

SHIRE OF BRUCE ROCK

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 19 JUNE 2025

1. Declaration of Opening

The Shire President Cr R Rajagopalan declared the meeting open at 3.01pm

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

Shire President	CR R Rajagopalan
Deputy Shire President	Cr AR Cooks
Councillors	CR S Strange
	Cr KP Foss
	Cr PK Hodgkiss
	Cr BJ Waight
	Cr J Verhoogt
Chief Executive Officer	Mr Mark Furr
Manager of Governance and Community Services	Mrs N Ugarte
Manager of Finance	Mr M Darby

Apologies

Manager of Strategic Business Development	Ms M Schilling
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3. Declarations of Interest

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

Date	Name	Item No	Reason
19/6/25	Cr R Rajagopalan	10.3.3	Currently rent rooms in Health Centre in commercial arrangement.
19/6/25	Cr S Strange	10.6.3	Request to lease portion of hangar for personal use (aircraft storage)

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

Date	Name	Item No	Reason
19/6/25	Cr PK Hodgkiss	10.6.3	VFES currently store two trailers in this space (hangar).
19/6/25	Mr Mark Furr	10.6.3	In the role of Chief Executive Officer of the Shire, Mr Furr reports to Council (including Cr Strange), who has requested to lease a portion of the airstrip hangar. The Chief Executive Officer is the Author, and has made the Agenda Item recommendation

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
19/6/25	Cr J Verhoogt	10.3.3	A family member rents a Shire industrial unit and consulting rooms.

4. **Response to Previous Public Questions Taken on Notice**
5. **Public Question Time**
6. **Petitions/Deputations/Presentations/Submissions**
7. **Applications for Leave of Absence**

Cr BJ Waight applied for leave of absence for the Ordinary Meeting of Council scheduled for 17 July 2025.

COUNCIL DECISION

Resolution OCM June 25 – 7.1

Moved: Cr J Verhoogt

Seconded: Cr KP Foss

That Cr BJ Waight be granted leave of absence for the Ordinary Meeting of Council scheduled for 17 July 2025.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried 7/0

8. **Announcements by the Person Presiding without Discussion**
9. **Confirmation of Minutes**

Ordinary Meeting of Council held on Thursday, 15 May 2025.

COUNCIL DECISION

Resolution OCM June 25 – 9.2

Moved: Cr S Strange

Seconded: Cr KP Foss

That the minutes of the Ordinary Council Meeting held on Thursday, 15 May 2025 be received as true and correct record.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight

Against: Nil

Carried 7/0

Local Emergency Management Committee held on Wednesday, 28 May 2025.

COUNCIL DECISION

Resolution OCM June 25 – 9.2

Moved: Cr PK Hodgkiss

Seconded: Cr AR Crooks

That the minutes of the Ordinary Council Meeting held on Wednesday, 28 May 2025 be received as true and correct record.

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

Against: Nil

Carried 7/0

10. Matters for Decision

10.1 Manager of Works and Services

Nil

10.2 Manager of Strategic Business Development

Nil

10.3 Manager of Finance

10.3.1 Schedule of Accounts Paid – May 2025

File Reference	062025.10.3.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	07 June 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Schedule of Accounts Paid – May 2025	

Summary

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

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 Manager of Finance and the Finance Officer - Creditors.

Statutory Environment

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

Policy Implications

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

Financial Implications

All expenditure has been approved via adoption of the 2024/25 Annual Budget or resulting from a Council resolution.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

The Schedule of Accounts Paid for May 2025 is presented to Council for notation.

Below is a summary of activity:

<i>As of 31 May 2025</i>		
Payment Type	\$	%
Cheque	\$16,693.32	2.70%
EFT (incl. Payroll)	\$568,754.62	91.96%
Direct Debit	\$31,806.89	5.14%
Credit Card	\$350.38	0.06%
Fuel Card	\$867.52	0.14%
Store Cards	N/A	0.00%
Total Payments	\$618,472.73	100%

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.3.1

Moved: Cr J Verhoogt

Seconded: Cr KP Foss

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

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

Against: Nil

Carried 7/0

10.3.2 Monthly Financial Reports – May 2025

File Reference	062025.10.3.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	07 June 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. Monthly Financial Report – May 2025	

Summary

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

Background

Nil

Consultation

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

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 2024/25 Annual Budget, the subsequent Annual 2024/25 Budget Review or resulting from a Council resolution.

Council is requested to review the May 2025 Monthly Financial Reports, noting that Council is advised of the following matters:

- The overall financial position for May 2025 stands at \$176,403 surplus;
- Rates –The amount received to date is 95.4x% 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 \$14k related to Pensioner Rates and ESL Deferments.
- The current amount of \$29,849 for 90+ day debts include 14 outstanding amounts. The outstanding debt from Main Roads WA of \$17,243, equates to 58% of the total 90 day debtors. The remaining \$12,606 is made up of 13 debtors, which are being followed up.
- A total of 177 transactions including 151 Electronic Fund Transfers and Direct Debits were paid in May 2025, of which all were paid within 30 days.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

The May 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.3.2

Moved: Cr BJ Waight

Seconded: Cr PK Hodgkiss

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

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

Against: Nil

Carried 7/0

10.3.3 Schedule of Fees and Charges for the 2025-26 Budget

File Reference	062025.10.3.3
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	10 June 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Proposed Fees and Charges Schedule for Financial Year 2025/26	

Cr R Rajagopalan declared a financial interest on this matter and left the meeting at 3.08pm. Cr Crooks, Deputy Shire President, acted as chair during the consideration of this matter.

Summary

The Shire's proposed Fees and Charges are presented to Council for consideration for the Financial Year 2025/26.

Background

The proposed Fees and Charges have been collated and compiled in consultation with Management, who collectively are responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire.

Attached is a schedule of the proposed Fees and Charges for 2025/26, for Council's consideration and adoption. Council is advised that where applicable and in consideration of inflation rates currently, an increase of up to approximately 6% was applied to non-Statutory Fees & Charges.

Consultation

In consideration of the forthcoming years fees and charges, the following consultation has occurred:

- Elected Members;
- Manager of Finance;
- Manager of Governance and Community Services;
- Manager of Strategic Business Development; and
- Manager of Works and Services.

Statutory Environment

The following sections of the Local Government Act 1995 relate:

- Section 6.16 (Imposition of Fees and charges);
- Section 6.17 (Setting level of Fees and Charges);
- Section 6.19 (Local Government to give notice of Fees and Charges); and
- Section 1.7 (Local public notice).

Policy Implications

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

Financial Implications

The revenue raised from fees and charges set by Council will underpin to a degree, its ability to provide services and facilities for the following financial year and into the future.

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 regularly and effectively review the Shire's Fees and Charges could result in undercharging, which would have a detrimental effect on service sustainability and subsequent additional draw on municipal funds.	Unlikely (2)	Moderate (3)	Medium (5-9)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

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

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

A complete list of fees and charges (including statutory) have been included in the schedule to provide users with a single point of reference for fees and charges. Please note that Statutory Fees and Charges can be altered at any time by relevant Government Departments and if this occurs the Fees & Charges Schedule will be updated.

Voting Requirements

Absolute Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.3.3

Moved: Cr S Strange

Seconded: Cr PK Hodgkiss

That with respect to the proposed Schedule of Fees and Charges for the 2025/26 Financial Year (Attachment 1), Council:

- 1. Include the Fees and Charges in the 2025/26 Annual Budget; and**
- 2. Undertake advertising by local public notice, pursuant to Section 6.19 of the Local Government Act 1995, for the information of the public, prior to 30 June 2025, enabling them to take effect on and from 1 July 2025.**

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr S Strange, Cr J Verhoogt and Cr BJ Waight.

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

Cr R Rajagopalan returned to the meeting at 3.12pm.

10.3.4 2024/25 Budget Amendments – June 2025

File Reference	062025.10.3.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 June 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

Council is requested to consider a series of amendments to the 2024–25 Adopted Budget to correct identified reserve transfer errors and revise capital contributions aligned with Council’s 50% co-contribution policy for sporting reserves. These amendments maintain a balanced budget.

Background

Following a review of the 2024–25 Adopted Budget, a number of corrections are proposed in relation to reserve transfers and facility replacement allocations. In particular:

- An error in the reserve allocation for the Transport Infrastructure Reserve (GL151208) was identified, where a transfer relating to the sale of the Shire’s concrete batching plant remained despite Council resolution in September 2024 to remove it.
- Adjustments are required to various sporting facility reserve accounts to reflect the correct Shire co-contribution amount of 50% of the club contribution (\$2,000 of \$4,000), in line with Council policy.
- Two previously omitted GL entries for plant selling costs (inclusive and exclusive of GST) require recognition.

These amendments are necessary for financial accuracy and compliance and will not impact the overall balance of the 2024–25 Budget.

Consultation

Consultation has been undertaken with the Chief Executive Officer.

Statutory Environment

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 provide the statutory framework for amending budgets:

- Section 6.8(1)(b) of the Local Government Act 1995 requires a Local Government to approve expenditure not included in the annual budget by absolute majority.
- Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires a review of the budget between 1 January and 31 March each financial year. While this is not a statutory budget review, the amendments ensure accurate reporting and accountability.

Policy Implications

These adjustments align with Council's informal co-contribution policy of providing 50% funding towards community and sporting group capital projects. The amendments formalise this in the reserve allocations for sporting facilities.

Financial Implications

The proposed changes correct budget allocations without altering the overall budget surplus/deficit position. The amendments ensure financial transparency and alignment with actual and expected transactions.

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 against budget would increase the risk of a negative impact on the Shire's Financial position.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The proposed budget amendments rectify previous omissions and ensure compliance with Council's policy of 50% co-contributions to community sport and recreation reserve funds. These adjustments, along with the correction to the batching plant reserve transfer and recognition of plant selling costs, are necessary for financial accuracy. Importantly, the changes do not affect the overall balance of the 2024–25 Budget and reflect sound financial management and transparency.

Voting Requirements

Absolute Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.3.4

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

That Council, by ABSOLUTE MAJORITY, pursuant to Section 6.8 of the Local Government Act 1995, approves the following amendments to the 2024–25 Budget:

- 1. Reduce GL151208 – Transport Infrastructure Reserve transfer to reserve from \$58,807 to \$8,807;**
- 2. Increase GL151209 – Bowls Facility Replacement transfer to reserve from \$1,313 to \$7,313;**
- 3. Reduce GL151211 – Cricket Facility Replacement transfer to reserve from \$9,835 to \$7,835;**
- 4. Reduce GL151212 – Football Facility Replacement transfer to reserve from \$9,022 to \$7,022;**
- 5. Reduce GL151213 – Hockey Facility Replacement transfer to reserve from \$10,111 to \$8,111;**
- 6. Reduce GL151214 – Netball Facility Replacement transfer to reserve from \$9,174 to \$7,174;**
- 7. Increase GL121229 – Plant Selling Costs (Inclusive of GST) from \$0 to \$1,320; and**
- 8. Increase GL121230 – Plant Selling Costs (Exclusive of GST) from \$0 to \$110.**

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

10.4 Regulatory Services

Nil

10.5 Manager of Governance and Community Services

10.5.1 Shire Seal

File Reference	062025.10.5.1
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	30 May 2025
Author	Shaan Wood – Executive Support Officer
Authorising Officer	Nerea Ugarte – Manager of Governance and Grants Services
Attachments	Nil

Summary

Use of Shire Seal in May 2025.

Background Consultation

Nil

Consultation

Nil

Statutory Environment

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council fails to comply with its own policy.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

As per Council's policy, the Shire Seal has been used during the month of May 2025 as follows:

- Contract of Installation of the Pool Heating System; and
- WIN Television WA Pty Ltd Deed of Licence; and
- Tenancy Agreement for Elders Rural Services Australia Limited.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.5.1

Moved: Cr AR Crooks

Seconded: Cr KP Foss

That, with respect to the Shire Seal, Council endorse the use of the seal during May 2025.

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

Against: Nil

Carried 7/0

10.6 Chief Executive Officer

10.6.1 Bruce Rock and Districts Agricultural Society – Request for Financial and In-Kind Support for 2025 Agricultural Show

File Reference	062025.10.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Bruce Rock and Districts Agricultural Society Inc.
Previous Item Numbers	OCM Apr 2021 – Item 11.4.4
Date	09 June 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Letter from Bruce Rock and Districts Agricultural Society (07 May 2025)	

Summary

Council is asked to consider a request from the Bruce Rock & Districts Agricultural Society Inc. (BRDAS) for financial and in-kind support to assist with the delivery of the 86th Bruce Rock Agricultural Show to be held on Saturday, 20 September 2025.

Background

The Bruce Rock Agricultural Show is a biennial event that plays a significant role in bringing together the local community and promoting Bruce Rock to a wider audience.

A formal request has been received from Mr Troy Fazey, President of the BRDAS (**Attachment 1**), seeking \$10,000 in financial support for this year's Show to assist with the provision of free children's entertainment and the hire of two portable disabled toilets.

The BRDAS is also requesting in-kind support, including Shire labour assistance in the lead-up to the event and enhanced cleaning of the Recreation Centre facilities on the day.

In 2023, the BRDAS did not request financial support from the Shire, acknowledging that the Shire funds were better directed to the supermarket redevelopment project. This understanding and collaboration highlight the strong working relationship between the Shire and BRDAS.

The 2025 request also includes the following approvals:

- A fireworks display at approximately 7.30pm, subject to information being provided in line with LGIS requirements.
- Consumption of alcohol on Council property between 11.00am–8.30pm, with arrangements coordinated in consultation with the Bruce Rock District Club and Liquor Licensing.

Consultation

Consultation has been undertaken with the Shire's:

- Manager of Strategic Business Development;
- Manager of Finance;
- Manager of Governance and Community Services; and
- Contract Environmental Health Officer.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The requested financial contribution of \$10,000 has been included in the 2025/26 Draft Budget. If approved, the amount would be allocated toward entertainment and accessibility-related amenities for the Show. This request is higher than the \$8,000 previously provided in 2021, reflecting increasing event costs.

In-kind support, including labour assistance in the lead-up to the event and cleaning services on Show day, would be provided from within existing operational resources. The estimated value of the in-kind contribution is approximately \$3,000.

Strategic Implications

Outcome:	1.0	Community Priorities
Strategy:	1.1	Our community are engaged and have a healthy lifestyle
Strategy:	1.2	Inclusive community activities, events, and initiatives
Outcome:	2.0	Economic Priorities
Strategy:	2.4	Tourism helps diversify our local economy

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not support the BRDAS request leading to the perception that the Shire does not support community and economic activation events.	Unlikely (2)	Minor (2)	Low (1-4)	Business & Community Disruption	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: work 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 of ten (10) or greater (considered to be a high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Bruce Rock Agricultural Show continues to be a cornerstone of community engagement and economic activation within the region. The request for financial support in 2025 is reasonable given rising event costs and reflects the Ag Society's commitment to delivering a quality event with diverse offerings.

The Society's 2023 decision to forgo funding demonstrated their support for the Shire's wider priorities. In turn, the Shire's ongoing backing, both financial and in-kind, reinforces the mutual partnership necessary to sustain and enhance the Bruce Rock Show.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.6.1

Moved: Cr S Strange

Seconded: Cr KP Foss

That with respect to the Bruce Rock & Districts Agricultural Society – Request for Financial and In-Kind Support for 2025 Agricultural Show, Council:

1. Approves a financial contribution of up to \$10,000 to the Bruce Rock & Districts Agricultural Society Inc. to support entertainment and amenity hire for the 2025 Bruce Rock Agricultural Show.
2. Approves in-kind support including Shire labour in the lead-up to the event and increased cleaning at the Recreation Centre on Show day.

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

Against: Nil

Carried 7/0

10.6.2 Request For Additional Free Community Bus Trips For The Bruce Rock Senior Citizens Centre

File Reference	062025.10.6.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	09 June 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Letter from the Secretary – Bruce Rock Senior Citizens Centre	

Summary

Council is requested to consider a submission from the Bruce Rock Senior Citizens Centre (Centre) seeking extended free access to the Shire's community bus. Currently, the Senior Citizens Centre is entitled to use the community bus free of charge for three long-distance excursions per calendar year, with all other uses requiring payment in accordance with the Shire's adopted Fees and Charges Schedule.

The request seeks additional free use throughout the year for shorter, localised day trips to towns such as Merredin and Kellerberrin, undertaken for social engagement with other senior citizens' groups. The Centre has confirmed that these excursions are not used for shopping purposes that would disadvantage local Bruce Rock businesses.

Background

Historically, the Shire has supported the Centre through subsidised access to the community bus for up to three (3) long-distance trips annually. These excursions have typically included social activities and infrequent shopping for items not available in Bruce Rock.

A formal request has now been received from the Centre's Secretary requesting that Council consider full-year free use of the community bus for monthly short-distance trips. These trips aim to facilitate social connection and interaction with regional peer groups and are distinct from the longer excursions currently subsidised.

In support of their request, the Centre has cited examples of similar support being provided in other local government areas. However, it is noted that requests for free or subsidised transport to Merredin and other neighbouring towns have previously been received from individual residents and community groups and declined, in order to maintain equity and manage cost implications. Careful consideration is therefore required to avoid setting a precedent that could extend beyond the intended community service support for the Centre.

Consultation

Consultation has been undertaken with the following:

- Manager of Finance;
- Trevor Neal, President of the Bruce Rock Senior Citizens Centre; and
- Veronica Branch-Smith, Secretary of the Bruce Rock Senior Citizens Centre

Statutory Environment

Not applicable.

Policy Implications

This matter may warrant consideration in future reviews of Council's Community Bus Use Policy or Fees and Charges Schedule, to ensure clarity and consistency in community group access and subsidisation.

Financial Implications

While modest, an increase in subsidised use will result in foregone revenue and incremental operating costs (e.g. fuel, maintenance, driver time if applicable). The financial impact of one additional long trip or three short trips per year is considered manageable within current operating budgets.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If approved without clear conditions, this may generate expectations from other community groups or individuals seeking similar support, undermining prior decisions and budget constraints.	Possible (3)	Minor (2)	Medium (6-9)	Business & Community Disruption	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of **six (6)** 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 Centre provides an important social function for older residents, and their activities are well supported by volunteers. However, there are financial implications to the Shire in subsidising regular transport, including fuel, maintenance, and administrative costs.

In assessing this request, it is important to balance community wellbeing objectives with financial sustainability and equity of access. The Shire must be cautious not to inadvertently create an expectation of free regional transport for broader sections of the community or for purposes not aligned with Council’s intended support measures.

To support the Centre while managing cost exposure, a modest increase to the current arrangement is proposed by allowing three short trips (each not exceeding 150 km round-trip) free of charge. This would acknowledge the Centre’s community benefit while maintaining financial prudence and policy consistency.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.6.2

Moved: Cr AR Crooks

Seconded: Cr BJ Waight

That Council:

- 1. Acknowledges the request from the Bruce Rock Senior Citizens Centre for extended free use of the Shire’s community bus;**
- 2. Approves up to three short-distance trips per year (each not exceeding 150 km round-trip) free of charge; with all other usage remaining subject to the adopted Fees and Charges Schedule; and**
- 3. Requests the CEO to advise the Senior Citizens Centre of Council’s decision and update internal booking records and communication protocols accordingly.**

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

Against: Nil

Carried 7/0

10.6.3 Request to Lease a Portion of the Shire Aircraft Hanger – Bruce Rock Airfield

File Reference	062025.10.6.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 June 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Cr S Strange declared a financial interest on this matter left the meeting at 3.21pm.

Summary

Council is requested to consider a request from Mr Stephen Strange to lease the remaining half of the Shire-owned aircraft hanger located at the Bruce Rock Airfield. The other half of the hanger is currently under lease to a separate tenant. Mr Strange has requested a lease under the same or similar terms as the existing lease arrangement.

Background

The Shire of Bruce Rock owns a hanger facility at the Bruce Rock Airfield, which has been subdivided into two portions to accommodate multiple users. One half of the hanger is currently leased to a private resident under a formal lease agreement.

Mr Stephen Strange, a resident of the Shire and a current Councillor (not acting in his capacity as a Councillor for this request), has approached the Shire seeking to lease the remaining unoccupied half of the hanger. Mr Strange has requested lease conditions that mirror those in place for the current leasee.

Key terms requested are:

- Lease Term: Five (5) years;
- Annual Rent: \$408 per annum, adjusted annually in accordance with Shire budgeting processes;
- Payment Terms: Rent payable within 30 days of lease commencement; and
- Purpose: Storage of private aircraft and associated equipment.

Consultation

Consultation has been undertaken with the Manager of Finance.

Statutory Environment

Section 3.58 of the Local Government Act 1995 governs the disposition of property, including leasing.

Policy Implications

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

Financial Implications

The lease will generate a modest annual rental income of \$408, adjusted annually in accordance with Shire budgeting processes. The amount aligns with the current lease agreement for the other half of the hangar and contributes to the upkeep of the airfield facility.

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)
Perceived Conflict of Interest due to lessee being an elected member of Council	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Control through Full disclosure of interest is made. Decision is made by Council with the Councillor abstaining from any discussion or vote on the matter. Lease is on standard terms consistent with current arrangements. ...

Risk Matrix

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

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

Comment/Conclusion

There is no known competing interest for the remaining half of the hangar, and the lease of this space would ensure full utilisation of the Shire-owned infrastructure. As with the existing lease, the proposed lease to Mr Strange would be formalised through a standard lease agreement, subject to Council approval.

The request aligns with Council's approach to managing community and aviation infrastructure assets to enable fair and equitable access while recovering costs associated with maintenance and use.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.6.3

Moved: Cr BJ Waight

Seconded: Cr J Verhoogt

- 1. Approves, for public comment, the public advertising of the request from Mr Stephen Strange, to lease the remaining half of the Shire Hangar at the Bruce Rock Airfield under the following conditions:**
 - **A lease term of five (5) years,**
 - **Annual rental of \$408, adjusted annually in accordance with Shire budgeting processes;**
 - **The purpose being storage of private aircraft and associated equipment; and**
 - **Rent payable within 30 days of lease commencement.**
- 2. Approves the Chief Executive Officer to execute the lease, subject to no public comment, opposing the lease, being received.**

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr J Verhoogt and Cr BJ Waight.

Against: Nil

Carried 6/0

Cr S Strange returned to the meeting at 3.26pm.

10.6.4 Lease Renewal – 61 Westral Street, Bruce Rock

File Reference	062025.10.6.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	12 June 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Letter Reference Lease Renewal – 61 Westral Street, Bruce Rock	

Summary

Council is requested to consider and endorse the renewal of a residential tenancy agreement with the Housing Authority (Government Regional Officers' Housing Program) for the property located at 61 Westral Street, Bruce Rock.

Background

The Housing Authority currently leases 61 Westral Street, Bruce Rock from the Shire of Bruce Rock under a residential tenancy agreement which expires on 15 August 2025.

The Housing Authority has submitted a formal offer to renew the lease under the following proposed terms:

- A further term of three (3) years;
- Commencing immediately after the expiry of the current agreement;
- At a weekly rental amount of \$630.00; and
- Subject to the same general terms and conditions as the existing lease, with updated compliance requirements.

Consultation

Consultation has been undertaken with the Manager of Finance.

Statutory Environment

- Residential Tenancies Act 1987 - governs the terms and conditions of residential tenancy agreements;
- Local Government Act 1995 – relevant to the disposal (including leasing) of Local Government property; and
- The property is not subject to public advertising under section 3.58 of the Local Government Act 1995, as it is a residential tenancy and is consistent with ongoing Government Regional Officers Housing arrangements.

Policy Implications

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

Financial Implications

The lease will generate \$630 per week in revenue for the Shire of Bruce Rock, equating to approximately \$32,760 per annum. This is an increase of \$230 per week or 57.5%. The Shire will be responsible for the required compliance inspections and services outlined in the lease conditions.

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)
Non-compliance with lease pre-conditions	Possible (3)	Minor (2)	Medium (6-9)	Compliance Requirements	Engage qualified contractors for compliance work prior to lease commencement

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of **six (6)** has been determined for this item. Any items with a risk rating 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 proposed lease renewal supports continued provision of quality Government Regional Officers' Housing within the Shire of Bruce Rock. The weekly rental amount of \$630 is considered commercially reasonable and consistent with current market rates.

The offer is conditional on the following:

- Completion of an electrical compliance certificate confirming the installation and functionality of all hard-wired smoke alarms and safety switches;

- Servicing of all air-conditioning units within 12 months prior to the lease commencement; and
- Receipt of all internal approvals by the Housing Authority within 14 days of the offer date.

Acceptance of the lease renewal offer requires return of the signed acceptance within 14 days from the date of the letter (5 June 2025), and execution of the formal lease agreement within 14 days of its receipt from the Housing Authority.

Voting Requirements

Simple Majority

COUNCIL DECISION AND OFFICERS' RECOMMENDATION

Resolution OCM June 25 – 10.6.4

Moved: Cr KP Foss

Seconded: Cr AR Crooks

That Council:

1. **Accepts the offer from the Housing Authority to renew the lease for 61 Westral Street, Bruce Rock for a period of three (3) years commencing from 16 August 2025, at a rental of \$630.00 per week;**
2. **Authorises the Chief Executive Officer to ensure all required compliance works are completed, including:**
 - **Provision of an electrical compliance certificate; and**
 - **Servicing of all air-conditioning units;**
3. **Authorises the Chief Executive Officer to sign and return the lease acceptance and execute the formal lease documentation upon receipt.**

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

Against: Nil

Carried 7/0

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

12. Confidential Items

13. Closure of the Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 3.29pm.

These minutes were confirmed at a meeting on 17 July 2025.

Cr R Rajagopalan
Shire President