



# Agenda

## Ordinary Meeting of Council

To be held in Council Chambers  
54 Johnson Street, Bruce Rock  
Tuesday, 17 December 2024  
Commencing 3.00pm



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## Notice of Ordinary Meeting of Council

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Dear President and Councillors,

The next Ordinary Meeting of Council will be held on **Tuesday, 17 December 2024 at 3.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

Please contact the undersigned for any enquiries regarding the Agenda prior to the meeting.

Mark Furr  
**CHIEF EXECUTIVE OFFICER**

### **DISCLAIMER**

#### **PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:**

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Bruce Rock expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

#### ***Our Mission***

We will achieve our vision by maintaining and enhancing the Bruce Rock lifestyle, increase business and employment opportunities and achieve population growth in an environmentally sustainable way.

#### ***Our Values***

Respect, Inclusiveness, Fairness and Equality and Communication

**SHIRE OF BRUCE ROCK**

**AGENDA – ORDINARY MEETING 17 DECEMBER 2024**

**TABLE OF CONTENTS**

<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>1. Declaration of Opening .....</b>	<b>4</b>
<b>2. Record of Attendance/Apologies/Leave of Absence (Previously Approved) .....</b>	<b>4</b>
<b>3. Declarations of Interest.....</b>	<b>4</b>
<b>4. Response to Previous Public Questions Taken on Notice.....</b>	<b>4</b>
<b>5. Public Question Time .....</b>	<b>4</b>
<b>6. Petitions/Deputations/Presentations/Submissions .....</b>	<b>4</b>
<b>7. Applications for Leave of Absence.....</b>	<b>4</b>
<b>8. Announcements by the Person Presiding without Discussion .....</b>	<b>5</b>
<b>9. Confirmation of Minutes.....</b>	<b>5</b>
<b>10. Matters for Decision.....</b>	<b>6</b>
<b>10.1 Manager of Works and Services .....</b>	<b>6</b>
<b>10.2 Manager of Finance.....</b>	<b>7</b>
10.2.1 Schedule of Accounts Paid – November 2024 .....	7
10.2.2 Monthly Financial Reports – November 2024 .....	14
<b>10.3 Manager of Regulatory Services .....</b>	<b>28</b>
<b>10.4 Manager of Governance and Community Services.....</b>	<b>29</b>
10.4.1 Shire Seal.....	29
<b>10.5 Chief Executive Officer.....</b>	<b>31</b>
10.5.1 CEO Annual Leave and Appointment of Acting CEO.....	31
10.5.1 Offer of Purchase of Shire Land .....	35
<b>11. New Business of an Urgent Nature Introduced by Discussion of the Meeting.....</b>	<b>38</b>
<b>12. Confidential Items .....</b>	<b>38</b>
12.1 Proposed Changes to the Senior Employee Structure.....	38
<b>13. Closure of the Meeting .....</b>	<b>42</b>

**SHIRE OF BRUCE ROCK**

**AGENDA – ORDINARY MEETING 17 DECEMBER 2024**

- 1. Declaration of Opening**
- 2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)**
- 3. Declarations of Interest**

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

In accordance with 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**
- 5. Public Question Time**
- 6. Petitions/Deputations/Presentations/Submissions**
- 7. Applications for Leave of Absence**

**8. Announcements by the Person Presiding without Discussion**

**9. Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday, 21 November 2024.

**10. Matters for Decision**

**10.1 Manager of Works and Services**

Nil

## 10.2 Manager of Finance

### 10.2.1 Schedule of Accounts Paid – November 2024

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	5 December 2024
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
<b>Attachments</b> 1. Schedule of Accounts Paid - November 2024	

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for November 2024.

#### 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 Chief Executive Officer and the Finance Officer – Creditors.

#### Statutory Environment

Local Government Act 1995, section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, regulation 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 2024/25 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, regulation 13, which may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

**Risk Matrix**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
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 a risk rating of **two (2)** 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 Schedule of Accounts Paid for November 2024 is presented to Council for notation. Below is a summary of activity:

As at 30 November 2024 Payments		
Payment Type	\$	%
Cheque	16,911	1.96
EFT (incl. Payroll)	813,440	93.90
Direct Debit	30,451	3.50
Credit Card	3,509	0.50
Fuel Card	737	0.14
Store Cards	N/A	N/A
<b>Total Payments</b>	<b>870,030</b>	<b>100.00</b>



**Voting Requirements**

Simple Majority

**OFFICERS' RECOMMENDATION**

That with respect to the Schedule of Accounts Paid for November 2024, Council note the Report as presented.

Schedule of Accounts Paid - November 2024					
Serial	Chq/EFT	Date	Name	Description	Amount
	<b>Cheques</b>				
1	8	15/11/2024	ELGAS LTD	GAS BOTTLE RENTAL	\$96.80
2	9	15/11/2024	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$48.41
3	10	29/11/2024	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$16,766.15
				<b>Total Cheques</b>	<b>\$16,911.36</b>
	<b>EFTs (incl. Payroll)</b>				
4	EFT23798	01/11/2024	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	\$63.45
5	EFT23799	01/11/2024	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR COUNCIL FUNCTION	\$355.00
6	EFT23800	01/11/2024	BRUCE ROCK DISTRICT CLUB	COUNCIL MEETING LUNCHEES AND REFRESHMENTS	\$439.00
7	EFT23801	01/11/2024	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT	\$389.08
8	EFT23802	01/11/2024	COPIER SUPPORT	PHOTOCOPIER METER READING FOR OCTOBER 2024	\$463.26
9	EFT23803	01/11/2024	CROMAG PTY LTD T/A SIGMA TELFORD GROUP	CONSUMABLES FOR POOL TESTING	\$950.40
10	EFT23804	01/11/2024	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET CONSTRUCTION RETENTION PAYMENT	\$108,706.24
11	EFT23805	01/11/2024	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$71.49
12	EFT23806	01/11/2024	EASTERN DISTRICT CONTRACTORS	FENCING WORK AT SHIRE PROPERTY	\$2,533.20
13	EFT23807	01/11/2024	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK2	\$322.42
14	EFT23808	01/11/2024	EXPRESSWAY SPARES PTY LTD	HYDRAULIC CYLINDER FOR BK511	\$3,861.00
15	EFT23809	01/11/2024	FILTERS PLUS WA	PARTS FOR BK6515	\$286.88
16	EFT23810	01/11/2024	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	PARTS FOR BK655	\$96.25
17	EFT23811	01/11/2024	JASON SIGNMAKERS	WAVE ROCK INITIATIVE PATHWAYS SIGNAGE	\$3,935.43
18	EFT23812	01/11/2024	JTAGZ	ANIMAL REGISTRATION TAGS	\$198.00
19	EFT23813	01/11/2024	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK851	\$118.75
20	EFT23814	01/11/2024	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE-EMPLOYMENT MEDICAL	\$200.00
21	EFT23815	01/11/2024	MANUFLO PTY LTD	WATER FLOWMETER	\$900.90
22	EFT23816	01/11/2024	MCCALL MOTORS PTY LTD	MATERIALS FOR WORKSHOP	\$771.21
23	EFT23817	01/11/2024	MHG CONSTRUCTION PTY LTD T/A MATT GILBERT CARPENTRY & MAINTENANCE	REPAIRS TO SHIRE HOUSE	\$2,590.00
24	EFT23818	01/11/2024	NUTRIEN AG SOLUTIONS	CHEMICALS FOR VERGE SPRAYING	\$1,914.00
25	EFT23819	01/11/2024	PARMELIA MANAGEMENT PTY LTD	ACCOMMODATION AND MEALS FOR LOCAL GOVERNMENT CONVENTION	\$11,794.13
26	EFT23820	01/11/2024	POWERFORCE MIDLAND	PARTS FOR SMALL PLANT	\$63.80
27	EFT23821	01/11/2024	PRESTON ROWE PATERSON PERTH PTY LTD	VALUATIONS	\$2,475.00
28	EFT23822	01/11/2024	REGAL VENTURES PTY LTD T/A FOODWORKS BRUCE ROCK SUPERMARKET & HARDWARE	VARIOUS GROCERY AND HARDWARE PURCHASES FOR SEPTEMBER 2024	\$1,315.17
29	EFT23823	01/11/2024	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER	\$3,885.00
30	EFT23824	01/11/2024	SJ MUSIC T/A SOPHIE JANE	BALANCE OF ENTERTAINMENT FOR BACK TO THE BUSH VETERANS WEEKEND	\$3,080.00
31	EFT23825	01/11/2024	SOURCE MY PARTS	PARTS FOR BK373	\$160.88
32	EFT23826	01/11/2024	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$80.00
33	EFT23827	01/11/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$289.76
34	EFT23828	01/11/2024	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES	\$779.63
35	EFT23829	01/11/2024	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$821.55
36	EFT23830	01/11/2024	WALLIS COMPUTER SOLUTIONS	IT SUPPORT SERVICES	\$232.82
37	EFT23831	01/11/2024	WAYNES DESIGN & DRAFTING	DESIGN AND DRAFTING OF EVACUATION PLAN FOR SHIRE PROPERTY	\$330.00
38	EFT23832	01/11/2024	WESTRAC PTY LTD	PARTS FOR BK510	\$228.72
39	EFT23833	01/11/2024	WILSONS SIGN SOLUTIONS	NAME PLATE AND DOOR SIGN	\$181.50
40		06/11/2024	PAYROLL DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 06/11/2024	\$87,255.54
41	EFT23834	01/11/2024	WURTH	MATERIALS FOR WORKSHOP	\$71.39
42	EFT23835	06/11/2024	150 SQUARE PTY LTD	REVIEW AND UPDATE CORPORATE BUSINESS PLAN	\$1,270.50
43	EFT23836	06/11/2024	BROWNLEY'S PLUMBING & GAS	ANNUAL BACKFLOW TESTING	\$4,449.50
44	EFT23837	06/11/2024	DUXTON HOTEL	ACCOMMODATION FOR STAFF TRAINING	\$660.00
45	EFT23838	06/11/2024	GSR LASER TOOLS	4.5KG CLEGG IMPACT TESTER	\$11,275.00
46	EFT23839	06/11/2024	KYLIE MARGARET LOVE	REIMBURSEMENT OF EXPENSES	\$19.00
47	EFT23840	06/11/2024	LANDGATE- VALUATION	UV INTERIM VALUATION	\$330.26
48	EFT23841	06/11/2024	LGIS WA	EAP PROGRAMME FOR EMPLOYEES AND BUSHFIRE VOLUNTEERS 2024/25	\$5,427.27
49	EFT23842	06/11/2024	MARK FURR	REIMBURSEMENT OF RELOCATION EXPENSES	\$1,500.00
50	EFT23843	06/11/2024	OFFICEWORKS BUSINESS DIRECT	STATIONERY SUPPLIES	\$219.89
51	EFT23844	06/11/2024	PINGARNING PTY LTD (PROMPT SAFETY SOLUTIONS)	ANNUAL REVIEW OF WHS SAFETY MANAGEMENT SYSTEM 2024-25	\$2,200.00
52	EFT23845	06/11/2024	SYNERGY	POWER USAGE AT SHIRE PROPERTIES	\$18,751.32
53	EFT23846	06/11/2024	TELSTRA	TELEPHONE USAGE CHARGES	\$1,628.86
54	EFT23847	07/11/2024	ANTHONY IAN BUTTERLY	SUPPLY GAS BOTTLES	\$368.00
55	EFT23848	07/11/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL FOR FNE 06/11/2024	\$2,021.04
56	EFT23849	07/11/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 06/11/2024	\$3,269.23
57	EFT23850	07/11/2024	SHIRE OF BRUCE ROCK	Payroll deductions	\$661.64
58	EFT23851	01/11/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/10/2024 (EOM TRANSACTION)	\$9,315.80
59	EFT23852	04/11/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 31/10/2024 (EOM TRANSACTION)	\$25,454.10
60	EFT23853	07/11/2024	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE OCTOBER 2024 (EOM TRANSACTION)	\$857.40
61	EFT23854	11/11/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR OCTOBER 2024	\$176.90
62	EFT23855	12/11/2024	LANDGATE- VALUATION	GRV INTERIM VALUATION	\$50.31
63	EFT23856	14/11/2024	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR NOVEMBER 2024, HEALTHENGINE, CANVA, CARD FEES, INTERNET, WREATH & ACCOMMODATION	\$1,568.25
64	EFT23857	15/11/2024	ADVANCED AUTOLOGIC PTY LTD	PARTS FOR BK505	\$125.00
65	EFT23858	15/11/2024	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	\$708.44
66	EFT23859	15/11/2024	AUSTRALIA POST	POSTAL CHARGES FOR OCTOBER 2024	\$277.14
67	EFT23860	15/11/2024	AVON WASTE	RECYCLING FOR THE MONTH OF OCTOBER 2024	\$3,058.29
68	EFT23861	15/11/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$132.00

69	EFT23862	15/11/2024	BOC LIMITED	GAS BOTTLE RENTAL OCTOBER 2024	\$111.59
70	EFT23863	15/11/2024	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$288.81
71	EFT23864	15/11/2024	BREEZE PRINTING	BINDING OF COUNCIL MINUTES	\$185.00
72	EFT23865	15/11/2024	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	\$5,612.57
73	EFT23866	15/11/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR DEPOT BBQ	\$223.00
74	EFT23867	15/11/2024	BRUCE ROCK ENGINEERING	TYRES FOR BK08, BK638 AND BK650	\$2,634.49
75	EFT23868	15/11/2024	BUNNINGS NORTHAM	TOOLS	\$189.05
76	EFT23869	15/11/2024	BURGESS RAWSON PTY LTD	WATER USAGE AT SHIRE PROPERTY	\$114.91
77	EFT23870	15/11/2024	COLESTAN ELECTRICS	ELECTRICAL WORKS FOR REC CENTRE BBQ	\$2,771.89
78	EFT23871	15/11/2024	CORSIGN WA PTY LTD	CUSTOM STICKERS FOR BK9282	\$46.20
79	EFT23872	15/11/2024	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK08 AND BK645	\$990.81
80	EFT23873	15/11/2024	ELEMENT ADVISORY PTY LTD	BRUCE ROCK TOWN CENTRE REVITALISATION PLANNING	\$7,656.00
81	EFT23874	15/11/2024	HERSEY'S SAFETY PTY LTD	MATERIALS AND TOOLS FOR WORKSHOP	\$3,013.19
82	EFT23875	15/11/2024	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	PARTS FOR BK655	\$166.32
83	EFT23876	15/11/2024	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK062	\$497.95
84	EFT23877	15/11/2024	KENNARDS HIRE MIDLAND	HIRE OF CONCRETE GRINDER	\$2,593.00
85	EFT23878	15/11/2024	LES COOKE INSTRUMENT CO PTY LTD	DIGITAL WEATHER METERS	\$889.99
86	EFT23879	15/11/2024	LG BEST PRACTICES PTY LTD	FINANCIAL CONSULTING	\$3,608.00
87	EFT23880	15/11/2024	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEDEDE	PRE-EMPLOYMENT MEDICAL	\$200.00
88	EFT23881	15/11/2024	MCCALL MOTORS PTY LTD	VARIOUS PURCHASES FOR OCTOBER	\$562.26
89	EFT23882	15/11/2024	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING FOR OFFICE	\$44.00
90	EFT23883	15/11/2024	N AND H SANDERS	SHIRE HALL FLOOR MAINTENANCE	\$65.00
91	EFT23884	15/11/2024	NAPA	MATERIALS FOR WORKSHOP, PARTS FOR BK1018 AND BK727	\$1,951.26
92	EFT23885	15/11/2024	NUTRIEN AG SOLUTIONS	MATERIALS FOR REFUSE SITE FENCE AND CHEMICAL FOR OVAL	\$7,211.83
93	EFT23886	15/11/2024	OFFICE OF REGIONAL ARCHITECTURE	ARCHITECTURAL SERVICES	\$79.00
94	EFT23887	15/11/2024	PERTH HIRE SHOP	HIRE OF TRAILER MOUNTED TOILET	\$1,287.00
95	EFT23888	15/11/2024	POWERFORCE MIDLAND	PARTS FOR SMALL PLANT	\$222.76
96	EFT23889	15/11/2024	PRINTEC WA PTY LTD	PRINTER SUPPLIES FOR MED CENTRE	\$89.00
97	EFT23890	15/11/2024	PUMPS AUSTRALIA PTY LTD	PARTS FOR SMALL PLANT	\$143.00
98	EFT23891	15/11/2024	RESONLINE PTY LTD	ONLINE CARAVAN PARK BOOKINGS OCTOBER 2024	\$220.00
99	EFT23892	15/11/2024	SAFEMASTER SAFETY PRODUCTS PTY LTD	ADJUSTABLE LADDER ACCESS BRACKETS	\$1,247.80
100	EFT23893	15/11/2024	SMITH EARTHMOVING	MAINTENANCE GRADING ON VARIOUS ROADS	\$59,784.00
101	EFT23894	15/11/2024	SYNERGY	POWER USAGE AT SHIRE PROPERTY	\$155.82
102	EFT23895	15/11/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$624.92
103	EFT23896	15/11/2024	TECHNOLOGICA PTY LTD T/AS ANYSTORE GIFT CARD	GIFT CARDS FOR END OF YEAR	\$2,347.50
104	EFT23897	15/11/2024	THE TRUSTEE FOR WA FUEL BROKERS T/A DUNNINGS FUEL	BULK DIESEL	\$35,377.35
105	EFT23898	15/11/2024	TRANSTRUCT	POSTS FOR SIGNS	\$2,071.25
106	EFT23899	15/11/2024	TWO DOGS HOME HARDWARE	KEY CUTTING	\$45.00
107	EFT23900	15/11/2024	UES INTERNATIONAL PTY LTD	PARTS FOR SMALL PLANT	\$201.56
108	EFT23901	15/11/2024	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$681.60
109	EFT23902	15/11/2024	WALLIS COMPUTER SOLUTIONS	REINSTATE WIFI AT AQUATIC CENTRE	\$174.35
110	EFT23903	15/11/2024	WESTERN DIAGNOSTIC PATHOLOGY	MEDICAL SUPPLIES FOR MED CENTRE	\$524.15
111	EFT23904	15/11/2024	WESTRAC PTY LTD	PARTS FOR BK510	\$215.96
112	EFT23905	15/11/2024	WHEATBELT UNIFORMS, SIGNS & SAFETY	OUTSIDE STAFF HATS	\$654.50
113	EFT23906	15/11/2024	WILSONS SIGN SOLUTIONS	PLAQUE FOR MED CENTRE	\$44.00
114	EFT23907	01/11/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	HOUSE LOAN CAPITAL REPAYMENT & INTEREST	\$14,688.86
115	EFT23908	04/11/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	SUPERMARKET BUILDING LOAN CAPITAL REPAYMENT & INTEREST	\$80,455.92
116		20/11/2024	PAYROLL DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 20/11/2024	\$86,766.46
117	EFT23909	21/11/2024	AUSTRALIAN TAXATION OFFICE	BAS FOR OCTOBER 2024	\$3,254.00
118	EFT23910	21/11/2024	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORK AT TOWN HALL	\$1,424.50
119	EFT23911	21/11/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL FOR FNE 20/11/2024	\$2,021.04
120	EFT23912	21/11/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 20/11/2024	\$3,269.23
121	EFT23913	21/11/2024	ORIGO PTY LTD	AIRPORT WEATHER STATION PARTS AND ANNUAL SUPPORT	\$700.70
122	EFT23914	21/11/2024	RAMESH RAJAGOPALAN	ELECTED MEMBERS CLAIM	\$1,150.00
123	EFT23915	21/11/2024	ST JOHN WA - BRUCE ROCK SUB CENTRE	WORKPLACE FIRST AID KIT	\$44.95
124	EFT23916	21/11/2024	SHIRE OF BRUCE ROCK	Payroll deductions	\$640.00
125	EFT23917	22/11/2024	CHRISTINE GRAHAM	REFUND OF PAYMENT MADE TO SHIRE IN ERROR	\$560.00
126	EFT23918	29/11/2024	ANTHONY IAN BUTTERLY	MAINTENANCE OF POOL SLIDE	\$421.30
127	EFT23919	29/11/2024	ARDATH GOLF CLUB	COMMUNITY GRANT	\$1,000.00
128	EFT23920	29/11/2024	BGC CEMENT	BULK CEMENT	\$14,054.04
129	EFT23921	29/11/2024	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY AND DELIVER CRS EMULSION	\$13,189.00
130	EFT23922	29/11/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$352.00
131	EFT23923	29/11/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COUNCIL MEETING	\$270.00
132	EFT23924	29/11/2024	BRUCE ROCK ENGINEERING	TYRES FOR BK638	\$656.76
133	EFT23925	29/11/2024	BRUCE ROCK LPO	STATIONERY ITEMS AND POLICE CLEARANCE	\$297.22
134	EFT23926	29/11/2024	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTIES	\$1,566.22
135	EFT23927	29/11/2024	CHOICEONE PTY LTD	HIRE OF HORTICULTURIST	\$12,124.55
136	EFT23928	29/11/2024	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORKS AT SHIRE PROPERTY	\$520.85
137	EFT23929	29/11/2024	CONNELLY IMAGES	STICKERS AND SIGNS	\$159.20
138	EFT23930	29/11/2024	CORSIGN WA PTY LTD	CUSTOM STICKERS FOR BK025	\$46.20
139	EFT23931	29/11/2024	DFES	ESL 2nd QUARTER PAYMENT	\$23,416.32
140	EFT23932	29/11/2024	ELDERS BRUCE ROCK	POOL CHEMICALS	\$1,242.09
141	EFT23933	29/11/2024	ELEC TECH DIESEL SERVICES PTY LTD	REPAIRS TO BK501, BK505, BK024, BK727, SERVICE BK05 AND BK02,	\$2,807.50
142	EFT23934	29/11/2024	EXPRESSWAY SPARES PTY LTD	HYDRAULIC CYLINDER FOR BK511	\$1,650.00
143	EFT23935	29/11/2024	FILTERS PLUS WA	PARTS FOR BK1047	\$192.72
144	EFT23936	29/11/2024	GME AUSTRALIA	GPS LOCATOR BEACONS	\$480.00
145	EFT23937	29/11/2024	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK650	\$271.50

146	EFT23938	29/11/2024	LES COOKE INSTRUMENT CO PTY LTD	SUPPLY DIGITAL WEATHER METERS AND SERVICE EXISTING METER	\$1,092.50
147	EFT23939	29/11/2024	LIBERTY OIL RURAL PTY LTD	GREASE CARTRIDGES	\$167.64
148	EFT23940	29/11/2024	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AND AIR CONDITIONER SERVICING AT VARIOUS SHIRE PROPERTIES	\$5,434.00
149	EFT23941	29/11/2024	MERREDIN PANEL AND PAINT	SUPPLY AND FIT WINDSCREENS TO BK1 AND BK377	\$2,192.30
150	EFT23942	29/11/2024	NAPA	PARTS FOR BK655 AND BK650	\$289.30
151	EFT23943	29/11/2024	NB HARDWARE & AG SUPPLIES	MATERIALS FOR GARDENERS AND TOOLS	\$722.78
152	EFT23944	29/11/2024	OFFICEWORKS BUSINESS DIRECT	STATIONERY FOR OFFICE, AQUATIC CENTRE, AND DEPOT	\$182.44
153	EFT23945	29/11/2024	POWERFORCE MIDLAND	BRUSH CUTTER	\$832.00
154	EFT23946	29/11/2024	PTE GROUP PTY LTD	REPAIRS TO BK024	\$14,392.08
155	EFT23947	29/11/2024	QC ULTIMATE CLEAN	TOWNHALL KITCHEN FLOOR CLEANING	\$341.56
156	EFT23948	29/11/2024	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER	\$4,070.00
157	EFT23949	29/11/2024	SHIRE OF YILGARN	ACCOMMODATION FOR TRAINING	\$32.00
158	EFT23950	29/11/2024	SYDNEY TOOLS PTY LTD	TOOLS FOR WORKSHOP	\$26.95
159	EFT23951	29/11/2024	SYNERGY	POWER USAGE AT SHIRE PROPERTIES	\$1,902.67
160	EFT23952	29/11/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$90.38
161	EFT23953	29/11/2024	TELSTRA	TELEPHONE USAGE CHARGES	\$2,477.22
162	EFT23954	29/11/2024	THE BRUCE ROCK HOTEL	COUNCIL LUNCH AND REFRESHMENTS	\$379.50
163	EFT23955	29/11/2024	TVH AUSTRALIA PTY LTD	PARTS FOR BK053	\$344.52
164	EFT23956	29/11/2024	VACUUM SPOT	VACUUM CLEANER AND BAGS	\$548.70
165	EFT23957	29/11/2024	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICE	\$721.87
166	EFT23958	29/11/2024	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$204.40
167	EFT23959	29/11/2024	WESTRAC PTY LTD	PARTS FOR BK012, BK727 AND BK511	\$1,961.51
168	EFT23960	29/11/2024	WHEATBELT EQUIPMENT PTY LTD	REPAIRS TO BK6556	\$5,873.25
169	EFT23961	29/11/2024	WHEATBELT UNIFORMS, SIGNS & SAFETY	UNIFORM	\$13,663.89
<b>Total EFTs</b>					<b>\$813,440.22</b>
<b>Direct Debits</b>					
170	DD10174.1	06/11/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,424.85
171	DD10174.2	06/11/2024	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$208.02
172	DD10174.3	06/11/2024	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$275.59
173	DD10174.4	06/11/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$142.06
174	DD10174.5	06/11/2024	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$387.58
175	DD10174.6	06/11/2024	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$953.85
176	DD10174.7	06/11/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,108.52
177	DD10174.8	06/11/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$180.93
178	DD10174.9	06/11/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,082.16
179	DD10224.1	20/11/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,483.72
180	DD10224.2	20/11/2024	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$151.31
181	DD10224.3	20/11/2024	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$275.60
182	DD10224.4	20/11/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$137.44
183	DD10224.5	20/11/2024	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$326.35
184	DD10224.6	20/11/2024	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$1,076.92
185	DD10224.7	20/11/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$976.14
186	DD10224.8	20/11/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$188.91
187	DD10224.9	20/11/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,117.08
188	DD10174.10	06/11/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$579.72
189	DD10174.11	06/11/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$582.18
190	DD10174.12	06/11/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$467.42
191	DD10174.13	06/11/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$546.10
192	DD10174.14	06/11/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$277.51
193	DD10224.10	20/11/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$583.68
194	DD10224.11	20/11/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$582.23
195	DD10224.12	20/11/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$511.13
196	DD10224.13	20/11/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$546.47
197	DD10224.14	20/11/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$277.51
<b>Total Direct Debits</b>					<b>\$30,450.98</b>

	Credit Card					
198		03/11/2024	WESTNET	INTERNET FOR NOVEMBER	\$202.42	
199		07/11/2024	ROSES ONLY	WREATH FOR EX COUNCILLOR FUNERAL	\$181.90	
200		09/11/2024	ADINA PERTH	ACCOMMODATION FOR OFFICER ATTENDING CONFERENCE	\$635.94	
201		15/11/2024	ALGA	COUNCILLOR ATTENDANCE AT NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS	\$925.00	
202		15/11/2024	WESTNET	REFUND FOR CLOSURE OF SERVICE	-\$107.88	
203		15/11/2024	HEALTHENGINE	HEALTHENGINE FOR NOVEMBER/DECEMBER	\$176.00	
204		26/11/2024	BOOKING.COM	ACCOMMODATION FOR OFFICER ATTENDING CONFERENCE	\$212.75	
205		28/11/2024	CANVA	CHRISTMAS AND BIRTHDAY CARDS	\$253.40	
206		29/11/2024	BENDIGO BABK	CARD FEE	\$4.00	
207		30/11/2024	ALGA	OFFICER ATTENDANCE AT NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS	\$1,025.00	
Total Credit Card Payments					\$3,508.53	
	Fuel Cards					
	Card Two					
208		14/11/2024	BP THE LAKES	DIESEL FOR BUS WHILE ON HIRE	\$91.28	
209		14/11/2024	BP THE LAKES	BP PLUS FEE	\$0.38	
	Card Four					
210		03/11/2024	BRUCE ROCK OPT	DIESEL FOR VETS VINTAGE MILITARY VEHICLES	\$432.73	
211		15/11/2024	BP MERREDIN	UNLEADED FOR DEPOT	\$212.28	
Total Fuel Card Payments					\$736.67	
					Cheque Payments	\$16,911.36
					EFT Payments (incl. Payroll)	\$813,440.22
					Direct Debits	\$30,450.98
					Credit Card	\$3,508.53
					Fuel Cards	\$736.67
					Total	\$870,029.63

## 10.2.2 Monthly Financial Reports – November 2024

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	5 December 2024
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
<b>Attachments</b> 1. Monthly Financial Report for November 2024	

**Summary**

In accordance with the Local Government Financial Management Regulations (1996), regulation 34, the Shire 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 applies.

**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 2024/25 Annual Budget or resulting from a Council resolution.

Council is requested to review the November 2024 Monthly Financial Reports, noting that Council is advised of the following matters:

- The overall financial position for November 2024 stands at \$3.19M surplus.
- Rates – The amount received to date is 91.2% of the total to be collected, and there is still more than \$174,413 to be collected from both current rates and arrears. It should be noted that there is approximately \$18k related to Pensioner Rates and ESL Deferments.
- The current amount of \$100k for 90+ day debts include outstanding amounts. The Main Roads WA (Grant ) debt is \$83k; confirmation has recently been received from Main Roads WA that both outstanding invoices will be paid once all physical and reporting milestones are met. The other debt of \$7,800k is for the Supermarket Rent. Both debts equate to 91% of the total 90+ day debt. The remaining \$9k is made up of 14 debtors, which are being followed up.

- A total of 169 EFT's were paid in November 2024, of which 95% were paid within 30 days.
- Capex for 2024/25 is underway; of a total of 36 Capital Projects for 2024/25, three (3) projects, or 8%, are completed, 6 Projects or 17% are on hold and nine (9) projects, or 25%, are in progress.
- The remainder of Capital projects are either in early planning stages or are phased to commence later in the year.

### 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		Insignificant	Minor	Moderate	Major	Catastrophic
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 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 November 2024 Monthly Financial Report is presented for review.

**Voting Requirements**

Simple Majority

**OFFICERS' RECOMMENDATION**

**That with respect to the Monthly Financial Report for November 2024, Council note the Report as presented.**



## SHIRE OF BRUCE ROCK

### MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

**FOR THE PERIOD ENDED 30 NOVEMBER 2024**

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

### TABLE OF CONTENTS

Statement of Financial Activity by Nature	2
Explanation of Material Variances	3
Statement of Financial Activity by Program	4
Basis of Preparation	5
Summary of Graphs	6
Receivables	7
Net Current Assets	8
Capital Acquisitions	9
Reserve Accounts	10
Budget Amendments	11

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

**BY NATURE**

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		1,898,583	1,898,583	1,927,067	<b>1,900,384</b>	(26,683)	(1.38%)	
Operating grants, subsidies and contributions		833,609	883,609	522,996	<b>536,881</b>	13,885	2.65%	
Fees and charges		803,905	803,905	340,373	<b>554,170</b>	213,797	62.81%	▲
Interest earnings		97,509	97,509	43,950	<b>35,265</b>	(8,685)	(19.76%)	▼
Other revenue		115,650	115,650	48,455	<b>65,794</b>	17,339	35.78%	▲
Profit on disposal of assets		91,403	91,403	38,075	<b>0</b>	(38,075)	(100.00%)	▼
		3,840,659	3,890,659	2,920,916	<b>3,092,493</b>	171,577	5.87%	
<b>Expenditure from operating activities</b>								
Employee costs		(3,429,050)	(3,429,050)	(1,530,389)	<b>(1,373,542)</b>	156,847	10.25%	▲
Materials and contracts		(1,547,270)	(1,615,270)	(928,364)	<b>(1,019,239)</b>	(90,875)	(9.79%)	
Utility charges		(332,341)	(332,341)	(138,290)	<b>(110,866)</b>	27,424	19.83%	▲
Depreciation on non-current assets		(3,503,679)	(3,503,679)	(1,459,765)	<b>0</b>	1,459,765	100.00%	▲
Interest expenses		(155,995)	(155,995)	(64,985)	<b>(32,207)</b>	32,778	50.44%	
Insurance expenses		(273,031)	(273,031)	(150,880)	<b>(241,252)</b>	(90,372)	(59.90%)	▼
Other expenditure		(165,850)	(165,850)	(69,025)	<b>(63,827)</b>	5,198	7.53%	
Loss on disposal of assets		(22,028)	(22,028)	(9,175)	<b>0</b>	9,175	100.00%	▲
Loss on revaluation of non current assets		0	0	0	<b>0</b>	0	0.00%	
		(9,429,245)	(9,497,245)	(4,350,873)	<b>(2,840,933)</b>	1,509,940	(34.70%)	
Non-cash amounts excluded from operating activities		3,439,345	3,439,345	1,435,906	<b>21,343</b>	(1,414,563)	(98.51%)	▼
<b>Amount attributable to operating activities</b>		<b>(2,149,241)</b>	<b>(2,167,241)</b>	<b>5,949</b>	<b>272,903</b>	266,954	4487.37%	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions		5,904,513	5,922,513	5,136,069	<b>783,452</b>	(4,352,617)	(84.75%)	▼
Proceeds from disposal of assets		177,000	177,000	8,330	<b>0</b>	(8,330)	(100.00%)	▼
		6,081,513	6,099,513	5,144,399	<b>783,452</b>	(4,360,947)	(84.77%)	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure		(6,453,730)	(6,453,730)	(4,241,255)	<b>(375,244)</b>	3,866,011	91.15%	▲
		(6,453,730)	(6,453,730)	(4,241,255)	<b>(375,244)</b>	3,866,011	(91.15%)	
<b>Amount attributable to investing activities</b>		<b>(372,217)</b>	<b>(354,217)</b>	<b>903,144</b>	<b>408,208</b>	(494,936)	(54.80%)	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
		0	0	0	<b>0</b>			
<b>Outflows from financing activities</b>								
Repayment of borrowings		(96,312)	(96,312)	(40,125)	<b>(47,717)</b>	(7,592)	(18.92%)	▼
Payments for principal portion of lease liabilities		(6,932)	(6,932)	(4,648)	<b>0</b>	4,648	100.00%	
Transfer to reserves		(162,964)	(162,964)	(67,865)	<b>(11,827)</b>	56,038	82.57%	▲
		(266,208)	(266,208)	(112,638)	<b>(59,544)</b>	53,094	(47.14%)	
<b>Amount attributable to financing activities</b>		<b>(266,208)</b>	<b>(266,208)</b>	<b>(112,638)</b>	<b>(59,544)</b>	53,094	(47.14%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>		2,787,665	2,787,665	2,787,665	<b>2,572,113</b>	(215,552)	(7.73%)	
Amount attributable to operating activities		(2,149,241)	(2,167,241)	5,949	<b>272,903</b>	266,954	4487.37%	▲
Amount attributable to investing activities		(372,217)	(354,217)	903,144	<b>408,208</b>	(494,936)	(54.80%)	▼
Amount attributable to financing activities		(266,208)	(266,208)	(112,638)	<b>(59,544)</b>	53,094	(47.14%)	
<b>Surplus or deficit at the end of the financial year</b>		<b>(0)</b>	<b>(0)</b>	<b>3,584,120</b>	<b>3,193,680</b>	(390,440)	10.89%	▼

**KEY INFORMATION**

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

Refer to Note 2 for an explanation of the reasons for the variance.

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 30 NOVEMBER 2024**

**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 2024-25 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	BWA Var. \$	BWA Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
Fees and charges	213,797	62.81%	▲	Budget Phasing of Sanitation Charges, greater quantity of Vehicle Inspections undertaken than expected		
Interest earnings	(8,685)	(19.76%)	▼		Negative variance due to reversal of EOY Accrued Interest.	
Other revenue	17,339	35.78%	▲	Positive variance is due to receipts from Insurance Claims, which were not budgeted for.		
Profit on disposal of assets	(38,075)	(100.00%)	▼		No disposals have taken place in 24-25.	
<b>Expenditure from operating activities</b>						
Employee costs	156,847	10.25%	▲	Positive variance due to Admin- Salaries & wages tracking lower than budgeted.		
Utility charges	27,424	19.83%	▲	Utility expenditure behind budget phasing.		
Depreciation on non-current assets	1,459,765	100.00%	▲	Depreciation has not yet been run for 2024/25 due to the 2023/24 Fair Value Revaluation not yet being processed in the Asset Register and the subsequent depreciation rate review not yet been actioned.		
Insurance expenses	(90,372)	(59.90%)	▼		Negative variance due to Insurance premium being paid in full, however budget was phased over 12 Months. To be adjusted as part of the 24-25 Mid-year Budget Review.	
Loss on disposal of assets	9,175	100.00%	▲	No disposals have taken place in 24-25.		
Non-cash amounts excluded from operating activities	(1,414,563)	(98.51%)	▼		Depreciation has not yet been run for 2024/25 due to the 2023/24 Fair Value Revaluation not yet being processed in the Asset Register and the subsequent depreciation rate review not yet been actioned.	
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(4,352,617)	(84.75%)	▼		Budget Allocations for completed projects which are grant related in this FY are ahead of actuals.	
Proceeds from disposal of assets	(8,330)	(100.00%)	▼		Budget Phasing based on Monthly Distribution	
Payments for inventories, property, plant and equipment	3,866,011	91.15%	▲	Expenditure on capital projects is behind budget phasing.		
<b>Financing activities</b>						
Repayment of borrowings	(7,592)	(18.92%)	▼	Budget Phasing based on Monthly Distribution		
Transfer to reserves	56,038	82.57%	▲	Budget Phasing based on Monthly Distribution		
Surplus or deficit at the end of the financial year	(390,440)	10.89%	▼	Budget Phasing based on Monthly Distribution		

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2024

BY PROGRAM

	Note	Adopted Annual Budget (a) \$	Amended Annual Budget (d) \$	Amended YTD Budget (c) \$	YTD Actual (b) \$	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var. ▲▼
						\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Governance		60,389	60,389	25,140	30,298		20.52%	▲
General Purpose Funding - Rates		1,898,583	1,898,583	1,927,067	1,900,384	(26,683)	(1.38%)	
General Purpose Funding - Other		498,258	498,258	204,009	208,258	4,249	2.08%	
Law, Order and Public Safety		46,350	46,350	19,295	14,989	(4,306)	(22.32%)	
Health		55,900	55,900	23,275	21,140	(2,135)	(9.17%)	
Housing		194,141	194,141	80,875	79,787	(1,088)	(1.34%)	
Community Amenities		182,950	182,950	76,205	173,814	97,609	128.09%	▲
Recreation and Culture		98,383	98,383	40,930	68,676	27,746	67.79%	▲
Transport		313,244	313,244	310,864	384,171	73,307	23.58%	▲
Economic Services		365,211	415,211	152,120	132,163	(19,957)	(13.12%)	▼
Other Property and Services		118,500	118,500	49,360	75,306	25,946	52.56%	▲
		3,840,659	3,890,659	2,912,780	3,092,493	179,713	6.17%	
<b>Expenditure from operating activities</b>								
Governance		(906,880)	(876,880)	(545,292)	(574,550)	(29,258)	(5.37%)	
General Purpose Funding		(116,228)	(116,228)	(48,390)	(49,721)	(1,331)	(2.75%)	
Law, Order and Public Safety		(256,116)	(256,116)	(106,615)	(61,167)	45,448	42.63%	▲
Health		(567,981)	(567,981)	(236,535)	(165,637)	70,898	29.97%	▲
Education and Welfare		(73,151)	(73,151)	(30,395)	(22,621)	7,774	25.58%	▲
Housing		(276,926)	(276,926)	(115,130)	(80,670)	34,460	29.93%	▲
Community Amenities		(275,014)	(275,014)	(146,590)	(109,411)	37,179	25.36%	▲
Recreation and Culture		(1,529,195)	(1,529,195)	(660,737)	(446,068)	214,670	32.49%	▲
Transport		(4,283,418)	(4,283,418)	(1,784,695)	(663,055)	1,121,640	62.85%	▲
Economic Services		(998,979)	(1,096,979)	(514,055)	(401,454)	112,601	21.90%	▲
Other Property and Services		(145,356)	(145,356)	(162,439)	(266,578)	(104,139)	(64.11%)	▼
		(9,429,245)	(9,497,245)	(4,350,873)	(2,840,933)	1,509,940	34.70%	
Non-cash amounts excluded from operating activities		3,439,345	3,439,345	1,435,906	21,343	(52,663)	23.69%	
<b>Amount attributable to operating activities</b>		<b>(2,149,241)</b>	<b>(2,167,241)</b>	<b>(2,187)</b>	<b>272,903</b>	266,954	4487.37%	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions		5,904,513	5,922,513	5,136,069	783,452	(4,352,617)	(84.75%)	▼
Proceeds from Disposal of Assets		177,000	177,000	8,330	0	(8,330)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0	0.00%	
		6,081,513	6,099,513	5,144,399	783,452	(4,360,947)	(84.77%)	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure		(6,453,730)	(6,453,730)	(4,241,255)	(375,244)	3,866,011	91.15%	▲
		(6,453,730)	(6,453,730)	(4,241,255)	(375,244)	3,866,011	(91.15%)	
<b>Amount attributable to investing activities</b>		<b>(372,217)</b>	<b>(354,217)</b>	<b>903,144</b>	<b>408,208</b>	<b>(494,936)</b>	<b>(54.80%)</b>	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Transfer from Reserves		0	0	0	0	0	0.00%	
		0	0	0	0	0	0.00%	
<b>Outflows from financing activities</b>								
Payments for principal portion of lease liabilities		(96,312)	(96,312)	(40,125)	0	40,125	100.00%	▲
Repayment of Debentures		(6,932)	(6,932)	(4,648)	(47,717)	(43,069)	(926.61%)	▼
Transfer to Reserves		(162,964)	(162,964)	(67,865)	(11,827)	56,038	82.57%	▲
		(266,208)	(266,208)	(112,638)	(59,544)	53,094	47.14%	
<b>Amount attributable to financing activities</b>		<b>(266,208)</b>	<b>(266,208)</b>	<b>(112,638)</b>	<b>(59,544)</b>	<b>53,094</b>	<b>47.14%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>		2,787,665	2,787,665	2,787,665	2,572,113	(215,552)	(7.73%)	
Amount attributable to operating activities		(2,149,241)	(2,167,241)	(2,187)	272,903	275,090	(12578.41%)	
Amount attributable to investing activities		(372,217)	(354,217)	903,144	408,208	(494,936)	(54.80%)	▼
Amount attributable to financing activities		(266,208)	(266,208)	(112,638)	(59,544)	53,094	(47.14%)	
<b>Surplus or deficit at the end of the financial year</b>		<b>(0)</b>	<b>(0)</b>	<b>3,575,984</b>	<b>3,193,680</b>	<b>(382,304)</b>	<b>(10.69%)</b>	▼

KEY INFORMATION

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

This statement is to be read in conjunction with the accompanying Financial Statements and 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. A separate statement of those monies appears at Note 16 to these 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.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 07 May 2023



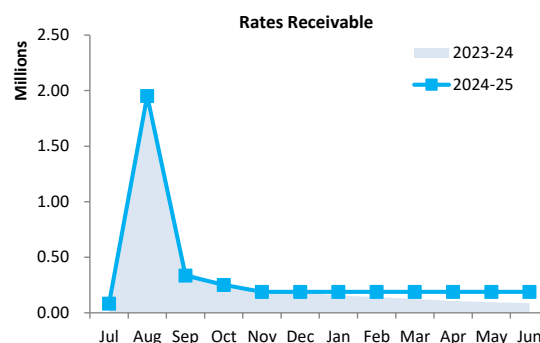
This information is to be read in conjunction with the accompanying Financial Statements and Notes.



FOR THE PERIOD ENDED 30 NOVEMBER 2024

## RECEIVABLES

Rates receivable	30 Jun 2024	30 Nov 2024
	\$	\$
Opening arrears previous years	96,032	72,266
Levied this year	1,978,618	2,080,606
Less - collections to date	(1,987,933)	(1,964,007)
Gross rates collectable	<b>86,717</b>	<b>188,864</b>
Allowance for impairment of rates/trade receivable	(14,451)	(14,451)
Net rates collectable	<b>72,266</b>	<b>174,413</b>
% Collected	95.8%	91.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,951)	302,406	713	35,988	99,945	437,101
Percentage	(0.4%)	69.2%	0.2%	8.2%	22.9%	
<b>Balance per trial balance</b>						
Sundry receivable						437,101
GST receivable						25,784
Allowance for impairment of rates/trade receivable						(14,451)
<b>Total receivables general outstanding</b>						<b>449,278</b>

Amounts shown above include GST (where applicable)

## KEY INFORMATION

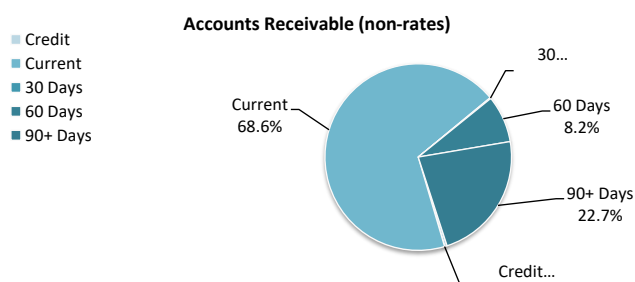
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 NOVEMBER 2024

## ADJUSTED NET CURRENT ASSETS STATEMENT OF FINANCIAL ACTIVITY INFORMATION

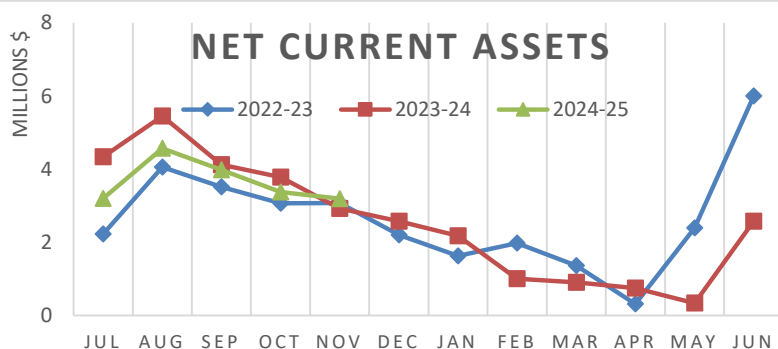
		Last Years Closing	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	Note	30/06/2024	30/11/2023	30/11/2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		2,763,912	2,551,005	2,708,094
Cash Restricted - Reserves		967,831	850,598	979,658
Receivables - Rates		55,852	185,263	180,801
Receivables - Other		194,882	120,833	449,278
Other Assets Other Than Inventories		893,407	616,490	874,719
Inventories		38,308	50,213	57,408
		4,914,192	4,374,402	5,249,958
<b>Less: Current Liabilities</b>				
Payables		(1,019,736)	(268,803)	(293,202)
Contract and Capital Grant/Contribution Liabilities		(67,911)	(78,911)	(499,711)
Bonds & Deposits		(980)	(2,848)	(1,100)
Loan and Lease Liability		(102,952)	(49,771)	(55,236)
Provisions		(411,650)	(371,811)	(411,650)
		(1,603,229)	(772,145)	(1,260,899)
Less: Cash Reserves		(967,831)	(850,598)	(979,658)
Add Back: Component of Leave Liability not Required to be funded		126,028	123,023	129,044
Add Back: Loan and Lease Liability		102,952	49,771	55,236
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
<b>Net Current Funding Position</b>		<b>2,572,113</b>	<b>2,924,453</b>	<b>3,193,680</b>

### SIGNIFICANT ACCOUNTING POLICIES

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

### KEY INFORMATION

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



**This Year YTD**

**Surplus(Deficit)**

**\$3.19 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.92 M**

CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	2,821,500	2,821,500	2,814,824	21,001	(2,793,823)
Furniture and equipment	135,000	135,000	135,000	0	(135,000)
Plant and equipment	480,000	480,000	479,994	138,117	(341,877)
Infrastructure - roads	1,673,230	1,673,230	413,806	94,113	(319,693)
Infrastructure - bridges	954,000	954,000	125,994	2,101	(123,893)
Infrastructure - footpaths	130,000	130,000	129,993	46,561	(83,432)
Infrastructure - drainage	130,000	130,000	89,991	1,534	(88,457)
Infrastructure - other	130,000	130,000	51,653	71,817	20,164
<b>Payments for Capital Acquisitions</b>	<b>6,453,730</b>	<b>6,453,730</b>	<b>4,241,255</b>	<b>375,244</b>	<b>(3,866,011)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	5,904,513	5,922,513	5,136,069	783,452	(4,352,617)
Other (disposals & C/Fwd)	177,000	177,000	8,330	0	(8,330)
Contribution - operations	322,217	354,217	(903,144)	(408,208)	494,936
<b>Capital funding total</b>	<b>6,453,730</b>	<b>6,453,730</b>	<b>4,241,255</b>	<b>375,244</b>	<b>(3,866,011)</b>

**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.

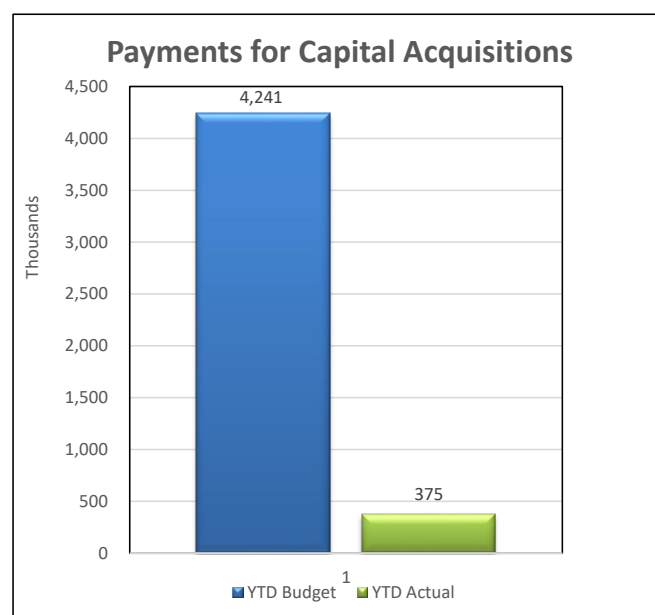
**Initial recognition and measurement for assets held at cost**

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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2024

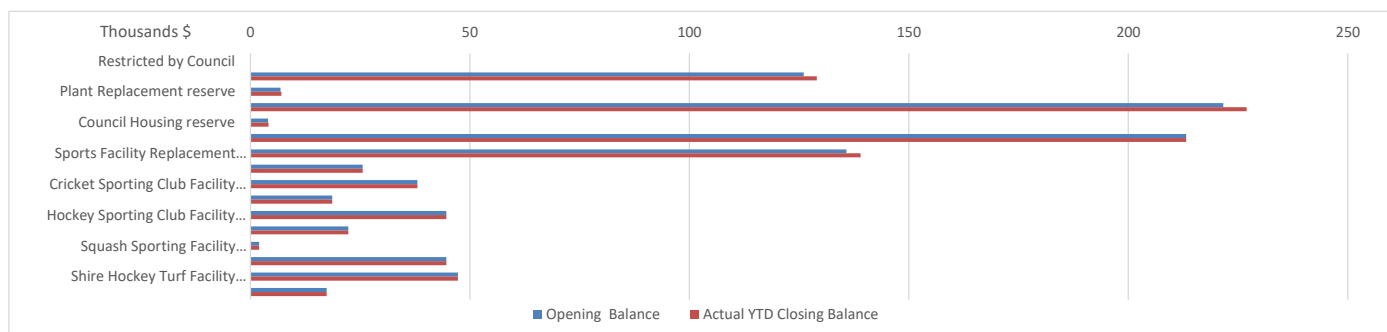
OPERATING ACTIVITIES

RESERVE ACCOUNTS

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Long Service Leave reserve	126,028	5,041	3,015	0	0	0	0	131,069	129,044
Plant Replacement reserve	6,872	275	164	0	0	0	0	7,147	7,036
Housing reserve	221,657	8,866	5,303	0	0	0	0	230,523	226,960
Council Housing reserve	4,008	160	96	0	0	0	0	4,168	4,104
Transport Infrastructure reserve	213,162	8,526	0	50,000	0	0	0	271,688	213,162
Sports Facility Replacement reserve	135,773	5,431	3,248	0	0	0	0	141,204	139,021
Bowls Sporting Club Facility Replacement reserve	25,591	1,024	0	0	0	0	0	26,615	25,591
Cricket Sporting Club Facility Replacement reserve	38,025	1,521	0	8,000	0	0	0	47,546	38,025
Football Sporting Club Facility Replacement reserve	18,641	746	0	8,000	0	0	0	27,387	18,641
Hockey Sporting Club Facility Replacement reserve	44,616	1,785	0	8,000	0	0	0	54,401	44,616
Netball Sporting Club Facility Replacement reserve	22,274	891	0	8,000	0	0	0	31,165	22,274
Squash Sporting Facility Replacement reserve	1,966	79	0	750	0	0	0	2,795	1,966
Tennis Sporting Facility Replacement reserve	44,605	1,784	0	6,000	0	0	0	52,389	44,605
Shire Hockey Turf Facility Replacement reserve	47,271	1,891	0	30,000	0	0	0	79,162	47,271
Shackleton Bowls Club Facility Replacement Reserve	17,342	694	0	5,500	0	0	0	23,536	17,342
	<b>967,831</b>	<b>38,714</b>	<b>11,827</b>	<b>124,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,130,795</b>	<b>979,658</b>

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

**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
				\$	\$	\$	\$
11303040	INC - Supermarket - Donations/Contributions towards Rebuild	Sep-24	Operating Revenue		50,000		50,000
11313140	INC - H&RC - Non-Operating Grants	Sep-24	Capital Revenue		18,000		68,000
10422100	EXP - Admin - Audit Expenses GEN	Sep-24	Operating Expenses		40,725		108,725
10422380	EXP - Admin - Financial Management Systems	Sep-24	Operating Expenses			(6,825)	101,900
10422390	EXP - Admin - Regulation 17 Compliance (Audit) Expenses GEN	Sep-24	Operating Expenses			(3,900)	98,000
11303000	Final Payment to Devlins (Supermarket Project)	Sep-24	Operating Expenses			(98,000)	0
				0	108,725	(108,725)	0

**10.3 Manager of Regulatory Services**

Nil

## 10.4 Manager of Governance and Community Services

### 10.4.1 Shire Seal

File Reference	2.00259
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.2.4 – Resolution OCM Jun 24 – 10.2.4
Date	5 December 2024
Author	Shaan Wood – Executive Support Officer
Authorising Officer	Nerea Ugarte – Manager of Governance and Community Service
Attachments	Nil

#### Summary

Use of Shire Seal in November 2024

#### Background

Nil

#### Consultation

Nil

#### Statutory Environment

Council Policy

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

Outcome:	1.0 Governance Priorities
Strategy:	4.3 A proactive and well governed Shire.

#### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council fails to comply with its own policy.	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 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

As per Council's policy, the Shire Seal has been used during the month of November as follows:

- 46 Johnson St Lease.

## Voting Requirements

Simple Majority

**OFFICERS' RECOMMENDATION**

**That, with respect to the Shire Seal, Council endorse the use of the seal during November 2024.**

## 10.5 Chief Executive Officer

### 10.5.1 CEO Annual Leave and Appointment of Acting CEO

File Reference	10.5.1
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	6 December 2024
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

#### Summary

Council is asked to consider the appointment of an Acting Chief Executive Officer (CEO) during the current CEO's leave period, 23 December 2024 to 17 January 2025.

#### Background

The CEO has approved leave, (agreed prior to commencement in role) from the 23 December 2024 to the 17 January 2025. During this period the office will be closed from the 24 December 2024 to the 2 January 2025 and all other staff will also be on leave.

There will be a requirement for the Acting CEO to be on call during this period of Christmas standdown, to ensure availability and Harvest and Vehicle Movement Bans as directed by the Chief Bush Fire Officer and other possible administrative requirements.

I have held discussions with the Manager of Governance and Community, Manager of Finance and Manager of Works and Services and I am confident that they have capacity to manage the organisation during my absence. I am confident that the Manager of Governance and Community Services, Nerea Ugarte is capable and suitable to be appointed as Acting CEO during this period. It should also be noted that there are no significant project impacts or meetings during this period.

#### Consultation

Consultation has been undertaken with the following:

- Ram Rajagopalan, Shire President;
- Nerea Ugarte, Manager of Governance and Community Services;
- Mike Darby, Manager of Finance;
- Greg Stephens, Manager of Works and Services; and
- Melissa Schilling, Executive Services Manager.

## Statutory Environment

Local Government Act 1995, In particular:

- 5.36 . Local government employees  
(1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- 5.39 . Contracts for CEO and senior employees
  - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting

## Policy Implications

Policy 3.10 – Appointment of Acting Chief Executive Officer

PREAMBLE

*Policy regarding the process to be followed to appoint an Acting Chief Executive Officer.*

OBJECTIVE

1. *To ensure compliance with the Local Government Act 1195 s5.39c that requires Local Governments to have a policy regarding the employment of an Acting Chief Executive Officer (CEO).*
2. *To advise Council of the process which needs to be followed in these circumstances.*

POLICY

*Policy regarding the process to be followed to appoint an Acting Chief Executive Officer.*

OBJECTIVE

1. *To ensure compliance with the Local Government Act 1195 s5.39c that requires Local Governments to have a policy regarding the employment of an Acting Chief Executive Officer (CEO).*
2. *To advise Council of the process which needs to be followed in these circumstances.*

POLICY

*In its guidance on this subject, the Department of Local Government, Sport and Cultural Industries (DLGSC) notes:*

*“Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.*

*As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the listed positions for a period of absence of up to four weeks; however, any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council.*

*The policy must be made available on the local government’s official website”.*

*The process currently followed is that while the CEO is taking leave the Manager of Governance and Community Services is recommended to Council to be approved to fulfil the CEO’s role during this period. However, if the CEO’s absence is known or thought to be liable to extend beyond that expected to encompass the CEO’s usual leave entitlement and up to one year in other circumstances, then the following process should be followed:*

1. *The Manager of Governance and Community Services, the Manager of Works and Services and the Manager of Finance are all recognised as Senior Employees, and as being capable of fulfilling the role of CEO on an Acting basis for up to one year.*
2. *This being the case, in the first instance the MGCS is nominated to Council as being the Acting CEO for up to a period of one year.*
3. *If for any reason this is not possible or not deemed appropriate in the circumstances, then either the Manager of Works and Services or the Manager of Finance can be appointed to be Acting CEO for a period of up to one year.*
4. *If this is not possible or not deemed appropriate in the circumstances, then Council will initiate a recruitment process to fill the role of Temporary Chief Executive Officer for up to one year. While this process is taking place, an Acting Chief Executive Officer may be appointed from among the Senior Officers until the Temporary Chief Executive Officer is recruited.*
5. *In all of the above examples, Council is the decision-making body.*

### Financial Implications

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

### Strategic Implications

Shire of Bruce Rock Strategic Community Plan 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)
That adequate staffing resources are not available to cover the CEO's period of absence.	Unlikely (2)	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 **four (4)** 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**

On recommendation by the CEO, Council is requested to support the appointment of Nerea Ugarte, Manager Governance and Community Services, as Acting CEO for the period whilst the CEO is away overseas on leave.

### **Voting Requirements**

Simple Majority

#### **OFFICERS' RECOMMENDATION**

**That with respect to the appointment of an Acting Chief Executive Officer, Council:**

- 1. Appoint the Manager of Governance and Community Services, Nerea Ugarte as the Acting Chief Executive Officer for the period from 23 December 2024 to 17 January 2025 inclusive, and that Nerea Ugarte is paid at higher duties, commensurate to the current Chief Executive Officer, during this period.**

## 10.5.1 Offer to Purchase Vacant (Lot 184) 39 Railway Parade

File Reference	Property File
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	10 December 2024
Author	Mark Furr - Chief Executive Officer
Authorising Officer	Mark Furr - Chief Executive Officer
<b>Attachments</b> 1. Confidential Market Valuation – 39 Railway Parade, (provided under separate cover)	

**Summary**

Council is asked to consider an offer from Glenn Bond to purchase vacant Shire land at Lot 184, 39 Railway Parade, Bruce Rock.

**Background**

The Shire received a written offer of \$11,500 inc gst from Glenn Bond to purchase one of the vacant lots, owned by the Shire, located at 39 Railway Parade, Bruce Rock.

The applicant has advised that they will be building a house on the site and relocating, should they be successful in purchasing the land.

**Consultation**

Consultation regarding this matter was undertaken with the following:

- Mike Darby - Manager of Finance; and
- Executive Services Manager.

**Statutory Environment**

Local Government Act 1995 - section 3.58

*3.58 - Disposing of property*

*(1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to —*

- (a) the highest bidder at public auction; or*
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

- (a) it gives local public notice of the proposed disposition —*
  - (i) describing the property concerned; and*

- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
  - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

### Policy Implications

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

### Strategic Implications

Council needs to consider the offer of \$11,500 inc GST against the market valuation of \$15,000.

### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If Council does not approve the disposal of land, it may remain unsold for an unknown period of time.	Possible (3)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Manage by considering the offer versus the market value and determining if the offer meets council expectations and supports Shire economic priorities.

### Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
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 a risk rating of **(nine) 9** 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

This lot has been available for purchase on Council's vacant land list and website for over four (4) years, with no interest to date. There are a total of three (3) vacant lots within the Townsite of Bruce Rock owned by the Shire and available for purchase, and expressions of interest have also been received for the remaining two (2) lots at 90 Johnson Street and 119 Butcher Street.

In considering the offer, Council needs to consider the length of time the land has been available with no offers and potential benefits from selling the lot, such as no longer requiring maintenance, and a new property and new residents in town, both of which align to the Shire's strategy and economic benefits that are concurrent with each other.

As per section 3.58 of the Local Government Act, a valuation of the land is required for Council's consideration and assessment against the offer from the applicant.

A market valuation has been undertaken and the market valuation is assessed as below;

#### 16.0 Market Value

*We are of the opinion that the **Market Value subject to vacant possession - As is of 39 Railway Parade, Bruce Rock, WA 6418 as at the 12/09/2022 is \$15,000 (Fifteen Thousand Dollars).***

*And subject to:*

- *The assumption that Goods and Service tax is not applicable;*
- *The property having vacant possession as at the date of valuation;*
- *The comments contained herein; and*
- *The terms and conditions contained herein.*

#### Voting Requirements

Absolute Majority

#### OFFICERS' RECOMMENDATION

**That with respect to the offer to purchase the vacant land (Lot 184), 39 Railway Parade, Council:**

- 1. Considers the offer of \$11,500 from Mr Glenn Bond to purchase the Shire's vacant lot located at 39 Railway Parade, Bruce Rock; and**
- 2. If Council agrees then:**
  - a) In accordance with section 3.58 of the Local Government Act, Council authorises the Chief Executive Officer to give local public notice of its intention to dispose of the following lot to Glenn Bond for the amounts stated below, (Lot 143), 39 Railway Parade, Bruce Rock for \$11,500 inc GST; and**
  - b) That, at the conclusion of the advertising period, should there be no public submissions, the Chief Executive Officer be authorised to proceed with the sale, or if submissions are received, an item be presented to the February 2025 Ordinary Meeting of Council for consideration, prior to the execution of the disposal/sale of 39 (Lot 184) Railway Parade, Bruce Rock.**

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

## 12. Confidential Items

### 12.1 Proposed Changes to the Senior Employee Structure

File Reference	3.00691
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	6 December 2024
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

### Voting Requirements

Simple Majority

#### OFFICERS' RECOMMENDATION

That Council endorses the proposed restructuring of the senior employee structure by:

- Supporting the outsourcing of regulatory services on an as-needed basis;
- Supporting the creation of the Manager Strategic Business Development role to replace the Manager of Regulatory Services position; and
- Supporting the intended appointment of the current Executive Services Manager to the role of Manager Strategic Business Development, with associated realignment of the Executive Services Officer's responsibilities.

**13. Closure of the Meeting**