

SHIRE OF BRUCE ROCK

Minutes – ORDINARY MEETING 20 FEBRUARY 2025

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SHIRE OF BRUCE ROCK

Minutes – ORDINARY MEETING 20 FEBRUARY 2025

1. Declaration of Opening

The Shire President Cr R Rajagopalan declared the meeting open at 3.27pm.

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

Record of Attendance

Shire President	CR R Rajagopalan
Deputy Shire President	Cr AR Cooks
Councillors	CR S Strange
	Cr KP Foss
	Cr PK Hodgkiss
Chief Executive Officer	Mr M Furr
Manager of Finance	Mr M Darby
Executive Services Officer	Ms S Wood (Minutes)
Manager of Works and Service	Mr G Stephens

Leave of Absence

Councillors	Cr BJ Waight
	Cr J Verhoogt
Manager of Governance and Community Services	Mrs N Ugarte

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 Tuesday, 17 December 2024.

COUNCIL DECISION

Resolution OCM Feb 25 – 9.1

Moved: Cr Foss

Seconded: Cr Strange

That the minutes of the Ordinary Meeting of Council held on Thursday 17 December 2024 be received as a true and correct record.

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

Against: Nil

Carried 5/0

Audit and Risk Committee Meeting held on Tuesday, 4 February 2025.

COUNCIL DECISION

Resolution OCM Feb 25 – 9.1

Moved: Cr Crooks

Seconded: Cr Hodgkiss

That the minutes of the Audit and Risk Committee Meeting held on Tuesday 4 February 2025 be received.

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

Against: Nil

Carried 5/0

Special Meeting of Council held on Tuesday, 4 February 2025.

COUNCIL DECISION

Resolution OCM Feb 25 – 9.1

Moved: Cr Hodgkiss

Seconded: Cr Strange

That the minutes of the Special Meeting of Council held on Thursday 4 February 2025 be received as a true and correct record.

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

Against: Nil

Carried 5/0

10. Matters for Decision**10.1 Manager of Works and Services****10.1.1 Procurement of Multi-Patcher for Road Maintenance**

File Reference	0225.10.1.1
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	11 February 2025
Author	Gregory Stephens – Manager of Works and Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

The purpose of this report is to seek Council's approval to commence the procurement process for a multi-patcher unit. This specialised road maintenance vehicle will significantly improve the efficiency of road repairs within the Shire of Bruce Rock. The estimated cost of the unit is \$680,000 (excluding GST), with delivery expected in December 2025. The procurement aligns with the Shire's strategic focus on roads and infrastructure, and will assist in addressing road maintenance backlogs.

Commencing the procurement process now in 2024/25 will ensure that the asset can be acquired within the 2025/26 financial year, and the outstanding balance would be carried forward from 2024/25 as a contract liability on 1 July 2025.

Background

The Shire of Bruce Rock has historically prioritised key community projects, such as the supermarket rebuild. However, with a renewed focus on roads and infrastructure, it has been identified that the Shire is currently completing its road maintenance program at a rate of only 35% per annum. This shortfall has led to a regression in the Shire's road management progress. A multi-patcher is a state-of-the-art plant vehicle designed for efficient road repairs, including pothole patching and surface maintenance. It provides significant advantages over current manual methods, including:

- Faster and more efficient road repairs, addressing maintenance backlog;
- Reduced material waste (20-25% savings);
- Improved safety for operators and road users;
- Potential reduction in staffing requirements; and
- Enhanced durability of road repairs.

The Shire currently maintains over 500km of sealed roads and over 750km of gravel roads. Given the increasing volume of heavy traffic and road degradation, investment in a multi-patcher is essential to maintaining safe and reliable road infrastructure.

Consultation

Consultation has been undertaken with the following:

- Chief Executive Officer, Shire of Bruce Rock;
- Shire of Corrigin, Works Manager;
- Aus Roads representatives; and
- Various Local Governments in Western Australia and the Eastern States.

Feedback from external stakeholders has been overwhelmingly supportive of the multi-patcher as a necessary and a highly beneficial investment.

Statutory Environment

The following statutory implications relate:

- Local Government Act 1995 (WA) – Section 3.57: Tenders for providing goods or services;
- Local Government (Functions and General) Regulations 1996 – Part 4: Tender regulations and procurement processes; and
- Road Traffic Act 1974 (WA) – Ensuring safe and efficient road networks.

Policy Implications

The procurement process will comply with the Shire's Purchasing Policy to ensure transparency and compliance with Local Government procurement regulations.

Financial Implications

The estimated cost of the multi-patcher unit is \$680,000 (excluding GST). The expenditure is planned to be predominantly incorporated into the 2025/26 Annual Budget; however, a deposit may be required in the current budget year to secure the unit due to the 40 to 42 week lead time. As part of the budget review for 2024/25, additional funds (\$199,196) have been identified for this deposit, which would be available from the Plant Reserve.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022 - 2032		
Objective:	1.0	Economic Priorities
Outcome:	2.2	Roads are a key economic driver across the Shire

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the preferred contractor provides substandard quality work or issues arise relating to managing the awarded contract.	Possible (3)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Treat through ensuring that the contractor is in full compliance with the RFQ specifications and officers manage the contract per standard practice in the past, with similar contracts.

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 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Shire of Bruce Rock is at a critical juncture in its road maintenance strategy. The acquisition of a multi-patcher will allow the Shire to:

- Improve the efficiency and speed of road maintenance;
- Address current road deterioration concerns;
- Reduce material waste and operating costs; and
- Enhance safety for staff and road users.

Given the long lead time required for manufacturing, it is recommended that Council approve the commencement of the procurement process immediately. Commencing the procurement process now in 2024/25 will ensure that the asset can be acquired within the 2025/26 financial year, and any outstanding balance would be carried forward from 2024/25 as a contract liability on 1 July 2025.

Voting Requirements

Absolute Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 10.1.1

Moved: Cr Strange

Seconded: Cr Foss

That Council, with respect to the procurement of a multi-patcher automated bitumen patching unit:

1. Approves the commencement of the procurement process for a multi-patcher unit, estimated at \$680,000 (excluding GST);
2. Authorises the Chief Executive Officer to proceed with the necessary procurement steps in accordance with the Shire's Purchasing Policy and the *Local Government Act 1995 (WA)*; and
3. Approves a budget amendment, subject to the 2024/25 budget review, to transfer \$199,196 to GL 151201 – Transfer INTO Plant Reserve.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 5/0

Mr Greg Stephens left the Council Chambers at 3.34pm and did not return.

Mr Mike Darby entered the Council Chambers at 3.34pm.

10.2 Manager of Finance

10.2.1 Schedule of Accounts Paid – December 2024 and January 2025

File Reference	0225.10.2.1
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 February 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Schedule of Accounts Paid – December 2024 and January 2025	

Summary

Council is requested to note the payments made, as presented in the Schedule of Accounts Paid for December 2024 and January 2025.

Background

Pursuant to the Local Government Act 1995 (WA), 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 Manager of Finance and the Finance Officer – Creditors.

Statutory Environment

Local Government Act 1995 (WA), section 6.8 (2)(b), and Local Government (Financial Management) Regulations 1996 (WA), 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 list 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 December 2024 and January 2025 is presented to Council for notation.

Below is a summary of activity:

<i>As at 31 December 2024</i>		
Payment Type	\$	%
Cheque	19,392.06	3.74
EFT (incl. Payroll)	471,071.23	90.88
Direct Debit	26,587.84	5.13
Credit Card	921.28	0.18
Fuel Card	386.78	0.07
Store Cards	N/A	N/A
Total Payments	518,359.19	100.00

<i>As at 31 January 2025</i>		
Payment Type	\$	%
Cheque	0.00	0.00
EFT (incl. Payroll)	616,175.43	92.11
Direct Debit	52,216.73	7.81
Credit Card	181.00	0.03
Fuel Card	391.38	0.06
Store Cards	N/A	N/A
Total Payments	668,964.54	100.00

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 10.2.1

Moved: Cr Crooks

Seconded: Cr Foss

That with respect to the Schedule of Accounts Paid for December 2024 and January 2025, Council note the report as presented.

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

Against: Nil

Carried 5/0

10.2.2 Monthly Financial Reports – December 2024 and January

File Reference	0225.10.2.2
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 February 2025
Author	Mike Darby - Manager of Finance
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments 1. Monthly Financial Report for December 2024 and January 2025.	

Summary

In accordance with the Local Government Financial Management Regulations (1996), Regulation 34, the Shire is to prepare monthly Statements of Financial Activity for notation by Council.

Background

Due to there being no Ordinary Council Meeting in January 2025, Council is requested to review the December 2024 and January 2025 Monthly Financial Reports.

Consultation

Consultation has been undertaken with the Chief Executive Officer and Manager of Finance.

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 December 2024 and January 2025 Monthly Financial Reports, noting that Council is advised of the following matters:

- As a consequence of financial audit findings, the Opening Funding Surplus has been adjusted, down from \$2,787,665 to \$2,572,112, a variant of \$215,552 or 7.7% against original end of year reporting for 2023/24;
- The Chief Executive Officer engaged with Senior Managers as part of the required budget review; the outcome of which is presented as a separate agenda item for Council consideration;
- The overall financial position for January 2025 stands at \$2,257,447 surplus which is \$186k below budget at this time. This is predominantly due to variant to the variant of carry

forward surplus at the beginning of the financial year and will be addressed in the coming months after Budget review has been finalised.

- Rates –The amount received to date is 93% of the total to be collected, and there is still more than \$138k still 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 \$106k for 90+ day debts include 17 outstanding amounts. The Main Roads debt is \$83k. The other debt of \$16k is Regal Ventures. Both debts equate to 93% of the total 90+ day debt. The remaining \$7k is made up of 15 debtors, which are being followed up.
- A total of 256 EFT and Direct Debit payments were completed in December and January.

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 December 2024 and January 2025 Monthly Financial Reports are presented for review.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 10.2.2

Moved: Cr Foss

Seconded: Cr Hodgkiss

That with respect to the Schedule of Accounts Paid for December 2024 and January 2025, Council note the report as presented.

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

Against: Nil

Carried 5/0

10.2.3 Budget Review

File Reference	0225.10.2.3
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	10 February 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Spreadsheet – Shire of Bruce Rock Budget Review for the Year Ending 30 June 2025	

Summary

Council is requested to consider the proposed budget amendments, as detailed in the attached spreadsheet, and adopt the Shire’s 2024/25 Budget Review.

Background

The budget review is based on the Shire’s December 2024 actual financial balances and was completed on 10 February 2025. The Chief Executive Officer engaged the Senior Managers to determine any significant budget variances. The outcome of these consultations has contributed to variations identified in the attached spreadsheet. It is noted that Council has previously considered other minor amendments to the budget during the financial year.

Consultation

The Chief Executive Officer and Senior Managers have reviewed budget allocations under their responsibility. This review included an analysis of the year to date levels of expenditure and income in comparison to the original budget allocations and that which is forecast to 30 June 2025.

Statutory Environment

Regulation 33A of the Local Government (Financial Management) Regulations 1996 (WA) – Review of budget, requires:

- Between 1 January and 31 March in each financial year, a Local Government is to carry out a review of its annual budget for that year;
- The review of an annual budget for a financial year must:
 - consider the Local Government’s financial performance in the period beginning on 1 July and ending earlier than 31 December in that financial year;
 - consider the Local Government’s financial position as at the date of the review; and
 - review the outcomes for the end of that financial year that are forecast in the budget.

- Within 30 days after the review of the annual budget of a Local Government is carried out, it is to be submitted to the Council;
- The Council is to consider a review submitted to it, and is to determine whether or not to adopt the review, any parts of the review, or any recommendations made in the review;
- An absolute majority is required; and
- Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

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

Financial Implications

The Budget materiality variance was adopted at Council's Meeting held on 18 July 2024 (Council Resolution OCM July 24-10.2.6). This means a variance of a percentage (equal to or greater than 10%) or a value (equal to or greater than \$5,000) for the 2024/25 financial year must be reported. This policy was applied in this Budget Review.

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 conduct a budget review would be in breach of legislation and would increase the risk of a negative impact on the Shire's end of year financial position. As the budget review is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Adopt the budget with amendments as proposed.

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 Budget has been reviewed to continue to deliver on strategies adopted by the Council, and maintains a high level of service across all programs. Budget adjustments made throughout 2024/25, in accordance with previous Council resolutions, have been included in the review, and the attachment to this report outlines other proposed budget variations.

The budget review, after allowing for all these adjustments, represents an estimated balanced budget at \$0 as at 30 June 2025.

Voting Requirements

Absolute Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 10.2.3

Moved: Cr Crooks

Seconded: Cr Strange

That Council adopt the Budget Review, including endorsement of proposed amendments to the 2024/25 Municipal Budget, as detailed in Attachment 1.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 5/0

Mr Mike Darby left the Council Chambers at 3.51pm and did not return.

10.2 Regulatory Services

Nil

10.3 Manager of Governance and Community Services

10.3.1 Shire Seal

File Reference	0225.10.3.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	5 February 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 December 2024 and February 2025.

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 December 2024 and February 2025 as follows:

- Lease agreement Unit 1, 9111 Swan Street Bruce Rock; and
- Transfer of Land 439, 440, 430 Dampier Street, Bruce Rock to Pundit Pty Ltd.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION**Resolution OCM Feb 25 – 10.3.1**

Moved: Cr Strange

Seconded: Cr Foss

That, with respect to the Shire Seal, Council endorse the use of the seal during December 2024 and February 2025.

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

Against: Nil

Carried 5/0

10.3.2 Barefoot Bowls Sponsorship Request

File Reference	0225.10.3.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 February 2025
Author	Nerea Ugarte – Manager of Governance and Community Service
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. CRC Correspondence – Barefoot Bowls Sponsorship Request	

Summary

Council is asked to consider a request from the Bruce Rock Community Resource Centre (CRC) for the Shire of Bruce Rock (Shire) to sponsor the 2025 Barefoot Bowls.

Background

On 28 January 2025, the CRC wrote to the Shire (**Attachment 1**) seeking Council's agreement to sponsor the 2025 Barefoot Bowls for the amount of \$120. These funds will pay for the prize for the winning team, namely a \$120 voucher to be used at the Bruce Rock District Club.

The event is being organised by the CRC in collaboration with the Bruce Rock District Club. It will take place over six weeks, starting on 21 February 2025.

The CRC has advised that, if the sponsorship is approved, the Shire will receive recognition for its contribution on social media and events.

Consultation

Consultation has been undertaken with the Shire's Chief Executive Officer and Manager of Strategic Business Development, who are supportive of this sponsorship.

The Manager of Finance has confirmed that there are funds available to cover the cost of the requested sponsorship.

Statutory Environment

Not applicable.

Policy Implications

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

Financial Implications

There is sufficient budget to fund the sponsorship request.

Strategic Implications

Outcome:	1.0	Community Priorities
Strategy:	1.1	Our community are engaged and have a healthy lifestyle
	1.2	Inclusive community activities, events and initiatives

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If the sponsorship is not granted, Council could be perceived as not supporting local community events.	Rare (1)	Minor (2)	Low (1-4)	Business & Community Disruption	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 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 sponsorship will contribute to the delivery of a popular community event that is consistent with the Shire's strategic objectives of our community being engaged and having a healthy lifestyle, as well as having the opportunity to participate in inclusive activities, events and initiatives.

The promotion of the Shire's contribution to the 2025 Barefoot Bowls on social media and events will reinforce the Shire's commitment to these objectives.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 10.3.2

Moved: Cr Foss

Seconded: Cr Strange

That with respect to the Bruce Rock Community Resource Centre’s request for the Shire of Bruce Rock to sponsor the 2025 Barefoot Bowls event, Council resolve to provide a sponsorship of \$120 for the event, which is to cover the cost of the first prize, namely a voucher to be spent at the Bruce Rock District Club.

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

Against: Nil

Carried 5/0

10.4 Chief Executive Officer

Nil

11 New Business of an Urgent Nature Introduced by Discussion of the Meeting**12.1 Confidential Items****12.1.1 Elders Lease**

File Reference	0225.12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 February 2025
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. OCM of August 2024 – Extract of Minutes; 2. Independent Market Valuation Report; 3. Correspondence with Elders – 11 December 2024; and 4. Correspondence with Elders – 29 January 2025	

COUNCIL DECISION AND OFFICER RECOMMENDATION**Resolution OCM Feb 25 – 12.1.1**

Moved: Cr Foss
Seconded: Cr Strange

That, in accordance with section 5.23(2)(c) and (e)(ii) and (iii) 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 and relates to a contract that may be entered into by the local government.

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

Against: Nil

Carried 5/0

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 12.1.1

Moved: Cr Foss

Seconded: Cr Strange

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

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

Against: Nil

Carried 5/0

Voting Requirements

Part One: One third of Councillors, including the mover;

Part Two: Absolute Majority; and

Part Three: Simple Majority.

Part 1 of 3.

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 12.1.1

Moved: Cr Strange

Seconded: Cr Hodgkiss

Council is requested to consider, that with respect to Resolution OCM August 24 – 10.5.3, relating to the Shire of Bruce Rock's decision to dispose of 57 Johnson Street, Bruce Rock, by way of a tenancy agreement with Elders Rural Services Australia Limited, Council resolves to consider the revocation of the afore mentioned Resolution.

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

Against: Nil

Carried 5/0

Part 2 of 3.

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 12.1.1

Moved: Cr Crooks

Seconded: Cr Foss

That subsequent to Council considering to resolve to consider the revocation of Resolution OCM August 24 – 10.5.3, Council resolves to revoke Resolution OCM August 24 – 10.5.3.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 5/0

Part 3 of 3.

OFFICERS' RECOMMENDATION

That with respect to the Shire of Bruce Rock's possible agreement with Elders Rural Services Australia Limited for the lease of 57 Johnson Street, Bruce Rock, Council:

- 1. Authorise the Chief Executive Officer to negotiate a new rental lease agreement, including rental charge increase within agreed percentage thresholds, with Elders Rural Services Australia; and**
- 2. Should Elders Rural Services Australia be agreeable to the revised terms as part of a new lease agreement, authorise the Chief Executive Officer to give local public notice of the proposed disposition of 57 Johnson Street, Bruce Rock.**

Council amendment to Officer Recommendation

COUNCIL DECISION AND OFFICER RECOMMENDATION

Resolution OCM Feb 25 – 12.1.1

Moved: Cr Strange

Seconded: Cr Crooks

That with respect to the Shire of Bruce Rock's possible agreement with Elders Rural Services Australia Limited for the lease of 57 Johnson Street, Bruce Rock, Council:

- 1. Authorise the Chief Executive Officer to negotiate new rental increase after 1 year with Elders Rural Services Australia subject to a review in 2025-26 of all Shire tenancy Agreements; and**
- 2. Should Elders Rural Services Australia be agreeable to the revised terms as part of a new lease agreement, authorise the Chief Executive Officer to give local public notice of the proposed disposition of 57 Johnson Street, Bruce Rock.**

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

Against: Nil

Carried 5/0

Reason for Amendment: Council decision varied to Officer Recommendation to authorise the Chief Executive Officer to negotiate a new rental contract for 1 year with Elders Rural Services Australia, due to a review in 2025-26 of the Shire's Tenancy Agreement Policy.

11. Closure of the Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.14pm.

These minutes were confirmed at a meeting on Thursday, 20 March 2025.



Cr R Rajagopalan
Shire President