



Shire of  
**Bruce Rock**

*Where friends become family*



# Agenda Attachments

Thursday 16 April 2020

**SHIRE OF BRUCE ROCK**  
**AGENDA ATTACHMENTS 16 APRIL 2020**

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 19 MARCH 2020

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**SHIRE OF BRUCE ROCK**  
**MINUTES – ORDINARY MEETING 19 MARCH 2020**

**1. Declaration of Opening**

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

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

President	Cr SA Strange		
Deputy President	Cr R Rajagopalan		
Councillors	Cr AR Crooks		
	Cr IS Dolton		
	Cr KP Foss		
	Cr NC Kilminster		
	Cr PG Negri		
	Cr BJ Waight		
	Cr RA Waye		
	Chief Executive Officer	Mr DRS Mollenoyux	
	Acting Deputy Chief Executive Officer	Mrs MJ Schilling	
Acting Executive Assistant	Miss CE Negri		
Environmental Health Officer	Mr J Goldacre	3.03pm to 3.23pm	
Manager of Finance	Mrs JL Bow	3.36pm to 4.45pm	

**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

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
19.03.2020	Cr Waight	12.2	Resides on Buller Road located in the Bruce Rock townsite

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 20 February 2020.

**COUNCIL DECISION**

**Resolution OCM March 20 – 9.1**

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

**That the minutes of the Ordinary Meeting of Council held Thursday 20 February 2020 be confirmed as a true and correct record.**

**Carried 9/0**

Audit Committee Meeting held on Thursday 20 February 2020

**COUNCIL DECISION**

**Resolution OCM March 20 – 9.2**

**Moved: Cr Rajagopalan**  
**Seconded: Cr Kilminster**

**That Council receive the minutes from the Audit Committee Meeting held Thursday 20 February 2020**

**Carried 9/0**

*Mrs MJ Schilling left the Council Chambers at 2.57pm.*

*Mrs MJ Schilling returned to the Council Chambers at 2.59pm.*

## 10. Regional Reports

<b>Agenda Reference and Subject:</b>	<b>10.1</b>	WALGA Zone Minutes February 2020
<b>File Reference:</b>	1.6.5.1	(WALGA) Western Australian Local Government Association
<b>Reporting Officer:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>		Darren Mollenoyux, Chief Executive Officer
<b>Disclosure of Interest:</b>		Nil
<b>Attachments:</b>		<i>Item 10.1 Attachment A – WALGA Zone Meeting Minutes</i>

### 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 26<sup>th</sup> February 2020 at the Kellerberrin Recreation and Leisure Centre.

### 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;

#### 4.1 The Hon Dave Kelly Minister for Water – Presentation

Minister Kelly gave an update and took questions from the floor on current matters including concerns around the Federal Government Drought Funding.

#### 7.4 Local Government Telecommunications Case Studies

Information was provided on case studies relating to telecommunications issues during power outages. The WALGA Zone Delegate, Cr Stephen Strange also provided an update from the meeting with Telstra Representatives.

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

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

- After consultation and advocacy between WALGA, Local Government and relevant State Government agencies and key industry bodies, the McGowan Government deferred a planned increase to GROH rents in 2019-20 in a media statement released in May 2019. <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx>
- WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns through one on one meetings to discuss challenges and develop opportunities for change.
- Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to

include representatives from GROH, of which the Tenant Rent Setting Framework review will be included.

- Since the very public Department of Communities corruption disruption in the weeks leading up to Christmas, the area responsible for GROH has confirmed the GROH profile is undergoing a restructure with no further advice currently available.

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

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

With Cr Strange and Cr Rajagopalan attending the meeting they may wish to provide further comment on the above or other matters addresses at the meeting.

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 AND COUNCIL DECISION**

**Resolution OCM March 20 – 10.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waight**

**That Council receives the minutes of the WALGA Great Eastern Zone Meeting held on the 26<sup>th</sup> February 2020 at the Kellerberrin Recreation and Leisure Centre.**

**Carried 9/0**

*Mr J Goldacre entered the Council Chambers at 3.03pm.*

*Miss CE Negri left the Council Chambers at 3.04pm.*

*Miss CE Negri returned to the Council Chambers at 3.05pm.*



**Agenda Reference and Subject:**

**10.2** WEROC Council Meeting Minutes February

**File Reference:**

1.6.9.1 WEROC Minutes and Agendas

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Attachment:**

*Item 10.2 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 26<sup>th</sup> February 2020 at the Kellerberrin Recreation Centre.

**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 WEROC Inc Chairperson, Cr Ram Rajagopalan and Council’s Proxy Delegate Cr Strange attended the WEROC Inc Board Meeting and will provide comment on the meeting and some of the outcomes.

In addition many of the items were deferred until the WEROC Inc Board Member CEO’s meeting held on the 12<sup>th</sup> March 2020. The Bruce Rock CEO will provide comment on the outcomes from that meeting.

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 AND COUNCIL DECISION**

**Resolution OCM March 20 – 10.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Foss**

**That Council receives the minutes of the WEROC Board Meeting held on the 26<sup>th</sup> February 2020 at the Kellerberrin Recreation Centre.**

**Carried 9/0**

## 11. Officers' Reports

### 11.1 Environmental Health Officer

<b>Agenda Reference and Subject:</b>	<b>11.1.1</b>	Planning Application Carport & Patio Lot 401 Noonajin Road, Bruce Rock
<b>File Reference:</b>	A433	Lot 401 Noonajin Road, 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>	<p><i>Item 11.1.1 Attachment A – Plans of Proposed Front Carport &amp; Patio.</i></p> <p><i>Item 11.1.1 Attachment B – Planning Application Mr C &amp; Mrs K Gray Carport &amp; Patio.</i></p> <p><i>Item 11.1.1 Attachment C – Mr C &amp; Mrs K Gray Letter Supporting Planning Proposal.</i></p>	

#### Summary

Council resolves to approve the Development Application for the steel construction 8 meter by 6 meter carport with a maximum height of 3.1 meters and a minimum height of 2.7 meters, and 3 meter by 10.8 meter with a height of 2.7 meters front patio as presented in Attachment A with two conditions and two advice notes.

#### Background

In February 2020 the Environmental Health Officer (EHO) was presented with a proposal for the addition of a steel 8 meter by 6 meter carport and 3 meter by 10.8 meter patio (front patio only, the also proposed rear patio does not require planning approval) for a dwelling located at No 115 (Lot 401) Noonajin Road. Subsequent investigations revealed the carport and front patio will encroach into the 'setback' area for the Lot. The EHO undertook further consultation with the Department of Planning officers to investigate how to accommodate, or not, the proposal now before Council. The applicants Mr C & Mrs K Gray formally submitted their application for Development Approval (DA) with supporting documentation for the proposed carport and patio (Attachments A, B and C).

#### Comment

State Planning Policy 7.3 Residential Design Codes Volume 1 referred to as the 'R Codes' (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 carport as an open on four sides building with an appurtenant patio across the front of the dwelling. The setback of the house is determined based on records to be 10 meters from the front boundary; for R10 residential zoned land the front setback is nominated at 7.5 meters. The accommodation of the proposed 10 meter depth carport and three meter patio 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 carport and patio do maintain required clear sight lines along the street (Attachment A);
- b. The proposed carport is compatible with previously established buildings along Noonajin Road within the 7.5 meter front setback with instances being Lot 1 garage, Lot 428 outbuilding, Lot 412 carport. The setting of the proposed DA is in the context of being on the western boundary of the townsite of Bruce Rock with considerable distance from the main road and facing rural land thus is considered to be minimally built up (Attachment A);
- c. The proposed carport and patio are to be coloured to match the existing house colour to better unite the buildings to the existing dwelling amenity and will be constructed of new materials thus consistent with, and contribute to, the existing streetscape and the peripheral appearance (Attachment C);
- d. The proposed carport and patio will not obscure the dwelling from the street or neither obstruct the view of the street given its open sided design. The western aspect of the windows of the dwelling will still permit sunlight and will afford protection from the direct sunlight during summer months which is considered desirable (Attachment A);
- e. Privacy and open space are not affected by the proposed carport and patio;
- f. Landscaping to further improve the DA and existing dwelling appearance are proposed (Attachment C); and
- g. The proposed design of the carport uses a skillion roof supported by posts thus minimising the transverse appearance of the carport. The patio is typical for regional towns as has similar characteristics to a front veranda of a dwelling. Overall, the proposed patio and carport is of conservative height (2.5 meters to 3.1 meters at house connection), minimal bulk and scale with conducive orientation consistent for such structures and is generic in appearance for such buildings;

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 amenity 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 Attachments A, B and C. 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 the carport and/or patio be enclosed on any side, and a carport door be installed that is not visually permeable then a Development Application to such will be required to be presented to Council; and the colour of the buildings are to be as stated in Attachment C.

### **Consultation**

Mr Paul Sewell, Principal Planning Officer, Land Use Planning, Department of Planning, Lands and Heritage.

**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 March 20 – 11.1.1**

**Moved: Cr Dolton**

**Seconded: Cr Rajagopalan**

To approve the Development Application for the steel construction 8 meter by 6 meter carport with a maximum height of 3.1 meters and a minimum height of 2.7 meters, and 3 meter by 10.8 meter with a height of 2.7 meters front patio as presented in Attachment A with the following conditions:

- A. The carport is to be painted to match the colour of the house on completion, and the patio is to be coloured in 'surfmist' other than the gutters and flashings which are to be 'manor red' as stated in Attachment C; and
- B. The carport and patio are 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 and/or patio 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 patio or carport as the case requires on consultation with the Shire of Bruce Rock.

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.1.2</b>	Planning Application Outbuilding Lot 1 Noonajin Road, Bruce Rock
<b>File Reference:</b>	A879	Lot 1 Noonajin Road, 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 11.1.2 Attachment A – Mrs M Pegus Outbuilding Development Application</i>  <i>Item 11.1.2 Attachment B – Site Plan</i>  <i>Item 11.1.2 Attachment C – Outbuilding Plans</i>	

**Summary**

To approve the Development Application for the 6 metres by 4 metre skillion roofed 2.8 meter height maximum to 2.4 meter height minimum steel outbuilding using some secondhand materials with a boundary setback of 1 metre off the west boundary and 2 metres off the south boundary with one condition and one advice note.

**Background**

In February 2020 the Environmental Health Officer (EHO) was presented with a proposal for the construction of an outbuilding at the rear of the dwelling located at Lot 1 Noonajin Road. Subsequent investigations revealed the outbuilding is in a ‘Rural Residential’ zone which requires a minimum setback from the boundary of 15 meters. As the Lot is only 954m2 this is not feasible without Council using discretion to reduce the setback. The applicant Mrs M Pegus formally submitted their application (Attachment A) for Development Approval (DA) with supporting documentation for the proposed outbuilding (Attachments B and C).

**Comment**

*The Shire of Bruce Rock Local Planning Scheme N° 3 (Scheme) clause 4.7.4 states that ‘No dwelling or other structure shall be permitted within 15 metres of a lot boundary unless the local government considers that a lesser setback will not adversely affect the amenity of the area and the neighbouring properties’.* Whilst Clause 4.7.4 is suitable for 2 to 4 hectare sized Lots it did not consider an existing Lot of under 1,000m2. This error will be addressed in the next review of the Scheme to remove the 15 meter setback requirement for Lot 1 Noonajin Road.

The proposed outbuilding is modest in size being 4 meters by 6 meters with a skillion roof of a maximum height of 2.8 meters and a minimum height of 2.4 meters (Attachment C). The setbacks proposed for the outbuilding are in keeping with accepted setbacks for outbuildings in residential zoned areas being 1 meter off the south boundary and 2 meters off the west boundary (Attachment B). Given the Rural Residential portion of the adjacent Lot portion has not been developed the setbacks as presented in Attachment B are deemed suitable.

In discussions with Mr B Pegus who will construct the outbuilding there is secondhand materials proposed to be used. The Shire of Bruce Rock Policy 5.3 Outbuildings Maximum Size states that secondhand materials can require engineering assessment for fitness to use and be coloured as required by the Building Surveyor. Discussions with Mr B Nelson of Transtruct who is undertaking the design and engineering has confirmed the structural components of the outbuilding materials that are second hand are suitable for use. The EHO will assess the condition of the secondhand cladding to ensure suitable

visual amenity is maintained and will form part of the condition of approval. A standard advice note for the requirement of a Building Permit will also be provided.

**Consultation**

Mr B Nelson of Transtruct

**Statutory Implications**

*The Shire of Bruce Rock Local Planning Scheme N° 3.*

**Policy Implications**

Shire of Bruce Rock Policy 5.3 Outbuildings Maximum Size.

**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**

Please use the below formatting when referring to the plan.

*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 March 20 – 11.1.2**

**Moved: Cr Waye**

**Seconded: Cr Crooks**

**To approve the Development Application for the 6 metres by 4 metre skillion roofed 2.8 meter height maximum to 2.4 meter height minimum steel outbuilding using some secondhand materials with a boundary setback of 1 metre off the west boundary and 2 metres off the south boundary with the following condition;**

- A. The Shire of Bruce Rock Environmental Health Officer is to determine the suitability of the outbuilding cladding condition and if required require colouring to improve the visual amenity.**

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

- 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.**

**Carried 9/0**

*Mr J Goldacre left the Council Chambers at 3.23pm and did not return.*

### 11.3 Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>11.3.1</b> Statement of Financial Activity
<b>File Reference:</b>	8.2.6.2 Financial Reporting
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	Nil
<b>Attachment:</b>	<i>Item 11.3.1 Attachment A – Statement of Financial Activity</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 29 February 2020 are available in the agenda attachment document.

#### Consultation

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

#### Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

#### Policy Implications

Nil

#### Risk Implications

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

#### Financial Implications

Comparison of actual year to date to the 2018/19 Budget

**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM March 20 – 11.3.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That the Statements of Financial Activity for the month ending 29 February 2020 as presented be received.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.3.2</b> List of Payments
<b>File Reference:</b>	8.2.3.3 Accounts Payable (Creditors)
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Mike Darby, Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 11.3.2 Attachment A – List of Payments February 2020</i>

**Summary**

List of payments made since the last Ordinary Council Meeting.

**Background**

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

**Comment**

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

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**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM March 20 – 11.3.2**

**Moved: Cr Waye**

**Seconded: Cr Waight**

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

- 1. Municipal Account consisting of:**
    - a. EFT voucher numbers EFT15278 to EFT15369 totalling \$413,724.43**
    - b. Cheque number 23983 to 23991 totalling \$36,627.92**
    - c. Trust Cheque number totalling \$**
    - d. Wages and Superannuation payments totalling \$230,615.33 and**
    - e. Credit Card payments \$2,138.98**
- With all payments totalling \$680,967.68 for the month of February 2020.**

**Carried 9/0**

*Mrs JL Bow entered the Council Chambers at 3.36pm.*

<b>Agenda Reference and Subject:</b>	<b>11.3.3</b>	Adoption of the 2019/20 Budget Review and Amendments to 2019-20 Budget
<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>Item 11.3.3 Attachment A – 2019-20 Budget Review (will be provided at Council Meeting)</i>

### **Summary**

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1st July 2019 to 29th February 2020.

### **Background**

A Statement of Budget Review incorporating year to date budget variations and forecasts to 30th June 2020 for the period ending 29<sup>th</sup> February 2020 is presented for Council to consider.

The *Local Government (Financial management) Regulations 1996, regulation 33A* as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year, and present it to Council within 30 days of the review.

### **Comment**

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council's adopted 5% variance and a \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review. Included in the budget review is a comprehensive listing of amendments to the Budget.

The budget has been reviewed to continue to deliver on strategies adopted by Council and maintains a high level of service across all programs. The final result of the budget review will be presented as a late item.

A hard copy will be given out on meeting day.

### **Consultation**

CEO, DCEO, Manager of Works and Services, EHO & MOF

### **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**

Specific financial implications are outlined in the Budget Review Document

**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 March 20 – 11.3.3**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Foss

**That Council adopt;**

- a. the amendments to the 2019-20 Budget as listed; and**
- b. the Budget Review as presented for the period 1st July 2019 to 30th June 2020.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

*Mrs MJ Schilling left the Council Chambers at 3.55pm.*  
*Mr DRS Mollenoyux left the Council Chambers at 3.57pm.*  
*Mrs MJ Schilling returned to the Council Chambers at 3.57pm.*  
*Mrs RA Way left the Council Chambers at 3.58pm.*  
*Mr DRS Mollenoyux returned to the Council Chambers at 4.00pm.*  
*Mrs RA Way returned to the Council Chambers at 4.00pm.*  
*Mrs NC Kilminster left the Council Chambers at 4.01pm.*  
*Mrs NC Kilminster returned to the Council Chambers at 4.03pm.*  
*Council Meeting adjourned at 4.29pm*  
*Mrs JL Bow left the Council Chambers at 4.45pm and did not return.*  
*Council Meeting resumed at 4.49pm with all Councillors and Staff present*

<b>Agenda Reference and Subject:</b>	<b>11.3.4</b> Local Government House Trust – Deed Variation
<b>File Reference:</b>	1.6.5.2 WALGA
<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 11.3.4 Attachment A – Deed of Variation</i> <i>Item 11.3.4 Attachment B – Clause 12 of Trust Deed 1994</i>

### Summary

Council is required as a unit holder and beneficiary to the Local Government House Trust (the Trust) to consent formally to the Trustee executing 3 variations to the Trust Deed which will assist with the Trust's income tax exempt status.

### Background

As per the correspondence received from WALGA;

“Shire of Bruce Rock is a unit holder and beneficiary to the Local Government House Trust, holding 4 unit/s as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Bruce Rock is requested to consent to the enclosed Deed of Variation (attachment A) supported by a resolution of Council; and to communicate this consent to the Trustee in writing.

Further details on the particular Deed Variations and objectives to be achieved by this variation are outlined below.

The Local Government House Trust (“The Trust”) exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies “upon Trust” and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936.*”

### WALGA's Comment

The first two amendments outlined below remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian



Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

#### Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:  
22.1 Any Trustee of the Trust may retire as Trustee of the Trust. ~~The Subject to clause 22.3, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.~~
2. Variation 2.2 inserts two new clauses:  
22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.  
22.4 The Beneficiaries may at any time by Special Resolution:  
(a) remove a Trustee from the office as Trustee of the Trust; and  
(b) appoint such new or additional Trustee.
3. Variation 2.3 insert a new clause 13A  
**13A Delegation to the Board of Management**  
Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

**Comment**

Council is required to formally consent to the Trustee executing these 3 variations to the Trust Deed in order to maintain its income tax exemption, as per the Deed of Variation attached.

This variation is based on legal advice which will assist in the Trust remaining as income tax exempt and strengthen its position as a State/Territory Body.

Council are then required to notify WALGA of its formal consent by way of Council resolution.

**Consultation**

CEO & MOF

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Risk Implications**

No risk implications

**Financial Implications**

Nil

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM March 20 – 11.3.4**

**Moved: Cr Rajagopalan**

**Seconded: Cr Negri**

**That Council consent to the Trustee of Local Government House Trust to formally execute the Deed of Variation to strengthen its position as a State/Territory Body.**

**Carried 9/0**

<b>Agenda Reference and Subject:</b>	<b>11.3.5</b> Bruce Rock Tennis Club in Recess
<b>File Reference:</b>	1.3.8.13 Bruce Rock Tennis Club
<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 11.3.5 Attachment A – Letter from Tennis Club</i>

### Summary

Council is asked to consider a request from the Bruce Rock Tennis Club to waive their annual facility fee due to going into recess at the conclusion of the 2017-18 season.

### Background

The Bruce Rock Tennis Club has written to Council advising that they have gone into recess for the foreseeable future at the conclusion of the 2017-18 season. There are no planned weekly tennis or events other than a fast four tennis competition which runs in February and March for an 8-week period.

The Tennis Club advised that they did not make this decision lightly but without volunteers to run the Club, they had no other option than to go into recess.

They have advised however that they will continue to make their contribution to surface replacement reserve.

### Comment

Council considered the Tennis Club's request in October 2018 to waive their annual fee for 2018-19 and wrote off their annual contribution for that financial year. A fee was charged for the Fast Four Comp which was \$400 (inc GST).

This year, Aaron Buegge advised that he was organising the Fast Four Competition this year, rather than as a representative of the Tennis Club.

The annual fee for the Tennis Club was included in the 2019-20 Fees and Charges and the invoice has already been sent to the Club.

### Consultation

CEO & MOF

### Statutory Implications

*Local Government Act 1995 s.6.12*

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

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

*\* Absolute majority required.*

### Policy Implications

Nil

**Risk Implications**

Nil

**Financial Implications**

Should Council write off the Tennis Club's annual contribution of \$1,856 *inc gst*, then it will need to vary the 2019-20 Budget to reflect this.

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

**Infrastructure**

- Goal 2        Maintain Shire owned facilities in a strategic manner and also meet the communities need
- 2.2        Encourage greater usage of current Shire owned facilities

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION**

**Resolution OCM March 20 – 11.3.5**

**Moved:     Cr Kilminster**

**Seconded: Cr Negri**

**That Council writes off the annual contribution charged to the Bruce Rock Tennis Club for the 2019-20 financial year and acknowledges the Club's advice regarding their decision to go into recess, and amends the Budget accordingly.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**11.3.6** Offer for Sale of 39 (Lot 184) Railway Parade, Bruce Rock

**File Reference:**

A434 39 Railway Parade, Bruce Rock

**Reporting Officer:**

Jennifer Bow, Manager of Finance

**Author:**

Jennifer Bow, Manager of Finance

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

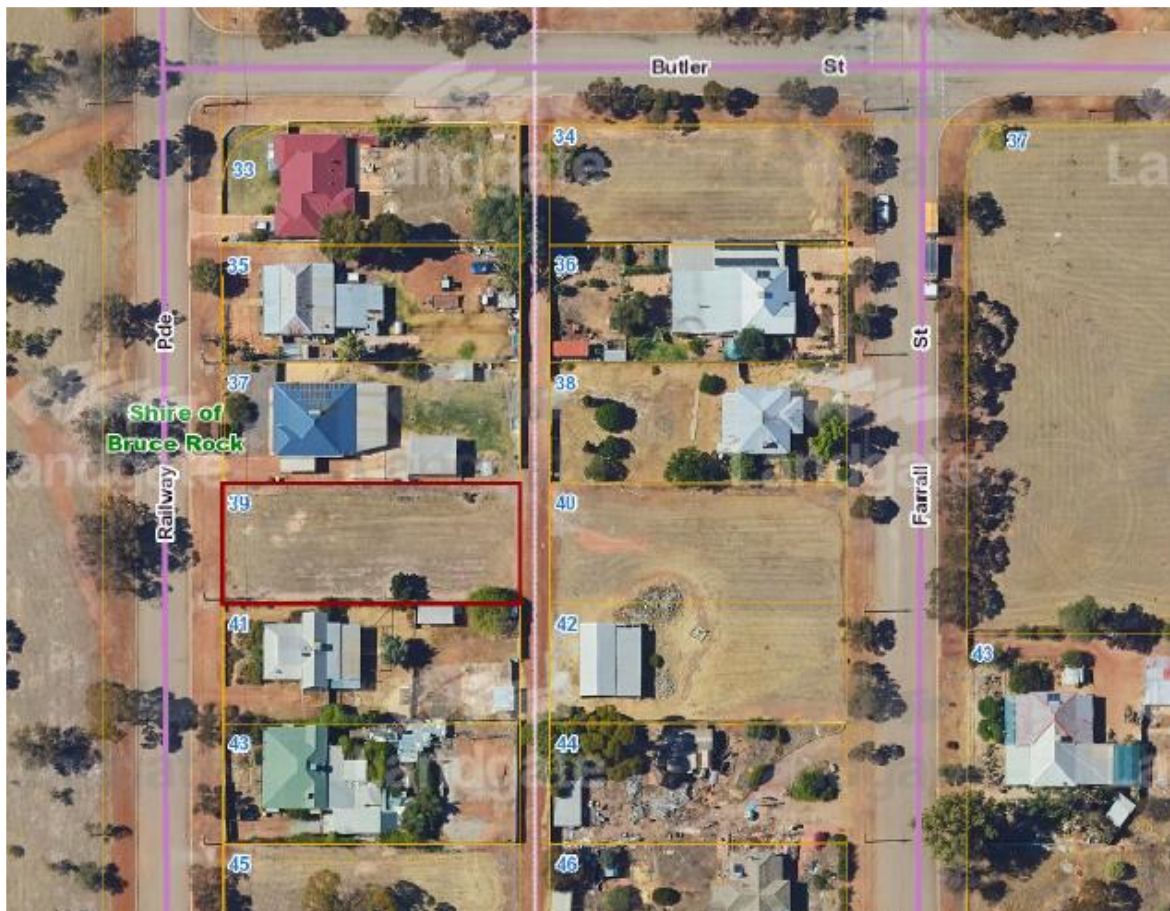
An offer has been received to purchase the vacant land situated at 39 (Lot 184) Railway Parade, Bruce Rock. The Shire of Bruce Rock has taken possession of this land for the recovery of rates.

**Background**

The Shire of Bruce Rock took possession of the land situated at 39 (Lot 184) Railway Parade, Bruce Rock. It was offered at the Public Auction on Friday 15<sup>th</sup> August however was passed in after not receiving any bids.

**Comment**

The owner of the property at 41 Railway Parade, Mrs Mary Schick has contacted the Shire and offered to purchase the land for \$2,000. This block is situated next door to her property.



Under the Local Government Act, Council has the power to sell the land by public auction, or by private treaty if the land has been offered, though not sold, by public auction.

This is a vacant block of land and so Council will be expected to pay GST on the sale as well.

Council’s conveyancer, Turbo Settlements, have advised that they can assist with the sale of land contract.

**Consultation**

CEO, MOF & SFO

**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)

3. Power of sale

*The power of sale includes —*

(a) *power to sell the whole or part of the land either together or in lots —*

*(i) by public auction; or*

*(ii) by private contract,*

*if having been offered for sale by public auction, it has not been sold, subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit; and*

(b) *power to vary a contract of sale by agreement with the other party to the contract, and to buy in at auction; and*

(c) *power to rescind a contract for sale on default by the other party to the contract, and to resell without being answerable for loss occasioned by the rescission and resale; and*

(d) *power to make such thoroughfares and to grant such easements of right-of-way or drainage over the land as the circumstances of the case require and the local government thinks fit.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That rates remain unpaid resulting in less income for the Shire.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Minor
<b>Action / Strategy</b> To follow the debt recovery policy and legislative requirements to ensure that all outstanding rates are collected where possible.		

**Financial Implications**

Currently, the unpaid rates and associated penalty interest is \$14,138.26.

There will be additional costs associated with the sale including Conveyancing, advertising for duplicate a duplicate title and production of a duplicate title.

There are likely to be outstanding water rates and charges for this land. This cost will be brought to the meeting.

A full listing of outstanding amounts will be presented to the meeting for consideration.

**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

**Officers Recommendation**

That Council accept the offer from Ms Mary Schick for the sale of 39 (Lot 184) Railway Parade, Bruce Rock for \$2,000 including GST, and give the Chief Executive Officer authority to enter into a Contract of Sale for the land.

*Council Decision varied to Officer Recommendation in order to seek an offer closer to market value.*

**COUNCIL DECISION**

**Resolution OCM March 20 – 11.3.6**

**Moved: Cr Negri**

**Seconded: Cr Rajagopalan**

**That Council do not accept the offer from Ms Mary Schick for the sale of 39 (Lot 184) Railway Parade, Bruce Rock for \$2,000 including GST, and that Council write to Mrs Schick advising Council is open to being presented with an alternate offer.**

**Carried 9/0**

#### 11.4 Deputy Chief Executive Officer

**Agenda Reference and Subject:**

**11.4.1** Shire President Stamp

**File Reference:****Reporting Officer:**

Melissa Schilling, Acting Deputy Chief Executive Officer

**Author:**

Caris Negri, Acting Executive Assistant

**Disclosure of Interest:**

Nil

**Attachments:**

*Nil*

**Summary**

Use of Shire President Stamp in February 2020.

**Background**

Nil

**Comment**

As per Council's policy, the Shire President Stamp has been used during the months of February 2020 as follows;

- 24.02.20 – Melissa Schilling; Compliance Audit Return Report

**Consultation**

Nil

**Statutory Implications**

Council Policy

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION COUNCIL DECISION**

Resolution OCM March 20 – 11.4.1

Moved: Cr Waye

Seconded: Cr Foss

**That Council endorse the use of the Shire Stamp during February 2020**

**Carried 9/0**



**Agenda Reference and Subject:**

**11.4.2** Bruce Rock Playgroup – Request for Events

**File Reference:**

11.3.4.11 Bruce Rock Playgroup

**Reporting Officer:**

Melissa Schilling, Acting Deputy Chief Executive Officer

**Author:**

Melissa Schilling, Acting Deputy Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.4.2 Attachment A – Letter from Bruce Rock Playgroup*

**Summary**

To present a request to Council to allow the Bruce Rock Playgroup to run two monthly events in addition to the regular Friday Playgroup Sessions and determine if this will result in an increase in the annual fee.

**Background**

The Shire of Bruce Rock recently received a letter (attached) from the Bruce Rock Playgroup requesting to hold an additional 2 events per month, one being “Mental Mum Monday’s” and the other “Dads Playgroup”. These events are designed to provide a safe place for parents to connect, share advice and feel supported by other parents in the community. Currently the Playgroup meet on Fridays during the school term.

**Comment**

The Bruce Rock Playgroup rent the building located at 80 Butcher Street Bruce Rock. The annual fee payable as per the 19/20 budget is \$600 per annum.

Council maintains the Bruce Rock Playgroup building and gardens, with the users responsible for cleaning after each visit. In the 19/20 budget \$15,055 was allocated and to date, \$11,770 has been spent with \$3,284 remaining. If Council choose to increase the annual fee, based on the current fees and charges, it is worked out that Playgroup pay approximately \$15 per session. If this formula is used, then over the approximate 18 additional visits per year it would work out to a \$270 per annum increase.

**Consultation**

Darren Mollenoyux, Chief Executive Officer  
Jennifer Bow, Manager of Finance

**Statutory Implications**

*Local Government Act 1995 s.6.16*

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.*

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> That the Playgroup use this building more often than the current agreement, increasing required maintenance that is carried out by Council Staff on the building and gardens.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	Minor	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**

If Council choose to allow Playgroup use of the building under their current agreement, this could result in an increase in maintenance on the building and gardens, compromising the current budget.

**Strategic Implications**

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

**Community**

Goal 7 Positive mental health activities are delivered by community groups in partnership with the Shire.

**Governance**

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

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That the Bruce Rock Playgroup be granted permission to hold an additional 2 events per month at the Playgroup Building in Bruce Rock and the new annual fee be set at \$\_\_\_\_\_ plus GST.

*Council agreed to table this item due to the current COVID-19 situation reducing the amount of times Bruce Rock Playgroup are likely to use the building for the rest of the financial year.*

**11.5 Chief Executive Officer**

<b>Agenda Reference and Subject:</b>	<b>11.5.1</b> 2020/21 CSRFF Small Grant Application
<b>File Reference:</b>	1.3.8.14 Shackleton Bowling Club
<b>Reporting Officer:</b>	Darren Mollenoyux, Chief Executive Officer
<b>Author:</b>	Ashleigh Waight, Community Development Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Nil</i>

**Summary**

Council is asked to provide in principle financial commitment to the Shackleton Bowling Club’s CSRFF Small Grant Application for 2020/2021.

**Background**

In April 2015, the Shackleton Bowling Club wrote to Council advising that they want to install a Synthetic Bowling Green to prolong the longevity of its facilities and Bowling Club. Their application in 2015 was unsuccessful due to the land being privately owned by the Shackleton District Club. Following this Council agreed to accept the gifted land from the Shackleton District Club.

In 2019, Council took ownership of Lot 27 & 28 Mills Street, Shackleton to assist the Bowling Club in receiving potential funding to upgrade their facility.

**Comment**

Council’s Community Development Officer, Ashleigh Waight in conjunction with the Shackleton Bowling Club President and Secretary have prepared the CSRFF small grant application for the Department of Local Government, Sport and Cultural Industries with the final project description being;

*“The project consists of design and upgrade of Shackleton’s existing 7 rink grass bowling green to a synthetic surface and upgrade to surrounding paths & green access. The project will involve a new seven rink needle punch synthetic green, utilising the existing shades, shelters, fencing and lighting”*

The CSRFF application requires a 1/3<sup>rd</sup> financial commitment from each party.

The financial breakdown is as follows;

Shackleton Bowling Club	\$80,961.97 ex gst Cash
Shackleton Bowling Club	\$30,540.00 ( <i>Donated Material &amp; Volunteer Labour</i> )
Shire of Bruce Rock	\$80,961.97 ex gst Cash
CSRFF Small Grant	\$80,961.97 ex gst Cash

Total Project Cost **\$273,425.91**

**Consultation**

The Community Development Officer & Chief Executive Officer have had several meetings with representatives from the Shackleton Bowling Club and the two parties have met with Jenifer Collins from the Department of Local Government, Sport & Cultural Industries.

The Community Development Officer has prepared the grant application with support and direction from the Shackleton Bowling Club President and Secretary.

**Statutory Implications**

Nil

**Policy Implications**

The application meets the requirements of Council Policy No C1.1 – Procedure for Community Grant Applications

**Risk Implications**

<b>Risk:</b> If funding is not awarded then the project will not proceed.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
If funding is not approved then other funding streams will be explored. Alternatively, the Bowling Club will re-apply in the next round of small grants.		

**Financial Implications**

The original proposal was to apply for the large CSRFF grant, however with changes to the guidelines and project limits this application is eligible for the small grant round.

If the grant application is successful Council will be required to make an amendment to the current 2020/2021 budget with the addition of \$80,961.97 included in the budget review.

**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.

**Infrastructure**

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

**Voting Requirements**

Absolute Majority

<b>COUNCIL DECISION</b>	
<b>Resolution OCM March 20 – 11.5.1</b>	
<b>Moved:</b>	<b>Cr Crooks</b>
<b>Seconded:</b>	<b>Cr Foss</b>
<b>1.</b>	<b>That the application for the Shackleton Bowling Club to fund a Synthetic Bowling Green for the 2020/2021 CSRFF Small Grant program be submitted to the Department of Local Government, Sport and Cultural Industries.</b>
<b>2.</b>	<b>That if the Shackleton Bowling Club’s 2020/2021 application for the Synthetic Bowling Green is successful, Council makes an inclusion of \$80,961.97 in the 2020/2021 budget.</b>
<b>CARRIED BY ABSOLUTE MAJORITY 9/0</b>	

**Agenda Reference and Subject:**

**11.5.2** ROE Tourism Request for Annual Contribution

**File Reference:**

1.3.10.2 Tourism

**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 a request from ROE Tourism seeking continued financial support for their Executive Officer and Annual Contribution/Membership.

**Background**

The Roe Tourism Association has written to Council seeking financial support towards membership and the Executive Officer wages to administer and promote Roe Tourism.

The Executive Officer of ROE Tourism ROE has written to Council as follows;

On behalf of the Roe Tourism Association (RTA) I would like to thank you for your ongoing support for Roe Tourism Association.

RTA continues to take steps forward and are excited about the direction we are heading and the goals we're working towards achieving. In 2019 the RTA Strategic Plan, 'Forward Directions 2019-2021' was developed to guide and strengthen RTA into the future. We have been actively marketing and promoting the Pathways to Wave Rock self-drive route and associated tourism assets locally, statewide and nationally, through advertising in significant publications, including the Weekend West Travel features, Australia's Golden Outback Holiday Planner, Eastern Wheatbelt Visitor Guide, Hello Perth WA Map, Caravanning Australia and other relevant publications when the opportunity arises.

Consistent branding and messaging is carried through all RTA print media marketing, banners, website and social media. The 'Pathways to Wave Rock' Map and Visitor Guide continues to be one of the most popular and requested publications for visitors to the area, with its detailed map and content showcasing the region.

RTA involvement at the annual Perth Caravan and Camping Show in the Tourism Pavilion, is an important opportunity for members to engage face to face with many people on mass, to further promote and encourage visitation to our region.

In February 2020 RTA initiated the collaborative collection of visitor number data across our member Shire's, as a means of obtaining an understanding of the needs and tourism trends for future decision making and marketing.

The appointment of the Roe Tourism Association Executive Officer has proved to be a success, with this position coordinating the day to day administration of the Association, as well as marketing activities to promote the Pathways to Wave Rock self-drive route.

In order for RTA to continue providing this level of service on behalf of our Shire members and with ever rising costs, we request \$6,000 be considered for the 2020-2021 budget.

The Full Membership breakdown will be; \$3,500 Full Membership and \$2,500 EO contribution. RTA do not envisage future annual rises in Full Membership but on recent review this amount had not been increased for many years.

**Comment**

The annual contribution for the past few years has been \$5,000, comprising of \$2,500 for membership and \$2,500 for EO contribution.  
Council should consider the value of the increase and potential benefits for our Shire.

**Consultation**

Ashleigh Waight, Community Development Officer

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Council does not support the increase, then a risk of not being a member may occur and we may not receive tourism benefits for our community.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Likely	Moderate	Moderate
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

**Financial Implications**

Council would need to make a budget provision of \$6,000 for the 2020/21 financial year.

**Strategic Implications**

Shire of Bruce Rock Strategic Community Plan 2017-2027

**Infrastructure**

- Goal 3.5 Improve signage, infrastructure and aesthetics to link both sides of the Bruce Rock main street that encourages patronage and a reason to visit /stop
- 6 Tourism helps to diversify our local economy
- 6.1 Promote our attractions, amenities and activities in a coordinated approach

**Governance**

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

Shire of Bruce Rock – Tourism Strategy

Council’s tourism strategy addresses our involvement in ROE Tourism

**Voting Requirements**

Absolute Majority

**COUNCIL DECISION**

**Resolution OCM March 20 – 11.5.2**

**Moved: Cr Negri**

**Seconded: Cr Waye**

**That Council makes budget provision of \$3,500 for ROE Tourism membership and \$2,500 for financial support towards an Executive Officer for ROE Tourism in the 2020/2021 financial year.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Agenda Reference and Subject:**

**11.5.3** Railway Reserve Land Lease – Bruce Rock

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest:**

Nil

**Attachments:**

*Item 11.5.3 Attachment A – Proposed Lease of Land Map*

*Item 11.5.3 Attachment B – Letter of Authorisation*

**Summary**

Council is asked to consider the proposed amalgamation of PTA L4365 (Station) Bunker, into enlarged L4264 Bruce Rock.

**Background**

The CEO has been in discussions with Burgess Rawson, who oversee the leases for the Public Transport Authority, to renew the lease and potential to amalgamate both leases along the railway reserve in Johnson Street Bruce Rock.

The Public Transport Authority (PTA) has agreed to amalgamate the existing L4365 (Bruce Rock Station “The Bunker”) in the enlarged area of L4264. A copy of the map is attached.

For the purpose of identifying the area of L4365 –as there is still a requirement for Arc Infrastructure to be granted access from Johnson St to the separately accessed TRAIN ORDER CABIN within the station– that area has been shaded Grey on the new plan 4264-5

PTA has requested that before commencing its Internal Lease Approval process to ensure a further Ten (10) year lease term to the Shire for L4264 – the amalgamation be completed – and the cheapest and most expeditious way of doing this is by way of an Exchange of Letters.

**Comment**

This proposed amalgamation of leases and request for lease extension for a further 10 years is essential to securing the area for Council’s continued usage and plans for the main street revitalisation.

**Consultation**

Mr Jim Mullins, Property Manager Burgess Rawson

**Statutory Implications**

Nil

**Policy Implications**

Nil



**Risk Implications**

<b>Risk:</b> If Council does proceed with the amalgamation of leases and review for a further 10 years it would risk not being compliant with land use requirements and lose access and usage of the sites.		
<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**

Council already has budget provision for the lease of this land.

**Strategic Implications**

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

**Infrastructure**

Goal 2 Maintain Shire owned facilities in a strategic manner and meet community needs

**Governance**

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

**Voting Requirements**

Absolute Majority

**COUNCIL DECISION**

**Resolution OCM March 20 – 11.5.3**

**Moved: Cr Crooks**

**Seconded: Cr Waight**

- 1) That Council resolves to accept Public Transport Authorities offer to amalgamate the existing L4365 (Bruce Rock Station “The Bunker”) in the enlarged area of L4264.
- 2) That the CEO be authorised to sign the letter of acceptance as per attached.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

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

**Agenda Reference and Subject:**

**12.1** Payment to Employees Absent During Pandemic

**File Reference:**

**Reporting Officer:**

Darren Mollenoyux, Chief Executive Officer

**Author:**

Darren Mollenoyux, Chief Executive Officer

**Disclosure of Interest**

Nil

**Attachments**

*Item 12.1 Attachment A – Proposed Policy*

### Summary

Council is asked to adopt a Policy to provide guidance for “Payment of Employees who are Absent from Work During a Pandemic”.

### Background

As Council is aware that with the breakout of COVID 19 a Pandemic has been declared by the World Health Organisation (WHO).

Council currently has no policy and Management have no clear direction or guidance to enable a decision to be made in handling the payment and absence of staff during a pandemic. In light of the Federal Government’s direction there is a 14 day isolation period for COVID 19, which has will not only impact or staff and there attendance at work but also our ability, in some instances, to provide an uninterrupted business.

This policy has been developed from templates used by other local government’s and in line with the best information aviable at this time, considering the current situation and need for a policy to be developed in such a short time frame.

A draft policy has been prepared and has been included at Attachment A.

### Comment

This proposed “Payment to Employees who Absent from Work During a Pandemic” Policy will assist the CEO and Payroll staff in ensuring that it provides fair and consistent payment and leave to staff while ensuring it acts in the best interests of the community and supports the reduction of spreading COVID 19.

### Consultation

Jennifer Bow, Manager of Finance  
ADCEO, Melissa Schilling

### Statutory Implications

Local Government Industry Award

### Policy Implications

Creation of a new policy

**Risk Implications**

**Risk:** Council is required to adopt a policy to provide guidance and equity for staff who may be absent from work during a pandemic.

Likelihood	Consequence	Rating
Likely	Moderate	Moderate

**Action / Strategy**

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

**Financial Implications**

Nil

**Strategic Implications**

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

**Governance**

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

**Voting Requirements**

Simple Majority

**COUNCIL DECISION**

**Resolution OCM March 20 – 12.1**

Moved: Cr Waye

Seconded: Cr Foss

That Council adopts the proposed policy “Payment to Employees who are Absent from Work During a Pandemic”, as presented.

**Carried 9/0**

**Agenda Reference and Subject:**

**12.2** Rename Buller Road in Bruce Rock Townsite

**File Reference:**

3.2.1.6

**Reporting Officer:**

Darren Mollenoyux

**Disclosure of Interest**

Cr Waight

**Author:**

Darren Mollenoyux

**Attachments**

*Nil*

An update was provided to Council at the Councillor Information Session and was referred for consideration at the Ordinary Council Meeting. The background information is as follows:

Additional consultation was undertaken with the Geographic Names Committee to seek a resolution to the duplicate Buller Road that exists in Bruce Rock.

The response from Geographic Names Committee is as below;

*There is an origin for the Townsite Buller Road (being named after Mr Albert Michael Buller as President of Shire of Bruce Rock 1945 – 52), however there is no origins for the Rural name. The assumption could be, as the Shire have said, that this road has been named after the family who farmed this area.*

*Landgate does not support the changing of a road type on either of these roads as a resolution to the duplication issue. Bottom line "Buller" will still be duplicated within the Shire and will still cause the same issues irrelevant of the road type applied.*

*Landgate does not support the use of a directional to resolve the duplication (see 1.3.4 of Policy and Standards). Anecdotally our experience has shown that overtime the directional is dropped. This also does not resolve the duplication of "Buller" in the first instance.*

*Landgate strongly encourages the Shire change one or both of these names to eliminate the duplication issue. Our suggestion would be for the rural Buller to be changed as this impacts less residents, however Landgate does understand the Shire's need and want to preserve the historical integrity of the area by maintaining the name rurally.*

*If the Shire were to move forward with the renaming of the Townsite Buller consultation with the affected residents explaining the reasons for the change, ie duplication, issues with emergency services, location issues via online mapping services would need to be very clear. Shire would need to consider what action they would take if they don't have the support of the affected residents, that is whether to go ahead with the change for safety reasons or to make no change.*

*If the Shire does choose to not go ahead with a resolution for this duplication they need to be aware that they could be liable for any issues caused in an emergency if a resident is unable to found in time because of confusion over the duplication.*

**COUNCIL DECISION**

**Resolution OCM March 20 – 12.2**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That Council staff commence the process to rename Buller Rd within the Bruce Rock townsite, including consultation within the residents of the townsite Buller Road.**

**Carried 6/2**

**13. Confidential Items**

**Agenda Reference and Subject:**

**13.1** Request to Relinquish Bruce Rock Quarry Lease

**File Reference:**

3.2.1.6 Bruce Rock Quarry

**Reporting Officer:**

Darren Mollenoyux

**Disclosure of Interest**

Nil

**Author:**

Alan O'Toole

**Attachments**

*Item 13.1 Attachment A - Legal advice obtained from McLeods Solicitors 19/2/20*

**COUNCIL DECISION**

**Resolution OCM March 20 – 13.1**

**Moved:** Cr Rajagopalan

**Seconded:** Cr Kilminster

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

- (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; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

**Carried 9/0**

**COUNCIL DECISION**

**Resolution OCM March 20 – 13.1**

**Moved:** Cr Waight

**Seconded:** Cr Kilminster

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

**Carried 9/0**

**Officer Recommendation**

That Council approves Mineral Crushing Services (MCS) Pty Ltd's request to relinquish the Bruce Rock Quarry Lease on the terms stated, and that negotiations commence with MCS to achieve Council's objectives and finalisation of this matter.

*Council decision varied to officer recommendation so to pursue legal costs on a recovery basis*

**COUNCIL DECISION**

**Resolution OCM March 20– 13.2**

- 1. That Council approves Mineral Crushing Services (MCS) Pty Ltd's request to relinquish the Bruce Rock Quarry Lease on the terms stated, and that negotiations commence with MCS to achieve Council's objectives and finalisation of this matter.**
- 2. That approval is on the provision that Mineral Crushing Services make payment of legal costs to date.**

**Moved: Cr Dolton**

**Seconded: Cr Rajagopalan**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**14. Closure of Meeting.**

The Shire President, Stephen Strange thanked everyone for their attendance and declared the meeting closed at 5.15pm.

These minutes were confirmed at a meeting on 16 April 2020.

---

Cr Stephen Strange  
Shire President  
16 April 2020



SHIRE OF BRUCE ROCK

MINUTES – SPECIAL COUNCIL MEETING 31 MARCH 2020

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**SHIRE OF BRUCE ROCK**

**MINUTES – SPECIAL MEETING 31 MARCH 2020**

**1. Declaration of Opening & Roll Call**

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

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

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

**3. Declaration of Purpose of Meeting**

*The purpose of the meeting is for Council to make decisions regarding undertaking a major trading transaction for a temporary supermarket service to the community.*

**4. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

**6. Public Question Time**

**7. Announcements by Presiding Member**

## 8. Reports of Officers

### 8.1 Chief Executive Officer

<b>Agenda Reference and Subject:</b>	
<b>8.1.1</b>	<b>Temporary Supermarket – Major Trading Undertaking</b>
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Darren Mollenoyux Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<i>Item 8.1.1 Attachment A – Confidential Business Case</i>

#### Summary

Council is requested to consider undertaking the establishment of a Temporary Supermarket due to the loss of the only grocery store (due to fire) in town and the current pandemic situation.

#### Background

On Wednesday 25<sup>th</sup> March 2020 the only grocery store in Bruce Rock burnt to the ground leaving the town with no access to groceries during a current pandemic and lockdown restrictions.

It was evident from the outset that an alternative site would be required, and arrangements were put in place by Council staff to establish the Bruce Rock Town Hall as a temporary grocery store. Meanwhile the President and CEO liaised with Ministers, Departments, WALGA, potential suppliers, business and transport companies to seek to supply groceries to the store.

With this in motion options were being investigated as the best arrangements to establish a temporary business to operate from the temporary store. Liaison then took place with a regional business consultant to seek some support and direction on likely options for our community to ensure essential food services were available and provided to the vulnerable people of the Shire and those who don't have the ability to travel.

Various options were further investigated, however on each occasion the business establishment arrangements fell through or were going to take too long to establish, leaving Shire establishing a temporary shore as the only realistic and workable solution in the short term.

A letter was sent to the Minister for Local Government seeking an exemption to enable the Shire to undertake a Major Trading Undertaking, however it was established later that day that this would not be required. The letter is as follows;

*“Council is seeking an exemption from the requirements of section 3.59 Local Government Act 1995 with regards to undertaking a major trading undertaking, less than \$2 million. Council plans to operate a supermarket and grocery store temporarily, following the destruction and loss of the only grocery store in Bruce Rock, by arson on Wednesday 25th March 2020. We are seeking this exemption under regulation 9.3(b) Local Government (Functions and General) Regulations 1996 whereby the Minister is able to grant an exemption.*

*This is an emergency situation for our community and the Shire President, myself, staff and other local business leaders have been trying to find alternative businesses or community organisations to take on the trading activities but no suitable solutions have been found. Either alternative businesses are*

*unwilling to take on this addition responsibility or community/incorporated bodies do not have the correct structure to undertake this activity. Additionally, the time also involved to set up a separate legal entity will take too long and time is critical when your community needs food.*

*This is the last operation that Council wishes to take on however in this time of COVID-19 and travel restrictions, the availability of food and groceries in our community is highly critical and a most pressing need, particularly for the elderly and vulnerable.*

*The Shire of Bruce Rock is the only option to take on this responsibility. As per the your comments on Friday 27th March 2020, where local governments need to do everything within its means to ensure the survival of our communities during COVID-19, we feel that there is nothing more essential than the provision of a grocery store to our community.*

*If you require any more information on this emergency situation in Bruce Rock, please do not hesitate to contact our Shire President, Mr Stephen Strange on 0429 611 324 or myself on 0428 611 377."*

### **Comment**

Since sending the letter we have been advised that the Minister's approval is only required over \$2 million, however the letter still provides the relevant details so that the Minister and the Department are aware of our situation and our temporary approach to ensure the best outcome for our community.

Whilst brief in nature due to time constraints and the current pandemic a Bruce Rock Supermarket Business Case has been developed and provided as a confidential attachment to this agenda item, due to Commercial in Confidence details.

Council is reminded that, as per the Premier and Minister for Local Government's comments on Friday the 27<sup>th</sup> March 2020, Local Government's must do everything in the power, utilise all its resources and funds available to ensure our communities survive the pandemic. The Minister also stated "*throw the rule book out the window*" during this time and do the best for our communities.

Whilst staff will make every effort to comply with legislative requirements during this period and establishment of a temporary supermarket, it should be noted that we are in unprecedented circumstances and whilst we won't be reckless, some decisions will be made as a judgement call but will remain in the best interest of the community and Council (always in consultation with Shire President).

It will be recommended that Council resolve to establish a temporary Bruce Rock Supermarket utilising IGA Metcash to predominately provide grocery supplies with the focus on keeping sale prices of groceries at the same level as those at Mason's Shopping Centre.

Council's Environmental Health Officer, Julian Goldacre was requested to provide comments as to the suitability and compliance of this temporary arrangement and advised as follows;

*"The Shire of Bruce Rock Town Hall is zoned under the planning scheme as 'Commercial'. Whilst the Hall as a civic venue for public use is termed a 'non-conforming use' on commercial zoned land, provided that the use does not exceed six months then the use as such is retained. Despite the aforementioned, a simple use on one day for a civic purpose would annul this and will be assessed into the future. The fact the land is zoned 'commercial' means the use as a grocery store and the like is permitted under the Planning Scheme. The use of the Hall as a grocery store is not intended to be a permanent situation.*

*The Hall will be functioning as a 'Civic essential service' whilst efforts to reinstate a grocery store are endeavoured moving forward. The Hall is designated by the Department of Child Protection as a refuge in the event of a disaster (second to the Recreation Centre). It can be soundly argued that the provision of grocery items during the Coronavirus declared Public Health Emergency from the Hall would meet the*

*intent of ensuring essential food supplies in this unprecedented Public Health Emergency affecting the citizens of Bruce Rock.*

*The Hall has been electrically checked, has designated emergency exits and is equipped with tested and tagged power cables and fire extinguishers. The Hall is a public building (Class 9b) built to high standards which meet or exceed that for a Class 6 building (shop). In relation to health the Hall can accommodate up to 99 persons, has a current Form 4 approval which meets the Directive on gatherings issued by the State Government of Western Australia delegates. The amenities are clean and in sound condition and suitable for the use by staff."*

### **Consultation**

Cr Stephen Strange, Shire President

Manager of Finance, Jennifer Bow

Environmental Health Officer, Julian Goldacre

Tony Brown, WALGA Executive Manager Governance & Organisational Services

Caroline Robinson, Wheatbelt Business Network

An informal meeting with relevant business owners was held on 31<sup>st</sup> March 2020 to ensure that we are all on the same page and explain that this is definitely only a temporary measure and not something that Council wants to be doing any longer than it needs to. In addition, discussion was held to ensure that there was no duplication of grocery items being supplied to the community during this period.

### **Statutory Implications**

#### **Local Government Act 1995**

- **Section 3.59 – Commercial enterprises by local governments**

(2) Before it —

- (a) commences a major trading undertaking; or
- (b) enters into a major land transaction; or
- (c) enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a business plan.

(3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —

- (a) its expected effect on the provision of facilities and services by the local government; and
- (b) its expected effect on other persons providing facilities and services in the district; and
- (c) its expected financial effect on the local government; and
- (d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
- (e) the ability of the local government to manage the undertaking or the performance of the transaction; and
- (f) any other matter prescribed for the purposes of this subsection.

(4) The local government is to —

- (a) give Statewide public notice stating that —
  - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and
  - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and
  - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
- (b) make a copy of the business plan available for public inspection in accordance with the notice; and

(c) *publish a copy of the business plan on the local government's official website.*

(5) *After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed. \* Absolute majority required.*

**Local Government (Functions and General) Regulations 1996**

- *Regulation 8A – Amount prescribed for major land transactions; exempt land transactions prescribed (Act s. 3.59)*

(1) *The amount prescribed for the purposes of the definition of major land transaction in section 3.59(1) of the Act is –*

(b) *if the land transaction is entered into by any other local government, the amount that is the lesser of –*

(i) *\$2 000 000; or*

(ii) *10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year.*

- *Regulation 10 - Business plans for major trading undertaking and major land transaction, content of*

(1) *If a local government is required to prepare a business plan because of a major trading undertaking or major land transaction that it is to carry on or enter into jointly with another person –*

(a) *the business plan is to include details of the whole undertaking or transaction, even though the local government is not the only joint venturer; and*

(b) *the business plan is to include details of –*

(i) *the identity of each joint venturer other than the local government; and*

(ii) *the ownership of, and any other interests in, property that is involved in, or acquired in the course of, the joint venture; and*

(iii) *any benefit to which a joint venturer other than the local government may become entitled under or as a result of the joint venture; and*

(iv) *anything to which the local government may become liable under or as a result of the joint venture.*

(2) *In subregulation (1) –*

*joint venture means the major trading undertaking or major land transaction that is to be jointly carried on or entered into;*

*joint venturer means the local government or another person with whom the local government is to carry on or enter into the joint venture.*

**Policy Implications**

Nil

**Risk Implications**

In consultation with a business advisor, Shire President and relevant agencies all alternative options were investigated as outlined in the attached Business Case, however the only viable option to proceed in a timely manner and to ensure groceries are provided/available to our community is for Council to establish a Temporary Supermarket (order and collect) service.

Should Council not proceed with this option there would be no groceries / essential food items available to our community during a pandemic and regional lockdown and potentially further travel restrictions.

**Risk:** Whilst Council will likely incur a financial impost for this temporary arrangement, if Council does not proceed to establish a temporary shop, there will be no groceries for our community during a pandemic and lockdown of travel between regions.

Likelihood	Consequence	Rating
Almost Certain	Extreme	Extreme

**Action / Strategy**

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Extreme” risk and will be managed at the highest level of authority and subject to continuous monitoring.

**Financial Implications**

Whilst this is uncharted territory, staff are continually working on costs associated with the establishment and running costs associated with the temporary Bruce Rock Supermarket and will provide further financial figures at the Ordinary Meeting of Council scheduled for the 16<sup>th</sup> April 2020.

To date we have based costs up to the 30<sup>th</sup> June 2020, purely as it is the end of a budget period and financial year.

Bruce Rock Supermarket Staff

Staff for the Bruce Rock Supermarket will be recruited from those who lost their jobs following the fire of the previous grocery store.

Staff will be employed as casuals under the General Retail Award (Federal industrial relations award). This is so that we don’t have to worry about leave accruals or pay for public holidays. They will receive a higher level of pay with the casual loading of 25% per hour.

Assuming that hours of supermarket will only be open/managed for 38 hours per week (reduced hours on weekdays with a pickup available on Saturday?).

Calculations are based;

1 x Level 3 (\$27.83 per hour) – up to 15 hours per week (Calculations based on 15 hours p/w)

2 x Level 1 (\$26.76 per hour) – 38 hours each per week (1 fulltime employee & other position fulltime but staffed by 2 employees)

Superannuation paid at 9.5%.

There are 4 public holidays in the period. The final pay for the financial year will be on 24<sup>th</sup> June and 1<sup>st</sup> July falls on a Wednesday and will be in the middle of a pay fortnight. This is for a period of 13 weeks.

Total Wages = \$31,865.73

Total Superannuation = \$3,027.24

Total Wage Costs = \$34,892.97

There will be a small charge for workers compensation insurance, however this should be less than \$1,000 and will be added to our total wages at the end of the year.

Supplier & Setup

We will be using Metcash as the main supplier and to date the setup costs for their service and IT associated costs are as follows;

IT Set Up:

1 laptop - \$2,000  
1 pc with monitor - \$1,500  
1 multi-function printer - \$600  
1 mono-printer - \$300  
1 bar code scanner - \$200  
Booster for Wifi - \$500

General set up (included travel and onsite set up) - \$1,000

IT Set Up Approximately \$5,000

EMC is the online software recommended by Metcash. This is a back office and one lane POS (point of sale). The quote included 3 months of support as well. \$3,302 (ex GST). At this stage we have not included integrated scales but are borrowing a set of scales for the short term. We may need to purchase a set.

There is also a monthly host fee of \$230 per month from Metcash which includes all product lines from Metcash and any new product lines.

The Eftpos machines are being provided by Bendigo Bank at no fee charge.

Approximately \$10,000 to set up with IT and software.

There are also electrical costs and installation of security alarm which are still being finalised, although these will be of long term benefit and security to Council's asset.

The security system will also be monitored which will be an additional cost of \$8 per week, ie \$104 for the 13 weeks.

The phone line is already charged to the hall at \$35 per month but this will obviously increase if used as the main telephone line for the supermarket.

Other costs which are being finalised and will be clearer at the April 2020 Council meeting include;

- Cleaning
- Weekly purchase of Groceries (initial purchase \$15,000)
- Freight & Delivery costs
- IT and Point of Sale equipment purchase and set up
- Contents insurance
- Electricity

Groceries will be sold at mark-up arrangements to match sale price of those already used at Mason's shopping centre.

There will obviously be income from the sale of goods which will offset some costs, but these figures are not fully known at this stage and will be provided as we proceed over the coming weeks.



## Strategic Implications

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

#### Infrastructure

Goal 2 Maintain Shire owned facilities in a strategic manner and meet community needs

#### Economy

Goal 6 Workers and their families can work and reside in the Shire

#### Community

Goal 7 Our community are engaged and have a healthy lifestyle

9 Community Safety is a valued feature of our lifestyle

#### Governance

Goal 10 Our Organisation is well positioned and had capacity for the future

12 Council leads the organisation in a strategic and flexible manner

12.5 Lead the organisation in a financially responsible and viable manner

#### Voting Requirements

Absolute Majority

#### OFFICER RECOMMENDATION AND COUNCIL DECISION

##### Resolution SCM March 20 – 8.1.1

Moved: Cr Foss

Seconded: Cr Waye

1. That Council immediately establishes a Temporary Grocery shop, namely “Bruce Rock Supermarket” in the Bruce Rock Town Hall, noting that this is an emergency arrangement and only for a short term.
2. That Council staff and Shire President continues to work with relevant parties to seek a permanent solution going forward for the provision of a grocery store in Bruce Rock.
3. That Council makes a budget variation to include costs associated with the establishment and running of the temporary Bruce Rock Supermarket to the 30th June 2020 or earlier should an alternative suitable business option be established. With 2019/20 expenditure of \$80,000 and income of \$80,000 to be reviewed at the Ordinary Meeting of Council to be held on 21st May 2020.
4. That the Manager of Finance provide further financial figures at the April 2020 Council meeting and provide monthly financial reports to Council on the Bruce Rock Supermarket.
5. That Council approves Janine Cosgrove to write purchase orders on the provision that they are countersigned by either the Chief Executive Officer or the Manager of Finance.
6. That Council, in accordance with S6.16 Local Government Act s6.19, that fees and charges, being sale price of grocery lines will be in line with Metcash or other suppliers cost, plus recommended markup including freight recovery formula.

CARRIED BY ABSOLUTE MAJORITY 8/0

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

**10. Roll Call & Closure of Meeting.**

The Shire President, Stephen Strange performed a roll call, thanked everyone for their attendance and declared the meeting closed at 6.43pm.

These minutes were confirmed at a meeting on 16 April 2020.

---

Cr Stephen Strange  
Shire President  
16 April 2020



## SHIRE OF BRUCE ROCK

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 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 9 April 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 MARCH 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 MARCH 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	55,309	<b>62,419</b>	7,111	13%	▲
General Purpose Funding - Rates	5	1,488,859	1,116,644	<b>1,488,862</b>	372,218	33%	▲
General Purpose Funding - Other		1,350,151	1,012,613	<b>1,016,891</b>	4,278	0%	
Law, Order and Public Safety		29,400	22,050	<b>16,040</b>	(6,010)	(27%)	▼
Health		55,970	41,978	<b>30,604</b>	(11,373)	(27%)	▼
Education and Welfare		4,140	3,105	<b>3,603</b>	498	16%	
Housing		172,400	129,300	<b>144,100</b>	14,800	11%	▲
Community Amenities		145,400	109,050	<b>136,506</b>	27,456	25%	▲
Recreation and Culture		221,897	166,423	<b>76,528</b>	(89,895)	(54%)	▼
Transport		338,407	253,805	<b>214,022</b>	(39,783)	(16%)	▼
Economic Services		151,000	113,250	<b>107,621</b>	(5,629)	(5%)	
Other Property and Services		261,736	196,302	<b>238,105</b>	41,803	21%	▲
		<b>4,293,105</b>	<b>3,219,829</b>	<b>3,535,304</b>			
<b>Expenditure from operating activities</b>							
Governance		(841,260)	(630,945)	<b>(655,615)</b>	(24,670)	(4%)	▲
General Purpose Funding		(83,901)	(62,926)	<b>(54,785)</b>	8,141	13%	▼
Law, Order and Public Safety		(124,624)	(93,468)	<b>(92,314)</b>	1,154	1%	
Health		(596,151)	(447,113)	<b>(289,477)</b>	157,636	35%	▼
Education and Welfare		(132,372)	(99,279)	<b>(84,982)</b>	14,297	14%	▼
Housing		(456,746)	(342,560)	<b>(277,374)</b>	65,185	19%	▼
Community Amenities		(222,028)	(166,521)	<b>(144,667)</b>	21,854	13%	▼
Recreation and Culture		(1,767,221)	(1,325,416)	<b>(1,216,680)</b>	108,736	8%	▲
Transport		(3,716,047)	(2,787,035)	<b>(972,225)</b>	1,814,811	65%	▼
Economic Services		(795,726)	(596,795)	<b>(538,748)</b>	58,046	10%	▼
Other Property and Services		(307,174)	(230,381)	<b>(460,426)</b>	(230,046)	(100%)	▲
		<b>(9,043,250)</b>	<b>(6,782,438)</b>	<b>(4,787,293)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		3,961,066	2,970,800	<b>1,248,172</b>	(1,722,627)	(58%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	100,000	75,000	<b>96,679</b>	21,679	29%	▲
Adjust Provisions and Accruals		0	0	<b>24,742</b>	24,742		▲
		<b>(689,079)</b>	<b>(516,809)</b>	<b>117,604</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions							
Proceeds from Disposal of Assets	6	1,031,617	773,713	<b>820,259</b>	46,546	6%	
Capital Acquisitions	7	(2,517,132)	(1,887,849)	<b>(1,953,260)</b>	(65,411)	(3%)	▼
		<b>(1,381,515)</b>	<b>(1,036,136)</b>	<b>(1,076,400)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		272,000	204,000	<b>0</b>	(204,000)	(100%)	▼
Transfer from Reserves	9	36,700	27,525	<b>36,700</b>	9,175	33%	▲
Repayment of Debentures	8	(83,061)	(62,296)	<b>(35,148)</b>	27,148	44%	▲
Transfer to Reserves	9	(136,287)	(102,215)	<b>(58,233)</b>	43,982	43%	▼
		<b>89,352</b>	<b>67,014</b>	<b>(56,680)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>495,311</b>	<b>965,766</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.



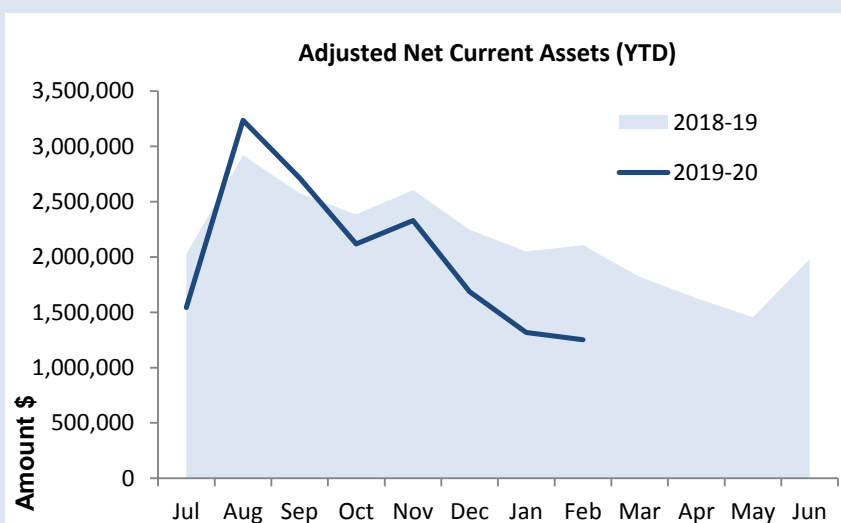
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	Year to Date Actual 31 Mar 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	2,667,677	1,182,502
Cash Restricted	3	1,260,128	1,281,661
Receivables - Rates	4	125,531	178,644
Receivables - Other	4	147,487	118,659
Interest / ATO Receivable		8,050	0
Inventories		34,774	61,954
		4,243,647	2,823,421
<b>Less: Current Liabilities</b>			
Payables		(646,084)	(221,781)
Provisions - employee		(408,126)	(408,126)
Long term borrowings		(70,719)	(35,571)
Contract Liabilities (Only recognised after 1 July 2019)		(61,386)	(61,386)
		(1,186,315)	(726,864)
<b>Unadjusted Net Current Assets</b>		<b>3,057,333</b>	<b>2,096,557</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Cash reserves & restricted assets	3	(1,260,128)	(1,281,661)
Add: Provisions - employee		113,319	115,299
Add: Long term borrowings		70,719	35,571
<b>Adjusted Net Current Assets</b>		<b>1,981,242</b>	<b>965,766</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)  
\$ .97 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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>Revenue from operating activities</b>					
Governance	7,111	13%	▲	Timing	Insurance Bonus was paid in July 2019
General Purpose Funding - Rates	372,218	33%	▲		Rates were raised in August and all rates revenue recognised
Law, Order and Public Safety	(6,010)	(27%)	▼	Timing	Need to raise invoice for DFES contribution to expenses at Emergency Services Building for 2018-19.
Health	(11,373)	(27%)	▼	Timing	Timing of receiving DFES operating grants for BFBs
Housing	14,800	11%	▲	Timing	Have received the 5 payments from Dr Chow
Community Amenities	27,456	25%	▲	Timing	GROH have commenced paying rent at property in Curlew Drive and this has increased rental income.
Recreation and Culture	(89,895)	(54%)	▼	Timing	Rubbish and recycling charges were raised in August Haven't recognised grant funding for lighting project to date. Contribution from Hockey Club for lighting project hasn't been requested yet but invoice will be raised in April
Other Property and Services	41,803	21%	▲	Timing	Variance will continue to be monitored
<b>Expenditure from operating activities</b>					
Governance	(24,670)	(4%)	▲	Timing	This is slightly higher than monthly budget but due to annual fees paid in July.
General Purpose Funding	8,141	13%	▼	Timing	Large proportion is discount honoured on early payment of rates.
Health	157,636	35%	▼	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	14,297	14%	▼	Timing	Depreciation not accounted for as audit not completed
Housing	65,185	19%	▼	Timing	This is also slightly under budget due to the large amount of maintenance being completed on properties.
Community Amenities	21,854	13%	▼	Timing	Depreciation not accounted for as audit not completed
Recreation and Culture	108,736	8%	▲	Timing	This is over budget due to higher cleaning costs at the Rec Centre, additional hours required for maintaining entrance to Rec Centre and wage and maintenance costs at the Pool
Transport	1,814,811	65%	▼	Timing	This is under as roads depreciation has not been accounted for. This is processed at the end of the financial year.
Economic Services	58,046	10%	▼	Timing	This is under budget as a number of maintenance jobs are still outstanding on factory units and other rentals.
Other Property and Services	(230,046)	(100%)	▲	Timing	This is over budget but due to insurance and other costs being paid in July and the allocations. This will be reviewed.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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	46,546	6%		Timing	Need to complete invoicing for Main Roads. Will be completed in April
Proceeds from Disposal of Assets	(21,399)	(27%)	▼	Timing	Still some assets to dispose of Under budget with some projects still requiring completion including electrical upgrades on Admin & Medical Centre, stairs at pool, Main St redevelopment, some plant still requires to be purchased, Roads to Recovery jobs and one bridge conversion to culverts
Capital Acquisitions	(65,411)	(3%)		Timing	
<b>Financing Activities</b>					
Proceeds from New Debentures	(204,000)	(100%)	▼	Timing	New loan application has been sent and waiting for approval.
Repayment of Debentures	27,148	44%	▲	Timing	Loan repayment made in Oct with final payment due in April 2020
Transfer to Reserves	43,982	43%	▼	Timing	This is under due to the budgeted transfer to Plant reserve as per Budget Review.

**KEY INFORMATION**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

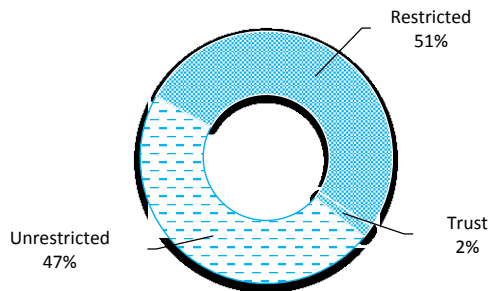
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	700			700			
<b>At Call Deposits</b>							
Municipal Fund	1,181,802			1,181,802	BKCB		
Trust Fund			40,278	40,278	BKCB		
<b>Term Deposits</b>							
General Reserve Fund		441,225		441,225	BKCB	1.60%	28/09/2020
Transport Infrastructure Reserve Fund		741,062		741,062	BKCB	1.60%	13/08/2020
Sporting Clubs Facility Replacement		99,374		99,374	BKCB	1.30%	13/10/2020
<b>Total</b>	<b>1,182,502</b>	<b>1,281,661</b>	<b>40,278</b>	<b>2,503,741</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

All funds are currently held or invested with Bendigo Bank.



Total Cash	Unrestricted
<b>\$2.5 M</b>	<b>\$1.18 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	31 Mar 20
	\$
Opening Arrears Previous Years	93,884
Levied this year	1,528,105
Less Collections to date	(1,480,304)
<b>Equals Current Outstanding</b>	<b>141,685</b>
<b>Net Rates Collectable</b>	<b>141,685</b>
% Collected	91.26%

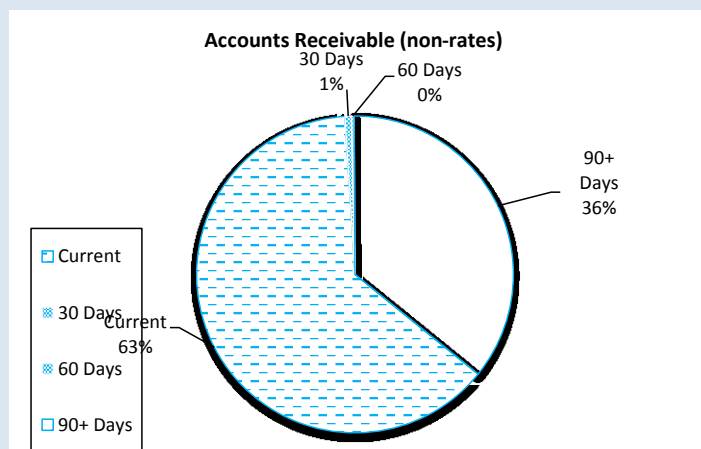
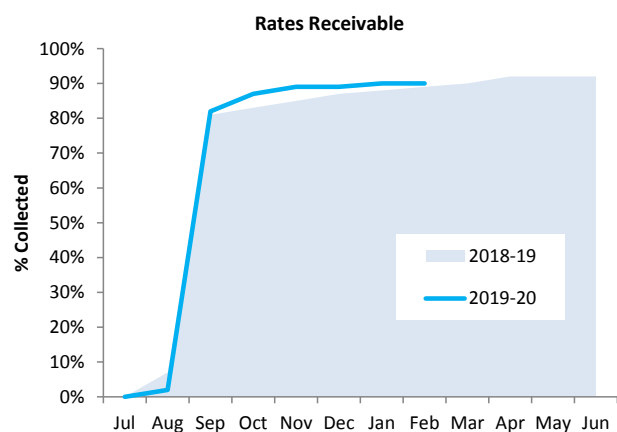
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	55,211	585	233	31,403	87,432
Percentage	63%	1%	0%	36%	
<b>Balance per Trial Balance</b>					
Sundry debtors					87,432
GST receivable					31,228
Other receivables					0
<b>Total Receivables General Outstanding</b>					<b>118,659</b>
<b>Amounts shown above include GST (where applicable)</b>					

**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>\$118,659</b>
<b>Over 30 Days</b>
<b>37%</b>
<b>Over 90 Days</b>
<b>36%</b>

<b>Collected</b>	<b>Rates Due</b>
<b>91%</b>	<b>\$141,685</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

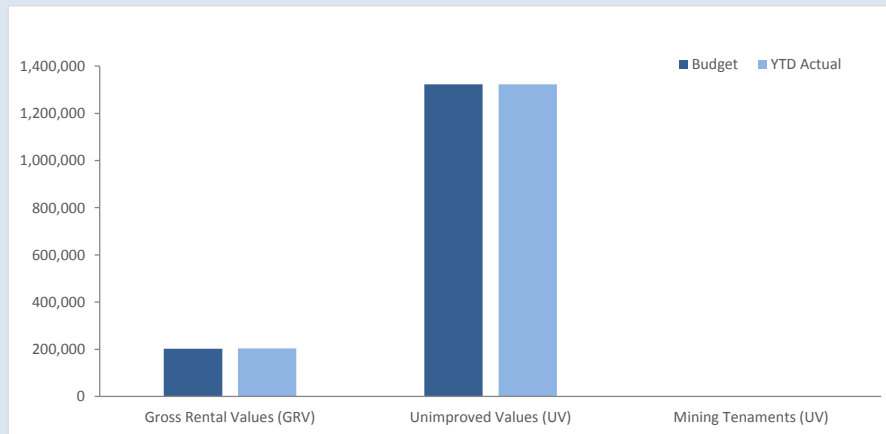
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Gross Rental Values (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.



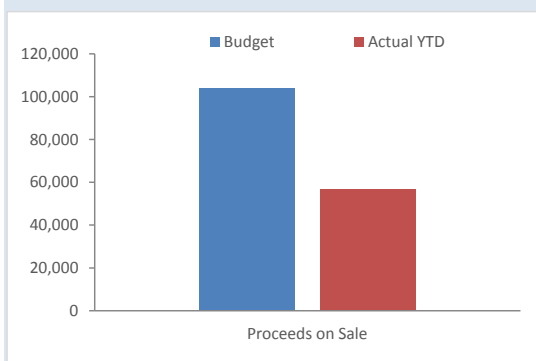
General Rates		
Budget	YTD Actual	%
<b>\$1.49 M</b>	<b>\$1.49 M</b>	<b>100%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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 MARCH 2020**

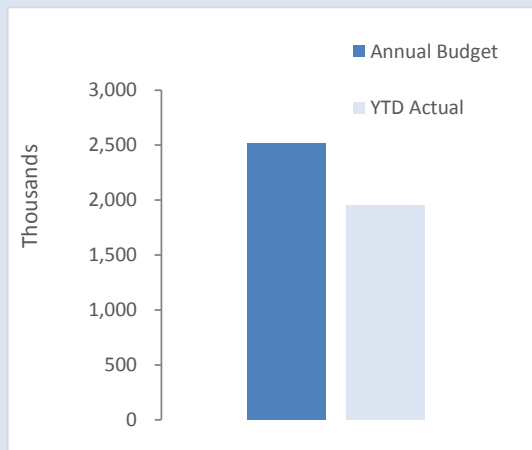
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	775,999	581,999	578,684	(3,316)
Plant & Equipment	344,710	258,533	252,227	(6,306)
Furniture & Equipment	32,350	24,263	23,748	(515)
Infrastructure - Roads	1,364,073	1,023,055	1,098,602	75,547
<b>Capital Expenditure Totals</b>	<b>2,517,132</b>	<b>1,887,849</b>	<b>1,953,260</b>	<b>65,411</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,031,617	773,713	820,259	46,546
Borrowings	272,000	204,000	0	(204,000)
Other (Disposals)	104,000	78,000	56,601	(21,399)
Contribution - operations	1,109,515	832,136	1,076,400	244,264
<b>Capital Funding Total</b>	<b>2,517,132</b>	<b>1,887,849</b>	<b>1,953,260</b>	<b>65,411</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>\$2.52 M</b>	<b>\$1.95 M</b>	<b>78%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.03 M</b>	<b>\$.82 M</b>	<b>80%</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

INVESTING ACTIVITIES  
NOTE 7

CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Completed
<b>Capital Expenditure</b>		<b>2,517,132</b>	<b>1,887,849</b>	<b>1,953,260</b>		
<b>Buildings</b>		<b>775,999</b>	<b>581,999</b>	<b>578,684</b>		
Upgrade Electrical compliance at Admin building		13,000	9,750	0	0%	
Construct new dog pound		11,360	8,520	11,341	100%	✓
Electrical compliance upgrade at Medical Centre		37,000	27,750	0	0%	
Install Aircon into Medical Centre		9,000	6,750		0%	
Construct Second Residence in Subdivision		229,500	172,125	229,504	100%	✓
Finish Entry Statement at Curlew Drive		7,783	5,837	7,928	102%	✓
Entry Statement at Rec Centre		28,500	21,375	29,196	102%	✓
Power upgrade at Rec Centre		104,500	78,375	7,358	7%	
Lighting for Hockey Turf		262,706	197,030	263,036	100%	✓
Replace Squash Court Floor		14,650	10,988	13,250	90%	✓
New Staircase for Slide at Pool		30,500	22,875	4,000	13%	
Repaint entry structure in new logo colours at Pool		6,000	4,500	3,420	57%	✓
Replace shade sails at Pool		12,000	9,000	9,650	80%	
Installation of Signage & Gazebo at Bruce's Rock		9,500	7,125		0%	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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>258,533</b>	<b>252,227</b>		
BK1 Changeover		52,500	39,375	0	0%	
BK2 Changeover		45,000	33,750	46,909	104%	✓
Turf Cleaner for Hockey Turf		35,000	26,250	0	0%	
Mower for Oval		58,600	43,950	58,620	100%	✓
Mower for Cricket Oval		7,000	5,250	7,000	100%	✓
Water Truck		105,000	78,750	98,089	93%	✓
BK041 WSFN PM Vehicle		41,610	31,208	41,609	100%	✓
<b>Furniture &amp; Equipment</b>		<b>32,350</b>	<b>24,263</b>	<b>23,748</b>		
Purchase Photocopier for Admin Office		8,000	6,000	8,571	107%	✓
Upgrade Server at Medical Centre		18,000	13,500	15,177	84%	
New Projector for Shire Hall		6,350	4,763		0%	
<b>Infrastructure - Roads</b>		<b>1,364,073</b>	<b>1,023,055</b>	<b>1,098,602</b>		
Drainage at Rec Centre		50,000	37,500	54,154	108%	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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	27,818	31,465	85%	
CBD Revitalisation - Johnson Street		60,000	45,000	909	2%	
<u>Regional Road Group</u>						
Black Spot - Lawrie Rd & Cumminin Road Intersection		20,134	15,101	21,548	107%	✓
Bruce Rock - Narembeen Road		461,564	346,173	461,877	100%	✓
<u>Roads to Recovery</u>						
Bees Road (resheet)		65,520	49,140	47,482	72%	
Kwolyin South Road (resheet)		50,807	38,105	8,045	16%	
Yerrapin Boundary Road (resheet)		48,231	36,173	48,231	100%	
Lawrie Road (resheet)		34,853	26,140	34,853	100%	✓
Carger Road (resheet)		43,499	32,624	43,083	99%	
Belka East Road (reseal)		32,737	24,553	32,737	100%	✓
Cumminin Road (reseal)		44,895	33,671	44,895	100%	
Erikin South Road (reseal)		25,269	18,952	25,269	100%	✓
Bruce Rock East Road (reseal)		50,225	37,669	50,225	100%	✓
McGellin Road (resheet)		36,272	27,204	0	0%	
Bruce Rock Corrigin Road (reseal)		64,736	48,552	61,461	95%	✓
<u>Bridges - Replace with Culverts</u>						
Cole Road		71,492	53,619	74,830	105%	✓
Belka West Road		87,242	65,432	0	0%	
Old Beverley Road		49,412	37,059	47,122	95%	
<u>Council Funded Drainage Works</u>						
Concrete Open Drain - Noonajin Road		30,094	22,571	10,415	35%	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Loan 3 - Construct House	0	0	272,000	0	12,341	0	259,659	0	2,747
							0		
<b>Recreation and Culture</b>									
Loan 2 - Solar Panels	18,296	0	0	9,093	18,296	9,202	0	234	331
<b>Economic Services</b>									
Loan 1 - Caravan Park	52,424	0	0	26,055	52,424	26,369	0	711	949
<b>Total</b>	<b>70,720</b>	<b>0</b>	<b>272,000</b>	<b>35,148</b>	<b>83,061</b>	<b>35,571</b>	<b>259,659</b>	<b>945</b>	<b>4,027</b>

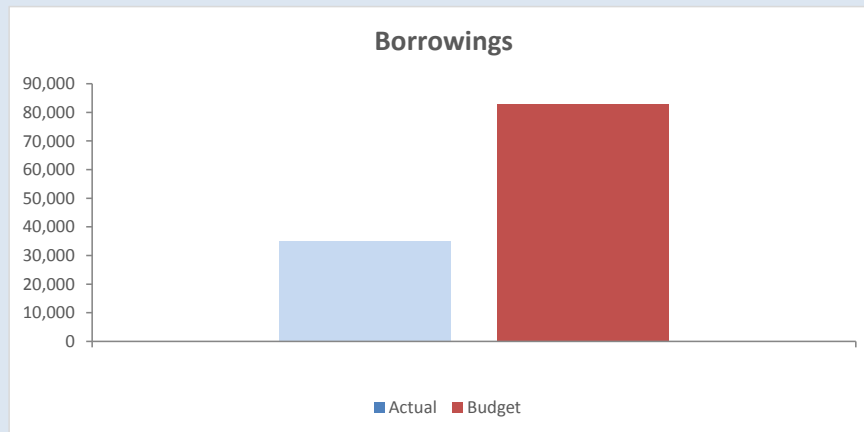
All debenture repayments were financed by general purpose revenue.

**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>\$35,148</b>	<b>\$945</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$1.28 M</b>	<b>\$35,571</b>

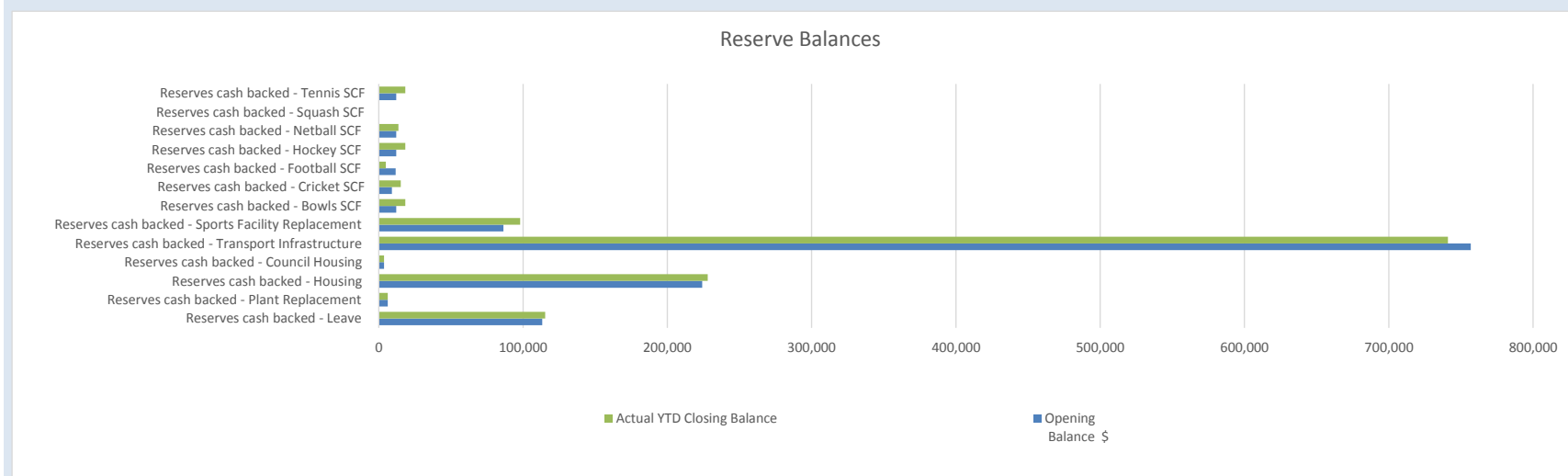
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Leave	113,319	2,266	1,981	0		0		115,585	115,299
Reserves cash backed - Plant Replacement	6,179	124	108	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
	<b>1,260,128</b>	<b>25,203</b>	<b>23,108</b>	<b>111,084</b>	<b>35,125</b>	<b>(36,700)</b>	<b>(36,700)</b>	<b>1,359,715</b>	<b>1,281,661</b>

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 10  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
J11442	Improvements to water slide at Aquatic Centre	OCM Nov 19 - 11.1.1	Capital Expenditure			8,500	(8,500)
J11317	Replacement of Squash Court Floor	OCM Nov 19 - 11.1.1	Operating Expenditure			14,650	(23,150)
RR174	R2R Bruce Rock Corrigin Road	OCM Nov 19 - 11.3.3	Capital Expenditure			62,515	(85,665)
121309	INCOME - Roads to Recovery Funding	OCM Nov 19 - 11.3.4	Capital Revenue		62,515		(23,150)
	Installation of Broadband wireless network	OCM Nov 19 - 11.4.5	Capital Expenditure			29,700	(52,850)
151308	Transfer from Reserve - Transport Infrastructure Reserve	OCM Nov 19 - 11.4.5	Other		29,700		(23,150)
113311	INCOME - Contributions for Rec Centre & Halls	OCM Dec 19 - 11.3.3	Operating Revenue		50,000		26,850
J11314	Upgrade Power to Rec Centre	OCM Dec 19 - 11.3.3	Capital Expenditure			50,000	(23,150)
951904	Sporting Club Facility Replacement Reserve - Footabll	ECM Dec 19 - 11.3.5	Other			7,000	(30,150)
	Purchase Lot 465 Westral street	OCM Feb 20 - 11.3.4	Capital Expenditure		10,000		(20,150)
	WSFN Expenses	OCM Feb 20 - 11.3.6	Operating Expenses			54,950	(75,100)
	WSFN Revenue	OCM Feb 20 - 11.3.6	Operating Revenue		54,950		(20,150)
	WSFN Project Manager vehicle	OCM Feb 20 - 11.3.6	Capital Expenditure			41,610	(61,760)
	Supermarket Expenditure	SCM Mar 20 - 8.1.1	Operating Expenditure			80,000	(141,760)
	Supermarket Revenue	SCM Mar 20 - 8.1.1	Operating Income		80,000		(61,760)
				<b>0</b>	<b>287,165</b>	<b>348,925</b>	<b>(61,760)</b>

**KEY INFORMATION**

These budget amendments have been run through the Budget Review.

**List of Accounts For March 2020**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
<b>Municipal Account EFTs</b>				
EFT15370	04/03/2020	EDWARDS MOTORS PTY LTD	CREW CAB UTE FOR WSFN PM	\$45,770.00
EFT15371	05/03/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION AND REFUSE SITE MAINTENANCE FORTNIGHT ENDING 04/03/2020	\$3,387.02
EFT15372	05/03/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$177.04
EFT15373	05/03/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$141.74
EFT15374	06/03/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,286.00
EFT15375	13/03/2020	2C2U IT PTY LTD	MEDICAL CENTRE IT SUPPORT	\$198.00
EFT15376	13/03/2020	ADVANCED AUTOLOGIC PTY LTD	ADBLUE	\$700.00
EFT15377	13/03/2020	AVON WASTE	RECYCLING COLLECTIONS FOR THE MONTH OF FEBRUARY 2020	\$3,612.33
EFT15378	13/03/2020	AUSRECORD	ARCHIVE BOXES	\$88.00
EFT15379	13/03/2020	BADGELINK	NAME BADGE FOR OFFICER	\$21.50
EFT15380	13/03/2020	BEING THERE SOLUTIONS PTY LTD	MONTHLY SUBSCRIPTION TO VIDEO CONFERENCING FOR MARCH 2020	\$275.00
EFT15381	13/03/2020	BK AIR & SERVICES	REPLACE ALL BLINDS YOUNG SINGLE PERSON UNIT	\$1,290.00
EFT15382	13/03/2020	BOC LIMITED	GAS BOTTLE RENTALS FEBRUARY 2020	\$106.13
EFT15383	13/03/2020	BROWNLEY'S PLUMBING & GAS	PLUMBING & GAS REPAIRS TO VARIOUS SHIRE PROPERTIES	\$2,785.48
EFT15384	13/03/2020	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR VARIOUS SHIRE FUNCTIONS & MEETINGS	\$372.50
EFT15385	13/03/2020	BRUCE ROCK CHALET	ACCOMMODATION FOR MED STUDENT IMMERSION PROGRAM STAFF MEMBER- TO BE REIMBURSED	\$210.00
EFT15386	13/03/2020	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COUNCILLORS/STAFF BOWLS FUNCTION	\$484.60
EFT15387	13/03/2020	BRUCE ROCK LPO	POSTAGE AND STATIONERY	\$184.18

EFT15388	13/03/2020	BURGESS RAWSON PTY LTD	WATER CHARGES	\$49.87
EFT15389	13/03/2020	CENTRAL REGIONAL TAFE	STAFF TRAINING	\$622.08
EFT15390	13/03/2020	CJD EQUIPMENT PTY LTD	FILTERS FOR BK373	\$144.08
EFT15391	13/03/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	CHEMICALS FOR AQUATIC CENTRE	\$1,166.39
EFT15392	13/03/2020	ENVIROPIPES	CORRUGATED PIPES AND SEALS FOR CULVERT	\$17,380.00
EFT15393	13/03/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR FEBRUARY 2020	\$629.00
EFT15394	13/03/2020	HENDO'S HANDYMAN & PLUMBING SERVICES	SERVICE TOILET CISTERN AT MACHINERY MUSEUM	\$64.90
EFT15395	13/03/2020	IRVINE TRANSPORT	SAND & METAL FOR BATCHING PLANT	\$6,645.13
EFT15396	13/03/2020	J & K HOPKINS	OFFICE DESK WSFNPM	\$1,418.00
EFT15397	13/03/2020	JH COMPUTER SERVICES	SUPPLY LAPTOPS	\$2,703.80
EFT15398	13/03/2020	KENNARDS HIRE MIDLAND	CABLE HIRE-AQUATIC CENTRE GENERATOR	\$185.00
EFT15399	13/03/2020	LANDGATE	INTERIM GRV VALUATION	\$67.85
EFT15400	13/03/2020	LO-GO APPOINTMENTS	TEMPORARY WORKS MANAGER	\$2,766.10
EFT15401	13/03/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	FINANCE PROFESSIONALS CONFERENCE FOR OFFICER TO BE REIMBURSED BY WHEATBELT LG PRO	\$1,720.00
EFT15402	13/03/2020	LOCAL ELECTRICAL & AIR CONDITIONING SPECIALIST	AIRSTRIPE LIGHT REPAIRS & POOL GENERATOR HOOK UP	\$1,751.97
EFT15403	13/03/2020	MAJOR MOTORS PTY LTD	RADIATOR AND COOLANT FOR BK025	\$5,324.00
EFT15404	13/03/2020	MASONS SHOPPING CENTRE	PURCHASES FOR FEBRUARY 2020	\$2,427.51
EFT15405	13/03/2020	MCCALL MOTORS PTY LTD	PURCHASES FOR FEBRUARY 2020	\$2,531.37
EFT15406	13/03/2020	MCLEODS BARRISTERS & SOLICITORS	BRUCE ROCK QUARRY - LEGAL ADVICE	\$3,326.95
EFT15407	13/03/2020	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING FOR FEBRUARY 2020	\$35.20
EFT15408	13/03/2020	MOORE STEPHENS	BUDGET WORKSHOP FOR OFFICER	\$957.00
EFT15409	13/03/2020	MWB CONTRACTING T/AS BRICKMART WA	DRAINAGE WORKS AT RECREATION CENTRE, LESS CORRECTIVE WORKS TO PAVEMENT LEVEL UNDERTAKEN BY SHIRE STAFF	\$28,517.00
EFT15410	13/03/2020	NUTRIEN AG SOLUTIONS	FENCING SUPPLIES FRO BRIDGE WORKS AND CHEMICALS FOR OVAL	\$1,139.93



EFT15411	13/03/2020	OFFICE OF THE AUDITOR GENERAL	FEE FOR THE ATTEST AUDIT FOR YEAR ENDED 30 JUNE 2019, ADDITIONAL FEE FOR COST INCURRED ON THE INFRASTRUCTURE VALUATION MATTER AND ASSISTANCE PROVIDED TO COMPLETE THE FINANCIAL REPORT	\$33,770.00
EFT15412	13/03/2020	OFFICEWORKS BUSINESS DIRECT	TOILET ROLL HOLDERS AQUATIC CENTRE & CARAVAN PARK, OFFICE SUPPLIES, STATIONERY AND OFFICE CHAIR	\$642.86
EFT15413	13/03/2020	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PUBLIC LIBRARIES WA MEMBERSHIP	\$110.00
EFT15414	13/03/2020	R2K CONTRACTING	HOSE ASSEMBLIES FOR 9MT181	\$86.75
EFT15415	13/03/2020	RODGER EDWIN GEORGE	EXCAVATOR HIRE - DIG OUT BRIDGE ON OLD BEVERLEY ROAD	\$3,080.00
EFT15416	13/03/2020	SAI GLOBAL LIMITED	COPY OF ELECTRIC FENCING AUSTRALIAN STANDARDS AS PER LOCAL LAW REQUIREMENTS	\$73.51
EFT15417	13/03/2020	SHAYNA CAMPBELL	PAYMENT FOR CULTURAL ACTIVITY FOR MED STUDENT EVENT	\$233.99
EFT15418	13/03/2020	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR MARCH 2020, HEALTHENGINE, CONFERENCE, CARD FEE & INTERNET	\$730.44
EFT15419	13/03/2020	SHIRE OF MERREDIN	EASTERN WHEATBELT VISITORS GUIDE ADVERTISING	\$590.00
EFT15420	13/03/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$847.91
EFT15421	13/03/2020	SYNERGY	ELECTRICITY USAGE	\$20,295.23
EFT15422	13/03/2020	THE BUNTING GROUP OF COMPANIES	SUPPLY AND INSTALL REPLACEMENT SQUASH COURT FLOORING	\$14,575.00
EFT15423	13/03/2020	TRANSTRUCT	POSTS FOR SIGNS AND REINFORCING SUPPLIES FOR REC CENTRE FOOTPATH	\$5,129.19
EFT15424	13/03/2020	TWO DOGS HOME HARDWARE	TOOLS	\$249.00

EFT15425	13/03/2020	TASMAN CHEMICALS PTY LTD	CLEANER - LOW SUDS	\$54.78
EFT15426	13/03/2020	VINES MEDICAL PRACTICE - BROOKTON	PRE EMPLOYMENT MEDICAL FOR OFFICER	\$150.00
EFT15427	13/03/2020	WESFARMERS KLEENHEAT GAS PTY LTD	BULK LPG	\$915.90
EFT15428	13/03/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	SHORT COURSE BOOKING FOR ELECTED MEMBER	\$1,575.00
EFT15429	13/03/2020	WESTRAC PTY LTD	PARTS FOR 9MT181	\$584.93
EFT15430	13/03/2020	WHEATBELT LIQUID WASTE	CAFÉ SEPTIC PUMP OUTS (3)	\$1,089.00
EFT15431	13/03/2020	WHEATBELT UNIFORMS, SIGNS & SAFETY	FIRE EQUIPMENT TESTING AND REPLACEMENTS WHERE REQUIRED	\$3,155.90
EFT15432	13/03/2020	WURTH	WORKSHOP CONSUMABLES	\$1,065.54
EFT15433	13/03/2020	2C2U IT PTY LTD	MEDICAL CENTRE SERVER INSTALLATION - FINAL PAYMENT	\$10,695.00
EFT15434	19/03/2020	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION AND REFUSE SITE MAINTENANCE FORTNIGHT ENDING 18/03/2020	\$3,387.02
EFT15435	19/03/2020	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$881.32
EFT15436	19/03/2020	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$141.74
EFT15437	19/03/2020	BRUCE PARKER	TRAVEL REIMBURSEMENT	\$384.54
EFT15438	19/03/2020	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$1,954.00
EFT15439	23/03/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR FEBRUARY 2020	\$48,374.00
EFT15440	27/03/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY CHARGES	\$41.80
EFT15441	27/03/2020	AUSTRALIA POST	POSTAGE CHARGES FOR FEBRUARY 2020 & BOX RENTAL FOR 2020	\$319.43
EFT15442	27/03/2020	APEX GATES PTY LTD	SERVICE OF DEPOT GATES	\$2,845.77
EFT15443	27/03/2020	BADGELINK	NAME BADGE FOR OFFICER	\$21.50
EFT15444	27/03/2020	BGC CEMENT	BULK CEMENT	\$11,548.63
EFT15445	27/03/2020	BRUCE ROCK DISTRICT CLUB	COUNCIL MEETING LUNCH & REFRESHMENTS AND REFRESHMENTS FOR VARIOUS OTHER MEETINGS	\$918.20
EFT15446	27/03/2020	BRUCE ROCK FOOTBALL CLUB	ACCESS FACILITY REPLACEMENT FUND FOR NEW SCORE BOARD	\$7,000.00

EFT15447	27/03/2020	BRUCE ROCK MEATS	CATERING FOR COUNCILLORS/STAFF BOWLS FUNCTION	\$550.00
EFT15448	27/03/2020	BRUCE ROCK TYRES	TYRES FOR BK660 AND PUNCTURE REPAIR BK6670	\$635.64
EFT15449	27/03/2020	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT & MANAGEMENT FEES	\$921.57
EFT15450	27/03/2020	CJD EQUIPMENT PTY LTD	WIPER PARTS FOR BK06	\$1,316.40
EFT15451	27/03/2020	COLESTAN ELECTRICS	ELECTRICAL REPAIRS TO VARIOUS SHIRE PROPERTIES	\$662.20
EFT15452	27/03/2020	COPIER SUPPORT	METER READING ON PHOTOCOPIER	\$603.06
EFT15453	27/03/2020	CRISP WIRELESS PTY LTD	30% PAYMENT SUPPLY AND INSTALL WIRELESS INTERNET SERVICE	\$17,167.17
EFT15454	27/03/2020	DAVE'S TREE SERVICE	LOPPING STREET TREES CLEAR OF POWER LINES	\$5,720.00
EFT15455	27/03/2020	DX PRINT GROUP PTY LTD	TIMESHEET BOOKS , ENVELOPES, DAILY INSPECTION BOOKS	\$3,091.00
EFT15456	27/03/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GAS FOR PUBLIC BBQS	\$154.80
EFT15457	27/03/2020	GREENLITE ELECTRICAL CONTRACTORS PTY LTD	SUPPLY AND INSTALL HOCKEY FIELD LIGHTING FINAL CLAIM	\$2,057.40
EFT15458	27/03/2020	GRANO DIRECT	CONCRETING SUPPLIES	\$218.20
EFT15459	27/03/2020	IRVINE TRANSPORT	SAND & METAL FOR BATCHING PLANT	\$8,534.38
EFT15460	27/03/2020	JH COMPUTER SERVICES	MARCH CONTRACT CHARGES & MODEM FOR AQUATIC CENTRE	\$2,634.75
EFT15461	27/03/2020	JR & A HERSEY PTY LTD	PPE , CONSUMABLES & TOOLS FOR WORKSHOP	\$1,986.57
EFT15462	27/03/2020	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$25,120.80
EFT15463	27/03/2020	LO-GO APPOINTMENTS	TEMPORARY WORKS MANAGER	\$6,132.02
EFT15464	27/03/2020	LOCAL ELECTRICAL & AIR CONDITIONING SPECIALIST	REPAIR FLOODLIGHTS AT REC CENTRE AND FACTORY UNIT	\$804.10
EFT15465	27/03/2020	MAJOR MOTORS PTY LTD	DIAGNOSTICS PROCEDURE FOR BK025	\$924.00
EFT15466	27/03/2020	OFFICEWORKS BUSINESS DIRECT	PRINTER CARTRIDGES & STATIONERY	\$236.04
EFT15467	27/03/2020	PHOENIX LANDSCAPING	SUPPLY & INSTALL SYNTHETIC TURF AT REC CENTRE	\$4,070.00
EFT15468	27/03/2020	R2K CONTRACTING	MAKE AND SUPPLY HOSE FOR BK650	\$317.10

EFT15469	27/03/2020	RON BATEMAN & CO	ENGINE OIL FOR BK08	\$152.81
EFT15470	27/03/2020	SHIRE OF CORRIGIN	REIMBURSEMENT FOR REPAIRS FOR SPEED ALERT MOBILE TRAILER	\$966.53
EFT15471	27/03/2020	SIGMA CHEMICALS	FREIGHT FOR REPLACEMENT POOL PUMP	\$55.81
EFT15472	27/03/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES FROM VARIOUS LOCATIONS TO BRUCE ROCK	\$373.52
EFT15473	27/03/2020	STRANGE IMAGES	ON SITE MINI AERIAL PHOTO SHOOT	\$670.00
EFT15474	27/03/2020	SYNERGY	ELECTRICITY USAGE	\$1,775.00
EFT15475	27/03/2020	TRANSTRUCT	SUPPLIES FOR BRIDGE WORKS	\$275.13
EFT15476	27/03/2020	TWO DOGS HOME HARDWARE	30 BAGS OF GREY CEMENT FOR PRIVATE WORKS JOB COMPLETION	\$296.73
EFT15477	27/03/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$584.37
EFT15478	27/03/2020	WESTERN DIAGNOSTIC PATHOLOGY	ICUP INSTANT TEST KITS	\$467.50
EFT15479	27/03/2020	WESTRAC PTY LTD	FREIGHT CHARGES FOR PARTS RECEIVED	\$15.74
EFT15480	27/03/2020	WHEATBELT LIQUID WASTE	CAFÉ SEPTIC PUMP OUTS (2)	\$726.00
EFT15481	27/03/2020	WURTH	CONSUMABLES FOR WORK SHOP	\$693.00
<b>Total EFTs</b>				<b>\$411,089.87</b>

<b>Municipal Account Cheques</b>				
23992	04/03/2020	DEPARTMENT OF TRANSPORT	REGISTRATION FOR NEW UTE	\$214.45
23993	13/03/2020	CALEB CHOW	PRE EMPLOYMENT MEDICAL	\$77.00
23994	13/03/2020	DEPARTMENT OF TRANSPORT	REGISTRATION BK237	\$236.75
23995	13/03/2020	WATER CORPORATION	WATER USAGE	\$89.40
23996	20/03/2020	BOND ADMINISTRATOR	LODGEMENT OF BOND WITH BOND ADMINISTRATOR	\$368.00
23997	20/03/2020	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP FEBRUARY 2020, CAKE FOR COUNCIL AFTERNOON TEA, LICENCE PLATE CHANGE BK2	\$34.70
23998	23/03/2020	BOND ADMINISTRATOR	LODGEMENT OF BOND WITH BOND ADMINISTRATOR	\$448.00
23999	27/03/2020	TELSTRA	TELEPHONE USAGE AND SUPPLY MOBILE PHONES	\$5,757.38
24000	27/03/2020	WATER CORPORATION	WATER USAGE	\$12,524.18
<b>Total Cheques</b>				<b>\$19,749.86</b>
<b>Wages and Salaries</b>				
	04/03/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR THE FORTNIGHT ENDING 04/03/2020	\$71,009.75
	18/03/2020	PAYROLL DIRECT DEBIT OF NET PAYS	WAGES FOR THE FORTNIGHT ENDING 18/03/2020	\$75,259.48
<b>Total Wages and Salaries</b>				<b>\$146,269.23</b>

<b>Municipal Account Direct Debits</b>				
DD6423.1	04/03/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$11,035.99
DD6423.2	04/03/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$360.21
DD6423.3	04/03/2020	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$331.90
DD6423.4	04/03/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$135.41
DD6423.5	04/03/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$367.73
DD6423.6	04/03/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$103.07
DD6423.7	04/03/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$248.24
DD6423.8	04/03/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,338.69
DD6423.9	04/03/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$51.31
DD6423.10	04/03/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$322.85
DD6423.11	04/03/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$212.33
DD6440.1	18/03/2020	WALGS PLAN	PAYROLL DEDUCTIONS	\$11,963.09
DD6440.2	18/03/2020	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$169.66
DD6440.3	18/03/2020	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$360.21
DD6440.4	18/03/2020	MTAA SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$82.46
DD6440.5	18/03/2020	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$332.57
DD6440.6	18/03/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$254.38
DD6440.7	18/03/2020	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$367.73
DD6440.8	18/03/2020	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$96.33
DD6440.9	18/03/2020	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$245.48
DD6440.10	18/03/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,308.25
DD6440.11	18/03/2020	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$24.75
DD6440.12	18/03/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$323.91
DD6440.13	18/03/2020	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$213.04
<b>Total Direct Debits</b>				<b>\$30,249.59</b>

<b>Credit Card Payments</b>				
EFT15418	13/03/2020	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	\$122.10
		EVENTBRITE	TALKING SOIL HEALTH 2020 CONFERENCE FOR OFFICER	\$199.10
		BENDIGO BANK	CARD FEE	\$4.00
		ACTIV8ME	INTERNET FOR FEBRUARY - MARCH 2020	\$45.40
		WESTNET	INTERNET FOR MARCH 2020	\$109.95
		WESTNET	INTERNET FOR MARCH 2020	\$89.95
		WESTNET	INTERNET FOR MARCH 2020	\$69.99
		WESTNET	INTERNET FOR MARCH 2020	\$89.95
<b>Total Credit Card Payments</b>				<b>\$730.44</b>
<b>Total Municipal Account EFT Payments</b>				<b>\$411,089.87</b>
<b>Total Municipal Account Cheque Payments</b>				<b>\$19,749.86</b>
<b>Total Trust Cheque Payments</b>				<b>\$0.00</b>
<b>Total Wages</b>				<b>\$176,518.82</b>
<b>TOTAL</b>				<b>\$607,358.55</b>



## Premier of Western Australia

Mayor Tracey Roberts JP  
President  
Western Australian Local Government Association  
PO Box 1544  
WEST PERTH WA 6872

Dear Mayor *Tracey* Roberts

### COVID - 19

Western Australia has joined forces with other States and the Commonwealth as part of a national response to combat the spread of COVID-19 across our community.

Last week I released the updated Western Australian Pandemic Plan (Plan) in direct response to the potential impacts of COVID-19.

A Public Health Emergency and a State of Emergency for Western Australia has now been declared. Also, restrictions have been placed on gatherings of over 500 people, people arriving from overseas are required to self-isolate for 14 days and a ban has been placed on cruise ship arrivals for 30 days.

As the situation develops other measures will have to be taken.

During this period local governments and local government leaders will have an important role to play, not only fulfilling responsibilities under the Plan, but also providing leadership in their communities to help people through this difficult time.

Many of the restrictions being put into place will have economic and financial implications for businesses and families.

To ease the financial pressures on families, the State Government yesterday took the decision to freeze all Household Tariffs, Fees and charges in 2020-21.

Local government can also play a significant role to relieve pressure on families and businesses. Local government rates form a significant part of family and business expenses. Rate relief will further assist with these pressures.

I am requesting that you seek your members support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21.

Combined, these measures will provide relief to families and business from the impacts of the spread of COVID-19.

Yours sincerely

**HON MARK MCGOWAN MLA  
PREMIER**

**17 MAR 2020**

1 Parliament Place, West Perth, Western Australia 6005  
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: [WA-Government@dpc.wa.gov.au](mailto:WA-Government@dpc.wa.gov.au)  
[www.premier.wa.gov.au](http://www.premier.wa.gov.au)



## Darren Mollenoyux

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**From:** WALGA Governance Team <governance@walga.asn.au>  
**Sent:** Wednesday, 8 April 2020 11:29 AM  
**To:** Darren Mollenoyux  
**Subject:** Governance Update: COVID-19 Local Government Regulation Amendments

[View in your browser](#)

# Governance Update

WEDNESDAY, 8 APRIL 2020

## COVID-19 Update

### COVID-19 Local Government Regulation Amendments

The Department of Local Government, Sport and Cultural Industries distributed a [LG Alert](#) regarding further Regulatory amendments to support Local Governments in responding to the COVID-19 Public Health Emergency. These amendments are expected to be gazetted on Thursday, **9 April** and be effective from Friday, **10 April**, including:

- **Local Government (Financial Management) Regulations** – Removes, during a State of Emergency, the public notice requirements for; re-purposing financial reserves, borrowing money and changing the use of borrowed money, where the funds are used for emergency response purposes.

Note however, that the amendments do not remove obligations under s.6.11(2) and 6.20(2) and (3) for decisions to be made by an absolute majority Council resolution.

- **Local Government (Functions and General) Regulations** – Tender threshold increases to \$250,000. Also, public tenders will not be required during a State of Emergency for the supply of goods or services associated with the emergency nor for a 12 month (only) renewal or extension of an existing contract that would otherwise expire within three months.

We have reviewed the WALGA Purchasing Policy template (available to Governance and/or Procurement subscribers) to address these amendments and have updated the 'Local Buy' policy principles to align with Premier McGowan and Minister Templeman's request for Local Government goods

and services expenditure to be invested toward economic support of local businesses.

For more information about the amended Functions and General and Financial Management Regulations, email Manager Governance, [James McGovern](#) or call 9213 2093.

### **COVID-19 Local Government Community Support**

WALGA State Council resolved on Friday, **27 March** to support a suite of actions for Councils to consider in supporting their communities through the COVID-19 pandemic.

We would like to hear from all member Local Governments that have adopted Council-endorsed proposals aligning with the State Council's resolution, and any other actions and initiatives intended to ease the financial burden within the community.

Please forward relevant Council reports and resolutions to [governance@walga.asn.au](mailto:governance@walga.asn.au).

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#### WALGA

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West Leederville, WA 6007  
PO Box 1544, West Perth, WA 6872  
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WALGA · ONE70, Level 1, Railway Parade · West Leederville, WA 6007 · Australia

# Upcoming regulation amendments for local governments

To continue to support local governments during the COVID-19 outbreak, the department is urgently progressing amendments to the following Local Government Regulations.

6 Apr 2020



To continue to support local governments during the COVID-19 outbreak, the department is urgently progressing amendments to the following Local Government Regulations:

- financial management
- functions and general, and
- long service leave.

An overview of the amendments is outlined below:

## **Local Government (Financial Management) Regulations**

The removal of the requirement to give public notice during a state of emergency when

- repurposing financial reserves
- borrowing money
- changing the use of borrowed money

for the purpose of responding to the emergency.

## **Local Government (Functions and General) Regulations**

An increase to the tender threshold to \$250,000.

Removing the requirement to publicly invite tenders during a state of emergency for:

- the supply of goods or services associated with a state of emergency and
- a contract renewal or extension of no more than 12 months when the original contract is to expire within three months.

## **Local Government (Long Service Leave) Regulations:**

- clarifying that long service leave will continue to be accrued during any period of absence from duty due to the employer's response during a state of emergency
- allowing long service leave to be taken in two or more separate periods and
- allowing employees to access long service leave during a state of emergency if they have completed at least seven years of continuous service.

The regulations are due to be gazetted on Thursday 9 April 2020 and take effect on Friday 10 April 2020.

For further information, please email [LGresponse@dlgsc.wa.gov.au](mailto:LGresponse@dlgsc.wa.gov.au) (<mailto:LGresponse@dlgsc.wa.gov.au>)

## **Tags**

- [local government \(/department/news/tagged-news/-in-tags/tags/local-government\)](/department/news/tagged-news/-in-tags/tags/local-government)

Page reviewed 6 Apr 2020

## Darren Mollenoyux

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**From:** Natalie Churn <Natalie.Churn@audit.wa.gov.au> on behalf of Caroline Spencer <Caroline.Spencer@audit.wa.gov.au>  
**Sent:** Monday, 6 April 2020 4:31 PM  
**To:** Caroline Spencer  
**Subject:** OAG Guidance for Financial Controls and Remote Working security during COVID-19 response

Good afternoon local government CEOs, Mayors and Presidents

I wish you and your teams well during this period. I recognise the increased tempo and demands on all of you as you focus on addressing the strain across our communities and in your workforce, and the role of our frontline and central agencies in particular.

I would like to provide some guidance that my office has developed relevant to the risk environment of the current situation.

While the focus of this period must be on delivering initiatives that support community wellbeing, in times of heightened pressure and uncertain circumstances, it is easy for key financial management, governance and information security controls to slip. Yet it is also in these disrupted times that we must be extra vigilant, as there are those who seek to take advantage of distracted staff and gaps in control mechanisms.

***Good control during this period means that entities and senior decision makers will be better prepared to resume normal operations when the situation is over. It also means you won't be left dealing with the ramifications of fraud, error or decisions taken in haste that may be regretted when conditions are calmer.***

These guides are designed to assist you to lead the way, including ***asking the right questions***, and for your senior staff to ensure the security of your processes and systems while your entity navigates the next few months of the State's COVID-19 response.

### Financial and governance matters

Includes:

- Contextual considerations, such as an elevated sense of urgency that may persuade staff to override important controls
- Consideration around risk of misappropriation, unauthorised purchases or disposals of assets and cash
- Risks around unauthorised/invalid payments, invalid suppliers or fraudulent payments

### Security considerations for remote working arrangements

Includes:

- Security of remote access technology and servers
- Security of portable assets such as laptops and mobiles, including personal devices
- Communication with staff and implementation of policies

Please pass this guidance on to relevant members of your management team.

Please do not hesitate to contact me or my staff should you have any questions.

My best regards

Caroline

<b>Policy Name:</b>	<b>2.12</b>	COVID19 Financial Hardship Policy
<b>Department:</b>	Finance	
<b>Date Adopted:</b>	16 <sup>th</sup> April 2020	
<b>Last Reviewed:</b>		

**Preamble** Policy in relation to dealing with ratepayers and debtors facing financial hardship during the COVID19 Pandemic.

**Objective** To give effect to the Shire’s commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Bruce Rock recognises that these challenges may result in financial hardship for our ratepayers and debtors.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

**Scope** This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

**Policy**

- 1 Payment difficulties, hardship and vulnerability**  
Payment difficulties, or short term financial hardship, occur where a change in a person’s circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Bruce Rock recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

## **2 Anticipated Financial Hardship due to COVID19**

We recognise that some ratepayers and debtors are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

The Shire will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## **3 Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

## **4 Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Bruce Rock of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

## **5 Interest Charges**

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

## **6 Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

## **7 Debt Recovery**

The Shire will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

## **8 Review**

The Shire will advise ratepayers or debtors of all decisions made under this policy and advise them of right to seek a review by the full Council.

## **9 Communication and Confidentiality**

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at the ratepayers or debtors request.

The Shire will advise ratepayers and debtors of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that applicants during the time of the COVID19 Pandemic are experiencing additional stressors and may have



complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. All communication with applicants will be clear and respectful.

**10 Conflict of Interest**

Where a ratepayer or debtor has a close relationship with any staff member or Councillor, that staff member or Councillor must remove themselves from any decision making process in relation to this policy.

**Head of Power**

*Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.*

<b>Policy Name:</b>	<b>8.3</b> Fire Permit Procedures
<b>Department:</b>	Fire and Emergency Services
<b>Date Adopted:</b>	19 July 2018
<b>Last Reviewed:</b>	19 December 2019

**Preamble** Policy relating to Fire Permit Procedures.

**Objective** To dictate when fire Permits are to be issued and under what circumstances.  
**Policy** All Fire Permits are to be issued from the Shire Office and no permits are to exceed 5 days. Permits can be faxed if unable to attend during office hours.

Requirements to be listed on the permit are;

1. Subject to suitable weather conditions. Please check with Bureau of Meteorology in Perth for Fire Danger Rating or check [www.bom.gov.au/wa/forecasts/fire-danger.shtml](http://www.bom.gov.au/wa/forecasts/fire-danger.shtml) & go to Forecasts, Bushfire Danger & Forecast for South West Land Division for Jilbadgie or telephone 9842 2616 as cannot burn on "very high", "severe", "extreme" or "catastrophic rated days.
2. Before setting fire the permit holder shall arrange for and provide, in order to assist in keeping the fire under control and preventing it from spreading beyond the land on which the burning is to take place, at least 3 able-bodied persons who shall be constantly in attendance at the fire from the time it is lit until no burning or smouldering fuel is within 30 metres of the perimeter of the firebreak surrounding the burnt area or, if there is no such firebreak, within 30 metres of the perimeter of the burnt area (r.15B (6)).
  - Notify all adjoining landowners or occupiers (r.15B (4))
  - Must be equipped with adequate water supplies for duration of fire
  - Must have a UHF radio that is operational
  - Must read and abide by ALL accompanying conditions of permit

The Shire of Bruce Rock reserves the right to cancel any open permits at their discretion. Permit holders will be contacted if this occurs.

**Head of Power** Bush Fires Act 1954

## **BUSH FIRES ACT 1954**

### **BUSH FIRES (RESTRICTED BURNING TIMES) AMENDMENT NOTICE 2020**

Made by the FES Commissioner of the Department of Fire and Emergency Services under section 18(2) of the *Bush Fires Act 1954*.

#### **1. Citation**

This notice is the *Bush Fires (Restricted Burning Times) Amendment Notice 2020*.

#### **2. Commencement**

This notice comes into operation as follows—

- (a) clauses 1 and 2—on the day on which this notice is published in the *Gazette*;
- (b) the rest of the notice—on the day after that day.

#### **3. The notice amended**

The amendments in this notice are to the *Bush Fires (Restricted Burning Times) Notice 2012\** (as amended).

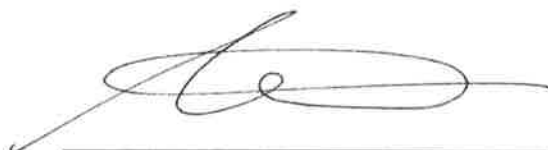
[\* Published in *Gazette* 3 February 2012, p. 615-619.]

#### **4. Schedule 1 amended**

Schedule 1 is amended by deleting all references to the restricted burning times for the zones of the State mentioned in Schedule 1 column 2 and inserting the following instead —

<b>Restricted Burning Time</b>	<b>Zone of the State</b>
3 October — 30 April	<b>Shire of Beverley</b>
2 November — 30 April	<b>Shire of Boddington</b>
9 October — 30 April	<b>Shire of Boyup Brook</b>
2 November — 30 April	<b>Shire of Bridgetown-Greenbushes</b>
19 September — 30 April	<b>Shire of Brookton</b>
19 September — 30 April	<b>Shire of Broomehill-Tambellup</b>
19 September — 30 April	<b>Shire of Bruce Rock</b>
2 November — 30 April	<b>Shire of Capel</b>
17 September — 30 April	<b>Shire of Carnamah</b>
1 September — 30 April	<b>Shire of Chapman Valley</b>
19 September — 30 April	<b>Shire of Coorow</b> <i>(Coastal Strip—that portion of the Shire west of the western boundary of a road approx 60 metres wide situated approx 72kms from and approximately parallel to the Shores of the Indian Ocean from the northerly boundary to the southern boundary of the shire)</i>
16 September — 30 April	<b>Shire of Coorow</b> <i>(remainder of the Shire after the exclusion of the coastal strip described above)</i>

19 September — 30 April	<b>Shire of Mukinbudin</b>
19 September — 30 April	<b>Shire of Narembeen</b>
1 September — 30 April	<b>Shire of Northampton</b>
1 October — 30 April	<b>Shire of Nungarin</b>
17 September — 30 April	<b>Shire of Perenjori</b>
19 September — 30 April	<b>Shire of Pingelly</b>
16 October — 30 April	<b>Shire of Quairading</b>
15 October — 30 April	<b>Shire of Tammin</b>
16 October — 30 April	<b>Shire of Three Springs</b>
19 September — 30 April	<b>Shire of Trayning</b>
1 October — 30 April	<b>Shire of Victoria Plains</b>
2 November — 30 April	<b>Shire of Wandering</b> <i>(that portion of the Shire west of the eastern boundary of the Canning River and Serpentine catchment areas)</i>
1 October — 30 April	<b>Shire of Wandering</b> <i>(the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine catchment areas)</i>
1 November — 30 April	<b>Shire of Waroona</b>
30 September — 30 April	<b>Shire of West Arthur</b>
19 September — 30 April	<b>Shire of Westonia</b>
1 October — 30 April	<b>Shire of Wickopin</b>
23 September — 30 April	<b>Shire of Williams</b>
14 October — 30 April	<b>Shire of Wongan-Ballidu</b>
19 September — 30 April	<b>Shire of Woodanilling</b>
19 September — 30 April	<b>Shire of Wyalkatchem</b>
19 September — 30 April	<b>Shire of Yilgarn</b>
15 October — 30 April	<b>Shire of York</b>



DARREN KLEMM AFSM  
FES Commissioner of the Department of Fire and  
Emergency Services



## **Public Notice** **Annual Meeting of Electors**

# **CANCELLED**

Friday, 27<sup>th</sup> March 2020 at 4.00pm  
Bruce Rock Shire Hall Supper Room

Notice is hereby given that the Annual Electors Meeting scheduled Friday, 27th March 2020 has been CANCELLED. As Council is required to adhere to the social distancing measures and associated requirements of the COVID 19 Pandemic.

To enable the electors to be informed as per scheduled business of the meeting, the following measures have been put in place;

1. Confirmation of the 2019 minutes of the AGM of Electors  
*A copy of the minutes is available on the Shire's website*
2. Business arising from previous Annual Electors Meeting minutes  
*There was no general business or questions raised at the 2019 meeting*
3. Receiving of the 2018/19 Annual Report  
*A copy of the Annual Report can be accessed via the following means;*
  - Council Website
  - Emailed upon request via the Shire Office [admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au)
  - Posted upon request by phoning the Shire Office 08 9061 1377
4. General Business  
*If Electors have any general business to raise or would like to ask, please email or write to the Chief Executive Officer by 14<sup>th</sup> April 2020 and it will be raised at the April 2020 Council Meeting & written response will be provided.*

54 Johnson Street,  
Bruce Rock, 6418  
**PO Box** PO Box 113, Bruce Rock WA 6418  
**Phone** (08) 9061 1377  
**Fax** (08) 9061 1340  
**Email** [admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au)  
**[brucerock.wa.gov.au](http://brucerock.wa.gov.au)**

Darren Mollenoyux  
Chief Executive Officer