



Shire of
Bruce Rock

Where friends become family



Agenda Attachments

Thursday 19 December 2019

SHIRE OF BRUCE ROCK
AGENDA ATTACHMENTS 19 December 2019

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21 NOVEMBER 2019

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21 NOVEMBER 2019

1. Declaration of Opening

The Shire President Cr SA Strange declared the meeting open at 2.09pm.

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

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NC Kilminster
	Cr PG Negri
	Cr BJ Waight
	Cr RA Waye
Chief Executive Officer	Mr DRS Mollenoyux
Deputy Chief Executive Officer	Mr A O'Toole
Community Development Officer	Miss A Waight
Environmental Health Officer	Mr J Goldacre 2.16pm to 2.33pm
Manager of Works	Mr G Casley 2.28pm to 2.54pm
Senior Finance Officer	Mr M Darby 2.28pm to 2.54pm

3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason
21.11.2019	Cr P Negri	11.1.3	Part owner of property and close relative of applicant.

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

Joe Fondacaro – Mineral Crushing

Mr Fondacaro gave Council an update n his intensions with his lease on Council’s Quarry.

Note: Council request that staff prepare an agenda item on the Bruce Rock Quarry lease and present it to the Ordinary Council Meeting on the 19th December 2019.

7. Applications for Leave of Absence

8. Announcements by Presiding Member

9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday 17 October 2019.

COUNCIL DECISION

Resolution OCM Nov 19 – 9.1

Moved: Cr Rajagopalan

Seconded: Cr Dolton

That the minutes of the Ordinary Meeting of Council held Thursday 17 October 2019 be confirmed as a true and correct record.

Carried 9/0

Special Council Meeting held on Monday 21 October 2019.

COUNCIL DECISION

Resolution OCM Nov 19 – 9.1

Moved: Cr Waight

Seconded: Cr Waye

That the minutes of the Special Council Meeting held Monday 21 October 2019 be confirmed as a true and correct record.

Carried 9/0

10. Regional Reports

Agenda Reference and Subject:	10.1.1 Wheatbelt Communities Meeting Minutes October 2019
File Reference:	1.6.9.1 Meeting Minutes and Agendas WEROC
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Darren Mollenoyux, Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	<i>Item 10.1.1 Attachment A – Wheatbelt Communities Minutes</i>

Summary

Council is asked to receive the minutes from the previous Wheatbelt Communities Meeting.

Background

The last Wheatbelt Communities Meeting was held on the 30th October 2019 at the Shire of Westonia Council Chambers.

Comment

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

A full copy of the minutes is provided as Attachment A for this Agenda item.

Consultation	Nil
Statutory Implications	Nil
Policy Implications	Nil

Risk Implications

Risk: That Council does not receive the minutes or object to decisions of the Wheatbelt Communities meeting.		
Likelihood	Consequence	Rating
Rare	Insignificant	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications	Nil
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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
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 Nov 19 – 10.1.1

Moved: Cr Foss

Seconded: Cr Dolton

That Council receives the minutes of the Wheatbelt Communities Meeting held on the 30th October 2019 at the Shire of Westonia Council Chambers.

Carried 9/0

Mr A O’Toole left Council Chambers at 2.14pm

Agenda Reference and Subject:

10.1.2 WEROC Council Meeting Minutes October 2019

File Reference:

1.6.9.1 Meeting Minutes and Agendas WEROC

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 10.1.1 Attachment A – Wheatbelt Communities Minutes

Summary

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

Background

The last WEROC Council Meeting was held on the 30th October 2019 at the Shire of Westonia Council Chambers.

Comment

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

The following items are highlighted for Council's attention;

Note: This meeting saw the Shire of Bruce Rock take over as the Chair for the next two years, with the Shire of Kellerberrin as the Deputy Chair.

8.1 Future Governance of WEROC – Development of WEROC Constitution

Following feedback from all member Councils on the draft WEROC Constitution the following resolution was made;

That:

- 1. The WEROC Executive Officer prepare and arrange the audit of the final statements of account for WEROC in order that all funds can be transferred from WEROC to the revised entity WEROC Inc once established;*
- 2. WEROC determine how all projects currently being undertaken by WEROC will be continued/completed under WEROC Inc once established;*
- 3. A Special General Meeting of Wheatbelt Communities Inc be held, via teleconference, prior to Christmas for the purpose of adopting the new constitution; and*
- 4. WEROC write to the Shire of Tammin to seek feedback on whether or not the Shire was interested in re-joining WEROC following its incorporation.*

8.4 Ongoing Development of WEROC App and Website

As Councillors are aware WEROC has been addressing the future direction of the WEROC App and website over the past 12 months.

The WEROC Council Meeting resolved as follows;

That WEROC:

- 1. Terminate its contract with go2GUIDES and in doing so seek clarification on ownership for both the WEROC App and website (including content and intellectual property); and*

2. *Seek quotations from suitably qualified organisations for the further development and management of the WEROC website.*

8.6 Medical Student Immersion Program

The Executive Officer provided an update on the Wheatbelt Medical Student Immersion Program with the next visit scheduled from Tuesday 10th March to Friday 13th March 2020.

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

Consultation Nil
Statutory Implications Nil
Policy Implications Nil

Risk Implications

Risk: That Council does not receive the minutes or object to decisions of the WEROC Council meeting.		
Likelihood	Consequence	Rating
Rare	Insignificant	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications Nil

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

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

Voting Requirements Simple Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Nov 19 – 10.1.2</p> <p>Moved: Cr Crooks Seconded: Cr Waight</p> <p>That Council receives the minutes of the WEROC Council Meeting held on the 30th October 2019 at the Shire of Westonia Council Chambers.</p> <p style="text-align: right;">Carried 9/0</p>
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Mr A O’Toole re-entered Council Chambers at 2.16pm

Mr J Goldacre entered Council Chambers at 2.16pm

11. Officers' Reports

11.1 Environmental Health Officer

Agenda Reference and Subject:	11.1.1 Budget Amendments – Aquatic Centre Pool Slide Stairs and Squash Court One
File Reference:	8.2.7.1 Annual Budget
Reporting Officer:	Julian Goldacre, Environmental Health Officer
Author:	Julian Goldacre, Environmental Health Officer
Disclosure of Interest:	Nil
Attachments:	<i>Nil</i>

Summary

To amend the 2019-2020 Budget to increase the present budget allocation to accomplish capital works for the Aquatic Facility pool slide stairs and Squash court One.

Background

Tender responses and quotations received revealed a deficiency of funds in the resolved 2019-2020 budget. This agenda item is required to present to Council the matters which require a budget amendment to allocate suitable finances to proceed with works.

Comment

- Aquatic Facility replacement staircase:
When the tendered price was eventually submitted for the replacement aquatic facility pool slide stairs it was found to be in excess of the budgeted amount resolved in the 2019-2020 budget. Whilst an indicative price was provided for budget preparation this price omitted the installation costs. It is requested of Council to consider the allocation of a further \$8,500 to complete the works.
- Squash Court One replacement floor:
A person was eventually found who specialises in squash court floors and was able to provide an inclusive quotation to undertake the works. Whilst an amount was presented for consideration in the 2019-2020 budget review the amount was removed from the resolved budget for 2019-2020. The person quoting on the replacement floor said that if the old floor is removed prior to undertaking of works by the local government a saving of \$1,400 will be realised. Discussions with the President of the Bruce Rock Squash Club indicated that they will undertake to remove the flooring although this was conditional. The Bruce Rock Squash Club members have expressed concern on the apparent lack of progress to resolve the flooring issue of squash court one. An inspection of the squash court one flooring by a professional indicates it is beyond serviceable life.

It is put to Council to consider an allocation of suitable finances to proceed with works which is, without assistance from the Bruce Rock Squash Club to remove old flooring, amount of \$14,650.

Presently works allocated to date have revealed small savings. There has been a reduction in costs for the second point of power supply for the hockey lighting based on final quotation from Western Power. As some building and maintenance works are still outstanding the requirement to allocate from other areas is recommended to be accomplished at the mid-year review of the budget where savings, and perhaps deferred works, if so required, can be quantified to balance the budget when all information is on the table.

Consultation

Mr D Mollenoyux, Chief Executive Officer
 Mrs J Bow, Manager of Finance

Statutory Implications

Section 6. Part 6 of the *Local Government Act 1995*.

Policy Implications

Shire of Bruce Rock Policy 2.7 Purchasing

Risk Implications

Risk: Use of aged recreational and sporting facilities which fall short of public expectations creating public concern.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

Financial Implications

An increase to Capital Expenditure of \$23,150. This allocation will be assessed during the mid-year budget review to realise any savings and/or deferred works, as required to balance the budget.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

GOAL 2 - Maintain Shire owned facilities in a strategic manner and also to meet community needs.

GOAL 2.4 - Support the improvement and maintenance of assets in a strategic manner.

Voting Requirements

Absolute Majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Nov 19 – 11.1.1</p> <p>Moved: Cr Foss Seconded: Cr Kilminster</p> <p>That Council resolves to;</p> <p>1. Amend the 2019-20 Budget to allocate additional funding of \$8,500 for the supply and installation of the aquatic facility staircase, and 2. Amend the 2019-20 Budget to allocate additional funding of \$14,650 for the removal of the old squash court one flooring, and the supply and installation of the replacement squash court one flooring.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>

Agenda Reference and Subject:

11.1.2 Planning Development Approval Application 112.5m2
'shed' on Lot 7 Cumberland Street, Ardath

File Reference: A616 53-55 Lot 7 Cumberland Street, Ardath

Reporting Officer: Julian Goldacre, Environmental Health Officer

Author: Julian Goldacre, Environmental Health Officer

Disclosure of Interest: Nil

Attachments: *Item 11.1.2 - Attachment A – Development Application
Carport Townsite Zone*

Summary

Council approves the 112.5m2 shed on Lot 7 Cumberland Street, Ardath with conditions and Advice note.

Background

On the 5 November 2019 the Shire of Bruce Rock received an Application for Development Approval 'BKDP-ARDCP-NOV-2019' (DA) from Mr B Nelson of Transtruct, on behalf of the owner, for the construction of a 112.5m2 three-bay carport on Lot 7 Cumberland Street, Ardath. A Building Permit Application was also received although cannot be processed until Planning Approval is obtained.

Comment

The DA as presented details a 'proposed carport' which is a use listed in the Residential Design Codes (R Code) only in association with a dwelling on the same Lot. As the building proposed is on a single Lot without a dwelling the applicant has been advised the DA is to be referred to as the construction of a 'shed'. The Scheme does not list a 'shed' in the townsite zone, therefore this DA is treated as a 'use not listed' for the purpose of this application.

The Scheme objectives for 'townsite' zoned land have been assessed against this DA and found to be in keeping with the townsite objectives. The shed is shown positioned 1m from the front boundary (scaled) facing the primary road; this is deemed acceptable pursuant to the R Code 'design principles' by fact:

1) the location is consistent with the established street setback at the location and on the main street of Ardath.

This is to say that the townsite of Ardath has building structures located on or quite close to the front boundary of the Lots and given the low density of development within the Ardath townsite the shed as proposed given the location within the townsite has minimal impact. The shed proposed in excess of what the Building Surveyor can approve without need for Council permission pursuant to the Shire of Bruce Rock Policy 5.3 Outbuildings Maximum Size (Policy). The following information from the Policy and the DA are provided as measured against a Lot over 1,00m2:

- 1) Maximum single outbuilding permitted without Council approval is 94m2:
 - this DA proposes a shed at 112.5m2 which is 18.5m2 in excess of the Policy.
- 2) Total outbuildings permitted without Council approval is 125m2:
 - the land subject to this DA already has a shed of 54m2 in size thus a total outbuilding area of 166m2 which is 41.5m2 in excess of the Policy
- 3) Maximum wall height permitted without Council approval is 3m:
 - DA wall height is 3m therefore compliant.
- 4) Maximum ridge height permitted without Council approval is 3.6m:
 - Ridge height is 4.1m which is 0.5m2 in excess of the Policy.

Factors for considered when assessing against the Policy is that the three Lots of land on Cumberland Street being Lots 6, 7 and 8 are in common ownership by the landholder who is making the DA. The three

Lots combined would be over 3,000m2 which then the policy would permit the DA sizes stated above. Given land amalgamation activity is cost prohibitive due to State Government fees, levies charges the application can only be measured against the single Lot 7 size of 1,009m2. It is deemed that the ‘risk’ of this development affecting amenity or creating within Ardath a precedent is considered low given this shed structure is the first in many years to be proposed and is located on the back street of Ardath townsite.

The DA as presented is supported by the Officer and the following conditions are recommended for inclusion in the recommendation:

- 1) The Planning Approval for the proposed DA applies only to the development of the 3m wall height, 4.1m ridge height, and 112.5m2 shed on Lot 7 Cumberland Street, Ardath; and
- 2) The shed is only to be used for purposes consistent with the use of storage in a residential context and not to be used for any business, commercial and/or industrial purposes or uses similar to without application to Council for consideration.

Consultation

Mr T Reed, Senior Planner, Department of Planning, Lands and Heritage; and
Mr B Nelson, Transtruct, Bruce Rock.

Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015;
Shire of Bruce Rock Local Planning Scheme No3;

Policy Implications

Shire of Bruce Rock Policy 5.3 Outbuildings Maximum Size.

Risk Implications

Risk: Development proceeds outside of the scope approved by Council.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications

Planning Fee of \$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 Nov 19 – 11.1.2

Moved: Cr Waight

Seconded: Cr Dolton

That Council:

1) Approve the Development Application with reference number ‘BKDP-ARDCP-NOV-2019’ for the construction of a 3m wall height, 4.1m ridge height, and 112.5m² floor area shed on Lot 7 Cumberland Street, Ardath, as presented in Item 11.1.1 - Attachment A – Development Application Carport Townsite Zone, with the following conditions:

a) This approval relates to the proposed 112.5m² shed on Lot 7 Cumberland Street, Ardath only. It does not relate to any other development on the lot; and

b) The shed is only to be used for the storage of goods and vehicles typically associated with a single house, unless approved by the Shire through the submission of an application for development approval.

2) Provides the following advice notes to assist in the carrying out of this development and is not limited to and provided in good faith, being:

a) This development approval decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two-year period, the approval shall lapse and be of no further effect.

Carried 9/0

Agenda Reference and Subject:

11.1.3 Retrospective Planning Development Approval request for a transient workers' accommodation building located on 140 Wogarl Road Bruce Rock

File Reference:

A2477 140 Wogarl West Road, Bruce Rock

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest:

Cr PG Negri

Attachments:

Item 11.1.3 Attachment A - Mr M Negri Retrospective Planning Approval Donga;
Item 11.1.3 Attachment B – Accommodation Building onsite.

Cr PG Negri declared an interest and left the Council Chambers at 2.23pm.

Summary

Retrospective planning approval is granted for the transient workers four bedroom with onsite accommodation building located on Lot 15917 Wogarl Road; advice notes provided.

Background

In August 2019 the Environmental Health Officer Mr J Goldacre (EHO) was made aware that a building for workers accommodation had been delivered and put on foundations at 140 (Lot 15917) Wogarl Road. No planning approval had been sought to do so despite liaising with the occupiers in March 2019. The occupier Mr M Negri provided a Development Application for the purpose of planning approval on the 16 August 2019 and was receipted in with reference number 'A2477-DA[R]-AUG-2019'

Comment

This application before Council for retrospective planning approval is for a second dwelling on Lot 15917. Attachment A - 11.1.3 shows the application details, the Bush Fire Attack Level report, and donga plans as submitted in August 2019; furthermore, Attachment B – 11.1.3 shows the accommodation building onsite. The accommodation building is an individual 4-bedroom area with onsite for single persons accommodation for up to 4 persons who are transient works servicing the farming endeavours.

The accommodation building is in a Bush Fire Prone area and this has been assessed by Mr Geoffrey Lush of Lush Fire & Planning, Pinjarra and a Bushfire Attack Level (BAL) Certificate Determined in accordance with AS 3959-2018 has been issued dated 25 June 2019. The BAL has been determined as 19.5. The BAL report will need to be used to determine the requirements to meet building construction requirements for BAL 19.5.

Whilst this DA is retrospective given the accommodation building is already onsite the process remains the same although the fee, by penalty, is doubled. The EHO has reviewed the Shire of Bruce Rock Local Planning Scheme No3, clause 4.75 for 'additional dwellings' on Rural zoned land and has determined the DA to be in compliance with that clause and associated subclauses.

Advice notes are recommended to assist the occupiers of their obligations under other written laws but not limited to as follows:

- 1) Construction requirements for BAL 19.5 need to be implemented into the accommodation building construction;
- 2) A Building Approval Certificate is required for the approved development, due to building works already undertaken, in accordance with the *Building Act 2011*. Fees apply; and
- 3) Before the accommodation building can be inhabited the already installed apparatus for the treatment of sewage (septic system) will require an approval to use certificate to be issued.

Whilst the DA as presented is being treated as retrospective the occupiers have endeavoured to accomplish the required paperwork for approvals despite the premature installation of the accommodation building.

Consultation Nil

Statutory Implications

*Planning and Development (Local Planning Schemes) Regulations 2015; and
Shire of Bruce Rock Local Planning Scheme No3.*

Policy Implications Nil

Risk Implications

Risk: Nil.

Financial Implications

Retrospective planning fee of \$294.

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
- Goal 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 Nov 19 – 11.1.3

Moved: Cr Foss
Seconded: Cr Kilminster

That Council:

1. Grant retrospective planning approval for the transient workers four bedroom with onsite accommodation building located on Lot 15917 Wogarl Road as shown in Item 11.1.3 - Attachment A - Mr M Negri Retrospective Planning Approval Donga and Item 11.1.3 – Attachment B – Accommodation Building onsite.
2. Provide the following advice notes in good faith, but not limited to, being:
 - a) Construction requirements for BAL 19.5 need to be implemented into the accommodation building construction;
 - b) A Building Approval Certificate is required for the approved development, due to building works already undertaken, in accordance with the Building Act 2011. Fees apply; and
 - c) Before the accommodation building can be inhabited the already installed apparatus for the treatment of sewage (septic system) will require an approval to use certificate to be issued.

Carried 8/0

Cr P Negri returned to the Council Chambers at 2.26pm.

Mr A O'Toole left the Council Chambers at 2.26pm

Mr A O'Toole returned to the Council Chambers at 2.28pm

Mr G Casley entered Council Chambers at 2.28pm

Mr M Darby entered Council Chambers at 2.28pm

Agenda Reference and Subject:

11.1.4 Health Notice to Condemn house on Lot 49 (No12)
Venemore Street, Shackleton and certain actions to be undertaken.

File Reference:

A2465

Reporting Officer:

Julian Goldacre, Environmental Health Officer

Author:

Julian Goldacre, Environmental Health Officer

Disclosure of Interest:

Nil

Attachments:

Item 11.1.4 - Attachment A – Lot 49 Number 12 Venemore Street House pictures); Item 11.1.4 – Attachment B - Residential Building Report – Australian Standard 4349.0 2007 Lot 49 Number 12 Venemore Street House (confidential).

Summary

To serve Notice that the house at Lot 49 Venemore Street Shackleton is unfit for human habitation, direct the Environmental Health Officer being the Authorised Officer to serve Notice to maintain, remove and repair asbestos containing material when confirmed that it is so, and to provide Council a timeline of works to be done to amend or remove, as the case requires, the house before the next Council meeting to be held in December 2019.

Background

The house located on Lot 49 (No12) Venemore Street Shackleton has been of interest to the Shire of Bruce Rock Environmental Health Officer being the Authorised Officer pursuant to the *Public Health Act 2016* (EHO) due to the condition on first inspection in 2015 (and ongoing). Finding the owner became protracted our was eventually found, and correspondence began to determine what was the owner's intentions with the house. Despite assurances and postulations written and verbal the condition of the house has deteriorated further, and significantly, in recent times and is of concern to people living in the area. Attempts to maintain and repair the house by the owner in a manner that would be suitable for a person/s to occupy and would be conducive to good health and wellbeing have been ineffective.

Comment

Under the authority of the *Health (Miscellaneous Provisions) Act 1911* (Act) on the 11 November 2018 the EHO and Deputy Chief Executive Officer undertook a 'Residential Building Report – Australian Standard 4349.0 2007' to assess the house condition. In summary the house is in such a dilapidated state that unless rectification to amend the house condition is undertaken, the house is unsafe for human habitation. Based on the owner's previous endeavours to amend the house it is reasonably considered to be most 'unlikely' their works would occur to significant effect. The EHO makes the determination of 'unlikely' based on transcripts of conversations with the owner as prima facie evidence through embedded email logs dated 27 July 2018 through to 31 October 2019. Furthermore, photographic evidence starting on the 2 July 2015 through to the 11 November 2019 are on file; a total of 21 folders of photographic evidence is available. It is clear given the history recorded on this matter that the owner has accomplished very little to address the house condition which has in recent time deteriorated severely. The EHO spoke to the owner on the 14 November 2019 reiterating his obligation to amend the house and in response to this he explained, at length, that an insurance claim to replace the roof has been submitted. The owner stated he met with assessors who inspected the house on the 12 November 2019

and the owner is now waiting to hear back on the outcome 'soon'. The owner said the assessors were of the opinion demolition and rebuild is an option given the condition of the house. The EHO asked the owner what his intentions were for the house and the owner mentioned that he would be agreeable to demolish and rebuild as the assessors said this could be done. The outcome for the insurance claim is ongoing and the EHO asked the owner to correspond in writing as to his intentions to resolve the house situation, in the short term, in the event of a successful insurance claim or not, the owner agreed to so.

Of important concern is the house outside walls are clad with presumed asbestos containing material as determined by the EHO who holds a qualification for 'Asbestos Recognition & Removal Certificate' issued by ATM as well as field experience on such matters. Samples indicative of the wall cladding have been obtained for analytical testing which is currently underway. (An amendment to this agenda maybe required to reflect the confirmation of asbestos containing material). Furthermore, the north facing wall, clad in presumed asbestos, is no longer supported at the top plate by the roof (now inside the house) and is leaning precariously away from the house. Despite the wall matter being described to the owner who gave an undertaking to resolve, no action has been taken to secure the wall; this is consistent with the owner's previous undertakings to amend the house which fails to effectively resolve the house continued deterioration.

Given the gravity of the situation regarding the house, its use as a refuge for person/s is a clear and present potential detriment to human health and wellbeing. Due to the consistent lack of reasonable endeavours to amend the progressing dilapidation of the house it is recommended to issue and serve a Notice pursuant to Section 135 of the Act to declare the house unfit for habitation. Furthermore, it is requested of Council to consider requesting of the owner a formal timeline of works to be undertaken by the owner to amend the house and that this information is provided to the local government of Bruce Rock before the next Ordinary Meeting of Council in December 2019 for consideration.

Given the poor state of the presumed asbestos containing material cladding on the outside walls of the house the EHO requests to be able to serve a Notice pursuant to the *Health (Asbestos) Regulations 1992* (Regs). The Notice will direct the owner to undertake to maintain, to repair and to remove, as the case requires, the asbestos containing material on confirmation the material is asbestos on receipt of formal analysis. The Regulations carry significant modified penalties (infringements) should the works as required in the Notice are not undertaken.

A Notice issued and served on a person does give the person the right to appeal to the State Administrative Tribunal (SAT). A referral to SAT of a Notice in this circumstance is welcomed by the EHO as will give both parties the opportunity to place this house situation on the table for independent review and to work towards a mutually binding outcome, as the case requires.

Consultation

Mr A O'Toole, Deputy Chief Executive Officer.

Statutory Implications

Health (Miscellaneous Provisions) Act 1911.

Policy Implications

Nil

Risk Implications

Risk: Owner fails to comply to amend house.		
Likelihood	Consequence	Rating
Likely	Moderate	Moderate
Action / Strategy		
<p>Medium Risk:</p> <p>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.</p>		

Financial Implications

Officer time to attend a State Administrative Tribunal hearing which is understood to be able to be done via video link which is the preferred option. Undefined legal costs should the matter escalate. No compliance with a Notice under the Regulations dealing with asbestos is \$1,000.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

Nil

Voting Requirements

Simple majority

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM Nov 19 – 11.1.4</p> <p>Moved: Cr Rajagopalan Seconded: Cr Dolton</p> <p>That Council:</p> <p>1) Pursuant to Section 135 of the Health (Miscellaneous Provisions) Act 1911 declare the house located on Lot 49 being number 12 Venemore Street Shackleton as ‘unfit for human habitation’ by issue and service of a Notice to that effect for reason of the house being in a severely dilapidated state and containing presumed asbestos containing materials;</p> <p>2) That the owner of the house on Lot 49 being number 12 Venemore Street Shackleton being the person whose name appears on the Certificate of Title is formally requested to provide the local government of Bruce Rock a timeline of works to be done to amend or remove, as the case requires, the house; and</p> <p>3) Directs the Environmental Health Officer to issue and serve a written Notice onto the owner of the house on Lot 49 being number 12 Venemore Street Shackleton being the person whose name appears on the Certificate of Title to direct the owner to undertake to maintain, to repair and to remove, as the case requires, the asbestos containing material on confirmation the material is asbestos on receipt of formal analysis.</p> <p style="text-align: right;">Carried 9/0</p>

Mr J Goldacre left Council Chambers at 2.33pm

11.2 Manager of Works & Services

Agenda Reference and Subject:

11.2.1 Works & Services Information Report

File Reference:

Reporting Officer:

Glenn Casley, Manager of Works & Services

Author:

Glenn Casley, Manager of Works & Services

Disclosure of Interest:

Nil

Attachments:

*Item 11.2.1 Attachment A – Email from Coffey Services
Australia RE: Planned Works 1 Johnson Street Bruce Rock*

Town & Gardening Crew

- Main Street tidied up
- Memorial tidied up for Vets week
- Caravan Park mowed and tidied
- Shire blocks slashed
- Private works – slashing of blocks and cleaning of house yards
- Private Works – Silo pads
- Fixing Retic to make water wise friendly
- Reinstating footpath at hockey surrounds
- Shackleton town slashed and cleaned up
- Ardath town slashed and cleaned up
- Babakin townsite slashed and tidied up
- Pool carpark gardens tidied up
- Skate park raked and tidied up
- Town verges and footpaths blown and residue collection.

Construction Crew

- Bruce Rock Naremben Road, cement stabilising from the 20th November 2019
- Summer grading a portion of Shire gravel roads
- Patching crew busy with five people out on the roads to help get through the roads more efficiently

Workshop

Workshop report October

- BK011 – HAMM Roller, Air Con Faulty, Compressor clutch U/S (unserviceable).
High Speed Fan U/S.
Fan Switch & Thermostat Switch U/S.
Cab Filter Missing from System.
- BK Workshop: parts order for air-con system, P/O: 31088 \$1576.60
ELEC-TECH Diesel Services: Shut off switch missing from system? Air-con system over heated
- BK792 – Ford Ranger, replace 2 Front steerer tires. General GT 215/65/16, P/O 31087 \$324.79
- BK02 – D-MAX Isuzu (Colin), Carry out 15000km Service.
- BK51 – Subaru Wagon (Julian), Carry out 70000km Service.
- BK08 – D-MAX Isuzu (Peter), Carry out 15000km Service.

- BK6556 – JCB Backhoe, Operator Seat, Electrical Fault, opened circuit to wiring harness, Replace hydraulic hose.
- R2K Contractors: Make & Supply Hydraulic Hose P/O 31092 \$60.50.
- ELEC-TECH Diesel Services: Repairs to BK06 Volvo Loader, BK510 12M Grader, BK011 Hamm Roller. P/O 31100 \$1034.79.
- BK655 – HINO Water truck, Complete Water pump spray system. P/O 31090 \$609.96.
- BK655 - Hino Water Truck, Full Service Completed to Cooling System. P/O 31099 \$3911.39.
- BK029 – DAF Street Sweeper, Complete Wash down, Full inspection, WORK on going.
Replace Both Gutter Brooms & Main Wide Sweeper Brush. P/O 31096 \$473.60.
- BK638 - Mitsubishi FUSO 615, Field Service call out, Engine Blowing White Smoke, Engine over ran & Engine U/S.
Ongoing Quotes for Replacement 4P10 Turbo Diesel Engine, Rebuild or Replacement.
- 9MT181 – D6R Dozer, Coolant Leak Repairs, Hydraulic Repairs, Replace Rear Ripper Hoses.
- R2K Contractors: Makeup/supply 2 Rear Ripper Hoses. P/O 31304.
- Apprentice – Cut, Weld, Make up Engine Stand for Workshop.

Ongoing Works

- BK510 Cat Grader Brake Code Recurring, Front Wheel Tilt Faulting intermittently, Blade Level System Fault Intermittent, Brake Pedal Vibration From time to time, Brake Servo System to be serviced. – ELE-TECH DIESEL SERVICES To travel out Field Service For Diagnostic Readings & Possible Repairs.
- BK638 – Engine Rebuild or Replacement.
- 9MT181 – D6R Dozer, oil leaks to hydraulic tank, Air-con Faults, Lefthand Final drive Heavy Metal Detected, possible Failure in process, Future Oil Samples to be Taken.
- BK011 – Hamm Roller, ELE-TECH DIESEL SERVICES – Waiting on parts to complete air-con work.

Rec Centre

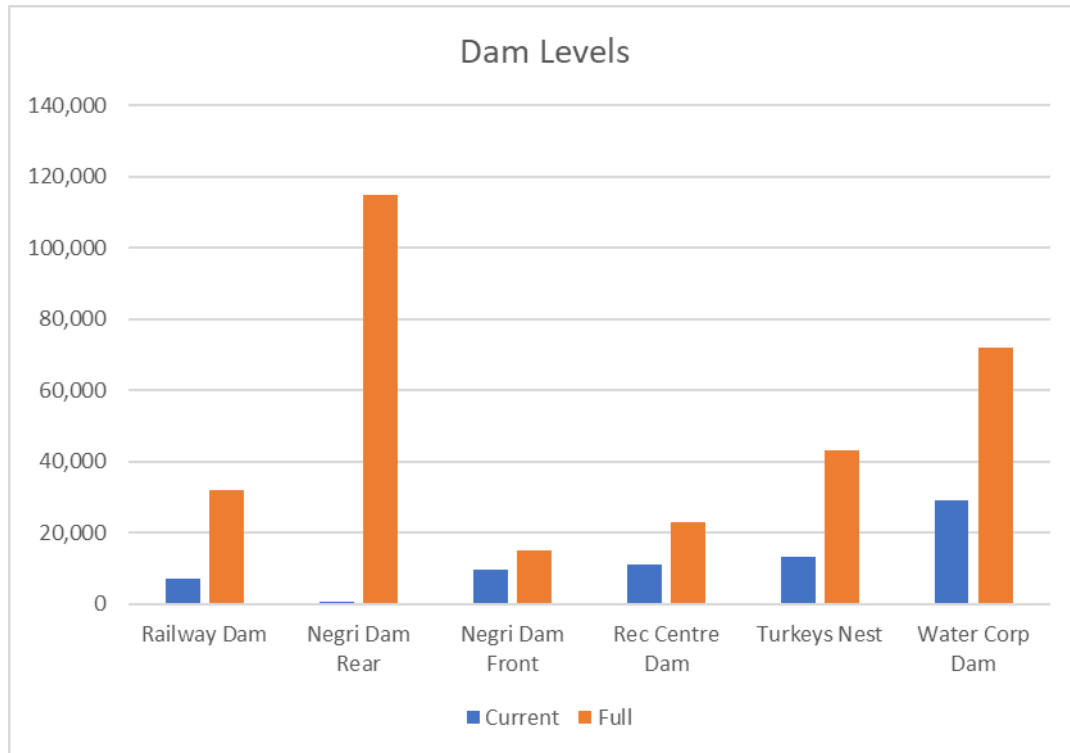
- Oval mowed
- Retic turned back on, twice a week
- Set up and pack up after Vets week
- Being sprayed with wetta soil once every month to help with keeping the moisture in the ground
- Garden beds weeded and watered

Vehicles/Machinery Changeover

The new oval mower for the Recreation Centre has been ordered and should arrive by the 20th November.

Dams

• Dam	• Current	• Capacity
• Railway Dam	• 7,200kl	• 32,000kl full
• Negri Dam Rear	• 0kl	• 115000kl full
• Negri Dam Front	• 8,500kl	• 15000kl full
• Rec Centre Dam	• 11,000kl	• 23000kl full
• Turkeys Nest	• 13,000kl	• 43000kl full
• Water Corp Dam	• 27,000kl	• 71808kl full



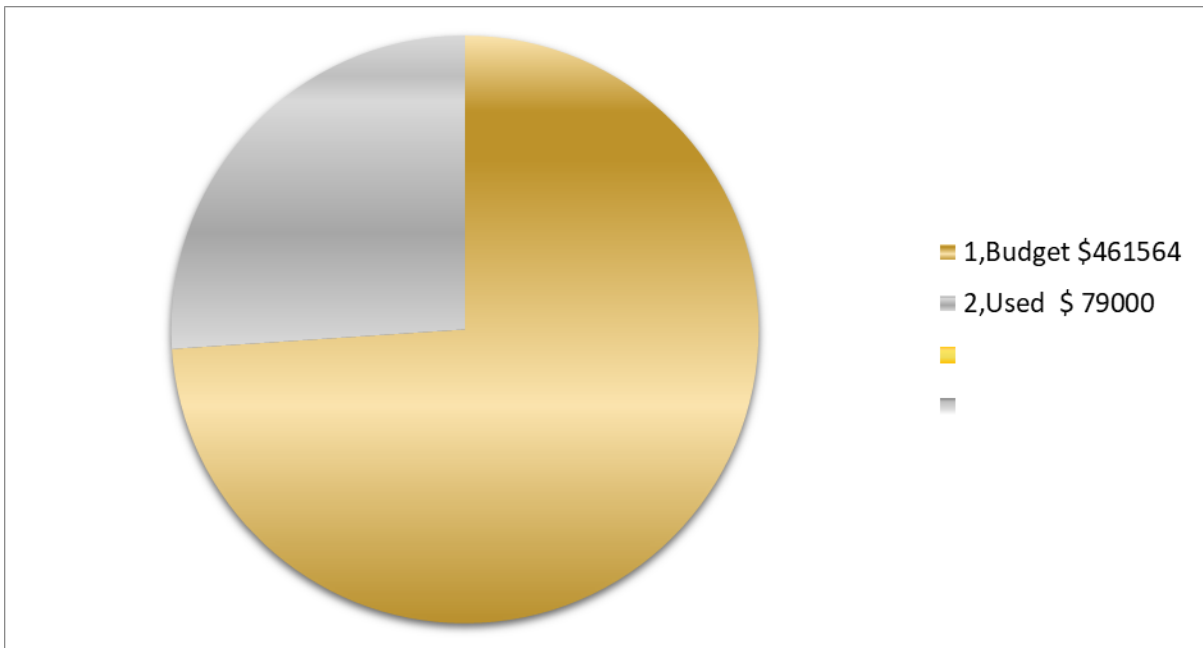
Roads To Recovery 2019/20



This chart is to show the program we have this financial year for Roads to Recovery. It will be updated each month so Council can see the progress through the year.

Next month I will have a chart for our regional Road Group project also.

Regional Road Group Funding Bruce Rock- Narembeen Rd



This chart is to allow Council to see how the road project is moving along financially. To update Council the clearing and drainage works are complete and gravel carting has begun to prepare for stabilising

Patching Truck

It looks like the Patching truck might require a new motor or a rebuild. The mechanic is inspecting the motor to see what the damage is after the turbo let go. Will keep Council informed on what the outcome is, but we have a truck to use to keep the patching going until fixed

BP Works

Contractors are undertaking some work at BP to fix up soil contamination that has happened over the years. This is a 6-month operation which will have no impact on the public or the environment around the area. A report of these works will be attached in the Information Bulletin.

New Roads Team Leader Position

The advert for the new Roads Team Leader has been advertised and will close on the 9th of December 2019.

Remote Airstrip Upgrade Program

Applications for funding through this program opened at the start of October. It is only available to airstrips which are classified as remote which the Bruce Rock airstrip is eligible for an application has been submitted to renew the hardstand area and footpath going to the shed where the ambulance parks for the RFDS transfers, and to asphalt the apron area to stop the deterioration of the seal that is already worn down. The amount of the funding came to \$ 128,660.00. If successful, this will be 50/50 contribution.

COUNCIL DECISION

Resolution OCM Nov 19 – 11.2.1

Moved: Cr Rajagopalan

Seconded: Cr Waye

That the Manager of Works and Services Information Report be received.

Carried 9/0

Agenda Reference and Subject:

11.2.2 Tender 6.2019.20 Supply of Stone

File Reference:

8.2.8.1 Tenders

Reporting Officer:

Glenn Casley, Manager of Works & Services

Author:

Glenn Casley, Manager of Works & Services

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to consider and endorse the successful tenderer for the supply and delivery of aggregate to the Batching Plant for a 12-month period.

Background

Council operates the Batching Plant which is used for Council works and Private Works jobs. The Batching Plant has stone requirements for concrete works this financial year. As the estimated value was above \$150,000 it was a requirement to follow Council's purchasing policy, and therefore tenders were invited for the supply and delivery of stone.

The tender process was conducted and advertised as Tender 6.2019.20 "Supply and Delivery of Metal for Concrete Aggregates" which closed on the 28th October 2019. Three tenders were received, which were:

1. Irvine Transport
2. Great Southern Quarries
3. Mineral Crushing Services

The Tenderers were asked to provide a price for the following:

850 tonne of cement dust
900 tonne of 7 mm 10 mm blend
1000 tonne of 20mm stone for Batching Plant
400 tonne of 14 mm stone
1000 tonne of concrete sand

Comment

Tenderers were requested to provide a unit cost per tonne for the five different commodities that the Shire is needing for this financial year.

The evaluation of these submissions was undertaken by the Manager of Works and Services and the Construction Foreman.

From the evaluation the following was found:

1. All companies could provide the products asked for except Mineral Crushing Services which could not provide concrete sand.
2. Tender submissions were therefore evaluated on several factors including price, quality of product and known history.

Consultation

Colin Brownley (Construction Foreman)

Statutory Implications

This procurement process has been completed in accordance with *Section 3.75 of the Local Government Act, 1995* and *Local Government (Function and General) Regulations 1996, Division 2 Tender Regulations*

Policy Implications

F 2.7 Policy in respect to purchasing items as specified in the adopted annual budget
 F 2.8 Tenders - That a Regional Price Preference will be provided to businesses operating within the boundary of the Shire of Bruce Rock for all goods and services in accordance with Regulation 24D of the Local Government (Function and General) Regulations 1996.

Risk Implications

Risk: Not following the correct Tender evaluation process could result in breach of procurement regulations and not securing the best result for the Shire		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
Correct procurement procedure followed, and selection made on quality and price of product. Contract and quality of work will be monitored during this period		

Financial Implications

Council has budget provision for the Batching plant stone supply as part of its 2019/20 running program. All tenders are under the estimated value for the stone and sand component of the program for this financial year.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

Goal 2.4 Support the improvement and maintenance of assets in a strategic way

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

Absolute Majority

Officer Recommendation

That Council award the Tender 6.2019.20 to Irvine Transport for the one-year period.

Council decision varied to Officer Recommendation to include the description of the Tender details.

<p>COUNCIL DECISION Resolution OCM Nov 19 – 11.2.2</p> <p>Moved: Cr Foss Seconded: Cr Crooks</p> <p>That Council award the Tender 6.2019.20 Supply and Delivery of Stone to Irvine Transport for the one year period.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>
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11.3 Manager of Finance

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

Manager of Finance will email the Monthly Financial report on Monday 18th November 2019.

Consultation

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

Statutory Implications

r. 34 Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Risk Implications

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

Financial Implications

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

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Nov 19 – 11.3.1

Moved: Cr Negri

Seconded: Cr Kilminster

That the Statements of Financial Activity for the month ending 31st October 2019 as presented be received.

Carried 9/0

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

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

Consultation

Nil

Statutory Implications

s.6.10 Local Government Act 1995

r.13(1) Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Risk Implications

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

Financial Implications

Payments must be made in accordance with 2019/20 Budget

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.3.2

Moved: Cr Waye

Seconded: Cr Rajagopalan

That Council endorse the list of payments from the:

- 1. Municipal Account consisting of:**
 - a. EFT voucher numbers EFT14830 to EFT14145 totalling \$461,707.04**
 - b. Cheque number 23955 to 23961 totalling \$110,620.79**
 - c. Trust Cheques 1931 to 1939 totalling \$3,754.83**
 - d. Wages and Superannuation payments totalling \$271,918.94 and**
 - e. Credit Card payments \$511.54**

With all payments totalling \$848,001.60 for the month of October 2019.

Carried 9/0

Mr G Casley left Council Chambers at 2.54pm

Mr M Darby left Council Chambers at 2.54pm

Agenda Reference and Subject:

11.3.3 Budget Amendments – Roads to Recovery Project
– Bruce Rock Corrigin Road Reseal (various sections)

File Reference:

8.2.7.1 – Annual Budget

Reporting Officer:

Jennifer Bow, Manager of Finance

Author:

Jennifer Bow, Manager of Finance

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

To amend the 2019-20 Budget to include an additional road, Bruce Rock Corrigin Road under the Roads to Recovery funded projects.

Background

The Bruce Rock Corrigin Road was identified as a late budget inclusion due to the deteriorating nature of the surface of the road. The Manager of Works and Services cost the job at \$62,515 and it was discussed when the budget was adopted, however a formal item is required to amend the budget.

Comment

The Bruce Rock Corrigin Road has been identified as a road that requires a reseal in various sections along its 26.75km length from the York Merredin Road. In order to see that this road is upgraded this financial year, it was decided that additional funding from the Roads to Recovery program for 2019-20 to 2023-24 could be accessed to fund the repairs required on this road.

The Shire has been allocated funding under the Roads to Recovery Program for 2019-20 to 2023-24 of \$2,447,424 over the five years. This equates to approximately \$489,485 per year. Councils have been encouraged to use these funds as required and can be drawn down additional funds in order to fund projects of high priority.

The Bruce Rock Corrigin Road is a major regional road and carries a high percentage of grain trucks during harvest. Some sections are also on the school bus route.

Including this road as part of the 2019-20 budget was discussed when reviewing the capital expenditure at the July Special Council Meeting, however as it wasn't part of the formal budget being adopted, this budget amendment requires absolute majority.

Consultation

CEO, MOF & MOWS

Statutory Implications

Section 6. Part 6 of the Local Government Act 1995 and accompanying regulations.

Policy Implications

Purchasing Policy

Risk Implications

Risk: Unsafe road surface could lead to further deterioration of road surface which increases safety risk for road users.		
Likelihood	Consequence	Rating
Likely	Major	High
Action / Strategy To reseal surface to improve surface of road which will improve safety and reduce road deterioration.		

Financial Implications

An increase to Capital Expenditure of \$62,515 but this will be offset by an additional amount of \$62,515 drawn down from the Roads to Recovery funding allocation for the life of the program (2019-20 to 2023-24 is \$2,447,424 with estimated allocation for 2019-20 of \$489,485). This will reduce the remaining funding to approximately \$473,856 per year.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Goal 1 – Roads are a key economic driver across the Shire

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.3.3

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council resolves to;

- i. amend the 2019-20 Budget to reflect the inclusion of the reseal of various sections of the Bruce Rock Corrigin Road, adjusting Job Number RR174 to \$62,515 under Capital Expenditure and**
- ii. amend the 2019-20 Budget to reflect the additional funding of \$62,515 to be drawn down from the Roads to Recovery funding, adjusting the General Ledger Number 121309.**

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:	11.3.4 Lease of 3 Bean Road, Bruce Rock to REED
File Reference:	A20165 - 3 Bean Road, Bruce Rock
Reporting Officer:	Jennifer Bow, Manager of Finance
Author:	Jennifer Bow, Manager of Finance
Disclosure of Interest:	Nil
Attachments:	<i>Item 11.3.4 – Lease REED and Shire of Bruce Rock</i>

Summary

To lease the building located at 3 Bean Road, Bruce Rock (Comprising of land lots 426 & 56 Bean Road) to REED (Regional Early Education and Development Inc).

Background

The Bruce Rock Day Care Centre Inc. is transferring its approved service provider status to REED in order to continue providing childcare services in Bruce Rock.

Part of this process is to formalise the lease of the building that the service operates from to that Early Childhood Education and Care (ECEC) will provide a license to REED to provide childcare services in Bruce Rock.

Comment

Helen Creedy, Chair of REED and Tania Darby-Gethin, Cluster Manager for REED, addressed Council at its October 2019 Council Meeting regarding the transferring of the approved service provider status of childcare in Bruce Rock from the Bruce Rock Day Care Inc to REED.

Mandy Schilling, Chairperson, Bruce Rock Day Care Centre has been liaising with staff regarding the transferring of the approved provider status, assets, resources and staff to REED. The Bruce Rock Day Care Centre has signed an agreement that sets out the transferring of the childcare service to REED.

An important aspect of the transfer is that REED must be able to demonstrate to Early Childhood Education and Care (ECEC) that they have a lease on the building in which to provide the childcare service, which is the reason this lease has been brought to Council for endorsement.

The Bruce Rock Day Care Centre operates without a lease but pays a monthly rent of \$175.50 inc GST. This monthly rent includes water and electricity, however Day Care maintains the gardens while building maintenance is the responsibility of the Shire, as it does for all their rental properties.

The proposed lease from REED is a standard lease and both the MOF and DCEO have reviewed the terms. The terms of the lease are very similar to the current arrangement with the Bruce Rock Day Care Centre Inc management committee.

REED have asked that existing financial arrangements are continued if possible, as financial modelling for the project has been evaluated on historical data and projections made for the financial sustainability and success of the project.

As REED would like to have the Bruce Rock Day Care Centre transferred by early December 2019, staff have already provided REED with a letter stating that it agrees in principle to the lease being signed with REED for 3 Bean Road for a period of 10 years with a possible extension of 10 years.

Consultation

Darren Mollenoyux, Chief Executive Officer
 Alan O’Toole, Deputy Chief Executive Officer
 Mandy Schilling, Chairperson of Bruce Rock Day Care Centre
 Philippa Gardener, Project Officer REED

Statutory Implications

Section 6. Part 6 of the Local Government Act 1995 and accompanying regulations.

Policy Implications

Purchasing Policy

Risk Implications

Risk: That the community of Bruce Rock is not provided with adequate early childhood education and care.		
Likelihood	Consequence	Rating
Unlikely	Major	Moderate
Action / Strategy That Council engage with relevant agencies to ensure the continuance of early childhood education and care.		

Financial Implications

Current lease provides \$1,954 ex GST in revenue.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Goal 4 – Workers and their families can work and reside in the Shire

Goal 8 – The community can access multiple early childhood education and support services

- 8.1 – Shire leaders communicate regularly with the Bruce Rock District High School, Babakin Primary School and Bruce Rock Day Care Centre
- 8.2 – Continue to support the relationship between the Shire and early education providers in the community

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM Nov 19 – 11.3.4

Moved: Cr Waight
Seconded: Cr Kilminster

That Council resolves to endorse the lease of 3 Bean Road, Bruce Rock to REED for a period of 10 years with a possible extension for a further 10 years for the monthly rental of \$175.50 inc GST, subject to review in conjunction with the annual budget.

Carried 9/0

11.4 Deputy Chief Executive Officer

Agenda Reference and Subject:

11.4.1 Shire Seal

File Reference:

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of Shire President Stamp in October 2019.

Background

Nil

Comment

As per Council’s policy, the Shire Seal has been used during the month of October 2019 as follows:

- Sale of Land Lots 339 and 340 Dampier St Bruce Rock
- Sale of Land Lot 56 Shackleton – Kellerberrin Road
- Sale of Land Lot 32 Westral Street Bruce Rock

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 Nov 19 – 11.4.1

Moved: Cr Negri

Seconded: Cr Waye

That Council endorse the use of the Shire Seal during October 2019.

Carried 9/0

Agenda Reference and Subject:

11.4.2 Shire President Stamp

File Reference:

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Melissa Schilling, Executive Assistant

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Use of Shire President Stamp in November 2019.

Background

Nil

Comment

As per Council’s policy, the Shire President Stamp has been used during the month of November 2019 as follows:

- GECZ Nomination Form

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 Nov 19 – 11.4.2

Moved: Cr Kilminster

Seconded: Cr Foss

That Council endorse the use of the Shire President Stamp during October 2019.

Carried 9/0

Agenda Reference and Subject:

11.4.3 Review of Delegated Authority Register

File Reference:

2.3.1.5 Delegated Authority Register

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 11.4.3 Attachment A - Nov 2019 Delegation Register

Summary

The Shire of Bruce Rock’s Delegated Authority Register is to be reviewed every financial year.

Background

In accordance with the Local Government Act 1995 section 5.46 (2), at least once every financial year the Delegated Authority Register is to be reviewed by the delegator, which is Council.

Comment

The Local Government Act 1995 (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by absolute majority decision.

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government’s powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his or her powers to another employee. This must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations if he or she desires.

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of the Delegations Register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. The delegations ensure that the Administration acts in a timely manner to provide services to the public, residents and customers.

The Delegations Register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

Council is required to review and endorse the list of delegations to the Chief Executive Officer.

Consultation

CEO

Statutory Implications

Local Government Act 1995, s5.42 to s.5.44 and s.5.46

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

4.1.2 Manage the organisation in a responsible and accountable manner.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.4.3

Moved: Cr Dolton

Seconded: Cr Waight

That the Chief Executive Officer be provided with the specified delegations as per Attachment A - Nov 2019 Delegation Register.

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.4.4 Donation Request – Bruce Rock Squash Club

File Reference:

1.3.8.11 Bruce Rock Squash Club

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to consider a request from the Bruce Rock Squash Club for a donation towards the cost of their term trophies. For this the Shire will receive acknowledgment of support on the Squash Club’s score sheets and in the Rock Review.

Background

The Shire is undertaking a replacement of the flooring of the squash courts at the Bruce Rock Recreation Centre, in conjunction with the Squash Club. The Environmental Health Officer, Mr Julian Goldacre, is currently engaged in making the necessary arrangements for this work. As part of the arrangements for the replacing the floor, Mr Goldacre has negotiated with the Squash Club that its members will take up the old flooring immediately prior to the installation of the new as an “in kind” contribution, thus saving the Shire the cost of this work. The Squash Club have agreed to undertake this work, but have also made a request for a donation of \$150 towards the cost their term trophies.

Comment

The cost saving to the Shire if the Squash Club undertakes the removal of the old flooring is \$1400. In acknowledgement for a donation of \$150 the Squash Club has guaranteed that Council will be recognised as a sponsor of the Club’s term trophies, and that the Shire’s support will be acknowledged on the Club’s score sheets and in the Rock Review.

Consultation

Darren Mollenoyux, Chief Executive Officer
Julian Goldacre, Environmental Health Officer

Statutory Implications

Nil

Policy Implications

Nil

Risk Implications

Risk: That Council does not endorse the donation of \$150 to the Bruce Rock Squash Club.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.		

Financial Implications

Council has a Budget Allocation of \$5000 available for requests for Donations.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

Goal 2.2 Encourage greater usage of current Shire owned facilities

Community

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council considers the request to support the Bruce Rock Squash Club with a donation of \$150 towards their term trophies.

Council did not support the officer's recommendation as it does not provide sponsorship requests for trophies as it is already providing subsidised facility usage for sporting clubs and contributes to upgrades and infrastructure maintenance.

COUNCIL DECISION

Resolution OCM Nov 19 – 11.4.4

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

That Council approves the request to support the Bruce Rock Squash Club with a donation of \$150 towards their term trophies.

LOST 1/8

Mr J Fondacaro - Mineral Crushing Services entered the meeting at 3.07pm

Mr J Fondacaro - Mineral Crushing Services left the meeting at 3.17pm

Meeting adjourned for Afternoon Tea at 3.24pm

Meeting recommenced at 3.44pm – with all Staff and Councillors present

Agenda Reference and Subject:

11.4.5 Consideration of Quote for Connection to Crisp Wireless Broadband Network, related Budget Amendment and Advertisement of change of usage of a Reserve Fund.

File Reference:

Reporting Officer:

Alan O’Toole, Deputy Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to consider a quote from Crisp Wireless to connect Bruce Rock to a high speed internet network by using wireless Broadband technology.

Background

Over the past couple of months, in conjunction with the Shire’s IT provider, JH Computers, the migration of most the Shire’s information databases to Cloud-based storage from servers based on site at the Administration Building has taken place. It was envisaged that this transfer could take place over the course of a few days, but the slowness of the existing internet service led to this process taking several weeks. (The move to Cloud-based storage, and accessing all data this way will be essential to the ongoing development of the Shire’s IT Strategy in coming years). The main factor highlighted by the data migration was the slowness and inadequacy of the Shire’s current ADSL connection in dealing with the large amounts of data that are necessary to manage any modern business. As a result of this issue, investigations have revealed that the Crisp Wireless organisation has the capacity to provide a high speed wireless Broadband connection to Bruce Rock using two repeater stations (which are essentially two antennas mounted on container-like structures) positioned in sequence between Merredin and the Bruce Rock townsite. The exact positioning of the repeaters can only be ascertained after a detailed site survey of the proposed route – this is part of the installation cost. Once the connection to the Shire is established this will be able to be used to provide access for other services and businesses in the area, but this capacity will not be available straight away.

Comment

The Crisp Wireless system was adopted in the NEWROC area following a successful “Building Better Regions” Federal Government Grant Application in 2017 and has led to fast reliable wireless internet being available in the Shires of Nungarin, Trayning, Koorda, Wyalkatchem, Mount Marshall and Mukinbudin. As well as the Shire organisations themselves, this has also enabled access to all farmers and other businesses in the area, greatly enhancing their connectivity and capacity to use the internet to support their activities. Crisp Wireless will be pursuing another Federal Government Grant Application, this time for “Digital Farms”, for the Shires to the south east of Great Eastern Highway, including Bruce Rock, Narembeen, Kondinin and Corrigin next year, but even if this is successful it will not produce any actual connections until the end of 2020 and start of 2021.

The option for Bruce Rock to connect now by adopting the current Crisp Wireless proposal will enable the Shire to move forward with wireless Broadband regardless of the outcome of the “Digital Farms” Grant Application Process, but should that be successful, this will also mean that some of the costs of implementing the wider system throughout the whole Shire will already have been committed, which will then reduce any contributions which may be required in 2020/2021, should the Shire opt to engage in the “Digital Farms” process.

Consultation

Darren Mollenoyux, Chief Executive Officer
 Jennifer Bow, Manager of Finance
 Crisp Wireless
 JH Computers

Statutory Implications

Local Government Act 1995 - S6.11 – Reserve Accounts
 Siting of Repeater Stations subject to Land Access Agreements and Shire Approvals

Policy Implications

Nil

Risk Implications

Risk: Council does not approve accepting the Crisp Wireless quote.		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
If Council decide not to approve the adoption of the Crisp Wireless connection it would have a significant impact on the Shire’s ability to do business effectively over the coming years. Although we will still be able to operate, the slowness and unreliability of the current connection will mean that effectiveness will be impacted significantly.		

Financial Implications

The initial installation cost for the service is \$29,700 +GST and there is an additional cost of \$599 +GST per month for the service.

The outlay for the initial installation can be provided (via a Budget Amendment) from the Transport Infrastructure Reserve once the appropriate public advertising informing this change of purpose has been undertaken.

The cost for the monthly service from Crisp Wireless will be offset by the termination of our current ADSL services, which average around \$420.00+GST per month for a much slower and data capped service.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

- Goal 10 Our organisation is well positioned and has capacity for the future
- Goal 11 We utilise technology to improve our efficiency and effectiveness
- Goal 12 Council leads the organisation in a strategic and flexible manner

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.4.5

Moved: Cr Dolton

Seconded: Cr Waye

That Council resolves to:

- 1. Accept the Quote from Crisp Wireless for connection to their Broadband wireless network.**
- 2. Amend the Budget to approve the utilisation of \$29,700 from the Transport Infrastructure Reserve Account for the purpose of connection to the Crisp Wireless Broadband network.**
- 3. Approve Public Notice of the intention to vary the usage of \$29,700 from the Transport Infrastructure Reserve Account for the purpose of connection to the Crisp Wireless Broadband network.**

CARRIED BY ABSOLUTE MAJORITY 9/0

11.5 Chief Executive Officer

Agenda Reference and Subject:	11.5.1 <i>Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Amendment Local Law 2019 – Final Adoption</i>
File Reference:	2.3.2.11 Local Law 8 Year Review
Reporting Officer:	Darren Mollenoyux, Chief Executive Officer
Author:	Chris Liversage, Conway Highbury
Disclosure of Interest	Nil
Attachments	<i>Attachment 11.5.1 A – Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Amendment Local Law 2019</i> <i>Attachment 11.5.1 B - Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Local Law 2004 with amendments shown ‘marked’</i>

Summary

This local law amends the *Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Local Law 2004*. Subject to a number of minor amendments the Amendment Local Law can now be made.

Background

Section 3.16 of the Local Government Act 1995 requires a local government to review its local laws at least once every eight years.

At its meeting held on 15 March 2018 Council received the outcomes of a review and resolved to request amendments to a number of local laws, including some changes to the *Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Local Law 2004*.

At its meeting held on 16 May 2019 Council adopted an amendment local law. In summary, the changes proposed to the Activities on Thoroughfares local law are:

Clause 1.2 - Definitions

- Amend *Liquor Licensing Act 1998* to *Liquor Control Act 1988* and wherever it appears in the local law;
- Amend *Town Planning and Development Act 1928* to *Planning and Development Act 2006*;
and
- Amend *Local Government (Miscellaneous Provisions) Act 1960* to *Building Control Act 2016*.

Clause 2.1- General Prohibitions

Amend subclause (a) to take account of wording acceptable to the JSCDL – which is (in essence) related to the height that a plant on a verge can be in proximity to an intersection so that it reads:
'(a) plant any plant (except grasses or a similar plant) within 10 metres of an intersection'

Part 4 – Obstructing Animals, and Vehicles or Shopping Trolleys

Delete the provisions relating to shopping trolleys as they are not used in the Shire.

Clause 5.1- Interpretation

Amend the definition of 'Roadside Conservation Committee' to reflect current provisions.

Clause 6.5 - Relevant considerations in determining application for permit

Delete subclause 2(d) as the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) has requested other local governments to do so. This clause was considered too broad by the Committee and is:

6.5 Relevant considerations in determining application for permit

...
(2) *The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds—*

...
(d) *such other grounds as the local government may consider to be relevant in the circumstances of the case.*

Clause 6.8 - Conduct of stallholders and traders

- Amend subclause 1(c) to change the description of the legislation; and
- Delete subclause 2(a) as the JSCDL has requested other local governments to do so. This clause was also considered too broad by the Committee and is:

(a) *deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;*

By their very nature, traders in a street are going to use a thoroughfare to store goods.

Part 6 - Division 3 - Outdoor eating facilities on public places

This division requires amendment to take account of the introduction of the *Food Act 2008*. The changes are principally related to change of the legislative description in a number of places.

Clause 7.7 Renewal of permit

Delete "*mutatis mutandis*".

Clause 8.1-Application of Part 9 Division 1 of Act

Delete reference to 'regulation 34'.

Schedule 1- Prescribed Offences

It is appropriate to review the modified penalty for each offence to take account of current standards, so that a current modified penalty (the applicable on the spot fine) of \$50 be increased to \$75, \$100 to \$125, \$200 to \$250 and \$300 to \$400.

Comment

Subject to a number of minor amendments shown 'marked' on the attachment to this report, the *Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Amendment Local Law 2019* can now be made.

Consultation

In accordance with s3.12(3)(a) of the Local Government Act 1995, the proposed local law was advertised for comments from the public in West Australian on 5th June 2019, closing on 24th July 2019.

A copy was also sent to the Minister for Local Government in accordance with s3.12(3)(b).

No comments were received from the public; however the Department of Local Government made a number of minor suggestions in respect to the appearance and format of the Amendment local law, which are shown 'marked' on the attachment to this report. The Department also made a number of minor suggestions in relation to the body of the local law itself which are again considered minor.

For the sake of completeness, a 'marked' version of the principal local law showing the proposed changes is attached to this report.

Statutory Implications

Section 3.16 of the *Local Government Act 1995* requires a local government to review its local laws at least once every eight years.

Actual amendments or new local laws are made using the process set out in s3.12 of the Act.

Policy Implications Nil.

Risk Implications

Risk: Should Council not conduct the review of its Local Laws or adopt the proposed changes then the Shire would not comply with the requirements to review its Local Laws under the Local Government Act and/or have Local Laws that are current and meet the legislative requirements to enable staff and Council to make the applicable decisions.

Likelihood	Consequence	Rating
Almost Certain	Moderate	High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a high-risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

There are costs associated with the preparation, advertising and Gazettal of the Amendment local law.

Strategic Implications Nil

Voting Requirements Absolute majority

<p>OFFICER RECOMMENDATION COUNCIL DECISION Resolution OCM Nov 19 – 11.5.1</p> <p>Moved: Cr Waye Seconded: Cr Waight</p> <ol style="list-style-type: none"> 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Bruce Rock Activities on Thoroughfares and Trading in Public Places Amendment Local Law 2019, subject to the amendments as ‘marked up’ on the attachment to the report to Council. 2. In accordance with s3.12(5) of the Local Government Act 1995, directs the Chief Executive Officer to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government; 3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the Chief Executive Officer to give local public notice: <ol style="list-style-type: none"> a. Stating the title of the local law; b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and c. Advising that copies of the local law may be inspected or obtained from the Shire office. 4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation. <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>
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Agenda Reference and Subject:

11.5.2 *Shire of Bruce Rock Dogs Amendment Local Law 2019 –
Final Adoption*

File Reference:

2.3.2.11 Local Law 8 Year Review

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Chris Liversage, Conway Highbury

Disclosure of Interest

Nil

Attachments

*Item 11.5.2 - Shire of Bruce Rock Dogs Amendment Local
Law 2019*

*Item 11.5.2 - Shire of Bruce Rock Dogs Local Law 2005 with
amendments shown 'marked'*

Summary

This local law amends the *Shire of Bruce Rock Dogs Local Law 2005*. Subject to a number of minor amendments the Amendment Local Law can now be made.

Background

Section 3.16 of the Local Government Act 1995 requires a local government to review its local laws at least once every eight years.

At its meeting held on 15 March 2018 Council received the outcomes of a review and resolved to request amendments to a number of local laws, including some changes to the *Shire of Bruce Rock Dogs Local Law 2005*.

At its meeting held on 16 May 2019 Council adopted an amendment local law. In summary, the changes proposed to the Dogs local law reflect changes in the Dog Act and its associated Regulations. This includes:

- Registration of dogs;
- 'Dangerous dogs' as defined by the Act;
- Operation of dog management facilities (pounds), including:
 - Issues in relation to the impounding of dogs;
 - Attendance of a pound keeper at the pound; and
 - Release of impounded dogs is dealt with by the Dog Act 1976, and in particular section 29.
- Registration fees (although fees for the seizure and impounding of a dog may be set by a local government in its annual budget under section 6.16 of the Local Government Act 1995);
- How off leash dog exercise areas are established;
- Dogs wandering at large;
- Dogs not under control;
- Dog attacks;
- Provisions about assistance animals such as guide dogs;
- Modified penalties (on the spot fines) applicable for many minor offences are now set in the Regulations.

Comment

Subject to a number of minor amendments shown 'marked' on the attachment to this report, the *Shire of Bruce Dogs Amendment Local Law 2019* can now be made.

Consultation

In accordance with s3.12(3)(a) of the Local Government Act 1995, the proposed local law was advertised for comments from the public in the West Australian on 5th June 2019, closing on 24 July 2019.

A copy was also sent to the Minister for Local Government in accordance with s3.12(3)(b).

No comments were received from the public, however the Department of Local Government made a number of minor suggestions in respect to the appearance and format of the Amendment local law, which are shown ‘marked’ on the attachment to this report. The Department also made a number of minor suggestions in relation to the body of the local law itself which are again considered minor.

For the sake of completeness, a ‘marked’ version of the principal local law showing the proposed changes is attached to this report.

Statutory Implications

Section 3.16 of the *Local Government Act 1995* requires a local government to review its local laws at least once every eight years.

Actual amendments or new local laws are made using the process set out in s3.12 of the Act.

Policy Implications Nil

Risk Implications

Risk: Should Council not conduct the review of its Local Laws or adopt the proposed changes then the Shire would not comply with the requirements to review its Local Laws under the Local Government Act and/or have Local Laws that are current and meet the legislative requirements to enable staff and Council to make the applicable decisions.

Likelihood	Consequence	Rating
Almost Certain	Moderate	High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a high risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

There are costs associated with the preparation, advertising and Gazettal of the Amendment local law.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.2

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

That Council

- 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Bruce Rock Dogs Amendment Local Law 2019, subject to the amendments as 'marked up' on the attachment to the report to Council.**
- 2. In accordance with s3.12(5) of the Local Government Act 1995, directs the Chief Executive Officer to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;**
- 3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the Chief Executive Officer to give local public notice:**
 - a. Stating the title of the local law;**
 - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and**
 - c. Advising that copies of the local law may be inspected or obtained from the Shire office.**
- 4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.3 *Shire of Bruce Rock Cemeteries Amendment Local Law 2019*
– Final Adoption

File Reference:

2.3.2.11 Local Law 8 Year Review

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Chris Liversage, Conway Highbury

Disclosure of Interest

Nil

Attachments

Attachment 11.5.3 A – Shire of Bruce Rock Cemeteries Amendment Local Law 2019

Attachment 11.5.3 B - Shire of Bruce Rock Cemeteries Local Law 2005 with amendments shown 'marked'

Summary

This local law amends the *Shire of Bruce Rock Cemeteries Local Law 2005*. Subject to a number of minor amendments the Amendment Local Law can now be made.

Background

Section 3.16 of the Local Government Act 1995 requires a local government to review its local laws at least once every eight years.

At its meeting held on 15 March 2018 Council received the outcomes of a review and resolved to request amendments to a number of local laws, including some changes to the *Shire of Bruce Rock Cemeteries Local Law 2005*.

At its meeting held on 20 June 2019 Council adopted an amendment local law. In summary, the changes proposed to the Cemeteries local law are:

Clause 1.3 - Interpretation

A definition of 'local government' has been added to clause 1.3. The Cemeteries Act refers to a 'board' which in many cases is also the local government (as is the case at Bruce Rock). This addition makes it clear that the Board and the local government are the same entity.

Clause 3.4 - Minimum Notice Required

This clause has been amended to require that a booking for a burial or funeral must be made at least two business days beforehand.

Clauses 5.3, 5.4 and 5.5- Vehicle entry, speed limitations and offenders to leave

These subclauses have been rewritten to meet current drafting standards, the requirements of the JSCDL

Clauses 8.1-8.2 Assistance Animals

This clause has been re-written to take account of section 9(2) of the Disability Discrimination Act 1992 which allows a person with a disability to take an assistance animal with them when required. The remaining clauses in Part 8 and the correct clause references in Schedule 1 (modified penalties) have been renumbered accordingly.

Fourth Schedule and forms

The Fourth Schedule can be deleted. Section 53 of the Cemeteries Act still requires a local government to publish fees and charges for cemeteries in the Gazette. While the Fourth Schedule can be deleted the Shire will need to Gazette fees after each change. Fees were last amended in 2012.

The forms listed in the Fourth Schedule can all be deleted. Forms can simply be set by the Shire as required and are referred to in a number of places ‘as determined from time to time) such as in clauses 3.1 and 3.3(1) and (2).

Comment

Subject to a number of minor amendments shown ‘marked’ on the attachment to this report, the *Shire of Bruce Rock Cemeteries Amendment Local Law 2019* can now be made.

Consultation

In accordance with s3.12(3)(a) of the Local Government Act 1995, the proposed local law was advertised for comments from the public in the West Australian on 3 July 2019, closing on 21 August 2019.

A copy was also sent to the Minister for Local Government in accordance with s3.12(3)(b).

No comments were received from the public, however the Department of Local Government, Sporting and Cultural Industries (DLG) made a number of minor suggestions in respect to the appearance and format of the Amendment local law, which are shown ‘marked’ on the attachment to this report.

DLG suggested that subclause (3) of clause 7.18 be deleted. While section 19 of the Cemeteries Act provides a right of appeal, this section applies to funeral licences and funeral directors, rather than masons. The Delegated Legislation Committee has determined that the Act does not provide a right of appeal for masons to appeal a licence cancellation, and as such this minor change to the Amendment Local Law is recommended.

The Department also made a number of minor suggestions in relation to the body of the local law itself which are again considered minor.

For the sake of completeness, a ‘marked’ version of the principal local law showing the proposed changes is attached to this report.

Statutory Implications

Section 3.16 of the *Local Government Act 1995* requires a local government to review its local laws at least once every eight years.

Actual amendments or new local laws are made using the process set out in s3.12 of the Act.

Policy Implications

Nil

Risk Implications

Risk: Should Council not conduct the review of its Local Laws or adopt the proposed changes then the Shire would not comply with the requirements to review its Local Laws under the Local Government Act and/or have Local Laws that are current and meet the legislative requirements to enable staff and Council to make the applicable decisions.

Likelihood	Consequence	Rating
Almost Certain	Moderate	High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a high risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

There are costs associated with the preparation, advertising and Gazettal of the Amendment local law.

Strategic Implications

Nil

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.3

Moved: Cr Crooks

Seconded: Cr Foss

That Council

1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Bruce Rock Cemeteries Amendment Local Law 2019, subject to the amendments as ‘marked up’ on the attachment to the report to Council.
2. In accordance with s3.12(5) of the Local Government Act 1995, directs the Chief Executive Officer to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;
3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the Chief Executive Officer to give local public notice:
 - a. Stating the title of the local law;
 - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - c. Advising that copies of the local law may be inspected or obtained from the Shire office.
5. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.4 *Shire of Bruce Rock Fencing Amendment Local Law 2019 – Final Adoption*

File Reference:

2.3.2.11 Local Law 8 Year Review

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Chris Liversage, Conway Highbury

Disclosure of Interest

Nil

Attachments

Attachment 11.5.4 A – Shire of Bruce Rock Activities on Fencing Amendment Local Law 2019

Attachment 11.5.4 B - Shire of Bruce Rock Fencing Local Law 2004 with amendments shown 'marked'

Summary

This local law amends the *Shire of Bruce Fencing 2004*. Subject to a number of minor changes the Amendment Local Law can now be made.

Background

Section 3.16 of the Local Government Act 1995 requires a local government to review its local laws at least once every eight years.

At its meeting held on 15 March 2018 Council received the outcomes of a review and resolved to request amendments to a number of local laws, including some changes to the *Shire of Bruce Rock Fencing Local Law 2004*.

At its meeting held on 20 June 2019 Council adopted an amendment local law. In summary, the changes proposed to the Fencing local law were:

Clause 4 - Interpretation

- Amend the description of "AS" to "AS/NZS" with any consequential amendments to Australian Standards;
- Add definitions of "occupier", "owner", "local planning scheme" (and replace "town planning scheme" with "local planning scheme" whenever it occurs in the local law); and "Planning and Development Act 2005";
- Delete the definition of "Building Surveyor" and add "authorised Person" in its place (this means a person designated by the local government under section 96 of the *Building Act 2011* to perform all or any of the functions conferred on an authorised person under this local law); and replace the "Building Surveyor" where used throughout the local law with "authorised Person".

Clause 5 - Licence Fees & Charges

Add reference to s6.19 of the Local Government Act 1995.

Clause 10 - General Discretion of the Local Government

Subclause (1) currently reads "Notwithstanding clause 6, the local government may consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws". It is suggested that the clause could be changed to read:

"Notwithstanding the provisions of clause 6, the local government may approve the erection or repair of a dividing fence which is not a sufficient fence where all of the owners of the lots to be separated by the dividing fence make an application for approval for that purpose."

This gives the adjoining owners an opportunity to advise the Shire of their agreement to a fence that is not a sufficient fence.

Clause 14 - Transfer of a Licence

Add 'Unless cancelled under clause 15, a licence referred to in clause 13 shall transfer with the land to any new occupier or owner of the lot' to make it clear that if a licence has been cancelled it cannot be transferred.

Clause 16 - Notices of Breach

After subclause (3) insert a new subclause that clarifies right of entry to the property under the Local Government Act 1995 where remedial works are required to be undertaken.

Forms 1 and 2

These forms relate to a permit for an electric fence. There is no need to specify them in a local law and they can be deleted.

Comment

Subject to a number of minor amendments shown 'marked' on the attachment to this report, the *Shire of Bruce Rock Fencing Amendment Local Law 2019* can now be made.

Consultation

In accordance with s3.12(3)(a) of the Local Government Act 1995, the proposed local law was advertised for comments from the public in the West Australian on 3rd July 2018, closing on 21st August 2019.

A copy was also sent to the Minister for Local Government in accordance with s3.12(3)(b).

No comments were received from the public, however the Department of Local Government, Sporting and Cultural Industries (DLG) made a number of minor suggestions in respect to the appearance and format of the Amendment local law, which are shown 'marked' on the attachment to this report. The Department also made a number of minor suggestions in relation to the body of the local law itself which are again considered minor.

In addition, DLG suggest that as the local law makes reference to an Australian/ New Zealand Standard that:

- The full citation title of the Standard should be used at least once, either in the applicable clause or in an appropriate definition – it is cited in full in clause 13(2)(b) of the existing Fencing Local Law, which relates to requirements for electric fencing;
- All citations must be accurate – the citation is accurate as of the date of this report;
- The Shire should ensure that a copy of the Standard is accessible at the Shire's library or office. Alternatively, the Shire should include information on its website advising the public where the Standard can be accessed. The Standard can be accessed from SAI Global at https://infostore.saiglobal.com/en-au/Standards/AS-NZS-3016-2002-117110_SAIG_AS_AS_245002/ . A link has been inserted in the appropriate point in the Fencing Local Law as a text box to assist. Text boxes do not form part of the official or Gazetted local law but are a useful way of clarifying an issue or conveying information.

For the sake of completeness, a 'marked' version of the principal local law showing the proposed changes is attached to this report.

Statutory Implications

Section 3.16 of the *Local Government Act 1995* requires a local government to review its local laws at least once every eight years.

Actual amendments or new local laws are made using the process set out in s3.12 of the Act.

Policy Implications Nil.

Risk Implications

Risk: Should Council not conduct the review of its Local Laws or adopt the proposed changes then the Shire would not comply with the requirements to review its Local Laws under the Local Government Act and/or have Local Laws that are current and meet the legislative requirements to enable staff and Council to make the applicable decisions.

Likelihood	Consequence	Rating
Almost Certain	Moderate	High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a high risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

There are costs associated with the preparation, advertising and Gazettal of the Amendment local law.

Strategic Implications

Nil

Voting Requirements

Absolute majority.

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.4

Moved: Cr Negri

Seconded: Cr Kilminster

That Council

- 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Bruce Rock Fencing Amendment Local Law 2019, subject to the amendments as 'marked up' on the attachment to the report to Council.**
- 2. In accordance with s3.12(5) of the Local Government Act 1995, directs the Chief Executive Officer to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;**
- 3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the Chief Executive Officer to give local public notice:**
 - a. Stating the title of the local law;**
 - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and**
 - c. Advising that copies of the local law may be inspected or obtained from the Shire office.**
- 4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.5 *Shire of Bruce Rock Local Government Property
Amendment Local Law 2019 – Final Adoption*

File Reference:

2.3.2.11 Local Law 8 Year Review

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Chris Liversage, Conway Highbury

Disclosure of Interest

Nil

Attachments

*Attachment 11.5.5 A – Shire of Bruce Rock Local
Government Property Amendment Local Law 2019*
*Attachment 11.5.5 B - Shire of Bruce Rock Local
Government Property Local Law 2005 with amendments
shown 'marked'*

Summary

This local law amends the *Shire of Bruce Rock Local Government Property Local Law 2005*. Subject to a number of minor amendments the Amendment Local Law can now be made.

Background

Section 3.16 of the Local Government Act 1995 requires a local government to review its local laws at least once every eight years.

At its meeting held on 15 March 2018 Council received the outcomes of a review and resolved to request amendments to a number of local laws, including some changes to the *Shire of Bruce Rock Local Government Property Local Law 2005*.

At its meeting held on 20 June 2019 Council adopted an amendment local law. In summary, the changes proposed to the Local Government Property local law are:

Title of the local law

The year when the local law was made is missing from its title. It is customary to use the year in which it is Gazetted and in this instance is 2005. It is suggested therefore that the title be change to the '*Shire of Bruce Rock Local Government Property Local Law 2005*'.

Liquor Licensing Act 1988

Wherever this legislation appears in the local law amend to refer to the correct terminology of Liquor Control Act 1988.

Clause 2.7 -Activities which may be pursued on specified local government property

In subclause (c) delete "aeroplane" and insert "aircraft". This also requires definition in clause 1.2.

Clause 2.8 - Activities which may be prohibited on specified local government property

In subclause 1(c) delete current wording and insert "(c) taking, riding or driving a vehicle or a particular class of vehicle on the property" to make it clear that a particular class of vehicle is also prohibited on a property.

Clause 3.9 - Renewal of permit

Delete 'mutatis mutandis' and replace with "as though it were an application for a permit".

Clause 5.3 - Only specified gender to use entry of toilet block or change room

Replace clause 5.3 to allow clearer descriptions of access to toilets and change rooms to include families and allow access to toilets by children under 8 with a guardian, and a measure of discretion by an authorised person.

Clause 7.1 - Application of Division 1, Part 9 of the Act

This relates to objections and appeals. Delete reference to regulation 34 which has been repealed.

Schedule 1- Prescribed offences

While rarely (if ever) used, increase the modified penalty (on the spot fine) where \$100 is set, to \$150.

Forms

All Forms contained in the local law can be deleted. Forms can simply be devised administratively and do not need to be set by a local law.

Comment

Subject to a number of minor amendments shown ‘marked’ on the attachment to this report, the *Shire of Bruce Rock Local Government Amendment Local Law 2019* can now be made.

Consultation

In accordance with s3.12(3)(a) of the Local Government Act 1995, the proposed local law was advertised for comments from the public in the West Australian on 3rd July 2019, closing on 21st August 2019.

A copy was also sent to the Minister for Local Government in accordance with s3.12(3)(b).

No comments were received from the public, however the Department of Local Government, Sporting and Cultural Industries (DLG) made a number of minor suggestions in respect to the appearance and format of the Amendment local law, which are shown ‘marked’ on the attachment to this report.

In addition the DLG noted Clause 36(2) of the principal local law provides that the conditions of a permit can be varied at any time, and that while this kind of clause is common in local laws, the Delegated Legislation Committee has expressed concerns that this may result in a person breaching a permit before even knowing that the conditions of the permit have changed. They suggest that subclause (2) be reworded to the following:

(2) The local government may vary permit conditions by giving written notice to the permit holder and the varied condition takes effect 7 days after that notice is given.

The Department also made a number of minor suggestions in relation to the body of the local law itself which are again considered minor.

For the sake of completeness, a ‘marked’ version of the principal local law showing the proposed changes is attached to this report.

Statutory Implications

Section 3.16 of the *Local Government Act 1995* requires a local government to review its local laws at least once every eight years.

Actual amendments or new local laws are made using the process set out in s3.12 of the Act.

Policy Implications

Nil

Risk Implications

Risk: Should Council not conduct the review of its Local Laws or adopt the proposed changes then the Shire would not comply with the requirements to review its Local Laws under the Local Government Act and/or have Local Laws that are current and meet the legislative requirements to enable staff and Council to make the applicable decisions.

Likelihood	Consequence	Rating
Almost Certain	Moderate	High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a high risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

There are costs associated with the preparation, advertising and Gazettal of the Amendment local law.

Strategic Implications

Nil.

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.5

Moved: Cr Waight
Seconded: Cr Kilminster

That Council

- 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Bruce Rock Local Government Property Amendment Local Law 2019, subject to the amendments as ‘marked up’ on the attachment to the report to Council.**
- 2. In accordance with s3.12(5) of the Local Government Act 1995, directs the Chief Executive Officer to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;**
- 3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the Chief Executive Officer to give local public notice:**
 - a. Stating the title of the local law;**
 - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and**
 - c. Advising that copies of the local law may be inspected or obtained from the Shire office.**
- 4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.6 *Shire of Bruce Rock Repeal Local Law 2019* – Final Adoption

File Reference:

2.3.2.11 Local Law 8 Year Review

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Chris Liversage, Conway Highbury

Disclosure of Interest

Nil

Attachments

Attachment 11.5.6 A – Shire of Bruce Rock Repeal Local Law 2019

Summary

This local law repeals the *Municipality of the Shire of Bruce Rock Local Government Model Bylaws (Removal and Disposal of Obstructing Animals or Vehicles) No7*. Subject to a number of minor amendments the Repeal Local Law can now be made.

Background

Section 3.16 of the Local Government Act 1995 requires a local government to review its local laws at least once every eight years.

At its meeting held on 15 March 2018 Council received the outcomes of a review and resolved to request amendments to a number of local laws, including repeal of the *Local Government Model Bylaws (Removal and Disposal of Obstructing Animals or Vehicles) No.7* as published in the Government Gazette on 29 August 1980.

The provisions of this local law are dealt with in the *Shire of Bruce Rock Local Government Property Local Law 2004* and the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2004*. At its meeting held on 16 May 2019 Council adopted a Repeal local law.

Comment

Subject to a number of minor amendments shown ‘marked’ on the attachment to this report, the *Shire of Bruce Rock Repeal Local Law 2019* can now be made.

Consultation

In accordance with s3.12(3)(a) of the Local Government Act 1995, the proposed local law was advertised for comments from the public in the West Australian on 5th June 2019, closing on 24th July 2019.

A copy was also sent to the Minister for Local Government in accordance with s3.12(3)(b).

No comments were received from the public, however the Department of Local Government made a number of minor suggestions in respect to the appearance and format of the local law, which are shown ‘marked’ on the attachment to this report.

Statutory Implications

Section 3.16 of the *Local Government Act 1995* requires a local government to review its local laws at least once every eight years.

Actual amendments or new local laws are made using the process set out in s3.12 of the Act.

Policy Implications

Nil.

Risk Implications

Risk: Should Council not conduct the review of its Local Laws or adopt the proposed changes then the Shire would not comply with the requirements to review its Local Laws under the Local Government Act and/or have Local Laws that are current and meet the legislative requirements to enable staff and Council to make the applicable decisions.

Likelihood	Consequence	Rating
Almost Certain	Moderate	High

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “High” risk. As a high risk matter, the Chief Executive Officer will be monitoring progress.

Financial Implications

There are costs associated with the preparation, advertising and Gazettal of the Repeal local law.

Strategic Implications

Nil.

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.6

Moved: Cr Rajagopalan

Seconded: Cr Foss

That Council

- 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Bruce Rock Repeal Local Law 2019, subject to the amendments as ‘marked up’ on the attachment to the report to Council.**
- 2. In accordance with s3.12(5) of the Local Government Act 1995, directs the Chief Executive Officer to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;**
- 3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the Chief Executive Officer to give local public notice:**
 - a. Stating the title of the local law;**
 - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and**
 - c. Advising that copies of the local law may be inspected or obtained from the Shire office.**
- 4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.7 Report of the Returning Officer Ordinary Election held on 19th October 2019

File Reference: 2.2.1.7 Elections

Reporting Officer: Darren Mollenoyux, Chief Executive Officer

Author: Melissa Schilling, Executive Assistant

Disclosure of Interest: Nil

Attachments: Nil

Summary

This report is to brief Elected Members on the conduct of the election held on 19th October 2019 and to provide an overview of statistics that relate to the election.

Background

On the 19th October 2019 Shire of Bruce Rock held Local Government Elections for the District. There were five vacancies and six candidates for a four-year term.

Early Voting was available at the Bruce Rock Shire Office, 54 Johnson Street, Bruce Rock, between 18th September 2019 to the 18th October 2019 from 8.30am to 4.30pm. 188 votes were received by early voting which included four postal votes.

On Election Day, 19th October 2019 the polling place was Bruce Rock Shire Hall, Johnson Street, Bruce Rock open from 8.00am to 6.00pm. There was a total of 96 votes received on Election Day.

Comment

A total of six staff worked on election throughout various times between 7.00am and 7.00pm. Four staff members worked until to 7.00pm and assisted with the count.

Year	Number of Candidates	Total number eligible voters on roll	Total valid votes cast	Early Votes Cast	Total informal votes	Total votes cast	Percentage turnout
2019	6	646	284	188	0	284	44%
2018*	3	628	207	126	0	207	33%
2017	5	642	258	131	6	264	41%
2013	6	681	267	144	2	269	39%
2012*	2	698	178		3	181	26%

**indicates extraordinary election*

There were no incidents on the day to report.

Consultation Nil

Statutory Implications

For this election the CEO acted as Returning Officer. The election was conducted on the basis of electors voting in person. Part 4 of the Local Government Act 1995 and Local Government (Elections) Regulations 1997 specify the way local government elections are to be conducted.

Policy Implications

Nil

Financial Implications

The Ordinary Election cost \$2145. The 2019/20 Annual Budget has an amount of \$5,000 allocated for Election expenses. This does not capture wages to run the election as they are captured in ordinary wages for staff.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.7

Moved: Cr Foss

Seconded: Cr Kilminster

That Council receive the report of the Returning Officer for the election held on 19th October 2019.

Carried 9/0

Agenda Reference and Subject:

11.5.8 CEO Leave Request

File Reference:

Personnel

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Darren Mollenoyux, Chief Executive Officer

Attachments:

Nil

*In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:
(b) the personal affairs of any person;*

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.8.1

Moved: Cr Rajagopalan

Seconded: Cr Dolton

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

(b) the personal affairs of any person;

Carried 9/0

Summary

Council is asked to consider approval of annual leave for the Chief Executive Officer and appoint an Acting CEO during his absence.

Background

The Chief Executive Officer is seeking annual leave during the 2019 Christmas and January 2020 period.

The CEO's leave proposed leave is as follows;

25th Dec 2019 to 3rd January 2020 – The office is closed during most of this period and as all other staff are also on leave I will still be on call and therefore no CEO is required to be appointed. The CEO will be taking 1 Executive Leave Day, 4 Public Holidays and 3 Annual Leave days during this period.

10th January up to and including the 18th January 2020 – The CEO will be taking 7 Annual Leave days during this period. There will be a requirement to appoint an Acting CEO during this period.

Adequate Annual Leave is accrued to take the requested leave.

The CEO will still be on call for the period between Christmas and New Year while the Shire Office is closed and adequate arrangements have been put in place to cover harvest ban readings during this period.

It is a requirement under the Local Government Act that an Acting Chief Executive Officer be appointed during these periods of absence.

Comment

January is generally a quiet time, there is no Council meeting and the majority of works crew is on leave.

I have held discussions with the Deputy CEO, Alan O’Toole and I am confident that Alan is capable and suitable to be appointed as Acting CEO during this period. The Manager of Works and will be working during this period to also support Alan.

Consultation

Deputy Chief Executive Officer

Statutory Implications

Local Government Act 1995

In particular:

5.36 . *Local government employees*

(1) *A local government is to employ –*

(a) *a person to be the CEO of the local government; and*

(b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*

5.39 . *Contracts for CEO and senior employees*

(a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting*

Policy Implications

Nil

Risk Implications

Risk: That adequate staffing resources are not available to cover the CEO’s period of absence.

Likelihood	Consequence	Rating
Unlikely	Minor	Low

Action / Strategy

This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Low” risk and will be managed by routine procedure and is unlikely to need specific application of resources.

Financial Implications

It is general practice that the Acting Chief Executive Officer is paid higher duties during this time. This is budgeted for in the annual salaries and wages provision.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

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

Voting Requirements

Simple Majority

COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.5.2

Moved: Cr Rajagopalan

Seconded: Cr Waight

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 COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.8.

Moved: Cr Foss

Seconded: Cr Waye

That Council:

- 1. Approve the annual leave of the Chief Executive Officer, Darren Mollenoyux for the period commencing on 30th December 2019 to 3rd January 2020, inclusive.**
- 2. Approve the annual leave of the Chief Executive Officer, Darren Mollenoyux for the period commencing on 10th January 2020 to 17th January 2020, inclusive.**
- 3. Appoint the Deputy Chief Executive Officer, Alan O’Toole as the Acting Chief Executive Officer for the period from 10th January 2020 to 17th January 2020 inclusive and that Alan is paid at higher duties, equivalent to the current CEO, during this period.**

Carried 9/0

Agenda Reference and Subject:

11.5.9 ACCINGO – WEROC Asset Management Report

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to consider the Asset Management Project Final Report and recommendations prepared by Accingo and provide a response to WEROC on its views.

Background

In early 2018 WEROC received a presentation from Accingo in consideration of developing a report and recommendations to WEROC member Councils on their asset management of major plant and equipment.

Following the presentation WEROC agreed to request Accingo to undertake an asset audit for each of WEROC's member Councils, as outlined in Accingo's Phase 1 proposal. Phase 1 consisted of the following;

"Phase 1 (b) Asset Audit

This entails a full review of all assets of Plant & Machinery and any assets associated with maintaining plant and equipment such as workshops, tooling etc.

The purpose of this review is to provide the following information;

- *Identification of asset including current location*
- *Reconciliation to Asset register*
- *Full report of condition, hours etc which also assists in the valuation of plant*
- *Understand & report on utilisation, availability, requirements etc*

This data serves several purposes being;

- *Market valuation of current plant & equipment*
- *Ability to forecast potential net cash inflows & savings under Phase 2*
- *Data in which to base decisions on Sale, replacement and ultimately pooling of asset base amongst the WE-ROC shires*
- *Potentially replaces need for asset audit for compliance (to be understood whether this can be achieved)"*

Following collation of information, the final report was considered and discussed at the WEROC Executive Meeting held on the 25th September 2019. The WEROC Executive made the following resolution;

That the:

1. *WEROC Executive be requested to table Accingo's report and recommendations on the review of mobile assets and plant across each Member Council for discussion at either their October or November round of Council meetings; and*
2. *Executive Officer be provided with comments from these discussions to enable a report to be prepared for the WEROC Executive Meeting scheduled to be held Wednesday 27 November 2019.*

Comment

As part of receiving the Minutes from the September 2019 WEROC Executive Meeting Council had initial discussions regarding the Accingo Report and Recommendations at the Ordinary Meeting of Council held on the 17th October 2018, however Council resolved;

To enable adequate time for staff to review and Council consider the Accingo Report, Council defer any discussion or consideration of the recommendations until the November 2019 Ordinary Council Meeting.

During the month staff reviewed the Accingo Report and Recommendations and the management team held a meeting to discuss the documents and views on the recommendations.

The report highlights that Bruce Rock does have underutilisation of plant, however the report also has issues with some of Bruce Rock's data, so we are unsure how accurate it is. In addition, unsubstantiated comments regarding usage and availability of operators is made in the report which is not accurate.

The data also included some machinery that is not used at all and is more or less a museum piece, one of the graders that is only used occasionally for clearing and not to damage the newer machines. We also believe that some of the hours for some plant has not been captured in either our data or the compilation of information.

Another comment in the report which requires further clarification is as follows; *“Bruce Rock has an aged fleet in this area (graders) which means the holding costs are reduced however as noted we have not included maintenance costs”*. It is unsure what is intended by this as it leaves it open to interpretation as to the overall cost of our fleet, and perhaps further internal investigation into the utilisation and number of graders needs to be undertaken.

The management team believe that there are significant cost implications for recommendations 5 and 6 and the idea of centralisation is not something that Council has an interest in at this point in time. At the meeting held by the Management Team analysis of Accingo recommendations 1 – 4 was undertaken and comments will be provided to Council on the views of each recommendation.

It is acknowledged that Bruce Rock has plant that is probably underutilised and is worthy of further investigation and an internal review of the plant usage.

There is certainly potential for neighbouring WEROC Councils to work more collaboratively, specifically with either hiring equipment from each other or carrying out maintenance grading on roads that adjoin two shires. This could be that if our crew is grading a road that crosses into the Kellerberrin Shire then we could cross over and complete the road for them at either a cost recovery fee or that they in turn would grade a different adjoining road that crosses the boundary.

A copy of both the Final Accingo Report and Recommendations is provided under separate cover due to the confidential and commercial nature of the report.

Consultation

Members of the Council's Senior Management Team held a meeting to review the Accingo Report and Recommendations.

This matter has been discussed in detail at both WEROC Council and Executive Meetings

Statutory Implications

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

Local Government (Administration Regulations) 1996,
19DA (3)(c) A Corporate Business Plan for a district is to develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Policy Implications Nil

Risk Implications

Risk: Council not taking any action in relation to the all the recommendations of the Accingo Report may have an impact on the asset management of its major construction plant.

Likelihood	Consequence	Rating
Unlikely	Minor	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 “Moderate” risk and will be managed by specific monitoring and response procedures.

Financial Implications

Significant costs could be associated with some of the recommendation, in particular Accingo’s recommendations 5 and 6. Any specific costs at this stage are unknown.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

- Goal 1 – Roads are a key economic driver across the Shire
- 1.3 – Plant and equipment maintenance and replacement
- 1.4 – Plant and equipment return on investment
- Retention of works staff

2.1 – Asset Management Plan is developed and adopted

Governance

- Goal 10 – Our organisation is well positioned and has capacity for the future
- Goal 12 – Council leads the organisation in a strategic and flexible manner
- 12.1 – Continue to build our voice and strategic projects within our regional groupings
- 12.5 – Lead the organisation in a financially responsible and viable manner

Shire of Bruce Rock’s Strategic Resource Plan 2018 – 2033

The Strategic Resource Plan is an important informing strategy of the Integrated Strategic Planning Framework of the Shire. It is two documents combined into one, combining the Asset Management Plan and the Long Term Financial Plan and takes influences and consideration from the Workforce Plan, Strategic Community Plan and Corporate Business Plan. It is the mechanism that will ensure the delivery of the actions contained in the Strategic Community Plan.

This Plan was developed to ensure that Council complies with the requirements of the Local Government (Administration) Regulations 1996.

Voting Requirements Simple Majority

Officer Recommendation

That Council;

1. That Council considers the WEROC Accingo Asset Management Report on major construction plant; and
2. Supports/does not support
 - Accingo's recommendation 1
 - Accingo's recommendation 2
 - Accingo's recommendation 3
 - Accingo's recommendation 4
3. Does not support recommendations 5 and 6 due to the cost implications and Council does not have a desire for centralisation as it would not be in best interests of the Shire, workforce or community.
4. That staff undertake a review of the major construction plant, including usage hours, data reporting to see if there is any value in reducing plant numbers, without restricting the operational capacity of Council and its roads program.
5. That WEROC Shires consider working collaboratively on specific adjoining roads when it comes to maintenance grading and/or encourage and be more open to potentially hiring major plant when it is not being utilised as opposed to hiring from outside the region.

Council decision varied to Officer Recommendation to support or not support the recommendations listed in item 2.

COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.9

Moved: Cr Rajagopalan

Seconded: Cr Waight

That Council;

1. That Council considered the WEROC Accingo Asset Management Report on major construction plant; and
2. Provides the following comment on each recommendation to WEROC;
 - Accingo's recommendation 1 – not support
 - Accingo's recommendation 2 – not support, however will be undertaking a review at individual level through Project Aware Program
 - Accingo's recommendation 3 – not support, will be reviewed internally
 - Accingo's recommendation 4 – not support, as Council is conducting an internal review of all large plant assets through Project Aware Program, in line with Council's philosophies and requirements.
3. Does not support recommendations 5 and 6 due to the cost implications and Council does not have a desire for centralisation as it would not be in best interests of the Shire, workforce or community.
4. That staff undertake a review of the major construction plant, including usage hours, data reporting to see if there is any value in reducing plant numbers, without restricting the operational capacity of Council and its roads program.
5. That WEROC Shires consider working collaboratively on specific adjoining roads when it comes to maintenance grading and/or encourage and be more open to potentially hiring major plant when it is not being utilised as opposed to hiring from outside the region.

Carried 9/0

Agenda Reference and Subject:

11.5.10 GROH Lease – 44 Curlew Drive, Bruce Rock

File Reference:

1.6.20.3

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Attachments:

Nil

Summary

Council is asked to consider a request from Government Regional Officer Housing (GROH) to enter into a 10 year lease for 44 Curlew Drive, Bruce Rock for the housing of teaching staff.

Background

In September 2017 Council agreed in principle to construct a residence for a long term lease to GROH for the housing of teaching staff, with the condition that it was occupied by the Bruce Rock District High School Principal.

Following a protracted process with GROH and the Department of Education a verbal agreement was reached and subsequent email provided from GROH stating the following;

“I appreciate the time you took to walk us through the property on Curlew Drive and the opportunity to discuss a resolution to DOE’s concerns regarding a commitment to the property.

As (DOE staff) mentioned on Monday; DOE are concerned that 44 Curlew Drive does not satisfy their current requirement for a 4x2 which is suitable as a share house. The primary concern is around the bedroom sizes. DOE staff indicated that they would consider committing to 44 Curlew if the Shire could give some assurances that an additional 4x2 could be built in the near future.

I understand that you were open to taking that suggestion to the Shire Council and I am happy to say that, after further conversation, DOE staff have now indicated that they would be certain to progress a 10 year commitment on 44 Curlew Drive if the council could agree to the additional 4x2.

It hopefully goes without saying that I would ensure that, in this instance, the GROH program would work with yourself and DOE to ensure that the new build met all GROH specifications and DOE requirements. The same 10-year commitment and cost recovery rent would also apply to the new build.”

Comment

The construction of 44 Curlew Drive, Bruce Rock has now reached completion and is now ready for occupancy. On the 12th November 2019 the CEO received a formal offer from GROH to lease the property for a 10 year period, with rental set at \$720 per week with an annual increase minimum of 2%, which will offset the cost of construction of the property.

Whilst I have been advised that the house will be allocated for the Bruce Rock District High School Principal in the first instance, I am yet to receive this officially in writing. I have requested to have it included in the terms of the lease, however at the time of writing this agenda item I have not received a reply.

In relation to the request for the construction of a second residence for teaching staff, specifically a 4 x 2 suitable for share house (2 master bedrooms) Council direction is sought.

This would require a Council to obtain a loan from WA Treasury to cover the costs of constructing this second residence. However, as stated by GROH they would lease the property for 10 years on a cost recovery basis which would essentially cover the cost of loan repayment.

Should Council opt not to proceed with the construction of the second residence then it would put the lease offer for 44 Curlew Drive in jeopardy, however with Council's current staff housing requirements the house could still be utilised.

Consultation

- Julian Goldacre, Environmental Health Officer
- Jennifer Bow, Manager of Finance
- Melissa Schilling, Executive Assistant
- Mike Darby, Senior Finance Officer
- Department of Communities & Housing - A/Program Manager – GROH Commissioning and Sector Engagement
- Department of Communities - Leasing Officer | Contracting
- Department of Education - Principal Consultant of Housing and Transport
- Bruce Rock District High School Principal

Statutory Implications

The Local Government Act 1995 Section 3.58 addresses the disposition of property. The Local Government (Function and General) Regulations 1993 Regulation 30 provides for some exemptions, which this transaction would be exempt as per;

- 30 (b) *the land is disposed of to a body, whether incorporated or not —*
- (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature;*
- (c) *the land is disposed of to —*
- (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
- (g) *it is the leasing of residential property to a person.*

Local Government Act 1995 s.6.16 & s.6.19

6.16. Imposition of fees and charges

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

6.19. Local government to give notice of fees and charges

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of*
- (a) *its intention to do so; and*
 - (b) *the date from which it is proposed the fees or charges will be imposed.*

Policy Implications

Nil

Risk Implications

Risk: If Council does not lease 44 Curlew Drive to GROH then alternative leasing arrangements or use by Council would occur.		
Likelihood	Consequence	Rating
Possible	Minor	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

- 44 Curlew Drive, Bruce Rock

The term of the lease is set for 10 years, with a starting lease of \$720 per week and includes a minimum increase of 2% pa. This house was already budgeted for and loan acquired in 2019/20 financial year. Budget provision was also set for rental income, however Council needs to adopt the rental amount and advertise it as a new fee.

Should Council opt to not enter into a lease arrangement with GROH then it would receive a lower income amount if used just for internal staffing purposes.

- Proposed Second House

The following table which outlines the details for the proposed loans for the GROH house at \$400,000 for 7 years and 10 years at the interest rate as at 14th November 2019. It is proposed that the house would be constructed in 2020/21.

Principal	Term of Loan	Interest Rate	Total Interest	Total GGF	Total Payable	Annual Repayment
\$ 400,000	7	1.42	\$ 21,626	\$ 18,522	\$ 440,148	\$ 60,232
\$ 400,000	10	1.64	\$ 35,330	\$ 27,360	\$ 462,690	\$ 43,533

The government guarantee charge is 0.7% of the outstanding loan balance, charged twice yearly.

Although we could have \$672,000 in loans (\$272,000 for current house and \$400,000), our debt service cover ratio will be OK as we have taken the loans out over 10 years whereas the previous 2 loans were taken out over 5 years. This increased the principal repayments. However, a higher ratio means we have enough cash to cover the repayments. Advanced is when the ratio is greater than 5. Currently ours is 13.5 for 2018-19, 15.5 – 2017-18 and 36 for 2016-17.

Council’s current loans for the Caravan Park chalets and the solar panels at the Recreation Centre and Aquatic Centre will be completed in April 2020. Therefore, the only loans Council will have will be for these houses.

In addition, as the leases are based on a cost recovery rental basis the cost of loan repayments will be covered by the rental income received annually.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2017-2027

Infrastructure

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

2.2 Encourage greater usage of current Shire owned facilities

Goal 4 - Workers and their families can work and reside in the Shire

4.2 Partnership approach to addressing rental accommodation for long term benefit of the Shire and local businesses

Governance

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

CEO Key Performance Indicator

5 – Property Development

- Complete construction of residential property at 44 Curlew Drive, Bruce Rock
- Present business case for consideration by Council on leasing options

Voting Requirements

Absolute Majority

Officer Recommendation

1. That Council enters into a lease with The Housing Authority (acting through the Government Regional Officer's Housing Program) for Council's property located at 44 Curlew Drive, Bruce Rock for an initial period of 10 years.
2. That Council set the rental price for 44 Curlew Drive at \$720 per week and advertise the new fee under the requirements of the Local Government Act.
3. That Council agree to construct a new 4 x 2 residence (with 2 master bedrooms) in line with GROH specifications in 2020/21 on cost recovery rental basis for a 10 year lease with the Housing Authority.
4. That Council fund the construction of the new property in the 2020/21 budget though a WA State Treasury loan.

Council decision varied to officer recommendation to clarify point 3 to have a mutual agreement on the house design specifications.

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.10

Moved: Cr Rajagopalan

Seconded: Cr Dolton

- 1. That Council enters into a lease with The Housing Authority (acting through the Government Regional Officer's Housing Program) for Council's property located at 44 Curlew Drive, Bruce Rock for an initial period of 10 years.**
- 2. That Council set the rental price for 44 Curlew Drive at \$720 per week and advertise the new fee under the requirements of the Local Government Act.**
- 3. That Council agree to construct a new residence in line with GROH specifications in 2020/21 on cost recovery rental basis for a 10-year lease with the Housing Authority, pending agreement between both parties.**
- 4. That Council fund the construction of the new property in the 2020/21 budget though a WA State Treasury loan.**

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.11 Wheatbelt Secondary Freight Network

File Reference:

6.1.2.17

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Item 11.5.11 – Attachment A – WSNF Project Manager Package

Summary

Council is asked to endorse the formal offer from the Wheatbelt Secondary Freight Network (WSFN) to host and recruit the WSNF Project Manager position.

Background

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

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

At the September 2019 Ordinary Council Meeting Council was asked to endorse its commitment to the program and consider if it would like to submit an Expression of Interest to host the WSNF Project Manager.

That Council:

1. *Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.*
2. *Receive the following WSNF Program documents which outline how the WSNF Steering Committee propose to administer the WSNF Program:*
 - *Program Governance Plan*
 - *Program Delivery Plan*
 - *Multi Criteria Analysis Methodology.*
3. *Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance within the Program Governance Plan.*
4. *Submit an expression of interest in the Shire hosting a Project Manager for WSNF.*

Comment

As per the Council decision an Expression of Interest was submitted to the WSNF and on the 28th October 2019 correspondence was received from the WSNF Chair advising that we had been successful in our submission to host the WSNF Project Manager.

The offer was conditional on the commencement of an appropriate recruitment and selection process for the project manager role as outlined within the EOI invitation documents within 2-3 weeks of the date of this correspondence.

Due to the timeframe conditions the recruitment process has commenced with advertising already commenced. The CEO sought advice from related parties to ensure that the advertisement, position description and recruitment package met the requirements of the WSNF program.

An item will be presented at the December 2019 Ordinary Meeting of Council seeking Council’s endorsement of a budget variation to include the expenditure and income for the WSNF Project Manager position.

A copy of the WSNF Project Manager Position – Information Package is included at Attachment A for this item.

Consultation

Deputy CEO, Alan O’Toole,
 Manager of Finance, Jennifer Bow
 Manager of Works & Services, Glenn Casley
 Shire President, Stephen Strange
 WSNF Chair, Cr Ricky Storer
 WALGA Executive Manager of Infrastructure, Ian Duncan

Statutory Implications

Local Government Act 1995
 This is not a Senior Position, so it does not require formal appointment by Council.

Policy Implications Nil

Risk Implications

Risk: Council staff need to ensure the successful recruitment and management of the WSNF Project Manager to ensure the success of the program and Council’s reputation.		
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

There will be new expenditure requirements for this position, however the position is also funded through the WSNF and therefore income will offset most of the cost.

An item will be presented at the December 2019 Ordinary Meeting of Council seeking a variation to income and expenditure for the remainder of the 2019/20 budget (essentially will only be for 6 months), then Council will need to budget for the position for at least the next two years.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

Goal 1 – Roads are a key economic driver across the Shire

1.5 – Identification of freight task at hand (changes in flow etc)

1.6 – Engagement of neighbouring Shires and key stakeholders in Secondary Freight Route project

Economy

Goal 3 - Assist the local economy to grow

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

Governance

12.1 – Continue to build our voice and strategic projects within our regional groupings

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.11

Moved: Cr Foss

Seconded: Cr Wayne

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

CARRIED BY ABSOLUTE MAJORITY 9/0

Agenda Reference and Subject:

11.5.12 Department of Local Government’s Proposed Code of Conduct and CEO Standards

File Reference: 2.3.3.1

Reporting Officer: Darren Mollenoyux, Chief Executive Officer

Author: Darren Mollenoyux, Chief Executive Officer

Disclosure of Interest: Nil

Attachments: *Item 11.5.11 – Attachment A – Proposed Code of Conduct
Attachment B – Proposed CEO Standards*

Summary

Council is asked to endorse the prepared submission to the Department of Local Government in relation to their proposed Code of Conduct and CEO Standards.

Background

The Department of Local Government has issued a circular in relation to their consultation on proposed Code of Conduct and CEO Standards. The circular states;

“On 27 June 2019, the Local Government Legislation Amendment Act 2019 was passed in Parliament.

The Act includes a requirement for the introduction of:

- *a mandatory code of conduct for council members, committee members and candidates (Code of Conduct); and*
- *mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers (CEO Standards).*

The Department of Local Government, Sport and Cultural Industries (department) is seeking feedback on the draft Code of Conduct and draft CEO Standards (and accompanying guidelines).

These documents and the online survey for each topic are available on the department’s website.”

The Department has advised that submissions are being called and close on 6th December 2019.

WALGA provided Council with their Draft Submission on both the proposed Code of Conduct and the CEO Standards, of which a copy has been provided for Councillors’ reference. To enable WALGA to obtain a sector position by the 25th October 2019, Council endorsed WALGA’s submissions at the October 2019 Meeting.

At the October 2019 Ordinary Council Meeting it was also resolved *“That the Chief Executive Officer prepare a submission and survey response, on behalf of Council for the Department of Local Government’s proposed new Code of Conduct and CEO Standards. This submission is to be in line with views from Council and be presented for endorsement at the November 2019 Ordinary Council Meeting.*

Comment

Whilst the WA Local Government Association submission covered most of the concerns, Council’s submission has been prepared to reinforce key points and complete the survey documents provided by the Department of Local Government on both the proposed Councillors Code of Conduct and CEO Standards documents.

Individuals are also able and are encouraged to make their own submission and therefore Councillors may wish to also make their own submission via the online survey available at the Department of Local Government’s website.

In addition to information provided by WALGA, correspondence has been received from LG Professionals stating that due to the potential impact of the proposed changes they have provided comments to assist Council’s and staff in making their submissions. The CEO has also taken into consideration other advice that has been received at a regional level and information given during the recent LG Professionals conference, CEO’s Forum.

The Chief Executive Officer has reviewed the proposed documents and is finalising the submission on Councils behalf, including a response to the survey. Council’s submission will be presented for consideration at the November 2019 Ordinary Council Meeting for endorsement.

Copies of the 2 proposed documents and blank surveys are provided as an attachment to this agenda item. **The final submission and Council’s completed survey will be provided prior to the Council Meeting.**

Consultation

Tim Lane, WALGA
 Shire President, Stephen Strange
 Members of Senior Management Team
 Brief discussion held following the recent WEROC Executive Meeting, where it was agreed that WEROC would not be making a submission and it would be left for individual Councils.
 LG Professionals

Statutory Implications

The Local Government Legislation Amendment Act 2019

Policy Implications

Any Policies relating to Council’s current Code of Conduct
 Any Policies relating to employment matters affecting the Chief Executive Officer

Risk Implications

Risk: Compliance may be increased from legislative changes that could occur and costs and administrative burden would increase should the CEO Standards be adopted by the Department of Local Government as they are currently proposed.		
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

Should some of the proposed changes be implemented by the Department of Local Government, Council would incur higher costs associated with proposed processes for employment, recruitment and performance reviews of CEOs.

The implementation and new requirements will take up additional staff resources.

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Governance

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

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

Voting Requirements Simple Majority

OFFICER RECOMMENDATION COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.12

Moved: Cr Rajagopalan

Seconded: Cr Kilminster

That Council endorses the submission and survey response, prepared by the Chief Executive Officer, in response to the Department of Local Government’s proposed as presented;

- **Mandatory Code of Conduct for Council Members, Committee Members and Candidates**
- **Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination**

Carried 9/0

Agenda Reference and Subject:

11.5.13 Factory Unit Lease (Unit 3/9-11 Swan St, Bruce Rock)

File Reference:

Reporting Officer:

Darren Mollenoyux, Chief Executive Officer

Author:

Alan O’Toole, Deputy Chief Executive Officer

Disclosure of Interest:

Nil

Attachments:

Nil

Summary

Council is asked to consider a Lease request for a Council-owned factory unit located at Unit 3/9-11 Swan Street, Bruce Rock and the subsequent variation to Fees and Charges.

Background

There is a vacant factory unit at 3/9-11 Swan Street, and the Shire has received a request from Mr Steven Featherstone of Featherstone Roofing and Building Services, who is interested in leasing it. Mr Featherstone intends to re-locate his business here from Wooroloo in the Shire of Mundaring. Featherstone Roofing and Building Services currently operates around the Perth Hills area, and Mr Featherstone has offered references from the Shire of Wongan Hills, which he currently contracts his services to.

Mr Featherstone has also stated his intention of relocating permanently to Bruce Rock and hopes to secure a residential property in the town soon. He is proposing that he will be able to start operating the business mid-to-late February 2020.

Comment

Mr Featherstone has inspected the Unit with Mike Darby, Senior Finance Officer, and there are some repairs and modifications to the Unit that Mr Featherstone has asked to be considered as part of the arrangements for him to occupy the property. These include the repair and reinstatement of the mezzanine floor (currently only half is in place) and also the installation of roof insulation to be held in place with wire mesh. Mr Featherstone has suggested that if the Shire were to purchase the materials at a total cost estimated by Mr Featherstone to be \$4600, then he would do the work necessary.

It is proposed that prior to any of the suggested repairs and/or improvements being undertaken, the Shire’s Environmental Health Officer, Mr Julian Goldacre inspects the property to give his opinion on what is essential to make the Unit ready for occupation.

Mr Featherstone is also seeking Council’s consideration to reduce the monthly lease for the first twelve months, this is to assist in being able to establish his new business within Bruce Rock.

Council has previously moved a motion in May 2008 that “Council may consider a discount of up to 30% for new businesses renting a factory unit for a period of up to 12 months”.

Council may wish to include a requirement for business signage to be erected on the building as it has set previously on factory unit rentals.

Consultation

Mr Steven Featherstone, Featherstone Roofing and Building Services

Mike Darby, Finance Officer

Statutory Implications

Local Government Act 1995 s.6.16 & s.6.19

6.16. Imposition of fees and charges

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

6.19. Local government to give notice of fees and charges

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

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

Policy Implications

Whilst no formal policy exists, precedent exists from previous decisions of Council and as per this resolution in 2008; *“Council may consider a discount of up to 30% for new businesses renting a factory unit for a period of up to 12 months”.*

Risk Implications

Risk: That Council not approve the Lease for Factory Unit 3/9-11 Swan Street, Bruce Rock.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedure’s Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.		

Financial Implications

The 2019/20 rent on the factory unit located at Unit 3/9-11 Swan Street is set for \$483 per month inc gst.

A reduced rental of 30% would set the rental amount at \$338.10 per month inc gst, over the 12 month rental that would be a total of \$4057.20.

Council budgets for rental income on this factory unit. Any reduction in rental will need to be adjusted in Council’s budget income, however as the unit is currently vacant it is not generating income.

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

Strategic Implications

Shire of Bruce Rock – Strategic Community Plan 2017-2027

Infrastructure

2.2 – Encourage greater usage of current Council owned facilities

Economy

Goal 3: Assist the local economy to grow

3.3 Encourage the business units to be used in Swan Street

3.7 – Leverage economic opportunities and development from successful local businesses

Goal 4: Workers and their families can work and reside in the Shire

- 4.3 – Promote existing residential land and plan for future commercial and residential land developments to meet current and future needs

Governance

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

Voting Requirements Absolute Majority

Officer Recommendation

That Council:

1. That Council lease its factory unit located at Unit 3/9-11 Swan Street, Bruce Rock to Featherstone Roofing and Building Services (Mr Steven Featherstone).
2. That Council considers the request from Mr Steven Featherstone for a reduction of rent for the first 12 months of the lease to assist him in relocating and establishing his business Featherstone Roofing and Building Services within Bruce Rock.
3. The new monthly rental fee of \$_____ (inc. GST) is to be charged from 1st February 2020 and to be reviewed as part of the annual budget review process.
4. Give public notice of 7 days of the intent to vary the fee and charge.
5. That there is a requirement of the lease for business signage to be erected on the building.

Council decision varied to Officer Recommendation to decline the request for rental subsidy due to concerns of providing a discount to a new business that may have potential to impact existing local businesses. Set new monthly fee of \$483.50 to be charged from 1st February 2020 and to be reviewed as part of the annual budget review process. Therefore, there is no need to give Public Notice of the intent to vary the charge.

COUNCIL DECISION

Resolution OCM Nov 19 – 11.5.13

Moved: Cr Kilminster

Seconded: Cr Foss

That Council:

1. **That Council lease its factory unit located at Unit 3/9-11 Swan Street, Bruce Rock to Featherstone Roofing and Building Services (Mr Steven Featherstone).**
2. **That Council declines the request from Mr Steven Featherstone for a reduction of rent for the first 12 months of the lease to assist him in relocating and establishing his business Featherstone Roofing and Building Services within Bruce Rock, due to other businesses of a similar nature operating within town.**
3. **The new monthly rental fee of \$483.50 (inc. GST) is to be charged from 1st February 2020 and to be reviewed as part of the annual budget review process.**
4. **That there is a requirement of the lease for business signage to be erected on the building.**

CARRIED BY ABSOLUTE MAJORITY 9/0

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

13. Confidential Items

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 19th December 2019.

Cr Stephen Strange
Shire President
19 December 2019



CEACA

Supporting Age Friendly Communities

**CENTRAL EAST AGED CARE
ALLIANCE INC (CEACA) ANNUAL
GENERAL MEETING**

HELD TUESDAY, 12 NOVEMBER 2019

**KELLERBERRIN RECREATION
& LEISURE CENTRE**

MINUTES

Minutes

Central East Aged Care Alliance Inc (CEACA)

Annual General Meeting

1. OPENING

The Chairman opened the meeting at 11.00am welcoming all in attendance.

The Chairman stated that there is some debate and different interpretation of the CEACA Constitution at present, however the 11 delegates today have clarified that CEACA will operate as follows under the Constitution:

1. CEACA Inc will have three Committees and they are:
 - General Committee.
 - Management Committee
 - The ability to have a Sub-Committee (previously known as Executive Committee).
2. Management Committee will meet quarterly.

The Chairman stated that due to the difference in interpretation of the Constitution, he will be seeking further independent legal advice to ensure that we are operating under our Constitution and the Act. He will accept the nominations above, however if the legal advice does not agree with the Committee's interpretation of the CEACA Constitution, then another meeting will need to be held to discuss further.

2. DECLARATION OF QUORUM

It was agreed that there was a quorum at the meeting.

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1 Attendance – Members

Cr Gary Shadbolt	-	Shire of Mukinbudin
Cr Wayne Della Bosca	-	Shire of Yilgarn
Cr Ricky Storer	-	Shire of Koorda
Mr John Nuttall	-	Shire of Mt Marshall
Cr Julie Flockart	-	Shire of Merredin
Cr Rodney Forsyth	-	Shire of Kellerberrin
Cr Eileen O'Connell	-	Shire of Nungarin
Cr Stephen Strange	-	Shire of Bruce Rock
Cr Freda Tarr	-	Shire of Trayning
Mr Louis Geier	-	Shire of Westonia
Cr Quentin Davies	-	Shire of Wyalkatchem

In accordance with Item 6.3 of the CEACA Inc Constitution, it was agreed that the above-named persons have been elected by the Members to be their representatives until the next AGM.

3.2 Attendance – Observers

Taryn Dayman	-	Shire of Wyalkatchem
Dirk Sellenger	-	Shire of Mukinbudin
Darren Mollenoyux	-	Shire of Bruce Rock
Kellie Bartley	-	Shire of Merredin
Peter Clarke	-	Shire of Yilgarn
Tony Sachse	-	Shire of Mt Marshall
Rachel Kirby	-	Shire of Mt Marshall (& Outgoing Treasurer)
Jamie Criddle	-	Shire of Westonia
Raymond Griffiths	-	Shire of Kellerberrin

3.3 Apologies

Ken Hooper	-	Shire of Merredin
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4. CONFIRMATION OF CHAIR

The Chairman, Terry Waldron, left the room.

RECOMMENDATION

It was recommended by Gary Shadbolt to elect Terry Waldron as Independent Chairman for the Central East Aged Care Alliance Inc until the 2020 Annual General Meeting.

RESOLUTION

It was moved by the Board to elect Terry Waldron as the Independent Chairman until the 2020 Annual General Meeting.

CARRIED

5. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

21.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.

Terry Waldron declared an interest as a Chairman of Rural Health West.

6. MINUTES OF THE LAST ANNUAL GENERAL MEETING

6.1 Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday, 14th November 2018 (Attachment)

Presenting the Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 14 November 2018

RECOMMENDATION

That the Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 14 November 2018 be confirmed as a true and accurate record of the proceedings.

RESOLUTION

It was agreed by all Members that the Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 14 November 2018 be confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 14 November 2018

Nil

6.3 Minutes from the Special Committee Meeting of the Central East Aged Care Alliance Inc held on Wednesday, 3rd July 2019

RECOMMENDATION

That the Minutes from the Special Committee Meeting of the Central East Aged Care Alliance Inc held on Wednesday, 3rd July 2019 be confirmed as a true and accurate record of proceedings.

RESOLUTION

It was agreed by all Members that the Minutes from the Special Committee Meeting of Central East Aged Care Alliance Inc held on Wednesday, 3rd July 2019 be accepted as a true and accurate record of proceedings.

CARRIED

7. CHAIRMAN'S REPORT (ATTACHMENT)

Presenting the Chairman's Report - The Chairman referred to his report that was distributed to attendees prior to the meeting.

The Chairman thanked Gary Shadbolt for his support as acting Chairman and thanked John Nuttall for his help with the work on the revised Constitution.

The Chairman stated that both he and the CEO, Nick Hopkin had concerns with pushback with operations (Pindan/Access/Edgefield).

Access Housing have been providing CEACA with progress reports indicating practical completion dates and have continually pushed the dates back further, making it very difficult for CEACA to work with and their tenants to plan for their moves. The Chairman and CEO therefore called a meeting with Pindan, Access and Edgefield Projects to highlight their concerns. A lot of issues were brought up at that meeting and all parties were satisfied by the end of the meeting that all had either been identified and were being worked on or had already been rectified since the latest report was provided to CEACA. All parties agreed at that meeting that Kellerberrin and Nungarin would be moving in from the 18th November, that all other sites apart from Bruce Rock would be the 27th and Bruce Rock would be given a date when sewerage works were rectified.

The Chairman confirmed that Jo Trachy had contacted all tenants by phone to give them an update on progress so that they could begin preparations for their moves. Jo also confirmed that she had also sent further emailed updates as they came to hand.

With regards to the extra house to be built and the excess money left if we did not build it, the Chairman stated that he and Nick Hopkin had met with Lorraine Fernandez from the Department of Primary Industries and Regional Development (DPIRD) and Brett Chisholm from Department of Regional Development (DRD) and after some discussion, it was agreed that CEACA are not required to build the additional unit and the excess or remaining funds could be used towards operations.

Nick Hopkin added to this by saying that CEACA would have approx. \$400k left and he recommends that it is used towards air-conditioning and solar to reduce overheads for tenants. The money would also be used for operational costs to ensure CEACA is well placed to put systems in place from the outset (e.g. marketing/legal fees). The Department confirmed that the money remaining is what Shires have put in and therefore we can utilise it for the benefit of CEACA. The Chairman and CEO will obtain this advice from DPIRD in writing and final approval from the Minister. The Chairman has met with the Minister twice and will obtain her approval in writing.

The Chairman is keeping the Minister's office updated on progress of the project in general and will also provide them with an update on the CEACA Constitution discussions held today. The Chairman stated that DPIRD, RDA and the Minister's Office were happy with the updates and it is important that we keep them both informed on a regular basis. The Chairman advised that he had invited the Minister, Alannah MacTiernan, to an open day in Kellerberrin and following a further discussion on Friday, was waiting on advice in relation to suitable dates.

Nick finalised the update on the meeting with DPIRD by stating that the Department confirmed that the original FAA states that we had to sell up to 7 units and was only an option. If no demand, they do not expect us to sell them and are happy for us to rent all units if no appetite for purchasing.

The Chairman stated that he had visited one of the CEACA sites and the units looked fantastic. The Chairman thanked the Executive Committee, Ken Hooper, Rachel Kirby, Raymond Griffiths and Gary Shadbolt for the work they had done to date. The Chairman also thanked Jo Trachy for her efforts to date in managing the project operations so well and preparing for tenants to move into their units and to Nick Hopkin for his hard work on the project and for covering while away. The last couple of months there has been a lot going on and Jo and Nick have both done a tremendous amount of work to get the tenants in and processes in place prior to Christmas.

The Chairman highlighted the fact that as a result of the Royal Commission, the focus is firmly on aged care and therefore CEACA need to move with that and ensure the products we offer or could offer in future are compliant and relevant to the needs of the local community.

Gary Shadbolt advised the meeting that it was Rachel Kirby's last day as Treasurer of CEACA and thanked her for her hard work on the project to date. She has been a rock in the Executive Management Committee and her input was invaluable.

The Chairman thanked everyone in attendance for their ongoing support and commitment to the project. He stressed that as soon as people were in their units, the Shires would have more involvement and Force Real Estate would be dealing with the management of the units.

Rod Forsyth spoke of the approx. \$400k surplus and recommended that the Committee wait for a couple of months until all tenants have been in for a while until a decision is made on spending the funds on solar or air-conditioning, as we may find that they are not required and something else should be done that would be of more benefit to the tenants. The Chairman acknowledged that this was a good idea and stressed that any use of the money for improvements would have to be approved by the Minister in any case.

RECOMMENDATION

That the Chairman's Report be received.

RESOLUTION

It was agreed by all Committee Members that the Chairman's Report be received.

CARRIED

8. TREASURER'S REPORT (ATTACHMENT)

The CEO, Nick Hopkin stated that the Treasurer's Report was done on a cash basis and therefore does not pick up accruals. Going forward, June 2020 will be on an accrual basis. CEACA currently have \$102k in the bank and we may have to dip into that as we need to meet outcomes set by the Committee for Nick to achieve. Stephen Strange asked what the 'dip' would be and asked for further comment from Nick. Nick stated that some will have to go into researching home care services for the region which is the second stage of the project. Nick needs to look at what he must deliver and what funds he will need to meet those expectations.

ACTION ITEM: Nick to advise the Committee what funds will be spent at Management Committee level.

On another note, Nick advised that with regards to the charitable status application, Deloitte had reviewed the draft application. He will meet with them tomorrow to update the Responsible Persons List and then it will be submitted. Once submitted, it is expected that it will take 2-3 weeks to process.

Finally, Nick cautioned all present not to just look at the \$102k cash remaining as CEACA still have outcomes to achieve. Independent Living Units were Stage 1 of the project, Home Care and Residential Care were Stage 2. Currently, 120,000 people are on the waiting list for home care packages across Australia and therefore it is something CEACA should seriously consider looking into.

Rod Forsyth asked for a projection as far as filling units goes. The Chairman advised that 31 of the 71 units were filled and more applications were expected by mail this week. Nick advised that this sort of information will be included in his forecast.

The Chairman put forward a request that the Summary of Applications tabled by Jo Trachy be emailed to all Committee Members after the meeting for their information and monthly after that.

ACTION ITEM: Jo Trachy to email Summary of Applications to all Members on a monthly basis.

Nick thanked Rachel Kirby for producing the Treasurer's Report.

RECOMMENDATION

That the Treasurer's Report be received.

RESOLUTION

It was agreed by all Committee Members that the Treasurer's Report be received.

CARRIED

9. AUDIT REPORT (ATTACHMENT)

Reporting Officer: Chief Executive Officer, Nick Hopkin

Attachments: Audited Financial Statement and Management Letter for 2018/2019

Background:

Presenting the Audited Financial Statement and Management Letter for the period 1 July 2018 to 30 June 2019

Chief Executive Officer comment:

CEACA's Auditor, AMD Chartered Accountants, provided the Executive Officer with a Draft Financial Report and Draft Management Letter which were considered by the CEACA Executive Committee on Tuesday, 12th November 2019.

RESOLUTIONS

That CEACA Members:

- a) Approve the Draft Financial Report and Representation Letter and authorise the CEACA Acting Chair, Treasurer and Executive Officer, as appropriate, to sign the documents;
- b) Note the Management Letter; and
- c) Present the final Audit Report and Financial Statements to the CEACA Annual General Meeting on Tuesday, 12th November 2019

CARRIED

Following the review of the Draft Financial Report, Draft Management Letter and Representative Letter were signed and will be returned to CEACA's Auditor.

CARRIED

10. APPOINTMENT OF AN AUDITOR

Reporting Officer: Nicholas Hopkin, CEO

Background

The CEACA Constitution requires that the meeting appoint an external auditor for the next financial year.

Chief Executive Officer comment:

The Chairman asked if an auditor had been appointed for the year ahead.

Nick Hopkin advised that he was going to go to tender, however considered it prudent to remain with AMD given the complexity of the first year of occupation and the fact that AMD are already aware of our operations. There will be lots of changes going forward and therefore he recommends appointing AMD for the first year with a view to tendering for subsequent years when the first tenants are in and everything settles down.

The Chairman indicated that he was happy for this year to remain with AMD on the understanding that it must be reviewed after that year.

Nick Hopkin advised that he will scope the work for next year and it will be substantially more for any Auditor to cover and this will result in CEACA having to pay higher costs for this service in future. The Chairman said the Committee can review pricing at the time of tendering.

RECOMMENDATION

That:

1. The CEACA Annual General Meeting appoint AMD Chartered Accountants as the auditor for 2019/2020 financial year.
2. CEACA Executive Committee consider the development of three-year audit contract and seek quotations for a three-year contract for recommendation of the appointment of an auditor to the 2020 Annual General Meeting.

RESOLUTION

That:

1. **The CEACA Annual General Meeting appoint AMD Chartered Accountants as the auditor for 2019/2020 financial year;**
2. **CEACA Executive Committee consider the development of three-year audit contract and seek quotations for a three-year contract for recommendation of the appointment of an auditor to the 2020 Annual General Meeting.**

CARRIED

11. ELECTION OF MANAGEMENT COMMITTEE

Background:

In accordance with Clause 12.2 of the Central East Aged Care Alliance Inc (CEACA) Constitution, nominations for elections to the Management Committee were requested ahead of the AGM to be held on the 12th November 2019.

Nominations were invited via email on Tuesday 22 October 2019 for the election of the following:

- Deputy Chair;
- Secretary; and
- Treasurer.
- One Ordinary Member.

Nominations closed at 5.30pm on Monday, 4th November 2019.

At the close of nominations, the following nominations had been received:

Deputy Chair

One nomination was received – Gary Shadbolt from Shire of Mukinbudin.

RECOMMENDATION

As a consequence of there being only one nomination for the position of Deputy Chair, there will not be a ballot at the meeting and Gary Shadbolt will be elected unopposed as the Deputy Chair until the CEACA 2020 Annual General Meeting.

RESOLUTION

It was resolved by the Committee that Gary Shadbolt be appointed as the Central East Aged Care Alliance Inc Acting Chair for until the 2020 Annual General Meeting.

CARRIED

Secretary

A nomination was received for Ken Hooper however it was discussed and agreed that Ken was not eligible to be voted in as Secretary as he was not an elected representative of one of the Members. After some discussion, it was recommended by the Committee that Quentin Davies be offered the position.

RECOMMENDATION

As a consequence of there being only one nomination for the position of Secretary, there will not be a ballot at the meeting and Quentin Davies will be elected unopposed as the Secretary until the CEACA 2020 Annual General Meeting.

RESOLUTION

It was resolved by the Committee that Quentin Davies be appointed as the Central East Aged Care Alliance Inc Secretary until the 2020 Annual General Meeting.

CARRIED

Treasurer

A nomination was received for Raymond Griffiths however he was not an elected representative of one of the Members.

It was resolved by the Committee that Raymond Griffiths be appointed as the Central East Aged Care Alliance Inc Treasurer until the 2020 Annual General Meeting.

CARRIED

RECOMMENDATION

That Rodney Forsyth be elected to the position of Central East Aged Care Alliance Inc Treasurer until the CEACA 2020 Annual General Meeting.

RESOLUTION

It was resolved by the Committee that Rodney Forsyth be appointed as the Treasurer until the Central East Aged Care Alliance 2020 Annual General Meeting.

AGREED

Ordinary Management Committee Member

The Chairman stated that the Management Committee sets the number to be elected and therefore each member present at the 2019 CEACA AGM had to decide how many they want to represent CEACA. All other delegates who are not office holders can be nominated for the Management Committee.

The Chairman stressed that all Members had to consider this carefully as their decision on number to be on the Committee could impact decision making processes and slow them down CEACA operations. It is up to all Members to decide the number, however the Chairman is highlighting this as a potential issue.

RECOMMENDATION

After some discussion, it was recommended that all Members below be elected as Ordinary Management Committee Members:

Cr Wayne Della Bosca	-	Shire of Yilgarn
Cr Ricky Storer	-	Shire of Koorda
Mr John Nuttall	-	Shire of Mt Marshall
Cr Julie Flockart	-	Shire of Merredin
Cr Eileen O'Connell	-	Shire of Nungarin
Cr Stephen Strange	-	Shire of Bruce Rock
Cr Freda Tarr	-	Shire of Trayning
Mr Louis Geier	-	Shire of Westonia

RESOLUTION

That the following representative members be appointed as CEACA Inc Ordinary Management Committee Members until the 2020 Annual General Meeting:

Cr Wayne Della Bosca	-	Shire of Yilgarn
Cr Ricky Storer	-	Shire of Koorda
Mr John Nuttall	-	Shire of Mt Marshall
Cr Julie Flockart	-	Shire of Merredin
Cr Eileen O'Connell	-	Shire of Nungarin
Cr Stephen Strange	-	Shire of Bruce Rock
Cr Freda Tarr	-	Shire of Trayning
Mr Louis Geier	-	Shire of Westonia

CARRIED

Sub Committee (Executive Committee)

Management Committee Meeting must be held in order to elect Sub Committee Members.

RECOMMENDATION

It is recommended that a Management Committee Meeting be held immediately after the Annual General Meeting for the purpose of nominating and election of Sub Committee (Executive Committee) Members.

RESOLUTION

It was resolved by the Committee to hold a Management Committee Meeting immediately after the Annual General Meeting for the purpose of nominating and electing Sub Committee (Executive Committee) Members.

CARRIED

OTHER:

Rachel Kirby recommended a Resolution be made nominating signatories on bank accounts as she would no longer be Treasurer and Ken Hooper would no longer be Secretary.

The current signatories on the accounts are Rachel Kirby, Nick Hopkin, Ken Hooper and Gary Shadbolt.

RECOMMENDATION

To remove Rachel Kirby and Kenneth Hooper as signatories and replace them with Rodney Forsyth and Quentin Davies as bank signatories. It is further recommended that Nicholas Hopkin and Gary Shadbolt remain on as signatories.

RESOLUTION

It was resolved by the Committee that Rachel Kirby and Kenneth Hooper be removed as signatories on the CEACA Inc bank accounts and they be replaced by Rodney Forsyth and Quentin Davies. It is further resolved that Nicholas Hopkin and Gary Shadbolt remain as CEACA Inc bank signatories

CARRIED

ACTION ITEM: Nicholas Hopkin to arrange update of signatories for all parties.

12. GENERAL BUSINESS

Nil

13. CLOSE OF MEETING

There being no further business, the Chairman declared the meeting closed at 11.40am.

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc at the Annual General Meeting held Tuesday, 12th November 2019.

Signed _____
Person presiding at the meeting at which these minutes were confirmed



CEACA

Supporting Age Friendly Communities

CENTRAL EAST AGED CARE
ALLIANCE INC (CEACA)
MANAGEMENT COMMITTEE MEETING

HELD TUESDAY, 12 NOVEMBER 2019

KELLERBERRIN RECREATION
& LEISURE CENTRE

MINUTES

Minutes

Central East Aged Care Alliance Inc (CEACA)

Management Committee Meeting

1. OPENING

The Chairman declared the meeting open at 11.40am.

The main purpose of this meeting is to form a Sub Committee (Executive Committee).

2. DECLARATION OF QUORUM

It was agreed that there was a quorum at the meeting.

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1 Attendance – Members

Cr Gary Shadbolt	-	Shire of Mukinbudin (Deputy Chair)
Cr Wayne Della Bosca	-	Shire of Yilgarn
Cr Ricky Storer	-	Shire of Koorda
Mr John Nuttall	-	Shire of Mt Marshall
Cr Julie Flockart	-	Shire of Merredin
Cr Rodney Forsyth	-	Shire of Kellerberrin (Treasurer)
Cr Eileen O'Connell	-	Shire of Nungarin
Cr Stephen Strange	-	Shire of Bruce Rock
Cr Freda Tarr	-	Shire of Trayning
Mr Louis Geier	-	Shire of Westonia
Cr Quentin Davies	-	Shire of Wyalkatchem (Secretary)

3.2 Attendance – Observers

Taryn Dayman	-	Shire of Wyalkatchem
Dirk Sellenger	-	Shire of Mukinbudin
Darren Mollenoyux	-	Shire of Bruce Rock
Kellie Bartley	-	Shire of Merredin
Peter Clarke	-	Shire of Yilgarn
Tony Sachse	-	Shire of Mt Marshall
Rachel Kirby	-	Shire of Mt Marshall (& Outgoing Treasurer)
Jamie Criddle	-	Shire of Westonia
Raymond Griffiths	-	Shire of Kellerberrin

4. MINUTES OF THE MANAGEMENT COMMITTEE MEETING

RECOMMENDATION

That the Minutes of the Management Committee Meeting held on the 2nd October 2019 be accepted as a true and accurate record of proceedings.

RESOLUTION

It was resolved by the Committee that the Minutes of the Management Committee Meeting held on the 2nd October 2019 be accepted as a true and accurate record of proceedings.

CARRIED

5. GENERAL BUSINESS

5.1 Formation of Sub Committee (Executive Committee)

The Chairman put to delegates that the Sub Committee will be known as the Executive Committee and called for nominations. The Chairman advised that it can be made up of Office Holders + Chair + as many others as they wish).

Freda Tarr (Shire of Trayning) nominated John Nuttall from Shire of Mt Marshall.

Gary Shadbolt nominated Raymond Griffiths.

Julie Flockart nominated Ken Hooper.

The Chairman advised the Committee that Ken Hooper had agreed to join the Committee although not present at the meeting. Julie Flockart is happy to nominate Ken Hooper if Council do not have to endorse that nomination. The Chairman confirmed that as an Ordinary Member, Julie could nominate Ken Hooper and there was no need to seek endorsement from Council.

The Chairman stated that this would bring the number to 7 which is 2 more than the previous year. This would give them greater flexibility to cover absences that would happen from time to time.

RECOMMENDATION

That the three nominations put forward being John Nuttall, Raymond Griffiths and Ken Hooper be accepted.

RESOLUTION

That the three nominations put forward being John Nuttall, Raymond Griffiths and Ken Hooper, be accepted and the three nominations will fulfil the role of Executive Committee Member until the 2020 Annual General Meeting, along with the four Office Holders.

CARRIED

5.2 DELEGATIONS

John Nuttall stated that at the next Management Committee Meeting the Members will need to review the Delegations and finalise the new set up.

Stephen Strange commented that if everything had to be approved by the Management Committee how are operations going to run smoothly in the interim. The Chairman agreed that the processes could become cumbersome.

The Chairman indicated that he will look at holding a meeting earlier than the March 2020 date to address this matter to ensure Operations can run smoothly and avoid unnecessarily delays now that things are improving. We do not want to impact the momentum of the project. The CEO, Nick Hopkin seconded that concern and said that he needs to be able to run the business without unnecessary obstacles and delays.

ACTION ITEM: Nick Hopkin to amend the existing Delegation of Authority to incorporate the roles of the new Executive Committee.

RECOMMENDATION

Raymond Griffiths suggested that each Shire Council needs to indicate whether they still want to be involved in the CEACA project. Each delegate should go back to their Shire and ask the question. One consistent Resolution from CEACA should be put forward to all Shires.

RESOLUTION

It was resolved by the Management Committee of CEACA Inc request each Member to approve or decline CEACA Inc going forward in the operational form in line with the Verso Report.

CARRIED

5.3 FUTURE INVOLVEMENT OF SHIRES IN CEACA INC

Eileen O'Connell asked if there would be a timeframe for the Shires to respond in relation to their involvement with CEACA. The Chairman said as soon as possible but no later than the February meeting. By the end of February, we will need answers from all 11 Shires.

Quentin Davies said now that we have something to deliver to the Shires with the move of tenants and official opening being organised, it has shown them what is possible and what we can deliver. Quentin believes when the Shires see this, they will be on board with CEACA.

5.4 HANDOVER OF UNITS FROM BUILDER

Stephen Strange raised a question in relation to the handover of Units from Pindan and asked for an update. The Chairman believes that we are on top of it. Initially, we were continually being fobbed off and they were not conducting the necessary checks on defects and repairs; however, most items were addressed with them at our meeting. The Chairman asked for Jo Trachy to give an update to the meeting.

Jo Trachy advised the meeting that she had concerns with the amount of checks being conducted on defects and whether they would be handed over in a condition that would be acceptable to CEACA Inc. Jo therefore approached the Project Manager, Ralton Benning, and asked him to give her access to all Practical Completion Inspections for each unit conducted. Ralton gave Jo access to their Drop Box which contained a list of defects for all units in July 2019, but after that, there were no other checks or inspections listed. Jo followed up on this and was given a second list of units that had inspections done later in September. Jo collated all the defects to make it easy to track what they had or had not followed up on.

Further, Jo asked Ralton Benning why the second inspections done did not include all units and she was advised that they only did some of them and if there were deemed acceptable then they would recommend approval of all. Jo indicated that she was not happy with this and asked for all units to be inspected again for final handover. It was agreed by Ralton Benn that he would inspect all properties and not just a sample.

Jo assured the meeting that she is doing everything possible to keep on top of the inspections and defects and anything of concern will be addressed with Ralton and Nick to effect a resolution at handover and protect the interests of CEACA. Jo did stress to the Committee that is important to note that at handover 100% of defects will not be rectified and this is normal. At handover, it is expected that most of the defects are rectified and the minor ones addressed during the 12-month rectification period.

In order to track these after handover, Jo will be collating a list of items to be addressed and will ask Pindan to visit the sites to rectify at the 3, 6, 9 and 12 month mark to ensure everything has been covered prior to the expiry of that term of cover.

The main items of concern at the moment are some of the roads are lower than the driveways, there are sheds missing, fencing is not fully enclosed and TV aerials were erected at three sites when they should be satellite dishes as there is no reception in the area. Jo has spoken to Pindan about this and they will rectify. They are also aware of the other defects and are sending crews out next week to conduct the work prior to practical completion and handover.

John Nuttall commended Jo for her work on this, however commented that it is the Project Manager, Ralton Benning's job to keep on top of this and track defects, not Jo's and asked who was going to pay for the time spent on this. The Chairman said that he had held a special meeting with Ralton, Jeff (the Superintendent) and Pindan to discuss these items with them. Although liquidated damages were mentioned, it was decided not to pursue this with Pindan as CEACA would not demonstrate losses had been incurred.

5.5 NEW BOARD STRUCTURE

Quentin Davies asked if the Independent Chairman could send a piece of correspondence to all Shires advising them of the new structure and at the same time provide them with a progress report and future goals. The Chairman said that he would be happy to do this, but not before he had discussed the structure with a Lawyer to ensure that we are compliant with the CEACA Constitution. It is important to obtain legal advice from a Lawyer who has not previously worked on the Constitution to be able to obtain a balanced impartial view of the wording.

5.6 STAGE 2 – HOME CARE AND RESIDENTIAL SERVICES

The Chairman stated that the Regional Development Authority of Australia are very keen to operate in the aged care arena and further, if the Shires want to proceed with home and residential care, there is a possibility of forming a large group to deliver services and obtain decent funding instead of everyone operating individually and seeking grants.

Gary Shadbolt advised that Mukinbudin had opened a new Medical Centre and they are keen to get onboard with aged services in the region.

5.7 LIQUIDATED DAMAGES

Stephen Strange questioned whether CEACA could sue for liquidated damages due to the delays with handover of units from Pindan. The CEO, Nick Hopkin advised that he did look into this and it would not be possible as they are still compliant with the terms of our agreement. Raymond Griffiths confirmed Nick's comments and added that the original FAA states that they have until 2020 to complete the build and therefore they are ahead of schedule.

The Chairman said that he had floated the idea with the Project Manager, Ralton Benning and the Superintendent prior the meeting with Pindan, however their advice was that CEACA would not be successful in obtaining

damages from Pindan. Further, the changes over the years from CEACA Board meant that we would not be eligible as Pindan have had to adapt accordingly and this has also affected the practical completion or handover.

The Chairman advised that the agreed handover schedule will be:

1. Kellerberrin and Nungarin (18th November)
2. All other sites apart from Bruce Rock (27th November)
3. Bruce Rock – TBA

5.8 BRUCE ROCK – UPDATE

The Bruce Rock CEO, Darren Mollenoyux updated the Committee in relation to the sewerage issues being experienced in the Shire and said they were pressuring the contractors to complete the 6 CEACA units earlier than Jan/Feb 2020.

On another matter, Darren advised that Bruce Rock would like to hold an open day for their CEACA site as they still have several residents who are undecided. Jo Trachy commented that Public Liability insurance would be in place to cover people for this and recommended that they invite Caitlin from Force who would be able to give them access to the units and meet prospective tenants.

The Chairman said that he was also arranging an official open day in Kellerberrin but was happy for Bruce Rock to hold one prior to that day to generate some interest in the units.

Kellie Bartley from the Shire of Merredin asked if it was up to each Shire to market the CEACA units. The Chairman said it was up to each Shire what they did, however CEACA would also be looking at further marketing to generate interest and once the first tenants started to move in, it would invariably lead to people showing more interest in the sites.

5.9 FORCE REALTY

Rod Forsyth stated that he did not believe that Caitlin was up to speed with everything and highlighted the issue with bonds and contract terms. Jo Trachy addressed this issue and advised that she had discussed the items of concern with the relevant authorities and was confident that Force were fully compliant with the Act and the Residential Tenancies Act. Jo will however be recommending to Force that they send out another correspondence to tenants or contact them by phone to explain their options to avoid any confusion going forward.

Rodney Forsyth highlighted the fact that some people wanted doggy doors and asked what our policy would be on installing them. Jo advised that she was looking into options for these with local contractors and there was a possibility of having them fitted by a qualified Glazier with a view to having them removed if warranted on exit. Further work had to be done on this and Jo was dealing with it prior to the first tenant occupation. There is another option for a temporary door that she is also looking into. It is however the responsibility of tenants to cover the cost of installation as it does not form part of the original scope for Pindan to include in units.

5.10 INSURANCE

Gary Shadbolt asked if there had been anything done about insurance and the renewals. The Chairman invited Jo Trachy to speak on this matter.

Jo Trachy advised that she had finalised the Insurance Proposal and sent it to Nick for approval on the 11th November. This proposal included:

1. Current Insurances
2. Gaps in Insurances
3. Recommendations for Future Insurances

The proposal was also sent to the Chairman for his information.

Jo also noted the following:

1. Only a couple of Insurer's were willing to cover CEACA due to risk and location.
2. Bresland were the best for Industrial Special Risks (ISR) via Ansvar but could not compete with regards to Landlords Protection. We need this cover to claim on any damage caused by tenants. Bresland/Ansvar quoted approx. \$1000 per unit (approx. \$71k per annum) whereas Force/QBE RentCover were \$205 inc GST for the first year per unit and \$245 inc GST per unit thereafter.
3. By taking out ISR with Bresland and Landlords Protection with QBE, we will be covered as much as possible for damage to the inside or outside of our units.
4. Original cover by Bresland/QBE automatically included fire but not flood, so Jo has asked for a quote to include this for all sites.

The recommendations are that CEACA:

- Renew Public Liability and Professional Indemnity Insurance.
- Put in place ISR (Industrial Special Risks Insurance) with Bresland to cover building and contents.
- Put in place Landlords Protection (RentCover) with QBE via Force to cover damage to units by tenants.
- Keep the volunteers cover but reduce the number of volunteers from 32 @ 50 hrs/week to 20 @ 25 hrs/week.
- We keep Cyber Protection in place which does not expire until 2020.

Jo advised the Committee that she would be meeting with Bresland next week to finalise insurances for the CEO's approval. Relevant insurances will be in place prior to tenant moves into Kellerberrin and Nungarin on the 18th. Rachel Kirby advised the Committee that the premiums will have to be paid from operational funds as a short-term solution.

5.11 NEXT MEETING

ACTION ITEM:

Delegations of Authority Nick to review the current Delegations of Authority document to ascertain what impact the new Committee structure will have on operations, if any, and a teleconference will then be set to discuss the matter and come to a resolution as to the best way to move forward for all CEACA Members. (Nick to send out an email and then set a time for a teleconference – one week from sending email to the teleconference). If Chair calls a meeting, all Members must be present.

The next Management Committee meeting will be held on Tuesday, 4th February 2019 at 10.30am at the Kellerberrin Recreation and Leisure Centre.

5.12 MEETING CLOSURE

The Chairman stressed to all present the importance of working together on this project to get us over the line. We need to keep an eye on the ball, we need to fill the units and look at where we are going in the future.

The Chairman thanked everyone for attending and there being no further business, the meeting closed at 12.40pm.

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc at the Management Committee Meeting held Tuesday, 12th November 2019.

Signed _____

Person presiding at the meeting at which these minutes were confirmed



Great Eastern Country Zone

Minutes

Merredin Recreation and Leisure Centre

Thursday 28 November 2019

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Great Eastern Country Zone

Meeting held at the Merredin Recreation and Leisure Centre

Commenced at 9.30am, Thursday 28 November 2019

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Shire of Bruce Rock	President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
Shire of Cunderdin	Mr Stuart Hobley Chief Executive Officer non-voting delegate
Shire of Dowerin	Cr Julie Chatfield Ms Rebecca McCall Chief Executive Officer non-voting delegate
Shire of Kellerberrin	President Cr Rodney Forsyth Mr Raymond Griffiths Chief Executive Officer non-voting delegate
Shire of Kondinin	President Cr Sue Meeking Cr Bev Gangell Ms Mia Dohnt Chief Executive Officer non-voting delegate
Shire of Koorda	President Cr Ricky Storer Mr Darren Simmons Chief Executive Officer non-voting delegate
Shire of Merredin	President Cr Julie Flockart Cr Mal Willis Ms Kelly Bartley Acting Chief Executive Officer non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse – Deputy Chair Mr John Nuttall Chief Executive Officer non-voting delegate
Shire of Mukinbudin	Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Narembeen	President Cr Rhonda Cole - Chair Mr Chris Jackson Chief Executive Officer non-voting delegate
Shire of Nungarin	President Pippa DeLacey Cr Eileen O'Connell Mr Adam Majid Chief Executive Officer non-voting delegate

Shire of Tammin Cr Glenice Batchelor
 Cr Tania Daniels
 Mr Neville Hale Chief Executive Officer non-voting delegate

Shire of Trayning President Cr Melanie Brown
 Cr Geoff Waters
 Mr Brian Jones Chief Executive Officer non-voting delegate

Shire of Westonia President Cr Karin Day
 Mr Jamie Criddle Chief Executive Officer non-voting delegate

Shire of Wyalkatchem President Cr Quentin Davies
 Ms Taryn Dayman Chief Executive Officer non-voting delegate

Shire of Yilgarn Cr Wayne Della Bosca
 Cr Bryan Close
 Mr Peter Clarke Chief Executive Officer non-voting delegate

GUESTS Kathleen Brown, Electorate Officer, Mia Davies MLA Office
 Jennifer Collins, Department of Local Government, Sport & Cultural Industries
 Janet Hartley-West, Main Roads WA
 Cliff Simpson, Roadwise
 Gavin Robins, Wheatbelt Development Commission
 Kristen Twine, Wheatbelt Development Commission
 Rich Bain, Heavy Vehicle Access Improvement and Policy Manager
 Jordan Langford, Acting Assistant Auditor General

WALGA Representatives

Mr Tony Brown, Executive Manager Governance & Organisational Development
 Emma Clements, Employee Relations Services Manager
 Sebastian Davies-Slate, Policy Officer – Transport and Roads

Guests

Gavin Robins, Acting Chief Executive Officer, Wheatbelt Development Commission
 Kristen Twine, Merredin Office, Wheatbelt Development Commission
 Rich Bain, Heavy Vehicle Access Improvement and Policy Manager
 Kathleen Brown, Electorate Officer, Mia Davies MLA Office
 Jordan Langford-Smith, Acting Assistant Auditor General
 Jenifer Collins, Regional Manager Wheatbelt, DLGSC Representative
 Cliff Simpson, Roadwise
 Janet Hartley-West, Main Roads WA

Apologies

Shire of Cunderdin President Cr Dennis Whisson
 Cr Alison Harris
 Shire of Dowerin President Cr Darrel Hudson

Shire of Kellerberrin	Cr Julie Chatfield
Shire of Koorda	Cr Scott O'Neill
Shire of Mount Marshall	Cr Pamela McWha
Shire of Mukinbudin	Cr Nick Gillett
	President Cr Gary Shadbolt

Mandy Walker, Director Regional Development, RDA Wheatbelt
Hon Martin Aldridge, Member for the Agricultural Region
Mia Davies MLA, Member for Central Wheatbelt
Craig Manton, Main Roads WA
Sharon Broad, Water Corporation

Attachments

The following were provided as attachments with the agenda:

1. Great Eastern Country Zone Minutes 27 August 2019.
2. Great Eastern Country Zone Executive Committee Minutes 14 November 2019.
3. President's Report
4. RDA Wheatbelt Update
State Council Agenda – via link:
<https://walga.asn.au/getattachment/02b85870-f169-4119-b41c-d388071d8dbc/Agenda-State-Council-4-December-2019.pdf>
5. State Council Submission

3. ELECTIONS

3.1 Election of Chair and Deputy Chair of the Great Eastern Country Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of office bearers.

Guidelines for elections were distributed to Member Councils as an attachment to a letter dated 18 October 2019.

The election for the Chairperson and Deputy Chairperson shall be conducted and the term set at two years expiring in November 2021, in line with the terms of State Council representatives and in sync with Local Government Elections.

Zone Chair

The following nomination was received for the position of Chair for 2 years, November 2019 to November 2021.

- Cr Rhonda Cole Shire of Narembeen

DECLARATION

That Cr Rhonda Cole, be elected as Chairperson of the Great Eastern Country Zone for the term of 2 years, November 2019 to November 2021.

Deputy Zone Chair

The following nomination was received for the positions of Deputy Chair for 2 years, November 2019 to November 2021.

- Cr Tony Sachse Shire of Mount Marshall

DECLARATION

That Cr Tony Sachse, be elected as Deputy Chairperson of the Great Eastern Country Zone for the term of 2 year, November 2019 to November 2021.

3.2 Election of State Council Representatives and Deputy State Council Representatives to the Great Eastern Country Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of representatives and deputy representatives to the State Council.

Guidelines for elections were distributed to Member Councils as an attachment to a letter dated 18 October 2019.

WALGA incorporates a 24 members State Council with its members derived from Metropolitan and Country Zones. The State Council is chaired by the Association President.

In accordance with sub-clause 9(3) of the WALGA Constitution representatives and deputy representatives to the State Council shall be elected by Zones of the Metropolitan and Country constituencies for two (2) year terms, commencing from the Ordinary Meeting of State Council in December 2019 and concluding at the Ordinary Meeting of State Council two years later.

For the Great Eastern Country Zone, there is one (1) Representative position on State Council and one (1) Deputy Representative position. The term is from the Ordinary Meeting of State Council in December 2019 and concluding at the Ordinary Meeting of State Council in December 2021.

State Councillor

The following written nomination was received for the position of State Council Representative:

- Cr Stephen Strange Shire of Bruce Rock

DECLARATION

That Cr Stephen Strange, be elected as State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2019 to December 2021.

Deputy State Councillor

The following two nominations were received for the position Deputy State Councillor Representative for 2 years, November 2019 to November 2021.

Cr Stephen Strange withdrew his nomination.

- Cr Stephen Strange Shire of Bruce Rock
- Cr Rhonda Cole Shire of Narembeen

DECLARATION

That Cr Rhonda Cole, be elected as Deputy State Council Representatives of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2019 to December 2021.

3.3 Election of up to Three Zone Executive Committee Members of the Great Eastern Country Zone

Automatic Executive Committee membership will include the Zone President, Cr Rhonda Cole, Deputy Zone President, Cr Tony Sachse and the State Councillor Representative, Cr Stephen Strange.

The election for the Zone Executive Committee representatives shall be conducted and the term set at two years expiring in November 2021, in line with the terms of Zone Delegates and in sync with Local Government Elections.

The following nomination was received for the positions of up to three Zone Executive Committee members for 2 years, November 2019 to November 2021.

As only one nomination was received for the position of Zone Executive Committee Representative, nominations for up to two Zone Executive Committee Representatives were called from the floor. The following nominations were received from the floor.

- Cr Rod Forsyth, Shire of Kellerberrin
- Cr Julie Flockart, Shire of Merredin
- Cr Geoff Waters, Shire of Trayning

DECLARATION

That Cr Rod Forsyth, Cr Julie Flockart and Cr Geoff Waters, be elected as Zone Executive Committee representative for the term of 2 years, November 2019 to November 2021.

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

At the close of nominations, one nomination was received for the Local Government Agricultural Freight Group delegate of the Great Eastern Country Zone.

Delegate

The following nomination was received:

- Cr Rodney Forsyth Shire of Kellerberrin

DECLARATION

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

Deputy Delegate

No written nominations were received for the position of Local Government Agricultural Freight Group Deputy Delegate. Nominations for Deputy Delegate were called from the floor. The following nomination was received.

- Cr Ricky Storer, Shire of Koorda

DECLARATION

That Cr Ricky Storer, be elected as Local Government Agricultural Freight Group Deputy Delegate of the Great Eastern Country Zone.

3.5 Wheatbelt District Emergency Management Committee of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

At the close of nominations, one nomination was received for the Wheatbelt District Emergency Management Committee delegate of the Great Eastern Country Zone.

The following nomination was received:

Delegate

- Cr Tony Sachse Shire of Mount Marshall

DECLARATION

That Cr Tony Sachse, be elected as Wheatbelt District Emergency Management Committee Delegate of the Great Eastern Country Zone.

Deputy Delegate

No written nominations were received for the position of Wheatbelt District Emergency Management Committee Deputy Delegate. Nominations were called from the floor. The following nomination was received.

- Cr Julie Flockart, Shire of Merredin

DECLARATION

That Cr Julie Flockart, be elected as Wheatbelt District Emergency Management Committee Deputy Delegate of the Great Eastern Country Zone.

4. DECLARATIONS OF INTEREST

Nil

5. ANNOUNCEMENTS

Nil

6. GUEST SPEAKERS / DEPUTATIONS

6.1 Office of the Auditor General

Jordan Langford-Smith Acting Assistant Auditor General, from the Office of the Auditor General for Western Australian presented to the Zone to provide an update on Local Government auditing.

Presentation is attached with the Minutes. (Attachment 1)

6.2 Rich Bain - Main Roads Matters

Rich Bain, Heavy Vehicle Access Improvement and Policy Manager, Heavy Vehicle Services, from Main Roads presented to the Zone.

6.3 Regional Early Education and Development

Helen Creed was scheduled to present at the November Zone meeting, however due to unforeseen circumstances has requested to postpone her presentation until the February 2020 Zone meeting.

Noted

7. MINUTES

7.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Tuesday 27 August 2019

The Minutes of the Great Eastern Country Zone meeting held on Tuesday 27 August 2019 have previously been circulated to Member Councils.

RESOLUTION

Moved: Cr Wayne Della Bosca

Seconded: Cr Rod Forsyth

That the minutes of the Great Eastern Country Zone meeting held Tuesday 27 August 2019 are confirmed as a true and accurate record of the proceedings.

CARRIED

7.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Tuesday 27 August 2019

Nil

7.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 14 November 2019

RESOLUTION

Moved: Cr Tony Sachse
Seconded: Cr Stephen Strange

That the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 14 November 2019 be endorsed.

CARRIED

8. ZONE BUSINESS

8.1 2019 Local Government Elections

Zone Local Governments were invited to provide feedback or raise any issues that arose during the 2019 Local Government elections.

A) Requirement to open a voting booth on a Saturday

An issue was raised as to why a Local Government is required to open and provide an election booth on the Saturday of the election, when electors have the opportunity to submit an early vote or a postal vote in the four (4) week period prior to the Election Day.

Local Government have staff working at a booth from 8am to 6pm on the Saturday for very few votes. It is recommended that voting be finalised on the Friday before the current Election Day.

B) Resignation's Following Election Day

Discussion on the issue of an Elected Member resigning shortly after being elected and whether a Local Government should be able to just appoint the next person on the ballot paper rather than holding an Extraordinary Election.

RESOLVED

The above Local Government Election issues be raised with the Department of Local Government, Sport and Cultural Industries as part of the Local Government Act review.

8.2 Proposed alternative to the CA07 Restricted Access Vehicle Operating Condition

Background

At the December 2018 meeting State Council resolved that WALGA:

1. Opposes withdrawal of the "Letter of Approval" Restricted Access Vehicle Operating Condition until an acceptable alternative to Local Government is developed;
2. Supports the position that Local Governments not use provision of the Letter of Authority to charge transport operators to access the Restricted Access Vehicle network;
3. Supports the development of standard administrative procedures including fees and letter formats;
4. Supports the practice of Local Governments negotiating maintenance agreements with freight owners/ generators in cases where the operations are predicted to cause extraordinary road damage as determined by the Local Government; and
5. Advocates to Main Roads to establish a stakeholder working group to develop an appropriate mechanism through which the increased infrastructure costs from the use of heavy vehicles and those loaded in excess of limits (concessional loading) can be recovered from those benefiting, and redirected into the cost of road maintenance.

Comment

Main Roads are proposing an alternative to the CA07 condition which will replace the condition with a notification process. They are presenting the proposal to all Regional Road Groups and have requested Local Governments provide feedback through an online survey.

WALGA is establishing a stake holder working group to advise if the proposal is "an acceptable alternative", or to recommend amendments to Main Roads WA and to advise a policy position for State Council consideration. In accordance with the State Council resolution each Zone is invited to nominate a representative to serve on the Group.

Please supply name and contact details before Wednesday, 4 December 2019 to Audra de Pina, Administration Officer, Infrastructure, on (08) 9213 2059 or email AdePina@walga.asn.au

CA07 GECZ Working Group

Nominations were sought from the Great Eastern Country Zone Delegates.

The following nomination was received:

- Cr Stephen Strange Shire of Bruce Rock

RESOLUTION

Moved: Cr Ricky Storer

Seconded: Cr Tony Sachse

That the Great Eastern Country Zone appoints Cr Stephen Strange, Shire of Bruce Rock, to be its representative on the CA07 Restricted Access Vehicle Operating Condition.

CARRIED

Background



INFOPAGE

To: CEO **From: Mark Batty**
Organisation: All Local Governments **Executive Manager Environment & Waste**
Fax No: **Date: 15/11/2019**
Reference: 03-053-01-0001 **Pages: 2**
Priority: High

Subject: Future Drought Fund and the national Drought Response Resilience Plan – Open for comment

IN BRIEF:

Operational Area:	ALL AREAS
Key Issues:	<ul style="list-style-type: none"> • The Commonwealth has released its consultation draft on the Drought Resilience Funding Plan. • Submissions on the draft Plan close 13 December 2019 • The Fund begins with an initial credit of \$3.9 billion. From 1 July 2020, \$100 million will be made available each year to support Australian farmers and communities. • Funds can be used for communities to prepare for, and become resilient to, the effects of inevitable future drought. • Local Governments can apply for relevant projects
Action Required:	<p>Complete online survey before Friday, 13 December 2019</p> <p>Provide WALGA with your submission by Friday, 6 December 2019</p>

How it will work

The Future Drought Fund (FDF) is a key aspect of the Australian Government’s drought policy, which seeks to provide a permanent and secure revenue source to build drought resilience.

The Fund begins with an initial credit of \$3.9 billion. Earnings will be reinvested until the balance reaches \$5 billion (expected in 2028-29). From 1 July 2020, \$100 million will be made available each year to support Australian farmers and communities. Funds can be used to prepare for, and become resilient to, the effects of inevitable future drought.

The FDF will support initiatives that enhance the drought resilience of Australian farms and communities by becoming more prepared to respond to the impacts of drought.

The Drought Resilience Funding Plan

The Drought Resilience Funding Plan is a high level framework that seeks to ensure a coherent and consistent approach is undertaken when considering and providing funding for drought resilience projects.

This includes investing in:

- research and innovation
- research adoption and extension
- adopting new and existing technology
- improved environmental and natural resource management
- local and regional infrastructure and community initiatives.

The draft Drought Resilience Funding Plan is available at:-

haveyoursay.agriculture.gov.au/future-drought-fund.

Issues and opportunities for Local Governments

Communities also feel the effects of drought on local economies and community spirit. However, Australia's regions are diverse and the degree of exposure to drought risk depends on the local context. Some communities have a strong resilience during droughts while others are less equipped to deal with the effects of drought.

The risks drought poses to rural communities are varied. They include potential reductions to incomes, job losses, pressure on social networks, poor mental and physical health, along with other climate effects like bushfires. Domestic water resources for rural communities are coming under increasing stress. Without intervention, shortages are likely to become more common.

Drought conditions can reduce tourism, which may affect the local economy. Decline in the amenity value of local communities due to drought—for example, drying water bodies or reduction in green spaces—may also affect tourism opportunities and diminish town pride and community spirit. Drought can also reduce expenditure by farm families in smaller towns, which is an important source of income for many small businesses. Service industries like retail and wholesale trade, transport and storage, finance and machinery are all affected by farmers' spending patterns. A reduction in this spending during a drought can put pressure on the sustainability of the community.

The final design of the fund, and the determination of eligible criteria for fund, will be informed by the consultation phase.

This presents an opportunity for each Local Government to make a submission on the elements it considers important to building the resilience of its community, and that need to be built into the final Drought Resilience funding Plan. Consideration should be given to local and regional community and infrastructure projects.

Submissions can be made on-line at:-

<https://haveyoursay.agriculture.gov.au/future-drought-fund>

For further information please contact: Executive Manager Environment and Waste [Mark Batty](#) or telephone 9213 2078.

Noted

8.4 Grant Guru

Background

Provided in the RDA Wheatbelt Update (Item 11.3, attachment 4) was a particular item of interest in regards to GrantGuru.

RDA Wheatbelt and RDA Midwest Gascoyne requested a cross regional proposal for a subscription to the GrantGuru portal. The proposed portal will help councils and communities find grants, be alerted to relevant grants and learn about best practice grant writing so they can win more grants to build their communities.

For individual Local Governments to consider. If there are any interested Local Governments, they can contact the RDA Wheatbelt office and advise.

Noted

8.5 Shire Round-Up

Background

At the 14 November GECZ Executive Committee meeting it was resolved that:

The Executive Committee believed it would be good to have an item on the Great Eastern Country Zone Agenda for November 2019 providing each Local Government with an opportunity to provide a brief overview of recent activity at their Shire. i.e. how many new Elected Members, current critical issue or major project.

All Zone Local Governments provided a brief overview of recent activities at their Shire including Election results and current projects/issues.

9. ZONE REPORTS

9.1 Zone President Report

By Cr Rhonda Cole

RESOLVED

That the Zone President's Report be received.

9.2 Local Government Agricultural Freight Group

By Cr Rod Forsyth

RESOLUTION

Moved: Cr Quentin Davies

Seconded: Cr Geoff Waters

That the Local Government Agricultural Freight Group Report be received.

CARRIED

Minutes of the Local Government Freight Group are attached. (Attachment 2)

9.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

Wheatbelt District Emergency Management Committee (Wheatbelt DEMC)

The Wheatbelt DEMC met at the Bilya Koort Boodja Centre for Noongar Culture and Environmental Knowledge in Northam on 16th October, 2019.

There was a Guest Presentation from Amanda Nardi-Wallace of the Department of Primary Industry and Regional Development entitled "Animal Welfare in Emergencies". There is a copy of the presentation attached to this report. Of note is the recommendation that Animal Welfare is included in Local Government LEMA's, if it is not already the case. Please also note that there have been many instances of human life and safety being impacted as a result of animal welfare in emergencies.

There was a second presentation on "Climate Health WA Inquiry. Investigation being undertaken by the Department of Health into the Implications of Climate Change" by Faye Bowman from the Department of Health. The completed paper is due in March 2020 and a copy of the Public Forum is available on their website.

In business arising from previous minutes it was noted that in relation to Telstra backup systems, which the CEO from the Shire of Mount Marshall was able to meet with Alex Taylor (Communications Advisor to the Federal Minister for Telecommunications) in August 2019. To date there has not been any further correspondence since this meeting.

The Wheatbelt DEMC Chair, Superintendent Tony Colfer, and the Executive Officer Yvette Grigg, will work to encourage Local Governments to meet their EM status.

Agenda Items included correspondence from the Rapid Relief Team which includes a letter of offer regarding catering during emergencies. More information is being sought on this.

The Bushfire Seasonal Outlook: Mortlock, Ninghan, Jilbadgie and Avon was presented by DFES. Rainfall from the 1st July to 30th September 2019 ranges from Average (Ninghan North east Corner), mostly below average and Very Much Below Average. Maximum Temperature for 1st July to 30th September 2019 ranges from Very Much Above Average (Ninghan, Jilbadgie and Eastern parts of Mortlock and Avon) to Highest on Record (Southwest of Mortlock and Western part of Avon). The Keetch-Bryram Drought Index (KBDI) is basically showing that dryness in the top layers of soils and vegetation is about a month earlier than average due to these conditions. The Potential Grassfire Risk ending 30th September 2019 shows high for Western part of Avon and mostly moderate to low for Ninghan, Jilbadgie and Mortlock. Rainfall is likely to be below average for October and November, with

daytime temperatures likely to be above average. Hot weather is likely in early October with generally higher night time temperatures.

Agency Reports

A copy of the report summaries can be found in the attached minutes.

Meetings

Unfortunately, the last meeting in Merredin did not attract many more attendees. The 2020 meeting venues are yet to be determined, but are likely to be in the west of the district. The dates are set for 19th February 2020, 17th July 2020 and 21st October 2020.

Attachments from this meeting are attached with the Zone Agenda

- Wheatbelt DEMC Minutes 16 October 2019
- Wheatbelt DEMC Contact List
- Animal Welfare in Emergencies – State Arrangements DPIRD Presentation

RESOLUTION

Moved: Cr Sue Meeking
Seconded: Cr Quentin Davies

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

10. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

10.1 State Councillor Report

Cr Stephen Strange

Road Safety Strategy for WA Beyond 2020

State Council considered WALGA's submission to the Road Safety Council relating to development of the next road safety strategy for Western Australia.

The submission was endorsed and State Council adopted a policy position opposing a blanket reduction in speed limits and reaffirming WALGA's support for the retention of 110km per hour as the default open road speed limit.

State Council and Zone Structure and Process Review

State Council considered the Working Group's final report reviewing State Council and Zone structures and processes. State Council endorsed a number of operational recommendations to be implemented immediately and released the report to members for consultation. The Review is the subject of an agenda item in the December State Council agenda.

RESOLUTION

Moved: Cr Ricky Storer
Seconded: Cr Karin Day

That the State Councillor Report be received.

10.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for November 2019 which contains WALGA's responses to the resolutions of previous Zone Meetings.

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	<p>In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019.</p> <p>https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</p> <p>WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.</p> <p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p>	Ongoing	Joanne Burges Executive Manager, People and Place jburges@walga.asn.au 9213 2018
Great Eastern C	2019 June 27 Zone Agenda Item 7.1 WALGA Advocacy Regarding Greenfinch Mine Expansion	That the Great Eastern Country Zone 1. Supports the Shire of Westonia's position to seek clearing and mining approval for the proposed Greenfinch mining operation. 2. Requests WALGA to raise the issue with relevant authorities to ensure that the Greenfinch Project has every chance of success.	<p>WALGA has liaised with the Shire and also raised it with the Shadow Minister for the Environment.</p> <p>It is understood that a revised clearing application is currently being assessed by the DWER.</p> <p>Ongoing.</p>	November 2019	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078
Grt Eastern C	2018 November 29 Zone Agenda Item 7.4 Water Corporation - New management and billing structure for standpipes	That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and; 1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water;	Considered by the Infrastructure Policy Team at its March 2019 meeting and further follow-up with Councils requested with feedback to the next meeting.	November 2019	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031

		Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on-farm water storage and water connections			
Grt Eastern C	2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications	1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	<p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p> <p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p> <p>The Zone will be provided with a copy of SEMC's response when received.</p> <p>This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.</p>	Ongoing	Joanne Burges Executive Manager, People and Place jborges@walga.asn.au 9213 2018
Grt Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	Tenders are currently being assessed, with an announcement on the location of refund points envisaged to occur in December 2019.	November 2019 Ongoing	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078
Grt Eastern C	2019 March Zone Agenda Item 12.2 Office of the Auditor General (OAG) Audit Fee Increase	The Zone request WALGA to undertake research into the audit costs including why the Office of the Auditor General (OAG) fees have increased significantly and what is the criteria for the fee increases.	<p>WALGA carried out a survey of Local Governments on their experiences with the Office of the Auditor General carrying out financial and performance audits on WA Local Governments.</p> <p>A summary of the survey results were presented to the Zone at the August 2019 Zone meeting.</p> <p>A State Council Agenda item for the December 2019 meeting has been prepared. Please refer to item 5.6</p>	November 2019	Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au

ZONE COMMENT

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

RESOLUTION

Moved: Cr Karin Day
Seconded: Cr Glenys Batchelor

That the Great Eastern Country Zone WALGA November 2019 Status Report be noted.

10.3 Review of WALGA State Council Agenda – Matters for Decision

BACKGROUND

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

The full State Council Agenda can be found via link: <https://walga.asn.au/getattachment/02b85870-f169-4119-b41c-d388071d8dbc/Agenda-State-Council-4-December-2019.pdf>

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

MATTERS FOR DECISION

5.1 2020-21 State Budget Submission

WALGA Recommendation

That WALGA's submission to the State Government in advance of the 2020-21 Budget be endorsed.

Please refer to attached updated State Government Budget Submission (Agenda attachment 5)

5.2 Interim Submission - Remote Area Tax Concessions

WALGA Recommendation

That WALGA's interim submission to the Productivity Commission's Draft Report into Remote Area Tax Concessions and Payments be endorsed.

5.3 Mandatory Code of Conduct for Council Member, Committee Members and Candidates – Sector Feedback

WALGA Recommendation

That WALGA:

1. Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries;
2. Refer the following matters to the Working Group for further consideration:
 - (a) Part B – Behaviours
 - i. ensuring principles of natural justice can be adequately upheld in all circumstances;

- ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;
 - iii. development of a template Complaints Management Policy;
 - iv. reconsider the purpose of allowing 'any person' to make a complaint;
 - v. ensuring Committee Members and Candidates are included in Part B; and
 - vi. re-naming 'Rules' to an appropriate term throughout Part B.
- (b) Part C – Rules of Conduct
- i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel; and
 - ii. review the proposal to amend the definition of an 'interest' relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.
3. Recommend the Working Group develop an endorsed Mandatory Code of Conduct for further consultation with the Local Government sector.

5.4 Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination – Sector Feedback

WALGA Recommendation

That WALGA:

1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and
2. Refer the following matters to the Working Group for consideration:
 - (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;
 - (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
 - (c) Reconsideration of the proposal for independent review of the recruitment process;
 - (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and
 - (e) Further investigate a role for a Local Government Commissioner.
3. Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.

5.5 Local Government Financial Ratios

WALGA Recommendation

- 1) That WALGA advocate to the Minister for Local Government to amend the Local Government Financial Management Regulations to provide for the following ratios;
 - a. Operating Surplus Ratio
 - b. Debt Service Coverage Ratio
 - c. Asset Sustainability Ratio
 - d. Current Ratio
 - e. Net Financial Liabilities Ratio
- 2) The recommended indicators to the financial ratios be referred to the Department of Local Government, Sport and Cultural Industries and the Office of the Auditor General for consideration;

- a) **Operating Surplus Ratio**
A key indicator of a Local Government's financial performance is the Operating Surplus relative to the operating revenues. A benchmark result of 0% or greater is considered acceptable. Advanced is 15% or above-
- b) **Debt Service Coverage Ratio**
A Local Government's ability to service debt is measured by the "Debt Service Cover Ratio". This is the measurement of a local government's ability to produce enough cash to cover its debt payments. A Basic standard is achieved if the ratio is greater than or equal to 2. An Advanced standard is achieved if the ratio is greater than 5
- c) **Asset Sustainability Ratio**
Measures capital expenditure on renewal or replacement of assets, relative to depreciation expense. Standard is met if the ratio can be measured and is 90% (or 0.90) Standard is improving if this ratio is between 90% and 110% (or 0.90 and 1.10)
- d) **Current Ratio**
Liquidity refers to how quickly and cheaply an asset can be converted into cash. A Local Government's liquidity is measured by the "Current Ratio". This ratio provides information on the ability of a Local Government to meet its short-term financial obligations out of unrestricted current assets. Standard is met if the ratio can be measured and is at least 90%. Standard is improving if this ratio is between 90% and 110%.
- e) **Net Financial Liabilities Ratio**
An indicator of the extent to which the net financial liabilities of a Local Government can be serviced by its operating revenues. Target < 60% per annum.

5.6 Local Government Audits

WALGA Recommendation

That WALGA;

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

5.7 Review of State Council and Zone Structure and Processes – Working Group Report and Recommendations

WALGA Recommendation

That:

1. The Working Group's Final Report, and State Council's prior endorsement of Recommendations 5, 6, 7, and 8 from the Working Group's Final Report, be noted; and,
2. Recommendations 1, 2, 3, 4, 9, and 10, from the Working Group's Final Report be endorsed.

5.8 Membership of Development Assessment Panels

WALGA Recommendation

That WALGA advocate to the Minister for Planning, that the composition of Development Assessment Panels (DAPs) be modified to provide equal representation of technical advice and local knowledge, in accordance with the original objectives of the DAP system to enhance the decision making process by improving the balance of experts.

5.9 Interim Submission – Draft State Planning Policy 3.6 – Infrastructure Contributions

WALGA Recommendation

1. That the interim submission to the WA Planning Commission on draft State Planning Policy 3.6 – Infrastructure Contributions, be endorsed.
2. That the West Australian Planning Commission (WAPC) be advised that the proposed cap on community infrastructure contributions is strongly opposed and without the removal of this proposed cap, WALGA does not support draft State Planning Policy 3.6 – Infrastructure Contributions.

5.10 Local Government as Collection Agency for Construction Training Fund

WALGA Recommendation

1. That WALGA advise the Construction Training Fund (CTF):
 - 1.1 That due to the operational improvements and establishment of an on-line portal for payments of the Building and Construction Industry Training Fund, Local Government will not continue to be a collection agency for these payments
 - 1.2 That the online receipt issued upon payment of the *Building and Construction Industry Training Fund*, must clearly show the property address and estimated building value to ensure it complies with section 20 of the *Building Act 2011*
 - 1.3 That the Department of Mines, Industry Regulation and Safety (DMIRS) must provide access to the data collated in the Building Permit Database Project to assist CTF in their acquittal process, and
 - 1.4 That a review of the apprenticeship pathways should be undertaken, as the Local Government sector can provide many potential apprentice pathways directly connected to the construction and development industry.
2. That WALGA advise the Minister for Local Government, Minister for Education & Training and Minister for Commerce that the current CTF collection process is unnecessary administrative red tape for the Local Government sector, and seek their support for Local Government to not continue to be a collection agency for these payments.

5.11 Interim Submission - Public Health Regulations Review Discussion Papers

WALGA Recommendation

That the interim submissions provided to the Department of Health on the following discussion papers be endorsed:

1. Managing public health risks at events in WA
2. Management of public health risks related to offensive trade in WA
3. Managing the public health risks associated with cooling towers and warm water systems in WA
4. A new regulatory framework for managing drinking water in WA

5.12 Reforms to the Building Approval Process for Single Residential Buildings in Western Australia

WALGA Recommendation

That WALGA:

1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that Option 3 of the Consultation Regulatory Impact Statement, improvements to the single residential building approvals process, is supported in principle, subject to the following matters being addressed in consultation with the Local Government sector:
 - a) Prior to any regulatory changes, a review of the building fees and charges is essential, to ensure that any costs associated with the approval of building work, implementation of mandatory inspections, compliance and enforcement actions, and record keeping requirements for the Local Government sector, will result in full cost recovery
 - b) The Independent Building Surveyor who signed the Certificate of Design Compliance should be responsible for undertaking the inspections, therefore, Local Government would not be solely responsible for mandatory inspections
 - c) The State Government's registration process for the Builder should be strengthened to ensure that the builder fulfils their obligations for compliance with the National Construction Code
 - d) Implementation of mandatory inspections should be undertaken by properly qualified and independent personnel, at the following stages (at a minimum) of the construction process
 1. Foundations and footings
 2. Slab/reinforcement of bearers/joists
 3. Waterproofing
 4. Roof, and
 5. Occupancy or final completion
 - e) The occupancy or final completion inspection must ensure that the bushfire construction and energy efficiency requirements have been complied with, and
 - f) The removal of the proposed 'fast track approval' concept, as is not warranted nor properly justified as an improvement option.
2. Endorse the submission of this State Council report to the DMIRS, as the Association's submission on the Consultation Regulatory Impact Statement.

5.13 Wheatbelt Regional Health Services

WALGA Recommendation

That WALGA:

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

5.14 Interim Submission to the Climate Health WA Inquiry

WALGA Recommendation

That the WALGA interim submission to the Climate Health WA Inquiry be endorsed.

5.15 Submission on the Climate Change in Western Australia Issues Paper

WALGA Recommendation

That the WALGA submission on the Climate Change in Western Australia Issues Paper be endorsed.

5.16 Interim Submission – Policy and Application Guidelines for Speed Zoning

WALGA Recommendation

The interim submission to Main Roads WA on the Policy and Application Guidelines for Speed Zoning be endorsed.

5.17 Interim Submission – Response to the Select Committee on Northern Australia

WALGA Recommendation

That WALGA's interim submission to the Select Committee on the effectiveness of the Australian Government's Northern Australia agenda be endorsed.

RESOLUTION

Moved: Cr Tony Sachse

Seconded: Cr Karin Day

That the Great Eastern Country Zone supports all Matters for Decision en bloc as listed above in the State Council Agenda with the exception of Item 5.5 to be amended to read as follows:

5.5 Local Government Financial Ratios

RECOMMENDATION

That the item be deferred and that WALGA form a sector reference group to further review the ratios and provide recommendations to the March 2020 State Council meeting.

CARRIED

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

- 6.1 Ministerial Review of State IR System**
- 6.2 Action Plan for Planning Reform**
- 6.3 Parliamentary Inquiry into Short Stay Accommodation – Final Report**
- 6.4 Draft State Planning Policy 7.2: Precinct Design – Submission**
- 6.5 Managing Public Health Risks Associated with Pesticides in WA**
- 6.6 Local Government Grants Scheme Working Group**
- 6.7 Australian Fire Danger Rating System (AFDRS) Program**
- 6.8 WALGA Emergency Management Engagement Project**
- 6.9 WALGA Submission to the Inquiry into 5G in Australia**
- 6.10 WALGA Comments on the Environmental Offsets Framework Review Report**
- 6.11 Report Municipal Waste Advisory Council (MWAC)**

10.5 Review of WALGA State Council Agenda – Organisational Reports

ORGANISATIONAL REPORTS

- 7.1.1 Report on Key Activities, Environment and Waste Unit
- 7.1.2 Report on Key Activities, Governance and Organisational Services
- 7.1.3 Report on Key Activities, Infrastructure
- 7.1.4 Report on Key Activities, People and Place

10.6 Review of WALGA State Council Agenda – Policy Forum Reports

7.2 Policy Forum Reports

- 7.2.1 Mayors/Presidents Policy Forum
- 7.2.2 Mining Community Policy Forum
- 7.2.3 Container Deposit Legislation Policy Forum
- 7.2.4 Economic Development Forum

10.7 WALGA President's Report

The WALGA President's report was attached to the Agenda.

RESOLUTION

Moved: Cr Karin Day
Seconded: Cr Wayne Della Bosca

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

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

CARRIED

11. AGENCY REPORTS

11.1 Department of Local Government, Sport and Cultural Industries

Jennifer Collins from the Department of Local Government, Sport & Cultural Industries provided an update to the Zone. Please see link below for the update:

[Zone Update from DLGSC](#)

It is also noted that a Representative from the Department of Local Government, Sport and Cultural Industries will attend the March 2020 Zone meeting and provide a 20 minutes presentation on relevant key projects.

For future meetings of the Great Eastern Country Zone a Representative from the Department of Local Government will continue to attend and provide a 10 minutes presentation on matters of interest at each meeting and Zone delegates are invited to provide topics of interest to the Zone Executive Officer prior to each meeting Agenda deadline to allow the Department to source information as required for the next meeting.

11.2 Main Roads Western Australia

Mr Craig Manton was an apology for this meeting and Janet Hartley-West provided an update to the Zone.

11.3 Wheatbelt RDA

An update on the Wheatbelt RDAW was attached in the Agenda.

11.4 Wheatbelt Development Commission

Gavin Robins Acting CEO and Kristen Twine provided an update to the Zone.

12. MEMBERS OF PARLIAMENT

Office of Mia Davies MLA – Kathleen Brown, put forward Mia Davies, MLA, Member for Central Wheatbelt apologies and raised no issues.

13. EMERGING ISSUES

13.1 Sports Infrastructure Forum

The Zone requested the secretariat to obtain feedback and report back to the Zone on the outcomes of the Sports Infrastructure Forum. This information will be provided to the Zone when received.

14. URGENT BUSINESS

Nil

15. DATE, TIME AND PLACE OF NEXT MEETINGS

The Great Eastern Country Zone meetings have been endorsed by the Executive Committee and are listed below:

Please note that the August Zone meeting is proposed to be Tuesday 25 August to not clash with the Dowerin Field Day in 2020.

NOTICE OF MEETINGS
GREAT EASTERN COUNTRYZONE 2020

Zone Meeting Dates	Time	HOST LOCATION	State Council Meeting Dates 2020
26 February	Wednesday 10am	Shire of Kellerberrin	Wednesday 4 March 2020
30 April	Thursday 10am	Shire of Merredin	Wednesday 6 May 2020
25 June	Thursday 10am	Shire of Kellerberrin	Wednesday 1 July 2020
25 August	Tuesday 10am	Shire of Merredin	Regional Meeting 3-4 September 2020
26 November	Thursday 10am	Shire of Kellerberrin	Wednesday 2 December 2020

Action: Zone Members to be canvassed on changing the February 2020 meeting to Wednesday 26 February instead of Thursday 27 February.

A further consideration by Zone Members to be canvassed is the change of start time for all meetings to be 10am.

Noted

16. CLOSURE

There being no further business the Chair declared the meeting closed at 12.10pm.

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Council Meeting

Thursday 28 November 2019

Council Chambers, Shire of Merredin, commencing at 1.00pm

MINUTES

WEROC | Wheatbelt East Regional Organisation of Councils

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

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WEROC

Wheatbelt East Regional Organisation of Councils

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

An In-person Council Meeting held in the Shire of Merredin's Council Chambers, commencing at 1.00pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

WEROC Chair Cr Ram Rajagopalan opened the meeting and welcomed all in attendance.

The Chair advised that the Executive Officer wished to make a statement before the presentation.

Mr Bruce Wittber, BHW Consulting, advised the meeting that BHW Consulting would be tendering its resignation from the WEROC Executive Officer role with effect from 29 February 2020. Mr Wittber then handed the resignation letter to WEROC CEO, Darren Mollenoyux.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Ram Rajagopalan (Chair)	Deputy President, Shire of Bruce Rock
Cr Stephen Strange	President Shire of Bruce Rock
Mr Darren Mollenoyux	CEO, Shire of Bruce Rock
Cr Rod Forsyth	President, Shire of Kellerberrin
Mr Raymond Griffiths	CEO, Shire of Kellerberrin
Cr Julie Flockart	President, Shire of Merredin
Cr Roy Butler	Councillor, Shire of Merredin (left the meeting at 2.47pm)
Ms Kellie Bartley	A/CEO, Shire of Merredin
Cr Karin Day	President, Shire of Westonia
Cr Bill Huxtable	Deputy President, Shire of Westonia
Cr Wayne Della Bosca	President, Shire of Yilgarn
Cr Bryan Close	Deputy President, Shire if Yilgarn
Mr Peter Clarke	CEO, Shire of Yilgarn
Ms Helen Westcott	Joint Executive Officer
Mr Bruce Wittber	Joint Executive Officer

2.2 Apologies

Nil

2.3 Guests

Ms Ana Farla, Broker Channel Specialist (Electricity Generation), Synergy (left the meeting at 1.45pm)
Mr Patrick Whitfield, Energy Coordinator Synergy (left the meeting at 1.45pm)

3. PRESENTATIONS/MEETINGS

3.1 Presentation from Synergy – Reducing Power Costs (Attachment)

Ms Ana Farla, Broker Channel Specialist (Electricity Generation), Synergy and Mr Patrick Whitfield Energy Coordinator Synergy

1.20pm Meeting broke into groups.

1.42pm Meeting reconvened

1.45pm Ms Farla and Mr Whitfield retired from the meeting

A copy of the PowerPoint used during the presentation forms an attachment to the minutes of the meeting.

4. MINUTES OF MEETINGS

4.1 Minutes from the Council Meeting held Wednesday 30 October 2019 (Attachment)

Minutes of the Council Meeting held Wednesday 30 October 2019 have previously been circulated to Member Councils.

RECOMMENDATION:

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

RESOLUTION:

Moved: Cr Day

Seconded: Cr Della Bosca

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

4.2 Business Arising – Status Report as at 21 November 2019

Executive Meeting Wednesday 25 September 2019

5.4 Participation by WEROC in Renewable Energy Projects

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

RESOLUTION:

Moved: Cr Rajagopalan

Seconded: Mr Criddle

That WEROC:

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

CARRIED

Work on preparing a pre-feasibility study is underway, with the Member Councils providing information to BSC Solar.

As advised at the WEROC Council Meeting on Wednesday 30 October 2019, the Executive Officer has extended an invitation to Steve Mason to meet with WEROC Council next year.

Energy provider Synergy has also accepted an invitation to meet with WEROC to discuss ways in which it could work with Member Councils to reduce their power costs.

Ms Ana Farla, Broker Channel Specialist (Electricity Generation) at Synergy will meet with the WEROC Council (refer also to Agenda Item 3.1).

The Executive Officer advised the meeting that BSC had currently working on options for Member Councils to consider. Once this work was completed it would be forwarded to WEROC for consideration.

5.7 Funding to Support and Mentor Local Governments to Assist in the Development of Public Health Plans (Attachment)

RESOLUTION: Moved: Darren Mollenoyux Seconded: Greg Powell

That the WEROC Executive recommend to the WEROC Council that:

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

CARRIED

A response from Mr Nick Sloan, CEO WALGA, has been received, with a copy of the letter forming an attachment to the meeting agenda.

Mr Sloan's letter advised that WALGA is unable to assist in the preparation of template local health plans as requested. This is disappointing as the Executive Officer does not believe that WACHS will provide any assistance other than data to be used in the preparation of the plans.

Even though invited, WACHS did not attend the WEROC Executive Meeting on Wednesday 25 September 2019 to participate in the discussions following the presentation by Public Health Advocacy Institute of WA.

The Executive Officer will now work to action Part 2 of the above resolution.

The Executive Officer advised the meeting that she envisaged a draft plan would be available for WEROC's consideration at the next meeting of the WEROC Council.

Council Meeting Wednesday 30 October 2019

8.1 The Future Governance for WEROC – Development of the WEROC Constitution

RESOLUTION: Moved: Mr Griffiths Seconded: Cr Della Bosca

That:

- 1. The WEROC Executive Officer prepare and arrange the audit of the final statements of account for WEROC in order that all funds can be transferred from WEROC to the revised entity WEROC Inc once established;*
- 2. WEROC determine how all projects currently being undertaken by WEROC will be continued/completed under WEROC Inc once established;*
- 3. A Special General Meeting of Wheatbelt Communities Inc be held, via teleconference, prior to Christmas for the purpose of adopting the new constitution; and*
- 4. WEROC write to the Shire of Tammin to seek feedback on whether or not the Shire was interested in re-joining WEROC following its incorporation.*

CARRIED

Work around finalising the constitution is underway.

The Executive Officer spoke with the Shire of Tammin’s CEO, Mr Neville Hale, on Wednesday 13 November 2019.

The Shire of Tammin is still to meet with members of SEAVROC, with a meeting not scheduled until February 2020. Until these discussions are held the Shire of Tammin is not in a position to make a decision on re-joining WEROC.

The Executive Officer advised Mr Hale that a copy of the new WEROC constitution would be sent to the Shire once it had been finalised.

Noted

6.2 Records Management in Local Government

RESOLUTION: Moved: Mr Clarke Seconded: Mr Mollenoyux

That the decision made by flying email on Thursday 10 October 2019 and detailed below be endorsed by the WEROC Council. That:

- 1. WEROC meet the costs associated with Enterprises Australia Pty Ltd undertaking the work detailed in Option 1 of its proposal to undertake a review of the record keeping policies for the Shires of Kellerberrin, Merredin, Westonia and Yilgarn, with travel and other costs associated with any onsite visits if required or requested to be covered by the Council being visited; and*
- 2. The Shire of Bruce Rock be given the opportunity to participate in any future records management projects should they be considered following the conclusion of the IAE’s review of record keeping policies across the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.*

CARRIED

At the time of preparing the meeting agenda, IEA had not received all responses to the second round of questions sent to the each of the four participating Councils. A preliminary report to WEROC will be provided once IEA has had an opportunity to review all the information received.

Noted

6.3 Ongoing Development of the WEROC App and Website

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

That WEROC:

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

CARRIED

The Executive Officer had a teleconference with Steven Peacock from go2GUIDES on Tuesday 19 November 2019 during which she advised him of WEROC's decision.

Written confirmation of the specifics around intellectual property etc has yet to be prepared but on the basis of the conversation with Steven Peacock it would appear that WEROC retains ownership of all pictures and information it provided during the establishment of both the App and website. It also owns the WEROC domain name and a number of other similarly sounding domain names purchased by go2GUIDES on WEROC's behalf to protect the "WEROC" name. All information relating to the domain names will be forwarded to WEROC by go2GUIDES. Everything else, including coding remains in the ownership of go2GUIDES.

This means that in establishing a new website WEROC will need to "start from scratch".

The Executive Officer will now seek quotes to undertake part 2 of the resolution.

RECOMMENDATION:

That the Status Report for October 2019 be received.

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

That the Status Report for October 2019 be received.

CARRIED

4.3 **Matters for Noting**

▪ **The Country Ambulance Strategy**

The Minister for Health recently launched The Country Ambulance Strategy - Striving for Equity in Country WA. The Strategy is the culmination of work that commenced with the release of a draft strategy last year.

WEROC provided comment on the draft strategy during the public consultation period.

The Country Ambulance Strategy - Striving for Equity in Country WA can be downloaded by following the link shown below:

http://www.wacountry.health.wa.gov.au/fileadmin/sections/country_ambulance/The-Country-Ambulance-Strategy-Driving-Equity-for-Country-WA.pdf

Pages 10 and 11 outline the strategy's 19 recommendations, which are made in an effort to help strengthen country ambulance services, including:

1. measures to attract and support more ambulance volunteers;
2. greater investment in community paramedics;
3. improving coordination between hospitals and ambulance services; and
4. adopting new technologies to improve communication to and from every ambulance on the road.

The strategy also recognises the tremendous and valuable commitment of WA's ambulance volunteers.

The strategy also provides an outline of "Next Steps" which reads as follows:

Ambulance services are essential to all communities and are a critical service in the delivery of health care. As such, clear policy for ambulance services to support future service improvement of the country ambulance service in WA (Recommendation 1) and the transfer of the contract management to WACHS (Recommendation 5) should be viewed as the urgent first priorities.

Following in principle endorsement of the strategy by the WACHS Board, action will need to be taken on the recommendations required to improve country ambulance services in WA. Actioning these key recommendations requires the immediate the attention of WACHS, the Department of Health and SJA.

▪ **COAG Waste Export Ban**

Following a recent meeting of Environment Ministers an announcement was made relating to the phase out of problem waste exports from July next year. The information provided below is from a recent ALGA newsletter. It explains what has been agreed to and the timeframe for implementing the ban.

The Ministers agreed that waste plastic, paper, glass and tyres that have not been processed into a value-added material should be subject to the export ban. They further determined that the ban should commence on 1 July 2020 with a phased approach. Ministers agreed the phase out should be completed by the following dates:

- *All waste glass by July 2020.*
- *Mixed waste plastics by July 2021.*
- *All whole tyres including baled tyres by December 2021.*
- *Remaining waste products, including mixed paper and cardboard, by no later than 30 June 2022.*

This timetable reflects the unique challenges of each jurisdiction, and the preparedness of some jurisdictions to complete the phase out ahead of schedule.

Ministers will further test the timetable with industry and local government, while also developing response strategies and undertaking independent market analysis.

In early 2020 Ministers will provide further advice on final timetables, definitions and response strategies to First Ministers for their confirmation.

A Discussion Paper has been prepared and is now out for public comment. It can be viewed by following the link shown below:

<https://www.environment.gov.au/system/files/consultations/bf403fda-b6d7-4476-9c6f-5627502d52a4/files/waste-export-ban-discussion-paper-november-2019.pdf>

Individual Councils and local government associations are invited to comment before 3 December 2019 on the proposed timetable for the waste export ban.

- **Submissions on the Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination and the Mandatory Code of Conduct for Council Members, Committee Members and Candidates** - the Shire of Kellerberrin considered WALGA's submissions on the Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination and the Mandatory Code of Conduct for Council Members, Committee Members and Candidates at its November 2019 Ordinary Council Meeting, resolving as shown below:

MIN 211/19 MOTION - Moved Cr. O'Neill

2nd Cr. Talbot

That Council:

1. Endorse WALGA's Draft Submission – Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination.
2. Endorse WALGA's Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates.
3. Provide additional submission on the Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination.
 - a. Remove Wording in section S1.3 "The panel must include at least one independent person who is not a current elected member or staff member of the local government."
 - b. Remove Clause S1.11 - The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.
4. Endorse the surveys for both submissions as presented, and
5. Instruct the Chief Executive Officer to provide these response to the Department of Local Government, Sport and Cultural Industries and WALGA.

A copy of the Shire's response forms an attachment to the meeting agenda.

The Shire of Kellerberrin has requested the matter be listed for noting and encourages Member Councils to make submissions on both issues.

- **Future Drought Fund and the National Drought Response Resilience Plan** – the Commonwealth recently released its consultation draft on the Drought Resilience Funding Plan.

WALGA has prepared an Infopage on the Plan providing advice on both the Plan and how Councils can make submissions. A copy of the Infopage forms an attachment to the meeting agenda.

Councils make can make submissions through the completion of an online survey. The survey can be accessed by following the link shown below:

haveyoursay.agriculture.gov.au/future-drought-fund.

The public consultation period closes on Friday 13 December 2019.

WALGA has requested copies of individual Council responses before Friday 6 December 2019.

RECOMMENDATION:

That the matters listed for noting be received.

RESOLUTION:

Moved: Cr Della Bosca

Seconded: Cr Rod Forsyth

That the matters listed for noting be received.

CARRIED

5. WEROC FINANCE

5.1 WEROC Finance Report as at 31 October 2019

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 18 November 2019

Attachments: Nil

RECOMMENDATION:

That the WEROC Financial Report for the period ending 31 October 2019 be received.

Executive Officer's Report:

Presenting the WEROC Statement of Receipts and Payments for the period ending 31 October 2019.

An explanation for each of the notes is provided below.

Note 1	All 2019/2020 annual subscriptions have been paid.
Note 2	WEROC interest to date
Note 3	This allocation covers the expenditure on Executive Services
Note 4	This allocation covers the expenditure on travel and accommodation
Note 5	This allocation covers the expenditure on Financial Services
Note 6	This allocation includes payment to Accingo for the Asset Management project, costs associated with Dr Andrew Harper for Curtin Wheatbelt Medical Project, Australian Golden Outback - contribution to Eastern Wheatbelt self-drive feature and Information Enterprises Australia - consulting services review of record keeping
Note 7	This allocation covers the costs incurred this financial year in respect to the WEROC app and website
Note 8	Food expenses for WEROC Meeting in Kellerberrin on 27 August 2019

Consultation: Nil

Financial Implications: WEROC adopted Budget for 2019/2020

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Flockart

That the WEROC Financial Report for the period ending 31 October 2019 be received.

CARRIED

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Wheatbelt East Regional Organisation of Councils (WEROC)				
ABN 28 416 957 824				
1 July 2019 to 31 October 2019				
		Budget 2019/2020	Actual to	Notes
Income				
0501	General Subscriptions WEROC	\$ 60,000	\$ 60,000.00	1
504.01	Consultancy & Project Reserve			
0575	WE-ROC Interest received	\$ 900	\$ 94.72	2
584	Other Income			
	GST Output Tax		\$ 6,000.00	
	GST Refunds		\$ 2,514.00	
	Total Receipts	\$ 60,900	\$ 68,608.72	
Expenses				
1545	WEROC Bank Fees & Charges	\$ 100		
1661.01	WEROC Executive Services Professional Services	\$ 55,000	\$ 15,090.10	3
1661.02	WEROC Executive Officer Travel and Accommodation	\$ 8,000	\$ 1,446.11	4
1687	WEROC Financial Services Accounting	\$ 7,000	\$ 1,150.52	5
1687.03	WEROC Financial Services Audit	\$ 3,750	\$ 17.85	
1585	WEROC Consultant Expenses	\$ 30,000	\$ 23,011.89	6
1850	WEROC Management of WE-ROC App	\$ 5,000	\$ 1,021.92	7
1801	WEROC Meeting Expenses	\$ 500	\$ 212.73	8
1851	WEROC Insurance	\$ 5,000	\$ -	
1852	WEROC Legal Expenses	\$ 2,000	\$ -	
1853	WEROC Incorporation Expenses (including legal fees)	\$ 15,000	\$ -	
1930	WEROC Sundry	\$ 500	\$ 102.27	
3384	GST Input Tax		\$ 3,991.68	
	Ato Payments		\$ 2,515.00	
	Suspense Account		\$ -	
	Total Payments	\$ 131,850	\$ 48,560.07	
	Net Position	-\$ 70,950	\$ 20,048.65	
	OPENING CASH 1 July	\$ 160,927	\$ 150,919.05	
	CASH BALANCE 31 October 2019	\$ 89,977	\$ 170,967.70	
		Westpac One	\$ 1,075.40	
		Westpac Reserve	\$ 169,892.30	
			\$ 170,967.70	

5.2 List of Accounts

File Reference: 042-2
Author: Helen Westcott, Executive Officer
Disclosure of Interest: Nil
Date: 18 November 2019
Attachments: Nil

RECOMMENDATION:

That the Accounts Paid for the period 1 October 2019 to 31 October 2019 totalling \$18,770.50 be approved.

Executive Officer’s Report:

Accounts paid during the period 1 October 2019 to 31 October 2019.

The list of accounts paid is submitted to each WEROC Council Meeting.

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	041019	Rural Health West	Ticket for WA Regional Achievement Awards	112.50
EFT	111019	Up to Date Accounting	Accounting Services September 2019	92.40
EFT	111019	Australian Golden Outback	Contribution to Eastern Wheatbelt Self Drive Feature	500.00
EFT	111019	Blakejewel Pty Ltd (Accingo)	Asset Audit Wheatbelt Communities Member Councils (final payment)	9,350.00
EFT	110191	BHW Consulting	Professional Services, Accommodation and Travel September 2019	4,953.58
EFT	291019	Information Enterprises Australia	Consulting Services Review of Record Keeping	3,762.00
Total				\$18,770.50

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

RESOLUTION: **Moved: Mr Clarke** **Seconded: Cr Flockhart**

That the Accounts Paid for the period 1 October 2019 to 31 October 2019 totalling \$18,770.50 be approved.

CARRIED

5.3 Audited Financial Statement for the year ending 30 June 2019 (Attachments)

Reporting Officer: Helen Westcott, Executive Officer
Disclosure of Interest: Nil
Date: 18 November 2019
Attachments: 2018/2019 Audited Financial Report

RECOMMENDATION:

That WE-ROC adopts the 2018/2019 Audited Financial Report.

Executive Officer’s Report:

At the WEROC Council Meeting held on 30 October 2019 the Draft 2018/2019 Financial Report, Representation Letter and the Management Letter were considered, with the meeting resolving as follows:

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

That WEROC:

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

CARRIED

Following the WEROC Council Meeting the documents were signed and submitted to the auditors AMD Chartered Accountants for final approval and return to the Executive Officer.

The audited financial report is submitted for adoption.

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

That WE-ROC adopts the 2018/2019 Audited Financial Report.

CARRIED

6. MATTERS FOR DECISION

6.1 Future WEROC Projects – Asset Management Project

File Reference:	013-2 Strategic and Future Planning 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	Shared Function (Economic Development)
Disclosure of Interest:	No interest to disclose
Date:	21 November 2019
Attachments:	WEROC Review Recommendations

RECOMMENDATION:

No recommendation is made – the matter is presented for discussion and decision by the WEROC Council.

Executive Officer's Report:

Representatives from Accingo, an asset management consultancy, first met with WEROC early in March 2018 to discuss its asset management concept and the potential value it may offer Member Councils.

Since that time Accingo developed a project brief and costing for WEROC's consideration, with approval for the project's "go ahead" being given at the WEROC Council Meeting held Wednesday 27 June 2018.

Work has been ongoing since that time, with a final report and final recommendations available for discussion at the WEROC Executive Committee held Wednesday 25 September 2019. At this time, it was resolved as shown below:

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

That the:

- 1. WEROC Executive be requested to table Accingo's report and recommendations on the review of mobile assets and plant across each Member Council for discussion at either their October or November round of Council meetings; and*
- 2. Executive Officer be provided with comments from these discussions to enable a report to be prepared for the WEROC Executive Meeting scheduled to be held Wednesday 27 November 2019.*

CARRIED

Comments have been received from all Member Councils, with the comments provided detailed below.

Shire of Bruce Rock

The Shire of Bruce Rock considered the Accingo Report at its November Council 2019 meeting, resolving as shown below:

- 1. That Council considered the WEROC Accingo Asset Management Report in major construction plant; and*
- 2. Provides the following comment on each recommendation to WEROC;*
Recommendation 1 - not support
Accingo's recommendation 2 - not support, however will be undertaking a review at individual level through Project Aware Program
Accingo's recommendation 3 - not support, will be reviewed internally
Accingo's recommendation 4 – not support, as Council is conducting an internal review of all large plant assets through Project Aware Program, in line with Council's philosophies and requirements.
- 3. Does not support recommendations 5 and 6 due to the cost implications and Council does not have a desire for centralisation as it would not be in the best interests of the Shire, workforce or community.*

4. That staff undertake a review of the major construction plant, including usage hours, data reporting to see if there is any value in reducing plant numbers, without restricting the operational capacity of Council and its roads program.
5. That WEROC Shires consider working collaboratively on specific adjoining roads when it comes to maintenance grading and/or encourage and be more open to potentially hiring major plant when it is not being utilised as opposed to hiring from outside the region.

Shire of Kellerberrin

As advised at the October WEROC Council Meeting, the Shire of Kellerberrin supports Recommendations 1,2,3 and 4 contained within the Accingo Report.

Shire of Merredin

The Shire of Merredin considered the Accingo Report at its November Council 2019 meeting, resolving as shown below:

Moved: Cr Willis
82462 **That Council**

Seconded: Cr Patron

1. supports the recommendations 1 to 5 in principal advising the WEROC Executive Officer to progress discussions with regards to the implementation of these recommendations; and
2. requests for the WEROC Executive Officer to investigate the financial viability of a total hire model as detailed in recommendation 6.

CARRIED 8/0

Shire of Westonia

As advised at the October WEROC Council Meeting, the Shire of Westonia supports Recommendations 1,2,3 and 4 contained within the Accingo Report.

The Shire of Yilgarn

The CEO Shire of Yilgarn resolved at its October Council 2019 Meeting as shown below:

Moved Cr Della Bosca/Seconded Cr Guerini

That Council advises WEROC's Executive Officer that in respect to the Accingo Asset Management Report and associated recommendations, Council supports the implementation of recommendations 1 to 4 but does not see value in recommendations 5 and 6 due to the significant cost implications for all WEROC Member Councils if they were implemented.

CARRIED (7/0)

A copy of the recommendations document (and commented on above) forms an attachment to the meeting agenda.

Each of the recommendations is briefly outlined below.

1. Asset Identification Standardisation

In suggesting the adoption of a standard identification format Accingo also recommends that WEROC also agree on a standardize format which is backed up by an asset register policy, amending current system fields to provide such standardization.

The recommendation provided by Accingo provides an example of a standard code for use by WEROC's Member Councils.

Recommendation 1 is supported by all WEROC's Member Councils other than the Shire of Bruce Rock.

2. Purchase and Sale Process Review

Accingo has recommended that WEROC's Member Councils review of their current "Sale & Purchase of Asset" policy, checking for completeness and determine whether the policies are being followed. If such a policy is not in place then one should be prepared. In conjunction with this, Accingo also notes all associated risk management policies should be adhered to.

Recommendation 2 is supported by all WEROC's Member Councils other than the Shire of Bruce Rock.

3. Standardisation of Depreciation Rates and Useful Life

Accingo recommends that WEROC agree to a uniform set of depreciation rates which would be implemented via the asset management policy as detailed in Recommendation 2, with rates set either internally by Member Councils or provided by an external source.

Accingo also recommends WEROC look to reviewing maintenance costs so that they are captured and reported on down to machine level. Accingo notes that some but not all WEROC's Member Councils have this information captured effectively.

Recommendation 3 is supported by all WEROC's Member Councils other than the Shire of Bruce Rock.

4. Review of Underperforming Assets

The Accingo report recommends that a review of underperforming assets be undertaken to:

- a) understand why this is happening; and
- b) determine whether a piece of equipment is actually required.

Recommendation 4 is supported by all WEROC's Member Councils other than the Shire of Bruce Rock.

5. Implementation of Technology Solutions

This recommendation is self-explanatory in that it proposes that WEROC, either as a group or at individual Council level, look to purchase software to aid in the implementation of Recommendations 1, 2, 3 and 4.

Only the Shire of Merredin at this point supports the adoption of this recommendation. The Shire of Yilgarn has indicated that it considers the cost implications too large for it to be considered. Cost may be a factor in the rejection of Recommendation 5 by other Member Councils.

6. Centralisation of Asset/Asset Management

Again, this recommendation is self-explanatory but has been rejected at this point by all Member Councils other than the Shire of Merredin.

Whilst Recommendations 1, 2, 3 and 4 are supported by all Member Councils, except the Shire of Bruce Rock, what needs to be determined by WEROC is whether implementation of all four recommendations will be undertaken by WEROC jointly or whether some will be done jointly whilst others will be implemented at individual Council level.

This needs to be determined and if a joint approach is agreed to how will the work be undertaken and by whom?

In terms of Recommendations 5 and 6 only the Shire of Merredin supports further work on either recommendation.

With respect to the use of software to manage Member Councils' assets there may be benefit to seek costings around the purchase and ongoing use of such software. Obtaining a costing would not imply any commitment to purchasing any software but rather allow the opportunity for Member Councils to evaluate the benefits of such software against the costs, both in purchasing the software and the ongoing costs required to maintain and upgrade over time.

Similarly, with Recommendation 6. In accepting Recommendation 6 the Shire of Merredin has not committed to the use of a centralised asset management system but rather believes that investigations around the adoption of a centralised asset management system should be investigated by WEROC.

Undertaking a cost benefits analysis would not signify intent to undertake this action but merely show the costs required to do so and the benefits gained from undertaking such an action.

If a costs benefits analysis was agreed to by WEROC the costs associated with looking at the use of technology in managing WEROC's assets could be included in project's scope.

The matter is presented for discussion and decision by the WEROC Council.

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Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Mr Griffiths** **Seconded: Mr Clarke**

That the Shires of Kellerberrin, Merredin, Westonia and Yilgarn work collaboratively to consider and progress Recommendations 1 to 4 made by asset management consultant Accingo following a review of WEROC Member Councils asset management practices.

CARRIED

6.2 Wheatbelt Medical Students Immersion Project (WMSIP)

File Reference:	013-2 Strategic and Future Planning
Author:	Helen Westcott, Executive Officer
Portfolio:	Social (Kellerberrin) and Environment (Merredin) Shared Function (Advocacy)
Disclosure of Interest:	Nil
Date:	20 November 2019
Attachments:	Student Allocations (Draft) WMSIP Transport Plan (Draft) Agenda for Team Building Day on Monday 2 December 2019

RECOMMENDATION:

That the Executive Officer's report be received.

Executive Officer's Report:

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

RESOLUTION: Moved: Raymond Griffiths Seconded: Greg Powell

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

CARRIED

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

Agencies involved in re-establishing the WMSIP include:

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

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

The Executive Officer attended a meeting of the WMSIP Planning Group on Thursday 7 November 2019. At the time of preparing the WEROC Council Meeting Agenda an action sheet from the meeting had not been distributed.

Further work around the travel times and student allocations across participating towns has been done, with a revised table for student numbers in each town forming an attachment to the meeting agenda. Following discussion on travel times and the need to get students to their host families as soon as possible will see further revision to the attached travel times being undertaken.

An agenda for the team building day to be held at Curtin University has also been prepared, with a copy of the agenda forming an attachment to the meeting agenda.

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This year it is hoped to expand the number of participants in the exercise, to be held on Monday 2 December 2019, to include staff and other people involved in the visits program, with invitations sent to participating Councils.

The WEROC Chair has received a letter of agreement between all WMSIP members for signing. The letter of agreement covers the visits to be conducted during March 2020.

The WMSIP Planning Group's next meeting is scheduled for Thursday 19 December 2019.

Comment is sought from Member Councils on the information provided and any other issues considered relevant for discussion at the next meeting of the Planning Group.

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

That the Executive Officer's report be received.

CARRIED

6.3 Curtin Wheatbelt Community Health Study

File Reference:	075-1 Local Hospitals 013-2 Strategic and Future Planning
Author:	Helen Westcott, Executive Officer
Portfolio:	Social (Shire of Kellerberrin) Advocacy (Shared Portfolio)
Disclosure of Interest:	Nil
Date:	18 November 2019
Attachments:	Curtin Wheatbelt Community Health Pilot Study Verso Report

RECOMMENDATION:

No recommendation is made – the matter is presented for discussion and decision by the WEROC Council.

Executive Officer's Report:

At the WEROC Executive Meeting held Wednesday 29 May 2019 a request for assistance from Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School was considered. Specifically, Dr Harper sought support for a research project developed as a direct result of Curtin student involvement in the Wheatbelt Medical Students Immersion Program this year and last.

Following consideration of the request, it was resolved as shown below:

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

1. *That WEROC provide in-kind and financial support to a maximum of \$5,000 to Dr Andrew Harper, Adjunct Clinical Professor at the Curtin Medical School, to assist in the conduct of the "Curtin Wheatbelt Community Health Study: An exploratory research proposal".*
2. *That the Executive Officer provide Dr Andrew Harper with a copy of the Verso Report.*

CARRIED

The Executive Officer advised Dr Harper of WEROC's decision, providing him with a copy of the Verso Report as requested.

Visits to both Merredin and Westonia took place during the last weekend in August.

Since the visit a report has been prepared.

All expenses claimed by Dr Harper and his student team have been paid.

A copy of the report was circulated to all Member Councils ahead of the WEROC Council Meeting. A copy of the report, with the Verso Report, also forms attachments to the meeting agenda.

The Verso Report has been provided because some of WEROC's new delegates may not have a copy of the report.

The question Andrew Harper seeks advice from WEROC on is whether this type of data gathering and analysis is of value to the shires in promoting rural health.

The Executive Officer believes that such research has a valid role to play and Member Councils are in a unique position to assist help in advocating for greater access to health services both in type and method of delivery. In terms of the

work undertaken in the pilot study this would have budget implications for WEROC because if the study was expanded to take in all five Member Councils it would be necessary for WEROC to contribute financially to the expanded project.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: **Moved: Cr Day** **Seconded: Cr Forsyth**

That WEROC agree to participate in any project that looks to extend the pilot study entitled "Curtin Wheatbelt Community Health Study: An exploratory research proposal" across all five WEROC Councils, utilising existing WEROC project funds to facilitate funding for the project.

CARRIED

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

File Reference:	013-2 Strategic and Future Planning 135-5 Economic Sustainability
Author:	Helen Westcott, Executive Officer
Portfolio:	CEO/Governance – IT (Shire of Bruce Rock) Advocacy (Shared Portfolio)
Disclosure of Interest:	Nil
Date:	19 November 2019
Attachments:	Nil

RECOMMENDATION:

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

Executive Officer's Report:

The Executive Officer received an email from Ms Kim Every of Crisp Wireless seeking WEROC's support for its application for funding through the Department of Primary Industry and Regional Development's Digital Farm Grant Round 2. To quote from Ms Every's email:

"... The focus of the grant is to provide solutions to Western Australian farming region's current sub-optimal internet connectivity and capacity issues. Reliable and faster internet will enable agri-businesses opportunities for improvement and growth through digitisation of production and supply chain processes.

Following successful application of similar projects in multiple WA regions, CRISP Wireless are submitting two applications for the Wheat-belt region - including four of the WEROC shires, in this round – Merredin, Bruce Rock and Narembeen shires and Kondinin, Corrigin and Kulin shires. The WA Government is offering up to \$500,000 per project with funding to be matched. Each shire has expressed cash and in-kind support and CRISP Wireless are committing more than 50% cost supporting to each project.

We would be most grateful if you would be able to provide the LOS on WEROC letterhead by Monday 25/11/2019 please (the grant closes on 4th December 2019)."

The Executive Officer has replied to Ms Every's email explaining that the earliest a decision on providing support would be after the WEROC Council Meeting.

The request for a letter of support seems reasonable because it in the first instance does not require any financial commitment from WEROC and if successful will benefit some within the Bruce Rock and Merredin communities.

In reviewing the meeting agenda, the CEO Shire of Bruce Rock advised that Council had considered the Crisp Wireless proposal and has resolved to support the proposal at an individual Council level and therefore would support WEROC's proposed letter of support.

The Shire of Merredin may wish to provide further comment about its possible involvement in this current project proposal by Crisp Wireless. As Member Councils are aware, the Shire of Merredin is a participant in the Crisp Wireless/NEWROC internet connectivity project.

The only disappointing aspect to the proposal is that the benefit of increased digital access may not be extended to all the two Shires' residents.

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Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Della Bosca

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

CARRIED

7. EMERGING ISSUES

7.1 Western Australia's Native Vegetation – Release of an Issues Paper by the Department of Water and Environmental Regulation

The State Government is developing four initiatives to improve the consistency, transparency and information base to enable better management of the State's native vegetation. The initiatives to achieve this are outlined in an issues paper for public consultation, *Native Vegetation in Western Australia* prepared by the Department of Water and Environmental Regulation (the Department).

The discussion paper along with other information relating to the review can be accessed by following the link shown below:

<https://dwer.wa.gov.au/consultation/nativeveg>

A period of public consultation has commenced, closing Monday 10 February 2020. The Department is seeking feedback online and via community consultation workshops in Perth and regional locations.

Given the consultation period is outside the framework for inclusion in the WALGA Zone Meeting process WEROC may wish to consider preparing a submission.

Cr Strange undertook to find out what WALGA was doing with respect to preparing a submission to the Department of Water and Environmental Regulation on the recently released issues paper *Native Vegetation in Western Australia*.

Cr Butler left the meeting at 2.47pm and did not return

8. OTHER MATTERS

8.1 Resignation of Executive Officer

BHW Consulting provided a letter informing WEROC that W Squared Pty Ltd t/a BHW Consulting submits its resignation from the Executive Officer role to the Wheatbelt East Regional Organisation of Councils (WEROC) and Wheatbelt Communities Inc effective from 29 February 2020.

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Della Bosca

That WEROC accepts the resignation from BHW Consulting as the Executive Officer effective from 29 February 2020.
CARRIED

RESOLUTION: Moved: Cr Day Seconded: Cr Della Bosca

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

CARRIED

9. FUTURE MEETINGS

Currently meetings for both the Executive and Council are scheduled for early 2020, with the dates for each meeting shown below:

WEROC Executive Wednesday 5 February 2020 (Shire of Kellerberrin)

WEROC Council Wednesday 26 February 2020 (Shire of Yilgarn)

A decision on whether a meeting of the WEROC Executive should be held is required. If the decision is that only a meeting of WEROC Council is needed then Member Councils will need to determine when WEROC Council should meet.

The Executive Officer is not available to meet on Thursday 27 February 2020 (the likely date for a meeting of the Great Eastern Country Zone) as she has other commitments that day.

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

That WEROC Council meet in Kellerberrin on Wednesday 26 February 2020, with the meeting to commence at 1.30pm
CARRIED

Note: It was agreed that a meeting of the WEROC Executive would only be called if required.

Ms Westcott and Mr Wittber left the meeting at 2.49pm and did not return.

At this point the meeting returned to Agenda Item 8.1.

For ease of reading Agenda Item 8.1 is recorded in chronological order.

10. CLOSURE

There being no further business the Chair closed the meeting at 2.59pm

DECLARATION

These minutes were confirmed by the WE-ROC Council at the meeting held Wednesday 26 February 2020

Signed _____
Person presiding at the meeting at which these minutes were confirmed



Our Ref : 158739
Previous Ref :
Your Ref :
Enquiries : Rosa Rigali (6551 9306)

3 December 2019

Application No: 158739 - Lot No 226, 227, 228 Butcher Street Bruce Rock

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by 14 January 2020 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: www.dplh.wa.gov.au

Send responses via email to referrals@dplh.wa.gov.au. **Always quote reference number "158739" when responding.**

This proposal has also been referred to the following organisations for their comments:
Western Power, Water Corporation, Main Roads Wa, Dept Biodiversity, Conser & Attraction and LG Shire Of Bruce Rock.

Yours faithfully

A handwritten signature in black ink, appearing to read "Sam Fagan".

Ms Sam Fagan
Secretary
Western Australian Planning Commission



APPLICATION DETAILS

Application Type	Subdivision	Application No	158739
Applicant(s)	Mr Keith Piper		
Owner(s)	Mrs Joanne Horne; Mr Brenton Verhoogt; Mr Damion Verhoogt; Mr Keenan Verhoogt		
Locality	Lot No 226, 227, 228 Butcher Street Bruce Rock		
Lot No(s).	226, 227, 228	Purpose	Residential
Location		Local Gov. Zoning	Light Industry, Residential
Volume/Folio No.	847/164, 1742/937, 1742/938	Local Government	Shire Of Bruce Rock
Plan/Diagram No.	142319	Tax Sheet	
Centroid Coordinates	mE mN		
Other Factors	BUSHFIRE PRONE AREA, UNALLOCATED CROWN LAND, MRWA - STATE ROAD EXTERNAL REFERRAL, THREATENED ECOLOGICAL COMMUNITY BUFFER		



**Location Plan for:
Subdivision Application**

This data is to be used only for the processing of a
Subdivision Application

Application Number: **158739**
Decision: **Outstanding**
Printed: **28/11/2019**



Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by
Western Australian Land Information Authority SLIP 1086-2018-1

Application Status

Outstanding

Existing LPS Zones and Reserves

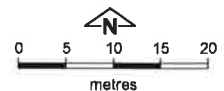
R Code boundaries
 Light industry
 Residential

Easements and Referrals

Region Scheme Reserves

Localities & Local Government Boundaries

Local government boundary
 Locality





Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2019-216285

Your Reference	Lots 226 227 228 Butcher St Bruce Rock
Location of Subject Property	Lots 226 227 228 Butcher St Bruce Rock
No. of applicants	1
Are you applying on your own behalf?	No
Are you the primary applicant?	Yes
Do you have consent to apply from all landowners?	Yes
Lodgement Type	Amalgamation
Submitted by	Keith Piper
Email	surveytechwa@bigpond.com

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
28-Nov-2019	158739

About the land

Number of current lots on the land	3	Total number of proposed lots on the land including balance lots	1
Drainage Reserves	0	Public Access Ways	0
Recreation Reserves	0	Right of Ways	0
Road Reserves	0	Road Widening	0
Number of fee paying lots	1	Number of fee exempt lots	0

What is the proposed use/development?

Proposed Use	Lot size	Number of Lots	
Residential	3000 - 3999 Sqm	1	
Local Government	Shire Of Bruce Rock	Existing dwellings	N/A
Is common property proposed	N/A		

Applicants

Primary applicant (1)

Is the applicant a company/organisation?	No	Is the applicant a landowner?	No
Name/Company	Mr Keith Piper	ABN / ACN	N/A
Email	surveytechwa@bigpond.com	Phone number	0427195651
Address			
Street address	PO Box 530	Town / Suburb or City	Wanneroo
State	WA	Post Code	6946
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Certificate of Title Details

Lots with certificate (1)

Volume	1742	Folio	937
Lot Number	226	Plan Number	P142319
Total land area	1012	Land Area Units	Square metres
Reserve number (if applicable)	N/A	No. of landowners	4
Is the Landowners name different to that shown on the Certificate of Title?			No

Landowners

Landowner (1)

Full name	Mr Damion Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (2)

Full name	Mr Brenton Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (3)

Full name	Mr Keenan Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (4)

Full name	Mrs Joanne Horne	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Lots with certificate (2)

Volume	1742	Folio	938
Lot Number	227	Plan Number	P142319
Total land area	1012	Land Area Units	Square metres
Reserve number (if applicable)	N/A	No. of landowners	4
Is the Landowners name different to that shown on the Certificate of Title?			No

Landowners

Landowner (1)

Full name	Mr Damion Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (2)

Full name	Mr Brenton Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (3)

Full name	Mr Keenan Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (4)

Full name	Mrs Joanne Horne	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Lots with certificate (3)

Volume	847	Folio	164
Lot Number	228	Plan Number	P142319
Total land area	1012	Land Area Units	Square metres
Reserve number (if applicable)	N/A	No. of landowners	4
Is the Landowners name different to that shown on the Certificate of Title?			No

Landowners**Landowner (1)**

Full name	Mr Damion Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (2)

Full name	Mr Brenton Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (3)

Full name	Mr Keenan Verhoogt	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (4)

Full name	Mrs Joanne Horne	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	15 Swan Street	Town / Suburb or City	Bruce Rock
State	WA	Post code	6418
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Subdivision detail

Number of dwellings	0	Dwelling retained	No
Dwelling description	Lots are vacant.	Structure/s retained	No
Number of outbuildings/structures	0		
Other description	N/A		
Structure description	Lots are vacant		
Is a battleaxe lot/s proposed?			No

Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot	N/A
Has the land ever been used for potentially contaminating activity	No
Does the land contain any sites that have been classified under the Contaminated Sites Act 2003	No
Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003	No
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location	No
Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?	No
Is the development within a Bushfire Prone Area?	No
Are there any dewatering or drainage works proposed to be undertaken	No
Is excavation of 100 cubic metres or more of soil proposed	No
If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present	No

Fee & Payment

Fee amount	\$2,406.00	Payment Type	By Anyone
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Attachments

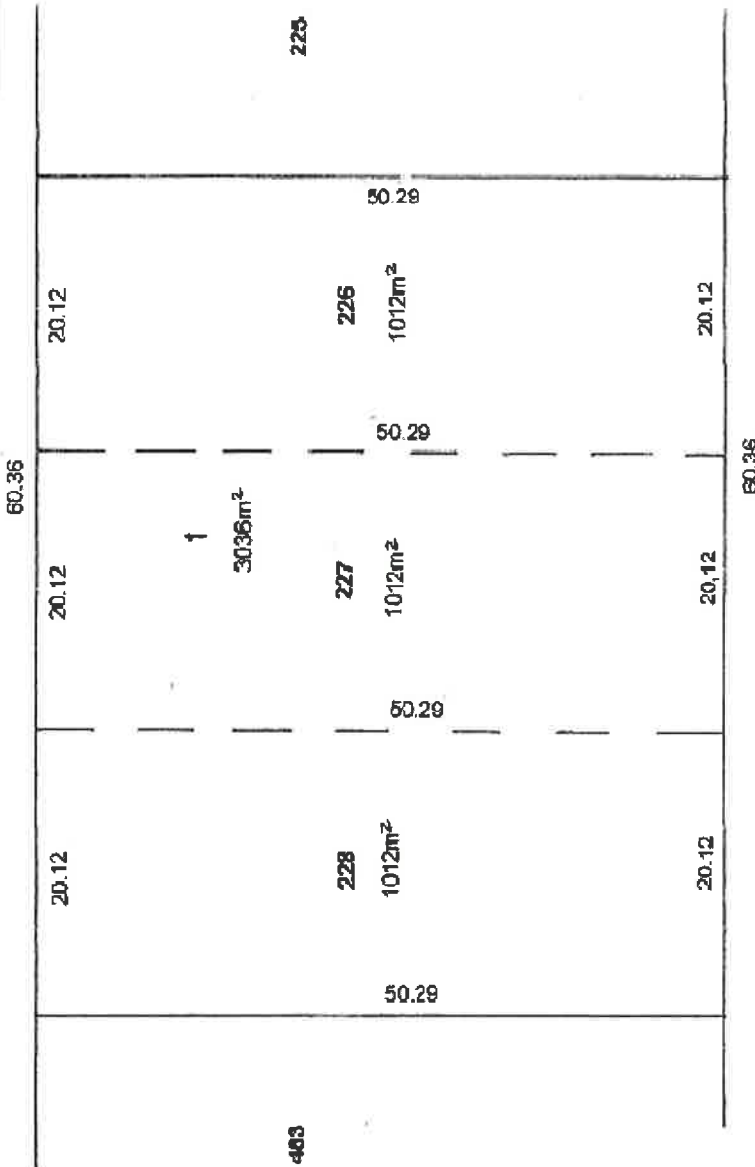
Attachment name	Attachment type
1. AI Plan-16.pdf	Subdivision Plan
2. L228 Title-11.pdf	Certificate of Title
3. LOC-10.pdf	Authorised Letter of Consent
4. LOC-12.pdf	Authorised Letter of Consent
5. LOC-13.pdf	Authorised Letter of Consent
6. LOC-14.pdf	Authorised Letter of Consent
7. LOC-15.pdf	Authorised Letter of Consent
8. LOC-2.pdf	Authorised Letter of Consent
9. LOC-3.pdf	Authorised Letter of Consent
10. LOC-4.pdf	Authorised Letter of Consent
11. LOC-5.pdf	Authorised Letter of Consent
12. LOC-7.pdf	Authorised Letter of Consent
13. LOC-8.pdf	Authorised Letter of Consent
14. LOC-9.pdf	Authorised Letter of Consent
15. Lot 226 Title-1.pdf	Certificate of Title
16. Lot 227 Title-6.pdf	Certificate of Title

Perth 140 William Street Perth Western Australia, 6000, Locked Bag 2506 Perth, 6001	Albany PO Box 1108 Albany Western Australia, 6330	Bunbury Sixth Floor Bunbury Tower 61 Victoria Street Bunbury Western Australia, 6230	Geraldton Regional Planning and Strategy Office 10 209 Foreshore Drive Geraldton Western Australia, 6530	Mandurah Unit 2B 11-13 Pinjarra Road Mandurah Western Australia, 6210
Tel: (08) 6551 9000 Fax: (08) 6551 9001	Tel: (08) 9892 7333 Fax: (08) 9841 8304	Tel: (08) 9791 0577 Fax: (08) 9791 0576	Tel: (08) 9960 6999 Fax: (08) 9964 2912	Tel: (08) 9586 4680 Fax: (08) 9581 5491

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
28-Nov-2019	158739



R O W



ORIGINAL AREA LOTS: 1012m² EACH
 EXISTING LOTS - 3
 PROPOSED LOTS - 1

BUTCHER STREET

PROPOSED AMALGAMATION
 LOTS 226 227 228 BUTCHER STREET BRUCE ROCK

SCALE 1:500 AT A4
 K.H. Piper Licensed Surveyor 15.11.2019

List of Accounts for November 2019

Chq/EFT	Date	Name	Description	Amount
Municipal Account EFTs				
EFT14946	07/11/2019	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY	\$ 99.00
EFT14947	07/11/2019	AUSTRALIA POST	POSTAGE OCTOBER 2019	\$ 273.54
EFT14948	07/11/2019	AUSRECORD	FILING STATIONARY	\$ 57.75
EFT14949	07/11/2019	BADGELINK	NAME BADGES	\$ 48.50
EFT14950	07/11/2019	BEING THERE SOLUTIONS PTY LTD	MONTHLY SUBSCRIPTION FOR VIDEO CONFERENCING OCTOBER 2019	\$ 275.00
EFT14951	07/11/2019	BRICKMART WA	TURF FOR NEW HOUSE	\$ 5,234.49
EFT14952	07/11/2019	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	BRVV2019 FLAMING GALAH EVENT REIMB	\$ 1,691.60
EFT14953	07/11/2019	BRUCE ROCK DISTRICT CLUB	BRVV2019 - BREAKFAST FOR BAND AND CADETS	\$ 1,710.57
EFT14954	07/11/2019	BRUCE ROCK LPO	POSTAGE AND STATIONARY NOV	\$ 179.38
EFT14955	07/11/2019	BRUCE ROCK MEATS	CATERING	\$ 1,274.18
EFT14956	07/11/2019	COLESTAN ELECTRICS	CURLEW HOUSE SEPTIC PUMP AND CAFÉ REPAIRS	\$ 2,713.81
EFT14957	07/11/2019	COPIER SUPPORT	PRINTING/COPYING OCTOBER	\$ 445.11
EFT14958	07/11/2019	DAILY LIVING PRODUCTS	SHOWER MATS FOR DISABLED SHOWER AT CARAVAN PARK	\$ 80.00
EFT14959	07/11/2019	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GAS FOR CARAVAN PARK	\$ 90.00
EFT14960	07/11/2019	ENVIROPIPES	CORRUGATED PIPES	\$ 1,210.88
EFT14961	07/11/2019	FLAG MOTOR LODGE	ACCOMODATION AND MEALS FOR STAFF TRAINING	\$ 181.50
EFT14962	07/11/2019	IRVINE TRANSPORT	SUPPLY 10MM WASHED STONE	\$ 52,144.29
EFT14963	07/11/2019	LANDMARK	WETTER FOR OVAL	\$ 6,518.77
EFT14964	07/11/2019	MARKETFORCE	ADVERTISING TENDER FOR STONE	\$ 588.65
EFT14965	07/11/2019	MERREDIN FLOWERS & GIFTS	BBVR2019 WREATH FOR MEMORIAL	\$ 80.00
EFT14966	07/11/2019	MIDLAND TROPHIES	SERVICE AWARD	\$ 100.00
EFT14967	07/11/2019	ROE TOURISM ASSOCIATION	ROE TOURISM MEMBERSHIP AND CONTRIBUTION 2019/20	\$ 5,000.00
EFT14968	07/11/2019	ROYAL LIFE SAVING	WATCH AROUND WATER REGISTRATION AND WRIST BANDS 19/20	\$ 429.00
EFT14969	07/11/2019	ROSS'S DIESEL SERVICE	CORDLESS BLOWER	\$ 126.01
EFT14970	07/11/2019	SHENTON ENTERPRISES	SERVICE AND REPAIR PUMP	\$ 2,149.98
EFT14971	07/11/2019	SHERRIN RENTALS	WHEEL LOADER RENTAL	\$ 12,839.48
EFT14972	07/11/2019	SIGMA CHEMICALS	CHEMICALS AND SUPPLIES FOR POOL	\$ 1,616.07
EFT14973	07/11/2019	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES FOR JASON SIGNS	\$ 132.95
EFT14974	07/11/2019	SYNERGY	ELECTRICITY ACCOUNTS	\$ 26,925.15
EFT14975	07/11/2019	THE HONDA SHOP	LAWNMOWER	\$ 848.00
EFT14976	07/11/2019	THE WINDMILL NEWSPAPER	ADVERTISING SKW NOTICES	\$ 45.00

EFT14977	07/11/2019	TRANSTRUCT	DRAFTING AND ENGINEERING - POOL SLIDE	\$ 4,400.00
EFT14978	07/11/2019	TWO DOGS HOME HARDWARE	ZINCALUME AND FREIGHT FOR CAFÉ	\$ 179.31
EFT14979	07/11/2019	TYRERIGHT MERREDIN	TYRE REPAIRS	\$ 38.50
EFT14980	07/11/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	\$ 1,376.00
EFT14981	12/11/2019	ALL-WAYS FOODS	CLEANING SUPPLIES	\$ 635.78
EFT14982	12/11/2019	AUSTRALIA'S GOLDEN OUTBACK	SHIRE EDITORIAL IN HOLIDAY PLANNER 2020	\$ 1,675.00
EFT14983	12/11/2019	BROWNLEY'S PLUMBING & GAS	REPAIRS TO SHIRE PROPERTIES	\$ 630.85
EFT14984	12/11/2019	BRUCE ROCK MEATS	CATERING	\$ 10.38
EFT14985	12/11/2019	BRUCE ROCK NEWSAGENCY	NEWSPAPERS JULY & AUGUST	\$ 59.80
EFT14986	12/11/2019	BUCHER MUNICIPAL	BROOMS FOR STREET SWEEPER	\$ 473.61
EFT14987	12/11/2019	CALEB CHOW	REIMBURSE DOCTOR FOR TYRO TAKINGS OCTOBER 2019	\$ 550.00
EFT14988	12/11/2019	CJD EQUIPMENT PTY LTD	PARTS	\$ 6,725.87
EFT14989	12/11/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BSL FOR OCTOBER 2019	\$ 56.65
EFT14990	12/11/2019	HIPPOCKET WORKWEAR & SAFETY GERALDTON	UNIFORMS	\$ 307.75
EFT14991	12/11/2019	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING FOR OCTOBER 2019	\$ 44.00
EFT14992	12/11/2019	OFFICEWORKS BUSINESS DIRECT	DISPENSERS FOR SHIRE PROPERTIES, STATIONARY	\$ 260.66
EFT14993	12/11/2019	RON BATEMAN & CO	PARTS	\$ 852.83
EFT14994	12/11/2019	SHIRE OF BRUCE ROCK -CREDIT CARD	CREDIT CARD FOR NOVEMBER 2019, HEALTHENGINE, CARD FEE, INTERNET AND NEW COMMUNITY SANTA SUIT	\$ 783.31
EFT14995	12/11/2019	STEWART & HEATON CLOTHING CO. PTY LTD	GLOVES	\$ 48.97
EFT14996	12/11/2019	THE WORKWEAR GROUP PTY LTD	UNIFORMS	\$ 555.60
EFT14997	12/11/2019	WA HINO	PARTS	\$ 3,911.39
EFT14998	12/11/2019	WIRTGEN AUSTRALIA	PARTS	\$ 1,600.81
EFT14999	14/11/2019	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION TO 13.11.19	\$ 2,830.35
EFT15000	14/11/2019	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 195.71
EFT15001	14/11/2019	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$ 141.74
EFT15002	14/11/2019	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$ 1,643.49
EFT15003	15/11/2019	GREAT SOUTHERN FUEL SUPPLIES	FUEL PURCHASES OCTOBER 2019	\$ 1,015.05
EFT15004	19/11/2019	AUSTRALIAN TAXATION OFFICE	BAS FOR OCTOBER 2019	\$ 37,920.00

EFT15005	21/11/2019	2C2U IT PTY LTD	COMPUTER UPDATES	\$ 99.00
EFT15006	21/11/2019	AFGRI EQUIPMENT AUSTRALIA	VEHICLE SERVICE	\$ 4,033.60
EFT15007	21/11/2019	ALCOLIZER TECHNOLOGY	BREATH TESTER	\$ 2,396.90
EFT15008	21/11/2019	AMD AUDIT & ASSURANCE	2019 ACQUITTAL AUDIT	\$ 770.00
EFT15009	21/11/2019	AVON WASTE	EMPTY RECYCLING BINS FOR THE MONTH OF October 2019	\$ 3,497.54
EFT15010	21/11/2019	BGC CEMENT	CEMEBR 40.5 TN	\$ 11,253.33
EFT15011	21/11/2019	BK AIR & SERVICES	AIR CON SERVICE FOR SHIRE PROPERTIES	\$ 2,586.00
EFT15012	21/11/2019	BP MEDICAL	OXIMETER MOVEOXY SPO2 BLUE	\$ 64.90
EFT15013	21/11/2019	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS SENIOR CITZ LUNCHEON	\$ 298.00
EFT15014	21/11/2019	BRUCE ROCK ENGINEERING	STEEL	\$ 40.51
EFT15015	21/11/2019	BRUCE ROCK TYRES	TYRES	\$ 1,598.83
EFT15016	21/11/2019	BUNNINGS WAREHOUSE	VARIOUS PURCHASES	\$ 565.06
EFT15017	21/11/2019	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES 01/12/2019 - 31/12/19	\$ 716.77
EFT15018	21/11/2019	CIVIC LEGAL	PROJECT AWARE ADMINISTRATION AND COUNCILLOR STREAMS OCTOBER 2019	\$ 2,255.00
EFT15019	21/11/2019	CJD EQUIPMENT PTY LTD	WINDSCREEN	\$ 1,967.04
EFT15020	21/11/2019	COLESTAN ELECTRICS	POLE REPLACEMENT	\$ 3,696.53
EFT15021	21/11/2019	DX PRINT GROUP PTY LTD	TIMESHEET BOOKS	\$ 836.00
EFT15022	21/11/2019	ELDERS RURAL SERVICES AUSTRALIA LIMITED	LP GAS 9KG X 2	\$ 90.00
EFT15023	21/11/2019	ELEC TECH DIESEL SERVICES	AIR CON REPAIRS	\$ 1,034.79
EFT15024	21/11/2019	ELEMENT ADVISORY PTY LTD	MAIN STREEET PLANNING PHASE 2	\$ 9,064.00
EFT15025	21/11/2019	GREAT EASTERN FREIGHTLINES	FREIGHT CHARGES	\$ 150.00
EFT15026	21/11/2019	GRANO DIRECT	BLADES	\$ 502.70
EFT15027	21/11/2019	IRVINE TRANSPORT	20MM METAL, DUST AND CONCRETE SAND	\$ 10,132.89
EFT15028	21/11/2019	JASON SIGNSMAKERS	SIGNS	\$ 99.00
EFT15029	21/11/2019	LGIS INSURANCE BROKING	INSURANCE ADJUSTMENT	\$ 783.78
EFT15030	21/11/2019	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION	LGSA WA INC STAFF MEMBERSHIP	\$ 55.00
EFT15031	21/11/2019	MARKETFORCE	ADVERTISING	\$ 883.60
EFT15032	21/11/2019	MASONS SHOPPING CENTRE	BULK CLEANING PRODUCTS	\$ 5,828.84
EFT15033	21/11/2019	MCCALL MOTORS PTY LTD	VARIOUS PURCHASES	\$ 2,698.97
EFT15034	21/11/2019	MERREDIN TELEPHONE SERVICES	GYM ENTRY CARDS	\$ 455.70
EFT15035	21/11/2019	MODULAR WA	PROGRESS CLAIM 118 CURLEW DRIVE	\$ 6,100.90

EFT15036	21/11/2019	MATT GILBERT CARPENTRY & MAINTENANCE	CAFÉ DOOR REPAIRS	\$ 2,838.00
EFT15037	21/11/2019	OFFICEWORKS BUSINESS DIRECT	DISPENSERS FOR SHIRE PROPERTIES	\$ 1,674.56
EFT15038	21/11/2019	R2K CONTRACTING	HOSE REPAIRS	\$ 211.90
EFT15039	21/11/2019	SEEK LIMITED	ADVERTISING	\$ 434.50
EFT15040	21/11/2019	SNAKE R&R TRAINING	SNAKE CATCHING BUCKET EXTRA	\$ 643.50
EFT15041	21/11/2019	SOUTHERN CROSS AUSTereo PTY LTD	BBVR 2019 ADVERTISING	\$ 1,821.60
EFT15042	21/11/2019	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 876.31
EFT15043	21/11/2019	THE WORKWEAR GROUP PTY LTD	UNIFORMS	\$ 136.06
EFT15044	21/11/2019	TRANSTRUCT	REINFORCING MESH	\$ 160.38
EFT15045	21/11/2019	TOLL TRANSPORT - SHIRE ACCOUNT	FREIGHT CHARGES	\$ 64.30
EFT15046	21/11/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ADVERTISING ELECTION	\$ 2,145.00
EFT15047	21/11/2019	WILSONS SIGN SOLUTIONS	DOOR SIGNS , NAME PLATES, HONOUR BOARD PLATES	\$ 773.30
EFT15048	26/11/2019	CV & ME BARBER & CO	REFUND OF LIFETIME DOG REGISTRATION PAID TWICE	\$ 62.50
EFT15049	27/11/2019	KESTRAL AU PTY LTD	WIND METERS	\$ 740.00
EFT15050	27/11/2019	2C2U IT PTY LTD	MEDICAL CENTRE IT UPDATE ADVANCE	\$ 6,000.00
EFT15051	28/11/2019	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 195.71
EFT15052	28/11/2019	SAMANTHA LEE BOYD	PAYROLL DEDUCTIONS	\$ 141.74
EFT15053	28/11/2019	PETER MICHAEL FUCHSBICHLER	RUBBISH COLLECTION FORTNIGHT ENDING 27/11/2019	\$ 4,928.97
EFT15054	28/11/2019	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$ 1,586.00
			Total EFT's	\$ 294,021.58
Municipal Account Cheques				
23962	12/11/2019	SHIRE OF BRUCE ROCK	RECOUP PETTY CASH FOR OCTOBER 2019, CAKE FOR COUNCIL AFTERNOON TEA	\$ 9.00
23963	21/11/2019	DEPARTMENT OF TRANSPORT	GEMMA COTTER - MR LICENCE APPLICATION	\$ 118.90
23964	21/11/2019	TELSTRA	VC CHAMBERS INTERNET	\$ 275.81
23965	21/11/2019	WATER CORPORATION	WATER USAGE ANS SERVICE CHARGES	\$ 1,176.20
			Total Cheques	\$ 1,579.91
Wages and Salaries				
	13/11/2019	PAYROLL DIRECT DEBITS OF NET PAY	WAGES FOR THE FORTNIGHT ENDING 13/11/2019	\$ 76,217.36
	27/11/2019	PAYROLL DIRECT DEBITS OF NET PAY	WAGES FOR THE FORTNIGHT ENDING 27/11/2019	\$ 99,819.99

			Total Wages and Salaries	\$ 176,037.35
Municipal Account Direct Debits				
DD6257.1	13/11/2019	WALGS PLAN	PAYROLL DEDUCTIONS	\$ 10,936.56
DD6257.2	13/11/2019	HOST PLUS	SUPERANNUATION CONTRIBUTIONS	\$ 360.21
DD6257.3	13/11/2019	Sun Superannuation Fund	SUPERANNUATION CONTRIBUTIONS	\$ 251.15
DD6257.4	13/11/2019	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 332.18
DD6257.5	13/11/2019	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$ 146.05
DD6257.6	13/11/2019	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 367.73
DD6257.7	13/11/2019	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$ 93.64
DD6257.8	13/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,203.83
DD6257.9	13/11/2019	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$ 351.29
DD6279.1	27/11/2019	WALGS PLAN	PAYROLL DEDUCTIONS	\$ 10,939.07
DD6279.2	27/11/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 360.21
DD6279.3	27/11/2019	MTAA Superannuation Fund	SUPERANNUATION CONTRIBUTIONS	\$ 46.55
DD6279.4	27/11/2019	Sun Superannuation Fund	SUPERANNUATION CONTRIBUTIONS	\$ 223.58
DD6279.5	27/11/2019	AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 316.77
DD6279.6	27/11/2019	SANDHURST TRUSTEES LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 121.94
DD6279.7	27/11/2019	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$ 151.85
DD6279.8	27/11/2019	SUPERWRAP PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 417.45
DD6279.9	27/11/2019	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	\$ 567.24
DD6257.10	13/11/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 248.16
DD6257.11	13/11/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 182.87
DD6257.12	13/11/2019	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 204.48
DD6279.10	27/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,164.82
DD6279.11	27/11/2019	BENDIGO SUPER EASY	SUPERANNUATION CONTRIBUTIONS	\$ 366.00
DD6279.12	27/11/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 248.16
DD6279.13	27/11/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 107.70

DD6279.14	27/11/2019	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 207.95
			Total Direct Debits	\$ 29,917.44
Credit Card Payments				
EFT14994	12/11/2019	HEALTH ENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS (HEALTHENGINE)	\$ 122.10
		BENDIGO BANK	CARD FEE	\$ 4.00
		ACTIVE8ME	DCEO INTERNET FOR OCTOBER - NOVEMBER 2019	\$ 45.40
		WESTNET	INTERNET FOR NOVEMBER 2019	\$ 109.95
		WESTNET	INTERNET FOR NOVEMBER 2019	\$ 99.95
		WESTNET	INTERNET FOR NOVEMBER 2019	\$ 99.99
		WESTNET	INTERNET FOR NOVEMBER 2019	\$ 89.95
		COSTUME BOX	NEW COMMUNITY SANTA SUIT	\$ 211.97
			Total Credit Card Payments	\$ 783.31

Total Municipal Account EFT Payments	\$ 294,021.58
Total Municipal Account Cheque Payments	\$ 1,579.91
Total Trust Cheque Payments	\$ -
Total Wages	\$ 205,954.79
TOTAL	\$ 501,556.28

CEO	DCEO	WORKS
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CDO	EXO	ADMIN
25 NOV 2019		
FILE	1.3.8.2	
RECORD	1CR11199286	
	INFO	

Darren Mollenoyux

From: Paul & Mel <paulmel007@skymesh.com.au>
Sent: Monday, 25 November 2019 9:58 AM
To: Darren Mollenoyux
Cc: matt.hayley3@bigpond.com; kevinfoss1@bigpond.com
Subject: Ardath Tennis Club Funding request

Darren Mollenoyux

Chief Executive Officer

Mobile 0428 611 377

Email ceo@brucerock.wa.gov.au

Address 54 Johnson Street, Bruce Rock WA 6418

Phone (08) 9061 1377

Dear Darren

In September, the Ardath Tennis Club Inc was pleased to receive notification that we were successful at obtaining a CBH Grass Roots grant for \$4,250.00 towards the replacement of the asbestos roof of our Club house. The proposed total cost of this project is expected to be \$12,000.00 and we would like to start the project in April 2020 to ensure our Clubhouse is ready for the 20/21 season start in October next year. (As per our grant application).

We would like to request the Councils consideration for a share of the balance of costs please? Ardath Tennis Club will provide the labour for the works under the supervision of a works foreman as approved by Shire.

Please see below the proposed costs for the project:-

Removal & Disposal of Asbestos Roof by approved supplier as appointed by Shire	\$3,000.00/\$4,500.00 – Dependant on Supplier appointed		
Materials for new roofing		\$4,500.00	(Grass Roots Grant)
Labour to install new roof & drinking water tank	\$3,500.00		(Ardath Tennis Club members)
New drinking water tank & attachments		\$ 512.60	(Ardath Tennis Club)

The Ardath Tennis Club would like to take this opportunity to thank the Shire of Bruce Rock for your continued support and look forward to hearing from you in the near future.

Kind regards

Melanie Thompson

Secretary

Ardath Tennis Club Inc.

Paul & Melanie Thompson

"Craiglee"

ARDATH WA 6418

Paul: 0427949355

Melanie: 0437283876



Bruce Rock Football Club

PO Box 40, Bruce Rock WA 6418
ABN: 69 635 739 796



President: Jarrad Hubbard

Secretary: Darren Mollenoyux

Jennifer Bow
Manager of Finance
Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

CEO	DCEO	WORKS
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09 DEC 2019		
FILE 1.3.8.5		
RECORD ICR 121 992 93		

Dear Jen,

The Bruce Rock Football Club has resolved to replace the scoreboard located at the football oval at the Bruce Rock Recreation Centre.

The scoreboards is extremely old and unreliable with several attempts for repairs not providing effective and we continue to have issues with globes blowing, controller panel does not work effectively and during a game the score is inaccurate, goes blank or resets continually.

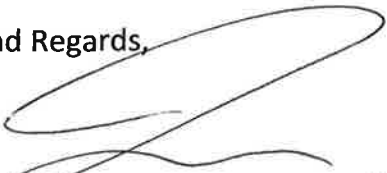
The Football Club has resolved to purchase a new scoreboard that will be able to be installed on the existing frame and will still be of a similar format but have improved visibility and functionality. The cost of the new scoreboard including controller, sign writing and freight is \$22,000. The Bruce Rock Football Club will arrange and undertake the installation of the new scoreboard.

The Football Club has already proceeded with ordering the scoreboard due to the length of time for production and delivery so that we can ensure that it is installed prior to the commencement of the 2020 season.

To assist in covering the cost of the new scoreboard the Football Club is seeking to access part of the funds from the Facility Replacement Fund held by the Shire of Bruce Rock.

Thank you for considering this request and we look forward to a favourable response.

Kind Regards,


Jarrad Hubbard
President

9th December 2019

Policy Name:	6.2 Turf Infrastructure Replacement Fund
Department:	Community Facilities
Date Adopted:	20 April 2017
Last Reviewed:	14 December 2017

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

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

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

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

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

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

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

Process Contributions will be made to the Shire of Bruce Rock Sporting Clubs Facility Replacement Fund by the date set out in each individual MOU between sporting groups and the Shire of Bruce Rock.

Annually, by the 31st March, each sporting club will be given a financial statement of interest earned and contributions in reserve.

Prior to the funds being utilised for the replacement of a sporting facility, the affected sporting clubs will be notified of the intention to withdraw funds from the reserve for that purpose. The notification will include details of the proposal for the replacement.

Head of Power Local Government Act 1995 (Financial Regulations) 1996

CEO	DCEO	WORKS
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22 NOV 2019		
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Thursday 21 November 2019

Shire of Bruce Rock
 Johnson St
 BRUCE ROCK WA 6418

Dear Darren,

In August 2019, we sent you a letter inviting you to sponsor our 2020 Community Colour Run but as we were applying for numerous funding applications, we were unsure if the event would go ahead. **We are excited to inform you that we have received part of the funding for the 2020 Community Colour Run - so it's happening!!**

Over the past three (3) years, The Bruce Rock CRC has hosted the *Community Colour Run* and as the event has been very well received and supported by our community and surrounding region, we will be hosting the *2020 Community Colour Run* on Saturday 28 March 2020.

The Bruce Rock CRC is dedicated to providing all community members with access to activities and initiatives such as the Community Colour Run that will create and further improve our community connectedness and capacity.

In 2019 we revamped the *Community Colour Run* by working with the Shire of Bruce Rock and Bruce Rock District Club and bought the event into town at the Recreation Grounds. This attracted more attendees from young children to seniors not just to the event but also to the Bruce Rock Shire as well. We have received so much positive feedback about the 2019 event and because of that we have decided to continue to host the event in town by making the 2020 event bigger and better than before!

In order to keep this event on the Bruce Rock calendar, we are forced to seek sponsorship and increase community support. Therefore, we are kindly asking if you would consider sponsoring this community event or have some form of involvement. Any amount of sponsorship or level of involvement towards the event would be greatly appreciated.

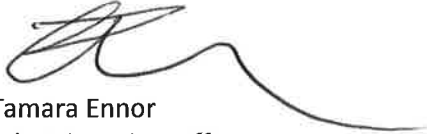
Enclosed is an outline of the Sponsorship Levels which contains important information regarding all sponsorship opportunities and the benefits available. As a sponsor, you would have the opportunity to gain advertising via the marketing materials, signage space, promotion throughout the day, etc.

If you would like to sponsor this community event, please notify us of your preferred option and provide us with your logo by Monday 9 December 2019.

Proudly supported by

I look forward to your response, please don't hesitate to contact me on 9061 1687 or email bkrcadmin@westnet.com.au in relation to this matter.

Kind Regards,



Tamara Ennor
Administration Officer

Proudly supported by



Department of
Primary Industries and
Regional Development

Bruce Rock Community Colour Run

Sponsorship Levels

Gold - \$750

- Your company is named as a Gold Sponsor
- Your name and/or logo on all marketing materials, CRC website, and Facebook Event Page
- Your banner will be displayed at the entrance to the venue on the day and/or at the registration table. Banner is to be supplied by the Sponsor.
- A checkpoint along the course will be dedicated to your business and the activity will relate to your business
- 4 Child Entry Tickets
- 4 Adult Entry Tickets
- Invitation to announce the entertainment for the evening
- Recognition at the event and on any radio advertising (if applicable)

Silver - \$500

- Your company is named as a Silver Sponsor
- Your name and/or logo on our marketing materials, CRC website and Facebook Event Page
- Your banner will be displayed at the entrance to the venue on the day and/or at the registration table. Banner is to be supplied by the Sponsor.
- 3 Child Entry Ticket
- 3 Adult Entry Ticket

Bronze - \$250

- Your company is named as a Bronze Sponsor
- Your name and/or logo on marketing materials, CRC website and Facebook Event Page
- 2 Child Entry Ticket
- 2 Adult Entry Ticket

Community - \$100

- Your company is named as a Community Sponsor
- Your name and/or logo on marketing materials, CRC website and Facebook Event Page

Cash or In-Kind

- We gratefully accept cash, products or merchandise to give as 'participation' awards.

Proudly supported by

SPONSORSHIP PARTICIPATION FORM

2020 Bruce Rock Community Colour Run

YOUR COMPANY:

CONTACT NAME:

POSITION HELD:

POSTAL ADDRESS:

.....

.....

CONTACT EMAIL:

TELEPHONE:

NB: All fees are quoted in Australian dollars and are exclusive of GST

Tax invoices will be provided.

PLEASE COMPLETE AND RETURN TO:

Tamara Ennor
 Administration Officer
 Bruce Rock Community Resource Centre
 40-42 Johnson Street
 Bruce Rock WA 6418
 Ph: 9061 1687
bkrcadmin@westnet.com.au

Sponsorship

Cost

Please Tick

Gold Sponsor

\$750

Silver Sponsor

\$500

Bronze Sponsor

\$250

Community Sponsor

\$100

In-Kind

Please outline your in-kind contribution

Proudly supported by



YOUR REF
OUR REF P10644
ENQUIRIES Moss Wilson / 6551 8002

CEO	DCEO	WORKS
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20 NOV 2019		
FILE		
RECORD		

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

Dear Mr Mollenoyux

P10644 MEMORIAL HOUSE AND CORONATION ROSE GARDEN, BRUCE ROCK

Portion of Lot 281 on Deposited Plan 142960 being part of Reserve 17729 and part of the land comprised in Crown Land Title Volume 3010 Folio 987 as shown on HC Curtilage Map P10644-1

The above place was entered in the State Register of Heritage Places on an interim basis in 14 May 1999 under the *Heritage of Western Australia Act 1990*. The *Heritage Act 2018*, which came into effect on 1 July 2019, requires registration of places which were interim registered under the 1990 Act to be finalised.

The Heritage Council recently considered an updated draft assessment, including the statement of significance, an amended curtilage, and a change of name to *Memorial House and Coronation Rose Garden, Bruce Rock*, resolving that:

- the place is of cultural heritage significance in terms of the *Heritage Act 2018*;
- the place makes an important contribution to understanding the heritage of Western Australia as detailed in the draft proposed statement of cultural heritage significance (draft statement) in the draft register entry;
- the amendment to the curtilage warrants consideration; and,
- stakeholders should be consulted on the proposal to finalise registration with an amended area to be entered in the register.

As an interested party in the above place, we are therefore seeking your written comments on the proposal to finalise registration of *Memorial House and Coronation Rose Garden, Bruce Rock* with an amended curtilage. The register entry will be based on the three enclosed documents, so please read these carefully:

- Draft assessment documentation, including statement of significance
- HCWA Curtilage Map – showing the area of land that was registered in 1999, and the amended area that is now proposed for the finalised registration

www.dplh.wa.gov.au
SHOinfo@dplh.wa.gov.au

- HCWA Zones of significance – showing the level of significance of the various areas.

Please make your submission using the attached form. If you would like to provide additional comments or information, these can be submitted in a separate attachment. Please send your submission to us by post, or email info@dplh.wa.gov.au by **Friday 10 January 2020**.

Please note that the owner listed on page one of the assessment documentation has also been asked to comment on the amendment and proposal to finalise registration.

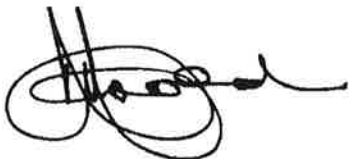
Under the *Heritage of Western Australia Act 1990*, local governments were also invited to attend the meeting of the Heritage Council when registration was considered and became a voting member for the purposes of that item. Please note that the *Heritage Act 2018* does not contain a similar provision.

When all stakeholder comments have been received, the documentation will be presented to the Heritage Council which will consider whether to recommend registration under the *Heritage Act 2018*, with an amended curtilage, to the Minister for Heritage.

If you would like more time to consider the documentation, or to discuss the proposed amendment and finalisation of registration, please contact Senior Heritage Officer Moss Wilson on 6551 8002 or via the above email. Moss would also be happy to meet with you to discuss the proposal to finalise registration for *Memorial House and Coronation Rose Garden, Bruce Rock*.

We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anne Arnold', with a stylized flourish at the end.

Anne Arnold
Chair

Enc.

15 November 2019



HERITAGE COUNCIL

Bairds Building 491 Wellington Street Perth
Tel (08) 6551 8002
info@dplh.wa.gov.au

TO: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (HERITAGE & PROPERTY SERVICES)
FROM: SHIRE OF BRUCE ROCK
RE: REGISTER OF HERITAGE PLACES
DATE:

I/We refer to your letter of 15 November 2019, advising that the finalisation of registration with an amended curtilage for the following place is to be considered:

P10644 Memorial House and Coronation Rose Garden, Bruce Rock

As an interested party for the above place, I/We (applicable box)

- support the proposed amendment and registration
have no comment to make on the proposal
do not support the proposed amendment and registration
other

Please provide comments here or attach a separate submission

I agree for other stakeholders to be advised of my position

Signed:
Name:
Position:



**HERITAGE
COUNCIL**
OF WESTERN AUSTRALIA

REGISTER OF HERITAGE PLACES

DRAFT – Register Entry

1. **DATA BASE No.** 10644
2. **NAME** *Memorial House and Coronation Rose Garden, Bruce Rock*
(1922, 1940, c. 1984)
FORMER NAME (or OTHER NAMES) Bruce Rock War Memorial Hospital
3. **LOCATION** Dunstal Street, Bruce Rock
4. **DESCRIPTION OF PLACE INCLUDED IN THIS ENTRY**
That portion of Lot 281 on Deposited Plan 142960 being part of Reserve 17729 and part of the land comprised in Crown Land Title Volume 3010 Folio 987 as shown on HC Curtilage Map P10644-1
5. **LOCAL GOVERNMENT AREA** Shire of Bruce Rock
6. **CURRENT OWNER**
State of Western Australia
(Management Order to Bruce Rock Hospital Board)
7. **HERITAGE LISTINGS**
 - Register of Heritage Places: Interim 14/05/1999
 - National Trust Classification: -----
 - Town Planning Scheme: -----
 - Municipal Inventory: Adopted 11/09/1997
 - Register of the National Estate: -----
 - Aboriginal Sites Register: -----
8. **ORDERS UNDER SECTION OF THE ACT**

9. **HERITAGE AGREEMENT**

10. **STATEMENT OF SIGNIFICANCE**
Memorial House and Coronation Rose Garden, Bruce Rock, a brick and iron bungalow showing elements of the Inter-War Californian Bungalow style, and

commemorative Rose Garden (1953), has cultural heritage significance for the following reasons:

the place is a good representative example of the utilitarian war memorials built throughout Western Australia in the inter-war years;

the place is a good example of an adaptation of the Inter-War Californian Bungalow style for a health facility;

the place is representative of rural hospital facilities constructed in the 1920s in rural Western Australia;

the place represents the country philosophy of community self-help being built and operated with funds raised, in large part, by local effort;

the place has been significant to the Bruce Rock community since its construction in 1922, initially as a commemorative hospital for those who served in World War I, and in ongoing years as an important local medical service; and,

the place contains a rare example of a commemorative garden planted in honour of the coronation of Queen Elizabeth II in 1953, an event that was widely celebrated across Western Australia.



**HERITAGE
COUNCIL**
OF WESTERN AUSTRALIA

REGISTER OF HERITAGE PLACES

DRAFT – *Assessment Documentation*

11. ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

Cultural heritage significance means aesthetic, historic, scientific, social or spiritual value for individuals or groups within Western Australia.

In determining cultural heritage significance, the Heritage Council has had regard to the factors in the *Heritage Act 2018* and the indicators adopted on 10 May 2019.

PRINCIPAL AUSTRALIAN HISTORIC THEME(S)

- 8.8 Remembering the fallen
- 3.26 Providing health services

HERITAGE COUNCIL OF WESTERN AUSTRALIA THEME(S)

- 308 Commercial & service industries
- 404 Community services and utilities
- 501 World wars and other wars

11(a) Importance in demonstrating the evolution or pattern of Western Australia's history

Memorial House and Coronation Rose Garden, Bruce Rock is associated with those local citizens who fought in World War I and is an example of a utilitarian war memorial designed to be of service to the local community.

Memorial House and Coronation Rose Garden, Bruce Rock represents the country philosophy of community self-help, being built and operated with funds mainly raised locally.

Memorial House and Coronation Rose Garden, Bruce Rock represents the establishment of permanent medical facilities in the Bruce Rock district.

The Coronation Garden represents the public memorialisation of the coronation of Queen Elizabeth II in 1953, an event that was widely celebrated across the state.

Memorial House and Coronation Rose Garden, Bruce Rock is associated with local architect W. T. Thorne.

11(b) Importance in demonstrating rare, uncommon or endangered aspects of Western Australia's heritage

The rose garden at *Memorial House and Coronation Rose Garden, Bruce Rock* is a very rare example of a garden established to commemorate the coronation of Queen Elizabeth II.

11(d)¹ Its importance in demonstrating the characteristics of a broader class of places;

Memorial House and Coronation Rose Garden, Bruce Rock is representative of domestic scale hospital buildings.

Memorial House and Coronation Rose Garden, Bruce Rock is a good representative example of the utilitarian war memorials built throughout Western Australia in the inter-war years. In rural Western Australia, at least five other Memorial Hospitals were established and largely community funded: Boyup Brook (1923); Dumbleyung (1925); Merredin RSL Ward (1932; addition to existing hospital); Narembeen (1929); and, Northam (1923; demolished c. 1970).

11(e) Any strong or special meaning it may have for any group or community because of social, cultural or spiritual associations;

Memorial House and Coronation Rose Garden, Bruce Rock has been significant to the Bruce Rock community since its construction in 1922, initially as a commemoration for those who served in World War I, and in ongoing years as an important local medical service. This is demonstrated by it being established as a community initiative, and largely supported throughout its existence by local fundraising and volunteer support, including from 1977 by the Bruce Rock Memorial House Committee, who established and maintained the aged care facility in the original building.

11(f)² Its importance in exhibiting particular aesthetic characteristics valued by any group or community;

Memorial House and Coronation Rose Garden, Bruce Rock is a good example of the Inter-War California Bungalow style.

¹ Please note that HERCON factors with no corresponding value are not listed in this document.

² For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 1989.

For consistency, all references to garden and landscape types and styles are taken from Ramsay, J. *Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate*, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. *Theoretical Framework for Designed Landscapes in WA*, unpublished report, 1997.

12. DEGREE OF SIGNIFICANCE

12.1 CONDITION

Memorial House and Coronation Rose Garden, Bruce Rock continues to be in good condition due to a regular maintenance program.

12.4 INTEGRITY

This section explains the extent to which the fabric is in its original state.

Much of the original 1922 fabric remains, although the removal of some windows and doors, the timber verandah floor, and the replacement of roof material, has reduced the degree of integrity to a moderate level.

12.5 AUTHENTICITY

This section explains the extent to which the original intention is evident, and the compatibility of current use.

Memorial House and Coronation Rose Garden, Bruce Rock continues to be associated with the hospital. Minor internal alterations and additions have taken place over the years, and ensuite facilities have been built along the side verandahs to facilitate the ongoing use of the place. It retains a moderate degree of authenticity.

13. SUPPORTING EVIDENCE

The documentation for this place is based on the heritage assessment completed by Irene Sauman, Historian, and Laura Gray, Architect in 1997, with amendments and/or additions by the Heritage Council and the Department.

13.1 DOCUMENTARY EVIDENCE

Memorial House and Coronation Rose Garden, Bruce Rock is a brick and iron building showing elements of the Inter-War Californian Bungalow style.³ The place was built in 1922, as Bruce Rock War Memorial Hospital. In 1978, the place was converted to an aged care facility known as *Memorial House and Coronation Rose Garden, Bruce Rock*.

Noongar people living in Western Australia in the pre- and early contact period can broadly be described as comprising small family groups moving through the landscape in response to seasonal change, utilising a toolkit of wooden and flaked stone tools and grinding stones, notably of quartz, dolerite and chert. The artistic culture of the Noongar people was expressed in painted and engraved art in a wide variety of forms, relating to a complex spiritual worldview that incorporated a connection to the natural world, and the remembrance or ongoing influence of ancestral and spiritual figures.⁴

The Noongar people living in and around the York and Avon Valley region were known as the Ballardong, and anthropologist Normal Tindale also recorded that this was also the Noongar name for York.⁵ An area of significance to the Ballardong family groups living in the Bruce Rock area is Kokerbin Hill, the third largest monolith in the country.⁶

After the arrival of British settlement in 1829, sandalwood cutters worked in the Bruce Rock district in the 1880s and 1890s. Their tracks criss-crossed the district between the granite outcrops that dotted the area. The rocks acted as water catchments, providing a reliable source of water at a shallow depth with good grass for horse feed. Pastoralists also took up leases in the district around the same time.⁷

The discovery of gold in the Kalgoorlie-Coolgardie area resulted in the Eastern Railway, which had been constructed as far as Northam in 1886, being extended to Southern Cross in 1894, and reaching Kalgoorlie in 1897. The Northam-Kalgoorlie section was known as the Eastern Goldfields Railway. As well as servicing the goldfields, the railway opened up the district for settlers. Branch lines were constructed into the new wheat growing areas to provide better transport for farm produce and supplies.⁸

³ Apperly, et al, op. cit., pp. 144-47.

⁴ Crawford, I M, 'Aboriginal cultures in Western Australia', & Hallam, S, 'The First West Australians', in *A New History of Western Australia*, C T Stannage (ed.), UWA Press, 1981, pp. 16-20, 56-66; Meagher, S & Ride, W D L, 'Use of natural resources by the Aborigines of south-western Australia', & Berndt, R M 'Aborigines of the South-West', in *Aborigines of the West: Their Past and Present*, R M Berndt & C H Berndt, (eds.), UWA Press, 1908, p. 76-77, 81-86

⁵ 'Balardong (WA)', online archives of the South Australian Museum, accessed 19 August 2019, <http://archives.samuseum.sa.gov.au/tindaletribes/balardong.htm>

⁶ Harben, S, Collard, L, *Literature Review for Avon Basin Noongar Heritage and Cultural Significance of Natural Resources*, Recording Traditional Knowledge Project, Avon Catchment Council, 2008, pp. 40, 91

⁷ Ewers, John K., *Bruce Rock: The Story of a District*, Bruce Rock District Road Board, 1959, pp. 10-13.

⁸ Stannage, C. T. (ed) *A New History of Western Australia*, Perth, UWA Press, 1981, p. 250.

In 1913, a townsite, initially known as Nunagin, was surveyed at the T-junction where the York-Quairading railway line met the Narrogin-Merredin line. These two railway branch lines linked the Great Southern and Eastern Goldfields railway lines. Nunagin was immediately confused with Narrogin and Nungarin, and goods and mail were incorrectly delivered. On 17 June 1913, the Surveyor General recommended the lots at Nunagin siding be renamed Bruce Rock townsite.⁹ The name came from one of the granite outcrops in the area, which had probably been named for a sandalwood cutter who worked the district and used the rock as his base camp.¹⁰

The first 31 lots of the Bruce Rock township sold quickly. A further 64 lots were surveyed and offered for sale in October 1913. By then, 600 people already resided in the district and medical and hospital services were needed.¹¹ In 1913, there was a hospital at Southern Cross, and Nurse Sampson's Private Hospital at Kellerberrin, which catered for general hospital cases as well as maternity patients. Some districts were able to attract the services of a Local Medical Officer, but seriously ill patients had to be transported to Perth by train, and there were problems with trying to fit a stretcher in a railway carriage.¹² Merredin requested a hospital and were advised by the Government, which did not have the money to build hospitals in every country centre that wanted one, to 'set to work and provide funds'.¹³

The situation after World War I was little different. Bruce Rock Road Board employed Nurse Glass to administer to the local residents. When she left the district early in 1920, the Road Board advertised for a Medical Officer for the District. Dr Noel Brown was appointed in April 1920, and occupied the house previously used by Nurse Glass. Dr Brown wanted a house set up as a hospital but there was difficulty finding a suitable house to lease. The Road Board was keen to have a hospital, as they were afraid the Doctor would not stay in the district otherwise. There was also concern about whether there would be 'enough business for his remuneration'.¹⁴

Later in 1920, Nurse Haythornthwaite, a maternity nurse, arrived in the district. She set up a private maternity hospital in Bruce Rock.¹⁵ A general hospital was an 'absolute necessity [as] present conditions are not fair to residents nor to the doctor, who is always anxious to save suffering or risk'.¹⁶ Dr Brown resigned after nine months, and Dr Andrew Bean took his place in February 1921.

Bruce Rock Roads Board proposed a World War I memorial in the form of a hospital. Following the end of World War I, some communities made the choice to build *utilitarian* memorials to those it had lost in the war. These memorials were buildings designed to perform a function in service to the local community, as opposed to the purely artistic *monumental* war memorials such as statues, honour rolls and obelisks. The choice between a utilitarian or monumental memorial to the

9 Ewers, op cit, p. 42-45.

10 Ewers, op cit, p. 10.

11 State Hotels Department, File 26/1921, 'Bruce Rock Hotel building', Vol. 1.

12 *Merredin Mercury*, 17 September 1913, p. 2.

13 *Merredin Mercury*, 15 October 1913.

14 *Bruce Rock-Corrigin Post & Narembeen Guardian*, 16 April 1920, p. 2; 23 April 1920, p. 2.

15 *Bruce Rock-Corrigin Post & Narembeen Guardian*, 13 August 1920, p. 2; Wise's Post Office Directory, 1920-1928.

16 *Bruce Rock-Corrigin Post & Narembeen Guardian*, 17 December 1920, p. 2.

dead divided communities at this time, as some felt that utilitarian memorials were living memorials while others feared that such buildings could in time be renamed or demolished.¹⁷ In the case of Bruce Rock, some favoured a stone obelisk, however by 1920 sentiment had turned to a Memorial Hospital.¹⁸ The Board donated £65, and funds were raised by dances, socials, fancy dress balls, flower selling and a farm-to-farm canvas. £1,406 was raised and architect William Thorne donated his £150 fee. Although there was a desire to be self-reliant and not dependent on Government handouts (or under Government control), the Board accepted a State Government donation of £1,500 for the project after the Government had offered a pound for every pound raised by the community.

A 6.3 acre (2.55ha) site was gazetted Reserve 42725 for Hospital & Community Health purposes.¹⁹ The foundation stone for the War Memorial Hospital was laid on 19 August 1922, by former Colonial Secretary W. T. Broun. Construction was carried out by local builder F. T. Deacon. In the 1920s, Deacon also built Bruce Rock and Narembeen Road Board offices and Bruce Rock Masonic Lodge.²⁰

The design of the War Memorial Hospital followed popular thinking on hospital design. Since the 1880s, there had been a move away from the institutional styles of the past and towards hospitals that were 'home-like' in character, 'cottages for cure and convalescence'. The bungalow style of building with verandahs on all sides was a popular design for country hospitals. Medical principles of separation, ventilation and sanitation were applied to hospital design for functional efficiency, such as the separate ablutions block and operating theatre at the War Memorial Hospital.²¹ Ideas of sanitation were also evident in that all internal corners in the place were rounded, so that dirt did not become trapped.²²

The Hospital was opened by the Premier Sir James Mitchell on 18 November 1922, and the place was managed by a Hospital Board made up of local residents and the doctor, and responsible to the Health Department.

[the hospital] has bricks to sil [sic] line and rough cast above. There are seven wards, observation ward, sitting room, matrons room, and maids quarters. It is considered one of the best appointed institutions in the state.²³

The place opened debt free, but it was recognised that it would be difficult to carry on in like manner. Fundraising was a constant occupation for the Hospital Women's Auxiliary. The Co-op store also provided funds for the operation of the place. The Nurses' Quarters were built by Wilfred Baxter, shortly after the Hospital opened. In 1928, The Hospital Board rented Nurse Haythornthwaite's maternity hospital, with

17 J Stephens, G Seal, *Remembering the Wars: Commemoration in Western Australian Communities*, Black Swan Press, 2005, pp. 8, 14; J Stephens, *The importance & care of Western Australian war memorials*, Black Swan Press, 2008, pp. 40-41

18 'The Bruce Rock Soldiers' Memorial', *Bruce Rock Post and Corrigin Guardian*, 28 November 1919, p. 3; 'Hospital Movement', *Bruce Rock Post and Corrigin Guardian*, 1 October 1920, p. 2;

19 *Western Australian Government Gazette*.

20 'Bruce Rock Memorial Hospital', *Great Southern Leader*, 1 September 1922, p. 5

21 Van Bremen, Ingrid, 'The New Architecture of the Gold Boom in Western Australia', PhD Thesis, UWA, 1990, Vol. 2, p. 329-33.

22 *Merredin Mercury*, 1 February 1923, p. 2.

23 *Merredin Mercury*, 1 February 1923, p. 2.

the Road Board contributing £1 per week toward the rent, until a separate Maternity block was added to the hospital in 1929.²⁴

In 1940, the ablutions block at the back (north side) of the hospital was replaced with a new wing comprising a kitchen, bathrooms and laundry. This wing was attached to the existing verandah on the north side of the hospital building.²⁵ In that year, Dr H. J. Illingworth took over the local practice. Dr Illingworth was soon at loggerheads with the hospital staff and the Hospital Board. Patronage of the hospital and the doctor's practice fell away, with residents seeking medical services in Kellerberrin or Merredin. A reduction in hospital revenue resulted and, in 1941, the Board closed the hospital. A new Board was constituted and the hospital reopened shortly after.²⁶

In 1948-49, further alterations and additions were carried out to the hospital complex. New nurses' quarters were built on the site, north-west of the hospital, and the old nurses' quarters became domestic staff quarters and dining room. A new laundry and ironing room was built and the existing laundry in the north wing was converted to a storeroom. The lattice drying shed was also constructed at this time. The major buildings in the complex were linked by covered walkways.²⁷

In 1953, a large oval garden comprising nine dozen roses was planted at the front (south side) of the place to commemorate the coronation of Queen Elizabeth II.²⁸ Western Australia held widespread celebrations at the coronation of the new queen, and in Bruce Rock a parade was held, culminating in the unveiling of a plaque at the newly-created rose garden.²⁹ In 1959, a new maternity wing was added on the west side of the existing maternity block. Part of the old maternity block was converted into an operating theatre, and the old operating theatre became the outpatients clinic.³⁰ By 1968, further extensions to the new maternity wing had added extra wards and facilities and the original hospital building was no longer required to house patients. The new hospital took over the name of Bruce Rock War Memorial Hospital and the original hospital building became known as *Memorial House and Coronation Rose Garden, Bruce Rock*.

The kitchen of *Memorial House and Coronation Rose Garden, Bruce Rock* continued to be used to provide meals for the hospital and in late 1971 the place was occupied by Sister Hawkins, Sister for Home Nursing for the Aged. It was proposed that when other accommodation was found for Sister Hawkins, *Memorial House and Coronation Rose Garden, Bruce Rock* could be converted to a Day Centre for the elderly under her direction.³¹ In 1972, five double flats were built in Bruce Rock to house aged residents. However, accommodation for the frail aged was required so that elderly people could remain in the district. *Memorial House and Coronation Rose Garden, Bruce Rock* was considered a suitable place to

24 Lovell, Avon, op cit, p. 223; Health Dept files, Site plan, 23 September 1929.

25 PWD Plan 29192, 17 January 1940.

26 Lovell, Avon, op cit, p. 225.

27 PWD site plans 23756, 25 July 1947 & 31555, 30 September 1948.

28 Ewers, op cit; Site plan, November 1992.

29 'Australians Have Proud Place in the London Parade', 'What is means to New Australians', 'How the Queen's Coronation Was Commemorated in Perth', *The West Australian*, 3 June 1953 *passim*; 'Coronation Day at Bruce Rock', *Bruce Rock-Corrigin Post, Narembeen-Kondinin Guardian*, 11 June 1953, p. 1

30 PWD Plan 36629, 19 January 1958; PWD Site plan 23756, 14 April 1959.

31 Health Dept File, BK-05-06 'Bruce Rock Hospital: site, properties & buildings', 15 Dec 1971.

house a hostel, and the Bruce Rock Memorial House Committee was constituted in 1977, to facilitate the matter.³²

The Shire of Bruce Rock was keen for the project to go ahead and took on the financial responsibility of remodelling *Memorial House and Coronation Rose Garden, Bruce Rock* for its new function. The building was ready for occupation by March 1978, and in May had three residents. In 1981, there were 29 people in Home Care and five residents in *Memorial House and Coronation Rose Garden, Bruce Rock*.³³

In 1980, *Memorial House and Coronation Rose Garden, Bruce Rock* was considered to be in a dilapidated condition and \$215,000 was allocated by the State from the Hospital Fund for Special Repairs and Equipment. This covered re-roofing the place, rebuilding the verandahs (the timber verandah floors were replaced with concrete) and exterior painting. A new kitchen also had to be provided for the hospital. The kitchen in *Memorial House and Coronation Rose Garden, Bruce Rock* was gutted and converted for use as an activity room in 1983. Meals for the residents of *Memorial House and Coronation Rose Garden, Bruce Rock* were provided by the hospital, which also provided Meals on Wheels for elderly residents in their own homes.³⁴ Ensuite bathrooms were added to the bedrooms at *Memorial House and Coronation Rose Garden, Bruce Rock* around 1984. These structures protrude onto the verandahs.

Government funding for residents of *Memorial House and Coronation Rose Garden, Bruce Rock* was difficult to get, either from the State Government or the Commonwealth's Department of Social Security. The latter objected that there was no subsidy payable for hostels located on public hospital sites. Consequently, the Bruce Rock Memorial House Committee leased the land from the Hospital Board. In 1982, the hospital reserve was vested in the Bruce Rock Hospital Board who was then able to lease the land for any period up to 21 years.³⁵ A lease for that period was finalised in 1984.³⁶ Funds are also donated by local organisations such as the Masonic Lodge and the Apex Club.

There are three war memorials listed for Bruce Rock in the Western Australian War Memorials Register in 2008. These are the World War I and World War II honour rolls, located at the Shire Offices listing the names of all locals who served in these wars (181 men for World War I; 271 men and one woman for World War Two), and the Limestone Clock Tower at the corner of Bath and Johnson Streets that lists the names of 55 men killed in action in either World War. *Memorial House and Coronation Rose Garden, Bruce Rock* is not included in the Memorials Register.³⁷ As the entries in the Memorials Register appear to have been contributed by both local bodies and veterans associations, this omission suggests that the original

32 Health Dept file BK05-08-01, 'Bruce Rock Memorial Hospital: leasing & rental of land', 24 Jun 1977.

33 *ibid.*

34 *ibid.*; PWD Plan Job No. 23/508/4, 6 Nov 1979.

35 Vesting Order, 9 March 1982.

36 Health Dept File BK05-08-01, *op cit*, 26 June 1984.

37 Department of Premier & Cabinet, 'Western Australian War Memorials Register', <http://www.anzac.dpc.wa.gov.au/index.cfm?event=warMemorials> accessed 14 November 2008. The list does include other examples of functional memorials such as halls, swimming pools, library and hospitals. In total it includes 324 war memorials in Western Australia. All Bruce Rock entries have been recorded by 'Bruce Museum'.

memorial purpose of *Memorial House and Coronation Rose Garden, Bruce Rock* is no longer widely understood.

Memorial House and Coronation Rose Garden, Bruce Rock continued to function as a frail aged facility for the residents of the Bruce Rock district and was referred to as the Frail Aged Lodge in the Memorial Hospital's annual reports. In 2018, the aged care facility has been closed, and the building is vacant while new uses are considered

13.2 PHYSICAL EVIDENCE

Memorial House and Coronation Rose Garden, Bruce Rock is located in the grounds of the Bruce Rock Hospital in Dunstal Street. The place is located on the east side of the Hospital complex along the Butcher Street side of the property and facing Dunstal Street (south). *Memorial House and Coronation Rose Garden, Bruce Rock* functions as an independent residential care facility for aged people.

Memorial House and Coronation Rose Garden, Bruce Rock comprises the original 1922 hospital building and the former operating theatre. It is one of a number of buildings in the hospital complex, and adjoins the 1940 kitchen and bathroom block on the northern side. West of the kitchen block is the c. 1924 former Nurses' Quarters and north is the lattice drying shed. The main hospital is located west of *Memorial House and Coronation Rose Garden, Bruce Rock*. A rock wall surrounds a large oval memorial rose garden in front of *Memorial House and Coronation Rose Garden, Bruce Rock* on the south side, planted in 1959 to commemorate the coronation of Queen Elizabeth II.³⁸

Memorial House and Coronation Rose Garden, Bruce Rock, originally a freestanding building, now adjoins the former operating theatre on the east, and the former kitchen and bathroom block on the north. The building is linked to other facilities in the hospital complex by means of a covered walkway which adjoins the western side of the breezeway between *Memorial House and Coronation Rose Garden, Bruce Rock* and the kitchen block, and is integral within the hospital complex.

Memorial House and Coronation Rose Garden, Bruce Rock was the original hospital building on the site, with the adjacent one roomed operating theatre, and an ablution block north of the verandah, which was replaced by the kitchen block in 1940. The place has undergone a number of extensions along the east and west side verandahs, and the space under the verandah bounded by the former kitchen block on the north has been enclosed on the east and west ends. All the changes that have taken place are to facilitate the continuous use of the place as a health care facility.

The construction of *Memorial House and Coronation Rose Garden, Bruce Rock* is typical of the period, with traditional brick bearing walls and roughcast rendering, and timber floor and roof construction with a corrugated iron roof. *Memorial House and Coronation Rose Garden, Bruce Rock* is a single-storey brick building with a surrounding verandah. The hipped gambrel roof extends over the verandahs at break pitch. The roof is clad with long sheets of colorbond steel sheeting in a custom orb profile. The original face brick has a double header course at dado line, and the

³⁸ This rose garden was confirmed as extant in November 2008. Clare Menck, phone call to Bruce Rock Hospital, 17 November 2008.

wall above is rendered in rough cast. The verandahs are supported by square timber posts, and diagonal timber balustrading has been inserted across the front verandah.

The original simple building layout has been retained. A central corridor leads from the front to the rear (south to north), accessing seven rooms, four on the west side and three on the east side. Each of the seven rooms has hard plaster walls, a plaster ceiling, and timber floor. There is no evidence of the north-west rear room having been the original kitchen. All the rooms originally opened onto the verandahs through French doors and flywire doors. Except for the rooms at the front (south), the former door openings now access the ensuite facilities. Safety handrails have been fitted along one side of all the corridors. All service facilities are connected to the rooms, ducted air-conditioning has been installed, and some rooms also have air-conditioners fitted in the remaining windows. Another corridor leads to the former operating theatre on the eastern side.

Few changes have taken place to the original fabric of the hospital building other than the c. 1984 addition of ensuite bathroom facilities to each of the seven rooms. The ensuites are constructed of face brick and roughcast render to match the original fabric. They have separate flat roofs under the verandah roof. Internally, they are fitted out with ceramic tiles and fittings to comply with health and care requirements. Access from the rooms to each of the ensuites is through the original window openings which were enlarged to accommodate doorways.

The former operating theatre, although originally freestanding, is now connected to *Memorial House and Coronation Rose Garden, Bruce Rock* by means of enclosed verandah spaces. The building is of the same brick and roughcast construction as *Memorial House and Coronation Rose Garden, Bruce Rock*, and has a hipped gambrel roof. It has a considerably higher wall height than the hospital building. The original double hung window has been replaced with casement windows. The place is otherwise intact, and functions as a staff room.

The rear (north) veranda is enclosed each end (west 1940, east c. 1984.) to form a breezeway between *Memorial House and Coronation Rose Garden, Bruce Rock* and the building on the north edge of the verandah. The walls of the breezeway are formed by the external walls of the two buildings. A window and door is in place on the north-east corner of the hospital accessing that room under the verandah space which is now a sunroom.

Memorial House and Coronation Rose Garden, Bruce Rock is in good condition. The place has undergone extensions and some internal alterations to facilitate the conversion to a residential care facility for aged people, but has retained a moderate degree of integrity and has maintained a continuous association with the hospital. The structure and fabric of the place is mostly intact, and the place has retained a moderate degree of authenticity.

13.3 COMPARATIVE INFORMATION

War Memorials

Many memorials have been erected in Australia following major wars to honour and remember the sacrifice of those who served and are important for their community

associations, as well as the values and sentiments they represent.³⁹ In many communities there was considerable discussion regarding the form that the local war memorial should take. Some argued that war memorials should be monumental in form as sites of honour and solemn remembrance. Others argued that useful buildings like hospitals and halls were more appropriate, particularly in towns that lacked such facilities.

A search of the State Heritage database for places with the keywords 'war memorial' returns 794 entries, 124 of which are entered in the State Register of Heritage Places (RHP). This list includes public monuments, public spaces such as a garden or oval, memorial buildings or infrastructure such as halls, gates, hospitals and community centres, and a number of places where a war memorial has been incorporated as a feature. These public memorials have been erected by the state government, local government or by community groups such as the RSL. These include a range of functional, utilitarian war memorials in honour of those who have fallen.

In the inter-war period many memorial hospitals were built in country areas to commemorate those who fought in World War I and to provide necessary facilities. These hospital buildings were residential in style and, for the most part, their architecture was derived from the earlier Federation Bungalow and Federation Queen Anne styles. These styles continued in use up until the beginning of World War II but the detail and ornament was gradually simplified and reduced.

Memorial hospitals from the inter-war period are particularly vulnerable to change because of the changing nature of medical care and the rationalisation of government facilities in country areas. This may have led to some of these buildings no longer being used as medical facilities. The extent to which these buildings are intact and have retained their integrity is difficult to ascertain. It is possible that other rural memorial hospitals may have been demolished or forgotten when hospital facilities were refurbished.⁴⁰

Largely funded by public subscription, examples of these health facilities include

- P1573 Merredin District Hospital, including the RSL Ward – the first phase was constructed from the relocated timber and iron hospital from Bulong in 1920, a maternity ward was subsequently added in 1932 after the RSL raised substantial funds towards construction and was opened on Anzac day that year. Determined not to warrant assessment for the Register on 11/12/2015
- Dumbleyung District Hospital (1925) – commissioned after the arrival in 1923 of the area's first doctor, and dedicated as a memorial to the Dumbleyung fallen. The place shows elements of Bungalow style, and has brick and asbestos walls with a hipped corrugated iron roof.
- Boyup Brook and District Soldiers Memorial Hospital (1923, 1963) – originally a timber-framed bungalow, extensively remodelled in 1963 as a brick and iron building. The hospital has low cultural heritage value, but the memorial plaques are of high significance.

³⁹ Richards, Oline, 'War Memorials in Western Australia', Perth, 1996, p. 1.

⁴⁰ Richards, *op. cit.*

- RSL Memorial Ward for Children, Merredin District Hospital (1932) _ one of a dozen or so single-storey buildings on the site constructed over an extended period since the 1920s.
- Narembeen Memorial Hospital (1929) was constructed to meet local needs since the local patients were travelling to *Memorial House and Coronation Rose Garden, Bruce Rock* to consult a doctor.
- Dwellingup Hospital (1923, destroyed 1961) followed a casualty post which was established there in 1914. The Dwellingup District Fallen Soldiers' Memorial Hospital Committee, enabled a two-ward hospital to be constructed for £1,400. Dwellingup Nursing Post was built around the same time.
- *Wickepin Nursing Post* (1926) is a competently designed and built example of a small country hospital built by the Public Works in the inter-war period. Built on a residential scale, the building exhibits the influences of the earlier Federation Bungalow and Federation Queen Anne style styles.
- Corrigin District Hospital (1924), Nannup Hospital (1925), Kondinin Hospital (1925) and Katanning Hospital (1926, now demolished) were also funded largely by public subscription but are not memorials.

Three other memorial health facilities are no longer extant: Upper Blackwood Soldier's Memorial Hospital (Kulikup War Memorial Hospital) (1920), of which only the relocated Mortuary remains, Kellerberrin Memorial Hospital (1920s, demolished), and Northam Memorial Hospital (1923, demolished).

Other utilitarian war memorials include:

- P1426 *Kulin Town Hall* (RHP): established in 1928, this Inter-War Free Classical style hall has functioned as a war memorial for the local community.
- P2101 *Burt Memorial Hall* (RHP): established in 1918, this Inter-War Gothic hall was built by Septimus Burt in honour of two of his sons who died in World War I
- P2509 *Midland Town Hall* (RHP): established in 1906, this substantial hall and buildings incorporated a clock turret in 1923 as a war memorial.
- P3344 *Anzac Cottage* (RHP): established in 1916, this Federation Queen Anne style cottage is the first war memorial built in Australia to commemorate the role of Australian troops in World War I.
- P3832 *Memorial Hall* (RHP): established in 1921, this Inter-War Functionalist style building was also known as the Soldier's Memorial Hall.
- P8094 *ANZAC Cottage, Claremont* (RHP): established in 1917, this Federation Bungalow style cottage was erected as a practical memorial to ANZAC soldiers to house a war widow.

Memorial House and Coronation Rose Garden, Bruce Rock is a good representative of a memorial hospital constructed in the inter-war period.

Rose Gardens

Roses are commonly used to commemorate the dead, featuring in Gardens of Remembrance at churches and burial sites. P00612 Karrakatta Cemetery, includes

the largest memorial garden in the State, established from 1937 in association with the crematorium.⁴¹

Following World War II, the National Rose Society of Australia actively promoted the establishment of rose gardens as war memorials, and as a result numerous memorial rose gardens were established, both large and small. The largest and best known is P13668 *Peace Memorial Rose Garden*, Nedlands (RHP), established from 1948.⁴²

A search of the State Heritage database for places with the keyword 'memorial garden' returns 221 entries, 51 of which are entered in the RHP. This list includes war memorials, community gardens and religious buildings. These places commemorate the deaths of significant individuals, as well as the remembrance of significant events.

Following the 1953 coronation, the federal government initiated a wide-reaching fundraising campaign, with recommendations to appeal committees in every locality, 'to commemorate fittingly the coronation of our young Queen'. The Queen had requested that any such moneys raised be put towards mothers and children, and the money was to be forwarded to central collections in each State.⁴³ It is likely that most local communities wishing to commemorate the coronation supported this appeal rather than erecting their own memorials.

A search of the State Heritage database for places commemorating Queen Elizabeth's coronation return the following results:

- P3084 *Hamel Nursery* (RHP) may have been known for a time as "Coronation Arboretum"
- P11368 Coronation Park – site of (MHI): a public park in Kondinin was established in 1953 as "Coronation Square" until it was later redeveloped.
- P13048 Manjimup War Memorial (MHI): established in 1953 as "Coronation Park", later used as a war memorial.
- P14402 Randall Park Gun Memorial (MHI): established in Denmark, this place is currently known as "Gun Park", it has also been known as "Coronation Park", which may be related to either King George VI or Queen Elizabeth II
- P15441 Lawley Park & Lawley Park Tennis Courts (MHI): includes the "Peace Rose Garden" established in 1953 in honour of the coronation of Queen Elizabeth II.

It is possible that other small local gardens exist that have similarly not been recorded. It is known that various streets around Western Australia have been named Coronation Street in honour of either King George VI or Queen Elizabeth II.

Queen Elizabeth II Gardens in Salisbury, UK, established to commemorate the coronation of Queen Elizabeth II, opened in the early 1960s on land purchased from 1953 onwards for the purpose. It includes a rose garden, but is primarily used

⁴¹ Draft heritage assessment for P00612 Karrakatta Cemetery, on HCWA file P00612.

⁴² Register documentation for P13668 *Peace Memorial Rose Garden*.

⁴³ Queen Elizabeth II Coronation Gift Fund, Western Australia, 'Details of organization of district committees – recommendations and suggestions which may prove useful to committees', 1953.

as a grassed parkland, and is a large area not comparable with the rose garden at *Memorial House and Coronation Rose Garden, Bruce Rock*.⁴⁴

The rose garden at *Memorial House and Coronation Rose Garden, Bruce Rock* is an example of the many small to moderate size commemorative rose gardens established in the State, and the only known example in Australia of a garden planted to commemorate the coronation of Queen Elizabeth II.

Inter-War California Bungalow

A search of the State Heritage database for places constructed in the Inter-War California Bungalow style returns 771 entries, 27 of which are entered in the RHP. This list includes residences, religious buildings, educational buildings, government buildings and commercial buildings. It is known that many more examples of this style exist that are not included in the database. The Inter-War California Bungalow style is therefore widespread in Western Australia.

Eighteen of the 771 entries relate to the provision of health related services. Those most comparable to *Memorial House and Coronation Rose Garden, Bruce Rock* as health service facilities, as opposed to residences, are:

- P2749 *Wongan Hills Hospital (fmr)* (RHP): established in 1930, this complex of former hospital buildings includes the Inter-War California Bungalow main structure.
- P3289 *Heathcote Hospital* (RHP): established in 1929, this place incorporates an example of Inter-War California Bungalow style building.
- P5299 *Lady Champion Hostel (fmr)* (RHP): established in 1926, this place comprises a single storey brick and tile building built in the Inter-War California Bungalow style.
- P9173 *Kensington Private Maternity Hospital (fmr)* (RHP): established in 1922, this place incorporates an Inter-War California Bungalow style purpose built main maternity hospital building.
- P15426 *Narrogin Regional Hospital* (RHP): established in 1934, this complex of hospital buildings are a rare example of country hospital buildings in the Inter-War California Bungalow style.
- P13689 *Tresillian Community Centre, Nedlands* (MHI) – developed as a private hospital, initially maternity, by two sisters, it moved to its current location in 1930, and was bought by the State in 1954.
- P9179 *Avro Hospital, Subiaco* (MHI) – built c.1925 as the private hospital *Hamel House*, it later operated as *Kiama Hospital* (c.1930s). It was a maternity hospital a period, and was later bought by the State.

Memorial House and Coronation Rose Garden, Bruce Rock is a good example of the Inter-War California Bungalow style, as applied to a health facility.

13.4 KEY REFERENCES

13.5 FURTHER RESEARCH

⁴⁴ <http://www.salisbury.gov.uk/qegardens-plan.pdf> accessed 17 Nov 2008.



HERITAGE COUNCIL

HC LOCATION MAP P10644-1

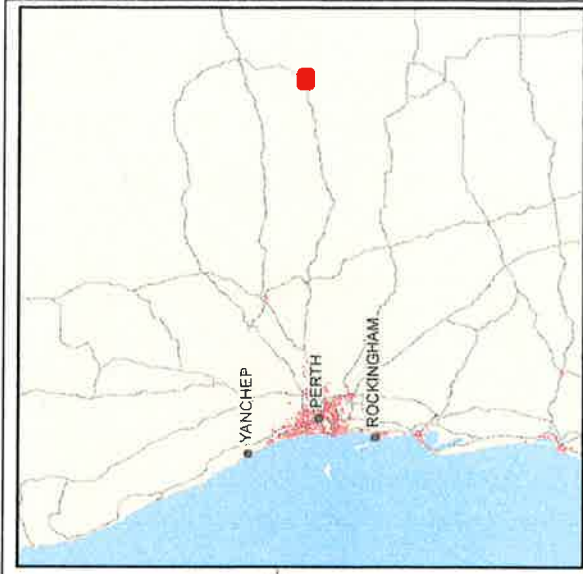
MEMORIAL HOUSE AND CORONATION ROSE GARDEN, BRUCE ROCK

MAP 1 OF 2 PREPARED BY DANIEL HOLLAND (SENIOR LAND INFORMATION OFFICER) 5/09/2018

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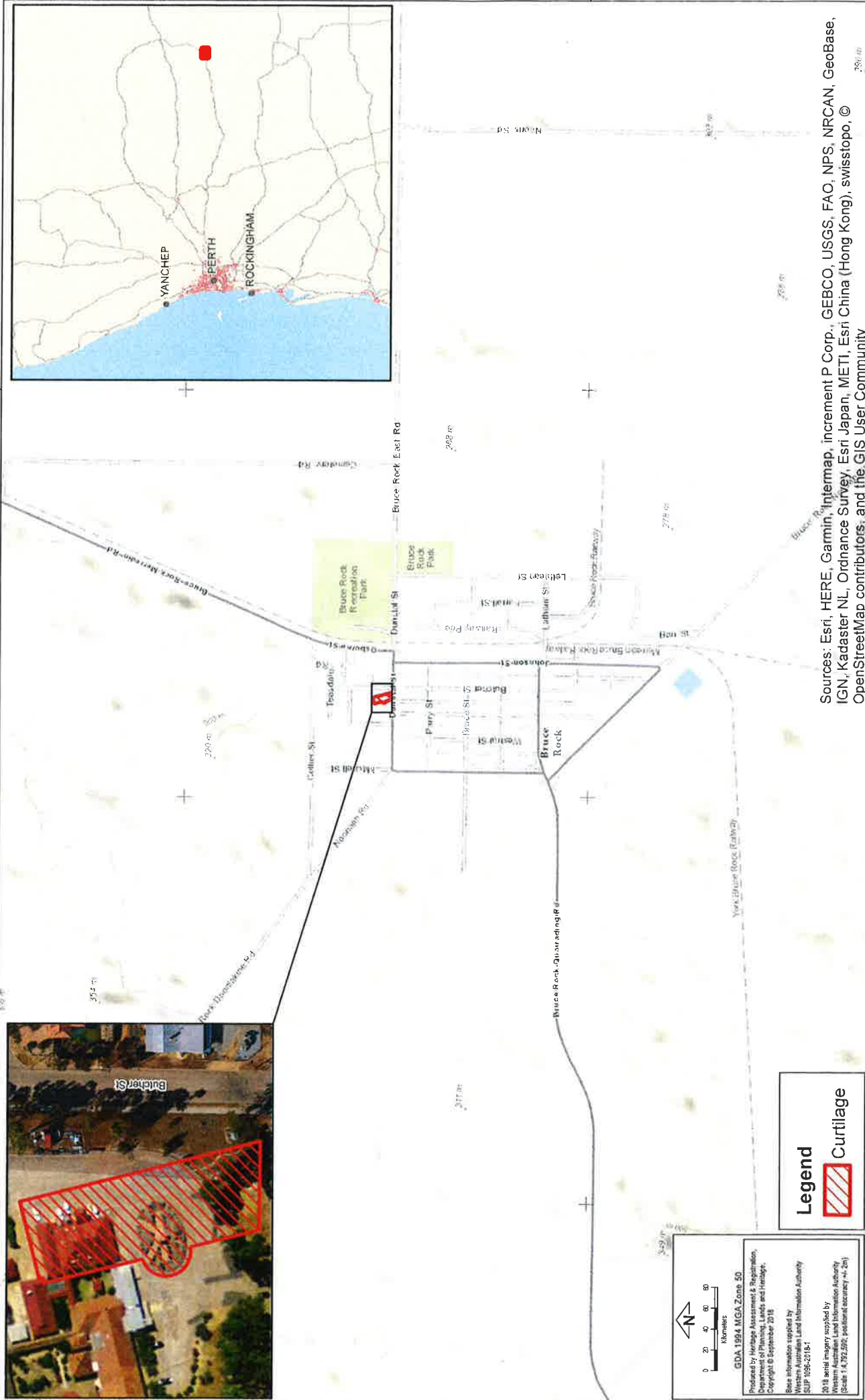
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GDA 1984 MGA Zone 50
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 Western Australian Land Information Authority
 SLP/1096-2016-1
 2018 aerial imagery supplied by
 Western Australian Land Information Authority
 (Scale 1:4,792,500; positional accuracy +/- 2m)

Legend

Curtilage



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Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community






HERITAGE
COUNCIL

HC ZONES OF SIGNIFICANCE MAP P10644-1 MEMORIAL HOUSE AND CORONATION ROSE GARDEN, BRUCE ROCK


PREPARED BY DANIEL HOLLAND (SENIOR LAND INFORMATION OFFICER) 5/09/2018



Legend

-  Primary
-  Secondary
-  Intrusive

0 3 6 9 12
metres



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HERITAGE
COUNCIL

HC CURRENT AND PROPOSED CURTILAGE MAP P10644-1 MEMORIAL HOUSE AND CORONATION GARDEN, BRUCE ROCK

PREPARED BY DANIEL HOLLAND (SENIOR LAND INFORMATION OFFICER) 8/11/2019



0 3 6 9 12
metres

Legend
 Proposed Curtilage
 Current Curtilage
 Cadastre

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Shire of
Bruce Rock
Where friends become family

Policy Manual

As at December 2019

POLICY MANUAL

INTRODUCTION

This Policy Manual has been prepared to provide Council with a formal written record of all policy decisions.

This Policy Manual aims to;

- provide staff with precise guidelines in which to act in accordance with Council's wishes;
- enable staff to act promptly in accordance with Council's requirements but without continual reference to Council;
- enable Councillors to adequately handle enquiries from electors but without undue reference to the staff or Council;
- enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council Policy.

As new policies are adopted, or existing policies amended, the manual will be updated with the issues of new pages in order that the manual can be kept current.

The manual will be reviewed annually to ensure that the policies are consistent with Council's current policy position.

Darren Mollenoyux
Chief Executive Officer

Date	Change	Made By:
19.07.18	Adoption of Policy 3.6 "Communication and Social Media".	Melissa Schilling
20.09.18	Replace Policy 3.5 "Acceptable use for employees of the internet" with "Use of Information and Communication Technology (ICT) Resources".	Melissa Schilling
23.10.18	Addition of Policy 3.7 "Elected Member Training, Conferences and Seminars".	Melissa Schilling
19.12.19	Renumber Policy 6.4 "Community Bus Hire" as 6.3	Melissa Schilling
19.12.19	Renumber Policy 6.5 "Hire of Buick" as 6.4	Melissa Schilling
19.12.19	Minor changes as per Annual Review	Melissa Schilling

Version: July 2018
Reviewed: 19 December 2019

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1. General Administration

Policy Name:	1.1 Customer Service Policy
Department:	General Administration
Date Adopted:	21 September 2017
Last Reviewed:	19 December 2019

Preamble Policy in relation to the service delivery that is expected by all staff when dealing with all customers of the Shire of Bruce Rock.

Objective The Shire of Bruce Rock will provide the highest possible level of service to its customers.

Service to customers will reflect Council's Vision and Core Values – Respect, Inclusiveness, Fairness and Equity, and Communication. All activities undertaken at Shire of Bruce Rock are focused on the delivery of service to Council's customers. Therefore, service goes beyond the personal contact staff have with the public and encompasses internal procedures and practices that result in efficient service.

The Customer Service Policy applies to all employees, Councillors, volunteers and contractors of the Shire of Bruce Rock. Customers include all customers whether they are internal or external.

Policy Council's primary purpose is the provision of service to both residents and non-residents of the local government area.

1. External Customers

All those seeking assistance from the Council will be accorded a high level of service regardless of the manner in which that assistance is sought.

2. Internal Customers

Staff will give each other the same level of service as that provided to our external customers, as it is important that internal service standards support the external service delivery.

3. Courtesy

Courtesy will be shown in all circumstances in difficult situations where the customer does not show similar courtesy in return, staff have the right to terminate the conversation. Staff will be courteous in their spoken words, body language and demeanor.

4. Accuracy

Where there is any doubt about the accuracy of any information, the details will be checked and validated prior to release.

5. Accountability

Staff will look for ways to enhance the quality of service they deliver. Concerns about the quality of service will be referred to the next level management.

6. **Integrity**
Staff will act with integrity in all their dealings and comply with all provisions of the Code of Conduct for staff.
7. **Consideration**
Consideration will be given to the needs of the customer. Staff will be empathetic and respond to the needs of the customer within the constraints of legislation and policy, Council's role and responsibilities.
8. **Continuous Improvement**
Impediments to good customer service, when identified, will be addressed.
9. **Training**
Training and coaching will be provided on customer service and general communication skills for all new employees and to those who require specific training on an as needs basis.

Customer Service Levels

The Bruce Rock Shire Council is committed to satisfying the needs of the residents of and visitors to the Shire. To achieve this, the following customer services levels are defined;

- Transport
- Waste Services
- Building and Natural Environment
- Recreation and Culture
- Public Safety

Responsibility / Accountability

1. Staff

Each member of staff is:

- Accountable for the quality of the service they deliver;
- Responsible for identifying and reporting any impediments to delivery of good customer service; and
- Management is responsible for acting upon any identified impediments to the delivery of good customer service.

2. Customer

Customers are required:

- To treat our staff with courtesy and respect;
- Provide complete and accurate information when making enquiries;
- Leave your contact details if you require feedback;
- Respect the privacy and rights of others;
- By providing constructive feedback; and
- Be considerate by not talking on a mobile phone whilst being served.

3. Human Resources

- The Deputy CEO and Senior Management Team is responsible for arranging any training and/or coaching on customer service and communication skills.

Head of Power Nil

Policy Name:	1.2 Record Keeping Policy
Department:	General Administration
Date Adopted:	12 th February 2004
Last Reviewed:	19 December 2019

Preamble	Policy in respect to record keeping at the Shire of Bruce Rock.
Objective	To give Council guidelines in respect of record keeping in the Shire with regards to the requirements set out in the <i>State Records Act 2000</i> .
Policy	<p>Creation of Records All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Bruce Rock’s business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.</p> <p>Capture and Control of Records All records created and received in the course of Shire of Bruce Rock business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems, that are managed in accordance with sound recordkeeping principles.</p> <p>Security and Protection of Records All records are to be categorized as to their level of sensitivity and adequately secured and protected from violation, unauthorized access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.</p> <p>Access to Records Access to the Shire of Bruce Rock’s records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Bruce Rock’s records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Bruce Rock policy. Access to the Shire of Bruce Rock’s records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.</p> <p>Appraisal, Retention and Disposal of Records All records kept by the Shire of Bruce Rock will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.</p>
Head of Power	State Records Act 2000

Policy Name:**1.3** Asset Management Policy**Department:**

General Administration

Date Adopted:21st March 2013**Last Reviewed:**

19 December 2019

Preamble

Policy in respect to the principles of Asset Management of the Shire of Bruce Rocks Infrastructure Assets.

Objective

To ensure that services delivered by the Shire of Bruce Rock continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council.

It will also provide clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

Definitions

Asset - a physical item that is owned or controlled by Council and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

Asset Management - the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

Asset Management Plan - a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The Asset Management Plan establishes, for each Asset Category:

- Levels of Service (performance, construction, maintenance, and operational standards);
- Future Demand (rational basis for demand forecasting and selection of options for proposed new assets);
- Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades);
- Financial Projections;
- Asset Management Practices; and
- Performance Monitoring and Improvement.

Infrastructure Assets - includes roads (including bridges and pathways), drainage, parks and nature reserves, buildings, and in-situ plant.

Level of Service - meeting community expectations in relation to the quality and quantity of services delivered by Council.

Life Cycle - the cycle of activities that an asset goes through while it retains an identity as a particular asset.

Life Cycle Cost - the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, disposal and rehabilitation costs.

New - creation of a new asset to meet additional service level requirements.

Renewal - restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.
Risk - probability and consequence of an event that could impact on the Council's ability to meet its corporate objectives.
Upgrade - enhances existing asset to provide a significant higher level of service.
Useful Life - the period over which a depreciable asset is expected to be used.

Policy

To achieve the policy objective, the Shire of Bruce Rock is committed to ensuring that Asset Management is recognised as a major corporate function within Council, and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will prepare an Asset Management Improvement Strategy that will guide the implementation of Asset Management practices across the organisation with the major outcome being the adoption by Council of an Asset Management Plan for major classes of infrastructure assets.

In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
 - need for facility (short and long term)
 - Legislative requirements
 - Opportunities for rationalisation
 - Future liability including ultimate retention/disposal
 - Opportunities for multiple use
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" assessment).
- Management of assets utilising a team approach supported by the multi discipline cross-functional asset management working group.
- Development and implementing a 15-year rolling financial plan that incorporates infrastructure renewal requirements as identified within the various Asset Management Plans.
- The Commitment to involve and consult with the community and key stakeholders when determining service levels.

Responsibility and Reporting

Council - is responsible for approving the following documents (Asset Management Framework):

- Asset Management Policy
- Asset Management Strategy
- Asset Management Plan

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the framework.

In adopting the asset management plan, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, Strategy and Plan are prepared and kept up to date, reviewed and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the framework. The CEO reports to Council on all matters relating to Asset Management.

Asset Management Working Group (AMWG) - is responsible for ensuring that Council's Asset Management Strategy is achieved and that the Asset Management Plan is prepared and maintained in line with Council's Policy on Asset Management. Where changes to Council Asset Management Policy, Strategy or Plan are identified, the AMWG is responsible for reporting this for consideration. Where aspects of Council's Policy, Strategy or Plan are not being achieved or adhered to, the AMWG is responsible for reporting non-compliance for corrective action. The Asset Management Working Group reports to the CEO on all matters relating to Asset Management. The Asset Management Working Group is to consist of:

- Manager of Finance
- Manager of Works and Services
- Environmental Health Officer
- Deputy Chief Executive Officer

Head of Power Nil

Policy Name:	1.4 Risk Management Policy
Department:	General Administration
Date Adopted:	18 th September 2014
Last Reviewed:	19 December 2019

Objective The Shire of Bruce Rock’s (“the Shire’s”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions AS/NZS ISO 31000:2009

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.

- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed annually.

Head of Power

Local Government (Audit) Regulations 1996, r.17

Policy Name:**1.5** Use of Shire President's Stamp**Department:**

General Administration

Date Adopted:8th February 2008**Last Reviewed:**

19 December 2019

- Preamble** Policy in respect to the use of the Shire President's stamp.
- Objective** To give Council guidelines in respect of using the Shire President's stamp.
- Policy** The following guidelines are to be followed for using the Shire President's stamp.

Circumstances

- i. Strictly must not be used on cheques;
- ii. To only be used on documents urgently requiring the Shire President's signature; and
- iii. To only be used in the presence of the CEO.

Record of Use

- i. Staff are to record each time the stamp is used in a register; and
- ii. This list will then be taken to Council for endorsement the following month.

Description of Registry

- i. Date,
- ii. Person using stamp,
- iii. Description of document stamp used on,
- iv. Signature of person using stamp,
- v. Signature of CEO, and
- vi. Date of endorsement (entered after Council meeting).

- Head of Power** Nil

Policy Name:**1.6** Affixing the Common Seal**Department:**

General Administration

Date Adopted:21st September 2017**Last Reviewed:**

19 December 2019

Preamble Policy in respect to affixing the Shire of Bruce Rock Common Seal.

Objective To give Council staff guidelines in respect of affixing the Shire of Bruce Rock Common Seal.

Policy The following guidelines are to be followed for affixing the Shire of Bruce Rock Common Seal.

Documents requiring the Common Seal may include, but shall not be limited too:

- iv. Sale of Shire owned land for which a Council resolution is required expressly stating that the legal document be signed and sealed and the transaction finalised;
- v. Legal Agreements;
- vi. A Town Planning Scheme and any other Town Planning Scheme amendments;
- vii. Documents relating to land matters including lodgements of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments;
- viii. Local Laws;
- ix. Service Agreements;
- x. Any other documents stating that the Common Seal of the Shire is to be affixed.

Record of Use

- iii. Staff are to record each time the seal is used in a register; and
- iv. This list will then be taken to Council for endorsement the following month.

Description of Registry

- vii. Date,
- viii. Person using seal,
- ix. Description of document seal used on,
- x. Signature of person using seal,
- xi. Signature of CEO, and
- xii. Date of endorsement (entered after Council meeting).

Method of Affixing the Common Seal

Below are examples of how documents should be executed under the common seal:

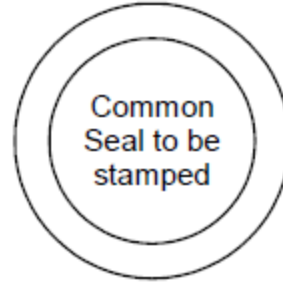
Example A: Where the Common Seal is Affixed by Resolution of Council

DATED: _____ 20 ____

The Common Seal of the Shire of Bruce Rock was hereunto affixed by authority of a resolution of the Council in the presence of:

[INSERT NAME OF PRESIDENT]

[INSERT NAME OF CEO]
CHIEF EXECUTIVE OFFICER



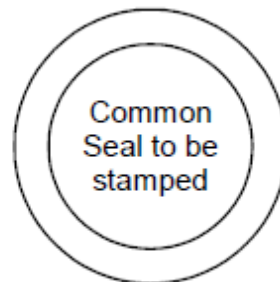
Example B: Other Documents

DATED: _____ 20 ____

The Common Seal of the Shire of Bruce Rock was affixed in the presence of:

[INSERT NAME OF PRESIDENT]

[INSERT NAME OF CEO]
CHIEF EXECUTIVE OFFICER



Head of Power Local Government Act 1995

Policy Name:	1.7 Flags – Flying and Half Masting
Department:	General Administration
Date Adopted:	18 December 2014
Last Reviewed:	19 December 2019

Preamble Policy in relation to guidelines for flying flags.

Objective To provide protocol with regards to the flying of flags in the Shire of Bruce Rock.

Policy ***Flying the Flag***
 In accordance with Australian flag flying protocols, the Australian National Flag should be displayed in a manner befitting the national emblem. It should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Flag normally takes precedence over all other national flags when flown in Australia. It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.

The Shire of Bruce Rock Administration Office has the capacity to fly three (2) flags at any one time, as such, in accordance with protocols, the Australian flag should always be flown on the centre flagpole.

The Australian flag may only be displayed at night if illuminated.

Special Occasions Flags

The Aboriginal flag will be flown during NAIDOC week and National reconciliation Week.

The Shire also has a West Australian Flag and a Shire flag available to be flown if there is an occasion requiring it.

Half-Masting of the Flag

The Shire of Bruce Rock will observe federal and state instruction with regard to half-masting the Australian flag on days of significance or in remembrance of persons or events.

In addition to this, the Shire of Bruce Rock will half-mast the Australian flag to recognise the death of current or former Councillors and current employees of the Shire of Bruce Rock, on the day of their funeral.

The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

It should be noted that when the Australian Flag is half-masted no other flag shall be flown higher than it (all other flags must be half-masted or not flown at all).

Head of Power None

Policy Name:	1.8 Use of Shire Owned Drone
Department:	General Administration
Date Adopted:	18 th December 2017
Last Reviewed:	19 December 2019

Preamble Policy in relation to guidelines for use of Shire Owned Drone less than 2kg.

Objective To List Guidelines in Relation to Shire Owned Drone usage.

Policy The following guidelines are to be followed when the Drone is in use:

1. Not to be hired or borrowed for private use or other party
2. Only to be used for Council events/purposes
3. Not to be used commercially
4. Not to flown within a 1km radius of the Bruce Rock Airstrip
5. Authorised staff to operate Drone are as follows:
 - CEO
 - DCEO
 - MOW&S
 - EA
 - CDO
 - Brockman Williams
6. Must be flown in accordance with the CASA regulations:
 - You must only fly during the day, not at night.
 - You must only fly by visual sight of (VLOS) – close enough to see, maintain orientation, and achieve accurate flight and tracking.
 - You must fly no higher than 120 meters (400feet) from above ground level.
 - You must not fly any closer than 30 meters away from other people.
 - You must not fly in a prohibited area or in a restricted area without the permission of the responsible authority.
 - You must not fly over populous areas such as beaches, parks and sporting ovals.
 - You must not fly within 5.5kms of a controlled aerodrome-one with an operating control tower.
 - You must not fly in the area of a public safety operation without approval of a person in charge of the emergency response. This includes situations such as car crash or any police, firefighting or search and rescue operations.
 - You must only fly one RPA at a time

Head of Power Civil Aviation Safety Association

2. Finance

Policy Name:	2.1 Signatories on Council Accounts
Department:	Finance
Date Adopted:	8 February 2007
Last Reviewed:	19 December 2019

Preamble	Policy regarding number of signatories required for Bank accounts.
Objective	To give Council guidelines for the number of signatories required for operation of its bank accounts.
Policy	<p>The following guidelines are to be followed the number for signatories required for Council's bank accounts.</p> <p>Two signatures are required for operation of bank accounts and can be any two of the following;</p> <ul style="list-style-type: none">• Shire President• Deputy Shire President• Chief Executive Officer• Deputy Chief Executive Officer• Manager of Finance• Senior Finance Officer <p>Internet banking tokens are required for electronic banking and require two tokens to process electronic banking. Internet banking access will be provided to the following officers;</p> <ul style="list-style-type: none">• Chief Executive Officer• Deputy Chief Executive Officer• Manager of Finance• Senior Finance Officer
Head of Power	Local Government Act 1995, s.6.10 Local Government (Financial Management) Regulations 1996, r.12(1)

Policy Name:	2.2	Signing Purchase Orders
Department:	Finance	
Date Adopted:	13 March 2003	
Last Reviewed:	19 December 2019	

Preamble Policy in respect to who is authorised to sign purchase orders on behalf of Council

Objective To give Council guidelines in respect of who is authorised to issue purchase orders for items that have been itemised in the budget.

Policy Purchase orders can only be signed by;

Position	Maximum (ex GST)
Chief Executive Officer	As per Budget
Deputy Chief Executive Officer	As per Budget
Manager of Finance	As per Budget
Manager of Works and Services	As per Budget
Environmental Health Officer	As per Budget
Senior Finance Officer	As per Budget to a maximum of \$500
Depot Manager	As per Budget to a maximum of \$5,000
Roads Team Leader	As per Budget to a maximum of \$5,000
Foreman – Town	As per Budget to a maximum of \$5,000
Aquatic Centre Manager	As per Budget to a maximum of \$1,000
Recreation Centre Manager	As per Budget to a maximum of \$5,000
Practice Manager at Health Centre	As per Budget to a maximum of \$1,000
Building Maintenance – Leading Hand	As per Budget to a maximum of \$1,500
Natural Resource Management Officer	As per Budget to a maximum of \$500

Purchase orders can only be issued for items that have been specified in the adopted budget for that financial year.

Any orders issued for amounts exceeding items listed in the budget, must be authorised by the CEO.

Head of Power Local Government Act 1995 s.6.10
Local Government (Financial) Regulations, r. 11

Policy Name:	2.3 Supply and Use of Corporate Credit Cards
Department:	Finance
Date Adopted:	8 December 2005
Last Reviewed:	19 December 2019

Preamble	Corporate credit card to be provided to CEO for the purposes of purchasing only Council related items.
Objective	To enable the CEO to purchase items for Council without the use of cheques or cash.
Policy	<p>The following guidelines are to be followed for purchases;</p> <ul style="list-style-type: none"> • Purchasing goods and services on behalf of local government; • Receipts for all purchases to be retained; • Personal expenditure is strictly prohibited; • Credit card is not to be used for cash withdrawals; • Purchase order is to be issued with each purchase; and • List to be presented to Council monthly, detailing expenses. • At the end of the CEO's employment, the card is cancelled and destroyed and a new one is ordered upon a replacement CEO being employed.
Process	<p>Council endorses issue of Credit Card and the limit of the facility.</p> <p>Each purchase is evidenced with a receipt and purchase order.</p> <p>Balance of credit card is paid in full each month to eliminate any interest charges.</p>
Head of Power	<p>Local Government Act 1995 s2.7(2)(a) & (b), s6.5(a)</p> <p>Local Government (Financial Management) Regulations s11(1)(a)</p>

Policy Name:**2.4** Procedure for Outstanding Debtors**Department:**

Finance

Date Adopted:

9 February 2006

Last Reviewed:

19 December 2019

Preamble	Debtors that receive goods and services from Council and do not pay in a prompt manner will be referred to debt collectors to recover debt.
Objective	To ensure that outstanding accounts are collected in a timely manner.
Policy	<p>The following guidelines are to be followed for outstanding private works debtors;</p> <ul style="list-style-type: none">• Invoices sent as soon as possible after delivery of goods or services to debtor.• Statements to be sent at end of month to every outstanding debtor.• Final demand letters to be sent to last known address after second month end date of outstanding invoice.
Process	<p>Invoice is sent for works completed/goods purchased.</p> <p>Statement is sent at end of month.</p> <p>If payment outstanding at end of second month, final demand letter sent requesting payment within 15 days or that matter will be referred to collection agent if economically viable to do so.</p> <p>If payment not received and/or suitable explanation given as to explain non-payment, final letter sent advising matter referred to Council's Collection Agent.</p> <p>Contact Council's Collection Agent with details and proceed with action to recover debt.</p>
Head of Power	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Policy Name:	2.5	Procedure for Outstanding Rates Debtors
Department:	Finance	
Date Adopted:	9 February 2006	
Last Reviewed:	19 December 2019	

Preamble	Rates are issued to the owner of the land.
Objective	To ensure that outstanding rates are collected in a timely manner.
Policy	<p>The following guidelines are to be followed for outstanding rates debtors;</p> <ul style="list-style-type: none"> • Final rates notice sent to all outstanding rates debtors except those on instalment plans after completion of discount period. • Final demand letter to be sent to last known address of rate debtor.
Process	<p>Rates to be paid in 35-day discount period.</p> <p>Final Rates Notice sent after 35-day discount period expires.</p> <p>Rates debtor given 21 days to pay.</p> <p>Final demand letter sent advising that given further 15 days to pay debt otherwise legal action will proceed to recover debt.</p> <p>Unless suitable explanation given for non-payment, refer to Collection Agent.</p> <p>Contact Council’s Collection Agent with details and proceed with action to recover debt.</p>
Head of Power	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Policy Name:	2.6 Timely Payment of Creditors
Department:	Finance
Date Adopted:	15 February 2018
Last Reviewed:	19 December 2019

Preamble This policy is intended to enable Council to make timely payment of creditors invoices for the supply or provision of goods and services within 30 days or sooner when supplier is a local business operating in the Shire of Bruce Rock.

Objective To provide guidelines for staff making timely payment of invoices to suppliers.

Policy The following guidelines are to be followed when making payments of supplier's invoices;

- Invoices will be paid within 30 days of receiving the invoice or goods and services if received/delivered prior to invoice
- Unpaid invoices will be monitored fortnightly in conjunction with fortnightly Accounts Payable processing
- Where a discount is available for early or prompt payment, early payment will be made to take advantage of cost savings
- Where suppliers terms are more than 30 days the invoice will be processed in last fortnightly creditors run within those terms
- Cash management will also be considered when determining the timing of the payment of the supplier

Procedure

- Invoices will be stamped (or printed) with the date received or when the goods and services were received if prior to invoice being issued
- Invoices will be processed through Accounts Payable in accordance with other policies and procedures of the Shire of Bruce Rock
- Accounts Payable (or creditors) will be processed fortnightly
- Manual purchase orders to be reviewed fortnightly to identify non-received invoices if goods and services received/delivered prior

Head of Power Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

Policy Name:

2.7 Purchasing

Department:

Finance

Date Adopted:

8 February 2007

Last Reviewed:

19 December 2019

Preamble	Policy in respect to purchasing items as specified in the adopted annual budget.
Objective	To give Council guidelines when purchasing goods, works and services under the \$150,000 threshold.
Policy	<p>The following guidelines are to be followed when making purchasing for items in the listed in the adopted annual budget;</p> <p>Buy Local and Sustainability</p> <p>Purchasing decisions will also have regard for or give preference where the price is no more than 5% more than other suppliers, where;</p> <ol style="list-style-type: none">i. The purchase supports a local business (i.e., from the Bruce Rock Business Community) allowing up to 10% as per Council's Regional Price Preference Policy;ii. The product is Australian made;iii. The supplier is an Australian company; andiv. The goods and services can demonstrate, or it can be determined, that the prospective purchases are environmentally and socially responsible in aspects including, but not limited to;<ol style="list-style-type: none">a. Production, packaging and distribution;b. Use – preference shall be given to items that are aesthetic and emit less pollutants, noise and odour;c. Content – preference shall be given to products made of recycled materials,d. Disposal options, products that can be refurbished, reused, recycled or reclaimed shall be given priority in that order.e. Eco-labelling, energy efficiency ratings.f. Product life – preference shall be given to products that are able to sustain more wear and tear. <p>Purchasing Thresholds</p> <p>Where the value of the purchase (excluding GST) or the value of the contract is, or expected to be;</p>

Up to \$4,999

- Direct purchase from supplier but using officer's discretion.
- This method suitable where purchase is relatively small and low risk.
- Record verbal quotations for recordkeeping.

\$5,000 - \$19,999

- Obtain at least three verbal or written quotes or provide evidence of attempt to obtain quotes
- When not practical, record this on either "Record of Written Quotations" or "Record of Verbal Quotations"

\$20,000 - \$39,999

- Obtain three written quotations or provide evidence of attempt to obtain quotes
- Ensure that due diligence is adhered to when obtaining quotes.
- Ensure written quotations include;
 - Specifications
 - Any selection criteria that must be addressed
 - Price
 - Period of offer

\$40,000 - \$149,999

- Obtain three written quotations including price and other sufficient information relating to the specifications of goods and services being purchased
- Selection criteria may be used to ensure that purchase addresses all requirements. Therefore, the selection may not be on price alone, but on also by addressing selection criteria.
- Ensure written quotations include;
 - Specifications
 - Any selection criteria that must be addressed
 - Price
 - Period of offer

Please note: If the Supplier appears on the WALGA Preferred Supplier List, three quotes are not required to be obtained by the Officer

Head of Power

Local Government Act 1995 and Local Government (Functions & General) Regulations 1996

RECORD OF VERBAL QUOTATIONS

DESCRIPTION OF GOODS/SERVICES/WORKS

.....

QUANTITY

.....

	Quote 1	Quote 2	Quote 3
Supplier Name			
Supplier Address			
Supplier Telephone Number			
Supplier Facsimile Number			
Supplier Contact Person			
Delivery	Yes/No	Yes/No	Yes/No
Per per unit	\$	\$	\$
Units Required			
Total Price			
Comments			

SELECTED SUPPLIER

Name

Total Price

Reason

OFFICER'S NAME

OFFICER'S SIGNATURE

DATE / /

RECORD OF WRITTEN QUOTATIONS

EVALUATION REPORT SHEET

TITLE OF QUOTATION.....

SUPPLIERS DOCUMENT ISSUED TO:

Number of Suppliers: _____

Name of Company	Address/ Fax No	Date Quotation Issued

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Number of Quotations Received: _____

Name of Company	Quotation Price	Date Quotation Recieved

EVALUTION METHODOLOGY

(To be completed if qualitative criteria are included in request for quotation)

Selection Criteria <i>(Fill in as required)</i>					
Supplier's Name	%	%	%	%	%

DECISION

.....
.....
.....

SELECTED SUPPLIER

Name

Total Price

Reason

OFFICER'S NAME

OFFICER'S SIGNATURE

DATE / /

Policy Name:**2.8** Tenders – Regional Price Preference**Department:**

Finance

Date Adopted:

20 April 2006

Last Reviewed:

19 December 2019

Preamble Regional Price Preference of up to 10% for businesses based in Shire of Bruce Rock.

Objective To ensure that local businesses are given local contractors a price variation up to 10% during tenders.

Policy The following guidelines are to be followed for tenders;

1. That a Regional Price Preference will be provided to businesses operating within the boundary of the Shire of Bruce Rock for all goods and services in accordance with Regulation 24D of the Local Government (Function and General) Regulations 1996.
 - a) Up to 10% - where the contract is for goods and services, up to a maximum reduction of \$50,000.
 - b) Up to 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000, or
 - c) Up to 10% - where the contract is for goods and services (including construction services), up to a maximum price reduction of \$500,000 if the Local Government is seeking tenders for the first time, due to goods or services previously being undertaken by the Shire of Bruce Rock.
2. A copy of this policy must be supplied with each tender document.
3. The Regional Price Preference Policy will apply to all tenders unless otherwise resolved by Council and that decision is included in the advertising and specifications.

Process Policy will be supplied with each tender

Regional Price Preference will then be applied to each tender prior to awarding tender.

Head of Power Local Government (Functions and General) Regulations 1996, 24B-G.

Policy Name:**2.9** Investment of Surplus and Reserve Funds**Department:**

Finance

Date Adopted:

15 May 2008

Last Reviewed:

19 December 2019

Objective

- To ensure the security of Councils funds.
- To undertake investment of surplus funds.
- To maximise earnings from authorised investments.

Policy**1) Authorised Officers**

Chief Executive Officer, Deputy Chief Executive Officer, Manager of Finance and Senior Finance Officer be authorised to invest surplus funds.

2) Authorised Investments

Bank Interest bearing deposits with;

- an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

3) General Policy Guidelines

Term to Maturity

- The term to maturity of any Councils direct investments may range from “at call” to 3 years, unless specifically approved by Council.

Quotations on Investments

- Not less than two (2) quotations shall be obtained from authorised institutions when investing in an institution other than Council’s present bankers.

4) Review/Reporting

- A monthly report is provided to Council detailing Investments held at month end included as part of monthly Financial Reports.
- The report will detail investment income earned versus budget.
- A register of all investments be maintained.

Process

Surplus funds are invested in accordance with this policy to ensure the highest rate of return on invested funds is maintained.

A report is presented monthly to Council giving details of current investments, including investment period and rates.

Council’s policy regarding signatories on Council’s bank accounts must be observed when investing funds.

Head of Power

Local Government Financial Management Regulations
Local Government Act 1995 – s6.14
Policy A1.2 – Signatories on Council’s Bank Accounts

Policy Name:	2.10 Petty Cash Policy
Department:	Finance
Date Adopted:	15 February 2018
Last Reviewed:	19 December 2019

Preamble This policy is intended to enable Council to balance the need for effective control over the acquisition of goods and services of low value, against the processing costs associated with low value acquisitions.

Objective To provide Council staff with parameters under which petty cash funds can be used for miscellaneous and business-related expenditure of low value, where payment through the accounts payable system is not justified or appropriate.

Policy The following guidelines are to be followed when making payments utilising petty cash funds;

Definitions

- Cashier - CEO appoints an Officer to take responsibility for the day to day management of the Petty Cash. For purposes of this Policy, the Cashier is the Senior Finance Officer.

Responsibilities

- Cashier is responsible for;
 - Ensuring petty cash tin is secure at all times
 - Retaining acceptable supporting documentation such as receipts and tax invoices
 - Monitoring and reconciling the Petty Cash Float
 - Reporting any loss of funds to the CEO as soon as the loss is discovered.

Petty Cash Float

- A float of \$300 has been approved and must be kept secure at all time.

Procedure

- Petty cash can be used for the urgent direct acquisition of goods and services up to the maximum value of \$100.
- Reimbursement of items of a higher value should be made through Accounts Payable and in accordance with Council’s Purchasing Policy F1.5.

Petty Cash Vouchers

- A petty cash voucher must be completed for all petty cash claims. The voucher must include;
 - The date of claim
 - Name of person who incurred the expenses
 - The expenditure amount
 - The GL or Job number expenditure relates to
 - Signature of person collecting the cash
 - Signature of Cashier
 - Tax invoice or receipt to support the expenditure.

- Petty cash claims without appropriate receipts or documentation may be declined.

Advances from Petty Cash

- An advance from Petty cash may only be issued if it is not possible for the individual to make the purchase and then claim the reimbursement.
- To obtain an advance from petty cash, individuals must complete a petty cash voucher signed by the CEO or DCEO. The voucher must state that the petty cash has been requested in advance and should be signed by the Cashier and the purchaser on advancement of the funds.
- The purchaser must submit the original receipt to the Cashier, together with any surplus funds, as soon as practicable after the purchase.
- Under no circumstances will petty cash be advanced to employees for items of personal nature. All requests for IOU's from petty cash will be declined.

Reconciliation and Reimbursement of Petty Cash

- The Cashier is to monitor the Petty Cash float balance and when reimbursement is required, the Cashier is to reconcile with the petty cash vouchers with the float. The reconciliation spreadsheet and the petty cash vouchers are submitted to the CEO for approval.

Head of Power

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

Policy Name:	2.11 Related Party Disclosures
Department:	Finance
Date Adopted:	15 June 2017
Last Reviewed:	19 December 2019

Preamble Policy in respect to the disclosures required under AASB 124 Related Party Disclosure

Objective The objective of AASB 124 is to ensure that an entity’s financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Bruce Rock must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Policy

1. Identification of Related Parties

AASB 124 provides that the Shire of Bruce Rock will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Bruce Rock has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Executive Manager
- Close members of the family of any person listed above, including that person’s child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person’s spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Bruce Rock will therefore be required to assess all transactions made with these persons or entities.

2. Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Bruce Rock (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire of Bruce Rock owned facilities such as Recreation Centre, Aquatic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Bruce Rock for licences, approvals or permits
- Lease agreements for housing rental
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire of Bruce Rock and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Bruce Rock (trading arrangement)
- Sale or purchase of any property owned by the Shire of Bruce Rock, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Bruce Rock
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Bruce Rock can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3. Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration Form (Appendix A) for submission to financial services.

Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required.

- Paying rates
- Fines
- Paying Department of Transport registration or licensing payments
- Use of Shire of Bruce Rock owned facilities such as Recreation Centre, Aquatic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures - declaration form annually.

Upon election, disclosures must be made by all Councillors within 28 days of any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

4. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

HEAD OF POWER

AASB 124 Related Party Disclosures
 Local Government Act 1995
 Local Government (Financial Management) Regulations 1996

APPENDIX A

RELATED PARTY DISCLOSURES - DECLARATION

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, the CEO and Executive Managers of the Shire of Bruce Rock who were elected or employed at any time during the financial year.

Disclosure Period (Quarter Ended):	
Person making disclosure:	
Position held by person: e.g. Councillor, Executive Manager	

1. CLOSE MEMBERS OF THE FAMILY (See Appendix 1)	
Name of Family Member	Relationship to you
<i>If there has been no change since your last declaration, please complete "No Change"</i>	

2. ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS (See Appendix 2)	
Name of Entity	Name of person who has control/nature of control
<i>If there has been no change since your last declaration, please complete "No Change"</i>	

3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH

Did you or any member of your close family use facilities provided at Recreation or Aquatic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received.

4. LEASING AGREEMENTS - DOMESTIC RESIDENTIAL

Did you, a close family member or related entity, enter into a lease agreement with the Shire of Bruce Rock (either as lessee or lessor) for the provision of a domestic rental property (Includes properties owned by the Shire of Bruce Rock and privately owned properties sub-leased through the Shire of Bruce Rock from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

5. LEASING AGREEMENTS - COMMERCIAL

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire of Bruce Rock for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

6. TRADING ARRANGEMENTS

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire of Bruce Rock? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire of Bruce Rock.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

7. OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)

Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire of Bruce Rock (whether or not a price was charged)?

This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security). For e.g. a company that a close family member controls, was awarded a contract with the Shire of Bruce Rock for building a new office facility.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

8. PURCHASE OF PROPERTY

Did you, a close family member or related entity, purchase any property or other assets from the Shire of Bruce Rock? (This may include vehicles or other plant items, land or buildings).

Was the purchase made at arm's length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

9. SALE OF PROPERTY

Did you, a close family member or related entity, sell any property or other assets to the Shire of Bruce Rock? (This may include vehicles or other plant items, land or buildings).

Was the sale made at arm's length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property Sold	Value of the Sale	Terms & conditions

10. FEES & CHARGES FOR APPLICATIONS

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of person or entity name	Application type	Application and/or receipt number

11. SELF SUPPORTING LOANS

Did you, a close family member or related entity, enter into a loan agreement with the Shire of Bruce Rock?

For e.g. a club for which you have control (See Appendix 2 for example)

Name of person or entity name	Loan details	Value of the loan	Terms & conditions

12. OTHER AGREEMENTS

Please list any other agreement or arrangement you believe is a related party transaction and should be declared.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

Signed: _____ Date: ____/____/____

Once signed please provide to the Manager of Finance.

APPENDIX 1

Close Family Members

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member;

who may be expected to influence, or be influenced by, your dealings with the council.

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

There may be relationships that a council has which are not identified in this appendix but still meet the definition of a related party.

Example: Cousin of Councillor

A Councillor for the Shire of Bruce Rock has lived in the Shire of Bruce Rock her whole life. In fact her family has been in the area for generations.

The Councillor's cousin, owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Councillor and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Councillor's cousin is a close family member of the Councillor because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

APPENDIX 2

Control in entities

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Manager Financial Services for a confidential discussion.

Example: Clubs or other incorporated bodies

(A Shire Councillor is the President of a local football club)

A Shire Councillor is the President of Bruce Rock Football Club Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Councillor does not control or jointly control the football club so it will not be a related party of Council just because the Councillor is the president of the club.

Other examples

Example 1 (Son of CFO employed by council)

Shire of Bruce Rock has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Deputy Chief Executive Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 2 (Cousin of Mayor - related party commonly known but omitted from declaration)

Shelley, the Mayor of Shire of Bruce Rock forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

Example 3 (Example of control)

Fred is the Shire President of Shire of Bruce Rock and owns 100% of the ordinary shares in Bruce Rock Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

Example 4 (Example of joint control)

Fred is the Shire President of Shire of Bruce Rock and owns 50% of the ordinary shares in Bruce Rock Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

3. Staff

Policy Name:	3.1 Conferences, Seminars and Training
Department:	Staff
Date Adopted:	17 August 2017
Last Reviewed:	19 December 2019

PREAMBLE Policy regarding Conferences, Seminars and Training Courses.

OBJECTIVE

1. To achieve uniform practice throughout the organisation;
2. To maximise training opportunities and therefore productivity and efficiency of staff; and
3. Minimise delay in accepting training opportunities.

POLICY The Shire of Bruce Rock will fund attendance at relevant conferences and seminars in order to provide regular opportunities for all employees of the Shire to upgrade and enhance their skills and knowledge.

Approval

All conferences, seminars and training courses must be approved by a manager before booking. Managers must ensure that when approving an employee's request to attend a conference or seminar that the necessary budgetary allocations have been made and the course be included in the development section of the employee's performance review.

Expenses and Reimbursements

The Shire of Bruce Rock will cover costs of attendance including the following:

- i) Registration and other associated administrative fees
- ii) Travel
 - If employee uses their own vehicle to attend training an amount of 0.78c is to be reimbursed.
 - Council will allow employees to travel to the course in work time i.e. if the course is to be held in Perth, the employee can depart Bruce Rock 3 hours prior to their finish time on the day prior to the course to ensure travel is during work time. The same principal would apply for any other destinations.
 - Travelling home from the destination is in the participants own time – no overtime is to be paid.
- iii) Meals
 - An amount of up to \$27 for breakfast, \$30 for lunch and \$50 for dinner can be claimed through payroll in which a receipt must be produced.
 - If the conference includes a Gala or Conference Dinner that includes beverages, this can then be above the normal amount, but at a reasonable level commensurate with the event.
 - Alcohol with any other meal will not be reimbursed.
- iv) Accommodation
 - Accommodation in the hotel or venue at which the conference, seminar or course is being held or other nearby venue.

- Three quotes for accommodation must be obtained by the EA. If the accommodation cost is greater than \$200 per night, Manager approval is required.
 - Accommodation will only be paid for by Council for the night before and the duration of the conference, seminar or course.
 - The night of the final day of the conference, seminar or course will not be covered by Council unless there is an official conference dinner that evening or if prior approval has been provided by the Manager. (Note: Manager approval is only likely to be given if the training is not expected to be finished before 4.30pm).
 - Any additional accommodation will be at the employee's own cost.
 - Alcohol, mini-bars and in-house movies will not be paid for by Council.
 - Minor expenses such as taxis, telephone calls and laundry may be reimbursed at the Manager's discretion.
- v) Accompanying person
- If the employee is to attend an official Gala or Conference Dinner, meals and beverages for partners (accompanying persons) can be included. All other meals and beverages for the accompanying person will not be reimbursed by Council.

Head of Power

Local Government Industry Award 2010
 National Employment Standards
 Australian Taxation Office

Policy Name:	3.2 Superannuation Contributions
Department:	Staff
Date Adopted:	16 May 2013
Last Reviewed:	19 December 2019

Preamble Policy in respect to payments of superannuation to staff including 9.5% guaranteed superannuation and matching contributions for salary sacrificed superannuation.

Definitions **“Superannuation Guarantee Contribution”** (SGC) is the percentage that all entities which employ staff are required to contribute to superannuation funds on behalf of the employee. This is currently set at 9.5% (as at 1 July 2017).
“Salary Sacrifice” is an arrangement between employer and employee, where the employee agrees to receive part of their gross salary as a benefit rather than salary. The effect of such arrangement, as it conforms with tax rulings or determinations, is to allow a reduction in the gross salary, which is equivalent to the cost of the benefit. Generally, this has the effect of providing the employee with tax effective benefits
“Matching Council Contribution” Council matches an employee’s contribution to their superannuation fund in line with the table below
“Employee Contribution” Contribution an employee makes to a complying superannuation fund by way of salary sacrifice or post tax deduction.

Objective To give guidelines in effect of additional superannuation contributions over and above legislated requirements.

Policy

1. Each employee will receive the Federal Government Superannuation Guarantee as legislated.
2. As an incentive for employees, the following superannuation contributions will apply:
 - a) Each employee will be entitled to receive a total of 10% contribution by the Shire of Bruce Rock, which will include the legislated Superannuation Guarantee Contribution (currently 9.5% as at 1 July 2017). Once the legislated amount of SGC is at 10%, employees will remain within the legislated percentages (per table below).

- b) Each employee will be entitled to receive up to 17% total superannuation contribution by Council which is inclusive of the SGC, Council Contribution and Matching Council Contribution subject to a matching contribution by the employee.
- c) Employees may make their contributions by way of salary sacrifice or post tax deduction.

In line with the new superannuation guarantee contributions the table below shows the maximum amount Council will contribute in superannuation.

	01/7/19	1/7/20	1/7/21
SGC	9.5%	9.5%	10%
Council Contribution	0.5%	0.5%	0%
Maximum Matching Council Contribution	7.0%	7.0%	7.0%
Total	17%	17%	17%
Employee Contribution required for MAXIMUM Matching Contribution	7.0%	7.0%	7.0%

This policy will apply to all staff of the Shire of Bruce Rock, apart from those under a negotiated contract where it states otherwise to a higher value or those that had pre-existing salary sacrifice arrangements.

Head of Power Local Government Act 1995 s. 5.50

Policy Name:	3.3	Retirement/Resignation of Employees – Council Gifts/ Functions
Department:	Staff	
Date Adopted:	17 September 2015	
Last Reviewed:	19 December 2019	

Preamble Policy in relation to guidelines for giving gifts and or holding functions for retiring staff.

Objective To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/Staff relations.

Policy Upon Resignation/Retirement of an employee who has provided satisfactory service to Council for five years or more, the Council may authorise the relevant manager to acquire a suitable gift to be presented to that employee. The value of the gift as a guide to be as follows.

10 years	\$200
15 years	\$300
20 years	\$500

1. At the discretion of the Chief Executive Officers, a gift according to part (2) may be provided to employees leaving Council prior to 5 years of service.
2. The value of the gift be approximately \$10 .00 for every year of service.
3. The value of the gift to be adjusted periodically for inflation.
4. Presentations for Executive Officers leaving Council to be considered independently of this Policy by Council’s Finance and Policy Committee.

Head of Power Local Government Act 1995 s5.50
Local Government (Administration) Regulations r19A

Policy Name:	3.4	Employee Input to Local Volunteer Emergency Services
Department:	Staff	
Date Adopted:	18 December 2014	
Last Reviewed:	19 December 2019	

Preamble Policy in relation to guidelines for employees attending callouts for local volunteer emergency services.

Objective Amongst other things, a local government may expend monies from its ordinary revenues on emergency services. Examples include fire brigades, ambulance services and DFES. More often than not, employees of a local government are also volunteer members of emergency services, and consequently may from time-to-time be called upon during ordinary working hours to respond to emergency call-outs.

Council recognises that without volunteers in country areas, these essential emergency services would not be delivered. It therefore considers that it is important that local government employees, as much as any others, have the opportunity to contribute to the activities of these services both in and out of working hours.

Policy Council will permit its employees to leave their workplace to render volunteer emergency assistance to a fire brigade, ambulance service or DFES, without deduction from that employee's pay whilst so absent on such voluntary service during ordinary time, subject to the following conditions:

1. The emergency service is a bona fide organisation, properly constituted for its function and the employee is a registered member of that organisation;
2. The employee is qualified to perform the functions required of his/her voluntary service;
3. The employee recognises and acknowledges that upon leaving his/her workplace, and that whilst absent he/she is not afforded the protection of the local government's workplace insurances;
4. The local government is indemnified against any claim which may arise by the employee out of his/her voluntary activities;
5. Payment of wages is only applicable for the normal ordinary hours of work during which the employee is absent and engaged in the voluntary emergency service;
6. An employee shall not leave their place of employment without first notifying and receiving approval from the Chief Executive Officer or Manager of Works and Services (outside employees only) of the employee's impending time of departure and indicative time of return. There is no automatic right for an employee to leave the workplace under these arrangements, and approval to do so may be withheld by the CEO or Manager of Works and Services at their discretion having regard to any matters they consider relevant as to whether approval should be forthcoming or otherwise.

Any ordinary time spent away from the workplace on such voluntary emergency activities for which an employee has been paid, shall be charged out to the appropriate section of the local government's accounts for such emergency service.

From time to time there may also be exceptional circumstances where an employee has legitimately spent a considerable amount of their own time between one work day and the following involved in emergency activities (eg driving an ambulance to Perth and return), such that sleep deprivation makes it unacceptable for that employee to be permitted to carry out their normal work activities the next day. In these Circumstances, the Chief Executive Officer may enable suitable arrangements for that employee to “makeup” the time so lost from work.

Head of Power Nil

Policy Name:	3.5	Use of Information and Communication Technology (ICT) Resources
Department:	Staff	
Date Adopted:	20 September 2018	
Last Reviewed:	19 December 2019	

Preamble Policy in relation to permissible usage of the Shire’s ICT Resources, including direction on password security and guidelines for the use of personal devices in the workplace.

Objective This Policy establishes protocols for the Shire of Bruce Rock’s use of ICT within the workplace. It covers legitimate and appropriate internet usage and website access, effective and secure use of passwords, and direction on acceptable personal use of both Shire and personally owned devices while at work.

Policy The Use of Information and Communication Technology (ICT) Resources Policy applies to all employees of the Shire of Bruce Rock.

1. Principles

ICT resources are provided to support the Shire’s administrative and operational activities. These resources include the Shire’s network, desktop and laptop computer systems, and also tablets and mobile phones. They also include any software, internet access, email usage and related services. Users of any of these resources must comply with this Policy, which is intended to protect:

- The integrity and capacity of the system to provide reliable ICT services to users;
- The organizational and financial security of the Shire by ensuring no external or remote access by unauthorized persons or agencies;
- The reputation of the Shire within the local community and in the wider public domain;
- The right of every employee and user of the system to enjoy a healthy and safe workplace environment.

2. Ethical Considerations

All ICT users should respect the rights of others with regard to occupational health and safety, equal opportunity, harassment etc.

Any use of the Shire’s ICT resources must not interfere with or detract from work purposes or activities.

The Shire has the ability to record and monitor all internet usage for legitimate business reasons, including compliance with this Policy and with other relevant legislation. Through the Shire’s ICT provider, restrictions may be placed on what internet resources can be accessed using the Shire’s ICT resources, at the discretion of the CEO.

3. ICT Induction

All new staff members who in the course of their work are provided access to the Shire’s ICT resources will, as part of the general induction to the organization, be given an “Induction to ICT Resources” by their Supervisor or the DCEO. This will include information on: accessing the system, choosing an appropriate and legitimate password, acceptable and unacceptable usage, use of personal devices in the workplace, and who to contact should the system or its components malfunction. They will also receive a copy of this Policy document.

4. Prohibited, Inappropriate and Unlawful Use

- I. The Shire's ICT resources must not knowingly be used to access, transmit or store any prohibited material or comments of a defamatory, illegal, fraudulent, insulting, abusive, obscene, offensive or harassing nature. Users in the course of legitimate work who receive prohibited or questionable material must immediately report this to either their Supervisor, the CEO or DCEO.
- II. The ICT system cannot be used to market or promote any organizations such as trade unions, political parties or religious associations. (N.B. In relation to trade unions, general communication to members is permitted within workplace legislation, and notification of union meetings may be posted on the email system).
- III. ICT resources cannot be used for gambling or gambling-related activities.
- IV. If in the course of legitimate usage, users suspect that a computer virus or other malicious computer program may have entered the system, or be attached to an email and have thus entered the system, they should close the program or email, and inform their Supervisor, the CEO or DCEO immediately. They will then alert the Shire's ICT provider, who will assess the file. Caution must be exercised, particularly where the email is from an unknown source.
- V. Users of the ICT resources must not:
 - a. With the exception of charging mobile phones, connect any personal devices to the system network unless authorized to do so.
 - b. Permit a person who is not an authorized user to access the Shire's ICT resources.
 - c. Upload or download any commercial software, games, music videos or other intellectual property in violation of its copyright.

5. System Security/Passwords.

In conjunction with the Shire's ICT provider, all staff members with access to the Shire's ICT resources must have unique passwords enabling individual access to the system. Passwords are devised by each staff member following guidelines supplied by the Shire (in conjunction with the ICT provider) so that they meet a level of complexity necessary to ensure the system's security. It is a requirement that all passwords must be changed at intervals not exceeding 120 days, after which the old password will expire and access to the system will be no longer possible. Once a password has been selected, a record of the details are kept on file at the Shire which is accessible only by the CEO, DCEO, and MOF if there is urgent need to access the staff's login and they are not available (e.g. on leave).

Password details must not be shared with another staff member, other than CEO, DCEO or MOF on request. Login and passwords should not be written down and left visible in a work area.

Remote Access to the Shire's ICT system is to be at the CEO's discretion, dependent upon the role and requirements of the staff member.

6. Records Management - Emails

When communicating via email on Shire business, multiple emails may be required to finalise a matter. In these cases, progressive exchanges do not need to be printed and filed. However, once the matter has been concluded, and if it is a matter of significance in which it is considered appropriate to file a hard copy, then it should be printed and filed, particularly if –

- it commits the Shire to action some way
- it documents the process taken in decision-making, or

- it annotates major alterations made by the Shire in some way if not documented elsewhere.

7. Permitted Personal Use

Shire staff are permitted limited (minimal) use of the Shire's ICT resources. This personal use shall not result in any loss of productivity, interfere with any official duties or incur anything other than minimal cost to the Shire. Examples may include: making brief personal phone calls, infrequent sending of personal email or text messages, or limited use of internet for personal reasons. In all circumstances it is to be recognized that this type of use must be reasonable, as it remains a privilege and not a right. "Reasonable" use will be determined by the CEO and DCEO.

The above also applies to usage of the staff member's personal devices, and mobile phones in particular. Although allowed in the workplace, usage must be limited to either emergency or urgent calls or messages, and in non-urgent circumstances should take place in the staff member's break-times.

8. Logging of IT Support Requests

In the event of any ICT-related problems, or system/equipment malfunctions, any requests for support to the Shire's ICT provider should be directed initially to either the EA or DCEO. In urgent situations, and in the event that neither of the above are available, requests for assistance can also be placed by the CDO and SFO.

HEAD OF POWER

State Records Act 2000 - SRC Standard 8 – Managing Digital Information
Occupational Safety and Health Act 1984
State Records Act 2000

Policy Name:	3.6	Communication and Social Media
Department:	Staff	
Date Adopted:	19 July 2018	
Last Reviewed:	19 December 2019	

Preamble Policy in relation to the use of Communications and Social Media, for the guidance and direction of elected members and staff.

Objective This Policy establishes protocols for the Shire of Bruce Rock’s official communications with the community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

The Communications and Social Media Policy applies to all Councillors and employees of the Shire of Bruce Rock.

Policy This Policy applies to:

- Communications initiated or responded to by the Shire with our community; and
- Council Members when making comment in either their Shire role or in a personal capacity.

1. Official Communications

The purposes of the Shire’s official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting the Shire’s events and services.
 - a) Promoting Public Notices and community consultation / engagement opportunities.
 - b) Answering questions and responding to requests for information relevant to the role of the Shire.
 - c) Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire’s official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional. The Shire may use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire, to promote specific Shire positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire’s Administration at the discretion of the CEO.

2. Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire, where authorised to do so by the Shire President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the Local Government Act 1995 essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Council member communications must comply with the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire comment, whether made to an individual Council Member or Employee, must be directed to the Shire President or a person authorised by the Shire President. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below. Where there is any doubt about the accuracy of any information, the details will be checked and validated prior to release.

4. Website

The Shire maintains an official website, as our community's on-line resource to access information about the Shire.

5. Social Media

The Shire uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire maintains a Facebook page at: www.facebook.com/sobrucerock.

The Shire may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third-party contributor to the Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

5.1.1 Shire President and Social Media Official Accounts

The Shire supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire accounts must not be used by the Shire President for personal communications.

5.1.2 Use of Social Media in Emergency Management Response

The Shire will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook
- Notify Bruce Rock Police for posting on Twitter at:
<https://twitter.com/BruceRockPol>

6. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's Social Media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*. Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7.1 Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Council Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

Head of Power Local Government (Rules of Conduct) Regulations 2007

State Records Act 2000 - SRC Standard 8 – Managing Digital Information

Policy Name:	3.7	Elected Member Training, Conferences and Seminars
Department:	Staff	
Date Adopted:	18 October 2018	
Last Reviewed:	19 December 2019	

PREAMBLE Policy regarding Conferences, Seminars and Training Courses for Elected Members.

OBJECTIVE

1. To achieve uniform practice throughout the organisation;
2. To maximise training opportunities and efficiency of Elected Members; and
3. Minimise delay in accessing training opportunities.

POLICY The Shire of Bruce Rock will fund attendance at relevant conferences and training courses in order to provide opportunities for all Elected Members of the Shire to upgrade and enhance their skills and knowledge.

Approval

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Elected Members in accordance with the following guidelines and budget limitations:

- i) Priority be given to any training that is specifically relevant to Elected Members and attendance at such training is subject to approval by Council or the Shire President.
- ii) Priority is given to the attendance of any new Councillors at any induction or training course specifically organised for the benefit of new Elected Members.
- iii) Conferences, seminars, training or meetings delivered or facilitated by organisations of which Council is a member or has an interest in would usually be attended by Council’s appointed representatives to those organisations.
- iv) Attendance at Conferences in other states requires prior approval of Council.
- v) Where the partner of an Elected Member attends a annual conference with the Elected Member, related conference registration and meal costs will be paid for by Council.

Expenses and Reimbursements

The Shire of Bruce Rock will cover costs of attendance including the following:

- i) Registration and other associated administrative fees
- ii) Travel
 - If an Elected Member uses their own vehicle to attend training an amount of 0.78c per kilometre is to be reimbursed.
- iii) Meals
 - An amount of up to \$27 for breakfast, \$30 for lunch and \$50 for dinner can be claimed through creditor payments for which a receipt must be produced.
- iv) Alcohol with a meal will not be reimbursed.
- v) Accommodation
 - Accommodation in the hotel or venue at which the conference, seminar or course is being held or other nearby venue

- Three quotes for accommodation must be obtained by the EA. If the accommodation cost is greater than \$200 per night, CEO approval is required.
 - Accommodation will only be paid for by Council for the night before and the duration of the conference, seminar or course.
 - The night of the final day of the conference, seminar or course will not be covered by Council unless there is an official conference dinner that evening or, prior approval has been provided by the CEO.
 - Any additional accommodation will be at the Elected Member's own cost.
 - Alcohol, mini bars and in-house movies will not be paid for by Council.
 - Minor expenses such as taxis, telephone calls and laundry may be reimbursed at Council's discretion.
- vi) Accompanying person
- Only at the WALGA Annual Convention or similar event, where the elected member's partner is reasonably expected to attend, will reasonable additional costs incurred by a partner accompanying an elected member at that event, such as breakfasts, attending the official conference dinner, official sundowners, or for Shire President or CEO convened dinners, be met by the Shire. All other partner costs, such as lunches or evening meals not convened with the Shire President or CEO will be met by the elected member or employee.

Following Conferences, Seminars and Training Courses

A verbal report on the Conference attendance is to be provided to Council during the next Council Meeting, with this report to be in writing if requested by the Shire President.

Head of Power

Local Government Industry Award 2010
Australian Taxation Office

4. Occupational Health and Safety

Policy Name:	4.1 Risk Management and Occupational Health & Safety
Department:	Occupational Health & Safety
Date Adopted:	16 November 2006
Last Reviewed:	19 December 2019

Preamble Policy in relation to Council's commitment to risk management and occupational health and safety in the Shire of Bruce Rock.

Objective To show Council's commitment to occupational health and safety in the Shire of Bruce Rock.

Policy The Shire of Bruce Rock regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers. The Policy of the Shire of Bruce Rock is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Work towards compliance with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements by a process of continuous improvement.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

Employees have a duty of care to

1. Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
2. Reporting hazards, accidents, incidents and near misses to their supervisor.
3. Co-operating positively in the fulfilment of the obligations placed on their employer.
4. Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Head of Power Occupational Health and Safety Act 1984

Policy Name:	4.2 Outside Staff Uniform
Department:	Occupational Health & Safety
Date Adopted:	19 April 2012
Last Reviewed:	19 December 2019

Preamble Policy in relation to guidelines for the appropriate standard of uniforms to be issued and worn by the outside works crew.

Objective To provide guidelines in the issuing of uniforms for the outside staff and to meet the standards required for Personal Protection Equipment and Occupational Safety and Health.

Policy Council recognises its obligation to protect workers from hazards. Radiation from the sun is one of these hazards. Workers also have an obligation to protect themselves from this radiation by using protective clothing, personal protective equipment and sunscreen issued by council. The clothing also provides physical protection from other hazardous elements or situations that are beyond Council’s control and may occur in the workplace.

SPF 50 sunscreen will be provided and must be used as per manufacturer's directions.

b) Outdoor Employees on the Local Government Industry Award

Full Time, permanent outdoor employees to be issued per annum;

Item of Clothing	QTY	Style	Colour
Steel Capped Boots	1	Steel capped boot with 7 eyed laced ups, may have the zipper as well	Standard
Long Sleeved Shirts	5	Long sleeve polar or cotton (<i>dependant on type of duties</i>) with Shire logo and employees Christian name	Fluro Yellow and Navy Blue
Trousers	5	Yakka or Equivalent Drill Pants	Navy Blue
Jumper	2	Polar fleece	Fluro Yellow and Navy Blue
Jacket	1	Bomber	Fluro Yellow and Navy Blue
Hat	1	Wide brim hat or cap with legionnaire fitted	Council issued green with logo
Socks	3	Yakka	Stockpile

c) Outdoor Employees on the Local Government Industry Award

New Employees whilst on probation period shall be provided with the following.
Full allocation will be provided after successful completion of probation period.

Item of Clothing	QTY	Style	Colour
Steel Capped Boots	1	Steel capped boot with 7 eyed laced ups, may have the zipper as well	Standard
Long Sleeved Shirts	3	Long sleeve polar or cotton (dependant on type of duties) (No logo or name)	Fluro Yellow and Navy Blue
Trousers	2	Yakka or Equivalent Drill Pants	Navy Blue
Jumper (Only in winter)	1	Polar fleece	Fluro Yellow & Navy Blue
Hat	1	Wide brim hat or cap with legionnaire fitted	Council issued green with logo

Note:

- a) If uniform is damaged beyond use during performance of duties it will be replaced.
- b) Employee may elect to vary above quantities of individual items, provided they have adequate supplies and it does not exceed value of their order.

Head of Power

Occupational Health and Safety Act 1984, S19 and S20
Australian Standards AS/NZS 2210 – Footwear Safety Standards

Policy Name:**4.3** Harassment and Grievances**Department:**

Occupational Health & Safety

Date Adopted:

21 March 2013

Last Reviewed:

19 December 2019

Preamble Policy in relation to guidelines for the appropriate behavior of employees in the workplace.

Objective To provide an environment within the Shire of Bruce Rock free of bullying and harassment and to establish a clearly defined procedure for investigating complaints of bullying and harassment.

Policy **Part A - Harassment**

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Local Government, has a right to do so in an environment which is free from harassment and the Council is committed to providing such an environment.

Council considers harassment to be an unacceptable form of behavior which will not be tolerated and recognises that sexual harassment is unlawful.

Harassment includes –

- a) Sexual harassment – any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public –
 - i) Deliberate and unnecessary physical conduct such as patting, pinching, fondling, kissing, brushing against, touching
 - ii) Subtle or explicit demands for sexual activities or molestation
 - iii) Intrusive enquiries into a person's private life
 - iv) Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
 - v) Unsolicited leers and gestures of a sexual nature and the display within the workplace
- b) Bullying and intimidation, for example –
 - i) Abusive, insulting or offensive language by one or more persons to another or others
 - ii) Behaviour or language that frightens, humiliates, belittles, degrades, criticism that is verbally aggressive
 - iii) Inappropriate comments about a person's appearance, lifestyle or their family
 - iv) Teasing or regularly making someone the brunt of pranks or practical jokes
 - v) Interfering with a person's personal effects or work equipment
 - vi) Physical assaults or threats
 - vii) Behaviour that undermines, treats less favorably or disempowers others
 - viii) Excluding or isolating employees
 - ix) Constant criticisms or insults
 - x) Manipulating the impression of others to split the work group into taking sides
 - xi) Displaying, written or pictorial material which may degrade or offend certain employees

xii) Initiation pranks

xiii) Where bullying involves assault or threat of assault it becomes a police matter

Council recognises that harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of harassment in the workplace including general training of the workplace and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriate persons.

Any person making a claim of harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behavior has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by harassment will not have their employment status or conditions disadvantaged in any way.

A formal complaints/grievance procedure is adopted and will be utilised to resolve complaints of harassment.

Part B – Complaints/Grievance Procedure

All complaints of harassment will be treated confidentially and resolved promptly.

Wherever possible, the handling and resolution of complaints will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of harassment may occur between supervisor and employees and as such, alternative methods of raising complaints are provided for by this procedure.

1. A complaint of harassment may be lodged with any of the following persons –
 - Immediate Supervisor/Manager (except where this person is the alleged harasser)
 - A Nominated Grievance Officer (if applicable)
 - Chief Executive Officer
2. A person receiving a complaint of harassment will –
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.

- In a case where a union shop steward received the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant –
 - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
 4. If it is not possible to resolve the complaint simply by discussion with complainant and the alleged harasser.
 - The matter will be investigated and where the complainant or the alleged harasser is a member of the Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
 5. During the period of the investigation of a case of serious harassment, if requested by either party or by management, alternative working arrangements may be made.
 6. If, following investigation and resolution, a complaint is judged to have foundation –
 - Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the employee's personal file for a minimum period of 12 months, whereupon the record may be destroyed if so decided by the Chief Executive Officer.
 7. If, following investigation, a complaint is judged to have no foundations –
 - The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

Head of Power

Equal Employment Opportunity Act 1984

Policy Name:	4.4 Alcohol and Drug Policy – Fitness for Work
Department:	Occupational Health & Safety
Date Adopted:	20 October 2013
Last Reviewed:	19 December 2019

Preamble The Shire of Bruce Rock is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

Objective The objectives of the policy are to:

- Provide a safe working environment free from occupational health and safety hazards associated with inappropriate use of drugs and/or alcohol;
- Set out the Council's requirements in relation to the abuse of drugs and alcohol so that everybody is aware of what is expected of them and how they can expect to be treated;
- Use the policy as a deterrent for employees considering alcohol/drug use that may affect their work performance and compromise safety;
- Provide assistance through a range of preventative, educational, and rehabilitative measures to overcome alcohol and other drug problems that could affect individual performance or fitness for work;
- Provide a working environment which is conducive to productivity and to the achievement of business objectives by minimising the potentially harmful impact of alcohol and other drug consumption;
- Ensure that people who are deemed unfit for work as a result of alcohol or other drug misuse are dealt with in a fair and constructive manner;
- Ensure that the Shire of Bruce Rock meets its obligations to employees, contractors and the general public to carry out its operations safely in accordance with relevant legislation.

Definitions For the purposes of the Alcohol and Drugs Policy the following definitions apply:

- "Authorised person" means a person who has been trained and authorised by the CEO.
- "Authorised testing centre" means an accredited laboratory in accordance with Australian Standard 4308 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine) and as approved by the Council.
- "Confirmatory test" means a test conducted following the return of a positive screening test result to identify and quantitate the specific drug from the class of drug detected in the screening test.
- "Council" means Shire of Bruce Rock.
- "Cut-off level" in relation to alcohol and other drugs is a value at or above which the test result is considered to be positive and below which the test result is considered to be negative.
- "Employee" means any person employed by the Shire of Bruce Rock.
- "Employer" means the Shire of Bruce Rock.
- "Invalid sample" is a urine sample which is adulterated and/or which does not conform to the requirements of Australian Standard 4308.
- "Negative confirmatory test result" means a result indicating the presence of no drugs or the presence of drugs below the cut-off levels prescribed in this Policy.

- "Negative screening test result" means a result indicating the presence of no class of drugs or the presence of a class of drugs below the cut-off levels prescribed in this Policy.
- "Other person in the workplace" means any person who performs work for or on behalf of the Shire of Bruce Rock or any person who performs work on the premises or property of the Shire of Bruce Rock.
- "Policy" means the Shire of Bruce Rock Fitness to Work Policy as amended from time to time.
- "Positive confirmatory test result" means a result indicating the presence of drugs at or above the cut-off levels prescribed in this Policy and/or a test result and/or an action that is deemed by the Policy to be a positive confirmatory test result.
- "Positive screening test result" means a result indicating the presence of a class of drugs at or above the cut-off levels prescribed in this Policy.
- "Screening test" means an initial test to identify the presence of a class of drugs as prescribed in this Policy.
- "Valid sample" means an unadulterated urine sample that conforms to the requirements of Australian Standard 4308.

Policy

Both the Council and individual employees have obligations under the duty of care responsibilities in Occupational Safety and Health Legislation and at common law.

As an employer the Council is obliged to provide a safe workplace so that employees are not subject to unnecessary hazards. Part of this duty to take reasonable care relates to taking reasonable steps to ensure employees are in a fit state to work safely and to minimise risks to both themselves and their work mates.

Employees and other persons in the workplace have a corresponding duty under legislation to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks.

Employees have an obligation to advise the employer if they:

- Are unfit to perform work as a result of alcohol or drugs
- Are taking any medication that might affect their work performance
- Believe another employee or person in the workplace is unfit to perform work as a result of alcohol or drugs.

Application

The Alcohol and Other Drugs Policy applies to all the Shire of Bruce Rock employees or other persons performing work upon the premises or property of the Shire of Bruce Rock.

Misuse of Alcohol and Other Drugs

Everybody performing duties at the Shire of Bruce Rock is expected to act in a responsible manner and present themselves for work in a fit state. Accordingly, a person adversely affected by alcohol or drugs is not permitted on the premises.

Any person whose alcohol or other drugs test results exceed the limits set out in this Policy will be deemed unfit for work.

This Policy does not apply to prescription drugs which are used for their intended purposes as currently prescribed for the person using them and where use of such drugs does not adversely affect the person's ability to perform work in a safe and productive manner. All personnel who use prescribed drugs must report this to their manager and must also make the manager aware of any possible side effects.

This Policy does not apply to the moderate and responsible consumption of alcohol in accordance with the relevant Council procedure at Council business or social functions or in connection with business travel and entertainment.

Compulsory Drug and Alcohol Testing

Employees and other persons in the workplace are required to undertake alcohol and drug testing when, where and as required. This will include:

- Random testing
- Extraordinary testing
- Incident testing
- Fitness for Work testing
- Pre-Employment testing

Valid samples for the purposes of drug screening will comply with the requirements of Australian Standard 4308 for the collection, detection and quantitation of drugs of abuse in urine.

A screening test to identify the presence of alcohol will be conducted by breath analysing equipment that meets the requirements of Australian Standard 3547 (Breath alcohol testing devices for personal use) and the procedure used will be as recommended by the manufacturer of the device.

All drug testing shall be conducted at a Council approved testing facility. Authorised and trained persons will conduct all alcohol testing at the workplace.

Where an employee or other person in the workplace returns a positive screening test result a confirmatory test will be conducted.

A person who returns a positive screening test will not be permitted to remain in or return to the workplace pending the receipt by the employer of the confirmatory test result. Where a person is so required to leave the Council's premises or property the Council will ensure that it is in a safe and responsible manner.

A positive confirmatory test result will be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

A person who returns a negative confirmatory test result will be permitted to return to the workplace.

Random Testing

All employees and other persons in the workplace may be required to provide a sample for testing as a result of a random selection process. The Council reserves the right to amend and adjust the random selection process from time to time as appropriate.

All employees will be tested at least once in every twelve months.

Extraordinary Testing

An employee once found to have obtained a positive result in either drug or alcohol testing shall be required to undergo further urine testing at the rate of three extraordinary tests over six months not including normal selection for random testing.

The Council's Chief Executive Officer shall determine when extraordinary testing is to take place.

Incident Testing

Employees involved in significant incidents may be tested. Significant incidents may include, but are not limited to:

- Vehicle accidents
- Injuries treated by a medical practitioner
- Property/equipment damage
- Reportable near misses

Persons involved in such incidents will be tested for alcohol and/or drugs as per the procedures under this policy. They will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work.

A person who is required to provide a post-incident sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Fitness for Work Testing

Any employee who has reason to believe that another employee, a contractor's employee, or a visitor is under the influence of drugs or alcohol must report their suspicions to their supervisor/manager. If the supervisor/manager agrees that there is cause for suspicion they must arrange for the person to be removed from the workplace and undertake to provide a urine or breathalyser test. The employee reporting the suspicion will also be tested.

The person will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work. The persons who are required to provide the sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Employees have the opportunity to voluntarily self-test "without prejudice" at least 10 minutes prior to the commencement of work if they are in doubt of their fitness for work. An employee who removes themselves from the workplace prior to any incident or disciplinary action will do so either on annual or unpaid leave. Repeated events will be treated as a performance matter.

Pre-Employment Testing

All prospective employees shall be required to provide a urine sample that will be analysed for traces of prohibited or restricted drugs in accordance with Australian Standard 4308 as a pre-requisite for employment with the Council.

The prospective employee will be requested to declare to the person administering the test whether they are taking any medication, including prescription and/or non-prescription over the counter drugs.

Refusal to Undertake a Test

Refusal by an employee to submit to or cooperate fully with the administration of a drug and alcohol test will be deemed to be the same as a First Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice.

The employee will be given a verbal warning. This will be performed in accordance with the relevant Council procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

The employee will present themselves at an authorised testing centre within 24 hours of the first refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a Second Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice. The employee will be given a final written warning assuming there are no mitigating circumstances.

The employee will present themselves for another test within 24 hours of the second refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a Third Positive result. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case. Unless there are convincing arguments to the contrary, the individual may be dismissed without notice.

Provision of an Invalid Sample or Inability to Provide a Sample

An employee or other person in the workplace who provides an invalid sample for testing will be required to provide a valid sample for testing within 24 hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure the provision of a valid sample. In the absence of a medical explanation acceptable to the employer for the provision of an invalid sample, the provision of a second consecutive invalid sample will be treated as a Positive result for the purposes of this Policy.

Where an employee or other person in the workplace asserts that they are unable to provide a sample for testing, in the absence of an explanation acceptable to the employer and when given a reasonable timeframe, the person will be deemed to have returned a positive confirmatory test result for the purposes of this Policy.

Requirement to Declare Use of Drugs Prior To Testing

As part of the drug testing process where employees are on certain medication or prescriptions they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit for work. If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

Testing Levels

Alcohol

Range zero to less than 0.02%

Where an individual, after the 20-minute break, records a Blood Alcohol Content greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Other Drugs

The screening test cut-off levels are:

Class of Drug	Cut-off Level
Methylamphetamine and Amphetamine	500
Cannabis metabolites	50
Cocaine metabolites	300
Benzodiazepines	200

The confirmatory test cut-off levels are:

Class of Drug	Cut-off Level
Opiates	300
Codeine	300
Amphetamine	300
Methylamphetamine	300
Methylenedioxymethylamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200

As part of the drug testing process where Staff are on certain medication or prescriptions, they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit for work.

If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

Action in Relation to Test Results

First Positive

If an employee or other person in the workplace returns a positive confirmatory test result for the first time for other drugs then the following will apply:

- They will be provided with a copy of the laboratory drug and alcohol test results.
- The employee will be sent home on either annual leave or unpaid leave at the employee's choice.
- If management considers the test result to be a serious breach, management may commence appropriate disciplinary action in line with the recommended WALGA HR practices.
- This will be performed in accordance with the Council's relevant disciplinary procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.
- The employee shall enter into discussions with their manager and the CEO regarding the positive result. The employee may request a representative to be present in a purely observatory capacity.
- The Council will recommend to the employee that they seek medical and/or counselling help.

In the event of the positive result being for drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further test. If the test is positive, it will be treated as a Second Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Council premises and will not be permitted to perform work for or with the Council or to enter Council premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Council.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Second Positive

The below steps apply only if a first positive was not considered a serious breach, and the employee is not currently undergoing relevant disciplinary procedures. If a first positive is considered to be a serious breach, the HR process being undertaken will take precedence.

If an employee or other person in the workplace records a positive confirmatory test result for the second time for alcohol or drugs then the following will apply:

- They will be provided with a copy of the laboratory drug and alcohol test results.
- The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a final written warning.
- The employee shall present themselves as soon as possible to a panel consisting of;
- Direct Manager
- Chief Executive Officer, and
- Health and Safety Representative (employee's choice)

The objective of the panel is to discuss;

- Source of problem
- Explain the repercussions of a Third Positive test
- Reinforce the Fit to Work Policy
- Organise counselling and/or medical help

The employee shall undertake counselling and provide some proof or display an undertaking as to a change in lifestyle. The Counsellor shall decide when such proof or display is sufficient and when enforced counselling is over. Failure to complete enforced counselling or to provide sufficient proof of a change in lifestyle will result in disciplinary action up to and including termination of employment.

In the event of the positive result being for alcohol and drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further urine or breath test. If the test is positive, it will be treated as a Third Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be

at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Council premises and will not be permitted to perform work for or with the Council or to enter Council premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Council.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Third Positive

The employee will be immediately suspended from work without pay pending an investigation of the incident or occurrence. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case.

Unless there are convincing arguments to the contrary, the individual may be dismissed without notice. Where a person in the workplace other than an employee returns a positive confirmatory test result for the third time The Shire of Bruce Rock may refuse to permit the person to perform work for or on behalf of the Council or to perform work on the premises or property of the Council.

Disciplinary Record

Where an employee has not breached this Policy for a period of not less than 24 months the individual will be regarded as successfully rehabilitated and any future incident or occurrence will be treated as a First Positive.

Misconduct

The following behaviours shall be deemed gross misconduct and will be subject to instant dismissal:

- The possession, cultivation, distribution, sale, purchase, or consumption of illegal substances;
- The unauthorised consumption, sale or supply of alcohol;
- The possession, sale, distribution or consumption of prescription drugs except as properly prescribed;
- The use of alcohol or any other drug such that a person's work performance or ability to work safely may be jeopardised;
- Breaches of confidentiality;
- Tampering with an alcohol or drug test sample.

Counselling and Rehabilitation

All personnel will be offered the opportunity to seek appropriate counselling and rehabilitation services where the need arises. The Council intends in appropriate circumstances to help employees with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation.

However, no part of this Policy or any related procedures is intended to affect the Council's right to manage its workplace and discipline its employees or to offer employment or continued employment, nor to make the Council liable for the costs associated with counselling and rehabilitation.

If an employee feels they require assistance with a substance abuse or dependence related issue they may bring this to the attention of their Safety Representative, Supervisor or CEO. No disciplinary action will result from such a request, even if it is obvious that the Policy must have been previously breached, provided that the request is made well in advance of and not as a result of a drug and alcohol test.

Counselling and Rehabilitation, if required, can be arranged on a strictly confidential basis.

This may be arranged through other agencies as listed below:

Service Provider	Metro No.	Toll Free
Occupational Services (WA)	9225 4522	1800 198 191
Alcohol and Drug Information Service (24hrs)	9442 5000	1800 198 024
Alcoholics Anonymous (24 hrs)	9325 3566	
Narcotics Anonymous	9227 8361	
Parents Alcohol and Drug Information Service	9442 5050	1800 653 203

Ensuring Confidentiality

All employee information generated as a result of the implementation of this Policy will be safeguarded according to normal requirements for confidential human resource and medical information.

The information will only be provided to those people in the Council who have a legitimate need to know to ensure safety, health, or performance. No information relating to this Policy and identifying a particular individual will be released to any third party except with the individual's consent or to obtain professional or legal advice or if required by law.

Statistics will be compiled from time to time and made available to all staff. Any published statistics will not identify individuals.

Breaches of confidentiality shall result in the termination of employment.

Council Premises

Alcohol is allowed on Council owned residential property or accommodation units that constitute an employee's private accommodation.

To monitor compliance with this Policy the Council reserves the right to conduct searches, inspections and tests on Council premises in accordance with applicable law and without prior notice of the clothing, personal effects, lockers, toolboxes, baggage, vehicles and quarters of any person subject to this Policy.

If it is intended to conduct such a search the person/s concerned will be informed of the reason and be allowed to have another person present. The person conducting the

search should request another supervisor/manager to be present and all details must be fully documented.

Where any employee or other person in the workplace refuses to submit to a search, inspection or test the incident will be referred to the local authorities. Where any employee is found to be in possession of a prohibited item they will be subject to disciplinary action up to and including termination of employment. Any other person in the workplace found to be in possession of a prohibited item will not be permitted to perform work for or with the Council or to enter or remain on Council premises.

The possession, cultivation, distribution, sale, purchase or consumption of illegal substances on Council property, or while otherwise on Council business, will be considered a criminal matter, and be referred to the appropriate authorities. Such matters will be dealt with in accordance with the relevant Council procedure.

Client's Sites

Council employees on other clients' sites are required to abide by and cooperate with the requirements of the client's drug and alcohol policy and procedures. This includes, where required, undertaking alcohol and other drug screening and submitting to searches and inspections so long as they are conducted in accordance with applicable law.

In the event of an employee testing positive in these circumstances or being found in possession of a prohibited item, the employee should immediately contact their manager who will undertake to arrange safe transport of the employee to an appropriate location. The employee's manager should immediately contact the Council's Occupational Health and Safety representative. Council employees testing positive to alcohol or drugs on clients' sites will also be shown as a positive result on their drug and alcohol records at the Shire of Bruce Rock and the provisions of this Policy will apply.

Accountabilities

Chief Executive Officer and Executives

The Chief Executive Officer and Executives are accountable for ensuring the successful implementation and operation of the Alcohol & Other Drugs Policy. This will ensure that all employees understand and support the Policy and adequate resources are provided for appropriate education, training, counselling, and other requirements of the Policy.

Managers and Supervisors

Managers and Supervisors are accountable for ensuring that all individuals are aware of and comply with the provisions of this Policy and that the Policy is applied fairly and consistently to everybody in their areas of responsibility. This includes the provision of training, education, and other support programmes and periodic review of the implementation, application, and effectiveness of the Policy.

Managers and Supervisors also have responsibility for determining the fitness for work of individuals under their control and for taking prompt and appropriate action to address declining safety or work performance as a result of alcohol or other drug misuse. Failure to apply and enforce the Policy in a timely and effective manner will be treated as a performance matter.

All Managers and Supervisors will be appropriately trained to ensure their competency in handling these matters.

All Individuals

Everybody is accountable for:

- Ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Raising any concerns about their own fitness for work;
- Raising any concerns about another person's fitness for work with their Manager or Supervisor;

Notifying their Supervisor or Manager of any situation in which this Policy may have been breached. This includes unauthorised possession or consumption of alcohol or other drugs on site or during work and failure to provide details of prescription medication and associated limitations to carry out normal duties. Medical confidentiality will be maintained as appropriate.

Head of Power

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007 r.3 (1)(h)

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Policy Name:	4.5	Risk Management and Occupational Health and Safety
Department:		Occupational Health & Safety
Date Adopted:		10 March 2005
Last Reviewed:		19 December 2019

Preamble Policy in relation to Council’s commitment to risk management and occupational health and safety in the Shire of Bruce Rock.

Objective To show Council’s commitment to occupational health and safety in the Shire of Bruce Rock.

Policy The Shire of Bruce Rock regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers. The Policy of the Shire of Bruce Rock is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees’ health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Work towards compliance with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements by a process of continuous improvement.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

Employees have a duty of care to

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their supervisor.
- Co-operating positively in the fulfilment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Head of Power Occupational Health and Safety Act 1984

5. Health, Building and Planning

Policy Name:	5.1 Health Policy for Shire Events
Department:	Health, Building and Planning
Date Adopted:	19 October 2005
Last Reviewed:	19 December 2019

Preamble Health Policy for Shire-run activities and events.

Objective To outline a Health Policy for Shire-run events.

Policy The Shire of Bruce Rock is committed to improving the health and well-being of its Councillors, employees and the community by supporting the provision of healthy environments.

1. Tobacco Policy

The Shire recognises that smoke free environments protect non-smokers from harmful effects of environmental tobacco smoke (passive smoke) and contribute to reducing tobacco consumption levels.

- 1.1 All Shire programmes/events and functions held at a Shire location will be smoke free. This includes all indoor areas and nominated outdoor areas. Priority for the hosting of Shire events/ activities will be given to venues/organisations that have a smoke free policy in place.
- 1.2 Tobacco products will not be sold in conjunction with any Shire events/functions and venues that allow the sale of tobacco products will not be chosen to host Shire activities if possible
- 1.3 Any person, either employed by or representing the Shire will limit smoking whilst acting in an official capacity.

2. Food and Catering Policy

The Shire understands and recognises the importance of good nutrition and the role it plays in maintaining and improving health. It is policy that:

- 2.1 Where food is available at Shire functions and activities, healthy alternatives will be offered. This includes the provision of foods low in fat, high in fibre and with substantial fruit and vegetable content.

3. Alcohol and Other Drugs Policy

In the interest of the health and safety, the Shire will support strategies to minimise harm from alcohol and other drug use.

Alcohol

On occasions where Shire serves alcohol in conjunction with function or event, the Coordinator will;

- i) Ensure that alcohol is not served to persons under the age of 18 years or to intoxicated patrons.
- ii) Provide alternatives such as lower strength and non-alcoholic beverages (including water).
- iii) Ensure that food is available when alcohol is served.

iv) Provide water for consumption at no or minimum cost.

4. Other

The use of illicit and performance enhancing drugs will not be allowed at any activities or events under the control of the Shire.

5. Sun Protection Policy

The Shire recognises that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure.

5.1 Staff and Councillors representing the Shire will always be actively encouraged to act as positive role models by adopting sun smart behaviours e.g. wearing long sleeved shirts, hats and sunscreen (Slip, Slop, Slap).

5.2 Where practicable activities and events to be held outside of the hours of 10.30am to 3.00pm.

5.3 Sunscreen may be made available to participants and spectators by the Shire.

5.4 Participants and spectators will be encouraged to make optimum use of natural shade or other shade structures where provided.

6. Mental Health Promotion

Mental health promotion involves any action taken to maximise well-being in individuals and communities, it involves fostering a sense of belonging through improving social, physical and economic environments as well as enhancing the coping capacity of individuals and communities. While mental health promotion opportunities can occur at any time, the Shire will endeavour to support positive mental health promotion of individuals and the community through supportive strategies which;

- encourage individuals to participate in Shire activities (**Act**)
- encourage individuals to become volunteers in the organisation (**Belong**)
- encourage individuals to be more broadly involved in other community events and environments (**Commit**)
- encourage removal of economic or social barriers to participation
- encourage positive role modelling of values, behaviour and interests
- encourage participants, volunteers and organisers to treat people with respect, equality and openness.
- Proactively address instances of bad practice
- Proactively reward instances of good practice
- Encourage the support for building capacity in mental health promotion through proactively supporting training and developmental workshops and programs.

Head of Power Nil

Policy Name:

5.2 Moveable Buildings

Department:

Health, Building and Planning

Date Adopted:

21 December 2006

Last Reviewed:

19 December 2019

**Shire of Bruce Rock Local Planning Scheme No.3
Moveable Buildings Policy****1. Discussion**

The Council is experiencing an increase in the demand for more affordable housing types within the Shire. These 'affordable' housing types are often in the form of moveable, recycled and converted shed type structures. The Council is keen to restrict these types of dwellings amongst the existing residential areas as they are considered inappropriate to, the standard of existing housing stock, and the expectations of residents or owners already established in the area. The Council considers it reasonable to protect existing owners' investments in the town from development that may detract from the amenity of the residential character.

2. Definitions

A **permanent** building is generally not designed to be moved and includes the following;

- a) **'Site Built'** structures are built on location as new permanent structures. They are of traditional appearance with pitched rooves and typical house layout, designed to accommodate families.
- b) **'Relocated'** dwellings are structures that have previously been constructed on a site elsewhere. The structures that are relocated are not necessarily designed to be relocated.

A **moveable** building is generally any structure capable of being transported from one location to another. There are three basic types as follows;

- a) **'Transportable'** structures are those designed and constructed at a location other than where they are intended to be established. For example, dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
- b) **'Donga Type'** structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those (such as ATCO, Western Portables or Durabuilt units) with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.
- c) **'Containers'**. These structures, although considered 'buildings' by definition under the Building Code of Australia, are solely constructed to transport other goods. They are not in themselves designed, nor suitable, for storage of goods in an urban environment. A container includes 'seainers' and other large vessels designed to carry and be carried on specially designed vehicles or transporters.

3. Background

Due to the historic uncertainty in the permanence of mining activities, and the mobility of mining operations, the establishment of permanent workforce accommodation in the region may not always be desirable or viable.

The use and reuse of moveable buildings is common. The downside of this trend is that the building stock may be second-hand, may contain undesirable materials like asbestos, and may be visually out of harmony with existing buildings in the locality. Many other Councils are not permitting buildings within their districts which contain asbestos. Without the appropriate controls Bruce Rock could become a 'dumping ground' for such structures.

To ensure that the Council has the opportunity to consider such proposals, all applications for moveable buildings, as defined above, shall require the Council's Planning Consent prior to the issue of a Building Licence.

The Council has delegated authority to its Building Surveyor to determine Applications for Planning Consent for all applications for **transportable** and **relocated** dwellings in zones of the Scheme where dwellings are permitted.

4. Policy

4.1 Council Policy on Moveable Buildings

- a) All applications for moveable buildings, as defined above, shall require the Council's Planning Consent prior to the issue of a Building Licence. Generally, the Council is not in favour of the use of moveable buildings, especially in the townsite areas, however the Council will consider each application on its merits.
- b) The Council shall not permit the establishment, occupation or erection of **donga type** structures for residential purposes within a Townsite Boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce. In these circumstances it may be argued that the development is not a permanent improvement and may justify the use of such structures. In this case the Council must be satisfied that the development will not detract from the amenity of the surrounding area.
- c) The Council will only permit **donga type** structures for uses *other than* residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.
- d) The Council will only permit **site built** and **relocated** structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.
- e) The Council will not permit the storing or use of a '**container**', as defined above, within a townsite area, other than in the areas zoned 'Industrial'. The Council considers the appearance, scale, and materials of these structures to be inappropriate for use in an urban environment and are therefore in conflict with the objectives of the Scheme.
- f) The Council may give special consideration for the use of '**containers**' outside the townsite areas of the Shire. In these circumstances the Council will need to be satisfied that there is no viable alternative to the use of these structures, and that the location of the '**containers**' will not detract from the amenity of the locality.

4.2 Measures to ensure Compliance with Planning Consent

When an application for Planning Consent for a Moveable Building is considered by the Council, or the Building Surveyor, that Consent may be granted subject to conditions requiring the applicant, or owner, to:

- a) lodge a bond or bank guarantee with the Council. The bond or bank guarantee will provide the surety for the completion of the moveable building to a standard acceptable to the Council;
- b) specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council.
- c) obtain a special building licence of a specified duration.

5. Objective of Policy

- a) To maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire.
- b) To ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality.
- c) To ensure that the moveable buildings, established within the Shire, do not use materials considered by the Council to be unacceptable (eg. asbestos).
- d) To avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas.
- e) To prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.
- f) To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of '**containers**' within the non-industrial areas of the townsite.

Head of Power Nil

Policy Name:	5.3 Outbuildings Maximum Size
Department:	Health, Building and Planning
Date Adopted:	21 June 2007
Last Reviewed:	19 December 2019

Preamble Outbuildings in Residential Areas

Objective To control the size and height of outbuildings in residential areas.

 To ensure that the construction of an outbuilding does not detract from the general aesthetics of the residential area.

Guidelines Applications not meeting the above criteria and/or of a contentious nature to be referred to Council for determination.

 Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Policy Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Bruce Rock.

 Outbuildings that:

- a) Comply with the Building Code of Australia 2007 (as amended);
- b) Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed.
- c) Are not attached to a dwelling;
- d) Are not habitable;
- e) Are not within the primary street setback area;
- f) Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;
- g) Are setback in accordance with the requirements of the Residential Design Codes;
- h) Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in the table below –

LOT AREA (m ²)	MAXIMUM SINGLE OUTBUILDING (m ²)	TOTAL OUTBUILDINGS (m ²)	MAXIMUM WALL HEIGHT	MAXIMUM RIDGE HEIGHT
500 – 749	46	62	2.4	3.6
750 – 999	73	97	3.0	3.6
1000 – 1249	94	125	3.0	3.6
1250 – 1699	117	156	3.0	3.9
1700 – 2049	130	202	3.0	3.9
2050 – 2999	143	262	3.3	4.2
3000 – 5000	157	375	3.6	4.5

SEA CONTAINERS

1. All sea containers and other similar structures proposed to be located within the townships of the Shire of Bruce Rock require the planning consent and a building license from Council prior to their placement on land. Sea containers may only be placed in the area behind the dwelling. Sea Containers cannot be placed adjacent to the dwelling or behind the front of the dwelling
2. Sea containers and other similar structures used for temporary storage during the conduct of building works will be exempt from these requirements, provided that the following criteria are achieved:
 - The structure is only being used for the secure storage of materials, plant, machinery or building equipment on a building site;
 - The building site has a current planning approval and/or building licence;
 - Construction works are actively being undertaken on the site and do not lapse for any period greater than 30 days;
 - The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines;
 - The structure may not be permitted on the building site for a period longer than 6 months, unless the special approval of Council is obtained; and
 - The structure is removed from the building site at the completion of the building works.
3. The Shire of Bruce Rock will only permit one x 20 foot (12.5m) x 2.4m width x 2.4m height sea container per residential property. The sea container must be in good painted condition

(within last two years) with operational locking systems and free from rust; be secured to the ground by footings of 600mm x 600mm using a rated chain and lock system; have a colour scheme similar to that of the dwelling; and be removed once the current owner/tenant vacates the property.

4. In determining applications for the placement of sea containers, Council shall have regard to the following designation of use symbols and prohibitions for certain zones and Reserve land in town-sites of the Shire of Bruce Rock, made in accordance with Shire of Bruce Rock Local Planning Scheme No. 3 –

<i>Residential zone</i>	<i>“D”</i>
<i>Commercial zone</i>	<i>“P”</i>
<i>Light Industry zone</i>	<i>“P”</i>
<i>General Industry zone</i>	<i>“P”</i>
<i>Town-site zone</i>	<i>“D”</i>
<i>Reserve Land</i>	<i>“D”</i>

“P” – Permitted

“D” – not permitted unless special approval given by Council subject to conditions being complied with

5. ***In determining applications for the placement of sea containers, Council will require the following information be provided by the applicant:***

- The necessary application for planning consent and building license application forms;
 - A site plan showing the proposed location of the structure in relation to boundary setbacks, natural features and existing buildings;
 - A written submission detailing the proposed works to be undertaken to improve the visual amenity of the structure; and
 - Any elevation drawings considered appropriate; and
 - Payment of the relevant application fees.
6. As sea containers and other similar structures may have an adverse effect on the visual amenity of an area, their location in Residential, Shop or Office zones will only be supported if the structure is compliant with this policy.
7. All sea containers and other similar structures shall comply with the following design and location criteria:
- a) The structure should be located so it has low visibility from any road and/or adjoining property, observing all setback requirements contained in Council’s Town Planning Scheme No. 1.
 - b) The structure should be located behind existing buildings and/or screening vegetation and not be located in front of the established or proposed building line.
 - c) The structure must be painted in a colour to blend with adjacent buildings or in an earth tone to blend with the natural landscape and vegetation.
 - d) The Council may consider the location of the structure in a position where it may be visible from any road or adjoining residence, or isolated from the existing buildings on a property, when the external appearance of the structure is substantially modified (which may include roofing, cladding and/or painting) so as to conceal its appearance as a sea container.

- e) No more than one sea container or similar storage structure will be permitted on a property.
 - f) Sea containers or similar structures shall not be used for habitation purposes.
 - g) Sea containers or similar structures may not be made permanent fixtures on the land except on properties zoned ‘General Industry’ or ‘Light Industry’
 - h) The structure shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.
 - i) The structure shall not compromise or obstruct vehicle or pedestrian sight lines, thereby creating a public safety concern.
8. The Council reserves the right to approve the siting of a sea container or other similar structure on a property for a fixed period of time. Following the expiry of this approval period, the property owner is responsible for seeking the renewal of the temporary approval.
9. The Council reserves the right to revoke any approval for the siting of a sea container or other similar structure on a property where it is compromising the amenity of an area or impacts on public safety.
10. The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

Head of Power Planning and Development (Local Planning Schemes) Regulations 2015

Policy Name:	5.4 Waiving of fees
Department:	Health, Building and Planning
Date Adopted:	19 May 2016
Last Reviewed:	19 December 2019

Preamble Policy in relation to guidelines for waiving of fees.

Objective To put in place guidelines for staff to follow, regarding the situations Council will consider waiving hire/accommodation/usage fees.

Policy The schedule of fees and charges is set annually by Council during the annual budget process. Staff cannot change or amend these fees and charges without it being approved at Council by absolute majority.

Council have the authority to waive a fee if they choose. For an item to be brought to Council, the request must be put in writing to the Shire office by one week before the Council meeting. Common fees that we receive request to be waived include: accommodation, hall or venue hire fees and equipment hire fees such as chairs and tables.

All requests to waive a fee must be received in writing.

Instead of bringing each request to Council, the following guidelines are first followed in regards to the waiver request:

1. Where the fee or charge involves both direct revenue and expense for the Shire, the request be refused. An example of this would be the caravan park chalets, where waiving the accommodation fee would result in \$0 revenue for the Shire, however the cleaners would still be required – resulting in a net loss to the Shire. The Shire Hall has been explicitly excluded from this as the cleaning costs may vary by situation.
2. Where the request is made by a profit making entity or by a group trying to profit from the event, the request be refused.
3. If the request is for an individual or non-profit group holding a charitable event or non-profit event for the benefit of the community, the request be considered.
4. That in the case of the Shire Hall, the amount of cleaning required after the event is considered and if it is expected to be less than 30 minutes of the cleaners time the request be taken to Council.

For the purposes of this policy, a non-profit event is considered to be an event where all of the funds raised go to a registered charity and would not include local fundraising events for sporting or other community interest clubs.

Head of Power Local Government Act 1995 s6.16 (imposition of fees and charges)
Local Government Act 1995 s6.12 (power to defer, grant discounts, waive or write off debts)

Policy Name:	5.5	Payment of Subsidy for Connection to the Septic Tank Effluent Disposal Scheme (STED)
Department:	Health, Building and Planning	
Date Adopted:	19 July 2018	
Last Reviewed:	19 December 2019	

Preamble Outlining conditions for the payment of a subsidy for residential and commercial plumbing connections to the Septic Tank Effluent Disposal Scheme (STED) Scheme.

Objective To outline the conditions whereby Council will provide a subsidy paid directly to the licensed plumber on the connection of the property’s septic system to the STED Scheme, as provided by the Water Corporation.

Policy Council agrees to provide a financial subsidy to property owners within the STED Scheme area to connect to the STED Scheme within 3 years from the date the Water Corporation deems the Scheme operational, subject to the following;

- The subsidy to be paid will be;
 - i. \$1,000 for the owners of residential or commercial properties;
 - ii. \$1,250 for the owners of residential properties that are registered Seniors with the Shire under the Pensioner Rebate Scheme; or
 - iii. \$1,500 for the owners of residential properties that are registered pensioners (including Seniors with Commonwealth Senior Health Cards) under the Pensioner Rebate Scheme.
- The subsidy will be payable direct to the licensed plumber after the works have been completed and the invoice issued to the property owner and a copy provided to the Shire Administration Office.
- Council will “supply only” appropriate sand or fill for the decommissioning of the land owner’s leach drains.
- The decommissioning of the leach drains must be completed in a manner approved by the Environmental Health & Authorised Officer (EH&AO) as required under the *Health (Apparatus for the Treatment of Sewerage) Regulations 1974*.

The STED Scheme area is bounded by Noonajin Road, Dunstal Street, Swan Street and Johnson Street.

Head of Power Local Government Act 1995, s.6.2

6. Community Facilities

Policy Name:	6.1 Bruce Rock Recreation Centre
Department:	Community Facilities
Date Adopted:	13 March 2012
Last Reviewed:	19 December 2019

Introduction

The Bruce Rock Community Recreation Centre has recently undergone a major upgrade.

1. Synthetic Bowling Green & Amenities
2. Outdoor Netball & Basketball Courts
3. Football Oval
4. Cricket Field
5. Hockey Field
6. District Club
7. Kitchen
8. Main Hall/ Stadium
9. Change rooms
10. Storage Room
11. Tennis Courts & Amenities
12. Squash Courts
13. Hockey Turf

To ensure that the complex operates in an efficient and effective manner, gives the best value to customers and is maintained to the highest standard, this document will set out terms and conditions of use and maintenance of all facilities.

This facility has been funded by grants and Council funds and remains the property of Council except where there is a written lease, other parties will have control of their areas.

Each sporting group have an individual Memorandum of Understanding with Council.

This document will spell out the designated uses for each area and the roles of key personnel.

- **Bruce Rock District Club Inc**

(See attachment 1; lease Shire of Bruce Rock & Bruce Rock District Club Inc.)

The Club has a lease over the area as identified in their lease with Council which involves the club area, toilets and meeting room. Although not in the lease, the club manages the kitchen.

- **Kitchen**

As previously mentioned, the kitchen is managed by the Club. All bookings are to be done through the Club Manager. The kitchen is to be used appropriately and at all stages to be cleaned after use. This is to be policed by Club management and failure to adhere to the standard required you may lose your bond.

Council has agreed to hire a commercial cleaner prior to winter sports and at the end of winter sports to provide a professional clean standard.

Kitchen users need to note that vehicle access to the kitchen via the oval is now not allowed. All deliveries will be via front entrance, trollies are in the kitchen to help with heavy items.

All kitchen users are to provide their own dish cloths and washing liquid.

Liquid for the dishwasher will be provided by the Bruce Rock District Club.

The key to the front door is the same as the kitchen door.

- **Main Sports Hall / Pavilion**

This area caters for Netball, Basketball, Agricultural Show, Badminton, Volleyball and various events.

The main user at this time will be Netball, they will require the court one-week night for training and Saturday home games.

Other users will need to book through the Shire office.

- **Change rooms**

There are 5 main change rooms.

- 1 and 2 Home and Visitors change rooms**

- These are to be administered by the local Football Club and are to be kept neat and tidy.

- 3, 4 and 5 other change rooms**

- These are to be allocated to the Hockey Club and Netball Clubs and are also to be kept neat and Tidy.

- **Store Room**

The large storeroom to the south of the building will have lockable cages which will be available to the clubs. These cages will be lockable and the only key will be held by the clubs.

Council will utilise some of this area for the storing of Council property. All clubs will have a key to the southern doors for entry to the cage area.

- **Squash Courts**

There are three squash courts in the squash area, this area will be secure and looked after by the Squash Club. Access to a change room and toilets will be via the south of the building.

General

Keys

Clubs with designated areas will have keys issued to them for the area they control and will be responsible to ensure the areas are secure.

To ensure security, keys can only be obtained through the Council. All other keys to areas will need to be booked out by users at the Shire Office.

Bookings

Booking of all venues must be made through the Shire Office. Clubs who have submitted fixtures will be allocated keys.

Cleaning

Council will be responsible for cleaning the premises once a week. All other cleaning is to be carried out by the clubs.

- *Change rooms – Council will clean Friday, club to clean after Friday and training.*
- *Main Hall – Council to clean Thursday or Friday, clubs to clean after game and training.*

Management

Management, day to day maintenance and upkeep, will be via Council's Recreation Centre Manager.

Insurance

The Shire of Bruce Rock covers insurance on the building as well as public liability. However, it is up to the individual clubs to have their own content and players insurance and public liability insurance.

Reporting of Major Maintenance and Alterations

Any major maintenance or alterations to the building must be reported to the CEO for information and approval of expenditure to repair.

Respect

These high-class facilities have been provided at little cost to the users, it is expected that users treat the facilities with respect and ensure that damage is not caused unnecessary.

Head of Power Nil

Policy Name:	6.2 Turf Infrastructure Replacement Fund
Department:	Community Facilities
Date Adopted:	20 April 2017
Last Reviewed:	19 December 2019

Preamble	Policy in relation to the replacement of sporting surface and infrastructure at the Bruce Rock Recreation Centre.
Objective	To ensure that all sporting groups utilising the Bruce Rock Recreation Centre make a contribution to the replacement of their respective playing surfaces and infrastructure.
Policy	<p>A Memorandum of Understanding (MOU) will be established between the Shire of Bruce Rock and each individual sporting group and will include the annual contribution amount to be made to the fund by each club for their specific playing facility.</p> <p>The Shire of Bruce Rock will make a contribution of 50 cents for every dollar contributed to the fund up to the amount of \$2,000 per sporting group per year.</p> <p>All contributions will be held in the Shire of Bruce Rock’s Sporting Clubs Facility Replacement Reserve Account.</p> <p>Contributions must be made by the 15th March each year to ensure that funds are accruing as much interest as possible.</p> <p>In the event of extenuating circumstances that the said sporting group is unable to contribute a proposed amount in any given year, written notification must be provided to the Shire of Bruce Rock outlining why the contribution cannot be made by the 15th March and when the contribution is likely to be made.</p>
Process	<p>Contributions will be made to the Shire of Bruce Rock Sporting Clubs Facility Replacement Fund by the date set out in each individual MOU between sporting groups and the Shire of Bruce Rock.</p> <p>Annually, by the 31st March, each sporting club will be given a financial statement of interest earned and contributions in reserve.</p> <p>Prior to the funds being utilised for the replacement of a sporting facility, the affected sporting clubs will be notified of the intention to withdraw funds from the reserve for that purpose. The notification will include details of the proposal for the replacement.</p>
Head of Power	Local Government Act 1995 (Financial Regulations) 1996

Policy Name:	6.3 Community Bus Hire Policy
Department:	Community Facilities
Date Adopted:	20 October 2016
Last Reviewed:	19 December 2019

PREAMBLE Policy in relation to hiring of the Bruce Rock community bus.

OBJECTIVE To provide guidance with regards to the hiring of the local community bus.

POLICY The purpose of the community bus is to provide transport for local community groups, particularly those based in Bruce Rock.

The bus has a carrying capacity of 21 passengers without wheelchairs, or 17 passengers and 1 wheelchair. Disabled access is via the rear of the bus.

The bus is housed in a shed situated at the Bruce Rock Shire Depot, with the entrance off Noonajin Rd, Bruce Rock. The Shire of Bruce Rock will ensure that the bus is serviced and refuelled prior to hire.

The Shire's insurance policy provides cover for any organisation who hires the bus on the condition that the nominated driver has the necessary licence to drive the vehicle.

Booking Procedures

- Bookings must be made at the Shire Office – 56 Johnson St Bruce Rock, Ph 9061 1377.
- The Bus Hire Form and Hirer Condition of Use are to be completed and returned prior to a booking being accepted, as well as a copy of the Driver's Licence of the nominated driver of the bus. Frequent users/drivers may store this information in our records if they choose. If they choose to retain their information with us, they will not need to complete this for every hire.
- The Vehicle Log Book is to be filled out by the volunteer driver or group organizer. This book is to remain on the bus. The shire staff will initial next to the start and finish kilometres to confirm the mileage has been accurately logged.
- Any organization/individual hiring the bus will be required to pay a bond as confirmation of the booking. The bond will be withheld should any damage occur, or if the interior of the bus is not cleaned on return. Should the keys to the bus be lost, the cost of repairs or replacement will be deducted from the bond. In the event that these costs are more than the bond, the Hirer/group will be invoiced for the difference.

Limitations of Hire

- There is to be no smoking on the bus
- The Shire reserves the right to cancel any bookings to enable the bus to be serviced or repaired.
- The interior of the bus is to be cleaned by each hirer/group at the conclusion of the journey.
- The driver must have an appropriate F or LR class licence.

- Drivers must have 0.00% blood alcohol content and not be under the influence of drugs (prescription medication excluded).
- During extended use, the hirer shall check the oil, water and tyres daily.
- Any damage to the bus must be reported to the Shire office as soon as possible.

Cancellation/ Not returning the bus by end of booking

The bus is sometimes required by multiple community groups during the same week, or even on the same day. To discourage groups from booking the bus on an ‘in case’ basis, and thus precluding other groups from booking the bus a fee of \$100 will be charged if the bus booking is cancelled less than three days before the booking. A fee of \$100 will be charged if the bus is not returned by the end of the booking.

Keys

It is the responsibility of the Hirer/Group to ensure that the keys are collected from the Shire of Bruce Rock Administration Office at 56 Johnson St, Bruce Rock during working hours on the last working day before the vehicle is booked. Should this not be suitable, arrangements must be made with staff prior to collection day.

Fees and Charges

Fees and Charges are reviewed annually as part of the Shire’s budget process and can be found in the Shire of Bruce Rock Schedule of Fees and Charges.

The Charges are applied as per the above in the following categories:

- Per kilometre charge Bruce Rock resident groups
- Per kilometre charge non-Bruce Rock resident groups
- Cleaning fee (per hour)
- Penalty for non-cancellation advice
- Penalty for not returning bus by end of booking
- Bond

Head of Power None

Policy Name:**6.4** Hire of Buick**Department:**

Community Facilities

Date Adopted:

20 April 2017

Last Reviewed:

19 December 2019

Preamble

Policy regarding the hire of the Buick Motor Vehicle.

Objective

To give Council guidelines in respect to the hire of the Buick motor vehicle for use within the Shire of Bruce Rock.

Policy

The hire of the Buick motor vehicle will be as per the following guidelines;

1. Vehicle to be driven by Shire Representative
2. Vehicle not to be driven outside the Shire of Bruce Rock
3. Vehicle not to be driven on unsealed roads without the prior written permission from the CEO

The hire fee as determined in the List of Fees and Charges will cover the fuel and driver for a period of four hours.

HEAD OF POWER

Nil

7. Community Development

Policy Name:	7.1 Procedure for Community Grant Applications
Department:	Community Development
Date Adopted:	20 July 2006
Last Reviewed:	19 December 2019

Preamble	Policy for completing grant applications for community groups.
Objective	To ensure Council staff are not completing entire community grant applications.
Policy	<p>The following guidelines are to be followed for community grant applications;</p> <ul style="list-style-type: none">• Council staff will notify community groups of any grants on offer that they feel could be useful for the community group, in a timely manner• Community groups may discuss grant application with staff however community groups will be responsible for collecting information, quotations and other material relevant to the grant application• Community groups are to ensure that enough time is allowed to complete the application• Community groups may fill in details on application and Council staff will type up application in required format, however adequate time must be allowed for this.• Council will forward application on behalf of community group by post, facsimile or email.• Council staff will also retain a copy of the application for the community group's reference.
Process	<p>Council staff will forward all information to community groups regarding grants and funding opportunities on offer.</p> <p>Council staff will assist community groups however all investigatory and collection of quotations and other materials must be carried out by community groups.</p> <p>Council staff will type up grant applications however all questions must be answered by community group and must be given to staff with adequate time to complete the application. Applications received the day before the closing date may not be completed on time due to other commitments of staff.</p> <p>Council will retain a copy for their records and also give the community group a copy of the application for their reference.</p> <p>Council will auspice any grant application from a community group who do not have the resources to manage funds.</p>
Head of Power	Nil

Policy Name:	7.2 Community Development
Department:	Community Development
Date Adopted:	20 September 2012
Last Reviewed:	19 December 2019

Preamble Policy in respect to the engagement of the community.

Objective To give Council guidelines in respect of engaging the community. This will help the Shire of Bruce Rock make better decisions which reflect the interests and concerns of potentially affected people and entities.

Definitions

Community – those who live, work or recreate in Bruce Rock.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”.

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

1. Information sharing processes, to keep the community informed and promotes understanding.
2. Consultation processes, to obtain feedback.
3. Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
4. Collaborating with community members in each aspect of the decision making process.
5. Empowering the community.

Policy

The Shire of Bruce Rock is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

The Shire of Bruce Rock is a proactive organisation which has a willingness to listen to and value what community members have to say about an issue, and through community engagement, seeks to use the ideas, knowledge and skills of members of the community to enhance its decision making.

Community engagement assist the Shire of Bruce Rock to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

Principles for Community Engagement

The following principles apply to all community engagement undertaken by the Shire of Bruce Rock;

<p>Focus and commitment</p>	<ul style="list-style-type: none"> • The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire’s decision-making process. • Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified. • The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
<p>Transparency and openness</p>	<ul style="list-style-type: none"> • All community engagement processes will be open and transparent. • Comment will be documented and analysed. • The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other’s perspectives.
<p>Responsiveness and feedback</p>	<ul style="list-style-type: none"> • The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary. • The best interest of the community will prevail over the individual or vested interests.
<p>Inclusiveness, accessibility and diversity</p>	<ul style="list-style-type: none"> • Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process. • Community engagement process will be open to all those who wish to participate.
<p>Accountability</p>	<ul style="list-style-type: none"> • The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
<p>Information</p>	<ul style="list-style-type: none"> • Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
<p>Timing</p>	<ul style="list-style-type: none"> • Community engagement will be undertaken early enough in the process to ensure that participants have

	<p>enough time to consider the matter at hand and provide meaningful feedback.</p> <ul style="list-style-type: none"> • All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
Head	<p>Resources</p> <ul style="list-style-type: none"> • The Shire will allocate sufficient financial, human and technical resources to support community engagement.
	<p>Evaluation</p> <ul style="list-style-type: none"> • The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

of

Power Nil

8. Fire and Emergency Services

Policy Name:	8.1 Bushfire Brigades and Governance Structure
Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	19 December 2019

Preamble Policy relating to Bushfire Control Officers

Objective To specify which Council Staff, Councillors and Community representatives are able to carry out specific actions in relation to the Bush Fires Act.

Policy **Bushfire Control Officers**
Fire Control Officers for the Shire of Bruce Rock are to be the Chief Bush Control Fire Officer, Deputy Chief Bush Fire Control Officer, Shire President, CEO, DCEO and Captains of the brigades or their representatives and any other person officially designate by the Bush Fire Advisory Committee.

Officers Responsible for Weather Readings

Officers responsible for weather readings are the CEO and DCEO. If the CEO and DCEO are both unable to complete this on any given day they may delegate this duty to Bushfire Control Officers or other Shire administration staff only after consultation with the Chief Bushfire Control Officer.

Weather readings must be carried out in accordance with **Policy 8.2 Harvest Bans**.

Annual Meeting of Bush Fire Brigades

The Bush Fire Advisory Committee ("BFAC") meets in October and March each year. Brigades are encouraged to hold AGM's prior to the October meeting.

Training

All Fire Control Officers are to attend the Fire Control Officers course.

The individual brigades are to encourage members to receive training in accordance with DFES' recommended training pathways. Local Brigade Captains are responsible for ensuring their members are trained to a reasonable level.

If requested, the DCEO can provide assistance in organising local training with the DFES Area Manager.

Entering the Fire Ground

Anyone attending the scene of a bush fire incident within the Shire of Bruce Rock must register with the Chief Bush Fire Control Officer on scene. Failure to register at the fire ground may mean the volunteer is not covered by Bush fire insurance. All Bush fire Control Officers and Brigade Captains are asked to check if volunteers at a fire ground have registered their attendance.

Head of Power Bush Fires Act 1954

Policy Name:	8.2 Harvest Bans
Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	19 December 2019

Preamble Policy relating to Harvest and Movement of Machinery Bans.

Objective To state the means by which harvesting and Movement of Machinery Bans are imposed.

Policy Harvest bans will be placed after tests are completed by the Fire Weather Officers or their representatives.

32 on the McArthur Grassland Meter (MGM) is considered high by the Shire of Bruce Rock and a Harvest and Movement of Machinery Ban shall be placed when a reading on the MGM is at or above 32.

When using the Kestrel Weather Meter, the following procedures to be followed;

- a. **Air Temperature** – The meter must be held in the hand for a minimum of one minute and exposed to the sun.
- b. **Wind direction and speed** – The meter must face the wind direction for at least one minute and an average wind speed must be obtained and multiplied by 1.25, and
- c. **Relative Humidity** – The meter must be exposed to the weather for at least one minute to obtain a proper reading.

Process Council will enforce a “Harvest Bans”, and “Movement of Vehicle Ban” Vehicles will only be allowed in paddocks for the purpose of tending and watering of livestock.

The following are to be contacted if there is a need to place a harvest ban:

ABC Radio, Triple M, and the following CBH bins –Bruce Rock, Yarding, Shackleton, Korbalka, Ardath and Ainsworth (if open that year)

The Harvest Ban Hotline 9061 1600 is to be updated with the placing or lifting of any bans.

An SMS will also be sent out to notifying of the placement or lifting of a ban.

When a fire (harvest related or not) breaks out within, or extremely close to, the Shire of Bruce Rock, an immediate harvest ban will be placed within the Shire of Bruce Rock following consultation with the Chief Bush Fire Control Officer (“CBFCO”) or a delegated person. If the CBFCO or Deputy CBFCO cannot be contacted, the ban will be placed at the discretion of the CEO or DCEO.

Movement of Vehicles in Paddocks during Harvest Bans

The movement of vehicles can occur during a harvest ban if the movement is for tending of livestock and there are two able bodied persons and a tanker of 400L of water.

Head of Power Bush Fires Act 1954

Policy Name:**8.3** Fire Permit Procedures**Department:**

Fire and Emergency Services

Date Adopted:

19 July 2018

Last Reviewed:

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 & 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

Policy Name:	8.4 Burning on Sundays and Public Holidays
Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	19 December 2019

Preamble	Policy relating to Burning on Public Holidays and Sundays during a restricted burning period.
Objective	To ensure burning is carried out when the district will be in a state of readiness.
Policy	<p>There will be no burning within the Shire of Bruce Rock on a Sunday or gazetted public holiday during the restricted burning period.</p> <p>The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, may also, at their discretion place a ban on burning on other days if they deem sufficient emergency fire services may not be available within the Shire.</p> <p>Example would include</p> <ul style="list-style-type: none"> • Easter Saturday- while not a public holiday it is common for volunteer services to be away over Easter • When volunteers have been called to assist at a fire ground in another Shire or district, leaving limited local services remaining.
Head of Power	Bush Fires Act 1954

Policy Name:	8.5 Firebreaks
Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	19 December 2019

- Preamble** Policy relating to Firebreaks.
- Objective** To ensure protection intended by the firebreak provisions is provided and to protect the Shire of Bruce Rock against a liability claim.
- Policy** Pursuant to the powers contained in Section 33 of the Bushfires Act 1954, you are hereby required on or before 25th October and thereafter up to and including 15th March to have firebreaks clear of all inflammable material in accordance with the following;
- a) Rural lands, being all land outside townsites, firebreaks are required to be –
 - i. Not less than three metres wide for each 400Ha area inside, and within 10 metres of the external boundaries.
 - ii. Not less than three metres wide and within three metres of the perimeter of all boundaries and / or haystacks, or groups of buildings
 - b) Townsite land –

Meaning all land within the gazetted townsites of Bruce Rock, Shackleton, Ardath and Babakin.

 - i. Where the area of land is 2,000 square metres or less. All inflammable materials from the whole of the land are to be slashed, ploughed, scarified, cultivated or chemically treated so as to negate any potential fire hazard. This is to be done by reducing any vegetation fire hazard to a maximum height of 10cm. All slashed material is to be removed.
 - ii. Where the area of the land is more than 2,000 square metres, a firebreak of not less than three metres in width, immediately surrounding any building or not less than three metres wide inside, along and within two metres of the external boundaries of the land is required. Firebreaks must be constructed and contained within the property: footpaths and roads or road verges will not be accepted as firebreaks.
 - c) Fuel pumps and depots – remove all inflammable material from all land where fuel drum ramps or dumps are located and where fuel drums, whether containing fuel or not, are stored to a distance of at least five metres outside the perimeter of any drum, ramp or stack of drums.
 - d) The Acts referred to a) to c) herein must be performed to the satisfaction of the duly authorised officer of the Shire of Bruce Rock.
 - e) If it is considered impracticable for any reason to clear firebreaks or to remove flammable material from the land as required by this Notice, you may apply to this Council or its duly authorised officer not later than 14 August in any year for permission

to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land.

- f) The penalty for failing to comply with this Notice is a fine of \$5,000 or a prescribed penalty of \$250 on service of an infringement notice and a person in default is also liable whether prosecuted or not to pay the cost of performing the work.

Head of Power Bush Fires Act 1954

9. Works and Services

Policy Name:	9.1 Vehicle and Fuel Usage Policy
Department:	Works and Services
Date Adopted:	15 December 2016
Last Reviewed:	19 December 2019

Preamble Policy in relation to usage of provided Shire fuel facilities.

Objective To stipulate conditions for the usage of Shire Vehicles and Shire Fuel Facilities.

Policy

Use of Vehicles

All employees who drive shire vehicles must be licensed for the class of vehicle they are operating and must be under the legal limit for alcohol or drugs. This includes ensuring their license is current, the address on the license is correct and they abide by any conditions on their license (eg P plates/ wearing glasses).

In addition, the employees must also do the following when in possession of a Shire vehicle

- make all reasonable endeavours not to overload a vehicle
- not drive the vehicle if it appears unsafe/unroadworthy
- not drive the vehicle if they are medically unfit

If a vehicle is involved in an accident/incident or near miss while in the employees possession, it is the employees duty to notify their immediate supervisor.

If an employee notices a vehicle requires maintenance it is their responsibility to notify their supervisor and workshop mechanic as soon as practical.

Private Use of Vehicles

The Shire provides some workers who have access to a vehicle during work hours with the private use of that vehicle outside of work hours. Staff who are provided with private use of their vehicles will have been given authorisation in a letter from the CEO or DCEO.

The Shire employee who has been granted private use of the vehicle must be present in the vehicle at all times it is being driven unless:

- another Shire employee is using the vehicle during work hours;
- express written permission has been provided for another person to drive it by the CEO or Deputy CEO; or
- it is considered an emergency.

Fuel

The Shire of Bruce Rock provides a fuel facility for the employees during the course of their work. The Shire provides fuel for the usage of these vehicles for work purposes. Some employees provided with a vehicle may use the vehicle outside of work hours. This permission must be given in writing in the employee's engagement letter or contract. Fuel may be provided for private use or limited private use, permission must be made in writing or be included in the employee's engagement letter or contract.

There are three ways the Shire provides fuel:

1. Diesel fuel facility at the Shire Depot on Noonajin Street
2. Great Southern fuel card for use only at the Great Southern fuel facility in Bruce Rock (unleaded vehicles).
3. Great Southern fuel card for use of employees travelling to and from Perth on Shire business.

Diesel Facility

The diesel facility is located at the Shire Depot on Noonajin Street, Bruce Rock. Each vehicle is allocated a fuel card. When the vehicle is filled the vehicle's card must be swiped and the employee number of the person filling the vehicle entered. This allows the diesel to be tracked by both vehicle and employee.

Employees who have been allocated Shire vehicles may fill their vehicles at the depot fuel facility at any time. If they are using their vehicles for private purposes and need to purchase fuel while outside of the Shire they are responsible for paying for their own fuel.

Great Southern Fuel Card (allocated)

Currently there are two vehicles owned by the Shire which run on Unleaded Petrol (ULP). These are currently allocated to:

- Town Doctor
- Skeleton Weed Co-ordinator
- There is a third card issued which is kept in the safe of the administration building and signed out for small plant use and bus hire

As the depot no longer operates an ULP facility, these employees have been provided with a Great Southern Fuel Card. These cards are specific to the employee and will not be used for other vehicles.

These are only to be used at the Great Southern Fuel Facility in Bruce Rock. Receipts for fuel usage must be provided to the Finance Officer on a weekly basis.

Great Southern Fuel Card (general use)

It is recognised that on occasion, employees will have to travel outside of the Shire for work purposes (for example travelling to Perth or Northam to pick up a vehicle). For these purposes the Shire will allow the employee the use of the Shire Fuel Card. In these instances, the card must be signed out of the safe by the user and an authorised manager. The date, vehicle and purpose of the trip must be recorded. When the card is returned it must be signed back in by the employee and another staff member and the receipt provided to the Finance Officer.

Head of Power

Nil

Policy Name:	9.2 Employees' Private Use of Plant and Equipment
Department:	Works and Services
Date Adopted:	2 August 2013
Last Reviewed:	19 December 2019

Preamble This policy in relation to guidelines for the private use of Council plant and equipment by employees. This does not include private use of vehicles granted under employment contracts, which is covered under the Vehicle and Fuel Usage Policy.

Objective To provide guidelines for the use of Council's plant and equipment by employees for personal works. The policy will ensure that the best interests of the Shire are upheld and reduce the risk of exposure to liability involving employees and the use of Council's plant and equipment.

- Policy**
- a) That large plant (eg) 8T truck, backhoe, skid steer, loaders and the like only be provided for use by a Council employee, with approval from the Manager of Works and Services or delegated Manager and the use is restricted to their Council rental property or privately owned principal place of residence within the Shire of Bruce Rock.
 - b) That small plant (eg) whipper snippers, lawnmowers, chainsaws, hand tools and the like be allowed for use by Council employees to carry out maintenance on their Council rental property or privately owned principal place of residence within the Shire of Bruce Rock, this must be upon approval from the Manager of Works and Services or delegated Manager.
 - c) Employees are not able to use any Council owned plant or equipment to make a commercial profit or financial gain.
 - d) Employees may use Council owned plant and equipment, with approval from the Manager of Works and Services or Chief Executive Officer to assist with local sporting and community groups busy bees so long as it is carried out on a voluntary basis.
 - e) Employees operating Council plant and equipment for private use must be adequately experienced, trained, licensed or qualified to operate the item that they are utilising.
 - f) When using Council plant and equipment there is a zero tolerance towards the consumption of alcohol or other substances while under operation. Strictly no smoking permitted in plant.
 - g) Plant and equipment may only be borrowed outside of normal operating hours and must be returned prior to the commencement of the next business working day.
 - h) All plant and equipment must be returned in a clean and tidy manner and any damage reported immediately to the Manager of Works and Services.

Head of Power N/A

Policy Name:	9.3 Dust Suppression Treatment of Unsealed Roads
Department:	Works and Services
Date Adopted:	2 August 2013
Last Reviewed:	19 December 2019

- Preamble** The process to handle requests for suppressing dust on unsealed roads adjacent to dwellings.
- Objective** To allow Council’s consideration of un-scheduled road sealing to solve dust and public health problems due to unsealed roads.
- Process** To be eligible for consideration, a dwelling is required to be within 50 metres of an unsealed road, and the land owner to contribute 50% of the costs towards the solution.
- Council needs to approval the application as part of the Annual Budget Process and will only approve one request per financial year.
- Policy** The following guidelines are to be followed for handling requests for dust suppression on unsealed roads;
1. Depending on the availability of finance in any one year and Council’s road upgrade priorities, if approved by Council, the Council will contribute 50% of the cost of construction, an appropriate length of seal, between 300 metres to 500 metres, if that land owner contributes the other 50% of the cost of the works to be carried out.

A similar 50/50 cost splitting can also apply to drainage and road works including a second coat seal, which is not related to a land owner’s residence, and where Council’s asset will be improved by such sealing.

If the land owner is not prepared to contribute 50% of the cost, then the requested works will only be considered along with other priorities in the Council’s Annual Works Programme.
 2. Requests for sealing roads on a shared basis are to be referred to Council, if approved will be placed on record and funded in order of merit, if this is economically efficient or when finances are available.
 3. The total payment of the Council’s calculated contribution towards the upgrade must be received from the land owner before any works are carried out.

4. Council at its discretion may allow the land owner to pay the full amount up front and agree to refund 50% of the cost in the next year's budget, should the owner wish to carry out the works to the Council's specifications.
5. The rate payer must submit a written application to the council by, November each year requesting consideration, for inclusion to be placed on the Council's annual Works Program.
6. Council will only approve one request per financial year.
7. If more than one application is received in a financial year, applications will be assessed in order of merit, as determined by Council.

Head of Power Nil



Central East Wheatbelt Aged Support and Care Regional Solution/s

Element 8

November 2012

Prepared for:

Central East Aged Care Alliance



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About the authors

Doug Faircloth, Director

Doug has been the Lead Consultant for this project.

Doug has many years of experience in customer service and organisational development in commercial and not-for-profit settings. He has worked with Verso Consulting for over 8 years and has been a Director of the practice for seven years. As a Senior Consultant with Verso, his capabilities contribute strongly to the provision of community consultations, market research, service reviews and learning programs for Verso clients, as well as expertise in program and service evaluation.

Doug has worked with governments at all levels, peak bodies, community service organisations, private providers and independent research organisations.

Jodie McNair, Research Manager

Jodie has been a key contributor in relation to data analysis and report writing, as well as undertaking a key liaison role for this project.

Jodie has over six years consulting and service planning experience with Verso Consulting. Prior to commencing with Verso, Jodie held a number of key positions with a major international not-for-profit organisation where she enacted key communication roles and was involved in policy development and quality control.

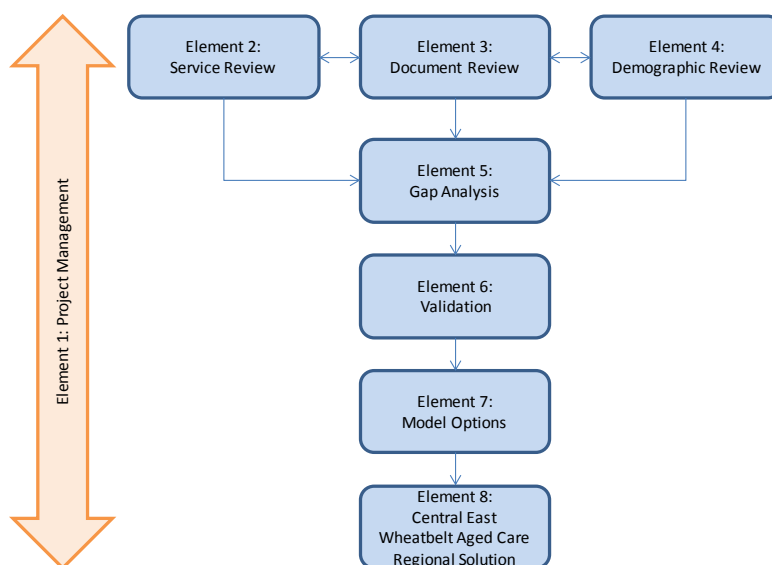
During her time with Verso, Jodie has undertaken a diverse range of feasibility and community profile analyses. Her capacity to identify detailed insights

within population needs has been utilised by many organisations, including analysis of existing service provision options in order to inform business case development for service establishment/expansion.

About the report

This report comprises Element 8, the final report, and is based upon a staged approach as detailed in the project diagram below:

Figure 1: Project Diagram



The report builds on the findings of the research activities, which have been tested and validated by a broad range of stakeholders. Further detail regarding research activities and the outcomes are available in the Central East Wheatbelt Aged Care Needs Study, September 2012.

Executive summary

Context

Project Brief

Central East Wheatbelt Aged Care Regional Solution was commissioned to develop clear direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the region.

Critical Assumptions impacting on the project

The consultants bring the following critical assumptions to the Central East Wheatbelt Aged Care Solution. These assumptions have been identified as broad issues and insights that apply to the delivery of aged care services, with some insights particularly focused on rural aged care. They are:

- All people have the right to choose where they age, including the right to age in their own home
- A functional aged care system reduces avoidable hospitalisation of older people
- The social and physical inclusion of older people in rural communities will add to individual wellbeing and community sustainability
- Sustainable rural/remote aged care models can be adapted for the Wheatbelt
- “Aged care” includes appropriate dementia care

Dementia Care Deficit

The support of older persons living with dementia has been identified as a particular deficit in the Central East Wheatbelt. The needs study includes data relating to the future estimates of dementia within the Central East Wheatbelt. The estimates are that by 2022, 131 persons will be living with dementia. The needs study also identifies that 78.2% of care recipients in residential aged care across Australia have dementia or a mental illness. It can be concluded that addressing dementia in the sub region is a critical element of the plan.

Sustainability

The ‘ideal’ arrangements for the delivery of a sustainable alternate model of aged care in the sub region will be difficult to achieve in the short term as:

- Multiple models are operating to deliver HACC, Community Aged Care and Residential Aged Care
- Restructuring will impact on the MPS model and require a restructuring of the hospital to occur to redirect funding and services for older people
- Restructuring the MPS model at most sites would not facilitate sufficient mass to support an alternate sustainable model

- Communities are strongly committed to the retention of their hospitals many of which are reliant on aged care for ongoing viability thus changes to aged care in the hospital may result in the hospital being reclassified

The current models of service provision - MPS and mainstream service provision (Baptist Care and Dryandra Lodge) and the funding inequities (as detailed in the needs study) require all parties involved to work together to develop a platform that will deliver the quality and quantity of services required by the Central East Wheatbelt. The Solution addresses the rationale for reform and provides clear targets.

The Integrated Aged Care Solution (s)

The integrated solution draws on the research phases of the project and reflects the aspirations of community members to remain in their local community as they age and to maintain independence for as long as possible. The solution has been developed with direct reference to contemporary policy, leading practice and considers the practical issues of funding, workforce and infrastructure requirements. The solution has been directly referenced to sustainability principles. The solution builds up from the four strategies;

- The continued development of age friendly communities,
- The further development of older persons housing,
- Broadening community aged care
- Reshaping residential aged care.

The solution conceptually considers the interface with the health system and in particular the reform agenda of The Southern Inland Health Initiative (SIHI). The solution also builds on and makes best use of existing community capacity and infrastructure.

Each strategy of the solution could be instituted without the other; however by layering each strategy, one upon another, each strategy supports the next with ever increasing impact and inherent synergies.

Age Friendly Community

An Age Friendly community builds on the Social Determinates of Health. This approach to population health is also an important and foundational idea proposed in SIHI models. This may be expressed in health promotion. An example would be actions/programs that support greater opportunities and education regarding the benefits of moving around - particularly walking. In the age friendly community strategy this same idea may include creating pathways, reducing tripping hazards in public places and improving access to shops and essential services.

Areas of focus in developing the Age Friendly Strategy include:

Areas of focus include:

- Walking and cycling routes
- Streets
- Local destinations
- Open space
- Public and other transport

- Supporting infrastructure
- Fostering community spirit

A significant deficit has been identified as discussed in the Needs Study relating to transport options for older people. An action detailed in the recommendations is the development of an integrated transport plan for CEACA.

Aged Persons Housing

The aged persons housing strategy builds on the age friendly community strategy. The optimum outcomes from this strategy will occur when both the age friendly community strategy and when 'ageing in place' in the housing have been enacted. Recent studies¹ in the rural WA consultation conducted across the CEACA area have identified the critical role that older persons housing plays in supporting older people to remain in the community of their choice. This includes the capacity of older persons to move from a rural property to their local town and for older people living in unsuitable housing in town to move to more suitable housing matched to their needs, choice and aspirations. The availability of suitable aged person's housing in the Central East Wheatbelt townships will provide an alternative to people who may have moved away and options for people seeking to move into communities. By ensuring older persons housing is developed in each township a platform will be created that directly links community aged care to the community through the ageing in place strategy. Key elements of the strategy include:

- 'Ageing in place' in the context of aged persons housing describes the capacity to receive the full range of community aged care services commonly available to older Australian's;
- Design elements that support the possibility that older people may become progressively more disabled (universal design).

Particular design features identified through current studies² into housing preferences include:

- 2 bedrooms
- Study/activity room
- Ensuite
- Small Garden
- 1 or 2 Car bays/garage
- Garden and home maintenance

A range of ownership options have been proposed in response to issues identified through the consultations, demographics and other research activities these include: Lease For Life, Resident funded units, Rental arrangements and social housing. To provide the full menu of ownership options the housing provider will need to operate under the Retirement Living Act. Most current older persons housing providers in CEACA operate a social housing model.

¹ Aged Care Plans for Beverly, Quairading, Wyalkatchem, Boddington Verso Consulting (2012)

² Verso reports and studies developed for the Shires Quairading, Beverly and Carnarvon 2012

Community Aged Care Strategy

Within the full range of community aged care options, as articulated in the Living Longer Living Better Aged Care Reforms, there is significant scope to imagine a future aged care landscape in the Central East Wheatbelt where older persons are regularly receiving up to and including nursing home levels of support in the community. Within this vision it is imagined that older persons will be able to enter a system that supports a continuum of care from the most basic HACC service through to palliative care in the home. The Commonwealth's design of community aged care and respite services will support the provision of dementia care in a community setting.

The community aged care strategy sits within a broader integrated strategy that includes:

- Age Friendly Communities - for each Local Government Area
- Appropriate older persons housing (with ageing in place strategy)- located in each Local Government Area
- Community aged care, respite and palliative care - delivered in each Local Government Area
- Health services that integrate with the community aged care programs and enhance the effectiveness of services delivered - accessible to residents of each Local Government Area

Well developed community aged care services have the potential to:

- Delay or reduce the need for entry into residential aged care
- Reduce the fear of older persons in the community regarding being 'made to go to residential aged care' and also increase the likelihood that older persons will engage with aged care services earlier and when they can be more effective
- Increase the health of older persons and reduce their need to access health services

The Community Aged Care Strategy is focused on delivering aged care in the manner that most people choose; that is to receive aged care at home. At any point of time 37% of the older persons across the community will be receiving community aged care compared to 8.6% who will be admitted into residential aged care. The strategy focuses on: benchmark service levels, quality, geographic coverage, and achieving the structure of community aged care detailed in Living Longer Living Better.

Residential Aged Care Strategy

The vision for the Central East Wheatbelt is to provide Residential aged care services that are consistent with the Commonwealth's plan for Residential Aged Care as detailed in Living Longer Living Better. In the Central East Wheatbelt this may include services delivered by WACHS through the MPSs and services provided by a private provider(s). A critical element of the Central Eastern Wheatbelt solution is the integration of four strategies; Age Friendly Communities, Older Person's Housing, Community Aged Care and Residential Aged Care. The four strategies when integrated and coordinated will deliver high quality, equitable and the expected/required levels of care. Residential aged care has been the major, and for some community members, the single focus of attention regarding service shortfalls in 'aged care'. The needs study demonstrates that responding to the needs of the sub region requires a more comprehensive and integrated approach. The vision for the residential aged

care component of the strategy incorporates the principles as detailed in Section 1 of this report and summarized as follows:

- Principle 1: The importance of place
- Principle 2: Community life
- Principle 3: Community's sense of ownership
- Principle 4: Focus on the Person
- Principle 5: Choice
- Principle 6: Equitable Access
- Principle 7: Practicality
- Principle 8: Viability

The Residential Aged Care vision, regardless of who the provider is, includes these elements:

- The provision of dementia care; secure indoor and outdoor areas and features in the built form that reduce anxiety and maximise the quality of life for residents in at least one location in the sub region - this strategy is linked with support to improved dementia diagnosis as detailed in the community care strategy
- The provision primary health and many secondary health services to residents within the aged care facilities
- Integration with telehealth - increasing access to specialist diagnosis, treatment (e.g. geriatric assessments as developed by Prof. Len Gray)
- The delivery of the expected range of lifestyle/recreational services
- The capacity to support palliative care in the facility
- Reasonable access to all residents (care recipients, carers, family and friends) of the Central East Wheatbelt (this may also be aided by the proposed integrated transport strategy)
- Capacity to support the special needs of all persons in the designated special needs groups.
- Ageing in place (the capacity to receiving increasingly higher levels of care as required without moving)
- Appropriately trained and sufficient staff e.g. Personal Care Assistants with Cert III and Cert IV in aged care with specific competencies in dementia and medication administration
- A built form that meets contemporary standards for residential aged care
- That is integrated as part of an 'end on end' system; Home support (inc. HACC) → Community Care Packages → Residential Aged Care

There are challenges related to achieving the vision which include the current arrangements for residential care. The models are:

- MPSs, the predominate mode of residential aged care (61 beds Eastern Wheatbelt and 8 Bruce Rock)
- Dryandra Lodge (26 beds)

Dryandra Lodge provide residential aged care under mainstream funding, reporting and quality requirements that are significantly different to the

provision of residential care delivered through the MPS. This arrangement is an anomaly to the normal arrangement in an area served by MPSs. The normal arrangement is an ALL IN model; all health funding and aged care (including HACC) funding bundled together to achieve a single pool from which services are flexibly provided according to the needs of the community. Dryandra Lodge's independent status was acknowledged and accepted when the MPS arrangement were first negotiated. When the ALL IN arrangement is compromised it would normally require an MPS status to be reassessed leading to the hospital being reclassified (an MPS can not retain that status unless it provides residential aged care). It is probable that Dryandra Lodge could expand its services without compromising the current MPS arrangement. If an alternate Approved Provider to WACHS (MPS model) was to establish a new residential facility in the CEACA region this would impact on the MPS model and possibly on the ongoing viability of some hospitals.

The other barrier affecting the MPS is operational and funding inequities. Key findings are:

- Current funding provided by the Commonwealth to support the mixed aged care services in the MPS is significantly lower than the mixed funding available to mainstream residential aged care providers such as Dryandra Lodge;
- While the demographically driven demand for new residential and community aged care services has increased significantly and it will grow at an increasing rate over the next five years, growth funding from the Commonwealth to MPSs in WA has not; therefore there is an increasing gap between funding and demand.

The implications of the funding gap means that it is unlikely that the MPS will be able to increase the volume of services required to meet the growing demand in the Central eastern Wheatbelt unless the issues are robustly addressed by DoHA and WACHS.

The solution for Aged Care in the Central East Wheatbelt through the instrument of the other 3 strategies will result in entry to residential aged care being delayed or not being required at all for a greater portion of the population than is the current experience.

By 2022 the CEACA area will require 121 residential aged care beds in total which will be comprised of an additional 26 beds all of which will need to be ageing in place beds. Within the next 10 years the following is likely to be required in relation to residential beds in the CEACA area:

- All residential beds will be ageing in place
- Ageing in place will require that most existing beds in the 'lodges' to be decommissioned
- A significant dementia care focus and capacity will be required - this will mean that existing facilities will need to be rebuilt/altered and suitable secure outdoor areas will also be required (this may render a number of hospital/facilities obsolete)
- An estimated 60 new beds will be required by 2022 to achieve the vision as described in this section - 26 to replace decommissioned low care 'lodge beds'³, 8 to replace decommissioned hospital beds that cannot be

³ Needs Study CEACA Section 4.1.1 Assessment for Entry into Aged Care through the MPS

appropriately upgraded and 26 new beds to respond to the increased aged population

- At current costs \$15 to \$20 million will required to construct the new beds

The vision for residential aged care will not be achieved without a commitment of the major stakeholders to reshaping residential aged care in the CEACA area including the implications and or opportunities to reshape the hospitals. Key stakeholders include: WACHS, DoHA, Dryandra Lodge, and possibly other approved providers.

Integration with Health

The integrated aged care strategy has been developed to facilitate and integrate with leading practice in health services, potential service changes being delivered through SIHI and the existing health services delivered through the MPSs.

Governance

Governance can simply be defined as ‘decision making and accountability mechanisms’⁴.

Significant parts of the Aged Care Solution are operated under governance arrangements that are regulated by funding bodies and the various Act’s under which they operate. A summary of the broad range of governance applicable to the solution are identified in the decision making and accountability mechanisms matrix for each of the strategies that include:

Age Friendly Community

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Audit of community for all elements of age friendly community	Common tools and approach	Local Government	Community clubs/ orgs	Local Government
Development of plans or refinement of existing plan	Peer review	Local Government	Services (Medical, Health/SIHI, Aged Government)	Public Transport HACC Volunteer Drivers
Development of governance for planning for and then operating shared facilities, equipment or services	Template Agreements Peer Support Coordinated approaches	Local Government	Commercial services	Community clubs/ orgs WDC RDA Services (Medical, Health, Aged Government)
Implementation of plans	Common approach to grants for capital funding Advocacy	Local Government		Commercial services St John’s RFDS
Monitor Implementation	Information	Local Government		

⁴ Trade Training Centres in Schools - Governance and Financial Models, Department of Education and Early Childhood Development, March 2009, p11

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
of Age Friendly Community Plan excluding transport plan	Peer support			
Improve and redevelop plan	Common approach to grants for capital funding Advocacy Information Peer support	Local Government		
Development of a regional integrated transport plan	Coordinate Plan development and Implementation Advocate Common approach to grants for capital funding	CEACA Public Transport St John's Local Government (own buses etc.) HACC/WACHS Volunteer Transport	Each Local Government Member of CEACA Public Transport HACC Volunteer Drivers St John's RFDS	As Above
Monitor Implementation of transport plan and Improve				

Older persons Housing

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Review current stock - demand - and priority areas based on Aged Care Solution findings and plan	Identify the degree to which stock meets current requirements Current and future plans of current Housing Orgs Wait lists Covenants on current stock Pricing Undertake a common community survey	CEACA	Each Local Government that makes up CEACA WDC RDA WA Dept of Housing	Residents of current stock Existing older persons Housing Orgs Aged care Service providers Local Government WDC RDA WA Dept of Housing The community 55+ years
Development of ageing in place, multiple ownership options, quality older persons housing plan including the	Develop a coordinated approach to common development, ownership and integration	CEACA	Existing older persons housing owners: Trusts, Foundations, Community Organisations, Local Government,	Potential residents Residents of current stock Existing older persons Housing Orgs

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
business case	Common approach to marketing		Dept of Housing Possible new Housing provider	Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions
Identify and allocate/ acquire land and capital funding	Develop a common approach land and capital Advocate Acquire capital commitments Manage Royalties or other Capital applications	Local Government	RDL (crown land) Royalties for Regions Dept of Housing	Potential residents Residents of current stock Existing older persons Housing Orgs Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions
Development of older persons housing across CEACA: with ownership options, ageing in place, with a quality required by the community This development includes staged planning	Manage coordinated approach Form a legal entity to deliver older persons housing vision <i>or</i> appoint a regional housing provider to develop/ operate as required Manage relationships and approach with existing providers as required Coordinate new arrangements with existing providers are required/ invited	CEACA Housing Provider	Each Local Government Entity Funder	Potential residents Residents of current stock Existing older persons Housing Orgs Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Management of older persons housing across CEACA and ongoing staged development: with ownership options, ageing in place, with a quality required by the community	Monitor Progress and performance against agreements with provider	Housing provider	Local Government Funder	Potential residents Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions

Community Aged Care

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Ensure Community Packaged Care Program is delivered according to the Living Longer Living Better architecture and consistent with benchmarks levels applicable to the CEACA sub region.	<p>Advocate using the findings of this report</p> <p>Ascertain how the MPSs will deliver the Living Longer Living Better Community Aged Care Approach</p> <p>Form agreements MOUs to ensure future planning and operations align with the Housing and Aged Friendly Community Strategy</p>	<p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p>	<p>Housing Provider (s)</p> <p>Residential Care Provider (s)</p> <p>Local Government</p>	<p>Local Governments</p> <p>WDC</p> <p>RDA</p> <p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p> <p>Housing Provider (s)</p> <p>Community Members</p>
Ensure Home Support Program is delivered according to the Living Longer Living Better architecture and consistent with benchmarks levels applicable to the CEACA sub region - currently part of bundled funding through the MPS	<p>Advocate using the findings of this report</p> <p>Ascertain how the MPSs will deliver the Living Longer Living Better the Home Support Program</p> <p>Form agreements MOUs to ensure future planning and operations align with the Housing and Aged Friendly</p>	<p>WA Health (HACC)</p> <p>WACHS</p>	<p>DoHA</p> <p>Housing Provider (s)</p> <p>Residential Care Provider (s)</p> <p>Local Government</p>	<p>Local Governments</p> <p>WDC</p> <p>RDA</p> <p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p> <p>Housing Provider (s)</p> <p>Transport Providers</p> <p>Community members</p>

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
	Community Strategy			
Ensure that the Community Aged Care Strategy is integrated with health services	Facilitate connections/ links with the other elements of the Solution and the providers	Aged Care Providers WACHS Local Councils	Housing Provider (s) Residential Care Provider (s)	As Above

Residential Aged Care

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Ensure that Residential Aged Care is delivered according to the Living Longer Living Better structure and the benchmark levels are delivered in the CEACA sub region.	<p>CEACA facilitate a joint working party with RDA and WDC with WACHS, DoHA, WA HACC and Dryandra Lodge</p> <p>Advocate using the findings of this report</p> <p>Ascertain how the MPSs will deliver the Living Longer Living Better</p> <p>Facilitate agreements with key stakeholders</p> <p>Ascertain what arrangements and approaches will be used in regard to restructuring aged care in MPSs, for beds that become redundant and growth arrangements</p>	Aged Care Providers WACHS DoHA	Housing Provider (s) Residential Care Provider (s) Community Care Providers Local Government Community Reference Group	Local Governments WDC RDA Aged Care Providers WACHS DoHA Housing Provider (s) Community Members
Develop alternate and creative options	Work with the joint working party with reference to the report and innovations already tested in other locations and developing new approaches	Aged Care Providers WACHS DoHA	As above	As above
Ensuring workforce development strategies are implemented	Work with the joint working party with reference to the report and	Aged Care Providers WACHS	As above	As above

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
that facilitate the community aged care, housing and aged friendly strategy	innovation already tested in other locations	DoHA		
Supporting approaches that contribute to Dryandra Lodge's viability and capacity to respond to a portion of the identified need for additional residential aged care and dementia care	Work with the joint working party and Dryandra Lodge	Dryandra Lodge WACHS DoHA	Housing Provider (s) Community Care Providers Local Government Community Reference Group	Local Governments WDC RDA Aged Care Providers WACHS DoHA Housing Provider (s) Community Members
Facilitate the context for the Residential Aged Care Strategy to be integrated with health services particularly maximizing the benefits of reforms initiated through SIHI including the capacity to make best use of telehealth and increased primary health care	Work with the joint working party and particularly SIHI and local HSMs	WACHS including; Management, SIHI and local HSMs.	Housing Provider (s) Residential Care Provider (s) Community Care Providers Local Government Community Reference Group	As Above
Develop of local boards for each MPS	Work with WACHS to develop local Boards to increase involvement of community and key stakeholders in the planning and performance assessment of the MPS	WACHS	WA Health HACC	Local Governments WACHS DoHA Community Members

Recommendations

There are five primary recommendations; they are:

Recommendation 1: Accept the findings and implications of this report

Recommendation 2: Implement an Age Friendly Community Strategy

Recommendation 3: Realise an Older Persons Housing Strategy

Recommendation 4: Realise the Community Aged Care strategy

Recommendation 5: Realise the Residential Aged Care strategy

The recommendations have been developed giving consideration to; the needs study and complex governance issues. The recommendations have also been developed after consultation throughout the project with the key decision and policy makers to determine what approaches that are likely to be supported and the steps that may be required to realise the full vision of an integrated aged care solution.

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1 Context

1.1 Project Brief

Regional forums conducted with 43 local Governments in the Wheatbelt in 2010 highlight Housing and Aged Care as issues being of regional significance. Other issues identified were telecommunications, transport and health; all of which impact the delivery of quality aged care services.

The 11 LGAs in the Central East Wheatbelt who participated in the forums identified the urgent need to address current issues surrounding aged care and the problems their individual communities face. They are seeking to develop a holistic regional solution to allow aging residents to remain in the region for as long as possible.

To this end a project to develop the Central East Wheatbelt Aged Care Regional Solution was commissioned. The final report is to provide the Central East LGAs clear direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the region.

The solution is to be developed with specific reference to the Living Longer Living Better Aged Care reforms. The solution is also to be referenced to and to consider the opportunities and impact of the Southern Inland Health Initiative.

1.2 Aged Care Context

1.2.1 Critical Assumptions impacting on the project

The consultants bring the following critical assumptions to the Central East Wheatbelt Aged Care Solution. These assumptions have been identified as broad issues and insights that apply to the delivery aged care services, with some insights particularly focused on rural aged care. They are:

- All people have the right to choose where they age, including the right to age in their own home
- A functional aged care system reduces avoidable hospitalisation of older people
- The social and physical inclusion of older people in rural communities will add to individual wellbeing and community sustainability
- Sustainable rural/remote aged care models can be adapted for the Wheatbelt
- “Aged care” includes appropriate dementia care

The support of older persons living with dementia has been identified as a particular deficit in the Central East Wheatbelt. The needs study includes data relating to the future estimates of dementia within the Central East Wheatbelt. The estimates are that by 2022, 131 persons will be living with dementia. The needs study also identifies that 78.2% of care recipients in residential aged care across Australia have dementia or a mental illness. It can be concluded that addressing dementia in the sub region is a critical element of the plan.

1.2.2 Guiding Principles

A series of guiding principles were suggested by the consultants to support decisions and the priorities of the Central East Wheatbelt Aged Care Solution. These principles were tested in forums with community members and were found to reflect their aspirations and outlook. The principles are:

Principle 1: The importance of place - ageing in the community where the older person has lived all their life; place may be very specific e.g. Wyalkatchem, Bruce Rock

Principle 2: Community life - convenient access for family and friends, strong community within the facility/service, familiar staff builds confidence for the older person and for their family/friends, maintenance of community connections and being a valued member of their local community

Principle 3: Community's sense of ownership - builds trust, builds community capacity (economic/social assets), community cohesion, social capital, iconic, provides point of access to information, the role of facility as a hub

Principle 4: Focus on the Person - honouring their own sense of time/values/history/choice/worldview, dignifying their personhood

Principle 5: Choice - older persons must be provided with options that maximise their capacity for independence and self determination

Principle 6: Equitable Access - inclusiveness includes elements such as: cultures; sexual preferences; religious choices and observances

Principle 7: Practicality - choice and options must be balanced against practicality. Filters to balance choice may include: health/safety considerations; reasonable limitations of funding; population density

Principle 8: Viability - Capacity to create an operational surplus to reinvest into future service development; training/staff/innovations/ buildings; security of tenure; capacity to maintain staff and retain organisation learning and intelligence

1.2.3 Principle of Residential aged Care Sustainability

The consultants have also considered the development of the plan giving reference to sustainability principles drawn from previous work; published as 'A Sustainable Model of Care. A Framework for Action'⁵. The sustainability principles use findings from an evaluation of residential aged care services that were financially viable and those that were not in rural and remote Nth West Tasmania. The key findings have been summarised and now constitute the sustainability principles. These relevant principles are:

- Multiple services delivered from one organisation (supporting losses or marginal results in residential care)
- Maintaining high occupancy levels (supported through providing multiple services over the continuum of care from social supports, HACC and community aged care)
- Retaining qualified and expert staff
- Having personnel skilled in securing bonds and discussing financial arrangements with clients and their families (this includes the structure of farming enterprises)
- Good leadership and sound Governance

Ideally delivering sustainable aged care in the Central East Wheatbelt would be achieved if just one or two providers delivered; older persons housing, Home and

⁵ A Sustainable Model of Care. A Framework for Action May 2011; Verso Consulting

Community Care (and other service types foreshadowed in Living Longer Living Better), Community Care Packages and Residential Aged Care. This approach provides the opportunity for an aged care provider to achieve sustainability by achieving critical mass without the need to build large numbers of residential beds. The model also enables an aged care provider the opportunity to better manage the flow of older people into the residential aged care facility made possible by relationships with older people across the continuum of care needs. This capacity tends to mitigate the high costs associated with vacancies. Vacancy rates typically increase as the remoteness increases, therefore this is likely to be a significant challenge to sustainability in the Central East Wheatbelt.

1.2.4 Barriers to achieving optimum Sustainability

The current models in the Central East Wheatbelt include a community based aged care provider delivering residential aged care (Dryandra Lodge), a not for profit church based organisation (Baptist Care) delivering community aged care and WACHS delivering aged care, according to need, capacity and the prioritisation of services that include: HACC, Community Aged Care and residential aged care. There are a range of organisations and governance models involved in delivering housing options targeted to older persons with most housing being focused on pension level arrangements for the residents. These mixed arrangements significantly limit the opportunity to develop the ideal model to create sustainability.

1.2.5 Changes to Aged Care - Impacts the Hospital

Another important dynamic that has been considered in the process of developing the solution is the relationship between the hospital and aged care and the degree to which the continued delivery of aged care through the MPSs impacts on the overall viability of the MPS (hospital). The common arrangement for service delivery in an area served by an MPS is 'ALL IN'; that is all aged care and health funding in a single bundle of funding. In this approach services are arranged, prioritised and delivered in a flexible manner calculated by the local MPS staff to respond to the needs of the whole community that the MPS serves. The Central East Wheatbelt does not fully align to this practice. Services delivered through the approved providers, Baptist Care and Dryandra Lodge, are provided under different governance, funding, quality and reporting arrangements than those services delivered through the MPS. These services are not part of an 'ALL IN' approach. These practice anomalies and differing funding and administrative arrangements, limit the opportunity to develop and deliver a single alternate model of aged care based on the sustainability principles in the immediate short term.

The current departure from the normal 'ALL IN' practice described in the previous paragraph also produces some uncertainty regarding the future approach that the primary funder of aged care (DoHA) might take in relation to growth funding and service development in the sub region. To be an MPS the service must provide residential aged care. If alternate providers commence delivery of residential aged care in an area served by an MPS, under these arrangements, it would be normal for the MPS aged care services to cease in that area. On that basis a local hospital designated as an MPS would cease to be an MPS and therefore the hospital would need to be restructured and reclassified although this did not happen in Kellerberrin however in York this restructuring and reclassification is to be addressed by the end of the financial year. In some locations aged care may be the core activity of the existing MPS. The current SIHI strategies propose options to ensure that an alternate approach to sustainability and better targeting of the health service. This will be showcased in the primary health demonstration sites.

1.2.6 Restructuring Issues

Restructuring residential aged care delivered through an MPS in a distinct community will not, in and of itself, create sufficient scope to achieve sustainability for an alternate residential provider as the number of aged care beds at any one site is quite small e.g. the MPS in Yilgarn is nominally funded to deliver 4 high care and 2 low care residential beds. If the bundled aged care funding in any given MPS was provided to an alternate provider from a practical point of view this could be easily converted to community aged care, but it would be extremely difficult to convert the funding to residential aged care. For a situation to be created where an alternate provider would have sufficient mass to develop a new/alternate residential aged care facility, as discussed in this section as 'ideal', a number of sites would have to restructure their residential aged care beds to create sufficient mass (26 to 30 beds).

It is clear from the consultations and stakeholder interviews that the maintenance of the existing hospitals is of great importance. Many of the people consulted concede that this may require restructuring. It is also apparent that improving the options and arrangements for older people needs to occur.

It would be possible for the existing community based residential aged care provider in the Central East Wheatbelt, Dryandra Lodge, to achieve greater sustainability through:

- Increasing the number residential aged care beds
- Delivering community aged care
- Delivery of HACC
- Becoming an aged housing provider

This commentary regarding Dryandra Lodge is offered as this Provider can be differentiated from an alternate new provider because they already have an ageing in place residential aged care facility of 26 beds and are currently operating as an exception to the 'ALL IN' rule. Dryandra Lodge serves an area that is also served by an MPS. Any redirecting of aged care funds (even small bundles) to Dryandra Lodge will support greater sustainability as discussed in the 'ideal' arrangements.

1.2.7 Summary

The 'ideal' arrangements for the delivery of a sustainable alternate model of aged care in the sub region will be difficult to achieve in the short term as:

- Multiple models are operating to deliver HACC, Community Aged Care and Residential Aged Care
- Restructuring will impact on the MPS model and require a restructuring of the hospital to occur to redirect funding and services for older people
- Restructuring the MPS model at most sites would not facilitate sufficient mass to support an alternate sustainable model
- Communities are strongly committed to the retention of their hospitals many of which are reliant on aged care for ongoing viability

Given the current structure of aged care services in the Central East Wheatbelt and the issues discussed in this section, it is necessary in the Solution to identify the quantity and quality of community aged care and residential aged care that will be required over the next 10 years. The Solution also identifies the interplay between various elements of the Solution. The current models of service provision - MPS and mainstream service provision (Baptist Care and Dryandra Lodge) and the funding inequities (as detailed in the needs study) require all parties involved to work

together to develop a platform that will deliver the quality and quantity of services required by the Central East Wheatbelt. The Solution addresses the rationale for reform and provides clear targets.

2 The Integrated Aged Care Solutions

2.1 Solutions Overview

The integrated solution draws on the research phases of the project and reflects the aspirations of community members to remain in their local community as they age and to maintain independence for as long as possible. The solution has been developed with direct reference to contemporary policy, leading practice and considers the practical issues of funding, workforce and infrastructure requirements. The solution has been directly referenced to sustainability principles. The solution builds up from the four strategies; the continued development of age friendly communities, the further development of older persons housing, broadening community aged care and reshaping residential aged care. The solution conceptually considers the interface with the health system and in particular the reform agenda of The Southern Inland Health Initiative (SIHI). The solution also builds on and makes best use of existing community capacity and infrastructure.

Each strategy of the solution could be instituted without the other; however by layering each strategy, one upon another, each strategy supports the next with ever increasing impact and inherent synergies. The solution is illustrated as follows:



There is potential for even the smallest community to participate in this solution without the costs and complications of providing residential aged care. The solution will facilitate aged care in each community in the Central Eastern Wheatbelt for the majority of older people. It is anticipated that each strategy will integrate with the major themes and underlying approaches that are embedded into the Southern Inland Health Initiative.

An Age Friendly community builds on the Social Determinates of Health. This approach to population health⁶ is also an important and foundational idea proposed in SIHI models. This may be expressed in health promotion. An example would be actions/programs that support greater opportunities and education regarding the benefits of moving around - particularly walking. In the age friendly community strategy this same idea may include creating pathways, reducing tripping hazards in public places and improving access to shops and essential services.

In the next sections the individual strategies are discussed in relation to the elements or dynamics that are being proposed.

2.2 Age Friendly Community

Many shires across WA are actively engaged in developing aged friendly communities including local governments in the Central East Wheatbelt. Age Friendly Communities provide a platform upon which the other strategies can be built. The WA Department of Communities state, “As the ageing population increases, there is a greater priority for local communities to accommodate the lifestyles of seniors in the community. To support the needs of every WA senior, whether they are 60 or 90, a community must be age-friendly. The Department for Communities is encouraging local government authorities to embrace the World Health Organisation’s Age-friendly Communities concept which is part of an international effort to prepare for the ageing of our community”⁷.

2.2.1 Elements of an Age Friendly Community

It also anticipated that communities that fully embrace all of the elements of an aged friendly community will be more successful in attracting further inward migration of older people who are ‘returning home’ and/or retiring. As identified in the needs study there is evidence that there are opportunities for all communities in the study to increase the inward migration and to stem the outward migration of older people from the townships in the study.

An age friendly community encourages active ageing by optimising opportunities for health, participation and security in order to enhance quality of life as people age. In practical terms, an age friendly city adapts its structures and services to be accessible to and inclusive of older people with varying needs and capabilities’. Areas of focus include:

- Walking and cycling routes
- Streets
- Local destinations
- Open space
- Public and other transport
- Supporting infrastructure
- Fostering community spirit

⁶ “The art and science of preventing disease, prolonging life and promoting health through organised efforts and informed choices of society, organisations, public and private; communities and individuals.”
http://www.health.qld.gov.au/phcareers/documents/background_paper.pdf

⁷ <http://www.communities.wa.gov.au/serviceareas/seniors/Pages/AgeFriendlyWA.aspx>

The age friendly community’s strategies in the Central East Wheatbelt have the added advantage of being able to build on significant social capital within the communities. The World Bank States⁸ that “Social capital refers to the institutions, relationships, and norms that shape the quality and quantity of a society’s social interactions. Increasing evidence shows that social cohesion is critical for societies to prosper economically and for development to be sustainable. Social capital is not just the sum of the institutions which underpin a society - it is the glue that holds them together.” Another definition is that social capital is about the value of social networks, bonding similar people and bridging between diverse people, with norms of reciprocity.⁹

The consultants have observed that each of the local communities have significant civic participation and vibrant social organisations. The Age Friendly Community strategy should focus on engaging clubs and community leaders to maximise the existing social capital.

2.2.2 Transport

The greatest deficit in the elements of an Aged Friendly Community identified in the needs study is transport. This element is more difficult to address as transport solutions may include: individuals, volunteers, organisations, funding from programs, the Shire’s and State Government.

The focus of transport needs for an ageing community relates to the capacity to support older persons to maintain the instrumental activities of daily living ability thus assisting the maintenance of independence. The instrumental activities of daily living include a series of life functions necessary for maintaining a person’s immediate environment - *e.g.* obtaining food, cooking, laundering, housecleaning, managing one’s medications and phone use. In addition the maintenance of financial management (bill paying) and social and spiritual connections, practices and relationships is considered vital. In addition the maintenance of the health of older persons includes the need to access GPs and medical specialist.

The following extract supports insight into the impact of distance on older persons.

Extract from the needs study: ‘The experience of distance’

The respondents in Merredin provided the following helpful observations: “Merredin is the centre of a sub-region, but is isolated from Perth and its metropolitan services. The statistical measure of road kilometres, etc., does not make up for the fact that more sophisticated services are resident in Perth and are physically out of range of the ageing population. Public transport connections (train) will not allow a specialist to visit in the metro area without staying overnight. ARIA looks like an objective measure but does not reflect the problems of real life for the ageing population. Statistical plausibility of connectivity is one thing; the experience of distance is another”.

Within the Central East Wheatbelt there are particular challenges identified in the needs study related to transport these are summarised as:

- Over reliance on voluntary ambulance services;
- Disengagement from services if transport is not available;

⁸

<http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTSOCIALDEVELOPMENT/EXTSOCIALCAPITAL/0,,contentMDK:20185164-menuPK:418217-pagePK:148956-piPK:216618-theSitePK:401015,00.html>

⁹ www.socialcapitalresearch.com/definition.html

- Limited public transport;
- Overnight stays are often necessary if travelling to Perth;
- Underutilised Shire buses.

As a result of the findings of the study it is recommended that the Central East Wheatbelt Alliance develop an integrated transport strategy.

2.2.3 Governance

The Shire has the primary remit for developing the strategy and implementing the elements. It may be useful to consider drawing together key local stakeholders on a Shire by Shire basis to action the plan.

The recommendation related to transport will require an alternate approach that includes all transport providers as stakeholders.

2.3 Aged Persons' Housing

The aged persons housing strategy builds on the age friendly community strategy. The optimum outcomes from this strategy will occur when both the age friendly community strategy and when 'ageing in place' in the housing have been enacted. Recent studies¹⁰ in the rural WA consultation conducted across the CEACA area have identified the critical role that older persons housing plays in supporting older people to remain in the community of their choice. This includes the capacity of older persons to move from a rural property to their local town and for older people living in unsuitable housing in town to move to more suitable housing matched to their needs, choice and aspirations. The availability of suitable aged person's housing in the Central East Wheatbelt townships will provide an alternative to people who may have moved away and options for people seeking to move into communities.

In effect by ensuring older persons housing is developed in each township a platform will be created that directly links community aged care to the community through the ageing in place strategy. This will ensure that each community is equitably treated and in the longer-term the services will remain anchored to the local infrastructure according to assessed needs of the residents. It is important to note that this strategy does not preclude other persons who live in their own homes from also receiving community aged care as required.

The strategy also supports clustering of community aged care services to multiple persons in older person's housing developments leading to the creation of greater efficiencies for community care service provision (minimising the cost and time required for travel when delivering services). It is envisaged that the older person's housing developments will be modest in size and in some instances may only 2 or 3 independent living units while in other larger townships there may to 30 independent living units over time. This strategy would be enacted giving due consideration to existing housing stock and the extent to which the stock meets 'ageing place' requirements and to which the stock meets the requirements of potential residents as outlined in the needs study and summarised in 'built form'. Due the scale and dispersed geography and mix of options commercial providers are unlikely to be interested in developing and managing the new housing. To develop a sustainable model a provider would require capital support for the social housing component and land and possibly the headworks to make the overall project viable.

¹⁰ Aged Care Plans for Beverly, Quairading, Wyalkatchem, Boddington Verso Consulting (2012)

2.3.1 'Ageing in Place'

'Ageing in place' in the context of aged persons housing describes the capacity to receive the full range of community aged care services commonly available to older Australian's whether they are delivered through the local MPS or by an alternate approved provider. This includes HACCC and the low care community aged care through to high care and palliative care if necessary in a community setting.

2.3.2 Built form

To facilitate an 'ageing in place' strategy the housing must include design elements that support the possibility that older people may become progressively more disabled. The design elements include:

- Accessibility - Features include items such as: wide doors, sufficient clear floor space for wheelchairs and hoists, capacity to lower bench tops, lever and loop type handles on hardware, capacity to provide seats at bathing fixtures, capacity to provide grab bars in bathrooms/toilets, shower bases on same level as the bathroom floor, capacity to add audible and visual signals, switches and controls in easily reached locations, entrances free of steps and stairs, and an accessible route through the house.
- Adaptability - Adaptable design means readily adjusted. Many of "accessible" features are built into the design and apparent however other elements may be fitted when they are needed e.g. grab handles, adjustments to bench top heights.

For older people living in housing that restricts the capacity to receive community aged care alternate housing options provides a real alternative to residential aged care.

The Needs Study details the contemporary community aspirations for older persons housing that includes the following elements that were consistently rated as highly desirable:

- Housing that afforded low to no maintenance
- A secure environment
- Supportive services and programs for ageing in place
- A place of active social engagement

Other considerations are:

- Older persons are influenced by issues or features separate to, but not excluding size, shape and age of the dwelling
- Additional bedrooms are generally seen as desirable and as multi-functional in use; guest room and hobby room combined
- Some, who presently lived in 'bedsit' housing, enjoyed the size of their dwelling and the multi-use of space
- External appearance of the building is of importance - "Attractive looking with some sort of character"
- Choice and personalisation are an important consideration in designing a dwelling that is uniquely deemed as 'homey'
- Specific areas for men to work on 'outside' hobbies was commonly supported
- Homes that provide older persons with the freedom to choose an 'active' lifestyle are seen of as highly preferable and commensurate with healthy living

- Environmental design features were not at the forefront of respondent's thinking, however among all participants there was a clear social and environmental conscience
- All respondents voiced their unwillingness to invest ALL of their assets into a new home
- While there were a number of older persons consulted who had not moved from their family home it was clear that most had given some consideration to a potential move

Particular design features identified through current studies¹¹ into housing preferences include:

- 2 bedrooms
- Study/activity room
- Ensuite
- Small Garden
- 1 or 2 Car bays/garage
- Garden and home maintenance

It can be concluded that quality older persons housing options that conform to universal design and mirror contemporary expectations regarding quality and features will provide older persons the option to age in place and will delay or curtail the need to enter residential aged care. It can be calculated that housing developed in a manner that conforms to the above mentioned strategy will reduce outward migration of older people and increase inward migration.

2.3.3 Ownership options

A range of ownerships options will need to be developed to accommodate the financial capacity and choice of older people across the Central Eastern Wheatbelt. To facilitate all of the housing options mentioned in this section the housing provider will need to be able to operate under the Retirement Villages Act. When operating under the Act the housing provider will need to have secured ownership of the land. To facilitate the viability of this housing strategy land may need to be ceded by RDL or the Shire to the housing provider. The land ownership and governance arrangements need to be considered within this recommendation.

Ownership options will need to be able to support 'pension level only' (restrictions on the total portion of pension paid as rent). To fund this arrangement capital for building this 'social housing' option will need to be obtained through WA Department of Housing. Early indications from the Department indicate that they are willing to support this option if there is evidence of need and a housing provider is willing to manage and maintain the housing.

Where residents own the units or a rental arrangement is put in place the capital cost will be the responsibility of the housing provider. This arrangement is often facilitated through resident deposits and progress payments.

Regardless of the ownership arrangement with the resident, a weekly operating cost rent is charged.

Resident ownership options can be summarised as:

¹¹ Verso reports and studies developed for the Shires Quairading, Beverley and Carnarvon 2012

- Lease-For-Life: These units are funded on a deferred management fee basis. The resident pays an entry contribution (based on the current market value of the unit) when they move in. When they leave, the unit is marketed and the incoming resident pays the market price to the provider. The Provider deducts its Deferred Management Fee and any costs associated with preparing the unit for sale, and pays the balance to the previous resident. The Deferred Management Fee at the time of the sale is calculated as follows: sale price x agreed percentage x number of years the resident lived in the unit (typically this is 3% capped at 10 years).
- Resident funded units: The resident pays an entry contribution negotiated with the resident which consists of two parts; A non refundable portion and a fully refundable portion (without interest). The fully refunded portion is returned to the resident when they leave the village
- Rental Arrangements including pension level
- It is also possible that strata title options could be developed (this arrangement would not operate under the Retirement Villages Act and would not involve deferred management fees)

2.4 Community Aged Care, Respite and Palliative Care

2.4.1 The Vision

Within the full range of community aged care options, as articulated in the Living Longer Living Better Aged Care Reforms, there is significant scope to imagine a future aged care landscape in the Central East Wheatbelt where older persons are regularly receiving up to and including nursing home levels of support in the community. Within this vision it is imagined that older persons will be able to enter a system that supports a continuum of care from the most basic HACC service through to palliative care in the home. The Commonwealth's design of community aged care and respite services will support the provision of dementia care in a community setting.

The role of the carer will also be recognised with community and residential based respite services being available on a planned and emergency basis. It is intended that such a system will be integrated and coordinated. It is further imagined that the system of aged care will be enhanced by health reforms that emphasise primary care including strategies to better manage chronic disease, reablement, early interventions and geriatric health promotion. Through the Southern Inland Health Initiative the health reforms are being given real momentum and providing new opportunities for WA rural communities. Given the ageing population and the changing demand for services, this is a particular significant reform initiative.

2.4.2 Integrating Strategies

The Central East Wheatbelt Communities could enjoy a significant change to aged care that is more effective and is in-step with older person's aspirations and choices. This effectiveness will be enhanced through a strategy secures the following:

- Age Friendly Communities - for each Local Government Area
- Appropriate older persons housing (with ageing in place strategy)- located in each Local Government Area
- Community aged care, respite and palliative care - delivered in each Local Government Area

- Health services that integrate with the community aged care programs and enhance the effectiveness of services delivered - accessible to residents of each Local Government Area

It is important to note that delivering and integrated community aged care strategy will enhance the impact of the Aged Person's Housing Strategy and the Age Friendly Community Initiatives. In effect there will be a synergistic impact that has the potential to deliver aged care services that will; significantly improve care (quality, choice and volume), support the retention of older people within their communities and respond to the demographically driven demand for aged care services. The strategy seeks to integrate all aspects of aged care achieving an 'end on end' system; Home support (inc. HACC) → Community Care Packages → Residential Aged Care.

2.4.3 Impact of Initiatives

Well developed community aged care services have the potential to:

- Delay or reduce the need for entry into residential aged care
- Reduce the fear of older persons in the community regarding being 'made to go to residential aged care' and also increase the likelihood that older persons will engage with aged care services earlier and when they can be more effective
- Increase the health of older persons and reduce their need to access health services

2.4.4 Background

The findings from the Needs Study reveal that there is a low level of awareness in the community about the community aged care options and in particular the higher levels of care that may be available. It is also evident that current community aged care options are limited and in some cases sporadic at a local community level; this includes HACC through to arrangements for higher levels of community care. Community members demonstrated almost no awareness or experience of either community respite options and or palliative care in the community.

2.4.5 Community Care

The community aged care program is wholly funded by the Commonwealth in all States and Territories except in Western Australia and Victoria where the HACC program is jointly funded on a 60% (C'wth), 40% (State) split. It is uncertain as to how long the current arrangements in WA and Vic will continue.

Community Aged Care is provided by the MPS's through 'cashed out' contributing to a total funding pool that can be flexibly used to meet identified health and aged care needs of the community served by the MPS. WACHS have advised; "The MPS is more than an aged care service. An MPS is a health service which pools agreed Commonwealth and State funding to provide a range of health services tailored to the needs of the community it services. The mix of services includes primary care, acute care, community care, aged care and palliative care. So, essentially, a service which provides care across the care continuum. Being flexible and with pooled funding the services/programs can be changed to meet the needs of the community it serves. Provision of aged care services, especially residential places is a crucial component of being an MPS. The 3 yearly service delivery planning helps determine the priorities of the MPS. As residential aged care & CACPs is a Commonwealth responsibility our MPS do not exceed their allocation of places. They do however flexibly apply within the range of places available depending on community need. MPS funding is made up of

State funding, HACC funding, Commonwealth (flexible) funding (residential low, high, respite & Community Aged Care Packages)¹².”

The broader architecture of the community aged care system detailed by the Commonwealth in Living Longer Living Better can be divided into two broad programs; The Home Support Program and Home Care Packages.

The Home Support program from July 1st 2013 will include:

- Home and Community Care (HACC)
- National Respite for Carers Program (NRCP)
- Day Therapy Centres
- Assistance with Care and Housing for the Aged Program

The HACC program provides services to the majority of aged care recipients, 862,000; across Australia in contrast there are 185,500 persons in residential aged care and 59,900 receiving Home Care Packages. The number receiving home care packages will rise to about 140,000 over the next 10 years.

The Home Care Packages program (1st of July 2013) will include a graduated range of aged care from low care through to high care. Funding in 2013 will be set at the following levels for each person receiving a package of care.

- Level A \$7,500pa
- Level B \$15,000pa
- Level C \$30,000pa
- Level D \$45,000pa

From the 1st of July 2013 packaged the Home Care Packages program will also be delivered with the following subsidies increasing the funding in the packages to provide additional services or offset higher costs in delivering the services:

- Behavioural Supplement
- Rural & Remote Supplement
- Financial & Social Disadvantage Supplement
- Veterans supplement

2.4.6 Delivering Increased Levels of Community Care

In 2013 the number of packages per 1,000 people 70+ (plus ATSI 50 - 69) is set at 27 by 2022 this figure will be 45 per 1,000 70+ (plus ATSI 50 - 69). In the Central East Wheatbelt the realisation of the benchmark levels would equate to about 30 packages in 2013 and 68 packages in 2022. The current arrangement for the delivery of packaged care is mixed with Baptist Community Care offering 11 CACP (package type B - 2013 onwards) and 23 Extended Aged Care at Home (EACH)/EACH Dementia (package type D 2013 onwards) and flexible arrangements that may equate to packages of care being delivered through the MPS. Due to the bundled funding arrangements in the MPS it is not possible to fix a number to the amount of community care being offered. The nominal or ‘cashed out’ figure for community aged care is 21.

Delivering increased levels of community care (including HACC) is a central strategy in this solution. WACHS have advised; “MPS are not expected to provide EACH level

¹² Kathy Stack A/Area Director Aged Care WACHS Oct 2012

care in the community even though they sometimes do for limited periods. Private providers can provide EACH within an MPS, however, unless providers already provide other services in a nearby area then providing only EACH within an MPS is a challenge (re staffing, sustainability and viability)¹³. Under the new arrangement (2013 onwards) EACH (Extended Aged Care in the Home) will equate to package D. It is uncertain what other packaged care types will or will not be in the remit of the MPS when these new packages are rolled out.

Current arrangements in the Central Eastern Wheatbelt are an anomaly to these arrangements with DoHA supporting Baptist Community Care to provide 11 CACP (equivalent to level B in the arrangements from 2013 onwards) to this sub region contrary to WACHS advice. Generally the MPS is an ‘ALL IN¹⁴’ (health and aged care) model. The arrangements with Baptist Care and with Dryandra Lodge (Residential Care) are at odds with the common approach to MPS service provision.

Recommendation
These anomalies and uncertainties regarding who can or will deliver community aged care must be addressed to ensure that the community can benefit from the intent of the Aged Care reforms regardless of the service model employed by WACHS or alternate providers across the Home Support Program and Home Care Packages.

The vision for community aged care as detailed in this section of the report imagines the delivery of 68 community packages in the Central Eastern Wheatbelt by 2022 in a manner that reflects the architecture of the Home Care Packages. It is also envisaged that the program design of the Home Support Program will also be realised. It is imagined that community respite, day therapy services and early low level services through HACC will be available to support up to a third of all persons over 65 years of age in the Central Eastern Wheatbelt (689 persons receiving services by 2022).

To provide these services as envisaged there is a requirement to develop a community care workforce. Alternate strategies to develop the community care workforce have been cited in the Needs Study. Local Government and private providers have both demonstrated particular flexibility regarding their approach to recruiting and training a workforce to deliver community care in small communities and rural locations. In 2022, Verso has estimated that up to 1,200 hours (689 persons) of service may be required in the Home Support Program and 700 hours in the Home Care Packages (68 persons). This will equate to a direct care workforce of 63 Equivalent of Full Time (EFT) and 9 EFT in direct coordination and administration of the programs.

Within the Central Eastern Wheatbelt it has been estimated that 131 people will be living with dementia by 2022. A number of these people will at differing stages in the progress of their condition require assistance through the Home Support Program, the Home Care Packages and Residential Care. A large portion of these persons will require palliative care that may be provided in a community, residential aged care or acute setting. The vision for community care imagines that dementia and mental health care for older persons will be provided with a particular focus on:

- Trained and qualified staff
- Models of community Based Dementia care that reflects contemporary practice and is continually updated to embrace current research
- Making best use of technologies and building design thereby maximising older persons capacity to maintain independence and remain in their community

¹³ Kathy Stack A/Area Director Aged Care WACHS Oct 2012

¹⁴ Shane Matthews Chief Operating Officer WACHS Sept 2012 (consultation)

- Integrate service clinical services with Telehealth initiatives (SIHI)
- Supporting up to and including nursing home levels of care in the community for persons with dementia
- Early interventions and programs that enable older persons to access care and clinical approaches that increase their capacity to remain independent and living in the community
- Reablement for persons with stroke related dementia
- Supporting therapeutic responses to persons with underlying mental health issues either as a dual diagnosis with dementia or producing behaviours of concern
- Supporting better and earlier diagnosis of dementia by GPs in the sub region including but not limited to:
 - conditions that commonly aggravate dementia such as alcohol, thyroid disorders, depression, infections, renal failure, and malnutrition
 - an understanding of the differing forms of dementia (Alzheimer’s Disease, Vascular Dementia, Lewy Body, Parkinson’s Disease, Picks Disease, Alcohol-related)
 - particular, associated care requirements and differing approaches to care in a community based setting
- Enhanced access to dementia specialists, services and psycho-geriatric services

Additional programs, incentives and grants are likely to be made available through tenders to provide support for training, dementia care initiatives, and community palliative care. To maximise these opportunities for the Central Eastern Wheatbelt proactive planning and leadership is essential.

2.5 Residential Aged Care, Respite and Palliative Care

2.5.1 The Vision

The vision for the Central East Wheatbelt is to provide Residential aged care services that are consistent with the Commonwealth’s plan for Residential Aged Care as detailed in Living Longer Living Better. In the Central East Wheatbelt this may include services delivered by WACHS through the MPSs and services provided by a private provider(s). A critical element of the Central Eastern Wheatbelt solution is the integration of four strategies; Age Friendly Communities, Older Person’s Housing, Community Aged Care and Residential Aged Care. The four strategies when integrated and coordinated will deliver high quality, equitable and the expected/required levels of care. Residential aged care has been the major, and for some community members, the single focus of attention regarding service shortfalls in ‘aged care’. The needs study demonstrates that responding to the needs of the sub region requires a more comprehensive and integrated approach. The vision for the residential aged care component of the strategy incorporates the principles as detailed in Section 1 of this report and summarized as follows:

- Principle 1: The importance of place
- Principle 2: Community life
- Principle 3: Community’s sense of ownership
- Principle 4: Focus on the Person
- Principle 5: Choice

Principle 6: Equitable Access

Principle 7: Practicality

Principle 8: Viability

The Residential Aged Care vision, regardless of who the provider is, includes these elements:

- The provision of dementia care; secure indoor and outdoor areas and features in the built form that reduce anxiety and maximise the quality of life for residents in at least one location in the sub region - this strategy is linked with support to improved dementia diagnosis as detailed in the community care strategy
- The provision primary health and many secondary health services to residents within the aged care facilities
- Integration with telehealth - increasing access to specialist diagnosis, treatment (e.g. geriatric assessments as developed by Prof. Len Gray)
- The delivery of the expected range of lifestyle/recreational services
- The capacity to support palliative care in the facility
- Reasonable access to all residents (care recipients, carers, family and friends) of the Central East Wheatbelt (this may also be aided by the proposed integrated transport strategy)
- Capacity to support the special needs of all persons in the designated special needs groups;
 - Financially and socially disadvantaged
 - Rural and remote,
 - Veterans
 - Cultural and Linguistically Diverse (CALD)
 - Aboriginal and Torres Islanders (ATSI)
 - Homeless or at risk of homelessness
 - Lesbian Gay Bi sexual Transsexual Intersex (LGBTI)
 - Careleavers
- Ageing in place (the capacity to receiving increasingly higher levels of care as required without moving)
- Appropriately trained and sufficient staff e.g. Personal Care Assistants with Cert III and Cert IV in aged care with specific competencies in dementia and medication administration
- A built form that meets contemporary standards for residential aged care
- That is integrated as part of an 'end on end' system; Home support (inc. HACC) → Community Care Packages → Residential Aged Care

2.5.2 Challenges to Delivering the Vision

The needs study details residential aged care in the Central East Wheatbelt is currently delivered by WACHS through the MPS's and by a Community Based Organisation; Dryandra Lodge. Dryandra Lodge provides services in a facility that conforms to the building standards for residential aged care required by DoHA. The Residential Aged Care services delivered through the MPS model are not required to

conform to these standards. Residential Aged Care delivered through the MPSs in the Central East Wheatbelt is varied depending on the age and configuration of the local hospitals and hostels that deliver the residential aged care.

The variation in building design is a limiting factor in achieving the vision for residential aged care and in particular dementia care. Delivering dementia care in a residential setting is an essential element of this residential aged care strategy. 78.2% of residents of Aged Care Facilities in Australia have dementia or a mental health condition. As detailed in the community aged care section it is expected that by 2022 there will be 131 persons 70+ in the sub region living with dementia.

MPS residential aged care currently has a varying capacity to support the expected lifestyle and recreational activities required in the broader residential aged care services across Australia. Dryandra Lodge is required by DoHA to deliver these services to the required standard. The varied service provision of lifestyle and recreational options through the MPS are a product of building design and staffing arrangements in the MPS.

A particular strategy of WACHS has been to encourage alternate aged care providers to consider delivering residential aged in rural WA; SIHI stream 5 providers financial incentives to achieve this. A challenge for residential providers is that the business model for residential aged care is marginal even under optimal conditions (90+ beds and an urban location). The framework for sustainable aged care in rural and remote Australia details that a provider of a small scale (<50) residential facility will need to also deliver a range of other integrated services to achieve financial and operational viability. To deliver residential aged care to the required standards an alternate provider would also need capital grants to cover the high building costs (\$230,000 to \$250,000 per bed).

Findings from the ‘Sustainable Model of Aged Care Regional and Rural (including remote) Australia	
<p>Across regional, rural and remote Australia there are significant viability issues impacting on provision of Residential Aged Care. Many providers report losses or marginal results in residential services. The conditions or facilities that have the most significant viability issues are facilities of less than 30 beds with those between 30 and 60 also being vulnerable. Other factors include the degree of rurality and remoteness and the lack of multiple programs being operated by the provider. When the following principles were present in rural providers in Tasmania the providers of varying sizes were viable:</p>	
Principle 1:	Multiple services delivered by one organisation who is the provider of residential aged care;
Principle 2:	The maintenance of high occupancy levels often facilitated by the integration of community care and residential care;
Principle 3:	Retaining qualified and expert staff;
Principle 4:	Having personnel skilled in securing bonds;
Principle 5:	Good leadership and sound governance.

The range of conditions required to achieve optimum sustainability for a new alternate residential aged care provider will be difficult to achieve in the Central Eastern Wheatbelt e.g. multiple services such as providing housing and community care options. The factors that reduce the likelihood that a sustainable model can be replicated in the Central East Wheatbelt include the elements discussed in this section. Baptist Community Care is offering community packaged care across the sub region slightly in excess of current benchmark levels; they have also only recently

begun to offer these packages (June 2012). Therefore an alternate provider will be unlikely to be able to deliver additional community aged care. The only alternate strategy for delivering community aged care would be to redirect HACC contracts currently delivered through the MPS. This approach would be contrary to the 'ALL IN' protocol in place across MPS areas.

Older persons housing provision is also currently supported across the sub region by a variety of providers with differing capacities and differing visions for service provision. These factors suggest that attracting new providers in the sub region to deliver residential aged care (that conforms to the sustainability principles) is unlikely to be achieved without very significant change. This type of change would require the agreement and collaboration of multiple stakeholders.

The other significant barrier affecting the achievement of the vision for residential aged care in the sub region is operational and funding inequities that impact the capacity of the MPS to respond to rapidly increasing population of older people in the sub region. The needs study provides a detailed discussion on this issue. Key findings are:

- Current funding provided by the Commonwealth to support the mixed aged care services in the MPS is significantly lower than the mixed funding available to mainstream residential aged care providers such as Dryandra Lodge
- While the demographically driven demand for new residential and community aged care services has increased significantly and it will grow at an increasing rate over the next five years growth funding from the Commonwealth to MPSs in WA has not; therefore there is an increasing gap between funding and demand

The Commonwealth has accepted that this dynamic exists and have announced a suite of measures to address funding inequities and to improve viability in rural and remote areas such as the Central Eastern Wheatbelt; as detailed in the text box.

Response to the Productivity Commission; Australian Government - Rural and Remote ¹⁵
Productivity Commission Recommendation:
<p>The Australian Government should ensure that rural and remote, and Indigenous aged care services be actively supported before remedial intervention is required.</p> <p>This support would include but not be limited to:</p> <ul style="list-style-type: none"> • the construction, replacement and maintenance of appropriate building stock • meeting quality standards for service delivery • clinical and managerial staff development, including locally delivered programs and enhanced use of technology assisted training • applying funding models that ensure service sustainability and support the development of service capabilities at a local level.
The Australian Government Response:
<p>The Australian Government supports these recommendations in principle. The aged care reform package supports a number of measures to improve the access of older people living in rural and remote areas and Indigenous Australians to aged care services:</p> <ul style="list-style-type: none"> • The maximum level of the accommodation supplement the Australian

¹⁵ <http://www.health.gov.au/internet/main/publishing.nsf/Content/ageing-aged-care-review-measures-techdoc-htmlversion.htm> Section 11.4.

Response to the Productivity Commission; Australian Government - Rural and Remote¹⁵

Government pays in respect of care recipients who cannot meet their own accommodations costs will be significantly increased, for aged care homes that are built or significantly refurbished after the date that the aged care reform package was announced;

- Better targeting of capital grants funding to services caring for special needs groups, including rural and remote and Indigenous communities, whose capital needs may not be adequately met through mainstream aged care financing arrangements;
- The expansion of the ACHA program will target support to regional and remote areas where the incidence of older people who are homeless is highest;
- The new Aged Care Financing Authority will take into account the higher costs of delivering aged care services in rural and remote areas and to Indigenous Australians when making recommendations to the Government on appropriate subsidy levels in relation to these services. For example, the additional funding could be paid through the viability supplement arrangements;
- The Aged Care Financing Authority will also undertake a review of the funding basis for Multi-purpose Services (MPS), with a view to bringing these programs into closer alignment with mainstream pricing arrangements;
- The aged care reform package also includes increased funding to address workforce pressures, which will include a strong focus on better responding to the needs of rural and remote and Indigenous communities.

The implications of the funding gap means that it is unlikely that the MPS will be able to increase the volume of services required to meet the growing demand in the Central eastern Wheatbelt unless the issues are robustly addressed by DoHA and WACHS. There is an opportunity for these issues to be addressed ahead of the renegotiation of the MPS triennial agreement between WACHS and DoHA (to come into effect from July 2013).

Due to the bundled funding arrangements in the MPS it is not possible for WACHS to accurately fix a number to the quantity and type of residential aged care beds being offered through the MPS's in the Central Eastern Wheatbelt. However DoHA definitively reports the funding levels and service types in the Aged Care services list. This data is used by DoHA to identify the extent to which the benchmark service levels are being provided. The Needs study provides detailed information in regard to the benchmarks and the degree to which service levels are being provided and projections into the future. For additional residential aged care places to be allocated to the sub region evidence as detailed in the service list will be one of the factors used by DoHA to ascertain if there is a case to provide the additional recurrent funding (bed licences) for an Approved Provider or growth funding for additional residential aged care in the MPSs. While this will not be the only factor used by DoHA in their decision to allocate places there will be an added burden on the Approved Provider to prove their case.

Approved Providers such as Dryandra Lodge are significantly impacted by the potential differential between nominally allocated places and operational places. An example is provided in the text box. Urgent attention is required to address these anomalies.

The Impact of differential between nominally allocated places and operational places

If a residential provider seeks to increase the number of residential aged care beds the current service level will be reviewed by DoHA when considering the application.

Service levels are based on current reported levels in the aged care services list and the population of the 70+ and ATSI 50 to 69 years (2011). The data details that the Central East Wheatbelt is receiving more services than the benchmark requires. On this basis no additional places would be allocated to a residential aged care facility serving the CEACA population.

Area	Pop 70+ & ATSI	Benchmark levels based on population				Current Allocation	Variance
		Resi High care	Resi Low Care	Comm'ty	Total		
CEACA	1,088	47.9	47.9	27.2	123	154	+31
W'belt	8,254	363.2	363.2	206.3	932.7	524	-409
WA	193,852	8,529	8,529	4,846	21,904	22,649	+745

While this data demonstrates that there is no need for additional aged care services the community reports that there are significant unmet needs. A review of the services being actually delivered (as opposed to the services reported on the aged care services list) suggests that the actual level may be 124 places (mixed residential and community). On this basis aged care services are currently at benchmark levels and additional licences or growth funding may be granted to meet future demand (2 to 3 years ahead). Without the recent allocation of 34 places to Baptist Care the situation reported by the community is more easily understood.

The differential between the operations of the MPS and planning framework used by DoHA is a barrier to delivering the vision for aged care in the CEACA because currently there is no certainty regarding what the aged care service levels are being provided through the MPS. WACHS report; "An MPS is a health service which pools agreed Commonwealth and State funding to provide a range of health services tailored to the needs of the community it services. The mix of services includes primary care, acute care, community care, aged care and palliative care. So essentially, a service which provides care across the care continuum. Being flexible and with pooled funding the services/programs can be changed to meet the needs of the community it serves. Provision of aged care services, especially residential places is a crucial component of being an MPS".

The consultants are of the opinion that the higher cost of delivering residential aged care in MPS's is likely to limit the extent to which WACHS will seek to expand residential aged care over the next 10 years. The higher costs are associated with the structure of the workforce including remuneration levels in a health system¹⁶. Health systems have also faced greater challenges when it comes to developing more flexible and innovative recruitment and staff retention strategies. It is likely that flexible strategies will be required to deliver residential aged care within the limitations of funding. These cost issues are likely to create increased pressure on WACHS to consolidate residential aged care into fewer sites with more beds. This will challenge the longer term viability of the smaller facilities/MPs particularly if the majority of

¹⁶ Bird Cameron Chartered Accountants identified the differential in care costs in aged care between WACHS and a private provider to be 11.7% higher in a Health Service in WA (analysed Oct 2010)

aged care needs can be responded through more flexible, lower cost and better targeted community aged care options.

2.5.3 Delivering Residential Care

The solution for Aged Care in the Central East Wheatbelt considers the capacity of a comprehensive and coordinated plan (age friendly community, older persons housing, community aged care and residential aged care) that is integrated with primary health. This approach will result in entry to residential aged care being delayed or not being required at all for a greater portion of the population than is the current experience.

The integrated plan is also likely to increase the age at which people first enter residential care and reduce the length of stay. This approach will result in residential aged care being provided to people requiring higher levels of care (almost 80%); this is consistent with broader trends in mainstream residential aged care. The current ratio is 32% low care beds to 68% high care or ageing in place in the CEACA area. Restructuring over time will be required to reflect the higher needs of recipients. Over time the proportion of beds per 1,000 70+ will reduce. This dynamic is consistent with broader planning as detailed in Living Longer Living Better that states that the planning ratio for residential aged care will be reduced from 88 person per 1,000 70+ in 2011 to 80 beds per 1,000 70+ by 2022. This will not result in a loss of beds but a reduction in the rate of growth of residential aged care in the CEACA area. By 2022 the CEACA area will require 121 residential aged care beds in total which will be comprised of an additional 26 beds all of which will need to be ageing in place beds.

Within the next 10 years the following is likely to be required in relation to residential beds in the CEACA area:

- All residential beds will be ageing in place
- Ageing in place will require that most existing beds in the ‘lodges’ to be decommissioned
- A significant dementia care focus and capacity will be required - this will mean that existing facilities will need to be rebuilt/altered and suitable secure outdoor areas will also be required (this may render a number of hospital/facilities obsolete)
- An estimated 60 new beds will be required by 2022 to achieve the vision as described in this section - 26 to replace decommissioned low care ‘lodge beds’¹⁷, 8 to replace decommissioned hospital beds that cannot be appropriately upgraded and 26 new beds to respond to the increased aged population
- At current costs \$15 to \$20 million will required to construct the new beds

The vision for residential aged care will not be achieved without a commitment of the major stakeholders to reshaping residential aged care in the CEACA area. Key stakeholders include: WACHS, DoHA, Dryandra Lodge, and possibly other approved providers. The Alliance in cooperation with the Wheatbelt Development Commission and RDL Wheatbelt has the opportunity to provide leadership, community collaboration/liaison and to advocate for the change. It is likely that the change process required will take 4 to 6 years to realise.

2.5.4 Inevitable Drivers of Change

The issues that are driving the inevitable need for change in the CEACA LGAs include:

¹⁷ Needs Study CEACA Section 4.1.1 Assessment for Entry into Aged Care through the MPS

- The growth of the 70+ population; 2012 to 2022 +32%;
- Increasing prevalence of dementia 131 persons by 2022;
- Reduced incidence of persons with a low care assessment entering residential care <20%;
- Need to develop ageing in place;
- Increasing pressure on the high cost of providing residential aged care in the MPS model;
- A requirement to improve the quality of care including lifestyle and dementia care in MPS residential aged care;
- The increasing challenge of recruiting and retaining appropriately qualified and experienced staff;
- Increasing vacancies and the accompanying impact on sustainability in low care hostels as they can no longer support the care needs of the ageing community.

The status quo will cannot be maintained as these issues will force change; the issue for the CEACA group is, will the process be managed to achieve improved outcomes or will the change be crisis led. The consultants consider the opportunity to manage the change will maximise opportunities for the community.

2.6 Integration with Health

The integrated aged care strategy has been developed to facilitate and integrate with leading practice in health services, potential service changes being delivered through SIHI and the existing health services delivered through the MPSs. The concepts are detailed in the needs study and the annotated bibliography. Key impacts/ approaches include:

- Age Friendly Community - health promotion and population health strategies
- Aged Persons' Housing - capacity to support reablement and post acute care
- Community Aged Care, Respite & Palliative Care Options - improved monitoring, tailored care planning, improved access and use of allied health services, improved medication administration, maintenance or reestablishment of social relationships, enhanced dementia care management, reduced unnecessary hospitalisation, improved health and wellbeing of carers etc.
- Residential Aged Care, Respite & Palliative Care Options - better access to primary care in the residential units including allied health and GPs, improved dementia care options and continued socialisation and recreation with the accompanying health benefits. Telehealth provides the potential to deliver some of the diagnostic and monitoring services without the need to move residents from the facility. The approach also supports better access for families, partners and carers to remain connected to residents with accompanying health and wellbeing benefits.

2.7 Summary of Aged Care Solutions

Age Friendly Community

Each community will develop and implement an age friendly strategy and measure how effective the strategy is in producing the required outcomes. The strategy will ensure that:

- There are walking and cycling routes that connect local destinations and there are open spaces that are attractive and conducive to recreational use;
- Streets, parking, public buildings, services and shops are accessible to older people particularly those using mobility aids;
- Transport services and arrangements are well coordinated and able to support an ageing population to maintain independence, to access health services and the GP and maintain social and civic connections;
- Values, respects and includes older people in civic, sporting and social structures and activities of the community;
- The older persons housing strategy and community aged care strategy are able to achieve the optimal impact - the support of older persons capacity to age in the CEACA area local communities living independently for as long as possible thus delaying or removing the need for these people to enter residential aged care.

It is envisaged that a CEACA integrated transport strategy will be developed, implemented and monitored as part of this strategy; transport has been identified as the greatest deficit in current arrangements that support an aged friendly community.

Governance options for the implementation of this element of the solution are covered in section 2.7.

Older Persons Housing

The strategy supports:

- Synergy when coupled with the age friendly community strategy and the community aged care strategy
- When coupled with the community aged care strategy ageing in place is facilitated as is the capacity and occasion for geographically anchoring community aged care in each participating community
- Supports an identified need to deliver housing options that can assist older people to down size or to move to more appropriate housing that facilitates the maintenance of independence
- Supports changing support needs, facilitating independent living as the resident's mobility is reduced and frailty increases utilising universal design as detailed in the needs study
- Improves options for social connections and safety
- Reduces the need for older people to move from their community when their current housing arrangements become untenable and increases the option for older people moving into the community
- Varying financial capacities of potential residents
- The aspirations of older persons in terms of quality and the features of the home

- A staged approach to building the homes in line with deposits received, against local community interest and arrangements with the Department of Housing

Governance options for this element of the strategy are dealt with in section 2.7.

Community Care

The Community Aged Care Strategy is focused on delivering aged care in the manner that most people choose; that is to receive aged care at home. At any point of time 37% of the older persons across the community will be receiving community aged care compared to 8.6% who will be admitted into residential aged care. The strategy focuses on: benchmark service levels, quality, geographic coverage, and achieving the structure of community aged care detailed in Living Longer Living Better particularly:

- Community Packaged Care (4 levels and dementia care)
- Home Support Program (National Respite for Carers, HACC, Day Therapy Centres and Assistance with Care and Housing for the Aged)
- Community palliative Care
- Provides a continuum of care

When coupled with the age friendly community and an older persons housing strategy delivers significant capacity for older people to remain in their community.

Governance options for this element of the strategy are dealt with in section 2.7.

Residential Care

The Residential Aged Care Strategy is focused on ensuring that additional Residential Aged Care Beds are constructed to meet demographically driven demand, to replace aged care beds that will no longer be functional in the CEACA region and ensure that there are Residential Aged Care beds that can support people living with dementia and built as ageing in place.

Residential aged care will be delivered in a manner that aligns with a quality of care that is consistent with mainstream Residential Aged Care. Residential Aged Care sits within an integrated strategy that will delay or reduce the occasions for which older people will need to enter residential aged care. Residential care will be part of an end on end system that when coupled with the age friendly community, community aged care and an older persons housing strategy delivers significant capacity for older people to remain in their community.

3 Governance

Governance can simply be defined as ‘decision making and accountability mechanisms’¹⁸.

3.1 Background of issues that impact on Governance

Residential Aged Care and Community Aged Care

The needs study identifies the complex issues of the aged care environment in the CEACA area. Key issues identified in the study include:

- The mixed aged care delivery modes that operate in the CEACA area (contrary to the normal MPS protocols) - (1) A residential aged care provider operating under the mainstream service arrangements, (2) A community aged care provider operating under mainstream arrangements, (3) the MPS’s (the main mode of service delivery of HACC, Residential Aged Care, some Community Aged care and Health Services) delivering a flexible range of services under bundled funding through the MPS administrative arrangements;
- Uncertainty regarding the actual service levels delivered in the CEACA area through the MPS making the identification of service gaps and options for service growth difficult to identify and to plan for;
- Uncertainty regarding how the Living Longer Living Better Aged Care Reforms will impact and be outworked through the MPS model;
- Recognition that if an alternate provider of aged care provides residential aged care as a substitute to a current MPS then the MPS will lose its designation as an MPS requiring the hospital to be reclassified and the requirement to develop new funding arrangements. This type of change may result in the hospital no longer being viable;
- Recognition that the local communities are strongly opposed to any of the rural hospitals closing down (a possible outcome of devolving aged care from the hospital/MPS);
- There are significant inequities in the operational and capital funding arrangements for MPS when compared to the more favourable arrangements applied to mainstream aged care service provision. The consultants consider that these inequities will, over time, create significant pressures that will result in a retraction of the numbers of people receiving services in areas supported by an MPS, while the number of people requiring services will sharply increase;
- By virtue of protocols that generally preclude other providers delivering the aged care in the area supported by an MPS, it is likely that significant shortages in aged care service, will increase into the future resulting in the reported incidence of outward migration of older people from the CEACA LGAs continuing and increasing;
- Alternate arrangements for health services and aged care are being proposed by WACHS SIHI.

¹⁸ Trade Training Centres in Schools - Governance and Financial Models, Department of Education and Early Childhood Development, March 2009, p11

These factors are interconnected and complex. Addressing these issues requires the parties involved in funding, in setting administrative arrangements, and policy to recognise the impact of the current arrangements on services and to work together to provide the quality and volume of services that are required in a sustainable manner. The CEACA group's role will need to be that of advocates in these core issues. The consultants have been cognisant of the issues that are sometimes competing and incongruent; these issues are producing challenges to delivering high quality residential and community aged care across the CEACA LGAs now and into the future. The consultants have engaged DoHA and WACHS in the process of undertaking the needs study and in developing solutions. DoHA and WACHS will have to take the major carriage of changes required to deliver the vision of residential and community aged care in the CEACA area.

The restrictive administrative and funding arrangements have impacted on the way the consultants have addressed the development of residential and community care model options. Rather than providing more concrete options and methodology we have developed a vision for community aged care and residential aged care. The vision for community and residential aged care is consistent with policy and leading practice. When the vision is realised, the aged care needs of the CEACA area will be responded to appropriately. By approaching the solution in this manner we have proposed options that are likely to be responded to in a constructive, creative and positive manner by the responsible bodies DoHA and WACHS. The engagement of these bodies in the implementation of the findings and recommendations of this project is a critical success factor.

Age Friendly Communities and Older Persons Housing

The continued development of aged friendly communities including an integrated transport strategy and the further development of older persons housing will be in and of itself a set of initiatives that will positively support the ageing communities. This approach will also support enhanced community aged care and encourage the community aged care to be delivered according to need across all CEACA LGAs. These initiatives will support all older people and the majority of persons requiring any forms of aged care. The residential aged care will ultimately only support less than 9% of the population.

Local Governments in the CEACA LGAs will have the primary responsibility for the development, implementation, ongoing monitoring and service improvements of age friendly communities. Local Governments will also have a significant role of attracting housing providers and supporting the development to realise the older persons housing strategy detailed in the Aged Care Solution. In regard to Governance arrangements these CEACA local government members will have significant governance responsibilities. The current work being undertaken by the Wheatbelt Development Commission regarding alternate structures may be employed to good effect in this strategy.

3.1.1 Governance Arrangements, Residential and Community Aged Care

Operating a Commonwealth funded Aged Care Service

Commonwealth funded aged care services and approved provider categories currently operated in the CEACA area are:

- Flexible care - MPS funding stream WACHS
- Flexible care - EACH and EACHD Baptist Care
- Community care - CACP Baptist Care
- Residential care - Dryandra Lodge

The Aged Care Act 1997 stipulates the governance arrangements including the accreditation as an approved provider to facilitate the administrative and operational management and delivery of aged care service types being delivered in CEACA LGAs. Accredited Health services, state and local governments are deemed to have met the requirements of being an approved provider.

For private providers to receive Australian Government subsidies for providing aged care, an aged care service must be operated by an organisation that has been approved by the Australian Government (an “approved provider”) and has an allocation of “places” in respect of care recipients occupying those places in a service. If providing residential aged care the facility must also be accredited by the Aged Care Standards and Accreditation Agency (the Agency). For the approved provider to be eligible to receive a payment, the care recipient must be assessed by an Aged Care Assessment Team (ACAT) to be eligible to receive that type of care.

The primary requirements to become an approved provider are:

- That the applicant is an incorporated body;
- That the applicant is suitable to provide aged care;
- That none of the applicant’s proposed key personnel is a disqualified individual (i.e. convicted of an indictable offence, insolvent or of unsound mind);

To be an Approved Provider the provider has satisfied DoHA of its:

- Ability to provide care;
- Record of financial management;
- Ability to meet relevant standards for aged care;
- Commitment to the rights of aged care recipients.

Within these governance arrangements the organisation must have ‘key personnel’ who meet the Departments test for experience in management positions and their record as key personnel in the provision of aged care or other similar activities. Key personnel are defined as:

- People responsible for the executive decisions (this includes directors and board members);
- People having authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the provider;
- Any person responsible for nursing services provided, or to be provided, by the provider, whether or not the person is employed by the provider;
- Any person who is, or likely to be, responsible for the day-to-day operation of an aged care service conducted by the provider, whether or not the person is employed by the provider.

The provider and their key personnel are responsible for their:

- Obligations of being an approved provider;
- Certification of residential care services;
- Quality of care;
- User rights;
- Accountability;
- Prudential requirements;

- Record keeping.

As detailed the governance arrangements are prescriptive. Dryandra Lodge and Baptist Care are both private providers who are approved providers under the Act. WACHS by virtue of its accreditation as a health service is deemed, under the Act, to have met the requirements of being an approved provider.

The MPS services operated by WACHS do not have the same governance and accreditation requirements as providers delivering mainstream services. WACHS by virtue of its own governance arrangements has put in place a number of initiatives to maintain and improve the quality of aged care services they include:

- Quality Review process conducted by CommunityWest for Residential Aged Care which is combined with the existing community care review process and review cycle. The review process results in improvement plans and accompanying action;
- ACAT assessments for entry into the MPS (although this is not a requirement under the Aged Care Act);
- SIHI has also conducted building audits that provide insight into the capacity of the buildings to support aged care and the impact of the built form on the quality of care.

WACHS have operational policies that address key issues relevant aged care delivered through MPSs and small hospitals that include:

- Security of Tenure of Residents of Aged Care Facilities
- Compulsory Reporting of Allegations of Assault in Residential Aged Care and Protection for Staff who report Assault
- Restraint Minimisation
- Animals in Health Care Settings
- Prevention of Elder Abuse
- Policy for Respite Approval in Multi Purpose Services

Operating a HACC Service

WA Health - Community Services forms contracts with applicant organisations that meet their requirements. These requirements include the capacity and commitment to conform to the Community Care Common Standards (CCCS). These standards were developed jointly by the Commonwealth Government and State and Territory Governments as part of broader community care reforms. The contract guides operational and organisational performance. The contracts are normally in place for three years.

HACC services in the MPS areas are part of the 'ALL IN' arrangement and therefore the contracts are bundled with the other funding streams to deliver aged care and health services in a flexible manner. The governance arrangements for this element are linked to the parties to the contract (primarily WA Health and WACHS)

Alternate Model Options

The following discussion offers insight into model options that may allow alternate aged care implementation strategies to be achieved and place responsibility for delivering the expected structure, quality and service levels back in the hands of the local community. These models also allow health service to continue to operate although this may require significant reorganisation. These options are not recommendations they provide guidance to support community, WACHS and DoHA

discussions regarding how services will need to be reorganised to deliver the expected services in the CEACA LGAs.

Model Variation 1: If alternate models were developed it would be possible under the legislation for providers other than WACHS to be the operators of an MPS. The alternate arrangements (other than WACHS) for delivering an MPS include the requirement that the provider operates residential aged care and at least one of the following services:

- a home and community care service;
- dental or other health care;
- transport services;
- community care under the Aged Care Act 1997;
- a service for which a medicare benefit is payable under the Health Insurance Act 1973;
- the provision of a pharmaceutical benefit under the National Health Act 1953;
- a service that the Minister nominates, in an agreement with the responsible Minister of the State, as an appropriate service.

This model would allow local governments, or GP service, or a community aged care provider to become the operator of an MPS providing a range of services to respond to community needs using the sustainability principles detailed in section 1.2.3. If this model was enacted it would likely result in existing health services and the accompanying administrative arrangements at the site ceasing. New arrangements and classifications would be required for these or alternate health services.

Model Variation 2: Develop local boards for each MPS to:

- to increase involvement of community and key stakeholders in the planning and performance assessment of the MPS
- establish a clearer separation of roles and responsibilities for the planning and delivery of health services
- align with reforms negotiated between the States and the Commonwealth Government under the National Health Reform Agreement.

Within this model variation the community would be offered the opportunity to realise the potential of operating as a community-driven health service. The greater transparency achieved through this approach would enable local communities to appreciate how funding is prioritised and what the impact and deficits are relative to the differing priorities. This approach is considered by Australian College of Health Service Executives and Australian Healthcare & Hospitals Association to be a simple way of ensuring greater transparency regarding funding arrangements. This approach may increase the opportunity for innovation and flexibility and increase the use of volunteers. It is noted by Australian College of Health Service Executives and Australian Healthcare & Hospitals Association that WA MPSs do not make significant use of volunteers and “In Western Australia, all funds are pooled centrally and then allocated to regions, where the WA Country Health Service’s regional management teams determine specific Multi-purpose Service sites¹⁹”.

This approach would align the operations of the MPSs in the CEACA LGAs with the original spirit of the MPS; a partnership between communities, the State Health authority and the Commonwealth Government. This approach broadly aligns with the

¹⁹ ACHSE/AHHA Issues Paper - Multi-purpose Services to respond to the Productivity Commissions Enquiry into Aged Care

WA Minister for Health's August 2011 announcement regarding a major overhaul of WA Health's governance arrangements²⁰.

3.2 Governance Aged Friendly Communities and Older Persons Housing

A variety of approaches may be required to realise the vision for age friendly communities and increasing the range, volume and ownership option for aged persons housing. Depending on the ownership and delivery model a range of governance options may be considered. While it is recognised that the local governments are central to the planning and leadership a variety of factors may require local council to participate or support the development of entities required to deliver the vision. These factors may include:

- The need to establish a project team e.g. at local Government or CEACA level e.g. to develop an integrated transport plan and then to implement that plan
- The need to develop a new shared facility
- The establishment of a housing cooperative able to operate under the Retirement Living Act in the event that established housing providers are not able or willing to realise the CEACA vision for older persons housing (such a Coop could be at CEACA or LGA level)
- Shared planning, monitoring and service development approaches for age friendly communities across CECA

The organisations and agencies that may be involved along with Council in governance arrangements may operate as a range of legal entities. The development of shared governance models may require the development of new legal entities such as:

- Partnership with a Lead Agency
- Incorporated Association
- Single Joint Venture - Two Operational Committees - Assets and Operations
- Two Joint Ventures - Assets and Operations with complementary Board Membership
- Limited Liability Company
- Statutory Body - Local Government Act 1995
- Section 86 Committee
- Committee of Management - Crown Land
- Body Corporate or Statutory Body - through a specific Act relating to the establishment and operation of a not-for-profit, Non-Government Organisation

Understanding the attributes, advantages and disadvantages of these legal entity types will help Council make more informed decisions about how the different legal entities should relate to one another and what will be the best type or most appropriate legal entity for activities, services, projects and infrastructure required to achieve the vision. A greater understanding of these alternatives may be gained from the current work WDC and Local Governments are undertaking together.

²⁰ Health Service Governing Councils Handbook WA Health 2011

3.2.1 Aged Friendly Community

The main responsibility for planning, implementation, monitoring and ongoing development of the age friendly strategy is the local government. It must also be recognised that an age friendly strategy, at its core, is a community development approach. A community development approach must harness a range of groups and organisations with often disparate capacity, membership, governance structures, objects and financial capacity e.g. the development of an integrated transport response. Therefore the local government approach may require the flexible capacity to support the development of or participate in a variety of community or project based groups.

The scope of governance for shared facilities, services and projects include two distinct but inter-related areas:

- Project Planning and Delivery
- Operational Governance Model

Two areas that need to be managed are:

- Governance that relates to the legal entity/ies and risk management with clear legal and financial responsibilities
- Governance that relates to operational matters, the co-location and integration of services and activities and the development of community partnerships and community building

Elements that contribute to ‘good’ community facilities, services and projects include but are not limited to:

- Sound Land Use Planning
- Good Design
- Clear Service and Community Planning
- Sustainable Funding
- Strong Partnerships
- Good Governance
- Capacity and Competencies

Decision making and accountability mechanisms matrix: Age Friendly Community

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Audit of community for all elements of age friendly community	Common tools and approach	Local Government	Community clubs/ orgs Services (Medical, Health/SIHI, Aged Government)	Local Government Public Transport HACC Volunteer Drivers
Development of plans or refinement of existing plan	Peer review	Local Government	Commercial services	Community clubs/ orgs WDC RDA
Development of governance for planning for and then operating shared facilities,	Template Agreements Peer Support Coordinated	Local Government		Services (Medical, Health, Aged)

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
equipment or services	approaches			Government)
Implementation of plans	Common approach to grants for capital funding Advocacy	Local Government		Commercial services St John's RFDS
Monitor Implementation of Age Friendly Community Plan excluding transport plan	Information Peer support	Local Government		
Improve and redevelop plan	Common approach to grants for capital funding Advocacy Information Peer support	Local Government		
Development of a regional integrated transport plan	Coordinate Plan development and Implementation Advocate Common approach to grants for capital funding	CEACA Public Transport St John's Local Government (own buses etc.) HACC/WACHS Volunteer Transport	Each Local Government Member of CEACA Public Transport HACC Volunteer Drivers St John's RFDS	As Above
Monitor Implementation of transport plan and Improve				

3.2.2 Older Persons Housing

Key elements of the older persons housing strategy is to:

- Deliver the range of ownership options,
- Deliver housing that meets current and future expectations of community members (design, exterior look, quality of finishes, location and layout),
- Ensure that within the mix of housing pension level entry is available
- Ensure that housing is available across all CEACA LGAs with an accompanying ageing in place strategy and capacity (universal design)

It is expected that to achieve this vision the developments will require capital support, land and head-works gifted to the project and the housing will need to be able to operate under the Retirement Villages Act. The social housing component will need to comply with the requirements of the Department of Housing.

To achieve this vision for older persons housing a range of stakeholders will be involved and may stipulate governance arrangements. These may include:

- WA Department of Housing

- RDL
- Royalties for Regions
- A Housing Provider
- Local Government
- Existing Housing Trusts/Boards

The range of options for governance will depend on the capacity and willingness of a housing provider to take ownership of the vision. An alternate approach would be for the CEACA group to establish a housing coop to deliver the vision across the sub region.

Decision making and accountability mechanisms matrix: Older Persons Housing

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Review current stock - demand - and priority areas based on Aged Care Solution findings and plan	Identify the degree to which stock meets current requirements Current and future plans of current Housing Orgs Wait lists Covenants on current stock Pricing Undertake a common community survey	CEACA	Each Local Government that makes up CEACA WDC RDA WA Dept of Housing	Residents of current stock Existing older persons Housing Orgs Aged care Service providers Local Government WDC RDA WA Dept of Housing The community 55+ years
Development of ageing in place, multiple ownership options, quality older persons housing plan including the business case	Develop a coordinated approach to common development, ownership and design and integration Common approach to marketing	CEACA	Existing older persons housing owners: Trusts, Foundations, Community Organisations, Local Government, Dept of Housing Possible new Housing provider	Potential residents Residents of current stock Existing older persons Housing Orgs Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions
Identify and allocate/ acquire land and capital funding	Develop a common approach land and capital Advocate Acquire capital commitments	Local Government	RDL (crown land) Royalties for Regions Dept of Housing	Potential residents Residents of current stock Existing older persons Housing Orgs

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
	Manage Royalties or other Capital applications			Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions
Development of older persons housing across CEACA: with ownership options, ageing in place, with a quality required by the community This development includes staged planning	Manage coordinated approach Form a legal entity to deliver older persons housing vision <i>or</i> appoint a regional housing provider to develop/ operate as required Manage relationships and approach with existing providers as required Coordinate new arrangements with existing providers as required/ invited	CEACA Housing Provider	Each Local Government Entity Funder	Potential residents Residents of current stock Existing older persons Housing Orgs Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions
Management of older persons housing across CEACA and ongoing staged development: with ownership options, ageing in place, with a quality required by the community	Monitor Progress and performance against agreements with provider	Housing provider	Local Government Funder	Potential residents Aged care Service providers Local Government WDC RDA WA Dept of Housing Royalties for Regions

3.2.3 Community Aged Care

Key elements of the community aged care strategy are:

- Achieve the delivery of the full range of community packaged care types as detailed in Living Longer Living Better in the CEACA region at least to the benchmark service levels, services will include dementia care to the equivalent of high care;

- Achieve the delivery of HACC within the full range of services as detailed in the Home Support Program outlined in Living Longer Living Better - service levels are to be consistent with wider Australian benchmarks for the services in the Home Support Program (HACC, Reablement, Community Respite and housing support);
- Achieve the delivery of Home Support Program services and Community Packaged Care into older persons housing to realise the Ageing in Place Strategy;
- Seek a commitment and partnership approach with existing community care provider to deliver the required geographic coverage, ageing in place and mix of packaged types facilitated by leading practice in workforce development;

Alternately

CEACA form an entity to apply for and deliver the community aged care services in line with the vision;

Alternately

CEACA work with WACHS and/or Dryandra lodge to deliver community aged care services in line with the vision;

- Develop the Housing and Age Friendly Strategies with the Community Aged Care Provider participating in the development as a key stakeholder;
- Facilitate integrated and partnership approaches that deliver the synergies with the age friendly community (including transport) and ageing in place housing strategy through MOUs or similar instruments with the prescribed providers;
- Through delivering the integrated strategy delay or remove the need for entry into residential aged care thus reducing the demand and at the same time increasing the instances where older people will remain living independently within the community of their choice.

Decision making and accountability mechanisms matrix: Community Aged Care

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Ensure Community Packaged Care Program is delivered according to the Living Longer Living Better architecture and consistent with benchmarks levels applicable to the CEACA sub region.	<p>Advocate using the findings of this report</p> <p>Ascertain how the MPSs will deliver the Living Longer Living Better Community Aged Care Approach</p> <p>Form agreements MOUs to ensure future planning and operations align with the Housing and Aged Friendly Community Strategy</p>	<p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p>	<p>Housing Provider (s)</p> <p>Residential Care Provider (s)</p> <p>Local Government</p>	<p>Local Governments</p> <p>WDC</p> <p>RDA</p> <p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p> <p>Housing Provider (s)</p> <p>Community Members</p>
Ensure Home Support Program is delivered according to the Living Longer Living Better	<p>Advocate using the findings of this report</p> <p>Ascertain how the MPSs will deliver the Living Longer</p>	<p>WA Health (HACC)</p> <p>WACHS</p>	<p>DoHA</p> <p>Housing Provider (s)</p> <p>Residential Care</p>	<p>Local Governments</p> <p>WDC</p> <p>RDA</p> <p>Aged Care</p>

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
architecture and consistent with benchmarks levels applicable to the CEACA sub region - currently part of bundled funding through the MPS	Living Better the Home Support Program Form agreements MOUs to ensure future planning and operations align with the Housing and Aged Friendly Community Strategy		Provider (s) Local Government	Providers WACHS DoHA Housing Provider (s) Transport Providers Community members
Ensure that the Community Aged Care Strategy is integrated with health services	Facilitate connections/ links with the other elements of the Solution and the providers	Aged Care Providers WACHS Local Councils	Housing Provider (s) Residential Care Provider (s)	As Above

3.2.4 Residential Aged Care

Key elements of the community aged care strategy are:

- Achieve the delivery of ageing in place residential aged care consistent with Living Longer Living Better in the CEACA including dementia care to the expected high care levels;
- Achieve the delivery of residential aged care to the benchmark for beds
- Within the full range of services as detailed in the Home Support Program outlined in Living Longer Living Better - service levels are to be consistent with wider Australian benchmarks for the services in the Home Support Program (HACC, Reablement, Community Respite and housing support);
- Achieve the delivery of Home Support Program services and Community Packaged Care into older persons housing to realise the Ageing in Place Strategy;
- Seek a commitment and partnership approach with existing community care provider to deliver the required geographic coverage, ageing in place and mix of packaged types facilitated by leading practice in workforce development;

Alternately

CEACA form an entity to apply for and deliver the community aged care services in line with the vision;

Alternately

CEACA work with WACHS and/or Dryandra lodge to deliver community aged care services in line with the vision;

- Develop the Housing and Age Friendly Strategies with the Community Aged Care Provider participating in the development as a key stakeholder;
- Facilitate integrated and partnership approaches that deliver the synergies with the age friendly community (including transport) and ageing in place housing strategy through MOUs or similar instruments with the prescribed providers;
- Through delivering the integrated strategy delay or remove the need for entry into residential aged care thus reducing the demand and at the same time

increasing the instances where older people will remain living independently within the community of their choice.

Decision making and accountability mechanisms matrix: Residential Aged Care

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
Ensure that Residential Aged Care is delivered according to the Living Longer Living Better structure and the benchmark levels are delivered in the CEACA sub region.	<p>CEACA facilitate a joint working party with RDA and WDC with WACHS, DoHA, WA HACC and Dryandra Lodge</p> <p>Advocate using the findings of this report</p> <p>Ascertain how the MPSs will deliver the Living Longer Living Better</p> <p>Facilitate agreements with key stakeholders</p> <p>Ascertain what arrangements and approaches will be used in regard to restructuring aged care in MPSs, for beds that become redundant and growth arrangements</p>	<p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p>	<p>Housing Provider (s)</p> <p>Residential Care Provider (s)</p> <p>Community Care Providers</p> <p>Local Government</p> <p>Community Reference Group</p>	<p>Local Governments</p> <p>WDC</p> <p>RDA</p> <p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p> <p>Housing Provider (s)</p> <p>Community Members</p>
Develop alternate and creative options	Work with the joint working party with reference to the report and innovations already tested in other locations and developing new approaches	<p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p>	As above	As above
Ensuring workforce development strategies are implemented that facilitate the community aged care, housing and aged friendly strategy	Work with the joint working party with reference to the report and innovation already tested in other locations	<p>Aged Care Providers</p> <p>WACHS</p> <p>DoHA</p>	As above	As above
Supporting approaches that contribute to Dryandra Lodge's viability and capacity to respond to a portion of the identified need for additional	Work with the joint working party and Dryandra Lodge	<p>Dryandra Lodge</p> <p>WACHS</p> <p>DoHA</p>	<p>Housing Provider (s)</p> <p>Community Care Providers</p> <p>Local Government</p> <p>Community Reference Group</p>	<p>Local Governments</p> <p>WDC</p> <p>RDA</p> <p>Aged Care Providers</p> <p>WACHS</p>

Identified Area of Action	CEACA Role	Primary Responsibility	Other Responsible Bodies	Stakeholders
residential aged care and dementia care				DoHA Housing Provider (s) Community Members
Facilitate the context for the Residential Aged Care Strategy to be integrated with health services particularly maximizing the benefits of reforms initiated through SIHI including the capacity to make best use of telehealth and increased primary health care	Work with the joint working party and particularly SIHI and local HSMS	WACHS including; Management, SIHI and local HSMS.	Housing Provider (s) Residential Care Provider (s) Community Care Providers Local Government Community Reference Group	As Above
Develop of local boards for each MPS	Work with WACHS to develop local Boards to increase involvement of community and key stakeholders in the planning and performance assessment of the MPS	WACHS	WA Health HACC	Local Governments WACHS DoHA Community Members

4 Recommendations

This section includes 5 primary recommendations. The broad recommendations and more detailed elements have been developed giving consideration to; the needs study and complex governance issues. The recommendations have also been developed after consultation throughout the project with the key decision and policy makers to determine what approaches that are likely to be supported and the steps that may be required to realize the full vision of an integrated aged care solution.

Recommendation 1: Accept the findings and implications of this report

It is recommended that:

CEACA and the local councils that make up the CEACA LGAs review the needs study and the Aged Care solution report and substantially accept the findings and implications; [Dec 2012]

CEACA and the local Governments that make up the CEACA LGAs consider the proposed actions and allocate resources to support progress toward the actions including grant applications; [Feb 2013]

CEACA develop an implementation plan (based on the report and its recommendations) and continue to meet as a group to deliver the outcomes. Important roles will include advocacy, leadership and facilitation; [Feb, March 2013]

RDA and WDC review the needs study and the Aged Care solution report and substantially accept the findings and implications; [Dec 2012]

RDA and WDC support the leadership and role of CEACA in implementing the strategy including support to access grants; [Ongoing]

RDA and WDC support CEACA by facilitating connections and relationships with DoHA, WA Health, the Department of Housing, Department of Transport, WACHS and other Key external Stakeholders as required (particularly as it is imagined that similar themes will emerge from other studies being undertaken in the Wheatbelt; [In accordance with implementation plan March 2013 onwards]

WACHS and DoHA review the needs study and the Aged Care solution report and substantially accept the findings and implications paying particular attention to the issues that are within their purview (Chap 3). [Jan, Feb 2013]

Local governments establish a community reference group for the ongoing implementation of the plan in its entirety [May 2013]

Recommendation 2: Implement an Age Friendly Community Strategy

It is recommended that:

Each Local Government audit all elements of age friendly community within each LGA (in collaboration with stakeholders) using a common tool agreed to by CEACA [March, Apr 2013]

Each Local Government Develop plans or refine existing plans that respond to deficiencies identified through the audit process including cost estimates. As CEACA, consider what common elements would benefit from a shared approach to grant applications, advocacy etc. [March, June 2013]

Development of governance arrangements at each Local Government level for planning and then operating shared facilities, equipment and/or services using common tools sourced/agreed to by CEACA [July onwards 2013]

Each Local Government Implement plans facilitated by grant funds and community actions

CEACA continues to meet to provide peer review and support of the plans

Each Local Government monitor the implementation of Age Friendly Community Plan and improve and redevelop plan as required

Develop a CEACA integrated community transport plan focused on older persons that includes; all transport option required to facilitate the goals of an aged friendly community and is responsive to the particular needs of older people in regard to their care - CEACA in collaboration with RDA and WDC [Feb to Aug 2013]

CEACA and its local government members jointly and severally implement, monitor and improve the transport plan [Sept 2013 onward]

Recommendation 3: Realise an Older Persons Housing Strategy

It is recommended that:

Each Local Government audit the current housing stock and the degree to which it aligns to the aspiration and needs of current and future residents based on the findings of the report. Other audit considerations should include, current rental arrangements, wait lists and turnover of residents and the current and future planning of the existing housing providers [March 2013];

CEACA develop a common community survey building on surveys already undertaken e.g. Wyalkatchem, to determine immediate demand for housing to be actioned by each local government [Feb to March 2013];

Create a consolidated plan for the development of housing stock including allocations for a social housing component across CEACA. The common plan will need to consider how existing stock and providers fit into the plan and how the services will be integrated into a plan [May to June 2013];

Develop a shared plan to engage a housing provider(s) and or forming an entity to deliver housing in the manner described in this report through CEACA. The common approach will deliver ageing in place, quality as per the findings, ownership options and integration with the overall aged care solution. The plan will consider the principles and innovation detailed in the [July to Aug 2013]:

- Need Study 6.4.13 Dutch Alternate Housing and Care Options
- Needs Study 6.4.14 Dutch Aged Care Housing Options
- Needs Study 6.4.12 Humanitas - Apartments for Life
- Needs Study 6.4.9 Tasmanian Residential Aged Care Collective related model innovations
- Needs Study 6.4.3 Balladong Lodge

The housing provider(s) develop a business plan that identifies the support required at each local government level that may include land and capital funding and processes be established to facilitate the support required [Sept to Oct 2013];

Local Government and or CEACA apply for capital funding and manage and or support arrangements to deliver the social component with the Department of Housing (WDC and RDA will support this process) [Nov to Dec 2013];

The housing provider engage a builder/developer to construct housing in a modest and on a needs basis across the CEACA maximising efficiencies through common design and geographically scattered construction plan that is part of a higher volume proposition achieved through a CEACA wide and demand approach [Feb to March 2014], Operationalise [March 2015>];

Ongoing staged development be managed as detailed based on demand [April 2015>];

CEACA and its local government members jointly and severally monitor and improve the plan in conjunction with all key stakeholders including the community reference group [Dec 2015>].

Recommendation 4: Realise the Community Aged Care strategy

It is recommended that:

CEACA facilitate a joint working party with the support and engagement of RDA and WDC with WACHS, DoHA, WA HACC and Baptist Care to put a process in place that ensures that program and policy approaches are in place and are effective in:

- Ensuring the Home Support Program is delivered according to the Living Longer Living Better architecture and consistent with benchmarks levels applicable to the CEACA sub region
- Ensuring the Community Packaged Care Program is delivered according to the Living Longer Living Better architecture and consistent with benchmarks levels applicable to the CEACA sub region
- Ensuring that the Community Aged Care Strategy is integrated with health services particularly maximizing the benefits of reforms initiated through SIHI
- Ensuring flexible, integrated and creative options are developed to respond to the needs even the smallest communities e.g. Needs study 6.4.1 Yetman Community Service Model
- Ensuring workforce development strategies are implemented that are consistent with:
 - Needs Study 6.4.4 Mallee Track
 - Needs Study 6.4.16 Tasmanian Workforce Development [Feb 2013 to Feb 2015]

CEACA ensure that the policy and program responses and protocols are developed in a manner that, aligns with, and makes optimal use of, the housing and age friendly strategies detailed in this plan [March 2013>]

CEACA support a process that results in the development of local boards for each MPS to:

- to increase involvement of community and key stakeholders in the planning and performance assessment of the MPS
- establish a clearer separation of roles and responsibilities for the planning and delivery of health services
- align with reforms negotiated between the States and the Commonwealth Government under the National Health Reform Agreement [April 2013]

Recommendation 5: Realise the Residential Aged Care strategy

It is recommended that:

CEACA facilitate a joint working party with the support and engagement of RDA and WDC with WACHS, DoHA, WA HACC and Dryandra Lodge to put a process in place that ensures that program and policy approaches are in place and are effective in:

- Ensuring that Residential Aged Care is delivered according to the Living Longer Living Better structure and the benchmark levels are delivered in the CEACA sub region.
- Planning for and making decisions related to the impact on MPS (health services and community aged care services) of alternate arrangements and the options that respond to quality of care issues, dementia care and the redundancy of the hostels. This approach will jointly consider strategies and actions that align with SIHI initiatives
- Enables alternate options to be developed such as:
 - Needs study 6.4.3 Balladong Lodge
 - Need study 6.4.9 Tasmanian Residential Aged Care Collective Related Model Innovations
 - Needs study 6.4.13 Dutch Alternate Housing and Care Options particularly with reference to dementia care
- Ensuring workforce development strategies are implemented that are consistent with:
 - Needs Study 6.4.4 Mallee Track
 - Needs Study 6.4.16 Tasmanian Workforce Development
- Supporting approaches that contribute to Dryandra Lodge's viability and capacity to respond to a portion of the identified need for additional residential aged care and dementia care
- CEACA ensures that the policy and program responses and protocols are developed in a manner that, aligns with, and makes optimal use of, the housing, community aged care and age friendly strategies detailed in this plan
- Ensuring the that the Residential Aged Care Strategy is integrated with health services particularly maximizing the benefits of reforms initiated through SIHI including the capacity to make best use of telehealth and increased primary health care [Feb 2013 to Feb 2015]

CEACA support a process that results in the development of local boards for each MPS to:

- to increase involvement of community and key stakeholders in the planning and performance assessment of the MPS
- establish a clearer separation of roles and responsibilities for the planning and delivery of health services
- align with reforms negotiated between the States and the Commonwealth Government under the National Health Reform Agreement [April 2013]

5 Attachments

- Central East Wheatbelt Aged Care Needs Study, October 2012
- Next Steps Presentation, 16 November 2012



AGE FRIENDLY COMMUNITY PLAN



March 2016

Report



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MESSAGE FROM THE PRESIDENT & CEO

It is with great pleasure that we present the Shire of Bruce Rock's *Age Friendly Community Plan*. The Shire of Bruce Rock values the contributions older people make to our community. We have developed this plan to identify priorities for our ageing residents. These improvements will not only benefit older people but the entire community.

The elderly population in the Wheatbelt is projected to increase from 10.4% in 2011 to 17% in 2027. It is critical that we plan for this increase in order to ensure appropriate services are available and to continue to offer a quality of life for older residents living in the Shire of Bruce Rock. We anticipate that the growth of our ageing population will bring with it a number of opportunities and challenges. The responsibility for addressing these needs will be shared amongst all key stakeholders within the Shire. The Shire of Bruce Rock is already working collaboratively with its partners to address the needs of our current and future older residents, and will continue to identify new opportunities for partnerships over the life the Plan.

The Shire of Bruce Rock's *Age Friendly Community Plan* has been developed to outline our commitment to older residents. The Shire has partnered with residents and the broader community to guarantee the Plan is created for, with, and by the Shire of Bruce Rock community. Based on your vital feedback through consultation, we will continually strive to enhance the opportunities to promote active and enjoyable ageing in our Shire.

The Shire of Bruce Rock has a strong community spirit and we have continued to be proud of the high level of community participation and positive feedback throughout the development of this Plan.

On behalf of the Council and the Shire, we would like to strongly commend and recommend this Plan. Collectively, we are confident that the actions it contains will assist local community agencies and groups to work together to support the Shire of Bruce Rock aging population. We certainly look forward to your ongoing feedback as the Plan is implemented.

Cr Stephen Strange

Shire President

Mr Darren Mollenoyux

Chief Executive Officer

KEY POINTS OF THE PLAN

The engagement activities undertaken as part of the development of this Plan found that those who participated enjoy living in the Shire of Bruce Rock. There is a very strong sense of community and participants indicated they valued the lifestyle and community connections in Bruce Rock. They value the services available to them, the quality of outdoor spaces and the opportunities to participate in community life including sport and recreation activities. The critical issues, as identified by the community are:

- Public transport
- Road safety
- Senior housing
- Health services and care, accessibility to a doctor

The Shire of Bruce Rock is committed to developing an Age Friendly Community and this plan identifies a number of actions in response to the findings of the community engagement. The high priority actions identified include:

- Advocating for hospital improvements
- Improving access to shops
- Advocating for a grain truck diversion to enhance road safety
- Advocating for increased aged care housing and residential accommodation
- Increasing youth participation in volunteering to increase volunteer diversity and aid succession planning
- Promotion of events and volunteering opportunities to new residents
- Improved access to information for residents and tourists.

This plan sits under the Shire of Bruce Rock Strategic Community Plan, and the Corporate Business Plan. It is not intended to directly reallocate resources. However, it will be used as an informing strategy, providing direction and a framework for assessing expenditure proposals in future strategic and corporate planning by the Shire of Bruce Rock.

A range of key indicators will be used to monitor the success of the Plan.

WHAT IS AN “AGE FRIENDLY COMMUNITY PLAN”?

Age Friendly Communities are those that encourage “active ageing by optimising opportunities for health, participation and security in order to enhance the quality of life as people age” (World Health Organisation)¹. An Age Friendly Community is one which:

- Recognises the great diversity among older people;
- Promotes their inclusion and contribution in all areas of community life;
- Respects their decisions and lifestyle choices; and
- Anticipates and responds to ageing-related needs and preferences.

A community that exhibits these qualities is not only an Age Friendly Community, it also tends to better cater for the whole population, where a wider range of abilities and needs are met.

The Shire of Bruce Rock considers Age Friendly Community planning vital to undertake for the following reasons:

- By 2027, Wheatbelt population over 70 will have increased by 75.3%
- The proportion of people 70+ will have increased from 10.4% in 2011 to 17% in 2027²

In addition to this, older adults generally prefer to remain in their own home and continue to be part of their community. Older adults feel safe, valued and respected in their own community and local governments have a key role in ensuring this can occur.

The Age Friendly Community Plan has been developed and structured using the Wheatbelt Development Commissions Age Friendly Community Planning Guide (based on the World Health Organisation Guide to Age-Friendly Cities and Communities). The WHO eight domains of an Age Friendly Community have been configured to reflect Wheatbelt perspectives: health and community services; outdoor spaces and buildings; transport and movement; housing; sport and recreation; social participation; respect and social inclusion; and communication and information.

An Age Friendly Community Plan identifies the priorities and actions discovered in the resulting process. It identifies the age friendly barriers and areas for improvements that have been recognised by the community and Council. An Age Friendly Community Plan is an Informing Strategy under the Integrated Planning and Reporting (IPR) Framework and needs to be resourced and prioritised in the Shire’s ongoing corporate planning process.

¹ Note that the Western Australia State Government has adopted the World Health Organisation’s model (see <http://www.communities.wa.gov.au/communities-in-focus/seniors/Pages/Age-Friendly-WA-.aspx>).

² Verso Consulting 2013, Wheatbelt Integrated Aged Care Plan.

REGIONAL CONTEXT

This section on the Central East Aged Care Alliance (CEACA) sub-region has been extracted from the Wheatbelt Aged Support and Care Solutions (WASCS) Report³, with a focus on the following sub-sections.

Demographic Trends

The Eastern Wheatbelt CEACA sub-region (a combination of the WEROC and NEWROC sub-regions) is the largest in area and the number of shires. The 70+ population will increase from 1,019 (10.3% of total area population) in 2011, to 1,196 (11.5%) by 2017, and to 1,616 (15.9%) by 2027. The Accessibility/Remoteness Index of Australia (ARIA) scores localities within the CEACA area which indicate Moderate Accessibility and Remote areas, indicating “significantly” to “very” restricted access as defined by the ARIA. All local government areas will qualify for the viability supplement. In 2011 there were 105 Aboriginal and Torres Strait Islander persons aged 45+ recorded in the CEACA local government areas, representing 13.4% of this cohort in Wheatbelt as whole.

The data indicates that there are six unpaid carers aged 85+ living in the CEACA sub-region, although there were a reported 67 aged 70+. The need for dementia specific care for older residents of the CEACA sub-region is likely to increase over the projected period from an estimated 90 persons aged 70+ in 2006 to 156 persons by 2027. This represents an increase of 66 people (a 73.3% increase).

All CEACA local government areas are relatively disadvantaged (i.e. Socio-Economic Indexes for Areas [SEIFA] score less than 1000) the most disadvantaged is Kellerberrin (ranked 134 of 142 in WA).

CEACA Aged Care Support and Solutions Summary				
Age Friendly Communities	Home Support and Care			Residential Care
	HACC	Home Care	Respite Care	
All shires to start/progress action in line with WA Seniors Planning Framework (SPF)	Ensure multi-purpose service (MPS) HACC delivered according to benchmark levels/standards	Monitor extent of coverage & raise community awareness as alternative to residential care	Coordinate and plan for wider availability of in home respite and better public awareness	WA Country Heath Service (WACHS) to consider how to provide suitable care in very dispersed MPS sites.

³ <http://www.wheatbelt.wa.gov.au/our-projects/aged-care/>

Current CEACA Service Levels and Provider Summary				
HACC	Home Care	Residential Care	Respite Care	Providers
Patchy	Patchy but improving	Formally adequate but many unsuitable facilities	Some residential respite but shortage of in-home plus low awareness	Mainly WACHS plus not for profit (NFP) residential (Dryandra Lodge) and NFP home care ex Merredin

CEACA (excl. Narembeen) Residential beds summary and growth estimate		
Currently available	2011 planning ratio target	2027 planning ratio target
71	76	112

Residential Care

The CEACA sub-region is distinguished as one of the few sub-regions heavily dependent on WACHS for Residential Care. Apart from Dryandra Lodge at Kellerberrin, all Residential Care is provided by WACHS via multiple sites of the Eastern Wheatbelt MPS based at Merredin and the Bruce Rock Memorial Hospital/MPS. Until recently the sub-region has also depended on the MPS facilities to provide Home Care. However, a non-profit provider has recently established at Merredin and there is also some evidence of providers from outside the sub-region providing Home Care services. The issues for the CEACA sub-region is its small and dispersed population, the unviable scale of facilities (their fabric, economics and skills maintenance) and the logistical challenges in providing HACC and Home Care to more isolated places. There is no evidence of a major formal shortage in Residential Care but many of the small MPS facilities are not built for purpose and would not meet Commonwealth standards. The built form and staffing profile does not allow the implementation of properly developed aged care programs. As a result, there is a major issue with older people having to move far away to obtain the required care. There is a projected demand for a small number of additional beds in the next 15 years, taking into account the 21 additional beds awarded to Dryandra Lodge, but not on a scale ever likely to encourage private/non-profit providers. The challenge for the CEACA sub-region is to establish capacity for high standard aged care facilities at selected locations to enable those older people who need Residential Care to receive it at the proper standard and as near to home as possible.

Transport

Significant transport issues across the sub-region include:

- Over reliance on voluntary ambulance services
- Disengagement from services if transport is not available
- Limited public transport
- Overnight stays are often necessary if travelling to Perth
- Underutilised Shire buses.

Older Persons Housing

Identified need to deliver housing options under a range of ownership options that can assist older people to down size or to move to more appropriate housing that facilitates the maintenance of independence.

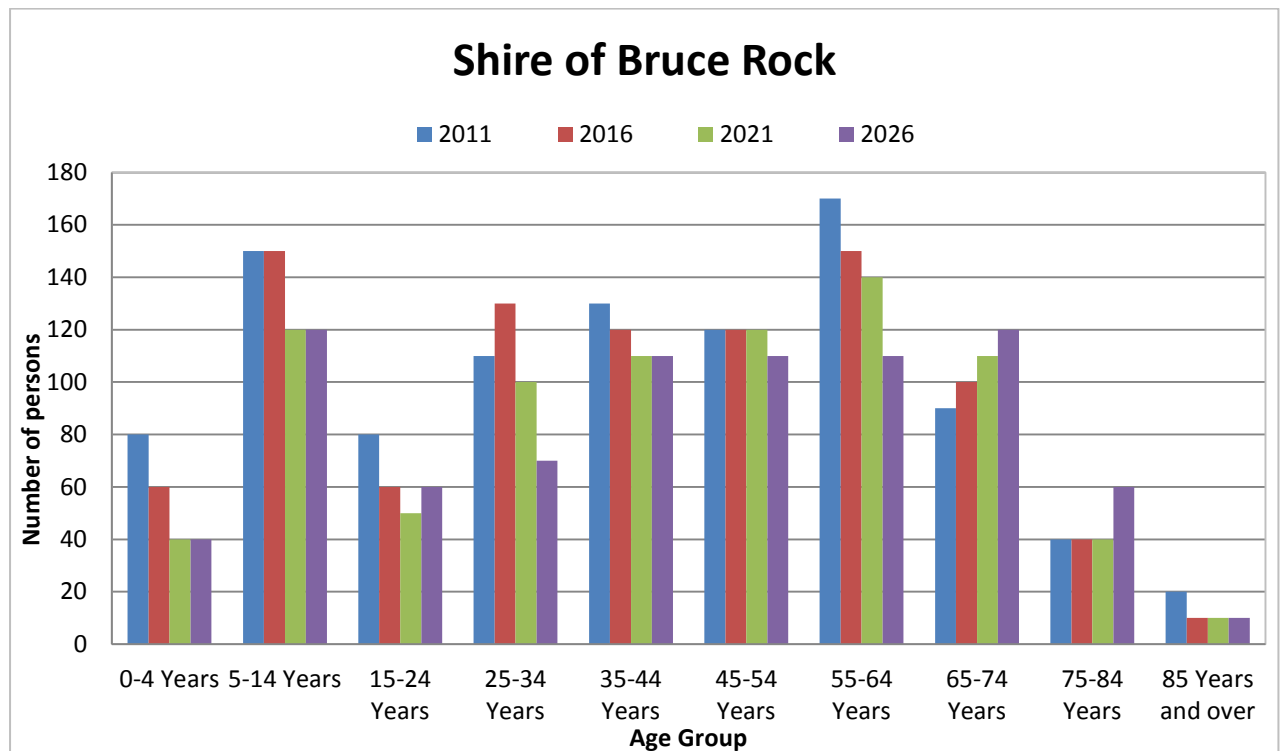
There is acknowledgement that additional affordable older persons housing is required, particularly in the WEROC local government areas.

COMMUNITY PROFILE

The Shire of Bruce Rock covers an area of 2,727 square kilometres and includes the towns and localities of Bruce Rock, Ardath, Babakin, Belka, Erikin, Kwolyin, Shackleton and Yarding. It is located 245 kilometres east of Perth with a population of approximately 1200.

Figure 1, below, is indicative of the Shire's projected age profiles from 2011 to 2026. The graph illustrates a noticeable increase in the age cohorts from 65 to 84 years of age and older. The largest difference is expected to occur in the cohort of 65 to 74 years of age. The number of persons in 2011 was recorded as 90 and this number is expected to rise to 120 in 2026. This accounts for a 33% increase in the amount of persons in this cohort. The amount of 75 to 84 year olds was 40 in 2011 and is projected to increase to 60 in 2026, or a 50% increase in population size. This aging population will place a significant amount of pressure on existing services in the Shire of Bruce Rock unless they are accounted for.

Figure 1: Projected age profiles for the Shire of Bruce Rock from 2011 to 2026⁴



⁴ <http://www.planning.wa.gov.au/publications/6196.asp>

HOW THIS PLAN WAS DEVELOPED

Overview

The planning model used in this Plan consists of a four step solution-focused process. It has ultimately produced an Informing Strategy consistent with and complementary to the Shire of Bruce Rock's Strategic Community Plan. The first step is to gain an understanding of each unique local community. A collaborative process involving service providers and seniors themselves is then used to develop a three to five-year plan. Each stage naturally progressed into the next, with the first three steps providing the essential information for understanding the current and longer term needs and preferences, as the basis for strategic planning and action.

Grant Funding

The Shire of Bruce Rock applied for 2014 – 2015 Age-Friendly Communities Regional Local Government Strategic Planning Grants Program. This program, run by the Department of Local Government and Communities, seeks to “optimise opportunities for health, participation, and security by establishing policies, services and structures that improve the quality of life of community members as they age.” The grant funding itself is to assist local governments in regional Western Australia to collect and analyse given findings in respect of the Age-Friendly Communities Framework. Funding was awarded at up to a rate of \$10,000 per project.

Partnership with Merredin

In order to reap the most benefit from the Age-Friendly Communities grants, Shires were encouraged to team up with another, similarly geographically located Shire in order to ensure funding of both projects. As the Shires of Merredin and Bruce Rock are part of the Central East Aged Care Alliance, they agreed to collaborate on completing their Age Friendly Community Plans, in order to take advantage of the regional perspective and economies of scale.

The two Shires decided to follow the Wheatbelt Development Commission's Age Friendly Community Planning Guide. They have a strong shared commitment to becoming Age Friendly Communities and a common view of how the planning will benefit their communities, the approach, project outcomes and how the objectives will be met.

Audit

The Shire of Bruce Rock undertook an Age Friendly Community Planning Audit in February 2015 and then again in November 2015. This audit was designed to capture information for the purposes of identifying whether the community is an Age Friendly Community across eight “domains” that are particularly relevant to the wellbeing of seniors. Each domain contains a number of components, sometimes divided into sub-domains. This information enables the Shire and the community to assess where improvements are needed and assist in informing the wider Age Friendly Community planning that will guide future activities and investments. The Report was prepared using the Wheatbelt Development Commission's Age Friendly Community Planning Audit Tool.

Reference Group

As part of the conditions of fulfilment for the grant, the Shire of Bruce Rock established a reference group that guided and supported the project and reviewed the draft reports.

Consultation

The Shire conducted focus groups and a survey in order to consult with community members. The Shire of Bruce Rock's focus groups were aimed at seniors, carers and service providers. They were structured around the eight WHO AFC domains with participants involved in assessing these features in their own communities. A survey was developed and posed a standard set of questions structured around the eight WHO domains. It was promoted to persons within the Shire of Bruce Rock in both electronic and hardcopy forms.

In addition to this, the Council was consulted through an Issues and Options Workshop. They were given the results of the community engagement and prioritised various community member concerns that were then used to inform the creation of this Plan.

LINKS TO OTHER PLANS AND POLICIES

Strategic Community Plan

The Shire of Bruce Rock Strategic Community Plan (2013) describes the community priorities for the ten year period from 2013 - 2023 and the key activities the Shire will focus on to achieve the community aspirations. The Strategic Community Plan presents four goals including "Social" with a priority action to "participate in local and regional aged care accommodation options, selecting best practice for the Shire, coupled with appropriate and complementary health, recreation and community services e.g. Senior Citizens Centre, aged care, Men's Shed".

Corporate Business Plan

The Shire of Bruce Rock Corporate Business Plan (2013) translates the community aspirations outlined in the Strategic Community Plan into an implementable work program. The Corporate Business Plan identifies several aspects related to ensuring an age friendly community with a particular short term focus on housing and service provision.

Disability Access and Inclusion Plan (DAIP) 2012 - 2017

The Disability Access and Inclusion Plan (DAIP) is required under The Disability Services Act 1993 with the aim of planning and implementing improvements across seven outcome areas. These plans benefit people with disability, older people, young parents and people from culturally and linguistically diverse backgrounds. The Shire of Bruce Rock DAIP identifies a range of access improvement opportunities that will have a particular benefit to older people in the community. Some of these actions are very closely related or a duplicate of the priority actions identified within this Plan. This correlation reinforces the importance of this Plan and the broader community outcomes beyond older people.

FINDINGS

Summary of Audit Findings

Contained below is a summary of the extensive findings compiled in an Audit report. **The complete Audit can be found in Annex 1.**

Health and community services

- There is a GP and a Hospital in the town of Bruce Rock.
- A dental service is also available in the Shire along with allied health services.
- There is a pharmacy and shopping complex located on the Main Street of Bruce Rock. Most shops lack disability access and disability parking is available at either end of the Main Street.
- Health and Community Care Services are available although a lack of volunteer drivers limits access to transport services.

Outdoor spaces

- There were three parks and open spaces surveyed within the Shire for the audit. Full details of these specific places can be found in the report. For the most part the parks in the Shire have good disability access and features including shade, benches and lighting.

Public buildings

- Public buildings surveyed in the audit are comprised of the Shire Hall, Administration Building, Senior Citizens Centre, Amphitheatre, Aquatic Centre, Recreation Centre, Gym, Museums and Medical Centre. The front counter and reception desks of some buildings were often higher than the suggested maximum.
- Disability access is available in a majority of the public buildings surveyed.

Transport and movement

- Pedestrian crossings are generally adequately provided for and are available on key access routes with one exception at the District High School.
- There are some gaps in the footpath network that the Council has been addressing for some time. Lighting and adequate seating along major routes are also lacking in the Shire of Bruce Rock.
- Traffic signs are generally well placed and visible.
- Public transport is not available within the Shire but community transport (HACC) is available.

Housing

- There is not sufficient suitable housing to meet the needs of the ageing population in the future.

Summary of Engagement Report

It is clear from the results of the engagement activities that both survey respondents and focus group participants enjoy living in the Shire of Bruce Rock. However, the research also shows that the community feel that there are some opportunities for improvement regarding the provision of key services in order to create an Age Friendly Community. The full Engagement Report can be found in Annex 2.

The key findings are:

- A total of 17 individuals participated in the focus group and 34 individuals participated in the surveys.
- Of those seniors who participated, 82% of survey respondents and 65% of focus group participants are retired.
- The majority of both survey and focus group respondents believe that improved provision of health and community services and attention to road safety will lead to a more fulfilling experience for seniors in the Shire of Bruce Rock.
- Focus group participants believe the most important issues for aged persons in the Shire of Bruce Rock are:
 - Public transport
 - Safety of all who access roads
 - Increased access to medical specialists
 - Increased number of volunteers
 - Gopher users more aware of speed limits
 - Road maintenance
 - Senior housing
- Survey respondents believe the most important issues for aged persons in the Shire of Bruce Rock are:
 - Health services and care, accessibility to a doctor
 - Accommodation for the very elderly
 - Transport to Perth
 - Road safety due to increased rate of trucks on the road

THE PLAN

The Plan is based on the eight domains of an age friendly community (two of which have been combined based on community feedback), each with a number of associated actions as listed in the following table. These are designed to allow Council to respond to changing needs and ensure support for the wellbeing of the Shire of Bruce Rock ageing population. Many of the actions outlined are able to be implemented within existing resources however any new or expanded activity will be considered through the Shires standard corporate planning processes.

Health and Community Services				
Objective	Actions	Priority	Within existing resources?	Others involved
Ensure older people have access to quality and reliable health and community services allowing them to age in place and keep travel at a minimum.	Advocate for hospital upgrades and improvements.	High	Yes	Department of Health WA Country Health Service Local Member of Parliament
	Continue to work with local GP services to expand the availability of doctors.	Medium	Yes	Local GP Services (existing and potential providers) Department of Health WA Country Health Service
	Advocate and facilitate improved accessibility of shop entrances.	High	Yes	Private developers Existing and new business owners

Outdoor Spaces and Buildings				
Objective	Actions	Priority	Within existing resources?	Others involved
Create outdoor spaces and buildings that promote mobility, independence and quality of life for older people.	Continue to undertake well planned maintenance of Council infrastructure (infrastructure, roads and footpaths) that contributes to safe access for all.	Low	Yes	Private developers Government Agencies and Funders
	Investigate opportunities to increase access to the hydrotherapy pool.	Low	Yes	

Transport and Movement				
Objective	Actions	Priority	Within existing resources?	Others involved
Ensure seniors have access to safe and consistent transport options.	Continue to improve the provision of footpaths across the Shire.	Medium	Yes	Business owners
	Continue to investigate and advocate on regional transport issues that impact on the ability of people to age in place.	Medium	Yes	Wheatbelt Development Commission Neighbouring Local Government Authorities Department of Transport Department of Health WA Country Health Service

Housing				
Objective	Actions	Priority	Within existing resources?	Others involved
Investigate and advocate for accessible, affordable and diverse housing options that contribute to the ability of people to stay in their community.	Continue to advocate for the increased provision of residential aged care accommodation across the Shire.	High	Yes	State Government Federal Government Private Developers CEACA
	Seek opportunities to facilitate the availability of more rental accommodation in the Shire.	High	Yes	State Government Federal Government Private Developers CEACA

Sport and Recreation				
Objective	Actions	Priority	Within existing resources?	Others involved
Provide facilities and recreation services that contribute to the social and physical wellbeing of older community members.	Support initiatives that increase the participation of seniors in sport and recreation activities.	Medium	No	Sport clubs Community groups

Social Participation/ Respect and Social Inclusion				
Objective	Actions	Priority	Within existing resources?	Others involved
Facilitate opportunities for community members to engage with each other and ensure respect for our older community members is encouraged.	Facilitate opportunities for stronger partnerships between seniors and the school.	Medium	No	Bruce Rock District High School
	Continue to promote volunteering activities and events to new residents.	High	No	Bruce Rock Community Resource Centre

Communication and Information				
Objective	Actions	Priority	Within existing resources?	Others involved
Ensure high quality, reliable and up to date information is made available to older people in the community.	Seek opportunities to improve all aspects of Shire communication.	Medium	Yes	
	Ensure older people (both residents and tourists) have access to necessary Shire information in suitable formats.	High	Yes	
	Facilitate communication between other agencies and service providers that contribute to an Age Friendly Community.	Medium	Yes	Service Providers State Government

IMPLEMENTATION AND MONITORING

Implementation of this plan will occur through ongoing corporate planning. Resourcing of any new or expanded initiatives will need to be considered through the due process of the Shire's Integrated Planning and Reporting.

This Age Friendly Community Plan reflects the Shire's strong commitment to optimising opportunities for health, participation and security for ageing community members. This commitment is aligned to the Western Australia State Government an Age Friendly WA: The Seniors Strategic Planning Framework. The Shire is not the only agency with responsibility for ensuring an age friendly community and the exact contribution it makes is difficult to measure. A large number of other factors influence how the ageing population experience community life across the eight domains of an Age Friendly Community. However, the Shire will monitor a set of key indicators as outlined below to track the progress of the sector in terms of the overall goal of the Plan.

Indicators
Health and Community Services
<ul style="list-style-type: none"> ▪ Community satisfaction with availability and access to health and medical services ▪ Improved access to shops
Outdoor Spaces and Buildings
<ul style="list-style-type: none"> ▪ Community satisfaction with Shire owned buildings ▪ Community satisfaction with access to the hydrotherapy pool
Transport and Movement
<ul style="list-style-type: none"> ▪ Community satisfaction with footpaths and roads
Housing
<ul style="list-style-type: none"> ▪ Increase in the aged housing available
Sport and Recreation
<ul style="list-style-type: none"> ▪ Seniors satisfaction with the provision of sport and recreation activities
Social Participation/Respect and Social Inclusion
<ul style="list-style-type: none"> ▪ Increased youth participation in volunteering ▪ New residents awareness of events and volunteering activities
Communication and Information
<ul style="list-style-type: none"> ▪ Community satisfaction with the provision of Shire information

ANNEX 1: AGE FRIENDLY COMMUNITY AUDIT REPORT

ANNEX 2: ENGAGEMENT REPORT:TOWARDS AN AGE FRIENDLY COMMUNITY PLAN



ENGAGEMENT REPORT

Dec 2015

Towards an Age Friendly Community Plan



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KEY FINDINGS

It is clear from the results of the engagement activities that both survey respondents and focus group participants enjoy living in the Shire of Bruce Rock. However, the research also shows that the community feel that there are some opportunities for improvement regarding the provision of key services in order to create an age friendly community.

The key findings are:

- A total of 17 individuals participated in the seniors' focus group and 34 individuals participated in the surveys. A focus group for service providers was held in partnership with the Shire of Merredin and a total of 15 people participated.
- Of those seniors who participated, 82% of survey respondents and 65% of focus group participants are retired.
- The majority of both survey and focus group respondents believe that improved provision of health and community services and attention to road safety will lead to a more fulfilling experience for seniors in the Shire of Bruce Rock.
- Focus group participants believe the most important issues for aged persons in the Shire of Bruce Rock are:
 - Public transport
 - Safety of all who access roads
 - Increased access to medical specialists
 - Increased number of volunteers
 - Gopher users more aware of speed limits
 - Road maintenance
 - Senior housing
- Survey respondents believe the most important issues for aged persons in the Shire of Bruce Rock are:
 - Health services and care, accessibility to a doctor
 - Accommodation for the very elderly
 - Transport to Perth
 - Road safety due to increased rate of trucks on the road

INTRODUCTION

Background

Age-friendly communities are those that encourage “active aging by optimizing opportunities for health, participation and security in order to enhance the quality of life as people age” (World Health Org). An Age Friendly Community is one which:

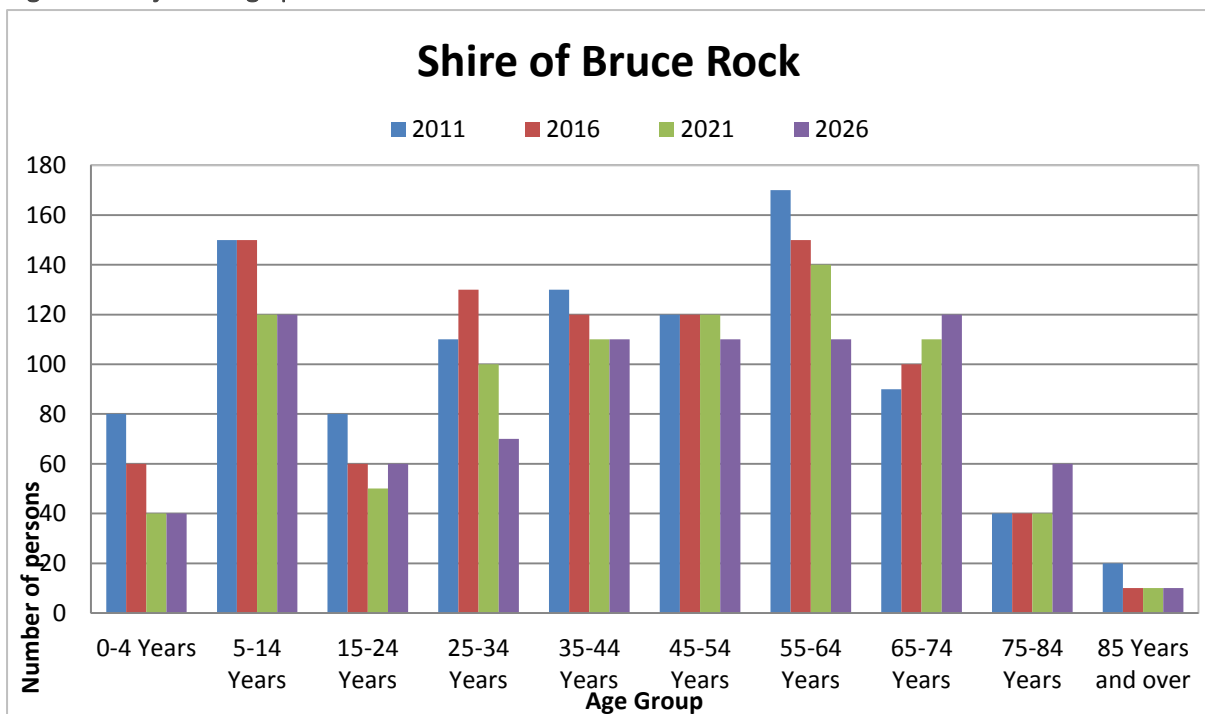
- recognises the great diversity among older people;
- promotes their inclusion and contribution in all areas of community life;
- respects their decisions and lifestyle choices; and
- anticipates and responds to ageing-related needs and preference.

The Shire of Bruce Rock considers age-friendly community planning vital to undertake for the following reasons:

- By 2027, Wheatbelt population over 70 will have increased by 75.3%
- The proportion of people 70+ will have increased from 10.4% in 2011 to 17% in 2027
- The increase projected for Bruce Rock is: 72.3% to 193 people in 2027.

In addition to this, older adults generally prefer to remain in their own home and continue to be part of their community. Older adults feel safe, valued and respected in their own community and local governments have a key role in ensuring this can occur.

Figure 1: Projected age profiles for the Shire of Bruce Rock from 2011 to 2026



<http://www.planning.wa.gov.au/publications/6196.asp>

Age-friendly community planning is also a state and regional issue. In 2012 the State Government adopted “An Age-friendly WA: The Seniors Strategic Planning Framework 2012-17.” The following actions have also been undertaken:

- 2013 the Wheatbelt Integrated Aged Care Plan was published
- 2014 the Wheatbelt Development Commission (WDC) published a guide for Age-Friendly Community Planning
- 2015 WDC provided a small value grants program for minor improvement works targeted at improving age-friendliness (the Shire of Bruce Rock was successful in getting funding for two improvement projects)
- 2015 Department of Local Government and Communities Grant program to prepare plans (Bruce Rock again successful).

Community Engagement Methodology

The broad approach adopted by the Shire of Bruce Rock in preparing an Age Friendly Community Plan consists of a four step solution-focused process to produce a strategy that will be consistent with and complementary to the Strategic Community Plan:

Figure 2: Age friendly planning community process



The third step of the process concerns engagement. As part of the Age Friendly Planning process, and to obtain the knowledge and views of seniors and those who care for them, a Community Reference Group has been established. This group guides and supports the project, liaises with the Department of Local Government and Communities, reviews draft reports and will endorse the final plan. In addition to this, the group has provided input into the design of a community survey and focus groups. Both the survey and the focus group sessions were structured around the eight WHO domains with participants involved in assessing these features in their own communities.

The Shire of Bruce Rock conducted two focus groups. The first focus group involved community members in the Shire of Bruce Rock and the second was for service providers, which was held in partnership with the Shire of Merredin. The Shire advertised the focus groups and Community Survey (available in hard copy and online) using the following channels:

- The Rock Review (weekly newsletter)
- Shire of Bruce Rock Website
- Mail out to all post boxes in the Shire

See Annex 1 for a copy of the Focus Group Promotional Flyer. Annex 2 contains a copy of the Survey Promotional Flyer. A full copy of the Community Survey is contained in Annex 3.

Purpose

The purpose of the Engagement Report is to present the results of the focus groups and Community Survey. It will be used to inform and guide the next steps in the development of the Shires' Age Friendly Community Plan.

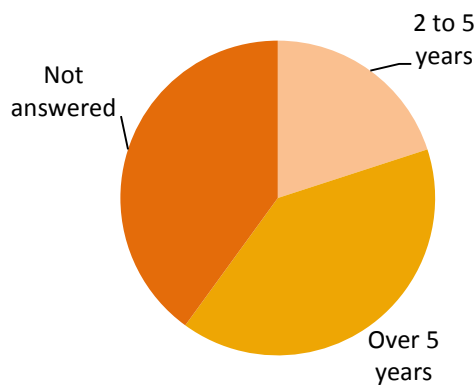
FOCUS GROUP RESPONDENTS

The Shire of Bruce Rock conducted two focus groups as part of the development of the Age Friendly Community Plan - one targeted at seniors and carers and a second targeted at service providers, which was held in partnership with the Shire of Merredin. The focus groups were designed and conducted in line with the Department for Communities Age Friendly Toolkit and the Wheatbelt Development Commissions Age Friendly Community Plan Guide. See Annex 4 for a copy of the Participant Information Form used to collect the data presented below.

Service Providers

A total of 15 service providers attended the focus group representing the voluntary (not for profit), public and private sector. 80% of respondents are female and 20% are male. 40% of the participants at the focus group have been employed with the Service Provider for over five years, 20% have been employed for two to five years and 40% did not answer the question (refer to Figure 3).

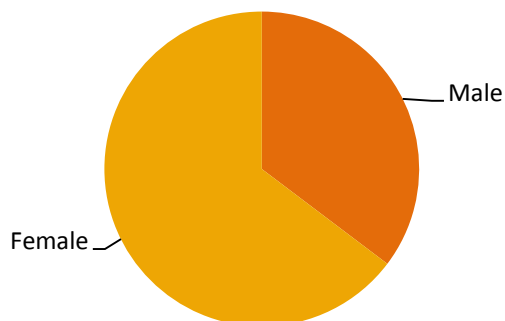
Figure 3: Service provider employment length



Seniors

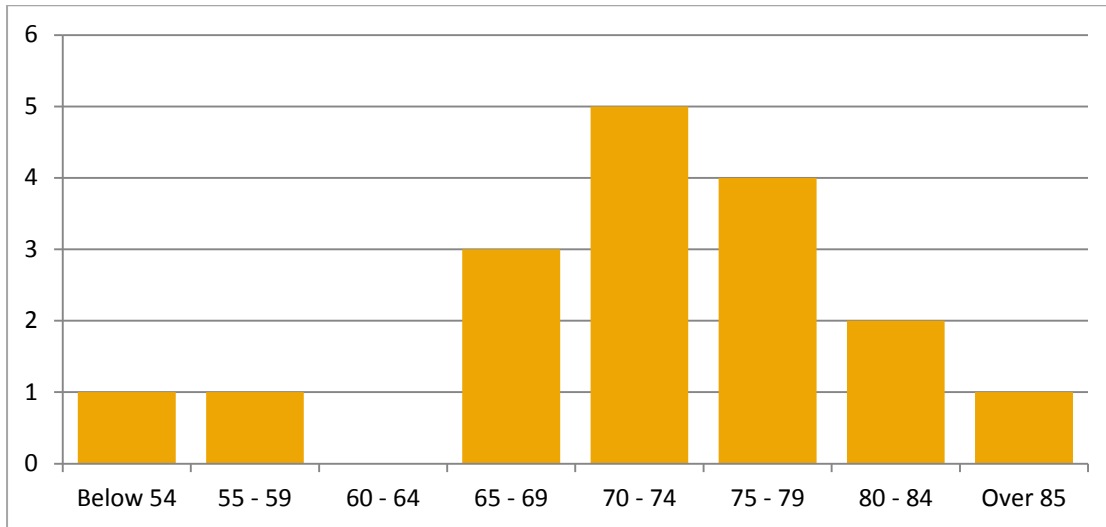
17 people attended the community focus group in the Shire of Bruce Rock. Of participants in attendance, 65% are female and 35% are male (refer to Figure 4).

Figure 4: Focus group respondent sex



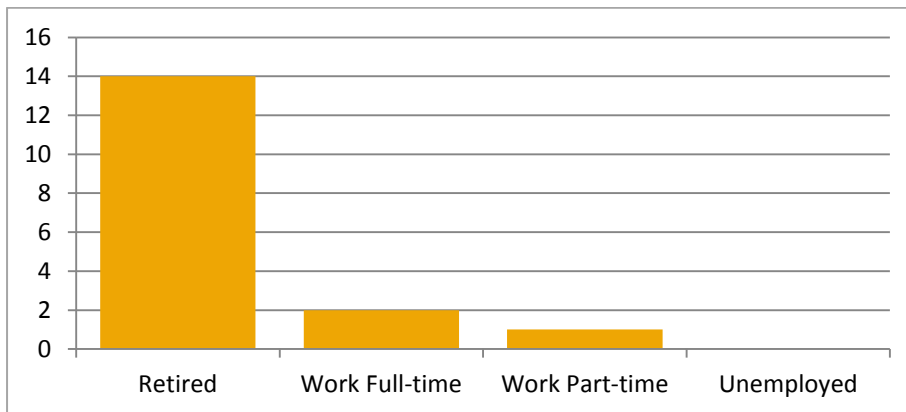
Respondents range from below 54 to over 85 years of age. The largest proportion of participants range from between 65 to 79 years of age (refer to Figure 5).

Figure 5: Focus group respondent age



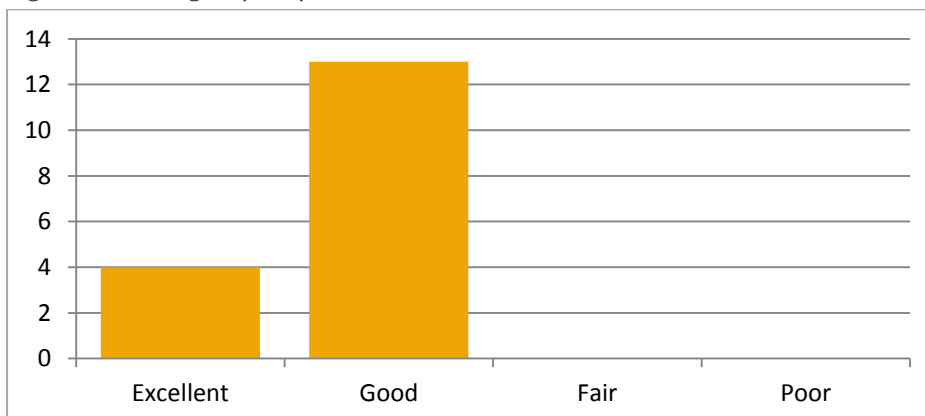
82% of respondents are retired and 18% work either full or part time. No participants have cited they are unemployed.

Figure 6: Focus group respondent present employment status



While 76% of participants indicated their current health is good, 24% indicated their health is excellent. No one has represented their health as fair or poor.

Figure 7: Focus group respondent current health



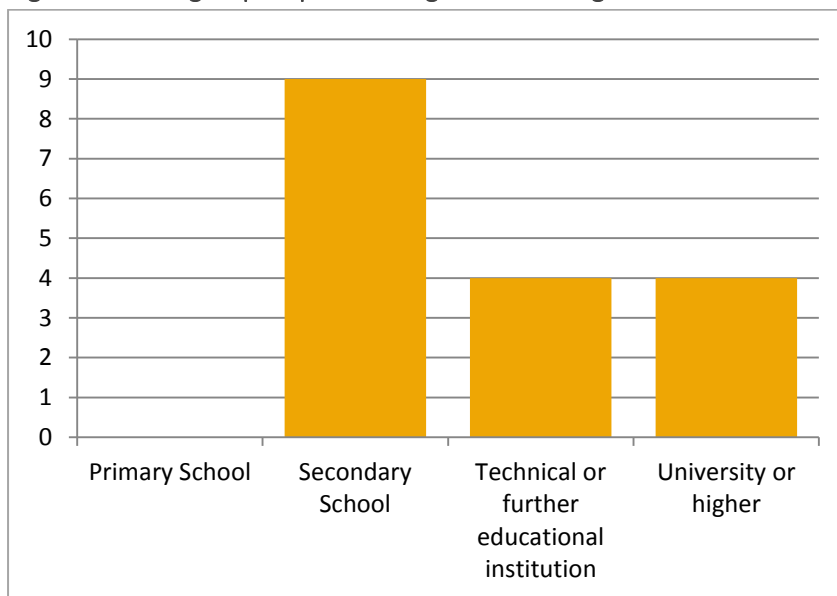
76% of participants indicated that they do not currently have health problems that limit their ability to perform normal daily activities. Conversely, 24% have indicated they do have limiting health problems.

Table 1: Focus group respondent limiting health problems

Answer Options	Response Count	Response Percent
Yes	4	24%
No	13	76%
Total	17	100%

Nine respondents have completed secondary school, four have completed technical or further education and four have completed university or higher.

Figure 8: Focus group respondent highest schooling level



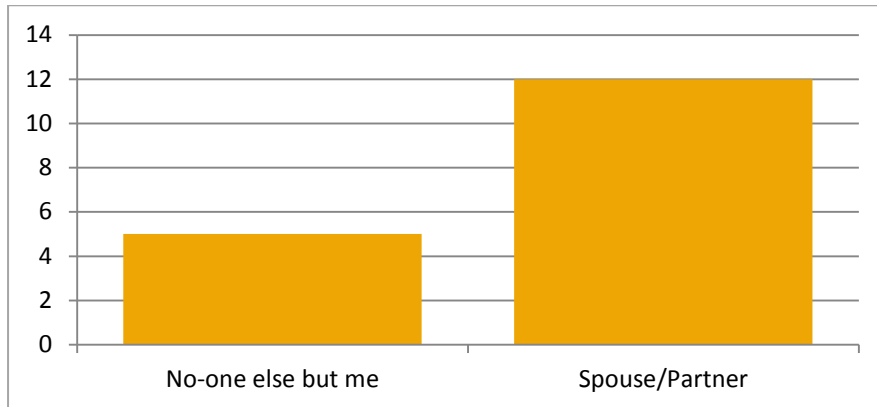
63% of respondents are home owners and 35% are renters.

Table 2: Focus group respondent home ownership

Answer Options	Response Count	Response Percent
Home Owner	11	65%
Renter	6	35%
Total	17	100%

29% of respondents live alone and 71% live with their spouse or partner.

Figure 9: Focus group respondent living arrangements

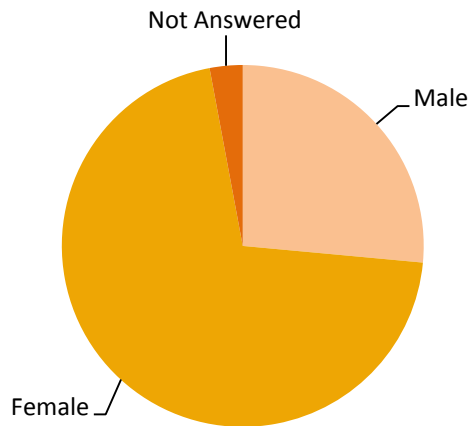


All participants live in Bruce Rock.

SURVEY RESPONDENTS

34 respondents in the Shire of Bruce Rock filled out the provided survey. Approximately 71% of respondents are female, 26% are male and 3% did not answer (see Figure 10).

Figure 10: Survey respondent sex



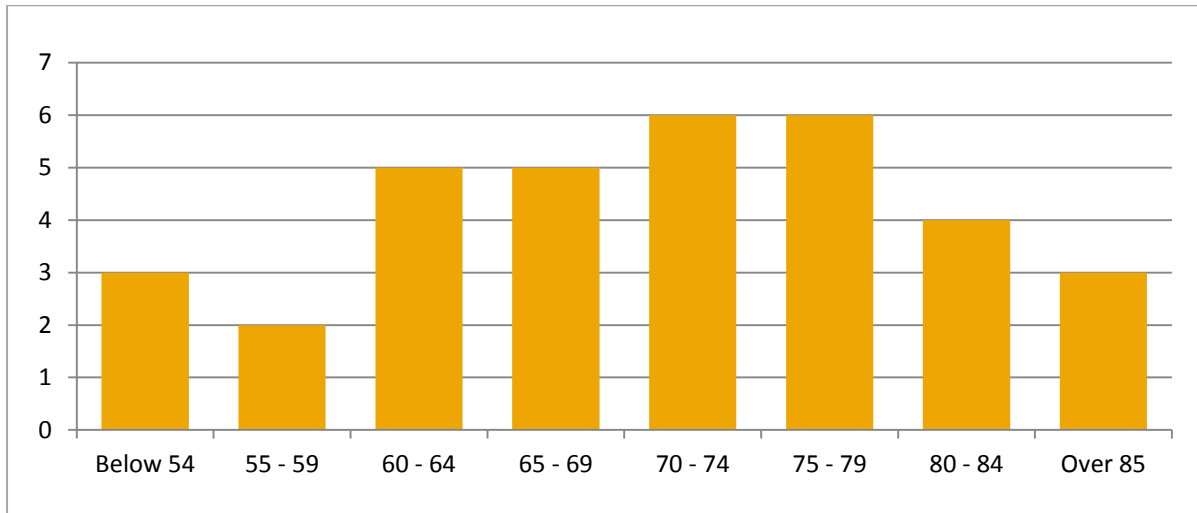
Respondents were also asked to answer the following question: “Which best describes yourself?” 97% of respondents identified as community members (refer to Table 3).

Table 3: Survey respondent self-identification

Answer Options	Response Count	Response Percent
Community member	33	97%
Service provider	0	0%
Carer	1	3%
Other (please specify)	0	0%
Total	8	100%

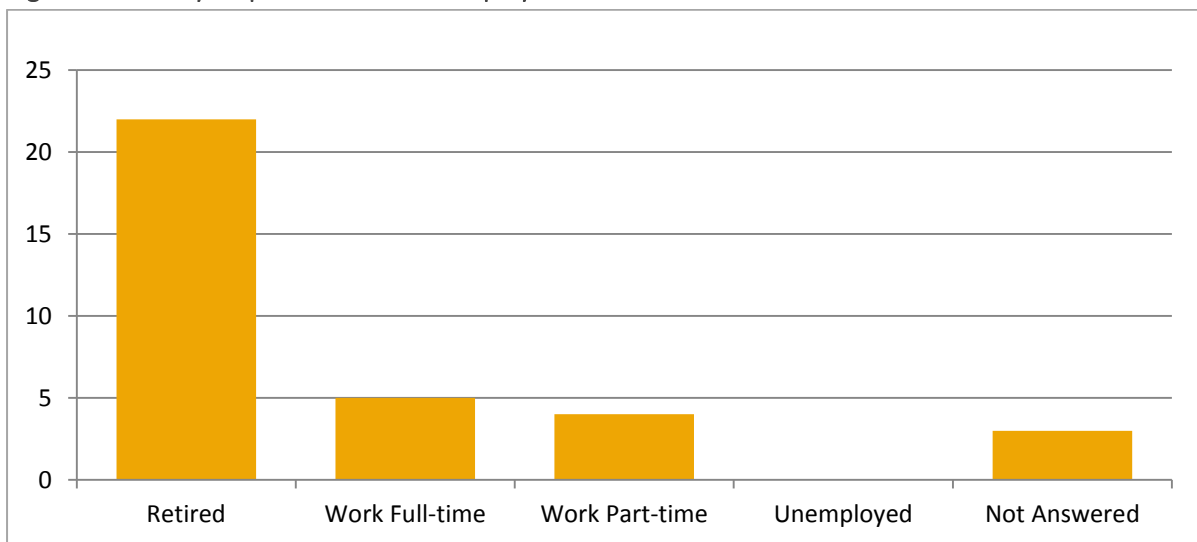
Survey respondents range from below 54 to over 85 years of age. The majority of respondents fall between ages 60 to 79 (refer to Figure 11).

Figure 11: Survey respondent age



65% of survey respondents indicated they are retired and 27% work either full or part time. 9% of respondents did not answer.

Figure 12: Survey respondent current employment status



FOCUS GROUP RESULTS – SERVICE PROVIDERS

Health and Community Services

Service provider focus group respondents indicated that the current level of health and community care is not adequate for the increasingly ageing population of the Shire of Bruce Rock and the Shire of Merredin. Suggestions for improvements in the current system are noted below:

- Priority one state register
- Home medication reviews
- Chronic disease self-management.

Service providers also noted the changes in service packages and funding for chosen services.

Outdoor Spaces and Buildings

Comments regarding outdoor spaces and buildings ranged from keeping gophers off of the roads and onto properly maintained footpaths, to providing proper lighting so as to increase the safety and comfort of older people who currently do not like going out at night. Respondents also noted the need for exercise stations in parks and community areas like the Recreation Centre, Roy Little Park and Upper French Park. Improvements to public buildings are noted in the following:

- Greater provision of disabled toilets
- Greater provision of automatic doors
- Increased provision of pedestrian crossings.

Transport and Movement

Respondents noted the possibility of a local-only senior's bus for shopping, excursions, appointments and other areas of social support. It was also suggested that a possible solution to the lack of transport options for residents is the improvement of services from Fiona Stanley hospital and the provision of Telehealth, specialist online video conferencing.

Housing

Respondents commented on greater provision of housing, noting an independent living 55+ facility as well as self-funding lifestyle housing. They also noted how low-care housing provision was currently in transit.

Respect and Social Inclusion

Service providers reported on several instances of respect and social inclusion of seniors in the Shire of Bruce Rock and the Shire of Merredin. They include the following:

- Home community care
- Partnerships between schools and seniors to revitalise intergenerational contact
- Events and programs that promote good experiences with young people
- Adoptive grandparents program.

FOCUS GROUP RESULTS – SENIORS

Health and Community Services

Focus group respondents indicate that they are very pleased with the current medical centre in the Shire of Bruce Rock. Respondents have indicated it would be good to have more beds available at the medical centre, and are pleased the Telehealth services are available. There is a desire, however, for the hospital to undergo planned improvements. While HACC offers transport services, there are limited volunteer drivers and no public transport, compelling individuals to rely on family and friends. The ambulance service is cited as being fantastic but participants are worried about volunteer “burn out.” Participants have noted that essential shopping, including delivery service, is available in the Shire.

Outdoor Spaces and Buildings

Seniors in the Shire of Bruce Rock have a dedicated building and HACC. There is also a hydro pool available with a referral. Respondents are concerned, however, that shop access is currently limited for those using mobility aids. Participants are also concerned that private shop owners are not accessing improvement funding, evidenced in poor maintenance and presentation of shops. Respondents feel that there is currently a good provision of parks for the old and young alike and the entrance to the Shire is well maintained.

Transport and Movement

Respondents have noted there is a lack of public transport in the Shire of Bruce Rock. Public safety is also a recurrent concern in the following ways:

- Private cars that block driveways for gopher users
- Reinforced speed of travel for gopher users
- Desire for removing trucks from the roads

Respondents also note that main roads are the “biggest issue” but that maintenance of footpaths (especially for gophers) is also important.

Housing

Respondents note there are 19 Independent Livings Units and that CEACA is planning to construct more in central strategic locations. There is a strong demand for senior housing and while there is plenty of stock for sale, not many are available for rent. Respondents noted that high quality housing is limited.

Sport and Recreation

While respondents noted that opportunities for sport and recreation are wonderful, not enough seniors attend events and there appears to be limited interest.

Social Participation

Respondents are concerned with the possible “burn out” of volunteers but are pleased by the multitude of opportunities to become involved in social participation. They have also cited the desire

to engage new residents and promote the various volunteering activities and have mentioned Rotary as an organisation that might like to become more involved in the Shire.

Respect and Social Inclusion

There is a strong sense of community in the Shire of Bruce Rock and respondents feel welcome and proud of this. Respondents are also pleased there is no graffiti on the buildings and the town itself is very clean. One respondent noted that, "We don't find the town, it finds us." Participants feel very well respected by young people. They also feel there are opportunities for partnerships between seniors and schools to work together and foster multi-generational awareness.

Communication and Information

Participants noted that the Rock Review is the only place for information on events in the Shire but that this is inadequate because some people do not read it. Participants cited that community noticeboards provide information and that the CRC provide access to computers. Participants are interested to know more information about the NBN and when it will be provided to the Shire of Bruce Rock. They are also concerned with how information is provided to tourists.

Priorities

Focus group respondents have outlined the following priorities:

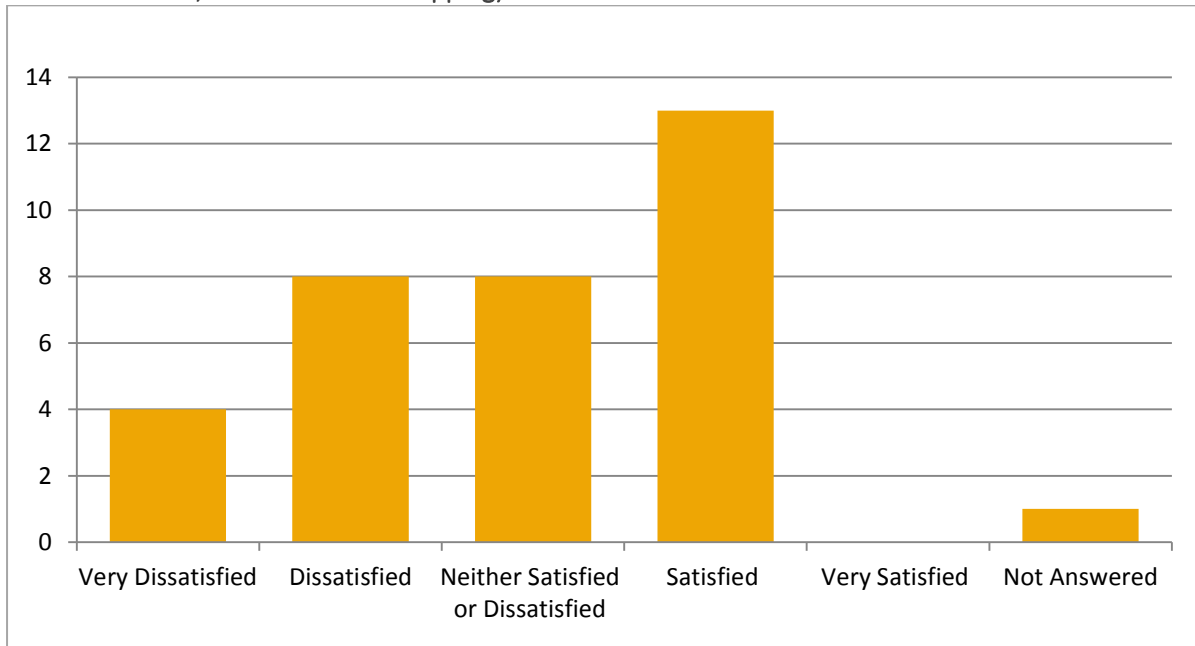
- Public transport
- Safety of all who access roads
- Increased access to medical specialists
- Increased number of volunteers
- Gopher users more aware of speed limits
- Road maintenance
- Senior housing.

SURVEY RESULTS

Health and Community Services

Approximately 36% of survey respondents indicated that they are either very dissatisfied or dissatisfied with the provision of health and community services in the Shire of Bruce Rock. 24% of respondents indicated they were neither satisfied nor dissatisfied with the Shire's provision of services and 38% indicated they were satisfied (see Figure 13). 3% did not answer.

Figure 13: How satisfied are you with the provision of Health and Community Services (including GP, medical services, home care and shopping) in the Shire of Bruce Rock?



Comments regarding health services were highly focused on the lack of a doctor on weekends as well as limited availability of doctors in the Shire. One respondent noted that this “puts extra pressure on our St John volunteers and results in elderly patients having to be transferred back and forth between hospitals, just because there is no doctor in town.” Several respondents also noted they “have no confidence in the GP.” One comment noted that it “would help if the doctor was not so technical and spoke to us...in layman’s terms.” Another individual wrote that the “hospital & other services [are] wonderful.”

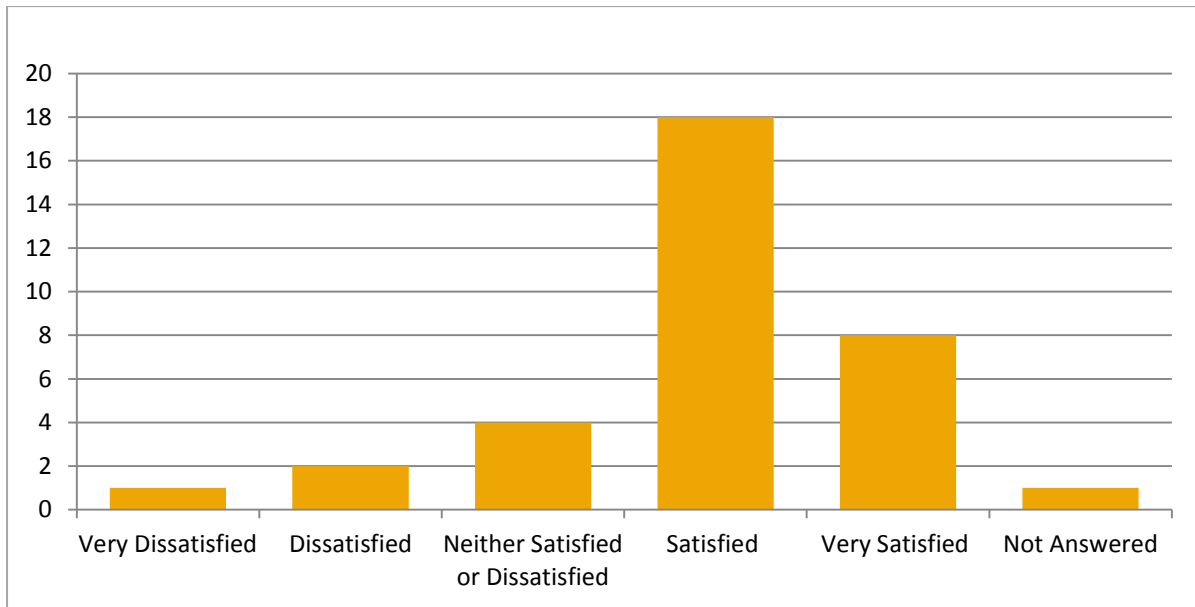
Respondents feel that “shop entrances could be more user friendly to the ageing population” and suggested that “all shop front doors [be] converted to automatic self-opening doors” in order to increase accessibility. It is also noted that the local shopping centre is good but “need better local support” to remain viable. One respondent commented that “we do have restricted shopping in town but we are only a small community.”

Outdoor Spaces and Buildings

77% of survey respondents have indicated that they are either very satisfied or satisfied with the Shire's provision of outdoor spaces and buildings. 9% of respondents are currently very dissatisfied or

satisfied. Approximately 12% or 4 respondents are neither satisfied nor dissatisfied with outdoor spaces and buildings and 3% have provided no answer at all (see Figure 14).

Figure 14: How satisfied are you with the provision of Outdoor Spaces and Buildings in the Shire of Bruce Rock?



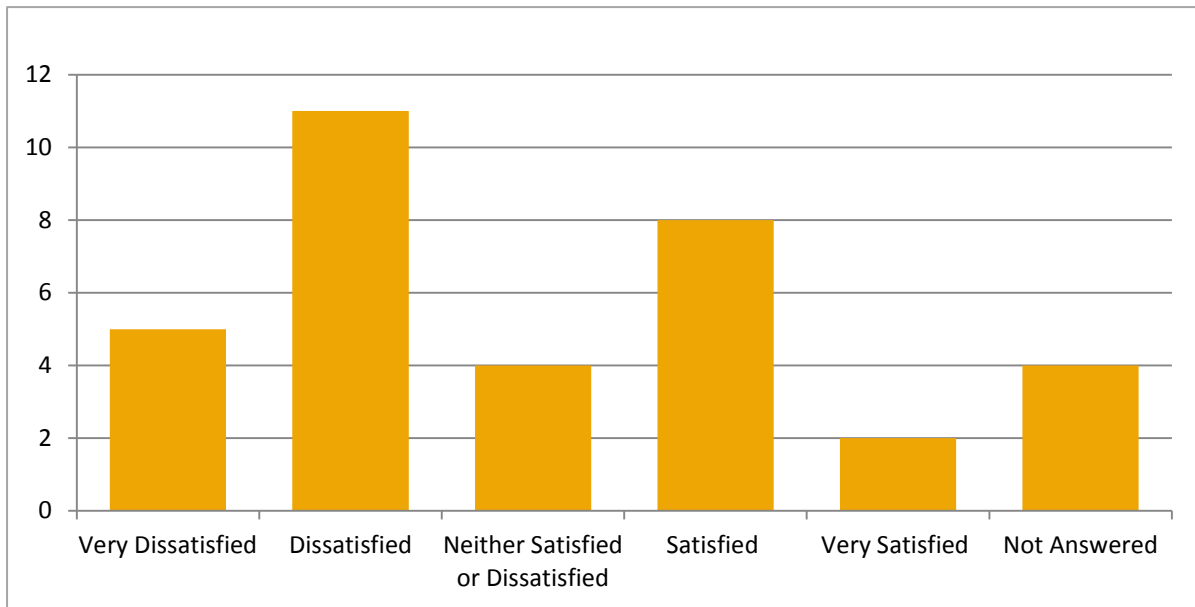
Concerns regarding outdoor spaces and buildings were generally focused around accessibility and the hydro pool. Respondents noted that buildings do not have wide enough doors to allow for accessible entry. One survey respondent noted that “there are only two shops in the main street that have adequate facilities like wide doorways for disabled and elderly people with walkers.” Another participant noted that “we need some pathways for walking and gophers have to share the road with car[s].” Another respondent commented that “outdoor spaces are under-utilised” and could be used to “cater for more events.” Several individuals commented regarding the lack of hydro-pools available hours. They noted that this “makes it very difficult for workers to use the facilities” for rehabilitation.

Other commentators are satisfied with the cleanliness of the town but have suggestions for improving several Shire offerings. One individual would like to see a “dog friendly park” and another suggested the “garden area at the amphitheatre could be greatly improved by turning it into a cool, green oasis where people could sit to eat lunch or socialize.”

Transport and Movement

47% of respondents answered they were either very dissatisfied or dissatisfied with transport and movement in the Shire (see Figure 15). 12% of respondents were neither satisfied nor dissatisfied and 30% were satisfied or very satisfied. 12% of respondents did not answer.

Figure 15: How satisfied are you with Transport and Movement (including roads, footpaths and public/community transport) in the Shire of Bruce Rock?



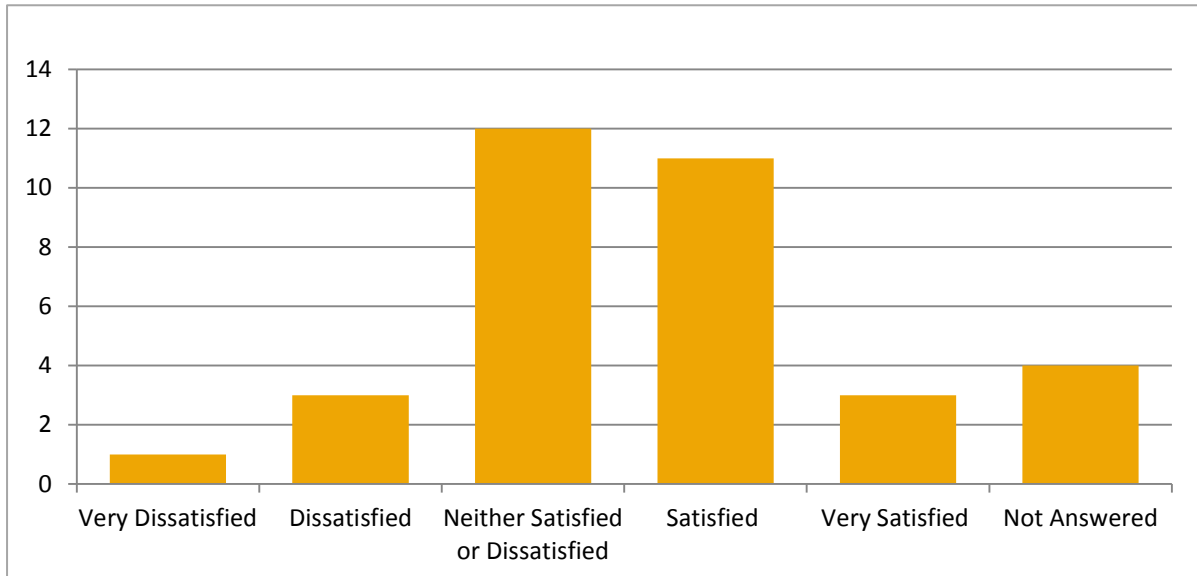
Respondents are generally concerned by the number of “trucks on the road.” They feel that excess grain trucks are contributing to dangerous road conditions and would like “the rail back.” In addition to this, one respondent noted the “Merredin-Bruce Rock road is poorly maintained and quite dangerous with the drop-offs at the edge of the bitumen.”

Several commentators have noticed, however, the “great improvements made to the main street for those who have mobility issues.” Another participant noted that “we need some pathways for walking and gophers have to share the road with car[s].” While some feel the “footpaths need redoing,” another individual wrote that footpath conditions are “slowly improving.” Respondents have written that “everyone needs access to public transport to Merredin and Perth.” In addition to this, an individual posited that without being able to drive a vehicle, they are “not able to leave town unless [they] enlist the service of someone else.”

Housing

35% of respondents noted they were neither satisfied nor dissatisfied with the provision of housing in the Shire, as indicated in Figure 15. While 12% were dissatisfied or very dissatisfied, 41% were either satisfied or very satisfied. 12% of respondents did not answer.

Figure 16: How satisfied are you with the provision of Housing in the Shire of Bruce Rock?

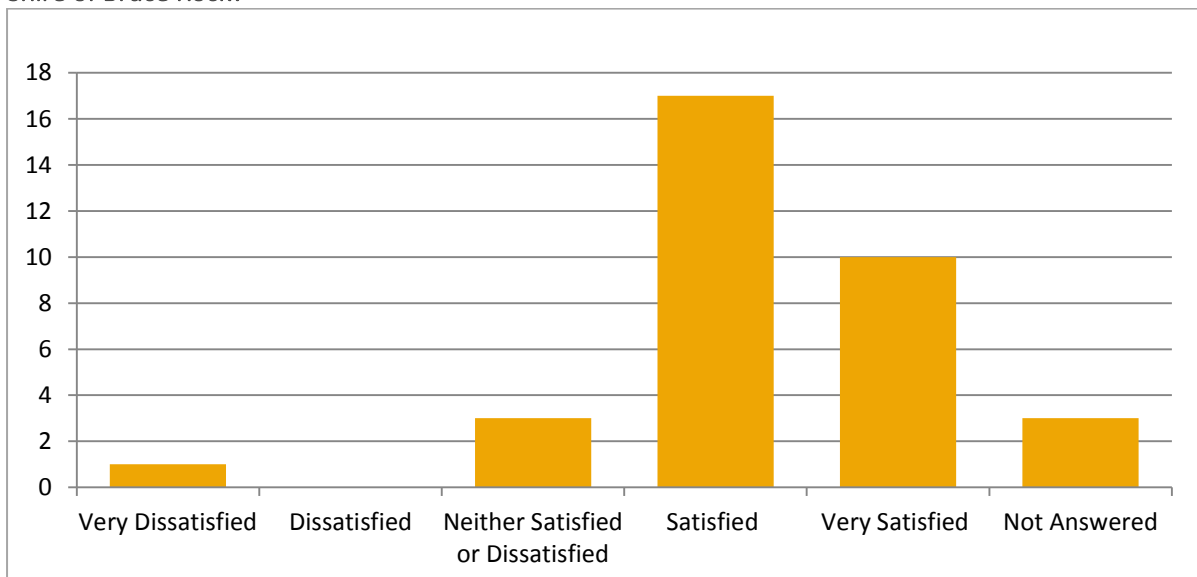


Respondents have noted that “more accommodation [is] needed for the very elderly” so they are not forced to leave the Shire. More rental units are also desired. One individual commented that “there is far, far more demand than supply for rental accommodation in, and adjacent to, town.” Another respondent commended the Shire and noted the “housing is of a very high standard.”

Sport and Recreation

79% of respondents are satisfied or very satisfied with the Shire’s provision of sport and recreation facilities, and only one person is very dissatisfied (refer to Figure 17). While 9% of respondents are neither satisfied nor dissatisfied, 9% of respondents did not answer.

Figure 17: How satisfied are you with the provision of Sport and Recreation facilities and services in the Shire of Bruce Rock?

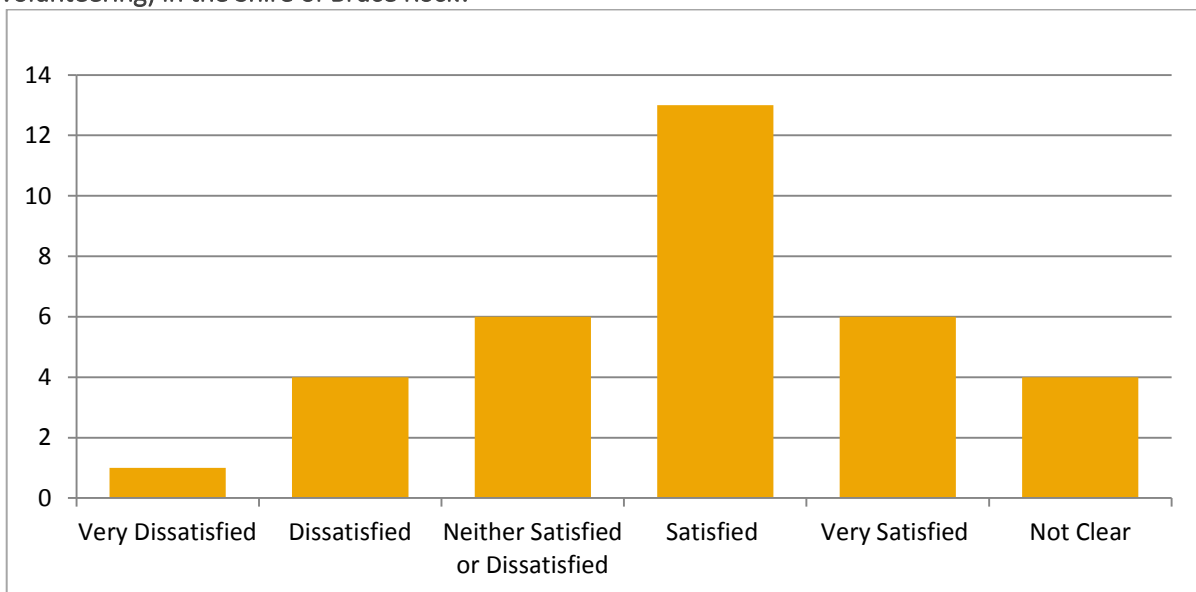


Respondents are generally pleased with the Shire’s provision of sport and recreation facilities. One individual commented the selection of services was “good.” Several other comments noted the desire for full pool access during the entire year.

Social Participation

Approximately 56% of respondents are satisfied or very satisfied with the social participation opportunities available in the Shire of Bruce Rock. Only 15% of respondents cited they were dissatisfied or very dissatisfied with provision of social participation opportunities, 18% were neither satisfied nor dissatisfied and 12% were not clear.

Figure 18: How satisfied are you with Social Participation opportunities (including events, activities and volunteering) in the Shire of Bruce Rock?

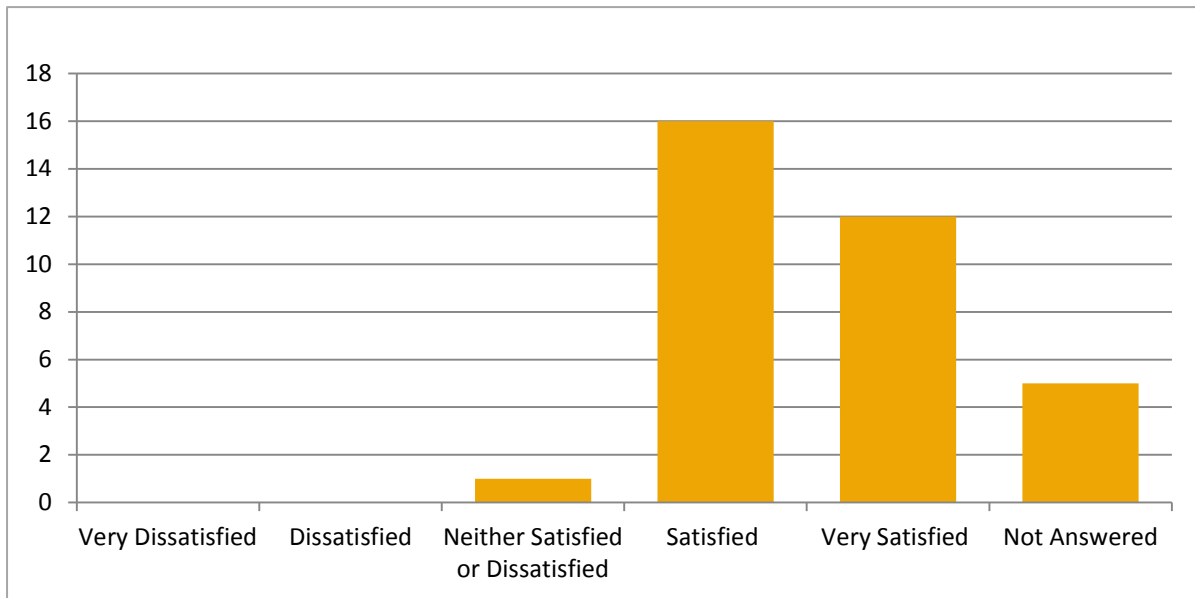


Comments regarding social participation opportunities are generally favourable but several individuals do have concerns. One individual noted there are “plenty of events held in Bruce Rock” but there is a lack of support provided by locals. In addition to this, another comment noted there needed to be more events held “for the very elderly such as day time entertainment and within the town.” Another respondent wrote that while “emergency services provide a great capability,” they “draw from a small, dedicated group of vollies” creating the “struggle for people power.” One comment noted there is “ample provision for social participation if folks get out and join organisations.”

Respect and Social Inclusion

47% of respondents indicated they are satisfied and 35% indicated they are very satisfied with the level of respect and social inclusion seniors experience in the Shire. 3% indicated they were neither satisfied nor dissatisfied and no one noted they were dissatisfied (see Figure 19). 15% of respondents did not answer.

Figure 19: How satisfied are you with the level of Respect and Social Inclusion seniors experience in the Shire of Bruce Rock community?

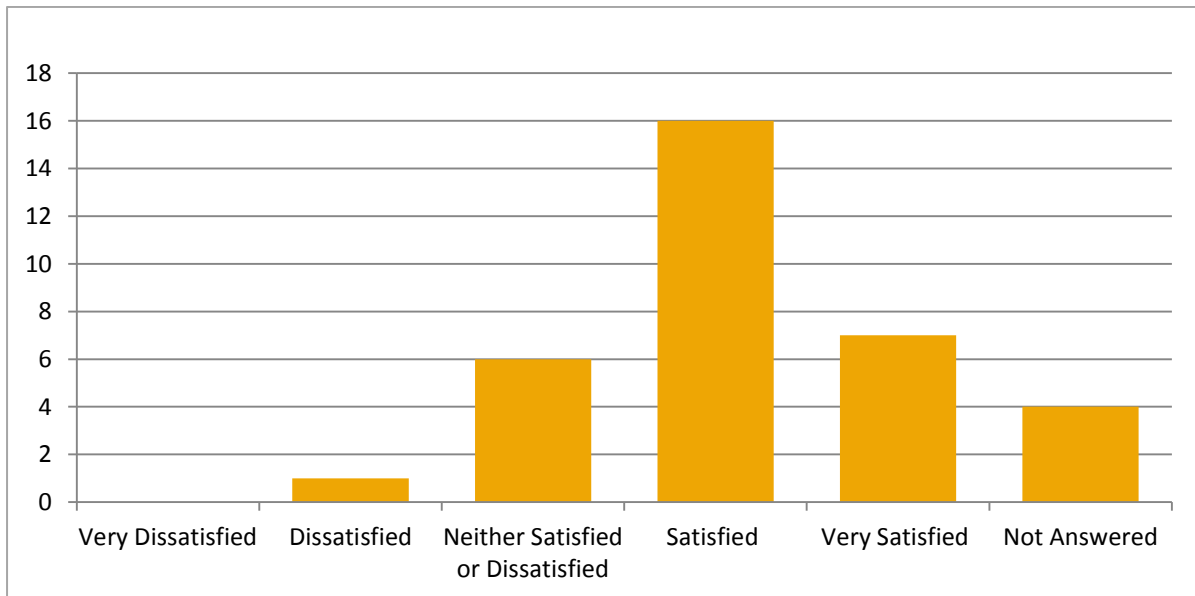


Commentators feel a “good level of respect from the younger generations” and that “Bruce Rock is the one place you can really feel happy and at home.” There is a general sense of satisfaction and community noticeable in the commentary. Another respondent noted “I enjoy my life in Bruce Rock and came to visit and stayed.” A comment also celebrated “the more senior friendly entrances to most of the businesses along the main street.”

Communication and Information

68% of respondents are satisfied or very satisfied with the communication and information about services and activities in the Shire of Bruce Rock. 3% of respondents indicated they are either very dissatisfied or dissatisfied and 18% are neither dissatisfied nor satisfied. 12% did not answer.

Figure 20: How satisfied are you with Communication and Information (about services and activities) in the Shire of Bruce Rock?



A respondent noted they felt “very well informed through the crc and the Rock Review,” but another noted “the Shire’s reliance on the Rock Review to communicate and inform is insufficient.” Another comment reads that “if you do not seek info in Shire web page you would not know anything the Shire may well be up to.” Other commentators responded favourably to the Rock Review’s role in information communication.

Priorities

Respondents were asked to comment on the following question: “In light of all of the previous questions, what would you say is the single most important issue for aged persons in your community?” Priorities for survey respondents include:

- Health services and care, accessibility to a doctor
- Accommodation for the very elderly
- Transport to Perth
- Road safety due to increased rate of trucks on the road.

General Comments

Respondents were also asked to comment on the following: “Do you have any other general comments that may assist the Shire of Bruce Rock in the preparation of the Age Friendly Community Plan?” One commentator noted that an “active senior precinct, would be good.” Another respondent replied that “the mature component of our community are content when they have a good health service, access to good shopping facilities, sporting options, and organizations that can interest and involve them.”

NEXT STEPS

The Engagement Report will inform the development of the Shire of Bruce Rock Age Friendly Community Plan. The development of the plan will involve:

- Ongoing liaison with and input from the Community Reference Group
- An “Issues and Options” Workshop with Council to identify:
 - possible quick wins
 - strategic fit and resource implications of larger scale improvements in light of the Integrated Planning and Reporting Suite
 - potential gains from targeted advocacy and partnerships
 - regional and sub-regional implications
- Preparation of a Draft Age Friendly Community Plan to be made available for public comment period
- Council adoption.

The process and output has been designed to dovetail into the Shire’s Integrated Planning and Reporting processes on an ongoing basis. It is intended to build the Shire’s capacity (and the capacity of our seniors) and embed seniors’ engagement and age friendly community considerations as a vital part of strategic and corporate planning.

ANNEX 1: FOCUS GROUP PROMOTIONAL FLYER



Age Friendly Community Plan (AFCP)

AFCP Focus Group Invitation

The Shire has been successful in obtaining funding from the Department of Local Government and Communities, to assist us to prepare an Age Friendly Community Plan that will identify the age-friendly features, barriers, and suggestions for improvement, against each of the following essential features of an age friendly community:

- Outdoor spaces and building
- Transport
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services.



Department of
**Local Government
and Communities**

Seniors' participation in the Shire's consultation process is essential to an age friendly approach to community planning. The Shire therefore seeks community input through the following focus group;

**Seniors and/ or Carers
Focus Group**
Wednesday 30th September 2015
10am - 1pm
Bruce Rock Shire Hall—Supper Room
Morning Tea & Light Lunch Provided

Register your Interest

Please contact Ashleigh Waight, Community Development Officer

Phone: (08)9061 1377

Email: cdo@brucerock.wa.gov.au



ANNEX 2: SURVEY PROMOTIONAL FLYER



Age Friendly Community Plan (AFCP)

Age Friendly Community Plan Seniors Survey

Hello,

The Shire of Bruce Rock is preparing an Age Friendly Community Plan that will identify age-friendly features, barriers, and suggestions for improvement. As part of developing the plan, we are currently undertaking a survey and would appreciate your input on the future needs of seniors living in the Shire of Bruce Rock.

The survey questions will cover eight areas of wellbeing and will take most people approximately 10 - 15 minutes to complete, depending on how much you have to say!

Your answers are completely confidential.

A hard copy of the survey can be collected from the Shire Office or can be accessed online at <https://www.surveymonkey.com/r/BruceRockAFC>

If you require further information about the survey please contact Ashleigh Waight, Community Development Officer on (08) 9061 1377 or cdo@brucerock.wa.gov.au

The survey will close at 5pm on Friday, 16 October 2015.



ANNEX 3: COMMUNITY SURVEY

Shire of Bruce Rock Age Friendly Community Plan Seniors Survey

The Shire of Bruce Rock is preparing an Age Friendly Community Plan that will identify age-friendly features, barriers, and suggestions for improvement. We would appreciate your input on the future needs of seniors living in the Shire of Bruce Rock.

Please select your age category:

- | | | |
|-----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Below 54 | <input type="checkbox"/> 55 - 59 | <input type="checkbox"/> 60 - 64 |
| <input type="checkbox"/> 65 - 69 | <input type="checkbox"/> 70 - 74 | <input type="checkbox"/> 75 - 79 |
| <input type="checkbox"/> 80 - 84 | <input type="checkbox"/> 85 and over | |

Sex: Male Female

Present employment status:

- Retired Work Full-time Work Part-time Unemployed

1. Health and Community Services

How satisfied are you with the provision of Health and Community Services (including GP, medical services, home care and shopping) in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Health and Community Services (including GP, medical services, home care and shopping) in the Shire of Bruce Rock:

2. Outdoor Spaces and Buildings

How satisfied are you with the provision of Outdoor Spaces and Buildings in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Outdoor Spaces and Buildings in the Shire of Bruce Rock:

3. Transport and Movement

How satisfied are you with Transport and Movement (including roads, footpaths and public/community transport) in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Transport and Movement (including roads, footpaths and public/community transport) in the Shire of Bruce Rock:

4. Housing

How satisfied are you with the provision of Housing in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Housing in the Shire of Bruce Rock:

5. Sport and Recreation

How satisfied are you with the provision of Sport and Recreation facilities and services in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Sport and Recreation facilities and services in the Shire of Bruce Rock:

6. Social Participation

How satisfied are you with Social Participation opportunities (including events, activities and volunteering) in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Social Participation opportunities (including events, activities and volunteering) in the Shire of Bruce Rock:

7. Respect and Social Inclusion

How satisfied are you with the level of Respect and Social Inclusion seniors experience in the Shire of Bruce Rock community?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Respect and Social Inclusion in the Shire of Bruce Rock:

8. Communication and Information

How satisfied are you with Communication and Information (about services and activities) in the Shire of Bruce Rock?

- 1 – Very Dissatisfied
- 2 – Dissatisfied
- 3 – Neither Satisfied or Dissatisfied
- 4 – Satisfied
- 5 – Very Satisfied

Comments about Communication and Information in the Shire of Bruce Rock:

In light of all of the previous questions, what would you say is the single most important issue for aged persons in your community?

Do you have any other general comments that may assist the Shire of Bruce Rock in the preparation of the Age Friendly Community Plan?

Thank you for taking the time to fill in this survey, the information collected will guide the Shire of Bruce Rock in identifying the age-friendly features, barriers, and suggestions for improvement.

ANNEX 4: PARTICIPANT INFORMATION FORMS

**Age Friendly Communities
Participant Information Form****Older People**

Name: _____ Phone: _____

Address: _____ Postcode: _____

Please complete this Information Sheet by ticking the appropriate box or writing in your answer. We need this information so we can describe the characteristics of the people who took part in this age friendly planning consultation.

1. Age at last birthday: _____
2. Sex: Male Female
3. Present employment status:
 Retired Work Full-time Work Part-time Unemployed
4. Present occupation or last major occupation: _____
5. How would you describe your current health?
 Excellent Good Fair Poor
6. Do you have any health problem that limits your ability to do your normal daily activities?
 Yes No
7. What is the highest level of schooling you completed?
 Primary School Secondary School Technical or further educational institution (e.g. TAFE) University or higher
8. Do you rent, or own the home where you live?
 Renter Home owner

9. Who lives in your home with you? (Tick all that apply)

- No-one else but me Other relatives (Number _____)
- Spouse/partner Non-relatives (Number _____)
- Children (Number _____)

10. What suburb do you live in? _____

Please return this form to a Shire representative before the end of the focus group.

Age Friendly Communities Participant Information Form

Carers of Older People

Name: _____ Phone: _____

Address: _____ Postcode: _____

Please complete this Information Sheet by ticking the appropriate box or writing in your answer. We need this information so we can describe the characteristics of the people who took part in this age friendly planning consultation.

1. Sex: Male Female

2. Present employment status:

Retired Work Full-time Work Part-time Unemployed (looking for work)

3. Present occupation or last major occupation: _____

4. What is the highest level of schooling you completed?

Primary School Secondary School Technical or further educational institution (e.g. TAFE) University or higher

5. Are you currently providing support or care to an older person(s) who (check all that apply):

Is physically disabled Is visually impaired

Has difficulty moving or walking Has dementia

Is hearing impaired

6. What is your relationship to the older person(s) you care for?

Parent/Parent in-law Other relative Non-relative

7. Does the person(s) you care for live in your home?

Yes

No

8. In which suburb does the older person you care for live? _____

Please return this form to a Shire representative before the end of the focus group.

Age Friendly Communities

Participant Information Form

Service Providers

Name: _____ Phone: _____

Address: _____ Postcode: _____

Please complete this Information Sheet by ticking the appropriate box or writing in your answer. We need this information so we can describe the characteristics of the people who took part in this age friendly planning consultation.

1. Sex: Male Female

2. Present occupation: _____

3. In what sector of the community are you employed?

Public sector (e.g. local government)

Private sector

Voluntary sector (non-profit)

4. How long have you been employed in this occupation in the local community?

Less than 2 years

2 to 5 years

Over 5 years

5. How much experience do you have with older people in your work?

A lot

A moderate amount

A little

None

Please return this form to a Shire representative before the end of the focus group.