Shire of
Bruce Rock
Where friends become family

Agenda

Ordinary Meeting of Council

To be held in Council Chambers
54 Johnson Street, Bruce Rock
Thursday 23 July 2026
Commencing from 3.00pm

Notice of Ordinary Meeting of Council

Dear President and Councillors,

The next Ordinary Meeting of Council will be held on Thursday 23 July 2026, **commencing from 3.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

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

Mark Furr
CHIEF EXECUTIVE OFFICER

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

Our Mission

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

Our Values

Respect, Inclusiveness, Fairness and Equality and Communication

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 23 JULY 2026

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 23 JULY 2026

1. Declaration of Opening

2. Record of Attendance/Apologies

Leave of Absence (Previously Approved)
Cr T Crooks

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice
Nil

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by the Person Presiding without Discussion

9. Confirmation of Minutes

OFFICERS' RECOMMENDATION
That the minutes of the Ordinary Council Meeting held on 25 June 2026 be confirmed as an accurate record of the proceedings.

10. Matters for Decision

10.1 Executive Manager Technical Services

See Agenda Item 12.1.

10.2 Deputy Chief Executive Officer

10.2.1 Financial Assistance Community Grant Applications – Shackleton Bowling Club

File Reference	
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	15 July 2026
Author	Melissa Haythornthwaite – Deputy Chief Executive Officer
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments 1. Financial Assistance Community Grant Application and Quote from Buttco Fencing	

Summary

Council is requested to consider an application from the Shackleton Bowling Club for financial assistance of up to $3,950 towards the construction of a Colorbond fence at the Shackleton Bowling Club.

Background

The Shire's Community and Business Assistance Grant Program provides financial assistance to eligible community organisations for projects that benefit the local community.

In the 2025/2026 financial year, Council provided the Shackleton Bowling Club with financial assistance of $4,485 towards electrical works required to complete the new clubhouse.

On 15 April 2026, the Shackleton Bowling Club submitted a Community Budget Submission seeking $9,000 towards the construction of a fence along the southern side of the bowling green and clubhouse, adjacent to the laneway.

Following an internal assessment, staff determined that the proposal was more appropriately considered through the Community and Business Assistance Grant Program, as it is a community organisation project that falls within the scope of the Shire's existing grant scheme. The Club was therefore requested to submit a Community Grant application rather than have the proposal considered as a standalone community budget submission.

The initial 2026/2027 funding round closed on 1 May 2026, with three (3) applications approved by Council at its May 2026 Ordinary Council Meeting, totaling $6,737.64.

As the approved applications did not fully expend the proposed $20,000 allocation, Council determined that the grant program would remain open throughout the 2026/2027 financial year. This allows community organisations to submit applications when projects are sufficiently developed, rather than being governed by a single annual closing date or applying prematurely to meet the funding deadline.

Following this referral, a Community Grant application has been received from the Shackleton Bowling Club seeking $3,950 towards the construction of the Colorbond fence. The requested amount represents 50% of the total project cost.

The supporting supplier quotation totals $8,690 including GST, equivalent to $7,900 excluding GST.

The following table summarises the application:

	Applicant Contribution			Financial Assistance Community Grant Request		
Applicant	Total Project	Cash ($)	In-kind ($)	% of Project	Cash ($)	In-kind ($)
Shackleton Bowling Club	$7,900.00	$3,950.00	0	50%	$3,950.00	0
TOTALS	**$7,900.00**	**$3,950.00**	**0**	**50%**	**$3,950.00**	**0**

Assessment Criteria

- All applicants must be based within the Shire of Bruce Rock, with a majority of members of the applicant organisation preferably being residents of the Shire;
- All applications for financial assistance must be submitted on the Shire of Bruce Rock "Application for Financial Assistance" form;
- The applicant should submit documented estimates of expenditure as part of the application (i.e. quotes or written estimates from suppliers). All estimates should be GST exclusive;
- All applications must be received by the designated closure date and time. No late applications will be considered; and
- Applications need to demonstrate the benefits to the community.

Ineligible Expenses

- Uniforms;
- Consumables (including food and beverages, stationary and other office supplies);
- Awards and prizes;
- Recurrent salaries and recurrent operational costs;
- Completed projects or equipment already purchased;
- Projects that are the responsibility of other government agencies; and
- Deficit funding for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue.

Consultation

Consultation has occurred with the:

- Chief Executive Officer; and
- Executive Services Manager.

Statutory Environment

There are no known relevant statutory implications.

Any building, planning or other approvals required for the proposed fence must be obtained before construction commences.

Policy Implications

Council Policy 9.4 Community Engagement relates and has been complied with. No other policies relate.

Financial Implications

An allocation of up to $20,000 has been included in the proposed 2026/2027 budget for the Community and Business Assistance Grant Program.
Council previously approved grants totalling $6,737.64 at its May 2026 Ordinary Council Meeting.

Should the current application be approved for the maximum amount requested, the financial position of the program will be:

Description	Amount
Proposed 2026–2027 allocation	$20,000.00
Grants approved at May 2026 OCM	($6,737.64)
Shackleton Bowling Club application	($3,950.00)
Remaining funding available	**$9,312.36**

All amounts are exclusive of GST.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032		
Outcome:	1.0	Community Priorities
Strategy:	4.1	Our community are engaged and have a healthy lifestyle
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)
Non Compliance with eligibility and assessment criteria	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Officer has conducted due diligence on assessment criteria.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Shackleton Bowling Club has approximately 22 adult members and provides facilities for local pennant competitions, social activities and an annual carnival attracting approximately 28 teams.

The Club recently completed construction of a new clubhouse, which was predominantly funded through contributions from Club members and the broader community. During the 2025/2026 financial year, Council also provided financial assistance of $4,485 towards electrical works required to complete the clubhouse.

The current application relates to a separate but complementary project involving the construction of a Colorbond fence along the southern side of the bowling club site, adjacent to the laneway. The fence will assist in protecting the clubhouse and bowling green from laneway traffic and animals entering the property, while improving the security and overall presentation of the site and helping to complete the broader clubhouse redevelopment.

The total project cost is $7,900, with the Club proposing to contribute $3,950 and requesting a matching Council contribution of $3,950. The request therefore meets the required 50% applicant contribution for a major community grant and demonstrates the Club's continued financial commitment to the facility.

The project is consistent with the minor infrastructure, seniors, disability and ageing, and sport and recreation categories of the Community Grant Program. Subject to the applicant addressing the eligibility and approval matters identified in this report, the application is considered suitable for support.

Voting Requirements

Absolute Majority

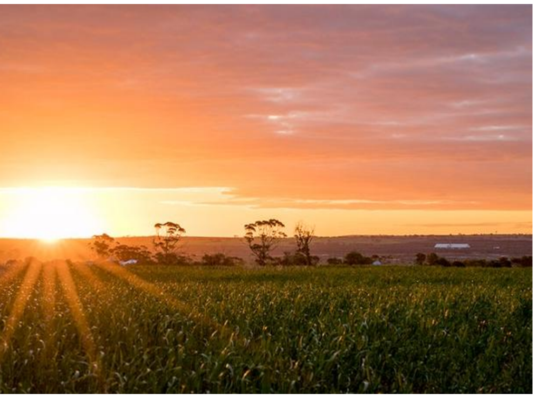
OFFICER RECOMMENDATION

That, with respect to the Financial Assistance Community Grant application received from the Shackleton Bowling Club, Council approves in principle a grant of up to $3,950, representing 50% of eligible project costs, towards the construction of a Colorbond fence along the southern boundary of the Shackleton Bowling Club site.

(This space is intentionally blank).

ATTACHMENT 1

Shire of
Bruce Rock
Where friends become family



Community and Business Assistance Grant

Applications to be received no later than 5.00pm
Date: Friday 1 May 2026
Late submissions will not be accepted

Please contact the Shire of Bruce Rock to discuss your application prior to submitting on (08) 90611 377 or vanessa.ward@brucerock.wa.gov.au

PURPOSE

The Shire of Bruce Rock's Community and Business Assistance Grants program aims to provide clear guidelines and financial support to incorporated and not-for-profit community organisations (including sporting groups), as well as local businesses, to undertake projects that benefit the community.

The program supports initiatives that align with the Community Grant Program criteria, enhance community interests and wellbeing, improve business presentation and streetscape appeal, and contribute to the ongoing economic development of the Shire of Bruce Rock (subject to budget availability)

POLICY

The Shire of Bruce Rock will make an allocation of funds in its budget to provide financial assistance to incorporated and not for profit community organisations (including sporting groups) that can demonstrate an association with the Shire of Bruce Rock. In addition, the Shire will offer a Business Assistance Grant to support local businesses in undertaking projects that enhance presentation, improve streetscape appeal, and contribute to the economic development within the community. Funding applications will be called for annually in March. This will be advertised through local media.

An allowance for these funds will be included in the draft budget, to a maximum of $20,000.

Examples of not for profit organisations include, but are not limited to:

- Sporting clubs
- Service groups
- Parents & Citizens Association
- Art and cultural groups
- Other Shire of Bruce Rock local interest groups

Community Grant Projects must seek to further the development of one of the following:

- Art and Culture
- Disability and Ageing
- Early Youth (0 to 4 years)
- Education and Training
- Environment
- Event Planning
- History and Heritage
- Minor Infrastructure, Equipment or Development
- Seniors
- Sport and Recreation
- Tourism
- Volunteer Upskilling
- Youth (5 to 18 years)

Business Assistance Grant Projects must seek to further develop at least one of the following:

- Support local businesses to grow and reinvest in the Shire of Bruce Rock.
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

In awarding grants, priority will be given to projects that meet the objectives outlined in the Shire of Bruce Rock's Strategic Community Plan 2022-2032, Goal 7 – *Our community are engaged and have a healthy lifestyle.*

The Strategic Community Plan can be found at: www.brucerock.wa.gov.au/documents/1624/strategic-community-plan-2022-2032

GRANT CATEGORIES

Minor Community Grants
Funding up to $1,000, with no matching funds required from the applicant.

Major Community Grants
Funding between $1,001 - $5,000, where successful applicants must contribute at least 50% of the total project cost from the applicant's organisation or other confirmed funding sources. Evidence of other funding sources must be provided.

Business Assistance Grants
Funding up to $5,000. These grants will provide financial assistance to local business to projects that improve presentation, enhance the streetscape appeal and assist to drive economic development.

For projects **over $5,000**, please contact the Deputy Chief Executive Officer on 9061 1377 or melissa.haythornthwaite@brucerock.wa.gov.au to discuss the project and alternative funding and grant opportunities.

INELIGIBLE EXPENSES

- Uniforms.
- Consumables (including food and beverages, stationary and other office supplies).
- Awards and prizes.
- Recurrent salaries and recurrent operational costs.
- Completed projects or equipment already purchased.
- Projects that are the responsibility of other government agencies.
- Deficit funding for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue.

APPLICATION CRITERIA

- All applicants must be based within the Shire of Bruce Rock, with a majority of members of the applicant organisation preferably being residents of the Shire.

- All applications for financial assistance must be submitted on the Shire of Bruce Rock "Application for Financial Assistance" form.

- The applicant should submit documented estimates of expenditure as part of the application (i.e. quotes or written estimates from suppliers). All estimates should be GST exclusive.

- All applications must be received by the designated closure date and time. No late applications will be considered.

- Applications need to demonstrate the benefits to the community.

- For Major Community Grants, the contributions to the proposed project may come from one or more of the following sources:
  - Applicant organisation's cash.
  - State or Federal Government funding agencies.
  - Donations of material and/or cash.
  - Voluntary labour (maximum 1/3 of total project cost).
    - Voluntary labour cost to be calculated at a maximum of $25 per hour.

- Prior approval in writing must be sought for any substantial change to the assistance request.

- Payment of the grant funding can be made prior to incurring the expense. The community organisation must provide a tax invoice to the Shire of Bruce Rock before 30 August 2025.

- Incomplete applications may not be considered.

ASSESSMENT

Applications for Minor and Major Community Grants and the Business Assistance Grants will be assessed against the application criteria, and referred to Council for a final determination.

Preference will be given to projects with demonstrated community support.

All applicants will be notified in writing of the outcome of their application for a Shire of Bruce Rock Community Grant.

Decisions regarding funding applications are final and will not be reconsidered.

ACQUITTAL

Projects must be completed by 30 April 2027. Project and financial reports must be submitted to the Shire of Bruce Rock in "Section G Grant Acquittal" of the application, by 31 May 2027.

FURTHER INFROMATION

Please contact the Shire of Bruce Rock to discuss your application prior to submitting on (08)9061 1377 or vanessa.ward@brucerock.wa.gov.au

APPLICATION FOR FINANICAL ASSISTANCE
COMMUNITY GRANT

SECTION A – APPLICANT INFORMATION (to be completed by all applicants)

Organisation:	Shackleton Bowling Club
Contact Person:	Phil Bradley
Position Held:	Secretary / Treasurer
Postal Address:	Box 52 Shackleton WA 6386
Telephone:	0428 337019
Email:	prbradley3@gmail.com

Funding Request

Total In Kind Requested: $________________________

Total Project Budget (ex gst): $ 7900.00

Funding Requested (ex gst): $ 3950.00

SECTION B – INFORMATION ABOUT YOUR ORGANISATION: (all questions to be answered if applicable)

1. What are the main services and/or activities of your organisation?
   Bowling Club for pennants, club events and social events including a carnival held in April each year for local and metropolitan clubs to attend. This event brings 28 teams of 4 to play over 2 days

2. What are/were your membership numbers? Please break down membership into Total Members, Adult Members, High School Aged Members and Junior Members.

	Juniors	High-School	Adult	Total Members
2021			21	21
2022			20	20
2023			22	22
2024			22	22

3. Is your organisation incorporated? *If yes, please attach your certificate of incorporation.*

   Yes ☐ No ☒ Incorporation No: ___________________

4. Does your organisation have an ABN?

   Yes ☐ No ☒ ABN No: ___________________

5. Is your organisation registered for GST?

   Yes ☐ No ☒

SECTION C – PROJECT DETAIL

MINOR GRANTS ONLY (up to $1,000)

What area of interest does your application relate to: *(please tick all relevant areas*)

- ☐ Art and Culture
- ☐ Disability and Ageing
- ☐ Early Youth (0 to 4 years)
- ☐ Education and Training
- ☐ Environment
- ☐ Event Planning
- ☐ History and Heritage
- ☐ Minor Infrastructure, Equipment or Development
- ☐ Seniors
- ☐ Sport and Recreation
- ☐ Tourism
- ☐ Volunteer Upskilling
- ☐ Youth (5 to 18 years)
- ☐ Other: ____________________________________

MAJOR GRANTS ONLY (between $1,001 and $5,000)

What area of interest does your application relate to: *(please tick all relevant areas*)

- ☐ Art and Culture
- ☒ Disability and Ageing
- ☐ Early Youth (0 to 4 years)
- ☐ Education and Training
- ☐ Environment
- ☐ Event Planning
- ☐ History and Heritage
- ☐ Minor Infrastructure, Equipment or Development
- ☒ Seniors
- ☒ Sport and Recreation
- ☐ Tourism
- ☐ Volunteer Upskilling
- ☐ Youth (5 to 18 years)
- ☐ Other: ____________________________________

Project Name: Colorbond Fence Shackleton Bowling Club

Project Location:
Mill Street Shackleton WA 6386

Expected project start and finish dates
Start Date: 2026
Finish Date: 2027

What is the funding being used for?

- ☐ Purchasing goods and services, such as sporting equipment or materials.
- ☐ Engaging professionals for the purpose of instruction.
- X Infrastructure, such as significant construction or improvements of a facility. *(Please include building and planning approvals, if required. If the project is in a Shire owned building, permission must be sought from Council prior to application.)*
- ☐ Funding for specific event or programs.
- ☐ In kind assistance (venue/bus hire etc). Separate letter of request addressed to the Chief Executive Officer will be required.

Have you applied for funding through any other sources for this project?

- ☐ Yes
- X No

If Yes: Which organisation? ______
What Year? ______
Was it Successful? ______
Grant Approved $ ______

If you were successful in receiving funding from other sources, please attach documents to confirm.

If No, are you planning on applying for funding through other organisations?

No

Does your project require any approvals?

- ☐ Yes (please attached relevant documentation)
- X No

Project Description:

Please summarise your project, including what your project is, how it will be managed, who it will cater for, what benefits or services it will offer or improve.

Describe your project:

Construction of a fence next to lane way on southern end next to Bowling Green Clubhouse

How will the project be managed?

Shackleton Bowling Club Committee: President, Vice President, Secretary/Treasurer

Who will your project cater for?

Local Community, members of the Shackleton Bowling Club and surrounding pennant sides

What benefits or services will it offer or improve?

it is to protect the club house and bowling green site from lane way traffic and animals entering the site

It will also improve the appearance of the site

Please include any other details or supporting information/documentation
(i.e. letters of support, photographs, maps)

List of Attachments

Buttco Fencing Quote

> ____

> ____

> ____

SECTION D – PROJECT BUDGET

Is your organisation registered for GST?

☐ Yes
☒ No

INCOME	NET INCOME	
Council Cash Contribution (grant funds requested in this application)	$ 3950.00	ex gst
Council In Kind Contribution (e.g. site works)	$	ex gst
Total Council Contribution Requested	**$** 3950.00	ex gst
Other Grant Funding (please specify)	$	ex gst
Donations (external contributions)	$	ex gst
Organisation Cash Contribution	$ 3950.00	ex gst
Organisation In Kind Contributions (max 1/3 of total cost)	$	
Total Organisation Contribution	**$** 3950.00	ex gst
TOTAL INCOME excluding gst	**$** 7900.00	ex gst

EXPENDITURE	In kind	Cash	Total	
Buttco Fencing		7900.00	7900.00	ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
TOTAL EXPENDITURE excluding gst	**$**	**$** 7900.00	**$** 7900.00	ex gst

SECTION E – CONDITIONS

If the grant funding is awarded to the organisation, then the organisation shall agree to the following conditions:

- The grant will be used for the purpose that it was given.
- If successful in your application, your organisation is required to provide the Shire of Bruce Rock with a tax invoice before 30 August 2025 for the amount of allocated funds.
- The acquittal must be returned to the Shire of Bruce Rock within one month of completion of your project or by 31 May 2026. Copies of project receipts must be attached.
- The Shire of Bruce Rock will issue an invoice to the organisation for any unspent funds.
- If there is any delay in the completion of the project or expenditure of grant funds, a written request will be made to the Shire of Bruce Rock seeking approval for extension of time.
- A grant will not be approved for a project that has commenced or has been completed.
- Any special conditions that are attached will be met.
- All relevant records will be kept for a period of seven years, and will be made available for audit at any time.
- The Shire of Bruce Rock will be acknowledged in any publications or media coverage for its support.
- Your project should be discussed with the Shire of Bruce Rock's Manager of Strategic Business Development prior to applying.
- Keep a copy of your application for your records.
- The Shire will contact you if more information is required.
- All applicants are advised in writing of the outcome.
- Applications are processed in the order in which they are received. If any required documentation is not included in the first instance, the processing of your application will be delayed.
- Assessment will take a minimum of one month.

Summary of grant timeline

Community Grant Process	Due Date
Applications open	30 March 2026
Applications close	1 May 2026
Notification of application outcome	25 May 2026
Tax invoice to Shire of Bruce Rock for funding allocation	30 August 2026
Last date for project completion	30 April 2027
Last date for project acquittal	31 May 2027

SECTION F – DECLARATION

I, the undersigned, certify that I have been authorised to submit this application, accept the undertakings and conditions of the application, and that the information contained herein and attached is to the best of my knowledge true and correct.

Name/Organisation	SHACKLETON BOWLING CLUB.
Contact Person	MAROLYN CROOKS.
Position	PRESIDENT
Signature	
Date	22/6/2026.

Attachments Checklist

Please check that all relevant documents are included with the completed application. This may include, but not limited to:

- ☐ Certificate of Incorporation
- ☐ Quotes or estimates for expenditure
- ☐ Any approvals required for this project
- ☐ Evidence of other funding
  e.g. letter advising of successful grant application or receipt of funding application pending, letter advising of donation to your group.

Please return your application to:

Community and Business Assistance Grant Program
Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418
E: vanessa.ward@brucerock.wa.gov.au

APPLICATIONS CLOSE AT 5.00PM ON 1 MAY 2026

Subject: Fwd: Price on Colorbond Fence Shackleton Bowling Club
From: Philip Bradley <prbradley3@gmail.com>
Date: 13/06/2026, 10:55 am
To: "Tony & Maz Crooks" <tonymazcrooks@bigpond.com>

---------- Forwarded message ---------
From: **buttsie@westnet.com.au** <buttsie@westnet.com.au>
Date: Fri, 10 Apr 2026, 2:13 pm
Subject: Price on Colorbond Fence Shackleton Bowling Club
To: Prbradley3@gmail.com <Prbradley3@gmail.com>

Fence located south of bowling green adjacent to road laneway

Supply and install 44 metres of post and rail Colorbond fencing (to match existing)

Height 1800mm
Colour Domain (Classic cream)
Style Post and rail . Sheeting will be Wavelock
All posts to be concreted in with concrete made on site

Total price including GST $8690.00

Buttco Fencing
PO Box 84
Kellerberrin WA 6410

Mobile 0416075546 (Buttsie)

ABN 49 473 429 077

10.3 Executive Manager Corporate Services

10.3.1 Schedule of Accounts Paid – June 2026

File Reference	1.0053
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	15 July 2026
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Schedule of Accounts Paid – June 2026	

Summary

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

Background

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

Consultation

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

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

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

Below is a summary of activity:

As at 30 June 2026		
Payment Type	$	%
Municipal Account Cheque	$318.78	0.04%
Municipal Account EFT (incl. Payroll)	$766,763.66	95.14%
Total Trust Account EFT	$0.00	0.00%
Total Trust Account Cheque	$0.00	0.00%
Direct Debits	$35,432.25	4.40%
Credit Cards	$2,408.66	0.30%
Fuel Cards	$1,016.41	0.13%
Total Payments	$805,939.76	100.00%

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

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

(This space is intentionally blank).

ATTACHMENT 1

Serial No	Chq/EFT	Date	Name	Description	Amount	Legend
			Schedule of Accounts Paid June 2026			
	Municipal Account Cheques					
1	63	16/06/2026	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP MAY AND JUNE 2026	$58.20	
2	64	26/06/2026	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	$260.58	
				Total Cheques	**$318.78**	
	Municipal Account EFTs (incl. Payroll)					
3	EFT25838	02/06/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 28/05/2026 (EOM TRANSACTION)	$2,930.15	R
4	EFT25839	03/06/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 29/05/2026 (EOM TRANSACTION)	$58.20	R
5		03/06/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FNE 03/06/2026	$95,056.08	
6	EFT25840	04/06/2026	AIR WELL GROUP PTY LTD	BATTERY	$100.50	
7	EFT25841	04/06/2026	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES	$755.74	
8	EFT25842	04/06/2026	COLESTAN ELECTRICS	ELECTRICAL WORKS AT SHIRE PROPERTY	$2,696.34	
9	EFT25843	04/06/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 03/06/2026	$2,063.20	
10	EFT25844	04/06/2026	GRANO DIRECT	MATERIALS FOR BRIDGE WORKS	$3,893.18	
11	EFT25845	04/06/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR MAY 2026	$963.87	
12	EFT25846	04/06/2026	MARK FURR	REIMBURSEMENT FOR FUEL EXPENSE	$87.96	
13	EFT25847	04/06/2026	NB HARDWARE & AG SUPPLIES	KEYS FOR BATCHING PLANT	$134.74	
14	EFT25848	04/06/2026	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR MAY 2026	$528.00	
15	EFT25849	04/06/2026	THE BRUCE ROCK HOTEL	COUNCIL MEETING LUNCH AND REFRESHMENTS MAY 2026	$404.00	
16	EFT25850	04/06/2026	WHEATBELT EQUIPMENT	PARTS FOR BK6556	$2,317.49	
17	EFT25851	04/06/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	$491.50	
18	EFT25853	08/06/2026	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOTMI VEHICLE INSPECTION BALANCE OF REVENUE MAY 2026 (EOM TRANSACTION)	$136.65	R
19	EFT25854	09/06/2026	AUSTRALIA POST	POSTAL CHARGES FOR MAY 2026	$26.88	
20	EFT25855	09/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	$1,100.00	
21	EFT25856	09/06/2026	BRETT WILLIAM WAYE	REIMBURSEMENT FOR FOOD SAFETY TRAINING	$138.00	
22	EFT25857	09/06/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	$3,823.60	
23	EFT25858	09/06/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	REFRESHMENTS FOR COUNCIL MEETING	$24.00	
24	EFT25859	09/06/2026	CENTRE POINT ELECTRICAL SERVICES PTY LTD	SUPPLY AND INSTALL LED PANELS AND ELECTRICAL WORKS AT SHIRE PROPERTIES	$6,661.81	
25	EFT25860	09/06/2026	CLINICARE PHARMACY BRUCE ROCK	STAFF VACCINATIONS	$177.75	
26	EFT25861	09/06/2026	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	$466.57	
27	EFT25862	09/06/2026	FILTERS PLUS WA	PARTS FOR BK6556	$490.16	
28	EFT25863	09/06/2026	GOGO AUSTRALIA PTY LTD T/A GOGO MEDIA	ON-HOLD MESSAGING SERVICE FOR MED CENTRE	$414.00	
29	EFT25864	09/06/2026	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD T/A HARRIYANDLE FAMILY TRUST	EXECUTIVE SERVICES FOR WORKS DEPARTMENT MAY 2026	$3,476.00	
30	EFT25865	09/06/2026	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	PARTS FOR BK6556	$121.55	
31	EFT25866	09/06/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	$2,244.00	
32	EFT25867	09/06/2026	OFFICEWORKS BUSINESS DIRECT	EQUIPMENT FOR SHIRE OFFICE	$384.35	
33	EFT25868	09/06/2026	PINGARNING PTY LTD (PROMPT SAFETY SOLUTIONS)	GENERIC TRAFFIC MANAGEMENT PLANS & TRAFFIC GUIDANCE SCHEME MAY 2026/27	$3,960.00	
34	EFT25869	09/06/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	SUPPLY OF NEW DOCKING STATION, SECURE ERASE & DISPOSAL OF LAPTOPS, AND ADMIN IT SUPPORT	$1,405.14	
35	EFT25870	09/06/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	$11,885.85	PR
36	EFT25871	09/06/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF AND COUNCILLOR TRAINING	$2,057.00	
37	EFT25872	11/06/2026	AMPAC DEBT RECOVERY (WA) Pty Ltd	DEBT RECOVERY	$2,734.00	R
38	EFT25873	11/06/2026	AVON VALLEY TOYOTA	PARTS FOR 1ICY609	$1,171.85	
39	EFT25874	11/06/2026	BOC LIMITED	GAS BOTTLE RENTAL	$79.33	
40	EFT25875	11/06/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTIES	$3,257.32	
41	EFT25876	11/06/2026	BRUCE ROCK ENGINEERING	SUPPLY, FIT, AND BALANCE TYRES FOR BK3	$2,035.09	
42	EFT25877	11/06/2026	CENTRE POINT ELECTRICAL SERVICES PTY LTD	AIR CON REPAIRS AT SHIRE PROPERTY	$2,695.00	
43	EFT25878	11/06/2026	DAVID GRAY & CO PTY LTD	PURCHASE OF OFFICE WASTE BIN	$26.47	
44	EFT25879	11/06/2026	ELDERS BRUCE ROCK	GAS BOTTLE REPLACEMENT	$200.20	
45	EFT25880	11/06/2026	FILTERS PLUS WA	PARTS FOR BK409 AND BK6556	$558.80	
46	EFT25881	11/06/2026	JM CAMERON & CN WARD	GRAVEL FOR ROAD CONSTRUCTION	$2,500.00	G
47	EFT25882	11/06/2026	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	$500.25	
48	EFT25883	11/06/2026	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE-EMPLOYMENT MEDICAL	$270.00	
49	EFT25884	11/06/2026	MCINTOSH & SON MERREDIN	PARTS FOR BK1047	$1,890.94	
50	EFT25885	11/06/2026	MERREDIN TELEPHONE SERVICES	SECURITY UPGRADE AT AQUATIC CENTRE & SECURITY MONITORING OF SHIRE OFFICE	$5,445.52	
51	EFT25886	11/06/2026	NAPA	WORKSHOP CONSUMABLES	$338.33	
52	EFT25887	11/06/2026	NUTRIEN AG SOLUTIONS	CHEMICALS FOR VERGE SPRAYING	$10,668.68	
53	EFT25888	11/06/2026	PROMOTIONAL EXPOSURE	ENTERTAINMENT FOR SENIORS WEEK	$1,375.00	
54	EFT25889	11/06/2026	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER FOR MAY 2026	$2,960.00	
55	EFT25890	11/06/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID TRAINING FOR MED CENTRE STAFF	$180.00	
56	EFT25891	11/06/2026	STABILISATION TECHNOLOGY	PAVEMENT ASSESSMENT AND DESIGN	$18,200.00	
57	EFT25892	11/06/2026	STIHL SHOP MALAGA	WORKSHOP CONSUMABLES	$73.80	
58	EFT25893	11/06/2026	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGE	$346.03	
59	EFT25894	11/06/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	$224.89	
60	EFT25895	11/06/2026	TEAM WORK FENCING CONTRACTORS	SUPPLY OF FENCING MATERIALS FOR MUSEUM	$1,320.50	F
61	EFT25896	11/06/2026	TWO DOGS MITRE 10	PURCHASE OF INDOOR PLANTS AND POTS FOR RECEPTION & KEY CUTTING	$335.84	
62	EFT25897	11/06/2026	WA AGRISTORE PTY LTD	BATTERY FOR BK6556 AND MATERIALS FOR VARIOUS SHIRE PROPERTIES MAINTENANCE	$510.73	
63	EFT25898	11/06/2026	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING SUPPLIES	$316.25	
64	EFT25899	11/06/2026	WESTERN MECHANICAL CORRIGIN	ANNUAL INSPECTION FOR BK377	$286.40	
65	EFT25900	11/06/2026	WESTRAC PTY LTD	PARTS FOR BK512	$194.02	
66		17/06/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FNE 17/06/2026	$101,786.63	
67	EFT25901	18/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	$4,312.00	
68	EFT25902	18/06/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR PRESENTATION AT MED CENTRE	$80.00	
69	EFT25903	18/06/2026	BRUCE ROCK COMMUNITY RESOURCE CENTRE	PRINTING SUPPLIES FOR MED CENTRE	$84.00	
70	EFT25904	18/06/2026	CAMERON GEORGE T/AS CJRG CONTRACTING	HIRE OF EXCAVATOR	$360.00	
71	EFT25905	18/06/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 17/06/2026	$2,063.20	
72	EFT25906	18/06/2026	CONNELLY IMAGES	SIGNS FOR SHIRE PROPERTIES	$647.35	
73	EFT25907	18/06/2026	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	$67.50	

74	EFT25908	18/06/2026	DFES	ESL 4TH QUARTER CONTRIBUTION 2025-2026	$8,116.61	R
75	EFT25909	18/06/2026	INOVAAIR AUSTRALIA PTY LTD	PARTS FOR MED CENTRE AIR CON	$420.00	
76	EFT25910	18/06/2026	LGIS INSURANCE BROKING	REGIONAL RISK COORDINATOR	$5,900.40	
77	EFT25911	18/06/2026	MERREDIN PANEL AND PAINT	SUPPLY AND FIT WINDSCREEN TO BK604	$654.50	PR
78	EFT25912	18/06/2026	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES JUNE 2026	$822.25	
79	EFT25913	18/06/2026	WHEATBELT PAINTING	REPAINTING WORKS AT CARAVAN PARK	$36,684.00	
80	EFT25914	18/06/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	$491.50	
81	EFT25915	22/06/2026	AUSTRALIAN TAXATION OFFICE	BAS FOR MAY 2026	$28,639.00	
82	EFT25916	26/06/2026	AUSRECORD	STATIONERY	$198.00	
83	EFT25917	26/06/2026	AVON VALLEY TOYOTA	PURCHASE OF NEW BK08	$58,161.45	
84	EFT25918	26/06/2026	AVON WASTE	KERBSIDE WASTE AND RECYCLING COLLECTIONS & BULK RECYCLING COLLECTIONS FOR MAY 2026	$11,492.40	
85	EFT25919	26/06/2026	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY AND DELIVER CRS EMULSION	$17,160.00	
86	EFT25920	26/06/2026	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	$51.69	
87	EFT25921	26/06/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	$786.50	
88	EFT25922	26/06/2026	BRUCE ROCK COMMUNITY RESOURCE CENTRE	PRINTING SUPPLIES FOR MED CENTRE	$15.00	
89	EFT25923	26/06/2026	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR DEPOT BBQ	$164.00	
90	EFT25924	26/06/2026	BRUCE ROCK ENGINEERING	SUPPLY, STRIP, AND FIT TYRES BK1018 & BK604	$1,033.44	
91	EFT25925	26/06/2026	CANNINGVALE AUSTRALIA PTY LTD	SUPPLY OF BED LINEN FOR CARAVAN PARK	$3,489.34	
92	EFT25926	26/06/2026	CENTRE POINT ELECTRICAL SERVICES PTY LTD	ELECTRICAL WORKS AT SHIRE PROPERTIES	$5,057.91	
93	EFT25927	26/06/2026	CIVIL PRODUCTS WA PTY LTD	ROAD SIGNS AND TRAFFIC PRODUCTS	$9,588.70	
94	EFT25928	26/06/2026	COMBINED PEST CONTROL WA P/L	ANNUAL TERMITE INSPECTIONS AT SHIRE PROPERTIES	$11,853.00	
95	EFT25929	26/06/2026	EASTERN HILLS SAWS & MOWERS	PARTS FOR SMALL PLANT	$167.40	
96	EFT25930	26/06/2026	ELDERS BRUCE ROCK	GAS BOTTLE AND LAUNDRY POWDER FOR CARAVAN PARK	$483.34	
97	EFT25931	26/06/2026	GREAT SOUTHERN FUEL SUPPLIES	REPLACEMENT OF EXPIRED FUEL CARDS	$5.50	
98	EFT25932	26/06/2026	HERSEY'S SAFETY PTY LTD	PPE, WORKSHOP CONSUMABLES, MATERIALS FOR ROAD MAINTENANCE & SOLVENT FOR BK409	$2,566.21	
99	EFT25933	26/06/2026	HIP POCKET WORKWEAR & SAFETY GERALDTON	STAFF UNIFORMS	$1,486.20	PR
100	EFT25934	26/06/2026	HOPKINS AUS PTY LTD T/A J & K HOPKINS	FURNITURE FOR SHIRE OFFICE	$279.00	
101	EFT25935	26/06/2026	LANDGATE	COPY OF CERTIFICATE OF TITLES AND RURAL UV INTERIM VALUATION	$227.36	PR
102	EFT25936	26/06/2026	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE-EMPLOYMENT MEDICALS	$440.00	
103	EFT25937	26/06/2026	MAHJAE PTY LTD T/A WHITNEY CONSULTING	GRANT APPLICATION ASSISTANCE AND CBA FOR COMMUNITY PRECINCT	$13,747.80	
104	EFT25938	26/06/2026	MERREDIN GLAZING SERVICE	SUPPLY AND FIT SECURITY DOOR AT SHIRE PROPERTY	$1,586.20	
105	EFT25939	26/06/2026	NAPA	PARTS FOR P1IZB867 AND BK604	$232.20	
106	EFT25940	26/06/2026	NB HARDWARE & AG SUPPLIES	TOOLS FOR SHIRE PROPERTY MAINTENANCE	$279.97	
107	EFT25941	26/06/2026	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDERS AND OFFICE EQUIPMENT	$2,043.79	
108	EFT25942	26/06/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING EXPENSES	$822.54	
109	EFT25943	26/06/2026	REGAL VENTURES PTY LTD T/A FOODWORKS BRUCE ROCK SUPERMARKET & HARDWARE	VARIOUS PURCHASES FOR MAY 2026	$587.05	
110	EFT25944	26/06/2026	SANDERS BUILDING PTY LTD ATF SANDERS FAMILY TRUST T/A ICS CARPENTRY	SUPPLY & INSTALL NEW SHEETING AND FLASHING AT SHIRE PROPERTY	$1,080.00	
111	EFT25945	26/06/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	$1,577.49	PR
112	EFT25946	26/06/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	$306.53	
113	EFT25947	26/06/2026	TELSTRA	TELEPHONE CHARGES	$1,599.27	
114	EFT25948	26/06/2026	TRANSTRUCT	LOADER BUCKET REPAIRS, PARTS FOR BK9606, & REPAIR AND SERVICE ROLLER DOOR AT DEPOT	$14,962.62	
115	EFT25949	26/06/2026	TWO DOGS MITRE 10	MAINTENANCE SUPPLIES FOR SHIRE PROPERTIES	$4,887.51	
116	EFT25950	26/06/2026	WA AGRISTORE PTY LTD	BATTERY FOR BK1047, PARTS FOR BK604 AND BK9606, & MATERIALS FOR VARIOUS SHIRE PROPERTIES MAINTENANCE	$505.04	
117	EFT25951	26/06/2026	WESTRAC PTY LTD	PARTS FOR BK727	$94.70	
118	EFT25952	26/06/2026	WHEATBELT UNIFORMS, SIGNS & SAFETY	SIGNAGE FOR SHIRE OFFICE	$324.50	
119	EFT25953	26/06/2026	WILSONS SIGN SOLUTIONS	HONORS BOARD UPDATES	$66.00	
120	EFT25954	30/06/2026	AMPAC DEBT RECOVERY (WA) Pty Ltd	DEBT RECOVERY	$797.00	R
121	EFT25955	30/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	$704.00	
122	EFT25956	30/06/2026	BOOKEASY AUSTRALIA PTY LTD	ONLINE CARAVAN PARK BOOKING MAY 2026	$220.00	
123	EFT25957	30/06/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	$556.60	
124	EFT25958	30/06/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR STAFF MEETING	$165.70	
125	EFT25959	30/06/2026	BRUCE ROCK DISTRICT CLUB	COUNCIL LUNCH AND REFRESHMENTS FOR COUNCIL MEETING	$942.00	
126	EFT25960	30/06/2026	CODY EXPRESS TRANSPORT	FREIGHT CHARGES	$693.00	
127	EFT25961	30/06/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 01/07/2026	$2,063.20	
128	EFT25962	30/06/2026	COPIER SUPPORT	PHOTOCOPIER METER READING JUNE 2026	$1,050.55	
129	EFT25963	30/06/2026	CREIGHAN HOLDINGS PTY LTD T/A C & F BUILDING APPROVALS	BUILDING PERMIT CONSULTATION JUNE 2026	$1,320.00	
130	EFT25964	30/06/2026	EDGE PLANNING & PROPERTY	REVIEW OF TOWN PLANNING SCHEME	$7,416.62	
131	EFT25965	30/06/2026	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS	$4,862.00	
132	EFT25966	30/06/2026	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	$297.60	
133	EFT25967	30/06/2026	LANDGATE- VALUATION	MINING TENEMENT REVALUATIONS	$210.95	
134	EFT25968	30/06/2026	LIBERTY OIL RURAL PTY LTD	ENGINE OIL	$85.89	
135	EFT25969	30/06/2026	NB HARDWARE & AG SUPPLIES	KEY CUTTING AND MATERIALS FOR GARDEN MAINTENANCE	$172.59	
136	EFT25970	30/06/2026	ROADSTONE WEST PTY LTD T/A GREENFIELD TECHNICAL SERVICES	RAMM DATABASE UPDATE	$106,810.00	
137	EFT25971	30/06/2026	SANDERS BUILDING PTY LTD ATF SANDERS FAMILY TRUST T/A ICS CARPENTRY	SHIRE BUILDING MAINTENANCE	$9,724.00	
138	EFT25972	30/06/2026	SHAUN MILES COTTER	REIMBURSEMENT FOR POLICE CHECK	$69.50	
139	EFT25973	30/06/2026	STRANGE IMAGES	COUNCILLORS AND EXECUTIVE STAFF STUDIO PHOTOS	$1,740.00	
140	EFT25974	30/06/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	$22,096.03	PR
141	EFT25975	30/06/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	$59.61	
142	EFT25976	30/06/2026	THE TRUSTEE FOR THE SHACKLETON BULK HAULAGE TRUST T/A SHACKLETON BULK HAULAGE	SUPPLY AND DELIVER OF METAL & SAND	$28,791.76	
143	EFT25977	30/06/2026	TOCOJEPA PTY LTD T/A T-QUIP	WORKSHOP CONSUMABLES	$229.61	
144	EFT25978	30/06/2026	WA AGRISTORE PTY LTD	MATERIALS FOR SHIRE PROPERTIES MAINTENANCE	$62.70	
145	EFT25979	30/06/2026	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES JUNE 2026	$506.00	
146	EFT25988	26/06/2026	COMMONWEALTH BANK CORPORATE CHARGE CARDS	CREDIT CARD FOR JUNE 2026	$2,408.66	
				Total EFTs	**$766,763.66**	
	Direct Debits					
147	DD11424.1	03/06/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	$6,918.28	

148	DD11424.2	03/06/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$321.58	
149	DD11424.3	03/06/2026	THE TRUSTEE FOR GESB SUPER	SUPERANNUATION CONTRIBUTIONS	$172.51	
150	DD11424.4	03/06/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$4,748.57	
151	DD11424.5	03/06/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	$1,440.94	
152	DD11424.6	03/06/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$1,669.69	
153	DD11424.7	03/06/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	$877.29	
154	DD11424.8	03/06/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	$704.75	
155	DD11424.9	03/06/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	$332.42	
156	DD11456.1	17/06/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	$7,038.44	
157	DD11456.2	17/06/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$321.58	
158	DD11456.3	17/06/2026	THE TRUSTEE FOR GESB SUPER	SUPERANNUATION CONTRIBUTIONS	$46.72	
159	DD11456.4	17/06/2026	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	$296.55	
160	DD11456.5	17/06/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$4,728.43	
161	DD11456.6	17/06/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	$1,440.94	
162	DD11456.7	17/06/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	$859.96	
163	DD11456.8	17/06/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$1,676.75	
164	DD11456.9	17/06/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	$730.02	
165	DD11424.10	03/06/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	$40.85	
166	DD11424.11	03/06/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	$176.24	
167	DD11456.10	17/06/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	$332.42	
168	DD11456.11	17/06/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	$100.42	
169	DD11456.12	17/06/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	$456.90	
				Total Direct Debits	**$35,432.25**	
	Credit Cards					
170		29/05/2026	LS THE QUAIRADING	TRANSACTION CHARGED IN ERROR TO SOBK CC, SINCE REIMBURSED	$83.13	**R**
171		19/05/2026	LS THE QUAIRADING	TRANSACTION CHARGED IN ERROR TO SOBK CC, SINCE REIMBURSED	$25.50	**R**
172		12/06/2026	DT PERTH NORTHBRIDGE	ACCOMMODATION FOR COUNCILLOR ATTENDING WALGA AWARDS NIGHT	$289.85	
173		12/06/2026	DT PERTH NORTHBRIDGE	ACCOMMODATION FOR COUNCILLOR ATTENDING WALGA AWARDS NIGHT	$289.85	
174		12/06/2026	DT PERTH NORTHBRIDGE	ACCOMMODATION FOR COUNCILLOR ATTENDING WALGA AWARDS NIGHT	$289.85	
175		12/06/2026	DT PERTH NORTHBRIDGE	ACCOMMODATION FOR COUNCILLOR ATTENDING WALGA AWARDS NIGHT	$539.01	
176		13/06/2026	CPP ROE STREET	PARKING FOR WALGA AWARDS NIGHT	$36.35	
177		13/06/2026	DT PERTH NORTHBRIDGE	ACCOMMODATION FOR OFFICER ATTENDING WALGA AWARDS	$285.00	
178		13/06/2026	DT PERTH NORTHBRIDGE	ACCOMMODATION FOR COUNCILLOR ATTENDING WALGA AWARDS NIGHT	$289.85	
179		14/06/2026	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS, AND NEW PATIENTS	$176.00	
180		17/06/2026	OPENAI	CHAT GPT PRO FOR OFFICER	$27.27	
181		17/06/20265	OPENAI	CHAT GPT PRO FOR OFFICER	$77.00	
				Total Credit Card Payments	**$2,408.66**	
	Fuel Cards					
	Card One					
182		02/06/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	$49.41	
183		02/06/2026	BP ARMADALE	BP PLUS FEE	$0.38	
184		09/06/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	$80.66	
185		12/06/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	$78.34	
186		15/06/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	$59.96	
187		15/06/2026	BP ARMADALE	BP PLUS FEE	$0.38	
188		19/06/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	$55.72	
				Card One Total	**$324.85**	
	Card Five					
189		07/06/2026	BP ASCOT	UNLEADED FOR BK2	$88.16	
190		07/06/2026	BP ASCOT	BP PLUS FEE	$0.38	
191		11/06/2026	BP QUAIRADING	UNLEADED FOR BK2	$25.23	
192		11/06/2026	BP QUAIRADING	BP PLUS FEE	$0.38	
193		13/06/2026	BP CARLISLE	UNLEADED FOR BK2	$98.10	
194		13/06/2026	BP CARLISLE	BP PLUS FEE	$0.38	
195		26/06/2026	BP QUAIRADING	UNLEADED FOR BK2	$50.36	
196		26/06/2026	BP QUAIRADING	BP PLUS FEE	$0.38	
197		28/06/2026	BP THE LAKES	UNLEADED FOR BK2	$80.01	
198		28/06/2026	BP THE LAKES	BP PLUS FEE	$0.38	
				Card Five Total	**$343.76**	
	Card Four C					
199		24/06/2026	BRUCE ROCK OPT	UNLEADED FOR DEPOT	$347.80	
				Card Four Total	**$347.80**	
				Total Fuel Card Payments	**$1,016.41**	

Total Municipal Account Cheque Payments	**$318.78**	**0.04%**
Total Municipal Account EFT Payments (incl. Payroll)	**$766,763.66**	**95.14%**
Total Trust Account EFT Payments	**$0.00**	**0.00%**
Total Trust Account Cheque Payments	**$0.00**	**0.00%**
Direct Debits	**$35,432.25**	**4.40%**
Credit Cards	**$2,408.66**	**0.30%**
Fuel Cards	**$1,016.41**	**0.13%**
Total	**$805,939.76**	**100.00%**

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

10.3.2 Monthly Financial Reports – June 2026

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	15 July 2026
Author	Mike Darby - Executive Manager Corporate Services
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments 1. Monthly Financial Report for June 2026 2. Capital Projects Tracker for June 2026	

Summary

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

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer.

Statutory Environment

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

Policy Implications

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

Financial Implications

All expenditure has been approved via adoption of the 2025/26 Annual Budget, Annual Budget Review or by individual Council resolution.

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

- The overall financial position for June 2026 currently stands at $3,342,250 in surplus. This figure is predominantly influenced by the receipt, in June, of Federal Assistance Grants paid in advance for the financial year 2026/27;
- Rates –The amount received to date is 95.2% of the total to be collected, and there is still more than $84k 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 $36,016 for 90+ day debts include 14 outstanding amounts which are being followed up. One of those longstanding amounts is an invoice to Main Roads for $17,243; this amount has now been received as of the 14 July which will be reflected in next month's financial report, (July 2026).
- A total of 199 transactions to the value of $805,939 including 167 Electronic Fund Transfers and Direct Debits were paid in June 2026, of which the vast majority were paid within 30 days.
- Capital projects – Year to date, a total of 18 projects are now completed. Twelve projects will carry over into the next financial year due to various factors that have resulted in delays to the projects commencement and or completion.
- Employee costs for June have a positive variance of $418,094. The Shire has incurred year to date outsourced service delivery costs of $183,165. These costs are associated with finance, technical services, ranger services, waste contractors, environmental health, town planning and building services. These services are outsourced arrangements rather than charged directly via employee salary and wage costs. The total year to date cost, combining employee and outsourced services is $3,290,933 resulting in a positive variance of $234,929 year to date.

Strategic Implications

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

Risk Implications

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

Risk Matrix

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (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 June 2026 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

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

(This space is intentionally blank).

SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 30 JUNE 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

BY NATURE

	Ref Note	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Variance $ (c) - (b)	Variance % ((c) - (b))/(b)	Var. ▲▼
		$	$	$	$	$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,036,226	2,033,237	2,033,237	**2,034,069**	832	0.04%	
Operating grants, subsidies and contributions		2,129,778	2,155,117	2,155,117	**5,072,376**	2,917,259	135.36%	▲
Fees and charges		1,228,902	1,252,827	1,252,827	**1,182,726**	(70,101)	(5.60%)	
Interest earnings		136,584	136,584	136,584	**110,645**	(25,939)	(18.99%)	▼
Other revenue		177,712	177,712	177,712	**260,643**	82,931	46.67%	▲
Profit on disposal of assets		7,211	7,211	7,211	**0**	(7,211)	(100.00%)	▼
		5,716,412	5,762,688	5,762,688	**8,660,458**	2,897,770	50.29%	
Expenditure from operating activities								
Employee costs		(3,523,559)	(3,525,862)	(3,525,862)	**(3,107,768)**	418,094	11.86%	▲
Materials and contracts		(1,821,974)	(1,956,847)	(1,956,847)	**(2,216,808)**	(259,961)	(13.28%)	▼
Utility charges		(310,540)	(309,110)	(309,110)	**(324,177)**	(15,067)	(4.87%)	
Depreciation on non-current assets		(6,373,502)	(6,373,502)	(6,373,502)	**(6,355,616)**	17,886	0.28%	
Interest expenses		(126,075)	(126,075)	(126,075)	**(84,146)**	41,929	33.26%	▲
Insurance expenses		(265,316)	(262,875)	(262,875)	**(246,310)**	16,565	6.30%	
Other expenditure		(177,283)	(156,233)	(156,233)	**(128,769)**	27,464	17.58%	▲
Loss on disposal of assets		(1,923)	(30,353)	(30,353)	**(26,126)**	4,227	13.93%	
		(12,600,172)	(12,740,857)	(12,740,857)	**(12,489,719)**	251,139	(1.97%)	
Non-cash amounts excluded from operating activities		6,373,559	6,401,989	6,401,989	**6,407,827**	5,838	0.09%	
Amount attributable to operating activities		**(510,201)**	**(576,181)**	**(576,181)**	**2,578,566**	3,154,747	(547.53%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,851,100	1,939,100	1,939,100	**1,391,734**	(547,366)	(28.23%)	▼
Proceeds from disposal of assets		57,000	162,000	162,000	**104,545**	(57,455)	(35.47%)	▼
		1,908,100	2,101,100	2,101,100	**1,496,280**	(604,820)	(28.79%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(2,918,240)	(3,195,258)	(3,195,258)	**(2,501,365)**	693,893	21.72%	▲
		(2,918,240)	(3,195,258)	(3,195,258)	**(2,501,365)**	693,893	(21.72%)	
Amount attributable to investing activities		**(1,010,140)**	**(1,094,158)**	**(1,094,158)**	**(1,005,085)**	89,073	(8.14%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	11	385,000	385,000	385,000	**385,000**	0	0.00%	
Transfer from reserves		92,000	92,000	92,000	**92,000**	0	0.00%	
		477,000	477,000	477,000	**477,000**			
Outflows from financing activities								
Repayment of borrowings		(129,090)	(129,090)	(129,090)	**(99,900)**	29,190	22.61%	▲
Payments for principal portion of lease liabilities		(6,987)	(6,987)	(6,987)	**(6,986)**	1	0.01%	
Transfer to reserves		(343,181)	(230,181)	(230,181)	**(160,941)**	69,240	30.08%	▲
		(479,258)	(366,258)	(366,258)	**(267,827)**	98,430	(26.87%)	
Amount attributable to financing activities		**(2,258)**	**110,742**	**110,742**	**209,173**	98,430	88.88%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		1,522,598	1,559,596	1,559,596	**1,559,596**	0	0.00%	
Amount attributable to operating activities		(510,201)	(576,181)	(576,181)	**2,578,566**	3,154,747	(547.53%)	
Amount attributable to investing activities		(1,010,140)	(1,094,158)	(1,094,158)	**(1,005,085)**	89,073	(8.14%)	
Amount attributable to financing activities		(2,258)	110,742	110,742	**209,173**	98,430	88.88%	▲
Surplus or deficit at the end of the financial year		**(1)**	**(0)**	**(0)**	**3,342,250**	3,342,250	#############	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to the Explanation of Variances Note for an explanation of the reasons for the variance.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

EXPLANATION OF MATERIAL VARIANCES

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

				Explanation of positive variances		Explanation of negative variances	
Nature or type	**Var. $**	**Var. %**		**Timing**	**Permanent**	**Timing**	**Permanent**
	$	%					
Revenue from operating activities							
Operating grants, subsidies and contributions	2,917,259	135.36%	▲		80% of the 2026/27 Financial Assistance Grants received in 2025/26.		
Interest earnings	(25,939)	(18.99%)	▼				Interest on Investments has come in lower than budgeted for the year.
Other revenue	82,931	46.67%	▲		Positive variance is mainly due to receipts from insurance claims and sale of surplus plant items, which were not budgeted for.		
Profit on disposal of assets	(7,211)	(100.00%)	▼				Some budgeted asset disposals did not occur.
Expenditure from operating activities							
Employee costs	418,094	11.86%	▲		Restructured in Dec 25 saw roles change, Manager Governance and Community Services role made redundant Governance and Grants Officer role not replaced Roads Crew Supervisor role made redundant, Leading Hand role not filled for long period of time Technical Officer role not realised. General vacancies incurred as per annual operations and transition to a new structure.		
Materials and contracts	(259,961)	(13.28%)	▼				Actual Material and Contract expenditure on road maintence has come in under budget.
Other expenditure	27,464	17.58%	▲		Various other expenditure expenses are behind budgeted amount.		
Investing activities							
Proceeds from capital grants, subsidies and contributions	(547,366)	(28.23%)	▼				Budget allocations for completed projects which are grant related in this FY are ahead of actuals.
Proceeds from disposal of assets	(57,455)	(35.47%)	▼				Some budgeted asset disposals did not occur.
Payments for inventories, property, plant and equipment	693,893	21.72%	▲	Expenditure on capital projects is behind budget phasing.			
Financing activities							
Repayment of borrowings	29,190	22.61%	▲	Budget Phasing based on Monthly Distribution			
Transfer to reserves	69,240	30.08%	▲	Budget Phasing based on Monthly Distribution			

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

BY PROGRAM

	Note	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Variance $ (c) - (b)	Variance % ((c) - (b))/(b)	Var. ▲▼
		$	$	$	$	$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		53,140	53,140	53,140	**70,461**	17,321	32.60%	▲
General Purpose Funding - Rates		2,036,226	2,033,237	2,033,237	**2,034,069**	832	0.04%	
General Purpose Funding - Other		1,858,691	1,868,030	1,868,030	**4,783,586**	2,915,556	156.08%	▲
Law, Order and Public Safety		37,900	37,900	37,900	**38,473**	573	1.51%	
Health		94,040	106,040	106,040	**98,389**	(7,651)	(7.22%)	
Housing		218,578	230,503	230,503	**246,288**	15,786	6.85%	
Community Amenities		211,431	211,431	211,431	**217,933**	6,502	3.08%	
Recreation and Culture		101,622	101,622	101,622	**101,081**	(541)	(0.53%)	
Transport		482,387	482,387	482,387	**472,166**	(10,221)	(2.12%)	
Economic Services		321,166	331,166	331,166	**349,902**	18,735	5.66%	
Other Property and Services		290,011	290,011	290,011	**226,393**	(63,618)	(21.94%)	▼
		5,716,412	5,762,688	5,762,688	**8,660,458**	**2,897,770**	50.29%	
Expenditure from operating activities								
Governance		(600,770)	(637,393)	(637,393)	**(532,947)**	104,446	16.39%	▲
General Purpose Funding		(107,017)	(107,017)	(107,017)	**(108,204)**	(1,187)	(1.11%)	
Law, Order and Public Safety		(258,576)	(273,076)	(273,076)	**(235,280)**	37,797	13.84%	▲
Health		(387,118)	(416,658)	(416,658)	**(344,047)**	72,611	17.43%	▲
Education and Welfare		(133,797)	(146,781)	(146,781)	**(138,608)**	8,173	5.57%	
Housing		(424,765)	(448,647)	(448,647)	**(343,865)**	104,782	23.36%	▲
Community Amenities		(345,958)	(356,822)	(356,822)	**(364,443)**	(7,621)	(2.14%)	
Recreation and Culture		(2,301,996)	(2,287,255)	(2,287,255)	**(2,145,325)**	141,929	6.21%	
Transport		(6,687,218)	(6,658,687)	(6,658,687)	**(6,797,861)**	(139,174)	(2.09%)	
Economic Services		(1,222,173)	(1,252,443)	(1,252,443)	**(1,298,050)**	(45,607)	(3.64%)	
Other Property and Services		(130,785)	(156,079)	(156,079)	**(181,089)**	(25,010)	(16.02%)	▼
		(12,600,172)	(12,740,857)	(12,740,857)	**(12,489,719)**	251,139	1.97%	
Non-cash amounts excluded from operating activities		6,373,559	6,401,989	6,401,989	6,407,827	(52,663)	23.69%	
Amount attributable to operating activities		**(510,201)**	**(576,181)**	**(576,181)**	**2,578,566**	3,154,747	(547.53%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,851,100	1,939,100	1,939,100	**1,391,734**	(547,366)	(28.23%)	▼
Proceeds from Disposal of Assets		57,000	162,000	162,000	**104,545**	(57,455)	(35.47%)	▼
		1,908,100	2,101,100	2,101,100	**1,496,280**	(604,820)	(28.79%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(2,918,240)	(3,195,258)	(3,195,258)	**(2,501,365)**	693,893	21.72%	▲
		(2,918,240)	(3,195,258)	(3,195,258)	**(2,501,365)**	693,893	(21.72%)	
Amount attributable to investing activities		**(1,010,140)**	**(1,094,158)**	**(1,094,158)**	**(1,005,085)**	**89,073**	(8.14%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	11	385,000	385,000	385,000	**385,000**	0	0.00%	
Transfer from Reserves		92,000	92,000	92,000	**92,000**	0	0.00%	
		477,000	477,000	477,000	**477,000**	0	0.00%	
Outflows from financing activities								
Repayment of borrowings		(129,090)	(129,090)	(129,090)	**(6,986)**	122,104	94.59%	▲
Payments for principal portion of lease liabilities		(6,987)	(6,987)	(6,987)	**(99,900)**	(92,913)	(1329.79%)	▼
Transfer to Reserves		(343,181)	(230,181)	(230,181)	**(160,941)**	69,240	30.08%	▲
		(479,258)	(366,258)	(366,258)	**(267,827)**	98,430	26.87%	
Amount attributable to financing activities		**(2,258)**	**110,742**	**110,742**	**209,173**	**98,430**	(88.88%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		1,522,598	1,559,596	1,559,596	**1,559,596**	0	0.00%	
Amount attributable to operating activities		(510,201)	(576,181)	(576,181)	**2,578,566**	3,154,747	(547.53%)	
Amount attributable to investing activities		(1,010,140)	(1,094,158)	(1,094,158)	**(1,005,085)**	89,073	(8.14%)	
Amount attributable to financing activities		(2,258)	110,742	110,742	**209,173**	98,430	88.88%	▲
Surplus or deficit at the end of the financial year		**(1)**	**(0)**	**(0)**	**3,342,250**	**3,342,250**	############	

KEY INFORMATION

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

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

SHIRE OF BRUCE ROCK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2026

	30 June 2025	30 June 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	2,688,248	4,413,971
Trade and other receivables	626,442	433,381
Inventories	43,152	56,358
Contract assets	284,527	210,384
Other assets	11,778	0
TOTAL CURRENT ASSETS	3,654,147	5,114,094
NON-CURRENT ASSETS		
Trade and other receivables	29,649	9,087
Other financial assets	79,620	79,620
Property, plant and equipment	66,650,557	50,374,444
Infrastructure	155,029,271	167,171,339
Right-of-use assets	22,653	17,776
TOTAL NON-CURRENT ASSETS	221,811,750	217,806,265
TOTAL ASSETS	225,465,897	222,920,360
CURRENT LIABILITIES		
Trade and other payables	453,375	281,863
Other liabilities	319,205	104,593
Lease liabilities	6,986	0
Borrowings	99,900	0
Employee related provisions	367,577	367,577
TOTAL CURRENT LIABILITIES	1,247,044	754,033
NON-CURRENT LIABILITIES		
Lease liabilities	13,841	13,841
Borrowings	2,005,515	2,390,515
Employee related provisions	46,575	46,575
TOTAL NON-CURRENT LIABILITIES	2,065,931	2,450,931
TOTAL LIABILITIES	3,312,974	3,204,963
NET ASSETS	**222,152,923**	**219,715,396**
EQUITY		
Retained surplus	23,592,705	21,086,238
Reserve accounts	1,088,025	1,156,966
Revaluation surplus	197,472,192	197,472,192
TOTAL EQUITY	**222,152,923**	**219,715,396**

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

BASIS OF PREPARATION

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

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

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

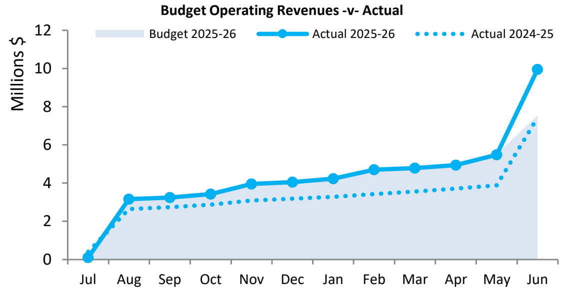
GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable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

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

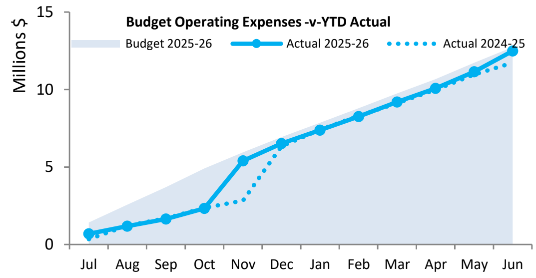
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

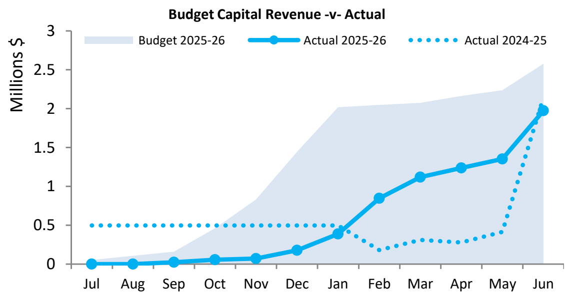


OPERATING EXPENSES

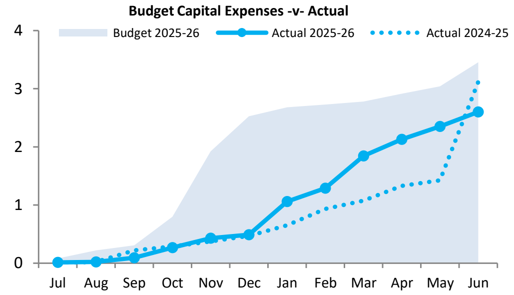


INVESTING ACTIVITIES

CAPITAL REVENUE

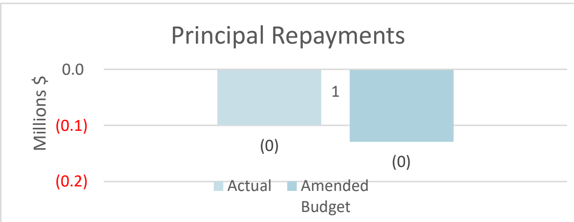


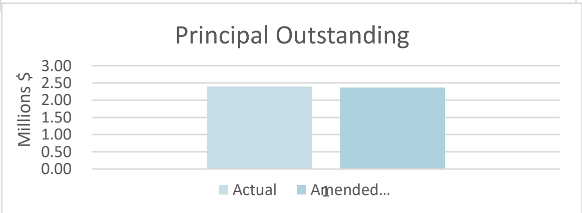
CAPITAL EXPENSES



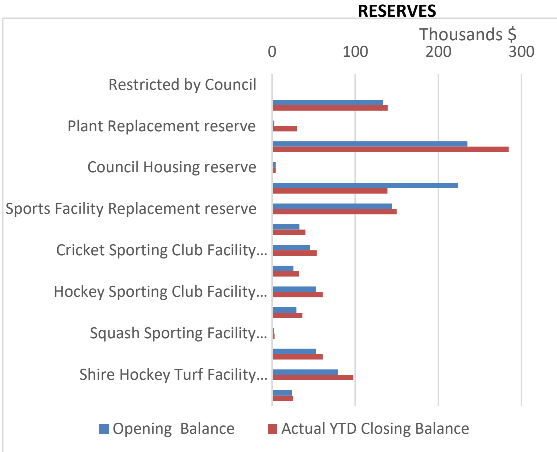
FINANCING ACTIVITIES

BORROWINGS

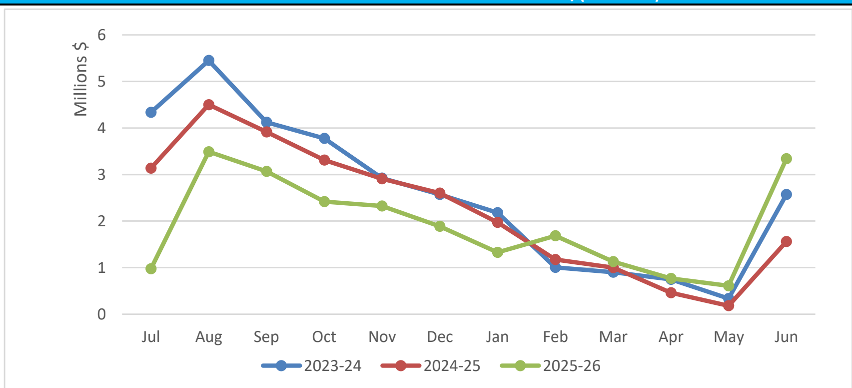




RESERVES



CLOSING FUNDING SURPLUS/(DEFEICIT)



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

OPERATING ACTIVITIES

CASH AND FINANCIAL ASSETS

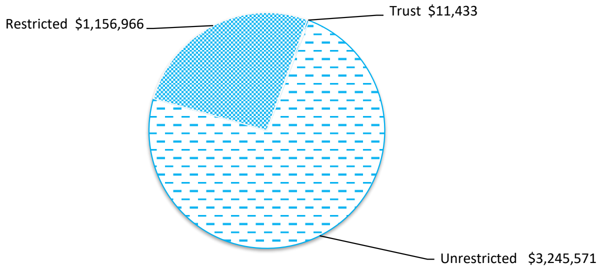
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
ASSET - Petty Cash & Floats	Cash and cash equivalents	700		700		N/A	NIL	On hand
At Call Deposits								
ASSET - Municipal Cash at Bank (CBA)	Cash and cash equivalents	12,830		12,830		CBA	3.75%	N/A
ASSET - Online Investment Account (CBA)	Cash and cash equivalents	3,232,017		3,232,017		CBA	3.90%	N/A
ASSET - Investment Account (CBA)	Cash and cash equivalents	24		24		CBA	3.75%	N/A
Trust Cash at Bank (CBA)	Cash and cash equivalents			11,433	11,433	CBA	0.00%	N/A
Term Deposits								
ASSET - General Reserve Account	Financial assets at amortised cost		608,037	608,037		CBA	5.20%	29/01/2027
ASSET - Transport Infrastructure Reserve Account	Financial assets at amortised cost		138,755	138,755		CBA	5.20%	29/01/2027
ASSET - Sporting Clubs Facility Replacement Reserve	Financial assets at amortised cost		410,174	410,174		CBA	5.27%	16/04/2027
Total		**3,245,571**	**1,156,966**	**4,413,971**	**11,433**			
Comprising								
Cash and cash equivalents		3,245,571	0	3,257,005	11,433			
Financial assets at amortised cost		0	1,156,966	1,156,966	0			
		3,245,571	**1,156,966**	**4,413,971**	**11,433**			

KEY INFORMATION

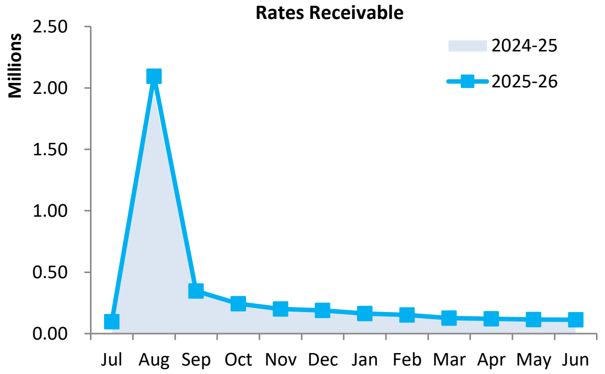
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



Rates receivable	30 June 2025	30 Jun 2026
	$	$
Opening arrears previous years	86,717	96,895
Levied this year	2,080,087	2,235,415
Less - collections to date	(2,069,909)	(2,219,733)
Gross rates collectable	**96,895**	**112,576**
Allowance for impairment of rates/trade receivable	(28,558)	(28,558)
Net rates collectable	**68,337**	**84,018**
% Collected	95.5%	95.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(3,513)	272,617	3,762	1,214	36,016	310,095
Percentage	(1.1%)	87.9%	1.2%	0.4%	11.6%	
Balance per trial balance						
Sundry receivable						310,095
Allowance for impairment of rates/trade receivable						(28,558)
Total receivables general outstanding						**334,781**

Amounts shown above include GST (where applicable)

KEY INFORMATION

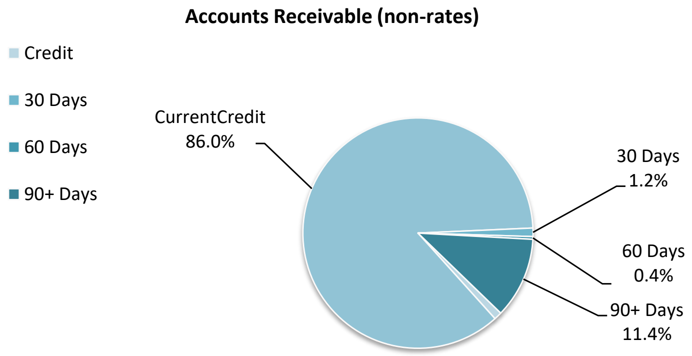
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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

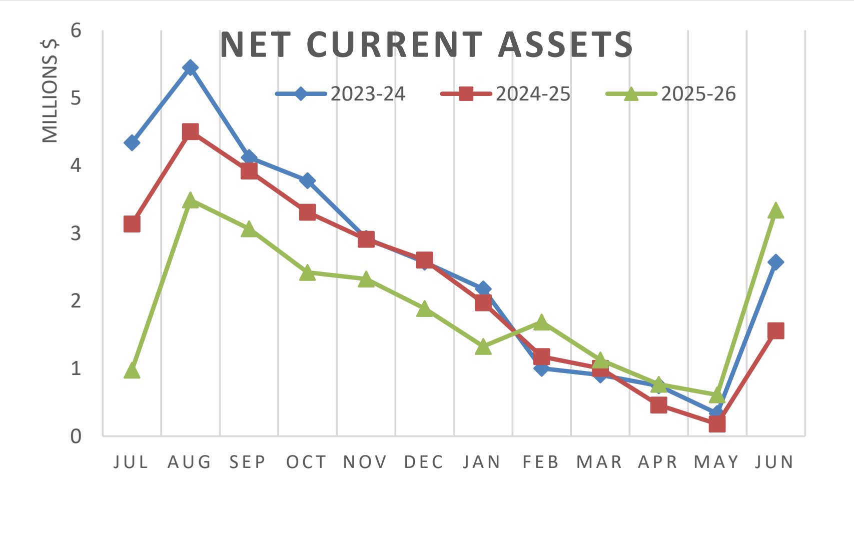


ADJUSTED NET CURRENT ASSETS
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 30/06/2025	Year to Date Actual 30/06/2026
		$	$	$
Current Assets				
Cash Unrestricted		1,589,740	1,589,740	3,245,571
Cash Restricted - Reserves		1,088,025	1,088,025	1,156,966
Receivables - Rates		59,396	59,396	98,600
Receivables - Other		567,046	567,046	334,781
Other Assets Other Than Inventories		296,305	296,305	210,384
Inventories		43,152	43,152	56,358
		3,643,664	3,643,664	5,102,661
Less: Current Liabilities				
Payables		(442,312)	(442,312)	(269,849)
Contract and Capital Grant/Contribution Liabilities		(319,205)	(319,205)	(104,593)
Bonds & Deposits		(580)	(580)	(580)
Loan and Lease Liability		(106,886)	(106,886)	0
Provisions		(367,577)	(367,577)	(367,577)
		(1,236,560)	(1,236,560)	(742,599)
Less: Cash Reserves		(1,088,025)	(1,088,025)	(1,156,966)
Add Back: Component of Leave Liability not Required to be funded		133,631	133,631	139,155
Add Back: Loan and Lease Liability		106,886	106,886	0
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		**1,559,596**	**1,559,596**	**3,342,250**

SIGNIFICANT ACCOUNTING POLICIES
Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

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



This Year YTD Surplus(Deficit)
$3.34 M

Last Year YTD Surplus(Deficit)
$1.56 M

INVESTING ACTIVITIES

CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$	$
Buildings	141,420	238,920	238,920	**105,577**	(133,343)
Furniture and equipment	0	20,000	20,000	**0**	(20,000)
Plant and equipment	603,731	740,731	740,731	**686,868**	(53,863)
Infrastructure - roads	1,477,841	1,478,902	1,478,902	**1,279,019**	(199,883)
Infrastructure - bridges	387,000	387,000	387,000	**218,339**	(168,661)
Infrastructure - footpaths	70,000	70,000	70,000	**51,748**	(18,252)
Infrastructure - airstrip	88,248	99,705	99,705	**61,363**	(38,342)
Infrastructure - other	150,000	160,000	160,000	**98,452**	(61,548)
Payments for Capital Acquisitions	**2,918,240**	**3,195,258**	**3,195,258**	**2,501,365**	**(693,893)**

Capital Acquisitions Funded By:					
	$	$	$	$	$
Capital grants and contributions	**1,851,100**	**1,939,100**	**1,939,100**	**1,391,734**	(547,366)
Borrowings	**385,000**	**385,000**	**385,000**	**385,000**	0
Other (disposals & C/Fwd)	**57,000**	**162,000**	**162,000**	**104,545**	(57,455)
Cash backed reserves					
Transport Infrastructure reserve	**92,000**	**92,000**	**92,000**	**92,000**	0
Contribution - operations	**533,140**	**617,158**	**617,158**	**528,085**	(89,073)
Capital funding total	**2,918,240**	**3,195,258**	**3,195,258**	**2,501,365**	**(693,893)**

SIGNIFICANT ACCOUNTING POLICIES

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

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

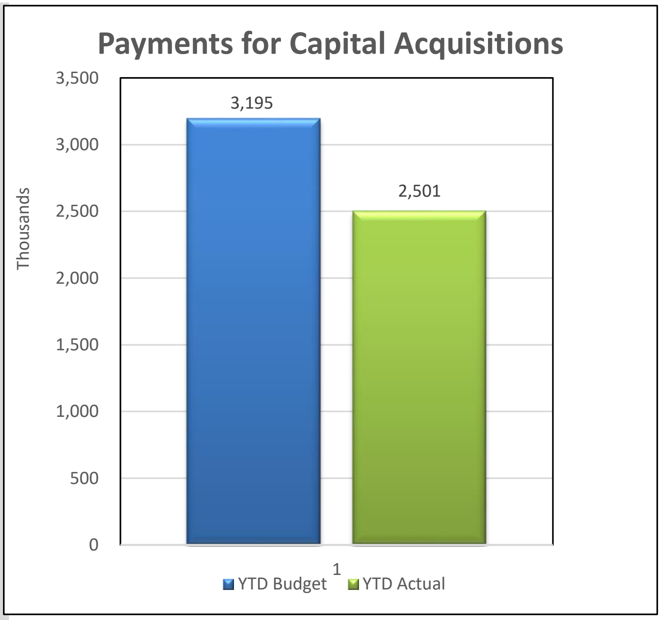
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

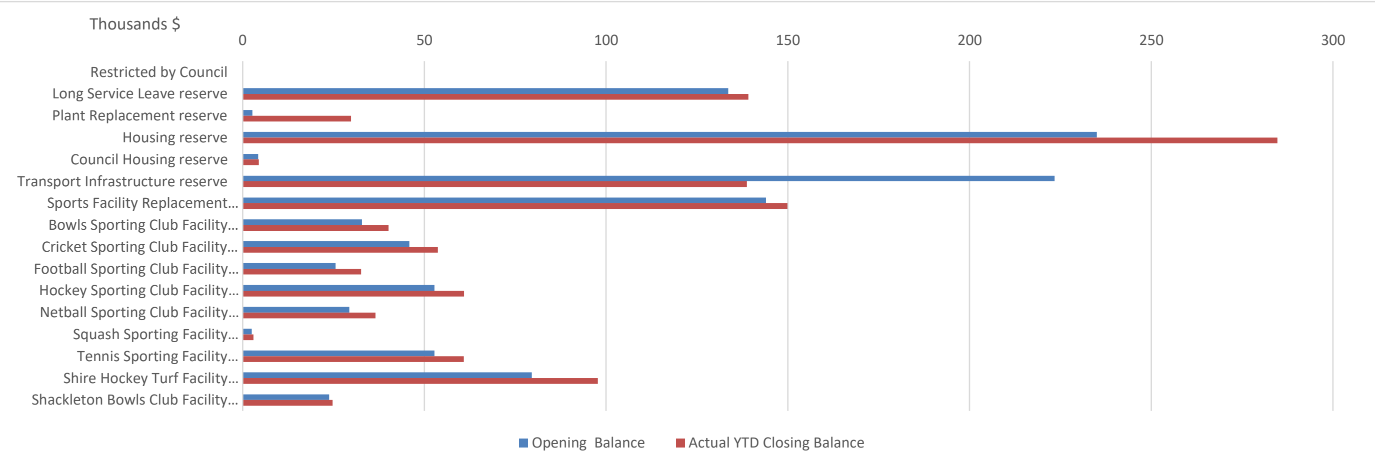
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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



Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Restricted by Council									
Long Service Leave reserve	133,631	5,345	5,523	0	0	0	0	138,976	139,155
Plant Replacement reserve	2,688	108	111	95,311	27,000	0	0	98,107	29,799
Housing reserve	235,029	9,401	9,714	40,000	40,000	0	0	284,430	284,743
Council Housing reserve	4,250	170	176	0	0	0	0	4,420	4,426
Transport Infrastructure reserve	223,431	8,937	7,324	0	0	(92,000)	(92,000)	140,368	138,755
Sports Facility Replacement reserve	143,964	5,759	5,950	0	0	0	0	149,723	149,914
Bowls Sporting Club Facility Replacement reserve	32,835	1,313	1,310	0	6,000	0	0	34,148	40,145
Cricket Sporting Club Facility Replacement reserve	45,873	1,835	1,830	6,000	6,000	0	0	53,708	53,703
Football Sporting Club Facility Replacement reserve	25,547	1,022	1,019	6,000	6,000	0	0	32,569	32,567
Hockey Sporting Club Facility Replacement reserve	52,784	2,111	2,106	6,000	6,000	0	0	60,895	60,890
Netball Sporting Club Facility Replacement reserve	29,357	1,174	1,171	6,000	6,000	0	0	36,531	36,528
Squash Sporting Facility Replacement reserve	2,511	100	100	750	375	0	0	3,361	2,986
Tennis Sporting Facility Replacement reserve	52,772	2,111	2,106	6,000	6,000	0	0	60,883	60,878
Shire Hockey Turf Facility Replacement reserve	79,568	3,183	3,175	15,000	15,000	0	0	97,751	97,743
Shackleton Bowls Club Facility Replacement Reserve	23,785	951	949	5,600	0	0	0	30,336	24,734
	1,088,025	**43,520**	**42,566**	**186,661**	**118,375**	**(92,000)**	**(92,000)**	**1,226,206**	**1,156,966**

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

BUDGET AMENDMENTS

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

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

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
082201	EXP - Sen Citz - Senior Citizens Building, Dampier St Maint Expenses	Feb OCM 20260226-05	Operating Expenses			(7,900)	9,809
082301	INC - Sen Citz - Reimbursement and Contributions from Senior Citizens	Feb OCM 20260226-05	Operating Revenue		6,000		15,809
083201	EXP - Oth Welf - Daycare Building (1 - 3 Bean Rd) Maint Expenses	Feb OCM 20260226-05	Operating Expenses			(5,384)	10,425
083202	EXP - Oth Welf - Opportunity Shop in Old Courthouse, Johnson St Maint Expenses	Feb OCM 20260226-05	Operating Expenses		300		10,725
091208	EXP - Aged Housing - Gas for Settlers Court	Feb OCM 20260226-05	Operating Expenses			(2,750)	7,975
J92203	Unit 3, McDonald Court	Feb OCM 20260226-05	Operating Expenses			(2,373)	5,602
J92204	Unit 4, McDonald Court	Feb OCM 20260226-05	Operating Expenses			(4,070)	1,532
092204	EXP - Singles Units - Farrall Court - Gardens	Feb OCM 20260226-05	Operating Expenses			(4,117)	(2,585)
093201	EXP - Comm Housing - 53 Dampier St - Maint	Feb OCM 20260226-05	Operating Expenses		5,000		2,415
093203	EXP - Comm Housing - 57 Westral St - Maint	Feb OCM 20260226-05	Operating Expenses		2,500		4,915
093210	EXP - Comm Housing - 60 Dampier St - Maint	Feb OCM 20260226-05	Operating Expenses			(14,323)	(9,408)
093211	EXP - Comm Housing - 23 Collier St (MOF's House) - Maintenance	Feb OCM 20260226-05	Operating Expenses			(3,750)	(13,158)
093303	INC - Comm Housing - Housing Rent for CLGF Houses	Feb OCM 20260226-05	Operating Revenue		11,925		(1,233)
094205	EXP - Staff Housing - 21 Collier St - Construction Supervisor	Feb OCM 20260226-05	Operating Expenses			(20,444)	(21,677)
094206	EXP - Staff Housing - 99 Noonajin St - Leased to Regal Ventures (Supermarket)	Feb OCM 20260226-05	Operating Expenses			(5,718)	(27,395)
094212	EXP - Staff Housing - 58 Dampier St - Maint (EHO)	Feb OCM 20260226-05	Operating Expenses		3,250		(24,145)
094213	EXP - Staff Housing - 50 Curlew Drive (CEO Residence)	Feb OCM 20260226-05	Operating Expenses			(24,938)	(49,083)
094298	EXP - Staff Housing - Housing Costs Reallocated to Accounts	Feb OCM 20260226-05	Operating Expenses		47,850		(1,233)
J10121	Refuse Site Maint - Contractor	Feb OCM 20260226-05	Operating Expenses		15,000		13,767
J10123	Refuse Site Maint - Shire (In btw contractors)	Feb OCM 20260226-05	Operating Expenses			(35,000)	(21,233)
101202	EXP - Sanitation - Refuse Collection	Feb OCM 20260226-05	Operating Expenses		8,000		(13,233)
102202	EXP - Cemetery - Burial Expenditure	Feb OCM 20260226-05	Operating Expenses		1,136		(12,097)
111201	EXP - Entertainment - Amphitheatre Building Maint	Feb OCM 20260226-05	Operating Expenses		6,000		(6,097)
112204	EXP - P&G - Main Street Gardens	Feb OCM 20260226-05	Operating Expenses			(2,700)	(8,797)
112209	EXP - P&G - Townsite Maintenance	Feb OCM 20260226-05	Operating Expenses		20,000		11,203
112213	EXP - P&G - Tourism Signage at Kokerbin & Kwolyin Camp	Feb OCM 20260226-05	Operating Expenses			(3,559)	7,644
112215	EXP - P&G - Flagpole Repairs	Feb OCM 20260226-05	Operating Expenses			(5,000)	2,644
RM999	Road Maintenence Job - Budget Purposes	Feb OCM 20260226-05	Operating Expenses		36,920		39,564
FM999	Footpath Maintenance - Budget Puposes	Feb OCM 20260226-05	Operating Expenses		10,000		49,564
121206	EXP - Roads - Bridges & Culverts Maintenance	Feb OCM 20260226-05	Operating Expenses		13,000		62,564
121207	EXP - Roads - Traffic Signs, Safety, Safety Plans & Entry S'ment	Feb OCM 20260226-05	Operating Expenses		4,000		66,564
121216	EXP - Roads - RAMM (Road Asset Management Software)	Feb OCM 20260226-05	Operating Expenses		7,000		73,564
121217	EXP - Roads - Rural Street Numbering	Feb OCM 20260226-05	Operating Expenses		1,000		74,564
121228	EXP - Roads - Bridge Inspections	Feb OCM 20260226-05	Operating Expenses			(35,000)	39,564
121320	EXP - Street Lights Operations	Feb OCM 20260226-05	Operating Expenses		3,000		42,564
121224	EXP - Plant - Loss on Sale of Asset	Feb OCM 20260226-05	Operating Expenses	14,389			42,564
121229	EXP - Plant - Selling Cost (Inc GST)	Feb OCM 20260226-05	Operating Expenses			(2,000)	40,564
121203	EXP - AERO - Airstrip Maintenance	Feb OCM 20260226-05	Operating Expenses		5,000		45,564
130207	EXP - Supermarket - Insurance	Feb OCM 20260226-05	Operating Expenses		5,000		50,564
138208	EXP - Comm Dev - Community Budget Requests	Feb OCM 20260226-05	Operating Expenses			(5,000)	45,564
138216	EXP - Comm Dev - Main Street Redevelopment Plans & Consultation	Feb OCM 20260226-05	Operating Expenses			(20,000)	25,564
139205	EXP - NRM - NRMO Vehicle - BK123 (Use Number Plate)	Feb OCM 20260226-05	Operating Expenses			(20)	25,544
139211	EXP - NRM - Telephone & Broadband Expenses	Feb OCM 20260226-05	Operating Expenses			(250)	25,294
142226	EXP - PWO - Stand Down Xmas Party	Feb OCM 20260226-05	Operating Expenses			(4,850)	20,444
142231	EXP - PWO - Employee Housing Costs (From 094)	Feb OCM 20260226-05	Operating Expenses			(20,444)	(0)
J11781	DWER Works Water Catchment at Bowling Club	Feb OCM 20260625.05	Operating Expenses			(20,230)	(20,230)
JI11781	DWER Grant - Water Catchment Works at Bowling Club	Feb OCM 20260226-05	Operating Revenue		20,230		(0)
J12181	DWER Works Water Catchment at Depot	Feb OCM 20260226-05	Operating Expenses			(79,680)	(79,680)
JI12181	DWER Grant - Water Catchment Works at Depot	Feb OCM 20260226-05	Operating Revenue		79,680		(0)
138301	INC - Comm Dev - Grant for Vietnam Veterans (Back to the Bush Reunion)	Feb OCM 20260226-05	Operating Revenue		10,000		10,000
138204	EXP - Comm Dev - Vietnam Veterans Expense for Back to the Bush Reunion	Feb OCM 20260226-05	Operating Expenses			(10,000)	(0)
RR0045	Narembeen Cumminin Road Intersection Reconstruction	Feb OCM 20260226-05	Operating Expenses		115,000		115,000

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
R2RI176	R2R Grant - Bruce Rock-Narambeen Road	Feb OCM 20260226-05	Operating Revenue			(115,000)	(0)
RR015	R2R - Hines Hill Road	Feb OCM 20260226-05	Operating Expenses			(103,000)	(103,000)
RRI015	R2R Grant - Hine Hill Road	Feb OCM 20260226-05	Operating Revenue		103,000		(0)
				(79,132)	**1,262,373**	**(1,262,373)**	**(0)**

2025/26 Capital Projects

JUNE 2026

Project Progress	
Complete	
On Track	
Off Track	
In Trouble	

				DISPOSAL	GRANT FUNDING		CONTRIBUTIONS		RESERVES		LOAN		COUNCIL							
CAPITAL PROJECT NAME	JOB No.	SOURCE	TOTAL CAPITAL EXPENSE	SALES PROCEEDS	Description	Amount	Description	Amount	Description	Amount	Description	Amount	MUNI FUND	CURRENT BUDGET	OUTSTANDING POs	ACTUAL EXPENSE	TOTAL COMMITTED EXPENSE	VARIANCE	Status	Comment
Hockey Club Viewing Area - Path/Ramp (Carry Over)	J11345	Muni	$ 10,000	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 10,000	$ 10,000	$ -	$ -	$ -	$ 10,000.00		Hockey Club to complete their Construction in 2026/27 Carry Over
Shade Structure Improvements - Bowling Green (Carry Over)	J11355	Muni	$ 10,000	$ -	DWER	$ 10,000	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 10,000	$ -	$ -	$ -	$ 10,000.00		DWER Funding for Project Secured but will not complete until early 26/27 Carry over
Playground Upgrades (Babakin)	J11335	Grants	$ 15,000	$ -	Subject to Grant Funding	$ 10,000	Babakin Progress Assn	$ 5,000	N/A	$ -	N/A	$ -	$ -	$ 15,000	$ -	$ -	$ -	$ 15,000.00		Project Suspended after Consultation with Community
Replacement Vehicle - (MUX) CEO (BK1)	J04202	Muni	$ 65,000	$ 50,000	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 15,000	$ 65,000	$ -	$ 64,140.18	$ 64,140.18	$ 859.82		Complete
Replacement Vehicle - (Kluger) DCEO (BK2)	J04203	Muni	$ 64,000	$ 55,000	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 9,000	$ 64,000	$ -	$ 65,245.46	$ 65,245.46	-$ 1,245.46		Complete
Replacement Vehicle - (Dual Cab Ute) Rec Centre Mgr (BK05)	J12126	Muni	$ 50,000	$ 37,000	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 13,000	$ 50,000	$ -	$ -	$ -	$ 50,000.00		Deferred
Replacement Vehicle - (Dual Cab Ute) Town Supervisor (BK08)	J12104	Muni	$ 58,000	$ 20,000	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 38,000	$ 58,000	$ -	$ 52,436.36	$ 52,436.36	$ 5,563.64		Complete
Purchase of Multi Patcher	J12178	Muni	$ 477,000	$ -	N/A	$ -	N/A	$ -	Transport Infrastructure Reserve	$ 92,000	WATC	$ 385,000	$ -	$ 477,000	$ -	$ 475,520.50	$ 475,520.50	$ 1,479.50		Complete
Old Beverley Road (SLK31.80 to SLK33.80)	RC050B	Grants	$ 305,880	$ -	RRG	$ 203,920	N/A	$ -	N/A	$ -	N/A	$ -	$ 101,960	$ 305,880	$ -	$ 373,914.76	$ 373,914.76	-$ 68,034.76		Complete, some Unrecovered POC & PWO to be recovered in June
Doodlakine–Bruce Rock Road – Reseal (SLK11.61 to SLK16.11)	RC173A	Grants	$ 292,290	$ -	RRG	$ 194,860	N/A	$ -	N/A	$ -	N/A	$ -	$ 97,430	$ 292,290	$ -	$ 227,682.00	$ 227,682.00	$ 64,608.00		Complete
Bruce Rock–Narembeen Road – Reseal (SLK3.65 to SLK7.15)	RC176A	Grants	$ 236,850	$ -	RRG	$ 157,900	N/A	$ -	N/A	$ -	N/A	$ -	$ 78,950	$ 236,850	$ -	$ 151,762.02	$ 151,762.02	$ 85,087.98		Complete
Corrigin–Bruce Rock Road (Survey and Scope) (Carry Over)	RC174	Grants	$ 74,400	$ -	WSFN	$ 47,600	N/A	$ -	N/A	$ -	N/A	$ -	$ 26,800	$ 74,400	$ -	$ 59,936.01	$ 59,936.01	$ 14,463.99		Complete
Hines Hill Road - Shoulders and Sealing (SLK3.70 to SLK8.00)	RR015	Grants	$ 265,250	$ -	R2R	$ 265,250	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 265,250	$ -	$ 264,884.48	$ 264,884.48	$ 365.52		Complete
Cumminin Road Intersection (Carry Over)	RR0045	Grants	$ 167,371	$ -	R2R	$ 167,371	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 167,371	$ -	$ 165,892.64	$ 165,892.64	$ 1,478.36		Complete
Shephard Road Floodway	RR008	Grants	$ 29,540	$ -	R2R	$ 25,000	N/A	$ -	N/A	$ -	N/A	$ -	$ 4,540	$ 29,540	$ -	$ 29,129.22	$ 29,129.22	$ 410.78		Complete
Resheet Gravel Roads (Carry Over)	RR203	Muni	$ 100,000	$ -	N/A	$ 100,000	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000.00		Deferred to 2026/27
Yarding - Ardath Rd 4059A (Carry Over) (SLK0.82)	BR014	Grants	$ 87,000	$ -	WALGGC	$ 87,000	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 87,000	$ -	$ 168,249.43	$ 168,249.43	-$ 81,249.43		Complete
Yarding - Ardath Rd 4885 (SLK1.81)	BR014A	Grants	$ 200,000	$ -	WALGGC	$ 200,000	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 200,000	$ -	$ 49,811.93	$ 49,811.93	$ 150,188.07		Deferred
Yarding - Ardath Rd 6023 (SLK1.79)	BR014B	Grants	$ 100,000	$ -	WALGGC	$ 100,000	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 100,000	$ -	$ 193.03	$ 193.03	$ 99,806.97		Deferred
Railway Parade Footpath Construction (Butler to Falconer Streets)	FC161	Grants	$ 70,000	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 70,000	$ 70,000	$ -	$ 51,747.53	$ 51,747.53	$ 18,252.47		Complete
New Landfill Pit at Waste Site	J10102	Muni	$ 15,000		N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 15,000	$ 15,000	$ -	$ 10,786.91	$ 10,786.91	$ 4,213.09		Complete
Turkey Nest Dam Upgrade	J13614	Grants	$ 130,000	$ -	DWER	$ 100,000	N/A	$ -	N/A	$ -	N/A	$ -	$ 30,000	$ 130,000	$ -	$ 86,021.82	$ 86,021.82	$ 43,978.18		Fencing to be Completed Q2 2026/27
Airstrip Upgrade (Including Fencing of Apron, Vehicle Parking, (non-airside)).	J12179	Grants	$ 35,000	$ -	RADS	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 35,000	$ 35,000	$ -	$ -	$ -	$ 35,000.00		Grant Approved work to be Scheduled Q2 2026/27
Caravan Park Chalet Upgrades - Painting, Furniture and A/C0	J13107	Muni	$ 47,500	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 47,500	$ 47,500	$ -	$ 41,813.06	$ 41,813.06	$ 5,686.94		Furniture Received, Painting Works to Chalets Completed as well as Backpacker Huts Internals, Externals to be completed depending on Weather
Shackelton Bank Refurbishment	J11747	Muni	$ 20,000	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 20,000	$ 20,000	$ -	$ -	$ -	$ 20,000.00		Four Quotes Received now Awaiting Response through WALGA Vendor Panel.
Aquatic Centre Upgrade (Shade Sails)(Carry Over)	J11501	Grants	$ 26,731	$ -	LRCIP	$ 26,731	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 26,731	$ -	$ 29,525.02	$ 29,525.02	-$ 2,794.02		Complete
Repair and renovation works at Amphitheatre (Shade Sails) (Carry Over)	J11146	Grants	$ 31,420	$ -	LRCIP	$ 31,420	N/A	$ -	N/A	$ -	N/A	$ -	$ -	$ 31,420	$ -	$ 34,819.71	$ 34,819.71	-$ 3,399.71		Complete
Airstrip Tank Pad and Trenching for DWER Works	J12180	Muni	$ 10,000	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 10,000	$ 10,000	$ -	$ 6,657.80	$ 6,657.80	$ 3,342.20		Mains Top up Works to be Completed Q2 2026/27
Weather Station for Airstrip (Carry Over)	J12177	Grants	$ 54,705	$ -	LRCIP	$ 53,248	N/A	$ -	N/A	$ -	N/A	$ -	$ 1,457	$ 54,705		$ 54,705.37	$ 54,705.37	-$ 0.37		Upgraded Telemetry Components Received.
Digital Payroll (Read Community Payroll)	J04215	Muni	$ 20,000	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 20,000	$ 20,000	$ 33,711.00	$ -	$ 33,711.00	-$ 13,711.00		Project Extended to September to allow more time for Staff to complete our side of the Implementation Works
Community Resource Centre Roof Repairs	J13507	Muni	$ 10,000	$ -	N/A	$ -	N/A	$ -	N/A	$ -	N/A	$ -	$ 10,000	$ 10,000		$ 7,750.00	$ 7,750.00	$ 2,250.00		Complete, but further Works required

10.3.3 Adoption of 2026/27 Budget

File Reference	072026.10.3.3
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	14 July 2026
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. 2026/27 Draft Annual Budget (Under separate cover)	

Summary

The 2026/27 Draft Annual Budget for the year ending 30 June 2027 is prepared. The draft budget delivers on many strategies adopted by the Council and maintains a high level of service across all programs, while ensuring an increased focus on road and associated infrastructure, as well as on renewing and maintaining all assets at sustainable levels. The document is now submitted to Council for formal consideration and adoption.

Background

The 2026/27 Draft Annual Budget is a balanced budget and has been converted into the statutory format. The Budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Efficiency Gains

An important feature of this Budget is the various ongoing efficiency gains, business and or service improvement changes made by the organisation prior to budget adoption and/or planned for the coming year in the following areas:

- Reviewing the need for, and remuneration of each position, as vacancies and restructure arise;
- Disposal of surplus minor plant and equipment;
- Construction of a number of new assets, as detailed in the Capital Works Program;
- Maximise revenue from existing Shire assets;
- Provision of services, on a fee-for-service basis to customers including other Local Governments;
- Encouraging innovation from Shire staff to suggest ideas that increase work efficiencies and productivity including systems and process development that can, where applicable, reduce “red tape”; and
- Implementation and/or further enhancement of measures or solutions that improve finance, governance, and overall operational functionality.

Key Features of the 2026/27 Budget

The main features of the upcoming budget are as follows:

- An increase in the “Rate Take” of 6%;
- A 3.5% increase for Elected Members remuneration and allowances, (as recommended by SAT);

- A budgeted provision of up to 4.75% (average) increase in employee wages and salaries has been applied, given the National Fair Work decision to increase minimum wages by 4.75%;
- In accordance with Commonwealth Government legislation, superannuation contributions remain at 12% in 2026/27;
- Fees and Charges have increased on average by 6%;
- Transfers to Reserves of $341,000 that includes $92,571 for the Shire's contribution for the construction of four (4) additional CEACA accommodation units;
- A total of $25,000 towards small grants, donations and contributions towards community projects;
- A Capital Projects Program of $7.9 million that invests in the Shire's Infrastructure, Land, Buildings, Plant, Equipment and other assets.

The Capital Projects Program for 2026/27 includes:

Significant Projects	**Value ($)**	**Funding**
Administration Phone System	15,000	
Payroll Software - Definitiv	20,000	
Replacement Vehicle (BK1)	71,000	
Generator for Bruce Rock Medical Centre	53,460	GD
Medical Centre Car Park	56,250	
Curlew Drive Land Development	100,000	
Hockey Club Viewing Area - Path/Ramp	20,000	IP
Recreation Centre Outdoor Courts Repairs	20,000	
Aquatic Centre Waterslide Resurfacing	42,000	
Aquatic Centre Softfall Renewal	29,000	
Shackelton Bank Refurbishment	60,000	IP
DWER Works Water Catchment at Bowling Club	29,995	
Community Precinct (inc. Playground)	3,141,000	
DWER Works Water Catchment at Depot	122,206	IP
Gravel Sheeting (Multiple Roads)	101,530	
Hines Hill Road Reconstruction	462,579	F
Bruce Rock / Corrigin Road Heavy Patching	179,553	F
Old Beverley Road Final Seal	175,219	PF
Old Beverley Road Reconstruction (continued)	681,027	PF
Bruce Rock–Narembeen Road (Audible Line marking)	1,280,874	GD
Bridge Maintenance - Yarding - Ardath Rd (Bridge 6023)	170,090	
Bridge Maintenance – Cukela Road (Bridge 6046)	200,000	G
Bridge Maintenance – Bozanich Road (Bridge 5018)	200,000	G
Footpath Construction - Various	50,501	
Replacement Vehicle (BK3)	65,000	
Replacement Vehicle - Dual Cab Ute - BK 05	62,000	
Replacement Vehicle - Dual Cab Ute - BK 04	40,000	
Replacement Truck – Crew Cab - BK1018	98,000	
Purchase of Excavator	22,000	
Purchase of Plant Trailer	45,000	
Purchase of Chain Trencher Attachment	4,000	
Airstrip Upgrade – Fencing of Apron and Vehicle Parking	45,000	PF
Turkey Nest Dam - Upgrades	36,000	

Bruce Rock Engineering Drain Easement	67,018	PF
Program Drilling and Pumps	141,346	PF
Total	**$7,906,830**	**IP,F,PF,G,GD,L**

Legend

(In Progress – "IP", Funded – "F", Partially Funded – "PF", Grant Funded - "G", Grant Dependent – "GD", Loan – "L"). All others are funded by municipal

Rating

Based on discussions with Elected Members, the Administration has included in the Draft Budget, and where applicable, a rate take increase of 6%. This proposed increase in GRV rates across a total of 379 properties will be an average of $49 for the year or 94c per week.

The same proposed rate take increase of 6% average applied to Unimproved Value (UV) land, based on a similarly modelled principle will increase by approximately $230 for the year or $4.41 per week.

Employees

A full and comprehensive review of employee costs for 2026/27 has been undertaken to ensure that the Administration has an establishment and hours of work allocated to meet the operational expectations contained within the budget for 2026/27.

The Administration will continue to review its establishment to ensure efficiency and effectiveness in delivering the requirements of Council, its budget, and associated operational requirements in the financial year.

Fees and Charges

Council adopted the 2026/27 Fees and Charges at its 25 June 2026 Council Meeting. The Refuse charges were delayed prior to a final review of costs associated with Waste Management, including Rubbish Collection, which includes the General Waste Collection Contract for 2026/27. Overall, there is an increase in required budgeted expenditure to manage and collect general and recycling waste of 4.6%, compared to 2025/26.

Consultation

Consultation has been undertaken with:

- Elected Members;
- Executive Leadership Team; and
- Officers from relevant functional areas.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each Local Government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Section 5.63 (1)(b) of the Local Government Act 1995 specifically excludes the need for Elected Members to "Declare a Financial Interest" in imposing a rate, charge, or fee.

The section reads as follows:

"5.63(1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –

(b) an interest arising from the imposition of any rate, charge or fee by the local government;"

Additionally, the declaration provisions of the Act do not apply to Council business reimbursements or to Members' sitting fees. Any other interest, be it Financial, Proximity or Impartiality must be declared.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of budgets and raising rates and charges. The Local Government (Financial Management) Regulations 1996 detail the form and content of the budget. The 2026/27 Draft Annual Budget, as presented, is considered to meet statutory requirements.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in statements of financial activity for reporting material variances.

Policy Implications

The Council's Policy Manual contains no policies that relate.

Financial Implications

The financial implications of the budget are based upon the objective of achieving a balanced budget on 30 June 2027 after carrying out normal operational requirements and an extensive capital program.

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.

(This space is intentionally blank).

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the Budget is delayed or not adopted at this meeting. The Budget must by law be adopted by 31 August.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation
That the Rates to be levied are lower than proposed in the Draft Budget, resulting in inability to perform services or projects to the extent proposed.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for both items. 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 recommended adoption of the Draft 2026/27 Budget is presented for consideration.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That, with respect to the Budget for the 2026/27 Financial Year, Council:

1. **Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget, as contained in Attachment 1 (under separate cover) of this agenda, for the Shire of Bruce Rock for the 2026/27 financial year, which includes the following:**
   - **Statement of Comprehensive Income and Expenditure by Nature and Type;**
   - **Statement of Cash Flows;**
   - **Rate Setting Statement by Nature and Type;**
   - **Notes to and Forming Part of the Budget; and**
   - **Capital Expenditure Program.**
2. **For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 2 above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, impose the following general and minimum rates on Gross Rental and Unimproved Values:**

   General Rates

   - **Gross Rental Values - 6.9230 cents in the dollar;**
   - **Unimproved Values - 0.5279 cents in the dollar; and**
   - **Mining Tenements - 0.5279 cents in the dollar.**

   Minimum Payments

   - **Gross Rental Values - $662;**
   - **Unimproved Values - $662; and**
   - **Mining Tenements - $662.**
3. **Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopt the following due dates for the payment of rates in full or by instalments:**
   - **Full Payment and Instalment Due Date - 29 September 2026;**
   - **Second Half Instalment Due Date - 02 December 2026;**
   - **Second Quarterly Instalment Due Date - 02 December 2026;**
   - **Third Quarterly Instalment Due Date - 04 February 2027; and**
   - **Fourth Quarterly Instalment Due Date – 09 April 2027.**
4. **Pursuant to section 6.46 of the Local Government Act 1995, Council offers a discount of 1.5% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 29 September 2026 or 35 days after the date of service appearing on the rate notice, whichever is the later.**
5. **Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through and instalment option of $13 for each instalment after the initial instalment is paid.**

6. **Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and services charges through an instalment option.**
7. **Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% for rates and cost of proceedings to recover such charges that remain unpaid after becoming due and payable 35 days from issue.**
8. **Pursuant to section 6.12 of the Local Government Act 1995, adopt the following rates incentive scheme:**
    - **1st Prize - Family Pass to the Aquatic Centre;**
    - **2nd Prize - $100 Voucher to be spent at a Bruce Rock Business; and**
    - **3rd Prize - $50 Voucher to be spent at a Bruce Rock Business .**
9. **Pursuant to section 5.98 of the Local Government Act 1995, Council adopts the following individual meeting attendance fees in lieu of an annual fee:**
    - **President $546; and**
    - **Councillors $109.**
10. **Pursuant to section 5.98 of the Local Government Act 1995 and regulation 30 of the Local Government (Administration) Regulations 1996, Council adopts the following individual committee and prescribed meeting attendance fees in lieu of an annual fee:**
    - **President $130; and**
    - **Councillors $57.**
11. **Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for Elected Members:**
    - **Telecommunications and Information Technology Allowance (upon election) $1,607; and**
    - **Telecommunications and Information Technology Allowance (each year thereafter) $536.**
12. **Pursuant to section 5.98(5) of the Local Government Act 1995 and regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government allowance to be paid in addition to the individual meeting attendance fees:**
    - **President - $15,526.**
13. **Pursuant to section 5.98(5) of the Local Government Act 1995 and regulation 33A of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government allowance to be paid in addition to the individual meeting attendance fees:**
    - **Deputy President - $3,882.**

14. **Pursuant to section 5.98(3) of the Local Government Act 1995 and regulation 31 of the Local Government (Administration) Regulations 1996, Council adopts the following reimbursement of expenses:**
    - **Travel, in accordance with the Local Government Officers' (Western Australia) Award 2021; and**
    - **Child Care is actual cost or $35 per hour, whichever is the lesser amount.**
15. **Pursuant to the section 6.16 of the Local Government Act 1995 and section 67 of the Waste Avoidance and Resources Recovery Act 2007, adopt the Schedule of Fees and Charges, which includes the following Fees and Charges related to the removal and deposit of domestic and commercial waste:**

    3.1 Domestic Waste – Residential Premises

    - **240ltr bin per weekly collection $372.00 per annum**
    - **240ltr bin per weekly collection – eligible pensioner $186.00 per annum**
    - **240ltr bin per weekly collection – eligible senior $279.00 per annum**

    3.2 Commercial Waste – Commercial Premises

    - **240ltr bin per weekly collection $372.00 per annum**

    3.3 Domestic and Commercial Recycling

    - **240ltr bin per fortnightly collection $150.50 per annum**
    - **240ltr bin per fortnightly collection – eligible pensioner $75.00 per annum**
    - **240ltr bin per fortnightly collection – eligible senior $113.00 per annum**
16. **In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopt the following materiality reporting thresholds for the 2026/27 financial year:**

Condition	Action
Actual variances to Budget up to 5% of Budget	No reporting required
Actual variances to Budget between 5% and 10% of Budget	Use management discretion
Actual Variance exceeding 10% and a greater value than $5,000	Must report

17. **Council resolves to close the "Transport Infrastructure" reserve, (Account number 151208) and transfer the closing amount of $138,755 to the Plant Reserve, (Account number 151201).**
18. **Council resolves to establish a new reserve, "Landfill Rehabilitation" reserve, (Account number 151221), and transfer $10,000 to this account in budget year 2026/27.**

10.4 Regulatory Services

No Items for this meeting.

10.5 Chief Executive Officer

10.5.1 WALGA Annual General Meeting – Voting Delegates

File Reference	082025.10.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	6 July 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. 2026 WALGA AGM Notice of Meeting	

Summary

Council is asked to determine who will be attending the 2026 Western Australian Local Government Association (WALGA) WA Local Government Convention and Annual General Meeting and then nominate its voting delegates.

Background

WALGA has written to Local Governments advising that the Annual General Meeting (AGM) for WALGA will be held during the Local Government Convention at 2.30pm on Thursday 17 September 2026 at the Perth Convention and Exhibition Centre.

Comment

The Convention Program and Registration documents have been provided to Councillors.

Council is asked to appoint two (2) voting delegates and two (2) proxy voting delegates. Council traditionally appoints the President and Deputy President as voting delegates.

In addition, should Council wish to submit any agenda items or motions for the WALGA AGM, they are required to be endorsed by Council and submitted along with delegate registrations by 5pm Thursday 30 July 2026.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

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)
The Shire misses an opportunity to present agenda items and motions at WALGA's Annual General Meeting.	Rare (1)	Insignificant (1)	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 one (1) 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.

Conclusion

Council is requested to appoint two (2) voting delegates and two (2) proxy voting delegates.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That Council appoints Cr and Cr as voting delegates, and Cr and Cr as proxy voting delegates at the Western Australian Local Government Association Annual General Meeting, to be held on Thursday 17 September 2026 at the Perth Convention and Exhibition Centre.

WALGA

2026 Notice of WALGA Annual General Meeting

THURSDAY, 17 SEPTEMBER 2026
2:30PM
PERTH CONVENTION AND EXHIBITION CENTRE
21 MOUNTS BAY RD, PERTH WA

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Thursday, 17 September 2026 at 2:30pm.

The AGM is being held in conjunction with the 2026 Local Government Convention (the Convention). Further information about the Convention is available on the WALGA website.

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. **To participate as a Voting Delegate, registration is required.**

VOTING INFORMATION

Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or officers.

Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to 5:00pm on Tuesday, 1 September. However, Delegate registrations can be completed or amended up until the start of the AGM at 2:30pm on Thursday, 17 September.

The link to register Delegates and Proxies will be sent separately. **Please note that this link does not register you for the Local Government Convention.** To register for the Convention, please visit the WALGA website.

Voting process

Voting will be conducted electronically via an app. Further information on voting will be sent to all registered Voting Delegates and Proxies prior to the AGM.

MEMBER MOTIONS

Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM. Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

Closing date

Member motions must be submitted prior to **5:00pm on Thursday, 30 July 2026**.

Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* on the WALGA website for detailed information on the submission of motions.

MEETING DOCUMENTS

Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days' notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by 5:00pm on Thursday, 16 July.

Agenda

The Chief Executive Officer of WALGA will publish the Agenda for the AGM not less than 30 days prior to the AGM. The Agenda will be published by 5:00pm on Tuesday, 18 August on the WALGA website. All Elected Members and CEOs will by advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Adoption of AGM Standing Orders
4. Confirmation of previous Minutes
5. Adoption of Annual Report
6. Consideration of Executive and Member Motions

MEETING CONDUCT

The AGM will be conducted in accordance with the WALGA AGM Standing Orders.

QUERIES

Please direct all enquiries relating to the registration of AGM Voting Delegates or the submission of Member motions to Habiba Farrag, State Council Governance Officer on (08) 9213 2050 or at associationgovernance@walga.asn.au.

Mayor Mark Irwin
WALGA President

Nick Sloan
WALGA Chief Executive Officer

10.5.2 Adoption of a Complaints Management Policy

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	6 July 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Draft Complaints Management Policy	

Summary

The purpose of this report is to present the proposed Complaints Management Policy to Council for adoption. The policy establishes a consistent, transparent and accessible framework for the receipt, assessment, investigation, resolution and review of complaints received by the Shire of Bruce Rock

Background

The Shire of Bruce Rock is committed to providing high-quality customer service and maintaining public confidence in its operations. Effective complaints management is an important component of good governance and provides an opportunity to improve services, identify systemic issues and strengthen accountability.

The proposed Complaints Management Policy has been developed to provide a clear and consistent approach to managing complaints from members of the public regarding Shire services, employees, administrative processes and facilities. The policy also outlines responsibilities, complaint handling principles, internal review processes and reporting requirements.

Comment

The policy has been prepared in accordance with recognised complaints handling principles, including accessibility, fairness, impartiality, confidentiality, transparency, accountability and continuous improvement.

The policy:

- establishes a clear process for receiving, assessing, investigating and responding to complaints;
- distinguishes complaints from requests for service and other statutory processes;
- provides appropriate review mechanisms where complainants remain dissatisfied;
- supports continuous improvement through monitoring and reporting of complaint trends;
- outlines the responsibilities of Council, the Chief Executive Officer, managers, employees and contractors; and
- promotes consistency in complaint handling across the organisation.

The policy aligns with the Shire's commitment to good governance, customer service and organisational accountability. Adoption of the policy will provide a contemporary framework that supports effective complaint management while ensuring compliance with relevant legislative obligations.

Consultation

Nil

Statutory Environment

Relevant legislation includes:

- Corruption, Crime and Misconduct Act 2003;
- Freedom of Information Act 1992;
- Local Government Act 1995;
- Local Government (Rules of Conduct) Regulations 2007;
- Privacy Act 1988 (Cth); and
- State Records Act 2000.

The policy also supports the Shire's governance framework, Customer Service Charter and Codes of Conduct.

Policy Implications

Adoption of the Complaints Management Policy will introduce a formal policy to guide the consistent management of complaints across the organisation and replace any previous administrative practices relating to complaint handling.

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 adopt a contemporary complaints management framework may result in inconsistent complaint handling, reputational damage and reduced public confidence.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Likelihood \ Consequence		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 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.

Conclusion

The proposed Complaints Management Policy provides Council with a contemporary governance framework for managing complaints fairly, consistently and transparently. Adoption of the policy will strengthen accountability, improve customer service outcomes and support continuous organisational improvement.

Voting Requirements

Simple Majority

COMMIITTEE AND OFFICERS' RECOMMENDATION

That Council:

1. **Adopts Policy 3.15 – Complaints Management Policy as recommended by the Audit Risk and Improvement Committee; and**
2. **Authorises the Chief Executive Officer to make minor administrative or formatting amendments that do not alter the intent of the policy.**

3.15 Complaints Management Policy

Statutory Context:	Corruption, Crime and Misconduct Act 2003 Freedom of Information Act (WA) 1992 Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007 Privacy Act 1998
Corporate Context:	Council Policy Manual 2.1 Councillor Code of Conduct 7.28 Employee Code of Conduct Customer Service Charter
Date Adopted:	

Policy Objective

The Shire of Bruce Rock is committed to providing high-quality services and maintaining positive relationships with its community. The Shire recognises that complaints provide valuable feedback and an opportunity to identify areas for improvement, address concerns and enhance service delivery.

The purpose of this Policy is to establish a fair, accessible, transparent and consistent framework for the management and resolution of complaints received by the Shire.

Scope

This Policy applies to complaints received from members of the public, residents, ratepayers, customers, community groups and other stakeholders regarding:

- services provided by the Shire;
- actions, decisions or conduct of Shire employees;
- administrative processes and procedures;
- facilities, programs or activities provided or managed by the Shire;
- failure to provide a service or meet an expected service standard; and
- other matters within the Shire's responsibility or control.

This Policy applies to all Shire employees and contractors involved in receiving, assessing, investigating, responding to or resolving complaints.

This Policy does not apply to matters that are subject to separate statutory, regulatory or review processes, including:

- requests for service or maintenance;
- objections and appeals relating to rates, valuations, planning or building decisions where a statutory review or appeal process applies;
- Freedom of Information applications;
- complaints relating to elected members that are required to be dealt with under the Local Government Act 1995, applicable regulations, codes of conduct or other statutory processes;
- public interest disclosures;
- employment-related grievances raised by Shire employees;
- insurance claims;
- allegations of criminal conduct, corruption or serious misconduct that must be referred to an

appropriate external authority; and

- matters that have already been determined by a court, tribunal or other external review body.

Where another statutory or administrative process applies, the complainant will, where appropriate, be advised of the relevant process.

Definitions

Complaint means an expression of dissatisfaction made to or about the Shire, its services, employees, contractors, actions, decisions or complaint-handling process, where a response or resolution is explicitly or implicitly expected.

Complainant means a person, organisation or representative who makes a complaint.

Complaint handling means the process of receiving, recording, assessing, investigating, responding to and resolving a complaint.

Request for service means a request for the Shire to provide a service or undertake an action, such as repairing a road, collecting waste or maintaining a public facility. A request for service is not ordinarily considered a complaint unless it concerns dissatisfaction with how a previous request was handled.

Unreasonable complainant conduct means behaviour by a complainant which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for the Shire, its employees, other service users or the complainant themselves.

Policy Statement

The Shire will manage complaints in accordance with the following principles:

Accessibility

Information about how to make a complaint will be readily available. Complaints may be submitted through reasonable communication channels, including in person, by telephone, in writing, by email or through the Shire's website where available.

The Shire will provide reasonable assistance to people who may experience difficulty making a complaint.

Fairness and Impartiality

Complaints will be managed objectively, fairly and without bias.

Where practicable, a complaint will not be investigated by an employee whose actions or decisions are the subject of the complaint.

Complainants will be given a reasonable opportunity to provide relevant information and explain their concerns.

Confidentiality and Privacy

Complaints will be handled with appropriate confidentiality and in accordance with applicable privacy, information-sharing and recordkeeping requirements.

Personal information will only be collected, used and disclosed where necessary and authorised by law.

Anonymous complaints may be accepted; however, the Shire's ability to investigate or respond may be limited where insufficient information is provided.

Accountability and Transparency

The Shire will maintain appropriate records of complaints and their outcomes.

Complainants will be informed of the outcome of their complaint and, where appropriate, the reasons for the decision, subject to legal, privacy and confidentiality requirements.

Timeliness

Complaints will be acknowledged and addressed as promptly as reasonably practicable.

The Shire aims to:

- acknowledge written complaints within five (5) business days of receipt;
- resolve straightforward complaints as quickly as practicable; and
- provide a substantive response within twenty (20) business days where practicable.

Where a complaint is complex or requires additional investigation, the complainant will be advised of any delay and, where possible, provided with an expected timeframe for completion.

Continuous Improvement

Complaint information will be used, where appropriate, to identify:

- recurring or systemic issues;
- opportunities to improve services and processes;
- training or development needs;
- risks requiring further management action; and
- opportunities to improve customer experience.

Making a Complaint

A complaint should, where possible, include:

- the complainant's name and contact details;
- a clear description of the issue;
- relevant dates, locations and persons involved;
- supporting information or documentation; and
- the outcome or resolution sought.

Complaints may be made verbally or in writing. The Shire may request that complex complaints be submitted in writing to ensure the matters raised are clearly understood and accurately recorded.

Complaint Management Process

The Shire will generally manage complaints through the following process:

Step 1 – Receive and Record

The complaint is received, acknowledged and recorded in the Shire's recordkeeping or complaints management system, where appropriate.

Step 2 – Assess

The complaint is assessed to determine:

- whether it falls within the scope of this Policy;
- the seriousness and complexity of the matter;
- whether immediate action is required;
- whether another statutory or administrative process applies;
- whether there is a conflict of interest; and
- the appropriate person responsible for managing the complaint.

Step 3 – Investigate

Where investigation is required, relevant information will be gathered and considered objectively. This may include reviewing records, speaking with relevant persons and seeking additional information from the complainant.

The level of investigation will be proportionate to the seriousness, complexity and potential consequences of the complaint.

Step 4 – Determine Outcome

Following assessment or investigation, the Shire will determine an appropriate outcome.

Possible outcomes may include:

- providing an explanation or additional information;
- correcting an error;
- taking remedial action;
- providing an apology where appropriate;
- reviewing or changing a procedure or service;
- providing staff training or guidance;
- determining that no further action is required; or
- referring the matter to another internal or external process.

Step 5 – Respond

The complainant will be advised of the outcome and, where appropriate, the reasons for the decision and any action taken or proposed.

Step 6 – Close and Review

The complaint will be formally closed and appropriately recorded. Relevant trends, systemic issues and improvement opportunities may be identified and considered as part of the Shire's continuous improvement and risk management processes.

Internal Review

Where a complainant is dissatisfied with the outcome of a complaint, they may request an internal review.

A request for review should:

- identify the original complaint;
- explain why the complainant considers the outcome to be incorrect or inadequate; and
- provide any relevant new information.

Where practicable, an internal review will be undertaken by an employee who was not directly involved in the original decision or investigation and who has appropriate authority to conduct the review.

The outcome of the internal review will be communicated to the complainant.

External Review

Where a complainant remains dissatisfied after the Shire's internal complaint and review processes have been completed, they may have the right to approach an external review or oversight body, depending on the nature of the complaint.

Relevant bodies may include:

- the Western Australian Ombudsman;
- the Office of the Information Commissioner;
- the Department of Local Government, Industry Regulation and Safety;
- the Corruption and Crime Commission;
- the State Administrative Tribunal; or
- another relevant regulatory or review body.

The availability of external review will depend on the subject matter and circumstances of the complaint.

Unreasonable Complainant Conduct

The Shire recognises that people may be frustrated, distressed or dissatisfied when making a complaint. Complainants will be treated with courtesy, dignity and respect.

However, the Shire is committed to protecting employees, elected members and other persons from conduct that is abusive, threatening, harassing, discriminatory, excessively demanding or otherwise unreasonable.

Where complainant conduct is assessed as unreasonable, the Shire may take proportionate action to manage the conduct while maintaining reasonable access to Shire services.

Actions may include:

- limiting the subject matter or frequency of communications;
- requiring communication through a nominated contact person or communication channel;
- declining to respond to repetitive correspondence where no new information is provided;
- setting reasonable timeframes and communication protocols;
- terminating abusive or threatening telephone calls or meetings; or
- referring threats, violence or potentially unlawful conduct to the appropriate authority.

Any decision to significantly restrict a person's contact with the Shire should be authorised by the Chief Executive Officer or an appropriately delegated senior employee and documented with reasons.

Complaints About the Chief Executive Officer

Complaints concerning the conduct or performance of the Chief Executive Officer will be managed in accordance with the Local Government Act 1995, the Chief Executive Officer's employment contract, applicable standards and any relevant Council policies or procedures.

Where appropriate, such complaints may be referred to the Shire President or Council for consideration.

Complaints About Council Members

Complaints concerning Council members will be managed in accordance with the Local Government Act 1995, applicable regulations, the Shire's Code of Conduct for Council Members, Committee Members and Candidates, and any other relevant statutory requirements or policies.

Complaints About Employees

Complaints concerning Shire employees will be managed in accordance with this Policy and, where appropriate, relevant human resources policies and procedures.

Employment, disciplinary and personal information will remain confidential and will not ordinarily be disclosed to the complainant.

Anonymous Complaints

The Shire may consider anonymous complaints where sufficient information is available to enable the matter to be assessed or investigated.

In determining whether to investigate an anonymous complaint, consideration may be given to:

- the seriousness of the allegations;
- the level of detail and supporting evidence provided;
- whether the information can be independently verified;
- potential risks to public safety, Shire operations or public funds; and
- whether investigation is in the public interest.

Vexatious, Frivolous or Repetitive Complaints

The Shire may decline to investigate or continue dealing with a complaint where it is determined that:

- the complaint is frivolous, vexatious or lacking in substance;
- the matter has previously been considered and no new relevant information has been provided;
- the complaint is outside the Shire's jurisdiction or responsibility;
- the complainant refuses to provide information reasonably required to investigate the matter; or
- further investigation would be an unreasonable use of Shire resources and is unlikely to achieve a different outcome.

Any such decision should be documented and communicated to the complainant where appropriate.

Recordkeeping

Records relating to complaints will be created, maintained, retained and disposed of in accordance with the State Records Act 2000, the Shire's Recordkeeping Plan and applicable legislative requirements.

Complaint records should include, where relevant:

- details of the complaint;
- correspondence and supporting information;
- assessment and investigation records;
- decisions and reasons;
- actions taken;
- communications with the complainant; and
- the final outcome.

Reporting and Monitoring

The Chief Executive Officer may establish administrative procedures for monitoring and reporting complaint information.

Reporting may include:

- number and type of complaints received;
- complaint response and resolution timeframes;
- outcomes;
- recurring or systemic issues;
- service improvement opportunities; and
- trends requiring management attention.

Reporting will protect personal information and confidentiality.

Roles and Responsibilities

Council is responsible for adopting this Policy and overseeing matters within its statutory responsibilities.

Chief Executive Officer is responsible for ensuring appropriate systems and procedures are established to implement this Policy.

Managers and Supervisors are responsible for ensuring complaints within their areas of responsibility are appropriately assessed, managed and resolved.

Employees and Contractors are responsible for treating complainants respectfully, promptly referring complaints to the appropriate person and complying with relevant complaint-handling procedures.

Version Control:

1	Policy adopted on 18 September 2025.

10.5.3 Freedom of Information Statement 2026/27

File Reference	072025.10.5.1
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	13 July 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Freedom of Information Statement 2026/27	

Summary

Legislation requires Local Governments to undertake an annual review of their Freedom of Information Statements. Council is asked to adopt the Shire of Bruce Rock's (Shire) Freedom of Information Statement 2026/27 as attached.

Background Consultation

Under section 96 of the Freedom of Information Act 1992 (Act), agencies (including Local Governments) are required to ensure that an up-to-date Information Statement about the agency is published at intervals of not more than 12 months.

An agency's Information Statement should inform the public of the structure and functions of the agency, outline the types of documents held by the agency, and explain how the agency's documents can be accessed by the public.

Council endorsed the Shire's Freedom of Information Statement 2025/26 in July 2025. An updated statement is due for consideration and publication.

Under section 97 of the Act, an agency must also provide a copy of its Information Statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced.

Consultation

Nil

Statutory Environment

Freedom of Information Act 1992, sections 96(1) and 97(2) relate.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Outcome:	4.0 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 does not publish an updated Freedom of Information statement every twelve months and, as a result, is in breach of section 96 of the Freedom of Information Act 1992.	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 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 Shire's Freedom of Information Statement 2025/26 has been reviewed, and changes have been made to reflect organisational changes made to the administration team and also the introduction of the new Privacy and Responsible Information Sharing Act 2024 in the 2026/27 version. The date of the next Local Government election has also been updated.

Voting Requirements

Simple Majority

COMMITTEE AND OFFICERS' RECOMMENDATION

That Council:

1. **Adopt the Shire of Bruce Rock's Freedom of Information Statement 2026/27, as recommended by the Audit Risk and Improvement Committee; and**
2. **Agree to the Chief Executive Officer submitting a copy of the Freedom of Information Statement to the Information Commissioner, following its publication on the Shire of Bruce Rock's website.**

ATTACHMENT 1

Shire of Bruce Rock
Where friends become family

Freedom of Information Statement 2026-27

Document Control

Effective date	Next review date	Amendment details	Prepared by	Endorsed by	Approved by
August 2024	July 2025		Manager of Governance and Community Services	Chief Executive Officer	Council
July 2025	July 2026		Manager of Governance and Community Services		
July 2026	July 2027		Executive Services Manager	Chief Executive Officer	

Introduction

Section 96(1) of the Freedom of Information Act 1992 (Act) requires each government agency, including Local Governments, to annually prepare and publish an Information Statement.

In accordance with section 94 of the Act, the Information Statement must include the following information:

1. The agency's functions and organisational structure.
2. A description of the ways in which the functions of the agency, and in particular decision-making functions, affect members of the public.
3. A description of arrangements that exist for public participation in the agency's formulation of policy and the performance of its functions.
4. A description of the kinds of documents that are usually held by the agency, including those that can be:
    - inspected at the agency under a written law, other than the Act;
    - purchased; and
    - obtained free of charge.
5. A description of the agency's arrangements to give members of the public access to the types of documents described in section 4 (above).
6. A description of the agency's procedures to give members of the public access to documents of the agency pursuant to a Freedom of Information (FOI) application made under the Act.
7. A description of the agency's procedures to amend personal information contained in documents of the agency.

This Information Statement has been developed to comply with the requirements of the Act, and is correct as at July 2026. Copies of this document may be obtained from:

Freedom of Information Coordinator
Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418

Or on the Shire's website at www.brucerock.wa.gov.au.

Enquiries may also be made on telephone (08) 9061 1377, Monday to Friday 8.30am to 4.30pm, or by email at admin@brucerock.wa.gov.au.

Table of contents

Strategic focus

The Shire of Bruce Rock's (Shire) Strategic Community Plan 2022-2032 (Plan) provides the framework under which the Shire provides its services to the community.

The Plan identifies four areas of strategic priority.

1. Community priorities

1.1. Our community is engaged and has a healthy lifestyle.
1.2. We provide inclusive community activities, events and initiatives.
1.3. The Shire facilities are maintained in a strategic manner to meet community needs.
1.4. We provide suitable support and emergency services planning, response and recovery.

2. Economic priorities

2.1. We assist the local community to grow.
2.2. We recognise roads are a key economic driver across the Shire.
2.3. Workers and their families can work and reside in the Shire.
2.4. Tourism helps diversify the local economy.

3. Environmental priorities

3.1. We maintain a high standard of environmental health and waste services.
3.2. The conservation of our natural environment and resources is a priority.

4. Governance priorities

4.1. Our organisation is well positioned and has capacity for the future.
4.2. Shire communication is regular, clear and transparent.
4.3. We have a proactive and well governed Shire.

This document contributes to the achievement of strategic governance priorities 4.2 and 4.3.

Organisational structure

The Council

The Council is made up of members of the local community, who are elected to office by residents and ratepayers of the Shire. The Council comprises seven Councillors, one of whom is nominated as Shire President. As a group, they are the decision and policy making body of the Shire.

Each Councillor (including the President) is nominated for a prescribed term (up to four years). The next Local Government election is scheduled to be held in October 2027.

A current list of Councillors is available on the Shire's website (www.brucerock.wa.gov.au).

Management

All staff employed by the Shire report to the Chief Executive Officer.

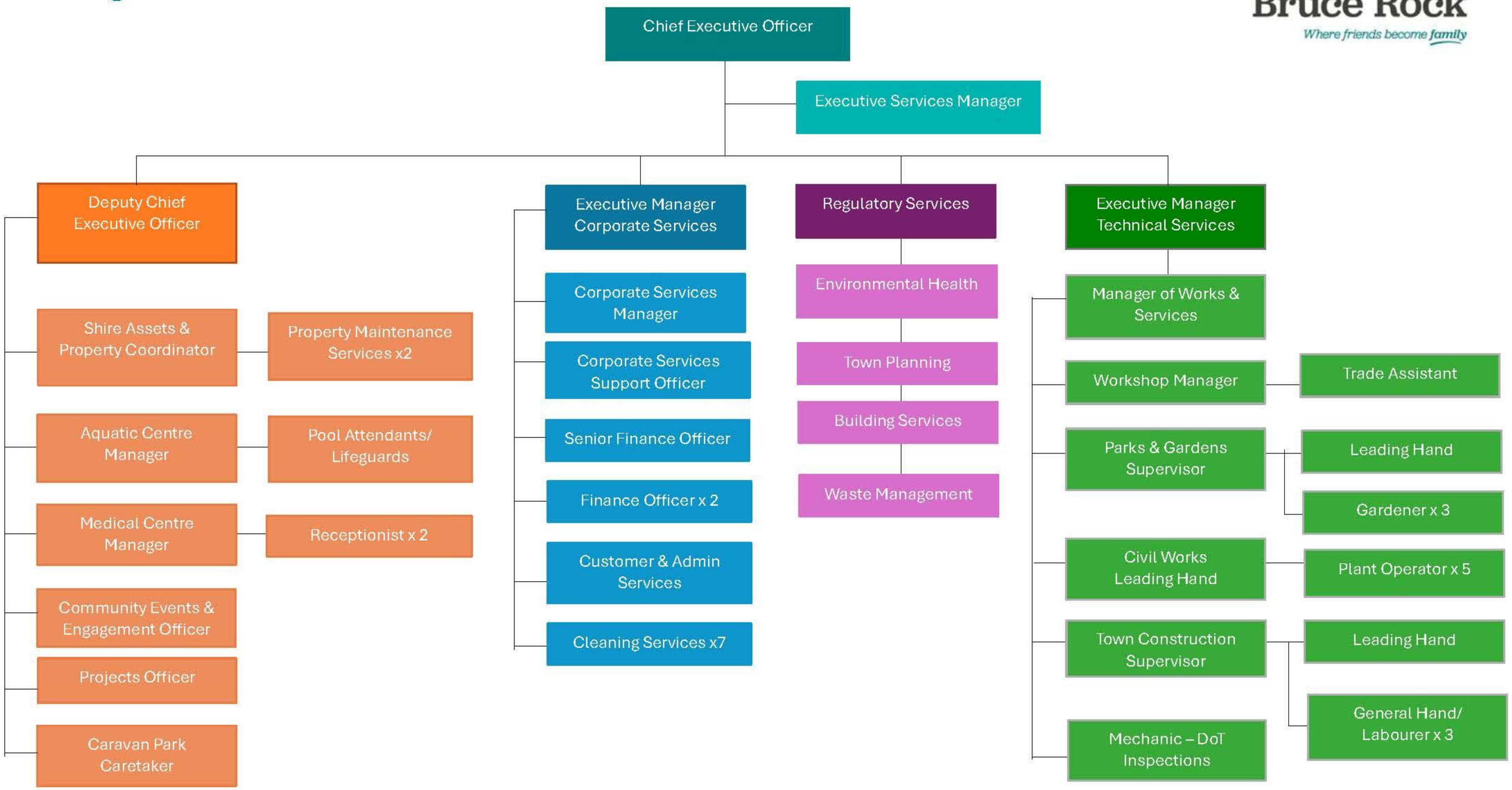
The Chief Executive Officer is employed by the Council and, with delegated authority from the Council, manages the day-to-day operations of the Shire.

The Shire's Executive Team includes the following positions:

- Deputy Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Technical Services

The Shire's organisational structure is outlined in the following chart.

Organisational chart



The responsibilities of each business unit are summarised in the following table.

Business unit	Responsibilities	
Office of the Chief Executive Officer	• Managing the organisational structure. • Providing advice to Council. • Ensuring that Council decisions are implemented. • Delivering the strategic goals of Council. • Managing the day-to-day operation of the organisation. • Insurance. • Development and implementation of governance arrangements. • Legislative compliance.	• Emergency management. • Workforce planning. • Integrated planning. • Strategic projects. • Town planning. • Building approvals. • Property maintenance. • Refuse site. • Environmental health. • Advocacy. • Risk management. • Civic ceremonies • Ranger services.
Office of the Deputy Chief Executive Officer	• Economic development. • Tourism. • Management of Shire assets. • Medical Centre. • Aquatic Centre.	• Strategic Business Development • Small grant funding sourcing. • Community engagement and communication. • Caravan Park
Corporate Services	• Council finances. • Accounts payable and receivable. • Budget. • Monthly and annual statements • Asset management. • Long-term financial planning. • Human resources. • Administration. • Procurement. • Record keeping. • Information technology. • Work Health and Safety.	• Financial audits. • Payroll • Freedom of Information coordination. • Licencing (on behalf of the Department of Transport). • Dog and Cat registration. • Library. • Heritage. • Cemetery. • Cleaners.
Works and Services	• Road works and maintenance. • Building maintenance. • Plant and equipment. • Gardens and recreation grounds.	

Functions

Part 3 of the Act details the functions of Local Governments. Under the Act, the Shire has general, legislative and executive functions.

General functions

The Shire's general function is to provide for the good government of people living in its district. In performing this function, the Shire is required to:

- promote the economic, social and environmental sustainability of the Shire;
- plan for, and plan for mitigating, risks associated with climate change;
- consider potential long-term consequences and impacts on future generations in making decisions;
- recognise the particular interests of Aboriginal people;
- involve Aboriginal people in decision-making processes; and
- consider collaboration with other Local Governments.

Legislative functions

The Shire may make local laws that are necessary or convenient to enable the Shire to perform any of its functions. All local laws for the Shire are contained in the Local Laws Register at the Shire Administration Office.

Executive functions

The Shire is to administer its local laws, and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Act.

Decision making

Council makes decisions on a range of issues that affect the Bruce Rock community, including individuals and businesses, in the short, medium and long term. For instance, Council regularly makes decisions on the Shire's budget, investment in infrastructure (such as roads and housing), the management of land, the provision of amenities, and the collection of waste, just to mention a few matters that directly affect the Bruce Rock community.

Decisions are made in a structured manner, as prescribed by the Act and outlined below.

Ordinary Council meetings

The Council is the policy and decision-making body of the Shire, with a focus on strategic direction. Council makes all its decisions at formal meetings.

The Council meets every fourth Thursday of each month, except for January and December. The dates of Council Meetings can be found on the website www.brucerock.wa.gov.au

The Chief Executive Officer and senior staff members attend these meetings to assist Council in making informed decisions.

The Shire President chairs these meetings and, in his/her absence, the Deputy President.

Special Council meetings

Special Council meetings can be convened to consider urgent matters, or matters that involve special circumstances.

Electors' special meetings

Council has established a number of Advisory and Occasional Committees and is also represented on a number of external organisations.

Electors' general meetings

The electors' general meeting is to be held once a year. Reports considered at these meetings may include confirmation of the previous year's meeting, the Annual Report, Annual Financial Statements, Auditors' reports for the previous financial year and other general business, as the Chairperson or the majority of electors determine.

Special Electors' meetings

A special meeting of the electors of the Shire is to be held on the request of not less than 5% of the number of electors, or one third of the number of Council members. The request is to specify the matters to be discussed at the meeting.

Emergency powers

The Shire President has special emergency powers for decision and direction to the Chief Executive Officer.

Delegated authority

The Chief Executive Officer has delegated authority from the Council to make decisions on a number of specified administrative and policy matters. All delegations are listed in a Register and are reviewed annually by the Council.

Council policies

The Council adopts, and regularly reviews, a Policy Manual that provides guidance for decision-making by Shire officers. A copy of the Policy Manual can be viewed at www.brucerock.wa.gov.au

Public participation

Members of the public have several opportunities to participate in the formulation of the Shire's plans, policies and strategies, as well as to comment on the performance of the Shire's functions. The participation channels available to the public are outlined below.

Elected Members

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Shire.

The contact details for Councillors are listed on the Shire website (www.brucerock.wa.gov.au).

Council meetings

Deputations

A deputation is an opportunity for a person or organisation who has an interest in an item on the Council Agenda to address Council and put forward their views. A deputation should relate to an item on the Council meeting agenda. Each deputation is normally allotted a period of around three (3) minutes, although this period may be extended or reduced depending on the number of deputations scheduled.

Requests for a deputation should be registered by 5.00pm on the third Thursday of each month.

To request a deputation or for further information, contact the Shire's Executive Services Manager on 9061 1377 or email admin@brucerock.wa.gov.au

Public question time

In accordance with the Local Government (Administration) Regulations 1996, at each Committee and Council meeting, a minimum of 15 minutes is available for Public Question Time. Members of the public are able to ask questions (preferably in writing) on any matters affecting the Shire in the time set aside for this purpose, prior to the commencement of the Council meeting.

A period of 15 minutes is allocated at each meeting for "public question time". Time allowed can be extended by resolution of Council.

To submit a question or for further information please contact the Shire's Executive Services Manager on 9061 1377 or email admin@brucerock.wa.gov.au

Written requests

A member of the public can write to the Council on any policy, activity or service of the Shire.

Community consultation

The whole community may be asked to comment or provide feedback on a particular issue, while in other instances only the community members directly affected by an issue will be consulted.

The consultation process may take many forms including newspaper advertising, Community Meetings, questionnaires, surveys, displays, information sessions, workshops and leaflet drops.

The Council has a statutory obligation to advertise and invite public submissions relating to proposals to adopt or modify local laws.

Advertising

Residents may be notified of issues by written notifications, on-site signs or advertising in local newspapers.

Complaints Management

The Shire deals with complaints in accordance with Council Policy 3.15 Complaints Management Policy and welcomes feedback to improve our services. The Shire will investigate and resolve a complaint in an efficient manner, and a decision made or action taken regarding the complaint will be communicated to the customer.

Documents held

The Shire is committed to the principle of transparency and, as such, will facilitate access to the information it holds, where possible and allowed by relevant legislation. Where the Shire does not incur a cost in providing access to information, the information will be provided free of charge.

Availability of information is subject to provisions established in legislation such as the Freedom of Information Act 1992 (WA), the Local Government Act 1995, and various other Acts. Access to information may be subject to fees and charges. Under section 5.95 of the Local Government Act 1995, the CEO or Council may determine that certain information is confidential.

The following table details the categories of documents that are available on the Shire website and those that are available for inspection at the Shire Administration Office.

Document category	On website	At the Shire Office
Access to information by authorised persons, police and emergency services		✓
Annual budget*	✓	
Annual budget (any)*		✓
Annual reports*	✓	
Annual returns		✓
Any information relating to the Shire required by a provision of the Local Government Act 1995 to be available for public inspection, or as may be prescribed*		✓
Any proposed local law of which the Shire has given public notice*	✓	✓
Any subsidiary legislation made or adopted by the Shire under any written law (other than the Local Government Act 1995)*		✓
Any text that is adopted by a local law or regulation (to operate as a local law), or would be adopted by a proposed local law of which the Shire has given public notice*		✓
Any written law having a provision in respect of which the Shire has a power or duty to enforce*		✓

Document category	On website	At the Shire Office
Code of Conduct (any)*	✓	
Confirmed Minutes of Council and Committee meetings (unless classified as confidential)*	✓	
Confirmed Minutes of Council and Committee meetings (any)(unless classified as confidential)*		✓
Corporate Business Plan	✓	
Delegated authority register		✓
Disability Access and Inclusion Plan	✓	
Documents produced by the Shire or a Committee for presentation at a Council or Committee meeting*	✓	
Documents produced by the Shire or a Committee for presentation at a Council or Committee meeting (any)*		✓
Fees and charges*	✓	
Fees and charges (any)*		✓
Gifts register*	✓	
Freedom of Information Statement	✓	
Leaflets and brochures on Shire programs and services		✓
Local laws (consolidated version)*	✓	
Local laws made by the Shire (any)*		✓
Map of the Shire, showing boundaries*	✓	
Minutes of electors’ meetings*	✓	
Minutes of electors’ meetings (any)*		✓
Municipal heritage inventory	✓	
News and events	✓	
Notice papers and agendas for Council and Committee meetings*	✓	
Notice papers and agendas for Council and Committee meetings (any)*		✓
Original septic plans for a property you own		✓
Planning approvals and building licences for a property you own		✓
Plans for the future of the Shire (any)*		✓
Policy Manual	✓	
Rate records (any)*		✓
Register of complaints*		✓
Register of financial interests*		✓
Register of owners and occupiers under section 4.32(6) of the Local Government Act 1995 and electoral rolls (any)*		✓

Document category	On website	At the Shire Office
Regulations made by the Governor that operate as if they were local laws of the Shire (any)*		✓
Reports and other documents tabled at a Council or Committee meeting (any)*		✓
Reports on supplementary audits prepared under section 7.12AH(1) of the Local Government Act 1995*		✓
Reports of reviews of local laws (any)*		✓
Strategic Community Plan*	✓	
Tender register		✓
Town Planning Scheme	✓	
10-Year Long-term Financial Plan*	✓	

** Required to be published on the Shire's website under section 5.96A of the Local Government Act 1995.*
** Subject to the conditions set out in section 5.95, required to be available for inspection, free of charge, during Shire office hours under section 5.94 of the Local Government Act 1995.*

- Section 5.95(1) advises that the right to inspect does not extend to information that is not current at time of inspection and which, in the CEO's opinion, would divert a substantial and unreasonable portion of the City's resources away from other functions.
- Section 5.95(2) excludes information that relates to any debt owed to the City, unless the person requesting the information is the debtor.
- Sections 5.95(3) and (4) excludes the right to inspection of confidential information from a meeting, other than the decision.
- Sections 5.95(6) and (7), and Administration Regulation 29A(2) and (3) prescribes that information that would reveal information about the property prices for sale or purchase by the City, and information about discussion of this matter, is only confidential until the sale or purchase has taken place, of a decision has been made that a sale or purchase will not take place.
- Section 5.95(8) excludes the right to inspect silent electors
- Administration Regulation 14(2) provides that nothing entitles members of the public for inspection information contained in notice papers, agenda or information to be tabled at a meeting and provided to council or committee members, if in the CEO's opinion, the meeting of that part of the meeting to which the information refers is likely to be closed to the public under section 5.23(2).
- Administration Regulation 29B requires that the CEO be satisfied (via Statutory Declaration) that the information will not be used for a commercial purpose.

Documents not listed above are not freely available to the public and access will be determined through making an FOI application to the Shire. Examples of such documents include, but are not limited to:

- internal Shire decision-making documents;
- correspondence to community members; and
- payroll information not related to the applicant.

FOI process

Your rights under the Act

The Act gives you the legally enforceable right to:

- access records held by the Shire without needing to demonstrate any connection to, or reason for, seeking access to these records; and
- apply to have personal information the Shire holds (that you believe is inaccurate) to be altered at no cost.

The Act also requires the Shire to make available certain information about the way it operates.

Records under the Act

The records you can seek access to under the Act include paper, sound, image and digital based records.

Application fees and charges

The following tables provide an overview of FOI application fees and charges.

Apart from the application fee for non-personal information, all charges are discretionary.

If the cost that is additional to the initial application fee is anticipated to exceed $25, the Shire will provide you with a cost estimate. You must respond if you want to proceed with your FOI application within 30 days from the receipt of the cost estimate.

Fees*	Amount
Application fee (for non-personal information).	$30
Application fee for personal information.	No fee

Charges*	Amount
Charge for time taken by staff dealing with the application (per hour, or pro rata for a part of an hour).	$30
Charge for time taken by staff supervising the inspection of records by the applicant (per hour, or pro rata for a part of an hour).	$30
Charge for time taken by staff photocopying (per hour, or pro rata for a part of an hour).	$30
Charge per photocopy.	$0.20
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour).	$30

Other costs	Amount
Duplicating tape, film or computer information.	Actual cost
Delivery, packaging and postage.	Actual cost
Hiring of facilities or equipment to access information.	Actual cost

* *These fees and charges are exempt from GST.*

Charges can be waived or reduced by 25% for impecunious applicants. The Act does not define what constitutes being 'impecunious', leaving this at the discretion of the Shire. The Shire requires that such a claim be supported by written evidence, such as a letter from Centrelink.

Charges may also be reduced by 25% for applicants holding a valid pensioner concession card, as prescribed in the Rates and Charges (Rebates and Deferments) Act 1992.

The waiver or reduction of charges only applies to processing costs, not the initial application fee of $30 (if applying for non-personal information).

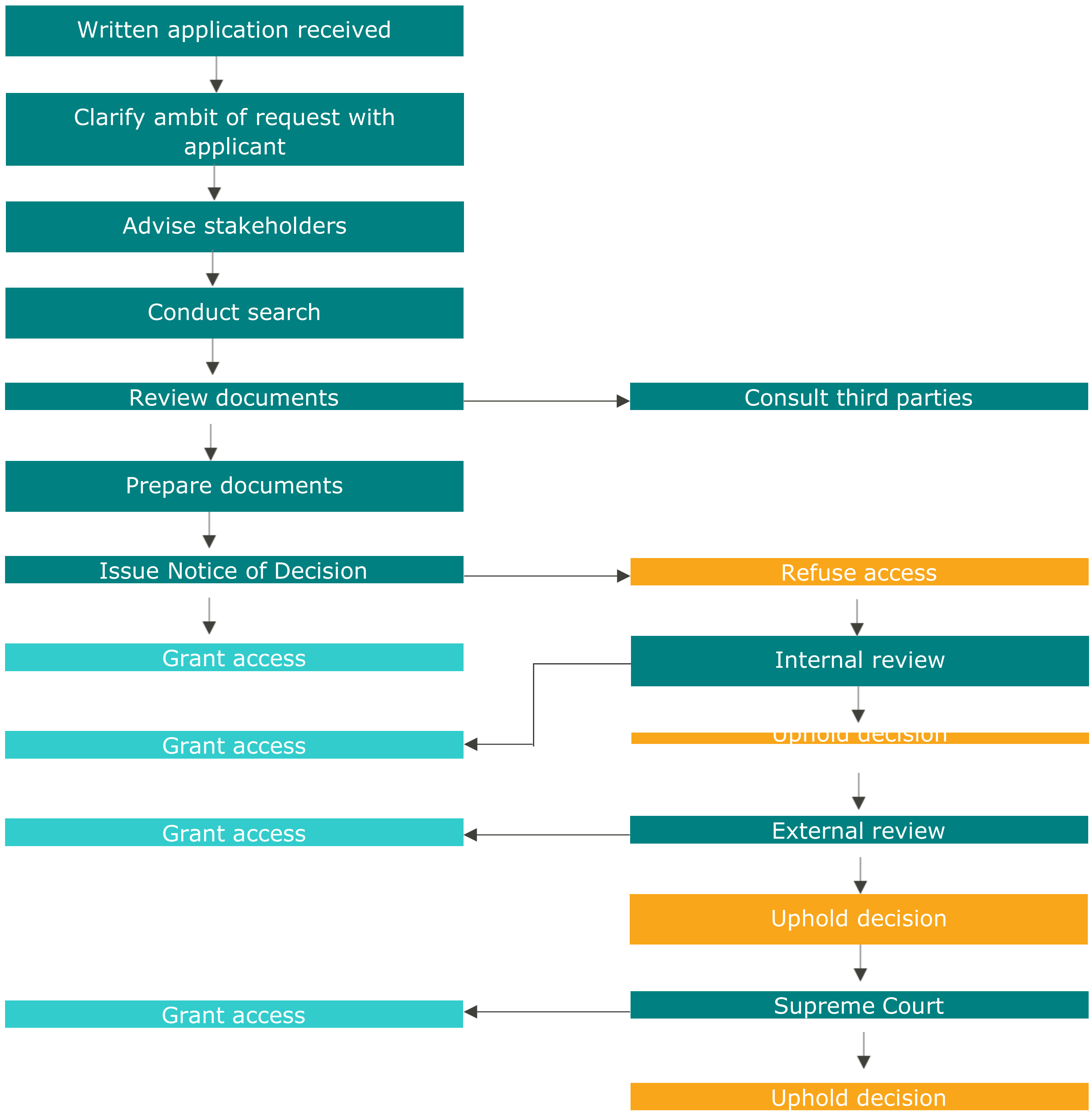
Under section 18 of the Act, the Shire may require an applicant to provide advance deposits of an estimated FOI application cost, as outlined in the table below.

Advance deposits	Amount
Initial advance deposit.	25%
Further advance deposit, if deemed required by the Shire to meet the charges for dealing with the application.	75%

Making enquiries

Enquiries can be directed to the Freedom of Information Coordinator in person (at the Shire Administration Office), by phone or in writing (by post or email).

Application and assessment process flowchart



Lodging an application

You must lodge your application in writing. Your application must:

- give enough information to enable the identification of the documents sought; and
- give an Australian address to which notices can be sent.

The application can be lodged in the following ways:

- By post

  Freedom of Information Coordinator
  Shire of Bruce Rock
  PO Box 113
  Bruce Rock WA 6418

- In person

  Freedom of Information Coordinator
  Shire of Bruce Rock
  54 Johnson Street
  Bruce Rock WA 6418

- By email

  admin@brucerock.wa.gov.au
  Attention: Freedom of Information Coordinator

Third party consultation

The Shire is required to consult with third parties where a record contains the following information about a person who is not the applicant:

- personal information about an individual;
- information about the trade secrets of a person;
- information (other than trade secrets) that has a commercial value to that person; or
- information about the business, professional, commercial or financial affairs of a person.

There is no requirement to consult if the Shire:

- does not propose to grant access to the relevant record; or
- releases the record with the relevant personal, business, professional, commercial and financial information deleted from the record.

If the Shire takes reasonable steps to consult with a third party, but does not receive a response, the Shire must make its decision on access based on the information and facts before it.

If the views of a third party are obtained and the third party objects to disclosure, the onus remains with the Shire's decision-maker to determine whether the information is actually exempt from disclosure. The third party has review rights if the Shire decides to give access to a document, acting against the third party's claim that the document should be exempt from release.

Notice of Decision

The Shire is required to provide you with a Notice of Decision within 45 calendar days from the lodgment of your application. If your application involves a large search, or requires consultation with a significant number of third parties, the Shire will contact you to negotiate an extension to the 45 day limit.

The Notice of Decision will include the following information:

- The date on which the decision was made.
- The name and the designation of the officer who made the decision.
- The reason why documents are considered exempt, or why access is given to edited records.

- Information on your right to review, and the process to be followed to exercise that right.

Access to records

Access to records can be granted in many ways including, for example, by way of inspection, a copy of a document, a copy of an audio or video tape, or a transcript of a recording. If any document is subject to copyright, the Shire will give access by way of inspection only.

Access refusal

Schedule 1 of the Act outlines the matters that may be exempt from release in response to an FOI request. These include matters relating to the following:

- Cabinet and Executive Council deliberations.
- Intergovernmental relations.
- Personal information.
- Commercial or business information.
- Law enforcement, public safety and property security.
- Deliberative processes of government.
- Legal professional privilege.
- Confidential communications.
- The State's economy.
- The State's financial and property affairs.
- Matters impairing the effective operation of the Shire.
- Information protected by certain statutory provisions.

The public interest test

Some of the exemptions provided in Schedule 1 of the Act, require the Shire's decision-maker to decide whether disclosing certain information would be, on balance, in the public interest. If the Shire considers that disclosure is, on balance, in the public interest, the Shire is required to provide access to that information, even if it would have otherwise been considered exempt from disclosure.

The public interest test is not concerned with the personal interest of the applicant or with public curiosity. The question is whether, on balance, giving access to the information would be of some benefit to the public generally.

The public interest test requires the decision-maker to identify and weight the relevant competing public interests for and against disclosure of the information, and to decide where the balance lies.

Internal review

If you are dissatisfied with the Shire's Notice of Decision, you have 30 calendar days in which to lodge an application for internal review.

The Shire's decision-maker for internal reviews is the Chief Executive Officer, who must respond to the request for review within 15 calendar days.

Applications for internal review must be made in writing, addressed to the Chief Executive Officer, and submitted in person, by post or email (ceo@brucerock.wa.gov.au).

External review

If you are dissatisfied with the outcome of the internal review conducted by the Chief Executive Officer, you have 60 calendar days to submit an application for external review to the Information Commissioner, who must respond to your request within 30 calendar days.

The request submitted to the Information Commissioner must:

- be made in writing;
- give particulars of the decision to which your complaint relates;
- attach a copy of the Shire's Notice of Decision; and
- give an address in Australia.

There is no charge for lodging a complaint with the Information Commissioner's Office.

The address for lodgement of a complaint is:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
Perth WA 6000

Email: info@foi.wa.gov.au

If you are a third party to an application for access to personal, commercial or business information concerning yourself, your complaint must be lodged within 30 days of being given written notice of a decision.

Appeal to the Supreme Court

All parties involved in an Information Commissioner's decision have the right to lodge an appeal against that decision with the Supreme Court. The right of appeal is limited to a question of law.

The timing and process to lodge an appeal is governed by the Rules of the Supreme Court 1971.

Personal information

Under the Act, you have the right to request the Shire to amend personal information it holds about you. This ensures information does not unfairly harm you, misrepresent facts about you, or give a misleading impression.

You can make an application to the Shire's Freedom of Information Coordinator to correct or amend any documentation containing your personal information. Your application must:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which you believe the information is inaccurate, incomplete, out of date or misleading;
- give your reasons for holding that belief;
- give details of the amendment you want to have made, specifying whether you would like the amendment to be made by altering, striking out or deleting the information, or inserting a note in relation to the information;
- give an Australian address to which notices can be sent; and
- be lodged at the Shire's Administration Office.

Your application should also include some evidence or information to establish that the personal information that you seek to have amended is inaccurate, incomplete, out of date or misleading, as you claim.

The process to assess and review an application related to personal information is the same as that described to seek access to non-personal information.

Personal Information Collection, Use and Storage

The Shire of Bruce Rock is committed to protecting the privacy of individuals and responsibly managing personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) and the Information Privacy Principles contained in Schedule 1 of that Act.

The Shire may collect personal information where it is necessary for, or directly related to, the performance of its functions and activities, the delivery of services and facilities to the community, the administration of local laws and statutory responsibilities, and compliance with legislative and regulatory requirements.

Personal information collected by the Shire may include, but is not limited to, names, contact details, residential or property information, financial information, correspondence, images, recordings and other information reasonably required to carry out the Shire's functions and activities.

The Shire will take reasonable steps to ensure that personal information is:

- collected by lawful, fair and reasonable means;
- used and disclosed only for the purpose for which it was collected, for a related purpose reasonably expected by the individual, with the individual's consent, or where otherwise authorised or required by law;
- accurate, complete and up to date, having regard to the purpose for which it is used;
- protected by appropriate administrative, physical and technological safeguards against misuse, interference, loss, unauthorised access, modification or disclosure; and
- retained and disposed of in accordance with applicable legislative requirements, records management obligations and the Shire's approved recordkeeping practices.

Personal information may be stored in physical records, electronic systems, cloud-based platforms or other approved information management systems. Where the Shire engages contractors, consultants or service providers to handle personal information on its behalf, appropriate measures will be taken to ensure that the information is handled securely and consistently with applicable privacy obligations.

Individuals may have rights to request access to, or correction of, their personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) and, where applicable, the Freedom of Information Act 1992 (WA).

The Shire is committed to transparency and accountability in its handling of personal information and will respond appropriately to privacy enquiries and complaints in accordance with applicable legislation and Shire policies and procedures.

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

Nil

12. Confidential Items

OFFICERS' RECOMMENDATION

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.

12.1 Panel Tender Road Construction Services Contractors

File Reference	
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 July 2026
Author	Greg Stephens – Executive Manager Technical Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments Nil	

OFFICER RECOMMENDATION

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

OFFICERS' RECOMMENDATION

That Council:

1. **Agrees to establish the Panel Prequalified Supplier - Roadworks Services for a period of 3 years from 1 July 2026 to 30 June 2029.**
2. **Endorse the following Contractors to be included on the Panel Prequalified Supplier - Roadworks Services as per their submission to RFT Panel Prequalified Supplier - Roadworks Services:**
   - **Avalon Transport;**
   - **Earthstyle Contracting;**
   - **GDR Civil;**
   - **Hobbs Contracting;**
   - **MC Civil Contractors;**
   - **Quairading Earthmoving;**
   - **River Hill;**
   - **Smith Earthmoving; and**
   - **Youlie & Son Contracting.**

13. Closure of the Meeting

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