



Shire of
Bruce Rock

Where friends become family



Minutes

Ordinary Meeting of Council

Held in Council Chambers

54 Johnson Street, Bruce Rock

Wednesday 22 April 2026

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 22 APRIL 2026

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 22 APRIL 2026

1. Declaration of Opening

Cr Ram Rajagopalan welcomed everyone and opened the meeting at 3.27 pm.

2. Record of Attendance

Shire President Cr R Rajagopalan
Councillors Cr AJ Buegge
Cr KP Foss
Cr PK Hodgkiss
Cr S Strange
Cr J Verhoogt

Chief Executive Officer Mr M Furr
Executive Manager Corporate Services Mr M Darby
Executive Services Manager Mrs V Ward

Apologies

Deputy Shire President Cr AR Crooks
Deputy Chief Executive Officer Ms M Haythornthwaite
Executive Manager Technical Services Mr G Stephens

Leave of Absence (Previously Approved)

Nil

3. Declarations of Interest

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **Financial (Both Direct and Indirect)** 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 Associated Person and Impartiality** interest were made at the Council meeting.

Date	Name	Item No	Reason
22 April 2026	Cr Stephen Strange	12.1	Son is a Director of a Company which is preferred supplier for Road Construction Services Contractor

In accordance with sections 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

Nil

5. Public Question Time

Nil

6. Petitions/Deputations/Presentations/Submissions

Nil

7. Applications for Leave of Absence

Nil

8. Announcements by the Person Presiding without Discussion

The Shire President reminder everyone about the ANZAC Day event which will be held on Saturday 25 April 2026.

9. Confirmation of Minutes

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260422.01

Moved: Cr Foss

Seconded: Cr Hodgkiss

That the minutes of the Ordinary Council Meeting held on 26 March 2026 be confirmed as an accurate record of the proceedings.

CARRIED 6/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

10. Matters for Decision**10.1 Executive Manager Technical Services**

See Confidential Item 12.1

10.2 Deputy Chief Executive Officer

There are no reports requiring a Council decision for the current month.

10.3 Executive Manager Corporate Services

10.3.1 Schedule of Accounts Paid – March 2026

File Reference	1.0053
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	14 April 2026
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Schedule of Accounts Paid – March 2026

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for March 2026.

Background

Pursuant to Local Government Act 1995, Section 6.8 (2)(b), where expenditure has been incurred by a local government, it is to be reported to the next Ordinary Meeting of Council.

Consultation

Consultation has been undertaken with the Creditors Officer, Finance Officer and Executive Services Manager.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, clause 13 relates.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2025/26 Annual Budget or resulting from a Council resolution.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	4.0 Governance Priorities
Strategy:	4.1 Our organisation is well positioned and has capacity for the future.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, clause 13, which may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence \ Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Schedule of Accounts Paid for March 2026 is presented to Council for notation.

Below is a summary of activity:

(This space is intentionally blank).

As at 31 March 2026

Payment Type	\$	%
Cheque	\$1,467.88	0.16%
EFT (incl. Payroll)	\$905,121.17	96.07%
Trust EFT	\$0.00	0.00%
Direct Debit	\$33,844.78	3.59%
Credit Card	\$1,031.34	0.11%
Fuel Card	\$717.79	0.08%
Store Cards	N/A	0.00%
Total Payments	\$942,182.96	100%

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260422.02

Moved: Cr Verhoogt

Seconded: Cr Strange

That with respect to the Schedule of Accounts Paid for March 2026, Council note the Report as presented.

CARRIED 6/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

Schedule of Accounts Paid - March 2026						
Serial No	Chq/EFT	Date	Name	Description	Amount	Legend
Municipal Account Cheques						
1	57	20/03/2026	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP FEBRUARY 2026	\$52.10	
2	58	20/03/2026	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$1,415.78	
Total Cheques					\$1,467.88	
Municipal Account EFTs (incl. Payroll)						
3	EFT25497	03/03/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 26/02/2026 (EOM TRANSACTION)	\$2,089.20	R
4	EFT25498	04/03/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 27/02/2026 (EOM TRANSACTION)	\$64.95	R
5	EFT25500	09/03/2026	BADGELINK	NAME BADGES	\$95.25	
6	EFT25501	09/03/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$616.00	
7	EFT25502	09/03/2026	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$172.83	
8	EFT25503	09/03/2026	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$30.49	
9	EFT25504	09/03/2026	BRUCE ROCK COMMUNITY RESOURCE CENTRE	PRINTING OF MED CENTRE BROCHURE	\$49.00	
10	EFT25505	09/03/2026	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COMMUNITY SUNDOWNER	\$1,599.50	
11	EFT25506	09/03/2026	BRUCE ROCK ENGINEERING	SUPPLY, FIT & BALANCE TYRES FOR 1ICY609	\$1,035.72	
12	EFT25507	09/03/2026	CENTRE POINT ELECTRICAL SERVICES PTY LTD	ELECTRICAL & AIRCON WORKS AT SHIRE PROPERTIES AND SUPPLY SEPTIC PUMP	\$11,983.46	
13	EFT25508	09/03/2026	CLEANAWAY DANIELS SERVICES PTY LTD	MEDICAL CENTRE SHARPS DISPOSAL	\$97.28	
14	EFT25509	09/03/2026	COPIER SUPPORT	PHOTOCOPIER METER READING FEBRUARY 2026	\$865.79	
15	EFT25510	09/03/2026	COUPLERS	PARTS FOR BK012	\$54.12	
16	EFT25511	09/03/2026	DFES	ESL 3RD QUARTER CONTRIBUTION 2025-2026	\$24,349.82	
17	EFT25512	09/03/2026	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$475.08	
18	EFT25513	09/03/2026	ECOSCAPE AUSTRALIA PTY LTD	PLAYGROUND DESIGN	\$4,262.50	
19	EFT25514	09/03/2026	ELDERS BRUCE ROCK	LAUNDRY POWDER	\$63.10	
20	EFT25515	09/03/2026	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS	\$800.00	
21	EFT25516	09/03/2026	FILTERS PLUS WA	DRUM PUMP AND PARTS FOR BK053	\$702.24	
22	EFT25517	09/03/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR FEBRUARY 2026	\$722.93	
23	EFT25518	09/03/2026	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK377	\$213.20	
24	EFT25519	09/03/2026	LANDGATE	UV INTERIM VALUATION	\$115.56	
25	EFT25520	09/03/2026	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUYUYIWA JEJEDE	PRE-EMPLOYMENT MEDICALS	\$440.00	
26	EFT25521	09/03/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$1,182.50	
27	EFT25522	09/03/2026	MOORE AUSTRALIA (WA) PTY LTD	OFFICER ATTENDANCE AT BUDGET AND FBT WORKSHOPS	\$2,530.00	
28	EFT25523	09/03/2026	NAPA	PARTS FOR BK730, BK409 & WORKSHOP CONSUMABLES	\$636.36	
29	EFT25524	09/03/2026	NB HARDWARE & AG SUPPLIES	LINE MARKING PAINT	\$1,858.60	
30	EFT25525	09/03/2026	OFFICEWORKS BUSINESS DIRECT	STATIONERY & CONFERENCING CAMERA	\$2,845.61	
31	EFT25526	09/03/2026	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM	\$1,109.56	
32	EFT25527	09/03/2026	RUTHESERIE MOVE	REIMBURSEMENT OF EXPENSES	\$56.00	
33	EFT25528	09/03/2026	SMARTSHEET INC.	SMARTSHEET SOFTWARE SUBSCRIPTION	\$1,476.00	
34	EFT25529	09/03/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	SUPPLY & INSTALL NEW COMPUTER FOR FRONT COUNTER AND SUPPLY MONITORS & DOCKING STATIONS	\$5,891.60	
35	EFT25530	09/03/2026	SOURCE MY PARTS	PARTS FOR BK373	\$261.46	
36	EFT25531	09/03/2026	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGE	\$160.62	
37	EFT25532	09/03/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$309.01	
38	EFT25533	09/03/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$638.26	
39	EFT25534	09/03/2026	TOCOJEA PTY LTD T/A T-QUIP	WORKSHOP CONSUMABLES	\$80.65	
40	EFT25535	09/03/2026	TROPHY SPECIALISTS	TROPHIES FOR COMMUNITY SUNDOWNER	\$580.26	
41	EFT25536	09/03/2026	WA AGRISTORE PTY LTD	VARIOUS PURCHASES FOR FEBRUARY 2026	\$239.14	
42	EFT25537	09/03/2026	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES FEBRUARY 2026	\$1,039.50	
43	EFT25538	09/03/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCILLOR TRAINING	\$814.00	
44	EFT25539	09/03/2026	WESTRAC PTY LTD	PARTS FOR BK6338, BK510, AND BK012	\$1,231.60	
45	EFT25540	09/03/2026	WHEATBELT LIQUID WASTE	SEPTIC PUMP OUT	\$836.00	
46	EFT25541	09/03/2026	WURTH	WORKSHOP CONSUMABLES	\$534.02	
47	EFT25542	09/03/2026	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE FEBRUARY 2026 (EOM TRANSACTION)	\$184.30	R
48		11/03/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 11/03/2026	\$90,386.18	
49	EFT25543	12/03/2026	ALL ABOUT SHADE	DEPOSIT FOR OUTDOOR BLIND REPAIRS	\$1,100.00	
50	EFT25544	12/03/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL FOR FNE 11/03/2026	\$2,063.20	
51	EFT25545	12/03/2026	LGIS WA	EAP PROGRAM FOR EMPLOYEES AND BUSHFIRE VOLUNTEERS	\$2,036.10	
52	EFT25546	12/03/2026	NORTHAM CARPET COURT	SUPPLY & INSTALL FLOORING AT SHIRE PROPERTIES	\$17,330.00	
53	EFT25547	12/03/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$491.50	
54	EFT25548	17/03/2026	AUSTRALIAN TAXATION OFFICE	BAS FOR FEBRUARY 2026	\$18,094.00	
55	EFT25549	18/03/2026	REGAL VENTURES PTY LTD T/A FOODWORKS BRUCE ROCK SUPERMARKET & HARDWARE	VARIOUS GROCERY AND HARDWARE PURCHASES FOR NOVEMBER 2025 TO JANUARY 2026	\$3,096.92	
56	EFT25550	23/03/2026	AUSTRALIA POST	POSTAL CHARGES FOR FEBRUARY 2026	\$303.67	
57	EFT25551	23/03/2026	AVON VALLEY TOYOTA	PARTS FOR BK1 AND BK472	\$695.13	
58	EFT25552	23/03/2026	AVON WASTE	KERBSIDE WASTE & RECYCLING COLLECTIONS AND BULK RECYCLING COLLECTIONS FOR FEBRUARY 2026	\$11,411.25	
59	EFT25553	23/03/2026	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY & DELIVER CRS EMULSION	\$13,576.20	
60	EFT25554	23/03/2026	BITUTEK PTY LTD (CONTRACTING)	SEALING OF VARIOUS ROADS	\$471,155.00	G
61	EFT25555	23/03/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$1,012.00	
62	EFT25556	23/03/2026	BOOEASY AUSTRALIA PTY LTD	ONLINE CARAVAN PARK BOOKING FEBRUARY 2026	\$220.00	
63	EFT25557	23/03/2026	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$150.00	
64	EFT25558	23/03/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	REFRESHMENTS FOR COUNCIL MEETING	\$69.00	
65	EFT25559	23/03/2026	BRUCE ROCK COMMUNITY RESOURCE CENTRE	SUPPLY OF LOCAL DIRECTORIES FOR 2025/2026	\$45.00	
66	EFT25560	23/03/2026	BRUCE ROCK DISTRICT CLUB	COUNCIL LUNCH AND REFRESHMENTS	\$694.50	
67	EFT25561	23/03/2026	BRUCE ROCK ENGINEERING	SUPPLY, FIT, & BALANCE TYRES BK3 AND TYRE REPAIRS TO BK2391, BK511, & BK512	\$1,777.05	
68	EFT25562	23/03/2026	BRUCE ROCK LPO	MED CENTRE STATIONERY SUPPLIES	\$84.69	
69	EFT25563	23/03/2026	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$58.00	
70	EFT25564	23/03/2026	CENTRE POINT ELECTRICAL SERVICES PTY LTD	SUPPLY AND INSTALL AC UNITS TO BACKPACKER HUTS	\$4,566.32	
71	EFT25565	23/03/2026	CLARK EQUIPMENT SALES PTY LTD	PARTS FOR BK660	\$921.95	
72	EFT25566	23/03/2026	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$1,505.64	
73	EFT25567	23/03/2026	CREIGHAN HOLDINGS PTY LTD T/A C & F BUILDING APPROVALS	BUILDING PERMIT CONSULTATION	\$495.00	
74	EFT25568	23/03/2026	CUTTING EDGES EQUIPMENT PARTS PTY LTD	PARTS FOR BK06	\$1,669.34	
75	EFT25569	23/03/2026	EDWARDS ISUZU UTE (NARROGIN)	SUPPLY AND FIT LONG RANGE FUEL TANK TO BK1	\$1,925.00	
76	EFT25570	23/03/2026	FILTERS PLUS WA	PARTS FOR BK025	\$716.32	
77	EFT25571	23/03/2026	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD T/A HARRIYANDLE FAMILY TRUST	EXECUTIVE SERVICES FOR WORKS DEPARTMENT	\$3,652.00	
78	EFT25572	23/03/2026	HERSEY'S SAFETY PTY LTD	MATERIALS FOR ROAD MAINTENANCE AND WORKSHOP CONSUMABLES	\$1,043.60	
79	EFT25573	23/03/2026	HIP POCKET WORKWEAR & SAFETY GERALDTON	STAFF UNIFORMS	\$322.85	

80	EFT25574	23/03/2026	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK638, BK409, AND BK730	\$1,066.25		
81	EFT25575	23/03/2026	LANDGATE	MINING TENEMENTS INTERIM VALUATIONS	\$9.30		
82	EFT25576	23/03/2026	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	FITNESS FOR WORK ASSESSMENT	\$340.00		
83	EFT25577	23/03/2026	M & W KITCHENS & CABINETS	ADMIN RECEPTION COUNTER MODIFICATION	\$10,488.50		
84	EFT25578	23/03/2026	MERREDIN PANEL AND PAINT	SUPPLY & FIT WINDSCREENS TO BK062 AND 11CY609	\$1,512.50	PR	
85	EFT25579	23/03/2026	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING OF SHIRE OFFICE FEBRUARY 2026	\$35.20		
86	EFT25580	23/03/2026	NAPA	WORKSHOP CONSUMABLES	\$92.72		
87	EFT25581	23/03/2026	NB HARDWARE & AG SUPPLIES	KEY CUTTING	\$11.90		
88	EFT25582	23/03/2026	NUTRIEN AG SOLUTIONS	MATERIALS FOR ROAD CONSTRUCTION	\$1,265.62	PF	
89	EFT25583	23/03/2026	PRINTEC WA PTY LTD	TONER DRUM UNIT FOR MED CENTRE PRINTER	\$240.00		
90	EFT25584	23/03/2026	PUMPS AUSTRALIA PTY LTD	PARTS FOR SMALL PLANT	\$203.50		
91	EFT25585	23/03/2026	REDFISH TECHNOLOGIES PTY LTD	INSTALLATION OF WIRELESS LINK AND AUDALIZE AT AMPHITHEATRE	\$6,141.71		
92	EFT25586	23/03/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	ADMIN IT SUPPORT	\$525.25		
93	EFT25587	23/03/2026	SNAP MIDLAND	PRINTING OF WASTE AND RECYCLE CALENDAR	\$520.00		
94	EFT25588	23/03/2026	SOURCE MY PARTS	PARTS FOR BK373	\$659.27		
95	EFT25589	23/03/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$23,904.75		
96	EFT25590	23/03/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$510.38		
97	EFT25591	23/03/2026	TELSTRA	HARVEST BAN SMS SERVICE	\$383.81		
98	EFT25592	23/03/2026	TRANSTRUCT	PARTS FOR BK9120	\$143.64		
99	EFT25593	23/03/2026	TREMAR CONTRACTING	SEPTIC PUMP OUTS AT VARIOUS PROPERTIES	\$1,023.00		
100	EFT25594	23/03/2026	WA AGRISTORE PTY LTD	MATERIALS FOR DAM MAINTENANCE	\$69.22		
101	EFT25595	23/03/2026	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$302.30		
102	EFT25596	23/03/2026	WA RETICULATION SUPPLIES	RETICULATION PARTS FOR REC CENTRE	\$4,259.70		
103	EFT25597	23/03/2026	WILSONS SIGN SOLUTIONS	DOOR SIGNS	\$135.30		
104	EFT25598	23/03/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEY AND DESIGN WORKS FOR ROADS	\$17,090.66		
105		25/03/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 25/03/2026	\$90,281.34		
106	EFT25599	26/03/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$1,188.00		
107	EFT25600	26/03/2026	BOC LIMITED	GAS BOTTLE RENTAL	\$125.56		
108	EFT25601	26/03/2026	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES	\$1,257.36		
109	EFT25602	26/03/2026	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORKS AT SHIRE PROPERTY	\$379.50		
110	EFT25603	26/03/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 25/03/2026	\$2,063.20		
111	EFT25604	26/03/2026	CROWN METROPOL PERTH	ACCOMMODATION FOR OFFICER ATTENDING LOCAL GOVERNMENT PROFESSIONALS STATE CONFERENCE 2025	\$968.00		
112	EFT25605	26/03/2026	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS	\$638.00		
113	EFT25606	26/03/2026	KIDSAFE WA	PLAYGROUND VISUAL INSPECTION TRAINING	\$550.00		
114	EFT25607	26/03/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$3,597.00		
115	EFT25608	26/03/2026	MICHAEL GEOFFREY DARBY	REIMBURSEMENT OF STAFF TRAINING ACCOMMODATION EXPENSES	\$1,505.00		
116	EFT25609	26/03/2026	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGE	\$160.62		
117	EFT25610	26/03/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$283.20		
118	EFT25611	26/03/2026	TELSTRA	TELEPHONE CHARGES	\$1,606.59		
119	EFT25612	26/03/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$491.50		
120	EFT25615	27/03/2026	COMMONWEALTH BANK CORPORATE CHARGE CARDS	CREDIT CARD FOR MARCH 2026	\$1,031.34		
					Total EFTs	\$905,121.17	
Direct Debits							
121	DD11234.1	11/03/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,850.86		
122	DD11234.2	11/03/2026	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$1,598.77		
123	DD11234.3	11/03/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58		
124	DD11234.4	11/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,738.71		
125	DD11234.5	11/03/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,441.04		
126	DD11234.6	11/03/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$291.63		
127	DD11234.7	11/03/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$703.60		
128	DD11234.8	11/03/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.44		
129	DD11234.9	11/03/2026	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$151.08		
130	DD11270.1	25/03/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,893.93		
131	DD11270.2	25/03/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58		
132	DD11270.3	25/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,711.32		
133	DD11270.4	25/03/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,440.94		
134	DD11270.5	25/03/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$1,666.47		
135	DD11270.6	25/03/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$306.07		
136	DD11270.7	25/03/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$706.42		
137	DD11270.8	25/03/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.44		
138	DD11270.9	25/03/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	\$170.94		
139	DD11234.10	11/03/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	\$163.55		
140	DD11234.11	11/03/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$373.72		
141	DD11270.10	25/03/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$327.69		
					Total Direct Debits	\$33,844.78	

Credit Cards					
142	26/02/2026	MERREDIN SUPA IGA	CATERING FOR COUNCILLORS & STAFF EVENT	\$193.92	
143	26/02/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$31.18	
144	26/02/2026	COMM BANK	INTERNATIONAL TRANSACTION FEE	\$0.78	
145	01/03/2026	SQ* VINTAGE ON HIGH	TRANSACTION CHARGED IN ERROR TO SOBK CC, SINCE REIMBURSED	\$89.00	
146	02/03/2026	NIGHTOWL ARMADALE BP	DIESEL FOR BK1	\$57.46	
147	09/03/2026	SURVEYMONKEY	SURVEYMONKEY ANNUAL ADVANTAGE PLAN	\$384.00	
148	14/03/2026	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS & NEW PATIENTS	\$176.00	
149	17/03/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$49.50	
150	17/03/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$49.50	
Total Credit Card Payments				\$1,031.34	
Fuel Cards					
Card One					
151	03/03/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$51.75	
152	03/03/2026	BP ARMADALE	BP PLUS FEE	\$0.38	
153	06/03/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$50.26	
154	12/03/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$113.13	
155	12/03/2026	BP ARMADALE	BP PLUS FEE	\$0.38	
156	20/03/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$95.57	
157	23/03/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$56.92	
158	23/03/2026	BP ARMADALE	BP PLUS FEE	\$0.38	
159	27/03/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$94.74	
Card One Total				\$463.51	
Card Four C					
160	11/03/2026	BRUCE ROCK OPT	UNLEADED FOR DEPOT	\$254.28	
Card Four C Total				\$254.28	
Total Fuel Card Payments				\$717.79	
Total Municipal Account Cheque Payments				\$1,467.88	0.16%
Total Municipal Account EFT Payments (incl. Payroll)				\$905,121.17	96.07%
Total Trust Account EFT Payments				\$0.00	0.00%
Total Trust Account Cheque Payments				\$0.00	0.00%
Direct Debits				\$33,844.78	3.59%
Credit Cards				\$1,031.34	0.11%
Fuel Cards				\$717.79	0.08%
Total				\$942,182.96	100.00%

Legend	
R	Recoverable
PR	Partially Recoverable
G	Grant Funded
PG	Partial Grant Funded
F	Funded
PF	Partially Funded

10.3.2 Monthly Financial Reports – March 2026

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	14 April 2026
Author	Mike Darby - Executive Manager Corporate Services
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments	1. Monthly Financial Report for March 2026

Summary

In accordance with the Local Government Financial Management Regulations (1996), the Shire of Bruce Rock is to prepare a monthly Statement of Financial Activity for notation by Council.

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer.

Statutory Environment

Local Government (Financial Management) Regulations 1996, regulation 34 relates.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2025/26 Annual Budget.

Council is requested to review the March 2026 Monthly Financial Reports, noting that Council is advised of the following matters:

- The overall financial position for March 2026 currently stands at \$1,138,436 in surplus;
- Rates –The amount received to date is 94.6% of the total to be collected, and there is still more than \$97k still to be collected from both current rates and arrears. It should be noted that there is approximately \$28k related to Pensioner Rates and ESL Deferrals.
- The current amount of \$29,927 for 90+ day debts include 19 outstanding amounts which are being followed up.
- A total of 160 transactions to the value of \$941,083, including 139 Electronic Fund Transfers and Direct Debits were paid in March 2026, of which the vast majority were paid within 30 days.
- Capital projects – Council should expect more progress towards these projects in coming months, and the report is attached for reference outlining work to date.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	4.0 Governance Priorities
Strategy:	4.1 Our organisation is well positioned and has capacity for the future.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence \ Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The March 2026 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260422.03

Moved: Cr Hodgkiss

Seconded: Cr Foss

That with respect to the Monthly Financial Report for March 2026, Council note the Reports as presented.

CARRIED 6/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 31 MARCH 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

BY NATURE

	Ref Note	Adopted Annual Budget (a) \$	Amended Annual Budget (d) \$	Amended YTD Budget (c) \$	YTD Actual (b) \$	Variance \$ (c) - (b) \$	Variance % ((c) - (b))/(b) %	Var. ▲▼
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,036,226	2,033,237	2,033,238	2,034,071	833	0.04%	
Operating grants, subsidies and contributions		2,129,778	2,145,117	1,662,791	1,642,122	(20,669)	(1.24%)	
Fees and charges		1,228,902	1,252,827	994,665	938,170	(56,495)	(5.68%)	
Interest earnings		136,584	136,584	90,283	69,928	(20,355)	(22.55%)	▼
Other revenue		177,712	177,712	62,547	105,642	43,095	68.90%	▲
Profit on disposal of assets		7,211	7,211	7,209	0	(7,209)	(100.00%)	▼
		5,716,412	5,752,688	4,850,733	4,789,934	(60,799)	(1.25%)	
Expenditure from operating activities								
Employee costs		(3,523,559)	(3,525,862)	(2,688,080)	(2,325,506)	362,574	13.49%	▲
Materials and contracts		(1,821,974)	(1,946,847)	(1,576,570)	(1,475,652)	100,918	6.40%	
Utility charges		(310,540)	(309,110)	(239,481)	(220,144)	19,337	8.07%	
Depreciation on non-current assets		(6,373,502)	(6,373,502)	(4,779,918)	(4,767,998)	11,920	0.25%	
Interest expenses		(126,075)	(126,075)	(62,455)	(38,376)	24,079	38.55%	▲
Insurance expenses		(265,316)	(262,875)	(262,728)	(246,310)	16,418	6.25%	
Other expenditure		(177,283)	(156,233)	(107,925)	(91,413)	16,512	15.30%	▲
Loss on disposal of assets		(1,923)	(30,353)	(26,832)	(15,956)	10,876	40.53%	▲
		(12,600,172)	(12,730,857)	(9,743,989)	(9,181,355)	562,634	(5.77%)	
Non-cash amounts excluded from operating activities		6,373,559	6,401,989	4,804,886	4,807,238	2,352	0.05%	
Amount attributable to operating activities		(510,201)	(576,181)	(88,370)	415,817	504,187	(570.54%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,851,100	1,851,100	1,701,085	565,722	(1,135,363)	(66.74%)	▼
Proceeds from disposal of assets		57,000	162,000	141,993	76,364	(65,629)	(46.22%)	▼
		1,908,100	2,013,100	1,843,078	642,085	(1,200,993)	(65.16%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(2,918,240)	(3,107,258)	(2,900,806)	(1,891,461)	1,009,345	34.80%	▲
		(2,918,240)	(3,107,258)	(2,900,806)	(1,891,461)	1,009,345	(34.80%)	
Amount attributable to investing activities		(1,010,140)	(1,094,158)	(1,057,728)	(1,249,376)	(191,648)	18.12%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	11	385,000	385,000	385,000	385,000	0	0.00%	
Transfer from reserves		92,000	92,000	92,000	92,000	0	0.00%	
		477,000	477,000	477,000	477,000			
Outflows from financing activities								
Repayment of borrowings		(129,090)	(129,090)	(49,950)	(49,492)	458	0.92%	
Payments for principal portion of lease liabilities		(6,987)	(6,987)	0	0	0	0.00%	
Transfer to reserves		(343,181)	(230,181)	(13,443)	(15,109)	(1,666)	(12.40%)	
		(479,258)	(366,258)	(63,393)	(64,601)	(1,208)	1.91%	
Amount attributable to financing activities		(2,258)	110,742	413,607	412,399	(1,208)	(0.29%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		1,522,598	1,559,596	1,559,596	1,559,596	0	0.00%	
Amount attributable to operating activities		(510,201)	(576,181)	(88,370)	415,817	504,187	(570.54%)	
Amount attributable to investing activities		(1,010,140)	(1,094,158)	(1,057,728)	(1,249,376)	(191,648)	18.12%	
Amount attributable to financing activities		(2,258)	110,742	413,607	412,399	(1,208)	(0.29%)	
Surplus or deficit at the end of the financial year		(1)	(0)	827,105	1,138,436	311,331	37.64%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to the Explanation of Variances Note for an explanation of the reasons for the variance.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2025-26 year is \$5,000 or 10.0% whichever is the greater.

Nature or type			Explanation of positive variances		Explanation of negative variances	
	Var. \$	Var. %	Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Interest earnings	(20,355)	(22.55%)	▼			Interest on Investments tracking lower than budgeted. Interest will be recognised on maturity of the investments.
Other revenue	43,095	68.90%	▲		Positive variance is mainly due to receipts from insurance claims and sale of surplus plant items, which were not budgeted for.	
Profit on disposal of assets	(7,209)	(100.00%)	▼			Some asset disposals have not yet taken place.
Expenditure from operating activities						
Employee costs	362,574	13.49%	▲	Actual Employee Cost expenditure generally tracking behind budgeted expenditure.		
Other expenditure	16,512	15.30%	▲	Various other expenditure expenses are behind budgeted amount.		
Loss on disposal of assets	10,876	40.53%	▲	Some asset disposals have not yet taken place.		
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,135,363)	(66.74%)	▼			Budget allocations for completed projects which are grant related in this FY are ahead of actuals.
Proceeds from disposal of assets	(65,629)	(46.22%)	▼			Some asset disposals have not yet taken place.
Payments for inventories, property, plant and equipment	1,009,345	34.80%	▲	Expenditure on capital projects is behind budget phasing.		
Surplus or deficit at the end of the financial year	311,331	37.64%	▲	Budget Phasing based on Monthly Distribution		

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

BY PROGRAM

	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var. ▲▼
Note	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance	53,140	53,140	40,738	39,321	(1,417)	(3.48%)	
General Purpose Funding - Rates	2,036,226	2,033,237	2,033,238	2,034,071	833	0.04%	
General Purpose Funding - Other	1,858,691	1,868,030	1,366,712	1,348,439	(18,273)	(1.34%)	
Law, Order and Public Safety	37,900	37,900	27,298	26,841	(457)	(1.68%)	
Health	94,040	106,040	79,539	60,417	(19,122)	(24.04%)	▼
Housing	218,578	230,503	174,598	177,886	3,288	1.88%	
Community Amenities	211,431	211,431	202,859	206,344	3,485	1.72%	
Recreation and Culture	101,622	101,622	89,463	76,504	(12,959)	(14.49%)	▼
Transport	482,387	482,387	433,629	422,212	(11,417)	(2.63%)	
Economic Services	321,166	321,166	243,185	267,644	24,459	10.06%	▲
Other Property and Services	290,011	290,011	145,989	110,570	(35,419)	(24.26%)	▼
	5,716,412	5,752,688	4,850,733	4,789,934	(60,799)	(1.25%)	
Expenditure from operating activities							
Governance	(600,770)	(637,393)	(551,444)	(401,882)	149,562	27.12%	▲
General Purpose Funding	(107,017)	(107,017)	(74,674)	(66,613)	8,061	10.79%	▲
Law, Order and Public Safety	(258,576)	(273,076)	(214,563)	(186,439)	28,124	13.11%	▲
Health	(387,118)	(416,658)	(315,840)	(250,570)	65,270	20.67%	▲
Education and Welfare	(133,797)	(146,781)	(111,319)	(103,023)	8,296	7.45%	
Housing	(424,765)	(448,647)	(346,316)	(258,345)	87,971	25.40%	▲
Community Amenities	(345,958)	(356,822)	(270,797)	(259,773)	11,024	4.07%	
Recreation and Culture	(2,301,996)	(2,287,255)	(1,757,481)	(1,593,207)	164,274	9.35%	
Transport	(6,687,218)	(6,658,687)	(4,995,526)	(4,674,292)	321,234	6.43%	
Economic Services	(1,222,173)	(1,242,443)	(939,978)	(940,932)	(954)	(0.10%)	
Other Property and Services	(130,785)	(156,079)	(166,051)	(446,280)	(280,229)	(168.76%)	▼
	(12,600,172)	(12,730,857)	(9,743,989)	(9,181,355)	562,634	5.77%	
Non-cash amounts excluded from operating activities	6,373,559	6,401,989	4,804,886	4,807,238	(52,663)	23.69%	
Amount attributable to operating activities	(510,201)	(576,181)	(88,370)	415,817	504,187	(570.54%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	1,851,100	1,851,100	1,701,085	565,722	(1,135,363)	(66.74%)	▼
Proceeds from Disposal of Assets	57,000	162,000	141,993	76,364	(65,629)	(46.22%)	▼
	1,908,100	2,013,100	1,843,078	642,085	(1,200,993)	(65.16%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	(2,918,240)	(3,107,258)	(2,900,806)	(1,891,461)	1,009,345	34.80%	▲
	(2,918,240)	(3,107,258)	(2,900,806)	(1,891,461)	1,009,345	(34.80%)	
Amount attributable to investing activities	(1,010,140)	(1,094,158)	(1,057,728)	(1,249,376)	(191,648)	18.12%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from New Debentures	385,000	385,000	385,000	385,000	0	0.00%	
Transfer from Reserves	92,000	92,000	92,000	92,000	0	0.00%	
	477,000	477,000	477,000	477,000	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	(129,090)	(129,090)	(49,950)	0	49,950	100.00%	▲
Payments for principal portion of lease liabilities	(6,987)	(6,987)	0	(49,492)	(49,492)	0.00%	▼
Transfer to Reserves	(343,181)	(230,181)	(13,443)	(15,109)	(1,666)	(12.40%)	
	(479,258)	(366,258)	(63,393)	(64,601)	(1,208)	(1.91%)	
Amount attributable to financing activities	(2,258)	110,742	413,607	412,399	(1,208)	0.29%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	1,522,598	1,559,596	1,559,596	1,559,596	0	0.00%	
Amount attributable to operating activities	(510,201)	(576,181)	(88,370)	415,817	504,187	(570.54%)	
Amount attributable to investing activities	(1,010,140)	(1,094,158)	(1,057,728)	(1,249,376)	(191,648)	18.12%	
Amount attributable to financing activities	(2,258)	110,742	413,607	412,399	(1,208)	(0.29%)	
Surplus or deficit at the end of the financial year	(1)	(0)	827,105	1,138,436	311,331	37.64%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance. The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

SHIRE OF BRUCE ROCK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2026

	30 June 2025	31 March 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,688,248	2,227,087
Trade and other receivables	626,442	248,281
Inventories	43,152	66,831
Contract assets	284,527	238,094
Other assets	11,778	0
TOTAL CURRENT ASSETS	3,654,147	2,780,293
NON-CURRENT ASSETS		
Trade and other receivables	29,649	9,087
Other financial assets	79,620	79,620
Property, plant and equipment	66,650,557	50,752,751
Infrastructure	155,029,271	167,961,882
Right-of-use assets	22,653	18,992
TOTAL NON-CURRENT ASSETS	221,811,750	218,822,331
TOTAL ASSETS	225,465,897	221,602,624
CURRENT LIABILITIES		
Trade and other payables	453,375	164,713
Other liabilities	319,205	234,786
Lease liabilities	6,986	6,986
Borrowings	99,900	50,408
Employee related provisions	367,577	367,577
TOTAL CURRENT LIABILITIES	1,247,044	824,470
NON-CURRENT LIABILITIES		
Lease liabilities	13,841	13,841
Borrowings	2,005,515	2,390,515
Employee related provisions	46,575	46,575
TOTAL NON-CURRENT LIABILITIES	2,065,931	2,450,931
TOTAL LIABILITIES	3,312,974	3,275,400
NET ASSETS	222,152,923	218,327,223
EQUITY		
Retained surplus	23,592,705	19,843,897
Reserve accounts	1,088,025	1,011,134
Revaluation surplus	197,472,192	197,472,192
TOTAL EQUITY	222,152,923	218,327,223

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

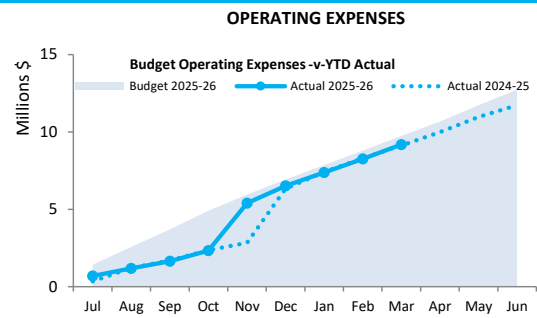
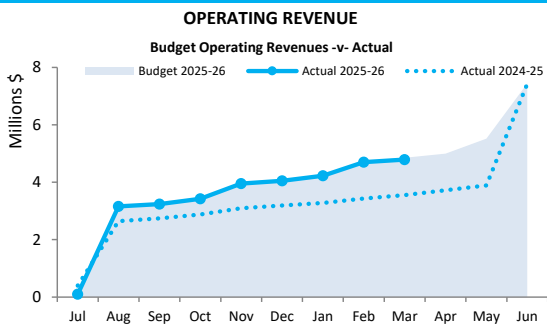
GOODS AND SERVICES TAX

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

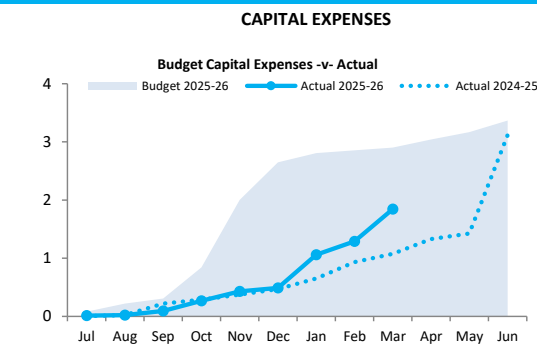
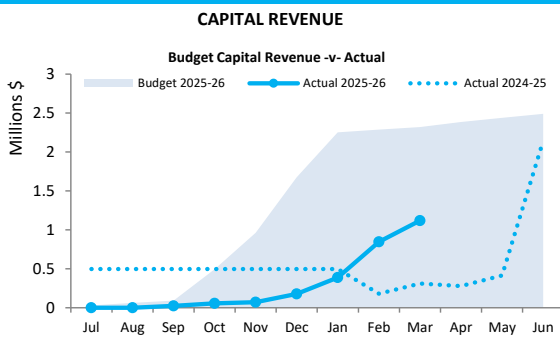
ROUNDING OFF FIGURES

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

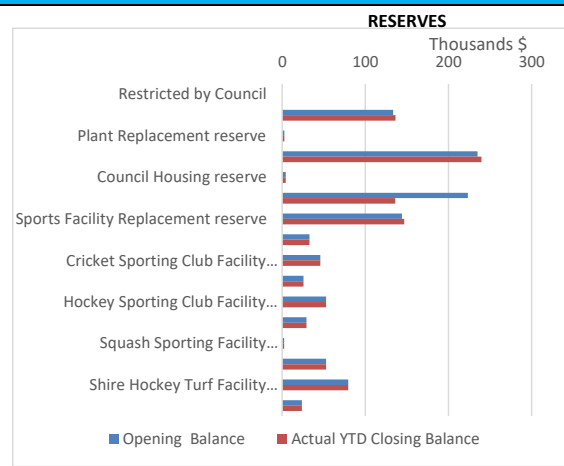
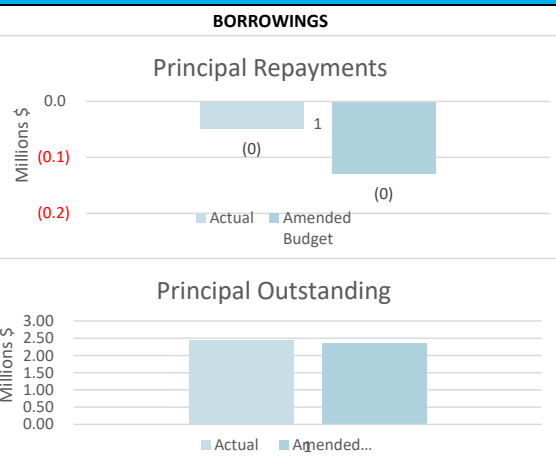
OPERATING ACTIVITIES



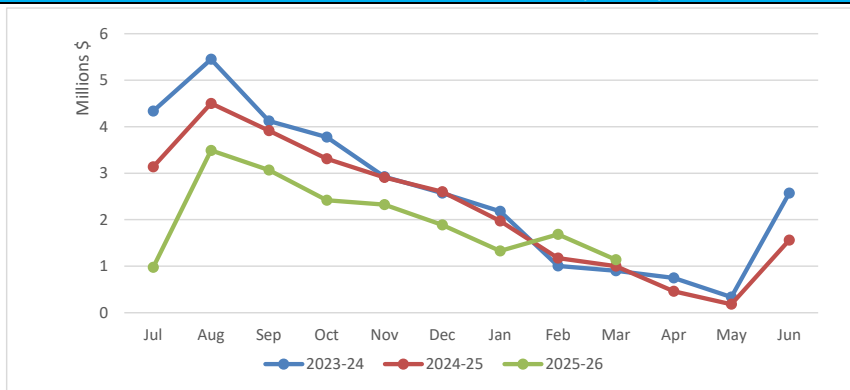
INVESTING ACTIVITIES



FINANCING ACTIVITIES



CLOSING FUNDING SURPLUS/(DEFICIT)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
ASSET - Petty Cash & Floats	Cash and cash equivalents	900		900		N/A	NIL	On hand
At Call Deposits								
ASSET - Municipal Cash at Bank (CBA)	Cash and cash equivalents	88,117		88,117		CBA	3.50%	N/A
ASSET - Online Investment Account (CBA)	Cash and cash equivalents	1,116,168		1,116,168		CBA	3.80%	N/A
ASSET - Investment Account (CBA)	Cash and cash equivalents	24		24		CBA	3.50%	N/A
Trust Cash at Bank (CBA)	Cash and cash equivalents			10,743	10,743	CBA	0.00%	N/A
Term Deposits								
ASSET - General Reserve Account	Financial assets at amortised cost		530,145	530,145		CBA	4.36%	29/06/2026
ASSET - Transport Infrastructure Reserve Account	Financial assets at amortised cost		135,957	135,957		CBA	4.36%	29/06/2026
ASSET - Sporting Clubs Facility Replacement Reserve	Financial assets at amortised cost		345,033	345,033		CBA	3.99%	17/04/2026
Total		1,205,209	1,011,134	2,227,087	10,743			
Comprising								
Cash and cash equivalents		1,205,209	0	1,215,953	10,743			
Financial assets at amortised cost		0	1,011,134	1,011,134	0			
		1,205,209	1,011,134	2,227,087	10,743			

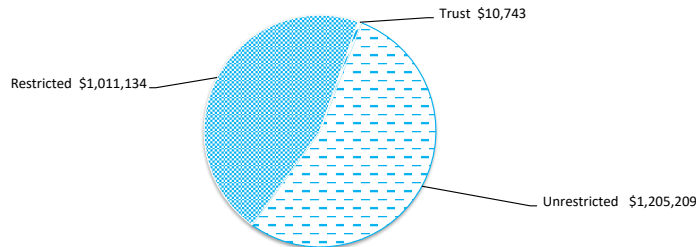
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

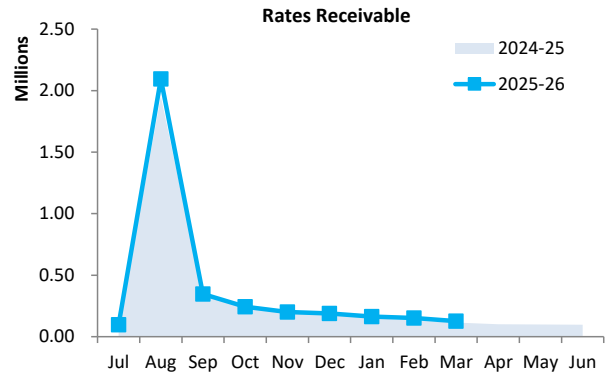
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note.



RECEIVABLES

Rates receivable	30 June 2025	31 Mar 2026
	\$	\$
Opening arrears previous years	86,717	96,895
Levied this year	2,080,087	2,235,359
Less - collections to date	(2,069,909)	(2,206,311)
Gross rates collectable	96,895	125,942
Allowance for impairment of rates/trade receivable	(28,558)	(28,558)
Net rates collectable	68,337	97,384
% Collected	95.5%	94.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,180)	55,701	15,712	0	29,927	96,161
Percentage	(5.4%)	57.9%	16.3%	0%	31.1%	
Balance per trial balance						
Sundry receivable						96,161
Allowance for impairment of rates/trade receivable						(28,558)
Total receivables general outstanding						135,018

Amounts shown above include GST (where applicable)

KEY INFORMATION

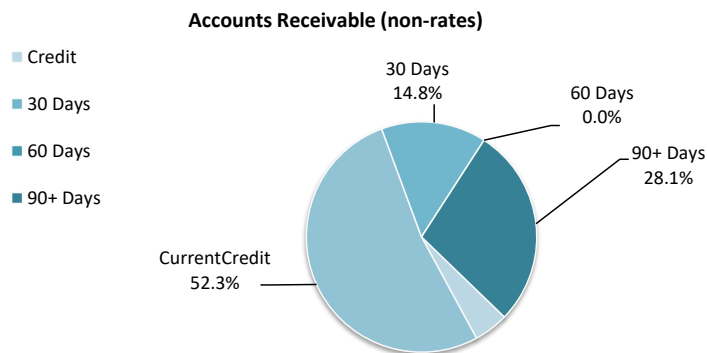
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2026

ADJUSTED NET CURRENT ASSETS
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

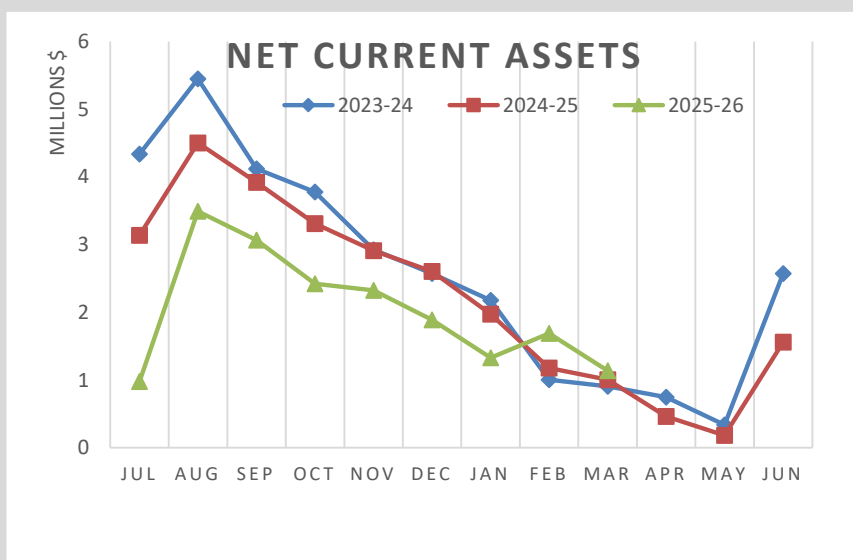
		Last Years Closing	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	Note	30/06/2025	31/03/2025	31/03/2026
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,589,740	1,971,938	1,205,209
Cash Restricted - Reserves		1,088,025	994,720	1,011,134
Receivables - Rates		59,396	100,610	113,263
Receivables - Other		567,046	156,161	135,018
Other Assets Other Than Inventories		296,305	173,908	238,094
Inventories		43,152	47,568	66,831
		3,643,664	3,444,906	2,769,549
Less: Current Liabilities				
Payables		(442,312)	(150,989)	(153,390)
Contract and Capital Grant/Contribution Liabilities		(319,205)	(1,015,263)	(234,786)
Bonds & Deposits		(580)	(1,130)	(580)
Loan and Lease Liability		(106,886)	(55,236)	(57,394)
Provisions		(367,577)	(411,650)	(367,577)
		(1,236,560)	(1,634,267)	(813,726)
Less: Cash Reserves		(1,088,025)	(994,720)	(1,011,134)
Add Back: Component of Leave Liability not Required to be funded		133,631	131,097	136,353
Add Back: Loan and Lease Liability		106,886	55,236	57,394
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		1,559,596	1,002,250	1,138,436

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



**This Year YTD
Surplus(Deficit)
\$1.14 M**

**Last Year YTD
Surplus(Deficit)
\$1. M**

CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	151,420	148,920	123,652	52,379	(71,273)
Furniture and equipment	0	20,000	14,994	0	(14,994)
Plant and equipment	603,731	740,731	708,469	569,186	(139,283)
Infrastructure - roads	1,477,841	1,490,902	1,390,841	906,329	(484,512)
Infrastructure - bridges	387,000	387,000	383,163	170,186	(212,977)
Infrastructure - footpaths	70,000	70,000	69,993	51,748	(18,245)
Infrastructure - drainage	130,000	140,000	137,493	77,588	(59,905)
Infrastructure - airstrip	88,248	99,705	62,202	61,363	(839)
Infrastructure - other	10,000	10,000	9,999	2,682	(7,317)
Payments for Capital Acquisitions	2,918,240	3,107,258	2,900,806	1,891,461	(1,009,345)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,851,100	1,851,100	1,701,085	565,722	(1,135,363)
Borrowings	385,000	385,000	385,000	385,000	0
Other (disposals & C/Fwd)	57,000	162,000	141,993	76,364	(65,629)
Cash backed reserves					
Transport Infrastructure reserve	92,000	92,000	92,000	92,000	0
Contribution - operations	533,140	617,158	580,728	772,376	191,648
Capital funding total	2,918,240	3,107,258	2,900,806	1,891,461	(1,009,345)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

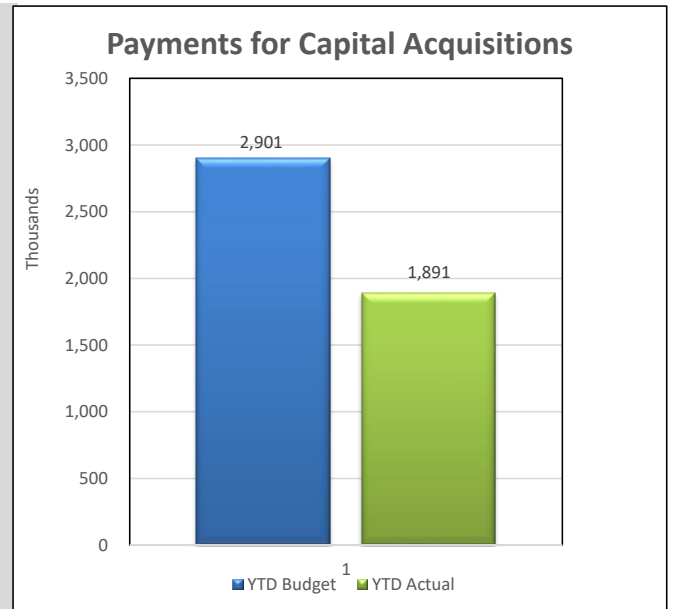
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

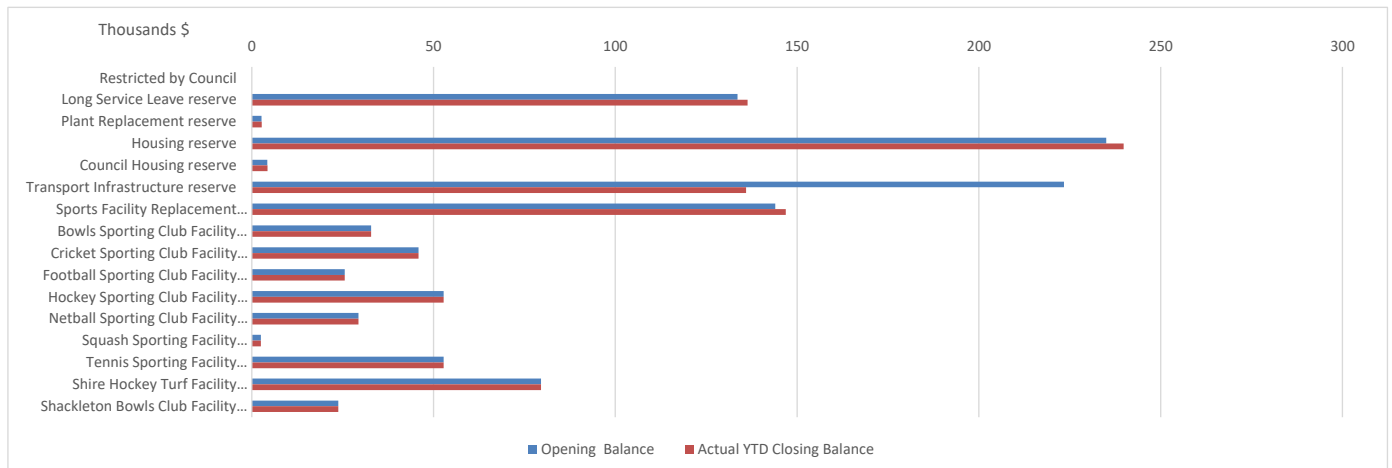
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.



Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Long Service Leave reserve	133,631	5,345	2,722	0	0	0	0	138,976	136,353
Plant Replacement reserve	2,688	108	55	95,311	0	0	0	98,107	2,743
Housing reserve	235,029	9,401	4,787	40,000	0	0	0	284,430	239,816
Council Housing reserve	4,250	170	87	0	0	0	0	4,420	4,337
Transport Infrastructure reserve	223,431	8,937	4,526	0	0	(92,000)	(92,000)	140,368	135,957
Sports Facility Replacement reserve	143,964	5,759	2,932	0	0	0	0	149,723	146,896
Bowls Sporting Club Facility Replacement reserve	32,835	1,313	0	0	0	0	0	34,148	32,835
Cricket Sporting Club Facility Replacement reserve	45,873	1,835	0	6,000	0	0	0	53,708	45,873
Football Sporting Club Facility Replacement reserve	25,547	1,022	0	6,000	0	0	0	32,569	25,547
Hockey Sporting Club Facility Replacement reserve	52,784	2,111	0	6,000	0	0	0	60,895	52,784
Netball Sporting Club Facility Replacement reserve	29,357	1,174	0	6,000	0	0	0	36,531	29,357
Squash Sporting Facility Replacement reserve	2,511	100	0	750	0	0	0	3,361	2,511
Tennis Sporting Facility Replacement reserve	52,772	2,111	0	6,000	0	0	0	60,883	52,772
Shire Hockey Turf Facility Replacement reserve	79,568	3,183	0	15,000	0	0	0	97,751	79,568
Shackleton Bowls Club Facility Replacement Reserve	23,785	951	0	5,600	0	0	0	30,336	23,785
	1,088,025	43,520	15,109	186,661	0	(92,000)	(92,000)	1,226,206	1,011,134

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Difference between Adopted Budget and Annual Financial Statements		Opening Surplus(Deficit)			36,998	36,998
							36,998
J04215	Purchase Software - Altus Payroll	Feb OCM 20260226-05	Capital Expenses			(20,000)	16,998
J04202	Purchase Plant (BK1)	Feb OCM 20260226-05	Capital Expenses			(65,000)	(48,002)
J04203	Purchase Plant (BK2)	Feb OCM 20260226-05	Capital Expenses			(64,000)	(112,002)
042408	CAP INC - Admin - Proceeds on Disposal of Asset	Feb OCM 20260226-05	Capital Revenue		50,000		(62,002)
042409	CAP INC - Admin - Realisation on Disposal of Asset	Feb OCM 20260226-05	Non Cash Item	(50,000)			(62,002)
073501	CAP INC - Med Cent - Proceeds on Disposal of Assets	Feb OCM 20260226-05	Capital Revenue		30,000		(32,002)
073502	CAP INC - Med Cent - Realisation on Disposal of Assets	Feb OCM 20260226-05	Non Cash Item	(30,000)			(32,002)
151204	RES - Transfer INTO - Housing Reserve	Feb OCM 20260226-05	Capital Expenses		113,000		80,998
J10102	Upgrade of Refuse Site	Feb OCM 20260226-05	Capital Expenses		15,000		95,998
RR008	R2R - Shepherd Road	Feb OCM 20260226-05	Capital Expenses			(4,540)	91,458
J12104	BK08 - Town Foremans Ute	Feb OCM 20260226-05	Capital Expenses			(8,000)	83,458
121314	CAP INC - Plant - Proceeds on Disposal of Asset	Feb OCM 20260226-05	Capital Revenue		25,000		108,458
121502	CAP INC - Plant - Realisation on Disposal of Asset	Feb OCM 20260226-05	Non Cash Item	(25,000)			108,458
J13107	Asset Additions to Caravan Park Buildings	Feb OCM 20260226-05	Capital Expenses			(12,500)	95,958
J13615	Currie Dam Tank Pad and Trenching for DWER Works	Feb OCM 20260226-05	Capital Expenses			(10,000)	85,958
RC045	RC Cumminin Rd & Bruce Rock Narembeen Road Intersection (Council Funded 2022-23)	Feb OCM 20260226-05	Capital Expenses			(95)	85,863
RC176	RC Bruce Rock-Narembeen Rd	Feb OCM 20260226-05	Capital Expenses			(7,226)	78,637
RR0045	Narembeen Cumminin Road Intersection Reconstruction	Feb OCM 20260226-05	Capital Expenses			(1,200)	77,437
J12177	Weather Station at Airstrip	Feb OCM 20260226-05	Capital Expenses			(1,457)	75,980
J12180	Airstrip Tank Pad and Trenching for DWER Works	Feb OCM 20260226-05	Capital Expenses			(10,000)	65,980
031201	INC - Rates - Discounts Allowed	Feb OCM 20260226-05	Operating Revenue			(2,988)	62,992
032300	INC - GPF - WALGGC - Local Roads Grant (FAGS)	Feb OCM 20260226-05	Operating Revenue			(63,269)	(277)
032301	INC - GPF - Grants Commission Grant	Feb OCM 20260226-05	Operating Revenue		72,608		72,331
041201	EXP - Council - Election Expenses	Feb OCM 20260226-05	Operating Expenses			(2,066)	70,265
041205	EXP - Council - Councillors Conferences Expenses	Feb OCM 20260226-05	Operating Expenses		10,500		80,765
041207	EXP - Council - Council Meeting Dinners & Receptions Expenses	Feb OCM 20260226-05	Operating Expenses			(2,500)	78,265
041210	EXP - Council - Councillors Meeting Attendance Fees	Feb OCM 20260226-05	Operating Expenses		10,000		88,265
041211	EXP - Council - Donations	Feb OCM 20260226-05	Operating Expenses		13,000		101,265
041226	EXP - Council - Insurance Expenses	Feb OCM 20260226-05	Operating Expenses		5,235		106,500
042200	EXP - Admin - Less Admin Expenses Allocated to Sub Programs	Feb OCM 20260226-05	Operating Expenses		333,714		440,214
042202	EXP - Admin - CEO Performance Review Expenses	Feb OCM 20260226-05	Operating Expenses			(3,030)	437,184
042219	EXP - Admin - Maintenance on Admin Office Building Expenses	Feb OCM 20260226-05	Operating Expenses			(10,000)	427,184
042222	EXP - Admin - Staff Recruitment Expenses	Feb OCM 20260226-05	Operating Expenses		5,000		432,184
042224	EXP - Admin - Loss on Sale of Assets	Feb OCM 20260226-05	Non Cash Item	(1,281)			432,184
042231	EXP - Admin - Consultant Fees Expenses	Feb OCM 20260226-05	Operating Expenses			(35,000)	397,184
042233	EXP - Admin - Dept of Transport & Licensing - Other Expenses	Feb OCM 20260226-05	Operating Expenses			(100)	397,084
042235	EXP - Admin - Staff Housing Costs Allocated from Housing	Feb OCM 20260226-05	Operating Expenses			(30,656)	366,428
042238	EXP - Admin - Financial Management Systems Review Expenses	Feb OCM 20260226-05	Operating Expenses		3,175		369,603
042239	EXP - Admin - Regulation 17 Compliance (Audit) Expenses	Feb OCM 20260226-05	Operating Expenses		1,100		370,703
042243	EXP - Admin - Admin Expenses Allocated	Feb OCM 20260226-05	Operating Expenses			(333,714)	36,989
053205	EXP - BFB - Clothing & Accessories Expenses for Bush Fire Brigades (Funded by ESL)	Feb OCM 20260226-05	Operating Expenses			(14,500)	22,489
071209	EXP - Hlth Ins - EHO Housing Costs (Reallocated from Housing)	Feb OCM 20260226-05	Operating Expenses		3,250		25,739
071304	INC - Hlth Ins - Town Planning Application Fee Income (TP)	Feb OCM 20260226-05	Operating Revenue		12,000		37,739
072202	EXP - Dentist - Dentist's House (5 Collier St) Maintenance Expenses	Feb OCM 20260226-05	Operating Expenses			(7,794)	29,945
073202	EXP - Med Cent - Locum (Relief for Doctor) Expenses	Feb OCM 20260226-05	Operating Expenses		20,000		49,945
073203	EXP - Med Cent - Maint on Medical Centre, Butcher St Expenses	Feb OCM 20260226-05	Operating Expenses			(32,236)	17,709
073224	EXP - Med Cent - Loss on Sale of Assets	Feb OCM 20260226-05	Non Cash Item	12,760			17,709

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
				Adjustment	Cash	Available Cash	
				\$	\$	\$	\$
082201	EXP - Sen Citz - Senior Citizens Building, Dampier St Maint Expenses	Feb OCM 20260226-05	Operating Expenses			(7,900)	9,809
082301	INC - Sen Citz - Reimbursement and Contributions from Senior Citizens	Feb OCM 20260226-05	Operating Revenue		6,000		15,809
083201	EXP - Oth Welf - Daycare Building (1 - 3 Bean Rd) Maint Expenses	Feb OCM 20260226-05	Operating Expenses			(5,384)	10,425
083202	EXP - Oth Welf - Opportunity Shop in Old Courthouse, Johnson St Maint Expenses	Feb OCM 20260226-05	Operating Expenses		300		10,725
091208	EXP - Aged Housing - Gas for Settlers Court	Feb OCM 20260226-05	Operating Expenses			(2,750)	7,975
J92203	Unit 3, McDonald Court	Feb OCM 20260226-05	Operating Expenses			(2,373)	5,602
J92204	Unit 4, McDonald Court	Feb OCM 20260226-05	Operating Expenses			(4,070)	1,532
092204	EXP - Singles Units - Farrall Court - Gardens	Feb OCM 20260226-05	Operating Expenses			(4,117)	(2,585)
093201	EXP - Comm Housing - 53 Dampier St - Maint	Feb OCM 20260226-05	Operating Expenses		5,000		2,415
093203	EXP - Comm Housing - 57 Westral St - Maint	Feb OCM 20260226-05	Operating Expenses		2,500		4,915
093210	EXP - Comm Housing - 60 Dampier St - Maint	Feb OCM 20260226-05	Operating Expenses			(14,323)	(9,408)
093211	EXP - Comm Housing - 23 Collier St (MOF's House) - Maintenance	Feb OCM 20260226-05	Operating Expenses			(3,750)	(13,158)
093303	INC - Comm Housing - Housing Rent for CLGF Houses	Feb OCM 20260226-05	Operating Revenue		11,925		(1,233)
094205	EXP - Staff Housing - 21 Collier St - Construction Supervisor	Feb OCM 20260226-05	Operating Expenses			(20,444)	(21,677)
094206	EXP - Staff Housing - 99 Noonajin St - Leased to Regal Ventures (Supermarket)	Feb OCM 20260226-05	Operating Expenses			(5,718)	(27,395)
094212	EXP - Staff Housing - 58 Dampier St - Maint (EHO)	Feb OCM 20260226-05	Operating Expenses		3,250		(24,145)
094213	EXP - Staff Housing - 50 Curlew Drive (CEO Residence)	Feb OCM 20260226-05	Operating Expenses			(24,938)	(49,083)
094298	EXP - Staff Housing - Housing Costs Reallocated to Accounts	Feb OCM 20260226-05	Operating Expenses		47,850		(1,233)
J10121	Refuse Site Maint - Contractor	Feb OCM 20260226-05	Operating Expenses		15,000		13,767
J10123	Refuse Site Maint - Shire (In btw contractors)	Feb OCM 20260226-05	Operating Expenses			(35,000)	(21,233)
101202	EXP - Sanitation - Refuse Collection	Feb OCM 20260226-05	Operating Expenses		8,000		(13,233)
102202	EXP - Cemetery - Burial Expenditure	Feb OCM 20260226-05	Operating Expenses		1,136		(12,097)
111201	EXP - Entertainment - Amphitheatre Building Maint	Feb OCM 20260226-05	Operating Expenses		6,000		(6,097)
112204	EXP - P&G - Main Street Gardens	Feb OCM 20260226-05	Operating Expenses			(2,700)	(8,797)
112209	EXP - P&G - Townsite Maintenance	Feb OCM 20260226-05	Operating Expenses		20,000		11,203
112213	EXP - P&G - Tourism Signage at Kokerbin & Kwolyin Camp	Feb OCM 20260226-05	Operating Expenses			(3,559)	7,644
112215	EXP - P&G - Flagpole Repairs	Feb OCM 20260226-05	Operating Expenses			(5,000)	2,644
RM999	Road Maintenance Job - Budget Purposes	Feb OCM 20260226-05	Operating Expenses		36,920		39,564
FM999	Footpath Maintenance - Budget Puposos	Feb OCM 20260226-05	Operating Expenses		10,000		49,564
121206	EXP - Roads - Bridges & Culverts Maintenance	Feb OCM 20260226-05	Operating Expenses		13,000		62,564
121207	EXP - Roads - Traffic Signs, Safety, Safety Plans & Entry S'ment	Feb OCM 20260226-05	Operating Expenses		4,000		66,564
121216	EXP - Roads - RAMM (Road Asset Management Software)	Feb OCM 20260226-05	Operating Expenses		7,000		73,564
121217	EXP - Roads - Rural Street Numbering	Feb OCM 20260226-05	Operating Expenses		1,000		74,564
121228	EXP - Roads - Bridge Inspections	Feb OCM 20260226-05	Operating Expenses			(35,000)	39,564
121320	EXP - Street Lights Operations	Feb OCM 20260226-05	Operating Expenses		3,000		42,564
121224	EXP - Plant - Loss on Sale of Asset	Feb OCM 20260226-05	Operating Expenses	14,389			42,564
121229	EXP - Plant - Selling Cost (Inc GST)	Feb OCM 20260226-05	Operating Expenses			(2,000)	40,564
121203	EXP - AERO - Airstrip Maintenance	Feb OCM 20260226-05	Operating Expenses		5,000		45,564
130207	EXP - Supermarket - Insurance	Feb OCM 20260226-05	Operating Expenses		5,000		50,564
138208	EXP - Comm Dev - Community Budget Requests	Feb OCM 20260226-05	Operating Expenses			(5,000)	45,564
138216	EXP - Comm Dev - Main Street Redevelopment Plans & Consultation	Feb OCM 20260226-05	Operating Expenses			(20,000)	25,564
139205	EXP - NRM - NRM Vehicle - BK123 (Use Number Plate)	Feb OCM 20260226-05	Operating Expenses			(20)	25,544
139211	EXP - NRM - Telephone & Broadband Expenses	Feb OCM 20260226-05	Operating Expenses			(250)	25,294
142226	EXP - PWO - Stand Down Xmas Party	Feb OCM 20260226-05	Operating Expenses			(4,850)	20,444
142231	EXP - PWO - Employee Housing Costs (From 094)	Feb OCM 20260226-05	Operating Expenses			(20,444)	(0)
				(79,132)	934,463	(934,463)	(0)



2025/26 Capital Projects

March 2026

Project Progress	
Complete	●
On Track	●
Off Track	●
In Trouble	●

CAPITAL PROJECT NAME	JOB No.	SOURCE	TOTAL CAPITAL EXPENSE	DISPOSAL	GRANT FUNDING		CONTRIBUTIONS		RESERVES		LOAN		COUNCIL	CURRENT BUDGET	OUTSTANDING POs	ACTUAL EXPENSE	TOTAL COMMITTED EXPENSE	VARIANCE	Status	Comment	
				SALES PROCEEDS	Description	Amount	Description	Amount	Description	Amount	Description	Amount	MUNI FUND								
Hockey Club Viewing Area - Path/Ramp (Carry Over)	J11345	Muni	\$ 10,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	●	Hockey Club Building Works to Commence after Seeding	
Shade Structure Improvements - Bowling Green (Carry Over)	J11355	Muni	\$ 10,000	\$ -	DWER	\$ 10,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	●	DWER Funding for Project Secured	
Playground Upgrades (Babakin)	J11335	Grants	\$ 15,000	\$ -	Subject to Grant Funding	\$ 10,000	Babakin Progress Assn	\$ 5,000	N/A	\$ -	N/A	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000.00	●	Phased for Q4 2025/26, Subject to Grant	
Replacement Vehicle - (MUX) CEO (BK1)	J04202	Muni	\$ 65,000	\$ 50,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 15,000	\$ 65,000	\$ -	\$ 64,140.18	\$ 64,140.18	\$ 859.82	●	Complete	
Replacement Vehicle - (Kluger) DCEO (BK2)	J04203	Muni	\$ 64,000	\$ 55,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 9,000	\$ 64,000	\$ 42,256.95	\$ -	\$ 42,256.95	\$ 21,743.05	●	Pick up Vehicle Early April	
Replacement Vehicle - (Dual Cab Ute) Rec Centre Mgr (BK05)	J12126	Muni	\$ 50,000	\$ 37,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 13,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000.00	●	Deferred	
Replacement Vehicle - (Dual Cab Ute) Town Supervisor (BK08)	J12104	Muni	\$ 58,000	\$ 20,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 38,000	\$ 58,000	\$ 52,436.36	\$ -	\$ 52,436.36	\$ 5,563.64	●	Awaiting Delivery	
Purchase of Multi Patcher	J12178	Muni	\$ 477,000	\$ -	N/A	\$ -	N/A	\$ -	Transport Infrastructure Reserve	\$ 92,000	WATC	\$ 385,000	\$ -	\$ 477,000	\$ -	\$ 475,520.50	\$ 475,520.50	\$ 1,479.50	●	Complete	
Old Beverley Road (SLK31.80 to SLK33.80)	RC050B	Grants	\$ 305,880	\$ -	RRG	\$ 203,920	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 101,960	\$ 305,880	\$ 40,909.09	\$ 114,171.11	\$ 155,080.20	\$ 150,799.80	●	Water Binding Completed, Final Trim will be Completed just Prior to Sealing	
Doodlakine-Bruce Rock Road - Reseal (SLK11.61 to SLK16.11)	RC173A	Grants	\$ 292,290	\$ -	RRG	\$ 194,860	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 97,430	\$ 292,290	\$ -	\$ 227,682.00	\$ 227,682.00	\$ 64,608.00	●	Complete	
Bruce Rock-Naremben Road - Reseal (SLK3.65 to SLK7.15)	RC176A	Grants	\$ 236,850	\$ -	RRG	\$ 157,900	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 78,950	\$ 236,850	\$ 3,564.53	\$ 140,972.00	\$ 144,536.53	\$ 92,313.47	●	Complete Awaiting Line Marking Invoice	
Corrigin-Bruce Rock Road (Survey and Scope) (Carry Over)	RC174	Grants	\$ 74,400	\$ -	WSFN	\$ 47,600	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 26,800	\$ 74,400	\$ 20,181.82	\$ 42,141.88	\$ 62,323.70	\$ 12,076.30	●	Gravel Search in Progress	
Hines Hill Road - Shoulders and Sealing (SLK3.70 to SLK8.00)	RR015	Grants	\$ 162,250	\$ -	R2R	\$ 162,250	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 162,250	\$ -	\$ 176,603.76	\$ 176,603.76	\$ -	14,353.76	●	Awaiting Sealing
Cumminin Road Intersection (Carry Over)	RR0045	Grants	\$ 282,371	\$ -	R2R	\$ 281,171	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 1,200	\$ 282,371	\$ 2,307.27	\$ 162,585.23	\$ 164,892.50	\$ 117,478.50	●	Complete Awaiting Line Marking Invoice	
Shepherd Road Floodway	RR008	Grants	\$ 29,540	\$ -	R2R	\$ 25,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 4,540	\$ 29,540	\$ -	\$ 29,129.22	\$ 29,129.22	\$ 410.78	●	Complete	
Resheet Gravel Roads (Carry Over)	RR203	Muni	\$ 100,000	\$ -	N/A	\$ 100,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000.00	●	Phased for Q4 2025/26	
Yarding - Ardath Rd 4059A (Carry Over) (SLK0.82)	BR014	Grants	\$ 87,000	\$ -	WALGGC	\$ 87,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 87,000	\$ 25,316.90	\$ 123,636.35	\$ 148,953.25	\$ -	61,953.25	●	Nearing Completion
Yarding - Ardath Rd 4885 (SLK1.81)	BR014A	Grants	\$ 200,000	\$ -	WALGGC	\$ 200,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 200,000	\$ 45,454.55	\$ 46,272.68	\$ 91,727.23	\$ 108,272.77	●	Likely to be Deferred	
Yarding - Ardath Rd 6023 (SLK1.79)	BR014B	Grants	\$ 100,000	\$ -	WALGGC	\$ 100,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 100,000	\$ -	\$ 193.03	\$ 193.03	\$ 99,806.97	●	Likely to be Deferred	
Railway Parade Footpath Construction (Butler to Falconer Streets)	FC161	Grants	\$ 70,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ 51,747.53	\$ 51,747.53	\$ 18,252.47	●	Complete	
New Landfill Pit at Waste Site	J10102	Muni	\$ 15,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 10,786.91	\$ 10,786.91	\$ 4,213.09	●	Complete	
Turkey Nest Dam Upgrade	J13614	Grants	\$ 130,000	\$ -	DWER	\$ 100,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 30,000	\$ 130,000	\$ 20,000.00	\$ 67,840.00	\$ 87,840.00	\$ 42,160.00	●	Desilting and Reforming of Batters now Complete, some Expense still to be recognised	
Airstrip Upgrade (Including Fencing of Apron, Vehicle Parking, (non-airside)).	J12179	Grants	\$ 35,000	\$ -	Subject to Grant Funding	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000.00	●	Phased for Q4 2025/26, Subject to Grant	
Caravan Park Chalet Upgrades - Painting, Furniture and A/C0	J13107	Muni	\$ 47,500	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 47,500	\$ 47,500	\$ -	\$ 6,772.70	\$ 6,772.70	\$ 40,727.30	●	Furniture Received, Painting Works about to be Awarded	
Shackleton Bank Refurbishment	J11747	Muni	\$ 20,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	●	Three Quotes Received now Awaiting Fourth Quote.	
Aquatic Centre Upgrade (Shade Sails)(Carry Over)	J11501	Grants	\$ 26,731	\$ -	LRCIP	\$ 26,731	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 26,731	\$ -	\$ 29,525.02	\$ 29,525.02	\$ -	2,794.02	●	Complete
Repair and renovation works at Amphitheatre (Shade Sails) (Carry Over)	J11146	Grants	\$ 31,420	\$ -	LRCIP	\$ 31,420	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 31,420	\$ -	\$ 34,819.71	\$ 34,819.71	\$ -	3,399.71	●	Complete
Airstrip Tank Pad and Trenching for DWER Works	J12180	Muni	\$ 10,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 6,657.80	\$ 6,657.80	\$ 3,342.20	●	Mains Top up Works to be Completed	
Weather Station for Airstrip (Carry Over)	J12177	Grants	\$ 54,705	\$ -	LRCIP	\$ 53,248	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 1,457	\$ 54,705	\$ -	\$ 54,705.37	\$ 54,705.37	\$ -	0.37	●	Installed, Awaiting Upgraded Telemetry Components
Digital Payroll (Read Community Payroll)	J04215	Muni	\$ 20,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 20,000	\$ 20,000	\$ 33,711.00	\$ -	\$ 33,711.00	\$ -	13,711.00	●	Implementation Work Ongoing
Community Resource Centre Roof Repairs	J13507	Muni	\$ 10,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 10,000	\$ 10,000	\$ 7,045.45	\$ -	\$ 7,045.45	\$ 2,954.55	●	Works Scheduled for April	

10.4 Regulatory Services

There are no reports requiring a Council decision for the current month.

10.5 Chief Executive Officer

10.5.1 Local Emergency Management Arrangements

File Reference	5.1.2.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 April 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments:	1. Local Emergency Management Arrangements 2026 (Under Separate Cover)

Summary

Council is requested to endorse the updated Local Emergency Management Arrangements (LEMA) in accordance with the requirements of the Emergency Management Act 2005.

This document has been reviewed and updated to ensure compliance with statutory obligations and alignment with current State emergency management policies and practices.

Endorsement of this document will enable their submission to the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC) for noting, and will ensure the Shire maintains a contemporary, coordinated and effective framework for emergency management and recovery.

Background

Under Sections 36, 37 and 41 of the Emergency Management Act 2005, Local Governments are required to prepare, maintain and review:

- Local Emergency Management Arrangements (LEMA);
- A Local Recovery Plan; and
- A regularly updated Contacts & Resources Register supporting the LEMA (reviewed quarterly)

The Shire has now finalised its updates to all three (3) statutory documents:

1. LEMA – March 2026;
2. Local Recovery Plan – March 2026; and
3. LEMA Contacts & Resources – March 2026.

These documents must be endorsed by Council before submission to the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

Consultation

Consultation has been undertaken with the Local Emergency Management Committee.

Statutory Environment

- Emergency Management Act 2005 – Sections 36, 37, 41;
- State Emergency Management Policy; and
- State Emergency Management Plan (LEMA, Recovery, Contact Register requirements).

Policy Implications

Nil.

Financial Implications

Emergency management activities and plan development fall within existing operational budgets. Recovery activation may trigger Disaster Recovery Funding Assistance WA funding eligibility for reimbursement of approved expenditure.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	1.4 Support and emergency services planning, response, and recovery
Strategy:	<ul style="list-style-type: none"> • Emergency service planning is coordinated (eg LEMC) • Emergency service volunteers are resourced and supported • Emergency services are retained • Safe and year-round access for RFDS at our airfield

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with Emergency Management Act	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation
Ineffective emergency response due to outdated documents	Unlikely (2)	Major (4)	Medium (5-9)	Business & Community Disruption	Accept Officer Recommendation

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Risk Matrix

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
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Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of six (6) and eight (8) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

Local Emergency Management Arrangements (LEMA)

The LEMA update includes:

- Revised hazard risk profiles (fire, flood, storm, biosecurity, electrical disruption);
- Updated evacuation centres and emergency coordination sites;
- Expanded agency responsibilities and incident coordination processes; and
- Updated community information, public warning systems and volunteer management.

Local Emergency Recovery Plan

This updated plan includes:

- Transition procedures from response to recovery, including the mandatory Impact Statement handover from the Hazard Management Agency;
- Updated structure for the Local Recovery Coordination Group (LRCG);
- Comprehensive financial recovery arrangements including DRFA-WA and LMDRF processes;
- Modernised recovery principles aligned with the National Principles for Disaster Recovery; and
- Updated subcommittee structures (Social, Environment, Infrastructure, Economic).

LEMA Contacts & Resources

The register is operational, reviewed quarterly and contains:

- Updated emergency contacts, LEMC directory, agency resources;
- Updated Shire plant & equipment, welfare centres, at-risk groups, road networks, and contractor lists; and
- This document is not for public distribution due to sensitive operational information.

All three (3) documents have been reviewed and endorsed by the Shire's Local Emergency Management Committee (LEMC).

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION 20260422.04

Moved: Cr Hodgkiss

Seconded: Cr Foss

That Council:

- 1. Endorse the updated Local Emergency Management Arrangements;**
- 2. Endorse the updated Local Recovery Plan;**
- 3. Notes the LEMA Contacts & Resources Register as an operational document; and**
- 4. Authorises the Chief Executive Officer to submit the endorsed documents to the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC) for noting.**

CARRIED 6/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

10.5.2 Bush Fire Advisory Committee Meeting Outcomes

File Reference	3.00044
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 April 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1. Fire Break Order2. Harvest Ban Policy3. Emergency Management – Bush Fire Control Measures (Fire Permits, Firebreaks, Burning Restrictions and Harvest Bans) Executive Instruction

Summary

Council is requested to consider the following recommendations from the recent Bush Fire Advisory Committee (BFAC) meeting, held on Tuesday 24 March 2026. The recommendations include:

- Fire Break Order;
- Harvest Ban Policy;
- Emergency Management – Bush Fire Control Measures (Fire Permits, Firebreaks, Burning Restrictions and Harvest Bans) Executive Instruction; and
- Establishment of a New Bush Fire Brigade (Bruce Rock North).

Background

Pursuant to Section 33 of the Bush Fires Act 1954, all owners or occupiers of land within the Shire of Bruce Rock must comply with the prescribed Fire Break Order. This entails clearing firebreaks and fuel -free areas before 25 October each year and maintaining them free of flammable materials until 31 March inclusive.

Consultation

Consultation was undertaken with the following:

- Chief Executive Officer; and
- Bush Fire Advisory Committee (BFAC).

Statutory Environment

- Section 33 of the Bush Fires Act 1954; and
- Shire of Bruce Rock Bush Fire Local Law 2025.

Policy Implications

Shire of Bruce Rock Policy 5.2 – Emergency Management – Bush Fire Control Measures (Fire Permits, Firebreaks, Burning Restrictions and harvest Bans) applies.

Financial Implications

The administrative expenditure is wholly contained in the budget and is minor in nature.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	1.4 Support and emergency services planning, response, and recovery
Strategy:	<ul style="list-style-type: none"> • Emergency service planning is coordinated (eg LEMC) • Emergency service volunteers are resourced and supported • Emergency services are retained • Safe and year-round access for RFDS at our airfield

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to comply with Statutory requirements.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation
Failure to apply Shire policy associated with Emergency management control measures.	Unlikely (2)	Major (4)	High (10-16)	Business & Community Disruption	Accept Officer Recommendation

Risk Matrix

Consequence \ Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of six (6) and eight (8) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to

the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

At the BFAC meeting held on Tuesday 24 March 2026, the Committee resolved to recommend to Council to adopt the Fire Break Order, Harvest Ban Policy and the Emergency Management – Bush Fire Control Measures (Fire Permits, Firebreaks, Burning Restrictions and Harvest Bans) Executive Instruction with no changes

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION 20260422.05

Moved: Cr Strange

Seconded: Cr Foss

That Council adopt and supports:

- 1. The Shire of Bruce Rock's Fire Break Order as attached;**
- 2. The Shire of Bruce Rock's Harvest Ban Policy as attached;**
- 3. Emergency Management – Bush Fire Control Measures (Fire Permits, Firebreaks, Burning Restrictions and Harvest Bans) Executive Instruction as attached; and**
- 4. The establishment of an additional Bush Fire Brigade (Bruce Rock North).**

CARRIED 6/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

Reason for change: Point 4 was omitted from original recommendation

FIREBREAKS AND FIRE CONTROL

The following is abridged from Council's policies on fire control. For more information, go to the Shire's website: www.brucerock.wa.gov.au

Pursuant to the powers contained in section 33 of the Bushfires Act 1954, you are hereby required **on or before 25 October** and thereafter **up to and including 15 March** to have firebreaks clear of all inflammable material in accordance with the following:

A. Rural lands, being all land outside of townsites, firebreaks are required to be:

1. Not less than 2.5 metres wide for each 400Ha area inside, and within 10 metres of the external boundaries.
2. Not less than 2.5 metres wide and within 3 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, Babakin and Ardath*)

1. Where the area of land is 2,000 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 materials to be removed.
2. Where the area of the land is more than 2,000 square metres, a firebreak of not less than 2.5 metres in width, immediately surrounding any building or not less than 2.5 metres wide inside, along and within 2 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

1. Remove all inflammable materials from all land where fuel drum ramps or dumps are located and where fuel drums, whether containing fuel or not, are stored at a distance of at least 5 metres outside the perimeter of any drum, ramp or stack of drums.

The acts referred to in A. to C. herein must be performed to the satisfaction of the duly authorized officers of the Shire of Bruce Rock.

If 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 the Council or its duly authorized officer no 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.

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.

Fire Control

For up to date information on Burning Periods, Permits, Harvest Ban Procedures and online applications for burning permits please visit the "Fire Control and Prevention" section on the Shire's website: www.brucerock.wa.gov.au

In case of a Fire Emergency ring: 000

Procedure for the Management of Burning Permits

1. The following is to be considered with regard to the Restricted and Prohibited Burning Periods, (see below):

Restricted Burning Times

30th September to 31st October inclusive

Prohibited Burning Times

1st November to 14th February inclusive

Restricted Burning Times

15th February to 31st March inclusive

Fire Control Officer/BFAC consultations will take place in both September and February to review the announced dates, and decide whether amendment is needed due to the current and predicted weather conditions at the time. For example, if the summer has been particularly hot and dry for a prolonged period, and the forecasts are that it will remain so for the immediate future, then the Prohibited Burning Period may be extended. This decision will be made close to the announced dates to enable the most up to date forecasts to be used to guide the decision-making process. The form of the consultation need not be an in-person meeting but can take the form of a telephone catch-up or “virtual” meeting if this is more appropriate. Parties to the consultation will be the Chief Bushfire Control Officer (CBFCO) and Deputy Chief Bushfire Control Officer (DCBFCO), Designated Shire Officers (CEO/DCEO) and may include any other participants (e.g. Bushfire Brigade Captains/Fire Control Officers) deemed necessary to lead to a thorough and informed decision.

If it is decided that changes to the above dates are going to be made then this will be communicated to the community using the Shire’s website, Facebook and text messaging.

2. All Burning Permits are to be applied for via the online “Burning Permit Application” on the Shire of Bruce Rock website: www.brucerock.wa.gov.au . No permits are to exceed 4 days.
3. When an Application for a Burning Permit is received, the Designated Officer (usually the DCEO or CEO) first checks that it is compliant with regard to the owner/property concerned, and also reviews the forecast weather conditions for the day(s) proposed on the Application.
4. The weather conditions are checked with Bureau of Meteorology (BOM) in Perth for the Australian Fire Danger Rating System (AFDRS) - or check www.bom.gov.au/wa/forecasts/fire-danger.shtml and Forecasts for the South West Land Division for “Lockwood.” There is no burning permitted on High, Extreme or Catastrophic fire danger rated days.
5. Requirements to be listed on the permit are:
 - Name and address of person applying for burn
 - Postal address (if different from above)
 - Telephone number/email address, and preferred method of contact
 - Location of proposed burn
 - Date(s) of proposed burn
 - Type of burn - material involved:
 - stubble
 - stumps/stacks of timber
 - pasture/grass
 - garden refuse
 - cooking
 - windrows
 - chaff dumps
 - other, please specify

- Permits should be requested with at least 72 hours' notice of the intention to burn to allow time for the full process to be followed, although the decision whether to issue the Permit (or not) will only be taken when the forecast for the weather conditions on the day(s) of the burn are known, i.e. DFES issue a four day forecast which is the most accurate available with current technology.
 - The application will also require the Applicant to confirm that they will meet all the other requirements of the Permit i.e. that there is sufficient water and or a fire appliance, plus 3 able persons who are available to offer on-site assistance. There should also be adequate firebreaks surrounding the material to be burnt, and immediate neighbours and the Shire should be notified prior to the fire being lit.
6. If the weather conditions forecast at the time/date of the burn appear to be conducive to burning then the Designated Officer contacts the CBFCO or in his/her absence the DCBFCO, and informs them of the details above.
 7. The CBFCO then reviews the information provided on the permit by the applicant, and that gathered elsewhere e.g. predicted weather conditions on intended date(s) of burn, whether there are adequate resources available, and may then consult with the DCBFCO and other Fire Control Officers before deciding whether the Permit will be issued. Once the decision has been made it is communicated back to the Designated Officer with any relevant justification and any conditions (if required) which are noted by the Designated Officer. These are then kept/filed with the Permit (if issued) or the decision to not allow the burn to go ahead. Fire Officers are not obliged to issue Permits, and they may advise on alternatives to burning.
 8. The Burning Permit, (or the decision to not allow the burn to go ahead), is to be communicated to the applicant when all the factors enabling the decision to be made are considered, and ideally within two days of the dates of the intended burn. This confirmation should be by telephone/text and then followed up by email, so that there is written evidence of the decision being communicated.
 9. The Shire of Bruce Rock reserves the right to cancel any open permits at their discretion. This may be influenced by a predicted change in the weather conditions, or another factor such as lack of fire-fighting resources, or those resources being used in another location. Shire Officers will maintain a daily check on weather conditions etc. and be aware of whether any Burning Permits are current throughout the fire season. If Permits are to be cancelled then the Permit holders will be contacted by telephone and/or text, and confirmed in writing as soon as this occurs. Acknowledgment from the Permit Holder that the cancellation has been received will be required.

5.2 Emergency Management – Bush Fire Control Measures (*Fire Permits, Firebreaks, Burning Restrictions and Harvest Bans*)

Statutory Context:	Bush Fires Act 1954 (WA) Bush Fires Regulations 1954 (WA) Emergency Management Act 2005 (WA)
Corporate Context:	Shire of Bruce Rock Policy Manual Section 5.2 Fire Control Section 5.3 Burning and Harvest Restrictions Council Policy 2.8 – Enterprise Risk Management Council Policy 9.1 – Work Health and Safety
History:	18 September 2025

Executive Instruction

Scope

This Executive Instruction applies to all Shire employees, authorised persons, Bush Fire Control Officers, the Emergency Services Officer (ESO), contractors and members of the public undertaking activities regulated under the *Bush Fires Act 1954* within the Shire of Bruce Rock.

Objective

To ensure that bush fire control measures within the Shire of Bruce Rock are lawful, consistent, transparent, and focused on community safety, through clear procedures for:

- Fire permits
- Firebreak requirements
- Burning restrictions on Sundays and public holidays

Harvest bans

1. Fire Permits

1.1 Authority

Fire permits may only be issued, refused, suspended or cancelled by authorised Bush Fire Control Officers appointed under the *Bush Fires Act 1954*.

1.2 Permit Application and Assessment

All fire permits must:

- Be made using the prescribed Shire Fire Permit Application Form
- Specify location, date, time, purpose, fuel type and proposed controls
- Permit applications must be assessed having regard to:
- Weather and forecast conditions
- Fuel loads and surrounding land use
- Availability of fire-fighting resources
- Risk to life, property and infrastructure

1.3 Approval and Rejection

Permits may be:

- Approved with conditions
- Deferred
- Refused where unacceptable risk exists
- Reasons for refusal must be documented.
- All approved permits must be:
- Signed by an authorised officer
- Issued in the prescribed form

1.4 Publication and Access

- Information regarding fire permits must be:
- Published on the Shire's website
- Updated annually and as required
- All prescribed permit forms must be:
- Published on the website

- Available for download

2. Firebreaks

2.1 Annual Firebreak Declaration

Each year the Chief Executive Officer, on behalf of Council, must ensure an annual firebreak notice is prepared and issued in accordance with the *Bush Fires Act 1954*.

The declaration must:

- Specify firebreak standards and deadlines
- Distinguish between townsite and rural land requirements

2.2 Circulation and Publication

The annual firebreak notice must be:

- Advertised in a manner consistent with legislative requirements
- Published on the Shire's website
- Made publicly accessible, including penalties for non-compliance

2.3 Notification and Compliance

Individual landowners may be notified directly where appropriate.

The Shire may:

- Inspect properties using employees or authorised persons
- Issue compliance notices where requirements are not met

2.4 Non-Compliance

Where an owner-occupier fails to comply:

The Shire may undertake required works under statutory authority

Costs may be recovered in accordance with legislation

Infringements or prosecutions may be initiated where appropriate

3. Burning on Sundays and Public Holidays

3.1 Annual Declaration

During the restricted burning period, the Chief Executive Officer must ensure that a declaration prohibiting burning on Sundays and public holidays is made where required.

3.2 Communication

Declarations must be:

Circulated in accordance with legislative requirements

Published on the Shire's website

Clearly communicated to the community

3.3 Enforcement

Non-compliance may result in:

Immediate direction to extinguish fires

Infringements or prosecution under the Act

Permit suspension or cancellation

4. Harvest Bans

4.1 Declaration Threshold

Harvest bans must be declared by an authorised person when the Fire Behaviour Index (FBI) reaches 40.

4.2 Weather Readings

Weather readings must:

Be taken at designated locations

Occur at specified times determined by the Shire

Only authorised persons may take and record official readings.

4.3 Fire Behaviour Index

The FBI must be calculated in accordance with recognised methodologies prescribed under legislation and guidance from DFES.

4.4 Communication of Harvest Bans

Harvest bans must be communicated via:

- Shire website
- Direct notification channels where possible
- Community and industry communication pathways

4.5 Exemptions

Exemptions may be permitted only where consistent with legislation, including:

- Tendering and Watering Livestock
- Subject to safety controls and authorisation.
- Dropping of Lime
- Exemptions for lime dropping must:
 - Not allow lime to spread throughout a paddock
 - Prescribe approved locations for lime dropping
 - Prescribe minimum water unit volumes and locations
 - Require a minimum number of people present
 - Include additional safety requirements (e.g. turning circles)
 - Not pose an unacceptable risk to community safety

4.6 Non-Compliance

Failure to comply with a harvest ban may result in:

- Immediate cessation directions
- Infringement or prosecution
- Withdrawal of exemptions
- Review and Compliance

All employees and authorised persons must comply with this Executive Instruction.

This Executive Instruction will be reviewed periodically to ensure alignment with:

- Legislative changes
- DFES guidance
- Council policy and risk settings

– End of Instruction -

10.5.3 New Model Code of Conduct for Council Members, Committee Members and Candidates

File Reference	2.3.1.7
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 April 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments:	1. Draft Code of Conduct for Council Members, Committee Members and Candidates

Summary

Following amendments to the Regulations that commenced on 1 January 2026, the Shire of Bruce Rock is now required to adopt an updated Code of Conduct to align with the new complaints handling framework and updated Model Code wording.

The report recommends that Council adopt the Model Code of Conduct without additional behavioural requirements at this stage.

Background

The Local Government (Model Code of Conduct) Regulations 2021 came into effect on 3 February 2021 and introduced a Model Code of Conduct that applies to every local government in Western Australia. In response to the introduction of the Model Code, the Shire adopted its Code of Conduct for Council Members, Committee Members and Candidates at its Ordinary Council Meeting held on 18 September 2025. This code was based on the then current Model Code framework.

Section 5.104 of the Local Government Act 1995 requires every local government to prepare and adopt a code of conduct to be observed by council members, committee members and candidates. The code of conduct must include the Model Code prescribed in the Local Government (Model Code of Conduct) Regulations 2021 (the Regulations). Under section 5.104(2), when regulations amending the Model Code come into operation, local governments must prepare and adopt an updated code within three months.

The Regulations were substantially amended by the Local Government Legislation Amendment Regulations 2025 and came into effect on 1 January 2026, triggering the requirement for local governments to adopt an updated Code of Conduct by April 2026.

New Complaints Framework

From 1 January 2026, the previous breach system has been replaced by a new, more graduated system overseen by the Local Government Inspector and adjudicators, with stronger available sanctions and a three-strikes disqualification rule for elected members.

New oversight and decision makers

- The Local Government Inspector and Inspectorate now sit at the centre of the system, with broad powers to investigate breaches and recommend suspension or dismissal of individual councillors or whole councils to the Minister.

-
- Minor breach complaints made before 1 January 2026 continue with the Standards Panel, but new breach matters now go through the Inspector and appointed Local Government Adjudicators rather than the previous Local Government Standards Panel process.

New breach categories and escalation

- Breaches of Division 3 (Behaviour) are classified as “behavioural breaches” and continue to be dealt with by the local government.
- The former “minor breach” label has been replaced with “conduct breach”, to emphasise that these matters can be more serious than the old terminology implied. A council member commits a conduct breach if they contravene a rule of conduct (Division 4) or violate a local law made under the Act relating to conduct at council or committee meetings. Conduct breaches are dealt with by the Local Government Inspector.
- Breaches of the specified offences list in Schedule 8A.1 of the Local Government Act 1995 are classified as “specified breaches” and are also dealt with by the Local Government Inspector. The Inspector may progress relevant allegations of these breaches to the State Administrative Tribunal (SAT).
- New regulations introduce an escalation process: after two (2) prior behavioural breaches are found, a further behavioural breach can be treated as a conduct breach, effectively tightening consequences for repeated lower-level misconduct.

Stronger penalties and three strikes rule

- There are increased penalties for councillor conduct breaches, including: withholding or suspending payment of fees and allowances for up to three (3) months, suspension from a committee, or suspension from council for up to three (3) months.
- A three (3) strikes rule has commenced: if a council member is suspended three (3) times for a breach, they are disqualified from holding office in local government for 10 years.
- For some misconduct offences, maximum fines have been almost doubled, with certain offences now attracting penalties of up to \$24,000 and potential imprisonment for up to two (2) years.

Changed complaints handling and transparency

- Any person can now lodge a complaint of a conduct breach with the Inspector, who can use investigative powers (for example, obtaining meeting video) and filter out complaints that are frivolous, vexatious, trivial, misconceived or without substance.
- Adjudicators can order a range of penalties including public censure, apology, counselling or training, withholding of fees and allowances for up to three months and suspension for up to three (3) months. Information about censures and SAT orders is required to be published on the Inspector’s website for 12 years to give electors better visibility of councillor histories. Appeals of a decision of an adjudicator can be made through SAT.

Updated Model Code and local requirements

- By April 2026, all local governments should have adopted an updated Model Code of Conduct for council members, candidates and committee members aligned to the new breach and complaints framework, which will change how elected member behaviour issues are classified and processed at the local level.
- Local governments must update their internal documentation (complaints handling processes, governance procedures, website disclosures) so that behavioural, conduct and serious breach pathways reflect the new legislative structure.

Consultation

Nil

Statutory Environment

Local Government Act 1995 - Division 9; and
Code of Conduct Local Government (Model Code of Conduct) Regulations 2021.

Policy Implications

The current Councillor Code of Conduct will require amendment to ensure full alignment with the updated Model Code provisions, including revised complaint handling procedures, and references to the new complaints framework.

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	4.3 Proactive and well governed Shire
Strategy:	<ul style="list-style-type: none"> External audits and reviews confirm compliance Councillors attend training and feel supported in their role There is improved understanding of each other's role in the organisation

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to comply with Statutory requirements.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation
Councillor conduct outside of prescribed code.	Unlikely (2)	Moderate (3)	High (10-16)	Business & Community Disruption	Accept Officer Recommendation

Risk Matrix

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
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Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of six (6) for both has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

Structure of the Model Code

The Model Code set out in Schedule 1 of the Regulations is structured in four divisions:

- Division 1 – Preliminary provisions: citation and interpretation;
- Division 2 – General principles: high-level principles to guide behaviour (personal integrity, relationship with others, accountability);
- Division 3 – Behaviour: specific behavioural requirements, including for conduct at meetings; and
- Division 4 – Rules of conduct: statutory rules relating to misuse of resources, conflicts of interest, relationships with employees, and disclosure obligations.

Mandatory and Discretionary Elements

Divisions 1, 2 and 4 of the Model Code are prescribed and must be adopted without amendment.

Division 3 (Behaviour) sets out mandatory minimum behavioural requirements but allows local governments to include additional behavioural requirements, provided they are not inconsistent with the Model Code. Additional behavioural requirements might cover matters such as:

- Use of social media and technology;
- Dress standards;
- Media engagement protocols; and
- Other locally relevant standards.

This report recommends Council adopt the Model Code without additional behavioural requirements in Division 3 at this stage, for the following reasons:

Model Code covers core behaviours - The Model Code sets comprehensive behavioural standards, including personal integrity, relationships with others, conduct at council and committee meetings, and media and communications expectations. These standards are sufficiently robust to address most conduct and behavioural matters that may arise.

Existing policies - The Shire's existing policies, including the Social Media Policy and Media and Communications Policy, already set expectations for elected members' conduct. Elevating any of these

expectations into Division 3 would benefit from a dedicated workshop so Council can review examples from other local governments, consider risk appetite and ensure any additional requirements reflect Council's values and operating environment.

Ability to amend the Code later - Council may amend its Code of Conduct at any time by absolute majority. A staged approach—adopt the Model Code now, workshop possible additions, then amend the Code later if desired.

The proposed Councillor Code of Conduct (Attachment 1) incorporates the Model Code text from Schedule 1 of the Regulations, with the amendments being highlighted in blue.

Voting Requirements

Absolute Majority – Part 1

Simple Majority – Part 2

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (PART 1 OF 2) 20260422.06

Moved: Cr Foss

Seconded: Cr Hodgkiss

That Council adopts the Code of Conduct for Council Members, Committee Members and Candidates as per Attachment 1, incorporating the Model Code of Conduct as prescribed in Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021.

CARRIED 6/0

BY ABSOLUTE MAJORITY

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (PART 2 OF 2) 20260422.07

Moved: Cr Verhoogt

Seconded: Cr Buegge

Requests that the Chief Executive Officer publish the adopted Code of Conduct on the Shire's website in accordance with S5.104(7) of the Local Government Act 1995.

CARRIED 6/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

Schedule 1 — Model code of conduct

[r. 3]

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Bruce Rock Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

- (1) In this code —
- Act* means the *Local Government Act 1995*;
- candidate* means a candidate for election as a council member;
- complaint* means a complaint made under clause 11(1); *publish* includes to publish on a social media platform.
- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

- (1) A council member, committee member or candidate should —
- (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local

government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
- (4) A complaint must be dealt with under clauses 12 to 15 unless —
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and
 - (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

- (5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.
- (6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of—
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);

(e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —

- (i) local governments;
- (ii) members of councils;
- (iii) employees of local governments.

(4) A resolution made under subclause (3) must include the following —

- (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
- (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
- (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

(5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section ~~5.105~~8A.3(1) of the Act, a council member commits a ~~minor~~conduct breach if the council member contravenes a rule of conduct. ~~This~~Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A ~~minor~~conduct breach is dealt with ~~by a standards panel~~ under ~~section~~Part 8A Division 5.110 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
 - electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
 - resources of a local government* includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
 - local government employee* means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.

- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting —

(a) means a ~~council or committee meeting, or a~~ part of a council or committee meeting, that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and

(b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.

- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

[\[Clause 21 amended: SL 2025/208 r. 48.\]](#)

22. Disclosure of interests

- (1) In this clause —
- interest*** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

11. New Business of an Urgent Nature Introduced by Discussion of the Meeting
Nil

Cr Strange left the meeting at 3.52pm

12. Confidential Items

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260422.08	
Moved: Cr Verhoogt	Seconded: Cr Hodgkiss
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 if disclosed, the matter to be discussed would reveal information that has a commercial value to a person, and information about the business, professional, commercial or financial affairs of a person.	
CARRIED 5/0	
For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt	
Against: Nil	

12.1 Expression Of Interest – Road Construction Services Contractors

File Reference	6.1.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 April 2026
Author	Garrick Yandle – Contract Project Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments:	
1. Schedule of Rates	

OFFICE RECOMMENDATION AND COUNCIL RESOLUTION 20260422.09	
Moved: Cr Verhoogt	Seconded: Cr Foss
That, in accordance with section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.	
CARRIED 5/0	
For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt	
Against: Nil	

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260422.10

Moved: Cr Foss

Seconded: Cr Hodgkiss

That Council endorse the following Contractors for consideration to be engaged to undertake Road Construction Services on projects as required, as per their schedule of rates submitted for the 2025/26 financial year:

- 1. Cotswold Farming;**
- 2. Smith Earthmoving; and**
- 3. Youllie & Son Contracting.**

CARRIED 5/0

For: Cr Rajagopalan, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Strange, Cr Verhoogt

Against: Nil

Cr Strange re-entered meeting @ 3.59pm

13. Closure of the Meeting

There being no further business to discuss, the Presiding Member declared the meeting closed at 4.00 pm and, pursuant to Resolution OCM November 25 – 10.6.5 of 20 November 2025, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 3.00pm on Thursday 21 May 2026, at this same venue.