission. The group ceased operating in 2015. WALGA was not previously involved with the former MOU.

WALGA has written to the Chief Executive Officer, WACHS, Mr Jeffrey Moffet, Chief Executive Officer, WA Primary Health Alliance, Ms Learne Durrington and the Acting Chief Executive Officer, Wheatbelt Development Commission, Mr Gavin Robins to also seek their support.

## ZONE RESOLUTION

**Moved:** President Cr Julie Flockart  
**Seconded:** Cr Ramesh Rajagopalan

- That Cr Glenice Batchelor (Shire of Tammin) be put forward to represent the Zone on the Wheatbelt Health MOU Group.
- That Cr Alison Harris (Shire of Cunderdin) be the Proxy representative.

CARRIED

### 7.7 Review of State Council and Zone Structure Process - Update

*By Executive Officer, Tony Brown*

An overview of the recent changes to WALGA's State Council and Zone processes will be provided at the meeting.

**Noted**

## 8. ZONE REPORTS

### 8.1 Zone President Report

*By Cr Rhonda Cole*

The Chair, President Cr Rhonda Cole advised the meeting that it would be good for the Zone to write as follows;

- **Outgoing WALGA President, Cr Lynne Craigie** – expressing the Zone's appreciation for Cr Craigie's leadership and service to the Local Government sector.
- **Newly elected WALGA President (once elected)** – congratulating them on their election and inviting them to attend a GECZ meet and greet, that could include all Council Members and CEO's from Zone Members.

The Chair also asked if the WALGA Secretariat could again coordinate / extend an invitation for WALGA CEO, Nick Sloan to also attend a GECZ meeting.

## RESOLUTION

**Moved:** Cr Wayne Della Bosca  
**Seconded:** Cr Alan Wright

**That the Zone President's Report be received.**

**CARRIED**

### 8.2 Local Government Agricultural Freight Group

*By Cr Rod Forsyth*

Cr Forsyth is an apology for this meeting.

### 8.3 Wheatbelt Secondary Freight Group

The Chair, President Cr Rhonda Cole, tabled a report on behalf of President Cr Ricky Storer as WBS delegate to WSNF steering committee.

*"Firstly like to thank Cr Rhonda Cole for stepping into the position, at least for the interim, as WBS delegate to the WSNF Steering committee. I would also like to thank and congratulate the Shire of Bruce Rock for taking on the role as host council for the Project Manager, and thank Darren for his assistance in conducting the interviews for this position.*

*We are pleased to welcome Mr Stephen Thompson, currently with the Shire of Brookton into the position of Project Manager. Stephen comes highly credentialed and recommended and will be, I'm sure, a valuable asset to the project. Stephen begins his role on the 3rd of March when he will firstly monitor work on the 2 pilot projects and also begin working with Local Governments to develop and ensure compliance of the 20/21 projects.*

*We are still waiting for the data from the TSD machine (expected in the next week or so), to finalise the prioritisation of the projects.*

*After quite a delay, the first instalment of \$4 million of the Federal ROSI funds were approved and the Shires of Victoria Plains and Quairading were able to proceed in the tendering process. Works in Vic Plains has begun with clearing the 2.75 km section of the Mogumber/Yarawindah Road. Quairading will begin widening and drainage works later this month. \$2 million is allocated to the pilot projects with the balance of a further \$2 million will be used for project development.*

*The construction phase of the Project was very successfully launched in Mogumber last Wednesday. The Deputy Prime Minister Hon Michael McCormack and State Transport Minister Hon Rita Saffioti jointly participated in the proceedings. Over 40 people attended including Melissa Price, Mia Davies, Laurie Graham, Shane Love, and Martin Aldridge, several Shire Presidents, councillors CEO's and staff as well various media representatives.*

*I would like to thank all who attended and apologise for the change in time which prevented many from attending due to other commitments."*

## RESOLUTION

**Moved:** Deputy President Cr Geoff Waters  
**Seconded:** President Cr Julie Flockart

**That the Wheatbelt Secondary Freight Group Report be received.**

**CARRIED**

## 8.4 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

### Wheatbelt District Emergency Management Committee Report – GECZ February 2020

The Wheatbelt DEMC last met on Wednesday, 19<sup>th</sup> February, 2020 at the St John WA District office in Northam. At this point the minutes are not yet available but for information and reference the Agenda and attachments were included in this report. The meeting was attended by Cr Julie Flockart and Cr Tony Sachse as delegates for the GECZ. There was a good attendance of agencies at the meeting.

Item 3: Guest Presentation “Global and Local Developments – Coronavirus” by Merridy Hoffman (Clinical Nurse Specialist – Disease Control – Wheatbelt Public Health Unit):

- Respiration Infections Disease Emergency Response (RIDER) Plan “How to Prepare and Respond” was already set up and has held Australia in good standing for Coronavirus.
- Up to 17/02/2020 there were around 73,000 confirmed cases.
- At present “Pandemic Potential” [Not called a Pandemic yet].
- There were around 1,200 deaths from Influenza strains in Australia in 2019.
- Wuhan Province in China has 10 – 11 million people and the infection rate has been 0.01%. Most people have mild illness but those over 60 years old or with secondary health problems are more at risk.
- Surgical masks can be worn but should be changed every hour. Hand hygiene is important. It was probably not the best management to quarantine the “Diamond Princess”.
- Coronavirus Incubation is 5 – 14 days. Headache, runny nose, may start to cough are symptoms. The common cold is a coronavirus. So was SARS.

Strategies: Some medication works but is only effective if taken in first 48 hours. Indonesia is not currently testing. Some of the staff on the cruise ship were Indonesian. Australia will run out of medication if it becomes a pandemic. Put off overseas travel, especially if have underlying medical condition. At this point authorities don’t believe it travels through vents on aircraft.

Discussion: Vaccine availability especially for those involved in Emergency Management is really important. Agencies should provide Influenza vaccine for their employees. The influenza vaccine only lasts for 4 months so timing is really important. Attempting to produce vaccines which will last up to 5 years.

Item 5: Shire of Dowerin and Shire of Wyalkatchem have completed the 5-year review of their LEMA’s.

State Emergency Management Committee (SEMC) request for the DEMC debrief. This is currently underway.

SEMC Communique and Update – Telstra Power Outages. This communique really only confirms the current position of Telstra with mobile and landline communication during power outages. As the Wheatbelt DEMC and the GECZ have identified, the current position of Telstra Towers being affected with power outages is of great concern as residents cannot call for assistance in an emergency. The Wheatbelt DEMC will continue to monitor and advocate for a better outcome. The Wheatbelt DEMC encourages all LGA’s to continue to lobby Government in this regard.

Item 6.3.1: The Shire of Kellerberrin’s LEMA has been considered compliant.

Item 6.3.2: Please see appendix 2 for LEMA currency, LEMC functionality and LEMC and exercise schedules.

Item 7: General discussion on closing/opening roads and communication with Main Roads. These could be better explained in the Incident Management Plan (IMP). The Incident Management Team (IMT) and Incident Support Group (ISG) could have more local advice through LGA's (Mayor's, Presidents etc.).

Item 8: DPIRD have completed their Animal Welfare in Emergencies Document.

Most Agencies reported business as usual.

DFES reported that mitigation works are continuing with LGA's.

Parks and Wildlife reported that over half a million hectares had been burnt in the Southern region, mostly in the multiple Forrestonia fires. The Large Aerial Tanker (LAT) has been in use and helped at the fire front in the recent Katanning fire. It can take a while to load and with retardant but has been effective. Currently based in Pearce airbase. DPAW also reported their chopper/roller has been working well with mitigation.

WA Police have said that a Special Methylamphetamine Truck is now deployed in Northam. This will also be used with RBT's, traffic operations and emergency management.

The GECZ report thanked all the agencies for their support of LGA's. Thanks also for the training and support of our volunteers', especially St John Ambulance and Department of Fire and Emergency Services. The workload on volunteers is always a concern for Local Government, but the continued support from the different Agencies is very much appreciated.

Northern Wheatbelt Emergency Management and Recovery Training Workshop and exercise for Local Governments and LEMC members: This will be held in Dowerin on Tuesday, 10<sup>th</sup> March, 2020 from 10.15am until 2.30pm (lunch included). Please see attached flyer with more details. RSVP to yvette.grigg@dfes.wa.gov.au by 3<sup>rd</sup> March, 2020.

## RESOLUTION

**Moved:** President Cr Tony Sachse  
**Seconded:** President Cr Julie Flockart

**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*

Cr Strange provided the following State Councillor report:

The December meeting of State Council was the first meeting of the new State Council: State Councillors were elected from Zones in November 2019 following the Local Government elections in October. Six new State Councillors were elected to join 18 continuing State Councillors.

The following key issues were considered:

- Emerging Issue – Bushfire Fighting Vehicles  
State Council considered and endorsed an emerging issue brought forward by the Goldfields-Esperance Country Zone relating to issues with the current fleet of bushfire fighting vehicles.
- State Budget Submission

State Council considered WALGA's submission to the State Government in advance of their 2020/21 budget deliberations. The submission aims to align with the State's priorities, demonstrate value for money, and be specific, clear and succinct.

- Mandatory Code of Conduct and Guidelines for CEO Recruitment and Selection  
Two draft outputs from phase one of the Local Government Act 1995 review were considered by State Council:
  1. Mandatory Code of Conduct for Council Members, Committee Members and Candidates; and,
  2. Standards and Guidelines for CEO Recruitment and Selection, Performance and Termination.

In both cases, State Council identified a number of issues and concerns that require further clarification. State Council resolved to request the Government to reconvene the working groups to work through the issues identified by the sector in the consultation process.

## **RESOLUTION**

**Moved:** President Cr Stephen Strange  
**Seconded:** Cr Alan Wright

**That the State Councillor Report be received**

**CARRIED**

## 9.2 WALGA Status Report to be updated

By Tony Brown, Executive Officer

### BACKGROUND

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

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><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</a></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	Joanne Burges Executive Manager, People and Place <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018
Great Eastern C	2019 June 27 Zone Agenda Item 7.1 WALGA Advocacy Regarding Greenfinch Mine Expansion	That the Great Eastern Country Zone 1. Supports the Shire of Westonia's position to seek clearing and mining approval for the proposed Greenfinch mining operation.	Clearing permits have now been issued by DWER, and WALGA is working with the Shire to fast track the lad declaration process for the road reserve through the Department of Planning Lands and Heritage.	February 2020	Mark Batty Executive Manager Environment and Waste <a href="mailto:Mbatty@walga.asn.au">Mbatty@walga.asn.au</a> 9213 2078



		2. Requests WALGA to raise the issue with relevant authorities to ensure that the Greenfinch Project has every chance of success.	Ongoing.		
<b>Grt Eastern C</b>	<b>2018 November 29 Zone Agenda Item 7.4</b> Water Corporation - New management and billing structure for standpipes	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;  1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water;  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	Considered by the Infrastructure Policy Team at its March meeting and further follow-up with Councils requested with feedback to the next meeting.	<b>February 2020</b>	<b>Ian Duncan</b> <b>Executive Manager Infrastructure</b> <a href="mailto:jduncan@walga.asn.au">jduncan@walga.asn.au</a> <b>9213 2031</b>
<b>Grt Eastern C</b>	<b>2019 March Zone Agenda Item 12.3</b> Telstra – Power Outages Effecting Communications	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.	WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.  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.  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.  The Zone will be provided with a copy of SEMC's response when received.  This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.  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.  The key outcomes from the meeting were for Telstra to share a series of fact sheets on topics relevant to the issues being faced	<b>Ongoing</b>	<b>Joanne Burges</b> <b>Executive Manager, People and Place</b> <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> <b>9213 2018</b>

			by your communities and provide key contact information in order for these matters to be escalated or referred should you need to. The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.		
<b>Grt Eastern C</b>	<b>2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations</b>	That the Great Eastern Country Zone requests that:  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  The State Government provide appropriate funding for the refund points.	170 refund points will be operational on June 2 2020 – the commencement date for the CDS - with over 220 refund points to be operational by June 2021.  The minimum refund points for the Wheatbelt region will be 1 full time point and twenty six flexible refund points.  The hours of operation are covered under the DWER Minimum network standards, which stipulates is to be open 16 hours each two week period, including at least 8 hours at weekends.  The CDS is funded by drink manufacturers, distributors and importers who first supply eligible beverage containers into Western Australia fund the scheme. Business which first supply an eligible beverage container into Western Australia will fund the scheme on a cost-per-container returned basis.	<b>February 2020</b>  <b>Ongoing</b>	<b>Mark Batty</b> <b>Executive Manager</b> <b>Environment and Waste</b> <a href="mailto:Mbatty@walga.asn.au">Mbatty@walga.asn.au</a> <b>9213 2078</b>
<b>Grt Eastern C</b>	<b>State Council Agenda 4 Dec 2019 Item 5.5 Local Government Financial Ratios</b>	That the item be deferred and that WALGA form a sector reference group to further review the ratios and provide recommendations to the March 2020 State Council meeting.	This item was put forward due to concerns from the sector with the current ratios and indicators.  The feedback from the sector through the Zone process has been very useful and it is appropriate to defer this item and form a Sector Reference Group to fully review the ratios. Due to Christmas/New Year period, it is suggested that a report come back to the April/May 2020 Zone/State Council meeting cycle.  State Council resolved as per below;  That the item on Financial Ratios be deferred and that WALGA form a Sector Reference Group to further review the ratios including all Zone feedback and provide recommendations to the May 2020 State Council meeting.  RESOLUTION 146.7/2019      CARRIED	<b>February 2020</b>	<b>Tony Brown</b> <b>Executive Manager</b> <b>Governance and</b> <b>Organisational Services</b> <b>9213 2051</b> <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a>

## 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.

*Noted that the Shire of Westonia Item (27 June 2019 Zone Item 7.1) can be removed.*

## RESOLUTION

Moved: Cr Ramesh Rajagopalan  
Seconded: Cr Wayne Della Bosca

That the Great Eastern Country Zone WALGA February 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/23e6a5d1-55b5-4244-a8c7-2cf682088bac/Agenda-State-Council-4-March-2020.pdf>

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

#### 5.1 National Redress Scheme – Future Participation of WA Local Governments

##### WALGA Recommendation

That State Council:

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.

*The Shire of Westonia raised concerns in respect to costs associated with Local Government staff attending training and costs associated with how the program will operate.*

#### 5.2 Submission on Aboriginal Empowerment Strategy

##### WALGA Recommendation

That the submission to the Department of Premier and Cabinet in response to the Aboriginal Empowerment Strategy be endorsed.

#### 5.3 WALGA Submission on Independent Review of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999

## **WALGA Recommendation**

That the submission on the Independent Review of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC) be endorsed.

*The Shire of Tammin advised that this item will require a watching brief.*

## **RESOLUTION**

**Moved:** President Cr Karin Day  
**Seconded:** Deputy President Cr Glenice Batchelor

**That the Great Eastern Country Zone supports all Matters for Decision as listed above in the March 2020 State Council Agenda, subject to Item 5.1:**

- **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.**

**CARRIED**

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

- 6.1 Draft Position Statement: Residential Aged Care – Submission**
- 6.2 That the submission to the Department of Health in response to the Managing Housing Health Risks in WA discussion paper be noted.**
- 6.3 Submission on Modernising the Environmental Protection Act**
- 6.4 Submission to the Productivity Commission on the National Transport Regulatory Reform**
- 6.5 Submission to Joint Select Committee on Road Safety**
- 6.6 WALGA Submission on Native Vegetation in Western Australia Issues Paper**
- 6.7 Proposed Amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 for Container Deposit Scheme Infrastructure**
- 6.8 Report Municipal Waste Advisory Council (MWAC)**
- 6.9 2019 Annual General Meeting Status Update**

**Noted.**

### **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

Noted.

## 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

Noted.

## 9.7 WALGA President's Report

The WALGA President's was attached to the Agenda.

### RESOLUTION

Moved: Deputy President Cr Glenice Batchelor  
Seconded: Deputy President Cr Geoff Waters

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

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

**CARRIED**

## 10. AGENCY REPORTS

### 10.1 Department of Local Government, Sport and Cultural Industries

As per the presentation at the commencement of the meeting, a Department of Local Government, Sport and Cultural Industries representative will update the Zone at all future meetings on topics of interest to the Zone that have been provided prior.

Please see link below for the full update:

[DLGSC Zone Update February – March 2020](#)

Noted.

### 10.2 Topics for next meeting

The Zone would like an update and/or information on the following topics at the next Zone meeting.

- **Office of the Auditor General** – status of audit services (noted OAG took 4 months to complete a Zone Member's annual audit)

- **Federal Court decision to uphold South West Native Title Claim** (noted this presentation will likely be provided by another relevant State agency, rather than DLGSC).

**Noted.**

## **10.2 Main Roads Western Australia**

Mr Craig Manton was an apology for this meeting. Ms Janet Hartley-West, Network Manager provided an update to the Zone.

**Noted.**

## **10.3 Wheatbelt RDA**

Mandy Walker, RDA Wheatbelt presented to the Zone. The report was attached with the Agenda.

**Noted.**

## **10.4 Wheatbelt Development Commission**

President Cr Julie Flockart. **TBA**

## **11. MEMBERS OF PARLIAMENT**

### **11.1 Mia Davies MLA, Member for Central Wheatbelt**

Hon. Mia Davies MLA, was an apology however, on her behalf, Kath Brown tabled on her behalf a copy of a letter to the Federal Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management, be tabled – refer Attachment 9.

## **12. EMERGING ISSUES**

12.1 Landgate – Delays in receiving valuations (Shire of Mt Marshall)

The Shire of Mt Marshall raised concerns at the delays in receiving valuation updates. They have examples of interim valuations taking up to 10 Months to receive.

**Action:**

**Request WALGA to inquire with Landgate in respect to the delays in receiving interim valuations.**

## **13. URGENT BUSINESS**

**Nil.**

## **14. DATE, TIME AND PLACE OF NEXT MEETINGS**

The next meeting of the Great Eastern Country Zone will be held in Merredin on Thursday 30 April, commencing at 9.30am.

## **15. CLOSURE**

There being no further business the Chair declared the meeting closed at 1.04pm.

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# WEROC Inc Board Meeting

Wednesday 26 February 2020

Kellerberrin Recreation and Leisure Centre  
Connelly Street Kellerberrin

## MINUTES

Commencing at 1.29pm

**WEROC Inc | Wheatbelt East Regional Organisation of Councils**

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

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# WEROC Inc

## Wheatbelt East Regional Organisation of Councils Inc

An In-person Board Meeting held in the Kellerberrin Recreation and Leisure Centre,  
commencing at 1.29pm

# MINUTES

## 1. OPENING AND ANNOUNCEMENTS (ATTACHMENT)

The Chair Mr Ram Rajagopalan opened the meeting at 1.29pm and welcomed all Board Members and guests.

As there are a number of presentations it was proposed to move to these before considering the meeting agenda.

The Chair welcomed Ms Ana Farla, Account Manager Synergy, Mr Fabian Le Gay Brereton, New Energy Consultant Synergy and Mr Piero Truini, Product Manager Synergy and invited the representatives of Synergy to make their presentation.

The Department of Mines, Industry Regulation and Safety advised on Thursday 30 January 2020 that Wheatbelt Communities Inc's request to change its name to Wheatbelt East Regional Organisation of Councils (WEROC) Inc and the newly adopted constitution had been accepted.

A copy of the correspondence received forms an attachment to the meeting agenda.

A copy of the new constitution was sent under separate cover on Tuesday 11 February 2020.

## 2. ELECTIONS

The Annual General Meeting for Wheatbelt Communities Inc was held ahead of the Department of Mines, Industry Regulation and Safety approval for its name to be changed to Wheatbelt East Regional Organisation of Councils (WEROC) Inc and approve its new constitution.

With the Department's approval for both changes it is necessary to conduct elections for the positions of Deputy Chair and Board members.

Clause 14 of the WEROC Inc Constitution states:

### 14.1 Elections at Annual General Meeting

- (a) Elections for Chair, Deputy Chair, Secretary/Treasurer and Board members will take place at the Annual General Meeting of WEROC where the Chair will declare all positions vacant.
- (b) The Chair and Deputy Chair must be from a different Local Government.
- (c) Subject to Rule 14.2, a Board member's term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.

### 14.2 Where a vacancy on the Board occurs after 31 March in any year:

- (a) *the position can remain vacant until the next Annual General Meeting or;*
- (b) *an election to fill the vacancy is to take place at a Special Meeting called for that purpose.*

The Executive Officer considers that the appointment of Mr Ram Rajagopalan as WEROC Inc Chair remains valid as both the old Wheatbelt Communities Inc Constitution and the new WEROC Inc Constitution call for the election of a Chair.

It should be noted that the appointment of the Secretary/Treasurer will be covered within Agenda Item 9.1, which covers the appointment of the WEROC Inc Executive Officer.

**Election of a Deputy Chair**

**Executive Officer Comment:**

The WEROC Inc Chair will invite nominations from the floor for the election of a Deputy Chair until the next Annual General Meeting.

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<b>RESOLUTION:</b>	<b>Moved: Peter Clarke</b>	<b>Seconded: Karin Day</b>
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**That Mr Rod Forsyth be appointed WEROC Inc Deputy Chair.**

**CARRIED**

**Appointment of Board Members to WEROC Inc**

**Executive Officer Comment:**

As with the appointment of the WEROC Inc Chair, the Executive Officer considers the appointment of members from each of the 5 local governments valid under the new constitution. Given the change in name from Committee member to Board member it is perhaps prudent to endorse each of the members.

Membership to WEROC Inc is as follows:

**Shire of Bruce Rock**

Mr Ram Rajagopalan  
Mr Darren Mollenoyux

**Shire of Kellerberrin**

Mr Rod Forsyth  
Mr Raymond Griffiths

**Shire of Merredin**

Ms Julie Flockart - Member

**Note:** The Shire of Merredin has yet to advise of its replacement for Mr Greg Powell following his retirement.

**Shire of Westonia**

Ms Karin Day - Member  
Mr Jamie Criddle - Member

**Shire of Yilgarn**

Mr Wayne Della Bosca - Member  
Mr Peter Clarke – Member

**RECOMMENDATION:**

That WEROC Inc endorse those Board members as nominated by their respective local government to the Board of WEROC Inc until the next Annual General Meeting.

**Noted**

**Appointment of Committees to WEROC Inc**

**Executive Officer Comment:**

Clause 13 of the WEROC Inc Constitution covers committees of the Board, stating:

13. COMMITTEES OF THE BOARD

13.1 Committees Appointed

*The Board may appoint committees to provide advice to the Board consisting of at least 4 Members, to consider any specific matters. Any 3 Members or at least 51% of Members, whichever is greater, of the committee, will constitute a quorum.*

The Executive Officer believes that the previous WEROC Executive Committee comprising the CEOs from each of the five member WEROC Councils will need to be re-established as per the WEROC Inc Constitution.

Because the WEROC Inc Constitution has no clauses covering delegation of authority it will also be necessary for the WEROC Inc Board to establish Terms of References which will guide the committee in any work it may undertake. This work should be undertaken as soon as practicable.

**RECOMMENDATION:**

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.

**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.**

**CARRIED**

### 3. RECORD OF ATTENDANCE AND APOLOGIES

#### 3.1 Attendance

Mr Ram Rajagopalan (Chair)  
Mr Peter Clarke  
Ms Karin Day  
Mr Wayne Della Bosca  
Ms Julie Flockart

Ms Kate Dudley (proxy and voting delegate for Mr Raymond Griffiths)  
Mr Stephen Strange (proxy and voting delegate for Mr Darren Mollenoyux)  
Ms Jasmine Geier (proxy and voting delegate for Jamie Criddle)

Ms Helen Westcott, Secretary/Treasurer and WEROC Inc Executive Officer

#### 3.2 Apologies

Mr Jamie Criddle  
Mr Rod Forsyth  
Mr Raymond Griffiths  
Mr Darren Mollenoyux

Dr Andrew Harper, Adjunct Clinical Professor Curtin Medical School

#### 3.3 Guests

Mr Mark Dacombe, Acting CEO Shire of Merredin  
Ms Andrina Prnich, Deputy CEO Shire of Merredin  
Mr Bryan Close

Mr Bruce Wittber, BHW Consulting

Ms Rebekah Burges, Secretary/Treasurer and WEROC Inc Executive Officer designate

Ms Ana Farla, Account Manager Synergy (left the meeting at 2.31pm)  
Mr Fabian Le Gay Brereton, New Energy Consultant Synergy (left the meeting at 2.31pm)  
Mr Piero Truini, Product Manager Synergy (left the meeting at 2.31pm)

Mr Steve Mason, CEO Innovation Central Midlands WA Inc (joined the meeting at 2.25pm and left the meeting at 3.25pm)

**RESOLUTION:** **Moved: Peter Clarke** **Seconded: Karin Day**

**That Ms Jasmine Geier be appointed as a proxy for Jamie Criddle for this meeting only.**

**CARRIED**

### 4. DECLARATION OF INTEREST

As Members are aware, the WEROC Inc Constitution is largely a rewrite of the Warren-Blackwood Alliance of Councils Constitution which does not contain any clauses to cover the disclosure of any conflict of interest. This means that by default the clause on disclosing a conflict of interest contained within the *Associations Incorporation Act 2015* (the Act) will apply. The relevant clause, clause 42, states:

**42. Disclosure of material personal interest**

- (1) *A member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management committee meeting must, as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the management committee.*

*Penalty: a fine of \$10 000.*

- (2) *A member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management committee meeting must disclose the nature and extent of the interest at the next general meeting of the association.*

*Penalty: a fine of \$10 000.*

- (3) *Subsections (1) and (2) do not apply in respect of a material personal interest —*

*(a) that exists only because the member —*

*(i) is an employee of the incorporated association; or*

*(ii) is a member of a class of persons for whose benefit the association is established;*

*or*

*(b) that the member has in common with all, or a substantial proportion of, the members of the association.*

- (4) *If a member of the management committee of an incorporated association discloses a material personal interest in a contract or proposed contract in accordance with this section, and the member has complied with section 43(1) or the member's interest is not required to be disclosed because of subsection (3) —*

*(a) the contract is not liable to be avoided by the association on any ground arising from the fiduciary relationship between the member and the association; and*

*(b) the member is not liable to account for profits derived from the contract.*

- (5) *A disclosure of a material personal interest required by subsection (1) or (2) must give details of —*

*(a) the nature and extent of the interest; and*

*(b) the relation of the interest to the activities of the incorporated association.*

- (6) *The details referred to in subsection (5) must be recorded in the minutes of the meeting of the management committee at which the disclosure is made.*

It should be noted that clause 43 of the Act covers how voting on a contract should be undertaken where a management committee member declares an interest.

It should also be noted that a copy of the Act was provided to members ahead of the meeting under separate cover in an email on Tuesday 11 February 2020.

## **5. PRESENTATIONS/MEETINGS**

### **5.1 Ms Ana Farla, Account Manager Synergy (1.30pm)**

Following its meeting with the Innovation Central Midlands WA Inc (ICM) CEO, Mr Steve Mason, on ICM's involvement with BSC Energy, Power Ledger and others in developing sources of renewable energy on Tuesday 27 August 2019, WEROC Council resolved as shown below:

**RESOLUTION:** *Moved: Cr Rajagopalan* *Seconded: Mr Criddle*

---

**That WEROC:**

1. *Initiate discussions with BSC Energy and Power Ledger seeking the conduct of a pre-feasibility study in respect to developing a micro-grid system across the WEROC geographic area; and*
2. *Extend an invitation to Steve Mason to meet with WEROC Council in 2020 to provide an update on Innovation Central Midlands WA Inc's renewable energy project.*

**CARRIED**

Work on preparing a pre-feasibility study is underway (refer also to Agenda Item 6.7).

An invitation was also extended about this time to representatives from energy provider Synergy to meet with WEROC to discuss ways in which it could work with Member Councils to reduce their power costs.

Ms Ana Farla and Mr Patrick Whitfield from Synergy met with the WEROC Council at a meeting held Thursday 28 November 2019 (refer also to Agenda Item 3.1).

Since that meeting Synergy has been looking at ways in which WEROC's Members can reduce their power costs. Today's presentation and ensuing discussions will focus on how this can be achieved.

2.31pm Ms Farla, Mr Le Gay Brereton and Mr Truini left the meeting and did not return

A copy of the PowerPoint presentation used by the representatives from Synergy will be provided under separate cover as Synergy has requested that it be treated as a confidential document.

## **5.2 Mr Steve Mason, CEO Innovation Central Midlands WA Inc (2.30pm)**

Following its meeting with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM), on ICM's involvement with BSC Energy, Power Ledger and others in developing sources of renewable energy on Tuesday 27 August 2019, WEROC Council resolved as shown below:

**RESOLUTION:** *Moved: Cr Rajagopalan* *Seconded: Mr Criddle*

---

**That WEROC:**

3. *Initiate discussions with BSC Energy and Power Ledger seeking the conduct of a pre-feasibility study in respect to developing a micro-grid system across the WEROC geographic area; and*
4. *Extend an invitation to Steve Mason to meet with WEROC Council in 2020 to provide an update on Innovation Central Midlands WA Inc's renewable energy project.*

**CARRIED**

Mr Steve Mason has accepted WEROC Inc's invitation to meet again to discuss the further progress of ICM's renewable energy project.

2.25pm Mr Steve Mason entered the meeting

3.25pm Mr Steve Mason left the meeting and did not return

3.25 pm the meeting adjourned for afternoon tea

3.40pm the meeting resumed following afternoon tea



**6. MINUTES OF MEETINGS**

**6.1 Minutes from the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 (Attachment)**

Presenting the Minutes from the Wheatbelt Communities Inc (WCI) Annual General Meeting held Wednesday 30 October 2019

Whilst the minutes from WCI Annual General Meeting held Wednesday 30 October will not be presented for adoption until the WEROC Inc AGM scheduled for later in the year, with the changes currently under the way (ie change in the organisation’s name and the engagement of a new Executive Officer) the Executive Officer considered it appropriate that the minutes should be received in order that a record of them having been completed is available to Board members.

**RECOMMENDATION:**

That the Minutes of the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 be received.

**EN BLOC RESOLUTION:                      Moved: Julie Flockart                      Seconded: Wayne Della Bosca**

**That the Minutes of the Wheatbelt Communities Inc Annual General Meeting held Wednesday 30 October 2019 be received.**

**CARRIED**

**6.2 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 (Attachment)**

Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 be confirmed as a true and correct record.

**EN BLOC RESOLUTION:                      Moved: Julie Flockart                      Seconded: Wayne Della Bosca**

**That the Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 30 October 2019 be confirmed as a true and correct record.**

**CARRIED**

**6.3 Minutes from the WEROC Council Meeting held Thursday 28 November 2019 (Attachment)**

Minutes of the WEROC Council Meeting held Thursday 28 November 2019 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the WEROC Council Meeting held Thursday 28 November 2019 be confirmed as a true and correct record.

**EN BLOC RESOLUTION:**                      **Moved: Julie Flockart**                      **Seconded: Wayne Della Bosca**

**That the Minutes of the WEROC Council Meeting held Thursday 28 November 2019 be confirmed as a true and correct record.**

**CARRIED**

**6.4      Minutes from Special General Meeting of Wheatbelt Communities Inc held via Teleconference on Tuesday 17 December 2019 (Attachment)**

Minutes of the Special General Meeting of Wheatbelt Communities Inc held via teleconference on Tuesday 17 December 2019 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the Special General Meeting of Wheatbelt Communities Inc held via teleconference on Tuesday 17 December 2019 be confirmed as a true and correct record.

**EN BLOC RESOLUTION:**                      **Moved: Julie Flockart**                      **Seconded: Wayne Della Bosca**

**That the Minutes of the Special General Meeting of Wheatbelt Communities Inc held via teleconference on Tuesday 17 December 2019 be confirmed as a true and correct record.**

**CARRIED**

**6.5      Decisions made by WEROC/WCI via a Flying Email Dated Wednesday 15 January 2020**

Members received an email from the Executive Officer dated Wednesday 15 January 2020 requesting agreement via a “flying email” to commence development of a process and timeframe for the transfer of all funds from the WEROC accounts to the WCI account. The recommendation for this to occur and detailed within the “flying email” is detailed below:

*That the Executive Officer be given approval to transfer all bank funds all bank accounts held in the name of the Wheatbelt Regional Organisations of Councils to the bank account held in the name of Wheatbelt Communities Inc before 31 January 2020.*

Responses to the above recommendation were requested to be with the Executive Officer by close of business on Monday 20 January 2020.

At this time responses had been received from:

- Ram Rajagopalan;
- Darren Mollenoyux;
- Rod Forsyth;
- Julie Flockart;
- Karin Day;
- Wayne Della Bosca; and
- Peter Clarke.

As this constituted a majority of members, the recommendation could be accepted, with work on implementing the resolution now completed.

For recording purposes, the decision is presented for endorsement.

**RECOMMENDATION:**

That the decision made by the WEROC Council via a “flying email” on Wednesday 15 January 2020 be endorsed.

**EN BLOC RESOLUTION:**                    **Moved: Julie Flockart**                    **Seconded: Wayne Della Bosca**  

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**That the decision made by the WEROC Council via a “flying email” on Wednesday 15 January 2020 be endorsed.**  
**CARRIED**

**6.6            Decisions made by WEROC Inc via a Flying Email Dated Friday 31 January 2020**

Board members received an email from the Executive Officer dated Friday 31 January 2020 requesting agreement via a “flying email” on the appointment of WEROC Inc’s new Executive Officer. The recommendation contained in the “flying email” is shown below:

*That WEROC Inc endorses the appointment of Rebekah Burges from 150Square to the position of WEROC Executive Officer based on a 2 year contract commencing on the 1<sup>st</sup> March 2020 and that the Bruce Rock CEO undertake the preparation of agreement between the two parties in line with the Expression of Interest received and the terms of the position description presented.*

Responses to the above recommendation were requested to be with the Executive Officer by close of business on Tuesday 4 February 2020.

At this time responses had been received from:

- Ram Rajagopalan;
- Darren Mollenoyux;
- Jamie Criddle;
- Rod Forsyth;
- Julie Flockart;
- Karin Day; and
- Peter Clarke.

As this constituted a majority of members, the recommendation could be accepted, with work on finalising the appointment of a new Executive Officer able to commence.

Wayne Della Bosca responded to the Executive Officer’s email on Wednesday 5 February 2020.

For recording purposes, the decision is presented for endorsement.

The matter will also be considered in Agenda Item 9.1.

**RECOMMENDATION:**

That the decision relating to the appointment of the WEROC Inc Executive Officer made via a “flying email” on Friday 31 January 2020 be endorsed.

**EN BLOC RESOLUTION:**                    **Moved: Julie Flockart**                    **Seconded: Wayne Della Bosca**  

---

**That the decision relating to the appointment of the WEROC Inc Executive Officer made via a “flying email” on Friday 31 January 2020 be endorsed.**  
**CARRIED**

## 6.7 Business Arising – Status Report as at 16 February 2020

### WEROC Executive Meeting Wednesday 29 May 2019

#### 5.4 Participation by WEROC in Renewable Energy Projects

Discussions with renewable energy companies BSC Energy, Power Ledger and others in developing sources of renewable energy commenced in mid-2019, with WEROC Council resolving as shown below on Tuesday 27 August 2019:

*RESOLUTION: Moved: Cr Rajagopalan Seconded: Mr Criddle*

*That WEROC:*

- 5. Initiate discussions with BSC Energy and Power Ledger seeking the conduct of a pre-feasibility study in respect to developing a micro-grid system across the WEROC geographic area; and*
- 6. Extend an invitation to Steve Mason to meet with WEROC Council in 2020 to provide an update on Innovation Central Midlands WA Inc's renewable energy project.*

*CARRIED*

Work on preparing a pre-feasibility study is well underway.

The Executive Officer will provide a verbal report to the meeting.

**It was agreed to defer this matter until the next WEROC Inc Board Meeting.**

### WEROC Council Meeting Wednesday 30 October 2019

#### 6.3 Ongoing Development of the WEROC App and Website

*RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Forsyth*

*That WEROC:*

- 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.*

*CARRIED*

The Executive Officer has been advised by Steven Peacock from go2GUIDES that WEROC retains ownership of all pictures and information it provided during the establishment of both the App and website. It also owns the WEROC domain name and a number of other similarly sounding domain names purchased by go2GUIDES on WEROC's behalf to protect the "WEROC" name.

Information for both the WEROC website and App has been returned to WEROC. The incoming Executive Officer will be able to use this information as WEROC looks to establish its new website.

The Executive Officer has yet to seek quotes to undertake part 2 of the resolution.

This will therefore be a task for the incoming Executive Officer.

**WEROC Council Meeting Thursday 28 November 2019**

**6.4 Request for a Letter of Support from Crisp Wireless for a Digital Farm Grants Application**

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

*That WEROC provide a letter of support to Crisp Wireless for its application to the Department of Primary Industry and Regional Development's Digital Farm Grant Round 2.*

**CARRIED**

A letter of support for CRISP's application for funding from the Digital Farm Grants Program was provided on 2 December 2019. As yet the Executive Officer has not received any advice from CRISP as to the success or otherwise of its funding application.

**RECOMMENDATION:**

That the Status Report for February 2020 be received.

**RESOLUTION: Moved: Julie Flockart Seconded: Peter Clarke**

**That the Status Report for February 2020 be received.**

**CARRIED**

**6.8 Matters for Noting (Attachment)**

- Ministerial media release on the Western Australian Rail Access Regime rail reform released 5 February 2020

<https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/02/Rail-access-reforms-full-steam-ahead.aspx>

- Email from the Department of Mines, Industry Regulation and Safety dated 6 February 2020 regarding "man in the middle" scams – a copy of the email forms an attachment to the meeting agenda

**RECOMMENDATION:**

That the matters listed for noting be received.

**RESOLUTION: Moved: Julie Flockart Seconded: Peter Clarke**

**That the matters listed for noting be received.**

**CARRIED**

## **7. Associations Incorporations Act 2015**

### **7.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)**

The Department of Mines, Industry Regulation and Safety publishes a self-check for incorporated bodies such as WEROC Inc.

The purpose of the self-check is to assist in determining whether a group such as WEROC Inc is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection at each in-person meeting of Wheatbelt the following records:

- A copy of the certificate of incorporation;
- A copy of the WEROC Inc Constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are available for inspection at this meeting.

The Executive Officer has also contacted all WEROC Inc Board members to confirm their preferred contact details, with all contact details updated.

**No action is required.**

### **7.2 Complying with the Associations Incorporation Act 2015 – Lodgment of Wheatbelt Communities Inc Annual Information Statement for the 2018/2019 Financial Year**

The Executive Officer has completed and lodged the group's annual information statement for the 2018/2019 financial year.

Completion of the annual statement is required under the *Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15*.

**No action is required.**

**8. WEROC FINANCE**

**8.1 WEROC Council Finance Report as at 31 January 2020**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 18 February 2020

**Attachments:** Nil

**RECOMMENDATION:**

**That the WEROC Council Financial Report for the period ending 31 January 2020 be received.**

**Executive Officer’s Report:**

Presenting the WEROC Council Statement of Receipts and Payments for the period ending 31 January 2020.

**Note this is the financial statement for WEROC Council and not WEROC Inc.**

An explanation for each of the notes is provided below.

<b>Note 1</b>	All 2019/2020 annual subscriptions have been paid.
<b>Note 2</b>	WEROC Council interest to date
<b>Note 3</b>	This allocation covers the expenditure on Executive Services
<b>Note 4</b>	This allocation covers the expenditure on travel and accommodation
<b>Note 5</b>	This is a new account to cover the costs involved in advertising for a new Executive Officer
<b>Note 6</b>	This allocation covers the expenditure on Financial Services
<b>Note 7</b>	This account covers the cost of expenditure on the 2018/2019 Audit. Funds have also been provided for the final audit of WEROC Council
<b>Note 8</b>	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
<b>Note 9</b>	This allocation covers the costs incurred this financial year in respect to the WEROC app and website
<b>Note 10</b>	Catering expenses for WEROC Council Meetings
<b>Note 11</b>	Cost of lodging the application for incorporation of WEROC Inc
<b>Note 12</b>	Total of funds transferred to Wheatbelt Communities Inc in preparation for the winding up of WEROC Council

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted Budget for 2019/2020

**Voting Requirement:** Simple Majority

**RESOLUTION:** **Moved: Karin Day** **Seconded: Wayne Della Bosca**

**That the WEROC Council Financial Report for the period ending 31 January 2020 be received.**

**CARRIED**

WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes

Wheatbelt East Regional Organisation of Councils (WEROC)				
ABN 28 416 957 824				
1 July 2019 to 31 January 2020				
		Budget 2019/2020	Actual to	Notes
<b>Income</b>				
0501	General Subscriptions WEROC	\$ 60,000	\$ 60,000.00	1
504.01	Consultancy & Project Reserve			
0575	WE-ROC Interest received	\$ 900	\$ 132.25	2
584	Other Income			
	GST Output Tax		\$ 6,000.00	
	GST Refunds		\$ 5,740.00	
	<b>Total Receipts</b>	<b>\$ 60,900</b>	<b>\$ 71,872.25</b>	
<b>Expenses</b>				
1545	WEROC Bank Fees & Charges	\$ 100	\$ -	
1661.01	WEROC Executive Services Professional Services	\$ 55,000	\$ 26,438.53	3
1661.02	WEROC Executive Officer Travel and Accommodation	\$ 8,000	\$ 2,861.98	4
1661.03	WEROC Executive Officer Recruitment	\$ -	\$ 781.06	5
1687	WEROC Financial Services Accounting	\$ 7,000	\$ 1,698.41	6
1687.03	WEROC Financial Services Audit	\$ 3,750	\$ 2,507.85	7
1585	WEROC Consultant Expenses	\$ 30,000	\$ 37,559.11	8
1850	WEROC Management of WE-ROC App	\$ 5,000	\$ 1,021.92	9
1801	WEROC Meeting Expenses	\$ 500	\$ 449.26	10
1851	WEROC Insurance	\$ 5,000	\$ -	
1852	WEROC Legal Expenses	\$ 2,000	\$ -	
1853	WEROC Incorporation Expenses (including legal fees)	\$ 15,000	\$ 69.00	11
1930	WEROC Sundry	\$ 500	\$ 102.27	
3384	GST Input Tax		\$ 7,106.44	
	Ato Payments		\$ 2,515.00	
	Suspense Account		\$ -	
	<b>Total Payments</b>	<b>\$ 131,850</b>	<b>\$ 83,110.83</b>	
	<b>TRANSFER OF FUNDS WEROC INC</b>		<b>-\$ 139,669.45</b>	<b>12</b>
	Net Position	-\$ 70,950	-\$ 11,238.58	
	OPENING CASH 1 July	\$ 160,927	\$ 150,919.05	
	CASH BALANCE 31 January 2020	\$ 89,977	\$ 11.02	
	Westpac One		\$ 0.30	
	Westpac Reserve		\$ 10.72	
			<b>\$ 11.02</b>	<b>TRF TO WEROC INC c</b>



**8.2 List of Accounts – WEROC Council**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 18 February 2020

**Attachments:** Nil

**RECOMMENDATION:**

**That the Accounts Paid by WEROC Council for the period 1 November 2019 to 3 February 2020 totalling \$174,231.23 be approved.**

**Executive Officer’s Report:**

Accounts paid during the period 1 November 2019 to 3 February 2020 from the WEROC Council bank account. The 3 February 2020 is the date that the final funds were transferred from the WEROC Council to Wheatbelt Communities Inc.

The list of accounts paid is submitted to each WEROC Council Meeting. This will continue with WEROC Inc.

**Accounts Paid:**

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	111119	BHW Consulting	Professional Services, Accommodation and Travel October 2019	5,073.89
EFT	111119	AMD Chartered Accountants	2018/2019 Audit	2,739.00
EFT	111119	Up to Date Accounting	Accounting Services October 2019	211.20
EFT	111119	Hayley Billing	Catering WEROC Executive Meeting morning tea and lunch 25 September 2019	220.00
EFT	211119	Shire of Merredin	Postage for distribution of Regional brochures – regional marketing campaign	288.95
EFT	261119	Information Enterprises Australia	Consulting Services Review of Record Keeping	1,584.00
EFT	101219	BHW Consulting	Professional Services, Accommodation and Travel November 2019	4,890.77
EFT	111219	Information Enterprises Australia	Consulting Services Review of Record Keeping	4,059.00
EFT	111219	Up to Date Accounting	Accounting Services November 2019	132.00
EFT	231219	Information Enterprises Australia	Consulting Services Review of Record Keeping	9,405.00
EFT	301219	Shire of Bruce Rock	Reimbursement cost of advertising Executive Officer position	859.17
EFT	301219	Australian Golden Outback	Contribution to Self Drive Holiday Planner	665.00

**WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes**

EFT	060120	BHW Consulting	Professional Services, Accommodation and Travel December 2019	4,203.60
EFT	060120	Up to Date Accounting	Accounting Services December 2019	132.00
EFT	060120	Redback Conferencing	Cost of teleconference meeting adoption of new constitution	18.18
Cheque 69	130120	Department of Mines, Industry Regulation	Cost of lodgement of WEROC Inc Constitution	69.00
EFT	290120	Wheatbelt Communities Inc	Transfer of funds from WEROC Council to Wheatbelt Communities Inc	139,669.45
EFT	030220	Wheatbelt Communities Inc	Transfer of interest on WEROC Council account from WEROC Council to Wheatbelt Communities Inc	11.02
<b>Total</b>				<b>\$174,231.23</b>

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted a Budget for 2019/2020

**Voting Requirement:** Simple Majority

**RESOLUTION:** Moved: Stephen Strange      Seconded: Peter Clarke

**That the Accounts Paid by WEROC Council for the period 1 November 2019 to 3 February 2020 totalling \$174,231.23 be approved.**

**CARRIED**

### 8.3 List of Accounts – Wheatbelt Communities Inc

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 18 February 2020

**Attachments:** Nil

**RECOMMENDATION:**

**That the Accounts Paid by Wheatbelt Communities Inc for the period 1 November 2019 to 31 January 2020 totalling \$737.00 be approved.**

**Executive Officer's Report:**

Accounts paid during the period 1 November 2019 to 30 January 2020 from the Wheatbelt Communities Inc bank account. The accounts include payments from the Wheatbelt Communities account until the approval of the new constitution and change of name to WEROC Inc. It does not include any payments made from the WEROC Inc bank account.

The list of accounts paid is submitted to each Wheatbelt Communities Inc/WEROC Inc Meeting.

**Accounts Paid:**

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	111119	AMD Chartered Accountants	2018/2019 Audit for Wheatbelt Communities Inc	605.00
EFT	111119	Up to Date Accounting	Accounting Services October 2019	132.00
				<b>Total \$737.00</b>

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted a combined Wheatbelt Communities Inc/WEROC Council Budget for 2019/2020

**Voting Requirement:** Simple Majority

**RESOLUTION:** Moved: Peter Clarke Seconded: Julie Flockart

**That the Accounts Paid by Wheatbelt Communities Inc for the period 1 November 2019 to 31 January 2020 totalling \$737.00 be approved.**

**CARRIED**

#### 8.4 WEROC Inc's Banking Requirements and Appointment of Signatories

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 18 February 2020

**Attachments:** Nil

##### RECOMMENDATION:

That the WEROC Inc Board approve of the following banking arrangements:

1. That the current Community Solutions One bank account be retained with the Westpac Bank and no new account be opened at this time;
2. That the bank signatories be Mr Ramesh Rajagopalan (Chair), Ms Rebekah Burges (Secretary/Treasurer) and Mr Darren Mollenoyux (Board Member);
3. That Ms Rebekah Burges become the administrator for all bank accounts held by WEROC Inc;
4. That Ms Helen Westcott and Mr Bruce Wittber be removed as signatories from all WEROC Inc bank accounts; and
5. That all payments require the authorisation of any two of the signatories.

##### Executive Officer's Report:

With the adoption and approval of the new Constitution and change of name from Wheatbelt Communities Inc to Wheatbelt East Regional Organisation of Councils Inc (WEROC Inc) together with the appointment of a new Executive Officer it is appropriate to determine banking requirements and signatories. Clause 5(a)(vi) of the Constitution provides that WEROC Inc has the power to *(vi) To conduct bank accounts that are deemed necessary by WEROC.*

WEROC Inc currently has one bank account (Community Solutions One) with Westpac into which all funds are deposited. This account only pays a minimal interest.

The current signatories are Helen Westcott (administrator), Bruce Wittber, Onida Truran (as the previous Chair for Wheatbelt Communities Inc) and Darren Mollenoyux.

The payment arrangements are for all payments, which are mostly paid by EFT, to be approved by two signatories.

It would be prudent to formalise the banking arrangements, decide what accounts are required and to determine who will be the signatories for the bank accounts. An administrator for any bank accounts WEROC Inc decides to operate must also be determined. Currently Helen Westcott is the administrator.

The current Community Solutions One account with Westpac is specially designed for not-for-profit organisations, with no monthly service fee and is used for all day to day payments. It has a current interest rate of 0.10%. The "companion" bank account is a *Community Solutions Cash Reserve savings account* and appears to have an interest rate of 0.10% on balances of \$10,000 or more. It would seem that there is no urgency to establish a new account given the poor level of interest being paid. The WEROC Inc Board may decide to invest funds that may be surplus to current needs.

In respect to signatories as the Executive Officer is the Secretary/Treasurer it would be appropriate for the person holding that position to be appointed as one signatory and administrator. Previously the Wheatbelt Communities Inc Chair was also a signatory, so the current Chair could also be appointed. To ensure that there will always be two signatories available it would be appropriate to retain Darren Mollenoyux as a signatory.

The current banking arrangements provide for two signatories to approve payments. It is recommended that this arrangement continue with WEROC Inc payments.

## **WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes**

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted a Budget for 2019/2020

**Voting Requirement:** Simple Majority

**RESOLUTION:** **Moved: Peter Clarke** **Seconded: Karin Day**

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**That the WEROC Inc Board approve of the following banking arrangements:**

1. That the current Community Solutions One bank account be retained with the Westpac Bank and no new account be opened at this time;
2. That the bank signatories be Mr Ramesh Rajagopalan (Chair), Ms Rebekah Burges (Secretary/Treasurer) and Mr Darren Mollenoyux (Board Member);
3. That Ms Rebekah Burges become the administrator for all bank accounts held by WEROC Inc;
4. That Ms Helen Westcott and Mr Bruce Wittber be removed as signatories from all WEROC Inc bank accounts; and
5. That all payments require the authorisation of any two of the signatories.

**CARRIED**

## 8.5 Appointment of an Auditor

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 15 February 2020

**Attachments:** Nil

### RECOMMENDATION:

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) Byfields 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's Report:

At the Annual General Meeting Wheatbelt Communities Inc held Wednesday 30 October 2019 it was noted that no action be taken to appoint an auditor until after the new constitution and change in the group's had been adopted and approved.

With adoption and approval of its new name and constitution, WEROC Inc must now give consideration to the appointment of an auditor to undertake the audit of the WEROC Inc's financial Statement for the 2019/2020 financial year as provided in the WEROC Inc Constitution.

Clause 22 states:

#### 22. AUDIT

*WEROC must comply with all financial reporting obligations imposed under the Act.*

##### 22.1 Auditor's Access to records

*The auditor must audit the accounts of WEROC once a year and is entitled to full and free access to all accounts, records, documents and papers of WEROC relating directly or indirectly to the receipt and payment of monies or to the acquisition, receipt, custody or disposal of assets by WEROC.*

##### 22.2 Auditor's Report

*Before the Annual General Meeting the Auditor will examine the accounts and records of WEROC for the previous financial year and report on whether the accounts and records give a true and fair view of the financial affairs of WEROC, and on any other matters arising out of the records that the Auditor considers should be reported to the Members.*

Clause 23 of the new constitution covers the matter of the auditor's appointment, stating:

**23. APPOINTMENT OF AUDITOR**

*WEROC will, at each Annual General Meeting, appoint an Auditor for a period of one year, who is not a Member of WEROC. The Auditor will be eligible for reappointment by WEROC and WEROC Board has the power to fill any temporary vacancy in the office of Auditor.*

Of importance to the WEROC Inc Board in considering the appointment of an auditor is that:

1. The new constitution requires WEROC Inc to comply with all financial reporting obligations imposed under the *Associations Incorporation Act 2015* (the Act). This differs from the Wheatbelt Communities Inc (WCI) constitution. The WEROC Inc Board and incoming Executive Officer will need to familiarise themselves with the audit requirements as prescribed in the Act prior to seeking expressions of interest for the conduct of the 2019/2020 audit;
2. The new constitution allows only for the appointment of an auditor on an annual basis. This differs from the WCI constitution which had flexibility with respect to the appointment of an auditor, allowing for an appointment to run for three years; and
3. The appointment of an auditor to undertake the 2019/2020 audit should be completed as soon as practical as the audit costs will be required to be included in the 2020/2021 budget process for WEROC Inc.

The recommendation developed for consideration by the WEROC Inc Board lists a number of well-established accounting firms from whom WEROC Inc could request quotations to undertake the 2019/2020 WEROC Inc audit.

**Consultation:** Nil

**Financial Implications:** Cost of audit to be included in the WEROC Inc 2020/2021 Budget.

**Voting Requirement:** Simple Majority

**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) Byfields 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.

**CARRIED**

## 9. MATTERS FOR DECISION

### 9.1 Engagement of the WEROC Inc Executive Officer (Attachment)

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 19 February 2020

**Attachments:** WEROC Executive Officer Consultant Brief

#### RECOMMENDATION:

##### That:

1. The Bruce Rock CEO finalise the contract between WEROC Inc and 150Square Pty Ltd no later than close of business on 28 February 2020;
2. The contract between WEROC Inc and 150Square Pty Ltd include all duties as prescribed in Clause 16 and the relevant subclauses of Clause 17 of the WEROC Inc Constitution which cover the role and duties of Executive Officer;
3. The contract between WEROC Inc and 150Square Pty Ltd include any duties detailed in the "Consultants Brief" not contained within the WEROC Inc Constitution, with these duties to reflect the requirements of both the WEROC Inc Constitution and the *Associations Incorporation Act 2015*;
4. The contract between WEROC Inc and 150Square Pty Ltd include the following conditions:
  - a) The Hourly Rate for Executive Officer Services is \$67.00 (inc GST)
  - b) The Hourly Rate for Project Specific Work is \$90.00 (inc GST)
  - c) Mileage is at \$0.75 per kilometre based from Meckering
  - d) No other costs unless for accommodation – overnight accommodation will not be required for WEROC Inc meetings
  - e) Office costs associated with the position covered under the hourly rate unless significant printing/copying costs incurred; and
5. WEROC Inc Board by way of "flying email" review the contract drafted between itself and 150Square Pty Ltd relating to the engagement of Ms Rebekah Burge as its Executive Officer.

#### Executive Officer's Report:

With the resignation of BHW Consulting as the WEROC Executive Officer in November 2019, WEROC Council resolved as shown below:

*RESOLUTION: Moved: Cr Day Seconded: Cr Della Bosca*

*That the Shire of Bruce Rock, as current Chair of WEROC, prepare a position description, information package and commence the advertising process for the recruitment of Executive Officer services for WEROC, with applications closing 2 January 2020.*

CARRIED

Board members received an email from the Executive Officer dated Wednesday 15 January 2020 requesting agreement via a "flying email" on the appointment of the new Executive Officer. The recommendation contained in the "flying email" is shown below:

*That WEROC Inc endorses the appointment of Rebekah Burges from 150Square to the position of WEROC Executive Officer based on a 2 year contract commencing on the 1<sup>st</sup> March 2020 and that the Bruce Rock CEO undertake the preparation of agreement between the two parties in line with the Expression of Interest received and the terms of the position description presented.*

Endorsement for the decision was received with a record of the flying email covered earlier in the meeting agenda (refer to Agenda Item 6.6).



All unsuccessful applicants to the position of Executive Officer have been notified.

Clause 16 of the WEROC Inc Constitution lays out the instructions by which its Executive Officer is appointed and a number of the duties required to be performed by the Executive Officer.

Clause 16 states:

16. *EXECUTIVE OFFICER*

16.1 *Executive Officer Appointed*

*The Board is empowered to appoint an Executive Officer for a contract period not exceeding five years or to remove an Executive Officer from WEROC and to decide upon his or her remuneration and duties. The contract of an Executive Officer so appointed may be renewed from time to time at the discretion of the Board.*

16.2 *Executive Officer's role*

*The Executive Officer will act as Secretary/Treasurer of WEROC and non-voting member of the Board and will:*

- (a) Receive all monies on behalf of WEROC, give receipts thereof on the official receipt form of WEROC, and pay such monies into such account or accounts at such bank as the Board may, from time to time, decide upon. These accounts shall be operated upon generally for the good conduct of the affairs of WEROC in such a manner as the Board shall, from time to time, determine.*
- (b) Keep the accounts of WEROC and shall make up an annual statement of accounts and balance sheet of WEROC to June 30 in each year, which shall, after audit, be circulated amongst the Members of WEROC with the notice of the Annual General Meeting. The Executive Officer*
- (c) shall also prepare a statement of receipts and expenditure for each meeting of the Board.*
- (d) Maintain a Register of Members.*
- (e) Unless the Members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of WEROC.*
- (f) Compile Minutes, Grant applications and acquittals, arrange Guest Speakers and collective Board Member training.*
- (g) Undertake all other duties as directed by the Board.*

It should be noted that as part of their role the WEROC Executive Officer is also the WEROC Inc Secretary/Treasurer and a non-voting member of the WEROC Inc Board (see clause 16.2).

Clause 17 of the WEROC Inc Constitution also details a number of financial tasks that are the responsibility of the WEROC Inc Executive Officer as the group's Secretary/Treasurer. Clause 17 is set out below with the sub-clauses relevant to the WEROC Inc Executive Officer highlighted.

17. *FINANCE*

17.1 *The financial year for WEROC will be as detailed in Rule 2.1(g).*

17.2 *The Board will ensure sound financial management;*

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

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- 17.4 Any operating expense or capital expenditure not included in the budget must be approved by the Board prior to being incurred.
- 17.5 The Executive Officer will be responsible for arranging the keeping of a correct and up to date accounting record with full details of all receipts and expenditure connected with the work of WEROC.
- 17.6 The Executive Officer will present to each meeting of the Board, a true and correct financial statement comparing actual to budget for the period up to the end of the prior month.
- 17.7 The financial statement, or summary of the financial statement, will form a part of the minutes of the meeting at which it is presented.
- 17.8 The financial statement of WEROC may be published from time to time as the Board determines or otherwise made available to Members.

A copy of the consultant brief which contains the relevant information relating to the role, hours and duties and used in the selection process for the position of WEROC Executive Officer forms an attachment to the meeting agenda.

It should be noted that some of the tasks detailed in consultant brief are based on what was required for WEROC Council and not WEROC Inc. For example, the brief details a number of tasks that refer to Member Shires, such as the compiling and forwarding timely notice of meetings to the CEOs of Member Shires. This is not how notices of meetings for an incorporated body such as WEROC Inc are made. All Board members must be individually notified of meetings.

The contract for the position of WEROC Inc's Executive Officer should reflect the WEROC Inc Constitution and the organisation's responsibilities under the *Associations Incorporation Act 2015*.

The initial contract for the incoming Executive Officer will be for two years, with the following conditions applied:

- The Hourly Rate for Executive Services is \$67.00 (inc GST);
- The Hourly Rate for Project Specific Work is \$90.00 (inc GST);
- Travel is \$0.75c per kilometre based from Meckering;
- No other costs unless for accommodation – overnight accommodation will not be required for WEROC Inc meetings; and
- Office costs associated with the position covered under the hourly rate unless significant printing/copying costs incurred.

At the time of preparing the meeting agenda a contract between 150Square Pty Ltd had not been prepared.

Given that not all aspects of the WEROC Inc Executive Officer's duties as outlined in the WEROC Inc Constitution were covered in the consultant brief, most notably being the requirement for the Executive Officer to act as the Secretary/Treasurer and the inclusion of additional responsibilities not contained within the Constitution, the Executive Officer believes the Board should review and "sign off" on the contract before it is presented to 150Square Pty Ltd for signing.

The contract should also be prepared without delay.

The recommendation is written with the above comments in mind.

The outgoing Executive Officer will arrange a date and time to commence handover on all aspects of the Executive Officer position.

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted Budget for 2019/2020

**Voting Requirement:** Simple Majority

**RESOLUTION:**

**Moved: Karin Day**

**Seconded: Stephen Strange**

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**That:**

- 1. The Bruce Rock CEO finalise the contract between WEROC Inc and 150Square Pty Ltd no later than close of business on 28 February 2020;**
- 2. The contract between WEROC Inc and 150Square Pty Ltd include all duties as prescribed in Clause 16 and the relevant subclauses of Clause 17 of the WEROC Inc Constitution which cover the role and duties of Executive Officer;**
- 3. The contract between WEROC Inc and 150Square Pty Ltd include any duties detailed in the "Consultants Brief" not contained within the WEROC Inc Constitution, with these duties to reflect the requirements of both the WEROC Inc Constitution and the *Associations Incorporation Act 2015*;**
- 4. The contract between WEROC Inc and 150Square Pty Ltd include the following conditions:**
  - a) The Hourly Rate for Executive Officer Services is \$67.00 (inc GST)**
  - b) The Hourly Rate for Project Specific Work is \$90.00 (inc GST)**
  - c) Mileage is at \$0.75 per kilometre based from Meckering**
  - d) No other costs unless for accommodation – overnight accommodation will not be required for WEROC Inc meetings**
  - e) Office costs associated with the position covered under the hourly rate unless significant printing/copying costs incurred; and**
- 5. WEROC Inc Board by way of "flying email" review the contract drafted between itself and 150Square Pty Ltd relating to the engagement of Ms Rebekah Burge as its Executive Officer.**

**CARRIED**

## 9.2 WEROC Inc Common Seal

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 16 February 2020

**Attachments:** Nil

### RECOMMENDATION:

#### That:

1. The WEROC Inc Executive Officer have a Common Seal made; and
2. The custody of the WEROC Inc Common Seal be the responsibility of the WEROC Inc Executive Officer.

### Executive Officer's Report:

Clause 20 of the WEROC Inc Constitution covers matters pertaining to the WEROC Inc Common Seal. It states:

#### 20. COMMON SEAL

##### 20.1 Custody of Seal

*WEROC will have a Common Seal, which will be in the custody of the Executive Officer at the office for the time being of WEROC.*

The Common Seal used when the group was known as Wheatbelt Communities Inc is no longer appropriate.

A Common Seal for the renamed organisation will need to be made, with the WEROC Inc Executive Officer to have custody of the Common Seal.

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted Budget for 2019/2020

**Voting Requirement:** Simple Majority

**RESOLUTION:** Moved: Wayne Della Bosca      Seconded: Kate Dudley

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#### That:

1. The WEROC Inc Executive Officer have a Common Seal made; and
2. The custody of the WEROC Inc Common Seal be the responsibility of the WEROC Inc Executive Officer.

**CARRIED**

### 9.3 Insurance for WEROC Inc

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 15 February 2020

**Attachments:** Nil

#### **RECOMMENDATION:**

1. That the WEROC Inc Executive Officer obtain quotes for the following forms of insurance cover:
  - a) Public and professional indemnity insurance;
  - b) Officers and directors insurance;
  - c) Workers compensation;
  - d) Voluntary workers Insurance; and
  - e) Cyber/internet insurance.
2. 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.

#### **Executive Officer Comment:**

With WEROC Council's decision to move away from working as a voluntary regional organisation of councils under a Memorandum of Understanding and become an incorporated under the *Associations Incorporation Act 2015* the group cannot rely on coverage provided by the Shires from which WEROC Inc's Board members come. WEROC Inc is considered as a not-for-profit organisation and as such needs to ensure that it has appropriate and effective levels of insurance cover.

The Executive Officer believes that consideration should be given to taking out insurance for the following:

1. Public and professional indemnity insurance;
2. Officers and directors insurance;
3. Cyber/internet insurance;
4. Workers compensation – required by law if you are hiring any workers, regardless whether casuals/subcontractors; and
5. Voluntary workers insurance – other than position of Secretary/Treasurer, which will be undertaken by the WEROC Inc Executive Officer, all of WEROC Inc's Board members are volunteers. This insurance would cover all other members of the WEROC Inc Board against accidental death/disablement and provide for a weekly injury benefit should a Board member be injured during the course of undertaking any duties as a Board member of WEROC Inc.

There is funding within the current WEROC Council Budget to cover the cost of obtaining the above insurances.

Provision should be made for insurance coverage in future WEROC Inc Budgets.

Given that WEROC Inc has yet to specifically determine how it will fulfil its mission and objectives, the Executive Officer is unable to specifically advise as to what level of insurance cover should be sought.

When determining who it will take insurance cover with, the Executive Officer suggests that WEROC Inc also give consideration to appointing an insurer for more than just a 12-month period. A three (3) year engagement is seen as an appropriate period of engagement during which time WEROC Inc can monitor its insurance requirements, seeking changes as required.

**Consultation:** Nil

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**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

**RESOLUTION:** **Moved: Peter Clarke** **Seconded: Stephen Strange**

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**That the matter be referred to the Committee of Chief Executive Officers.**

**CARRIED**

#### 9.4 Development of a Confidentiality Statement for WEROC Inc

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 15 February 2020

**Attachments:** Nil

#### **RECOMMENDATION:**

##### **That:**

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”.**

#### **Executive Officer Comment:**

Whilst the WEROC Council Executive Officer was required to sign a confidentiality clause as part of contractual requirements for the position of Executive Officer, a similar requirement was not required for councillors elected to WEROC, with the *Local Government Act 1995* and any Council specific rules around this issue applying.

With WEROC Inc bound by the *Associations Incorporation Act 2015* (the Act) the Executive Officer considers it prudent that WEROC Inc to consider the use of information. Clause 47 of the Act states:

#### **47. Use of information**

*A person who obtains information because the person is, or has been, an officer of an incorporated association must not improperly use the information to —*

- (a) gain an advantage for the person or another person; or*
- (b) cause detriment to the association.*

*Penalty: a fine of \$10 000.*

Because the Act does not specifically refer to the use of “confidential information” the Executive Officer considers it prudent for WEROC Inc to develop a statement of confidentiality for its use, both by WEROC Inc Board members and more specifically its contractors, including the incoming Executive Officer.

Where a proxy attends a meeting, the confidentiality statement is of relevance only a confidential item is listed for discussion and decision.

WEROC Inc could look to developing a statement similar to that used by the Central East Care Aged Alliance Inc.

It is also recommended that all documents for confidential consideration be watermarked “Confidential”.

**Consultation:** Nil

**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

**RESOLUTION:** **Moved: Peter Clarke** **Seconded: Kate Dudley**

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**That the matter be referred to the Committee of Chief Executive Officers.**

**CARRIED**

**9.5      Development of a File Numbering System for WEROC Inc**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 17 February 2020

**Attachments:** Nil

**RECOMMENDATION:**

**That WEROC Inc develop a file number system to replace the system previously used by both Wheatbelt Communities Inc and the Wheatbelt East Regional Organisation of Councils.**

**Executive Officer Comment:**

With the coming together of Wheatbelt Communities Inc and the Voluntary Regional Organisation of Councils Wheatbelt East Regional Organisation of Councils the file numbering for projects and other matters should be reviewed. The current file numbering system has not been reviewed for a good number of years and it would be appropriate to review and develop a system that recognises the changed circumstances of both the group and the various organisations it will deal with from hereon.

It may be appropriate to engage a specialist records management consultant to assist in the process.

**Consultation:** Nil

**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

**RESOLUTION:**                      **Moved: Karin Day**                      **Seconded: Wayne Della Bosca**

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**That the matter be referred to the Committee of Chief Executive Officers.**

**CARRIED**



**9.6 Renewal of Memorandum of Understanding 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 (Attachment)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 17 February 2020

**Attachments:** Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre

**RECOMMENDATION:**

**That WEROC Inc:**

- 1. Advise the Central Wheatbelt Visitor Centre of the recent changes in name and organisational structure; and**
- 2. Allocate sufficient funds in its 2020/2021 Budget for any subscription fees etc required as a signatory to the MOU.**

**Executive Officer Comment:**

WEROC considered ongoing joint participation in visitor servicing and regional promotion through the Central Wheatbelt Visitor Centre when it met on Wednesday 2 May 2018 at which time it resolved as shown below:

*RESOLUTION: Moved: Cr Day Seconded: Mr Griffiths*

*That the Memorandum of Understanding between the Shire of Merredin, WE-ROC and the Shires of Cunderdin and Tammin for Visitor Servicing and Regional Promotion through the Central Wheatbelt Visitor Centre be approved for a three (3) year period.*

**CARRIED**

A copy of the Memorandum of Understanding (MOU) forms an attachment to the meeting agenda.

The MOU expires on 30 June 2021. It is therefore likely that a review of the MOU will take place in early 2021.

Until this time the WEROC Inc Board needs to ensure that there are sufficient funds allocated in its 2020/2021 Budget for any subscription fees etc required as a signatory to the MOU.

It would also be prudent for WEROC Inc to advise the Central Wheatbelt Visitor Centre of the change in the organisation's status, ie from a voluntary grouping of Councils to an incorporated body under the *Associations Incorporation Act 2015*.

**Consultation:** Nil

**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

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

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**That WEROC Inc:**

- 1. Advise the Central Wheatbelt Visitor Centre of the recent changes in name and organisational structure; and**
- 2. Allocate sufficient funds in its 2020/2021 Budget for any subscription fees etc required as a signatory to the MOU.**

**CARRIED**



## 9.8 Wheatbelt Medical Students Immersion Project (WMSIP) (Attachments)

<b>Author:</b>	Helen Westcott, Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	17 February 2020
<b>Attachments:</b>	Action Sheet from the WMSIP Meeting held Thursday 7 November 2019 Action Sheet from the WMSIP Meeting held Thursday 19 December 2019 2020 Transport Plan Draft Town Itineraries Staff Allocations

### RECOMMENDATION:

**That the Executive Officer's report be received.**

### Executive Officer's Report:

At the WEROC Executive Meeting held Wednesday 13 April 2016 the Shire of Kellerberrin raised the issue of the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus. At that time the Executive resolved as shown below:

*RESOLUTION: Moved: Raymond Griffiths Seconded: Greg Powell*

*That the Executive Officer prepare a report on the cessation of visits to the Wheatbelt by first year medical students from the University of Notre Dame Australia's Fremantle Campus.*

*CARRIED*

Following considerable effort, the program was introduced across all of WEROC's communities in March 2018, with medical students from Notre Dame and Curtin Universities participating in what has become known as the "Wheatbelt Medical Student Immersion Program" (WMSIP).

Agencies involved in re-establishing the WMSIP include:

- Rural Health West;
- WA Primary Health Network (WAPHA);
- Notre Dame University Australia;
- Curtin University; and
- WEROC.

A second group of students visited the region during the week commencing Monday 12 March 2019.

A third group of students will be visit during the week commencing Monday 9 March 2020, with students visiting the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn from Tuesday 10 March to Friday 13 March.

The 2020 visit marks the third and final group of students to visit under the current agreement between each of five local governments. A review of the program and its continuation will be undertaken later in the year.

Since the last meeting of WEROC Council in late November 2019 there have been a number of WMSIP Planning Group meetings, with meetings held on:

- Thursday 19 December 2019;
- Thursday 30 January 2020; and
- Friday 14 February 2020

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A team building day was also held at Curtin University on Monday 2 December 2019.

The action sheet from the meeting held in December forms an attachment to the meeting agenda, as does the action sheet from the Planning Group Meeting held Thursday 7 November 2019. An action sheet from the meeting held Thursday 30 January 2020 was not distributed and the action sheet from the meeting held Thursday Friday 14 February is not yet available.

A number of other documents are attached for Board members' information, including:

- Transport Plan;
- Draft Town Itineraries; and
- Staff Allocations.

Each of these documents was tabled at the Planning Group Meeting held Friday 14 February.

It should be noted that there will be a change in the academic staying in Westonia as Dr Andrew Harper is no longer able to participate in this year's visit program due to injuring himself in a recent accident.

Dr Harper will be replaced by Mr Keith McNaught, a Curtin academic. A replacement for Keith McNaught in Southern Cross has yet to be announced.

A further meeting of the WMSIP Planning Group is scheduled for Thursday 27 February.

**Consultation:** Nil

**Financial Implications:** WEROC Council adopted Budget for 2019/2020

**Voting Requirement:** Simple Majority

**Noted**

**9.9 Curtin Wheatbelt Community Health Study (Attachment)**

**Author:** Helen Westcott, Executive Officer  
**Disclosure of Interest:** Nil  
**Date:** 19 February 2020  
**Attachments:** Initial Report on “Curtin Wheatbelt Community Health Study”

**The matter is presented for discussion and decision by the WEROC Inc Board.**

**Executive Officer’s Report:**

As Board members are aware, WEROC Council funded a pilot research project undertaken by Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School in the second half of 2019, with the report on the project tabled at the WEROC Meeting held Thursday 28 November 2019.

Following consideration of the project report WEROC Council resolved as shown below.

**RESOLUTION:** *Moved: Cr Day* *Seconded: Cr Forsyth*  
*That WEROC agree to participate in any project that looks to extend the pilot study entitled “Curtin Wheatbelt Community Health Study: An exploratory research proposal” across all five WEROC Councils, utilising existing WEROC project funds to facilitate funding for the project.*

**CARRIED**

A copy of Dr Harper’s report again forms an attachment to the meeting agenda.

An invitation for Dr Harper to meet and discuss with the Board the next phase of the project was extended for this meeting but due to the injuries he received in a recent accident he is unable to attend.

A report from Dr Harper will be tabled at the meeting. The report will assist the Board in determining whether any further action on this matter is required at this time.

**Consultation:** Nil  
**Financial Implications:** WEROC Council adopted Budget for 2019/2020  
**Voting Requirement:** Simple Majority

**RESOLUTION:** *Moved: Karin Day* *Seconded: Peter Clarke*  
*That the Executive Officer’s report be noted and that Dr Harper be requested to arrange the next round of visits for the “Curtin Wheatbelt Community Health Study” so that they occur before or after seeding.*

**CARRIED**

## 9.10 Funding to Support and Mentor Local Governments to Assist in the Development of Public Health Plans

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 17 February 2020

**Attachments:** Nil

**The matter is presented for discussion and decision by the WEROC Inc Board.**

### **Executive Officer Comment:**

At the WEROC Executive Meeting held Wednesday 25 September 2019 it was resolved as shown below:

*RESOLUTION: Moved: Darren Mollenoyux Seconded: Greg Powell*

*That the WEROC Executive recommend to the WEROC Council that:*

- 1. WEROC write to the WA Local Government Association (WALGA) requesting that it prepare a local health plan template based on the Salaries and Allowances Tribunal four band classification model to assist in the preparation of local health plans that meet the needs of small rural and remote local governments; and*
- 2. If WALGA is unable to assist in preparing a template to assist in the preparation of local health plans WEROC look to creating its own template from which Member Councils can prepare individual local health plans.*

*CARRIED*

A request for WALGA to assist resulted in the WEROC Council being advised by the WALGA CEO, Mr Nick Sloan, that this assistance could not be provided.

This advice was received in time for the WEROC Council Meeting held Thursday 28 November 2019 at which time the Executive Officer advised that a draft should be available for consideration in early 2020.

In late January there was discussion between the Executive Officer and the WEROC CEOs as to whether preparation of a draft health plan should be delayed until after a regional health officers meeting in late February.

Whilst at the time it was agreed that work on the draft plan should continue, a further email suggesting a different course of action was received by the Executive Officer from the Shire of Bruce Rock on Tuesday 11 February. Darren Mollenoyux, the Shire's CEO forwarded an email from the Shire's Environmental Health Officer (EHO) suggesting another way in which development of a local health plan could be prepared. The text from the Shire's EHO is provided below:

*Hi Darren, spoke in length to Llew Withers who is X DoHWA (was my refence for the BK EHO Job). He now does public health plans for local governments and did a presentation for the Goldfields-Esperance LGs organised by Dave Haddon the EHO out there that was referenced in the email recently sent through. Llew is very aware of the eventual reporting requirements for a plan and focuses on what we already do without sticking your neck out. He is old school like John was but worked in State Government. What he says is in keeping with data used in city plans that I have read.*

*His plans read well and he undertakes the research of the local population which is essential given the stats we are getting off government do not paint a true picture. Its done in three stages. Working with the Public health Unit in Merredin to get those government stats.*

## WEROC Inc Board Meeting Wednesday 26 February 2020 - Minutes

*Llew said he would be willing to come up and give a '101' presentation at the next WEROC meeting or even just to our Council of what he does, what is expected and the best way forward given the State has deliberately given little to no guidance on this process or even funded it.*

*His presentation for Menzies, Leonora, Laverton and Wiluna went down well with Council Presidents and the CEOs of those Goldfields-Esperance LGs. After his talk they asked him to do theirs, he has also picked up Gnowangerup and a couple of others.*

*Is this a possibility for Llew to give a presentation given his dealings with smaller LGs and what he has found works best for?*

Darren Mollenoyux has asked if the matter could be listed for discussion to gain the view of other Board members regarding a presentation to the WEROC Inc Board by Llew Withers.

**Consultation:** Nil

**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

**RESOLUTION:** Moved: Peter Clarke                      Seconded: Julie Flockart

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

**CARRIED**



### 9.11 Records Management in Local Government (Attachment)

<b>Author:</b>	Helen Westcott, Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	10 February 2020
<b>Attachments:</b>	Wheatbelt East Regional Organisation of Councils Record Keeping Policies and Procedures Review of Member Councils - Summary Report Prepared by Information Enterprises Australia

**The matter is presented for discussion and decision by the WEROC Inc Board.**

#### **Executive Officer's Report:**

Following its review of the Western Australia's Auditor General report on the topic of records management in Local Government, the WEROC Executive resolved as shown when it met on Wednesday 29 May 2019:

*RESOLUTION: Moved: Greg Powell Seconded: Jamie Criddle*

*That the WEROC Executive recommend to the WEROC Council that WEROC seek quotations from suitably qualified records management consultants to undertake a review of Member Councils' recordkeeping policies and procedures to ensure they adequately support their respective Record Keeping Policies.*

*CARRIED*

Records management consultants Enterprises Australia Pty Ltd (IEA) were successful in obtaining the project. The project covered only four (4) of the five (5) WEROC Member Councils – the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.

Just prior to the Christmas break IEA provided the Executive Officer with Council specific reports and a summary report. The Shires of Kellerberrin, Merredin, Westonia and Yilgarn each received a copy of their Council specific report and a copy of the summary report. The Shire of Bruce Rock received only a copy of the summary report.

A copy of the summary report forms an attachment to the meeting agenda.

At the time of distributing the reports, the Executive Officer sought feedback from each of the CEOs. Only the CEOs from Bruce Rock and Yilgarn provided comment.

The comments provided by Peter Clarke, CEO Shire of Yilgarn, received in an email on Tuesday 14 January 2020 are as follows:

*The Report/s do not surprise me and I thought that we would all be deficient in some, if not in all areas of Record Keeping. I believe that firstly WEROC should engage someone, and if not WEROC, the individual Councils, to develop compliant RKP's with appropriate Policies and Procedures as a start. Following the development of the RKP's, training be implemented for appropriate staff to adhere to the Plan, Procedures and Policies. In the past we have merely complied with the State Records Act by producing an RKP. Small LG's that don't have dedicated record keeping staff do find it difficult to comply and do the best that they can in respect to record management.*

Comments provided by Darren Mollenoyux, CEO Shire of Bruce Rock, on Thursday 23 January are as follows:

*Apologies for the delay in replying I was waiting to meet with other staff who are involved in this area and our person assisting in our review etc.*

*I have read through the summary report provided and there is probably nothing in there that surprises me and there are certainly some comparatives to what we identified through our processes via the Project Aware Program.*

*I think it boils down to what appetite there is from all Council's and the level of compliance that each Council wishes to achieve. Are we happy just meeting compliance? Are we happy to just tick the box? Do we want to be the best? What systems do we want to have electronically (who is switching from Synergy to Altus and when) How much money, time and resources does each Council have to commit to this?*

*I think unless we all employed a Records Management Officer, we would never meet the highest of levels but we certainly need to look at either a group or individual approach that will assist us in meeting the minimum.*

*I think there are some define benefits of doing some of the framework, policies, procedures and training opportunities together, however the major question is that what we have been made aware of and what the WEROC Report has reiterated is that the State Records Office new Framework is due out in early 2020, which could change our approach.*

*I am not convinced about a Regional Retention and Disposal Facility, however I think that is probably a discussion for another time as we have a long way to go to reach that point.*

*In regards to the Higher Level Monitoring and Record Keeping Service, again not sure where I sit on the matter we all obviously need support and assistance to some degree with moniting and training from how and from whom?*

*I think that it would be best to put this as an item to be discussed at the meeting, however perhaps we recommend that we write to the Director of State Records to seek clarification on the new Framework and the proposed timeframe for its release.*

The matter is presented for discussion and consideration by the WEROC Inc Board.

Should the Board decide to fund further work this project should be included in any discussions ahead of preparing the 2020/2021 WEROC Inc Budget.

**Consultation:** Nil  
**Financial Implications:** WEROC Council adopted Budget for 2019/2020  
**Voting Requirement:** Simple Majority

**RESOLUTION:** Moved: Wayne Della Bosca      Seconded: Kate Dudley

**That the matter be referred to the Committee of Chief Executive Officers.**

**CARRIED**

**9.12 Discussions and Decisions arising from WEROC Inc’s Meeting with Ms Ana Farla, Account Manager Synergy**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 17 February 2020

**Attachments:** Nil

**The matter is presented for discussion and decision by the WEROC Inc Board.**

**Executive Officer’s Report:**

Following its discussions with Ana Farla, Account Manager Synergy it may be appropriate for the WEROC Inc Board to consider what, if any, further action is required on this issue.

**Consultation:** Nil

**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

**Noted**

**9.13 Discussions and Decisions arising from WEROC Inc’s Meeting with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 17 February 2020

**Attachments:** Nil

**The matter is presented for discussion and decision by the WEROC Inc Board.**

**Executive Officer’s Report:**

Following its discussions with Steve Mason, CEO Innovation Central Midlands WA Inc (ICM) it may be appropriate for the WEROC Inc Board to consider what, if any, further action is required on this issue.

**Consultation:** Nil

**Financial Implications:** Unknown at this time

**Voting Requirement:** Simple Majority

**RESOLUTION:** **Moved: Karin Day** **Seconded: Julie Flockart**

**That WEROC Inc write to Innovation Central Midlands WA Inc seeking to have ongoing discussions around its renewable energy project.**

**CARRIED**

## 10. EMERGING ISSUES

### 10.1 Failure of Telecommunications Systems during Emergencies

The recent bushfires across Australia have highlighted the fragility of effective communications during emergencies and clearly articulated in an online ABC News article published on 13 January 2020. The article can be read by following the link shown below:

<https://www.abc.net.au/news/rural/2020-01-13/are-australias-telecommunication-up-to-the-new-kind-of-megafire/11860238>

Whilst it is noted that WALGA is working on this issue, the matter of loss of telecommunications during an emergency is a longstanding one for some communities in the Wheatbelt. The importance of the Wheatbelt, indeed all of regional Western Australia, being heard cannot be emphasised enough. It should be loud and clear that regional Western Australia should not be excluded from any funding made available to improve communications, both under normal circumstance and during emergencies.

The Executive Officer has recommended previously, without success, that in certain circumstances the assistance of political lobbyists should be sought for issues where normal actions have proved ineffective.

The use of a political lobbyist was pivotal in the Central East Aged Care Alliance Inc gaining access to the Minister for Regional Development in its efforts to retain funding for its aged housing project. It could be the same for this issue as well.

The Executive Officer believes that the WEROC Inc Board should investigate how a lobbyist might help ensuring that its communities are not deprived of funding to improve telecommunications during emergencies.

**Whilst there was no formal agreement as to future action on this matter, it was agreed that the matter continue to be listed for discussion at future WEROC Inc Board meetings.**

## 11. OTHER MATTERS

### 11.1 Regional Elector Member Training

Karin Day raised the issue of elected member training and enquired whether it may have been practical to undertake the training on a regional basis.

### 11.2 Container Deposit Scheme

Kate Dudley advised that the Shire of Kellerberrin had been successful in being appointed as an operator of a refund point for the new container deposit scheme which is due to commence on 2 June 2020. It is likely to cost about \$200,000 to set up a refund point but there may be an option to establish a mobile facility at a lesser cost of around \$60,000.

The Shire of Kellerberrin was looking to determine whether other Councils may have been interested in being part of the scheme.

**It was agreed to that the matter be referred to the Committee of Chief Executive Officers.**

**12. FUTURE MEETINGS**

Meetings of the WEROC Inc Board are covered by clause 15 of the WEROC Inc Constitution, which states:

15. PROCEDURES OF BOARD MEETINGS

15.1 Meetings

*The Board will, unless otherwise determined by WEROC in general meeting, meet at least four times a year, on a day that the Board determines from time to time. Special Board meetings may be convened by the Chair, or in their absence the Deputy Chair, or by any 4 other Board members.*

The Executive Officer believes it would be prudent for the WEROC Inc Board to set meeting dates for the balance of the 2020 calendar year.

**It was agreed that the next meeting would be following the Great Eastern Country Zone Meeting on Thursday 30 April 2020.**

**13. CLOSURE**

Prior to closing the meeting, the Chair noted that this was the last meeting for Helen Westcott and Bruce Wittber as Executive Officers for WEROC Inc. He extended WEROC Inc’s thanks and wished them well.

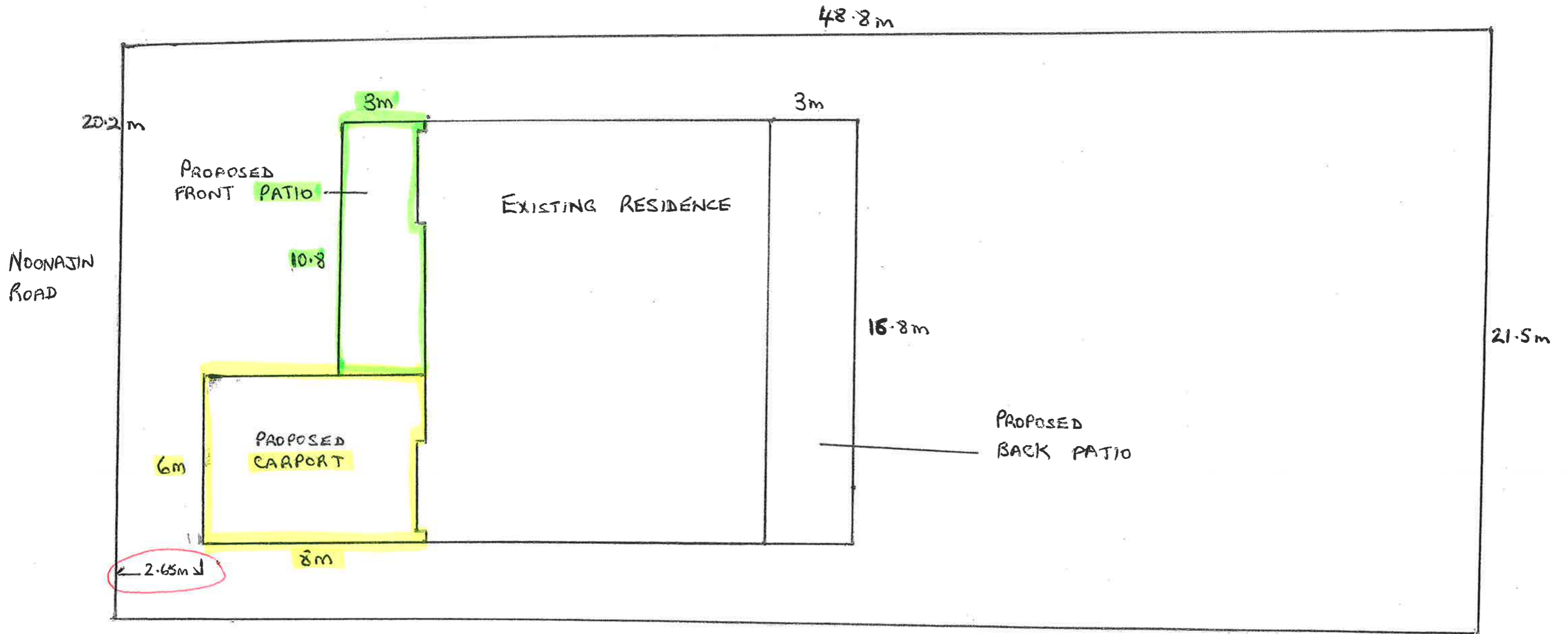
There being no further business the Chair closed the meeting at 4.43pm

DECLARATION

These minutes were confirmed by the WE-ROC Inc Board at the meeting held \_\_\_\_\_

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed

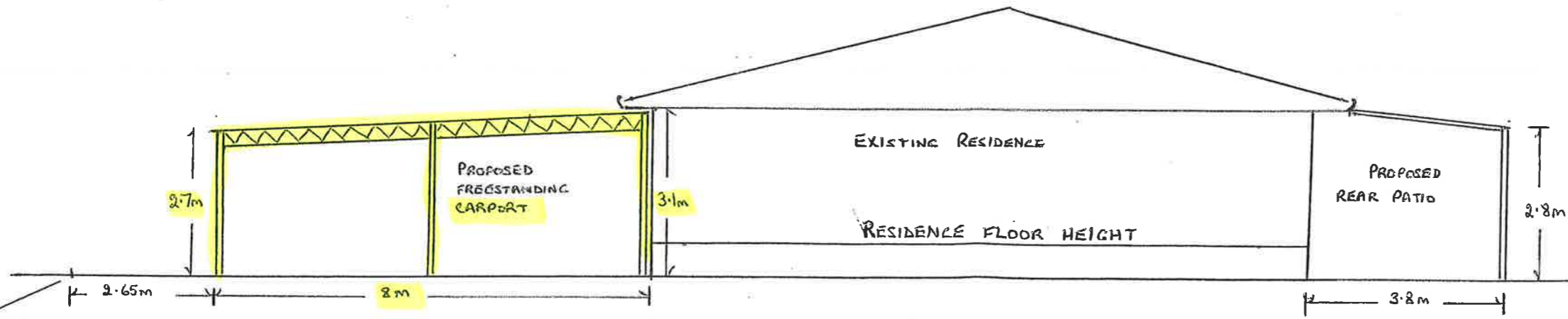
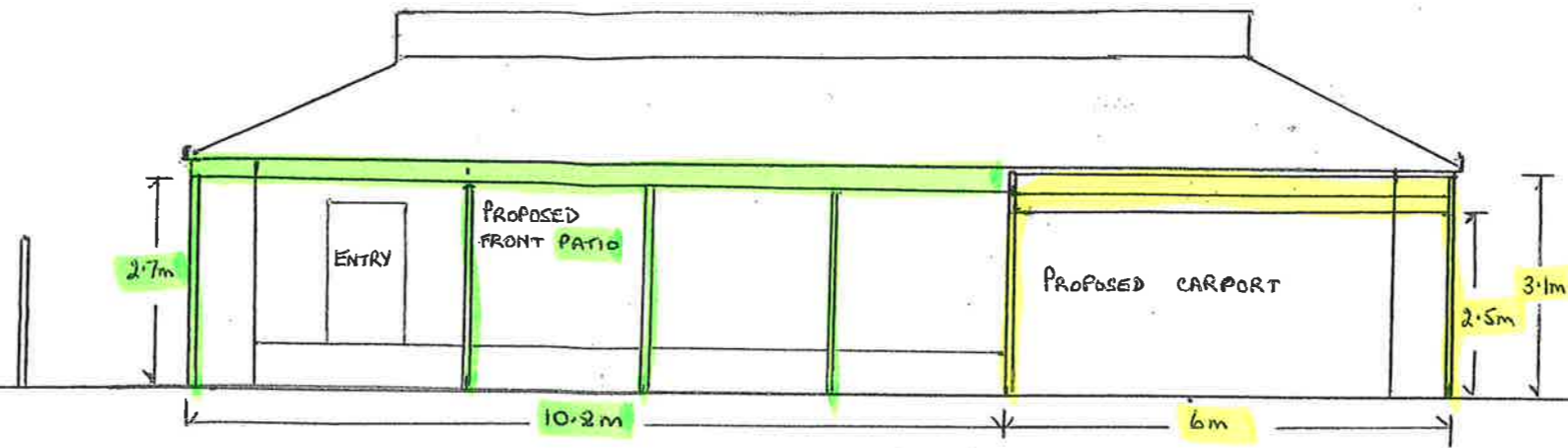
# BLOCK PLAN



SCALE 1:200 APP.

PROPOSED CARPORT + PATIOS FOR C+K GRAY  
AT 115 NOONAJIN ROAD BRUCE ROCK WA 6418

PH: 0427 932022  
0400 781 650



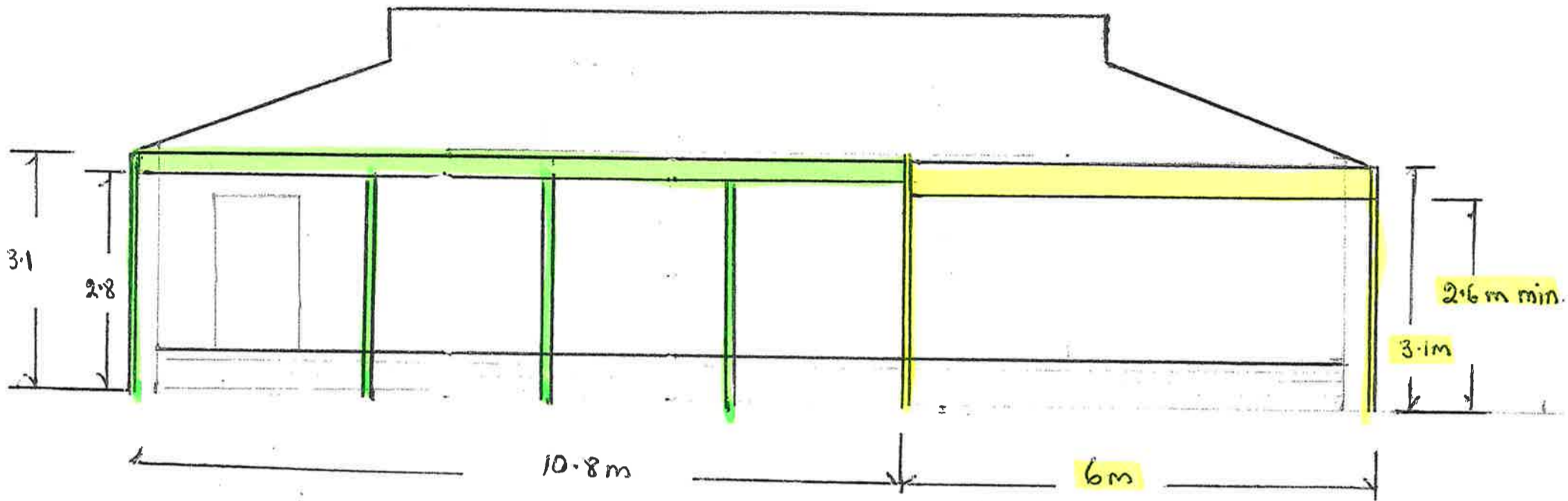
FRONT FENCE LINE

PROPOSED CARPORT + PATIOS OF C+K GRAY  
AT 115 NOONANIN RD BRUCE ROCK WA 6412





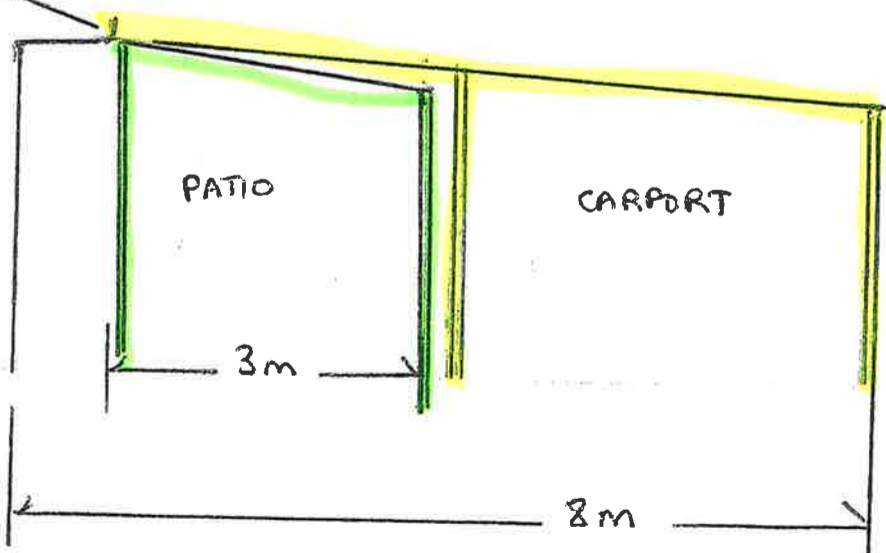
HOUSE IS ON STUMPS



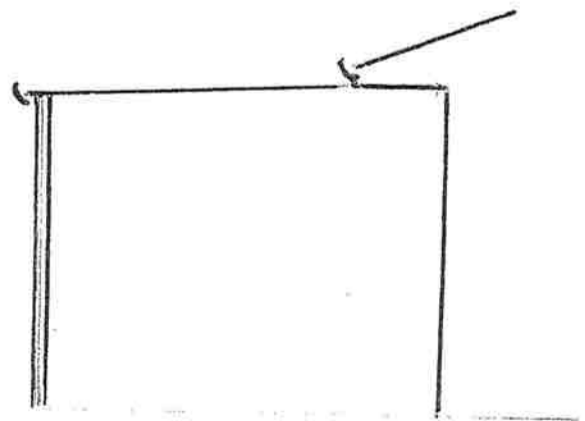
PATIO FIXED TO FASCIA

CARPORT FREESTANDING OR FIXED TO FASCIA

NORTH SIDE ELEVATION FRONT OF RESIDENCE



REAR PATIO SIDE ELEVATION



PROPOSED CARPORT + PATIOS FOR C+K GRAY AT 115 NOONAJIN ROAD, BRUCE ROCK WA 6418

SCALE 1:100 APP

PH: 0427 932022  
0400781650

8/17

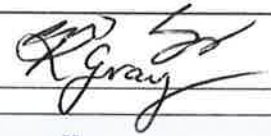


**Planning and Development (Local Planning Schemes) Regulations 2015  
Schedule 2 Deemed provisions for local planning schemes Part 11 Forms referred  
to in this Scheme cl. 86**

The form of an application for development approval referred to in clause 62(1)(a) is as follows —

**Application for development approval**

<b>Owner details</b>		
Name: CLINTON + KAYEI GRAY		
ABN (if applicable):		
Address: 115 NOONATIN ROAD BRUCE ROCK, W.A. Postcode: 6418		
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Work: 0400781650		clintkayles@westnet.com.au
Home:		
Mobile: 0400781650		
Contact person for correspondence: CLINTON GRAY		
Signature: <i>ew go</i>	Date: 5.3.2020	
Signature: <i>K Gray</i>	Date: 5.3.2020	
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>		

<b>Applicant details (if different from owner)</b>		
Name: <del>OWNER</del> <del>BUILDER</del>		
Address: ..... ..... Postcode: .....		
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Work: .....	.....	.....
Home: .....		
Mobile: .....		
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 		Date: 5.3.2020.
<b>Property details</b>		
Lot N°: 401	House/Street N°: 115	Location N°:
Diagram or Plan N°:	Certificate of Title Vol. N°: 1363	Folio: 20
Title encumbrances (e.g. easements, restrictive covenants): NA.		

Street name: 115 NOONASIN RD	Suburb: BRUCE ROCK
Nearest street intersection: BATH ROAD	
<b>Proposed development</b>	
Nature of development: <input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: ERECTION OF FREESTANDING SKILLION ROOF CARPORT AT FRONT OF PROPERTY INCLUDING A PATIO AT FRONT + REAR OF RESIDENCE.	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: RESIDENTIAL PROPERTY	
Approximate cost of proposed development: \$15000	
Estimated time of completion: 3 MONTHS	

**OFFICE USE ONLY**

Acceptance Officer's initials:

Date received:

Local government reference N°:

Mr Julian Goldacre and Committee members,  
Bruce Rock Shire Council,  
Johnson Street,  
Bruce Rock. WA. 6418.

Re; Application for permission and approval to erect a free standing skillion roofed carport and patios to the front and rear of my residence.

Julian and committee members,  
I have recently purchased and moved into 115 Noonajin Road, Bruce Rock.

The property I purchased was in a state of disrepair and not very appealing to the eye and we have now completed the majority of renovations and repairs both interior and externally and we are now planning on calling Bruce Rock home for a while.

I am currently employed locally as an Automotive Technician, married and two school aged children, currently attending BRJHS.

There are currently no other structures on our block apart from the residence which is set back approximately 11 metres from the block front.

We would like to ask for permission to erect a skillion typed roof, free standing carport, to enable us to park our vehicles reasonably securely within our property boundary instead of currently parking on the front street verge. The structural legs and purlins will be in a galvanized material for strength but will be painted matching colour to the house on completion.

We would also like to request permission to build a 3metre wide patio across the front of the residence and adjoining the carport. The patio will be constructed of steel and will be in Colourbond (Surfmist with Manor Red guttering and flashing) painted material so it will match the exterior colours of the residence, and help to provide some protection from the prevailing weather.

The patio across the rear of the property will be built of the same materials as the front patio and will be 3 metres in width, to protect the rear from sun and weather conditions.

Once this work has been completed we will set about beautifying the gardens and help make Bruce Rock and our street more appealing.

We are hoping for favourable consideration on this matter and would like to thank the committee for listening to our application.

Yours sincerely,



Clinton and Kaylei Gray,  
115 Noonajin Street, Bruce Rock WA . 6418.  
5<sup>th</sup> March, 2020

≤ \$50K = \$147.00 development fee



**Planning and Development (Local Planning Schemes) Regulations 2015  
Schedule 2 Deemed provisions for local planning schemes Part 11 Forms referred  
to in this Scheme cl. 86**

The form of an application for development approval referred to in clause 62(1)(a) is as follows —

**Application for development approval**

Owner details		
Name: MARGARET EILEEN PEGUS		
ABN (if applicable):		
Address: P.O. BOX 84 BRUCE ROCK 6418 W.A.		
Postcode:		
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Work:		
Home: 08 9061157		
Mobile: 08 95 554 85029		
Contact person for correspondence: WILLIAM PEGUS		
Signature: M.E. Pegus	Date:	
Signature: W.Pegus	Date:	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		

Applicant details (if different from owner)		
Name: <i>WILLIAM K Pegus</i>		
Address: <i>84 BRUCE ROCK</i>		
		Postcode: <i>6419</i>
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Work:		
Home: <i>0890611157</i>		
Mobile: <i>0455995029</i>		
Contact person for correspondence: <i>WILLIAM PEGUS</i>		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date:

Property details		
Lot N°: <i>1, NOONAGIN RR</i>	House/Street N°: <i>1, NOONAGIN</i>	Location N°:
Diagram or Plan N°:	Certificate of Title Vol. N°:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		

Street name: <i>Wooma Glen</i>	Suburb: <i>BRUCE ROCK</i>
Nearest street intersection:	

Proposed development	
Nature of development:	<input type="checkbox"/> Works <input checked="" type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use:	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: <i>Residential 14049sq</i>	
Approximate cost of proposed development:	
Estimated time of completion:	

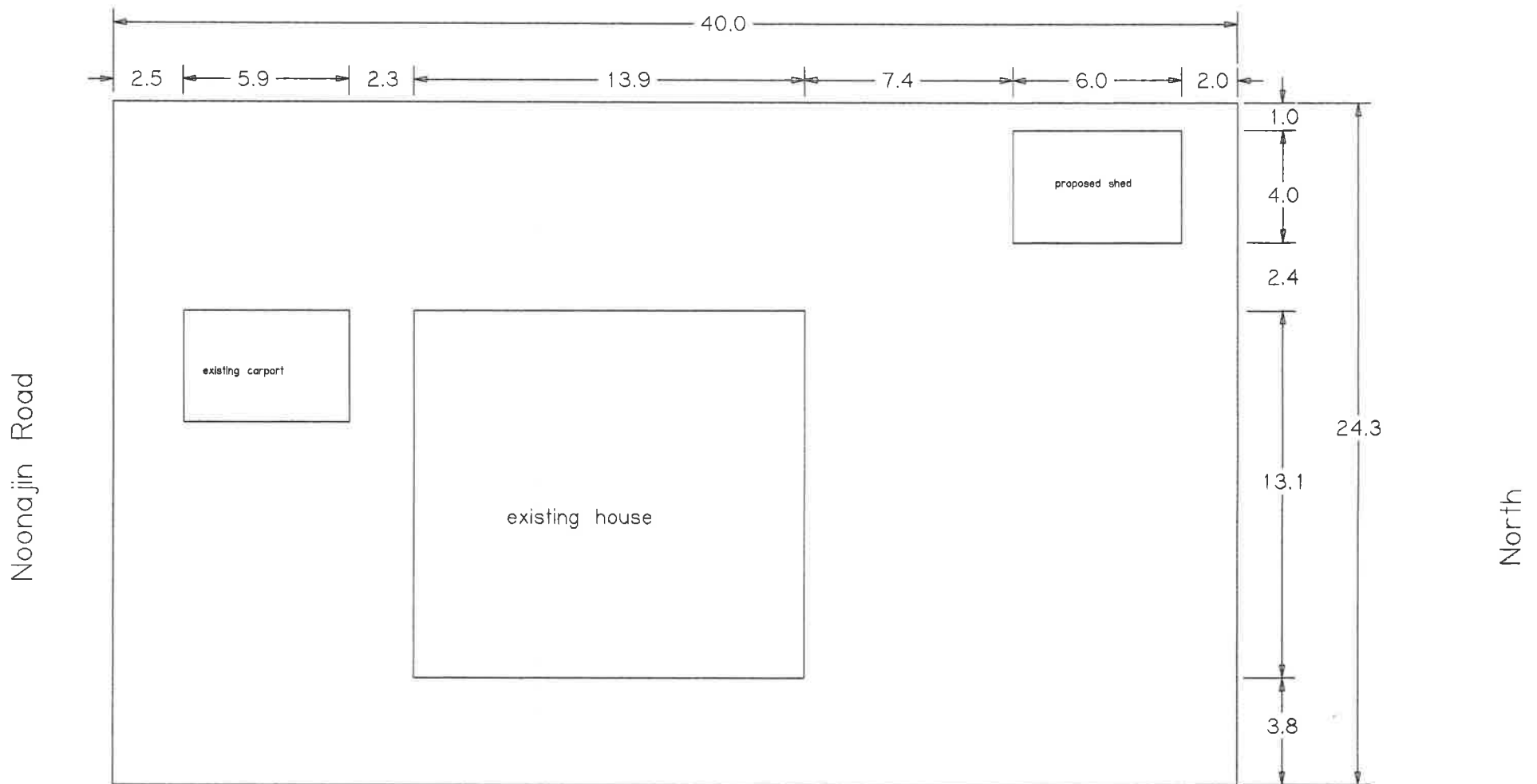
**OFFICE USE ONLY**

Acceptance Officer's initials: *JRC*

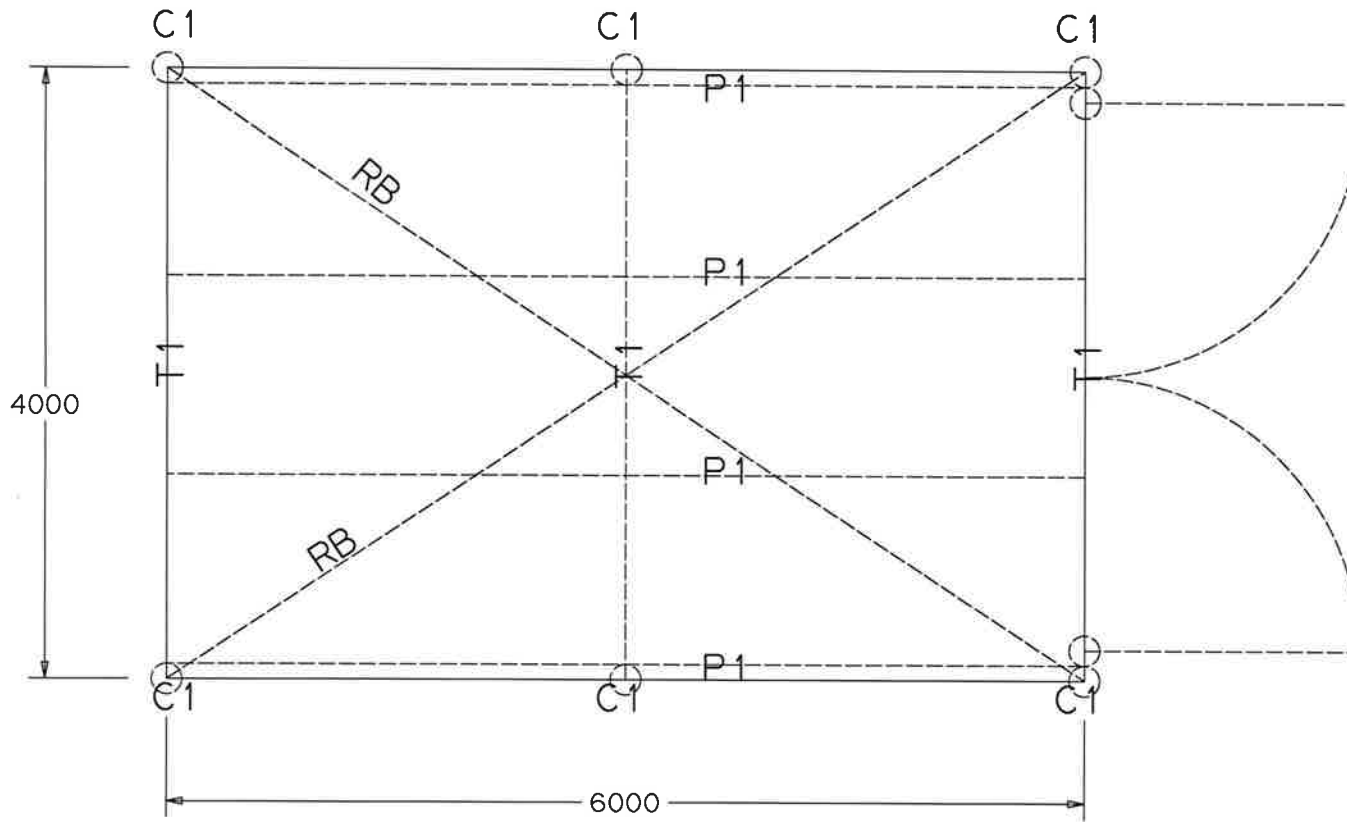
Date received: *11/3/20*

Local government reference N°: *BP-DA-11-3-20*



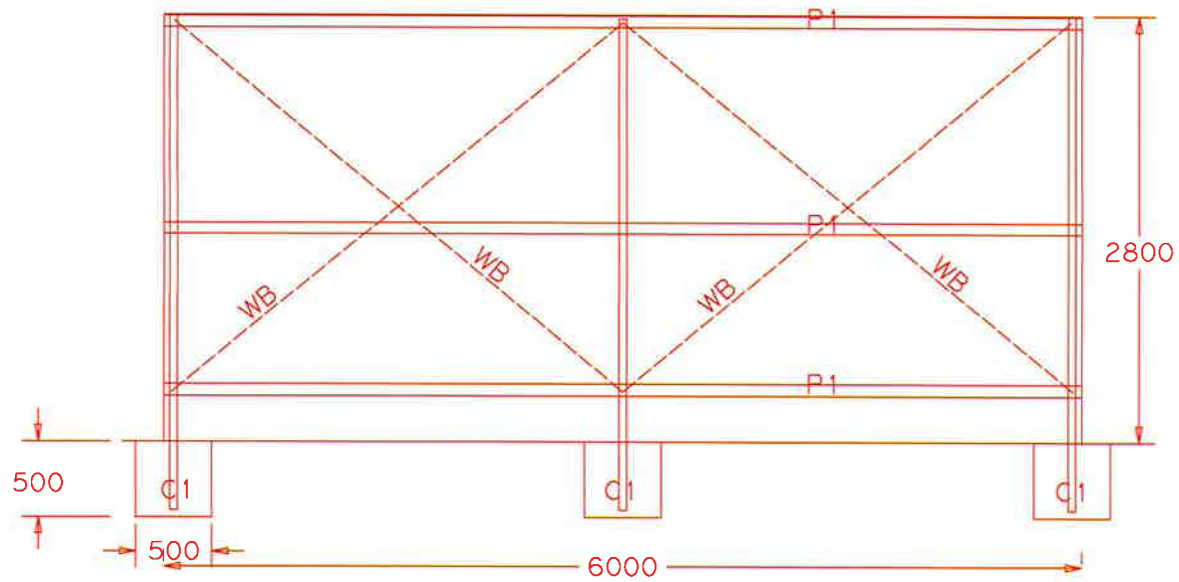


Dwg 1 Block plan  
 Proposed shed W&M Pegus  
 Lot 1 Noonajin Road  
 Bruce Rock WA 6418

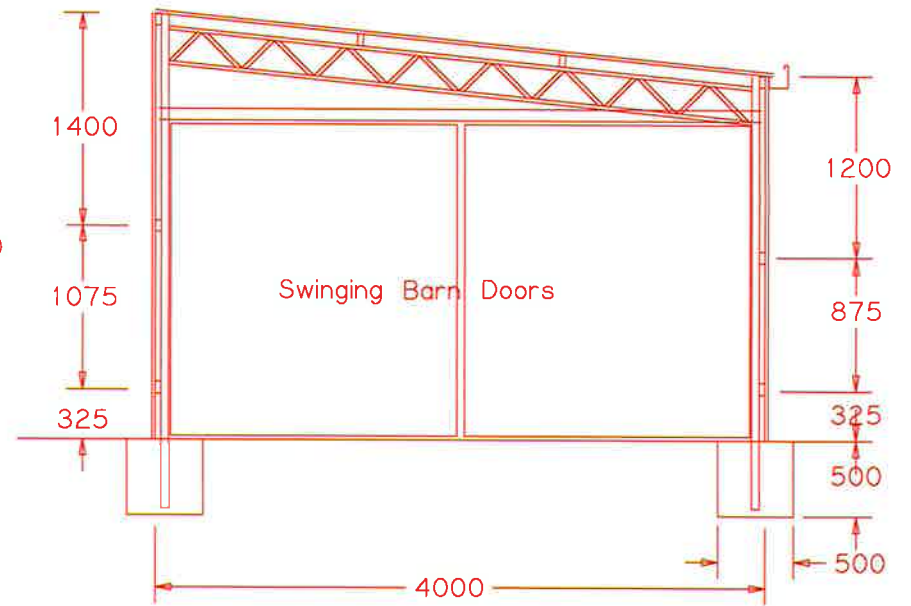


- T1 25x25x2 parrallel chord truss 250 deep
- C1 40mm NB PE Med gal pipe
- P1 76x38x1.6 Patio tube
- RB 25x1.6 galv Builders strap
- Footing 500x500x500

Dwg 2 Plan Veiw  
 Proposed shed W&M Pegus  
 Lot 1 Noonajin Road  
 Bruce Rock WA 6418



North End



West End

C1 40mm NB PE Med gal pipe

P1 76x38x1.6 Patio tube

WB 25x1.6 galv Builders strap

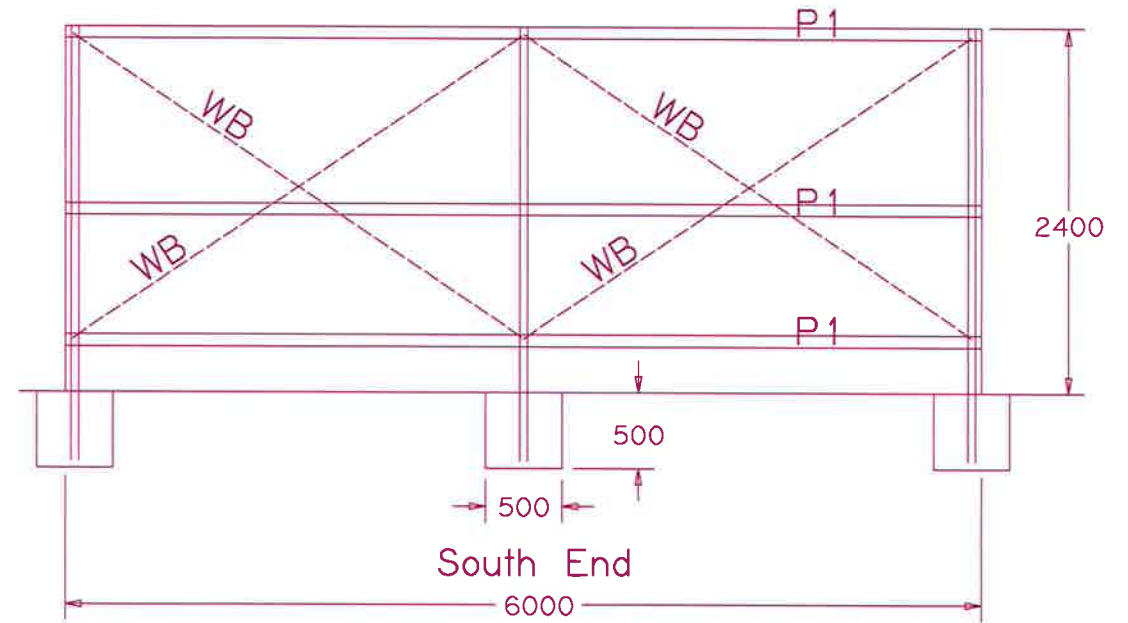
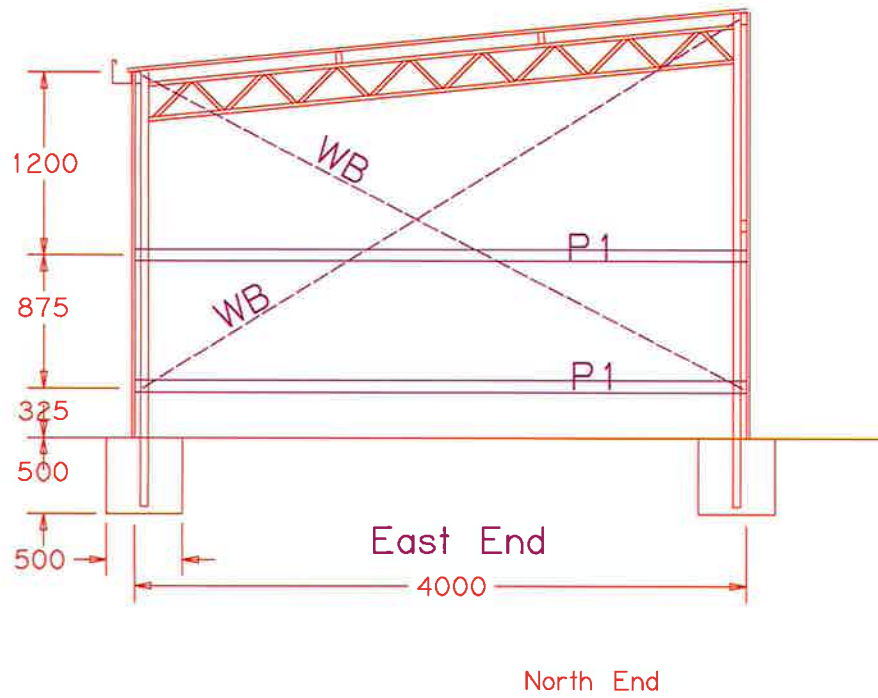
\*\* All connections fully welded

Dwg 3 North and East View

Proposed shed W&M Pegus

Lot 1 Noonajin Road

Bruce Rock WA 6418



C1 40mm NB PE Med gal pipe

P1 76x38x1.6 Patio tube

WB 25x1.6 galv Builders strap

\*\* All connections fully welded

Dwg 4 South and East View  
Proposed shed W&M Pegus

Lot 1 Noonajin Road

Bruce Rock WA 6418

**List of Accounts For February 2020**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
<b>Municipal Account EFTs</b>				
EFT15278	03/02/2020	RYLAN CONCRETE	KERB CONCRETING - NOONAJIN, DAMPIER, BATH & WESTRAL STREETS	\$13,355.10
EFT15279	06/02/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$195.71
EFT15280	06/02/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$141.74
EFT15281	06/02/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,586.00
EFT15282	07/02/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION FNE 05/02/2020	\$3,387.02
EFT15283	07/02/2020	SHERRIN RENTALS	SMOOTH ROLLER HIRE	\$602.25
EFT15284	07/02/2020	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR FEBRUARY 2020, HEALTHENGINE, OP SHOP AIR CON, GENERATOR HIRE FOR POOL, CARD FEE, INTEREST AND INTERNET	\$2,138.98
EFT15285	14/02/2020	2C2U IT PTY LTD	MEDICAL CENTRE IT SUPPORT	\$462.00
EFT15286	14/02/2020	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR SMALL PLANT	\$383.85
EFT15287	14/02/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY LEGAL FEES	\$205.70
EFT15288	14/02/2020	AUSTRALIA POST	POSTAGE FOR MONTH OF JANUARY 2020	\$148.27
EFT15289	14/02/2020	AVON WASTE	KERBSIDE AND BULK RECYCLING FOR THE MONTH OF JANUARY 2020	\$3,673.42
EFT15290	14/02/2020	BEING THERE SOLUTIONS PTY LTD	MONTHLY SUBSCRIPTION TO VIDEO CONFERENCING FOR FEBRUARY 2020	\$275.00
EFT15291	14/02/2020	BOC LIMITED	ACETYLENE FOR MEN'S SHED, LIQUID NITROGEN FOR MED CENTRE AND MONTHLY RENTAL CHARGES	\$234.88
EFT15292	14/02/2020	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	SEALING WORKS ON VARIOUS ROADS	\$182,761.81
EFT15293	14/02/2020	BP MEDICAL	MEDICAL CENTRE SUPPLIES	\$71.98
EFT15294	14/02/2020	BROWNLEY'S PLUMBING & GAS	SUPPLY AND INSTALL NEW JUG FILLER TAP AT THE DRINK FOUNTAIN	\$275.28

EFT15295	14/02/2020	BRUCE ROCK CHALET	ACCOMMODATION FOR WESTRAC MECHANIC	\$70.00
EFT15296	14/02/2020	BRUCE ROCK ENGINEERING	MAKE UP HYDRAULIC HOSE BK660	\$80.52
EFT15297	14/02/2020	BRUCE ROCK LPO	STATIONARY SUPPLIES OFFICE AND MED CENTRE	\$168.98
EFT15298	14/02/2020	BRUCE ROCK MEATS	SAUSAGES FOR AUSTRALIA DAY	\$270.99
EFT15299	14/02/2020	BRUCE ROCK TYRES	TYRES FOR VARIOUS TRUCKS & TRAILERS AND BATTERIES FOR BK103 & BK6519	\$4,971.56
EFT15300	14/02/2020	CALEB CHOW	REIMBURSE DOCTOR FOR TYRO TAKINGS JANUARY 2020	\$60.00
EFT15301	14/02/2020	CENTRAL REGIONAL TAFE	CERT III IN CIVIL CONSTRUCTION PLANT OPERATION - STAFF TRAINING	\$395.00
EFT15302	14/02/2020	CIVIC LEGAL	PROJECT AWARE - ADMINISTRATION STREAM - JANUARY 2020	\$2,255.00
EFT15303	14/02/2020	CLINICARE PHARMACY BRUCE ROCK	MEDICAL CENTRE SUPPLIES	\$24.95
EFT15304	14/02/2020	COLESTAN ELECTRICS	SWIMMING POOL, GEN SET INSTALL AND UNINSTALL	\$2,202.53
EFT15305	14/02/2020	COMBINED PEST CONTROL WA P/L	SPIDER AND FLY TREATMENTS AT SHIRE PROPERTIES	\$4,922.10
EFT15306	14/02/2020	DAVE'S TREE SERVICE	TRIMMING AND SHAPING TREES FROM POWERLINES	\$5,720.00
EFT15307	14/02/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	BBQ GAS	\$80.00
EFT15308	14/02/2020	ELEMENT ADVISORY PTY LTD	PHASE 2A SITE VISIT	\$559.63
EFT15309	14/02/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR JANUARY 2020	\$1,119.90
EFT15310	14/02/2020	GREENLITE ELECTRICAL CONTRACTORS PTY LTD	SUPPLY AND INSTALL HOCKEY LIGHTS AS PER TENDER - PROGRESS CLAIM	\$36,343.24
EFT15311	14/02/2020	HIPPOCKET WORKWEAR & SAFETY GERALDTON	COUNCILLOR AND STAFF UNIFORMS	\$1,421.16
EFT15312	14/02/2020	INJURY MATTERS	2019 STAY ON YOUR FEET - MOVE YOUR BODY GRANT ACQUITTAL (UNDER SPEND)	\$900.00
EFT15313	14/02/2020	JR & A HERSEY PTY LTD	UNIFORM AND PPE	\$363.70

EFT15314	14/02/2020	JENNY AND PAUL'S CLEANING AND MAINTENANCE	PROFESSIONAL CLEAN OF COMMERCIAL RANGE HOOD - REC CENTRE	\$800.00
EFT15315	14/02/2020	LANDGATE- VALUATION	UV INTERIM VALUATION	\$67.85
EFT15316	14/02/2020	MASONS SHOPPING CENTRE	PURCHASES FOR JANUARY 2020	\$1,475.96
EFT15317	14/02/2020	MCCALL MOTORS PTY LTD	PURCHASES FOR JANUARY 2020	\$6,240.91
EFT15318	14/02/2020	MCINTOSH & SON MERREDIN	PARTS FOR BK1047	\$2,789.56
EFT15319	14/02/2020	MERREDIN FLOWERS & GIFTS	FLOWERS FOR STAFF MEMBER	\$60.01
EFT15320	14/02/2020	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING FOR JANUARY 2020	\$44.00
EFT15321	14/02/2020	OFFICEWORKS BUSINESS DIRECT	WHITEBOARD FOR WBSFN PM'S OFFICE	\$735.62
EFT15322	14/02/2020	SHIRE OF HALLS CREEK	LONG SERVICE LEAVE CONTRIBUTION	\$2,906.64
EFT15323	14/02/2020	SNAP MIDLAND	2020 WASTE AND RECYCLE CALENDARS	\$320.00
EFT15324	14/02/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$330.81
EFT15325	14/02/2020	SYNERGY	ELECTRICITY USAGE	\$48.04
EFT15326	14/02/2020	SUBARU MANDURAH	SERVICE BK51	\$459.00
EFT15327	14/02/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR POOL SAMPLES TO PATHWEST	\$11.17
EFT15328	14/02/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$561.00
EFT15329	14/02/2020	WESTRAC PTY LTD	REPAIRS TO BK510 CAT GRADER	\$15,550.15
EFT15330	14/02/2020	WHEATBELT LIQUID WASTE	PUMP OUT SEPTICS TANKS AT SHIRE PROPERTIES	\$693.00
EFT15331	14/02/2020	WHEATBELT REFRIGERATION AND AIR CONDITIONING	MEDICAL CENTRE AIR CONDITIONERS	\$2,562.00
EFT15332	14/02/2020	WILSONS SIGN SOLUTIONS	DOOR SIGNS FOR WORKS MANAGER & WSNF OFFICE	\$99.00
EFT15333	20/02/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$177.04
EFT15334	20/02/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$141.74
EFT15335	20/02/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR JANUARY 2020	\$18,134.00
EFT15336	20/02/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,586.00
EFT15337	21/02/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION FNE 19/02/2020	\$3,387.02

EFT15338	27/02/2020	2C2U IT PTY LTD	MEDICAL CENTRE IT SUPPORT	\$198.00
EFT15339	27/02/2020	AD VAN BALLEGOOYEN PTY LTD	PRE-EMPLOYMENT MEDICAL	\$143.00
EFT15340	27/02/2020	ADVANCED AUTOLOGIC PTY LTD	WORKSHOP CONSUMABLES	\$284.00
EFT15341	27/02/2020	BROWNLEY'S PLUMBING & GAS	STORMWATER PITS & FITTINGS FOR REC CENTRE	\$449.90
EFT15342	27/02/2020	BRUCE ROCK DISTRICT CLUB	FEBRUARY OCM LUNCH & REFRESHMENTS AND REFRESHMENTS FOR COMMUNITY SUNDOWNER	\$1,340.60
EFT15343	27/02/2020	BRUCE ROCK TYRES	TYRES FOR BK51	\$437.65
EFT15344	27/02/2020	BUNNINGS WAREHOUSE	MATERIALS FOR REPAIRING VARIOUS SHIRE BUILDINGS	\$895.01
EFT15345	27/02/2020	BURGESS RAWSON PTY LTD	RENT AND MANAGEMENT FEES 01/03/2020 - 31/03/2020	\$666.90
EFT15346	27/02/2020	CHRIS MITCHELL EARTHWORKS (HILLS LANDSCAPING)	WASHED WHITE SAND	\$1,400.00
EFT15347	27/02/2020	COLESTAN ELECTRICS	REPLACE FAULTY GPO	\$130.90
EFT15348	27/02/2020	COPIER SUPPORT	METER READING ON PHOTOCOPIER 24/01/2020 - 18/02/2020	\$171.59
EFT15349	27/02/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2019/20 ESL QUARTER 3 CONTRIBUTION	\$18,128.14
EFT15350	27/02/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	POOL CHEMICALS	\$148.85
EFT15351	27/02/2020	FITZ GERALD STRATEGIES	HR ADVICE 17/2/2020 - 21/02/2020	\$213.20
EFT15352	27/02/2020	GRANO DIRECT	PIGMENT FOR CONCRETE	\$195.76
EFT15353	27/02/2020	ISA TECHNOLOGIES	SECURE MESSAGING USER LICENCE FOR MED CENTRE	\$137.50
EFT15354	27/02/2020	JH COMPUTER SERVICES	IT HARDWARE AND MONTHLY SERVICE CHARGE	\$5,126.25
EFT15355	27/02/2020	JR & A HERSEY PTY LTD	UNIFORMS	\$33.90
EFT15356	27/02/2020	LESLIE HINTON ENTERTAINMENT	ENTERTAINMENT FOR SUNDOWNER	\$805.00
EFT15357	27/02/2020	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$31,565.00
EFT15358	27/02/2020	LOCK, STOCK AND FARRELL	PADLOCK AND KEYS FOR HOCKEY LIGHTS	\$1,062.40
EFT15359	27/02/2020	OFFICEWORKS BUSINESS DIRECT	TOILET ROLL DISPENSERS	\$218.81



EFT15360	27/02/2020	REDFISH TECHNOLOGIES PTY LTD	NEW PROJECTOR SYSTEM - FOR SHIRE HALL - SUPPLY AND INSTALLATION	\$9,054.96
EFT15361	27/02/2020	RODGER EDWIN GEORGE	MINI EXCAVATOR HIRE	\$838.64
EFT15362	27/02/2020	ROSS'S DIESEL SERVICE	AIR CON REPAIRS BK062	\$367.95
EFT15363	27/02/2020	SNAP MIDLAND	TOURIST MAP A3 & DL BROCHURES	\$460.00
EFT15364	27/02/2020	SYNERGY	ELECTRICITY USAGE	\$2,232.75
EFT15365	27/02/2020	SKYLINE SERVICES (WA) PTY LTD	ASSESSOR FEE - FINAL TRIM GRADING COURSE	\$2,805.00
EFT15366	27/02/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$561.00
EFT15367	27/02/2020	WEST COAST SHADE	SUPPLY FABRICATED SHADE SAIL FOR POOL	\$1,980.00
EFT15368	27/02/2020	WHEATBELT LIQUID WASTE	SEPTIC PUMP OUT AT CAFÉ	\$363.00
EFT15369	27/02/2020	WHEATBELT BUSINESS NETWORK	FULL MEMBERSHIP INCLUDING CCIWA FOR 2020	\$300.00
<b>Total EFTs</b>				<b>\$413,724.43</b>
<b>Municipal Account Cheques</b>				
23983	05/02/2020	DEPARTMENT OF TRANSPORT	LCDC NEW TRAILER SOIL SAMPLING - NEW REGISTRATION, RECOUPED FROM LCDC	\$48.35
23984	07/02/2020	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP JANUARY 2020, COMMON SEAL STICKERS, PHONE COVER, POOL TEST TABS & SINKER, AUS DAY DECORATIONS AND PUNCTURE REPAIR	\$266.65
23985	14/02/2020	DEPARTMENT OF TRANSPORT	REGISTRATION - TO 30.6.2020	\$416.10
23986	14/02/2020	TELSTRA	TELEPHONE USAGE	\$688.89
23987	14/02/2020	WATER CORPORATION	WATER CHARGES	\$446.81
23988	20/02/2020	NARROGIN TOYOTA	CHANGE OVER TOYOTA KLUGER BK2	\$31,350.00
23989	25/02/2020	BOND ADMINISTRATOR	LODGEMENT OF BOND WITH BOND ADMINISTRATOR	\$1,560.00
23990	25/02/2020	DEPARTMENT OF TRANSPORT	REGISTRATION FOR NEW BK2	\$186.45
23991	27/02/2020	TELSTRA	TELEPHONE USAGE	\$1,664.67
<b>Total Cheques</b>				<b>\$36,627.92</b>

<b>Wages and Salaries</b>				
	05/02/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR THE FORTNIGHT ENDING 05/02/2020	\$92,032.32
	19/02/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR THE FORTNIGHT ENDING 19/02/2020	\$73,603.80
	25/02/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES ONE OFF PAYMENT	\$34,124.65
<b>Total Wages and Salaries</b>				<b>\$199,760.77</b>
<b>Municipal Account Direct Debits</b>				
DD6383.1	05/02/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$9,191.10
DD6383.2	05/02/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$207.63
DD6383.3	05/02/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$360.21
DD6383.4	05/02/2020	MTAA SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$102.41
DD6383.5	05/02/2020	SUN SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$240.43
DD6383.6	05/02/2020	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$331.47
DD6383.7	05/02/2020	SANDHURST TRUSTEES LIMITED	SUPERANNUATION CONTRIBUTIONS	\$99.45
DD6383.8	05/02/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$123.80
DD6383.9	05/02/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$367.73
DD6400.1	19/02/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$11,021.14
DD6400.2	19/02/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$208.35
DD6400.3	19/02/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$366.53
DD6400.4	19/02/2020	MTAA SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$70.49
DD6400.5	19/02/2020	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$333.29
DD6400.6	19/02/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$159.59
DD6400.7	19/02/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$367.73
DD6400.8	19/02/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$107.11
DD6400.9	19/02/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$248.16
DD6411.1	25/02/2020	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	\$2,648.01
DD6383.10	05/02/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$90.27

DD6383.11	05/02/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,342.44
DD6383.12	05/02/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$374.86
DD6383.13	05/02/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$246.82
DD6383.14	05/02/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$72.62
DD6383.15	05/02/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$287.37
DD6400.10	19/02/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,237.09
DD6400.11	19/02/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$35.60
DD6400.12	19/02/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$399.82
DD6400.13	19/02/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$213.04
<b>Total Direct Debits</b>				<b>\$30,854.56</b>

<b>Credit Card Payments</b>				
EFT15284	07/02/2020	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	\$132.00
		KOGAN	PORTABLE AIR CON FOR OP SHOP	\$949.00
		KENNARDS HIRE	HIRE OF GENERATOR TO COVER WESTERN POWER PLANNED OUTAGE	\$740.00
		BENDIGO BANK	CARD FEE	\$4.00
		BENDIGO BANK	INTEREST	\$2.74
		KENNARDS HIRE	PARTIAL REFUND ON GENERATOR HIRE	-\$104.00
		ACTIV8ME	DCEO INTERNET FOR JANUARY - FEBRUARY 2020	\$45.40
		WESTNET	INTERNET FOR FEBRUARY 2020	\$109.95
		WESTNET	INTERNET FOR FEBRUARY 2020	\$99.95
		WESTNET	INTERNET FOR FEBRUARY 2020	\$69.99
		WESTNET	INTERNET FOR FEBRUARY 2020	\$89.95
<b>Total Credit Card Payments</b>				<b>\$2,138.98</b>
<b>Total Municipal Account EFT Payments</b>				<b>\$413,724.43</b>
<b>Total Municipal Account Cheque Payments</b>				<b>\$36,627.92</b>
<b>Total Trust Cheque Payments</b>				<b>\$0.00</b>
<b>Total Wages</b>				<b>\$230,615.33</b>
<b>TOTAL</b>				<b>\$680,967.68</b>



**SHIRE OF BRUCE ROCK**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 29 February 2020**

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

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### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 13 March 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 29 FEBRUARY 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH</b>	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.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of daycare centre, playgroup centre, Mens Shed and senior citizen centre.
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing, young singles units, community housing and employee housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal site, litter control and cemetery.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT</b>	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.
<b>ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	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 29 FEBRUARY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,945,478	1,945,478	<b>1,981,242</b>	35,764	2%	
<b>Revenue from operating activities</b>							
Governance		58,245	38,830	<b>59,812</b>	20,982	54%	▲
General Purpose Funding - Rates	5	1,488,859	992,573	<b>1,488,862</b>	496,289	50%	▲
General Purpose Funding - Other		1,315,388	876,925	<b>997,276</b>	120,351	14%	▲
Law, Order and Public Safety		29,400	19,600	<b>12,490</b>	(7,110)	(36%)	▼
Health		55,970	37,313	<b>28,483</b>	(8,830)	(24%)	▼
Education and Welfare		2,640	1,760	<b>3,443</b>	1,683	96%	
Housing		172,400	114,933	<b>126,916</b>	11,983	10%	▲
Community Amenities		144,400	96,267	<b>136,236</b>	39,970	42%	▲
Recreation and Culture		213,397	142,265	<b>73,874</b>	(68,391)	(48%)	▼
Transport		324,475	216,317	<b>213,750</b>	(2,567)	(1%)	
Economic Services		216,000	144,000	<b>98,534</b>	(45,466)	(32%)	▼
Other Property and Services		247,800	165,200	<b>198,949</b>	33,749	20%	▲
		<b>4,268,974</b>	<b>2,845,983</b>	<b>3,438,626</b>			
<b>Expenditure from operating activities</b>							
Governance		(786,060)	(524,040)	<b>(525,561)</b>	(1,521)	(0%)	▲
General Purpose Funding		(79,901)	(53,267)	<b>(46,743)</b>	6,524	12%	▼
Law, Order and Public Safety		(128,224)	(85,483)	<b>(85,761)</b>	(278)	(0%)	
Health		(589,151)	(392,767)	<b>(262,803)</b>	129,964	33%	▼
Education and Welfare		(132,372)	(88,248)	<b>(74,768)</b>	13,480	15%	▼
Housing		(447,246)	(298,164)	<b>(248,355)</b>	49,809	17%	▼
Community Amenities		(214,028)	(142,685)	<b>(131,333)</b>	11,352	8%	▼
Recreation and Culture		(1,685,271)	(1,123,514)	<b>(1,095,091)</b>	28,423	3%	▲
Transport		(3,686,197)	(2,457,465)	<b>(839,819)</b>	1,617,645	66%	▼
Economic Services		(743,726)	(495,817)	<b>(500,998)</b>	(5,181)	(1%)	▼
Other Property and Services		(284,174)	(189,449)	<b>(360,727)</b>	(171,277)	(90%)	▲
		<b>(8,776,350)</b>	<b>(5,850,900)</b>	<b>(4,171,960)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		3,961,066	2,640,711	<b>1,105,039</b>	(1,535,672)	(58%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	10,500	7,000	<b>96,679</b>	89,679	1281%	▲
Adjust Provisions and Accruals		0	0	<b>24,742</b>	24,742		▲
<b>Operating activities excluded from budget</b>		<b>(535,810)</b>	<b>(357,207)</b>	<b>493,126</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		1,019,102	679,401	<b>570,814</b>	(108,587)	(16%)	▼
Proceeds from Disposal of Assets	6	229,000	152,667	<b>56,601</b>	(96,066)	(63%)	▼
Capital Acquisitions	7	(2,851,671)	(1,901,114)	<b>(1,792,976)</b>	108,138	6%	
<b>Amount attributable to investing activities</b>		<b>(1,603,569)</b>	<b>(1,069,046)</b>	<b>(1,165,561)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		272,000	181,333	<b>0</b>	(181,333)	(100%)	▼
Repayment of Debentures	8	(83,061)	(55,374)	<b>(35,148)</b>	20,226	37%	▲
Transfer to Reserves	9	(72,203)	(48,135)	<b>(21,547)</b>	26,588	55%	▼
<b>Amount attributable to financing activities</b>		<b>116,736</b>	<b>77,824</b>	<b>(56,695)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(77,165)</b>	<b>597,049</b>	<b>1,252,112</b>			

**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.

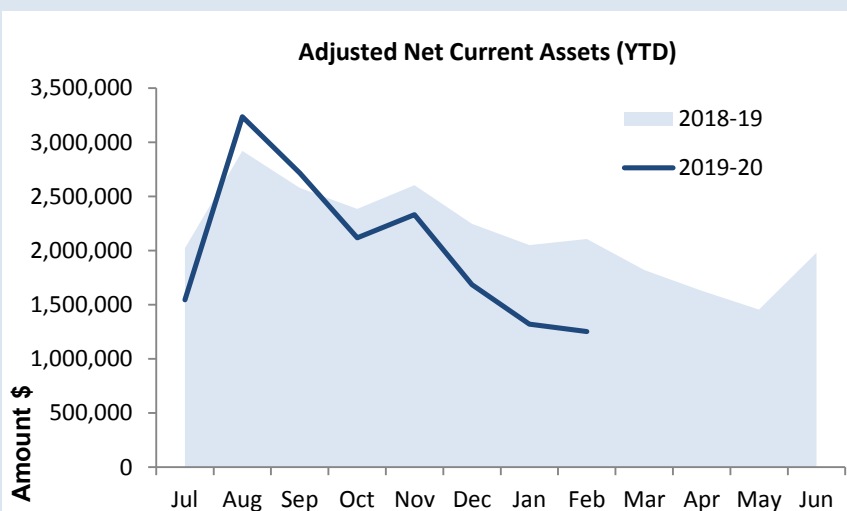
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	Year to Date Actual 29 Feb 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	2,667,677	1,304,683
Cash Restricted	3	1,260,128	1,251,975
Receivables - Rates	4	125,531	196,201
Receivables - Other	4	147,487	274,518
Interest / ATO Receivable		8,050	0
Inventories		34,774	52,704
		4,243,647	3,080,081
<b>Less: Current Liabilities</b>			
Payables		(646,084)	(221,781)
Provisions - employee		(408,126)	(408,126)
Long term borrowings		(70,719)	(35,571)
Contract Liabilities (Only recognised after 1 July 2019)		(61,386)	(61,386)
		(1,186,315)	(726,864)
<b>Unadjusted Net Current Assets</b>		<b>3,057,333</b>	<b>2,353,217</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Cash reserves & restricted assets	3	(1,260,128)	(1,251,975)
Add: Provisions - employee		113,319	115,299
Add: Long term borrowings		70,719	35,571
<b>Adjusted Net Current Assets</b>		<b>1,981,242</b>	<b>1,252,112</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD  
Surplus(Deficit)  
\$1.25 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 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
	\$	%			
<b>Opening Funding Surplus(Deficit)</b>	35,764	2%	▼	Permanent	Small additional surplus can be allocated at Budget Review.
<b>Revenue from operating activities</b>					
Governance	20,982	54%	▲	Timing	Insurance Bonus was paid in July 2019
General Purpose Funding - Rates	496,289	50%	▲	Timing	Rates were raised in August and all rates revenue recognised
General Purpose Funding - Other	120,351	14%	▲	Timing	Grants Commision 3rd payment was recieved in February 2020
Health	(8,830)	(24%)	▼	Timing	Have received the 5 payments from Dr Chow
Housing	11,983	10%	▲	Timing	GROH have commenced paying rent at property in Curlew Drive and this has increased rental income. Will be reflected in Budget Review.
Community Amenities	39,970	42%	▲	Timing	Rubbish and recycling charges were raised in August
Recreation and Culture	(68,391)	(48%)	▼	Timing	Haven't recognised grant funding for lighting project to date. Contribution from Hockey Club for lighting project hasn't been requested yet.
Economic Services	(45,466)	(32%)	▼	Timing	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. This is relatively small variance but with Budget Review allocations will be checked.
Other Property and Services	33,749	20%	▲	Timing	
<b>Expenditure from operating activities</b>					
Governance	(1,521)	(0%)	▲	Timing	This is slightly higher than monthly budget but due to annual fees paid in July.
General Purpose Funding	6,524	12%	▼	Timing	Large proportion is discount honoured on early payment of rates.
Health	129,964	33%	▼	Timing	This is under budget mainly due to the delays in the STED Scheme being commissioned and the subsidies not being paid.
Housing	49,809	17%	▼	Timing	This is also slightly under budget due to the large amount of maintenance being completed on properties.
Recreation and Culture	28,423	3%	▲	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 maintance costs at the Pool
Transport	1,617,645	66%	▼	Timing	This is under as roads depreciation has not been accounted for. This is processed at the end of the financial year.
Economic Services	(5,181)	(1%)	▼	Timing	This is under budget as a number of maintenance jobs are still outstanding on factory units and other rentals.
Other Property and Services	(171,277)	(90%)	▲	Timing	This is over budget but due to insurance and other costs being paid in July and the alloctions. This will be reviewed.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 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
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(108,587)	(16%)	▼	Timing	Only claimed first 40% for Regional Road Group Project and Black Spot Project. Received half of Roads to Recovery funding. Main Roads and lighting funding still outstanding.
Proceeds from Disposal of Assets	(96,066)	(63%)	▼	Timing	.Still some assets to dispose of
Capital Acquisitions	108,138	6%		Timing	Overall capitals less than YTD Budget due to roads maintenance being a priority. Construction of Dog Pound has gone over budget by approx \$4,000 - will be reviewed in Budget Review More established plants were purchased for Rec Centre Entry which were not budgeted for. Budget allocation will be reviewed at budget Review.
<b>Financing Activities</b>					
Proceeds from New Debentures	(181,333)	(100%)	▼	Timing	Haven't processed new loan
Repayment of Debentures	20,226	37%	▲	Timing	Loan repayment made in Oct with final payment due in April 2020
Transfer to Reserves	26,588	55%	▼	Timing	This is due to additional funds for sporting clubs facility reserves due in March.

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

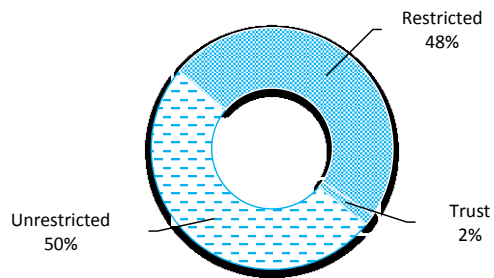
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	900			900			
<b>At Call Deposits</b>							
Municipal Fund	1,303,783			1,303,783	BKCB		
Trust Fund			40,278	40,278	BKCB		
<b>Term Deposits</b>							
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		69,689		69,689	BKCB	2.45%	13/03/2020
<b>Total</b>	<b>1,304,683</b>	<b>1,251,975</b>	<b>40,278</b>	<b>2,596,036</b>			

**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**

**\$2.6 M**

**Unrestricted**

**\$1.3 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	29 Feb 20
	\$
Opening Arrears Previous Years	93,884
Levied this year	1,528,108
Less Collections to date	(1,463,884)
Equals Current Outstanding	<b>158,108</b>
<b>Net Rates Collectable</b>	<b>158,108</b>
% Collected	90.25%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	201,272	2,592	1,051	34,038	238,953
Percentage	84%	1%	0%	14%	
<b>Balance per Trial Balance</b>					
Sundry debtors					238,953
GST receivable					35,565
Other receivables					0
<b>Total Receivables General Outstanding</b>					<b>274,518</b>

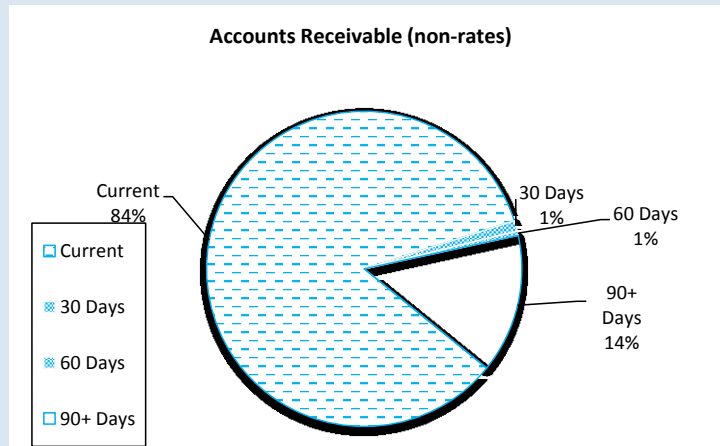
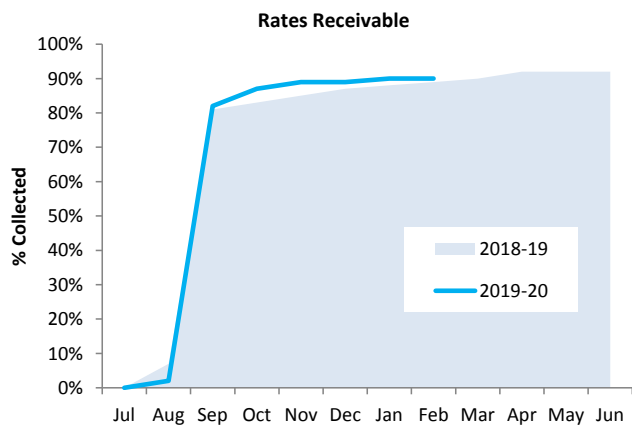
Amounts shown above include GST (where applicable)

**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.



<b>Debtors Due</b>
<b>\$274,518</b>
<b>Over 30 Days</b>
<b>16%</b>
<b>Over 90 Days</b>
<b>14%</b>

<b>Collected</b>	<b>Rates Due</b>
<b>90%</b>	<b>\$158,108</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

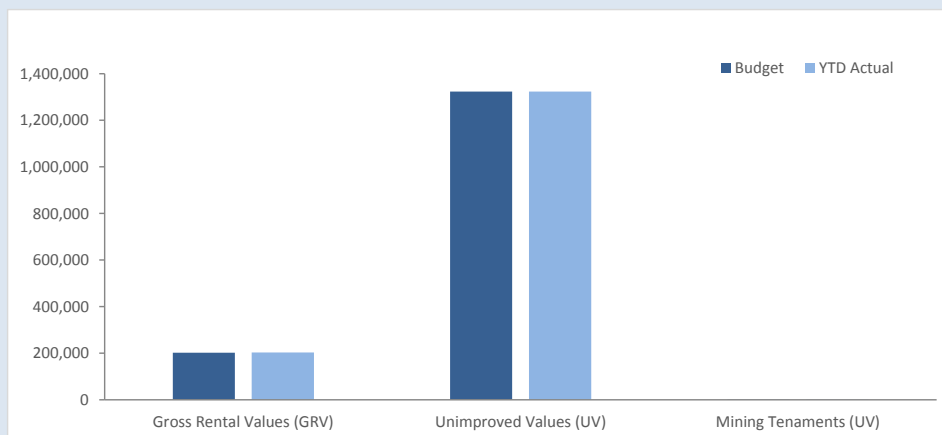
General Rate Revenue	Budget							YTD Actual			Total Revenue
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Gross Rental Values (GRV)	0.068970	190	1,729,048	119,252	0	0	119,252	119,252	1,249	0	120,501
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
<b>Sub-Totals</b>		<b>985</b>	<b>114,097,857</b>	<b>1,526,859</b>	<b>0</b>	<b>0</b>	<b>1,526,859</b>	<b>1,526,859</b>	<b>1,249</b>	<b>0</b>	<b>1,528,108</b>
Discount							(38,000)				(39,246)
<b>Amount from General Rates</b>							<b>1,488,859</b>				<b>1,488,862</b>
Ex-Gratia Rates							15,000				15,000
<b>Total General Rates</b>							<b>1,503,859</b>				<b>1,503,862</b>

**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	%
<b>\$1.49 M</b>	<b>\$1.49 M</b>	<b>100%</b>

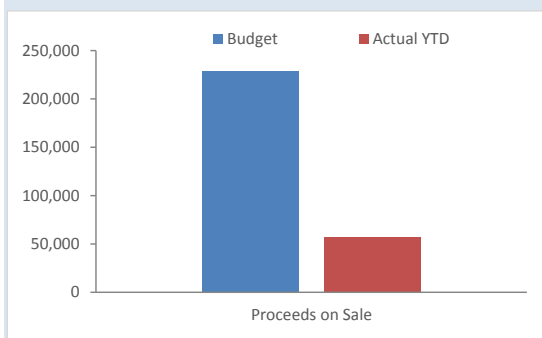


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020

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)				
BK1	CEO Vehicle	50,000	47,000		(3,000)				
BK2	DCEO's Vehicle	27,000	22,000		(5,000)	26,355	18,409		(7,946)
	Ride on Mower	9,000	15,000		6,000	9,213	19,100	9,887	
BK06	Front End Loader	43,000	60,000		17,000				
BK792	Ute	6,000	10,000		4,000				
BK237	Truck	8,000	4,000		(4,000)				
BK238	Truck	6,500	4,000		(2,500)				
BK014	Roller	40,000	20,000		(20,000)	39,712	10,092		(29,620)
	106, 108 & 110 Butcher St	0	0		0	33,000	9,000		(24,000)
	65 Butcher Street	0	0		0	45,000	0		(45,000)
		<b>239,500</b>	<b>229,000</b>	<b>0</b>	<b>(10,500)</b>	<b>153,280</b>	<b>56,601</b>	<b>9,887</b>	<b>(106,566)</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$229,000</b>	<b>\$56,601</b>	<b>25%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020

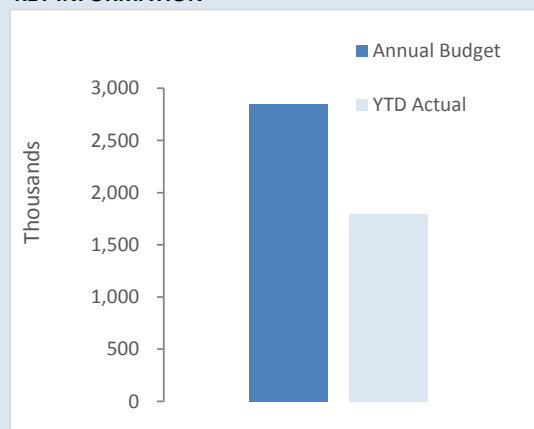
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	793,199	528,799	565,084	36,284
Plant & Equipment	626,400	417,600	213,136	(204,464)
Furniture & Equipment	32,350	21,567	14,025	(7,542)
Infrastructure - Roads	1,399,722	933,148	1,000,731	67,583
<b>Capital Expenditure Totals</b>	<b>2,851,671</b>	<b>1,901,114</b>	<b>1,792,976</b>	<b>(108,138)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,019,102	679,401	570,814	(108,587)
Borrowings	272,000	181,333	0	(181,333)
Other (Disposals)	229,000	152,667	56,601	(96,066)
Cash Backed Reserves				
Council Housing Reserve	0	0	0	0
Contribution - operations	1,331,569	887,713	1,165,561	277,848
<b>Capital Funding Total</b>	<b>2,851,671</b>	<b>1,901,114</b>	<b>1,792,976</b>	<b>(108,138)</b>

**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**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$2.85 M</b>	<b>\$1.79 M</b>	<b>63%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.02 M</b>	<b>\$.57 M</b>	<b>56%</b>

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Capital Expenditure</b>		<b>2,851,671</b>	<b>1,901,114</b>	<b>1,792,976</b>		
<b>Buildings</b>		<b>793,199</b>	<b>528,799</b>	<b>565,084</b>		
Upgrade Electrical compliance at Admin building		13,000	8,667		0%	
Construct new dog pound		6,960	4,640	11,341	163%	✓
Electrical compliance upgrade at Medical Centre		37,000	24,667		0%	
Install Aircon into Medical Centre		9,000	6,000		0%	
Construct Second Residence in Subdivision		222,000	148,000	231,704	104%	✓
Finish Entry Statement at Curlew Drive		3,883	2,589	7,928	204%	✓
Entry Statement at Rec Centre		20,000	13,333	28,516	143%	✓
Power upgrade at Rec Centre		175,500	117,000	7,358	4%	
Lighting for Hockey Turf		241,706	161,137	261,166	108%	
Replace Squash Court Floor		14,650	9,767	0	0%	
New Staircase for Slide at Pool		22,000	14,667	4,000	18%	
Repaint entry structure in new logo colours at Pool		6,000	4,000	3,420	57%	✓
Replace shade sails at Pool		12,000	8,000	9,650	80%	
Installation of Signage & Gazebo at Bruce's Rock		9,500	6,333		0%	

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Plant &amp; Equipment</b>		<b>626,400</b>	<b>417,600</b>	<b>213,136</b>		
BK1 Changeover		105,000	70,000		0%	
BK2 Changeover		45,000	30,000	46,909	104%	✓
Turf Cleaner for Hockey Turf		35,000	23,333		0%	
Electric Line Marker		2,400	1,600	2,518	105%	✓
Mower for Oval		42,000	28,000	58,620	140%	✓
Mower for Cricket Oval		7,000	4,667	7,000	100%	✓
Water Truck		105,000	70,000	98,089	93%	✓
Front End Loader		285,000	190,000		0%	
<b>Furniture &amp; Equipment</b>		<b>32,350</b>	<b>21,567</b>	<b>14,025</b>		
Purchase Photocopier for Admin Office		8,000	5,333	8,571	107%	✓
Upgrade Server at Medical Centre		18,000	12,000	5,455	30%	
New Projector for Shire Hall		6,350	4,233		0%	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Infrastructure - Roads</b>		<b>1,399,722</b>	<b>933,148</b>	<b>1,000,731</b>		
Drainage at Rec Centre		50,000	33,333	20,327	41%	
<u>Council Funded Road Works</u>						
Kerb Replacement in Bruce Rock Townsite		37,091	24,727	31,465	85%	
CBD Revitalisation - Johnson Street		70,000	46,667	1,037	1%	
<u>Regional Road Group</u>						
Black Spot - Lawrie Rd & Cumminin Road Intersection		45,787	30,525	20,134	44%	
Bruce Rock - Narembeen Road		461,564	307,709	500,247	108%	✓
<u>Roads to Recovery</u>						
Bees Road (resheet)		65,520	43,680	20,022	31%	
Kwolyin South Road (resheet)		48,587	32,391		0%	
Yerrapin Boundary Road (resheet)		52,710	35,140	48,231	92%	
Lawrie Road (resheet)		35,811	23,874	34,853	97%	✓
Carger Road (resheet)		43,499	28,999	21,865	50%	
Belka East Road (reseal)		31,554	21,036	32,737	104%	✓
Cumminin Road (reseal)		49,070	32,713	44,895	91%	
Erikin South Road (reseal)		22,432	14,955	25,269	113%	✓
Bruce Rock East Road (reseal)		49,070	32,713	50,225	102%	✓
McGellin Road (resheet)		36,272	24,181		0%	
Bruce Rock Corrigin Road (reseal)		62,515	41,677	61,461	98%	✓
<u>Bridges - Replace with Culverts</u>						
Cole Road		71,492	47,661	72,070	101%	✓
Belka West Road		87,242	58,161	0	0%	
Old Beverley Road		49,412	32,941	5,479	11%	
<u>Council Funded Drainage Works</u>						
Concrete Open Drain - Noonajin Road		30,094	20,063	10,415	35%	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Loan 3 - Construct House	0	0	272,000	0	12,341	0	259,659	0	2,747
							0		
<b>Recreation and Culture</b>									
Loan 2 - Solar Panels	18,296	0	0	9,093	18,296	9,202	0	208	331
<b>Economic Services</b>									
Loan 1 - Caravan Park	52,424	0	0	26,055	52,424	26,369	0	632	949
<b>Total</b>	<b>70,720</b>	<b>0</b>	<b>272,000</b>	<b>35,148</b>	<b>83,061</b>	<b>35,571</b>	<b>259,659</b>	<b>840</b>	<b>4,027</b>

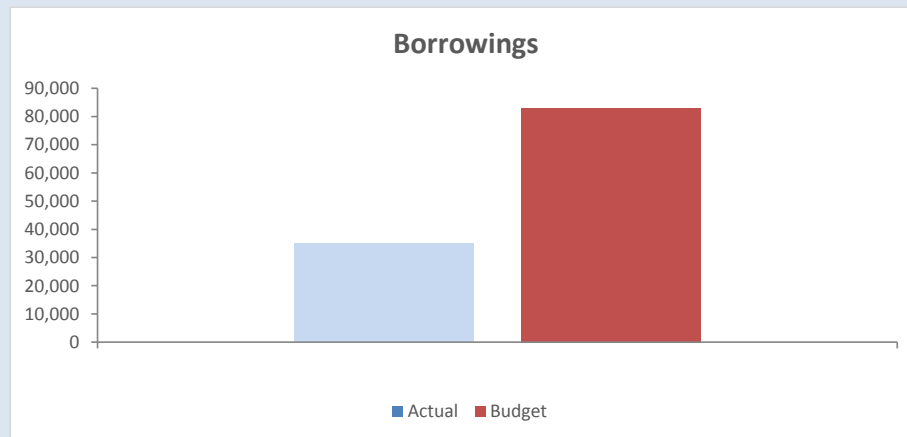
All debenture repayments were financed by general purpose revenue.

**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 October 2019 & 28 April 2020 - Loans will be finalised

<b>Principal Repayments</b>	<b>Interest Expense</b>
<b>\$35,148</b>	<b>\$840</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$1.28 M</b>	<b>\$35,571</b>

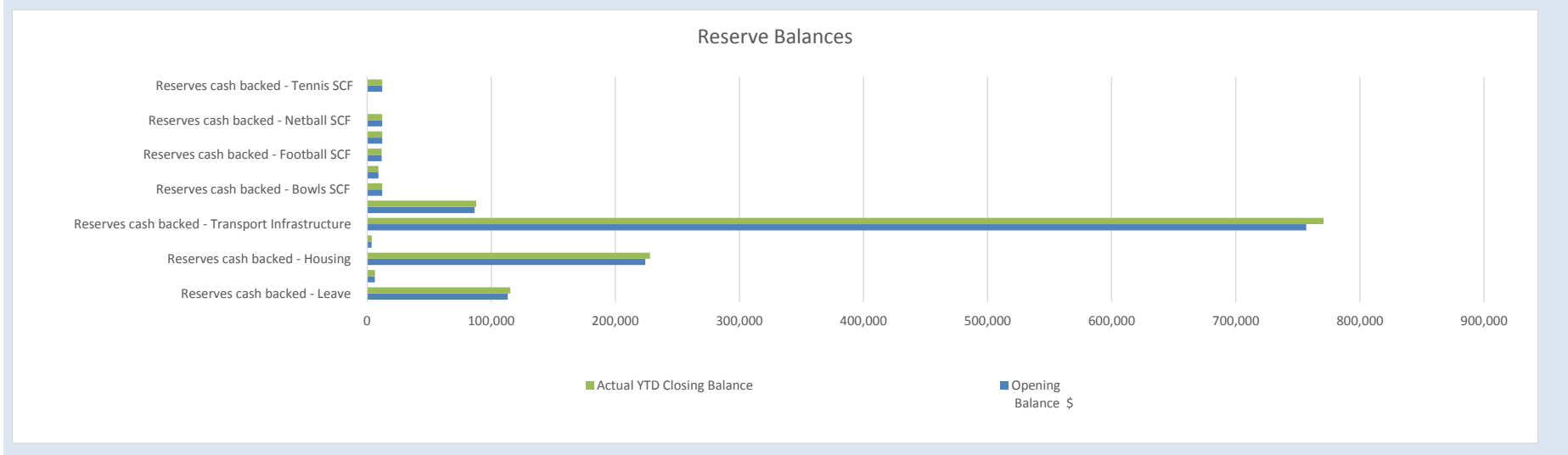
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS**

**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	0		0		6,303	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		0		771,930	770,762
Reserves cash backed - Sports Facility Replacement	86,429	1,728	1,511	10,000		0		98,157	87,939
Reserves cash backed - Bowls SCF	12,148	243	0	6,000		0		18,391	12,148
Reserves cash backed - Cricket SCF	9,079	182	0	6,000		0		15,261	9,079
Reserves cash backed - Football SCF	11,661	233	0	6,000		0		17,894	11,661
Reserves cash backed - Hockey SCF	12,148	243	0	6,000		0		18,391	12,148
Reserves cash backed - Netball SCF	12,138	243	0	6,000		0		18,381	12,138
Reserves cash backed - Squash SCF	375	8	0	1,000		0		1,383	375
Reserves cash backed - Tennis SCF	12,138	243	0	6,000		0		18,381	12,138
	<b>1,260,128</b>	<b>25,203</b>	<b>21,547</b>	<b>47,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,332,331</b>	<b>1,281,675</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 29 FEBRUARY 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
				\$	\$	\$	\$
	<b>Budget Adoption</b>						0
	<b>Permanent Changes</b>						
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	(73,150)
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)
				<b>0</b>	<b>142,215</b>	<b>172,365</b>	<b>(30,150)</b>

**KEY INFORMATION**



**DEED OF VARIATION**

**LOCAL GOVERNMENT HOUSE TRUST**



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

[eylawperth@au.ey.com](mailto:eylawperth@au.ey.com) [www.ey.com](http://www.ey.com)

Our Ref: 4WAL / 2004 7043

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**THIS DEED** dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

**BY**

**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION** of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

**RECITALS**

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

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**NOW THIS DEED WITNESSES****1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

**2. OPERATIVE PART**

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

### 3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

### 4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

### 5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

### 6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

**EXECUTED** as a Deed

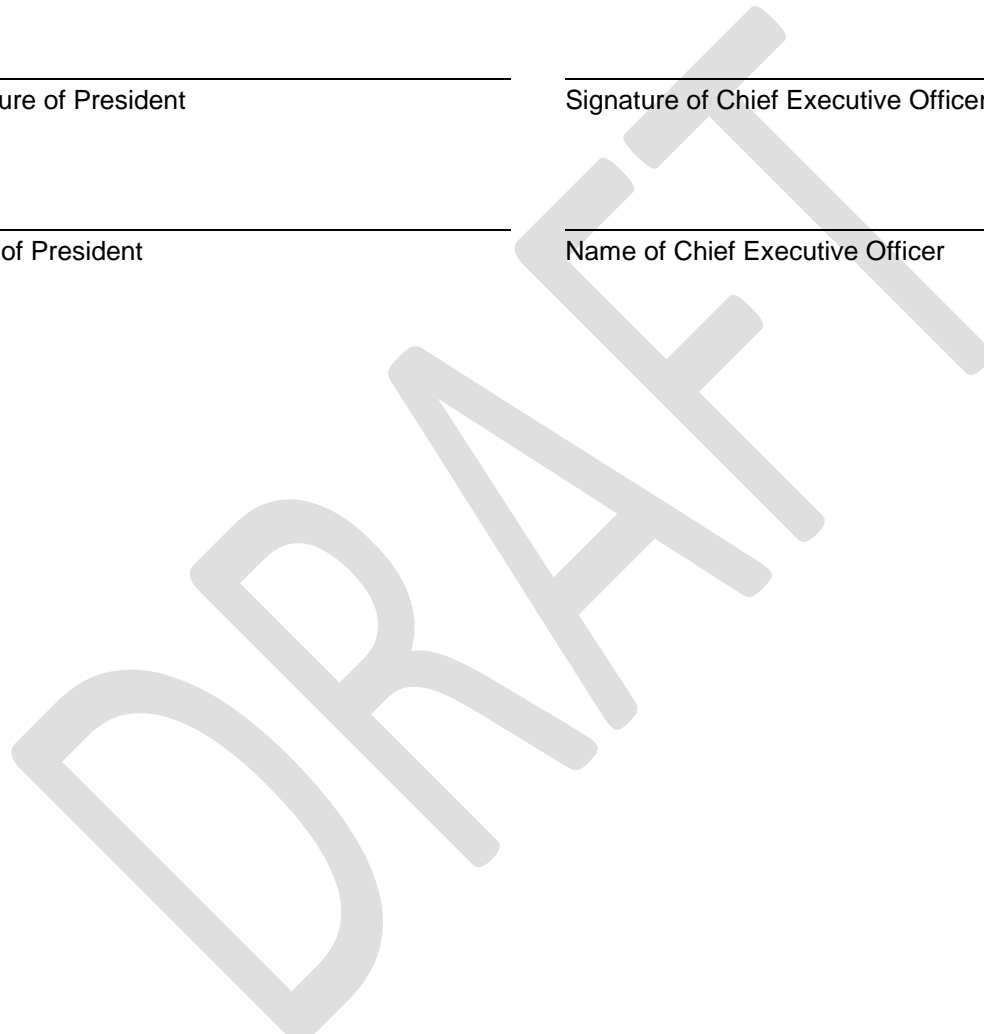
**THE COMMON SEAL** of **WESTERN** )  
**AUSTRALIAN LOCAL GOVERNMENT** )  
**ASSOCIATION** is hereunto affixed in the )  
presence of: )

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Name of Chief Executive Officer



demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 **ADVANCEMENT OF CAPITAL**

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 **POWERS OF INVESTMENT AND MANAGEMENT**

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

## Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d)
  - (i) to borrow and raise moneys from; or
  - (ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,  
  
any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question



may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

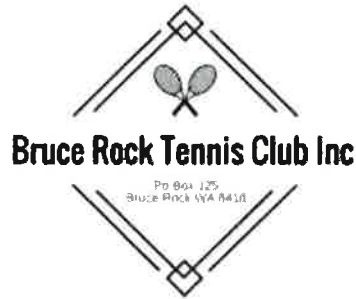
- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.



Darren Mollenoyux  
Chief Executive Officer  
Shire of Bruce Rock  
54 Johnson Street  
Bruce Rock WA 6418

CEO	DCEO	WORKS
EHO	BS	NRM
MOF	SFO	FO
CDO		ADMIN
25 FEB 2020		
FILE 1.3.9.13		
RECORD ICR3209444		

21<sup>st</sup> February 2020

Dear Darren,

**RE: Bruce Rock Tennis Club – Annual Usage Fee**

This letter is to formally notify the Shire of Bruce Rock that the Bruce Rock Tennis Club Inc. as at the conclusion of the 2017/18 season has entered into recess for the foreseeable future. This decision has not been made lightly and due to a decline in membership numbers and a lack of volunteers willing to take on position on the committee there was no other choice other than to go into recess.

As the club is no longer actively functioning and is financially restricted, we will be unable to make our annual contribution to the Shire of Bruce Rock for the Tennis Courts and facilities. As per our discussions with yourself in 2018/19 the Tennis Club will run a Fast Four comp in February/ March and will continue to make contributions towards the surface replacement fund. The Tennis Club will continue to make weekly payments for the usage of the courts for the Fast Four competition as per the Shire's fees and charges.

If you have any enquiries or questions regarding the Bruce Rock Tennis Club, please contact myself on 0428 537 985.

Kind Regards

Ashleigh Waight  
Bruce Rock Tennis Club Inc.



# Bruce Rock Playgroup

## Committee Contacts 2020

President: Ashleigh Williamson - 0429204005

Secretary: Jane Butler - 0439099233

Treasurer: Jo Buegge - 0400661130

1/3/2020

To Darren Mollenyoux,

CEO	DCEO	WORKS
EHO	BS	NRM
MOF	SFO	FO
CDO	EXO	ADMIN
6 MAR 2020		
FILE		
RECORD		

We are writing to Council to ask permission to run two monthly events in addition to our regular Friday Playgroup sessions. We are also enquiring if running the two additional events at Playgroup will change our annual rent fee.

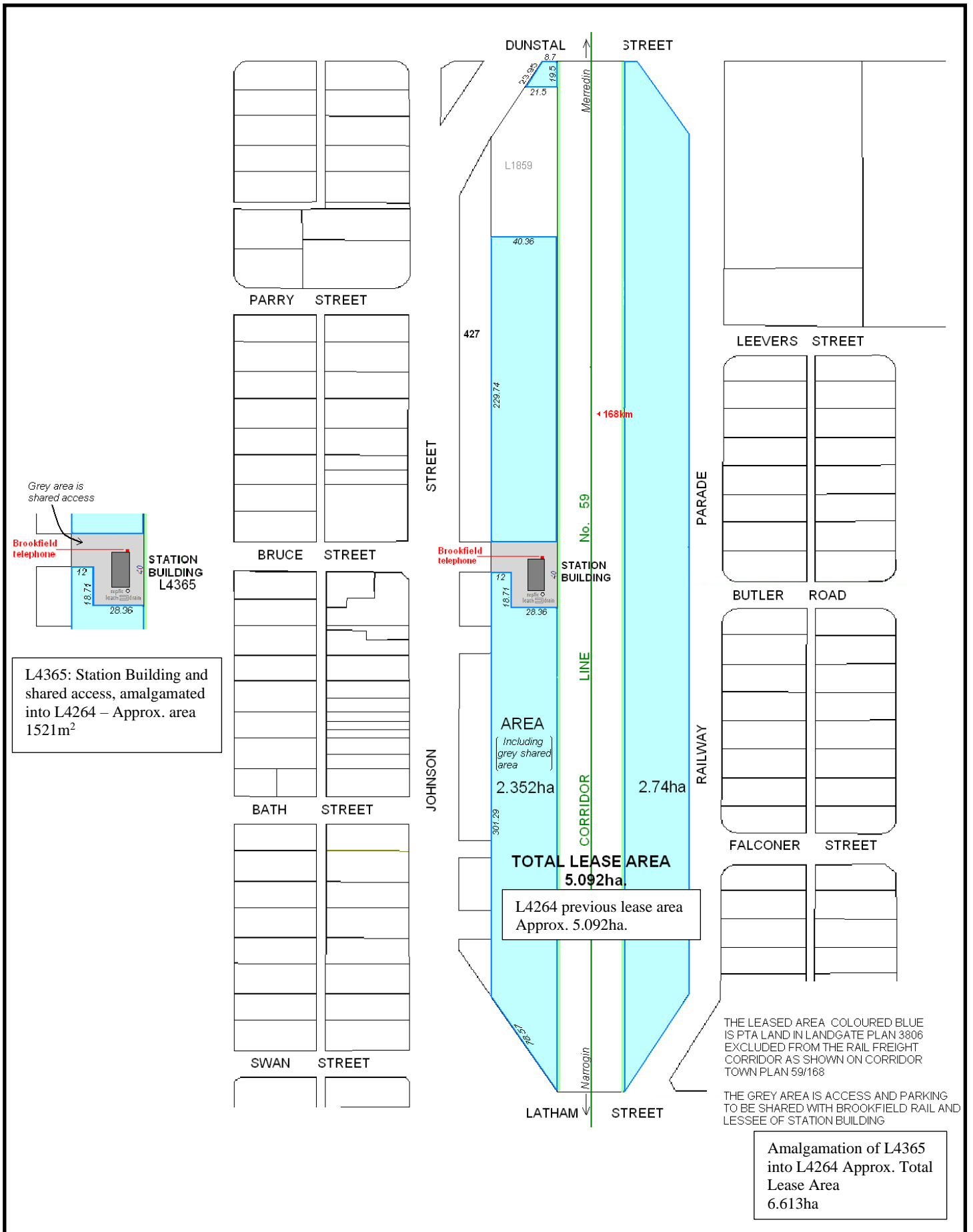
We would like to run an event called "Mental Mum Mondays". This would take place once a month at playgroup from 7pm and would provide an opportunity for Mums to have a social outing without the children. We are hoping to provide a safe place for Mums to connect, share advice and feel supported by other Mums in the community. We feel that supporting Mums mental health needs to be a high priority.

Our other event is for the Dads. We would like to run a "Dads Playgroup" once a month on Sunday afternoons. This would provide a great outing for Dads and their children, fostering father and child relationships while also allowing the Dads to connect with other Dads in the community.

We look forward to hearing from you,

Yours Sincerely,

The Bruce Rock Playgroup Committee



## Public Transport Authority

**BRUCE ROCK  
Lease of Land to Shire of Bruce Rock**

Infrastructure Planning and Land Services

Scale	NTS
Date:	28/02/2020
Drawn:	GP
Plan No.	4264-5

Thursday, 05 March 2020

**Darren Mollenoyux (CEO)**  
**Shire of Bruce Rock**  
**54 Johnson Street**  
**BRUCE ROCK WA 7418**

Dear Darren

**Re Amalgamation of PTA Community Purpose Licenses in Bruce Rock (including Station Building)**

Further to our previous correspondence, PTA has agreed to amalgamate the PTA Community Purpose Licences to Shire of Bruce Rock into the one **Licence L4264** – with the resultant License area increasing to a total of **6.613 Ha** (ie with the area shaded blue for the normal Licence to the Shire and the Station Building and access -formerly L4365 shaded grey)

PTA proposes, *with Shire of Bruce Rock's agreement*, to

1. vary the area of L4264 to include the area of L4365 by way of an Exchange of Letters,
2. following which PTA will carry out its lengthy internal lease approval process seeking a further Ten (10) year Licence term to the Shire of Bruce Rock

If Shire is agreeable can you kindly sign this letter and return same to this office

*I/We .....for and on behalf of the Shire of Bruce Rock agree to vary the area of PTA Licence to Occupy L4264 Bruce Rock to a total of 6.613 Ha (as shaded blue & grey on the attached plan 4264-5 dated 28/02/2020) – noting that the ongoing requirement for Arc Infrastructure to have access to the Bruce Rock Train Order (located within the Station Building itself) is to be maintained – with Arc Infrastructure (if required) to liaise direct with the Shire's sub tenants (Vietnam Veterans) direct to facilitate access*

Signed .....

Dated .....

Should you have any queries please feel free to contact this office

Yours faithfully

  
**Jim Mullins**  
**Senior Property Manager**  
**PTAWA**

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