

SHIRE OF BRUCE ROCK

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 20 NOVEMBER 2025

1. Declaration of Opening

Cr Ram Rajagopalan welcomed everyone and opened meeting at 4.00pm.

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

Shire President	CR R Rajagopalan
Deputy Shire President	Cr AR Cooks
Councillors	Cr AJ Buegge
	Cr KP Foss
	Cr PK Hodgkiss
	Cr S Strange
	Cr J Verhoogt
Chief Executive Officer	Mr M Furr
Manager of Strategic Business Development	Ms M Schilling
Manager of Finance	Mr M Darby
Executive Support Officer	Ms S Wood (Minutes)

Leave of Absence

Councillor	Cr Jen Verhoogt
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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

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
20/11/25	Cr Perry Hodgkiss	12.1	His proximity to land lots 98 & 100 Butcher Street

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by the Person Presiding without Discussion

8.1 Early Bird Rates Prizes Draw

The Early Bird Rates prizes draw will be carried out by the Shire President and Manager of Finance. All rates that were paid in full by the 23 September 2025 and were eligible are qualified and the winners will be drawn using the Shire's Synergy Soft 'random prize generator competition' module. The three (3) winners drawn will be documented in the table below and will be notified in writing.

Prize	Assessment	Name	Prize
1st	A2663	Pantapin Farms Pty Ltd	Family Season Pass to the Shire Aquatic Centre
2nd	A2707	Geoffrey Negri	\$100 Voucher
3rd	A692	Manfred Willer	\$50 Voucher

9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday, 16 October 2025.

COUNCIL DECISION

Resolution OCM November 25 – 9.1

Moved: Cr AR Crooks

Seconded: Cr KP Foss

That the minutes of the Ordinary Council Meeting held on Thursday, 16 October 2025 be received as a true and correct record.

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

Against: Nil

Carried 6/0

Special Meeting of Council held on Wednesday, 22 October 2025.

COUNCIL DECISION

Resolution OCM November 25 – 9.1

Moved: Cr S Strange

Seconded: Cr PK Hodgkiss

That the minutes of the Special Meeting of Council held on Thursday, 22 October 2025 be received as a true and correct record.

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

Against: Nil

Carried 6/0

Bush Fire Advisory Meeting held on Monday, 27 October 2025.

COUNCIL DECISION

Resolution OCM November 25 – 9.1

Moved: Cr AR Crooks

Seconded: Cr AJ Buegge

That the minutes of the Bushfire Advisory Committee Meeting held on Monday, 27 October 2025 be received.

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

Against: Nil

Carried 6/0

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 – October 2025

File Reference	1125.10.3.1
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	11 November 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Schedule of Accounts Paid – October 2025	

Summary

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

Background

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

Consultation

Consultation has been undertaken with the Creditors Officer, Finance Officer and Payroll and HR Officer.

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Risk Implications

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

Risk Matrix

Consequence		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 October 2025 is presented to Council for notation.

Below is a summary of activity:

<i>As of 31 October 2025</i>		
Payment Type	\$	%
Cheque	\$11,479.36	1.31%
EFT (incl. Payroll)	\$826,253.29	94.56%
Direct Debit	\$34,323.83	3.93%
Credit Card	\$915.51	0.10%
Fuel Card	\$770.78	0.09%
Store Cards	N/A	0.00%
Total Payments	\$873,742.77	100%

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.3.1

Moved: Cr KP Foss

Seconded: Cr AJ Buegge

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

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

Against: Nil

Carried 6/0

Schedule of Accounts Paid - October 2025						
Serial No	Chq/EFT	Date	Name	Description	Amount	Legend
Municipal Account Cheques						
1	38	07/10/2025	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$10,963.36	
2	39	15/10/2025	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP SEPTEMBER 2025 REFRESHMENTS FOR STAFF EVENT	\$16.00	
3	40	15/10/2025	SHIRE OF BRUCE ROCK	FLOAT FOR CAMPING ON OVAL PAYMENTS AT VETS REUNION 2025	\$300.00	
4	41	15/10/2025	SHIRE OF BRUCE ROCK	AQUATIC CENTRE ENTRY FEE FLOAT FOR 2025/26 SEASON	\$200.00	
Total Cheques					\$11,479.36	
Municipal Account EFTs (incl. Payroll)						
5	EFT24973	09/10/2025	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 08/10/2025	\$1,795.85	
6	EFT24974	09/10/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR SEPTEMBER 2025	\$868.36	
7	EFT25023	01/10/2025	CHG-MERIDIAN AUSTRALIA PTY LTD	GYM EQUIPMENT RENTAL	\$1,304.39	
8	EFT25021	07/10/2025	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE SEPTEMBER 2025 (EOM TRANSACTION)	\$154.15	R
9		08/10/2025	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 08/09/2025	\$89,950.12	
10	EFT24975	09/10/2025	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$547.50	
11	EFT24976	10/10/2025	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$2,464.00	
12	EFT24977	10/10/2025	BOC LIMITED	GAS BOTTLE RENTAL	\$144.78	
13	EFT24978	10/10/2025	BOOEASY AUSTRALIA PTY LTD	ONLINE CARAVAN PARK BOOKING SEPTEMBER 2025	\$220.00	
14	EFT24979	10/10/2025	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$55.84	
15	EFT24980	10/10/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT MED CENTRE	\$616.00	
16	EFT24981	10/10/2025	BRUCE ROCK CAFE - LOVE THAT FOOD	REFRESHMENTS FOR STAFF FUNCTION AND COUNCIL MEETING	\$100.50	
17	EFT24982	10/10/2025	BRUCE ROCK ENGINEERING	SUPPLY & FIT TYRES TO BK6674	\$2,244.95	F
18	EFT24983	10/10/2025	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$193.97	
19	EFT24984	10/10/2025	COPIER SUPPORT	PHOTOCOPIER METER READING SEPTEMBER 2025	\$586.85	
20	EFT24985	10/10/2025	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$329.97	
21	EFT24986	10/10/2025	COTSWOLD FARMS	MAINTENANCE GRADING	\$52,569.00	
22	EFT24987	10/10/2025	CREIGHAN HOLDINGS PTY LTD T/A C & F BUILDING APPROVALS	BUILDING PERMIT PROCESSING	\$495.00	
23	EFT24988	10/10/2025	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION(CONTROLLED WASTE)	CONTROLLED WASTE LICENCE	\$165.00	
24	EFT24989	10/10/2025	EARTHSTYLE CONTRACTING PTY LTD	CONSTRUCT NEW TRENCH AT LANDFILL	\$10,824.00	
25	EFT24990	10/10/2025	EDGE PLANNING & PROPERTY	PLANNING CONSULTATION SERVICES	\$446.18	
26	EFT24991	10/10/2025	ELDERS BRUCE ROCK	BATTERIES FOR BK6674	\$468.18	
27	EFT24992	10/10/2025	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE AND PARTS FOR BK6674 & BK501	\$2,864.85	
28	EFT24993	10/10/2025	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS	\$3,304.50	
29	EFT24994	10/10/2025	FILTERS PLUS WA	PARTS FOR BK011 & BK6556	\$1,072.70	
30	EFT24995	10/10/2025	HARE & FORBES PTY LTD	PARTS FOR BK9270	\$154.00	
31	EFT24996	10/10/2025	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$35,199.09	
32	EFT24997	10/10/2025	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$3,646.50	
33	EFT24998	10/10/2025	MAIN ROADS WESTERN AUSTRALIA	LINE MARKING BRUCE ROCK NAREMBEEN ROAD	\$7,948.04	G
34	EFT24999	10/10/2025	MERREDIN PANEL AND PAINT	REPAIRS TO BK645	\$3,033.78	F
35	EFT25000	10/10/2025	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING OF SHIRE OFFICE SEPTEMBER 2025	\$35.20	
36	EFT25001	10/10/2025	NAPA	PARTS FOR BK655, BK020, & BK08	\$599.77	
37	EFT25002	10/10/2025	NB HARDWARE & AG SUPPLIES	REPLACEMENT PUMP FOR SMALL PLANT & FERTILIZER FOR GARDEN MAINTENANCE	\$991.96	
38	EFT25003	10/10/2025	OFFICEWORKS BUSINESS DIRECT	TABLET FOR BUILDING MAINTENANCE CREW & STATIONERY ORDER	\$390.05	
39	EFT25004	10/10/2025	PORTER EQUIPMENT AUSTRALIA PTY LTD	PARTS FOR BK06	\$1,413.01	
40	EFT25005	10/10/2025	SHENAE NEGRI	REIMBURSEMENT OF EXPENSES	\$24.99	
41	EFT25006	10/10/2025	SMITH EARTHMOVING	MAINTENANCE GRADING PROGRESS PAYMENT	\$26,257.00	
42	EFT25007	10/10/2025	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING FOR BUSH FIRE BRIGADES	\$11,868.31	F
43	EFT25008	10/10/2025	STIHL SHOP MALAGA	PURCHASE OF NEW BLOWER	\$430.00	
44	EFT25009	10/10/2025	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$11,765.65	PR
45	EFT25010	10/10/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$147.88	
46	EFT25011	10/10/2025	TELSTRA	TELEPHONE USAGE CHARGES	\$1,567.07	
47	EFT25012	10/10/2025	THE BRUCE ROCK HOTEL	ACCOMMODATION FOR CONTRACTORS	\$1,320.00	PG
48	EFT25013	10/10/2025	TWO DOGS MITRE 10	MATERIALS FOR REC CENTRE & CARAVAN PARK MAINTENANCE	\$127.30	
49	EFT25014	10/10/2025	UES INTERNATIONAL PTY LTD	PARTS FOR BK604	\$131.65	
50	EFT25015	10/10/2025	WA AGRISTORE PTY LTD	MATERIALS FOR DAM MAINTENANCE	\$117.59	
51	EFT25016	10/10/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES SEPTEMBER 2025	\$750.75	
52	EFT25017	10/10/2025	WESTRAC PTY LTD	PARTS FOR BK6338	\$237.24	
53	EFT25018	10/10/2025	WIRTGEN AUSTRALIA	PARTS FOR BK011	\$1,327.33	
54	EFT25019	10/10/2025	WURTH	WORKSHOP CONSUMABLES	\$51.82	
55	EFT25020	10/10/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEYING OF BRUCE ROCK CORRIGIN ROAD	\$36,068.18	G
56	EFT25024	17/10/2025	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	\$1,379.14	
57	EFT25025	17/10/2025	ARROW BRONZE	PLAQUE FOR NICHE WALL	\$850.15	R
58	EFT25026	17/10/2025	AUSTRALIA POST	POSTAL CHARGES FOR SEPTEMBER 2025	\$120.96	
59	EFT25027	17/10/2025	AUSTRALIAN FIRE SUPPLIES & FABRICATION PTY LTD T/A FIRE AND SAFETY SUPPLIES WA	DATE TAGS FOR FIRE EXTINGUISHER TESTING	\$78.08	

60	EFT25028	17/10/2025	AVON WASTE	KERBSIDE WASTE & RECYCLING COLLECTIONS & BULK RECYCLING COLLECTIONS FOR SEPTEMBER 2025	\$14,878.41	PR
61	EFT25029	17/10/2025	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$924.00	
62	EFT25030	17/10/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	\$608.30	
63	EFT25031	17/10/2025	BRUCE ROCK ENGINEERING	SUPPLY, FIT AND BALANCE TYRES FOR BK501	\$2,676.41	
64	EFT25032	17/10/2025	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORKS FOR SHIRE PROPERTY	\$1,854.60	
65	EFT25033	17/10/2025	CLEANAWAY DANIELS SERVICES PTY LTD	MEDICAL CENTRE SHARPS DISPOSAL	\$260.13	
66	EFT25034	17/10/2025	CROMAG PTY LTD T/A SIGMA TELFORD GROUP	PUMP FOR HYDROPOOL & MATERIALS FOR AQUATIC CENTRE	\$1,749.55	
67	EFT25035	17/10/2025	CRUSHING SERVICES INTERNATIONAL PTY LTD T/A MINING WEAR PARTS	PARTS FOR BK510, BK511, & BK602	\$3,109.68	
68	EFT25036	17/10/2025	D.E.C CONTRACTING PTY LTD	TREE PRUNING	\$54,703.00	PG
69	EFT25037	17/10/2025	DX PRINT GROUP PTY LTD	TIME SHEET BOOKS	\$1,287.00	
70	EFT25038	17/10/2025	ECOWATER SERVICES	ATU SERVICE AT SHIRE PROPERTY	\$281.50	
71	EFT25039	17/10/2025	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK654 & REPLACE BATTERY	\$2,183.70	F
72	EFT25040	17/10/2025	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD T/A HARRIYANDLE FAMILY TRUST	BRUCE ROCK-CORRIGIN ROAD WSNF PROJECT DEVELOPMENT CONSULTATION	\$3,300.00	G
73	EFT25041	17/10/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	REGISTRATION FOR ANNUAL STATE CONFERENCE 2025	\$1,860.00	
74	EFT25042	17/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	SUPPLY METAL & DUST	\$5,670.79	
75	EFT25043	17/10/2025	NAPA	WORKSHOP CONSUMABLES	\$336.60	
76	EFT25044	17/10/2025	NB HARDWARE & AG SUPPLIES	RETICULATION MATERIALS	\$513.29	
77	EFT25045	17/10/2025	NUTRIEN AG SOLUTIONS	OVAL SOIL TESTING	\$954.36	
78	EFT25046	17/10/2025	PARMELIA MANAGEMENT PTY LTD	ACCOMMODATION FOR LG CONVENTION CONFERENCE	\$7,565.60	PR
79	EFT25047	17/10/2025	PERTH PICKER HIRE	HIRE OF CHERRY PICKER FOR MAIN STREET FLAG POLE REPAIRS	\$4,004.00	
80	EFT25048	17/10/2025	PINGARNING PTY LTD (PROMPT SAFETY SOLUTIONS)	QUARTERLY WHS SERVICE	\$1,210.00	
81	EFT25049	17/10/2025	POOL CONTROLS	MATERIALS FOR AQUATIC CENTRE MAINTENANCE	\$1,258.40	
82	EFT25050	17/10/2025	R2K CONTRACTING	PARTS FOR BK373	\$108.50	
83	EFT25051	17/10/2025	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES & EXPENSES CLAIM SEPTEMBER 2025	\$654.00	
84	EFT25052	17/10/2025	SCAVENGER SUPPLIES	CLASS A FIRE FIGHTING FOAM	\$605.00	F
85	EFT25053	17/10/2025	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER SEPTEMBER 2025	\$2,960.00	
86	EFT25054	17/10/2025	SHIRE OF MERREDIN	ANNUAL CONTRIBUTION TO CENTRAL WHEATBELT VISITOR CENTRE 2025-2026	\$2,909.20	
87	EFT25055	17/10/2025	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING FOR THE BUSHFIRE BRIGADES	\$3,785.32	F
88	EFT25056	17/10/2025	STRATEGIC LEADERSHIP CONSULTING	CEO ANNUAL PERFORMANCE REVIEW	\$6,083.00	
89	EFT25057	17/10/2025	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGES	\$156.28	
90	EFT25058	17/10/2025	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTY	\$950.14	
91	EFT25059	17/10/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$1,658.95	
92	EFT25060	17/10/2025	TRANSTRUCT	PARTS FOR BK9270	\$88.94	
93	EFT25061	17/10/2025	WA AGRISTORE PTY LTD	RAPID SET CONCRETE FOR ROAD MAINTENANCE & OTHER MINOR ITEMS FOR PROPERTY MAINTENANCE	\$657.47	
94	EFT25062	17/10/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	\$1,655.50	
95	EFT25063	17/10/2025	WESTRAC PTY LTD	PARTS FOR BK6338	\$152.79	
96	EFT25064	17/10/2025	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORMS	\$16,134.39	
97	EFT25065	17/10/2025	WILSONS SIGN SOLUTIONS	HONOUR BOARD UPDATES	\$115.50	
98	EFT25066	17/10/2025	WIRTGEN AUSTRALIA	PARTS FOR BK011	\$399.84	
99	EFT25067	17/10/2025	WURTH	WORKSHOP CONSUMABLES	\$342.84	
100	EFT25068	21/10/2025	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2025	\$40,567.00	
101		22/10/2025	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 22/10/2025	\$92,457.25	
102	EFT25069	23/10/2025	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$638.64	
103	EFT25070	23/10/2025	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 22/10/2025	\$2,052.40	
104	EFT25071	23/10/2025	VERN JETTA	REIMBURSEMENT OF EXPENSES	\$79.96	
105	EFT25072	23/10/2025	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$547.50	
106	EFT25073	27/10/2025	SJ MUSIC T/A SOPHIE JANE	ENTERTAINMENT FOR BACK TO THE BUSH VETERANS REUNION 2025	\$900.00	
107	EFT25074	31/10/2025	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY & DELIVER CRS EMULSION	\$13,189.00	
108	EFT25075	31/10/2025	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$2,024.00	
109	EFT25076	31/10/2025	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$246.08	
110	EFT25077	31/10/2025	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$97.97	
111	EFT25078	31/10/2025	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR DFES TRAINING OCTOBER 2025	\$300.00	
112	EFT25079	31/10/2025	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR SPECIAL COUNCIL MEETING OCTOBER 2025	\$494.00	
113	EFT25080	31/10/2025	BRUCE ROCK ENGINEERING	TYRES FOR BK053, BK373, & BK02	\$571.42	
114	EFT25081	31/10/2025	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES	\$425.74	
115	EFT25082	31/10/2025	CODY EXPRESS TRANSPORT	FREIGHT CHARGES	\$76.29	
116	EFT25083	31/10/2025	COMBINED PEST CONTROL WA P/L	PEST CONTROL SERVICES	\$198.00	
117	EFT25084	31/10/2025	COPIER SUPPORT	PHOTOCOPIER METER READING OCTOBER 2025	\$501.29	
118	EFT25085	31/10/2025	CORPCLOUD PTY LTD	SUPPLY NEW PC FOR DOCTORS ROOM & MED CENTRE IT SUPPORT	\$2,429.66	
119	EFT25086	31/10/2025	COTSWOLD FARMS	MAINTENANCE GRADING	\$29,205.00	
120	EFT25087	31/10/2025	CREIGHAN HOLDINGS PTY LTD T/A C & F BUILDING APPROVALS	BUILDING PERMIT CONSULTATION	\$495.00	
121	EFT25088	31/10/2025	CROWN PERTH	ACCOMMODATION FOR STAFF MEMBER ATTENDING TRAINING	\$228.60	
122	EFT25089	31/10/2025	DEVLYN AUSTRALIA PTY LTD	SUPERMARKET RETENTION FINAL PAYMENT	\$7,700.00	

123	EFT25090	31/10/2025	E & MJ ROSHER PTY LTD	TYRES FOR BK117	\$166.98
124	EFT25091	31/10/2025	ELDERS BRUCE ROCK	GAS BOTTLE EXCHANGE	\$357.19
125	EFT25092	31/10/2025	ELEC TECH DIESEL SERVICES PTY LTD	REPAIRS TO BK08	\$310.31
126	EFT25093	31/10/2025	GRANO DIRECT	MATERIALS FOR CONCRETE WORKS	\$711.16
127	EFT25094	31/10/2025	JADE HEALEY - RATIMA	ENTERTAINMENT FOR CHRISTMAS TREE EVENT	\$1,500.00
128	EFT25095	31/10/2025	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK655	\$122.60
129	EFT25096	31/10/2025	LANDGATE- VALUATION	INTERIM VALUATIONS	\$193.92
130	EFT25097	31/10/2025	LGIS WA	INSURANCE 2025-2026 PAYMENT 2 OF 2	\$142,409.17
131	EFT25098	31/10/2025	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTY	\$1,826.00
132	EFT25099	31/10/2025	NB HARDWARE & AG SUPPLIES	OVAL LINE MARKING PAINT	\$312.91
133	EFT25100	31/10/2025	ORIGO PTY LTD	AIRPORT WEATHER STATION ANNUAL SUPPORT	\$437.80
134	EFT25101	31/10/2025	PUMPS AUSTRALIA PTY LTD	PARTS FOR BK638	\$533.50
135	EFT25102	31/10/2025	QUEST INNALOO	ACCOMMODATION FOR STAFF MEMBER ATTENDING TRAINING	\$501.65
136	EFT25103	31/10/2025	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$510.00
137	EFT25104	31/10/2025	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$619.00
138	EFT25105	31/10/2025	TELSTRA	TELEPHONE USAGE CHARGES	\$1,622.95
139	EFT25106	31/10/2025	THE BRUCE ROCK HOTEL	COUNCIL LUNCH & REFRESHMENTS OCTOBER 2025	\$316.00
140	EFT25107	31/10/2025	TRANSTRUCT	MATERIALS FOR FOOTPATH MAINTENANCE	\$202.72
141	EFT25108	31/10/2025	TRAVELLER'S REST MOTEL	ACCOMMODATION FOR STAFF MEMBER ATTENDING TRAINING	\$195.00
142	EFT25109	31/10/2025	UES INTERNATIONAL PTY LTD	PARTS FOR BK730	\$140.64
143	EFT25110	31/10/2025	WA AGRISTORE PTY LTD	BATTERIES FOR BK650 & OTHER MINOR ITEMS FOR PROPERTY MAINTENANCE	\$1,230.90
144	EFT25111	31/10/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES OCTOBER 2025	\$721.87
145	EFT25112	31/10/2025	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$1,426.60
146	EFT25113	31/10/2025	WESTRAC PTY LTD	PARTS FOR BK510, BK511 & BK512	\$1,118.00
147	EFT25116	28/10/2025	COMMONWEALTH BANK CORPORATE CHARGE CARDS	CREDIT CARD FOR OCTOBER 2025	\$915.51
Total EFTs					\$826,253.29
Direct Debits					
148	DD10899.1	08/10/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,293.32
149	DD10899.2	08/10/2025	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$343.93
150	DD10899.3	08/10/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.11
151	DD10899.4	08/10/2025	HESTA	SUPERANNUATION CONTRIBUTIONS	\$70.76
152	DD10899.5	08/10/2025	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.79
153	DD10899.6	08/10/2025	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$1,401.81
154	DD10899.7	08/10/2025	GUILDSUPER	SUPERANNUATION CONTRIBUTIONS	\$129.52
155	DD10899.8	08/10/2025	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,186.72
156	DD10899.9	08/10/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,708.45
157	DD10946.1	22/10/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,525.47
158	DD10946.2	22/10/2025	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$343.98
159	DD10946.3	22/10/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.11
160	DD10946.4	22/10/2025	HESTA	SUPERANNUATION CONTRIBUTIONS	\$35.38
161	DD10946.5	22/10/2025	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$423.90
162	DD10946.6	22/10/2025	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$1,399.53
163	DD10946.7	22/10/2025	GUILDSUPER	SUPERANNUATION CONTRIBUTIONS	\$141.18
164	DD10946.8	22/10/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,359.11
165	DD10946.9	22/10/2025	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,068.63
166	DD10899.10	08/10/2025	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$287.30
167	DD10899.11	08/10/2025	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$660.63
168	DD10899.12	08/10/2025	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58
169	DD10899.13	08/10/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$274.49
170	DD10899.14	08/10/2025	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$117.77
171	DD10899.15	08/10/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.46
172	DD10946.10	22/10/2025	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$238.22
173	DD10946.11	22/10/2025	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$690.39
174	DD10946.12	22/10/2025	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58
175	DD10946.13	22/10/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$275.92
176	DD10946.14	22/10/2025	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$89.33
177	DD10946.15	22/10/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.46
Total Direct Debits					\$34,323.83
Credit Cards					
178		26/09/2025	WILSONS PARKING	PARKING FOR OFFICER ATTENDING WALGA CONVENTION	\$38.52
179		26/09/2025	OPEN AI	SUBSCRIPTION TO CHAT GPT PLUS	\$33.63
180		26/09/2025	OPEN AI	INTERNATIONAL TRANSACTION FEES	\$0.84
181		13/10/2025	HUMANTIX	SEGRA CONFERENCE REGISTRATION FOR COUNCILLOR	\$165.00
182		14/10/2025	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS	\$176.00
183		17/10/2025	CITY OF PERTH	PARKING FOR OFFICER ATTENDING SEGRA CONFERENCE	\$15.14
184		17/10/2025	QUEST EAST PERTH	ACCOMMODATION FOR OFFICER ATTENDING SEGRA CONFERENCE	\$286.65
185		24/10/2025	CANVA	RENEW SUBSCRIPTION TO CANVA PRO	\$164.99
186		25/10/2025	OPEN AI	SUBSCRIPTION TO CHAT GPT PLUS	\$33.89
187		25/10/2025	OPEN AI	INTERNATIONAL TRANSACTION FEES	\$0.85
Total Credit Card Payments					\$915.51

Fuel Cards					
Card One					
188		03/10/2025	BP QUAIRADING	UNLEADED FOR DOCTOR'S CAR	\$70.78
189		03/10/2025	BP QUAIRADING	BP PLUS FEE	\$0.38
190		06/10/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$74.59
191		06/10/2025	BP ARMADALE	BP PLUS FEE	\$0.38
192		10/10/2025	BP QUAIRADING	UNLEADED FOR DOCTOR'S CAR	\$60.45
193		10/10/2025	BP QUAIRADING	BP PLUS FEE	\$0.38
194		13/10/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$74.15
195		13/10/2025	BP ARMADALE	BP PLUS FEE	\$0.38
196		19/10/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$103.55
197		19/10/2025	BP ARMADALE	BP PLUS FEE	\$0.38
198		27/10/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$54.18
199		27/10/2025	BP ARMADALE	BP PLUS FEE	\$0.38
Card One Total					\$439.98
Card Five					
200		17/10/2025	BP QUAIRADING	UNLEADED FOR BK2	\$67.96
201		17/10/2025	BP QUAIRADING	BP PLUS FEE	\$0.38
202		19/10/2025	BP THE LAKES	UNLEADED FOR BK2	\$38.25
203		19/10/2025	BP THE LAKES	BP PLUS FEE	\$0.38
204		22/10/2025	BP MERREDIN	UNLEADED FOR BK2	\$47.71
205		25/10/2025	BP THE LAKES	UNLEADED FOR BK2	\$36.35
206		25/10/2025	BP THE LAKES	BP PLUS FEE	\$0.38
207		28/10/2025	BP QUAIRADING	UNLEADED FOR BK2	\$72.20
208		28/10/2025	BP QUAIRADING	BP PLUS FEE	\$0.38
209		29/10/2025	BP QUAIRADING	UNLEADED FOR BK2	\$66.43
210		29/10/2025	BP QUAIRADING	BP PLUS FEE	\$0.38
Card Five Total					\$330.80
Total Fuel Card Payments					\$770.78

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

Total Municipal Account Cheque Payments	\$11,479.36
Total Municipal Account EFT Payments (incl. Payroll)	\$826,253.29
Total Trust Account EFT Payments	\$0.00
Total Trust Account Cheque Payments	\$0.00
Direct Debits	\$34,323.83
Credit Cards	\$915.51
Fuel Cards	\$770.78
Total	\$873,742.77

10.3.2 Monthly Financial Reports – October 2025

File Reference	1125.10.3.2
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	13/11/2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Monthly Financial Report for October 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 2025/26 Annual Budget.

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

- The overall financial position for October 2025 currently stands at \$2,118,308 in surplus, a positive variance of \$377,836;
- Rates –The amount received to date is 89.6% of the total to be collected, and there is still more than \$215k 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 \$37,586 for 90+ day debts include 14 outstanding amounts. The outstanding debt from Main Roads WA of \$17,243, equates to 46% of the total 90 day debtors. The remaining \$20,343 is made up of 13 debtors, which are being followed up.
- A total of 210 transactions to the value of \$873,742, including 173 Electronic Fund Transfers and Direct Debits were paid in October 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		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 October 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.3.2

Moved: Cr PK Hodgkiss

Seconded: Cr S Strange

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

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

Against: Nil

Carried 6/0



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 31 OCTOBER 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,036,226	2,036,226	2,036,226	2,033,848	(2,378)	(0.12%)	
Operating grants, subsidies and contributions		2,129,778	2,129,778	756,561	763,644	7,083	0.94%	
Fees and charges		1,228,902	1,228,902	486,759	528,180	41,421	8.51%	
Interest earnings		136,584	136,584	41,468	26,761	(14,707)	(35.46%)	▼
Other revenue		177,712	177,712	28,920	65,412	36,492	126.18%	▲
Profit on disposal of assets		7,211	7,211	2,403	0	(2,403)	(100.00%)	
		0	0	0	0	0	0.00%	
Fair value adjustments to financial assets at fair value through profit or loss								
		5,716,412	5,716,412	3,352,337	3,417,845	65,508	1.95%	
Expenditure from operating activities								
Employee costs		(3,523,559)	(3,523,559)	(1,468,443)	(1,156,755)	311,688	21.23%	▲
Materials and contracts		(1,821,974)	(1,821,974)	(846,073)	(828,780)	17,293	2.04%	
Utility charges		(310,540)	(310,540)	(91,308)	(84,996)	6,312	6.91%	
Depreciation on non-current assets		(6,373,502)	(6,373,502)	(2,124,408)	0	2,124,408	100.00%	▲
Interest expenses		(126,075)	(126,075)	(7,274)	14,650	21,924	301.40%	▲
Insurance expenses		(265,316)	(265,316)	(264,988)	(241,608)	23,380	8.82%	
Other expenditure		(177,283)	(177,283)	(73,007)	(41,924)	31,083	42.58%	▲
Loss on disposal of assets		(1,923)	(1,923)	(641)	0	641	100.00%	
Loss on revaluation of non current assets		0	0	0	0	0	0.00%	
		(12,600,172)	(12,600,172)	(4,876,142)	(2,339,412)	2,536,730	(52.02%)	
Non-cash amounts excluded from operating activities		6,373,559	6,373,559	2,127,991	21,922	(2,106,069)	(98.97%)	▼
Amount attributable to operating activities		(510,201)	(510,201)	604,186	1,100,355	496,169	82.12%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,851,100	1,851,100	439,946	(228,440)	(668,386)	(151.92%)	▼
Proceeds from disposal of assets		57,000	57,000	19,000	0	(19,000)	(100.00%)	▼
		1,908,100	1,908,100	458,946	(228,440)	(687,386)	(149.77%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(2,918,240)	(2,918,240)	(838,579)	(302,737)	535,842	63.90%	▲
		(2,918,240)	(2,918,240)	(838,579)	(302,737)	535,842	(63.90%)	
Amount attributable to investing activities		(1,010,140)	(1,010,140)	(379,633)	(531,176)	(151,543)	39.92%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves		92,000	92,000	0	0	0	0.00%	
		477,000	477,000	0	0			
Outflows from financing activities								
Repayment of borrowings		(129,090)	(129,090)	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(6,987)	(6,987)	0	0	0	0.00%	
Transfer to reserves		(343,181)	(343,181)	(6,679)	(7,540)	(861)	(12.89%)	
		(479,258)	(479,258)	(6,679)	(7,540)	(861)	12.89%	
Amount attributable to financing activities		(2,258)	(2,258)	(6,679)	(7,540)	(861)	12.89%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		1,522,598	1,522,598	1,522,598	1,556,669	34,071	2.24%	
Amount attributable to operating activities		(510,201)	(510,201)	604,186	1,100,355	496,169	82.12%	▲
Amount attributable to investing activities		(1,010,140)	(1,010,140)	(379,633)	(531,176)	(151,543)	39.92%	
Amount attributable to financing activities		(2,258)	(2,258)	(6,679)	(7,540)	(861)	12.89%	
Surplus or deficit at the end of the financial year		(1)	(1)	1,740,472	2,118,308	377,836	(21.71%)	▲

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 31 OCTOBER 2025**

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 10.00% whichever is the greater.

Nature or type			Explanation of positive variances		Explanation of negative variances	
	Var. \$	Var. %	Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Interest earnings	(14,707)	(35.46%)	▼		Interest on Investments tracking lower than budgeted. Interest will be recognised on maturity of the investments.	
Other revenue	36,492	126.18%	▲	Positive variance is due to receipts from Insurance Claims, which were not budgeted for.		
Expenditure from operating activities						
Employee costs	311,688	21.23%	▲	Actual Employee Cost expenditure generally tracking behind budgeted expenditure.		
Depreciation on non-current assets	2,124,408	100.00%	▲	No depreciation has been run for 2025/26. Depreciation will be run when the Shire accounts have been audited.		
Other expenditure	31,083	42.58%	▲	Various other expenditure expenses are behind budgeted amount.		
Non-cash amounts excluded from operating activities	(2,106,069)	(98.97%)	▼		No depreciation has been run for 2025/26. Depreciation will be run when the Shire accounts have been audited.	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(668,386)	(151.92%)	▼		Budget allocations for completed projects which are grant related in this FY are ahead of actuals.	
Proceeds from disposal of assets	(19,000)	(100.00%)	▼		Some asset disposals have not yet taken place.	
Payments for inventories, property, plant and equipment	535,842	63.90%	▲	Expenditure on capital projects is behind budget phasing.		
Surplus or deficit at the end of the financial year	377,836	(21.71%)	▲	Budget Phasing based on Monthly Distribution		

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

BY PROGRAM

	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var. ▲▼
Note	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance	53,140	53,140	16,328	22,559		38.16%	▲
General Purpose Funding - Rates	2,036,226	2,036,226	2,036,226	2,033,848	(2,378)	(0.12%)	
General Purpose Funding - Other	1,858,691	1,858,691	465,810	454,086	(11,724)	(2.52%)	
Law, Order and Public Safety	37,900	37,900	18,843	16,631	(2,212)	(11.74%)	
Health	94,040	94,040	25,280	22,557	(2,723)	(10.77%)	
Housing	218,578	218,578	77,512	62,019	(15,493)	(19.99%)	▼
Community Amenities	211,431	211,431	188,599	192,710	4,111	2.18%	
Recreation and Culture	101,622	101,622	35,714	39,613	3,899	10.92%	
Transport	482,387	482,387	359,243	359,438	195	0.05%	
Economic Services	321,166	321,166	103,860	128,311	24,451	23.54%	▲
Other Property and Services	290,011	290,011	21,552	70,127	48,575	225.38%	▲
	5,716,412	5,716,412	3,352,337	3,417,845	65,508	1.95%	
Expenditure from operating activities							
Governance	(600,770)	(600,770)	(383,202)	(205,244)	177,958	46.44%	▲
General Purpose Funding	(107,017)	(107,017)	(32,647)	(32,843)	(196)	(0.60%)	
Law, Order and Public Safety	(258,576)	(258,576)	(96,006)	(90,328)	5,678	5.91%	
Health	(387,118)	(387,118)	(130,442)	(103,282)	27,160	20.82%	▲
Education and Welfare	(133,797)	(133,797)	(48,622)	(17,195)	31,427	64.64%	▲
Housing	(424,765)	(424,765)	(166,984)	(79,950)	87,034	52.12%	▲
Community Amenities	(345,958)	(345,958)	(112,526)	(101,819)	10,707	9.52%	
Recreation and Culture	(2,301,996)	(2,301,996)	(792,925)	(391,864)	401,061	50.58%	▲
Transport	(6,687,218)	(6,687,218)	(2,541,103)	(794,204)	1,746,899	68.75%	▲
Economic Services	(1,222,173)	(1,222,173)	(401,035)	(307,567)	93,468	23.31%	▲
Other Property and Services	(130,785)	(130,785)	(170,650)	(215,116)	(44,466)	(26.06%)	▼
	(12,600,172)	(12,600,172)	(4,876,142)	(2,339,412)	2,536,730	52.02%	
Non-cash amounts excluded from operating activities	6,373,559	6,373,559	2,127,991	21,922	(52,663)	23.69%	
Amount attributable to operating activities	(510,201)	(510,201)	604,186	1,100,355	496,169	82.12%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	1,851,100	1,851,100	439,946	(228,440)	(668,386)	(151.92%)	▼
Proceeds from Disposal of Assets	57,000	57,000	19,000	0	(19,000)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0	0.00%	
	1,908,100	1,908,100	458,946	(228,440)	(687,386)	(149.77%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	(2,918,240)	(2,918,240)	(838,579)	(302,737)	535,842	63.90%	▲
	(2,918,240)	(2,918,240)	(838,579)	(302,737)	535,842	(63.90%)	
Amount attributable to investing activities	(1,010,140)	(1,010,140)	(379,633)	(531,176)	(151,543)	39.92%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from Reserves	92,000	92,000	0	0	0	0.00%	
	477,000	477,000	0	0	0	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(129,090)	(129,090)	0	0	0	0.00%	
Repayment of Debentures	(6,987)	(6,987)	0	0	0	0.00%	
Transfer to Reserves	(343,181)	(343,181)	(6,679)	(7,540)	(861)	(12.89%)	
	(479,258)	(479,258)	(6,679)	(7,540)	(861)	(12.89%)	
Amount attributable to financing activities	(2,258)	(2,258)	(6,679)	(7,540)	(861)	(12.89%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	1,522,598	1,522,598	1,522,598	1,556,669	34,071	2.24%	
Amount attributable to operating activities	(510,201)	(510,201)	604,186	1,100,355	496,169	82.12%	▲
Amount attributable to investing activities	(1,010,140)	(1,010,140)	(379,633)	(531,176)	(151,543)	39.92%	
Amount attributable to financing activities	(2,258)	(2,258)	(6,679)	(7,540)	(861)	12.89%	
Surplus or deficit at the end of the financial year	(1)	(1)	1,740,472	2,118,308	377,836	21.71%	▲

KEY INFORMATION

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

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

SHIRE OF BRUCE ROCK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2025

	30 June 2025	31 October 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,688,248	3,677,373
Trade and other receivables	626,442	427,571
Inventories	43,152	39,112
Contract assets	284,527	0
Other assets	11,778	0
TOTAL CURRENT ASSETS	3,654,147	4,144,056
NON-CURRENT ASSETS		
Trade and other receivables	29,649	9,087
Other financial assets	79,620	79,620
Property, plant and equipment	72,004,727	72,079,859
Infrastructure	155,029,271	155,256,876
Right-of-use assets	22,653	22,653
TOTAL NON-CURRENT ASSETS	227,165,919	227,448,094
TOTAL ASSETS	230,820,067	231,592,150
CURRENT LIABILITIES		
Trade and other payables	441,882	165,655
Other liabilities	319,205	517,523
Lease liabilities	6,986	6,986
Borrowings	99,900	99,900
Employee related provisions	381,997	381,997
TOTAL CURRENT LIABILITIES	1,249,971	1,172,061
NON-CURRENT LIABILITIES		
Lease liabilities	13,841	13,841
Borrowings	2,005,515	2,005,515
Employee related provisions	46,575	46,575
TOTAL NON-CURRENT LIABILITIES	2,065,931	2,065,931
TOTAL LIABILITIES	3,315,901	3,237,992
NET ASSETS	227,504,165	228,354,158
EQUITY		
Retained surplus	23,439,310	24,281,763
Reserve accounts	1,088,025	1,095,565
Revaluation surplus	202,976,830	202,976,830
TOTAL EQUITY	227,504,165	228,354,158

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. A separate statement of those monies appears at Note 16 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

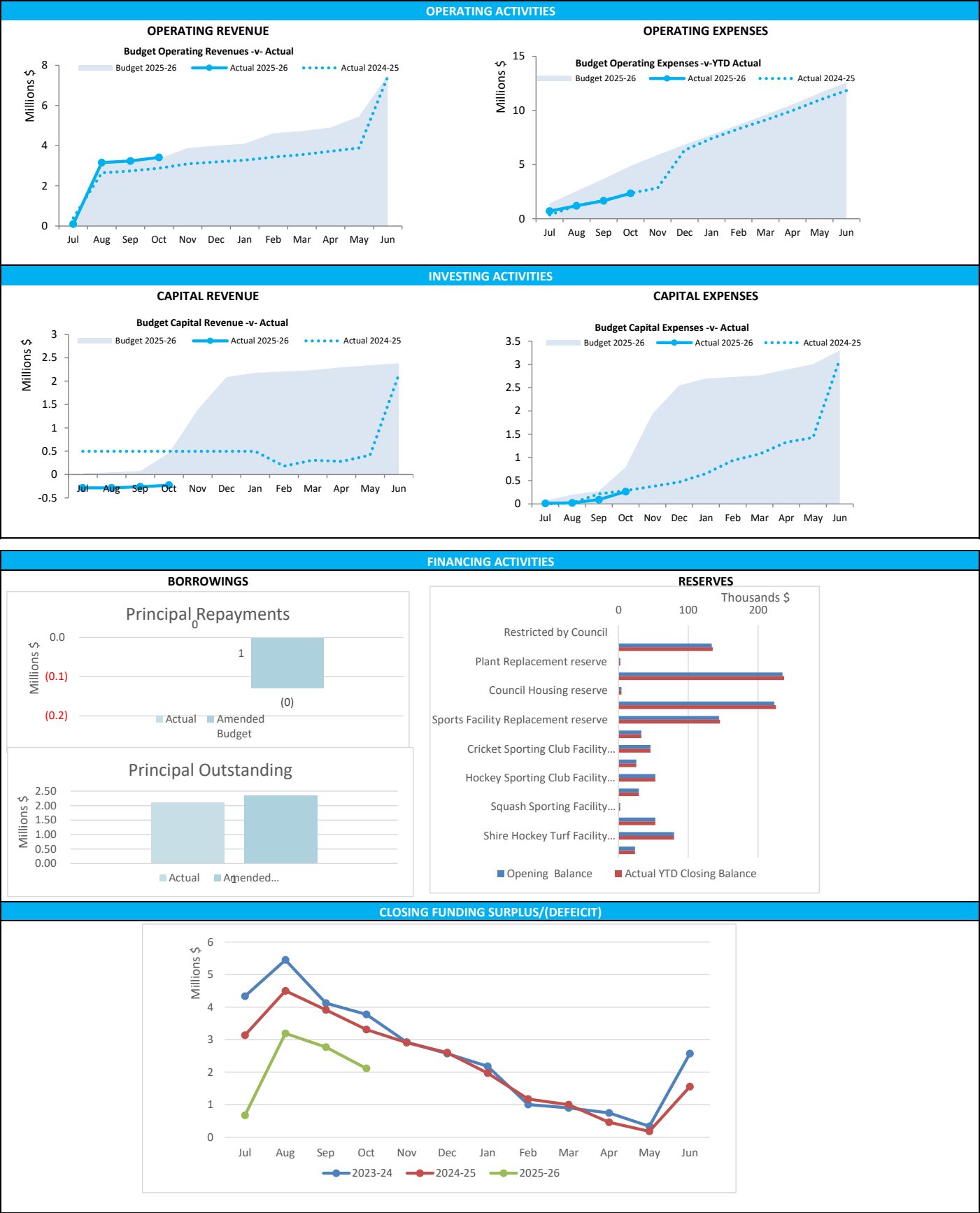
- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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



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

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	1,200		1,200		N/A	NIL	On hand
At Call Deposits								
ASSET - Municipal Cash at Bank (CBA)	Cash and cash equivalents	173,448		173,448		CBA	3.00%	N/A
ASSET - Online Investment Account (CBA)	Cash and cash equivalents	2,395,621		2,395,621		CBA	3.40%	N/A
ASSET - Investment Account (CBA)	Cash and cash equivalents	31		31		CBA	3.00%	N/A
Trust Cash at Bank (CBA)	Cash and cash equivalents			11,508	11,508	CBA	0.00%	N/A
Term Deposits								
ASSET - General Reserve Account	Cash and cash equivalents		524,852	524,852		CBA	4.09%	8/01/2026
ASSET - Transport Infrastructure Reserve Account	Cash and cash equivalents		225,681	225,681		CBA	4.09%	8/01/2026
ASSET - Sporting Clubs Facility Replacement Reserve	Financial assets at amortised cost		345,033	345,033		CBA	3.99%	17/04/2026
Total		2,570,300	1,095,565	3,677,373	11,508			
Comprising								
Cash and cash equivalents		2,570,300	750,532	3,332,340	11,508			
Financial assets at amortised cost		0	345,033	345,033	0			
		2,570,300	1,095,565	3,677,373	11,508			

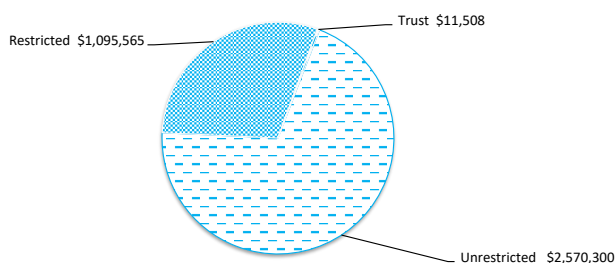
KEY INFORMATION

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:

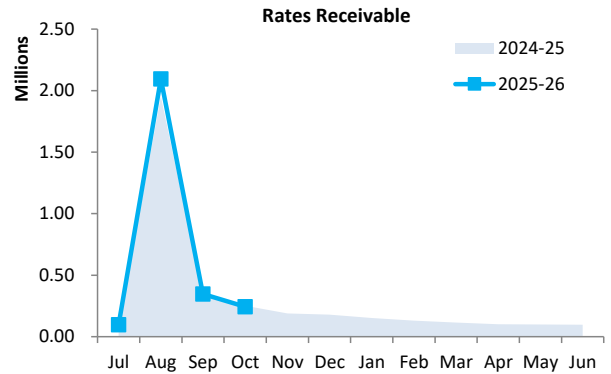
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



RECEIVABLES

Rates receivable	30 Jun 2025	31 Oct 2025
	\$	\$
Opening arrears previous years	86,717	96,895
Levied this year	2,080,087	2,235,272
Less - collections to date	(2,069,909)	(2,088,516)
Gross rates collectable	96,895	243,650
Allowance for impairment of rates/trade receivable	(28,558)	(28,558)
Net rates collectable	68,337	215,092
% Collected	95.5%	89.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,902)	105,395	16,716	13,841	37,586	170,634
Percentage	(1.7%)	61.8%	9.8%	8.1%	22%	
Balance per trial balance						
Sundry receivable						170,634
Allowance for impairment of rates/trade receivable						(28,558)
Total receivables general outstanding						194,565

Amounts shown above include GST (where applicable)

KEY INFORMATION

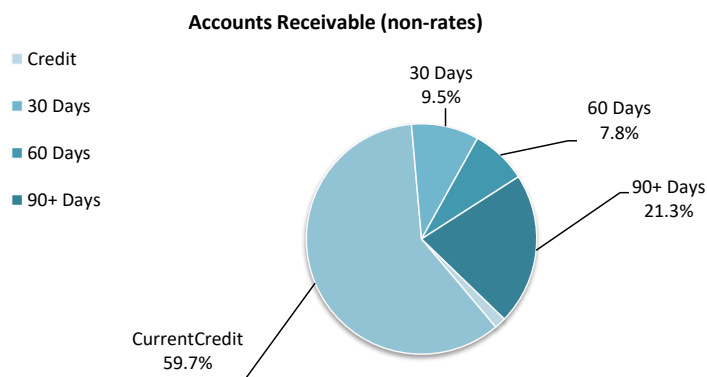
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2025

ADJUSTED NET CURRENT ASSETS STATEMENT OF FINANCIAL ACTIVITY INFORMATION

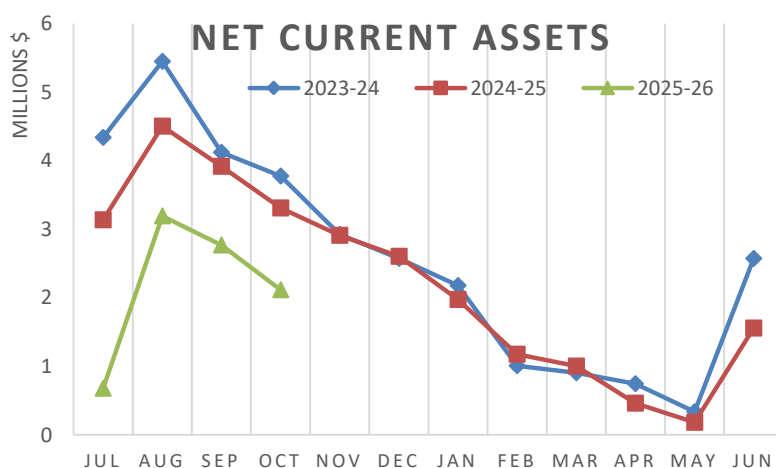
		Last Years Closing	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	Note	30/06/2025	31/10/2024	31/10/2025
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,589,740	3,154,332	2,570,300
Cash Restricted - Reserves		1,088,025	979,658	1,095,565
Receivables - Rates		59,396	243,104	233,006
Receivables - Other		567,046	195,622	194,565
Other Assets Other Than Inventories		296,305	809,398	0
Inventories		43,152	30,334	39,112
		3,643,664	5,412,446	4,132,548
Less: Current Liabilities				
Payables		(430,819)	(339,680)	(153,566)
Contract and Capital Grant/Contribution Liabilities		(319,205)	(499,711)	(517,523)
Bonds & Deposits		(580)	(1,070)	(580)
Loan and Lease Liability		(106,886)	(102,952)	(106,886)
Provisions		(381,997)	(411,650)	(381,997)
		(1,239,487)	(1,355,063)	(1,160,553)
Less: Cash Reserves		(1,088,025)	(979,658)	(1,095,565)
Add Back: Component of Leave Liability not Required to be funded		133,631	129,044	134,992
Add Back: Loan and Lease Liability		106,886	102,952	106,886
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		1,556,669	3,309,722	2,118,308

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$2.12 M

Last Year YTD

Surplus(Deficit)

\$3.31 M

CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	151,420	151,420	83,085	45,607	(37,478)
Plant and equipment	603,731	603,731	60,063	29,525	(30,538)
Infrastructure - roads	1,477,841	1,477,841	396,529	169,674	(226,855)
Infrastructure - bridges	387,000	387,000	128,996	3,105	(125,891)
Infrastructure - footpaths	70,000	70,000	69,993	0	(69,993)
Infrastructure - drainage	130,000	130,000	43,332	8,306	(35,026)
Infrastructure - airstrip	88,248	88,248	53,248	43,838	(9,410)
Infrastructure - other	10,000	10,000	3,333	2,682	(651)
Payments for Capital Acquisitions	2,918,240	2,918,240	838,579	302,737	(535,842)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,851,100	1,851,100	439,946	(228,613)	(668,559)
Borrowings	385,000	385,000	0	0	0
Other (disposals & C/Fwd)	57,000	57,000	19,000	0	(19,000)
Cash backed reserves					
Transport Infrastructure reserve	92,000	92,000	0	0	0
Contribution - operations	533,140	533,140	379,633	531,349	151,716
Capital funding total	2,918,240	2,918,240	838,579	302,737	(535,842)

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

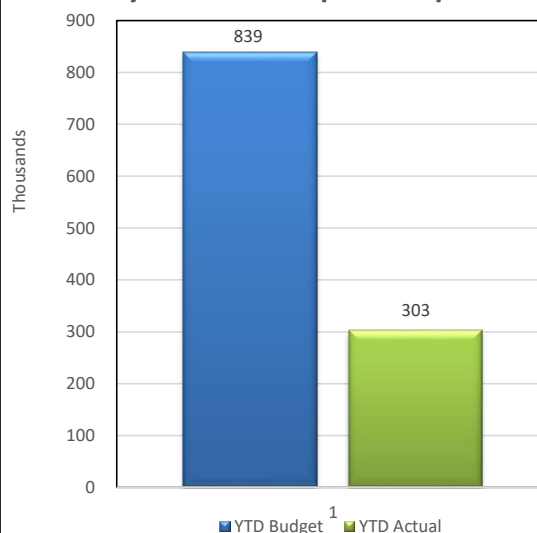
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

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.

Payments for Capital Acquisitions



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025**

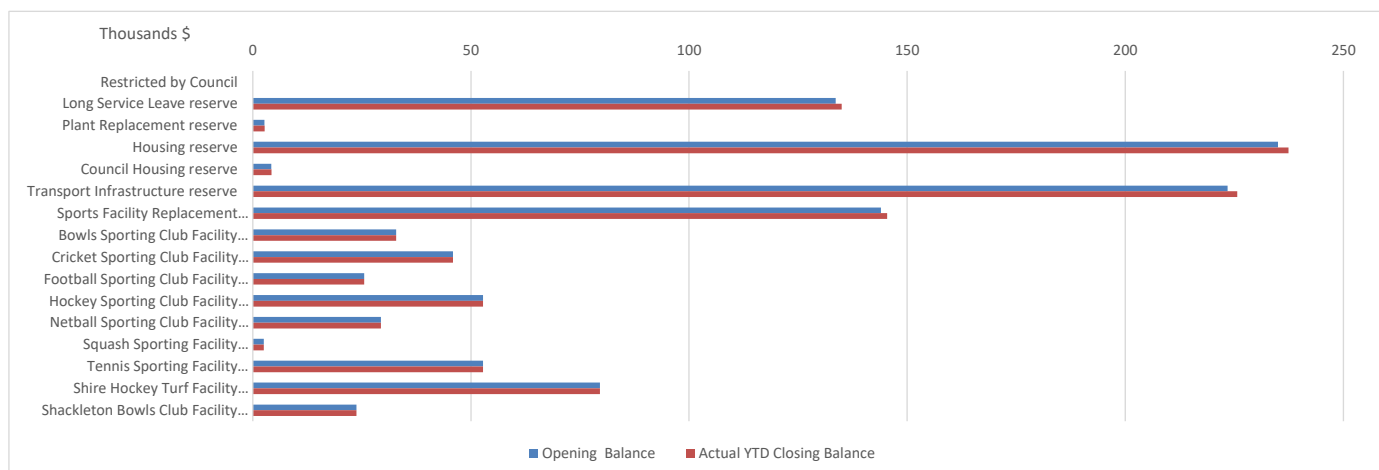
OPERATING ACTIVITIES

RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Long Service Leave reserve	133,631	5,345	1,361	0	0	0	0	138,976	134,992
Plant Replacement reserve	2,688	108	27	95,311	0	0	0	98,107	2,715
Housing reserve	235,029	9,401	2,393	153,000	0	0	0	397,430	237,422
Council Housing reserve	4,250	170	43	0	0	0	0	4,420	4,293
Transport Infrastructure reserve	223,431	8,937	2,250	0	0	(92,000)	0	140,368	225,681
Sports Facility Replacement reserve	143,964	5,759	1,466	0	0	0	0	149,723	145,429
Bowls Sporting Club Facility Replacement reserve	32,835	1,313	0	0	0	0	0	34,148	32,835
Cricket Sporting Club Facility Replacement reserve	45,873	1,835	0	6,000	0	0	0	53,708	45,873
Football Sporting Club Facility Replacement reserve	25,547	1,022	0	6,000	0	0	0	32,569	25,547
Hockey Sporting Club Facility Replacement reserve	52,784	2,111	0	6,000	0	0	0	60,895	52,784
Netball Sporting Club Facility Replacement reserve	29,357	1,174	0	6,000	0	0	0	36,531	29,357
Squash Sporting Facility Replacement reserve	2,511	100	0	750	0	0	0	3,361	2,511
Tennis Sporting Facility Replacement reserve	52,772	2,111	0	6,000	0	0	0	60,883	52,772
Shire Hockey Turf Facility Replacement reserve	79,568	3,183	0	15,000	0	0	0	97,751	79,568
Shackleton Bowls Club Facility Replacement Reserve	23,785	951	0	5,600	0	0	0	30,336	23,785
	1,088,025	43,520	7,540	299,661	0	(92,000)	0	1,339,206	1,095,565

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

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)			0	0
				0	0	0	0

10.4 Regulatory Services
Nil

10.6 Chief Executive Officer

10.6.1 Appointment of CBFCO and Deputy CBFCO

File Reference	1125.10.6.1
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	10 November 2025
Author	Shaan Wood – Executive Support Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Minutes of the Bush Fire Advisory Committee Special Meeting – 27 October 2025.	

Summary

In accordance with Council Policy 5.1 Bush Fire Advisory Committee, the Bushfire Advisory Committee (BFAC) has recommended the appointment of a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer.

Background

In accordance with section 38 of the Bush Fires Act 1954, Council may appoint Fire Control Officers, including the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

Under Council Policy 5.1 Bush Fire Advisory Committee, BFAC may provide advice to the Shire's Chief Executive Officer regarding the appointment of Bush Fire Control Officers, including the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer.

Consultation

In accordance with the Bush Fires Act 1954, the Bush Fire Advisory Committee was consulted to nominate

Statutory Environment

Section 38 of the Bush Fires Act 1954 relates.

Policy Implications

Policy 5.1 Bush Fire Advisory Committee

Financial Implications

Nil.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	1.0 Community Priorities
Strategy:	4.1 Support and emergency services planning, response and recovery.
Outcome:	4.0 Governance Priorities
Strategy:	4.1 Our organisation is well positioned and has capacity for the future.
	4.3 Proactive and well governed Shire

Risk Implication

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not endorse the appointment of the Fire Control Officers, as recommended, putting at risk the efficient and effective operation of the Shire's emergency management governance arrangements.	Unlikely (2)	Moderate (3)	Medium (5-9)	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 **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.

Comment/Conclusion

The Bushfire Advisory Committee met on the Monday, 27 October 2025 and the following nominations for necessary appointments, for the period from October 2025 to October 2027 were confirmed for recommendation to Council:

- Chief Bush Fire Control Officer – Cr. Tony Crooks, Deputy Shire President; and
- Deputy Chief Bush Fire Control Officer - Mr Trent Cosgrove.

Cr. Tony Crooks and Mr Trent Cosgrove bring extensive experience to these roles, having both served in these positions previously, which ensures a reassuring continuity of service.

It should be noted that all other Fire Control Officer appointments are positional.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.6.1

Moved: Cr KP Foss

Seconded: Cr AJ Buegge

That Council accepts the Bush Fire Advisory Committee's recommendation:

- 1. To endorse the Bush Fire Advisory Committee's recommendation, to appoint the following nominees to the positions listed below, for the period from October 2025 to October 2027:**
 - Chief Bush Fire Control Officer – Cr. Tony Crooks; and
 - Deputy Chief Fire Control Officer – Mr Trent Cosgrove
- 2. To note that all other Fire Control Officer appointments are positional; and**
- 3. Requests that the Chief Executive Officer undertakes the required administrative and statutory processes in accordance with s.38(2A) and s.38(2B) of the Bush Fires Act 1954.**

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

Against: Nil

Carried 6/0

Bruce Rock Bush Fire Advisory Committee (BFAC) Meeting

Date: Monday, 27 October 2025
Venue: Council Chambers
Shire of Bruce Rock (Shire)
54 Johnson Street
Bruce Rock

Minutes

1. Welcome

The Chair, Cr Tony Crooks (CBFCO) opened the meeting at 4.40pm

2. Attendance and Apologies

Cr Tony Crooks, Chief Bush Fire Control Officer (Chair)

Mr Mark Furr, Chief Executive Officer

Mr Trent Cosgrove, Deputy Chief Bush Fire Control Officer

Mr Stephen Dolton

Mr Angus Padfield (VFES)

Mr Murray Boyd

Ms Shaan Wood (Minutes)

Apologies

Mr Matt Heasman

Mr Todd Anderson

Cr Perry Hodgkiss

Ms Nerea Ugarte, Manager of Governance and Community Services

Mr Gary Rowels, Area Officer Lower Wheatbelt, Department of Fire and Emergency Services

Cr Ram Rajagopalan, Shire of Bruce Rock (Shire) President

Mr Aaron Robinson

Mr Sando Jacobs

Mr Tim George

Mr Jack Muntz

3. Minutes from Previous Meeting

BFAC members reviewed and endorsed the minutes from the BFAC meeting held on 3 September 2025.

Moved: Stephen Dolton

Seconded: Trent Cosgrove

4. Business Arising from Previous Meeting

- The weather station has been delivered, with DFES Technical Services currently being consulted regarding its installation.
- Handheld radio follow up – new model coming, Cr Crooks advised we will try pushing to get a few more. Discussion was held regarding the allocation of handheld radios, with consideration for providing one to each FCO.

5. General Business

- i. Ratification of positions of Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer and Fire Control Officers.

Cr Tony Crooks was nominated for the position of Chief Bushfire Control Officer

Moved: Stephen Dolton

Seconded: Trent Cosgrove

Cr Tony Crooks accepted the nomination.

Trent Cosgrove was nominated for the position of Deputy Chief Bush Fire Control Officer

Moved: Cr Tony Crooks

Seconded: Murray Boyd

Trent Cosgrove accepted the nomination.

- ii. Clarification of Fire Control Officers:

The following was confirmed:

Captain – Ardath Brigade: Jack Muntz

Captain – Babakin Brigade: Aaron Robinson

Captain – Shackleton Brigade: Trent Cosgrove

Captain - Volunteer Fire and Emergency Service (VFES): Angus Padfield

Fire Control Officer (FCO): Stephen Dolton

Fire Control Officer (FCO): Murray Boyd

6. Brigade Reports

6.1. Bruce Rock VFES

- Angus will undertake a review of all water hydrants within the town and will liaise with the Shire to address any identified issues. Mark requested that a copy of the hydrant map be provided to the Shire Administration.

6.2. Babakin Bush Fire Brigade

Nil

6.3. Ardath Bush Fire Brigade

Nil

6.4. Shackleton Bush Fire Brigade

Nil

6.5. Department of Fire and Emergency Services

Nil

7. Shire Report

- A business case for the unit is currently being developed.
- The recent auxiliary training session for volunteers was well received and ran successfully.

8. Any Other Business

- Angus Padfield confirmed as the contact person for VFES, replacing Cr Perry Hodgkiss. Jackson Beurteaux (VFES) to be included in meetings moving forward.
- 2 different forms for volunteers, one for primary responders and one for farmers, Cr Tony Crooks has requested clarification from Gary Rowels (DFES). Cr Tony Crooks has put all forms in brigade trucks.
- With Nerea Ugarte (MGCS) finishing in mid-November, Mark will assume responsibility for all emergency management matters.
- Angus made enquiries with Gary regarding training for the WAERN radios. As no information is currently available in the trucks, instructions are to be provided. Cr Tony Crooks and Mark will investigate further.
- Cr Tony Crooks sought clarification on the number of masks and distribution of masks.
- Supporting documents from the recent auxiliary training session are to be shared with those who were unable to attend. The Shire will contact DFES to obtain these materials if allowed to be shared.
- Discussion was held regarding the fire WhatsApp group chat, with concerns raised about the number of members in the group. This can be revisited if it becomes an issue.

9. Date of Next Meeting

March 2026. Date to be confirmed.

10. Meeting Closed

The Chair, Cr Tony Crooks, thanked everyone for attending and closed the meeting at 5.10pm.

10.6.2 Committees and Representations

File Reference	1125.10.6.2
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	13 November 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments <ol style="list-style-type: none"> 1. Bush Fire Advisory Committee Special Meeting Minutes 27 October 2025; and 2. Councillor Induction Manual (under separate confidential cover). 	

Summary

Council is asked to finalise its review and appoint the remaining delegates and representatives to the required organisations and groups.

Background

Every second year, following an Election, Council reviews the structure for committees, delegates and representatives. Council elections were held on 18 October 2025. On the 22 October a special meeting was conducted to swear in Councillors - Elect and appoint representatives to a number of council committees, working groups and roles.

Not all appointments were finalised, with a determination by Council to appoint the remainder of required positions after further deliberation and discussion, at the Ordinary Council meeting, on the 20 November 2025.

On the 27 October 2025 the Bush Fire Advisory Committee met at a special meeting to nominate to Council a Chief Bush Fire Officer and Deputy Chief Bush Fire Officer, (Attachment 1).

It is therefore now recommended that Council appoints delegates and representatives to the remaining groups and organisations. The list of committees, delegates and representatives is provided below.

The explanation of the make-up of each committee and delegation, meeting frequency and purpose are outlined in the Councillor Induction Manual provided (on pages 9 to 14).

The table below is representative of the current allocations applied to various council committees, working groups and organisations as of the 22 October 2025, along with the remaining appointments to be determined by Council.

(This space is intentionally blank).

Committees and Working Groups, Delegates and Representatives, Post Election 2025.

Committees of Council	
Audit and Risk Committee	Cr. Ram Rajagopalan, Cr. Stephen Strange, Cr. Tony Crooks, and Catherine Negri (Community Representative).
Works and Services	Cr. Kevin Foss, Cr. Tony Crooks, Cr. Perry Hodgkiss, Chief Executive Officer (CEO) and Manager of Works and Services (MOWS)
Working Groups	
Sport and Recreation	Cr. Ram Rajagopalan, Cr. Stephen Strange, and Cr. Aaron Buegge
Economic Development	Cr. Ram Rajagopalan, Cr. Jen Verhoogt, and Cr. Perry Hodgkiss
Appointed Delegates and Representatives	
Master of Ceremonies	Cr. Tony Crooks and Cr. Stephen Strange
WALGA Great Eastern Zone	Cr. Ram Rajagopalan and Cr. Stephen Strange
WEROC	Cr. Ram Rajagopalan, Cr. Tony Crooks (Proxy) CEO, MGCS (Proxy)
CEACA	Cr. Stephen Strange, CEO also sits on the Management Committee
Health and Aged Care	Cr. Rajagopalan, Cr. Verhoogt, Cr. Buegge, CEO
Retirement Units Delegate	1 Councillor Delegate and 1 Proxy
Regional Road Group	Cr. Kevin Foss and Cr. Perry Hodgkiss (Proxy), MOWS
Local Health Advisory Group	1 Delegate and a Proxy, CEO
District Health Advisory Group	1 Delegate
Local Emergency Management Committee	Cr. Ram Rajagopalan, CEO, and Agency Representatives
Chief Bush Fire Control Officer	As per nomination by the Bush Fire Advisory Committee (BFAC) at special meeting on 27 October 2025
Deputy Chief Bush Fire Control Officer	As per nomination by BFAC at special meeting on 27 October 2025
Reconciliation Action Plan Working Group	2 Councillor Representatives
Community Resource Centre	1 Councillor Delegate and 1 Proxy
Tourism	1 Councillor Delegate and 1 Proxy
Central Agcare	1 Delegate (Councillor or Staff Member)
Natural Resource Management	1 Councillor Representative to LCDC

Consultation

The Bush Fire Advisory Committee (BFAC) were consulted to formally nominate a Chief and Deputy Chief Bush Fire Officer at the Special BFAC meeting on the 27 October 2025.

Statutory Environment

This item has been prepared in accordance with the following legislative and statutory requirements:

- The Bush Fire Act 1954; and
- Local Government Act 1995, sections 5.8, 5.9, 5.10 and 5.11 – establishment and composition of committees.

Policy Implications

Policy 5.1 – Bush Fire Advisory Committee in relation to the appointment of Bush Fire Control Officers.

Financial Implications

There are no relevant financial implications other than administrative.

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 appoint Elected Members appropriately to Council committees and working groups would result in a breach of the Local Government Act 1995.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of **six (6)** has been determined for this item. Any items with a risk rating 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 remaining list of delegates and representatives are required to be appointed by Council. The explanation of the make-up of each committee and delegation, meeting frequency and purpose are outlined in the Councillor Induction Manual provided (on pages 9 to 14).

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.6.2

Moved: Cr PK Hodgkiss

Seconded: Cr KP Foss

That Council,

1. Resolves to appoint the following persons as delegates and representatives to the following Groups, Organisations, Committees and bodies, as detailed below:
 - a. Health and Aged Care Working Group;
 - i. Cr. Rajagopalan, Cr. Verhoogt, Cr. Buegge, CEO
 - b. Retirement Units Delegate;
 - i. Cr. J Verhoogt; and Proxy Cr. S Strange
 - c. Local Health Advisory Group;
 - i. Cr. R Rajagopalan; and Proxy Cr. AJ Buegge
 - d. District Health Advisory Group;
 - i. Cr. R Rajagopalan;
 - e. Chief Bush Fire Control Officer;
 - i. Cr. Tony Crooks
 - f. Deputy Chief Bush Fire Control Officer;
 - i. Mr Trent Cosgrove
 - g. Reconciliation Action Plan Working Group;
 - i. Cr. R Rajagopalan; and Cr. J Verhoogt
 - h. Community Resource Centre;
 - i. Cr. J Verhoogt; and Proxy Cr. KP Foss
 - i. Tourism;
 - i. Cr. J Verhoogt; and Proxy, Cr. AJ Buegge
 - j. Central Agcare;
 - i. Mr Mark Furr, Chief Executive Officer and
 - k. Natural Resource Management;
 - i. Cr. AR Crooks

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

Against: Nil

Carried 6/0

Bruce Rock Bush Fire Advisory Committee (BFAC) Meeting

Date: Monday, 27 October 2025
Venue: Council Chambers
Shire of Bruce Rock (Shire)
54 Johnson Street
Bruce Rock

Minutes

1. Welcome

The Chair, Cr Tony Crooks (CBFCO) opened the meeting at 4.40pm

2. Attendance and Apologies

Cr Tony Crooks, Chief Bush Fire Control Officer (Chair)

Mr Mark Furr, Chief Executive Officer

Mr Trent Cosgrove, Deputy Chief Bush Fire Control Officer

Mr Stephen Dolton

Mr Angus Padfield (VFES)

Mr Murray Boyd

Ms Shaan Wood (Minutes)

Apologies

Mr Matt Heasman

Mr Todd Anderson

Cr Perry Hodgkiss

Ms Nerea Ugarte, Manager of Governance and Community Services

Mr Gary Rowels, Area Officer Lower Wheatbelt, Department of Fire and Emergency Services

Cr Ram Rajagopalan, Shire of Bruce Rock (Shire) President

Mr Aaron Robinson

Mr Sando Jacobs

Mr Tim George

Mr Jack Muntz

3. Minutes from Previous Meeting

BFAC members reviewed and endorsed the minutes from the BFAC meeting held on 3 September 2025.

Moved: Stephen Dolton

Seconded: Trent Cosgrove

4. Business Arising from Previous Meeting

- The weather station has been delivered, with DFES Technical Services currently being consulted regarding its installation.
- Handheld radio follow up – new model coming, Cr Crooks advised we will try pushing to get a few more. Discussion was held regarding the allocation of handheld radios, with consideration for providing one to each FCO.

5. General Business

- i. Ratification of positions of Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer and Fire Control Officers.

Cr Tony Crooks was nominated for the position of Chief Bushfire Control Officer

Moved: Stephen Dolton

Seconded: Trent Cosgrove

Cr Tony Crooks accepted the nomination.

Trent Cosgrove was nominated for the position of Deputy Chief Bush Fire Control Officer

Moved: Cr Tony Crooks

Seconded: Murray Boyd

Trent Cosgrove accepted the nomination.

- ii. Clarification of Fire Control Officers:

The following was confirmed:

Captain – Ardath Brigade: Jack Muntz

Captain – Babakin Brigade: Aaron Robinson

Captain – Shackleton Brigade: Trent Cosgrove

Captain - Volunteer Fire and Emergency Service (VFES): Angus Padfield

Fire Control Officer (FCO): Stephen Dolton

Fire Control Officer (FCO): Murray Boyd

6. Brigade Reports

6.1. Bruce Rock VFES

- Angus will undertake a review of all water hydrants within the town and will liaise with the Shire to address any identified issues. Mark requested that a copy of the hydrant map be provided to the Shire Administration.

6.2. Babakin Bush Fire Brigade

Nil

6.3. Ardath Bush Fire Brigade

Nil

6.4. Shackleton Bush Fire Brigade

Nil

6.5. Department of Fire and Emergency Services

Nil

7. Shire Report

- A business case for the unit is currently being developed.
- The recent auxiliary training session for volunteers was well received and ran successfully.

8. Any Other Business

- Angus Padfield confirmed as the contact person for VFES, replacing Cr Perry Hodgkiss. Jackson Beurteaux (VFES) to be included in meetings moving forward.
- 2 different forms for volunteers, one for primary responders and one for farmers, Cr Tony Crooks has requested clarification from Gary Rowels (DFES). Cr Tony Crooks has put all forms in brigade trucks.
- With Nerea Ugarte (MGCS) finishing in mid-November, Mark will assume responsibility for all emergency management matters.
- Angus made enquiries with Gary regarding training for the WAERN radios. As no information is currently available in the trucks, instructions are to be provided. Cr Tony Crooks and Mark will investigate further.
- Cr Tony Crooks sought clarification on the number of masks and distribution of masks.
- Supporting documents from the recent auxiliary training session are to be shared with those who were unable to attend. The Shire will contact DFES to obtain these materials if allowed to be shared.
- Discussion was held regarding the fire WhatsApp group chat, with concerns raised about the number of members in the group. This can be revisited if it becomes an issue.

9. Date of Next Meeting

March 2026. Date to be confirmed.

10. Meeting Closed

The Chair, Cr Tony Crooks, thanked everyone for attending and closed the meeting at 5.10pm.

10.6.3 Election Report

File Reference	1125.10.6.3
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 November 2025
Author	Shaan Wood – Executive Support Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

This report is to brief Elected Members on the conduct of the Local Government Election held on Saturday, 18 October 2025, and to provide an overview of statistics that relate to the election.

Background

At the Ordinary Council Meeting held in April 2025, Council resolved to:

- 1) *Accept the quote provided by the Western Australian Electoral Commission of \$13,146 (ex GST) to conduct the election for four (4) Councillors, and ensure this amount is provided for in the 2025/26 Budget;*
- 2) *Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the Election together with any other elections or polls which may be required; and*
- 3) *Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.*

On 18 October 2025, the Shire of Bruce Rock held Local Government Elections for the District. There were four (4) vacancies for a four-year term, with six (6) candidates.

On Election Day, polling took place at the Bruce Rock Emergency Services Building, Dunstall Street, Bruce Rock and was open from 8.00am to 6.00pm.

Consultation

Nil.

Statutory Environment

Part 4 of the Local Government Act 1995 and the Local Government (Elections) Regulations 1997 specify how Local Government elections are to be conducted.

Policy Implications

Nil.

Financial Implications

The invoice for the election is yet to be received. However, a quote was received in April 2025 for \$13,146 (ex GST) and allocated in the 2025/26 budget.

Strategic Implications

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

Risk Implication

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Legislation requires that this report be formally received by Council. Failure to do so may result in non-compliance,	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Council receives the Election Report

Risk Matrix

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

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

Comment/Conclusion

A total of two (2) staff, and the Chief Executive Officer worked the election day between 8.00am and 9.00pm.

Year	Number of Candidates	Total number eligible voters on roll	Total valid votes cast	Early Votes Cast	Total informal votes	Total votes cast	Percentage turnout
2025	6	701	408		2	406	58%
2023	6	678	372		1	373	55%
2021	4	670	395		0	395	59%
2019	6	646	284	188	0	284	44%
2018*	3	628	207	126	0	207	33%
2017	5	642	258	131	6	264	41%
2013	6	681	267	144	2	269	39%
2012*	2	698	178		3	181	26%

**indicates extraordinary election*

The 2025 Local Government Election had a strong voter turnout (58%), exceeding expectations and reflecting strong community participation in the electoral process.

There were minimal logistical challenges, and with the support and guidance of the Western Australian Electoral Commission and Returning Officer, Rochelle Guest, the election was conducted efficiently, with results announced to candidates at 8:45pm on the Saturday evening.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.6.3

Moved: Cr S Strange

Seconded: Cr KP Foss

That Council receives the report for the Shire of Bruce Rock Local Government Election held on Saturday the 18 October 2025.

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

Against: Nil

Carried 6/0

10.6.4 Bushfire Brigade Local Law

File Reference	1125.10.6.4
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	11 November 2025
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Proposed Bush Fire Brigades Local Law	

Summary

Council is asked to consider the making of a Local Law providing for the establishment, organisation and maintenance of bush fire brigades by the Shire of Bruce Rock (Shire), as presented in **Attachment 1**.

Background

At its ordinary meeting of 18 September 2025, Council approved that a local public notice be given stating that the Shire proposes to make a Bush Fire Brigades Local Law, with the purpose and effect of the proposed Local Law being summarised in the notice as follows:

- Purpose: To make provisions about the establishment, organisation and maintenance of bush fire brigades.
- Effect: Bush fire brigades are created in accordance with the Bush Fires Act 1954.

The local public notice was published on 25 September 2025. It invited submissions about the proposed Local Law up to 11 November 2025. No submissions have been received.

On 27 October 2025, copies of the proposed Local Law and the local public notice were provided to the Minister for Local Government and the Minister for Emergency Services, for their information.

A copy of the Local Law was also made available to any person requesting it.

Consultation

Consultation has been undertaken with the:

- Chief Bush Fire Control Officer;
- Bush Fire Advisory Committee;
- Local Emergency Management Committee;
- Chief Executive Officer; and
- Bruce Rock community.

Statutory Environment

The following statutory provisions relate:

- Division 2 and section 62 of the Bush Fires Act 1945; and
- Section 3.12 of the Local Government Act 1995.

Policy Implications

Policy 5.1 Bush Fires Advisory Committee and Policy 5.2 Emergency Management relate.

Financial Implications

Nil.

Strategic Implications

Outcome:	1.0	Community Priorities
Strategy:	1.4	Support and emergency services planning, response and recovery

Outcome:	4.0	Governance Priorities
Strategy:	4.3	Proactive and well governed Shire

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That, if the Local Law is not made, the registration of brigades and brigade members, and the election, powers and duties of brigade officers will likely be invalid.	Unlikely (2)	Moderate (3)	Medium (5-9)	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 **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

It is recommended that, given that no comments have been received in response to the local public notice, Council resolve to make the Bush Fire Brigades Local Law as proposed and presented in **Attachment 1**.

The Chief Executive Officer will then arrange gazettal of the Local Law, submission of the Local Law to the Minister for Local Government and the Minister for Emergency Services, publication of a notice advising of the making of the Local Law, and the publication of the Local Law on the Shire's website.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.6.4

Moved: Cr AR Crooks

Seconded: Cr PK Hodgkiss

That Council resolve to:

- 1. Make the Bush Fire Brigades Local Law, as proposed and presented in Attachment 1;**
- 2. Affix the Shire of Bruce Rock Common Seal to the Local Law; and**
- 3. Request the Chief Executive Officer to arrange the:**
 - a. Gazettal of the Local Law;**
 - b. Submission of the Local Law to the Minister for Local Government and the Minister for Emergency Services;**
 - c. Giving of notice of the making of the Local Law; and**
 - d. Publication of the Local Law on the Shire of Bruce Rock's website.**

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

SHIRE OF BRUCE ROCK

BUSH FIRE BRIGADES LOCAL LAW 2025

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF BRUCE ROCK

BUSH FIRE BRIGADES LOCAL LAW 2025

Under the powers conferred by the *Local Government Act 1995*, the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Bruce Rock resolved on 20 November 2025 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Bruce Rock Bush Fire Brigades Local Law 2024*.

1.2 Definitions

- (1) In this local law unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade officer means a person holding a position referred to in clause 2.2 (1)(c);

bush fire brigade is defined in section 7 of the Act;

CEO means the chief executive officer of the Shire of Bruce Rock;

Commencement day means the day on which this local law comes into operation.

Council means the Council of the local government;

district means the district of the local government;

local government means the Shire of Bruce Rock; and

Regulations means Regulations made under the Act.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) any additional Lieutenants;

means a person holding that position in a bush fire brigade.

1.3 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant; and
 - (iv) additional Lieutenants if the local government considers it necessary.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

2.3 Duties of Captain and Lieutenant

- (1) The duties of the Captain are to:
 - (a) provide leadership to bush fire brigades;
 - (b) monitor and report to the local government the bush fire brigades' resourcing, equipment and training levels;
 - (c) ensure that a list of bush fire brigade members is maintained;
 - (d) report annually to the local government the office bearers of the bush fire brigade in accordance with the Regulations;
 - (e) report to the local government annually, for consideration and for appropriate provision to be made in the next local government budget, the status of a bush fire brigade's –
 - (i) training and readiness;
 - (ii) protective clothing;
 - (iii) equipment; and

- (iv) vehicles and appliances;
 - (f) nominate persons to the CEO for appointment as bush fire control officers by the local government; and
 - (g) arrange for normal brigade activities as authorised by the Act or by the local government.
- (2) The duties of Lieutenants are to –
 - (a) provide support to the Captain;
 - (b) command and manage members during emergencies and other brigade related activities;
 - (c) demonstrate positive leadership and mentor members;
 - (d) maintain open lines of communication and encourage positive interaction and teamwork between members;
 - (e) ensure members engaged in firefighting activities hold competencies relevant to the task;
 - (f) facilitate training activities for members;
 - (g) ensure the behaviour of members is in accordance with the local government's code of conduct; and
 - (h) in the absence of the brigade Captain, the most senior Lieutenant present assumes the responsibilities and duties of that office and takes ultimate responsibility for the performance of all brigade activities.

Division 2 – Transitional

2.4 Existing Bush Fire Brigades

Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –

- (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law; and
- (i) the provisions of this local law apply to the bush fire brigade save for clause 2.2.

Division 3 – Dissolution of bush fire brigade

2.5 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act or this local law, or is not achieving the objectives for which it was established.

2.6 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Captain is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

10.6.5 2026 Council Meeting Dates

File Reference	1125.10.6.5
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 November 2025
Author	Shaan Wood – Executive Support Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

Council is presented with the proposed Ordinary Council meeting dates for the 2026 calendar year as per the requirements of the Local Government (Administration) Regulations 1996 (Regulations).

Background

Each year, as per the requirements of the Regulations, Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Councillors and staff to plan for the meetings. Council currently meets on the third Thursday of the month with the Ordinary Council meeting commencing from 3.00pm.

Consultation

This matter has been discussed by the Senior Management Team but has not been canvassed with Council members.

The scheduling of dates and times of a regular meeting on a Thursday, commencing no earlier than 3.00pm, and typically concluding at 5.00pm, might not suit everyone, however, is designed to:

- Accommodate the majority where practical; and
- Have a regular time and date in order to facilitate scheduling other activities and to maximise councillors and community participation.

The Council is free to set the frequency of meetings, whichever day of the week it prefers and, indeed, the start time it prefers. It should, however, be cognisant of staff costs associated with non-traditional work hours for support staff required, and set-up and preparation requirements.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Local Government Act 1995, sections 5.3 and 5.25 (1)(g); and
- Local Government (Administration) Regulations 1996, regulation 12.

Regional local governments in WA generally meet on a monthly basis with the exception of January and cannot be more than three (3) months apart.

A local government is required to give local public notice of any change to the date, time or place of scheduled Council Meetings pursuant to regulation, and the scheduled times, at least once per calendar year.

Policy Implications

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

Financial Implications

There are no financial implications, other than advertising expenses contained in the Council's Budget.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt a meeting schedule may result in a breach of legislation	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; 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 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

It is proposed that Council, for the 2026 year, continue to hold its Ordinary Council meetings, on a Thursday of the month commencing from 3.00pm except for the month of January where no meeting is generally required or facilitated.

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Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.6.5

Moved: Cr PK Hodgkiss

Seconded: Cr KP Foss

That with respect to the Ordinary Council Meeting Schedule for calendar year 2026, Council:

1. Endorse the following Ordinary Council meeting dates for the 2026 calendar year, with meetings to be held on a Thursday of each month, commencing from 3.00pm, other than January 2026, where no meeting is held.

January (Nil)	23 July
26 February	20 August
26 March	24 September
23 April	22 October
21 May	26 November
25 June	17 December

2. Advertise the schedule of Council Meeting dates on Shire noticeboards, the Shire of Bruce Rock website and on the Shire's social media platforms, prior to the new calendar year.
3. Request the Chief Executive Officer to convene these meetings, on a Thursday of each month, commencing from 3.00pm for those months, other than January 2026.

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

Against: Nil

Carried 6/0

10.6.6 Establishment of Audit Risk and Improvement Committee

File Reference	1125.10.6.6
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 November 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments <ol style="list-style-type: none"> 1. Draft Terms of Reference – ARIC; 2. Draft Standing Agenda Template – ARIC; 3. Draft Expression of Interest for Independent and Deputy Chair – ARIC. 	

Summary

After consideration by the Audit and Risk Committee, Council is requested to endorse the establishment of an Audit, Risk and Improvement Committee (ARIC) in accordance with the Local Government Act 1995 (WA) as amended, with effect from 1 July 2025, and to adopt the supporting governance documentation, including Terms of Reference.

Background

Amendments to the Local Government Act 1995 (WA) require all local governments in Western Australia to establish an Audit, Risk and Improvement Committee effective from 1 July 2025. These legislative changes are part of a wider reform program aimed at strengthening governance, compliance, and continuous improvement in local government operations.

The ARIC replaces and expands upon the former Audit Committee, with a broadened mandate to oversee not only financial and audit matters but also risk management, internal control, compliance, and performance improvement.

Under the new legislative framework:

- The Presiding Member must be independent, meaning they cannot be a Councillor or an employee of any local government.
- The Committee must include at least one independent member and may include both elected and independent representatives.
- The Committee must meet at least every four months.

The Shire has developed a Terms of Reference, Standing Agenda Template, and an Expression of Interest advertisement to recruit an Independent Chair and Deputy Chair in preparation for this transition.

Consultation

Consultation has been undertaken with the following:

- WALGA Governance; and
- Manager Governance and Community Services.

Statutory Environment

The following legislation and Standards relate to this item:

- Local Government Act 1995 (WA) – Part 7, Division 1A;
- Local Government Amendment Act 2024;
- Local Government (Audit) Regulations 1996; and
- Local Government Reforms 2023-2025 Department of Local Government, Sport and Cultural Industries (DLGSCI).

Policy Implications

A new governance policy on the operations of the ARIC may be developed as part of broader governance improvements following Council's endorsement of this item.

Financial Implications

The ARIC is a paid committee. Sitting fees will be as follows:

- Presiding Member (Chair): \$100 per meeting;
- Deputy Chair: \$75 per meeting, or \$100 if acting as Chair; and
- Reasonable travel expenses may also be reimbursed.

Provision will be made in the 2025/26 Budget to accommodate these costs.

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 comply with regulations exposes an Organisation to long term governance risks and consequences if not mitigated.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Manage by adopting the recommendations to reduce organisational risk and improve oversight.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of **nine (9)** has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The proposed ARIC structure for the Shire of Bruce Rock includes:

- Three (3) Elected Members of Council;
- One (1) Independent Presiding Member (Chair); and
- One (1) Independent Deputy Chair.

Meetings will be held at least three (3) times per year (every four months), and additional meetings may be convened as required.

Adoption of the Terms of Reference and recruitment of independent members is a critical compliance measure, and early preparation will ensure the Shire meets its obligations before the statutory deadline.

The Expression of Interest will be advertised publicly and distributed through appropriate governance and professional channels to attract suitably qualified candidates.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 10.6.6

Moved: Cr AR Crooks

Seconded: Cr S Strange

That Council accepts the Audit and Risk Committee recommendations, and:

1. Endorses the establishment of an Audit, Risk and Improvement Committee in accordance with amendments to the Local Government Act 1995 (WA), effective from 1 July 2025;
2. Adopts the Terms of Reference for the Audit, Risk and Improvement Committee as attached;
3. Notes the Standing Agenda Template for the Audit, Risk and Improvement Committee as a guiding document for future meetings;
4. Approves the Expression of Interest process to recruit an Independent Presiding Member (Chair) and Independent Deputy Chair;
5. Authorises the Chief Executive Officer to proceed with public advertisement and engagement of suitable candidates;
6. Requests a further report be presented to Council with shortlisted nominations for appointment prior to the Committee's commencement.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

Shire of Bruce Rock

Audit, Risk and Improvement Committee (ARIC) – Terms of Reference

Adopted: 20 November 2025

Next Review: November 2026

Effective: On and from *[insert commencement/transition date]*, replacing the former Audit & Risk Committee.

1. Establishment and Appointment

The Audit, Risk and Improvement Committee (“ARIC” or “Committee”) is a Committee of the Shire of Bruce Rock (the Shire) Council pursuant to the Local Government Act 1995 (“the Act”), sections 5.8 and 7.1A.

The Committee will operate in accordance with all relevant provisions of the Act, the Local Government (Audit) Regulations 1996 and the Local Government (Administration) Regulations 1996. These Terms of Reference set out the ARICs purpose, authority, membership, functions, and responsibilities.

2. Role and Purpose

As prescribed by Regulation 16 of the Local Government (Audit) Regulations 1996, the ARIC provides appropriate advice to Council on matters relevant to its Terms of Reference. The ARIC achieves this by making a recommendation to Council on all matters brought before it.

The ARIC advise Council in fulfilling its oversight responsibilities in relation to:

- a. Systems of risk management and internal control.
- b. Performance reporting for external and internal audit.
- c. Financial management and reporting practices.
- d. Compliance with laws and regulations.

The ARIC is not responsible for the management of these functions but will engage with the administration in a constructive and professional manner to perform its oversight responsibilities.

The Committee also acts as a forum for communication between Council, the administration, External Service Providers, and the Office of the Auditor General (“OAG”) and their selected auditor. Members of the Committee are expected to:

- a. Understand the legal and regulatory obligations of the Council.
- b. Understand the governance arrangements that support achievement of the Shire’s strategies and objectives.
- c. Exercise due care, diligence and skill when performing their duties.
- d. Adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire’s desired culture.
- e. Be aware of contemporary and relevant issues impacting the public sector.

- f. Only use information provided to the ARIC to carry out their responsibilities, unless expressly agreed by Council.
- g. Be committed to implementing better practice principles within their workings.

3. Authority and Independence

The ARIC is a Committee of Council and is responsible to that body. The ARIC does not have any delegated decision-making powers under Section 5.16 of the Act. The Council authorises the Committee, in accordance with these Terms of Reference, to:

- a. Obtain any information it requires from any official or external party (subject to any legal obligations to protect information).
- b. Discuss any matters with internal auditors, OAG, other external parties, or members of the administration.
- c. Request the attendance of an elected member at ARIC meetings. Committee, Session and External Bodies Register
- d. Request that the CEO obtains legal or other professional advice when necessary to fulfil its role, at the entity's expense, subject to approval by Council.

The Committee must remain independent from management of the Shire; however, it will be administratively supported by the CEO. Any member of the ARIC can meet with the CEO on request.

The Committee is only to consider reported items that are within the scope outlined in these Terms of Reference, or as directed by Council. Any exceptions to this will be recorded in the minutes.

4. Membership and Meetings

4.1 Composition

The ARIC is comprised of a maximum of five (5) members, of which, two (2) must be independent. All members will have full voting rights.

Council must appoint a Presiding Member to chair ARIC meetings. Council may appoint a Deputy Presiding Member to act as Presiding Member in the Presiding Member's absence.

The Committee may request that the CEO invite the External Audit Service Providers and relevant management representatives to attend a meeting to present information and respond to questions at the meeting.

4.2 Appointment and Membership Term

Members of the ARIC are appointed by Council in accordance with Section 7.1A of the Act. Independent committee members must be appointed by Council, in accordance with section 5.10 of the Act. The appointment process will follow relevant Council Policies relating to Independent Committee Members.

In accordance with section 5.11 of the Act, all members will be appointed by the Council, and will remain a member until:

- a. The term of the person's appointment as a committee member expires; or

- b. The local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
- c. The committee is disbanded; or
- d. The next ordinary elections day.

The Presiding Member and Deputy Presiding Member of the Committee will each serve a term of two (2) years, in accordance with the Local Government Act 1995. Under Part 2, Regulation 4 of the Local Government (Administration) Regulations 1996, members may resign from the ARIC by giving the CEO or the ARIC's Presiding Member written notice of their resignation. It is encouraged that ARIC members provide a notice period of three (3) months.

The Shire will conduct an induction following each ordinary election to help support the skills and experience of elected and ARIC members. Any additional training for members will be in accordance with section 5.126 of the Act.

5. Meetings

- a. **Frequency:** Every four (4) months for ordinary meetings, or more regularly as required at the discretion of the Presiding Member of the committee, the Shire President or the CEO, with all members expected to attend each meeting in person. Electronic attendance is permitted where a member is unable to be present in person, however the Presiding Member and CEO must be informed of this at least 24 hours prior to the meeting. Elected Members, who are not part of the committee are invited to observe meetings, however they are not entitled to participate in the meeting.
- b. **Member attendance:** Meeting attendances and absences are to be recorded and monitored. Where regular non-attendance is noted, the Presiding Member may raise this with the ARIC member.
- c. **Quorum:** As prescribed by Section 5.19 of the Act, the quorum for Committee meetings will be at least 50% of the number of offices of the Committee (whether vacant or not).
- d. **Agenda:** An agenda will be distributed at least 72 hours prior to the meeting, along with reports and other attachments or information to be addressed. ARIC Agenda papers will be circulated to members via the Document Centre and to independent members via email.
- e. **Voting:** Voting is in accordance with Section 5.21 of the Act. All decisions to make a recommendation to Council must be made by simple majority.
- f. **Minutes:** All meetings will be minuted, and minutes will be submitted to the Committee at the next Committee meeting for confirmation, as per Section 5.22 of the Act. Minutes are to include all that is listed in Regulation 11 of the Local Government (Administration) Regulations 1996.
- g. **Reporting:** Where reports require a decision of Council, the ARIC will present its recommendation to the next Ordinary Council Meeting.
- h. **Confidentiality:** All Committee members will be required to adhere to the Shire's confidentiality requirements in accordance with the Act and the Code of Conduct for Council Members, Committee Members and Candidates.
- i. **Conduct of Meetings:** An in-camera session with the CEO may be conducted before the conclusion of an ARIC meeting.

6. Responsibilities

The ARIC oversees the Shire's systems of financial reporting, risk management and internal control. Its duty is to provide oversight over significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council.

The duties and responsibilities of the ARIC include, but are not limited to:

- a. Overseeing the Shire's risk management, through:
 - I. Biennial review of the Shire's Risk Management Policy.
 - II. Reviewing reports on the movement of the Shire's current strategic risks, and the emergence of new strategic risks.
 - III. Overseeing strategic risks which sit outside of the Shire's Risk Appetite.
- b. Overseeing the Shire's processes for managing fraud and corruption, by:
 - I. Enquiring with the CEO and the OAG about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire.
 - II. Reviewing summary reports from the CEO on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.
- c. Overseeing the Shire's financial management and legislative compliance, by:
 - I. Reviewing the Shire's annual Compliance Audit Return and reporting the results of that review to Council, in accordance with the Local Government (Audit) Regulations 1996. Committee, Session and External Bodies Register.
 - II. Receiving and reviewing reports from the CEO regarding the appropriateness and effectiveness of the Shire's legislative compliance and ensuring any non-compliances are rectified on a timely basis.
 - III. Considering and recommending adoption of the annual financial report to Council.
- d. Overseeing an internal audit function, by:
 - I. Assessing and making a recommendation to Council on material business risks that may threaten the achievement of strategic objectives
 - II. Reviewing the quality and timeliness of internal audit reporting.
 - III. Considering the implications of internal audit findings on the business, its risks, and controls.
 - IV. Monitoring the implementation of internal audit recommendations.
 - V. Reviewing and making a recommendation to Council on the level of resources allocated to internal audit and the scope of the function's authority.
- e. Fulfilling responsibilities pertaining to external audit, by:
 - I. Reviewing reports from the OAG, including auditor's reports, closing reports and management letters.
 - II. Reviewing management's response to OAG findings and recommendations.
 - III. Monitoring the implementations of recommendations from external audits.
 - IV. Reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any self-assessment by the CEO.

6. Committee Sitting Fees and Reimbursement*

Independent Committee Members will be paid meeting attendance fees and reimbursed expenses in accordance with Section 5.100 of the Act and Council's relevant policies on Independent Committee Members.

*This section provides for Independent Member Committee members only as council members receive an annual fee for meeting attendance under relevant Council Policy.

7. Reporting

The Shire shall provide functional reports to the ARIC. The Presiding Member of the ARIC will meet with the CEO:

- a. Before an ARIC meeting to discuss the Agenda, Papers and address any questions relating to the conduct of the meeting.

8. Conflicts of Interest

All members of the ARIC must disclose and manage any actual or perceived conflicts of interest in accordance with the Act, subsidiary legislation, and the Shire's Code of Conduct for Council Members.

All members of the ARIC will be provided with information and support to enable them to understand and comply with their disclosure requirements.

Members are expected to review Committee meeting agendas and papers to identify any relevant interests prior to meetings.

Interests will be recorded in the ARIC minutes.

9. Audit, Risk and Improvement Committee Performance Assessment Arrangements

Once per year, the ARIC will perform a self-assessment of its performance, in collaboration with the CEO. Feedback on the Performance of the ARIC may be received verbally and/or in written form from the Members. Outcomes from the annual self-assessment will be communicated to Council.

SHIRE OF BRUCE ROCK

AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING – STANDING AGENDA DATE DD/MM/YYYY

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SHIRE OF BRUCE ROCK

AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING – STANDING AGENDA DATE DD/MM/YYYY

Disclaimer

The recommendations in the Agenda are subject to confirmation by Council. The Shire of Bruce Rock warns that anyone who has any application lodged with Council must obtain, and should only rely on, written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Bruce Rock for any act, omission or statement or intimation occurring during a Council Committee meeting.

1. Declaration of Opening
2. Record of Attendance / Apologies / Leave of Absence (Previously Approved)
3. Response to Previous Public Questions Taken on Notice
4. Public Question Time
5. Petitions / Deputations / Presentations / Submissions
6. Confirmation of Previous Meeting Minutes
7. Business Arising from Previous Meeting
8. Financial and Audit Matters
 - 8.1. OAG Annual Audit Recommendations Status
 - 8.2. FMR and Reg 17 Review Audit Recommendations Status
 - 8.3. Other Finance Matters
9. Risk Management
 - 9.1. Strategic and Operational Risk Registers
 - 9.2. Business Continuity Planning
10. Governance and Compliance
 - 10.1. Statutory Compliance Items
 - 10.2. Continuous Improvement Initiatives
11. Reports of Officers
12. General Business
13. Closure of Meeting

Expression of Interest – Independent Presiding Member (Chair) & Deputy Chair

Audit, Risk and Improvement Committee Shire of Bruce Rock

The Shire of Bruce Rock is seeking expressions of interest from suitably qualified and experienced individuals for the positions of Independent Presiding Member (Chair) and Independent Deputy Chair of the Shire's Audit, Risk and Improvement Committee (ARIC).

These are independent roles that play a critical part in ensuring transparency, integrity, and accountability in local government. The Committee provides oversight of audit processes, financial management, risk management, governance, and continuous improvement functions within the Shire.

About the Roles:

Recent reforms to the Local Government Act 1995 (WA) require all local governments to establish an Audit, Risk and Improvement Committee. These reforms mandate that:

- The Presiding Member must be an independent person—not an elected member or employee of any local government.
- The Deputy Presiding Member must also meet the same independence criteria.
- Members must bring relevant expertise in financial reporting, risk management, governance, performance monitoring, or legal and regulatory compliance.

Both roles are remunerated positions, with a sitting fee paid per meeting in accordance with Council's policy.

Key Responsibilities:

- Chair (or deputise) formal meetings of the Committee.
- Provide independent leadership in assessing the effectiveness of internal controls, risk management frameworks, and governance systems.
- Review and monitor the annual audit plan, financial statements, compliance audits, and statutory obligations.
- Provide guidance to ensure continuous improvement in Shire operations and service delivery.
- Assist in promoting ethical behaviour, transparency, and accountability in local government.

Selection Criteria:

- Senior executive, board, audit, or regulatory experience.

- High-level analytical and communication skills.
- Sound knowledge of governance, financial management, risk, or audit principles.
- Capacity to operate impartially and independently.
- Familiarity with public sector legislation (experience in local government or government boards is desirable but not essential).
- Availability to attend at least three (3) formal meetings per year and review materials in advance.

Remuneration:

The Shire offers the following sitting fees per meeting:

- Chair \$100;
- Deputy Chair: \$75;
- If the Chair is unable to attend and the Deputy Chair presides over the meeting, the Deputy Chair will receive \$100 for that meeting; and
- Reasonable travel expenses may also be reimbursed.

Term of Appointment:

Appointments will be for a term of up to two years, with the possibility of extension by Council resolution.

How to Apply:

Interested candidates are invited to submit:

- A brief cover letter outlining relevant experience and interest in the role;
- A current CV; and
- Contact details for two professional referees.

Expressions of Interest should be addressed to the Chief Executive Officer, Shire of Bruce Rock, and submitted via email to ceo@brucerock.wa.gov.au by [close of business the 14 December 2025].

For further information, please contact Mark Furr, 9061 1377.

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

Nil.

12. Confidential Items

- 12.1 Disposal of Land Lots 98 & 100 Butcher Street to Central East Accommodation & Care Alliance Incorporated.

File Reference	1125.12.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 November 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.1

Moved: Cr S Strange

Seconded: Cr AR Crooks

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 the following sub-section applies:

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

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

Against: Nil

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.1

Moved: Cr S Strange

Seconded: Cr AR Crooks

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

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

Against: Nil

Carried 6/0

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.1

Moved: Cr S Strange

Seconded: Cr KP Foss

That Council:

- 1. Approves, for public comment, the intent to commence proceedings to transfer the land titles for 98 and 100 Butcher Street to the Central East Accommodation and Care Alliance Incorporated:**
 - a. The purpose of this transfer of land being for the development and building of six (6) Independent Living Units.**
- 2. Authorises the Chief Executive Officer to commence proceedings to transfer the land titles for 98 and 100 Butcher Street to the Central East Accommodation and Care Alliance Incorporated, subject to compliance with the requirements of section 3.58 of the Local Government Act 1995, and no submissions being received during the public advertising period, (14 days), opposing the proposal; and**
- 3. That Council endorses the affixing of the Shire of Bruce Rock Common Seal to legal documentation to be signed by the Shire President and Chief Executive Officer.**

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

12.2 Financial Management Review 2025

File Reference	1125.12.2
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	11 November 2025
Author	Mark Furr - Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Financial Management Review 2025 – Auditors Findings and Management Response.	

OFFICER RECOMMENDATION AND COUNCIL DECISION**Resolution OCM November 25 – 12.2****Moved: Cr S Strange****Seconded: Cr AR Crooks**

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 the following sub-section applies:

(f) a matter that if disclosed, could be reasonably expected to –

(ii) endanger the security of the local government's property.

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

Against: Nil

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.2

Moved: Cr S Strange

Seconded: Cr AR Crooks

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

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

Against: Nil

Carried 6/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.2

Moved: Cr AJ Buegge

Seconded: Cr PK Hodgkiss

That Council accepts the Audit and Risk Committee recommendations, and:

- 1. Receives the Financial Management Review 2025 prepared by Australian Audit;**
- 2. Notes that no high-risk issues were identified and that all findings were assessed as medium or low risk;**
- 3. Endorses the management responses and actions outlined within the report; and**
- 4. Accepts the auditor's findings in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.**

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

Against: Nil

Carried 6/0

12.3 Regulation 17 Review 2025 – Auditors Findings

File Reference	1125.12.3
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	11 November 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Regulation 17 Review 2025 – Auditors Findings and Management Response.	

OFFICER RECOMMENDATION AND COUNCIL DECISION**Resolution OCM November 25 – 12.3****Moved: Cr S Strange****Seconded: Cr AR Crooks**

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 the following sub-section applies:

(f) a matter that if disclosed, could be reasonably expected to –

(ii) endanger the security of the local government's property.

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

Against: Nil

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.3

Moved: Cr S Strange

Seconded: Cr AR Crooks

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

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

Against: Nil

Carried 6/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.3

Moved: Cr AR Crooks

Seconded: Cr AJ Buegge

That Council accepts the Audit and Risk Committee recommendations, and:

- 1. Receives the Regulation 17 Review 2025 prepared by Australian Audit;**
- 2. Notes that no high-risk issues were identified and that all findings were assessed as medium or low risk;**
- 3. Endorses the management responses and proposed actions contained within the report; and**
- 4. Accepts the auditor's findings in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996.**

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

Against: Nil

Carried 6/0

12.4 Proposed Changes to Senior Employee Structure

File Reference	1125.12.4
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 November 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.4

Moved: Cr S Strange

Seconded: Cr AR Crooks

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 the following sub-section applies:

- a) a matter affecting an employee or employees; and
- b) the personal affairs of any person; and

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

Against: Nil

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.4

Moved: Cr S Strange

Seconded: Cr AR Crooks

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

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

Against: Nil

Carried 6/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.4

Moved: Cr KP Foss

Seconded: Cr AJ Buegge

That Council:

1. Endorse the proposed senior employee structure consisting of the following positions:
 - Deputy Chief Executive Officer;
 - Executive Manager Corporate Services; and
 - Executive Manager Technical Services.
2. Acknowledge the transition of the Manager Strategic Business Development to the position of Deputy Chief Executive Officer, effective 01 December 2025;
3. Acknowledge the transition of the Manager of Finance to the position of Executive Manager Corporate Services, effective 01 December 2025; and
4. Acknowledge the transition of the Manager Works and Services to the position of Executive Manager Technical Services, effective 01 December 2025.

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

Against: Nil

Carried 6/0

12.5 RFT1- 2025.26 Bitumen Sealing

File Reference	1125.12.5
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	18 November 2025
Author	Gregory Stephens – Manager Works and Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Evaluation Report	

Mr Greg Stephens entered the Council Chambers at 4.52pm.

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.5

Moved: Cr S Strange

Seconded: Cr AR Crooks

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 the following sub-section applies:

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

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

Against: Nil

Carried 6/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.5

Moved: Cr S Strange

Seconded: Cr KP Foss

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

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

Against: Nil

Carried 6/0

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.5

Moved: Cr KP Foss

Seconded: Cr PK Hodgkiss

That with respect to awarding Request for Tender, RFT1.2025/26–01, Bitumen Sealing Various Roads, Council:

- 1. Awards the Tender to Bitutek Pty Ltd as the preferred contractor;**
- 2. That Council authorises the Chief Executive Officer to execute and administer the contract, including approving any contract variations, provided that such variations remain within the total funding allocation approved for this project in the 2025/26 Adopted Budget; and**
- 3. That Council authorises the affixing of the Shire of Bruce Rock Common Seal to the contract documentation and endorses the Chief Executive Officer and Shire President to sign all associated documents as required.**

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

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

12.6 Request to lease 60 Dampier Street, Bruce Rock

File Reference	1125.12.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	St Johns Ambulance Western Australian Ltd
Previous Item Numbers	Nil
Date	19 November 2025
Author	Melissa Schilling – Manager of Strategic Business Development
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Valuation 60 Dampier Street, Bruce Rock	

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.5

Moved: Cr KP Foss

Seconded: Cr AR Crooks

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 the following sub-section applies:

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

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

Against: Nil

Carried 6/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.5

Moved: Cr PK Hodgkiss

Seconded: Cr KP Foss

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

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

Against: Nil

Carried 6/0

OFFICER RECOMMENDATION

That Council

- 1. Approves, for public comment, the proposed lease of 60 Dampier Street, Bruce Rock to St John Ambulance WA for use as residential accommodation for the Community Paramedic, on the following terms:**
 - a) Lease term: two (2) years with option of one (1) further term of two (2) years**
 - b) Commencement: 9 December 2025**
 - c) Rent: \$460 per week, subject to annual increases in line with the adopted Council budget**
 - d) Outgoings: payable by the lessee**
 - e) Purpose: residential accommodation for the Community Paramedic**
- 2. Acknowledges that the Comparative Market Analysis (Attachment 1) was prepared internally by the Shire's Property Assets and Maintenance Coordinator and, for the purposes of section 3.58(4)(c)(i) of the *Local Government Act 1995*, determines that it represents a true indication of market value for advertising the proposed disposition.**
- 3. Authorises the Chief Executive Officer to give local public notice of the proposed disposition in accordance with section 3.58(3) of the *Local Government Act 1995*.**

Authorises the Chief Executive Officer to execute the lease should no submissions be received during the public advertising period, and to finalise all associated documentation.

Council resolution varied to Officer Recommendation to include the variation of the Fees and Charges

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 25 – 12.6

Moved: Cr S Strange

Seconded: Cr PK Hodgkiss

That Council

1. Approves, for public comment, the proposed lease of 60 Dampier Street, Bruce Rock to St John Ambulance WA for use as residential accommodation for the Community Paramedic, on the following terms:
 - f) Lease term: two (2) years with option of one (1) further term of two (2) years
 - g) Commencement: 9 December 2025
 - h) Rent: \$460 per week, subject to annual increases in line with the adopted Council budget
 - i) Outgoings: payable by the lessee
 - j) Purpose: residential accommodation for the Community Paramedic
2. Acknowledges that the Comparative Market Analysis (Attachment 1) was prepared internally by the Shire's Property Assets and Maintenance Coordinator and, for the purposes of section 3.58(4)(c)(i) of the *Local Government Act 1995*, determines that it represents a true indication of market value for advertising the proposed disposition.
3. Authorises the Chief Executive Officer to give local public notice of the proposed disposition in accordance with section 3.58(3) of the *Local Government Act 1995*.
4. Should no public comment be received, Council endorse to give public notice of 7 days of the intent to vary the fee and charge.

Authorises the Chief Executive Officer to execute the lease should no submissions be received during the public advertising period, and to finalise all associated documentation.

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

Against: Nil

Carried 6/0

13. Closure of the Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.59pm.

These minutes were confirmed at a meeting on Thursday, 18 December 2025.

Cr R Rajagopalan
Shire President