SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 OCTOBER 2025

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 16 OCTOBER 2025

1. **Declaration of Opening**
Cr Ram Rajagopalan welcomed everyone and opened meeting at 4.11pm.

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

Shire President	CR R Rajagopalan
Deputy Shire President	Cr AR Cooks
Councillors	Cr KP Foss
	Cr PK Hodgkiss
	Cr S Strange
	Cr J Verhoogt
	Cr BJ Waight
Chief Executive Officer	Mr M Furr
Manager of Strategic Business Development	Ms M Schilling
Manager of Governance and Community Services	Ms N Ugarte
Manger of Finance	Mr M Darby
Executive Support Officer	Ms S Wood (Minutes)

Apology

Manager of Works and Services	Mr G Stephens

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
16.10.25	Mr M Furr	12.1	Financial Interest associated with Contract Conditions
16.10.25	Cr S Strange	10.5.1	Financial Interest, Storage of Plane

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. **Response to Previous Public Questions Taken on Notice**

5. **Public Question Time**

6. **Petitions/Deputations/Presentations/Submissions**

7. Applications for Leave of Absence

COUNCIL DECISION
Resolution OCM October 25 – 7.1

Moved: Cr KP Foss
Seconded: Cr BJ Waight

That Cr J Verhoogt be granted leave of absence for the Ordinary Meeting of Council scheduled for 20 November 2025.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, and Cr BJ Waight
Against: Nil
Carried 6/0

8. Announcements by the Person Presiding without Discussion

Cr R Rajagopalan extended best wishes to all candidates in the upcoming election and expressed appreciation to Cr Waight for his service, wishing him well in his retirement from Council.

9. Confirmation of Minutes

Ordinary Meeting of Council held on Thursday, 18 September 2025.

COUNCIL DECISION
Resolution OCM October 25 – 9.1

Moved: Cr AR Crooks
Seconded: Cr J Verhoogt

That the minutes of the Ordinary Council Meeting held on Thursday, 18 September 2025 be received as a true and correct record.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Local Emergency Management Committee Meeting held on Tuesday, 7 October 2025.

COUNCIL DECISION
Resolution OCM October 25 – 9.1

Moved: Cr PK Hodgkiss
Seconded: Cr AR Crooks

That the minutes of the Local Emergency Management Committee Meeting held on Tuesday, 7 October 2025 be received.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Works and Services Committee Meeting held on Wednesday, 8 October 2025.

COUNCIL DECISION
Resolution OCM October 25 – 9.1

Moved: Cr S Strange
Seconded: Cr BJ Waight

That the minutes of the Works and Services Committee Meeting held on Wednesday, 8 October 2025 be received.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

10. Matters for Decision

10.1 Manager of Works and Services

Nil

10.2 Manager of Strategic Business Development

Nil

10.3 Manager of Finance

10.3.1 Schedule of Accounts Paid – September 2025

File Reference	1025.10.3.1
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	09 October 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Schedule of Accounts Paid – September 2025	

Summary
Council is requested to note the payments, as presented in the Schedule of Accounts Paid for September 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 Chief Executive Officer and the Finance Officer – Creditors.

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

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

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

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

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

Below is a summary of activity:

	As of 30 **September** *2025*	
Payment Type	**$**	**%**
Cheque	$399.15	0.06%
EFT (incl. Payroll)	$614,642.88	94.40%
Direct Debit	$33,352.69	5.12%
Credit Card	$1,843.53	0.28%
Fuel Card	$868.36	0.14%
Store Cards	N/A	0.00%
Total Payments	$651,106.61	100%

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 10.3.1

Moved: Cr J Verhoogt
Seconded: Cr KP Foss

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

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

10.3.2 Monthly Financial Reports – September 2025

File Reference	1025.10.3.2
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	15 October 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Monthly Financial Report for September 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 September 2025 Monthly Financial Reports, noting that Council is advised of the following matters:

- The overall financial position for September 2025 currently stands at $2,776,532 in surplus, a positive variance of $372,323;
- Rates –The amount received to date is 85.2% of the total to be collected, and there is still more than $317k 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 $31,550 for 90+ day debts include 18 outstanding amounts. The outstanding debt from Main Roads WA of $17,243, equates to 54% of the total 90 day debtors. The remaining $14,307 is made up of 17 debtors, which are being followed up.
- A total of 157 transactions to the value of $651,106, including 132 Electronic Fund Transfers and Direct Debits were paid in September 2025, of which all were paid within 30 days.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

The September 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 10.3.2

Moved: Cr PK Hodgkiss
Seconded: Cr S Strange

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

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Mr M Darby left the Council Chamber at 4.19pm.

10.4 Regulatory Services

Nil

10.5 Manager of Governance and Community Services

10.5.1 Shire Seal

File Reference	1025.10.5.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	09 October 2025
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Lease Agreement – Portion of Hangar (Confidential) 2. BK LPO and Lotto Factory Lease (Confidential) 3. Application for the Creation of New Titles (Confidential) 4. Deed of Variation – Medical Services Agreement (Confidential)	

Cr S Strange left the Chambers at 4.19pm.

Summary

Council is requested to endorse the affixing of the Shire of Bruce Rock's Common Seal to four documents requiring execution in accordance with the Affixing the Common Seal Policy adopted by Council on 18 September 2025.

Each document arises from a previous Council resolution and formalises Council-approved agreements relating to Shire property and land administration.

Background Consultation

At its Ordinary Council Meeting of 18 September 2025, Council adopted a new Affixing the Common Seal Policy requiring Council endorsement before the seal may be affixed to any document. To ensure administrative efficiency and compliance, four documents requiring the Common Seal are presented collectively for endorsement.

A brief summary of each document is provided below.

1. **Lease Agreement – Portion of Hangar, Bruce Rock Airfield**
   - **Lessee:** Mr Stephen Strange
   - **Council Resolution:** OCM June 2025, Item 10.6.3
   - **Purpose:** Lease of the remaining half of the Shire-owned hangar for storage of a private aircraft and associated equipment.
   - **Lease Term:** Five (5) years commencing 1 November 2025.
   - **Annual Rent:** $408 per annum (reviewed annually through the budget process).
   - **Comments:** This formalises the lease arrangement previously endorsed by Council, ensuring full utilisation of Shire infrastructure and consistency with existing tenancy terms.
   - **Document:** Lease Agreement – Portion of Hangar, Bruce Rock Airfield (**Attachment 1**).

2. **Lease Agreement – Factory Unit 1, Lot 224 Swan Street, Bruce Rock**
    - **Lessee:** D. Campbell & M. A. Campbell & The Campbell Family Trust trading as BK LPO and Lotto
    - **Council Resolution:** OCM September 2025, Confidential Item 12.1
    - **Purpose:** Operation of a local depot for mail, freight and gas bottle distribution to ensure continuity of an essential local service.
    - **Lease Term:** Three (3) years commencing 1 November 2025.
    - **Rent:** $9,500 per annum (exclusive of GST and outgoings), reviewed annually.
    - **Comments:** The lease reflects independent market valuation and ensures ongoing activation of Shire commercial property at current market value.
    - **Document:** Lease Agreement – Factory Unit 1, Lot 224 Swan Street (**Attachment 2**).

3. **Application for Title – Subdivision of Lot 2 Golf Links Road (Ayrtoun Farms Pty Ltd)**
    - **Parties:** Shire of Bruce Rock and Ayrtoun Farms Pty Ltd
    - **Council Resolution:** OCM April 2023, Item 10.3.2
    - **Purpose:** To execute final documentation completing the subdivision of Lot 2 on Plan 9446 Bruce Rock Quairading Road, creating Lots 42 and 44 on Deposited Plan 426720.
    - **Background:**
        - Council previously endorsed the Deed of Agreement for Acknowledgement of Subdivision Obligation and Reimbursement with Ayrtoun Farms Pty Ltd.
        - The subdivision process is now complete, and CPC Conveyancing has prepared the final Application for Title requiring Shire execution.
    - **Document:** Authority to Prepare Application for Title – Lots 42 and 44, DP 426720 (**Attachment 3**).

4. **Deed of Variation – Medical Services Agreement**
    - **Parties:** Shire of Bruce Rock and Livingstreams Medical Services Pty Ltd
    - **Council Resolution:** The original Medical Services Agreement was endorsed by Council on 20 September 2021, with an option to extend for a further term.
    - **Purpose:** This Deed exercises the option to extend the existing agreement for an additional four (4) years (to 19 September 2029) and records agreed variations including:
        - Adjustment to services configuration (General Practice to operate Mondays, Tuesdays, Wednesdays and Fridays).
        - Confirmation of the management fee as 20% of gross billings.
        - Clarification of equipment ownership.
        - Shared cost of Practice Incentive Program (PIP) accreditation (50% each).
    - **Comment:** The Deed has been duly executed by the Medical Services Provider and now requires the affixing of the Shire's Common Seal to formalise the variation in accordance with section 9.49A of the Local Government Act 1995 and the Affixing the Common Seal Policy.
    - **Document:** Deed of Variation – Medical Services Agreement (**Attachment 4**).

Consultation
Chief Executive Officer
Manager of Finance
Manager of Strategic Business Development

Statutory Environment
Local Government Act 1995, section 9.49A (Execution of documents) relates.

Policy Implications
Affixing the Common Seal Policy

Financial Implications
All documents relate to existing or previously budgeted contract and property arrangements.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with Council policy	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The four documents presented are all consistent with previous Council resolutions and operational requirements.

Affixing the Common Seal to these instruments will formalise agreements and statutory processes already approved by Council, ensuring full compliance with governance and legal obligations.

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 10.5.1

Moved: Cr BJ Waight
Seconded: Cr PK Hodgkiss

That Council endorses the affixing of the Shire of Bruce Rock Common Seal to the following documents:

1. **Lease Agreement between the Shire of Bruce Rock and Mr Stephen Strange for a portion of the hangar at the Bruce Rock Airfield.**
2. **Lease Agreement between the Shire of Bruce Rock and D. Campbell & M. A. Campbell & The Campbell Family Trust trading as BK LPO and Lotto for Factory Unit 1, Lot 224 Swan Street, Bruce Rock.**
3. **Application for Title relating to the subdivision of Lot 2 on Plan 9446 Bruce Rock Quairading Road (creation of Lots 42 and 44 on DP 426720) between the Shire of Bruce Rock and Ayrtoun Farms Pty Ltd.**
4. **Deed of Variation – Medical Services Agreement between the Shire of Bruce Rock and Livingstreams Medical Services Pty Lty.**

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Cr S Strange returned to the Chambers at 4.22pm.

10.6 Chief Executive Officer

10.6.1 Application for Contribution from Bruce Rock Senior Citizens Centre

File Reference	1025.10.6.1
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	09 October 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments Nil	

Summary

Throughout each financial year, the Council is requested to waiver fees and charges, make in-kind and actual cost contributions, as well as sponsor or donate to various events and activities held by associations, clubs and groups throughout the Shire. On this occasion, Council is requested to consider a request for a donation from Veronica Branch-Smith, Secretary of the Bruce Rock Senior Citizens Organisation.

Background

As per previous years, the Bruce Rock Senior Citizens Organisation has written to the Shire to request a donation of $10 per head for its annual Christmas lunch, as well as a contribution of accompanying drinks totalling up to $150. It is expected that up to 45 persons will attend, and therefore the contribution requested is expected to total up to $600. It has been reflected by the applicant that this event has always been a highlight of the senior citizens calendar of events.

Consultation

Consultation regarding this request has been undertaken with the following:

- Veronica Branch-Smith – Bruce Rock Senior Citizens Organisation.

Statutory Environment

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

- Local Government Act 1995 s6.12 (power to defer, grant discounts, waive or write off debts).

Policy Implications

Policy 4.7 – Donations and Sponsorship of the Council's Policy Manual 2025 v2 adopted in September 2025 relates to financial contributions, donations or sponsorships.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	1.0 Community Priorities
Strategy:	1.1 Our community are engaged and have a healthy lifestyle.

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	4.0 Governance Priorities
Strategy:	4.3 A proactive and well governed Shire.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Declining an application may result in negative perceptions of the Council, Shire management and associated processes.	Possible (3)	Minor (2)	Low (1-4)	Compliance Requirements	Manage by ensuring that the Council policy is referenced and applied to all applications, enabling transparency of process to applicant.
Poor management of the fee waiver policy and contributions, donations and sponsorship processes create financial implications that negatively impact current budget.	Possible (3)	Minor (2)	Low (1-4)	Compliance Requirements	Manage by ensuring that there is regular review of applications versus available budget, coupled with Council policy adherence.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of **six (6)** have been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

In accordance with Council Policy 4.7 Donations and Sponsorships, the Chief Executive Officer is permitted to grant donations of up to $500. The amount requested on this occasion is likely to exceed $500, hence this submission to Council for consideration. It should also be noted that similar requests have been supported by Council in previous years, although this does not necessarily constitute grounds for approval in 2025.

Voting Requirements
Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 10.6.1

Moved: Cr S Strange
Seconded: Cr KP Foss

That, with respect to the application from the Bruce Rock Senior Citizens Organisation, Council agrees to contribute $10 per head for attendees at the Senior Citizens Christmas Luncheon plus a drinks contribution of $150, for a total amount that does not exceed $600 for the event, to be held on the 28 November 2025.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

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

Nil.

12. Confidential Items

12.1 Confidential Item – Chief Executive Officer Performance Review

File Reference	1025.12.1
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	17 September 2025
Author	Principal – SLC, Dr Shayne Silcox
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Chief Executive Officer Performance Review Report submitted by Strategic Leadership Consulting, (under confidential separate cover).	

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 12.1

Moved: Cr AR Crooks
Seconded: Cr BJ Waight

That, in accordance with section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item, as if disclosed, the matter to be discussed would reveal information that has a commercial value to a person, and information about the business, professional, commercial or financial affairs of a person.

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Mr M Furr and Ms N Ugarte left the Council Chambers at 4.24. Ms N Ugarte did not return.

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 12.1

Moved: Cr KP Foss
Seconded: Cr PK Hodgkiss

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, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried 7/0

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION
Resolution OCM October 25 – 12.1

Moved: Cr AR Crooks
Seconded: Cr BJ Waight

1. **Notes the Salaries and Allowances Tribunal Determination of 4th April 2025 (effective 1st July 2025);**
2. **Notes an increase in the Superannuation Guarantee Levy from 11.5% to 12% (effective 1st July 2025);**
3. **Notes the outcomes of the Elected Member Performance Survey undertaken in September 2025 with the Chief Executive Officer assessed at 'Exceeds Expectations' in this year's performance appraisal;**
4. **Adopts the modified performance criteria metrics for the 2025-2026 performance period outlined in Section 7.6 of this confidential report;**
5. **Approves the Chief Executive Officer's requests, as per Section 5 (executive days) of this confidential report;**
6. **Approves a variation to the CEOs contract Total Remuneration Package as per Option 1 set out within this report at Section 6.5;**
7. **Schedules the next review of the Chief Executive Officers performance and total remuneration package (TRP) for consideration by Council in September 2026;**
8. **Complies, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of the council, endorse this review; and**
9. **Complies, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the Chief Executive Officer of results of this performance review.**

For: Cr AR Crooks, Cr KP Foss, Cr PK Hodgkiss, Cr R Rajagopalan, Cr S Strange, Cr J Verhoogt and Cr BJ Waight
Against: Nil
Carried by Absolute Majority 7/0

Mr M Furr returned to the Council Chambers at 4.24.

Closure of the Meeting
The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.33pm.

These minutes were confirmed at a meeting on 20 November 2025.

____
Cr R Rajagopalan
Shire President