



Shire of  
**Bruce Rock**

*Where friends become family*



# Agenda Attachments

Thursday 18 June 2020

**SHIRE OF BRUCE ROCK**  
**AGENDA ATTACHMENTS 18 JUNE 2020**

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**SHIRE OF BRUCE ROCK**

**MINUTES – ORDINARY MEETING 21 MAY 2020**

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**SHIRE OF BRUCE ROCK**

**MINUTES – ORDINARY MEETING 21 MAY 2020**

**1. Declaration of Opening**

The Shire President Cr SA Strange declared the meeting open at 3.19pm.

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

President	Cr SA Strange	
Deputy President	Cr R Rajagopalan	
Councillors	Cr AR Crooks	
	Cr IS Dolton	
	Cr KP Foss	
	Cr NC Kilminster	
	Cr PG Negri	
	Cr BJ Waight	
	Cr RA Waye	
Chief Executive Officer	Mr DRS Mollenoyux	
Acting Deputy Chief Executive Officer	Mrs MJ Schilling	
Acting Executive Assistant	Miss CE Negri	
Environmental Health Officer	Mr J Goldacre	4.13pm to 5.12pm
Manager of Finance	Mrs JL Bow	3.19pm to 4.19pm

**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
21.05.20	Cr Rajagopalan	11.1.4	President of Club requesting rent relief
21.05.20	Cr Dolton	11.3.1	Secretary of Bruce Rock Bowling Club

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
21.05.2020	Cr Negri	13.1	Part owner in land that adjoins landfill

**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 16 April 2020.

**COUNCIL DECISION**

**Resolution OCM May 20 – 9.1**

**Moved:               Cr Foss**  
**Seconded:           Cr Waight**

**That the minutes of the Ordinary Meeting of Council held Thursday 16 April 2020 be confirmed as a true and correct record.**

**Carried 9/0**

Special Meeting of Council held on Friday 24 April 2020

**COUNCIL DECISION**

**Resolution OCM April 20 – 9.2**

**Moved:               Cr Negri**  
**Seconded:           Cr Kilminster**

**That the minutes of the Special Meeting of Council held Friday 24 April 2020 be confirmed as a true and correct record.**

**Carried 9/0**

Audit Committee Meeting held on Thursday 16 April 2020.

**COUNCIL DECISION**

**Resolution OCM April 20 – 9.3**

**Moved:               Cr Waye**  
**Seconded:           Cr Crooks**

**That the minutes of the Audit Committee Meeting held Thursday 16 April 2020 be received.**

**Carried 9/0**

## 10. Regional Reports

### Agenda Reference and Subject:

**10.1** WEROC Inc Meeting Minutes April 2020

### File Reference:

1.6.9.1 WEROC Meeting Minutes and Agendas

### Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

### Author:

Darren Mollenoyux, Chief Executive Officer

### Disclosure of Interest:

Nil

### Attachments:

*Item 10.1 Attachment A – WEROC Council Meeting Minutes*

### Summary

Council is asked to receive the minutes from the previous WEROC Council Meeting.

### Background

The last WEROC Inc Board Meeting was held on the 30<sup>th</sup> April 2020 via GoToMeeting Videoconference.

### Comment

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

The following items are highlighted for Councils attention;

#### 7.3 WALGA Associate Membership & Insurance for WEROC Inc

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

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

This information was provided at the meeting and the following resolution was made;

*That:*

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

#### 7.8 GWN Collaborative Advertising

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

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

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



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

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

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

*"Hello Rebekah.*

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

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

*Some of these would move around dependant on programming changes*

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

*This same allocation applies to the GWN7 programming. In fact your Bonus placements alone give you an estimated 3,768.405 viewers.*

*When you take into consideration that a 7 News Network 15 second commercial costs \$943.00, you can see how this proposal is not to be missed! Many are starting their promotions now to impact future travel. It will be interesting to see how it is received as we work towards getting the traffic moving in the country!*

*A follow up email was received from Mr Gough;*

*The group would have to work out a common branding, how they will introduce the commercial, content etc. Can the message be achieved with one commercial, or would there be multiple commercials in rotation?*

*The initial commercial would cost \$950.00, and subsequent commercials using the same branding of the agreed top and tail for all commercials would be \$450.00. The balance of the commercial content bar the agreed top and tail for all commercials could be changed for each of the shires.*

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

Some comments made were;

- Mrs. Flockhart noted that it is unclear from the proposal, where the advertisements would be aired (e.g. regionally or in the metro area) and highlighted the importance of this in reaching the right markets.
- Mr. Griffiths advised that the Shire of Kellerberrin are viewing this as an opportunity to promote tourism and local businesses. The Shire would cover the tourism aspect and local businesses would be provided an opportunity to make a financial contribution to have their business featured in the advertisement.
- The Executive Officer made mention of the RDA Wheatbelt initiative to develop a region-wide tourism/marketing platform and the identified opportunity to capitalise on the intra-state tourism market post Covid-19.

Following discussions and views from each Council the following was resolved;

*That the matter be referred to individual Councils for consideration as a regional tourism/business development opportunity.*

**CEO’s Comments**

Whilst there are some obvious benefits with a collaborative tourism campaign in this format and promotion of tourism will be important post Covid 19 recovery the following also needs to be considered by Council;

- Potential collaborative tourism campaign opportunity with Roe Tourism which may be of more benefit with other WEROC Inc Shires focused on the Great Eastern Highway
- Council spent considerable funds in this financial year with the marketing video that was launched in February and this will be a key to our individual promotion post Covid19.
- The concept that Kellerberrin are using with the Shire funding the tourism component and the local businesses funding the business component has merit, however I am unsure we would get adequate take up from our local businesses.

**Council is asked to consider this proposal.**

7.8 Strategic Direction for WEROC Inc

WEROC Inc agreed to hold a Strategic Direction Workshop in the near future with Rebekah Burgess to conduct the workshop at the Shire of Merredin once an appropriate date can be determined in line with social distancing requirements.

7.10 Public Health Plans in Local Government

A presentation was given by Mr Llew Withers on the requirements of each Local Government to have a Public Health Plan within the next two years. WEROC Inc sought a quote from Mr Withers and this has been provided with the following comment;

*Mr. Withers has advised that each Local Government needs to have a Plan tailored to the residents of that Shire and therefore it is not permissible to develop an overarching Public Health Plan for WEROC Inc. The cost per Shire will be \$10,000 plus up to \$500 in travel and accommodation.*

A full copy of the minutes are provided as Attachment A for this agenda item.

**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 Inc Board 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**

1. That Council receives the minutes of the WEROC Board Meeting held on the 30<sup>th</sup> April 2020 via videoconference.
2. That Council supports / declines the offer to participate in a collaborative WEROC Inc advertising campaign.
3. That should WEROC Inc Board wish to proceed, Council supports the appointment of Mr Llew Withers to undertake the preparation of individual Public Health Plans at a cost of \$10,000.

*Council decision varied to Officer Recommendation to decline the offer to participate in a collaborative WEROC Inc advertising campaign and decline to participate in the programme “Man on a Bike” program to be aired on Channel 7.*

**COUNCIL DECISION**

**Resolution OCM May 20 – 10.1.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

1. That Council receives the minutes of the WEROC Board Meeting held on the 30th April 2020 via videoconference.
2. That Council declines the offer to participate in a collaborative WEROC Inc advertising campaign.
3. That should WEROC Inc Board wish to proceed, Council supports the appointment of Mr Llew Withers to undertake the preparation of individual Public Health Plans at a cost of \$10,000.

**Carried 9/0**

*The CEO provided information on a request from Roe Tourism to participate in a TV promotion with a 4 minute segment per Shire being offered. The CEO outlined the details of the program “1 Man and a Bike” and advised of the \$7000 cost per Shire to participate.*

**COUNCIL DECISION**

**Resolution OCM May 20 – 10.1.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That Council declines to participate in the program, 1 Man and a Bike to proposed by Roe Tourism and Lorraine Lee.**

**Carried 9/0**

**Agenda Reference and Subject:**

**10.2** WALGA Zone Minutes April 2020

**File Reference:**

1.6.5.6 WALGA GEWZ Meeting Minutes and Agendas

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 10.2 Attachment A – WALGA Zone Minutes April 2020*

*Item 10.2 Attachment B – WALGA Zone Minutes attachment,  
Movement of Oversize Machinery*

**Summary**

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

**Background**

The last Great Eastern Zone Meeting was held on the 30<sup>th</sup> April 2020 via Teleconference.

**Comment**

To encourage the improved awareness and promote a better understanding by all Councillors it is recommended that WALGA Zone minutes be read and received by Council.

The following items from the minutes are drawn to Councillors attention;

**7.2 Office of Auditor General – Audit Costs**

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

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

That WALGA;

1) Write to the Office of the Auditor General (OAG) advising of the cost increases to the Local Government sector in respect to financial audits over the first 2 years of OAG audits and request constraint on audit cost increases in the future.

2) Write to the Minister for Local Government seeking formal commitment that Performance Audits carried out by the Office of the Auditor General are the responsibility of the State Government.

**Comment**

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

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

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

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

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

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

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

### **7.3 Election of Local Government Agricultural Freight Group of the Great Eastern Country Zone**

An election was held for new representatives for this working group with Cr Julie Flockart of Merredin being appointed as the Zone Delegate and Rhonda Cole of Narembeen as the Deputy.

### **7.4 LG Ag Freight Group - Comment sought on the Movement of Oversize Agricultural Machinery**

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

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

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

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

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

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

*Local Government Agricultural Freight Group*

*The issues are:*

*Robinson Rd West has twelve (12) intersecting local roads along its length and only two (2) are crossroads. Of the remaining 10 intersecting roads on Robinson West Rd, only two are within 1 km of each other. Robinson Rd West is one of the safer Shire roads because of the pavement and shoulder width being designed to be the 'backbone' of the central part of the Shire for heavy vehicles, noting it is also the longest Shire road with the most farm frontage for agricultural freight tasks.*

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*There are concerns that the 1 km limit along Robinson Rd West will force traffic onto adjacent roads that would create a higher risk, even with agricultural pilots, given the clearance widths.*

*Councillors have been approached by farmers who operate on both sides of the Woodanilling regional distributor roads to highlight the impact on operations to cross the road. A suggested improvement is to consider raising the 1 km maximum on regional distributors to extend to the next local government through road intersection.*

*Peel Zone Meeting 30 April 2020*

*The Great Southern Zone resolved –*

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

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

Comment

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

Local Government Freight Group RESOLUTION

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

Martin Aldridge provided information on this issue as attached.

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

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

A full copy of the minutes it provided as Attachment A.

**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 WALGA Great Eastern Zone 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**

That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 30<sup>th</sup> April 2020 via Teleconference.

*Council decision varied to Officer Recommendation to include feedback from Council be that the requirement to have a licensed heavy vehicle pilot for the movement of oversize agricultural machinery on regional distributor and State roads outside of the metropolitan area where the travel is more than 10 km between ‘green zones’ be referred to Zones within the agricultural region.*

<p><b>COUNCIL DECISION</b>  <b>Resolution OCM May 20 – 10.2</b></p> <p><b>Moved: Cr Dolton</b>  <b>Seconded: Cr Rajagopalan</b></p> <p><b>That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 30th April 2020 via Teleconference.</b></p> <p><b>And</b>  <b>Feedback from Council be that the requirement to have a licensed heavy vehicle pilot for the movement of oversize agricultural machinery on regional distributor and State roads outside of the metropolitan area where the travel is more than 10 km between ‘green zones’ be referred to Zones within the agricultural region.</b></p> <p style="text-align: right;"><b>Carried 9/0</b></p>
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## 11. Officers' Reports

### 11.1 Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>11.1.1</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 11.1.1 Attachment A – Statement of Financial Activity</i>

#### Summary

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

#### Background

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

#### Comment

The financial statements for the month ending 30 April 2020 are available in the agenda attachment document.

#### Consultation

Chief Executive Officer  
Deputy Chief Executive Officer  
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**

**That the Statements of Financial Activity for the month ending 30 April 2020 as presented be received.**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 11.1.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

**That the Statements of Financial Activity for the month ending 30 April 2020 as presented be received.**

**Carried 9/0**



<b>Agenda Reference and Subject:</b>	<b>11.1.2</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>	
<b>Attachments:</b>	<i>Item 11.1.2 Attachment A – List of Payments April 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 payments made with the CEO’s credit card for the month of April 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

*Cr Waight left the Council Meeting at 4.00pm.*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 11.1.2**

**Moved: Cr Crooks**

**Seconded: Cr Foss**

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

- 1. Municipal Account consisting of:**
  - a. EFT voucher numbers EFT15482 to EFT15590 totalling \$313,953.08**
  - b. Cheque number 24001 totalling \$1,624.91**
  - c. Trust Cheque number totalling \$0.00**
  - d. Wages and Superannuation payments totalling \$295,594.98 and**
  - e. Credit Card payments \$1,762.76**

**With all payments totalling \$295,594.98 for the month of April 2020.**

**Carried 8/0**

<b>Agenda Reference and Subject:</b>	<b>11.1.3</b>	Endorsement of s.7.12A Local Government Act 1995 Report from Audit Committee
<b>File Reference:</b>	8.2.6.1	Annual Audit
<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>		<i>Item 11.1.3 Attachment A – s.7.12A Report</i>

### Summary

The Audit Committee endorsed the attached report (Attachment A) which was prepared in response to addressing any significant items raised in the Audit Report, in accordance with section 7.12A of the Local Government Act 1995, and outlines what actions have been taken or intend to be taken to address each of the matters raised.

### Background

The Audit Committee endorsed this report regarding the actions to be taken significant matters raised in the Audit Report for the financial statements for the year ending 30 June 2019.

### Comment

The attached report details the local government's response to the significant items raised in the Audit Report provided for the financial statements for the year ending 30th June 2019.

The report will also have to be sent to the Minister of Local Government, Hon David Templeman in accordance with section 7.12A(5) of the Local Government Act 1995 outlining how management will address the significant matters raised in the Audit Report. Within 14 days of submitting this report, it must also be displayed on our website.

### Consultation

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

### Statutory Implications

Duties of local government with respect to audits - s.7.12A of Local Government Act 1995

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

- (3) *A local government must –*
- a. Examine an audit report received by the local government; and*
    - a. determine if any matters raised by the audit report, require action to be taken by the local government; and*
    - b. ensure that appropriate action is taken in respect of those matters*
- (4) *A local government must –*
- a. prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - b. give a copy of that report to the Minister within 3 months after the audit report is received by the local government*

(5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.*

**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**

\$28,600 plus disbursements for valuation of Other Infrastructure

**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 May 20 – 11.1.3</b></p> <p><b>Moved: Cr Rajagopalan</b>  <b>Seconded: Cr Dolton</b></p> <p><b>That Council;</b></p> <ol style="list-style-type: none"> <li><b>1. Receives the report prepared in accordance with section 7.12A of Local Government Act 1995 addressing significant matters raised in the Audit Report for the financial statements for the year ended 30 June 2019;</b></li> <li><b>2. Submits a copy of the report to the Minister of Local Government; and</b></li> <li><b>3. Publishes a copy of the report on its website.</b></li> </ol> <p style="text-align: right;"><b>Carried 8/0</b></p>
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*Cr Waight returned to the Council Meeting at 4.03pm*

*Cr Rajagopalan left the Council Meeting at 4.03pm.*

**Agenda Reference and Subject:**

**11.1.4** Request for Rent Relief

**File Reference:**

8.2.3.2 Accounts – Receivable (Debtors)

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Cr Rajagopalan - Impartiality

**Attachments:**

*Item 11.1.4 Attachment A – Letter from Love That Food, Bruce Rock Café*

*Item 11.1.4 Attachment B – Letter from Bruce Rock District Club*

**Summary**

For Council's consideration to provide rental relief to two businesses that rent properties from the Shire that have been directly affected by the State Government's decision to shut down certain businesses to reduce the potential spread of COVID-19.

**Background**

Council adopted the new Policy 2.12 COVID-19 Financial Hardship Policy at the Ordinary Council Meeting in April 2020. This provides for businesses affected by the pandemic to request for rental relief if they have been directly affected by a reduction in trading due to government directions.

**Comment**

Two requests have been received to provide rental relief due to a reduction in trading due to the COVID-19 shutdowns.

The first is a letter from Bruce Rock Café that has requested for the rent for April and possibly May to be waived as they only commenced their business in October 2019 (Attachment A). Their monthly rental is \$736.25 (inc GST).

The second letter is from Bruce Rock District Club and they have also requested for a rent to be waived but haven't indicated a period of time. They closed their doors in late March to the public but continued to offer take away alcohol sales between 5pm to 7pm daily. Their monthly rent is \$645.00 (inc GST).

As per the newly adopted policy 2.12 COVID 19 Financial Hardship Policy, debtors are able to request for rental relief from Council.

**Consultation**

Chief Executive Officer  
Manager of Finance

**Statutory Implications**

Local Government Act 1995 s.6.12

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

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

*which is owed to the local government.*

*\* Absolute majority required.*

**Policy Implications**

2.12 – COVID 19 Financial Hardship Policy

**Risk Implications**

<b>Risk:</b> That the businesses rent properties from Council experience financial hardship during the COVID-19 pandemic resulting in a decrease in revenue		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Almost Certain	Minor	High
<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 “High” risk. As a High Risk, the Chief Executive Officer and Manager of Finance will be monitoring the progress regularly.		

**Financial Implications**

Reduction of rental income for one to two months, totalling \$2,762.50 (inc GST)

**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 May 20 – 11.1.4</b></p> <p><b>Moved: Cr Waye</b>  <b>Seconded: Cr Kilminster</b></p> <p><b>That Council gives the CEO the authority to provide rental relief to the Bruce Rock Café and the Bruce Rock District Club for the months of April and May 2020 in accordance with policy 2.12 COVID 19 Financial Hardship and write off the following amounts;</b></p> <p><b>i. Bruce Rock Café rent of \$1,472.50 (inc GST) and</b>  <b>ii. Bruce Rock District Club rent of \$1,290.00 (inc GST).</b></p> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 8/0</b></p>
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*Cr Rajagopalan returned to the Council Meeting at 4.11pm.*

<b>Agenda Reference and Subject:</b>	<b>11.1.5</b>	Introduce New Fee & Charge – Dry Hire of Turf Groomer
<b>File Reference:</b>	8.2.7.1	Annual Budget
<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

To introduce a new fee and charge for the dry hire of the turf groomer.

### Background

The Shire purchased a Sports Champ Turf Groomer last month with a 50% contribution from the Bruce Rock Hockey Club. The Hockey Club has already received a request to hire the turf groomer from another Club.

### Comment

The Shire currently does not have a fee and charge for the hire of the turf groomer and Council are asked to consider introducing this new fee and charge.

It is proposed that a dry hire of plant only fee of \$750 plus GST be introduced. The MOU with the Hockey Club, states that the Hockey Club will receive 50% of profit from the hire fee for the turf groomer.

As include in the Bruce Rock Hockey Club MOU with the Shire of Bruce Rock;

*(f) The Turf Sweeper/Cleaner can be hired out to other clubs within the Bruce Rock Recreation Centre precinct with synthetic surfaces. This machine is to only be used for specific cleaning purposes. The machine can also be dry hired to other organisations/associations outside the Shire on provision that agreement is sought from both Council and the Hockey Club. Hire fees will be set through Council's annual fees and charges. Profits from hire will be split 50/50 between the Shire of Bruce Rock and the Bruce Rock Hockey Club.*

The turf groomer will however need to be picked up from the Recreation Centre. Damien Bow will provide some basic information and operating procedures to ensure that the machine is used correctly. The hirer will require their own trailer/car trailer however can hire the Shire Car Trailer at the prescribed hire fee if required.

Damien Bow will also inspect the machine when it is returned to the Recreation Centre. Bookings are to be made directly with Damien.

### Consultation

Chief Executive Officer  
Manager Of Finance  
Recreation Centre Manager



**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 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

**6.16. Imposition 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**

An additional income receivable on the hire of the machine, \$375 (ex-GST) per hire.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 11.1.5**

**Moved: Cr Dolton**

**Seconded: Cr Kilminster**

**That Council;**

- 1. Introduce a new fee and charge for the hire of the turf groomer of \$750 (ex-GST) per hire and that 50% of this fee is payable to the Bruce Rock Hockey Club; and**
- 2. Give public notice of 7 days of the intent to introduce the newly adopted fee and charge.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.1.6</b> Write Off Rates Following Sale of Properties for Non-Payment of Rates
<b>File Reference:</b>	8.1.1.7 Rates Recovery
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance and Mike Darby, Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 11.1.6 Attachment A – Spreadsheet Outlining Rates Write Offs</i>

### Summary

Council are asked to provide authority to the CEO to write off the balance of rates outstanding on the properties that were sold by auction in August 2019 to recover the outstanding rates as per s.6.64 *Local Government Act 1995*.

### Background

Council auctioned 8 properties and only 2 did not receive any bids.

All sales have now settled with new titles being issued and interim rates levied on the properties.

### Comment

The final step of the process is to allocate the proceeds of the sale in order as per s.5 of Schedule 6.3 *Local Government Act 1995* which states specifically as to how the proceeds of sale are to be applied.

Any outstanding Water Corporation account is to be paid first and these funds were dealt with by the Settlement agent. GST was applicable on vacant land and this was also paid directly by the settlement agent.

Costs associated with the sale can also be paid out of the proceeds and these were allocated to each of the assessments.

In most cases, this leaves an amount of rates, penalty interest, rubbish and recycling and ESL that require to be written off, detailed in Attachment A.

These are the assessments that were sold at auction;

- A484 – 77 & 79 Butcher Street, Bruce Rock
- A539 – 32 Westral Street, Bruce Rock
- A580\* – 66 & 68 Dampier Street, Bruce Rock
- A591 – Lot 42 & 43, Ardath
- A654 – 3436 Kellerberrin – Shackleton Road, Shackleton
- A698 – 14 & 16 Kwolyin Town Road, Kwolyin

\*A580 now as vacant land subdivided to A2608 (68 Dampier Street) and A2609 (66 Dampier Street)

## Consultation

Chief Executive Officer  
Manager Of Finance  
Senior Finance Officer

## Statutory Implications

Local Government Act 1995, section 6.68(3)

### ***Schedule 6.3 — Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]***

#### ***5. Application of purchase money***

*Where a local government has exercised its power of sale it is required to apply the proceeds of sale in the following manner —*

- (a) Firstly – in payment of the costs, charges and expenses properly incurred by the local government in or incidental to the sale or attempted sale of the exercise of any other power conferred upon the local government by Part 6, Division 6, Subdivision 6 or this Schedule; and*
- (b) Secondly – in payment of –*
  - i. Unpaid rates or service charges, for the time being due to or imposed by the local government in respect of the land; and*
  - ii. Costs and other money, if any, due to or imposed in favour of the Crown in right of the State or a department agency, or instrumentality of the Crown in right of the State; and*
  - iii. Other amounts due to the local government under this or another written law, in respect of the land at the time of the sale, but where the payments required by paragraph (a) to be made have been made, and the balance of the money then remaining is not sufficient for the payment in full of the items required by this paragraph to be made, the local government is to distribute the balance of the money so remaining, between the Crown, the department, the agency, the instrumentality, and the local government, pro rata with the amounts of their claims, respectively, unless the Governor, or the Minister controlling the department, agency, instrumentality as the case requires, consents to rank after the local government; and*
- (c) Thirdly – in payment of the vendor’s costs and expenses of an incidental to conferring upon the purchaser a title to the land; and*
- (d) Fourthly – in or towards the discharge of a charge, if any, on the land under a written law relating to the construction of drains and fittings to connect the land with a sewer; and*
- (e) Fifthly – in or towards the discharge of other mortgages and encumbrances on the land, both registered and unregistered, according to their priorities at law so far as they can be ascertained by the local government; and*
- (f) Sixthly – in payment of the residue of the money within 12 months after the local government has received it to –*
  - i. The person who would, but for the proceedings for sale, be entitled to the land; or*
  - ii. If there are several persons who would be so entitled, then to those persons in the proportions in which they would be respectively so entitled, but if –*
    - i. A person is entitled to an estate in reversion or remainder in the land, the local government may pay that residue into the Supreme Court under section 99 of the Trustees Act 1962; and*
    - ii. Within that period of 12 months the local government has not paid the residue to the person entitled to it, it is to, on the expiration of that period, pay that residue into the Supreme Court under that section of that Act; and*
    - iii. At the expiration of 6 years after the money is so paid into the Supreme Court, proceedings have not been commenced or are not pending and the Court has not made an order to the contrary the money is to be paid into the Consolidated Account.*

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

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

Which is owed to the local government.

\*Absolute majority required

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That rates remain unpaid resulting in less revenue for the Shire.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Minor
<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 a “Minor” risk. Follow the debt recovery policy and legislative requirements to ensure that all outstanding rates are collected where possible.		

**Financial Implications**

Reduction in income due to an amount of rates not being able to be collected and written off  
Total Amount is \$28,922.09.

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

Governance

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 11.1.6**

**Moved: Cr Rajagopalan**

**Seconded: Cr Wayne**

**That Council gives the CEO the authority to write off any remaining rates, rubbish, recycling, Emergency Service Levy or other amounts outstanding, on the assessments sold at auction for recovery of rates arrears in accordance with s.6.64 as per the tabled spreadsheet, for the following assessments;**

- i. A484 - \$829.05**
- ii. A539 - \$5,563.84**
- iii. A580 - \$6,092.81 – incorporates the two assessments it was sub-divided into: A2608 \$180.35, and A2609 \$180.35**
- iv. A591 - \$2,658.34**
- v. A654 - \$7,869.42**
- vi. A698 - \$5,908.63**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.1.7</b>	Budget Amendment for Establishment of Cash Backed Reserve Supermarket Guarantee
<b>File Reference:</b>	8.2.7.1	Annual Budget
<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>	<i>Nil</i>	

### Summary

A budget amendment is required to recognise a cash backed reserve which is a financial security for a supplier of the Supermarket to establish a credit account with them.

### Background

Metcash are a major supplier of independent supermarkets in Western Australia and are the main supplier of the temporary Bruce Rock Supermarket. In order to establish a trading account with them, they required us to provide a financial security or guarantee of \$50,000. This guarantee will provide a 9-day credit account rather than having to pay for the good prior to delivery. This is a much better arrangement as with payment before delivery, we were paying a total amount for goods ordered, then after the goods had arrived, having to put a credit through for the payment, then putting the invoice through which recognised the GST and sometimes a credit as the goods ordered weren't available.

### Comment

Staff contacted the Western Australian Treasury Corporation enquiring if this was a facility that they offered however they said that very rarely local governments are required to provide such a financial guarantee.

Bendigo Bank are able to provide this facility however there is a \$200 application fee and a 2.5% line fee which is charged monthly on the facility. The \$50,000 will accrue interest however it is currently only accruing 1%. Maddy Hooper, the Customer Relationship Consultant with Bruce Rock Community Bank has requested that the \$200 application fee be refunded.

Council are asked to approve this budget variation as this reserve will reduce the amount of cash available. This will further reduce the amount that can be transferred to the plant reserve as this is the only additional cash that we have in our budget at present.

### Consultation

Chief Executive Officer  
Manager of Finance

### Statutory Implications

Regulation 33 of Local Government (Financial Management) Regulations 1996

### Policy Implications

Nil

**Risk Implications**

<b>Risk:</b> That the 2019-20 Budget does not reflect the forecast expenditure and revenue for the remaining financial year.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Almost Certain	Moderate	High
<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 “High” risk. As a High Risk, the Manager of Finance will be monitoring the progress regularly.		

**Financial Implications**

Reduction in amount of funds being transferred to the Plant Replacement Reserve and recognise establishment of Supermarket Guarantee Reserve.

**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Absolute Majority

<p><b>OFFICER RECOMMENDATION AND COUNCIL DECISION</b>  <b>Resolution OCM May 20 – 11.1.7</b></p> <p><b>Moved: Cr Kilminster</b>  <b>Seconded: Cr Rajagopalan</b></p> <p><b>That Council adopt the following amendments to Budget for 2019-20;</b>  <b>a. Establishment of new Reserve Account – Supermarket Guarantee GL 910117 - \$50,000;</b>  <b>b. Net bank fees GL 130215 - \$200; and</b>  <b>c. Reduction of funds to be transferred to Plant Replacement Reserve to \$25,959.</b>  <b>And;</b>  <b>That the Shire of Bruce Rock write to Bendigo Bank requesting that the application and monthly line fee for the security is waived.</b></p> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 9/0</b></p>
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*Mrs JL Bow left the Council Meeting at 4.19pm and did not return.*

## 11.2 Deputy Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>11.2.1</b> Regulation 17 Review
<b>File Reference:</b>	2.3.3.1 Local Government Act 1995
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Alan O’Toole, Deputy Chief Executive Officer and Jennifer Bow, Manager of Finance
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 11.2.1 Attachment A – Regulation 17 Review Report</i>

### Summary

The Council is asked to endorse this Report from the Audit Committee on the activities undertaken by the CEO with regard to Regulation 17 of the *Local Government (Audit) Regulations 1996* (WA).

### Background

The CEO last reported in April 2017 to the Audit Committee regarding activities undertaken with regard to Regulation 17. Regulation 17 states that:

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

As can be seen in Part (2) above, it is now a requirement to report back to the Audit Committee on what activities have taken place with regard to ensuring compliance with Regulation 17.

The Audit Committee’s role with regard to this is defined in this extract from Regulation 16:

16. *Functions of the audit committee*
  - (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —*
    - (i) *report to the council the results of that review; and*
    - (ii) *give a copy of the CEO’s report to the council;*
  - (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
    - (i) *regulation 17(1)...*
  - (f) *to oversee the implementation of any action that the local government —...*
    - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1)*

To assist in the task of addressing Regulation 17, Council approved the CEO to engage the assistance of the law practice Civic Legal, who have developed a program entitled “Project Aware”, which is specifically designed to provide support to Local Governments in this area of compliance.



Regulation 17 is not specific regarding what areas of the Shire’s activity are to be reviewed other than they should be in relation to risk management, internal control, and legislative compliance. It also does not expressly require all systems and procedures within those categories to be reviewed. Therefore, the Shire’s Administration team, using Civic Legal’s “Systems and Procedures Profile” tool, first identified and then prioritised those areas where it was felt the Shire was most vulnerable in terms of risk and legislative compliance.

The process once these had been decided was that for each topic or area identified, the relevant staff members would prepare a “Working Paper”. Then, in teleconference with Civic Legal’s Managing Principal and Governance Consultant, the staff would address the issues identified in the Working Paper, and discuss and obtain advice and guidance on possible improvements to process etc.

**Comment**

To date the CEO has reviewed 8 areas of activity (i.e. systems/procedures) using the Project Aware process. These are detailed in the table below:

<b>System/Procedure</b>
Tenders and Procurement
Council Agendas
Records Management
HR Processes
Insurance Claim Processes
Claims and Litigation
Public Availability of Documents
Risk Management Policies and Procedures
Event Planning and Management

The items that the Administration felt were most critical (Tenders/Procurement and Council Agendas) were addressed first and have therefore been completed, and the identified improvements have been implemented. Note: It is not intended that all improvement items identified in one area have to be completed before moving on to another area, and therefore while some areas have been completed, others are currently being worked through, and work on the latter two has recently commenced. This is possible because different areas involve different groups of staffing, and therefore means that work on different areas can continue concurrently.

As can be seen by the attached Regulation 17 Review Report, engagement with Project Aware and staff commitment to achieving positive outcomes is leading to improvements to processes in most areas of Shire activity. This in turn will ensure compliance with legislative requirements, greater management of risk, and greater control across the wide area of activities undertaken by the Shire. It is intended that this process will continue indefinitely to support and encourage a continuous improvement approach to all the Council’s undertakings.

**Consultation**

- Chief Executive Officer.
- Manager of Finance.
- Acting Deputy Chief Executive Officer.

**Statutory Implications**

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

**Policy Implications**

Compliance with the Risk Management Policy (adopted in October 2014)

**Risk Implications**

<b>Risk:</b> That the Regulation 17 Report is not endorsed by Council.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Major	High
<b>Action / Strategy</b>		
It is a requirement that the activities relating to Regulation 17 are reported to the Audit Committee and thus to Council. By engaging with Project Aware the CEO has ensured that a robust and consistent process for addressing this area of compliance issue is being appropriately addressed.		

**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
- 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 May 20 – 11.2.1</b></p> <p><b>Moved:      Cr Rajagopalan</b>  <b>Seconded:   Cr Waye</b></p> <p><b>That the Council endorses the report from the CEO on the review of the appropriateness and effectiveness of the local government systems and procedures, as per Regulation 17 of the Local Government (Audit) Regulations 1996 and acknowledges the Audit Committee’s approval.</b></p> <p style="text-align: right;"><b>Carried 9/0</b></p>
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*Cr Waight left the Council Meeting at 5.16pm.*

*Cr Waight returned to the Council Chambers at 5.17pm.*

**Agenda Reference and Subject:**

**11.2.2** Royal Commission National Redress Scheme

**File Reference:**

**Reporting Officer:**

Alan O’Toole, Deputy Chief Executive Officer

**Author:**

Alan O’Toole, Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.2.2 Attachment A – Information Paper “National Redress Scheme for Institutional Child Sexual Abuse”*

**Summary**

Council is asked to consider the information concerning the “Royal Commission (Royal Commission) into Institutional Responses to Child Sexual Abuse - National Redress Scheme”. This Report summarises the situation so far and contains recommendations for Council with regard to opting to join the National Redress Scheme.

**Background**

An item addressing the Royal Commission National Redress Scheme was last brought to Council in June 2019. At that time the details of the Scheme were still being worked upon by the WA State Government, and therefore in response to an interim report from the Royal Commission, Council in June 2019 endorsed the option that, when applicable, the Shire should opt to join the National Redress Scheme.

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission’s Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission’s recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

National Redress Scheme

The Royal Commission’s *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme. The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Commonwealth), local governments may be considered a State Government institution. A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

### **Comment**

The State Government recently contacted all Local Governments with the recommendation that they opt to join the National Redress Scheme. (An Information Paper provided with this advice is an attachment to this Report.)

Should Council opt to join the Scheme then the following will be covered for the Shire which will be treated as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

Should the Shire (via a resolution of Council) opt **not** to participate with the State or in the Scheme altogether, considerations include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's impending intent to name-and-shame non-participating organisations);
- Potential reputational damage at a State, sector and community level;
- Complete removal of the State's coverage of costs and administrative support, with the local government having full responsibility and liability for any potential claim;
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the local government.

Individual local governments participating in the Scheme as a State Government institution, the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

### **Consultation**

Chief Executive Officer

**Statutory Implications**

In agreeing to join the Scheme, the Shire is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Commonwealth). Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That Council opts not to join the National Redress Scheme.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Major	High
<b>Action / Strategy</b>		
The potential consequences of not opting into the National Redress Scheme are noted in the “Comments” section above		

**Financial Implications**

The State’s decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR’s, which is on an ‘as requested’ basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor’s circumstances. All requested DPR’s will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State’s decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**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**

- a) That Council endorses the participation of the Shire of Bruce Rock in the National Redress Scheme as a State Government institution and included as part of the State Government’s declaration; and
- b) Grants authority to the Chief Executive Officer [Insert specific position] to execute a service agreement with the State, if a Redress application is received;
- c) Notes that a confidential report will be provided if a Redress application is received by the Shire of Bruce Rock.

*Council decision varied to Officer Recommendation to appoint the Deputy Chief Executive Officer to execute a service agreement with the State if a Redress application is received.*

**COUNCIL DECISION**

**Resolution OCM May 20 – 11.2.2**

**Moved: Cr Waye**

**Seconded: Cr Dolton**

**Officer Recommendation**

- a) **That Council endorses the participation of the Shire of Bruce Rock in the National Redress Scheme as a State Government institution and included as part of the State Government’s declaration; and**
- b) **Grants authority to the Chief Executive Officer to delegate the Deputy Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;**
- c) **Notes that a confidential report will be provided if a Redress application is received by the Shire of Bruce Rock.**

**Carried 9/0**

### 11.3 Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>11.3.1</b> Bruce Rock Bowling Club Request
<b>File Reference:</b>	1.3.8.3 Bruce Rock Bowling Club
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>	Cr Dolton
<b>Attachments:</b>	<i>Nil</i>

*Cr Dolton declared an impartiality interest and abstained from debate and voting.*

#### Summary

The Bruce Rock Bowling Club is seeking Council's support in their proposal to replace/upgrade its synthetic bowling green located at the Bruce Rock Recreation Centre.

#### Background

The Bruce Rock Bowling Club have written to Council advising that the club has agreed at its meeting on Wednesday 18<sup>th</sup> March 2020 that it needs to investigate options for the upgrade/replacement of its aging synthetic bowling green located at the Bruce Rock Recreation Centre.

The Bruce Rock Bowling Club are requesting the following from Council;

1. Including this request in Council's 2020/21 budget planning
2. Council staff assist in preparing and submitting grant applications

The bowling club have undertaken initial investigations into the replacement/upgrade of the Bruce Rock synthetic surface and costs are estimated at around \$225,000.

The Bruce Rock Bowling Club have indicated that they have sufficient funds available in a reserve to cover 1/3 of the costs.

#### Comment

The Bruce Rock synthetic bowling green is over 10 years old and is starting to show signs of deterioration and in some parts has the potential to impact the playability of the surface.

Whilst there is an estimated 2 – 3 years remaining in the surface it is essential that planning and seeking suitable funding commence as soon as practical as it can take some time to successfully attract grant funding.

The obvious opportunity for funding this proposal could be through the Department of Sport and Recreation CSRFF grants, which this project may fit the small grants criteria. Although Department of Sport and Recreation don't normally highly prioritise replacement surfaces it could be deemed that this project is an upgrade to a superior product and considering the current surface is over 10 years old technology and products have improved. Precedent has previously been set where Department of Sport and Recreation funded another Local Government's synthetic hockey turf replacement being that it was an upgrade to a superior/higher standard surface.

Council is unlikely to be in a financial position to commit to this project for the 2020/21 financial year and it may be unlikely that funding could be attracted in that timeframe, however it is prudent that the planning and seeking funding commence as soon as practical.

### **Consultation**

Bruce Rock Bowling Club President, Don Heasman  
Bruce Rock Bowling Club Secretary, Ian Dolton  
Acting Executive Assistant, Caris Negri  
Manager of Finance, Jennifer Bow

### **Statutory Implications**

Nil

### **Policy Implications**

#### 6.2 Turf Infrastructure Replacement Fund

##### **Preamble**

*Policy in relation to the replacement of sporting surface and infrastructure at the Bruce Rock Recreation Centre.*

##### **Objective**

*To ensure that all sporting groups utilising the Bruce Rock Recreation Centre make a contribution to the replacement of their respective playing surfaces and infrastructure.*

##### **Policy**

*A Memorandum of Understanding (MOU) will be established between the Shire of Bruce Rock and each individual sporting group and will include the annual contribution amount to be made to the fund by each club for their specific playing facility.*

*The Shire of Bruce Rock will make a contribution of 50 cents for every dollar contributed to the fund up to the amount of \$2,000 per sporting group per year.*

*All contributions will be held in the Shire of Bruce Rock's Sporting Clubs Facility Replacement Reserve Account.*

*Contributions must be made by the 15th March each year to ensure that funds are accruing as much interest as possible.*

*In the event of extenuating circumstances that the said sporting group is unable to contribute a proposed amount in any given year, written notification must be provided to the Shire of Bruce Rock outlining why the contribution cannot be made by the 15th March and when the contribution is likely to be made.*

#### 7.1 Procedure for Community Grant Applications

##### **Preamble**

*Policy for completing grant applications for community groups.*

##### **Objective**

*To ensure Council staff are not completing entire community grant applications.*

##### **Policy**

*The following guidelines are to be followed for community grant applications;*

- *Council staff will notify community groups of any grants on offer that they feel could be useful for the community group, in a timely manner*
- *Community groups may discuss grant application with staff however community groups will be responsible for collecting information, quotations and other material relevant to the grant application*



- *Community groups are to ensure that enough time is allowed to complete the application*
- *Community groups may fill in details on application and Council staff will type up application in required format, however adequate time must be allowed for this.*
- *Council will forward application on behalf of community group by post, facsimile or email.*
- *Council staff will also retain a copy of the application for the community group's reference.*

**Process**

*Council staff will forward all information to community groups regarding grants and funding opportunities on offer.*

*Council staff will assist community groups however all investigatory and collection of quotations and other materials must be carried out by community groups.*

*Council staff will type up grant applications however all questions must be answered by community group and must be given to staff with adequate time to complete the application. Applications received the day before the closing date may not be completed on time due to other commitments of staff.*

*Council will retain a copy for their records and also give the community group a copy of the application for their reference.*

*Council will auspice any grant application from a community group who do not have the resources to manage funds.*

**Risk Implications**

<b>Risk:</b> If funding is not sought or replacement/upgrade of the synthetic bowling green does not occur then the Bruce Rock Bowling Club will have an inadequate playing surface in the next few years and a facility that does not meet the required standards.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
That funding be sought to ensure the Bruce Rock bowling green meets the required standards into the future.		

**Financial Implications**

Under current financial pressures with Covid19, uncertainty around government funding sources in 20/2021 and potential that funding may be required if the Shackleton Bowling Club's current grant is successful it is unlikely that Council would be in a financial position to contribute to this project in 2020/21, however Council may seek to commence working with the Bruce Rock Bowling Club to source grant funding for the 2021/22 financial year and onwards.

**Strategic Implications**

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

**Infrastructure**

- Goal 2 Maintain Shire owned facilities in a strategic manner and also to meet community needs.
- 2.2 Encourage greater usage of current Shire owned facilities.
- 2.4 Support the improvements and maintenance of assets in a strategic manner.

**Community**

- Goal 7 Our community are engaged and have a healthy lifestyle.

**Voting Requirements**

Absolute Majority

**COUNCIL DECISION**

**Resolution OCM May 20 – 11.3.1**

**Moved: Cr Waye**

**Seconded: Cr Rajagopalan**

- 1. That Council provides in principle support to the Bruce Rock Bowling Club's proposal for funding to replace/upgrade its synthetic bowling green at the Bruce Rock Recreation Centre, dependant on successfully obtaining adequate grant funding.**
- 2. That any financial commitment from Council would not occur in the 2020/21 financial year however, Council staff commence assisting the Bruce Rock Bowling Club to seek and apply for grant funding for the replacement / upgrade of its synthetic bowling green for 2021/2022 onwards.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Agenda Reference and Subject:**

**11.3.2** Elec Tech Diesel Service Factory Unit Works  
Request

**File Reference:** 2.4.1.5 Factory Units

**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 the construction of a concrete washdown bay and oil catchment sumps at its factory units located at 70 Dampier St, Bruce Rock and the subsequent variation to fees and charges.

**Background**

Council received the following request from Brodie Verhoogt of Elec Tech Diesel Services who leases Council's factory unit located at 70 Dampier St, Bruce Rock;

*"I am writing to you asking for the shire to fund and install some additional infrastructure at the shed that I lease, located at 70 Dampier Street. Some may be aware that I have setup the space for the repairs and maintenance of vehicle and mobile equipment.*

*Now that I have installed a hoist and have a competent mechanic to carry out servicing of vehicles, we now need of a space to wash down (degrease) vehicles legally. I have invested a large amount of capital in this space and have no plans in moving to a different location.*

*In short, what I am requiring is a way of catching the waste runoff from the existing concrete apron at the rear of the shed to be directed into sediment tanks and a water oil separator installed to empty the tanks. This will require some earthwork and sealed bunding installed around the oil separator.*

*Given that the bunding is required I would also like it to be large enough to store the waste oil and coolant (IBC's). I have part of a design worked out if someone would like to discuss this further with me?"*

**Comment**

The EHO and Town Foreman met with Mr Verhoogt onsite to assess the works required.

Following investigations on the infrastructure requirements the cost of the works is \$12,800 inc GST which is for;

Council works consisting of - Concrete, Materials, Wages and Plant

Oil separator being \$5,170

Plumbing and electrical \$800

As these works are a capital upgrade and improving the value of the factory unit it is recommended that Council seek to recoup the costs of these improvement works through its lease payments by increasing the current monthly lease.

As we are approaching the end of the current financial year and there is no current budget provision it is suggested that any of these works be undertaken in the 2020/21 financial year.

**Consultation**

Brodie Verhoogt, Elec Tech  
 Julian Goldacre, Environmental Health Officer  
 Peter Elliot, Town Foreman

**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**

Council does not have a policy on this type of request, however it has previously undertaken similar arrangements on a as per request basis. The most recent example was with the Elders building with fencing etc being installed and rent adjustment made to capture the specific infrastructure improvement costs.

**Risk Implications**

<b>Risk:</b> If Council does not undertake the improvement works the business proprietor would not be able to effectively undertake mechanical works and meet disposal of waste requirements. This may also impact the future of the business.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
That Council seek an amicable arrangement to limit financial impact and ensure the security of the future of the business in town.		

**Financial Implications**

Council will need to make budget provision in 2020/21 to include \$12,800 additional expenditure for Factory Unit located at 70 Dampier St, Bruce Rock.

To assist in the recoup of costs (**or part thereof**) associated with the upgrade works and the fact that the factory unit is of would be of higher rental value Council can increase the rental fee associated with this factory unit. Council may also resolve to request that a three-year lease be signed to ensure value of the request.

If Council sought to increase the rental value to capture the full costs (\$12,800) over a three-year period, this would equate to an additional \$355inc GST per month.

Current rental \$567 per calendar month *inc GST*  
Proposed rental \$922 per calendar month *inc GST*

As per all Council rentals and tenancy agreement the fee and charge will be reviewed annually and further rental increases may occur.

### **Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

#### **Infrastructure**

- Goal 3 Assist the local economy to grow
- 3.7 Leverage economic opportunities and development from successful local businesses
- Goal 4 Workers and their families can work and reside in the Shire
- 4.3 Promote existing residential land and plan for future commercial and residential land developments to meet current and future needs

### **Voting Requirements**

Absolute Majority

### **Officer Recommendation**

That Council:

1. That Council approve the additional expenditure of \$12,800 in the 2020/21 budget to improve capital infrastructure with the installation of a wash down bay and waste capture facility at its Factory Unit located at 70 Dampier St, Bruce Rock.
2. That Council consider the financial implications of the requested capital improvements at 70 Dampier St, Bruce Rock and set a suitable increase to the rental value.
3. That Council adopt a new monthly rental fee (inclusive of determined recoup costs associated with capital improvements) of \$\_\_\_\_\_ (inc. GST) for the Factory Unit located at 70 Dampier Street, Bruce Rock;

*Council decision varied to Officer Recommendation to set new rental fees over varied lease period.*

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

**Resolution OCM May 20 – 11.3.2**

**Moved: Cr Dolton**

**Seconded: Cr Rajagopalan**

- 1. That Council approve the additional expenditure of \$12,800 in the 2020/21 budget to improve capital infrastructure with the installation of a wash down bay and waste capture facility at its Factory Unit located at 70 Dampier St, Bruce Rock.**
- 2. That Council consider the financial implications of the requested capital improvements at 70 Dampier St, Bruce Rock and set a suitable increase to the rental value.**
- 3. That Mr Verhoogt be offered**
  - a) Council adopt a new monthly rental fee (inclusive of determined recoup costs associated with capital improvements) of \$732 (inc. GST) for the Factory Unit located at 70 Dampier Street, Bruce Rock over a 3-year lease.**
  - or**
  - b) That Council adopt a new monthly rental fee (inclusive of determined recoup costs associated with capital improvements) of \$667 (inc. GST) for the Factory Unit located at 70 Dampier Street, Bruce Rock over a 5-year lease.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

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

<b>Agenda Reference and Subject:</b>	<b>12.1</b>	Planning Application Mr P Elliott Carport Lot 107 Dampier Street, Bruce Rock
<b>File Reference:</b>	A433	Lot 107 Dampier Street, Bruce Rock
<b>Reporting Officer:</b>		Julian Goldacre, Environmental Health Officer
<b>Author:</b>		Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest:</b>		Nil
<b>Attachments:</b>		<i>Item 12.1 Attachment A – P Elliot Planning Application</i>

**Summary**

Council resolves to approve the Development Application for the steel construction carport 3.4 meters wide by 6 meters length carport with skillion roof with a maximum height of 2.7 meters and a minimum height of 2.5 meters, as presented in Attachment A with one condition and two advice notes.

**Background**

On the 20 May 2020 the Environmental Health Officer (EHO) was presented with a Development Application for planning (DA) for a steel construction single vehicle sized carport 3.4 meters wide by 6 meters length carport with skillion roof with a maximum height of 2.7 meters and a minimum height of 2.5 meters, as presented in Attachment A. The DA is for Lot 107 on Dampier Street and investigations revealed the single vehicle sized will encroach into the ‘setback’ area for the Lot being the distance from the house front line to the front boundary leaving 1.5 meters of free setback distance is constructed. Council previously considered a similar although larger carport on Noonajin Road in March 2020 (Resolution OCM March 20 – 11.1.1) although this DA is smaller in comparison and is within the more built up residential area of the townsite of Bruce Rock.

**Comment**

A ‘carport’ is defined in the State Planning Policy 7.3 Residential Design Codes Volume 1 referred to as the ‘R Codes’ (R Codes) as ‘A roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable’. The R Codes sets out the requirements when dealing with residential development. An assessment of the R Codes in relation to this DA shows that the setback required for buildings cannot be achieved in this instance when focusing only of the setback provisions. Fortunately, the R Codes do provide an avenue to consider this DA based on ‘design principles’ to ‘demonstrate compliance’ in the context of:

- ‘The setting back of carports and garages to maintain clear sight lines along the street and not to detract from the streetscape or appearance of dwellings or obstruct views of dwellings from the street and vice versa’, and
- ‘To contribute towards the character of streetscapes including their views and vistas and provides security for occupants and passers-by, a landscape to ensure adequate shade, privacy and open space for occupants, and an attractive setting for the collection of buildings’.

The two points above thus allows for Council discretion based on the merits of the DA for consideration.

Attachment A shows the proposed single vehicle sized carport as open on four sides and placed over the existing single car width driveway at the front of the dwelling extending out the side carport. The setback of the house is determined based on records to be 7.5 meters from the front boundary; for R10 residential zoned land the front setback is nominated at 7.5 meters. The accommodation of the proposed

6-meter length carport will encroach into the stated 7.5 meter setback. The EHO has assessed this DA based on the R Codes and the requirements contained within the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulation) and can provide the following information to assist Council in consideration of this DA as follows:

- A. The proposed single vehicle sized carport will maintain required clear sight lines along the street (Attachment A);
- B. The proposed carport is compatible with a previously established carport on Dampier Street within the 7.5 metre front setback being the single open carport on Lot 370 (No 13) Dampier Street;
- C. The proposed single vehicle sized carport is to be 'zincalume' metal colour thus matching the existing house roof;
- D. The proposed single vehicle sized carport will not obscure the dwelling from the street or neither obstruct the view of the street given its open sided design. There is no obstruction of windows to permit light as the single width carport is aligned to the side of the house;
- E. Privacy and open space are not affected by the proposed carport;
- F. There is sufficient landscaping from the established front garden; and
- G. The proposed design of the single vehicle sized carport uses a skillion roof supported by posts thus minimising the transverse appearance of the carport. Overall, the single vehicle sized carport is of conservative height (2.7 metres to 2.5 metres at house connection), minimal bulk and scale with conducive orientation consistent for such structures and is generic in appearance for such a building.

The *Shire of Bruce Rock Local Planning Scheme* (Scheme) when considering applications has key points for consideration being:

- a) To safeguard and enhance the character and enmity of the built environment of the area for which this DA will accomplish this endeavour; and
- b) Ensure the objectives of the Residential Zone is maintained through the application of the R Codes which this DA has shown to have merit in its proposal.

The EHO having comprehensively assessed this DA against the Scheme, the R Codes 'Design Principals', and the Regulations is satisfied that the application has suitable merit for Council to form a reasonable judgement to approve the DA as presented in Attachment A. An advice note will be recommended being that the DA as presented will require an application for a Building Permit to be submitted should Council grant development approval. Conditions will be placed being that should in the future the single vehicle sized carport be enclosed on any side, and/or a carport door be installed that is not visually permeable then a Development Application to facilitate such will be required to be presented to Council.

### **Consultation**

Nil

### **Statutory Implications**

Planning and Development (Local Planning Schemes) Regulations 2015;  
State Planning Policy 7.3 Residential Design Codes Volume 1; and  
Shire of Bruce Rock Local Planning Scheme.

### **Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Development proceeds outside documentation provided to Council		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
Medium Risk: 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**

Planning Application fee \$147

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

- Goal 4 Workers and their families can work and reside in the Shire.
- 4.3 Promote existing residential land and plan for future commercial and residential land developments to meet current and future needs.

**Voting Requirements**

Simple majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**  
**Resolution OCM May 20 – 12.1**

**Moved: Cr Rajagopalan**  
**Seconded: Cr Waight**

**Approve the Development Application for the steel construction single vehicles sized carport 3.4 meters wide by 6 meters length with skillion roof with a maximum height of 2.7 meters and a minimum height of 2.5 meters, as presented in Attachment A with two conditions and two advice notes:**

**A. The single vehicles sized carport is to remain unenclosed other than a visually permeable carport door is permissible if the structure is suitable to accommodate such a door.**

**Council provides the following advice notes in good faith but not limited to:**

**A. This approval represents Planning Approval only and an Application for a Building Permit is required to be presented to the Shire of Bruce Rock to be able to issue a Building Permit should the plans submitted be suitable to do so; and**

**B. Should the carport be enclosed in any manner other than a visually permeable carport door then an application for Development Approval will be required to be presented to Council as the proposed works may change the definition of the building from a ‘carport’ as the case requires on consultation with the Shire of Bruce Rock.**

**Carried 9/0**



**13. Confidential Items**

<b>Agenda Reference and Subject:</b>	<b>13.1</b>	Landfill Site Operation and Management Service Contract KPIs Review and Correspondence to Contractor
<b>File Reference:</b>	4.1.1	Waste Management
<b>Reporting Officer:</b>		Julian Goldacre, Environmental Health Officer
<b>Author:</b>		Julian Goldacre, Environmental Health Officer
<b>Disclosure of Interest:</b>		Cr Negri
<b>Attachments:</b>		<i>Item 13.1 Attachment A – Letter to Contractor 14.04.2020</i> <i>Item 13.1 Attachment B – Photos of Landfill Site during Probation Period.</i>

*Cr Negri left the Council Meeting at 4.24pm.*

*Mr J Goldacre entered the Council Meeting at 4.24pm.*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 13.1**

**Moved:** Cr Kilminster

**Seconded:** Cr Dolton

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

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

**Carried 8/0**

**Summary**

That Council instructs the Chief Executive Officer to write to Mr Peter Fuchsichler who currently holds the 'Agreement for landfill services' Contract, pursuant to this resolution of Council that whilst there has been improvement, it still falls short of Council expectations of 90% KPI compliance. Therefore, a further three-week probation is required to show a persistent effort to maintain KPI compliance.

**Background**

At the Ordinary Meeting of Council held on the 16 April 2020 the following was resolved:

*COUNCIL DECISION*

*Resolution OCM April 20 – 12.2.3*

*Moved: Cr Rajagopalan*

*Seconded: Cr Waye*

*That Council resolves to:*

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

For clarity the term used above 'Tender' is reference to the tender documents titled 'Provision of landfill site operation and management service' request for tender number 3.2019.20 (Tender) where the clauses of the Tender are referenced and form part of the 'Agreement for landfill services' Contract (Contract).

### **Comment**

The Environmental Health Officer (EHO) authored the required correspondence and this was subsequently issued and served to Mr Peter Fuchsbichler (Contractor) by post and hand delivered to the Contractor's residence by the EHO (as seen in Attachment A). Below is the extract (edited) prima facie evidence recorded of the delivery by the EHO to the Contractor and the subsequent conversation:

*"Monday, 20 April 2020 4:41 PM DIARY LOG - EHO meeting with Mr P Fuchsbichler regarding three-week 90% landfill contract KPI performance*

*20 APRIL 2020 at 1525Hrs – EHO Goldacre attended the premises of Mr P Fuchsbichler as arranged that morning when EHO spoke to Mr P Fuchsbichler in his truck doing waste rounds. EHO presented Mr P Fuchsbichler the letter with 2 attachments (same as attached to this email) that described Council expectations of Mr P Fuchsbichler for the landfill contract being 90% compliance over three weeks from date of the letter (20/4/2020) to the listed KPIs as well the arrangements for the trench compaction. EHO allowed Mr P Fuchsbichler time to read the letter and read through KPIs and the trench compaction requirements for expedited trench cover and highlighted the concerns about picking up litter blown offsite, clearing bunds out at public access areas regularly and covering trench with dirt immediately after compaction now done on Thursdays to fit in with Mr P Fuchsbichler routine.*

*EHO asked Mr P Fuchsbichler if he understood the situation given Council 'could' cancel the Contract for landfill services if after three weeks the KPI outcomes fall short of 90%. Mr P Fuchsbichler said he understood and was '...a pain...'. EHO encouraged Mr P Fuchsbichler to do the best he can as the EHO would not be inspecting and telling Mr P Fuchsbichler what he needed to do during the three week period and Mr P Fuchsbichler was responsible for the landfill management Contract compliance.*

*Meeting ended at 1545Hrs. Letter issued and served on the 20th day of April in the year 2020. Three-week period expires 12 of May 2020 (noting a grace period on the day served so plus one day)".*

The EHO received two verbal complaints (one formal, and one informal) regarding the public drop off pits overflowing and windblown rubbish in fence lines. The formal complaint occurred on Saturday 25<sup>th</sup> April 2020 and the EHO followed up with the Contractor on 4 May 2020. The Contractor explained he does check daily around '...10...' in the morning; the EHO suggested given more cleaning around houses is underway due to coronavirus restrictions it would be advisable to inspect the pits around 2pm each day, Contractor agreed. As of the close of business hours on the 12 May 2020 no further complaints regarding drop off pits have been received. The windblown rubbish was investigated, and Attachment B shows a

significant improvement on windblown rubbish on the fence line. Passive observations show the trench to be covered on time and the asbestos pit fully covered, also the windblown waste on paddock given the high winds has also improved. The oil collection area has been maintained clean of spilt oil.

On 13 May 2020 the EHO contacted the farmer Mr Phillip Negri who operates on paddocks adjacent to the landfill site and asked if the windblown waste situation on the paddocks had improved. Mr P Negri stated he had seen the Contractor on the paddocks collecting windblown rubbish and there has been an improvement despite the strong winds recently. A full inspection was carried out which will be a supplements report as the follow-up cannot occur until late on Thursday 14 May when the Contractor has done his works as normally scheduled.

On review based on complaints received and inspections the Key Performance Indicators (KPI/s) performance is calculated at 84.5% being of 14 KPI Items (2 non-compliances / 13 applicable KPIs) X 100 = 15.4%, one KPI was deducted from the 14 due to not being applicable as no fires at landfill to measure against for performance with that KPI. Whilst this falls short of Councils required 90% KPI compliances there does exist mitigating factors for consideration being:

- Increased use of public drop off pits due to coronavirus lock downs resulting in more home based activities generating more waste,
- Contractor changed inspections of public drop off pits after being notified of complaint to check and clear in the afternoons and no further complaint/s received,
- Increased activity in wind blow rubbish collection at landfill fence line and on paddocks supported by neighbouring farmer and inspections as shown in Attachment B and
- Increases in strong winds over the last 2 weeks resulting in more windblown rubbish although as mentioned above is being satisfactorily collected.

The EHO proposes that given the marked increase in compliance when measured against previous KPI activity that a further probationary period of another three weeks is recommended. The performance of the Contractor will be presented to Council in June 2020 and again Council will consider enacting Clause 3.2 of the landfill site operation and management service Tender to have the Contract terminated.

**Consultation**

Mr Darren Mollenoyux Chief Executive Officer

**Statutory Implications**

*Local Government Act 1995;*  
*Environmental Protection (Rural Landfill) Regulations 2002;*  
*Environmental Protection (Controlled Waste) Regulations 2004;*  
*Civil Liability Act 2002 (WA); and*  
*Commercial Arbitration Act 1985.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Matter escalating to a Contract Law dispute		
<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 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  
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 May 20 – 13.1

Moved: Cr Rajagopalan

Seconded: Cr Waight

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

**Carried 8/0**

### Officer Recommendation

That Council resolves to:

1. Instruct the Chief Executive Officer to send correspondence to Mr Peter Fuchsbichler who holds the 'Agreement for landfill services' Contract, informing Mr Peter Fuchsbichler that his performance under the Contract as measured by the Key Performance Indicators which is an improvement, has fallen short of the required 90%;
2. Mr Peter Fuchsbichler is duly notified by correspondence to undertake the Contract at 90% compliance with the Key Performance Indicators for another period of three weeks from the date of the correspondence; and
3. Should Mr Peter Fuchsbichler not achieve the required 90% without reasonable cause then Council will reconsider enacting Clause 3.2 of the landfill site operation and management service Tender requirements referenced in the signed and sealed Contract to undertake that the Contract be terminated.

*Council decision varied to Officer Recommendation as Council is of the opinion that the below standard performance will no longer be tolerated and to clearly state its position that should the contractor fall below 90% of performance requirements, that the contract be terminated.*

#### COUNCIL MOTION

##### Resolution OCM May 20 – 13.1

Moved: Cr Rajagopalan

Seconded: Cr

**That Council resolves to terminate the Landfill Site Operation and management service contract as of the 30 June 2020.**

**Motion LAPSED due to no seconder**

**AMENDED MOTION**

**Resolution OCM May 20 – 13.1**

**Moved: Cr Crooks**

**Seconded: Cr Dolton**

**That Council resolves to:**

- 1. Instruct the Chief Executive Officer to send correspondence to Mr Peter Fuchsbichler who holds the 'Agreement for landfill services' Contract, informing Mr Peter Fuchsbichler that his performance under the Contract as measured by the Key Performance Indicators whist is an improvement, has fallen short of the required 90%;**
- 2. Should Mr Peter Fuchsbichler not achieve the required 90% performance target set in the tender and contract for landfill operation and management at any future point, Council will enact Clause 3.2 resulting in immediate termination of the signed contract.**

**Carried 5/3**

**COUNCIL DECISION**

**Resolution OCM May 20 – 13.1**

**Moved: Cr Crooks**

**Seconded: Cr Dolton**

**That Council resolves to:**

- 1. Instruct the Chief Executive Officer to send correspondence to Mr Peter Fuchsbichler who holds the 'Agreement for landfill services' Contract, informing Mr Peter Fuchsbichler that his performance under the Contract as measured by the Key Performance Indicators whist is an improvement, has fallen short of the required 90%;**
- 2. Should Mr Peter Fuchsbichler not achieve the required 90% performance target set in the tender and contract for landfill operation and management at any future point, Council will enact Clause 3.2 resulting in immediate termination of the signed contract.**

**Carried 5/3**

*Mrs MJ Schilling left the Council Meeting at 4.47pm.*

*Mrs MJ Schilling returned to the Council Meeting at 4.49pm.*

*Cr Negri returned to the Council Meeting at 5.11pm.*

*Mr J Goldacre left the Council Chambers at 5.12pm and did not return.*

*Mr D Mollenoyux left the Council Chambers at 5.13pm.*

*Mr D Mollenoyux returned to the Council Chambers at 5.13pm.*

**Agenda Reference and Subject:**

**13.2** Result of Tender for Provision of Managed IT Services

**File Reference:** 8.2.8.1 Tenders

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

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

**Disclosure of Interest:** Nil

**Attachments:** *Item 13.2 Attachment A – IT Tender Summary Spreadsheet*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 13.2**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Waye

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

**(e) a matter that if disclosed would reveal - ...**

**(ii) information that has a commercial value to a person; or**

**(iii) information about the business, professional, commercial or financial affairs of a person**

**Carried 9/0**

**Summary**

Council is asked to consider the submissions received, and award Tender 7.2019.20 for Provision of Managed IT Services (3 year term).

**Background**

The Shire’s IT system is managed externally by a recognised provider of IT services. These services are provided for a fixed term, usually three years but sometimes with options to extend by up to a further two years. At the cessation date of each full term the Shire is required to Tender for these services to ensure that the most effective service is being provided and that value for money is being achieved.

On March 13 2020, the Request for Tender for the next three year period was advertised with the initial closing date of April 3 2020. However, due to the rapidly changing situation imposed by the coronavirus pandemic, on March 26 2020 the closing date was changed April 24 2020. It was also decided that Tender submissions would be accepted by email.

At close of the Tender period, 10 (ten) submissions had been received. The Tenderers were:

- BP Hatch
- Cohesis
- ES2
- Focus Networks
- JH Computer Services
- Managed IT
- Market Creations
- Office solutions IT
- Perfect Computer Solutions
- Wallis Computer Solutions

### **Comment**

The companies who provided a submission were a good mix of larger IT providers (e.g. BP Hatch, Managed IT, ES2) and smaller “specialist” companies (e.g. Focus Networks, JH Computer Services, Wallis Computer Solutions). This enabled a comprehensive evaluation of the various offerings where different approaches to meeting the Shire’s needs were proposed.

In order to evaluate the submissions, Criteria had been established and were specified in the Request for Tender. These Criteria were:

- a. Company Information (5%)
- b. Local Government Experience (10%)
- c. Technical Response - Service Category 1 - ICT Strategic and Advisory Services (20%)
- d. Technical Response - Service Category 2 - ICT Environment Operational Support and Management (20%)
- e. Service Levels, Terms and Conditions and Exclusions (10%)
- f. Pricing (35%)

In addition to these there were also “Compliance” requirements, which were elements which needed to be present in order for a Tender to be considered for evaluation. These were:

- Covering Letter
- Respondent’s Profile and Demographics
- Technical Response
- Transition Plan
- Pricing
- References

It was decided that the Tender would be awarded to the submission which best demonstrates the ability to provide a quality service at a competitive price. The tendered prices were assessed with the aim of determining the most advantageous outcome to the Shire. This means that, although price is considered, the tender containing the lowest price was not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

The attachment is a Summary of the information gathered from the individual submissions and ranked accordingly.

### **Consultation**

Chief Executive Officer  
Acting Deputy Chief Executive Officer  
Manager of Finance

### **Statutory Implications**

Local Government (Functions and General) Regulations 1996

***Division 2 -- Tenders for providing goods or services (s. 3.57)***

***Local Government Act 1995, Part 3, Division 3, s.3.57***

**3.57. Tenders for providing goods or services**

*(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind which another person is to supply goods or services.*

*(2) Regulations may make provision about tenders.*

Local Government (Functions & General) Regulations 1996, Part 4, Division 2, r.11 11.11

*(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That Council does not approve the award of Tender 7.2019.20		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Moderate	Moderate
<b>Action / Strategy</b> If the Tender is not awarded then it is likely that the Tender process will need to be repeated, causing additional cost and delay in appointing the Shire’s IT provider.		

**Financial Implications**

Provision of IT services is an ongoing budgetary commitment. The Tender documentation specified that additional support will be required in the IT Strategic Planning area, which is an area of interest to the Office of the Auditor General. Therefore, some allowance will be made for this additional expenditure in the 2020-2021 Budget.

**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

<p><b>OFFICER RECOMMENDATION AND COUNCIL DECISION</b>  <b>Resolution OCM May 20 – 13.2</b></p> <p><b>Moved: Cr Waight</b>  <b>Seconded: Cr Foss</b></p> <p>That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.</p> <p style="text-align: right;"><b>Carried 9/0</b></p>
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<p><b>OFFICER RECOMMENDATION AND COUNCIL DECISION</b>  <b>Resolution OCM May 20 – 13.2</b></p> <p><b>Moved: Cr Waight</b>  <b>Seconded: Cr Dolton</b></p> <p><b>Officer Recommendation</b>  <b>That Council awards Tender 7.2019.20 Provision of Managed IT Services (3 year term) to Wallis Computer Services.</b></p> <p style="text-align: right;"><b>Carried 9/0</b></p>
--



**Agenda Reference and Subject:**

**13.3** CEO Contract Extension

**File Reference:**

Personnel

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Darren Mollenoyux, Chief Executive Officer

**Attachments:**

*Item 13.3 Attachment A – CEO Contract*

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 13.3**

**Moved:** Cr Waye

**Seconded:** Cr Rajagopalan

**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**

*Mr D Mollenoyux left the Council Chambers at 5.55pm.*

*Mrs M Schilling left the Council Chambers at 5.55pm.*

*Ms C Negri left the Council Chambers at 5.55pm.*

**Summary**

Council is asked to endorse Mr Darren Mollenoyux's contract extension as the Chief Executive Officer at the Shire of Bruce Rock.

**Background**

In accordance with his contract Darren Mollenoyux wrote to Council seeking consideration to an extension to his contract of employment as the Chief Executive Officer with the Shire of Bruce Rock. The current contract is due to expire 8<sup>th</sup> February 2021.

This request and Mr Mollenoyux's presentation were addressed at the Ordinary Meeting of Council held on 20<sup>th</sup> February 2020 and the following resolution was made;

*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**

**Comment**

The Chief Executive officer provided the Council decision and relevant information to the consultant Mr John Phillips and requested that he undertake review and preparation of a contract extension in line with the decision. Mr Phillips has undertaken a review of the contract and provided a copy for consideration and endorsement by Council.

Council is asked to endorse Mr Mollenoyux’s new contract up to the 8<sup>th</sup> February 2026 including the variations and conditions of the contract.

As advised at the February 2020 Council meeting the CEO is not be seeking to include any cash component variation at the signing of the contract and that any variation to cash component would occur as part of the 2020 annual performance review process.

**Consultation**

John Phillips Consulting  
 Shire President  
 Council

**Statutory Implications**

The review of the Chief Executive Officer is a statutory obligation required under section 5.38 and 5.39 of the Local Government Act 1995. It is also a requirement for a Local Government to appoint a Chief Executive Officer and that the CEO’s contract shall not be for a period of more than 5 years.

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> In accordance with the Local Government Act and the CEO’s contract it is a requirement to consider the contract request.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Likely	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**

There is a cost of \$300 for John Phillips Consulting tom undertake the review of the CEO’s Contract and amendments in line with Council’s decision.

The contract arrangements and remuneration will need to be included in future budgets for the duration of the contract.

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2013-2023

**Governance**

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

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 13.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Dolton**

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

**Carried 9/0**

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM May 20 – 13.3**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That Council endorses and approves the Shire President to sign Mr Darren Mollenoyux's contract, as presented, with the new contract for the position of Chief Executive Officer with the Shire of Bruce Rock being to 8th February 2026.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

*Mr D Mollenoyux returned to the Council Chambers at 6.06pm.*

*Mrs M Schilling returned to the Council Chambers at 6.06pm.*

*Ms C Negri returned to the Council Chambers at 6.06pm.*

**14. Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 6.09pm.

These minutes were confirmed at a meeting on 18 June 2020.

---

Cr Stephen Strange  
Shire President  
18 June 2020

SHIRE OF BRUCE ROCK

AUDIT COMMITTEE MEETING MINUTES 21 MAY 2020

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**SHIRE OF BRUCE ROCK**

**AUDIT COMMITTEE MEETING MINUTES 21 MAY 2020**

**1. Declaration of Opening**

The Committee Chair, Cr Stephen Strange declared the meeting open at 3.09pm.

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

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

**3. Response to Previous Public Questions Taken on Notice**

**4. Public Question Time**

**5. Petitions / Deputations / Presentations / Submissions**

**6. Confirmation of Minutes**

**6.1. Audit Committee Meeting – 16 Apr 2020**

**COMMITTEE DECISION**

**Resolution ACM May 20 – 6.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That the minutes of the Audit Committee Meeting held Thursday 16 April 2020 be confirmed as a true and correct record.**

**Carried 9/0**

## 7. Reports of Officers

### 7.1. Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>7.1.1 Response to Audit Report as required by section 7.12A of Local Government Act 1995</b>
<b>File Reference:</b>	8.2.6.1 Annual Audit
<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>	<p><i>Item 7.1.1 Attachment A – s.7.12A Report</i></p> <p><i>Item 7.1.1 Attachment B – Audit Report</i></p> <p><i>Item 7.1.1 Attachment C – Letter from Minister</i></p> <p><i>Item 7.1.1 Attachment D – LG Alert</i></p> <p><i>Item 7.1.1 Attachment E – Moore Stephens Ratios Guide</i></p>

#### Summary

The Audit Committee is to examine a report (Attachment A) prepared by the Local Government addressing any significant items raised in the Audit Report (Attachment B), in accordance with section 7.12A of the Local Government Act 1995, and outline what actions have been taken or intend to be taken to address each of the matters raised.

#### Background

The Department of Local Government, Sport and Communities advised the CEO (Attachment C) that the report submitted to the Minister is not compliant with the legislative requirements as it did not address the matters raised in the Audit Report, namely the adverse trends for ratios.

The report that was prepared for the February Audit Committee Meeting did not comply with the legislative requirements as it only addressed the items raised in the Management Letter. The Department has released an LG Alert (Attachment D) relating to how to address this compliance issue however this was released on the same day as the Audit Committee Meeting.

#### Comment

The attached report details the Local Government's response to the significant items raised in the Audit Report provided for the financial statements for the year ending 30<sup>th</sup> June 2019.

The report will also have to be sent to the Minister of Local Government, Hon David Templeman in accordance with section 7.12A(5) of the Local Government Act 1995 outlining how management will address the significant matters raised in the Audit Report. Within 14 days of submitting this report, it must also be displayed on our website.

#### Audit Report

The 2019 Audit Report issued is a Qualified Report. This is on the basis that the OAG is unable to verify that the Other Infrastructure assets listed in the financial statements has not been corrected valued or condition assessments conducted on these assets as required as per the 2018 Management Letter.

The Auditor General also made comment on three adverse ratios reported in Note 32 of the financial statements. This was also included in last year's audit report. Moore Stephens have prepared a guide to ratios which includes helpful information in interpreting results from ratios (Attachment E).

- Asset Sustainability Ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0.8 for the last three years. This means that we are not replacing assets soon enough but is a direct correlation to our depreciation expense in the financials.
- Operating surplus ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0 for the last three years (2016; -0.86, 2017; -0.70, 2018; -1.87). However the Auditor General commented that most Local Governments have had this reported as an adverse trend as Local Governments are not meant to make a profit and so there may be a flaw in the standard that needs revising.
- Own Source Revenue ratio is below the Department of Local Government, Sport & Cultural Industries standard of 0.35 (2016; 0.43, 2017;0.30, 2018;0.22). The previous 2 years' ratio looked better due to the grain freight route funding however 2018's ratio has returned to a situation where it demonstrates our reliance on government grants due to our low rate base.

The Auditor General has also stated that we are non-compliant with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996:

- a. *The Shire has included bonds and other monies in its trust account which are not held in trust, or required to be credited to the trust account under section 6.9(1) of the Local Government Act 1995.*

Staff had conducted a review of bond money held in trust and transferred out any residential property bonds that did not specifically state that they were to be held in trust. There are other funds held in trust for a few different community organisations including the recessed Wheatbelt Women Committee and Vietnam Veterans. However, we are only able to hold money in trust that specifically has an agreement to be held in trust and will have to transfer these funds back to those community organisations.

Overall the Auditor General was satisfied with how the audit was conducted.

### **Consultation**

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

### **Statutory Implications**

Duties of local government with respect to audits - s.7.12A of *Local Government Act 1995*

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

- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*



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

**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**

\$28,600 plus disbursements for valuation of Other Infrastructure

**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

**COMMITTEE DECISION**

**Resolution ACM May 20 – 7.1.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Waye

**That the Audit Committee recommends to Council to receive the report prepared in accordance with section 7.12A of Local Government Act 1995 addressing significant matters raised in the Audit Report for the financial statements for the year ended 30 June 2019.**

**Carried 9/0**

## 7.2. Deputy Chief Executive Officer

<b>Agenda Reference and Subject:</b>	<b>7.2.1 Regulation 17 Review Report</b>
<b>File Reference:</b>	2.3.3.1 Local Government Act
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Alan O’Toole, Deputy Chief Executive Officer and Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<i>Item 7.2.1 Attachment A – Regulation 17 Report</i>

### Summary

The Council is asked to endorse this Report from the Audit Committee on the activities undertaken by the CEO with regard to Regulation 17 of the *Local Government (Audit) Regulations 1996 (WA)*.

### Background

The CEO last reported in April 2017 to the Audit Committee regarding activities undertaken with regard to Regulation 17. Regulation 17 states that:

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

As can be seen in Part (2) above, it is now a requirement to report back to the Audit Committee on what activities have taken place with regard to ensuring compliance with Regulation 17.

The Audit Committee’s role with regard to this is defined in this extract from Regulation 16:

16. *Functions of the audit committee*
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —*
    - (i) report to the council the results of that review; and*
    - (ii) give a copy of the CEO’s report to the council;*
  - (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
    - (i) regulation 17(1)*
  - ...
  - (f) to oversee the implementation of any action that the local government —*
  - ...
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1)*

To assist in the task of addressing Regulation 17, Council approved the CEO to engage the assistance of the law practice Civic Legal, who have developed a program entitled “Project Aware”, which is specifically designed to provide support to Local Governments in this area of compliance.

Regulation 17 is not specific regarding what areas of the Shire’s activity are to be reviewed other than they should be in relation to risk management, internal control, and legislative compliance. It also does not expressly require all systems and procedures within those categories to be reviewed. Therefore, the Shire’s Administration team, using Civic Legal’s “Systems and Procedures Profile” tool, first identified and then prioritised those areas where it was felt the Shire was most vulnerable in terms of risk and legislative compliance.

The process once these had been decided was that for each topic or area identified, the relevant staff members would prepare a “Working Paper”. Then, in teleconference with Civic Legal’s Managing Principal and Governance Consultant, the staff would address the issues identified in the Working Paper, and discuss and obtain advice and guidance on possible improvements to process etc.

**Comment**

To date the CEO has reviewed 8 areas of activity (i.e. systems/procedures) that ranked highest priority using the Project Aware process. These are detailed in the table below:

<b>System/Procedure</b>
Tenders and Procurement
Council Agendas
Records Management
HR Processes
Insurance Claim Processes
Claims and Litigation
Public Availability of Documents
Risk Management Policies and Procedures
Event Planning and Management

The items that the Administration felt were most critical (Tenders/Procurement and Council Agendas) were addressed first and have therefore been completed, and the identified improvements have been implemented. Note: It is not intended that all improvement items identified in one area have to be completed before moving on to another area, and therefore while some areas have been completed, others are currently being worked through, and work on the latter two has recently commenced. This is possible because different areas involve different groups of staffing, and therefore means that work on different areas can continue concurrently.

As can be seen by the attached Regulation 17 Review Report, engagement with Project Aware and staff commitment to achieving positive outcomes is leading to improvements to processes in most areas of Shire activity. This in turn will ensure compliance with legislative requirements, greater management of risk, and greater control across the wide area of activities undertaken by the Shire. It is intended that this process will continue indefinitely to support and encourage a continuous improvement approach to all the Council’s undertakings.

**Consultation**

- Chief Executive Officer
- Manager of Finance
- Acting Deputy Chief Executive Officer

**Statutory Implications**

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

**Policy Implications**

Compliance with the Risk Management Policy (adopted in October 2014)

**Risk Implications**

<b>Risk:</b> That the Regulation 17 Report is not endorsed by Council.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Rare	Major	High
<b>Action / Strategy</b>		
It is a requirement that the activities relating to Regulation 17 are reported to the Audit Committee and thus to Council. By engaging with Project Aware the CEO has ensured that a robust and consistent process for addressing this area of compliance issue is being appropriately addressed.		

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

**Voting Requirements**

Simple Majority

**COMMITTEE DECISION**

**Resolution ACM May 20 – 7.2.1**

**Moved: Cr Waye**

**Seconded: Cr Waight**

**That the Audit Committee receives the attached report from the CEO on the status of the appropriateness and effectiveness of the Shire’s systems and procedures, as per Regulation 17 of the Local Government (Audit) Regulations 1996.**

**Carried 9/0**

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

**9. Closure of Meeting.**

The Committee Chairman, Cr Stephen Strange thanked everyone for their attendance and closed the meeting at 3.18pm.

These minutes were confirmed at a meeting on

---

Cr Stephen Strange  
Shire President

**Shire of Bruce Rock**  
**Works and Services Committee Meeting held in**  
**Bruce Rock Shire Council Chambers**  
**on Friday the 5<sup>th</sup> June 2020, commencing at 3.00pm**

**MINUTES**

**1. Meeting Opened**

The Shire President, Cr Stephen Strange, opened the meeting at 3.08pm

**2. Attendance**

Cr SA Strange	Shire President
Cr R Rajagopalan	Deputy President
Cr IS Dolton	Councillor
Cr BJ Waight	Councillor
Cr K Foss	Councillor
Cr T Crooks	Councillor
Darren Mollenoyux	Chief Executive Officer
David Holland	Manager of Works & Services
Brockman Williams	Roads Team Leader
Caris Negri	Acting Executive Assistant

**Apologies**

**3. Minutes**

That the minutes of the Roads Committee held on the 18<sup>th</sup> February 2020 be confirmed as a true and correct record.

**COMMITTEE DECISION**

**Resolution WSCM Jun 20 – 3.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waight**

**That the minutes of the Works and Services Committee held Tuesday 18 February 2020 be confirmed as a true and correct record.**

**Carried 6/0**

**4. General Business**

**4.1 Regional Road Group Program**

• **RRG Program 2019/20**

Bruce Rock-Naremben Rd is now completed

The sealing works that were completed have come up well, this was a good seal for the road but should have been completed in the warmer weather as it did go slightly over budget due to delays in spraying as it was too cold.

*DISCUSSION*

*General discussion around the quality of work roads contractors have been performing has significantly decreased. Roads have been failing within 12 months and there is no overarching quality control. This has been noted by various other shires and stakeholders at regional meetings.*

*ACTION*

*MOWS will raise the quality of works at the next Regional Road Group Meeting.*

- **RRG Program 2020/21**

Bruce Rock-Narembeen Rd SLK 20.25 to Boundary

*DISCUSSION*

*Potential roads mentioned for the 20/21 program include Bruce Rock East Road, Old Beverly Road, Totadgin Road.*

*Totadgin Road may be able to be targeted for Commodity Route Funding.*

*Previously there had been communication with Main Roads over installing a stop sign at the Totadgin Road and Belka Road intersection, which hasn't progressed.*

*ACTION*

*MOWS will investigate Commodity Route Funding for Totadgin Road and follow up with Craig Manton from Main Roads re: the stop sign.*

#### **4.2 Roads to Recovery Program 2019/20**

- Belka East Rd - reseal complete
- Bruce Rock East Rd - reseal complete
- Lawrie Rd - re-sheet complete
- Erikin Sth Rd - reseal complete
- Bruce Rock - Corrigin Rd - reseal complete
- Yerrapin Boundary Rd - re-sheet complete
- The Kwolyin Sth Rd and McGellin Rd re-sheets completed

*DISCUSSION*

*The Bruce Rock - Corrigin Road and Bruce Rock – Narembeen Road still needs line marking, for which we are waiting on Main Roads.*

*Old Beverly Road was also suggested as a road that requires marking from Main Roads.*

*ACTION*

*MOWS will raise the need for line marking, and the delays in approvals at the next Regional Road Group Meeting.*

### **Roads to Recovery Program 2020/21**

Input sought and discussion to be held as to prioritizing some roads for consideration in the budget preparations.

#### *DISCUSSION*

*MOWS is currently looking at for the 20/21 program:*

*- resealing Yarding-Ardath Road where it narrows. Considering a gat seal similar to what is on the Wogarl West Rd and the Shepard Rd corner. It is supposed to lasts up to 5 years, but Wogarl West Road has lasted much longer. Comments from the committee discussed the philosophy of doing a smaller section of the road really well, rather than more distance with cost saving measures.*

*- Hines Hill Road – 2km 4m seal. Committee enquired if this could be on the Regional Road Group Program. Comments made that ideally this road needs to be RAV 7 due to the high frequency of grain transport.*

*-Gravel sheeting on Smith Road through the lakes, Massam Road, Yarding North Road, Kwolyin South Road, Crombie Rd, and Old Beverly both sides of flat. Ardath West Road was also suggested.*

#### *ACTION*

*MOWS to prepare costing comparisons of doing half sheeting and full of Yarding – Ardath Road, including how many kilometers would be able to be done of each method.*

*MOWS will check to see if Hines Hill Road can be included through the Regional Road Group Program, and if so will place on that list.*

*MOWS and Roads Team Leader will investigate all roads mentioned as well as a few others, and present costings to the next Works & Services Committee Meeting.*

### **4.3 Roads Maintenance Program 2019/20 - Update**

Maintenance grading has started on Totadgin Rd from Bruce Rock East Rd to Belka East, they have or are in the process of completing;

- Belka East gravel sections,
- Perkins Rd
- Muntadgin Rd

The second crew will start on the south side of the Merredin Rd when we get the second full crew back from leave.

### **4.5 Townsite Footpaths**

#### **Footpath Program 2019/20 – Update**

There are no new footpath construction works allocated in this year's budget, however maintenance and minor replacement of damaged sections was undertaken



### **Footpath Program 2020/21**

Whilst dependent on available funds, priority should be given to installing a concrete footpath in front of the new CEACA Units on Butcher Street between Parry St and Bruce St.

*DISCUSSION*

*Noonajin Rd has been delayed for a few years now, and it may be worth looking at for the next budget.*

## **4.6 Drainage Works**

### **2019/2020 Program**

The following drainage works will be completed this financial year:

- Noonajin Road - storm water drain cleaned out and section concreted to stop the continuing maintenance costs in fixing erosion and weeds.
- Another section will be done before following this.

### **2020/2021 Program**

Consideration to continue the extension of concreting a further section of the Noonajin Road storm water drain.

*DISCUSSION*

*Swan Street and Noonajin Road intersection suggested as Bruce Rock Engineering are looking at making their entry point at that intersection, which means we may need to install culverts. The pipes at the Bruce Rock Engineering easement also need to be reviewed.*

*ACTION*

*MOWS will follow up with Bruce Rock Engineering before the 20/21 budget.*

## **4.7 Bridges**

### **2019/20 Bridges**

All bridges have been completed those being:

Belka West Rd - \$ 87,242

Cole Rd - \$ 71,491 – work completed, awaiting a price for rails

Old Beverley Rd - Shire Funded (\$49,412)

### **2020/21 Bridges**

Narembeen Boundary Rd - \$72,000

Bruce Rock Sth Rd - \$63,000

Old Beverley Rd - \$54,000 (Council funded)

*DISCUSSION*

*21/22 Bridge funding applications have been completed. We submitted for the Shackleton – Bilbarrin Road, 2 on the Yarding – Ardath Road and the Belka East Road.*

#### **4.8 Blackspot Funding 2019/2020 Program**

The status of Blackspot funded projects for the 2019/20 year is:

- Site works finished, some new signage to be erected
- 2020/21 Cumminin Rd might be delayed as the Shire has to have the intersection inspected in spring for rare flora. NRM says there should not be anything to worry about.

#### **2020/2021 Program**

The Cumminin Rd project will continue in 2020/21 when we have the ok on the flora study.

##### *DISCUSSION*

*Lawrie Rd has a height issue which restricts vision at the intersection. Sealing had been paused to assess how we can rectify.*

##### *ACTION*

*MOWS to investigate where the assessment got to.*

#### **2021/2022 Program**

I would ask the committee for suggestions on the roads that are priority that will comply for this funding. We still have some roads that are the old "Y" intersections that are still in need of changing.

##### *DISCUSSION*

*MOWS is currently looking at Cumminin Road and Cole Road intersection.*

*Negri Road and Bruce Rock East Road intersection was suggested by Committee.*

##### *ACTION*

*MOWS to compile a list of priorities and present to Committee at the next meeting.*

#### **4.9 Future Works and Funding**

A list of budget items will be discussed to the next meeting for discussion for the 2020/21 budget.

##### *DISCUSSION*

*Our priority will be the Dunstall Street and Johnson Street intersection as they are an integral part of the Main Street Revitalisation.*

##### *ACTION*

*MOWS to follow up with Craig Manton from Main Roads and request a site visit to discuss the modifications and the arrow marking*

#### 4.10 Machinery and Vehicle Renewals 2020/21

- A copy of the Plant Replacement Program as per our Asset Management and Long Term Financial Plan is attached.
- Discussion to be held regarding future of dozer and future need of low loader to cart

##### *DISCUSSION*

###### *Plant due for replacement:*

- Old dozer
- Town crew front end loader
- Old truck used for digging holes for signs etc
- Side tipper 6 wheelers
- MOWS, EHO, CEO & Drs cars
- 8T Mitsubishi water trucks

###### *Plant to be disposed and not replaced:*

- gravel moon buggy
- Gardeners Ford ranger

###### *The town crew front end loader is due for sale. A few options were discussed:*

- Purchase a larger loader to send to the construction crew, and the current construction loader will become the town crew loader. The new loader would need to be purchased with all the appropriate attachments
- If the resale value isn't of great benefit, keep the loader and use it for the tree pruning program
- Look at using the tip loader for pruning and other jobs, and utilise the three loaders we have more effectively.

*The patching crew have requested larger tank for efficiency. 400L of tar lasts until 2pm – at which point it is not worth returning to depot to fill. It is suggested we dispose the trailer and get a larger truck with a 1200 – 1500L tank. The current patching truck could become the auger truck. A tipper could be included on the back for branches etc and have a storage area for bitumen and materials. Most bigger shires have this kind of set up and we are currently behind in our patching program, a bigger tank will help increase efficiency.*

##### *ACTION*

###### *MOWS to:*

- 1. Budget to sell the old dozer, and the funds will be used to upgrade a float.*
- 2. Investigate all suggested options for the loaders, and present costings at the budget meeting.*
- 3. Prepare costings for the larger patching truck*

#### 4.11 Recreation Centre Drainage

The Chief Executive officer has provided the new Manager of Works with an overview of the Committee's views with regards to the drainage works and expectations for the recreation centre. Manager of Works will provide an update on progressing these works and types of materials and options available.

Following this meeting David will work towards costings and scope of works for this project to be submitted as part of the 2020/21 budget.

##### *DISCUSSION*

*MOWS presented two options of materials to use for the drainage project.*

##### *ACTION*

*MOWS to prepare costings for both options of materials and present at the next meeting.*

*CEO to progress on northern outdoor seating aesthetics upgrade.*

*Cr Rajagopalan left Council Chambers at 4.57pm and did not return.*

#### 4.12 Dams and Water Capturing Works

Discussion and update on the newly excavated Negri dam will be provided and update on comments from Rod Munns, Engineer on the rear large Negri Dam.

##### *DISCUSSION*

*MOWS advised Rod Munns completed testing at Negri Dam. He thinks the amount of work needed to repair the dam may exceed the cost of constructing a new one. Rod requested to complete more testing and provide a full report including a cost analysis break down.*

*The Committee mentioned more work can be done at Railway Dam to improve catchment. investigate July/August – bus tour to look at catchment?? Big gaps*

##### *ACTION*

*MOWS/CEO to prepare a bus trip in July or August for Committee to assess the current Railway Dam catchment.*

#### 4.13 Other Matters

Any other matters that Councillors would like to be raised for consideration in the planning for 2020/21 budget.

##### *ACTION*

*MOWS to:*

- 1. Investigate costings of doing tree pruning inhouse or hiring contractors.*
- 2. Check with NRMO if salmon gums can be pruned without a permit*
- 3. Prepare costings on current saleyard use vs maintenance*
- 4. Invite Recreation Centre Manager to next meeting to discuss oval*

*CEO & MOWS to investigate changing meeting structure so each meeting has a focus topic.*

RAV route upgrades MRWA Heavy would like completed, ratings changed from 5 to 6.

**ACTION**

*Decline the upgrade of Barr Street, as there is no point when Lethlean and Loller Streets are a rating lower.*

**4.14 Staff Update**

**DISCUSSION**

*The backlog of fleet mechanical works has been greatly decreased and new methods have been implemented to help priorities the order of works. Performance reviews of all outside staff have now been completed, and all went well with expectations of staff being made clear.*

**5. Meeting Closure**

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



# WEROC Inc. Board Meeting

Thursday 28 May 2020

Zoom Videoconference, commencing at 1.00pm

## MINUTES

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# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Board Meeting held via videoconference on Thursday 28 May 2020 commencing at 1.00pm.

# MINUTES

## 1. OPENING AND ANNOUNCEMENTS

Mr. Ram Rajagopalan as Chair of WEROC Inc. opened the meeting at 1.05pm and welcomed Members of the Board.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### Notes.

- At its Ordinary Council Meeting held on 19 May 2020, the Merredin Shire Council resolved to appoint Mr. Mark Dacombe as a delegate to WEROC Inc.
- Due to technical issues Mr. Rod Forsyth and Mr. Jamie Criddle were unable to join the videoconference. Both Mr. Forsyth and Mr. Criddle participated in the meeting via telephone.

### 2.1 Attendance

Mr. Ram Rajagopalan (Chair)

Mr. Rod Forsyth (Deputy Chair)

Mr. Peter Clarke

Mr. Wayne Della Bosca

Ms. Julie Flockart

Mr. Raymond Griffiths

Mr. Darren Mollenoyux

Mr. Jamie Criddle

Mr. Mark Dacombe

Ms. Rebekah Burges, Executive Officer

### 2.2 Apologies

Ms. Karin Day

### 2.3 Guests

## 3. DECLARATIONS OF INTEREST

No interest to declare.

## 4. PRESENTATIONS

NIL



**5. MINUTES OF MEETINGS**

**5.1 Minutes of the WEROC Inc. Board Meeting held on Thursday 30 April 2020**

Minutes of the WEROC Inc. Board Meeting held via videoconference on Thursday 30 April 2020 have previously been circulated.

**Recommendation:**

That the Minutes of the WEROC Inc. Meeting held Thursday 30 April 2020 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Ms. Julie Flockart

**That the Minutes of the WEROC Inc. Meeting held Thursday 30 April 2020 be confirmed as a true and correct record.**

**CARRIED**

**5.2 Business Arising – Status Report as at 15 May 2020**

**5.2.1 WEROC Inc. Board Meeting 30 April 2020**

Item	Action(s)	Status
7.3 Associate Membership of WALGA & Insurance for WEROC Inc.	1) WEROC Inc. become an Associate Member of WALGA. 2) Upon acceptance of the application, request a quote for insurance cover from LGIS and at least two other insurance providers.	The Associate Membership Application form has been completed and sent to WALGA. Mr. Tim Lane, Manager, Strategy & Association Governance, has advised that he is confident the application will be approved and aims to provide a formal response prior to the Board meeting on 28 May 2020.  Quotes have been sourced from two insurance providers to assist with the preparation of the 2020/21 Budget. LGIS have not provided a quote because the Membership of WALGA has not yet been approved.
7.8 GWN Collaborative Advertising	Contact Mr. Roger Gough to clarify: 1) For how long the proposed quote is valid; and 2) Under the proposal, where will the advertisements be aired.	The Executive Officer contacted Mr. Roger Gough who advised verbally that the quote would be valid for an indeterminate timeframe to account for the COVID-19 travel restrictions.  Under the proposal, the advertisements would be aired across WA in all regions outside of the Perth Metro area. Costing for advertisements in Perth are significantly greater.

7.10 Public Health Plans in Local Government	Request a quote from Mr. Llew Withers for the development of: 1) An overarching Public Health Plan for WEROC Inc.; and 2) Individual Public Health Plan's for each Member Council.	Mr. Withers advised on 4 May 2020 that an overarching Public Health Plan is not permissible and therefore did not quote on this item.  The cost per Local Government for a completed Public Health Plan will be \$10,000 plus \$500 travel. No GST will be charged.
9.1 Shire of Tammin Enquiry Regarding WEROC Inc. Membership	Advise the Shire of Tammin that the cost of Membership will be \$30,000 in order to match the current equity of Member Councils and that any new member would be expected to support current projects.	The Executive Officer advised the Shire of Tammin CEO, Mr. Neville Hale of the Boards determination on this matter, via email on 5 May 2020. Mr. Hale responded on the same day, that he would provide this information to Council for their consideration at their meeting scheduled for 28 May 2020.

**Comments from the Meeting:**

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock had been invited by Roe Tourism to participate in a television advertising campaign - "One Man on a Bike" - that would be broadcast in Perth at an approximate cost of \$8,000. The Shire had resolved not to progress with the Roe Tourism initiative or the GWN7 advertising at this point.
- Ms. Julie Flockart advised that in a teleconference with Australia's Golden Outback (AGO), television advertising was discussed, and it was the opinion of AGO that for the cost, television advertising is not as effective as it should be.
- Mr. Jamie Criddle advised that the Westonia Shire Council are happy to participate in the GWN7 advertising campaign but only if it is a whole of WEROC initiative.

**5.3 Decisions made via a "flying email" dated Friday 22 May 2020**

On Friday 22 May 2020, Board Members received an email from the Executive Officer requesting agreement via a "flying email" for WEROC Inc. to make a financial contribution toward a collaborative digital marketing campaign with Roe Tourism, New Travel and Australia's Golden Outback. The recommendation contained within the email was as follows:

**Recommendation:** *That WEROC Inc. contribute \$1,000 to the AGO/Wheatbelt digital marketing campaign.*

Responses to the recommendation were requested to be with the Executive Officer by 3.00pm on Monday 25 May 2020.

Support for the recommendation was provided via email from the following Board Members:

- Mr. Ram Rajagopalan
- Mr. Peter Clarke
- Mr. Wayne Della Bosca
- Mr. Mark Dacombe (who had also conferred with Ms. Julie Flockart)
- Mr. Raymond Griffiths
- Mr. Jamie Criddle
- Mr. Darren Mollenoyux

As this constituted a majority of Members, the recommendation was accepted.

For recording purposes, the decision is presented for endorsement.

**Recommendation:**

That the decision made by the WEROC Inc. Board via a “flying email” sent on 22 May 2020, be endorsed.

**RESOLUTION:**

**Moved:** Ms. Julie Flockart

**Seconded:** Mr. Raymond Griffiths

That the decision made by the WEROC Inc. Board via a “flying email” sent on 22 May 2020, be endorsed.

**CARRIED**

**6. WEROC INC. FINANCE**

**6.1 WEROC Inc. Financial Report as at 30 April 2020**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 15 May 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Background:**

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

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

<b>Note 1</b>	All 2019/2020 annual subscriptions have been paid
<b>Note 2</b>	Executive services charges for July to December 2019
<b>Note 3</b>	Executive services charges for January to March 2020
<b>Note 4</b>	This allocation covers the expenditure on Executive Officer travel and accommodation
<b>Note 5</b>	This allocation covers the expenditure on accounting services
<b>Note 6</b>	This allocation covers expenditure on the 2018/2019 audits for WEROC Council and Wheatbelt Communities Inc.
<b>Note 7</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, Information Enterprises Australia - consulting services review of record keeping, and Central Wheatbelt Visitors Centre for the Eastern Wheatbelt Visitors Guide Edition 6.
<b>Note 8</b>	This allocation covers the costs incurred this financial year in respect to the WEROC app and website.
<b>Note 9</b>	Catering expenses for WEROC Council Meetings.
<b>Note 10</b>	Catering expenses for Executive Officer handover meeting.
<b>Note 11</b>	This allocation covered the expenditure on commissioning a Common Seal for WEROC Inc.

**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2019 to 30 April 2020**

	Budget 2019/2020	Actual to 30/04/2020	Notes
<b>Income</b>			
0501			
General Subscriptions WEROC	\$60,000.00	\$60,000.00	1
WCI General Subscriptions	\$0.00	\$0.00	
504.01			
Consultancy & Project Reserve	\$0.00	\$0.00	
0575			
WE-ROC Interest received	\$900.00	\$132.25	
WCI Interest	\$0.00	\$55.91	
584			
Other Income	\$0.00	\$0.00	
WEROC GST Output Tax	\$0.00	\$6,000.00	
WCI GST Output Tax	\$0.00	\$0.00	
WEROC GST Refunds	\$0.00	\$5,814.00	
WCI GST Refunds	\$0.00	\$477.00	
Total Receipts	\$60,900.00	\$72,479.16	
<b>Expenses</b>			
1545			
WEROC Bank Fees & Charges	\$100.00	\$0.00	
WCI Bank Fees & Charges	\$0.00	\$0.00	
1661.01			
WEROC Executive Services Professional Services	\$55,000.00	\$26,438.53	2
WCI Executive Services	\$0.00	\$11,576.62	3
1661.02			
WEROC Executive Officer Travel and Accommodation	\$8,000.00	\$2,861.98	4
WCI Executive Officer Travel & Accommodation	\$0.00	\$628.59	
1661.03			
WEROC Executive Officer Recruitment	\$0.00	\$781.06	
1687			
WEROC Financial Services Accounting	\$7,000.00	\$1,698.41	5
WCI Financial Services	\$0.00	\$2,520.21	
1687.03			
WEROC Financial Services Audit	\$3,000.00	\$2,507.85	6
WCI Audit Fees	\$750.00	\$581.82	
1585			
WEROC Consultant Expenses	\$30,000.00	\$37,559.11	7
WCI Consultancy General	\$0.00	\$1,050.00	
1850			
WEROC Management of WE-ROC App	\$5,000.00	\$1,021.92	8
1801			
WEROC Meeting Expenses	\$500.00	\$449.26	9
WCI Meeting Expenses	\$0.00	\$10.00	10
1851			
WCI Insurance	\$0.00	\$0.00	
WEROC Insurance	\$5,000.00	\$0.00	
1852			
WEROC Legal Expenses	\$2,000.00	\$0.00	
1853			
WEROC Incorporation Expenses (including legal fees)	\$15,000.00	\$69.00	
WCI Incorporation Expenses	\$0.00	\$10.05	

1930	WEROC Sundry	\$500.00	\$102.27	
	WCI Sundry	\$0.00	\$37.23	11
3384	GST Input Tax	\$0.00	\$7,106	
	WCI GST Input Tax	\$0.00	\$1,641.43	
	ATO Payments	\$0.00	\$2,515	
	WCI ATO Payments	\$0.00	\$0	
	<b>Suspense Account</b>	<u>\$0.00</u>	<u>\$0.00</u>	
	<b>Total Payments</b>	\$131,850	\$101,167	
	<b>Net Position</b>	-\$70,950.00	-\$28,687.62	
	<b>OPENING CASH 1 July WEROC</b>	\$160,927.00	\$150,919.05	
	<b>Opening CASH 1 July WCI</b>		<u>\$27,386.55</u>	
	<b>CASH BALANCE</b>	<u>\$89,977.00</u>	<u>\$149,617.98</u>	

**Recommendation:**

That the WEROC Inc. Financial Report for the period ending 30 April 2020 be received.

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Ms. Julie Flockart

**That the WEROC Inc. Financial Report for the period ending 30 April 2020 be received.**

**CARRIED**

**6.2 Income & Expenditure**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 15 May 2020

**Attachments:** Nil

**Voting Requirement:** Simple Majority

A summary of income and expenditure for the period 1 April to 30 April 2020 is provided below.

Date	Description	Reference	Credit	Debit	Running Balance	Gross
WEROC Inc. Transactions for the period 1 April to 30 April 2020						
<b>Opening Balance</b>			<b>155,724.46</b>	<b>0.00</b>	<b>155,724.46</b>	<b>0.00</b>
09 Apr 2020	Payment: Up to date Accounting	5596	0.00	612.10	155,112.36	(612.10)
16 Apr 2020	ATO	Q3 BAS	396.00	0.00	155,508.36	396.00
21 Apr 2020	Payment: Shire of Merredin	2000708669	0.00	1,155.00	154,353.36	(1,155.00)
22 Apr 2020	Payment: 150 Square Pty Ltd	INV-0001	0.00	4,158.62	150,194.74	(4,158.62)
23 Apr 2020	Payment: Up to date Accounting	5612	0.00	589.40	149,605.34	(589.40)
30 Apr 2020	Westpac Interest received		12.64	0.00	149,617.98	12.64

Total Westpac Community Solution One	408.64	6,515.12	149,617.98	(6,106.48)
Closing Balance	149,617.98	0.00	149,617.98	0.00

**Recommendation:**

That the WEROC Inc. summary of income and expenditure for the period 1 April to 30 April 2020 be received.

That the Accounts Paid by WEROC Inc. for the period 1 April to 30 April 2020 totalling \$6,515.12 be approved.

**RESOLUTION:**

**Moved:** Mr. Darren Mollenoyux

**Seconded:** Mr. Raymond Griffiths

That the WEROC Inc. summary of income and expenditure for the period 1 April to 30 April 2020 be received.

That the Accounts Paid by WEROC Inc. for the period 1 April to 30 April 2020 totalling \$6,515.12 be approved.

**CARRIED**

**7. MATTERS FOR DECISION**

**7.1 WEROC Inc. Budget 2020-2021**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 15 May 2020

**Attachments:** NIL

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

A draft budget for WEROC Inc. for the financial year commencing 1 July 2020 and ending 30 June 2021 has been prepared as per item 17.3 of the WEROC Inc. Constitution:

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

The budget has been prepared with an assumption that the \$12,000 (Ex. GST) annual subscription per Member Council will remain consistent with previous years. On the matter of subscriptions, the WEROC Inc. Constitution does not specify the amount of the annual subscription rather it states:

*10.1 Annual Subscriptions: Members are not required to pay a membership fee or annual subscription but may be required to pay an annual financial contribution as determined by the Association with such contributions to be in equal shares.*

Under the proposed budget, it is anticipated that WEROC Inc. will have a cash balance of \$107,488.79 at 30 June 2021.

An Annual Budget as well as a cashflow budget have been provided for review.

**Recommendation:**

That the WEROC Inc. draft budget for the year ending 30 June 2021, as presented, with a general subscription for each Member Council set at \$12,000 (Ex. GST), be adopted.

**RESOLUTION:**

**Moved:** Mr. Raymond Griffiths

**Seconded:** Mr. Darren Mollenoyux

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**That the WEROC Inc. draft budget for the year ending 30 June 2021, as presented, with a general subscription for each Member Council set at \$12,000 (Ex. GST), be adopted.**

**CARRIED**

## **BUDGET NOTES**

### **Income**

- A. The draft budget assumes that the annual subscription amount will be retained at \$12,000 (Ex. GST) per Member Council.
- B. The Consultancy and Project Reserve is now incorporated into the General Subscription.
- C. An estimate of interest to be received is calculated based on the current rate of 0.10% for the Westpac Community Solution One Account.
- D. GST on General Subscriptions.
- E. GST refunds have been calculated based on estimates of GST Input and Output Tax for each quarter.

### **Expenditure**

1. The Westpac Community Solution One Account does not incur any fees and therefore no fees have been budgeted for.
2. Proposed budget is based on the Executive Officer's contracted hours (500) and rate of pay (\$60.90 Ex. GST).
3. Budget based on anticipated travel for the Executive Officer to attend four Board Meetings (two each in Kellerberrin and Merredin), two CEO Committee Meetings and travel for WMSIP planning meetings at the contracted rate of 0.68c (Ex. GST) per km.
4. Existing contract is for a two-year term, so no budget allocation is required.
5. The proposed budget for Financial Services includes the monthly subscription fee for Xero accounting software (\$45.45 Ex. GST) and a small allocation for any miscellaneous financial assistance required from an Accountant.
6. The financial services audit allocation is based on the accepted quote of Audit Partners Australia for \$850+GST and an allowance for disbursements.
7. This allocation enables WEROC Inc. to engage consultants and to undertake special projects. The budgeted amount is consistent with the previous years' expenditure.
8. The allocation for the management of the WEROC Inc. website is based on the accepted quote from Perth Web Design for \$6,500 (Ex. GST) plus \$30 (Ex. GST) per month for hosting.
9. Host Council's will generally cover all meeting expenses. A small allocation is provided for any unforeseen meeting costs.
10. The proposed budget allocation for insurance is based on a quote from Local Community Insurance for the following forms of insurance cover (all figures are Ex. GST):
  - Public & Products Liability \$1,111.34
  - Associations and Officials Liability \$485
  - Workers Compensation \$599.32
  - Personal Accident – Volunteers \$375
  - Cyber Insurance - \$2,486 (no GST charged on this insurance)
11. A small allocation is made for legal expenses to cover any eventuality.
12. A small allocation is made for any miscellaneous items.
13. GST Input Tax is calculated on budgeted expenditure items subject to GST.
14. ATO payments have been calculated based on estimates of GST Input and Output Tax for each quarter.

**WEROC Inc.**  
**ABN 28 416 957 824**  
**DRAFT BUDGET 2020-2021**

		Budget 2019/2020	Actual to 30/04/2020	Estimated Income/Exp enditure to 30 June	Proposed Budget 2020-2021	Notes
<b>Income</b>						
0501	General Subscriptions	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	A
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	\$0.00	\$0.00	B
0575	Interest received	\$900.00	\$188.16	\$200.87	\$141.67	C
584	Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
	GST Output Tax	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	D
	GST Refunds	\$0.00	\$6,291.00	\$6,291.00	\$5,771.24	E
	<b>Total Receipts</b>	<b>\$60,900.00</b>	<b>\$72,479.16</b>	<b>\$72,491.87</b>	<b>\$71,912.92</b>	
<b>Expenses</b>						
1545	Bank Fees & Charges	\$100.00	\$0.00	\$0.00	\$0.00	1
1661.01	WEROC Inc. Executive Services	\$55,000.00	\$38,015.15	\$44,896.85	\$30,450.00	2
1661.02	Executive Officer Travel and Accommodation	\$8,000.00	\$3,490.57	\$3,490.57	\$2,162.40	3
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$781.06	\$781.06	\$0.00	4
1687	WEROC Financial Services Accounting	\$7,000.00	\$4,218.62	\$4,379.16	\$795.40	5
1687.03	WEROC Financial Services Audit	\$3,750.00	\$3,089.67	\$4,989.67	\$1,300.00	6
1585	WEROC Consultant Expenses	\$30,000.00	\$38,609.11	\$41,276.11	\$40,000.00	7
1850	Management of WEROC Website	\$5,000.00	\$1,021.92	\$1,070.92	\$6,860.00	8
1801	WEROC Meeting Expenses	\$500.00	\$459.26	\$459.26	\$500.00	9
1851	WEROC Insurance	\$5,000.00	\$0.00	\$0.00	\$5,056.67	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00	11
1853	WEROC Incorporation Expenses	\$15,000.00	\$79.05	\$79.05	\$0.00	
1930	WEROC Sundry	\$500.00	\$139.50	\$139.50	\$300.00	12
3384	GST Input Tax	\$0.00	\$8,747.87	\$9,908.92	\$8,693.78	13
	ATO Payments	\$0.00	\$2,515	\$2,515.00	\$3,117.28	14
	<b>TOTAL PAYMENTS</b>	<b>\$131,850</b>	<b>\$101,166.78</b>	<b>\$113,986.07</b>	<b>\$101,235.53</b>	
	<b>Net Position</b>	<b>-\$70,950.00</b>	<b>-\$28,687.62</b>	<b>-\$41,494.20</b>	<b>-\$29,322.61</b>	
	<b>OPENING CASH 1 July WEROC</b>	<b>\$160,927.00</b>	<b>\$150,919.05</b>	<b>\$150,919.05</b>	<b>\$136,811.40</b>	
	<b>Opening CASH 1 July WCI</b>		<b>\$27,386.55</b>	<b>\$27,386.55</b>		
	<b>CASH BALANCE</b>	<b>\$89,977.00</b>	<b>\$149,617.98</b>	<b>\$136,811.40</b>	<b>\$107,488.79</b>	



**WEROC Inc.**

**ABN 28 416 957 824**

**DRAFT CASHFLOW BUDGET 2020-2021**

<b>INCOME</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>TOTAL BUDGET</b>
<b>0501 General Subscriptions</b>	\$60,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00
<b>504.01 Consultancy &amp; Project Reserve</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>0575 Interest received</b>	\$15.14	\$14.75	\$14.01	\$13.01	\$12.31	\$12.46	\$10.87	\$10.95	\$10.34	\$9.65	\$9.07	\$9.13	\$141.67
<b>584 Other Income</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>GST Output Tax</b>	\$6,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<b>GST Refunds</b>	\$1,812.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,882.67	\$0.00	\$0.00	\$2,076.01	\$0.00	\$0.00	\$5,771.24
<b>TOTAL INCOME</b>	<b>\$67,827.70</b>	<b>\$14.75</b>	<b>\$14.01</b>	<b>\$13.01</b>	<b>\$12.31</b>	<b>\$12.46</b>	<b>\$1,893.54</b>	<b>\$10.95</b>	<b>\$10.34</b>	<b>\$2,085.65</b>	<b>\$9.07</b>	<b>\$9.13</b>	<b>\$71,912.92</b>

<b>EXPENSES</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>TOTAL BUDGET</b>
<b>1545 Bank Fees &amp; Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
<b>1661.01 Executive Services</b>	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$2,537.50	\$30,450.00
<b>1661.02 Executive Officer Travel and Accommodation</b>		\$111.52	\$202.64	\$193.12	\$380.80	\$193.12	\$193.12	\$304.64	\$202.64	\$193.12	\$187.68		\$2,162.40
<b>1661.03 Executive Officer Recruitment</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
<b>1687 Financial Services Accounting</b>	\$107.95	\$45.45	\$45.45	\$107.95	\$45.45	\$45.45	\$107.95	\$45.45	\$45.45	\$107.95	\$45.45	\$45.45	\$795.40
<b>1687.03 Financial Services Audit</b>		\$1,300.00											\$1,300.00
<b>1585 Consultant Expenses</b>	\$10,000.00			\$10,000.00			\$10,000.00			\$10,000.00			\$40,000.00
<b>1850 Management of Website</b>	\$6,530.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$6,860.00
<b>1801 Meeting Expenses</b>		\$83.33	\$83.33		\$83.33			\$83.33		\$83.33	\$83.35		\$500.00
<b>1851 Insurance</b>	\$5,056.67												\$5,056.67

WEROC Inc. Board Meeting Thursday 28 May 2020 - Minutes

1852 Legal Expenses														\$2000.00
1853 Incorporation Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
1930 Sundry	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.00
3384 GST Input Tax	\$2,177.05	\$413.28	\$292.39	\$1,289.36	\$310.21	\$283.11	\$1,489.36	\$302.59	\$284.06	\$1,297.69	\$290.90	\$263.80		\$8,693.78
ATO Payments				\$3117.28										\$3117.28
<b>TOTAL EXPENDITURE</b>	<b>\$26,434.17</b>	<b>\$4,546.08</b>	<b>\$3,216.31</b>	<b>\$17,300.21</b>	<b>\$3,412.29</b>	<b>\$3,114.18</b>	<b>\$16,382.93</b>	<b>\$3,328.51</b>	<b>\$3,124.65</b>	<b>\$14,274.59</b>	<b>\$3,199.88</b>	<b>\$2,901.75</b>		<b>\$101,235.53</b>
<b>Opening Cash Balance</b>	\$136,811.40	\$178,204.93	\$173,673.60	\$170,471.30	\$153,184.11	\$149,784.13	\$146,682.41	\$132,193.02	\$128,875.45	\$125,761.14	\$113,572.21	\$110,381.40		
<b>Closing Cash Balance</b>	\$178,204.93	\$173,673.60	\$170,471.30	\$153,184.11	\$149,784.13	\$146,682.41	\$132,193.02	\$128,875.45	\$125,761.14	\$113,572.21	\$110,381.40	<b>\$107,488.79</b>		

## 7.2 Public Health Plans in Local Government

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 15 May 2020

**Attachments:** 1. NEWROC Better Health Plan

**Consultation:** Mr. Llew Withers

**Voting Requirement:** Simple Majority

### **Background:**

At the WEROC Inc. Board meeting held on Thursday 30 April 2020, Mr. Llew Withers, Environmental Health Consultant, presented to the Board on the topic of Public Health Plans. In response to the presentation by Mr. Withers the Board resolved as follows:

*RESOLUTION: Moved: Mr. Darren Mollenoyux Seconded: Ms. Karin Day*

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

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

*2) The development of individual Public Health Plans for each of the five WEROC Inc. Member Councils.*

### **Executive Officer Comment:**

On 4 May 2020, the Executive Officer wrote to Mr. Withers to request quotes as per the Board's resolution. Mr. Withers responded on the same day and advised that:

- 1) The Department of Health require that each Local Government furnish their own Public Health Plan and therefore he cannot assist with the development of an overarching Plan for the WEROC Inc. Member Councils; and
- 2) To prepare a Public Health Plan will take 100 hours of work and will cost each Local Government \$10,000 plus approximately \$500 in travel and accommodation.

Whilst the advice from Mr. Withers indicates that an overarching Plan is not sufficient to meet the Department of Health requirements, the Board might like to consider pursuing this as a separate but complimentary project to identify opportunities for collaborative action to address common areas of focus for Public Health. The Better Health Plan completed by NEWROC is attached as an example.

### **Recommendation:**

That the Board consider developing an overarching Health Plan for the WEROC Inc. Member Councils in addition to completing individual Local Government Public Health Plans.

### **Comments from the Meeting:**

- Mr. Darren Mollenoyux advised that the Shire of Bruce Rock Environmental Health Officer, Mr. Julian Goldacre, has worked with Mr. Llew Withers and can attest to the breadth of his knowledge in this area. The Shire of Bruce Rock are keen to proceed with the development of a Public Health Plan and are supportive of working with WEROC Inc.
- Mr. Peter Clarke suggested that an overarching Plan could be developed and then used as a proforma for the individual Local Government Plans.

- Mr. Jamie Criddle concurred with the sentiments expressed by Mr. Peter Clarke as it is reasonable to expect that the process and data would be similar across the five WEROC Inc. Member Councils.
- Mr. Mark Dacombe indicated that he would like this to be a competitive process and for the consultants to be given a clear brief to quote on so that WEROC Inc. know what they will get out of it.

**RESOLUTION:**

**Moved:** Mr. Peter Clarke

**Seconded:** Mr. Raymond Griffiths

**That:**

- 1) **WEROC Inc. will progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop their individual Public Health Plans.**
- 2) **The Executive Officer seek quotations for the development of a WEROC Public Health Plan.**

**CARRIED**

## **8. EMERGING ISSUES**

NIL

## **9. OTHER MATTERS – FOR NOTING**

### **9.1 Wheatbelt Medical Student Immersion Program (WMSIP) Debrief**

**Attachments:**

2. WMSIP 2020 Community Feedback
3. Curtin University Student Feedback
4. Notre Dame University Student Feedback

On 30 April 2020, the Executive Officer participated in a debrief on the WMSIP visit which occurred during the week of 10 to 13 March 2020.

The program was once again well received by most participants and the communities they visited. A summary of the community and student feedback is attached.

Some improvements that are being considered for future years include:

- Making the student dinner optional. They would still like the students to contribute to the billet families in some way, but it does not necessarily have to be a dinner.
- The Westonia and Merredin students might combine for their visit to the Merredin Hospital in future years.
- Rural Health West will allow Shire's to take on more responsibility for planning the itineraries but will still have oversight to ensure that the key requirements of the program are met.
- Community Development Officers may be invited to participate in the planning meetings in the lead up to the visits.

A short video has been produced showcasing this year's visit to Moora and will be used to promote the program. The video can be viewed via this link:

<https://www.youtube.com/watch?v=jCimAWZ1S0w&feature=youtu.be>.

## **10. FUTURE MEETINGS**

The next meeting of the WEROC Inc. Board will be the Strategic Planning Workshop scheduled for Thursday 11 June 2020.

## **11. CLOSURE**

There being no further business the Chair closed the meeting at 1.37pm.

DECLARATION

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

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed



# State Council Agenda

**1 July 2020**

## NOTICE OF MEETING

Meeting of the Western Australian Local Government Association State Council to be held at the **City of Stirling, 25 Cedric Street Stirling**, on Wednesday 1 July commencing at 4pm.

### 1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

#### 1.1 Attendance

Members	President of WALGA - <b>Chair</b>	Mayor Tracey Roberts JP
	Deputy President of WALGA, Northern Country Zone	President Cr Karen Chappel JP
	Avon-Midland Country Zone	President Cr Ken Seymour
	Central Country Zone	President Cr Phillip Blight
	Central Metropolitan Zone	Cr Jenna Ledgerwood
	Central Metropolitan Zone	Cr Paul Kelly
	East Metropolitan Zone	Cr Catherine Ehrhardt
	East Metropolitan Zone	Cr Cate McCullough
	Goldfields Esperance Country Zone	President Cr Malcolm Cullen
	Gascoyne Country Zone	President Cr Cheryl Cowell
	Great Eastern Country Zone	President Cr Stephen Strange
	Great Southern Country Zone	Cr Ronnie Fleay
	Kimberley Country Zone	Cr Chris Mitchell JP
	Murchison Country Zone	Cr Les Price
	North Metropolitan Zone	Cr Frank Cvitan
	North Metropolitan Zone	Mayor Mark Irwin
	North Metropolitan Zone	Cr Russ Fishwick JP
	Peel Country Zone	President Cr Michelle Rich
	Pilbara Country Zone	Mayor Peter Long
	South East Metropolitan Zone	Cr Julie Brown
	South East Metropolitan Zone	Mayor Ruth Butterfield
	South Metropolitan Zone	Cr Doug Thompson
	South Metropolitan Zone	Mayor Carol Adams OAM
	South Metropolitan Zone	Mayor Logan Howlett JP
	South West Country Zone	President Cr Tony Dean
Ex Officio	Chair Commissioner, City of Perth Local Government Professionals WA	Mr Andrew Hammond Mr Jamie Parry
Secretariat	Chief Executive Officer	Mr Nick Sloan
	EM Environment & Waste	Mr Mark Batty
	EM Governance & Organisational Services	Mr Tony Brown
	EM Finance & Marketing	Mr Zac Donovan
	EM Infrastructure	Mr Ian Duncan
	Manager Strategy & Association Governance	Mr Tim Lane
	Manager Governance	Mr James McGovern
	Executive Officer Governance	Ms Margaret Degebrodt

#### 1.2 Apologies

### 1.3 Announcements

1.3.1 WALGA acknowledges the Whadjuk Nyoongar people who are the Traditional Custodians of this land we meet on today and pays respects to their Elders past, present and future.

## 2. MINUTES

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### 2.1 Minutes of Meeting Held 6 May 2020

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#### Recommendation

That the [Minutes of the Western Australian Local Government Association \(WALGA\) State Council held Wednesday 6 May 2020](#) be confirmed as a true and correct record of proceedings.

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### 2.2 Minutes of Special State Council Meeting Held 25 May 2020

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#### Recommendation

That the [Minutes of the Special State Council meeting held Monday 25 May 2020](#) be confirmed as a true and correct record of proceedings.

## 3. DECLARATIONS OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

## 4. EMERGING ISSUES

Notification of emerging issues must be provided to the Chair no later than 24 hours prior to the meeting.

- As per matter listed

## 5. MATTERS FOR DECISION

- As per matter listed
- Items Under Separate Cover to State Council only

## 6. MATTERS FOR NOTING / INFORMATION

- As per matters listed.

## 7. ORGANISATIONAL REPORTS

### 7.1 Key Activity Report

- 7.1.1 Commercial and Communications
- 7.1.2 Governance and Organisational Services
- 7.1.3 Infrastructure
- 7.1.4 Strategy, Policy and Planning



## 7.2 Policy Forum Reports

### 7.2.1 Policy Forum Reports

## 7.3 President's Report

### **Recommendation**

That the President's Report for May 2020 be received.

## 7.4 CEO's Report

### **Recommendation**

That the CEO's Report for May 2020 be received.

## 7.5 Ex Officios

7.5.1 LG Professionals President, Jamie Parry, to provide LG Professionals Report to the meeting.

7.5.2 Chair Commissioner, Andrew Hammond to provide City of Perth Report.

## **8. ADDITIONAL ZONE RESOLUTIONS**

To be advised following Zone meetings.

## **9. DATE OF NEXT MEETING**

### **Recommendation**

That the next meeting of the WALGA State Council to be held at WALGA on Wednesday 2 September.

## **10. CLOSURE**

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## 4. EMERGING ISSUE

### 4.1 COVID-19 Pandemic – WALGA Response

*Please note:*

*The information contained in this report is correct and up-to-date as of 3 June 2020. Further supplementary information will be provided at Zone and State Council meetings as well as through other channels, such as the COVID-19 Daily Update from the WALGA President and CEO.*

#### Recommendation

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

#### Executive Summary

- The COVID-19 pandemic, declared as a State of Emergency on 16 March 2020 in Western Australia, is having a profound impact on the health, wellbeing and economy of Western Australia
- WALGA's Local Government members have been severely impacted by the pandemic and WALGA is advocating on a number of issues, and providing resources, communications and guidance on a range of fronts to support the Local Government sector.
- This item summarises at a high level the activities that WALGA is undertaking to provide support for members, and is correct and up-to-date as at 3 June 2020.
- Additional supplementary information will be provided at the Zone and State Council meetings.

#### Policy Implications

Much of the advocacy detailed in this item is in accordance with existing policy positions; some of the advocacy detailed in this item relates only to the current crisis situation so will not impact existing policy positions.

#### Budgetary Implications

The impacts of the COVID-19 pandemic on WALGA's budget for the 20/21 financial year has been taken into account when WALGA adopted its 20/21 budget.

#### Background

##### State Government COVID 19 Roadmap

##### Easing of restrictions

As of 3 June 2020, Western Australia remains under a state of emergency, providing extraordinary powers to the State Emergency Coordinator, Mr Chris Dawson (Commissioner of Police). The state is currently in phase two of the easing of restrictions, with phase three to commence on Saturday 6 June 2020.

Phase 3 will see an increase in the number of people at non-work gatherings and additional businesses will be permitted to reopen. The 4 square metre rule will be revised to 2 square metres per person for all WA venues. Physical distancing, good hygiene and the 2 square metre rule will apply to all activities permitted in Phase 3. For the Local Government sector, the increase in mass

gathering numbers allows more community facilities and services to open, in line with the relevant guidelines.

Travel will now be permitted throughout Western Australia, including into the Kimberley region. Access into remote Aboriginal communities will remain prohibited. The COVID 19 WA Roadmap is available [here](#) with further information to support the implementation of phase three available through the DPC and DLGSC websites.

### State Recovery Planning

The Premier appointed Ms Sharon O’Neil as the State Recovery Controller who has responsibility for developing, coordinating and overseeing the recovery process for Western Australia.

Based on a partnership approach, recovery will bring together resources from across the State including business, industry, not-for-profit organisations, unions, the public sector, local governments and the community. Recovery will be organised around 5 key areas including, health, economy and infrastructure, social, industry and regions.

To inform the development of a State Recovery Plan, a range of engagement activities will take place in June. A State Recovery Advisory Group has been set up with representatives from key Western Australian stakeholders across business, industry, not-for-profit organisations, trade unions, the public sector, local government and the community. WALGA President, Tracey Roberts is the member on this group representing the sector.

A series of face-to-face and virtual Ministerial roundtables are also being convened with peak bodies and advisory groups across the State to inform recovery planning. WALGA will keep the sector abreast of these as further details are released.

### **Comment**

Given the significant impact of the COVID-19 pandemic, WALGA is working on multiple fronts to provide communications, support and advocacy on behalf of members. As noted above, the information contained in this report is correct as at 3 June 2020 and supplementary information will be provided at Zone and State Council meetings and through alternative communication channels.

### **Advocacy**

#### Penalty and Instalment Interest Rates

The Local Government sector and WALGA achieved a significant advocacy win in relation to the maximum interest rates payable on overdue rates and rates paid by instalment. The eventual outcome, while not ideal, was superior to the original proposal for no interest to be charged on overdue rates or rates paid by instalment, which would have had a deleterious impact on Local Governments’ cash flow in the 2020-21 financial year. This cash flow challenge would be in addition to the constrained revenue environment in which Local Governments are likely to be operating.

The Minister for Local Government listened to the sector’s concerns and implemented a Ministerial Order with the following key components:

- Penalty interest reduced from a maximum of 11% to 8%, which is in line with ATO penalty rates.
- Instalment interest to remain at 5.5% if a Local Government has a hardship policy, and to be a maximum of 3% if a Local Government does not have a hardship policy.
- For those that are in hardship and meet the Local Government hardship policy eligibility, then no penalty interest or instalment interest rate applies. Importantly, each Local Government decides on approving the application for hardship.

WALGA appreciates the 102 Local Governments that responded in rapid time to our survey on the impacts of the proposal; the weight of responses was instrumental in the advocacy effort.

### Planning and Development Amendment Bill 2020

A Special State Council meeting was held on the 25 May 2020, to discuss the Planning and Development Amendment Bill 2020 that was submitted directly into Parliament on the 20 May 2020. Concerns were raised on the lack of consultation with the sector, the changes to the planning processes, and the new powers being given to the WAPC, Minister for Planning and the Premier.

The following resolution was endorsed:

*Notwithstanding the need for Planning Reform and recognising the proposed impacts the Planning and Development Amendment Bill 2020 has on local planning, WALGA does not support the Bill in its current form and;*

*That WALGA;*

- 1. Advocate to the State Government for extensive consultation on the proposed legislation, noting:
  - a) Without due consideration of the full impact of the proposed 26 amendments, there is the potential for unintended consequences due to the haste in the drafting of this Bill;*
  - b) The Bill provides unfettered powers to the WA Planning Commission, circumventing meaningful involvement of local communities in the planning process;**
- 2. Writes to the Premier and Minister for Local Government to raise the sector's concerns with the Government's actions in setting aside the State and Local Government Partnership Agreement for the fast tracking of proposed legislative reforms under the cover of COVID-19 recovery.*
- 3. Requests member Local Governments to inform the communities of possible impacts of the proposed legislation on local planning decisions.*
- 4. Write to all non-Government Upper House members to discuss the sectors concerns.*

### **Legislative and Regulatory Amendments**

#### Local Government Act Ministerial Orders

The *Local Government Amendment (COVID-19 Response) Act 2020* was passed by Parliament on 16 April 2020 and came into effect on 21 April 2020.

This Act provided a power to enable the Minister to modify or suspend provisions of the Local Government Act and regulations while a State of Emergency declaration is in force and where the Minister considers that such an order is necessary to deal with the consequences of the COVID-19 pandemic.

The Minister for Local Government made the first Order under this legislation to deal with issues relating to requirements to hold public meetings, for access to information when council offices are closed due to the COVID-19 pandemic, budgetary and rating matters. These order came into effect on the day of Gazettal, being 8 May 2020.

## **Support and Assistance**

The WALGA team have been providing support and guidance across a number of teams to assist a range of Local Government functional areas. A few specific issues of support and guidance are highlighted below.

### Rebooting local economies

WALGA has recently undertaken a survey of its members to obtain information that will allow it to:

- estimate the amount of economic stimulus that could be facilitated through the Local Government sector during the recovery phase of COVID-19, if additional support was provided from the State Government, and
- estimate the collective financial support and stimulus that the WA Local Government sector has already committing to providing local communities.

These two points will form the basis of WALGA's advocacy to the State Government on rebooting local economies.

### COVID-19 Economic Update

To assist members in their Strategic and Operational planning for 2020-21, WALGA prepared an Economic Update in May.

This Economic Update explored the potential economic impacts of COVID-19 on the WA and Australian economies, including:

- How the WA economy was performing prior to COVID-19
- The economic support provided by all levels of Government in response to COVID-19
- The impact of COVID-19 on employment across industries
- Short and medium term forecasts for GDP, unemployment and inflation
- The likely long-lasting effects of COVID-19 on the economy
- How COVID-19 will impact on Local Government expenditure and revenue sources

### Governance Support

#### *Financial Hardship Policy Implementation Guide*

WALGA recently released a template Financial Hardship Policy to help Local Governments assess the unique circumstances and challenges that ratepayers might encounter as a consequence of the COVID-19 pandemic. This template was recently updated to reflect the following requirements associated with the Local Government (COVID-19 Response) Ministerial Order 2020 that took effect from 8 May 2020.

In response to the anticipated high uptake of this Policy by Local Governments, WALGA has prepared a template Financial Hardship Policy Implementation Guide. This Guide will assist in the administration of a Local Governments Policy and lead to the establishment of a consistent approach to the assessment of financial hardship across the Local Government sector.

The template Financial Hardship Policy and template Financial Hardship Policy Implementation Guide are both available [here](#).

## *Electronic Meetings*

To support Local Governments with the convening of electronic Council meetings, enabled by the regulatory amendment, WALGA prepared an Electronic Council Meeting (eMeeting) Guide to assist Local Governments in understanding the new Regulations and how they interact with existing meeting procedures.

In addition WALGA's Governance staff assisted the sector with procedural and operational queries on a daily basis.

## Employee Relations

The challenges evolving from the COVID-19 pandemic continue to impact Local Governments and their workforces. For the month of April the Employee Relations (ER) Service responded to 115 enquiries. The focus of enquiries has moved away from standing employees down to how Local Governments can freeze wages to sustain employment, until such time the financial impact of COVID-19 can be better understood. A webinar addressing this specific topic was conducted on 24 April 2020.

With the lifting of restrictions Local Governments are seeking advice on transitioning employees back to the workplace. In addition, we have seen an increase in enquiries about potential redundancies arising from the reduction and or closing of operations / services which have been severely impacted by COVID-19 restrictions, for example airports and tourism centres.

To assist the WALGA Employee Relations service subscribers during this time we have developed working from home template policy, procedure and agreement, guidelines for transitioning employees back to the workplace and revised and updated our redundancy information and supporting templates.

## Infrastructure

The Association has been seeking to respond to the matters most frequently raised by Local Governments concerning infrastructure programs particularly:

- Concerns about potential difficulties in meeting co-contributions for grant funded road improvement projects;
- Lack of clarity and certainty regarding State Government grant funded programs from 1 July;
- Addressing barriers to accelerating road works that would help stimulate local economies; and
- Seeking assurance that contractors needing to access project sites in different regions continue to be recognised as an essential workers.

Some RoadWise program activities such as Driver Reviver events and face to face child car restraint fittings and training have changed in order to comply with COVID-19 guidelines and restrictions. Activities have been creatively adapted including live-streamed Blessing of the Roads in Mandurah and video based advice for checking child car restraints. Planning for activities that are aimed at preventing road trauma has continued in anticipation of eased restrictions in coming months.

## **Commercial Development**

### Initiative to Support Local Suppliers

The Vendor Panel marketplace initiative for local supplier engagement has been implemented with a communications strategy which has seen approximately 7,500 local suppliers register. The platform was recently switched on for all WALGA Members and the focus will now shift to Member engagement and use of the facility. WALGA is underwriting the provision for the platform free of charge for Local

Governments on a 12-month trial. After the trial each Local Government has the option to continue use of the platform on a user-pay basis.

### PPE Support for Local Governments

WALGA commissioned the manufacture and supply of 55 pallets (approx. 70,000 units) of Hand Sanitiser to Members with a cost effective price during a time of extreme supply shortage. A second round offer is currently being formulated with cleaning supplies included. A special office furniture and Perspex screens (back to work pack) is also being developed.

### **Communications**

#### Councils in the Community Campaign

Print ad placements previously used for promotion of YourEveryday content have been reassigned to promote Council initiatives that support local communities and businesses as part of their pandemic response. In addition a section of the WALGA website has been created to showcase all of these initiatives, together with policy decisions of Council directly relating to support for business and communities as a result of COVID-19.

#### State Councillor Video Updates

The WALGA Content Producer has been filming State Councillor videos for distribution to Elected Members within their relevant Zones, to keep Councillors connected and share information and sector initiatives relevant to their local area, as well as work being undertaken by WALGA from a policy and services perspective.

#### Media Statements

The following media statements released from Tuesday, 7 April to Monday, 1 June were:

Monday, 6 April	COVID-19: JobKeeper Snub Will Hurt Communities
Thursday, 9 April	COVID-19: Regulation to Wreck Rates Freeze
Friday, 17 April	COVID-19: Mutual Scheme to Help Hold Down Rates
Monday, 20 April	COVID-19: Platform to Enhance Council Support for Local Business
Friday, 8 May	COVID19: Local Government Planning Departments Open for Business
Friday, 22 May	COVID-19: Federal Funding Boost to Support Councils
Friday, 29 May	COVID-19: Reasonable Timeframe for Planning Changes

#### President's Column

During the period of May, the Association published one President's Column in The West Australian newspaper on Tuesday, 12 May titled COVID-19: Councils Contribute \$300m to Support Community. The column discussed the Local Government response to the pandemic, estimated to be in excess of \$325 million, and explained how the sector was one of the first to respond to the pandemic with meaningful and practical initiatives that directly benefit the community.

#### COVID-19 State Briefing to Sector Webinars

As key partners in the response to COVID-19, the sector received a weekly briefing on the most recent advice from the Commonwealth and State Government. These more informal discussions, which were hosted by Mayor Tracey Roberts, provided updates on the pandemic response to the sector. Mayors, Presidents and Local Government CEOs were able to attend the weekly webinars.

### **9 April 2020**



230 attendees from 120 Councils attended the webinar.

**Speakers:** Minister for Environment, the Hon Stephen Dawson MLC and Director General of the Department of Water and Environmental Regulation (DWER), Mike Rowe

**17 April 2020**

178 attendees from 116 Councils attended the webinar.

**Speakers:** Local Government Minister the Hon David Templeman; Chair of the WA Library Board, the Hon John Day and Deputy Chief Health Officer, Incident Controller, Dr Robyn Lawrence.

**24 April 2020**

143 attendees from 107 Councils attended the webinar.

**Speakers:** Local Government Minister the Hon David Templeman; Emergency Services Minister the Hon Francis Logan and State Recovery Controller, Sharyn O'Neill

**1 May 2020**

142 attendees from 101 Councils attended the webinar.

**Speakers:** Minister for Local Government, the Hon David Templeman MLA and Tourism and Small Business Minister the Hon Paul Papalia MLA.

**8 May 2020**

150 attendees from 109 Councils attended the webinar.

**Speakers:** Hon David Templeman MLA and Minister for Regional Development, Agriculture and Food; Ports the Hon Alannah MacTiernan MLC, accompanied by the Director General of the Department of Primary Industries and Regional Development, Ralph Addis.

**15 May 2022**

144 attendees from 108 Councils attended the webinar.

**Speakers:** The Deputy Premier and Minister for Health the Hon Roger Cook MLA, the State Emergency Coordinator, Police Commissioner Chris Dawson and Dr Michael Lindsay from the Department of Health

**22 May 2020**

109 attendees from 84 Councils attended the webinar.

**Speakers:** Local Government Minister, the Hon David Templeman MLA and Auditor General Caroline Spencer

**29 May 2020**

77 attendees from 60 Councils attended the webinar.

**Speaker:** State Recovery Controller Sharyn O'Neill

Governance & Employee Relations Webinar

**24 April 2020**

The webinar covered the standing-down of employees, options for managing wage increases, employee welfare and recent changes to the Local Government Regulations to assist with the performance of Governance responsibilities during this period of emergency.

185 Local Government Officers attended the webinar.

#### VendorPanel Marketplace Webinar

##### **13 May 2020**

Following a number of initiatives to drive supplier support including a recent supplier webinar, supplier response and registration into the platform has been very strong, with many Member Local Governments well positioned to start using these suppliers for local procurement needs.

More than 100 Local Government Officers and Preferred Suppliers registered for the webinar.

#### Webinar: Local Government Support for Aboriginal Language and Place Names

##### **28 May 2020**

The webinar highlighted how the use of Aboriginal language and place names assists with promoting broader community awareness of Aboriginal history and culture, and look at the significant role Local Government can play in this area.

The webinar was viewed by 150 registrants.

#### Showcase Webinars

WALGA have been showcasing the work of the sector, through a webinar series featuring presentations from Local Governments discussing innovative approaches to managing COVID and providing ongoing services to their communities. The following webinars have been held to date:

- COVID-19 Update for Environmental Health and Emergency Management Officers (27 May)  
This webinar features an update from WALGA, presentations on emergency management structures from the City of Canning and Shire of Capel, and information on the City of Perth's Relief and Rebound Program.
- Emergency Management Local Government Showcase (22 April)  
The webinar includes a presentation from the Shires of Bruce Rock on how their Local Government and community overcame the challenge of losing their general store to fire at the beginning of the pandemic. The City of Joondalup and Shire of Denmark present on the changes their Local Governments have made to continue to serve their community throughout this crisis.
- Emergency Management Local Government Showcase 2 (30 April)  
The City of Vincent, Shire of Augusta Margaret River and City of Albany presented on their approach and initiatives during the COVID-19 pandemic, including community messaging, youth engagement, and how they have kept the community linked to services and local businesses.
- Local Government Showcase - Staff Redeployment (14 May)  
The Cities of Armadale, Bayswater and Wanneroo and the Shire of Harvey shared their stories about how they have redeployed staff to other areas of their organisations during the COVID-19 pandemic.



- Local Government Showcase - Economic Stimulus (21 May)

WALGA's Policy Manager, Economics provided an economic update to assist members in their Strategic and Operational Planning for 2020-21 in the context of recovering from COVID-19. The City of Karratha and Shire of East Pilbara shared information on the economic support and stimulus their Local Governments are providing to assist their rate payers, small business and community groups.

- Showcase Webinar – Communications (Wednesday, 5 June)

The City of Gosnells presented on their Home But Not Alone campaign which allowed the City to take its biggest events to the streets without breaking isolation or social distancing restrictions.

Presenters from the Shire of Dundas shared their approach to communications with the community in a resource-restricted environment, and the City of Canning provided an overview of their response activity, in particular, their Crisis Incident Management team and crisis communications planning and delivery.

All showcase webinars can be found on the WALGA website [here](#).

## 5. MATTERS FOR DECISION

### 5.1 WA Public Libraries Agreement (05-012-03-0001 KD)

*By Kirstie Davis, Policy Manager Community*

#### Recommendation

**That the draft State and Local Government Agreement for Public Libraries be endorsed.**

#### Executive Summary

- The first Western Australian Public Libraries Strategy Consultation Report was endorsed by WALGA State Council in July 2018.
- WALGA State Council endorsed the new Public Library Tiered Service Model in May 2019.
- At its September 2019 meeting, State Council endorsed the transfer of ownership of stock from State to Tier 1 Local Governments and that the provision of Public Library services in Western Australia be delivered through a formal agreement between State and Local Government of Western Australia and governed by the *Library Board Act 1951*.
- The State Library of Western Australia, the Department of Local Government Sport and Cultural Industries, Public Libraries Western Australia and WALGA have consulted on a draft Library Agreement which is attached for WALGA State Council consideration.

#### Attachment

*Draft State and Local Government Public Library Agreement*

#### Policy Implications

##### **RESOLUTION 96.6/2019 supports**

*The provision of Public Library services in Western Australia through a formal partnership between Local Government and the State Government of Western Australia governed by the Library Board Act 1951*

#### Background

In December 2017, the *WA Public Libraries Strategy* (Strategy) was released as a consultation tool to establish strategic priorities for public library development in Western Australia. Extensive consultation with Local Governments over a three month period demonstrated strong support for the Strategy and the Consultation Report was endorsed by the Library Board of Western Australia (LBWA) and WALGA State Council.

In May 2018, the Public Libraries Working Group (PLWG), formed to consider the outcomes of the consultation and to provide advice to the State Library of Western Australia (SLWA) on implementation of the Strategy, resolved that this would be prioritised according to available resources and that the initial focus would be to progress work to develop a tiered model to support public library service delivery in Western Australia that includes key features to support regional and remote libraries.

A Reference Group including representatives from the DLGSC, WALGA, Public Libraries Western Australia (PLWA) and SLWA was established in October 2018 to draft the now endorsed tiered model, allocation of funds and the associated agreement as critical components to the ongoing delivery of efficient public library services in Western Australia.

## Comment

This Public Library Services Agreement aims to formalise the way in which State and Local Government will work together to deliver improved public library services to our community providing:

- a shared vision for driving the future direction of Western Australia's public library services
- an approach for achieving real outcomes in delivering a relevant and sustainable public library service for all Western Australians
- a statement of guiding principles to support communication, consistent decision making and collaborative action, and
- a definition of the roles and responsibilities of both State and Local Government.

The Agreement is set for a term of 5 years, and may be extended subject to the written consent of both parties. A review of the Public Library Services Agreement will be initiated by the PLWG three (3) years after the date of signing and will report with recommendations to the WA Library Board and WALGA State Council.

Current topics the Public Library sector would like to pursue once a formalised partnership agreement is in place include:

- protected and increased funding for public library materials and innovations
- local level service agreements that include consortia opportunities for the purchase and supply of shelf ready materials and other library services
- One Card Project, a single library management system for Public Libraries in Western Australia
- Library infrastructure and other facility funding opportunities.

The agreement requires the State Government and Local Governments to work cooperatively to provide public library services. To support the agreement, the State Government will provide financial assistance to Local Governments and Local Governments agree to provide physical, technological and operational infrastructure and resources to provide library services.

It is recommended that the attached agreement be endorsed.

**DRAFT**  
**State and Local Government Agreement**  
**For the Provision of Public Library Services in Western Australia**

**Preface**

Since the 1950s, the Library Board of Western Australia (Library Board) has delivered public library services through the State Library of Western Australia (SLWA) in partnership with Local Government. The *Library Board of Western Australia Act 1951* provides the governing legislation in which Local Governments operate public libraries in partnership with the State Government.

Until 2015, the provision of public library services in Western Australia was underpinned by a Framework Agreement between State and Local Government and in 2017 the Minister for Culture and the Arts released the *WA Public Libraries Strategy* to establish strategic priorities for public library service development in Western Australia. With the implementation of these priorities well advanced, both State and Local Government recognise the need for an overarching agreement to define the shared commitment to delivering a responsive and sustainable public library service for all Western Australians.

The State and Local Government Agreement for the Provision of Public Library Services in Western Australia (Public Library Services Agreement) references the State Local Government Partnership Agreement (2017) established to guide State and Local Government communication, consultation and governance.

This Public Library Services Agreement establishes the way in which State and Local Government will work together to deliver improved public library services to our community providing:

- developing an agreed vision for driving the future direction of Western Australia’s public library services;
- a collaborative approach for achieving real outcomes in delivering a relevant and sustainable public library service for all Western Australians;
- a statement of guiding principles to support communication, consistent decision making and collaborative action; and
- a definition of the roles and responsibilities of both State and Local Government.

**Public Library Services Agreement – guiding a partnered approach to the provision of State and Local Government public library services**

The State Government and the Local Government sector have a shared commitment to delivering responsive and sustainable public library services to all Western Australians, recognising that in a digital age and global knowledge economy, public libraries empower individuals and communities through access to information, technology, lifelong learning and cultural and leisure opportunities.

Western Australia’s public libraries are community hubs, bringing people together and facilitating literacy, learning and 21<sup>st</sup> century skills so that they can grow, learn and succeed in school, life and work.

By working together to achieve our common aims, State and Local Government will be more effective in providing equitable and accessible public library services for Western Australians. With more than 10 million visitors to Western Australia’s public libraries every year, it is important that State and Local Government continue to work together to enhance our public library service and use our resources effectively to maximise the return on investment that they provide. Working in collaboration or “working together” we can deliver more agile and innovative public library services and programs that respond to the diverse needs of Western Australian communities and are sustainable into the future.

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Signed by  
Hon David Templeman MLA  
Minister for Culture and The Arts

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Signed by  
Mayor Tracey Roberts  
President of the Western Australian Local  
Government Association

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Signed by  
John Day  
Chairman, Library Board of Western  
Australia

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Signed by  
Jamie Parry  
President of the Local Government  
Professionals Australia WA

## Vision

Central to the partnership between State and Local Government is a shared vision for Western Australia's public library services providing

***“a vibrant and sustainable 21<sup>st</sup> century public library network at the heart of the Western Australian community where people can connect, learn and grow”.***

## Goals

The State and Local Governments will work in partnership to provide a state-wide public library network where:

- the development of public libraries as vibrant, inclusive community hubs that connect people with each other, with services and with their community are cultivated and nurtured.
- services respond to the needs of local communities and barriers to access are addressed.
- Western Australians are empowered to prosper in the digital age and global knowledge economy through equitable access to technology, lifelong learning and diverse cultural and leisure experiences.
- service models, systems and processes continue to evolve to ensure they are efficient, effective and sustainable, achieving economies of scale and optimising investment through collaboration.
- the strategic priorities of State Government and Local Governments are supported.
- services are measured and evaluated to ensure they are effective, efficient and achieve positive outcomes and impacts for the community.

## Principles

The following principles will guide the shared provision of public library services by State and Local Government in Western Australia.



## 1. Partnership

- There is a commitment to the partnership – a shared understanding that by working together, State and Local Government can provide the best possible public library service for all Western Australians.
- The partnership is conducted in a spirit of mutual respect and cooperation recognising the roles and responsibilities and financial contributions of both State and Local Government.

## 2. Communication

- There will be an open, transparent and timely approach to communication and decision making where both partners are accountable for their responsibilities and actions.

## 3. Consultation

- State and Local Government will undertake timely consultation regarding matters affecting the sector.
- Consultation timelines will be guided by the State Local Partnership Agreement.

## 4. Accountability

- Both parties accept accountability for their decisions and decision-making process.
- There is a commitment to good governance.

## 5. Service Delivery

- State and Local Government are committed to free, universal and equitable access to relevant and contemporary public library services for all Western Australians, regardless of geographic location or individual circumstances.
- Access to information and ideas, free of censorship and the influence of sectional interests, will be unrestricted, within legal and regulatory obligations.
- There is a recognition that services will enable flexibility to respond to the diverse needs of Western Australian communities as well as the business requirements of State and Local Government.
- Services are planned, developed and delivered to be effective, efficient and sustainable.
- There is a focus on outcomes in establishing policy, strategy and service goals and objectives that respond to community needs and expectations.

## 6. Community Engagement

- Both spheres of government acknowledge the importance of appropriate community engagement to inform library services planning and delivery.

## 7. Reciprocity

- There is a commitment to building on the seventy-year partnership demonstrating respect and consideration for the other sector as matters arise.

## Roles and Responsibilities

To realise the vision and achieve the goals in this Public Library Services Agreement, State and Local Government have specific roles and responsibilities as outlined below.

### ***Both State and Local Government agree to:***

- Support a State-wide public library service that provides free access for all residents of Western Australia.
- Provide core products and services free of charge as detailed in local agreements.
- Operate with the expectation that State and all Local Governments will make a financial contribution to the provision of public library services.
- Support the continuation of the partnership and maintain joint decision-making arrangements and accountability mechanisms through the Public Library Working Group and any mutually agreed successor.



- Develop policies, plans, guidelines, performance and reporting standards to guide public libraries and to be adopted by both parties.
- Ensure that the WA Library Board enters into an agreement with each Local Government that will uphold the principles of this Agreement.
- Recognise that the shared responsibilities for public library services are applicable regardless of any formal or informal arrangements between individual Local Governments and other government or non-government organisations for out-sourcing or collocation of public library services.
- Work towards achieving benchmarks established in the Guidelines, Standards and Outcome Measures for Australian Public Libraries to support the on-going development of library services in Western Australia

***State Government agrees to:***

- Provide financial assistance to each Local Government that operates a public library in accordance with an agreed public library funding methodology and administer the allocation, reporting and acquittal processes for the funding.
- Work co-operatively with Local Government to support the ongoing development and enhancement of public library services to meet community needs.
- Provide resources and services, including centralised purchasing and a state-wide online catalogue, to agreed standards.
- Provide strategic advice, consultancy and training on public library services, including additional support for regional and remote public library services, and give feedback to Local Government on library services as required.
- Coordinate collaborative state-wide and targeted initiatives and programs.
- Publicly acknowledge the support and financial contribution of Local Government in providing public library services.

***Local Government Agrees to:***

- Provide physical and technological infrastructure, staffing and meet operating costs, to agreed standards.
- Be accountable to the State Government for any financial assistance, including grants, provided by the State.
- Provide advice to ensure there is Local Government agreement with and support for changes to the delivery of public library services.
- Work co-operatively with the State Government to support the ongoing development and enhancement of public library services to meet community needs.
- Collaborate on state-wide initiatives and programs as specified in relevant documentation that communicates the funding, obligations, outcomes, reporting and acquittal requirements of any initiative.
- Publicly acknowledge the support and financial contribution of the State Government in providing public library services.

**Governance/Management**

State and Local Government have established a Public Libraries Working Group (PLWG) to oversee the implementation of this Public Library Services Agreement.

**Review and Modification Process**

This Public Library Services Agreement is to apply for a period of five (5) years [from to] and may be extended subject to the written consent of both parties.

A review of the Public Library Services Agreement will be initiated by the PLWG three (3) years after the date of signing and will report with recommendations to the WA Library Board and WALGA State Council.

This Public Library Services Agreement may only be modified during the life of the Agreement with the written consent of both parties.

### **Dispute Resolution Process**

In relation to any matter that may be in dispute between the parties in relation to this Public Library Services Agreement:

- a) If a dispute or difference arises between the parties out of or in connection with this Agreement, either party may give the other a written notice specifying the dispute or difference.
- b) The dispute is to be resolved by the signatories to the Agreement working in good faith with a view to achieve mutually agreeable outcomes.
- c) If further resolution is required parties are to engage an independent mediator with the cost to be shared between the parties.

### **Break Clause**

This Public Library Services Agreement may be terminated at any time by the mutual agreement of the WALGA State Council, the Minister for Culture and the Arts and President of the Local Government Professionals Australia WA.

Prior to terminating this Public Library Services Agreement it is intended that, where possible and appropriate, the parties use mechanisms provided within this Agreement including but not limited to the Dispute Resolution clause and the Review and Modification Process to address and resolve any issues that may exist between the parties.

## 6. MATTERS FOR NOTING / INFORMATION

### 6.1 Draft Aviation Strategy 2020 (05-003-02-0005 SD)

*By Sebastian Davies-Slate, Policy Officer, Transport and Roads*

#### Recommendation

**That the submission to the Department of Transport in response to the Draft State Aviation Strategy 2020 be noted.**

#### Executive Summary

- The State Government invited comment on a draft State Aviation Strategy 2020, and WALGA has prepared a submission.
- Western Australian aviation policy recognises that air services are critical to regional communities, industry and regional economic development.
- Most regional airports are operated by Local Governments, making the sector a key stakeholder in provision of aviation services.
- The Infrastructure Policy Team discussed the WALGA submission on 20 April and recommended that it be considered by State Council using Flying Agenda, State Council endorsed the Submission by Flying Minute. WALGA submitted the endorsed comments to the Department of Transport.

#### Attachment

<https://walga.asn.au/getattachment/Documents/Draft-State-Aviation-Strategy-2020-WALGA-submission.pdf?lang=en-AU>

#### Background

Efficient and affordable air services are critical to regional communities, tourism and the resources sector. Aviation operates in a complex environment involving airlines, airports, industry, community and all levels of government. A draft Western Australian Aviation Strategy 2020 was released for public comment in February 2020. The draft strategy seeks to address the thirteen recommendations identified in the 2017 Parliamentary Inquiry into regional airfares, "Perceptions and Realities of Regional Airfare Prices in Western Australia." It also updates the current aviation strategy, particularly in relation to aviation infrastructure and planning frameworks.

The Association sought input from Local Governments through LG News (14 February) and through direct contact with Local Government officers responsible for managing Regular Passenger Transport (RPT) airports. Formal input was received from one Local Government. Regional airport managers have been focused on responding to the impacts of COVID-19 during March and no formal returns were received.

#### Comment

Prices for air services within Western Australia are high relative to national and international comparisons. Increased and collaborative engagement between airlines, Local Governments, communities and State agencies has resulted in some new, innovative airfares and air-routes being introduced. For this to continue it is important to support and build on these successes.

The submission supports:

- The recently introduced requirement for airlines operating unregulated routes to provide data to Government relating to airfares and service levels and to engage with the regional communities they service;
- The intention of the State Government to take a stronger role in the market where necessary;
- On-going development and implementation in conjunction with Local Governments of a Strategic Airport Assets and Financial Management Framework for small and medium-sized regional RPT airports;
- On-going State Government investment through the Regional Airport Development scheme;
- Measures to ensure air services are provided at reasonable price; and
- A review of the tender design for fully regulated routes.

The submission recommends that the Government:

- Link more clearly with Tourism WA's Two Year Action Plan, including attracting a low-cost carrier to fly intra-state routes;
- Monitor the impact of timing air services into and out of Perth if peak period charges at Perth airport and operational factors reduce the value of services for businesses seeking to travel in and out of Perth or a regional centre in a single day;
- Include some specific measures of success and timelines;
- Discuss costs and funding;
- Extend state planning framework guidance to include land use planning in the vicinity of regional airports; and
- Acknowledge that passenger charges and landing fees at Local Government managed airports are only a small component of airfares and need to be set at levels that will enable the airport to be operated and maintained.

The submission does not take into account the effects of COVID-19 in disrupting air travel in Western Australia and nationally. It is unclear what impacts this will have on long term air services.

State Council endorsed the submission by Flying Minute and it has been submitted to the Department of Transport.

## 6.2 Regional Aviation Policy Issues Paper (05-003-02-0004 SD)

*By Sebastian Davies-Slate, Policy Officer Transport and Roads*

### Recommendation

**That the submission to the Australian Government Department of Infrastructure, Transport, Regional Development and Communications, in response to the Draft Regional Aviation Policy Issues Paper be noted.**

### Executive Summary

- The Australian Government invited input from stakeholders regarding the existing policy framework for regional aviation, using an issues paper to guide consultation.
- Federal, State and Local Governments are involved in aviation policy and programs. Most regional airports are operated by Local Governments, making the sector a key stakeholder in provision of aviation services.
- Important areas of Federal Government policy that impact directly on the cost and viability of regional air services in Western Australia include:
  - Requirements for and costs of security screening for passengers and freight;
  - Essential public service funding support for regional airports that do not have sufficient passenger numbers to be economically sustainable; and
  - Measures to encourage and facilitate competition between airlines on routes within regional Western Australia.
- The Infrastructure Policy Team discussed the WALGA submission on 20 April and recommended that it be considered by State Council using Flying Agenda. Following State Council endorsement by Flying Minute, WALGA submitted the endorsed comments to the Department of Infrastructure, Transport, Regional Development and Communications.

### Attachment

<https://walga.asn.au/getattachment/Documents/Regional-Aviation-Issues-Paper-2020-WALGA-submission.pdf?lang=en-AU>

### Background

The Australian Government acknowledges that the major benefits arising from the deregulation of the domestic aviation industry, such as flexible and discount fares and the wider provision of services, have not been reflected in air services to regional, rural and remote communities. The benefits of competition between airlines have not been realised in these markets. Given the importance of regional air services for economic development, service provision and connectivity this raises policy challenges. The Australian Government prepared a discussion paper as the basis for seeking input from stakeholders about changes to current policy frameworks that will result in better outcomes for all stakeholders.

### Comment

The submission identifies three matters within Australian Government aviation policy that have a direct impact on the cost and viability of air services in regional Western Australia.

#### Security Screening

The requirements for security screening passengers and freight have increased over time in response to perceived threat levels. These requirements impact costs at both capital city airports and regional airports. However, fixed costs are spread over a small number of passengers and flights at many

regional airports, resulting in relatively high per passenger costs. These costs can be a significant component of total costs on short flights. The Australian Government has at times contributed to capital costs associated with security upgrades. However, the operating and renewal costs remain high. The submission encourages on-going risk-based reviews of security requirements and funding support for Local Government airport operators.

#### Asset Management

Airports are capital intensive, long-life assets. The need to provide for larger aircraft in order to reduce airfares results in under-utilised airport assets in many regional centres. The submission calls for a long term commitment to support whole of life costs for critical regional airport assets.

#### Competition

The submission calls for developing markets and competition in regional air services including through intra-regional services, multi-stop services and generating new demand through the work of Regional Development Australia (RDA).

This submission does not take into account the effects of COVID-19 in disrupting air travel in Western Australia and nationally. It is unclear what impacts this will have on long term air services.

State Council endorsed the Flying Minute and it has been submitted accordingly.

## **6.3 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)**

*By Rebecca Brown, (Manager, Waste & Recycling)*

### **Recommendation**

**That the resolution of the Municipal Waste Advisory Council at its 29 April 2020 meeting be noted.**

### **Executive Summary**

- This item summaries the outcomes of the MWAC meeting held on 29 April 2020.

### **Background**

The Municipal Waste Advisory Council is seeking State Council noting of the resolutions from the **29 April 2020** meeting, consistent with the delegated authority granted to the Municipal Waste Advisory Council to deal with waste management issues.

Copies of Agendas and Minutes are available from WALGA staff, on request.

### **Comment**

The key issues considered at the meetings held on **29 April 2020** included:

#### **COVID-19 Waste Management Considerations**

The WALGA Team are taking a coordinated approach to the current situation, based on issues that have arisen and queries from the sector a [central document](#) has been developed to capture this information and provide guidance.

Since the beginning of the COVID-19 Pandemic, Local Government has been at the forefront of responding to the situation, at both a political and operational level. This has included extensive Business Continuity Planning. The State and Commonwealth Government have agreed the approaches to tackling the Pandemic, Local Government has been responsible for operationalizing many of the restrictions which are now in place (for example, closing libraries, sporting venues and playgrounds). In a waste context, much of the expertise on operational issues rests with Local Government and the waste sector. As a consequence the State Government (DWER and Minister) have actively engaged with WALGA and through the Association the sector, to ensure that waste services are recognized as essential and considered in decision making.

#### **MUNICIPAL WASTE ADVISORY COUNCIL MOTION**

**That the Municipal Waste Advisory Council note the Waste Management in COVID-19 Context Paper.**

**Moved: Mayor Howlett   Seconded: Cr Abetz  
CARRIED**

## 7. ORGANISATIONAL REPORTS

### 7.1 Key Activity Reports

#### 7.1.1 Report on Key Activities, Commercial and Communications (01-006-03-0017 ZD)

*By Zac Donovan, Executive Manager Commercial and Communications*

#### **Recommendation**

**That the Key Activity Report from the Commercial and Communications unit to the July 2020 State Council meeting be noted.**

Commercial and Communications comprises of the following WALGA work units:

- Commercial Development
- Commercial Management
- LGIS Contract Management
- Marketing and Events
- Media and Advocacy (currently vacant)

The following provides an outline of the most recent key activities of Commercial and Communications in addition to those items included in the COVID Update item:

#### **Commercial Development**

##### **Preferred Supplier Contract Development**

- A new contract for Library Services has been implemented. A category is included to refresh the Metropolitan Library Courier Services with an offer negotiated and currently out with Librarians for consideration.
- A new contract for ICT Services has been implemented with 120 suppliers being recommended. About 80% of the panel is live with the balance of contracts in negotiation phase.
- The Temporary Personnel contract has been varied to accommodate temp to permanent placement and a new recruitment services panel has been implemented. There are 9 incumbent suppliers that have been prequalified to the new category. A tender is being evaluated to place new suppliers into this contract.
- Suppliers were added to a regional tender for the Roads Contract.
- The Engineering Consultancy PSA was refreshed.
- A new PSA for Tender Management Services has been contracted and fully implemented.
- The NPN contracts for Plant and Equipment and Specialised Trucks have been advertised.
- A webinar for Preferred Supplier updates to Members has been scheduled for 9 June.

##### **Preferred Supplier Review**

- The Deloitte PSA audit has been completed noting good procurement processes and identifying some areas for further efficiency and improvement.
- The PSA terms for the WALGA Panel contract are being reviewed by external lawyers.
- A review of the PSA procurement process and contract development activity will be progressed. The intent is to develop a process of open supplier on-boarding through perpetual contracts that are reviewed and refreshed on a biannual basis.



- The team has been working with Simply Logical to progress enhancements to tender evaluation software.
- Due diligence and credit reference report products have been reviewed and changes made to access new online reports with risk rating functionality.

## **Commercial Management**

### **Contract Management**

- An info-page has been provided to suppliers on the Financial Services PSA to provide clarity on access to State vehicle pricing for operating leases, and the correct use of FBT calculations when providing offers.
- Reviews are currently underway for Energy Services and Asset Management panels.
- The PSA audit report has been returned with some under-reporting identified.
- A number of panels are approaching term and will be reviewed for extension and/or refresh. These include Telecommunications, Energy, Hardware, Ag and Turf, Signs, Corporate Wardrobe and PPE and Environmental Consulting.
- The new PSA income report has been implemented and a new market analysis report has been designed. Business Intelligence analytics has been enhanced. Member spend and save reports are also being redesigned.

### **LGIS Contract Management**

Items have been presented to State Council for noting or decision under separate cover relating to the LGIS contract management on:

- LGIS Board minutes from 14 May 2020
- Determination of Scheme Management Fee adjustment for 2021/22
- Settlement of legal action against WALGA as Scheme trustee

## **Marketing and Events**

### **Rates Campaign**

Following a request of State Council, a campaign has been initiated to educate the community around the way rates are calculated and the impact of property price movements on rates during a rates freeze, as will be the case for most metropolitan Councils. It is intended these ads will run on social media and will be supported by a four week print campaign in the West Australian in the lead up to rates notices being issued. The ads and print collateral will be provided to Councils to use across their own channels should they choose to. Currently the Marketing and Media Manager is consulting with the Local Government communications officers' network to determine the most appropriate campaign timing.

### **Reconciliation Action Week Video Production**

To coincide with Reconciliation Week, the WALGA Content Producer created eight videos featuring Local Government staff sharing their experiences with the Reconciliation Action Plan process. Participating Councils were: City of Melville, City of Perth, City of Rockingham, City of Fremantle, City of Bunbury, City of Kalamunda and City of Cockburn. Each of these videos has been posted to the WALGA website, with daily posts to Facebook revealing each content piece.

### **Media Activity**

Articles on specific topics relating to Local Government over the past two months are considered to be more balanced and positive than negative. This month's media activity has again defied the usual trend; there are a total number of 65 positive articles, which is almost twice the number of 38 negative articles. The number is the highest count the Association has seen in the last eight years. (The usual

trend has always been more negative articles than positive articles, and last month's media monitoring showed the same number of negative and positive articles.)

- Issues that received considerable attention over the past two months included: Balanced to positive coverage was recorded on the topic of the **COVID-19 Pandemic**. This topic received the most coverage, and it has been broken down to the following sub-topics:
  - **Budget/ Rates/ Financial Matters:** This topic continues to receive the most positive coverage, which relates to Local Governments discussing rate freeze or rate cut and relief packages to assist the community and local businesses. The positive articles arise from the announcements of rate freeze and relief packages – various small business groups have applauded the Councils for stimulating the local economy. Neutral coverage includes WALGA and various Councils calling for the State Government to freeze the Gross Rental Value at previous level in order to ensure all ratepayers will not see a rate increase. These articles has led to a response by the State Government, calling for the sector to look at another solution to consider financial security instead of relying on ratepayers for revenues. Other neutral topics include the low-interest loan package offered by the State Government, which will be looked into by various Councils before they apply. There are three negative articles, which relate to business owners, former Councillors and previous Mayors from various Councils claiming they were not impressed with relief services being put in place for residents and businesses, and believed Councils can do more.
  - **Operation/ Staffing:** Mostly balanced coverage is recorded on this sub-topic. The majority of the articles relates to the Federal Government ruling Local Government as ineligible for the JobKeeper program, which leads to fear that more Council workers may lose their jobs. Negative coverage includes criticism from the Local Government Minister on some Councils who are looking at laying off staff members. A Council CEO sees numerous negative comments on the Council Facebook page, written by staff and ratepayers over the mass stand down. These announcements of possible redundancies among Council staff has led to various follow-up articles on the same topic. Positive coverage includes various Council CEOs who have confirmed that they will not make staff redundant and have redeployed staff members during the pandemic crisis.
  - **Planning and Legislation:** Mostly balanced coverage is recorded on this sub-topic. The majority of the articles relates to the State Government's new planning amendment bill that will allow the WA Planning Commission to approve large scale developments for 18 months. There are varied reactions from different Councils, with Local Governments in the Western Suburbs disagreeing completely with planning reforms, labelling them a "Trojan Horse" and calling out the State Government for sidelining the Local Governments. Other Councils back the planning reforms, but raise concerns around consultation and local engagement, along with local planning schemes. Two newspaper columnists support these reforms, saying that it will inject money and create jobs.
- There are multiple negative articles mostly about four different Councils – one in the south metropolitan area, three in the central metropolitan area. These articles relate to State Government inquiries, show cause notices, allegations of legislated requirements not being followed and allegations of bullying.
- Completely balanced coverage is recorded on **Council rates and Budgets**. The articles are mostly related to Councils trying various methods to simplify the rates system and reduce differential categories.
- Balanced to negative coverage is recorded on **Council Member/ CEO Changes**. There are multiple articles about a Shire CEO's departure after a seven-year tenure which saw issues that polarised the community. This CEO has been hired by a Western Suburb Council – a columnist for the State daily indicates his new position may lead to a potential foreshore revamp, which may divide the community.

- Balanced to negative coverage is recorded on the issue of **Australia Day**. All articles are about the City's decision to cancel the annual fireworks show in January next year due to uncertainties related to mass gatherings from virus pandemic. This move has led to criticisms by the Premier and former Lord Mayor as being premature.

## WALGA Social Media

### Twitter:

In this 60 day period between Friday, 3 April and Monday, 1 June, WALGA's Twitter page earned 26,400 impressions, and increased on the previous period (which was shorter at 45 days). The top tweet for Impressions in this period was a President's Column tweet about the contribution of Councils during the COVID-19 pandemic. The tweet generated 2152 impressions, 119 engagements and a total engagement rate of 5.5%. This same tweet had the highest Engagement Rate. Over this 60 day period, the WALGA Twitter profile gained 33 new followers, giving a total of 1900 followers; with 36 retweets, 45 likes and 55 link clicks.

### Facebook:

The WALGA Facebook page during this period, has mainly focused on sharing posts from Local Governments around the State to demonstrate what Councils are doing to help communities through the pandemic, in line with the WALGA Councils in the Community sector promotion. The WALGA Facebook post with the highest reach was a post directing people to the Councils in the Community area of the WALGA website. This post had an organic (unpaid) reach of 1292 people and an engagement rate of 17%. It generated 66 reactions, comments and shares and 56 link clicks. Over this period, the WALGA Facebook page received 24 new likes, taking it to 1749 likes and 82 new followers, taking it to 2126 followers.

### LinkedIn:

The most popular post for Impressions on LinkedIn over this period was a post about the President's Column like the top tweet. This post had 2970 impressions, 197 clicks, 94 likes and an engagement rate of 10.0%. The post with the highest engagement rate was a post about the Councils in the Community webpages, with an engagement rate of 11.37%, 2383 Impressions and 47 likes. Over this period the WALGA LinkedIn page received 455 new followers bringing it to a total of 11,039.

### YourEveryday website:

Adding new content to the YourEveryday website has paused during COVID-19 response. There are currently 141 articles on the website. Over the 60 day period between Friday, 3 April and Monday, 1 June the YourEveryday website has had: 3744 page views from 2293 users visiting the site with an average of 1.51 pages per visit.

## 7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

By Tony Brown, Executive Manager Governance & Organisational Services

### Recommendation

**That the Key Activity Report from the Governance and Organisational Services Unit to the July 2020 State Council meeting be noted.**

Governance and Organisational Services comprises of the following WALGA work units:

- Governance Support for Members
- Employee Relations
- Training
- Regional Capacity Building
- Strategy & Association Governance

The following provides an outline of the key activities of Governance and Organisational Services since the last State Council meeting.

### Employee Relations

#### Ministerial Review of State IR System - Update

The State Government tabled a report into the review of the State Industrial Relations (IR) system in April 2019. The report recommends that Local Governments be regulated by the State IR system rather than the national IR system. To date there has been little acknowledgement of the amount of work, time, cost and resources involved in transition from one IR system to another by the State Government.

WALGA has commenced political advocacy and contacted Federal and State Ministers advocating against the recommendation in late 2019 and met with Mr Peter Katsambanis MLA in February 2020. Due to COVID-19 other meetings were cancelled.

WALGA is concerned to learn that despite the unprecedented challenges faced by the sector as a result of COVID-19, the State Government is progressing the policy recommendation by circulating the proposed *Industrial Relations Legislation Amendment Bill 2020* for comment. WALGA has sent letters to State and Federal parliamentarians advising of our concern, our opposition against the policy and where appropriate requested support in writing or by way of a meeting.

#### Local Government Industry Award - Updated

WALGA has continued to advocate for WA Local Governments with regard to the casual and overtime provisions in the Local Government Industry Award 2010 (**Award**). WALGA has filed a number of submissions and advocated on behalf of the Australian Local Government Associations to propose clearer wording to the casual employee provisions to clarify that casual loading is not payable to a casual employee when they are working overtime or on public holidays.

In response to COVID-19 the Fair Work Commission implemented interim amendments to the Award to assist Local Governments and employees during this unprecedented time. These measures were replicated by the Western Australian Industrial Relations Commission who issued a General Order in late April. WALGA Employee Relations service provided submissions on behalf of the sector in both jurisdictions.

## Association Governance

### 2020 WALGA Annual General Meeting

At the Wednesday, 6 May meeting, State Council endorsed a plan for the 2020 WALGA Annual General Meeting to be held on Friday, 25 September.

The meeting will be held in person if gathering, travel and other restrictions allow; if not, the meeting will be conducted virtually.

WALGA's Constitution requires delegate attendance in person for a quorum to be achieved. Effectively, this means the meeting will not be constitutionally valid if the meeting is required to be held virtually, but the intention would be to conduct the meeting in the normal way to facilitate member participation in WALGA's business and advocacy agenda with the outcomes referred to State Council, as is normal practice.

Formal correspondence will be sent to all member Local Governments during June.

### Training

WALGA's in-person and on-site training had been cancelled due to the COVID-19 pandemic. During this period virtual training classrooms had been established and provide to be an effective and popular training platform.

As restrictions are being lifted on-site training at Local Governments has recommenced and in-person training at WALGA's building in West Leederville will recommence from 1 July 2020.

WALGA's eLearning offering continues and is available for anyone interested in this mode of learning. In respect to the Universal training subjects (Council Member Essentials) the following is the status on the availability of the courses by eLearning;

- Introduction to Local Government - available
- Meeting Procedures - available
- Conflicts of Interest – available
- Serving on Council – available
- Understanding Financial Reports and Budgeting – available from early August 2020

Any queries on training please contact the WALGA Training team

### Sector Governance Support

#### Local Government Act Review – Phase 1 Update

The Local Government Legislation Amendment Act 2019 provided for numerous amendments to the Local Government Act, some of which have commenced including universal training and amendments to gift provisions.

Consequential amendments to regulations are now required to effect further change and the Department of Local Government, Sport and Cultural Industries has released the *Local Government Regulations Amendment (Consequential) Regulations 2020* for this purpose. The Department has also prepared Explanatory Notes as an aid to understanding the effect of the proposed regulations.

The Department advises that the regulations principally relate to:

- the harmonisation of the appointment of authorised persons across multiple pieces of legislation;
- local and statewide public notices; and
- improved access to information, including through publication on Local Government websites.



WALGA is pleased that the privacy concerns expressed in relation to the proposal to make publicly available primary and annual returns on websites has been noted, with only the positions of officers publicised (the returns themselves will not be published).

WALGA is conducting a consultation process and seeks feedback from Member Local Governments on the proposed regulations by 4pm Friday 3 July 2020.

A number of other provisions from the Amendment Act have yet to be commence and in December 2019, State Council adopted resolutions in relation to the draft Mandatory Code of Conduct and draft Chief Executive Officer Standards for Recruitment, Performance Review and Termination, requesting further consultation on these issues.

The Department of Local Government, Sport & Cultural Industries focus has been re-directed to COVID-19 legislative and regulatory priorities and a timeframe for completion of the drafts has been scheduled for prior to the end of this calendar year.

### **Local Government Act Review – Phase 2**

The Minister for Local Government has advised that the expert panel reviewing the next stage of the Act review process, has finalised their work and presented a report to the Minister.

The Minister has advised that progression of the Act review process is on hold whilst the COVID-19 response is taking place.



### 7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)

By Ian Duncan, Executive Manager Infrastructure

#### Recommendation

**That the Key Activity Report from the Infrastructure Unit to the July 2020 State Council meeting be noted.**

#### Roads

##### Road Asset and Expenditure Report

The annual Report on Local Government Road Assets and Expenditure 2018/19 has been completed by WALGA with assistance from the WA Local Government Grants Commission. The report provides information on the lengths, types and funding allocations for roads, paths and bridges. It includes statistics and analysis on the sources, allocation and trends in funding. There is also information on road condition and the lengths of road open to restricted access vehicles. It has been provided to stakeholders including Government agencies and Ministers. The report can be downloaded from the WALGA website.

##### Condition Assessment of Roads of Regional Significance

Funds have been provided through the *State Road Funds to Local Government Agreement* to perform condition surveys of all the Roads of Regional Significance. For the first phase, Talis Consultants have been engaged to survey roads in the Mid West region including recording video of regionally significant unsealed roads. Recent lifting of COVID-19 travel restrictions will allow the fieldwork to commence in the near future. These surveys will provide a consistent dataset for the Regional Road Group to consider in funding decisions.

##### State Road Funds to Local Government Procedures

Main Roads and WALGA have comprehensively reviewed the *State Road Funds to Local Government Procedures*. A draft document has been distributed to stakeholders for feedback and the review team is processing submissions. A final document will be published in the near future.

##### Proposed Removal of the CA07 RAV operating condition

On advice from the State Solicitors Office, Main Roads WA is intending to remove the CA07 condition that requires a transport operator to obtain a letter of approval from the relevant Local Government. Main Roads WA is proposing to replace the condition with a notification process (CA88). After consultation with the sector, WALGA has written to Main Roads WA stating that WALGA does not support the alternative and will uphold the position adopted by State Council in December 2018. Main Roads have not responded and the status quo (CA07) remains in place.

##### ROADS 2040: Development Strategies for Regionally Significant Local Roads

Work has commenced to review the criteria for roads to be included in the development strategies for regionally significant roads, which are those roads eligible for Road Project Grant funding through the *State Road Funds to Local Government Agreement*. Guidance for Regional Road Groups is also being prepared to support development of the next version of this important strategic document. The current version, ROADS 2030, was published in 2013 with some updates published since.

## **Funding**

### **Wheatbelt Secondary Freight Network**

Project Steering Committee members have been elected by delegates from the participating Regional Road Groups. The load bearing capacity of all roads in the network has been measured using Traffic Speed Deflectometer. This data has been analysed and will be used alongside updated traffic, road safety and other information to refine the multi criteria analysis to prioritise the sequence of project delivery. A program of development work and construction work for 2020/21 has been approved by the Steering Committee.

### **Review of the Asset Preservation Model**

The Asset Preservation Model, administered by the Local Government Grants Commission, is used to allocate grant funding to support Local Governments in maintaining their road assets. WALGA has been undertaking a review of this model. The first output of this review will be a manual describing the model, with a first draft to be presented to the next round of Regional Road Group meetings.

## **Urban and Regional Transport**

### **Shared Path Guidelines**

WALGA is jointly developing design guidelines for shared paths with the Department of Transport (DOT). Comment on the draft guidelines has been sought. WALGA collected and consolidated feedback from Local Governments on the draft guidelines and provided a report to DOT. Final guidelines are expected to be released in the coming months and will need to be considered when preparing funding applications and delivering projects funded under the Perth Bicycle Network and Regional Bicycle Network grants programs.

### **Parking Review**

WALGA is developing a guideline parking policy, in collaboration with the Department of Transport and a Local Government senior officer working group. A discussion paper has been drafted and opened for consultation. Further research is being undertaken, including a number of policy case study interviews with Local Government officers.

## **Road Safety**

### **Road Safety Council Update**

With the penultimate draft of the next road safety strategy nearing completion, the Road Safety Council has started work on developing safety performance indicators to monitor the implementation of the new strategy. A new sub-committee of the Road Safety Council has been formed and will have input into the work of the WA Centre for Road Safety Research which was established in October 2019. The Road Safety Council has also noted a delay in the announcement of the 2020-21 Road Trauma Trust Account Budget, as a result of COVID-19. However continuing projects will be progressed to ensure the road safety effort is ongoing.

### **RoadWise Activity**

To find out more about RoadWise activities, view the monthly newsletter at <https://www.roadwise.asn.au/roadwise-road-safety-newsletter.aspx> and visit the RoadWise Facebook page at <https://www.facebook.com/WALGARoadWise/>.



## **7.1.4 Report on Key Activities, Strategy, Policy and Planning (01-006-03-0014 MJB)**

*By Mark Batty, Executive Manager Strategy, Policy and Planning*

### **Recommendation**

**That the Key Activity Report from the Strategy, Policy and Planning Team to the July 2020 State Council meeting be noted.**

The following provides an outline of the key activities of the Strategy, Policy and Planning Portfolio since the last State Council meeting.

### **ORGANISATIONAL REALIGNMENT**

For this agenda, please note that all Community and Emergency Management resources have been dedicated to supporting the sector through participation in the WALGA COVID-19 Response Team.

### **PLANNING**

#### **Local Government CHRMAP (Coastal Hazard Risk Management and Adaptation Planning) Forum - Online Meeting**

On 27 May 2020, the Forum hosted its first online meeting. 34 member staff participated from 18 Local Governments, from the Shire of Broome to the City of Albany. The meeting included a guest presentation from Dr Charles Lester of the University of California and former Executive Director of the California Coastal Commission, which is the body responsible for administering the *California Coastal Act*. The presentation focused on California's legislative framework and practical examples of how the Act has affected hazard planning and management in California. Participants provided extremely positive feedback. The Forum, facilitated by WALGA's Strategy Policy and Planning Team, is a group of local government staff from across Western Australia that meets quarterly to discuss and resolve common coastal hazard planning and management issues.

#### **Coastal Hazard Planning Issues Paper – Legal Opinion Project**

State Council noted the Local Government Coastal Hazard Planning Issues Paper in September 2019, which was prepared by WALGA and the Local Government CHRMAP Forum. The Issues Paper outlines the main issues Local Governments are experiencing when preparing and implementing coastal hazard management and adaptation plans. The Forum has taken a collaborative approach to engage a certified legal firm to help answer questions raised in the Issues Paper, most of which are of a legal nature. In May 2020, 26 Local Governments confirmed their participation in seeking the legal opinion. On 25 May 2020, a subcommittee of the forum held its first meeting with the appointed legal firm, McLeods. The final report is expected to be available to all contributing Local Governments in October.

### **ENVIRONMENT**

#### **Climate Change**

WALGA is managing a project titled "Climate Resilient Councils - preparing for impacts of climate change" which is specifically aimed at strengthening local governments' ability to be climate resilient in relation to the predicted increased incidence and severity of natural disasters related to climate change – fires, floods, drought and heat waves. Stage 1 of the project has been completed which involved:

- Determining how well WA Local Governments are embedding climate change, disaster management and associated risks into their corporate processes and reporting frameworks;

- Benchmarking local governments against world leading best practice governance standards; and
- Identifying gaps, barriers and opportunities for each local government in incorporating climate change actions into their decision-making frameworks.

The steering committee reviewed that findings of the Stage 1 report and concluded that the key areas that needed to be addressed in stage 2 by WALGA are:

- Peer to peer learning between Local Governments possibly involving alliances of Local Governments working together,
- Training in specific areas,
- Webinars/seminars with specific expert on key topics, and
- Developing templates and guidelines to assist Local Governments taking specific actions.

A webinar will be held at the end of June to release the Stage 1 report, discuss its findings and plan stage 2 projects.

### **LGmap (formerly known as the Environmental Planning Tool)**

In May and June, a series of short online LGmap courses were introduced, focusing on specific LGmap uses. Staff from the Shire's of Narrogin, Plantagenet, Chittering and the City of Rockingham participated in these. Two Public LGmap courses were run for Elected Members and community volunteers working with Local Governments, with participants from the Shire's of Kojonup, Capel, Bridgetown, Chittering and the City of South Perth.

From May, LGmap subscribers are able to view aerial imagery from other sources such as Nearmaps with other LGmap layers due to a major LGmap functionality extension. In June, a scheduled LGmap data update was undertaken, including several new data additions.

### **Roadside Native Vegetation**

A meeting of the Local Government Roadside Clearing Regulation Working Group was held on May 5 and a key announcement made at that meeting was that DWER would establish a dedicated Local Government Clearing Permit Applications Team to assess Local Government related clearing permit applications. This is a significant development and should enable applications by Local Governments to clear native vegetation to be dealt with more efficiently and effectively. DWER have agreed to be part of a WALGA webinar to explain how the team will work and what help they will provide to Local Governments.

### **Events and Newsletters**

#### **Webinar on Sustainability Reporting Frameworks for Local Government**

WALGA hosted a webinar on 'Sustainability Reporting Frameworks for Local Government' on Thursday 7 May, attended by 64 participants. The webinar focused on how sustainability reporting platforms provide a strategic mechanism to embed sustainability across an organisation. Presenters included the Local Governments of Fremantle, Melville and Canning, and the United Nations Association of Australia (UNAA).

The webinar highlighted how overarching sustainability frameworks help Local Government take a holistic approach to achieving organisational sustainability, by integrating social, economic and environmental factors in the delivery of all operational activities and services. Local Governments in WA are using a variety of frameworks, including the UN Sustainable Development Goals, One Planet Living, customised platforms, and Environment Management Systems. The webinar showed that an opportunity exists for increased consistency across the sector, to allow benchmarking and measurement of the collective impact of actions. WALGA will continue to collaborate with all

stakeholders to investigate ways to increase the value of sustainability reporting frameworks, and increase levels of adoption.

The presentations from the webinar are available on WALGA's [website](#), and the video recording of proceedings is available [here](#).

### **Webinar on Local Government Support for Aboriginal Language and Place Names**

WALGA's Environment and Community teams hosted a webinar on 'Local Government Support for Aboriginal Language and Place Names' on Thursday, 28 May, attended by 150 participants. The webinar highlighted how the use of Aboriginal language and place names assists with promoting broader community awareness of Aboriginal history and culture, and focused on the significant role played by Local Government. Presenters include the Local Governments of Katanning and South Perth, Landgate, Main Roads WA, Badgebup Aboriginal Corporation, Community Arts Network and Professor Len Collard.

Presenters discussed how the use of Aboriginal language and place names provides a gateway to sharing ancient cultural knowledge, and gives a sense of belonging and pride for Aboriginal people. Case studies focused on research approaches and culturally appropriate consultation processes for the Aboriginal naming of geographic features and built assets.

A Mentimeter interactive session showed that many Local Governments are active in supporting Aboriginal language and place naming, particularly through interpretive projects. Guidance on engagement and consultation requirements were identified as facilitators for future projects.

The presentations from the webinar are available on WALGA's [website](#), and the video recording of proceedings is available [here](#).

### **Webinar on a Roadmap to Drive Local Government Action on Climate Change**

WALGA hosted a webinar on 'A Roadmap to Drive Local Government Action on Climate Change' on Thursday, 25 June. The webinar aimed to strengthen Local Governments ability to be climate resilient through the adoption and implementation of climate change mitigation and adaptation strategies and actions.

WALGA discussed the results of the National Disaster Resilience Program - Climate Resilient Councils Project, which reviewed how well WA Local Governments are addressing climate change risks and natural disaster management into their corporate processes and reporting frameworks. The project also identified the gaps, barriers and opportunities for improvement. A draft roadmap was presented, with the recommended steps for Local Governments to follow on their journey towards climate action.

Attendees participated in interactive sessions to provide input on the training, templates and guidelines required, as well as how to facilitate peer-to-peer learning.

### **EnviroNews**

The April, May, and June editions of EnviroNews can be accessed electronically on the WALGA website [here](#). The July edition is scheduled for release on 22 July.

## 7.2 Policy Forum Reports

### 7.2 Policy Forum Reports (01-006-03-0007 TB)

The following provides an outline of the key activities of the Association's Policy Forums that have met since the last State Council meeting.

#### **Recommendation**

**That the report on the key activities of the Association's Policy Forums to the July State Council Meeting be noted.**

#### **Policy Forums**

The following Policy Forums have been established

- Mayors / Presidents Policy Forum
- Container Deposit Legislation Policy Forum
- Mining Communities Policy Forum
- Economic Development Policy Forum

All Policy Forums have not held meeting since the last State Council meeting due to the COVID-19 pandemic.

## State Council Status Report

# COMPLETE STATUS REPORT ON STATE COUNCIL RESOLUTIONS To the July 2020 State Council Meeting

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
2020 May 6 Item 4.1 COVID-19 Pandemic – WALGA Response	That the information contained in this report relating to WALGA's response to the COVID-19 pandemic and WALGA's advocacy on requesting no additional State Government cost impositions on Local Governments be noted.  <u>RESOLUTION 57.2/2020</u>	This item noted WALGA's advocacy on COVID-19 and more broadly on requesting no additional cost impositions on the sector.	Ongoing	Tony Brown  Exec Manager Governance & Association Services
2020 May 6 Item 4.2 Local Government Act Emergency Provisions	That WALGA: 1. Notes and supports the introduction of legislation that: a. Provides for Ministerial emergency powers on the condition that the Local Government sector is consulted prior to the issuing of an order using this power, and b. Provides the ability for Local Governments to suspend a provision of a local law 2. Continues to advocate for the 2019-20 valuations to apply to the 2020-21 rates.  <u>RESOLUTION 58.2/2020</u>	Item 1 is noted  In respect to item 2, correspondence has been sent to the Treasurer/Minister for Lands, Minister for Local Government and the Valuer General. The State Government has advised that they are progressing with implementing the revaluations for the 20/21 financial year.	Completed	Tony Brown  Exec Manager Governance & Association Services
2020 May 6 Item 5.1 Amendment to Third Party Appeal Rights – Preferred Model	1. That the proposed amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal on decisions made by Development Assessment Panels, is not supported, and 2. That the proposed amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative	The State Council decision on changes to Third Party Appeal rights has been sent to all Local Governments who provided a response, for their information.	May 2020	Mark Batty Exec Manager Strategy, Policy and Planning

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
	Tribunal, in addition to Development Assessment Panels, is not supported.  <u>RESOLUTION 59.2/2020</u>			
<b>2020 May 6</b> <b>Item 5.2</b> Managing Lodging House Health Risks in WA	That the submission to the Department of Health in response to the Managing Lodging House Health Risks in WA discussion paper be endorsed.  <u>RESOLUTION 60.2/2020</u>	Correspondence has been sent to the Department of Health and to all Local Governments who provided a response.	May 2020	Mark Batty Exec Manager Strategy, Policy and Planning
<b>2020 March 4</b> <b>Item 4.1</b> Stop Puppy Farming Legislation	That WALGA write to the Minister and request that he withdraw the Stop Puppy Farming Bill and more appropriately consult with the sector, traditional custodians and the wider community, or failing that, that he remove any reference to Local Government in the bill as the sector does not endorse it in its current form.  <u>RESOLUTION 13.1/2020</u>	Correspondence has been sent to the Minister for Local Government advising of State Councils position	Ongoing	Tony Brown Exec Manager Governance & Association Services
<b>2020 March 4</b> <b>Item 5.1</b> National Redress Scheme – Future Participation of WA Local Governments	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.  <u>RESOLUTION 14.1/2020</u>	An MOU between State Government and WALGA has been negotiated, endorsed and signed.	May 2020	Mark Batty Exec Manager Strategy, Policy and Planning
<b>2020 March 4</b> <b>Item 8</b> <b>Additional Zone Resolutions</b>	That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.  • That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with	WALGA has written to the Minister for Agriculture, Minister for Water and the Minister for Local Government on the issue, seeking their support to review the drought funding mechanisms for Western Australia. At the WALGA webinar on May 8 <sup>th</sup> , the Minister for Agriculture committed to advocating to the Commonwealth in conjunction with WALGA.	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
Federal Government Drought Communities Program	<p>the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</p> <p><u>RESOLUTION 37.1/2020</u></p>			
<p><b>2019 Dec 4</b> <b>Item 4.1</b> Bushfire Fighting Vehicles</p>	<p>That WALGA State Council:</p> <ol style="list-style-type: none"> <li>1. Note this issue and support the concerns raised.</li> <li>2. Commit to working collectively with Local Governments to resolve this issue with the State Government and Department of Fire and Emergency Services (DFES) as a matter of urgency.</li> </ol> <p><u>RESOLUTION 141.7/2019</u></p>	<ol style="list-style-type: none"> <li>1. WALGA noted the concerns and has raised these with the Commissioner of DFES.</li> <li>2. WALGA facilitated attendance by DFES at a meeting with the Shire of Esperance to discuss concerns raised and options for improvements to their fleet. It has been reported to WALGA that the actions were to trial large tyres and central tyre inflation systems (2 x Tankers), work is progressing on both. Furthermore, a Bushfire Fleet Mobility Working Group is scheduled to meet 17 February 2020.</li> </ol> <p>WALGA have not received a formal update from the Bushfire Fleet Mobility Working Group which is the primary vehicle for the sector to resolve this issue. The report will have been delayed due to the COVID response effort in state government.</p>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning
<p><b>2019 Dec 4</b> <b>Item 5.3</b> Mandatory Code of Conduct for Council Member, Committee Members and Candidates – Sector Feedback</p>	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries;</li> <li>2. Refer the following matters to the Working Group for further consideration:               <ol style="list-style-type: none"> <li>(a) <u>Part A – Principles - Supported</u></li> <li>(b) Part B – Behaviours                   <ol style="list-style-type: none"> <li>i. ensuring principles of natural justice can be adequately upheld in all circumstances;</li> <li>ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;</li> <li>iii. development of a template Complaints Management Policy;</li> <li>iv. reconsider the purpose of allowing 'any person' to make a complaint;</li> </ol> </li> </ol> </li> </ol>	<p>Correspondence has been sent to the Director General of the Department of Local Government, Sport &amp; Cultural Industries advising of the Council resolution on this issue.</p> <p>A formal response on this issue has not been received. The Department of Local Government, Sport and Cultural Industries are currently focusing on legislative and regulatory amendments relating to COVID-19.</p> <p>Advice from the Department is that information should be provided in June 2020.</p>	Ongoing	Tony Brown Exec Manager Governance & Association Services

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
	<p>v. ensuring Committee Members and Candidates are included in Part B; and</p> <p>vi. re-naming 'Rules' to an appropriate term throughout Part B.</p> <p>vii. <u>Develop a complaint process that is carried out by DLGSC or another party (which must be external of the local government). For any breach of the Code (being part b or part c) and where the Council, Mayor/President or CEO are not the decision makers in determining whether the breach has or has not occurred and/or whether any action is required.</u></p> <p>(c) Part C – Rules of Conduct</p> <p>i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel; and</p> <p>ii. review the proposal to amend the definition of an 'interest' relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.</p> <p>iii. <u>Develop a complaint process that is carried out by DLGSC or another party (which must be external of the local government). For any breach of the Code (being part b or part c) and where the Council, Mayor/President or CEO are not the decision makers in determining whether the breach has or has not occurred and/or whether any action is required.</u></p> <p>iv. <u>Review the appropriateness of the elements of the rule of conduct to only apply to a person who is a Council Member or Candidate both at the time of</u></p>			



MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
	<p><u>the conduct and at the time of the panel decision.</u></p> <p>3. Recommend the Working Group develop an endorsed Mandatory Code of Conduct for further consultation with the Local Government sector.</p> <p><u>RESOLUTION 144.7/2019</u></p>			
<p><b>2019 Dec 4</b> <b>Item 5.4</b> Standards &amp; Guidelines for CEO Recruitment &amp; Selection Performance Review &amp; Termination – Sector Feedback</p>	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and</li> <li>2. Refer the following matters to the Working Group for consideration:               <ol style="list-style-type: none"> <li>(a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;</li> <li>(b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;</li> <li>(c) Reconsideration of the proposal for independent review of the recruitment process;</li> <li>(d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and</li> <li>(e) Further investigate a role for a Local Government Commissioner.</li> </ol> </li> <li>3. Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.</li> </ol> <p><u>RESOLUTION 145.7/2019</u></p>	<p>Correspondence has been sent to the Director General of the Department of Local Government, Sport &amp; Cultural Industries advising of the Council resolution on this issue.</p> <p>A formal response on this issue has not been received. The Department of Local Government, Sport and Cultural Industries are currently focusing on legislative and regulatory amendments relating to COVID-19.</p> <p>Advice from the Department is that information should be provided in June 2020.</p>	<p>Ongoing</p>	<p>Tony Brown Exec Manager Governance &amp; Association Services</p>

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
<p><b>2019 Dec 4</b> <b>Item 5.6</b> Local Government Audits</p>	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Write to the Office of the Auditor General (OAG) advising of the cost increases to the Local Government sector in respect to financial audits over the first 2 years of the OAG audits and request:               <ol style="list-style-type: none"> <li>a) Constraint on the audit cost increases in the future</li> <li>b) Information in relation to the additional scope, testing and review requirements under the OAG in order for local governments to understand the increase in costs.</li> </ol> </li> <li>2. Write to the Office of the Auditor General seeking a formal commitment that audits of Local Governments are completed and reported on in a timely manner and that the processes, procedures and scope of audits are consistently applied.</li> <li>3. Write to the Office of the Auditor General seeking to include in the "Audit Results Report" for each financial year, a report on the effectiveness and additional value to Local Governments that the responsibility of Financial Audits being assigned to the Office of the Auditor General has provided.</li> <li>4. Write to the Minister for Local Government seeking formal commitment that Performance Audits carried out by the Office of the Auditor General are the financial responsibility of the State Government.</li> </ol> <p><u>RESOLUTION 147.7/2019</u></p>	<p>Correspondence has been sent to the Office of the Auditor General (OAG) in respect to items 1, 2 and 3. The Auditor General has responded advising that OAG is cognizant of costs and they look to complete audits in a timely manner.</p> <p>Correspondence has been sent to the Minister for Local Government in respect to item 4.</p>	<p>Ongoing</p>	<p>Tony Brown Exec Manager Governance &amp; Association Services</p>
<p><b>2019 Dec 4</b> <b>Item 5.8</b> Membership of Development</p>	<p>That WALGA advocate to the Minister for Planning, that the composition of Development Assessment Panels (DAPs) be modified to provide equal representation of Specialist Members and Local</p>	<p>Correspondence has been sent to the Minister for Planning, seeking the change in the composition of Development Assessment Panels.</p> <p>The following response has been received:</p>	<p>Ongoing</p>	<p>Mark Batty Exec Manager Strategy, Policy and Planning</p>

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
Assessment Panels	<p>Government Members, in accordance with the original objectives of the DAP system to enhance the decision making process by improving the balance of experts.</p> <p><u>RESOLUTION 149.7/2019</u></p>	<p><i>"As you are aware the recently released Action Plan for Planning Reform proposes several reforms and improvements to DAP systems and processes. These will provide a consistent robust DAP process reducing potential conflicts of interest and promote consistency of decision making, thereby addressing many of the perceived issues with the current system.</i></p> <p><i>As you have noted, the composition of local government representation is not being considered as part of the current planning reform process, however, a number of other significant reforms are proposed. The most notable being a reduced number of DAPs to no more than three and the engagement of specialist members on a full time basis. This will be supported by the establishment of a pool of non-voting subject matter experts to provide DAPs with independent, expert advice as required.</i></p> <p><i>It is my intention that these reforms will enhance the decision making process by providing greater consistency and transparency. The reduced number of DAPs and the engagement of full time specialist members will also allow specialist members to gain a greater level of local expertise therefore further enhancing the process.</i></p> <p><i>Thank you for raising this with me and I encourage WALGA and the local government industry to remain an active participant in the planning reform process."</i></p> <p>These proposed changes to the DAPs composition, will require amendment to the DAP Regulations, therefore, the matter of Local Government equal representation will be raised again as part of the public comment period.</p>		
<p><b>2019 Dec 4</b>  <b>Item 5.10</b>            Local Government as Collection Agency for Construction Training Fund</p>	<p>1. That WALGA advise the Construction Training Fund (CTF):</p> <p>1.1 That due to the operational improvements and establishment of an on-line portal for payments of the Building and Construction Industry Training Fund, Local Government will not continue to be a collection agency for these payments</p> <p>1.2 That the online receipt issued upon payment of the <i>Building and Construction Industry Training Fund</i>, must clearly show the property address and estimated building value to ensure it complies with section 20 of the <i>Building Act 2011</i></p> <p>1.3 That the Department of Mines, Industry Regulation and Safety (DMIRS) must provide access to the data collated in the Building Permit Database Project to assist CTF in their acquittal process, and</p> <p>1.4 That a review of the apprenticeship pathways should be undertaken, as the</p>	<p>Correspondence has been sent to the CTF Board advising them of the State Council Resolution. Separate letters have also been sent to the Ministers for Commerce, Education and Training and Local Government to seek their support.</p> <p>The CTF Executive Director has responded, advising the following:</p> <p><i>"While 37 of the State's 140 LGAs responded to the WALGA's recent survey about collection of the BCITF, CTF is concerned that stakeholders in the building and construction industry – who would be affected by the changes to current permit allocation procedure – have not to date been consulted. As such, CTF has approached HIA an MBA for feedback from their members..."</i></p> <p>CTF advised that they will meet with WALGA once feedback from the building and construction industry has been received before establishing a way forward to address the issues arising from the State Council's recommendation.</p> <p>The Minister for Commerce has also provided a response, indicating that they will be working with the CTF to enable access to the data already being captured by the Building Permit Database project. If a local government isn't providing this data, the CTF may still require information direct from those Local Governments.</p>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
	<p>Local Government sector can provide many potential apprentice pathways directly connected to the construction and development industry.</p> <p>2. That WALGA advise the Minister for Local Government, Minister for Education &amp; Training and Minister for Commerce that the current CTF collection process is unnecessary administrative red tape for the Local Government sector, and seek their support for Local Government to not continue to be a collection agency for these payments.</p> <p><u>RESOLUTION 151.7/2019</u></p>	<p>The Minister for Education &amp; Training has also provided a response, similar in content to the CTF letter, that Local Government provides a 'one stop shop' for Industries payment of the fees.</p> <p>Awaiting the CTF to arrange a meeting on the issue.</p>		
<p><b>2019 Dec 4</b> <b>Item 5.13</b> Wheatbelt Regional Health Services</p>	<p>That WALGA:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <p><u>RESOLUTION 154.7/2019</u></p>	<p>WALGA will convene a working group of relevant representatives to progress the Wheatbelt Health MOU and is drafting a draft document for circulation to the Zones.</p>	<p>Ongoing</p>	<p>Mark Batty Exec Manager Strategy, Policy and Planning</p>

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
<b>2019 Sept 6</b> <b>Item 9.1</b> Action to Reduce Run-off Road Crashes in Rural WA	That WALGA actively supports Federal and State Government investing in \$100m per year to seal shoulders and install edge lines to 17,000kms of State Highways over the next 10 years.  <u>RESOLUTION 128.6/2019</u>	Opportunities for further advocacy continue to be sought.	Ongoing	Ian Duncan Executive Manager Infrastructure
<b>2018 December 5</b> <b>Item 4.1</b> State / Local Government Partnership Agreement on Waste Management and Resource Recovery	<ol style="list-style-type: none"> <li>That State Council endorse investigating a State / Local Government Partnership Agreement on Waste Management and Resource Recovery.</li> <li>That the item be referred to MWAC for is development and negotiation with the State Government.</li> <li>A report regarding a proposed "State / Local Government Partnership Agreement on Waste Management and Resource Recovery" be brought back to the next meeting of State Council.</li> </ol> <u>RESOLUTION 131.7/2018</u>	The development of the Agreement has been delayed due to COVID-19, however will be further progressed in the second half of 2020.	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning
<b>2018 December 5</b> <b>Item 5.1</b> Proposed Removal by Main Roads WA of the "Letter of Approval" Restricted Access Vehicle Operating Condition	That WALGA: <ol style="list-style-type: none"> <li>Opposes withdrawal of the "Letter of Approval" Restricted Access Vehicle Operating Condition until an acceptable alternative to Local Government is developed;</li> <li>Supports the position that Local Governments not use provision of the Letter of Authority to charge transport operators to access the Restricted Access Vehicle network;</li> <li>Supports the development of standard administrative procedures including fees and letter formats; and</li> <li>Supports the practice of Local Governments negotiating maintenance agreements with freight owners/ generators in cases where the operations are predicted to cause</li> </ol>	On advice from the State Solicitors Office, Main Roads WA is intending to remove the CA07 condition that requires a transport operator to obtain a letter of approval from the relevant Local Government. Main Roads is proposing to replace the condition with a notification process (CA88). After consultation with Regional Road Groups and a Stakeholder Working Group, the overwhelming majority of participants are of the view that the proposed arrangement is not an acceptable alternative. WALGA has written to Main Roads WA stating that WALGA does not support the alternative and that the position adopted by Sate Council in December 2018 has not changed.	Ongoing	Ian Duncan Exec Manager Infrastructure

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
	<p>extraordinary road damage as determined by the Local Government.</p> <p>5. Advocates to Main Roads to establish a stakeholder working group to develop an appropriate mechanism through which the increased infrastructure costs from the use of heavy vehicles and those loaded in excess of limits (concessional loading) can be recovered from those benefiting, and redirected into the cost of road maintenance.</p> <p><u>RESOLUTION 132.7/2018</u></p>			
<p><b>2018 December 5</b> Item 5.9 Aboriginal Advocacy and Accountability Office Interim Submission</p>	<p>That the interim submission to an Office for Advocacy and Accountability in Aboriginal Affairs in Western Australia: Discussion paper be endorsed.</p> <p><u>RESOLUTION 140.7/2018</u></p>	<p>It is expected that this matter will progress in the second quarter of 2019.</p> <p>The Association has been advised that the Department of the Premier and Cabinet (DPC) will be leading a whole-of-government Aboriginal Affairs Strategy that aims to be finalised for consideration by Cabinet by the end of 2019. Although the scope of the Strategy extends only to State Government agencies DPC are seeking to keep the Association engaged and to provide input if applicable. This Strategy is seen as complimentary to the Aboriginal Advocacy and Accountability Office concept explored at the end of 2018.</p> <p>No further update available at this time</p>	<p>Ongoing</p>	<p>Mark Batty Exec Manager Strategy, Policy and Planning</p>
<p><b>2018 September 7</b> Item 5.8 Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions</p>	<p>That the Interim Submission to the Independent Review of the Strategic Assessment of the Perth and Peel Regions be endorsed <u>subject to the inclusion of:</u></p> <ol style="list-style-type: none"> <li>1. Further guidance regarding the form of a assurance and adaptive management framework; and</li> <li>2. Reference to the costs to Local Government of the ongoing management of conservation areas and how decisions the impacts of land use within urban areas will impact on peri-urban areas.</li> </ol> <p><u>RESOLUTION 109.6/2018</u></p>	<p>Following the SAPP R Review Panel's report to Government, which identified unresolved 'gateway issues' – legal risk, flexibility and funding - in February 2019 it was announced that the review would be extended so that these issues could be progressed and options developed.</p> <p>WALGA met with the Panel on 31 May 2019 to discuss funding options. The Review Panel also briefed the Growth Area Alliance Perth and Peel at its 13 June meeting.</p> <p>The Review Panel provided its report to the Deputy Premier in August 2019.</p> <p>WALGA met the Review Panel again in on 3 September and subsequently wrote to the Review Chair on 27 September to reiterate WALGA's in-principle support for the SAPP R, contingent on the issues raised in earlier submissions and feedback to the Review Panel being addressed satisfactorily and the establishment of a consultative and transparent process is established going forward.</p> <p>On the 26 March 2020, the Premier announced that the review of SAPP R will be deferred indefinitely, in an effort to free up resources and allow the State Government to continue to focus all efforts on responding to COVID-19.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Administrative-changes-to-support-COVID-19-response-.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Administrative-changes-to-support-COVID-19-response-.aspx</a></p>	<p>Ongoing</p>	<p>Mark Batty Exec Manager Strategy, Policy and Planning</p>

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
<b>2018 July 4</b> <b>5.7</b> Interim Submission – Review of the State Industrial Relations System	That the interim supplementary submission in response to the Interim Report of the Review of the State Industrial Relations System be endorsed.  <u>RESOLUTION 78. 5/2018</u>	<p>The Final Report (Report) of the review into the WA State Industrial Relations System was tabled in State Parliament on 11 April 2019. This report makes the recommendation to amend the <i>Industrial Relations Act 1979</i> (IR Act) to enable a declaration to be made that WA Local Government authorities are not “national system employers” for the purposes of the <i>Fair Work Act 2009</i> (FW Act).</p> <p>If endorsed at State and Federal levels there will be transitional arrangements to assist the 93% of Local Government currently operating in the Federal system transition to the State system.</p> <p>A taskforce comprising of key stakeholders, including WALGA, has been formed in June 2019 to discuss and scope out the proposed two year transition process.</p> <p>WALGA’s position does not support the States recommendation and advocacy on this issue will continue.</p> <p>Advocacy has increased in opposing the State Governments proposal. Support for WALGA’s position has been requested from all Local Governments and meetings are being scheduled with all State political parties as well as with the Federal Minister for Industrial Relations, Christian Porter.</p>	Ongoing	Tony Brown, Executive Manager Governance and Organisational Services
<b>2017 July 5</b> <b>5.5</b> Corella Project (05-046-02-0003 MH)	That State Council <ol style="list-style-type: none"> <li>Note the outcomes of the Coordinated Corella Control pilot program.</li> <li>Endorse WALGA’s proposed approach to the continuation and expansion of the Program in 2017/18.</li> <li>Seek to have the program expanded to the whole of the State, including the provision of adequate resources.</li> </ol>	<p>The Minister for Agriculture has agreed to the review of the Biosecurity and Agricultural Management Act (2007), and WALGA will raise the need to address significant incursions of this pest in town-sites and the peri urban areas across the south-west land division. The Preferred Supplier Program provides for contractors to manage this species, and WALGA continues to maintain the pest bird portal for interested members.</p> <p>The issue will be raised at the Biosecurity Senior Officer Group meeting scheduled for June 25<sup>th</sup> 2020</p>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning
<b>2017 March 1</b> <b>5.11</b> Urban Forest (05-038-04-2211 LS)	That WALGA: <ol style="list-style-type: none"> <li>Advocate and work with the State Government to further prevent the loss of urban tree canopy, which is a significant environmental and social issue for communities across the State; and</li> <li>Work with member Councils to develop a system of appropriate market based and regulatory instruments to promote the increase in the urban tree canopy on private property.</li> </ol>	<p>WALGA has established a Local Government Urban Forest Working Group (comprising representatives from 22 Local Governments) which is focusing on building Local Government capacity, identifying gaps and delivering practical planning outcomes and tools. It is intended that the group will operate as a community of practice for Local Governments to share their experiences and take collective action and responsibility for progressing agreed priority issues.</p> <p>WALGA has developed a proposal as part of the WALGA draft pre-budget submission for the development of a State Urban Forest Strategy which would include:</p> <ol style="list-style-type: none"> <li>A comprehensive planning policy framework and mechanisms for the retention and planting of trees in relation to greenfield and infill development.</li> <li>A community education program to raise awareness of the many benefits of urban tree canopy for the community and provide information about suitable trees to plant;</li> </ol>	Ongoing	Mark Batty Exec Manager Strategy, Policy and Planning

MEETING DATE	RESOLUTION	COMMENT	Completion Date	Officer Responsible
		<p>c. A competitive grant program matching Local Governments investments in delivering their urban forest strategies (and similar initiatives);</p> <p>d. Continued investment in urban tree canopy data and measurement.</p> <p>WALGA is also advocating on this issue directly with the Department of Planning, Lands and Heritage and the Department of Water and Environmental Regulation, in the context of the development of the State Climate Change Policy.</p> <p>WALGA in conjunction with the 24 Local Governments that form the Local Government Urban Forest Working Group are hosting the inaugural Urban Forest Conference on 17 April 2020 at the University of Western Australia in Perth. The conference will seek to showcase the achievements of the various stakeholders involved in growing Perth's urban canopy, as well as incorporating best practice examples from the private sector, highlight new research and provide networking opportunities. The broad themes of the conference will cover best practice urban design and planning to better accommodate canopy, planting for biodiversity, improved data outcomes, behaviour change and community perceptions and two technical workshops that will explore bushfire mitigation in a changing climate and how this impacts urban canopy and a tree planting matrix to assist with better planting outcomes for the swan coastal plain.</p> <p>Consistent with Government guidelines during the Covid-19 crisis, this conference has been postponed.</p>		





**SHIRE OF BRUCE ROCK**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 May 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 12 June 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 31 MAY 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 31 MAY 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)	1,981,242	1,981,242	<b>1,981,242</b>	0	(0%)	
<b>Revenue from operating activities</b>							
Governance		73,745	67,600	<b>68,627</b>	1,028	2%	
General Purpose Funding - Rates	5	1,488,859	1,364,787	<b>1,488,228</b>	123,441	9%	▲
General Purpose Funding - Other		1,350,151	1,237,638	<b>2,710,444</b>	1,472,806	119%	▲
Law, Order and Public Safety		29,400	26,950	<b>19,695</b>	(7,255)	(27%)	▼
Health		55,970	51,306	<b>32,714</b>	(18,591)	(36%)	▼
Education and Welfare		4,140	3,795	<b>3,922</b>	127	3%	
Housing		172,400	158,033	<b>177,499</b>	19,466	12%	▲
Community Amenities		145,400	133,283	<b>136,672</b>	3,389	3%	
Recreation and Culture		221,897	203,406	<b>171,581</b>	(31,824)	(16%)	▼
Transport		338,407	310,206	<b>240,733</b>	(69,473)	(22%)	▼
Economic Services		151,000	138,417	<b>183,105</b>	44,689	32%	▲
Other Property and Services		261,736	239,925	<b>326,173</b>	86,249	36%	▲
		<b>4,293,105</b>	<b>3,935,346</b>	<b>5,559,396</b>			
<b>Expenditure from operating activities</b>							
Governance		(841,260)	(771,155)	<b>(750,456)</b>	20,699	3%	▼
General Purpose Funding		(83,901)	(76,909)	<b>(78,567)</b>	(1,658)	(2%)	
Law, Order and Public Safety		(124,624)	(114,239)	<b>(115,104)</b>	(865)	(1%)	
Health		(596,151)	(546,472)	<b>(373,586)</b>	172,886	32%	▼
Education and Welfare		(132,372)	(121,341)	<b>(107,282)</b>	14,059	12%	▼
Housing		(456,746)	(418,684)	<b>(370,409)</b>	48,274	12%	▼
Community Amenities		(222,028)	(203,526)	<b>(187,687)</b>	15,838	8%	▼
Recreation and Culture		(1,767,221)	(1,619,953)	<b>(1,577,640)</b>	42,312	3%	▼
Transport		(3,716,047)	(3,406,376)	<b>(1,170,247)</b>	2,236,129	66%	▼
Economic Services		(795,726)	(729,416)	<b>(773,114)</b>	(43,699)	(6%)	▲
Other Property and Services		(307,174)	(281,576)	<b>(522,285)</b>	(240,708)	(85%)	▲
		<b>(9,043,250)</b>	<b>(8,289,646)</b>	<b>(6,026,379)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		3,961,066	3,630,977	<b>1,724,991</b>	(1,905,986)	(52%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	100,000	91,667	<b>96,679</b>	5,012	5%	
Adjust Provisions and Accruals		0	0	<b>(24,118)</b>	(24,118)		
<b>Operating activities excluded from budget</b>		<b>(689,079)</b>	<b>(631,656)</b>	<b>1,330,569</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		1,031,617	945,649	<b>1,069,492</b>	123,843	13%	▲
Proceeds from Disposal of Assets	6	104,000	95,333	<b>56,601</b>	(38,732)	(41%)	▼
Capital Acquisitions	7	(2,517,132)	(2,307,371)	<b>(2,314,486)</b>	(7,115)	(0%)	
<b>Amount attributable to investing activities</b>		<b>(1,381,515)</b>	<b>(1,266,389)</b>	<b>(1,188,393)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		272,000	249,333	<b>272,000</b>	22,667	9%	
Transfer from Reserves	9	36,700	33,642	<b>36,700</b>	3,058	9%	
Repayment of Debentures	8	(83,061)	(76,139)	<b>(70,719)</b>	5,421	7%	
Transfer to Reserves	9	(136,287)	(124,930)	<b>(108,233)</b>	16,697	13%	▼
<b>Amount attributable to financing activities</b>		<b>89,352</b>	<b>81,906</b>	<b>129,748</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>165,103</b>	<b>2,253,167</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.

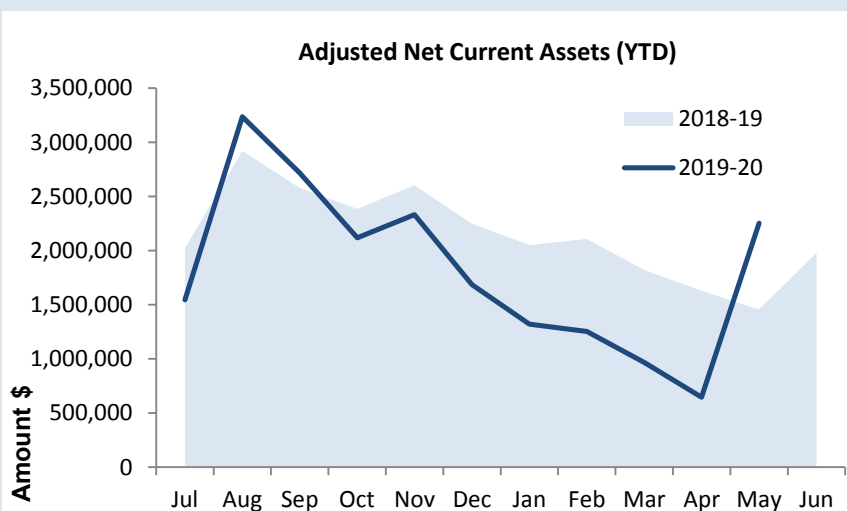
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	Year to Date Actual 31 May 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	2,667,677	2,240,576
Cash Restricted	3	1,260,128	1,331,661
Receivables - Rates	4	125,531	147,028
Receivables - Other	4	147,487	338,428
Interest / ATO Receivable		8,050	0
Inventories		34,774	41,744
		4,243,647	4,099,435
<b>Less: Current Liabilities</b>			
Payables		(646,084)	(221,781)
Provisions - employee		(408,126)	(408,126)
Long term borrowings		(70,719)	0
Contract Liabilities (Only recognised after 1 July 2019)		(61,386)	0
		(1,186,315)	(629,907)
<b>Unadjusted Net Current Assets</b>		<b>3,057,333</b>	<b>3,469,528</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Cash reserves & restricted assets	3	(1,260,128)	(1,331,661)
Add: Provisions - employee		113,319	115,299
Add: Long term borrowings		70,719	0
<b>Adjusted Net Current Assets</b>		<b>1,981,242</b>	<b>2,253,167</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)  
\$2.25 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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>	0	(0%)	▼	Permanent	Small additional surplus can be allocated at Budget Review.
<b>Revenue from operating activities</b>					
General Purpose Funding - Rates	123,441	9%	▲	Timing	Rates were raised in August and all rates revenue recognised
General Purpose Funding - Other	1,472,806	119%	▲	Permanent	Advance Payment of FAGs received in late May. Budget amendment presented to June OCM. Not as much reimbursement invoiced to DFES for ES
Law, Order and Public Safety	(7,255)	(27%)	▼	Permanent	Building as budgeted
Health	(18,591)	(36%)	▼	Timing	Have received the 5 payments from Dr Chow
Housing	19,466	12%	▲	Timing	GROH have commenced paying rent at property in Curlew Drive and this has increased rental income. Just a timing lag however income slightly less than budgeted overall.
Recreation and Culture	(31,824)	(16%)	▼	Timing	Planned sale of surplus items has been held yet but also a timing lag as all funds now has been invoiced to Main Roads
Transport	(69,473)	(22%)	▼	Timing	This is higher than budgeted due to the sales at the supermarket
Economic Services	44,689	32%	▲	Timing	
Other Property and Services	86,249	36%	▲	Timing	Variance will continue to be monitored
<b>Expenditure from operating activities</b>					
Governance	20,699	3%	▼	Timing	This is slightly under budget due as budgeted funds still to be spent in this financial year.
Health	172,886	32%	▼	Timing	This is under budget mainly due to the delays in the STED Scheme being commissioned and the subsidies not being paid.
Education and Welfare	14,059	12%	▼	Timing	There are still maint items to be completed as some properties
Housing	48,274	12%	▼	Timing	This is also slightly under budget due to some maintenance still to be completed on properties.
Community Amenities	15,838	8%	▼	Timing	This is also slightly under budget due to budget items still be completed.
Recreation and Culture	42,312	3%	▼	Timing	This is also under budget due to a few budgeted items still to be completed.
Transport	2,236,129	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	(43,699)	(6%)	▲	Timing	This is over budget mainly due to Supermarket costs.
Other Property and Services	(240,708)	(85%)	▲	Timing	This is over budget but due to insurance and other costs being paid in July and the alloctions. This will be reviewed in conjunction with corresponding revenue account



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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	123,843	13%	▲	Timing	This is a timing issue as all funds now claimed that were budgeted.
Proceeds from Disposal of Assets	(38,732)	(41%)	▼	Timing	Still some assets to dispose of
Capital Acquisitions	(7,115)	(0%)	▼	Timing	Under budget with some projects yet to complete
<b>Financing Activities</b>					
Proceeds from New Debentures	22,667	9%		Timing	New loan has been paid
Transfer from Reserves	3,058	9%		Timing	Recognition of interest on reserves is a timing issue New loan was budgeted to have a repayment this year however only drawn down at the start of May so no repayment this year.
Repayment of Debentures	5,421	7%		Timing	This is under due to the budgeted transfer to Plant reserve as per Budget Review.
Transfer to Reserves	16,697	13%	▼	Timing	

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

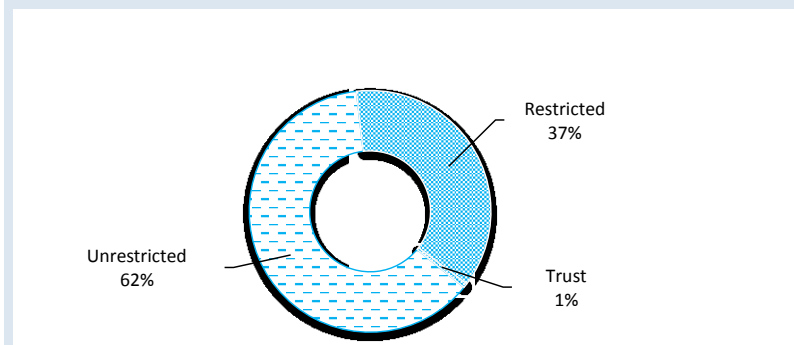
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	500			500			
<b>At Call Deposits</b>							
Municipal Fund	2,240,076			2,240,076	BKCB		
Trust Fund			20,805	20,805	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		99,374		99,374	BKCB	1.30%	13/10/2020
Supermarket Guarantee Reserve		50,000		50,000	BKCB	1.00%	3 months
<b>Total</b>	<b>2,240,576</b>	<b>1,331,661</b>	<b>20,805</b>	<b>3,592,541</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.



<b>Total Cash</b>	<b>Unrestricted</b>
<b>\$3.59 M</b>	<b>\$2.24 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	31 May 20
	\$
Opening Arrears Previous Years	93,884
Levied this year	1,528,105
Less Collections to date	(1,505,362)
Equals Current Outstanding	<b>116,627</b>
<b>Net Rates Collectable</b>	<b>116,627</b>
% Collected	92.81%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	142,182	138,635	7,768	27,432	316,017
Percentage	45%	44%	2%	9%	
<b>Balance per Trial Balance</b>					
Sundry debtors					316,017
GST receivable					22,411
Other receivables					0
<b>Total Receivables General Outstanding</b>					<b>338,428</b>

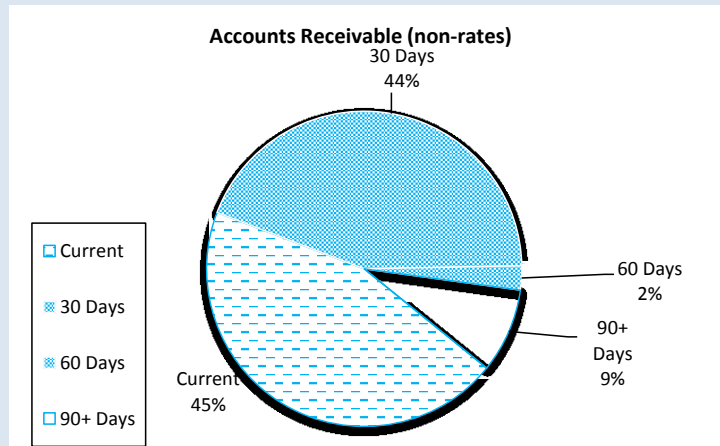
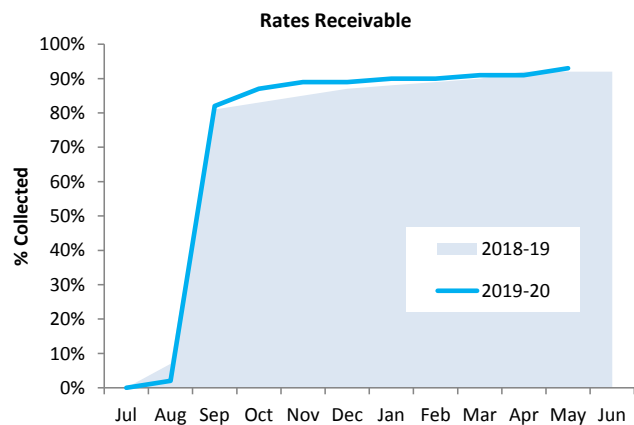
Amounts shown above include GST (where applicable)

**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>\$338,428</b>
<b>Over 30 Days</b>
<b>55%</b>
<b>Over 90 Days</b>
<b>9%</b>

Collected	Rates Due
<b>93%</b>	<b>\$116,627</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

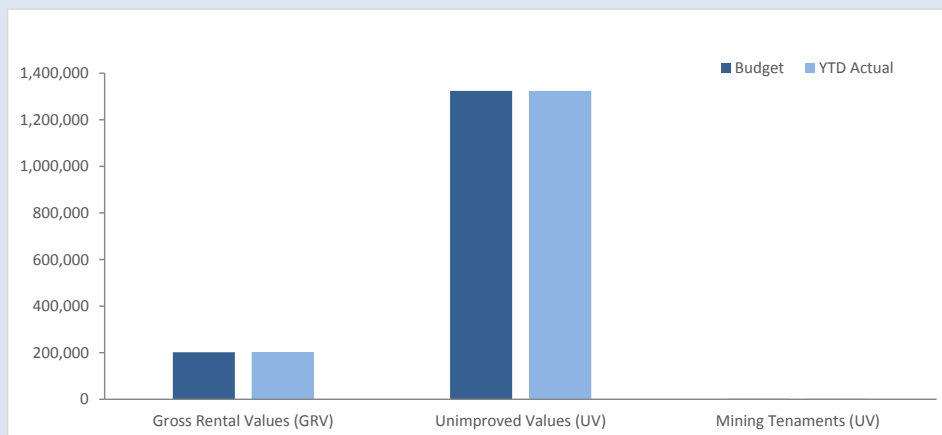
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Gross Rental Values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



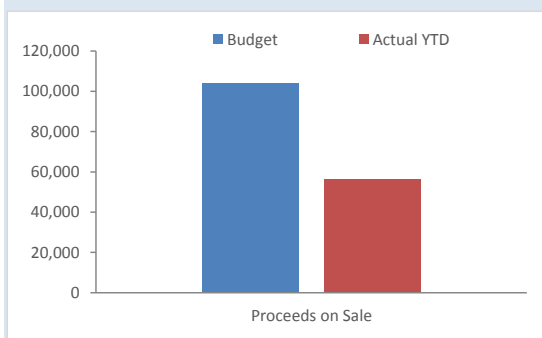
General Rates		
Budget	YTD Actual	%
<b>\$1.49 M</b>	<b>\$1.49 M</b>	<b>100%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
BK1	CEO Vehicle	50,000	47,000		(3,000)				
BK2	DCEO's Vehicle	26,000	18,000		(8,000)	26,355	18,409		(7,946)
	Ride on Mower	9,000	19,000	10,000		9,213	19,100	9,887	
BK792	Ute	6,000	10,000	4,000					
BK237	Truck	0	0		0				
BK238	Truck	0	0		0				
BK014	Roller	39,000	10,000		(29,000)	39,712	10,092		(29,620)
	106, 108 & 110 Butcher St	33,000	9,000		(24,000)	33,000	9,000		(24,000)
	65 Butcher Street	45,000	0		(45,000)	45,000	0		(45,000)
	89 Butcher St	5,000	0		(5,000)				
		<b>213,000</b>	<b>104,000</b>	<b>14,000</b>	<b>(114,000)</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>\$104,000</b>	<b>\$56,601</b>	<b>54%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

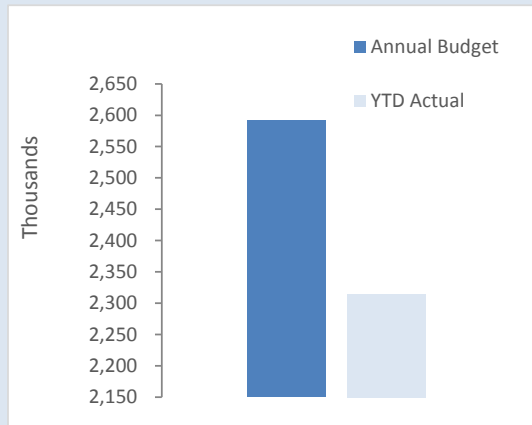
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	775,999	711,332	580,027	(131,305)
Plant & Equipment	344,710	315,984	288,347	(27,637)
Furniture & Equipment	32,350	29,654	30,060	405
Infrastructure - Roads	1,438,278	1,318,422	1,416,052	97,631
<b>Capital Expenditure Totals</b>	<b>2,591,337</b>	<b>2,375,392</b>	<b>2,314,486</b>	<b>(60,906)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,031,617	945,649	1,069,492	123,843
Borrowings	272,000	249,333	272,000	22,667
Other (Disposals)	104,000	95,333	56,601	(38,732)
Contribution - operations	1,183,720	1,085,077	916,393	(168,683)
<b>Capital Funding Total</b>	<b>2,591,337</b>	<b>2,375,392</b>	<b>2,314,486</b>	<b>(60,906)</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>\$2.59 M</b>	<b>\$2.31 M</b>	<b>89%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.03 M</b>	<b>\$1.07 M</b>	<b>104%</b>

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Capital Expenditure</b>		<b>2,591,337</b>	<b>2,375,392</b>	<b>2,314,486</b>		
<b>Buildings</b>		<b>775,999</b>	<b>711,332</b>	<b>580,027</b>		
Upgrade Electrical compliance at Admin building		13,000	11,917	0	0%	
Construct new dog pound		11,360	10,413	11,341	100%	✓
Electrical compliance upgrade at Medical Centre		37,000	33,917	0	0%	
Install Aircon into Medical Centre		9,000	8,250		0%	
Construct Second Residence in Subdivision		229,500	210,375	229,504	100%	✓
Finish Entry Statement at Curlew Drive		7,783	7,134	7,928	102%	✓
Entry Statement at Rec Centre		28,500	26,125	30,540	107%	✓
Power upgrade at Rec Centre		104,500	95,792	7,358	7%	
Lighting for Hockey Turf		262,706	240,814	263,036	100%	✓
Replace Squash Court Floor		14,650	13,429	13,250	90%	✓
New Staircase for Slide at Pool		30,500	27,958	4,000	13%	
Repaint entry structure in new logo colours at Pool		6,000	5,500	3,420	57%	✓
Replace shade sails at Pool		12,000	11,000	9,650	80%	
Installation of Signage & Gazebo at Bruce's Rock		9,500	8,708		0%	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Plant &amp; Equipment</b>		<b>344,710</b>	<b>315,984</b>	<b>288,347</b>		
BK1 Changeover		52,500	48,125	0	0%	
BK2 Changeover		45,000	41,250	46,909	104%	✓
Turf Cleaner for Hockey Turf		35,000	32,083	36,120	103%	✓
Mower for Oval		58,600	53,717	58,620	100%	✓
Mower for Cricket Oval		7,000	6,417	7,000	100%	✓
Water Truck		105,000	96,250	98,089	93%	✓
BK041 WSFN PM Vehicle		41,610	38,143	41,609	100%	✓
<b>Furniture &amp; Equipment</b>		<b>32,350</b>	<b>29,654</b>	<b>30,060</b>		
Purchase Photocopier for Admin Office		8,000	7,333	8,571	107%	✓
Upgrade Server at Medical Centre		18,000	16,500	15,177	84%	
New Projector for Shire Hall		6,350	5,821	6,312	99%	✓
<b>Infrastructure - Roads</b>		<b>1,438,278</b>	<b>1,318,422</b>	<b>1,416,052</b>		
Drainage at Rec Centre		50,000	45,833	54,154	108%	✓



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<u>Council Funded Road Works</u>						
Kerb Replacement in Bruce Rock Townsite		37,091	34,000	31,465	85%	
CBD Revitalisation - Johnson Street		60,000	55,000	909	2%	
<u>Regional Road Group</u>						
Black Spot - Lawrie Rd & Cumminin Road Intersection		20,134	18,456	22,000	109%	✓
Bruce Rock - Narembeen Road		461,564	423,100	465,322	101%	✓
<u>Roads to Recovery</u>						
Bees Road (resheet)		65,520	60,060	65,547	100%	✓
Kwolyin South Road (resheet)		50,807	46,573	61,023	120%	✓
Yerrapin Boundary Road (resheet)		48,231	44,212	48,231	100%	✓
Lawrie Road (resheet)		34,853	31,949	34,853	100%	✓
Carger Road (resheet)		43,499	39,874	43,637	100%	✓
Belka East Road (reseal)		32,737	30,009	32,737	100%	✓
Cumminin Road (reseal)		44,895	41,154	44,895	100%	✓
Erikin South Road (reseal)		25,269	23,163	25,269	100%	✓
Bruce Rock East Road (reseal)		50,225	46,040	50,225	100%	✓
McGellin Road (resheet)		36,272	33,249	38,564	106%	✓
Bruce Rock Corrigin Road (reseal)		64,736	59,341	62,616	97%	✓
Bruce Rock Narembeen Road (2nd seal)		74,205	68,021	80,800	109%	✓
<u>Bridges - Replace with Culverts</u>						
Cole Road		71,492	65,534	71,711	100%	✓
Belka West Road		87,242	79,972	77,318	89%	✓
Old Beverley Road		49,412	45,294	72,170	146%	✓
<u>Council Funded Drainage Works</u>						
Concrete Open Drain - Noonajin Road		30,094	27,586	10,415	35%	✓
Additional Pumps & Pipes for Dams				22,190	#DIV/0!	✓

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	Year End 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	272,000	272,000	0	12,341	272,000	259,659	0	2,747
							0		
<b>Recreation and Culture</b>									
Loan 2 - Solar Panels	18,296	0	0	18,295	18,296	0	0	286	331
<b>Economic Services</b>									
Loan 1 - Caravan Park	52,424	0	0	52,424	52,424	0	0	869	949
<b>Total</b>	<b>70,720</b>	<b>272,000</b>	<b>272,000</b>	<b>70,719</b>	<b>83,061</b>	<b>272,000</b>	<b>259,659</b>	<b>1,155</b>	<b>4,027</b>

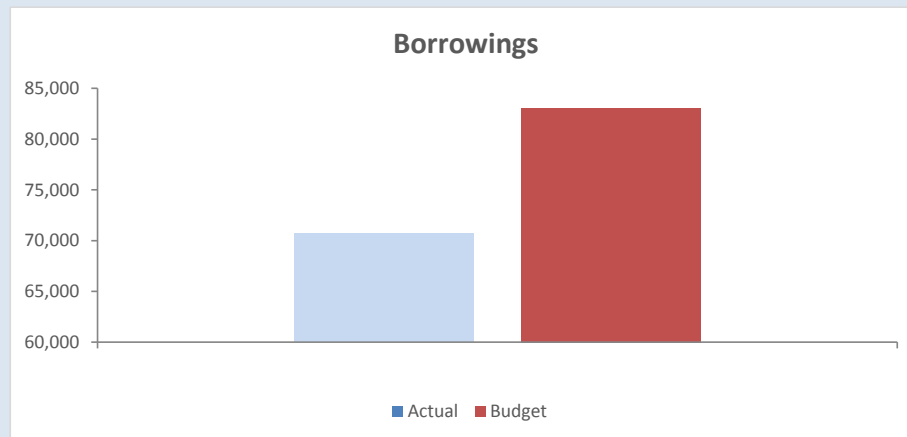
All debenture repayments were financed by general purpose revenue.

**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 April 2020 - Loans will be finalised

Loan application for new loan has been lodged

<b>Principal Repayments</b>	<b>Interest Expense</b>
<b>\$70,719</b>	<b>\$1,155</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$1.33 M</b>	<b>\$272,000</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES  
NOTE 9

Cash Backed Reserve

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

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 10  
BUDGET AMENDMENTS**

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

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

**KEY INFORMATION**

These budget amendments have been run through the Budget Review.

**List of Accounts for May 2020**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
<b>Municipal Account EFTs</b>				
EFT15591	01/05/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR MARCH 2020	\$15,805.00
EFT15592	05/05/2020	PFD FOOD SERVICES PTY LTD	SUPERMARKET ORDER	\$319.35
EFT15593	08/05/2020	2C2U IT PTY LTD	MED CENTRE IT SUPPORT & REPLACEMENT UPS	\$1,873.00
EFT15594	08/05/2020	AUSTRALIA POST	POSTAGE FOR APRIL 2020	\$90.97
EFT15595	08/05/2020	BEING THERE SOLUTIONS PTY LTD	UPGRADE TO VIDEO CONFERENCING PLAN TO ALLOW FOR E-MEETINGS	\$3,025.00
EFT15596	08/05/2020	BOC LIMITED	GAS BOTTLE RENTALS APRIL 2020 AND GAS	\$150.01
EFT15597	08/05/2020	BP MEDICAL	MED CENTRE SUPPLIES	\$15.77
EFT15598	08/05/2020	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	COMMUNITY CARES PROGRAM - LETTER DROP	\$260.00
EFT15599	08/05/2020	BRUCE ROCK ENGINEERING	HYDRAULIC HOSE FOR BK660	\$46.30
EFT15600	08/05/2020	BRUCE ROCK PONY & ADULT RIDING CLUB	RUBBISH COLLECTION DRIVE	\$250.00
EFT15601	08/05/2020	BRUCE ROCK TYRES	TYRES FOR BK792, BK08 & BK02	\$2,378.28
EFT15602	08/05/2020	CALEB CHOW	REIMBURSE DOCTOR FOR TYRO INCOME FOR APRIL 2020	\$20.00
EFT15603	08/05/2020	CARTRIDGE WORLD COTTESLOE	TONER FOR MED CENTRE	\$642.60
EFT15604	08/05/2020	CJD EQUIPMENT PTY LTD	PARTS FOR BK373 & BK06	\$910.29
EFT15605	08/05/2020	CLINICARE PHARMACY BRUCE ROCK	SUPPLY FLU VACCINATIONS	\$698.75
EFT15606	08/05/2020	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT CHARGES	\$556.19
EFT15607	08/05/2020	COLESTAN ELECTRICS	ELECTRICAL REPAIRS TO PRESSURE CLEANER	\$227.92
EFT15608	08/05/2020	CONNELLY IMAGES	MAGNETIC SIGNS	\$127.60
EFT15609	08/05/2020	COPIER SUPPORT	METER READING ON PHOTOCOPIER	\$329.26
EFT15610	08/05/2020	CRISP WIRELESS PTY LTD	MONTHLY INTERNET SUBSCRIPTION	\$658.90
EFT15611	08/05/2020	DEPARTMENT OF MINES AND PETROLEUM	BSL REMITTED FOR APRIL 2020	\$113.30
EFT15612	08/05/2020	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$2,202.83
EFT15613	08/05/2020	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK03 & BK010	\$1,289.44
EFT15614	08/05/2020	ELEMENT ADVISORY PTY LTD	MAINSTREET REVITALISATION PLANNING PHASE 3 (PART)	\$687.50
EFT15615	08/05/2020	FLOWERS BY ELLI PAIGE	ANZAC WREATH	\$50.00
EFT15616	08/05/2020	GREAT EASTERN FREIGHTLINES	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$271.37

EFT15617	08/05/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR APRIL 2020	\$347.62
EFT15618	08/05/2020	JASON SIGNMAKERS	VARIOUS SIGNS AND POSTS FOR ROADS	\$2,704.90
EFT15619	08/05/2020	JH COMPUTER SERVICES	2 MONTHS IT SUPPORT AND SUPPLY LAPTOP AND ASSOCIATED HARDWARE	\$8,316.50
EFT15620	08/05/2020	JR & A HERSEY PTY LTD	TOOLS	\$148.10
EFT15621	08/05/2020	LANDGATE- VALUATION	GRV INTERIM VALUATION	\$67.85
EFT15622	08/05/2020	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$25,058.62
EFT15623	08/05/2020	MARKETFORCE	RECRUITMENT ADVERTISING	\$229.90
EFT15624	08/05/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$4,878.75
EFT15625	08/05/2020	MERREDIN TELEPHONE SERVICES	SUPPLY AND INSTALL SECURITY SYSTEM TO SHIRE HALL	\$3,916.68
EFT15626	08/05/2020	NB HARDWARE & AG SUPPLIES	FERTILIZER FOR REC CENTRE & GARDENS AND GIFT FOR LEAVING LONG SERVING STAFF MEMBER	\$691.55
EFT15627	08/05/2020	NUTRIEN AG SOLUTIONS	RAINWATER TANK, CONSUMABLES, INSECTICIDE AND CHEMICAL FOR OVAL	\$3,618.43
EFT15628	08/05/2020	OFFICEWORKS BUSINESS DIRECT	STATIONERY	\$238.11
EFT15629	08/05/2020	PUMPS AUSTRALIA PTY LTD	DIESEL POWERED 4" WATER PUMP	\$6,451.50
EFT15630	08/05/2020	RANGE FORD	PARTS FOR BK792	\$379.90
EFT15631	08/05/2020	RON BATEMAN & CO	PRESSURE CLEANER PARTS	\$200.14
EFT15632	08/05/2020	SANDS FRIDGE LINES	SUPERMARKET FREIGHT CHARGES	\$137.18
EFT15633	08/05/2020	SHERRIN RENTALS	TRACKED BOBCAT HIRE	\$1,817.34
EFT15634	08/05/2020	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR MAY 2020, HEALTHENGINE, CARD FEE & INTERNET	\$559.03
EFT15635	08/05/2020	SHIRE OF KELLERBERRIN	HIRE OF MECHANICAL SERVICES	\$1,155.00
EFT15636	08/05/2020	SIGMA CHEMICALS	AQUATIC FACILITY TESTING REAGENTS AND POOL VINYL REPAIR KIT	\$280.26
EFT15637	08/05/2020	SITECH (WA) PTY LTD	REPLACE INTERNAL BATTERY AND UPDATE SOFTWARE VERSION FOR LOADRITE	\$170.50
EFT15638	08/05/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$149.63
EFT15639	08/05/2020	SYNERGY	ELECTRICITY USAGE	\$19,077.05
EFT15640	08/05/2020	TERESA COUSINS	PULLMAN COMMANDER VACUUM AND EXTRA BAGS	\$478.83
EFT15641	08/05/2020	THE HONDA SHOP	PARTS FOR SMALL PLANT	\$85.00

EFT15642	08/05/2020	TRANSTRUCT	SUPPLY & INSTALL RAMP AT FACTORY UNIT DOORWAY AND SUPPLIES FOR BRIDGE WORKS AND PRIVATE WORKS	\$2,210.73
EFT15643	08/05/2020	TWO DOGS HOME HARDWARE	DOOR CLOSERS FOR DEPOT	\$266.47
EFT15644	08/05/2020	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	\$128.30
EFT15645	08/05/2020	WESTRAC PTY LTD	PARTS FOR BK409, BK511 & BK512	\$2,479.74
EFT15646	14/05/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$881.32
EFT15647	14/05/2020	D4 DATA PTY LTD	SERVICE POOL TEST 6 AND FREIGHT	\$343.20
EFT15648	14/05/2020	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$800.30
EFT15649	14/05/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$2,113.45
EFT15650	14/05/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$9,406.71
EFT15651	14/05/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION AND REFUSE SITE MAINTENANCE FORTNIGHT ENDING 13/05/2020	\$3,387.02
EFT15652	14/05/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$141.74
EFT15653	14/05/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,362.00
EFT15654	19/05/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR APRIL 2020	\$65,038.64
EFT15655	22/05/2020	AG IMPLEMENTS MUKINBUDIN	REPLACEMENT FUEL TANK FOR BK6556	\$2,402.98
EFT15656	22/05/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY CHARGES	\$99.00
EFT15657	22/05/2020	AVON WASTE	RECYCLING COLLECTIONS FOR APRIL 2020	\$3,438.46
EFT15658	22/05/2020	BEING THERE SOLUTIONS PTY LTD	VIDEO CONFERENCING MONTHLY CHARGE	\$2,475.00
EFT15659	22/05/2020	BK AIR & SERVICES	TEST AND REPAIR AIRCON AT SHIRE PROPERTY	\$193.60
EFT15660	22/05/2020	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	BITUMEN SEALING	\$71,583.34
EFT15661	22/05/2020	BRUCE ROCK CAFE - LOVE THAT FOOD	PURCHASE 2ND HAND DISPLAY CHEST FREEZER	\$600.00
EFT15662	22/05/2020	BRUCE ROCK LPO	STATIONERY	\$142.70
EFT15663	22/05/2020	BRUCE ROCK TYRES	SUPPLY & FIT TYRES BK409, SUPPLY TYRES BK9649 & BK9666	\$821.04
EFT15664	22/05/2020	BURGESS RAWSON PTY LTD	RENTAL PAYMENTS	\$657.37
EFT15665	22/05/2020	CARBON COURT PTY LTD T/AS CBLS SOLUTIONS	WEIGHTS/MEASURES VERIFICATION OF SUPERMARKET INTEGRATED SCALES	\$66.00
EFT15666	22/05/2020	CLARK EQUIPMENT SALES PTY LTD	PARTS FOR BK660	\$484.72

EFT15667	22/05/2020	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT CHARGES	\$735.21
EFT15668	22/05/2020	COLESTAN ELECTRICS	ELECTRICAL REPAIRS AT AQUATIC CENTRE	\$151.36
EFT15669	22/05/2020	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK02	\$506.92
EFT15670	22/05/2020	EXTRA MILE WRITING SERVICES	CONTRACT GRANT WRITING/COMMUNITY DEVELOPMENT SERVICES	\$960.00
EFT15671	22/05/2020	FOWLER SURVEYS	SPOT ROAD CENTRE LINES ON NEW SEAL BK - NB AND BK - CR ROADS	\$2,502.50
EFT15672	22/05/2020	GRANO DIRECT	CONCRETING SUPPLIES	\$297.00
EFT15673	22/05/2020	HENDO'S HANDYMAN & PLUMBING SERVICES	PLUMBING REPAIRS AT SHIRE COMMERCIAL BUILDING	\$347.60
EFT15674	22/05/2020	IRVINE TRANSPORT	SAND & METAL FOR BATCHING PLANT AND 7MM WASHED METAL FOR ROAD SEAL	\$12,905.82
EFT15675	22/05/2020	JH COMPUTER SERVICES	MONITOR FOR OFFICER & TONER FOR SUPERMARKET PRINTER	\$768.74
EFT15676	22/05/2020	LANDGATE- VALUATION	UV INTERIM VALUATION	\$6,778.14
EFT15677	22/05/2020	MARTIN'S TRAILER PARTS	PARTS FOR BK9649	\$387.56
EFT15678	22/05/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$838.39
EFT15679	22/05/2020	MCCALL MOTORS PTY LTD	PURCHASES FOR APRIL 2020	\$4,806.80
EFT15680	22/05/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$7,652.72
EFT15681	22/05/2020	OFFICEWORKS BUSINESS DIRECT	OFFICE CHAIR FOR MED CENTRE, CLEANING SUPPLIES AND BAGS FOR SUPERMARKET	\$534.30
EFT15682	22/05/2020	OLYMPIC FINE FOODS	SUPERMARKET ORDER	\$682.46
EFT15683	22/05/2020	PACIFIC BIOLOGICS	MOSQUITO CHEMICAL	\$698.89
EFT15684	22/05/2020	PAUL ANTHONY CLARK	REIMBURSEMENT FOR PHONE COVER PURCHASED FOR WORKS PHONE	\$25.00
EFT15685	22/05/2020	PETER ELLIOT	REIMBURSEMENT COST OF REPAIRS TO WORKS MOBILE PHONE	\$25.00
EFT15686	22/05/2020	SANDS FRIDGE LINES	SUPERMARKET FREIGHT CHARGES	\$147.31
EFT15687	22/05/2020	SETON AUSTRALIA	RETRACTABLE DOUBLE BELT CROWD CONTROL POSTS FOR FRONT COUNTER AREA	\$861.56
EFT15688	22/05/2020	ST JOHN AMBULANCE	FIRST AID KIT FOR SUPERMARKET	\$15.00
EFT15689	22/05/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$301.09
EFT15690	22/05/2020	STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT RECOUP 2019-20 BRUCE ROCK LIBRARY	\$317.66



EFT15691	22/05/2020	STIHL SHOP MIDLAND	PARTS FOR SMALL PLANT	\$322.80
EFT15692	22/05/2020	TRANSTRUCT	SUPPLY & INSTALL GATES FOR LIQUID WASTE DUMP SITE, PARTS FOR BK9375 AND SUPPLIES FOR LARGE PRIVATE WORKS JOB	\$7,019.13
EFT15693	22/05/2020	TWO DOGS HOME HARDWARE	RETIC PARTS, AXE AND SMALL PLANT PARTS	\$313.41
EFT15694	22/05/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$561.00
EFT15695	22/05/2020	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	\$425.05
EFT15696	22/05/2020	WA HINO	PARTS FOR BK650	\$148.15
EFT15697	22/05/2020	WESTRAC PTY LTD	TRAVEL AND ACCOMMODATION FOR WARRANTY REPAIRS BK727 AND PARTS FOR BK409, BK511 & BK512	\$4,462.77
EFT15698	22/05/2020	WHEATBELT UNIFORMS, SIGNS & SAFETY	HI VIS SAFETY VESTS WITH LOGO	\$335.50
EFT15699	28/05/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$881.32
EFT15700	28/05/2020	CODY EXPRESS TRANSPORT	SUPERMARKET FREIGHT CHARGES	\$616.59
EFT15701	28/05/2020	EASTWAY FOOD SUPPLIES	SUPERMARKET ORDER	\$1,007.66
EFT15702	28/05/2020	GAP SOLUTIONS PTY LTD	MOBILE SCANNING DEVICE FOR SUPERMARKET ORDERING	\$3,238.57
EFT15703	28/05/2020	MARTINS PRODUCE	SUPERMARKET ORDER	\$1,979.15
EFT15704	28/05/2020	METCASH TRADING LIMITED	SUPERMARKET ORDER	\$7,424.79
EFT15705	28/05/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$141.74
EFT15706	28/05/2020	WOOLWORTHS GROUP	EMERGENCY SUPPLY OF GROCERIES FOR TOWN AFTER SHOP FIRE	\$13,618.00
EFT15707	29/05/2020	ASHLEIGH WAIGHT	REFUND OF BOND AND RENT CREDIT FOR RENTAL PROPERTY	\$408.41
EFT15708	27/05/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,362.00
			<b>Total EFTs</b>	<b>\$373,194.90</b>

<b>Municipal Account Cheques</b>				
24002	08/05/2020	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP FOR MARCH/APRIL 2020, COUNCIL AFTERNOON TEA, HAND SANITISER DISPENSERS, ASIC ENQUIRY & SUPPLIES FOR SUPERMARKET	\$96.65
24003	08/05/2020	TELSTRA	TELEPHONE USAGE AND PHONE BOOK CHARGES	\$4,249.48
24004	13/05/2020	SHIRE OF BRUCE ROCK	RE-APPLY STALE RATES REFUND CHEQUES TO ASSESSMENTS	\$46.20
24005	22/05/2020	BOND ADMINISTRATOR	LODGEMENT OF BOND WITH BOND ADMINISTRATOR	\$448.00
24006	22/05/2020	DEPARTMENT OF TRANSPORT	BK727 REGISTRATION TO COMMON EXPIRY DATE	\$28.30
24007	22/05/2020	SHIRE OF BRUCE ROCK (BRUCE ROCK SUPERMARKET)	CLEANING SUPPLIES	\$143.44
24008	22/05/2020	WATER CORPORATION	WATER USAGE & SERVICE CHARGES	\$16,994.57
24009	28/05/2020	SHIRE OF BRUCE ROCK	RE-DRAW FLOAT FOR CARAVAN PARK REOPENING	\$200.00
<b>Total Cheques</b>				<b>\$22,206.64</b>
<b>Trust Account Cheques</b>				
1941	13/05/2020	SHIRE OF BRUCE ROCK	FINALISATION OF THE SALE OF 6 PROPERTIES FOR NON-PAYMENT OF RATES	\$19,472.89
<b>Total Trust Cheques</b>				<b>\$19,472.89</b>
<b>Wages and Salaries</b>				
	13/05/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR THE FORTNIGHT ENDING 13/05/2020	\$77,314.01
	27/05/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR THE FORTNIGHT ENDING 27/05/2020	\$75,753.13
<b>Total Wages and Salaries</b>				<b>\$153,067.14</b>

<b>Municipal Account Direct Debits</b>				
DD6535.1	13/05/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$11,354.45
DD6535.2	13/05/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$210.00
DD6535.3	13/05/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$360.21
DD6535.4	13/05/2020	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$331.51
DD6535.5	13/05/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	PAYROLL DEDUCTIONS	\$1,142.73
DD6535.6	13/05/2020	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.23
DD6535.7	13/05/2020	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$138.57
DD6535.8	13/05/2020	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$81.36
DD6535.9	13/05/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$189.57
DD6550.1	27/05/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$11,587.66
DD6550.2	27/05/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$215.52
DD6550.3	27/05/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$360.21
DD6550.4	27/05/2020	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$362.02
DD6550.5	27/05/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	PAYROLL DEDUCTIONS	\$777.06
DD6550.6	27/05/2020	VIRGIN MONEY SUPER	SUPERANNUATION CONTRIBUTIONS	\$193.23
DD6550.7	27/05/2020	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$123.95
DD6550.8	27/05/2020	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$87.72
DD6550.9	27/05/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$136.38
DD6535.10	13/05/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$367.73
DD6535.11	13/05/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$97.01
DD6535.12	13/05/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$248.17
DD6535.13	13/05/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,308.35
DD6535.14	13/05/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$64.80
DD6535.15	13/05/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$323.91

DD6535.1 6	13/05/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$213.12
DD6550.1 0	27/05/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$367.73
DD6550.1 1	27/05/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$79.49
DD6550.1 2	27/05/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$861.36
DD6550.1 3	27/05/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,308.34
DD6550.1 4	27/05/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$118.70
DD6550.1 5	27/05/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$323.91
DD6550.1 6	27/05/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$213.12
<b>Total Direct Debits</b>				<b>\$33,741.12</b>
<b>Credit Card Payments</b>				
EFT15634	08/05/2020	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	\$132.00
		BENDIGO BANK	CARD FEE	\$4.00
		BENDIGO BANK	INTEREST	\$7.79
		ACTIV8ME	INTERNET FOR APRIL/MAY 2020	\$45.40
		WESTNET	INTERNET FOR MAY 2020	\$109.95
		WESTNET	INTERNET FOR MAY 2020	\$99.95
		WESTNET	INTERNET FOR MAY 2020	\$69.99
		WESTNET	INTERNET FOR MAY 2020	\$89.95
<b>Total Credit Card Payments</b>				<b>\$559.03</b>
			<b>Total Municipal Account EFT Payments</b>	\$373,194.90
			<b>Total Municipal Account Cheque Payments</b>	\$22,206.64
			<b>Total Trust Cheque Payments</b>	\$19,472.89
			<b>Total Wages</b>	\$186,808.26
			<b>TOTAL</b>	<b>\$601,682.69</b>



# 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

## LOCAL GOVERNMENT REGULATIONS AMENDMENT (CONSEQUENTIAL) REGULATIONS 2020 – EXPLANATORY NOTES

These regulations will bring into effect all of the remaining parts of the *Local Government Legislation Amendment Act 2019*, apart from the best practice standards for CEO recruitment, performance review and termination, and the new Code of Conduct which are both being drafted. (New subsection 5.88(2A) relating to publication of the financial interest register will not be enacted.)

In particular, the following sections will take effect:

Section in Amendment Act	Section in LG Act	Topic
5	1.7 and 1.8	Local and statewide public notice
13	4.39	Close of enrolments (statewide public notice)
14	4.47	Call for nominations (statewide public notice)
16	4.52	Exhibition of candidates' details (on local government website)
17	4.64	Election notice (statewide public notice)
20	5.29	Convening electors' meetings (local public notice)
24	5.50	Additional payments to employees (local public notice and publication on website)
57	5.120	Complaints officer
64	9.10	Appointment of authorised person
65	9.13	Onus of proof (authorised person)
66	9.15	Terms (authorised person)
68	9.49A	Execution of documents
74(1) and (2)	Schedule 9.3	Transitional provisions to 1995 Act ( <b>senior employee definition removed</b> ) Transitional provisions for the Amendment Act (authorised person)
Part 4	<ul style="list-style-type: none"> <li>• Caravan Parks and Camping Grounds Act 1995</li> <li>• Cat Act 2011</li> <li>• Cemeteries Act 1986</li> <li>• Control of Vehicles (Off-road Areas) Act 1978</li> <li>• Dog Act 1976</li> </ul>	Authorised person

For more information on these provisions refer to the Explanatory Memorandum available at

<https://www.parliament.wa.gov.au/parliament/bills.nsf/BillProgressPopup?openForm&ParentUNID=F2640B0D1523FA7C482583BC0020D468>.

Regulation	Amends	Explanation	Theme
Regulation 4	<i>Caravan Parks &amp; Camping Grounds Regulations 1997</i> , Regulation 6	Regulation 6 is being amended to implement a more streamlined and uniform method of appointing an <b>authorised person</b> across multiple pieces of legislation. All appointments will now be made under section 9.10(2) of the <i>Local Government Act 1995</i> . The CEO will appoint a person as an “authorised person” for the purpose of exercising functions conferred under the relevant piece of legislation and identity cards will be standardised.	Reducing Red Tape Introducing Administrative Efficiencies
Regulation 5	Form 5	In addition to authorised officers appointed by the local government, the Department has the power to appoint an <b>authorised officer</b> under section 17(1)(a) of the <i>Caravan Parks and Camping Grounds Act 1995</i> . The 'Identity Card' in Form 5 is being modified so that it is only applicable to authorised officers appointed by the Department.	Reducing Red Tape Introducing Administrative Efficiencies
Regulations 7-10	<i>Control of Vehicles (Off-road Areas) Regulations 1979</i> , Regulation 14, 36,37 and First Schedule	All references to authorised officer are replaced by a reference to <b>authorised person</b> . This aligns the terminology across multiple pieces of legislation in the local government portfolio.	Introducing Administrative Efficiencies
Regulation 10	First Schedule	In addition, Form 4 is being amended to make it clear that it is not the <b>authorised person</b> who has the power to withdraw an infringement notice but a person authorised by the local government. (A person who issues an infringement cannot withdraw it.)  Form 5 will no longer be used by local governments for the appointment of authorised persons, this having been replaced by appointment under section 9.10(2) of the <i>Local Government Act 1995</i> , thus ensuring consistency across multiple pieces of legislation. Form 5 'Certificate of appointment of Authorised Person' has been modified so it will only be used by the Minister for Local Government using the Minister's power to appoint an authorised person. The form has also been modified to require a photograph.	Reducing Red Tape Introducing Administrative Efficiencies
Regulation 12	<i>Dog Regulations 2013</i> , Regulation 35	Restatement of existing regulation 35(6) in plain English to enhance clarity. An <b>authorised person</b> cannot withdraw an infringement they have issued.	Drafting Improvement
Regulation 13	Form 1	Form 1 will no longer be used by local governments for the appointment of <b>authorised persons</b> , this having been replaced by appointment under section 9.10(2) of the <i>Local Government Act 1995</i> , thus ensuring consistency across	Introducing Administrative Efficiencies

Regulation	Amends	Explanation	Theme
		multiple pieces of legislation. Form 1 in Schedule 1 has been replaced and will be used by the local government to appoint registration officers under the <i>Dog Act 1976</i> .	
Regulation 15	<i>Local Government (Administration) Regulations 1996</i> , Regulations 3A and 3B	<p>The definition of local public notice and statewide public notice are being amended in the <i>Local Government Act 1995</i> to recognise alternative and contemporary means of communication. These have been set out in new Part 1A of the Administration Regulations to provide flexibility to respond quickly to include future contemporary communication methods as and when necessary.</p> <p>The <i>Local Government Legislation Amendment Act 2019</i> amends section 1.7 of the Local Government Act so that <b>local public notice</b> will be given when notice is published on the official website of the local government and in at least three of the ways set out in regulation 3A. The new forms of communicating a <b>local public notice</b> include publication in a newspaper or newsletters circulating generally in the district or a newspaper in the State, publication on the official website of a relevant State Government Department, circulation by email or text or posting on a local government's social media account. This would allow, for example, a tender to be posted on TendersWA, or an election notice on the WAEC website as one of the three ways.</p> <p>Notices that are posted need to remain available for at least the time specified in the Act or 7 days if no time is specified.</p> <p>The new <b>state-wide public notice</b> provisions incorporate all of those methods that are available as a local public notice. In addition to the requirement to publish the notice on the local government's own website, regulation 3B states that the notice must be published either in a newspaper circulating generally throughout the State or on the official website of a State government agency.</p> <p>Certain adjustments are made when it is the Electoral Commissioner who is publishing the Statewide public notice, so that the website and social media account are those of the WAEC.</p>	Introducing Administrative Efficiencies  Recognising New Technology
Regulation 16	Regulation 10	Regulation 10 deals with the process to <b>revoke or change a decision</b> made at a council or committee meeting, under section 5.25 of the Act. The change to this regulation recognises the requirement for a special majority decision has been removed from the Act.	Introducing Administrative Efficiencies



Regulation	Amends	Explanation	Theme
Regulation 17	Regulation 11	To further the policy aims of transparency and accountability, an amendment to regulation 11 has been made to require a local government to include in the <b>minutes</b> all documents which are attached to a council or committee meeting agenda, except where that part of the meeting was closed to the public.	Transparency Accountability
Regulation 18	Regulations 12 and 13	<p>Regulation 12 currently provides the requirements for giving local <b>public notice of meetings</b>. The new regulation 12 provides for the same information to be published by the CEO of a local government on a local government's official website instead.</p> <p>Regulation 13 is being replaced to improve accessibility to information held by local government. The <b>unconfirmed minutes</b> of each council or committee meeting open to members of the public are to be published on the local government's official website, rather than merely being available for inspection. If the meeting is closed to members of the public, then only that part of the unconfirmed minutes that are a record of the decision(s) made at that meeting will be available on the website.</p> <p>The wording of the timeframe has been changed in Regulation 13 from business days to days to align with the rest of the Act.</p>	Transparency Recognising New Technology
Regulation 19	Regulation 14	Regulation 14 is being amended to improve accessibility to information held by local governments. The amendment provides that all <b>notice papers</b> , agendas, reports and other documentation produced for a local government or committee meeting must be published on the local government's official website at the time they are made available to council or committee members. This obligation will not apply, if, in the CEO's opinion, that part of the meeting to which the information refers is likely to be closed to the public.	Transparency Recognising New Technology
Regulation 20	Regulations 19B and 19CA	<p>Existing regulation 19B is being replaced to provide for additional information to be included in the <b>annual report</b>. In addition to the current requirement to report on the number of employees receiving salary over \$100,000 in \$10,000 bands, the annual report is now to include:</p> <ul style="list-style-type: none"> <li>• the amount of money the local government has paid in Standards Panel costs for hearing a complaint regarding one of its council members and any amount that the Standards Panel orders to be reimbursed to the local government by the council member;</li> <li>• the remuneration paid or provided to the CEO;</li> <li>• the number of council and committee meetings attended by each council member; and</li> <li>• diversity data, including age ranges for council members.</li> </ul>	Transparency Accountability

Regulation	Amends	Explanation	Theme
		The requirement to provide details of modifications to the strategic community plan and corporate business plan, where significant, made during the financial year has been moved from regulation 19CA (which is being deleted) to be included in 19B.	
Regulation 21	Regulation 19D	The method by which the public has access to the <b>strategic community plan</b> in regulation 19D is being updated. The local government is to publish its strategic community plan on its official website. Local public notice is still required to be given of the adoption or modification of the plan.	Transparency Recognising New Technology
Regulation 22	Regulation 29	<p>The information to be <b>available for public inspection</b> under regulation 29 is being amended to recognise that it is available in other forms.</p> <p>As regulation 12 of the <i>Local Government (Rules of Conduct) Regulations 2007</i> was deleted as part of the reforms introduced by the <i>Local Government Regulations Amendment (Gifts) Regulations 2019</i>, the redundant reference in sub regulation 29(1)(baa) is being deleted. The Act requires the gift register to be made available on the local government's website.</p> <p>Regulation 13 is being amended (see above) to provide that the unconfirmed minutes of each Council or Committee meeting that is open to the public is to be published on the local government's official website. The requirement in sub regulation 29(1)(c) is consequently unnecessary.</p> <p>As regulation 14 is being amended (see above) to require notice papers, agendas, reports and other documentation produced for a local government or committee meeting to be published on the local government's official website, the requirement in sub regulation 29(1)(d) is unnecessary and is being deleted.</p> <p>Since sub regulations 29(2)-(3) relate expressly to sub regulations 29(1)(c) and 29(1)(d) above then they are also being deleted.</p>	Reducing Red Tape Introducing Administrative Efficiencies
Regulation 23	Regulation 29A	<p>Section 5.95(5) of the <i>Local Government Act 1995</i> was deleted by section 46(2) of the <i>Local Government Legislation Amendment Act 2019</i>, removing the requirement to make the <b>contract of a CEO</b> or a Senior Employee available for inspection. As a consequence, regulation 29A(1) is being deleted.</p> <p>Instead the remuneration paid or provided to the CEO is to be disclosed in the annual report (see 19B above).</p>	Reducing Red Tape
Regulation 24	Regulations 29C and 29D	New regulation 29C imposes an obligation on the CEO of a local government to publish <b>information on the local government official website</b> (in addition to that	Transparency

Regulation	Amends	Explanation	Theme
		<p>information in section 5.96A(1) of the <i>Local Government Act 1995</i>). The additional information includes –</p> <ul style="list-style-type: none"> <li>• Any adverse recommendation from an inquiry by an authorised person under section 8.13;</li> <li>• Any adverse finding or recommendation made by an oversight body being the Corruption and Crime Commission, Public Sector Commissioner, State Administrative Tribunal, an Inquiry Panel, the standards panel or a Royal Commission, against the local government, the council, a council member or the CEO, once this is made available to the public;</li> <li>• Current and previous versions of policies that relate to the deciding of applications made to the local government;</li> <li>• The name of each council member who has lodged a primary or annual return for the financial year;</li> <li>• The position of each employee who has lodged a primary or annual return for the financial year (the returns themselves will not be published); and</li> <li>• The type and amount or value of fees, expenses and allowances paid to each council member, mayor or president during the financial year. These will need to be detailed by person and type.</li> </ul> <p>Regulation 29C also includes timeframes for each class of information to be published on the local government’s official website.</p> <p>New regulation 29D specifies the <b>period for which information must be kept on the local government’s official website</b>. The following documents must be retained for a period of not less than 5 years beginning on the day the information is first published:</p> <ul style="list-style-type: none"> <li>• The annual report;</li> <li>• The annual budget</li> <li>• Confirmed minutes of council and committee meetings;</li> <li>• Minutes of electors’ meetings;</li> <li>• Notice papers, agendas, reports and other documents tabled or produced at council or committee meetings except where these were closed to the public; and</li> <li>• The information listed in 29C above.</li> </ul> <p>There is no requirement for local governments to publish the material listed above for years before these provisions come into effect.</p>	<p>Accountability</p> <p>Recognising New Technology</p>

Regulation	Amends	Explanation	Theme
Regulation 25	Regulation 34B	Regulation 34B sets out the <b>gift provisions for employees</b> . The amendment removes the CEO from the definition of an “ <b>employee</b> ”. The CEO is now captured under the gift provisions applying to council members contained in the Act.	Accountability
Regulation 27	<i>Local Government (Elections) Regulations 1997</i> Regulation 30G	Regulation 30G requires the CEO of a local government to establish and maintain an <b>electoral gift register</b> . The amendment requires the CEO to publish an up-to-date version of the electoral gift register on the local government’s official website. Rather than the full address, only the town or suburb of an individual is to be published.	Transparency Accountability Recognising New Technology
Regulation 28	Regulation 30I	The definition of <b>publish</b> is being updated. This relates to electoral gift registers.	Drafting improvement
Regulation 29	Regulation 43	A minor amendment is being made to regulation 43(1)(ba) to correct the reference to <b>electoral gift register</b> .	Drafting improvement
Regulation 30	Regulation 73	Regulation 73 deals with the <b>adjournment or postponement of a poll</b> . The changes require that the notice of adjournment or postponement is to be published on the local government’s official website for at least 3 days. If the local public notice is published on another (government) website, a notice board or using social media, it must also be posted for at least 3 days.	Transparency Recognising New Technology
Regulation 32	<i>Local Government (Financial Management) Regulations 1996</i> Regulation 27	Regulation 27 sets out a list of notes to be included with the <b>annual budget</b> of a local government. Point (l) is being amended to clarify that itemised information in relation to the fees, expenses and allowances paid to each council member and mayor or president is required.	Transparency Accountability
Regulation 33	Regulation 44	Regulation 44 requires information about fees, expenses and allowances paid to council members, the mayor or the president to be included in the <b>annual financial report</b> . The amendment provides clarity that itemised information is required for each council member and mayor or president, rather than total figures.	Transparency Accountability
Regulation 35	<i>Local Government (Functions and General) Regulations 1996</i> Regulation 15	Regulation 15 deals with the minimum time public <b>tenders</b> are required to be open. The amendment specifies that the closing date for submission of tenders will be at least 14 days after notice is published on the local government’s official website and in the 3 other ways it is advertised under the public notice provisions. The latest publication date will determine the start of the 14 days.	Accountability Recognising New Technology

Regulation	Amends	Explanation	Theme
		If a list of acceptable tenderers is being invited to submit tenders, the 14 days commences from the date notice was given to the last potential tenderer.	
Regulation 36	Regulation 17	Regulation 17 provides for a <b>tenders register</b> to be kept by the CEO of a local government and for this to be available for public inspection. The CEO will now be required to also publish the tenders register on the local government's official website.	Transparency Recognising New Technology
Regulation 37	Regulation 22	Regulation 22 sets out the minimum time that must be provided for submitting an <b>expression of interest to quote</b> for a contract to supply goods or services to a local government. The 14 days will start from the last of publication on the local government's official website or any of the other 3 ways notice must be given.	Accountability Recognising New Technology
Regulation 38	Regulation 24AE	Regulation 24AE sets the minimum time to be allowed for submitting an application to join a panel of <b>pre-qualified suppliers</b> of particular goods or services. The 14 days will start from the last of publication on the local government's official website or any of the other 3 ways notice must be given.	Accountability Recognising New Technology
Regulation 39	Regulation 24E	Regulation 24E deals with <b>regional price preference policies</b> . The amendment will require the proposed regional price preference policy to be published on the local government's official website.	Transparency Recognising New Technology
Regulation 40	Regulation 24F	Regulation 24F deals with the adoption of a <b>regional price preference policy</b> . The amendment will require the local government to publish a copy of the adopted policy on their official website.	Transparency Recognising New Technology
Regulation 41	Regulation 30	Regulation 30 deals with disposal of property (including land) that is excluded from the application of section 3.58 'Disposing of property' in the <i>Local Government Act 1995</i> . Regulation 30(2a) deals with a disposition of property that is an exempt disposition because it has been disposed of within 6 months of a public tender or auction process. Currently information on the disposal of property under regulation 30(2a) is to be made available for public inspection for at least 12 months. This amendment extends this to also require the publication of details of this disposal on the local government's official website.	Transparency Recognising New Technology

Regulation	Amends	Explanation	Theme
Regulation 43	<i>Local Government (Regional Subsidiaries) Regulations 2017</i> Regulation 18	The effect of this amendment is to require a regional subsidiary to report on the salary bands of employees receiving \$100,000 or more, and the remuneration of the CEO.	Transparency Accountability

# Local Government Regulations Amendment (Consequential) Regulations 2020

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Caravan Parks and Camping Grounds Act 1995  
Control of Vehicles (Off-road Areas) Act 1978  
Dog Act 1976  
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## **Local Government Regulations Amendment (Consequential) Regulations 2020**

Made by the in Executive Council.

### **Part 1 — Preliminary**

#### **1. Citation**

These regulations are the *Local Government Regulations Amendment (Consequential) Regulations 2020*.

#### **2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 5, 13, 14, 16, 17, 20, 24, 57, 64 to 66, 68, 74(1) and (2) and Part 4 come into operation.

**Part 2 — Caravan Parks and Camping Grounds  
Regulations 1997 amended**

**3. Regulations amended**

This Part amends the *Caravan Parks and Camping Grounds Regulations 1997*.

**4. Regulation 6 replaced**

Delete regulation 6 and insert:

**6. Performance of local government functions by  
authorised persons**

A function conferred on a local government by these regulations may be performed by an authorised person appointed under the *Local Government Act 1995* section 9.10(2) for the purposes of the Act or these regulations.

**5. Schedule 1 amended**

- (1) In Schedule 1 delete the List of Forms.
- (2) Delete the reference before the heading to Schedule 1 Form 1 and insert:

[r. 43, 46, 63, 64 and 68.]

- (3) In Schedule 1 Form 5:

- (a) delete the passage that begins with “Department” and ends with “government].” and insert:

Department of Local Government, Sport and Cultural Industries.

**Local Government Regulations Amendment (Consequential)  
Regulations 2020**

Caravan Parks and Camping Grounds Regulations 1997  
amended

**Part 2**

**r. 5**

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- (b) delete “\* Delete whichever is not applicable.”.

Consultation Draft

**Part 3 — Control of Vehicles (Off-road Areas)  
Regulations 1979 amended**

**6. Regulations amended**

This Part amends the *Control of Vehicles (Off-road Areas) Regulations 1979*.

**7. Regulation 14 amended**

In regulation 14:

- (a) delete “officer” and insert:

person

- (b) delete “he” and insert:

the authorised person

Note: The heading to amended regulation 14 is to read:

**Authorised person may seize and take possession of number  
plates**

**8. Regulation 36 amended**

In regulation 36:

- (a) delete “he is an authorised officer” and insert:

the person is an authorised person

- (b) delete “his” and insert:

the person’s

**9. Regulation 37 amended**

In regulation 37(a) delete “officer” and insert:

person

Note: The heading to amended regulation 37 is to read:

**Certificates of appointment and notices prohibiting use of  
vehicles**

**10. First Schedule amended**

In the First Schedule:

(a) in Form 3 delete “officer” (each occurrence) and insert:

person

(b) in Form 4 delete “authorised officer” and insert:

person authorised by the local government





**Part 4 — *Dog Regulations 2013* amended**

**11. Regulations amended**

This Part amends the *Dog Regulations 2013*.

**12. Regulation 35 amended**

Delete regulation 35(6) and insert:

- (6) An authorised person who serves an infringement notice under subregulation (1) cannot withdraw the infringement notice on behalf of the local government under subregulation (5).

r. 13

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**13. Schedule 1 Form 1 replaced**

Delete Schedule 1 Form 1 and insert:

**Form 1**

[r. 14]

<i>Dog Act 1976 s. 11(3)</i> <b>Certificate of authorisation</b>	
<sup>(1)</sup> _____	
<div style="border: 1px solid black; padding: 5px; min-height: 100px;">[Photograph of authorised person]</div>	This is to certify that <sup>(2)</sup> ..... has been appointed by the <sup>(1)</sup> ..... ..... to exercise the powers of a registration officer in accordance with the provisions of the <i>Dog Act 1976</i> .
Signed .....	
CEO of the <sup>(1)</sup> .....	
.....	.....
Signature of authorised person	Date

**Insert:**

- <sup>(1)</sup> name of local government;
- <sup>(2)</sup> name of authorised person.

Note: The heading to regulation 14 is to read:

**Certificates of authorisation**

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**Part 5 — Local Government (Administration)  
Regulations 1996 amended**

**14. Regulations amended**

This Part amends the *Local Government (Administration) Regulations 1996*.

**15. Part 1A inserted**

After regulation 3 insert:

**Part 1A — Public notices**

**3A. Requirements for local public notice (Act s. 1.7)**

- (1) For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —
  - (a) the period specified in or under the Act in relation to the notice; or
  - (b) if no period is specified in relation to the notice — a period of not less than 7 days.
- (2) For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —
  - (a) publication in a newspaper circulating generally in the State;
  - (b) publication in a newspaper circulating generally in the district;
  - (c) publication in 1 or more newsletters circulating generally in the district;
  - (d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the

**Local Government Regulations Amendment (Consequential)  
Regulations 2020**

**Part 5** Local Government (Administration) Regulations 1996  
amended

r. 15

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matter and the persons likely to be affected by it, for —

- (i) the period specified in or under the Act in relation to the notice; or
  - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
- (e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;
- (f) exhibition on a notice board at the local government offices and each local government library in the district for —
- (i) the period specified in or under the Act in relation to the notice; or
  - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
- (g) posting on a social media account administered by the local government for —
- (i) the period specified in or under the Act in relation to the notice; or
  - (ii) if no period is specified in relation to the notice — a period of not less than 7 days.

**3B. Requirements for Statewide public notice  
(Act s. 1.8)**

- (1) For the purposes of section 1.8, one of the ways in which Statewide public notice of a matter must be given is the way prescribed in regulation 3A(2)(a) or (d).

- (2) If Statewide public notice of a matter is required to be given by the Electoral Commissioner —
- (a) regulation 3A(2)(e) applies in relation to the Electoral Commissioner as if the reference to circulation by the local government by email, text message or similar electronic means were a reference to circulation by the Electoral Commissioner by email, text message or similar electronic means; and
  - (b) regulation 3A(2)(g) applies in relation to the Electoral Commissioner as if the reference to posting on a social media account administered by the local government were a reference to posting on a social media account administered by the Electoral Commissioner.

**16. Regulation 10 amended**

Delete regulation 10(2) and insert:

- (2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

**17. Regulation 11 amended**

In regulation 11:

- (a) in paragraph (f) delete “interest.” and insert:  
interest; and

r. 18

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- (b) after paragraph (f) insert:
  - (g) any document attached to a council or committee meeting agenda unless the meeting or that part of the meeting to which the document refers is closed to members of the public.

**18. Regulations 12 and 13 replaced**

Delete regulations 12 and 13 and insert:

**12. Publishing date, time and place of meetings  
(Act s. 5.25(1)(g))**

- (1) In this regulation —  
*meeting details* means the date and time when, and the place where, a meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
  - (a) ordinary council meetings;
  - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the

CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

**13. Publishing unconfirmed minutes of meetings  
(Act s. 5.25(1)(i))**

- (1) The CEO must publish on the local government's official website —
  - (a) the unconfirmed minutes of each council and committee meeting open to members of the public; and
  - (b) if a council or committee meeting is closed to members of the public — that part of the unconfirmed minutes of the meeting that is a record of decisions made at the meeting.
- (2) The unconfirmed minutes of a council meeting must be published within 14 days after the meeting.
- (3) The unconfirmed minutes of a committee meeting must be published within 7 days after the meeting.

**19. Regulation 14 amended**

- (1) In regulation 14(1) after “public” insert:

and published on the local government's official website

- (2) In regulation 14(2) delete “Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation” and insert:

Subregulation (1) does not apply

r. 20

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**20. Regulations 19B and 19CA replaced**

Delete regulations 19B and 19CA and insert:

**19B. Information to be included in annual report  
(Act s. 5.53(2)(g) and (i))**

- (1) In this regulation —  
*remuneration* has the meaning given in the *Salaries and Allowances Act 1975* section 4(1).
- (2) For the purposes of section 5.53(2)(g) and (i), the annual report is to contain the following —
  - (a) the number of employees of the local government entitled to an annual salary of \$100 000 or more;
  - (b) the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$100 000;
  - (c) any remuneration and allowances paid by the local government under Schedule 5.1 clause 9;
  - (d) any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government;
  - (e) the remuneration paid or provided to the CEO during the financial year;
  - (f) the number of council and committee meetings attended by each council member;
  - (g) an overview of the gender, linguistic background and country of birth of council members;



- (h) the number of council members who are aged —
  - (i) between 18 years and 24 years; and
  - (ii) between 25 years and 34 years; and
  - (iii) between 35 years and 44 years; and
  - (iv) between 45 years and 54 years; and
  - (v) between 55 years and 64 years; and
  - (vi) over the age of 64 years;
- (i) the number of council members who identify as Aboriginal or Torres Strait Islander;
- (j) details of any modification made to a local government's strategic community plan during the financial year;
- (k) details of any significant modification made to a local government's corporate business plan during the financial year.

**21. Regulation 19D replaced**

Delete regulation 19D and insert:

**19D. Public notice of adoption of strategic community plan**

- (1) If a strategic community plan is adopted, the CEO must —
  - (a) give local public notice that the plan has been adopted; and
  - (b) publish the plan on the local government's official website.

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- (2) If modifications to a strategic community plan are adopted, the CEO must —
  - (a) give local public notice that modifications to the plan have been adopted; and
  - (b) publish the modified plan on the local government's official website.

**22. Regulation 29 amended**

- (1) Delete regulation 29(1)(baa), (c) and (d).
- (2) Delete regulation 29(2) and (3).

**23. Regulation 29A amended**

Delete regulation 29A(1).

**24. Regulations 29C and 29D inserted**

At the end of Part 7 insert:

**29C. Information to be published on official website  
(Act s. 5.96A(1)(i))**

- (1) In this regulation —
  - annual return* means a return required by section 5.76;
  - oversight entity* means any of the following —
    - (a) the Corruption and Crime Commission established under the *Corruption, Crime and Misconduct Act 2003*;
    - (b) an Inquiry Panel;
    - (c) the Public Sector Commissioner;
    - (d) a Royal Commission;
    - (e) a standards panel established under section 5.122(1) or (2);

(f) the State Administrative Tribunal;

**primary return** means a return required by section 5.75.

- (2) For the purposes of section 5.96A(1)(i), the following information is prescribed —
- (a) any adverse recommendation made by an authorised person under section 8.13(2) and provided to the local government in respect of the local government, its council, a council member or the CEO;
  - (b) any adverse finding, recommendation or proposition made by an oversight entity and made available to the public in respect of the local government or its council, a council member or the CEO;
  - (c) an up-to-date version of each policy of the local government that relates to deciding applications made to the local government and any previous version of that policy;
  - (d) the name of each council member who lodged a primary return or annual return for a financial year;
  - (e) the position of each employee who lodged a primary return or annual return for a financial year;
  - (f) the type, and the amount or value, of any fees, expenses or allowances paid to each council member during a financial year.
- (3) An adverse recommendation referred to in subregulation (2)(a) must be published on the local government's official website within 14 days after the adverse recommendation is provided to the local government.

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- (4) An adverse finding, recommendation or proposition referred to in subregulation (2)(b) must be published on the local government's official website within 14 days after the finding, recommendation or proposition is made available to the public.
- (5) The information referred to in subregulation (2)(d) and (e) must be published on the local government's official website —
  - (a) if the return is lodged with the local government on or before 31 August immediately following the financial year to which the return relates — on or before 14 September immediately following the end of that financial year; or
  - (b) if the return is lodged with the local government after 31 August immediately following the financial year to which the return relates — within 14 days after the return is lodged with the local government.
- (6) The information referred to in subregulation (2)(f) must be published on the local government's official website on or before 14 July immediately following the end of the financial year to which the information relates.

**29D. Period for which information to be kept on official website (Act s. 5.96A(5))**

For the purposes of section 5.96A(5), a period of not less than 5 years, beginning on the day on which the information is first published on the local government's official website, is prescribed for the following information —

- (a) the annual report;
- (b) the annual budget;

- (c) confirmed minutes of council and committee meetings;
- (d) minutes of electors' meetings;
- (e) information referred to in section 5.96A(1)(h);
- (f) information referred to in regulation 29C(2).

**25. Regulation 34B amended**

- (1) In regulation 34B(1) insert in alphabetical order:

*employee* does not include the CEO;

- (2) In regulation 34B(4)(d) delete "is an employee" and insert:

accepted the gift

**Part 6 — Local Government (Elections)  
Regulations 1997 amended**

**26. Regulations amended**

This Part amends the *Local Government (Elections) Regulations 1997*.

**27. Regulation 30G amended**

After regulation 30G(4) insert:

- (5) The CEO must publish an up-to-date version of the electoral gift register on the local government’s official website.
- (6) The version of the electoral gift register published under subregulation (5) must not include the address of an individual included in a “disclosure of gifts” form and must instead include the town or suburb mentioned in the address.

Note: The heading to amended regulation 30G is to read:

**Electoral gift register**

**28. Regulation 30I amended**

In regulation 30I(2) delete the definition of *publish* and insert:

*publish* has the meaning that the term has in the law of tort (as modified by the *Defamation Act 2005*) relating to defamation.

**29. Regulation 43 amended**

In regulation 43(1)(ba) delete “gifts” and insert:

gift

**30. Regulation 73 amended**

Delete regulation 73(5) and insert:

- (5) The notice under subregulation (1) or (3) must be published on the local government’s official website for a period of not less than 3 days.
- (5A) If the notice under subregulation (1) or (3) is given in a way prescribed in the *Local Government (Administration) Regulations 1996* regulation 3A(2)(d), (f) or (g), the period specified in relation to the notice is not less than 3 days.

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**Part 7** Local Government (Financial Management) Regulations 1996  
amended

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**Part 7 — Local Government (Financial Management)  
Regulations 1996 amended**

**31. Regulations amended**

This Part amends the *Local Government (Financial Management) Regulations 1996*.

**32. Regulation 27 amended**

In regulation 27(1) delete “president —” and insert:

president, for each person —

**33. Regulation 44 amended**

In regulation 44 delete “include —” and insert:

include, for each person —



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**Part 8 — *Local Government (Functions and General)  
Regulations 1996* amended**

**34. Regulations amended**

This Part amends the *Local Government (Functions and General) Regulations 1996*.

**35. Regulation 15 amended**

(1) Delete regulation 15(1) and insert:

(1) If a notice under regulation 14(1) is given, the date and time referred to in regulation 14(3)(d) must be at least 14 days after the notice is —

- (a) published on the local government’s official website; and
- (b) published in at least 3 of the ways prescribed in the *Local Government (Administration) Regulations 1996* regulation 3A(2).

(2) In relation 15(2) delete “given.” and insert:

given to the person.

**36. Regulation 17 amended**

After regulation 17(1) insert:

(1A) The CEO must publish the tenders register on the local government’s official website.

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**Part 8** Local Government (Functions and General) Regulations 1996  
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**37. Regulation 22 amended**

In regulation 22 delete the passage that begins with “is first published” and continues to the end of the regulation and insert:

is —

- (a) published on the local government’s official website; and
- (b) published in at least 3 of the ways prescribed in the *Local Government (Administration) Regulations 1996* regulation 3A(2).

**38. Regulation 24AE amended**

In regulation 24AE delete the passage that begins with “is first published” and continues to the end of the regulation and insert:

is —

- (a) published on the local government’s official website; and
- (b) published in at least 3 of the ways prescribed in the *Local Government (Administration) Regulations 1996* regulation 3A(2).

**39. Regulation 24E amended**

In regulation 24E(1):

- (a) in paragraph (c) delete “notice.” and insert:  
notice; and

(b) after paragraph (c) insert:

(d) publish the proposed regional price preference policy on the local government's official website.

**40. Regulation 24F amended**

Delete regulation 24F(4)(b) and insert:

(b) published on the local government's official website.

**41. Regulation 30 amended**

Delete regulation 30(2b) and insert:

- (2b) Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender —
- (a) be made available for public inspection; and
  - (b) be published on the local government's official website.

**Local Government Regulations Amendment (Consequential)  
Regulations 2020**

**Part 9** Local Government (Regional Subsidiaries) Regulations 2017  
amended

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**Part 9 — Local Government (Regional Subsidiaries)  
Regulations 2017 amended**

**42. Regulations amended**

This Part amends the *Local Government (Regional Subsidiaries) Regulations 2017*.

**43. Regulation 18 amended**

Delete regulation 18(7) and (8) and insert:

- (7) The *Local Government (Administration) Regulations 1996* regulation 19B(2)(a), (b) and (e) apply in relation to a regional subsidiary as if amended by the general modifications.

Clerk of the Executive Council