

SHIRE OF BRUCE ROCK

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 DECEMBER 2025

1. Declaration of Opening

Cr Ram Rajagopalan welcomed everyone and opened meeting at 4.02pm.

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

Shire President	CR R Rajagopalan
Deputy Shire President	Cr AR Cooks
Councillors	Cr AJ Buegge
	Cr KP Foss
	Cr PK Hodgkiss
	Cr S Strange
	Cr J Verhoogt
Chief Executive Officer	Mr M Furr
Deputy Chief Executive Officer	Ms M Haythornthwaite

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 Associated Person and Impartiality** interest were made at the Council meeting.

Date	Name	Item No	Reason
18.12.25	Cr AR Crooks	10.4.1	Shackleton Bowling Club Application was completed by wife, who is also the President.
18.12.25	Cr J Verhoogt	12.1.1	Owned by nephews
18.12.25	Cr J Verhoogt	12.1.2	Owned by nephews

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

Audit and Risk Committee Meeting held on Thursday, 20 November 2025.

COUNCIL DECISION

Resolution OCM December 25 – 9.1

Moved: Cr Crooks

Seconded: Cr Hodgkiss

That the minutes of the Audit and Risk Committee Meeting held on Thursday, 20 November 2025 be received.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

Carried 7/0

Ordinary Meeting of Council held on Thursday, 20 November 2025.

COUNCIL DECISION

Resolution OCM December 25 – 9.2

Moved: Cr Foss

Seconded: Cr Buegge

That the minutes of the Ordinary Council Meeting held on Thursday, 20 November 2025 be received as a true and correct record.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

Carried 7/0

10. Matters for Decision

10.1 Executive Manager Technical Services

Nil

10.2 Executive Manager Corporate Services

10.2.1 Schedule of Accounts Paid – November 2025

File Reference	1225.10.2.1
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	10 December 2025
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Schedule of Accounts Paid – November 2025

Summary

Council is requested to note the payments, as presented in the Schedule of Accounts Paid for November 2025.

Background

Pursuant to section 6.8 (2)(b) of the Local Government Act 1995, 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 Payroll and HR Officer.

Statutory Environment

Local Government Act 1995, section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, regulation 13 relate.

Policy Implications

The Council's Policy Manual contains no policies that relate, 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, regulation 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 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 2025 is presented to Council for notation.

Below is a summary of activity:

<i>As of 30 November 2025</i>		
Payment Type	\$	%
Cheque	\$20,277.99	2.91%
EFT (incl. Payroll)	\$639,813.21	91.76%
Trust EFT	\$765.00	0.11%
Direct Debit	\$34,583.56	4.96%
Credit Card	\$967.33	0.14%
Fuel Card	\$862.69	0.12%
Store Cards	N/A	0.00%
Total Payments	\$697,269.78	100%

Voting Requirements

Simple Majority

COUNCIL DECISION

Resolution OCM December 25 – 10.2.1

Moved: Cr Verhoogt

Seconded: Cr Hodgkiss

That with respect to the Schedule of Accounts Paid for November 2025, Council note the Report as presented.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

Carried 7/0

10.2.2 Monthly Financial Reports – November 2025

File Reference	1125.10.2.2
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 2025
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Monthly Financial Report for November 2025	

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 November 2025 Monthly Financial Reports, noting that Council is advised of the following matters:

- The overall financial position for November 2025 currently stands at \$2,037,864 in surplus, a positive variance of \$891,367;
- Rates –The amount received to date is 91.4% of the total to be collected, and there is still more than \$172k 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 Deferments.
- The current amount of \$33,581 for 90+ day debts include 15 outstanding amounts. The outstanding debt from Main Roads WA of \$17,243, equates to 51% of the total 90 day debtors. The remaining \$16,338 is made up of 14 debtors, which are being followed up regularly, and include debts that sit within deceased estates.
- A total of 172 transactions to the value of \$697,269 including 146 Electronic Fund Transfers and Direct Debits were paid in November 2025, of which all were paid within 30 days.

Budget Amendments:

- A new fee and charge for a Half Day Hire of the Allied Health Rooms at the Medical Centre is proposed, at a cost of \$90 inclusive of GST . This charge is in relation to allied health professionals currently having to pay a full day hire when their appointments only warrant half a day of room usage. This new charge is a more economically relatable fee versus usage. The current Full Day Rate is \$143.50 inclusive of GST.
- An additional Capital Project is requested to replace vehicle BK1. It is proposed that the current Toyota Prado, due for replacement, should be sold via an Expression of Interest process as opposed to trade in, as this option attracts higher sale proceeds. An Isuzu MUX will replace the Toyota Prado significantly reducing the municipal contribution required to \$9,674, before on road costs.
- An additional Capital Project is requested to replace vehicle BK2 (Toyota Kluger), which has been replaced as BK09 and issued to the General Practitioner (GP), due to his current vehicle also needing to be replaced in accordance with his contract. Two (2) vehicles, Mazda CX9, formerly issued to the GP and BK3 (Mitsubishi Pajero Sport) will be traded as sale proceeds towards the acquisition of a Toyota Kluger and plated as BK2 for the Deputy Chief Executive Officer’s vehicle. The trade in of two (2) vehicles is necessary as there is now a surplus vehicle to the fleet due to a senior employee restructure. The municipal contribution required for this project would be \$17,375 before on road costs.
- Council should note that the financial implications of both these asset replacements still maintain a balanced budget.

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 November 2025 Monthly Financial Report is presented for review.

Voting Requirements

Part 1 - Simple Majority; and
 Part 2 – Absolute Majority.

**OFFICER RECOMMENDATION AND COUNCIL DECISION Part 1 of 2
 Resolution OCM December 25 – 10.2.2.1**

**Moved: Cr Strange
 Seconded: Cr Foss**

That with respect to the Monthly Financial Report for November 2025, Council note the Reports as presented.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

**Against: Nil
 Carried 7/0**

OFFICER RECOMMENDATION AND COUNCIL DECISION Part 2 of 2
Resolution OCM December 25 – 10.2.2.2

That with respect to the Budget for the 2025/26 Financial Year, Council approve amendments to the Budget as follows:

1. Adopts a new charge for a half day hire of the Allied Health rooms at a cost of \$90, to take effect from the date of advertising via local public notice pursuant to the Section 1.7 of the Local Government Act;
2. Adopts an additional Capital Project “Vehicle Replacement (BK1)”, capital expense of \$69,674 before on road costs and sale proceeds of \$60,000 resulting in a Municipal contribution of \$9,674,
3. Authorises the Chief Executive Officer to undertake a Public Expression of Interest process, for the sale of the Toyota Prado, in accordance with section 1.7 of the Local Government Act 1995 ;
4. Adopts an additional Capital Project “Vehicle Replacement (BK2)”, capital expense of \$70,375, and sale proceeds of \$53,000 resulting in a municipal contribution of \$17,375; and
5. Notes that the amendments to the Budget, in accordance with these revised changes, maintains a balanced budget (Nil Surplus/Deficit).

Moved: Cr Verhoogt

Seconded: Cr Foss

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

10.2.3 Sale of Land for Recovery of Outstanding Rates

File Reference	1225.10.2.3
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	12 December 2025
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. List of Properties and Owners (Under Confidential Separate Cover)	

Summary

To seek Council approval to commence the statutory process for the sale of land to recover outstanding rates and service charges on properties that have been in arrears for three (3) years or more, in accordance with section 6.64 of the Local Government Act 1995.

Background

Council has a statutory responsibility to levy and recover rates to ensure the ongoing financial sustainability of the local government and equitable treatment of all ratepayers.

There are currently two (2) properties within the Shire of Bruce Rock that have rates and service charges outstanding for three (3), or more years, despite repeated recovery actions and attempts to engage with owners or estates. In each case:

- Recovery action has been undertaken in accordance with Council practice and legislative requirements.
- Written correspondence has been issued to the last known postal address of the owner and/or the subject property.
- No acceptable or successful payment arrangements have been established.

Both matters involve deceased owners, with no executor, administrator, or next of kin willing to administer the estate or assume responsibility for the land.

A detailed summary of the affected properties, ownership status, arrears history, and recovery actions undertaken to date is provided below and owner details are in a Confidential Attachment, in accordance with section 5.23(2)(e)(ii) of the Local Government Act 1995.

(This space is intentionally blank).

Property 1.		Property 2.	
Assessment	A20182	Assessment	A462
Type/Zoning	Residential (Outbuilding)	Type/Zoning	Residential (Dwelling)
Period Outstanding	2020/21 – 2025/26	Period Outstanding	2017/18 – 2025/26
Amount Outstanding	\$5,963.68	Amount Outstanding	\$11,667.30
Last Payment	30/06/2020 \$76.72	Last Payment	04/10/2016 - \$411.86
Recovery Action	<p>Jan 21 Letter of Demand June 21 Letter of Final Demand Oct 21 Property Owner passed away Oct 25 Letter advising Estate of Property Owner about report to Council to sell property No Legal Action for recovery of these outstanding Rates has been initiated due to the owner being deceased and the family having no interest in the land</p>	Recovery Action	<p>Dec 16 Property Owner passed away June 17 Shire notified of Property Owners Death Oct 17 Shire renotified of Property Owners Death May 18 Next of Kin contacted regarding intentions for the property and outstanding Rates June 18 Advised awaiting appointment of administrator Aug 18 Email follow up with 18/19 Levy Notice Jan 19 Email received, no progress with Estate, assume Courts will have to appoint administrator May 19 Letter of Demand Nov 19 Letter of Demand Nov 19 Email response, hoping for time over Christmas to complete paperwork for Public Trustee Sept 20 Letter with Levy Notice June 21 Letter of Final Demand Aug 21 Email advising not interested in applying for Letters of Administration Sept 21 Letter with Levy Notice in response to email July 23 Email from a third party claiming the property had been left in the Owners Will to another party July 23 Email to Next of Kin advising of the claim July 23 Email reaffirming not interested in the property, and rebuking the claim Oct 25 Letter advising Estate of Property Owner about report to Council to sell property No Legal Action for recovery of these outstanding Rates has been initiated due to the owner being deceased and the family having no interest in the land</p>
Response	Owner Deceased, neither their nor partners family have any interest in the land	Response	Owner Deceased, Next of Kin does not have any interest in the land

Consultation

Consultation has been undertaken with the following:

- Chief Executive Officer; and
- Deputy Chief Executive Officer.

Statutory Environment

Section 6.64 of the Local Government Act 1995 provides that:

If any rates or service charges due to a local government in respect of any rateable land have been unpaid for at least three (3) years, the local government may take possession of the land and may:

- lease the land;
- sell the land;
- cause the land to be transferred to the Crown; or
- cause the land to be transferred to itself.

The Act further prescribes mandatory notice, possession, and sale processes, including:

- Service of prescribed statutory notices (Forms 4, 2, and 3);
- Public notification requirements;
- Timeframes for redemption by the owner;
- Requirements for public auction; and
- Lapsing provisions if a sale does not occur within prescribed timeframes.

The proposed action strictly follows the legislative process outlined in Part 6, Division 6 of the Act and the Local Government (Functions and General) Regulations 1996.

Policy Implications

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

Financial Implications

Recovery of outstanding rates, service charges, interest, and associated costs will improve the Shire’s cash position and reduce long-term debt exposure. Any surplus proceeds from a sale, after statutory deductions, will be dealt with in accordance with the Act.

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)
There is a risk of procedural or statutory non-compliance in the sale of land for unpaid rates, which could result in the sale being challenged, delayed, or declared invalid.	Unlikely (2)	Moderate (3)	Medium (5-9)	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 **six (6)** 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

In all cases presented:

- Recovery options short of sale have been exhausted.
- No legal recovery action has been initiated where owners are deceased, and no estate administration exists.
- Council's interest in the land has been preserved through statutory recovery processes.

Commencing the sale of land process is considered a measure of last resort, but is necessary to:

- Protect the financial integrity of the Shire;
- Ensure fairness to compliant ratepayers; and
- Discharge Council's statutory responsibilities.

Subject to Council approval, the following steps will be undertaken:

- Service of Form 4.
 - Owners and any known parties with an estate or interest in the land will be served with a Form 4 notice, providing three (3) months to pay all outstanding rates and charges and avoid sale;
- Public Notice Requirements.
 - Form 4 will be displayed on the Shire noticeboard for a minimum of 35 days, with certification of display and removal;
- Possession of Land.
 - If payment is not made.
 - i. A Form 2 will be served on the owner; and
 - ii. A Form 3 will be affixed to a conspicuous part of the land to formally take possession, supported by an affidavit of service.
- Public Auction.
 - Council will appoint a public auction date:
 - i. No earlier than 3 months and no later than 12 months after service of Form 4.
 - ii. The sale must occur within 12 months of the land being offered for sale or the process lapses.
- Statewide Advertising.
 - A statewide public notice will be published in accordance with Form 5 requirements.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 10.2.3

That Council:

- 1. Approves the commencement of statutory proceedings under section 6.64(1)(b) of the Local Government Act 1995 for the sale of land to recover outstanding rates and service charges on properties that have been in arrears for three (3) years or more, as detailed in the summary and Confidential Attachment; and**
- 2. Authorises the Chief Executive Officer to undertake all actions required to give effect to this resolution, including the service of statutory notices, public notifications, and arrangements for public auction in accordance with legislative requirements.**

Moved: Cr Hodgkiss

Seconded: Cr Buegge

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

10.3 Regulatory Services

10.3.1 Development Assessment Panels

File Reference	1225.10.3.1
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	10 December 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

Council is required to make Local Government Nominations to the Development Assessment Panel (DAP) for the period from January 2026 to January 2028.

Background

Under Regulation 25 of the Planning and Development (Development Assessment Panels) Regulations 2011, each Local Government is required to nominate four (4) elected members of Council, comprising of two (2) local members and two (2) alternative local members to sit on a local DAP, as required.

The Director General of the Department of Planning, Lands and Heritage has written as follows:

“Pursuant to Regulation 25 of the DAP Regulations, your local government is requested, to nominate four elected council members to sit as DAP members for your local government district. The nominations must include two members who will be the primary Local Government DAP Members for your district and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

Please complete the attached nomination form and provide it to the DAP Secretariat, along with a copy of the council resolution. If you are unable to provide nominations by the required date, please contact the DAP Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will include the nominees on the register of Local Government DAP Members for the term ending 26 January 2028.”

With the DAPs addressing development applications from \$3 million \$7 million, the likelihood of a Panel being required for Bruce Rock is unlikely.

Consultation

Nil.

Statutory Environment

Regulation 25 of the Planning and Development (Development Assessment Panels) Regulations 2011.

Policy Implications

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

Financial Implications

Nil.

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 provide nominations would result in no local councillor representation on a DAP panel for Bruce Rock applications.	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 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

Councillors Rajagopalan, Crooks, Foss and Waight were the previous panel members from 2023 to 2025. Council is requested to nominate two local members and two (2) alternate members for the next two (2) year period from 2026 to 2028.

Voting Requirements

<p>OFFICER RECOMMENDATION AND COUNCIL DECISION Resolution OCM December 25 – 10.3.1</p> <p>That Council nominate, for the next two years: 1.Cr Rajagopalan and Cr Crooks to sit on the Local Development Assessment Panel; and 2.Cr Foss and Cr Hodgkiss as alternative members.</p> <p>Moved: Cr Verhoogt Seconded: Cr Hodgkiss</p> <p>For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge. Against: Nil</p> <p>Carried 7/0</p>

Cr Crooks left the Council Chambers at 4.19pm.

10.4 Deputy Chief Executive Officer

10.4.1 Community Grant Program 2025/26 – Shackleton Bowling Club Late Application

File Reference	1225.10.4.1
Disclosure of Interest	Cr AR Crooks
Applicant	Shackleton Bowling Club
Previous Item Numbers	Item 10.2.1 Community Grant Submissions 2025-26
Date	9 December 2025
Author	Melissa Schilling – Deputy Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments <ol style="list-style-type: none"> 1. Shackleton Bowling Club Grant Application. 2. Quotes Submitted. 3. Building Plans. 	

Summary

Council is requested to consider a late Community Grant application submitted by the Shackleton Bowling Club for the 2025/2026 financial year. Although no applications were received during the formal Round 2 period, this application is presented for consideration following CEO approval to accept a late submission due to an administrative oversight where the applicant did not receive the application package.

Background

The Shire of Bruce Rock annually administers the Community Grant Program, providing financial assistance to incorporated community organisations for projects that further local sporting, cultural, social and community development outcomes. The program guidelines and eligibility criteria are outlined in the 2025 Round 2 Application Package.

Round 2 closed on 7 October 2025, and no applications were received during the advertised period. Following closure, the Shire was contacted by the Shackleton Bowling Club, who advised they had not received the application package and were therefore unable to apply within the timeframe. After reviewing the circumstances, and noting the community value of the proposed project, the CEO approved acceptance of a late application for Council consideration.

The Shackleton Bowling Club has submitted a Community Grant request for electrical works associated with the continued development of their newly constructed clubhouse. The application is complete and includes supporting documentation such as quotes from Harris Zuglian Electrics, Colestan Electrics and certified engineering drawings for the facility.

Applicant Details and Proposal:

Funding Requested: \$8,970 (ex GST)

Project: Electrical installation works for the new clubhouse

Total Project Budget: Approximately \$128,350 to date

Project Description

The Club is completing staged construction of a new clubhouse to support pennants, community events, social functions and its annual carnival. The broader project has been largely community-funded through a cropping program and volunteer labour.

This Major Community Grant request relates specifically to the electrical fit-out, including wiring, switchboard, power outlets, internal and external lighting, exit lighting, fans and provisions for future expansion. Supporting engineering drawings and specifications have been provided.

Quotes Provided

- Harris Zuglian Electrics – \$18,811.42 (inc GST)
- Colestan Electrics – \$9,867.73 (inc GST)

The funding request of \$8,970 (ex GST) aligns with the lower quote.

Alignment with Community Grant Program

The project meets eligibility under Sport and Recreation, Minor Infrastructure and Community Development, demonstrating:

- Strong community benefit;
- Significant volunteer and in-kind contribution;
- Alignment with Strategic Community Plan priorities for community participation and healthy lifestyles; and
- Improved facilities for local and visiting users.

Consultation

Consultation has been undertaken with the Shire’s:

- Chief Executive Officer;
- Manager of Finance; and
- Manager of Governance and Community Services.

Statutory Environment

Nil

Policy Implications

Nil.

Financial Implications

The application seeks \$8,970. Council has budgeted \$14,000 for Community Grants. As earlier rounds for 2025/2026 resulted in modest commitments, funding capacity exists to support this application, subject to overall budget deliberations.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	1.0 Community Priorities
Strategy:	1.1 Our community are engaged and have a healthy lifestyle
	1.2 Support volunteers and community groups to remain sustainable and inclusive
	1.3 Support community events and activities that bring people together
Outcome:	3.0 Community Facilities
Strategy:	3.1 Maintain and improve community facilities and playgrounds

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Community dissatisfaction if late application is not considered	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Accept Officer Recommendation
Perceived inequity in accepting a late application	Unlikely (2)	Minor (2)	Low (1-4)	Engagement Practices	Accept Officer Recommendation
Budget pressure if funding allocation exceeds capacity	Unlikely (2)	Minor (2)	Low (1-4)	Purchasing and Supply	Manage by annual budget process

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: work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of **six (6)**, **four (4)** and **four (4)** have been determined for this item. Any items with a risk rating of ten (10) or greater (considered to be a 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

Under the Community Grants Program Guidelines, applicants can request up to \$5,000 on a 50/50 matching basis (Category 2). The Shackleton Bowling Club has requested the full quoted amount of \$8,970, exceeding the usual co-contribution threshold.

Given the Shire allocated \$12,000 for Round 2 and no other applications were received, Council has discretion to award either:

- 50% of the project cost in line with the grant guidelines (\$4,485), or
- The full amount requested (\$8,970), utilising the available budget allocation.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 10.4.1

That Council:

1. That Council approves a community grant of \$4,485 to the Shackleton Bowling Club, representing 50% of the project cost, in accordance with the Community Grants Program guidelines.

Moved: Cr Strange

Seconded: Cr Verhoogt

For: Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

Carried 6/0

Cr Crooks returned to the Council Chambers at 4.26pm.

10.5 Chief Executive Officer

10.5.1 Review of Council Policy 1.1 Purchasing

File Reference	1225.10.5.1
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	9 December 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Council Policy – 1.1 Purchasing (Confidential)

Summary

Council is asked to adopt a revised Council policy, Item 1.1 Purchasing, as presented in Attachment 1. The revised policy has amended purchasing thresholds and practices that provide a more efficient, and risk-aligned procurement framework that reduces administrative burden, streamlines operational activity, and strengthens governance for higher-value procurements.

Background

The Council Policy Manual was adopted by Council on the 18 September 2025. Subsequent to this adoption, the Financial Management Regulations (FMR) audit was undertaken by Australian Audit in October 2025 and identified instances of non-compliance with procurement thresholds and documentation requirements. The administration was advised that the current purchasing policy was extremely comprehensive, however some procurement thresholds and requirement, would lead to more inadvertent non compliances.

As a consequence the Administration has reviewed this policy and its procurement thresholds and requirements to the following:

Purchase Value Threshold <i>(ex GST)</i>	Purchasing Practice
Up to \$749 <i>(ex GST)</i>	Direct purchase from supplier, with no sourcing or recording of quotes required. Invoice to be sourced and recorded as proof of purchase.
\$750 to \$7,499 <i>(ex GST)</i>	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority of this policy. Use the Simple Procurement Form (Appendix 4.1.1) or raise a 'quick purchase order' within the Shire's procurement software. If using the Simple Procurement Form, Section D of the form is optional. The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From \$7,500 and up to	Seek to obtain three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority of this policy.

<p>\$19,999 (ex GST)</p>	<p>If purchasing from a WALGA PSA, State Government CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> • A brief outline of the specified requirements for the goods, services or works sought; and • Value for money criteria, not necessarily the lowest price. <p>The purchasing decision is to be evidenced using the Simple Procurement Form or approved electronic correspondence process (email) or through the Shire's procurement software. If using the form, all sections must be completed and retained in accordance with the Shire's Record Keeping Plan. If using the procurement software, Sections D and E of the form must be completed and attached to the quote in the software package.</p>
<p>From \$20,000 and up to \$149,999 (ex GST)</p>	<p>Seek to obtain at least three (3) written quotations from suitable suppliers by invitation using the Request for Quotation form (Appendix 4.1.2) in accordance with the Supplier Order of Priority of this policy.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> • A detailed written specification for the goods, services or works sought; and • Pre-determined selection criteria that assess all best and sustainable value considerations. <p>The purchasing decision is to be evidenced using the Simple Procurement Form or approved electronic correspondence process (email) and retained in accordance with the Shire's Record Keeping Plan. A Procurement Plan (Appendix 4.1.3) and Contract Management Plan (Appendix 4.1.4) are recommended, but not mandatory.</p>
<p>From \$150,000 and up to \$249,999 (ex GST)</p>	<p>A Procurement Plan must be conducted at the start of the procurement process.</p> <p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority of this policy.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' response to:</p> <ul style="list-style-type: none"> • A detailed written specification for the goods, services or works sought; and • Pre-determined selection criteria that assess all best and sustainable value considerations. <p>The procurement decision is to be evidenced using the Evaluation Report Template (Appendix 4.1.5) and retained in accordance with the Shire's Record Keeping Plan.</p>
<p>\$250,000 or over (ex GST)</p>	<p>Tender Exempt arrangements (i.e. WALGA PSA, State Government CUA or other tender exemption under regulation 11(2) of the Local Government (Functions and General) Regulations 1996) require at least three (3) written responses from suppliers by invitation under a formal Request for Tender (Appendix 4.1.6) in accordance with the Supplier Order of Priority of this policy.</p> <p><u>OR</u></p> <p>Public Tender undertaken in accordance with the Local Government Act 1995 and relevant Shire policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers' response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assess all best and sustainable value considerations.

Consultation

Consultation has been undertaken with:

- Australian Audit Pty Ltd;
- The Deputy Chief Executive Officer;
- The Executive Manager Corporate Services;
- The Executive Manager Technical Services; and
- The Shire Assets and Property Maintenance Coordinator.

Statutory Environment

The Local Government (Functions and General) Regulations 1996, Regulation 1A – Purchasing policy required and matters to be addressed.

Policy Implications

The current Purchasing policy has been reviewed and amended, and the following policies have an associated corporate context as necessary.:

- 2.7 Affixing the Common Seal;
- 4.2 Regional Price Preference; and
- 4.4 Signing Purchase Orders.

Financial Implications

Nil.

Strategic Implications

Outcome:	4.0	Governance Priorities
Strategy:	4.3	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, if the revised Council Policy is not adopted by Council, this could lead to poor governance outcomes.	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 ten (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.

This risk is not needed to be added to the Shire’s Risk Register and does not require a risk treatment plan.

Comment/Conclusion

The proposed, revised Purchasing policy has revised the procurement thresholds as follows:

Threshold	As at 18 September 2025	Proposed Revision
1	Up to \$500	Up to \$749
2	\$501 to \$4,999	\$750 to \$7,499
3	\$5,000 to \$19,999	\$7,500 to \$19,999
4	\$20,000 to \$39,999	\$20,000 to \$149,999
5	\$40,000 to \$249,999	\$150,000, \$249,000
6	\$250,000 upwards	\$250,000 upwards

The proposed revised procurement thresholds provide a far more practical and contemporary framework for Shire operations. They better reflect current market prices, reduce unnecessary administrative burden for low-value purchases, and allow officers to progress routine works more efficiently while still maintaining strong governance and probity controls.

This revision will streamline processes without compromising transparency or accountability. It is therefore recommended that Council adopt the revised Council Policy 1.1, as presented in Attachment 1.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM December 25 – 10.5.1

That Council adopt the revised Council Policy 1.1 Purchasing, as presented in Attachment 1.

Moved: Cr Buegge
Seconded: Cr Verhoogt

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Ms Melissa Schilling left the Council chambers at 4.32pm and did not return.

10.5.2 Adoption of the 2024/25 Shire of Bruce Rock Annual Report

File Reference	1225.10.5.2
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 December 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
<ol style="list-style-type: none"> 1. Shire of Bruce Rock 2024/25 Annual Report 2. Auditors Management Letter (Confidential) 	

Summary

The Local Government Act 1995 requires that Council accepts the draft Annual Report each financial year, including the Financial and Auditor’s Reports, no later than 31 December or within two months of the Auditor’s Report becoming available, if that is not received prior to 31 December. The Auditor’s report was received on the 8 December 2025. The Audit and Risk Committee has met (prior to the scheduled Ordinary Council Meeting) and the Audit and Risk Committee has recommended that the Council accept the Annual Financial Statements and Independent Audit Reports.

Background

In accordance with section 5.53 of the Local Government Act 1995, a local government is required to prepare an annual report for each financial year. The report provides the following:

- A report from the Shire President and Chief Executive Officer;
- Other relevant Shire Administration information; and
- The 2024/25 Audited Financial Report;

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting of Electors. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting, it is proposed that the Electors Meeting be held on the 12 February 2026 at 3pm.

A copy of the 2024/25 Annual Report has been circulated for Council’s review and consideration. Following its adoption, the Annual Report will be made available to the public and presented at the Annual General Meeting of Electors.

Consultation

Consultation has been undertaken with the following:

- Office of the Auditor General Auditors;
- Audit and Risk Committee; and
- Senior Management Team.

Statutory Environment

Adoption of the report is a statutory requirement to ensure compliance with the Act and facilitate transparency and accountability to the community. The following references to the Local Government Act 1995, are applicable to this item:

- Local Government Act 1995 Section 5.27 – Electors’ general meetings;
- Local Government Act 1995 Section 5.29 – Convening electors’ meetings;
- Local Government Act 1995 Section 5.53 – Annual reports;
- Local Government Act 1995 Section 5.54 – Acceptance of annual reports;
- Local Government Act 1995 Section 5.55 – Notice of annual reports; and
- Local Government Act 1995 Section 5.55A – Publication of annual report.

Policy Implications

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

Financial Implications

The Shire’s Joint Arrangements in 2023, 2024 and 2025 were overstated by \$5.46M, after an error in percentage ownership was identified from July 2023. There are no other matters of significance for the Council to be appraised other than noting that the actual audited final surplus for the year ending 30 June 2025 is \$1,559,597, as opposed to the adopted budgeted surplus brought forward being \$1,522,598, some \$36,999 more than predicted.

Key Takeaways:

- Total Equity:
 - \$222.15M (down from \$226.29M in 2024, due to restatement after correction of Joint Arrangements).
- Revenue Performance:
 - Total Revenue: \$5.79M.
- Key Contributors:
 - Rates: \$1.9M.
 - Operating and Capital Grants: \$2.52M.
 - Fees and Charges: \$1.09M.
- Expense Highlights:
 - Total Operating Expenses: \$11.72M (up from \$9.42M in 2024), increased depreciation from \$3.5M to \$6.2M).
- Largest Cost Centres:
 - Employee Costs: \$2.85M.
 - Depreciation: \$6.24M.
- Cash Flow Position:
 - Closing Cash: \$2.33M, down from \$2.97M in 2024.
- Operating Activities:
 - Generated a net inflow of \$389k.
- Investing Activities:
 - Recorded a net outflow of \$3.11M due to purchases of property, plant and equipment, and purchase and construction of infrastructure.
- Capital Investments:

- Asset and Infrastructure Development: \$1.17M invested.
- Liabilities and Borrowings:
 - Total Liabilities: \$3.26M, down from \$3.71M in 2024.
 - Lease liabilities \$21K from \$28k in 2024.

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)
The adoption of the Annual Report, including the Annual Financial Report, is a statutory obligation under the Local Government Act 1995. Failure to adopt the report within the required timeframe may result in non-compliance with legislative requirements, leading to reputational damage, loss of community trust, and potential regulatory action. Additionally, delays in adoption could hinder effective communication of the Shire's performance and financial position to stakeholders, impacting transparency and accountability.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accepting the Annual Report will ensure compliance

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

It is recommended that the Annual Report be considered by the electors of the Shire at the Annual Electors' Meeting to be held on Thursday 12 February 2026, commencing at 3:00 pm, which is within the 56-day period from the date of Council accepting the draft Annual Report.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 10.5.2

That with respect to the Shire of Bruce Rock Annual Financial Report for 2024/25 Council:

- **Endorse the Audit and Risk Committee's recommendation to accept the Annual Report including the Annual Financial Report and Audit Report for the 2024/25 year, noting that it is an unqualified audit;**
- **Convene the Annual Electors' Meeting on the 12 February 2026, in the Shire Hall, commencing at 3.00 pm; and**
- **Publish the Annual Report, Audit Report, Notice of Meeting and give public notice(s) to the above effect, pursuant to the Local Government Act 1995, sections, 5.29, 5.55, 5.55A, on the Shire's website, official Notice Boards and Facebook site.**

Moved: Cr Crooks

Seconded: Cr Strange

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

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

11.1.1 Review of Council Policy 4.4 Signing Purchase Orders

File Reference	122511.1.1
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	16 December 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Council Policy – 4.4 Signing Purchase Orders (under separate cover).

Summary

Council is requested to adopt the revised Council Policy 4.4 – Signing Purchase Orders, as presented in Attachment 1. The revised policy updates purchasing authority limits for management positions and amends role designations to reflect the recent organisational restructure.

Background

The Council Policy Manual was adopted by Council on 18 September 2025. In December 2025, Council is being requested to endorse a revised Council Policy 1.1 – Purchasing. To support the implementation of the amended Purchasing Policy, a corresponding revision to Council Policy 4.4 is proposed. The revision to Policy 4.4 updates role designations and purchasing authority limits to ensure alignment with, and effective operation of, the revised Purchasing Policy.

Consultation

Consultation has been undertaken with:

- The Deputy Chief Executive Officer; and
- The Executive Manager Corporate Services.

Statutory Environment

The Local Government Act 1995, and The Local Government (Financial Management) Regulations 1996, Section 6.10.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Outcome:	4.0	Governance Priorities
Strategy:	4.3	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, if the revised Council Policy is not adopted by Council, this could lead to poor governance outcomes.	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 ten (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.

This risk is not needed to be added to the Shire’s Risk Register and does not require a risk treatment plan.

Comment/Conclusion

Adoption of the revised Council Policy 4.4 – Signing Purchase Orders will ensure that purchasing authorities are appropriately aligned with the Shire’s current organisational structure and financial governance framework. All expenditure undertaken in accordance with this policy will be processed through the Shire’s approved accounts and financial management systems, ensuring compliance with the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996, and Council’s adopted Purchasing Policy. This approach provides clarity, accountability, and appropriate financial controls across all operational and capital expenditure.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 11.1.1

That Council adopt the revised Council Policy 4.4 Signing of Purchase Orders Purchasing, as presented in Attachment 1.

Moved: Cr Hodgkiss

Seconded: Cr Verhoogt

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Cr Verhoogt left the Council Chambers at 4.38pm

12. Confidential Items

12.1.1 Proposed Fabrication & Assembly Workshops, Office and Ancillary Development: 5 Strange Street
145 Noonajin Road, 76, 78, 80, 85 & 84 Dampier Street, Bruce Rock

File Reference	1225.12.1.1
Disclosure of Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995). Cr J Verhoogt
Applicant	Bruce Rock Engineering
Previous Item Numbers	Nil
Date	10 December 2025
Author	Steve Thompson
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
<ol style="list-style-type: none"> 1. Application for Development Approval. 2. BKU Architectural DA Documentation. 3. BKU-BRE DA Cover Letter. 4. Matters to be considered in assessing Development Applications. 	

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 12.1.1.1

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.

Moved: Cr Strange

Seconded: Cr Foss

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 12.1.1.2

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

Moved: Cr Foss
Seconded: Cr Crooks

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange and Cr A Buegge.
Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 12.1.1.3

That Council:

Pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Bruce Rock Local Planning Scheme No. 3, development approval for the fabrication workshop, assembly workshop, office and ancillary development at Lot 436 (No. 5) Strange Street, Lot 431 (No. 145) Noonajin Road, Lot 437 (No. 76) Dampier Street, Lot 438 (No. 78) Dampier Street, Lot 439 (No. 80) Dampier Street, Lot 440 (No. 82) Dampier Street, Lot 430 (No. 84) Dampier Street, Bruce Rock, is granted in accordance with an application dated 10 December 2025 and the attached stamped plans subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications, (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the development approval has lapsed, no further development is to be carried out.
3. The development is connected to the reticulated water system prior to occupation.
4. The development is connected to the Shire's STED system and an approved wastewater disposal system(s) to the satisfaction of the local government prior to occupation.
5. All run-off resulting from wash-down is to be directed to a leach drain or greywater system approved by the local government. Details to be provided with the Building

Permit to the satisfaction of the local government. The approved design and system are to be implemented to the satisfaction of the local government prior to occupation.

- 6. The provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The local government will require that all stormwater from the buildings and impervious areas are collected, detained and suitably treated on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.**
- 7. The crossovers, vehicle access ways, vehicle manoeuvring areas and car parking spaces are designed, constructed, sealed and drained to the satisfaction of the local government prior to occupation. These areas shall be permanently maintained for vehicle parking, access and manoeuvring areas to the satisfaction of the local government.**
- 8. The applicant/operator is to implement dust control measures to the satisfaction of local government on an on-going basis;**
- 9. The provision of details, with the Building Permit, which show a Landscaping Plan to the satisfaction of the local government. The site is then landscaped in accordance with the approved Landscaping Plan prior to occupation. Following this, the landscaped area shall be maintained to the satisfaction of the local government at all times.**
- 10. The provision of a Colorbond fence adjoining Noonajin Road is constructed prior to occupation.**
- 11. The applicant/operator to develop an Emergency Evacuation Plan for the property prior to occupation to the satisfaction of the local government. The plan to be regularly reviewed and updated as required.**
- 12. Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting.**
- 13. Toxic and hazardous chemicals are to be suitably stored at all times to the satisfaction of the local government.**

Advice Notes

A) The applicant is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works. The applicant is advised that the approved development must comply with all relevant provisions of the National Construction Code.

B) The applicant is advised that the approved development must comply with all relevant provisions of the of the Public Health Act 2016, the Health (Miscellaneous Provisions) Act 1911, the Shire of Bruce Rock Health Local Law and the National Construction Code.

C) The applicant/operator is to ensure that noise levels are considerate of adjoining and nearby properties at all times which comply with the Environmental Protection (Noise) Regulations 1997 (and any associated amendments).

D) In relation to Condition 6, stormwater is to be suitably detained on site (e.g. rainwater tanks, soak wells). The local government will support stormwater run-off being connected to a Shire stormwater legal point of discharge provided it is appropriately designed via a soak well/silt pit to the satisfaction of the local government.

E) The applicant/operator is reminded of their general environmental duty to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

A) The property is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

B) Some signage does not require Shire development approval while other signage requires development approval before it can be installed. Please contact the Shire for details.

C) The applicant is to address air quality standards and best practice in occupation, health and safety.

14. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

Moved: Cr Strange

Seconded: Cr Hodgkiss

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

12.1.2 Proposed Strange Street Reserve Closure

File Reference	122512.1.2
Disclosure of Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995).
Applicant	Bruce Rock Engineering
Previous Item Numbers	Nil
Date	10 December 2025
Author	Steve Thomson
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. Strange Street Closure Application	

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 12.1.2.1

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.

Moved: Cr Strange

Seconded: Cr Buegge

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 12.1.2.2

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

Moved: Cr Foss

Seconded: Cr Crooks

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, and Cr A Buegge.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM December 25 – 12.1.2.3

That Council:

1. Agrees to initiate permanent road reserve closure action, under section 58 of the *Land Administration Act 1997*, to close a section of Strange Street as outlined in Attachment 1, with the road reserve proposed to be amalgamated into adjoining land.
2. Notes the Shire administration will invite submissions on the closure of a portion of Strange Street reserve for at least 35 days.
3. Will reconsider the road closure request following the close of the public submission period and will determine whether or not it will agree to request that the Minister for Lands permanently closes a section of the Strange Street reserve.
4. Notes the applicant will meet all costs associated with the road reserve closure process.

Moved: Cr Hodgkiss

Seconded: Cr Foss

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange and Cr A Buegge.

Against: Nil

Carried 6/0

Cr Verhoogt returned to the Council Chambers at 4.46pm.

13. Closure of the Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.46pm.

These minutes were confirmed at a meeting on Thursday, 26 February 2026.



Cr R Rajagopalan
Shire President