



Agenda

Ordinary Meeting of Council

To be held in Council Chambers
54 Johnson Street, Bruce Rock
Thursday 22 October 2026
Commencing from 3.00pm



Notice of Ordinary Meeting of Council

Dear President and Councillors,

The next Ordinary Meeting of Council will be held on Thursday 22 October 2026, **commencing from 3.00pm** in Council Chambers, at 54 Johnson Street, Bruce Rock.

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

A handwritten signature in black ink, appearing to read "Mark Furr".

Mark Furr

CHIEF EXECUTIVE OFFICER

DISCLAIMER

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

Our Mission

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

Our Values

Respect, Inclusiveness, Fairness and Equality and Communication

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 22 OCTOBER 2026

1. Declaration of Opening	4
2. Record of Attendance/ Apologies / Leave of Absence (Previously Approved).....	4
3. Declarations of Interest	4
4. Response to Previous Public Questions Taken on Notice	4
5. Public Question Time	4
6. Petitions/Deputations/Presentations/Submissions	4
7. Applications for Leave of Absence.....	4
8. Announcements by the Person Presiding without Discussion	5
9. Confirmation of Minutes.....	5
10. Matters for Decision	6
10.1 Executive Manager Technical Services	6
10.2 Deputy Chief Executive Officer	7
10.2.1 Disposal of Shire-Owned Vacant Residential Land	7
10.2.2 Disposal of Shire-Owned Residential Properties - 60 Westral Street and 99-101 Noonajin Road, Bruce Rock	14
10.3 Executive Manager Corporate Services.....	19
10.3.1 Schedule of Accounts Paid – September 2026	19
10.3.2 Monthly Financial Reports – September 2026.....	24
10.4 Regulatory Services	41
10.5 Chief Executive Officer.....	42
10.5.1 Revised Councillor Code of Conduct.....	42
10.5.2 Appointment to Committees of Council (Work and Services Committee)	59
10.5.3 Curlew Drive Residential Subdivision – Stage 2 – Regional Development Assistance Program Application	62
11. New Business of an Urgent Nature Introduced by Discussion of the Meeting	66
12. Confidential Items	66
12.1 Confidential Item – Chief Executive Officer Performance Review	66
12.2 CEACA Management Committee Meeting Minutes – October 2026.....	72
12.3 Request to Lease Unit 3/102-104 Butcher Street, Bruce Rock (also known as Unit 3/9 Swan Street).....	75
12.4 Request to lease PTAWA Lease No. 6282, Town Lot 427 on Reserve 18296 Johnson Street, Bruce Rock (otherwise known as Unit 2, 57 Johnson Street).....	160
12.5 Request to lease the Hydrotherapy Pool Building, Settlers Court, 89-93 Butcher Street, Bruce Rock.....	243
12.6 Sale of Land for Recovery of Unpaid Rates and Setting Auction Reserve Selling Prices.....	322
13. Closure of the Meeting	327

SHIRE OF BRUCE ROCK

AGENDA – ORDINARY MEETING 22 OCTOBER 2026

1. Declaration of Opening

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

3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice

Nil

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by the Person Presiding without Discussion

9. Confirmation of Minutes

OFFICERS' RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 24 September 2026 be confirmed as an accurate record of the proceedings.

10. Matters for Decision

10.1 Executive Manager Technical Services

There are no reports requiring a Council decision for the current month.

10.2 Deputy Chief Executive Officer

10.2.1 Disposal of Shire-Owned Vacant Residential Land

File Reference	2.4.1 - Council Owned Properties
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Bruce Rock
Previous Item Numbers	Nil
Date	14 October 2026
Author	Melissa Haythornthwaite - Deputy Chief Executive Officer
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments	
1. Acumentis Valuation Report - Five (5) Vacant Lots, Bruce Rock (Confidential - Separate Cover) 2. Draft Offer to Purchase Form	

Summary

Following previous consideration of the Shire's residential landholdings as part of the Housing Strategy, this item seeks Council's formal approval to offer four (4) Shire-owned vacant residential lots for sale.

It is proposed that the properties be marketed by private treaty using the independent market valuations as the advertised "Offers From" prices, with all offers to be returned to Council for consideration. Any sale will also be subject to the purchaser commencing building a residential dwelling within 24 months of settlement.

Background

As an action arising from the Shire's Housing Strategy, Acumentis was engaged to provide current market valuations for selected Shire residential properties and vacant residential lots. The valuations provide a current evidence base to support future decisions regarding the retention, disposal and development of Shire-owned residential property.

Acumentis inspected and valued five (5) vacant residential lots on 27 August 2026. The properties comprise vacant residential allotments zoned R10/25.

Property	Property Description	Area	Offers From
90 Johnson Street	Lot 242 on Deposited Plan 142319, CT 1739/700	1,012 m ²	\$45,000
39 Railway Parade	Lot 184 on Deposited Plan 142148, CT 1070/261	1,012 m ²	\$45,000
119 Butcher Street	Lot 233 on Deposited Plan 142319, CT 1619/681	1,012 m ²	\$45,000
121 Noonajin Road	Lot 398 on Deposited Plan 208669, CT 1363/17	994 m ²	\$40,000

Although 14 Bean Road was included in the valuation exercise, the disposal was not supported by Council at this time.

It is proposed that the four (4) properties be marketed for an initial period of six (6) weeks, using the independent market valuations as the advertised “Offers From” prices. Interested purchasers will be required to submit the Shire's standard Offer to Purchase form, with all offers received to be presented back to Council for consideration and determination of any preferred purchaser.

Any sale will also be subject to a condition requiring a residential dwelling to be commenced within 24 months of settlement. The appropriate contractual or registrable mechanism to secure this requirement will be established through the settlement/conveyancing process.

Following Council's determination of a preferred purchaser and proposed consideration, the statutory disposal process required under section 3.58 of the *Local Government Act 1995* will be undertaken prior to any sale being finalised.

The full Acumentis valuation report is provided under confidential separate cover. The assessed market values are included in this report as they are proposed to form the publicly advertised “Offers From” prices; however, the full report contains detailed market evidence and restrictions regarding its distribution and publication.

Consultation

Consultation has been undertaken with the Chief Executive Officer and Executive Manager Corporate Services. Acumentis has undertaken the independent market valuations. Legal/conveyancing advice will be required prior to finalisation of sale contracts to establish the appropriate mechanism for securing the 24-month development requirement.

Statutory Environment

Local Government Act 1995 (WA), in particular sub-sections (3) and (4) of section 3.58 Disposing of property:

Sub-section (3)

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Sub-Section (4)

The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

The independent Acumentis valuations are dated 27 August 2026 and are therefore current for the purposes of section 3.58 at the time of this report.

Policy Implications

The Council's Policy Manual contains no specific policy that relates to the proposed disposal of these properties.

Financial Implications

Based on the independent market valuations, the combined advertised "Offers From" amount for the four (4) properties is \$175,000. Actual sale proceeds will depend on the offers received and subsequently approved by Council.

The sale of vacant residential land is subject to GST. Accordingly, where the sale price is GST inclusive, the full sale price will not represent net proceeds to the Shire, as one-eleventh of the sale price represents GST payable to the Australian Taxation Office. For example, a GST-inclusive sale price of \$40,000 would result in approximately \$36,364 being retained by the Shire before settlement and other transaction costs.

The independent valuation exercise cost \$440 per property, including GST. Five (5) vacant lots were valued, including 14 Bean Road, resulting in a total valuation cost of \$2,200. The Shire will also incur settlement/conveyancing and other associated transaction costs for each completed sale.

The applicable GST treatment will be clearly identified in the marketing material, Offer to Purchase form and contract documentation.

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.

The proposal also gives effect to an action arising from the Shire's Housing Strategy to review Shire-owned residential property and vacant residential land and consider opportunities for retention, disposal and development. The proposed 24-month development condition is intended to support activation of vacant residential land and contribute to additional housing supply within Bruce Rock.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with statutory property disposal requirements.	Unlikely (2)	Moderate (3)	Medium (6)	Compliance	Independent valuation obtained; proposed purchaser and offer to return to Council; section 3.58 local public notice to occur prior to disposal.
Land purchased but remains undeveloped.	Possible (3)	Minor (2)	Medium (6)	Strategic / Reputation	Sale condition requiring substantial completion of a residential dwelling within 24 months, supported by an appropriate legal enforcement mechanism.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Sale proceeds below assessed market value.	Unlikely (2)	Minor (2)	Low (4)	Financial	Properties advertised with "Offers From" prices equal to the independent market valuations; all offers returned to Council for consideration.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. Risk ratings of six (6) and four (4) have been identified 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

Independent valuations have now been obtained for the Shire's vacant residential land and Elected Members have previously indicated in-principle support for disposal of four (4) of the five (5) properties considered. Although 14 Bean Road formed part of the valuation exercise, its disposal was not supported at this time.

Formal Council approval is now required before the properties are offered to the market.

A structured six (6) week marketing period, supported by a standardised Offer to Purchase form and clear "Offers From" prices based on the independent market valuations, will provide prospective purchasers with a consistent process and enable Council to consider all initial offers concurrently.

The proposed 24-month commenced building requirement will ensure that the disposal is directed towards the development of additional housing rather than speculative landholding.

Following receipt of offers, a further report will be presented to Council identifying the offers received and seeking determination of any preferred purchaser(s) and proposed consideration. The statutory local public notice process required under section 3.58 will then be undertaken. Any submissions received will be considered in accordance with the Act before the sale is finalised.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That Council

- 1. Approves the following Shire-owned vacant residential properties being offered for sale by private treaty:**
 - a. Lot 242 (90) Johnson Street, Bruce Rock – Offers From \$45,000;**
 - b. Lot 184 (39) Railway Parade, Bruce Rock – Offers From \$45,000;**
 - c. Lot 233 (119) Butcher Street, Bruce Rock – Offers From \$45,000; and**
 - d. Lot 398 (121) Noonajin Road, Bruce Rock – Offers From \$40,000;****subject to:**
 - i. The properties being marketed for an initial period of six (6) weeks using the Shire’s Offer to Purchase form;**
 - ii. Any sale including a condition requiring building to be commenced within 24 months of settlement, with the appropriate contractual or registrable mechanism to be determined through the settlement/conveyancing process.**
- 2. Authorises the Chief Executive Officer to advertise and market the properties, invite and receive written offers, and make minor administrative amendments to the Offer to Purchase form that do not alter the intent of Council’s decision.**
- 3. Requires all offers received to be presented to Council for consideration and determination of any preferred purchaser and proposed consideration, following which the statutory disposal process under section 3.58 of the *Local Government Act 1995* will be undertaken prior to any sale being finalised.**



OFFER TO PURCHASE

SHIRE-OWNED VACANT RESIDENTIAL LAND

Important: This form is an invitation to submit an offer only and is not a contract for sale. Any proposed sale remains subject to Council consideration, section 3.58 of the Local Government Act 1995 and formal sale documentation.

1. Property

Select one property only. Submit a separate form for each additional property.

Select	Property	Lot / Plan	Certificate of Title	Area
[]	90 Johnson Street	Lot 242 on DP142319	1739/700	1,012 m ²
[]	39 Railway Parade	Lot 184 on DP142148	1070/261	1,012 m ²
[]	119 Butcher Street	Lot 233 on DP142319	1619/681	1,012 m ²
[]	121 Noonajin Road	Lot 398 on DP208669	1363/17	994 m ²

2. Purchaser Details

Purchaser / Entity Name		ABN / ACN	
Contact Person		Phone	
Email		Postal Address	

3. Offer Details

Offer Amount	\$	Offer Valid Until	___ / ___ / ____
Proposed Settlement	[] 30 days [] 45 days [] 60 days	Finance	[] Cash [] Subject to finance
Other Conditions			

4. Proposed Development

Proposed Use	Residential dwelling	Anticipated Commencement	___ / ___ / ____
Proposed Dwelling / Development		Anticipated Completion	___ / ___ / ____

5. Purchaser Acknowledgements

- ☐ I/we acknowledge that Council is not obliged to accept the highest or any offer received.
- ☐ I/we understand that this form does not create a binding agreement or contract for sale.
- ☐ I/we understand that any proposed sale is subject to Council approval and the statutory disposal process under section 3.58 of the Local Government Act 1995.
- ☐ I/we acknowledge that, if selected as the proposed purchaser, the purchaser name, consideration and market value may be published as part of the statutory public notice process.
- ☐ I/we acknowledge that the sale will be conditional upon substantial completion of a residential dwelling within 24 months of settlement, unless otherwise approved by Council, and that the final contract may include an appropriate legal mechanism to secure that requirement.
- ☐ I/we acknowledge that all due diligence, finance, conveyancing and development costs are the purchaser's responsibility unless otherwise agreed in writing.
- ☐ I/we confirm that the information provided is true and complete to the best of my/our knowledge.

6. Declaration

Name		Date	___ / ___ / ____
Signature		Capacity (if entity)	

7. Submission of Offer

Closing Date: 4.00pm, 20 November 2026

Email: melissa.haythornthwaite@brucerock.wa.gov.au

In person: Shire Administration Office, 54 Johnson Street, Bruce Rock WA 6418

Post: PO Box 113, Bruce Rock WA 6418

Please mark the submission "Offer to Purchase – Shire Vacant Residential Land".

Privacy / records notice: Information submitted will be used to assess the offer and maintained as a Shire record. Information may be disclosed where required by law, including as part of the statutory disposal process if the offer is selected.

10.2.2 Disposal of Shire-Owned Residential Properties - 60 Westral Street and 99-101 Noonajin Road, Bruce Rock

File Reference	2.4.1.5 - Council Owned Properties
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Bruce Rock
Previous Item Numbers	
Date	14 October 2026
Author	Melissa Haythornthwaite - Deputy Chief Executive Officer
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments	
1. Acumentis Valuation Report - 60 Westral Street, Bruce Rock (Confidential - Separate Cover)	
2. Acumentis Valuation Report - 99-101 Noonajin Road, Bruce Rock (Confidential - Separate Cover)	

Summary

Following previous consideration of the Shire's residential property portfolio as part of the Housing Strategy, this item seeks Council's formal approval to dispose of two (2) Shire-owned residential properties at 60 Westral Street and 99–101 Noonajin Road, Bruce Rock.

Independent market valuations have been obtained for both properties. It is proposed that the properties be offered for sale by private treaty when appropriate, having regard to the existing occupancy arrangements, with the independently assessed market values to guide the proposed sale price.

Any offer received will be presented to Council for consideration before the proposed disposal proceeds through the statutory requirements of section 3.58 of the Local Government Act 1995.

Background

As an action arising from the Shire's Housing Strategy, Acumentis was engaged to provide current market valuations for selected Shire residential properties. The valuations provide a current evidence base to support future decisions regarding the retention and disposal of Shire-owned housing.

Acumentis inspected and valued 60 Westral Street and 99–101 Noonajin Road on 27 August 2026.

Property	Legal Description / Site	Offers From
60 Westral Street	Lot 395 on Deposited Plan 208669 CT 2668/480 1,012 m ²	\$460,000
99-101 Noonajin Road	Lots 409 and 410 on Deposited Plan 175077 CT 2182/301 and CT 2182/302 Total site 2,024 m ²	\$550,000

Both properties are currently occupied under existing arrangements. Accordingly, it is not proposed that either property be immediately advertised for sale or subject to a defined marketing period at this stage.

Instead, Council approval is sought to progress the disposal of the properties when appropriate, taking into account the existing occupancy arrangements and the timing required to transition those arrangements.

Where a property is subsequently marketed, the independent market valuation is proposed to form the basis of the advertised “Offers From” price. Where an offer is received without a broader marketing campaign, the offer will still be presented to Council for consideration against the independent market valuation and any other relevant terms and conditions.

All proposed sales will return to Council for determination of the preferred purchaser and consideration before the statutory disposal process under section 3.58 of the Local Government Act 1995 is undertaken.

Consultation

Consultation has been undertaken with the:

- Chief Executive Officer;
- Executive Manager Corporate Services;
- Property Assets and Maintenance Coordinator; and
- Acumentis as the independent valuer.

Should Council resolve to proceed, any current occupants will be advised and access arrangements coordinated prior to and during the marketing process.

Statutory Environment

Local Government Act 1995 (WA), in particular sub-sections (3) and (4) of section 3.58 Disposing of property:

Sub-section (3)

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property -

- (a) it gives local public notice of the proposed disposition -
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Sub-section (4)

The details of a proposed disposition that are required by subsection (3)(a)(ii) include -

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition -
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Residential Tenancies Act 1987 (WA), section 46 provides for access to occupied residential premises for the purpose of showing the premises to prospective purchasers at a reasonable time and on a reasonable number of occasions after reasonable written notice. Any other tenancy arrangements associated with the proposed sale must also comply with the Act and the relevant tenancy agreement.

Policy Implications

The Council's Policy Manual contains no specific policy that prevents the proposed disposal. Any engagement of real estate, settlement, conveyancing or legal services will be undertaken in accordance with the Shire's purchasing requirements and applicable delegations.

Financial Implications

The combined advertised "Offers From" amount for the two (2) properties is \$1,010,000. Actual sale proceeds will depend on the offers received and subsequently approved by Council.

The independent valuations cost \$440 (including GST) for 60 Westral Street and \$660 (including GST) for 99-101 Noonajin Road, resulting in a total valuation cost of \$1,100 (including GST).

The valuation reports have been prepared on the basis that GST is not applicable to the sale of the existing residential premises, on the assumption that they do not constitute new residential premises.

Additional transaction costs include settlement agent or conveyancing fees, legal costs, title and registration charges and, if a licensed real estate agent is appointed, marketing costs and commission. The two-title configuration at 99-101 Noonajin Road may also result in additional conveyancing requirements.

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.

The proposal gives effect to an action arising from the Shire's Housing Strategy to review the ongoing role of Shire-owned residential assets and consider opportunities for retention, disposal and future housing investment.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with s3.58 disposal requirements.	Unlikely (2)	Moderate (3)	Medium (6)	Compliance	Independent valuations; offers return to Council; s3.58 process completed before sale.
Tenancy arrangements delay marketing, access or settlement.	Possible (3)	Moderate (3)	Medium (9)	Financial / Reputation	Review tenancy status before marketing and manage access or tenancy changes under the Residential Tenancies Act.
Two-title transfer requirements for 99-101 Noonajin Road.	Unlikely (2)	Minor (2)	Low (4)	Compliance / Operational	Sell both titles as one holding and obtain conveyancing advice before contract and settlement.

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. Risk ratings of nine (9), six (6) and four (4) have been identified 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 independent valuations provide Council with a current market basis to progress the proposed disposal of 60 Westral Street and 99-101 Noonajin Road. Advertising the properties on an "Offers From" basis at the assessed market values provides clear guidance to prospective purchasers while retaining Council's discretion to determine whether any offer represents an acceptable outcome.

The sale process is broadly the same as for vacant land; however, the existing residential improvements require additional consideration of any tenancy or occupancy arrangements, purchaser access and the basis on which possession will be provided. The two-title configuration at 99-101 Noonajin Road will also require appropriate conveyancing treatment.

All offers received will be presented back to Council for consideration. Once Council identifies a preferred purchaser and proposed consideration, the statutory local public notice process under section 3.58 of the Local Government Act 1995 will be undertaken before the sale is finalised.

Voting Requirements

Simple Majority

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OFFICER RECOMMENDATION

That Council

- 1. Approves the following Shire owned residential properties being offered for sale by private treaty:**
 - a. Lot 395 (60) Westral Street, Bruce Rock – Offers From \$460,000;**
 - b. Lots 409 and 410 (99–101) Noonajin Road, Bruce Rock – Offers From \$550,000; and**
 - c. Notes the timing of either sale will consider the existing occupancy arrangements for each property.**
- 2. Authorises the Chief Executive Officer to progress the disposal of the properties when appropriate, including advertising and marketing the properties where required, inviting and receiving written offers, and undertaking the administrative actions necessary to facilitate the proposed sale.**
- 3. Requires all offers received to be presented to Council for consideration and determination of any preferred purchaser and proposed consideration, following which the statutory disposal process under section 3.58 of the Local Government Act 1995 will be undertaken prior to any sale being finalised.**

10.3 Executive Manager Corporate Services

10.3.1 Schedule of Accounts Paid – September 2026

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

Summary

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

Background

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

Consultation

Consultation has been undertaken with the Senior Finance Officer and Finance Officer (Creditors).

Statutory Environment

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

Policy Implications

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

Financial Implications

All expenditure has been approved via adoption of the 2026/27 Annual 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 present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management Regulations 1996, clause 13, which may result in a qualified audit.	Rare (1)	Rare (1)	Rare (1)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

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

(This space is intentionally blank)

Below is a summary of activity:

<i>As at 30 September 2026</i>		
Payment Type	\$	%
Municipal Account Cheque	\$550.98	0.07%
Municipal Account EFT (incl. Payroll)	\$775,728.71	95.15%
Total Trust Account EFT	\$0.00	0.00%
Total Trust Account Cheque	\$0.00	0.00%
Direct Debits	\$36,319.88	4.46%
Credit Cards	\$1,253.74	0.15%
Fuel Cards	\$1,373.48	0.17%
Total Payments	\$815,226.79	100.00%

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

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

Schedule of Accounts Paid September 2026						
Serial No	Chq/EFT	Date	Name	Description	Amount	Legend
Municipal Account Cheques						
1	72	16/09/2026	WATER CORPORATION	SERVICE CHARGE FOR SHIRE PROPERTY	\$50.98	
2	73	17/09/2026	SHIRE OF BRUCE ROCK	FLOAT FOR CAMPING ON OVAL PAYMENTS AT VETS REUNION 2026	\$300.00	R
3	74	17/09/2026	SHIRE OF BRUCE ROCK	AQUATIC CENTRE ENTRY FEE FLOAT FOR 2026/27 SEASON	\$200.00	R
Total Cheques					\$550.98	
Municipal Account EFTs (incl. Payroll)						
4	EFT26192	03/09/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	REFRESHMENTS FOR CESM INTERVIEWS & COUNCIL MEETING	\$84.00	
5	EFT26193	03/09/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$896.50	
6	EFT26194	01/09/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 28/08/2026 (EOM TRANSACTION)	\$74,438.00	R
7	EFT26195	02/09/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 31/08/2026 (EOM TRANSACTION)	\$146.95	R
8	EFT26196	07/09/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR AUGUST 2026	\$1,088.68	
9	EFT26197	08/09/2026	GEMMA IVY COTTER	REIMBURSEMENT FOR TRAINING EXPENSES	\$252.56	
10		09/09/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FNE 09/09/2026	\$92,840.97	
11	EFT26198	10/09/2026	CALLUM DARBY	REIMBURSEMENT OF EXPENSES (MR LICENCE APPLICATION FEE)	\$200.20	
12	EFT26199	10/09/2026	CHIPPY CHAD AND CO CONSTRUCTION PTY LTD	WATER CATCHMENT WORKS AT SHIRE DEPOT	\$19,140.00	G
13	EFT26200	10/09/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 09/09/2026	\$1,805.30	
14	EFT26201	10/09/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL FOR AUGUST 2026	\$1,473.17	
15	EFT26202	10/09/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$5,973.00	
16	EFT26203	10/09/2026	NORTHAM CARPET COURT	SUPPLY & INSTALL OF CARPET AT SHIRE PROPERTIES	\$12,695.00	
17	EFT26204	10/09/2026	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR JULY & AUGUST 2026	\$1,352.00	
18	EFT26205	10/09/2026	RAYMOND FRANKLIN BAILEY	DEPOSIT FOR BBVR MUSIC FESTIVAL	\$2,870.00	
19	EFT26206	10/09/2026	SAMANTHA ELIZABETH AURISCH	REIMBURSEMENT OF EXPENSES (POST ACCREDITATION DINNER)	\$130.94	
20	EFT26207	10/09/2026	SNAP MIDLAND	SOBR TOURISM BROCHURES	\$265.00	
21	EFT26208	10/09/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$961.06	
22	EFT26209	10/09/2026	VANESSA WARD	REIMBURSEMENT FOR FUEL EXPENSE	\$111.56	
23	EFT26210	10/09/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$811.50	
24	EFT26213	16/09/2026	AUSTRALIA POST	POSTAL CHARGES FOR AUGUST 2026	\$879.64	
25	EFT26214	16/09/2026	AVON VALLEY TOYOTA	PARTS FOR BK09	\$1,557.77	PR
26	EFT26215	16/09/2026	AVON WASTE	KERBSIDE WASTE AND RECYCLING COLLECTIONS & BULK RECYCLING COLLECTIONS FOR AUGUST 2026	\$16,046.48	
27	EFT26216	16/09/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$2,772.00	
28	EFT26217	16/09/2026	BOC LIMITED	GAS BOTTLE RENTAL	\$78.94	
29	EFT26218	16/09/2026	BOOEASY AUSTRALIA PTY LTD	ONLINE CARAVAN PARK BOOKING AUGUST 2026	\$220.00	
30	EFT26219	16/09/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	REFRESHMENTS FOR COUNCIL MEETING	\$29.70	
31	EFT26220	16/09/2026	BRUCE ROCK ENGINEERING	SUPPLY, FIT & BALANCE TYRES BK010	\$1,737.65	
32	EFT26221	16/09/2026	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$59.60	
33	EFT26222	16/09/2026	CENTRAL EAST AGED CARE ALLIANCE (INC) (CEACA)	REIMBURSEMENT FOR CEACA EXPANSION PROJECT - AMALGAMATION & SURVEY STRATA FEES	\$8,800.00	PR
34	EFT26223	16/09/2026	CENTRE POINT ELECTRICAL SERVICES PTY LTD	ELECTRICAL WORKS AT SHIRE PROPERTIES	\$3,543.81	
35	EFT26224	16/09/2026	CHIPPY CHAD AND CO CONSTRUCTION PTY LTD	MATERIALS FOR WATER CATCHMENT WORKS AT SHIRE DEPOT	\$35,324.40	G
36	EFT26225	16/09/2026	COLESTAN ELECTRICS	ELECTRICAL WORKS AT SHIRE PROPERTIES	\$9,787.90	
37	EFT26226	16/09/2026	COPIER SUPPORT	PHOTOCOPIER METER READING AUGUST 2026	\$1,061.42	
38	EFT26227	16/09/2026	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$686.62	
39	EFT26228	16/09/2026	D.E.C CONTRACTING PTY LTD	HIRE OF MULCHING EXCAVATOR	\$15,679.46	F
40	EFT26229	16/09/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES - FAMS	FIRE ALARM MONITORING 2026-2027	\$1,881.00	
41	EFT26230	16/09/2026	DFES	ESL 1ST QUARTER CONTRIBUTION 2026-2027	\$25,469.70	
42	EFT26231	16/09/2026	DX Print Group Pty Ltd	ENVELOPES	\$418.00	
43	EFT26232	16/09/2026	ELEC TECH DIESEL SERVICES PTY LTD	ELECTRICAL REPAIRS TO BK6515	\$517.33	
44	EFT26233	16/09/2026	G L & M K FUNNELL T/A WHEATBELT TANK SERVICES	SUPPLY & INSTALL WATER STORAGE TANKS AT SHIRE DEPOT	\$42,547.00	G
45	EFT26234	16/09/2026	HARE & FORBES PTY LTD	WORKSHOP CONSUMABLES	\$69.30	
46	EFT26235	16/09/2026	IW PROJECTS ATF THE CARMEL TRUST T/A IW PROJECTS	WASTE MANAGEMENT CONSULTING SERVICES	\$2,750.00	
47	EFT26236	16/09/2026	KELLERBERRIN CRC PIPELINE NEWSLETTER	EMPLOYMENT ADVERTISEMENT	\$25.00	
48	EFT26237	16/09/2026	LANDGATE	RURAL UV INTERIM VALUATIONS	\$99.60	
49	EFT26238	16/09/2026	LG BEST PRACTICES PTY LTD	STAFF TRAINING	\$3,960.00	
50	EFT26239	16/09/2026	MERREDIN TELEPHONE SERVICES	GYM CARDS & SECURITY MONITORING OF SHIRE OFFICE FOR AUGUST 2026	\$279.40	
51	EFT26240	16/09/2026	NAPA	PARTS FOR BK608	\$422.40	
52	EFT26241	16/09/2026	NUTRIEN AG SOLUTIONS	HERBICIDE FOR GARDEN MAINTENANCE & MATERIALS FOR TOWNSITE MAINTENANCE	\$330.57	
53	EFT26242	16/09/2026	OFFICEWORKS BUSINESS DIRECT	OFFICE SUPPLIES	\$157.23	
54	EFT26243	16/09/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING EXPENSES	\$1,811.53	
55	EFT26244	16/09/2026	PINGARRNING PTY LTD (PROMPT SAFETY SOLUTIONS)	ANNUAL REVIEW OF WHS SAFETY MANAGEMENT SYSTEM 2026-2027	\$2,200.00	
56	EFT26245	16/09/2026	PIJ & KPF ATF BRUCE ROCK CHALETTS TRUST	ACCOMMODATION FOR EHO VISIT	\$300.00	
57	EFT26246	16/09/2026	POWERVAC	VACUUM CLEANER AND CONSUMABLES	\$667.85	
58	EFT26247	16/09/2026	QUEST INNALOO	ACCOMMODATION FOR STAFF MEMBERS ATTENDING WHS TRAINING	\$2,667.27	
59	EFT26248	16/09/2026	SEEK LIMITED	EMPLOYMENT ADVERTISEMENT	\$544.50	
60	EFT26249	16/09/2026	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER FOR JULY 2026	\$3,977.50	
61	EFT26250	16/09/2026	SMITH EARTHMOVING	MAINTENANCE GRADING VARIOUS ROADS	\$28,600.00	
62	EFT26251	16/09/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	SUPPLY OF NEW LAPTOP & IT SUPPORT FOR VARIOUS WORKSTATIONS	\$12,321.03	
63	EFT26252	16/09/2026	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS 2026-2027	\$66.95	
64	EFT26253	16/09/2026	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$77.30	
65	EFT26254	16/09/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$25,397.12	PR
66	EFT26255	16/09/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$34.29	
67	EFT26256	16/09/2026	TELSTRA	HARVEST BAN SMS SERVICE	\$40.21	
68	EFT26257	16/09/2026	THE FENCE POST NEWSPAPER INC.	EMPLOYMENT ADVERTISEMENT	\$45.00	
69	EFT26258	16/09/2026	WA AGRISTORE PTY LTD	MATERIALS FOR DAM & SHIRE PROPERTY MAINTENANCE	\$223.52	
70	EFT26259	16/09/2026	WHEATBELT UNIFORMS, SIGNS & SAFETY	PROTECTIVE CLOTHING & STAFF UNIFORMS	\$13,743.99	
71	EFT26260	16/09/2026	WURTH	PARTS FOR BK9340	\$64.19	
72	EFT26261	16/09/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEY & DESIGN WORKS FOR ROAD	\$21,538.00	F
73	EFT26262	21/09/2026	AUSTRALIAN TAXATION OFFICE	BAS FOR AUGUST 2026	\$14,391.00	
74		23/09/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FNE 23/09/2026	\$98,502.31	

75	EFT26263	24/09/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$4,400.00	
76	EFT26264	24/09/2026	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT & MANAGEMENT FEES	\$425.74	
77	EFT26265	24/09/2026	CHIPPY CHAD AND CO CONSTRUCTION PTY LTD	WATER CATCHMENT WORKS AT SHIRE PROPERTIES	\$23,882.41	G
78	EFT26266	24/09/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 23/09/2026	\$2,063.20	
79	EFT26267	24/09/2026	COTSWOLD FARMS	MAINTENANCE GRADING VARIOUS ROADS	\$102,085.50	
80	EFT26268	24/09/2026	D.E.C CONTRACTING PTY LTD	HIRE OF MULCHING EXCAVATOR	\$10,360.35	
81	EFT26269	24/09/2026	MERREDIN COMMUNITY RESOURCE CENTRE	EMPLOYMENT ADVERTISEMENT	\$120.00	
82	EFT26270	24/09/2026	SANDERS BUILDING PTY LTD ATF SANDERS FAMILY TRUST T/A ICS CARPENTRY	SHIRE BUILDING MAINTENANCE	\$8,237.90	
83	EFT26271	24/09/2026	SUPAGAS PTY LTD	GAS BOTTLE RENTAL	\$49.50	
84	EFT26272	24/09/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$908.50	
85	EFT26334	25/09/2026	COMMONWEALTH BANK CORPORATE CHARGE CARDS	CREDIT CARD FOR SEPTEMBER 2026	\$1,253.74	
					Total EFTs	\$775,728.71
Direct Debits						
86	DD11641.1	09/09/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,152.05	
87	DD11641.2	09/09/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,668.19	
88	DD11641.3	09/09/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,495.55	
89	DD11641.4	09/09/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$1,764.74	
90	DD11641.5	09/09/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$1,072.68	
91	DD11641.6	09/09/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$743.05	
92	DD11641.7	09/09/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$344.64	
93	DD11641.8	09/09/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	\$53.85	
94	DD11641.9	09/09/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$336.09	
95	DD11682.1	23/09/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,237.24	
96	DD11682.2	23/09/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$336.09	
97	DD11682.3	23/09/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,645.84	
98	DD11682.4	23/09/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,495.55	
99	DD11682.5	23/09/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$1,758.84	
100	DD11682.6	23/09/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$1,066.66	
101	DD11682.7	23/09/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$758.25	
102	DD11682.8	23/09/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$1,248.80	
103	DD11682.9	23/09/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	\$55.77	
104	DD11682.10	23/09/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$86.00	
					Total Direct Debits	\$36,319.88
Credit Cards						
105		27/08/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$30.83	
106		27/08/2026	COMM BANK	INTERNATIONAL TRANSACTION FEE	\$0.77	
107		01/09/2026	COMMONWEALTH BANK	ANNUAL CARD FEES	\$20.00	
108		02/09/2026	WIX	MEDICAL CENTRE WEBSITE ANNUAL SUBSCRIPTION	\$229.10	
109		05/09/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$27.27	
110		14/09/2026	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS, AND NEW PATIENTS	\$176.00	
111		16/09/2026	CANVA	BIRTHDAY AND BUSINESS CARDS	\$285.50	
112		16/09/2026	ANTHROPIC CLAUDE SUB	CLAUDE PRO FOR OFFICER	\$30.91	
113		17/09/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$77.00	
114		17/09/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$27.27	
115		23/09/2026	SURVEY MONKEY	USER SUBSCRIPTION	\$349.09	
					Total Credit Card Payments	\$1,253.74
Fuel Cards						
Card One						
116		04/09/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$106.63	
117		11/09/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$52.73	
118		18/09/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$114.72	
119		26/09/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$75.26	
					Card One Total	\$349.34
Card Five						
120		02/09/2026	BP MERREDIN	UNLEADED FOR BK2	\$96.62	
121		02/09/2026	BP MERREDIN	BP PLUS FEE	\$0.38	
122		07/09/2026	BP WAIKIKI	UNLEADED FOR BK2	\$116.82	
123		07/09/2026	BP WAIKIKI	BP PLUS FEE	\$0.38	
124		09/09/2026	BP MERREDIN	UNLEADED FOR BK2	\$74.43	
125		09/09/2026	BP MERREDIN	BP PLUS FEE	\$0.38	
126		21/09/2026	BP ASCOT	UNLEADED FOR BK2	\$131.11	
127		21/09/2026	BP ASCOT	BP PLUS FEE	\$0.38	
128		28/09/2026	BP THE LAKES	UNLEADED FOR BK2	\$115.08	
129		28/09/2026	BP THE LAKES	BP PLUS FEE	\$0.38	
					Card Five Total	\$535.96
Card Four C						
130		30/09/2026	BRUCE ROCK OPT	BULK UNLEADED FOR DEPOT	\$488.18	
					Card Four Total	\$488.18
					Total Fuel Card Payments	\$1,373.48
					Total Municipal Account Cheque Payments	\$550.98 0.07%
					Total Municipal Account EFT Payments (incl. Payroll)	\$775,728.71 95.15%
					Total Trust Account EFT Payments	\$0.00 0.00%
					Total Trust Account Cheque Payments	\$0.00 0.00%
					Direct Debits	\$36,319.88 4.46%
					Credit Cards	\$1,253.74 0.15%
					Fuel Cards	\$1,373.48 0.17%
					Total	\$815,226.79 100.00%

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

10.3.2 Monthly Financial Reports – September 2026

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

Summary

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

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer and Bob Waddell of Bob Waddell and Associates (Consultant).

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 2026/27 Annual Budget.

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

- The overall financial position for September 2026 currently stands at \$4,458,553 in surplus. This figure is influenced by the receipt of advanced payment of Federal Assistance Grants totalling approximately 80% of the total Grants for the financial year 2026/27 and the recognition of Rates revenue now that the Rates have been levied.
- The current amount of \$14,079 for 90+ day debts include 10 outstanding amounts, four (4) of which are deceased estates, two (2) of these will be collected when the properties from these estates are sold for unpaid rates in November, subject to the properties selling. The other two (2) will be treated in a similar fashion when the overdue rates reach the threshold three (3) years overdue; remaining rates continue to be followed up.

- A total of 130 transactions to the value of \$815,227 including 101 Electronic Fund Transfers and Direct Debits were paid in September 2026, of which the vast majority were paid within 30 days.
- Capital projects – Year to date, purchase orders have been issued for all or part of two (2) 2026/27 capital projects, and one (1) has been completed, with planning underway for a number of other projects.

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)	Rare (1)	Rare (1)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this

item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The September 2026 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION PART

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



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 30 SEPTEMBER 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Nature	2
Explanation of Material Variances	3
Statement of Financial Activity by Program	4
Statement of Financial Position	5
Basis of Preparation	6
Summary of Graphs	7
Cash and Financial Assets	8
Receivables	9
Net Current Assets	10
Capital Acquisitions	11
Reserve Accounts	12
Budget Amendments	13

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026**

BY NATURE

	Ref	Adopted	Amended	Amended YTD	YTD	Variance	Variance	Var.
	Note	Annual Budget	Annual Budget	Budget	Actual	\$	%	
		(a)	(d)	(c)	(b)	(c) - (b)	((c) - (b))/(b)	▲▼
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,186,221	2,186,221	2,186,221	2,186,284	63	0.00%	
Operating grants, subsidies and contributions		1,218,786	1,339,828	518,896	542,155	23,259	4.48%	
Fees and charges		1,184,335	1,184,335	428,618	452,968	24,350	5.68%	
Interest earnings		132,613	132,613	23,833	21,835	(1,998)	(8.38%)	
Other revenue		162,254	162,254	19,101	9,251	(9,850)	(51.57%)	▼
Profit on disposal of assets		44,102	44,102	0	0	0	0.00%	
		4,928,311	5,049,353	3,176,669	3,212,493	35,824	1.13%	
Expenditure from operating activities								
Employee costs		(3,099,701)	(3,204,384)	(889,785)	(854,390)	35,395	3.98%	
Materials and contracts		(2,581,124)	(2,597,484)	(907,764)	(645,124)	262,640	28.93%	▲
Utility charges		(332,720)	(332,720)	(78,863)	(52,870)	25,993	32.96%	▲
Depreciation on non-current assets		(6,361,646)	(6,361,646)	(1,590,354)	(1,618,230)	(27,876)	(1.75%)	
Interest expenses		(122,838)	(122,838)	(17,761)	12,214	29,975	168.77%	▲
Insurance expenses		(271,985)	(271,985)	(138,961)	(129,008)	9,953	7.16%	
Other expenditure		(231,085)	(231,085)	(39,071)	(45,141)	(6,070)	(15.53%)	▼
Loss on disposal of assets		(35,570)	(35,570)	(1,212)	0	1,212	100.00%	
		(13,036,670)	(13,157,713)	(3,663,771)	(3,332,550)	331,221	(9.04%)	
Non-cash amounts excluded from operating activities		6,359,376	6,359,376	1,597,828	1,640,173	42,345	2.65%	
Amount attributable to operating activities		(1,748,983)	(1,748,984)	1,110,726	1,520,116	409,390	36.86%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		6,377,799	6,377,799	451,935	89,593	(362,342)	(80.18%)	▼
Proceeds from disposal of assets		259,500	259,500	0	0	0	0.00%	
		6,637,299	6,637,299	451,935	89,593	(362,342)	(80.18%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(7,906,830)	(7,926,830)	(689,913)	(337,397)	352,516	51.10%	▲
		(7,906,830)	(7,926,830)	(689,913)	(337,397)	352,516	(51.10%)	
Amount attributable to investing activities		(1,269,531)	(1,289,531)	(237,978)	(247,804)	(9,826)	4.13%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	11	0	0	0	0	0	0.00%	
Transfer from reserves		335,326	355,326	0	0	0	0.00%	
		335,326	355,326	0	0			
Outflows from financing activities								
Repayment of borrowings		(134,028)	(134,028)	(15,194)	(15,003)	191	1.26%	
Payments for principal portion of lease liabilities		(6,531)	(6,531)	0	0	0	0.00%	
Transfer to reserves		(341,139)	(341,139)	0	0	0	0.00%	
		(481,698)	(481,698)	(15,194)	(15,003)	191	(1.26%)	
Amount attributable to financing activities		(146,372)	(126,372)	(15,194)	(15,003)	191	(1.26%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		3,164,885	3,164,885	3,164,885	3,201,244	36,359	1.15%	
Amount attributable to operating activities		(1,748,983)	(1,748,984)	1,110,726	1,520,116	409,390	36.86%	▲
Amount attributable to investing activities		(1,269,531)	(1,289,531)	(237,978)	(247,804)	(9,826)	4.13%	
Amount attributable to financing activities		(146,372)	(126,372)	(15,194)	(15,003)	191	(1.26%)	
Surplus or deficit at the end of the financial year		(1)	(2)	4,022,439	4,458,553	436,114	10.84%	▲

KEY INFORMATION

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

Refer to the Explanation of Variances Note for an explanation of the reasons for the variance.

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

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

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2026-27 year is \$5,000 or 10.0% 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						
Other revenue	(9,850)	(51.57%)	▼		Diesel fuel rebate income running behind budget phasing.	
Expenditure from operating activities						
Materials and contracts	262,640	28.93%	▲	Actual material and contract expenditure generally tracking behind budgeted expenditure.		
Utility charges	25,993	32.96%	▲	Utility expenditure behind budget phasing.		
Other expenditure	(6,070)	(15.53%)	▼		Payment of CEACA Housing costs ahead of budget phasing.	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(362,342)	(80.18%)	▼		Budget allocations for completed projects which are grant related in this Financial Year are ahead of actuals.	
Payments for inventories, property, plant and equipment	352,516	51.10%	▲	Expenditure on capital projects are behind budget phasing.		
Surplus or deficit at the end of the financial year	436,114	10.84%	▲	Budget Phasing based on Monthly Distribution		

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

BY PROGRAM

	Note	Adopted Annual Budget (a) \$	Amended Annual Budget (d) \$	Amended YTD Budget (c) \$	YTD Actual (b) \$	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var. ▲▼
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		59,490	59,490	14,934	13,549	(1,385)	(9.27%)	
General Purpose Funding - Rates		2,186,221	2,186,221	2,186,221	2,186,284	63	0.00%	
General Purpose Funding - Other		898,246	898,246	208,837	192,225	(16,612)	(7.95%)	
Law, Order and Public Safety		36,200	157,242	8,579	10,844	2,265	26.41%	
Health		86,986	86,986	21,770	5,891	(15,879)	(72.94%)	▼
Housing		258,325	258,325	62,748	62,226	(522)	(0.83%)	
Community Amenities		227,082	227,082	197,677	206,852	9,175	4.64%	
Recreation and Culture		93,692	93,692	13,582	12,542	(1,040)	(7.66%)	
Transport		534,578	534,578	358,224	362,636	4,412	1.23%	
Economic Services		351,335	351,335	76,950	130,164	53,214	69.15%	▲
Other Property and Services		185,444	185,444	26,166	26,806	640	2.45%	
		4,928,311	5,049,353	3,176,669	3,212,493	35,824	1.13%	
Expenditure from operating activities								
Governance		(614,432)	(614,432)	(276,266)	(168,555)	107,711	38.99%	▲
General Purpose Funding		(115,393)	(115,393)	(26,376)	(28,943)	(2,567)	(9.73%)	
Law, Order and Public Safety		(278,206)	(399,249)	(56,100)	(71,000)	(14,900)	(26.56%)	▼
Health		(412,338)	(412,338)	(122,354)	(100,372)	21,982	17.97%	▲
Education and Welfare		(163,548)	(163,548)	(42,171)	(29,388)	12,783	30.31%	▲
Housing		(459,559)	(459,559)	(108,170)	(117,123)	(8,953)	(8.28%)	
Community Amenities		(414,297)	(414,297)	(101,887)	(67,926)	33,961	33.33%	▲
Recreation and Culture		(2,511,734)	(2,511,734)	(596,524)	(491,107)	105,417	17.67%	▲
Transport		(6,522,619)	(6,522,619)	(1,884,165)	(1,660,323)	223,842	11.88%	▲
Economic Services		(1,464,059)	(1,464,059)	(366,792)	(316,733)	50,059	13.65%	▲
Other Property and Services		(80,485)	(80,485)	(82,966)	(281,079)	(198,113)	(238.79%)	▼
		(13,036,670)	(13,157,713)	(3,663,771)	(3,332,550)	331,221	9.04%	
Non-cash amounts excluded from operating activities		6,359,376	6,359,376	1,597,828	1,640,173	(52,663)	23.69%	
Amount attributable to operating activities		(1,748,983)	(1,748,984)	1,110,726	1,520,116	409,390	36.86%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		6,377,799	6,377,799	451,935	89,593	(362,342)	(80.18%)	▼
Proceeds from Disposal of Assets		259,500	259,500	0	0	0	0.00%	
		6,637,299	6,637,299	451,935	89,593	(362,342)	(80.18%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(7,906,830)	(7,926,830)	(689,913)	(337,397)	352,516	51.10%	▲
		(7,906,830)	(7,926,830)	(689,913)	(337,397)	352,516	(51.10%)	
Amount attributable to investing activities		(1,269,531)	(1,289,531)	(237,978)	(247,804)	(9,826)	4.13%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	11	0	0	0	0	0	0.00%	
Transfer from Reserves		335,326	355,326	0	0	0	0.00%	
		335,326	355,326	0	0	0	0.00%	
Outflows from financing activities								
Repayment of borrowings		(134,028)	(134,028)	(15,194)	0	15,194	100.00%	▲
Payments for principal portion of lease liabilities		(6,531)	(6,531)	0	(15,003)	(15,003)	0.00%	▼
Transfer to Reserves		(341,139)	(341,139)	0	0	0	0.00%	
		(481,698)	(481,698)	(15,194)	(15,003)	191	1.26%	
Amount attributable to financing activities		(146,372)	(126,372)	(15,194)	(15,003)	191	1.26%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		3,164,885	3,164,885	3,164,885	3,201,244	36,359	1.15%	
Amount attributable to operating activities		(1,748,983)	(1,748,984)	1,110,726	1,520,116	409,390	36.86%	▲
Amount attributable to investing activities		(1,269,531)	(1,289,531)	(237,978)	(247,804)	(9,826)	4.13%	
Amount attributable to financing activities		(146,372)	(126,372)	(15,194)	(15,003)	191	(1.26%)	
Surplus or deficit at the end of the financial year		(1)	(2)	4,022,439	4,458,553	436,114	10.84%	▲

KEY INFORMATION

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

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

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

	30 June 2026	30 September 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,413,971	5,399,302
Trade and other receivables	417,891	476,643
Inventories	60,191	85,346
Contract assets	210,384	210,384
Other assets	26,744	0
TOTAL CURRENT ASSETS	5,129,182	6,171,675
NON-CURRENT ASSETS		
Trade and other receivables	31,031	9,087
Other financial assets	155,178	155,178
Property, plant and equipment	50,334,132	50,196,673
Infrastructure	167,200,586	166,058,442
Right-of-use assets	17,776	16,547
TOTAL NON-CURRENT ASSETS	217,892,703	216,589,927
TOTAL ASSETS	223,021,885	222,761,602
CURRENT LIABILITIES		
Trade and other payables	395,389	273,061
Other liabilities	104,593	12,105
Lease liabilities	6,531	6,531
Borrowings	134,027	119,024
Employee related provisions	410,144	410,144
TOTAL CURRENT LIABILITIES	1,050,684	820,865
NON-CURRENT LIABILITIES		
Lease liabilities	7,311	7,311
Borrowings	2,256,488	2,256,488
Employee related provisions	66,859	66,859
TOTAL NON-CURRENT LIABILITIES	2,330,657	2,330,657
TOTAL LIABILITIES	3,381,341	3,151,522
NET ASSETS	219,640,544	219,610,080
EQUITY		
Retained surplus	21,011,385	20,980,921
Reserve accounts	1,156,966	1,156,966
Revaluation surplus	197,472,192	197,472,192
TOTAL EQUITY	219,640,544	219,610,080

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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



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	174,670		174,670		CBA	4.00%	N/A
ASSET - Online Investment Account (CBA)	Cash and cash equivalents	3,055,008		3,055,008		CBA	4.15%	N/A
ASSET - Investment Term Deposit	Cash and cash equivalents	1,000,000		1,000,000		CBA	5.04%	26/11/2026
ASSET - Investment Account (CBA)	Cash and cash equivalents	24		24		CBA	4.00%	N/A
Trust Cash at Bank (CBA)	Cash and cash equivalents			11,433	11,433	CBA	0.00%	N/A
Term Deposits								
ASSET - General Reserve Account	Financial assets at amortised cost		608,037	608,037		CBA	5.20%	29/01/2027
ASSET - Transport Infrastructure Reserve Account	Financial assets at amortised cost		138,755	138,755		CBA	5.20%	29/01/2027
ASSET - Sporting Clubs Facility Replacement Reserve	Financial assets at amortised cost		410,174	410,174		CBA	5.27%	16/04/2027
Total		4,230,902	1,156,966	5,399,302	11,433			
Comprising								
Cash and cash equivalents		4,230,902	0	4,242,336	11,433			
Financial assets at amortised cost		0	1,156,966	1,156,966	0			
		4,230,902	1,156,966	5,399,302	11,433			

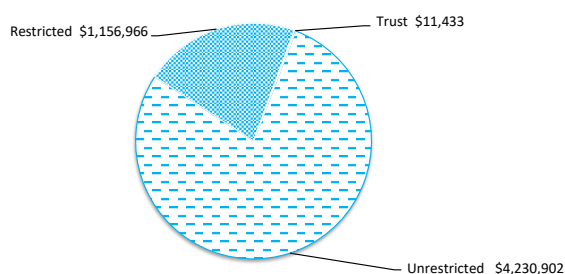
KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

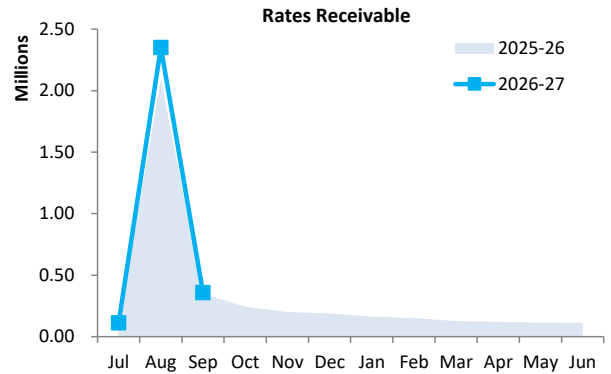
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



RECEIVABLES

Rates receivable	30 Jun 2026	30 Sep 2026
	\$	\$
Opening arrears previous years	96,895	112,517
Levied this year	2,235,415	2,373,740
Less - collections to date	(2,219,792)	(2,127,959)
Gross rates collectable	112,517	358,297
Allowance for impairment of rates/trade receivable	(22,046)	(22,046)
Net rates collectable	90,471	336,251
% Collected	95.2%	85.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,301)	73,705	5,780	4,499	14,079	94,763
Percentage	(3.5%)	77.8%	6.1%	4.7%	14.9%	
Balance per trial balance						
Sundry receivable						94,763
Allowance for impairment of rates/trade receivable						(22,046)
Total receivables general outstanding						125,130

Amounts shown above include GST (where applicable)

KEY INFORMATION

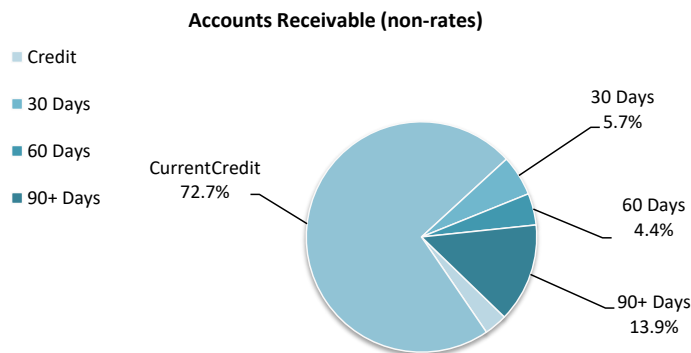
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 SEPTEMBER 2026

ADJUSTED NET CURRENT ASSETS
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

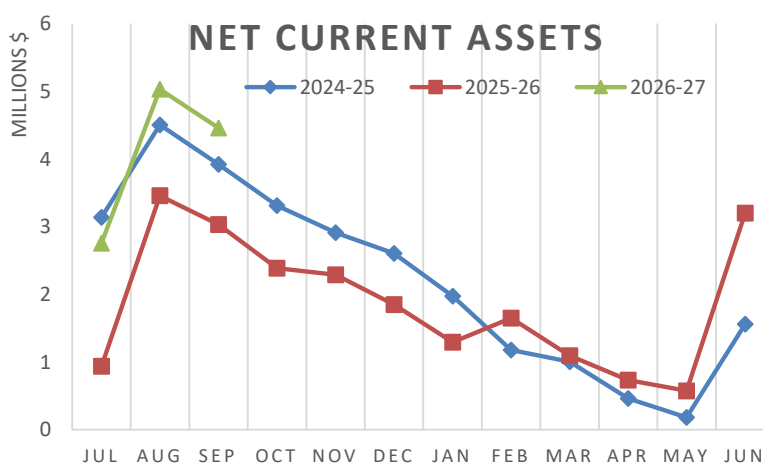
		Last Years Closing	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	Note	30/06/2026	30/09/2025	30/09/2026
		\$	\$	\$
Current Assets				
Cash Unrestricted		3,245,571	3,138,130	4,230,902
Cash Restricted - Reserves		1,156,966	1,095,509	1,156,966
Receivables - Rates		76,957	335,936	351,513
Receivables - Other		340,934	125,087	125,130
Other Assets Other Than Inventories		237,128	284,527	210,384
Inventories		60,191	61,348	85,346
		5,117,748	5,040,536	6,160,242
Less: Current Liabilities				
Payables		(383,376)	(163,222)	(261,368)
Contract and Capital Grant/Contribution Liabilities		(104,593)	(517,696)	(12,105)
Bonds & Deposits		(580)	(580)	(580)
Loan and Lease Liability		(140,558)	(106,886)	(125,555)
Provisions		(410,144)	(367,577)	(410,144)
		(1,039,250)	(1,155,961)	(809,752)
Less: Cash Reserves		(1,156,966)	(1,095,509)	(1,156,966)
Add Back: Component of Leave Liability not Required to be funded		139,155	134,977	139,155
Add Back: Loan and Lease Liability		140,558	106,886	125,555
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	320
Net Current Funding Position		3,201,244	3,030,930	4,458,553

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)

\$4.46 M

Last Year YTD

Surplus(Deficit)

\$3.03 M

CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land held for resale - cost	100,000	100,000	0	0	0
Buildings	321,911	321,911	152,198	171,389	19,191
Furniture and equipment	35,000	35,000	35,000	32,329	(2,671)
Plant and equipment	407,000	407,000	26,000	23,445	(2,555)
Infrastructure - roads	2,880,964	2,880,964	476,715	110,234	(366,481)
Infrastructure - bridges	570,090	570,090	0	0	0
Infrastructure - footpaths	50,501	50,501	0	0	0
Infrastructure - airstrip	45,000	45,000	0	0	0
Infrastructure - other	3,496,364	3,516,364	0	0	0
Payments for Capital Acquisitions	7,906,830	7,926,830	689,913	337,397	(352,516)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	6,377,799	6,377,799	451,935	89,593	(362,342)
Other (disposals & C/Fwd)	259,500	259,500	0	0	0
Cash backed reserves					
Plant Replacement reserve	84,000	84,000	0	0	0
Housing reserve	92,571	92,571	0	0	0
Transport Infrastructure reserve	138,755	138,755	0	0	0
Sports Facility Replacement reserve	40,000	40,000	0	0	0
Contribution - operations	914,205	934,205	237,978	247,804	9,826
Capital funding total	7,906,830	7,926,830	689,913	337,397	(352,516)

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

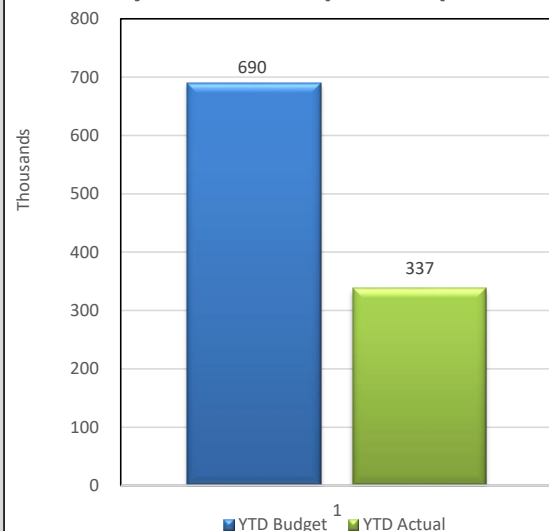
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

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 30 SEPTEMBER 2026**

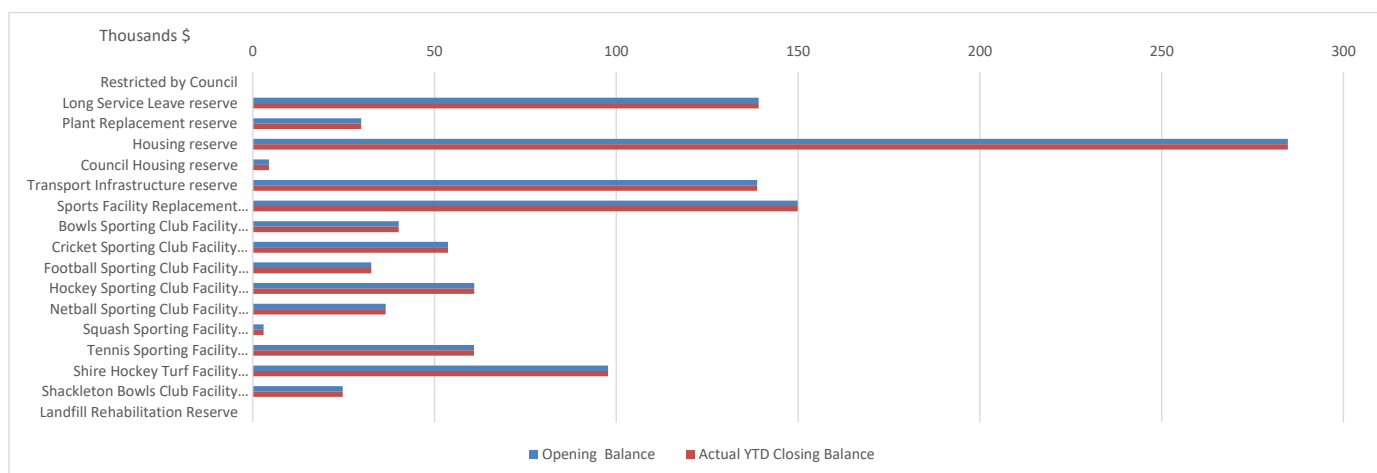
OPERATING ACTIVITIES

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	139,155	6,262	0	0	0	0	0	145,417	139,155
Plant Replacement reserve	29,799	1,341	0	219,499	0	(84,000)	0	166,639	29,799
Housing reserve	284,743	12,813	0	0	0	(92,571)	0	204,985	284,743
Council Housing reserve	4,426	199	0	0	0	0	0	4,625	4,426
Transport Infrastructure reserve	138,755	0	0	0	0	(138,755)	0	0	138,755
Sports Facility Replacement reserve	149,914	6,746	0	0	0	(40,000)	0	116,660	149,914
Bowls Sporting Club Facility Replacement reserve	40,145	2,088	0	6,000	0	0	0	48,233	40,145
Cricket Sporting Club Facility Replacement reserve	53,703	2,793	0	6,000	0	0	0	62,496	53,703
Football Sporting Club Facility Replacement reserve	32,567	1,693	0	6,000	0	0	0	40,260	32,567
Hockey Sporting Club Facility Replacement reserve	60,890	3,166	0	6,000	0	0	0	70,056	60,890
Netball Sporting Club Facility Replacement reserve	36,528	1,899	0	6,000	0	0	0	44,427	36,528
Squash Sporting Facility Replacement reserve	2,986	155	0	750	0	0	0	3,891	2,986
Tennis Sporting Facility Replacement reserve	60,878	3,166	0	6,000	0	0	0	70,044	60,878
Shire Hockey Turf Facility Replacement reserve	97,743	5,083	0	15,000	0	0	0	117,826	97,743
Shackleton Bowls Club Facility Replacement Reserve	24,734	1,286	0	11,200	0	0	0	37,220	24,734
Landfill Rehabilitation Reserve	0	0	0	10,000	0	0	0	10,000	0
	1,156,966	48,690	0	292,449	0	(355,326)	0	1,132,779	1,156,966

KEY INFORMATION



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

BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Difference between Adopted Budget and Annual Financial Statements		Opening Surplus(Deficit)			0	0
							0
J11357	Rec Centre Netball Courts Resurface, Skin & Repair	SEP OCM - 20260924.06	Capital Expenses			(20,000)	(20,000)
151309	RES - Transfer FROM - Shire Sports Facility Replacement Reserve	SEP OCM - 20260924.06	Capital Revenue		20,000		0
051213	EXP - Fire Prev - Other Expenses	SEP OCM - 20260924.05	Operating Expenses		24,000		24,000
057200	EXP - EM - CESM Employee Costs	SEP OCM - 20260924.05	Operating Expenses			(104,683)	(80,683)
057201	EXP - EM - CESM Training and Development	SEP OCM - 20260924.05	Operating Expenses			(2,000)	(82,683)
057202	EXP - EM - CESM Motor Vehicle Expenses	SEP OCM - 20260924.05	Operating Expenses			(30,137)	(112,820)
057207	EXP - EM - CESM Communication Expenses	SEP OCM - 20260924.05	Operating Expenses			(1,356)	(114,176)
057208	EXP - EM - CESM Information Tecnology Expenses	SEP OCM - 20260924.05	Operating Expenses			(1,000)	(115,176)
057211	EXP - EM - CESM Other Expenses	SEP OCM - 20260924.05	Operating Expenses			(5,867)	(121,043)
057303	INC - EM - CESM Contribution (Shire of Merredin)	SEP OCM - 20260924.05	Operating Revenue		17,133		(103,910)
057304	INC - EM - CESM Contribution (Shire of Narembeen)	SEP OCM - 20260924.05	Operating Revenue		17,133		(86,777)
057305	INC - EM - CESM Contribution (DFES)	SEP OCM - 20260924.05	Operating Revenue		86,776		(1)
				0	165,042	(165,043)	(1)

2026/27 Capital Projects



SEPTEMBER 2026

Project	
Complete	
On Track	
Off Track	
In Trouble	

CAPITAL PROJECT NAME	JOB No.	SOURCE	TOTAL CAPITAL EXPENSE	DISPOSAL SALES PROCEEDS	RESERVES Amount	LOAN Description	LOAN Amount	COUNCIL MUNI FUND	CURRENT BUDGET	OUTSTANDING POs	ACTUAL EXPENSE	TOTAL COMMITTED EXPENSE	VARIANCE	Status	Comment
Shire Administration Phone System	J04207	Muni	\$ 15,000	\$ -	\$ -	N/A	\$ -	\$ 15,000	\$ 15,000	\$ 10,592.41	\$ -	\$ 10,592.41	\$ 4,408		RFQ completed, PO issued
Digital Payroll System - Definitiv	J04215	Muni	\$ 20,000	\$ -	\$ -	N/A		\$ 20,000	\$ 20,000	\$ -	\$ 32,329.00	\$ 32,329.00	-\$ 12,329		Project has recommenced
Replacement Vehicle - CEO (BK 1)	J04202	Muni	\$ 71,000	\$ 55,000	\$ 16,000	N/A	\$ -	\$ -	\$ 71,000	\$ -	\$ -	\$ -	\$ 71,000		Scheduled for December pending availability
Generator for Bruce Rock Medical Centre	J07320	Grants	\$ 53,460	\$ -	\$ -	N/A	\$ -	\$ 5,346	\$ 53,460	\$ -	\$ -	\$ -	\$ 53,460		Subject to Grant
Medical Centre Carpark	J07321	Muni	\$ 56,110	\$ -	\$ -	N/A	\$ -	\$ 56,110	\$ 56,110	\$ -	\$ -	\$ -	\$ 56,110		Scheduled for Q3
Curlfew Drive Land Development Stage 2	J10305	Muni	\$ 100,000	\$ -	\$ -	N/A	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000		Grant application to offset cost in progress
Hockey Club Viewing Area - Path/Ramp	J11345	Muni	\$ 20,000	\$ -	\$ -	N/A	\$ -	\$ 15,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000		Hockey Club attempting to secure a builder, Shire works dependent on Hockey Club completing their construction works
Bruce Rock Netball Club - Outdoor Court Resurfacing	J11357	Muni	\$ 40,000	\$ -	\$ 40,000.00	N/A	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000		Awaiting outcome on review of water pooling/drainage
Aquatic Centre Waterslide Resurfacing	J11450	Muni	\$ 42,000	\$ -	\$ -	N/A		\$ 42,000	\$ 42,000	\$ 38,000.00	\$ -	\$ 38,000.00	\$ 4,000		Works are in progress
Aquatic Centre Softfall Renewal	J11455	Muni	\$ 29,000	\$ -	\$ -	N/A		\$ 29,000	\$ 29,000	\$ 25,825.00	\$ -	\$ 25,825.00	\$ 3,175		PO Issued, deposit in process
Shackelton Bank Refurbishment	J11747	Muni	\$ 60,000	\$ -	\$ -	N/A	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000		Contractor sourced within \$2k of budget, about to issue PO
Community Precinct (inc. Playground)	J11780	Grants	\$ 3,141,000	\$ -	\$ -	N/A	\$ -	\$ 200,000	\$ 3,141,000	\$ -	\$ -	\$ -	\$ 3,141,000		Awaiting outcome of Lotterywest grant application
Gravel Sheetting Various Roads	RC203	Muni	\$ 101,712	\$ -	\$ -	N/A	\$ -	\$ 101,712	\$ 101,712	\$ -	\$ -	\$ -	\$ 101,712		Scheduled for March 2027 onwards
Hines Hill Reconstruct	RR015A	Grants	\$ 462,579	\$ -	\$ -	N/A	\$ -	\$ -	\$ 462,579	\$ -	\$ -	\$ -	\$ 462,579		Scheduled for February/March 2027
Bruce Rock/Corrigin Heavy Patching	RR174	Grants	\$ 179,553	\$ -	\$ -	N/A	\$ -	\$ -	\$ 179,553	\$ -	\$ -	\$ -	\$ 179,553		Scheduled for February/March 2027
Old Beverley Final Seal	RC050C	Grants	\$ 175,219	\$ -	\$ -	N/A	\$ -	\$ 65,412	\$ 175,219	\$ -	\$ -	\$ -	\$ 175,219		Scheduled for October/November
Old Beverley Reconstruction	RC050D	Grants	\$ 681,027	\$ -	\$ -	N/A	\$ -	\$ 226,587	\$ 681,027	\$ 30,042.74	\$ 109,085.78	\$ 139,128.52	\$ 541,898		Formation works currently in progress
Bruce Rock Narembeen Widening/Audible linemarking	RC176B		\$ 1,280,874	\$ -	\$ -	N/A	\$ -	\$ -	\$ 1,280,874	\$ -	\$ -	\$ -	\$ 1,280,874		Scheduled for Q3 and Q4
Yarding - Ardath Rd Bridge 6023 (SLK1.79)	BR014A	Muni	\$ 170,090	\$ -	\$ -	N/A	\$ -	\$ 170,090	\$ 170,090	\$ -	\$ -	\$ -	\$ 170,090		Scheduled for October/November
Bozanich Rd Bridge 5018	BR093	Muni	\$ 200,000	\$ -	\$ -	N/A	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000		Scheduled for October/November
Cukela Rd Bridge 6046	BR092A	Grants	\$ 200,000	\$ -	\$ -	N/A	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000		Scheduled for October/November
Footpath Construction - Various	FC999	Grants	\$ 50,322	\$ -	\$ -	N/A	\$ -	\$ 50,322	\$ 50,322	\$ -	\$ -	\$ -	\$ 50,322		Scheduled for February/March 2027
Replacement Vehicle (Isuzu) - EMTS (BK 3)	J12111	Muni	\$ 65,000	\$ 31,000	\$ 34,000	N/A	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000		Scheduled for November pending availability
Replacement Vehicle (Building Maintenance) - (BK 04)	J12125	Muni	\$ 40,000	\$ 6,000	\$ -	N/A	\$ -	\$ 34,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000		Scheduled for November pending availability
Replacement Vehicle (Isuzu) - MOWS (BK 05)	J12126	Muni	\$ 62,000	\$ 20,000	\$ -	N/A	\$ -	\$ 42,000	\$ 62,000	\$ -	\$ -	\$ -	\$ 62,000		Scheduled for November pending availability
Replacement Crew Cab Truck BK1018	J12158	Muni	\$ 98,000	\$ 98,000	\$ -	N/A	\$ -	\$ -	\$ 98,000	\$ -	\$ -	\$ -	\$ 98,000		Scheduled for January 2027 pending availability
Excavator	J12182	Muni	\$ 22,000	\$ 22,000	\$ -	N/A	\$ -	\$ -	\$ 22,000	\$ -	\$ 23,445.45	\$ 23,445.45	-\$ 1,445		Completed
Plant Trailer	J12183	Muni	\$ 45,000	\$ 7,500	\$ 30,000	N/A	\$ -	\$ 7,500	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000		Scheduled for November
Chain Trencher Attachment	J12184	Muni	\$ 4,000	\$ -	\$ 4,000	N/A	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000		Further market research being undertaken
Aerodrome Infrastructure Upgrades	J12179	Grants	\$ 45,000	\$ -	\$ -	N/A	\$ -	\$ 22,500	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000		Scheduled for January 2027
CWSP 3 - Turkey Nest	J13614A	Grants	\$ 36,000	\$ -	\$ -	N/A	\$ -	\$ 36,000	\$ 36,000	\$ -	\$ -	\$ -	\$ 36,000		Scheduled for March 2027 onwards
CWSP Bruce Rock Engineering Drain Easement	J13616	Grants	\$ 67,018	\$ -	\$ -	N/A	\$ -	\$ 20,118	\$ 67,018	\$ -	\$ -	\$ -	\$ 67,018		Scheduled for February/March 2027 Awaiting Minister approval
CWSP Program Drilling and Pumps	J13617	Grants	\$ 141,188	\$ -	\$ -	N/A	\$ -	\$ 51,357	\$ 141,188	\$ -	\$ -	\$ -	\$ 141,188		Scheduled for February/March 2027 Awaiting Minister approval
TOTAL			\$ 7,774,152	\$ 239,500	\$ 108,000	\$ -	\$ -	\$ 1,370,054	\$ 7,774,152	\$ 93,867.74	\$ 132,531.23	\$ 226,398.97	\$ 7,332,183.03		

10.4 Regulatory Services

There are no reports requiring a Council decision for the current month.

10.5 Chief Executive Officer

10.5.1 Revised Councillor Code of Conduct

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 October 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Revised Draft Councillor Code of Conduct

Summary

Council is requested to adopt the updated Councillor Code of Conduct as attached which now includes guidelines for the use of Social Media.

Background

The Shire of Bruce Rock's Councillor Code of Conduct establishes expectations for the behaviour, conduct and responsibilities of Elected Members in undertaking their roles as representatives of the community.

A review of the document has been undertaken to improve its clarity, consistency and relevance to the Shire's governance framework. The review also identified the need to provide clearer guidance to Elected Members regarding appropriate conduct when using social media and other online communication platforms.

The revised document has been localised to reflect the Shire of Bruce Rock's operating context and reformatted to align more closely with the Shire's policy manual.

The proposed amendments are intended to strengthen the guidance available to Elected Members, promote consistent standards of conduct and support public confidence in Council decision-making and governance.

Consultation

Consultation has occurred with the Chief Executive Officer.

Statutory Environment

Under the Local Government Act 1995, Council is required to adopt a Code of Conduct for Elected Members. The Code of Conduct must as a minimum be in accordance with the Local Government (Model Code of Conduct) Regulations 2021.

Policy Implications

The proposed amendments will require the Shire of Bruce Rock to update its Councillor Code of Conduct to incorporate the supplementary social media guidelines for Elected Members. The revised document remains consistent with the Local Government Act 1995 (WA), the applicable Local Government (Model Code of Conduct) Regulations 2021, and the Shire's existing governance policies and procedures.

Financial Implications

There are no direct financial implications associated with the adoption of this policy.

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 and implement the amended Councillor Code of Conduct may result in the inappropriate use of social media resulting in reputational or governance issues.	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	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

Comment/Conclusion

The proposed changes focus on improving the clarity and practical application of the Code of Conduct while retaining its existing governance, behavioural and complaint-handling provisions.

A significant addition to the revised document is the inclusion of supplementary social media guidelines for Elected Members.

Social media is an increasingly important communication tool through which Elected Members engage with residents, share information and express views on local issues. However, online communications may also create governance, reputational, confidentiality and relationship-management risks for the Shire.

The proposed guidelines provide practical guidance on the following matters:

- Professional and respectful conduct: Elected Members are expected to communicate respectfully and avoid personal attacks, harassment or inappropriate commentary;
- Accuracy of information: Members should take reasonable care to ensure information shared online is accurate and avoid spreading misleading or unverified information;
- Confidentiality and privacy: Confidential Council information, personal information and information not authorised for public release must be protected;
- Representing the Shire: Members should distinguish between expressing a personal view and making an authorised statement on behalf of the Shire;
- Respect for colleagues and employees: Social media should not be used to undermine, intimidate or personally target other elected members, employees or community members;
- Council decisions: Members should communicate about Council decisions responsibly and avoid misrepresenting decisions or confidential deliberations;
- Personal social media accounts: The guidelines clarify that the use of a personal account does not remove the expectation of appropriate conduct when commenting on Shire business or matters connected with an Elected Member's official role;
- Disputes and complaints: Members should use appropriate governance and complaint-handling processes rather than allowing disputes to escalate through public online exchanges; and
- Records and information management: Relevant communications concerning Shire business should be managed in accordance with applicable recordkeeping requirements.

These guidelines are intended to provide clear and practical direction to Elected Members. They supplement the Code of Conduct and do not replace any statutory obligations, applicable policies or other legal requirements.

The revised Code of Conduct is intended to support consistent standards of behaviour and assist Elected members in understanding their responsibilities.

The inclusion of social media guidelines is particularly relevant in managing risks associated with public communications, including:

- Reputational damage to the Shire and loss of community confidence;
- Disclosure of confidential or personal information;
- Misrepresentation of Council decisions or the Shire's official position;
- Inappropriate or disrespectful online interactions; and

-
- Confusion between an elected member's personal views and authorised Shire communications.

Clear guidance will assist in preventing misunderstandings, promoting respectful communication and supporting the effective management of governance issues.

The revised document does not remove or replace any statutory requirements applying to elected members. Any supplementary guidelines must be read consistently with the applicable legislation and the Shire's existing governance framework.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION

That Council:

- 1. Adopts the revised Councillor Code of Conduct as per Attachment 1; and**
- 2. Authorises the Chief Executive Officer to undertake any minor administrative amendments necessary, provided the amendments do not alter the intent of Council's adopted policy.**

2.1 Councillor Code of Conduct

Statutory Context:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021.
Corporate Context:	None
Date	18 September

Purpose and application

The Shire of Bruce Rock is committed to ethical, respectful, transparent and accountable local government. This Code provides a practical framework for conduct when carrying out official duties, representing the Shire, interacting with the community and using any form of communication, including social media.

This Code applies to Shire of Bruce Rock elected members, committee members and candidates to the extent permitted by law. It complements, and does not override, the Local Government Act 1995, applicable regulations, local laws, resolutions and Shire policies. Where a legal requirement is inconsistent with this Code, the legal requirement prevails.

Division 1 — Preliminary provisions

1. Citation

This Code of Conduct sets the standards of integrity, behaviour, accountability and good governance expected of elected members of the Shire of Bruce Rock, committee members and candidates, and is to be read alongside applicable legislation and Shire policies.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

- (1) A council member, committee member or candidate should —
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
 - (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
 - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
 - (c) read all agenda papers given to them in relation to council or committee meetings; and
 - (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.
- (c) *Supplementary guidance — use of social media by elected members*
- (d) *The following guidance supports the requirements of this Code and should be read alongside the Shire's relevant policies, media protocols and applicable legislation. It does not replace or amend the Model Code of Conduct.*
- (e) *Professional conduct: Elected members should communicate respectfully and professionally on all social media platforms, including personal accounts, when discussing the Shire, Council business, other elected members, employees, community members or stakeholders.*
- (f) *Accuracy and verification: Before posting, sharing, commenting on or endorsing information about the Shire or Council decisions, members should take reasonable steps to check that the information is accurate, current and not misleading. Corrections should be made promptly where an error is identified.*
- (g) *Respectful engagement: Members must not use social media to bully, harass, threaten, intimidate, vilify or make offensive, discriminatory or derogatory comments about any person. Disagreement should be expressed constructively and without personal attacks.*
- (h) *Confidentiality and privacy: Members must not post, forward, photograph or otherwise disclose confidential Council information, information from closed meetings, personal information, or documents not authorised for public release. Members should consider privacy, consent and the potential harm before publishing images or identifying details about others.*
- (i) *Speaking on behalf of the Shire: A member should not present personal views as an official Shire or Council position. Only members or officers authorised under the Shire's communication or media protocols may issue official statements on behalf of the Shire. Members should clearly distinguish personal commentary from official communications where confusion could arise.*
- (j) *Council decisions and debate: Members should accurately represent Council decisions and the context in which they were made. Public discussion should not misrepresent another member's position or imply that a decision has been made before Council has formally resolved the matter.*
- (k) *Use of Shire resources: Members must not use Shire equipment, staff time, accounts, logos, photographs, mailing lists or other resources for personal, party-political or electoral purposes unless expressly authorised and lawful. Members should comply with any applicable election-period communication requirements.*
- (l) *Interactions with employees: Social media must not be used to direct employees, pressure them to take action, or publicly criticise or disparage employees in connection with their official duties. Concerns about staff conduct or service delivery should be raised through the appropriate internal process.*
- (m) *Comments, moderation and escalation: Members should avoid escalating online disputes. Where a post attracts abuse, misinformation or a complaint, members should remain professional, preserve relevant records where appropriate, and refer operational enquiries or complaints to the CEO or the Shire's nominated contact rather than debating confidential or individual matters online.*
- (n) *Permanent and public nature: Members should assume that posts, comments, likes, shares, direct messages and screenshots may be copied, retained and made public,*

even if a platform or account is described as private. Deleting content does not guarantee that it has been removed from circulation.

- (o) Personal accounts and disclaimers: A disclaimer that views are personal does not excuse conduct that breaches this Code, confidentiality obligations, privacy requirements or other applicable laws and policies.*
- (p) Reporting concerns: Potential breaches of this Code involving social media should be managed through the applicable complaint and reporting processes. Members should not use social media to investigate, adjudicate or publicly debate an alleged breach.*

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

- (4) A complaint must be dealt with under clauses 12 to 15 unless —
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and
 - (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

- (5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.
- (6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —

- (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
and
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils; and
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
- (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
 - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
 - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.
- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 8A.3(1) of the Act, a council member commits conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A conduct breach is dealt with under Part 8A Division of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means—
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting —

- (a) means a part of a council or committee meeting, that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
- (b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

[Clause 21 amended: SL 2025/208 r. 48.]

22. Disclosure of interests

- (1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Part 2 — Shire of Bruce Rock Social Media Guidelines for Elected Members

These guidelines apply whenever an elected member or committee member uses social media or other online communication, whether through a personal account, a Shire account, a community group, a public page, a messaging service, a forum, a blog, or any other digital platform. They apply when a person identifies as an elected member and where their role or association with the Shire is reasonably apparent. They also apply to online conduct connected with official duties.

1. Principles for online conduct

Elected members are expected to use social media in a manner consistent with the standards expected in Council chambers and in public life. Online communication must support respectful engagement, public confidence, factual discussion and the proper functioning of the Shire.

- *Be respectful, courteous, fair and professional, including when responding to criticism or disagreement.*
- *Consider the likely audience and consequences before publishing, commenting, sharing, liking or forwarding material.*
- *Publish information that is accurate and not knowingly or recklessly false, misleading or presented without important context. Correct material errors promptly and transparently.*

- Do not bully, harass, threaten, intimidate, vilify, discriminate against or encourage others to target any person.
- Do not use offensive, abusive, derogatory or humiliating language about elected members, employees, candidates, contractors, volunteers or community members.
- Do not publish allegations of dishonesty, corruption, incompetence or improper motives about a person in connection with their official duties unless there is a proper, lawful basis and the matter is raised through appropriate channels.
- Do not engage in pile-ons, dog-whistling, trolling, doxxing, or the deliberate publication of another person's private information.

2. Personal accounts and identifying as an elected member

- An elected member remains responsible for material published on their personal accounts, including material posted outside business hours.
- Where appropriate, make clear whether a post expresses a personal view or communicates an authorised Shire position. A disclaimer does not excuse conduct that breaches this Code or the law.
- Do not imply that a personal opinion is a Council resolution, an official Shire statement, or the position of the Shire President, CEO or another elected member.
- Do not use a personal account to disclose information obtained through the elected member role where disclosure is not authorised or lawful.

3. Speaking for the Shire and communicating Council decisions

- Only communicate an official Shire position or make an announcement on behalf of the Shire where authorised to do so and in accordance with the Shire's communications and media arrangements.
- Refer media enquiries and requests for official comment through the Shire's authorised spokesperson or the CEO, in accordance with relevant policy and established protocols.
- When discussing Council decisions, accurately describe the resolution and its status. Do not present a personal preference as a Council decision or suggest Council has decided a matter when it has not.
- Elected members may explain their own views, subject to their legal obligations, but should respect collective decisions and avoid misleading the community about Council deliberations.

4. Confidentiality, privacy and records

- Do not publish confidential information, information from a closed Council or committee meeting, confidential agenda papers, internal correspondence, personal information, or information subject to a legal restriction unless disclosure is authorised or required by law.
- Do not post photographs, screenshots, recordings, emails, direct messages or meeting materials where doing so would disclose confidential information or breach privacy, copyright, a duty of confidence or another person's rights.
- Assume that posts, comments, direct messages and screenshots may be copied, retained, searched for and republished even after deletion.
- Official business conducted through social media or electronic messaging may constitute a government record. Preserve and provide relevant records to the Shire when required under records-management procedures and applicable law; do not delete or conceal records to avoid scrutiny.

5. Respectful engagement and moderation

- Engage constructively with community questions and criticism. If a discussion becomes abusive or unproductive, disengage and refer the matter to the Shire where appropriate.

- Do not use an elected position to pressure community members, employees, contractors or volunteers to remove lawful criticism or to support a particular online view.
- Where an elected member administers a page or group, any moderation should be consistent, transparent and based on clear rules. Do not selectively remove lawful criticism merely because it is unfavourable.
- Report credible threats, harassment, disclosure of confidential information or other serious concerns through appropriate Shire or external channels rather than escalating the dispute online.

6. Use of Shire resources, branding and accounts

- Use Shire devices, staff time, email, accounts, photographs, logos, branding, facilities and other resources only as authorised and for proper purposes.
- Do not use Shire resources or official accounts for personal promotion, party-political campaigning, electioneering or any other electoral purpose unless expressly permitted by law and authorised under applicable requirements.
- Do not create an account, page or group that appears to be an official Shire channel without authorisation.
- Protect account credentials and enable appropriate security controls. Do not share passwords or allow unauthorised people to post through an elected member's account.

7. Elections, advocacy and conflicts of interest

- Electoral material published online must comply with applicable election laws, including any authorisation requirements. Seek independent advice if unsure whether material is electoral material.
- Do not use Shire resources, non-public information or the authority of office to obtain an improper personal, political or other advantage, or to disadvantage another person.
- Disclose and manage relevant interests in accordance with legislation and Shire requirements. Online advocacy does not remove the obligation to declare an interest or act impartially where required.

8. Photographs, video, livestreaming and tagging

- Obtain appropriate consent before posting identifiable images, recordings or personal details where consent is required or reasonably appropriate, particularly for children and vulnerable people.
- Do not publish recordings or images from confidential meetings or events where publication is restricted.
- Do not edit or present images, video, audio or quotations in a way that materially misrepresents what occurred or what a person said.

9. Responding to mistakes or concerns

- If inaccurate or inappropriate material is published, take prompt steps to correct it, remove it where appropriate, and explain the correction where needed. Deletion does not remove any obligation to retain an official record.
- Concerns about online conduct should be raised through the CEO, Shire President, complaints officer or other appropriate process, depending on the nature of the concern and any applicable policy or law.
- Nothing in these guidelines prevents a person from making a lawful complaint, reporting suspected wrongdoing, seeking legal advice or exercising rights protected by law.

10. Compliance and review

Online conduct may be considered under this Code, relevant Shire policies and applicable legislation. Allegations will be assessed fairly, with procedural fairness and any statutory complaint or referral

process observed. Depending on the circumstances, responses may include education, correction, facilitated discussion, training, referral to an appropriate authority or other action available under law. This section does not create a separate statutory offence or replace the complaint and enforcement processes prescribed by legislation.

The Shire should review these guidelines periodically and when relevant legislation, technology, communication practices or Shire policies change. Elected members are encouraged to seek guidance from the CEO before publishing material where confidentiality, authority to speak, records obligations or legal risk is unclear.

Practical check before posting

- *Is it accurate, fair and respectful?*
- *Am I authorised to share this information, and is it already public?*
- *Could this disclose confidential, personal or legally protected information?*
- *Could a reader mistake this for an official Shire position or Council decision?*
- *Am I using Shire resources appropriately and complying with election requirements?*
- *Would I be comfortable with this post being quoted publicly, retained permanently or reported in the media?*

10.5.2 Appointment to Committees of Council (Work and Services Committee)

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	10.5.2 – 21 May 2026
Date	16 October 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments:	Nil

Summary

Council is requested to amend the appointment of representatives to the Works and Services Committee of Council.

Background

At its meeting held on 21 May 2026, Council appointed the following representatives to the Works and Services Committee:

Works and Services	Cr. Kevin Foss, Cr. Tony Crooks, Cr. Perry Hodgkiss, Chief Executive Officer (CEO), Executive Manager Technical Services (EMTS) and Manager of Works and Services (MOWS)
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Since the adoption of these representations, the current Works and Services Committee is of the view that the whole of Council should be appointed to the committee.

It is therefore now recommended that Council amend the membership of this committee.

Consultation

Consultation was undertaken with the following:

- Chief Executive Officer; and
- Works and Services Committee.

Statutory Environment

Sections 5.8 – 5.11 of the Local Government Act 1995 apply.

Policy Implications

There are no relevant Policy implications.

Financial Implications

There are no financial implications.

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	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

Comment/Conclusion

The proposed amendment to the Work and Services Committee is provided below and is required to be appointed by Council.

Works and Services	Cr. Kevin Foss (Chair), Cr. Ram Rajagopalan, Cr. Tony Crooks, Cr. Stephen Strange, Cr. Jennifer Verhoogt, Cr. Aaron Buegge, and Cr. Perry Hodgkiss, Chief Executive Officer (CEO), Executive Manager Technical Services (EMTS) and Manager of Works and Services (MOWS)
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Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That Council appoint all Members of Council to the Works and Services Committee.

10.5.3 Curlew Drive Residential Subdivision – Stage 2 – Regional Development Assistance Program Application

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	14 October 2026
Author	Mark Furr - Chief Executive Officer
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments	Nil.

Summary

Council is requested to consider endorsing the Curlew Drive Residential Subdivision Stage 2 project and authorising the Chief Executive Officer to submit an application to DevelopmentWA under the Regional Development Assistance Program (RDAP).

Background

Curlew Drive was originally planned as a larger residential estate. Historical project material indicates an estate concept of 25 lots, Lots 101–125. Stage 1 subsequently delivered eight (8) serviced residential lots, Lots 118–125, through earlier arrangements involving the Shire and LandCorp, (now Development WA). Residential development and associated infrastructure have since been established within the estate.

The residual project land is to be Lot 9001 on Deposited Plan 405049, Certificate of Title 2913/395, registered to the Shire of Bruce Rock. The Shire now proposes to develop Stage 2, indicatively comprising of 17 residential lots, Lots 101–117, subject to planning, survey, engineering and servicing requirements.

The Shire has recently engaged with DevelopmentWA regarding the progression of Stage 2 through the RDAP. RDAP is intended to assist regional local governments to progress land development projects where significant costs would otherwise be incurred.

Consultation

Consultation has been undertaken with Senior Management from Development WA and Councillors. The Shire has tested interest in the proposed development through an expression of interest process. A total of 28 expressions of interest were received from parties indicating an interest in purchasing residential land if Curlew Drive Stage 2 proceeds. Against an indicative yield of approximately 17 lots, the response provides strong preliminary evidence that demand may exceed the proposed initial supply. The EOIs are non-binding and are treated as market evidence rather than contractual pre-sales.

Statutory Environment

Nil.

Policy Implications

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

Financial Implications

A detailed development cost plan and feasibility model will be prepared before any recommendation is made to Council regarding a material cash contribution, land transfer or binding delivery agreement.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
Outcome:	2.1 Assist the Local Economy to Grow.
Strategy:	2.3 Residential and Industrial Land is Available.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to generate additional future housing options will impact negatively on Council's strategic priorities and have a detrimental consequence associated to future economic and community development expectations.	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The project has several characteristics that support progression to a formal RDAP application: it is the continuation of an established residential estate. Stage 1 infrastructure and development history provide a clear project context; the residual land is understood to be Shire owned; and the Shire has direct evidence of prospective local demand. The principal work now required is to confirm the contemporary approval pathway, servicing capacity and costs, environmental and heritage constraints, project feasibility and an appropriate DevelopmentWA/Shire delivery model.

The current DevelopmentWA application requires detailed information. These matters warrant deliberate consideration and should not be taken as final Council commitments merely by authorising the application process.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Curlew Drive Residential Subdivision Stage 2 – Regional Development Assistance Program Application, Council:

- 1. Endorses the proposed Curlew Drive Residential Subdivision Stage 2 project, comprising the investigation and development of 17 additional residential lots on Lot 9001 on Deposited Plan 405049, subject to final planning, survey, engineering, servicing and approval requirements.**
- 2. Authorises the Chief Executive Officer to prepare and submit the RDAP Expression of Interest and Letter of Support and to continue discussions with DevelopmentWA regarding project feasibility, funding and delivery arrangements.**

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

12. Confidential Items

Officer Recommendation

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

12.1 Confidential Item – Chief Executive Officer Performance Review

File Reference	1426.12.1
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	14 October 2026
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

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

OFFICER RECOMMENDATION

That Council

- 1. Notes the Salaries and Allowances Tribunal Determination of the 2nd of April 2026 (effective 1st July 2026).**
- 2. Notes an increase in the Superannuation Guarantee Concessional Cap has increased from \$30,000 to \$32,000.**
- 3. Notes the outcomes of the Elected Member Performance Survey undertaken in August 2026 with the Chief Executive Officer assessed at 'Exceeds Expectations' in this year's performance appraisal.**
- 4. Adopts the modified performance criteria metrics for the 2026/2027 performance period outlined in Section 7.6 of this confidential report.**
- 5. Approves a variation to the Chief Executive Officer's contract Total Remuneration Package as per Option 3 set out within the confidential report at Section 6.5;**
- 6. Approves a variation to the CEOs contract:**
 - a. To be extended for a further 5-year term starting in October 2027 and approve the Shire President to sign the contract extension on behalf of Council.**
 - b. Rectify in the contract of employment extension those clauses that appear inconsistent with the Local Government Act 1995 and the Local Government (Administration) Amendment Regulations 2021 (CEO Standards);**
- 7. Schedules the next review of the Chief Executive Officers performance and total remuneration package (TRP) for consideration by Council in September 2027;**
- 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.**

Officer Recommendation

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

12.2 CEACA Management Committee Meeting Minutes – October 2026

File Reference	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	14 October 2026
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. CEACA Management Committee Meeting Minutes – October 2026. (Under Confidential Separate Cover).	

OFFICER RECOMMENDATION

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

OFFICERS' RECOMMENDATION

That Council receives the minutes of the CEACA Management Committee meeting held on the 05 October 2026 via TEAMS.

Officer Recommendation

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

12.3 Request to Lease Unit 3/102-104 Butcher Street, Bruce Rock (also known as Unit 3/9 Swan Street)

File Reference	2.4.1.5 - Factory Units Council Owned Properties
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Luke Anton Henderson ABN 78 963 299 884, trading as Lukerative Plumbing, Gas & Maintenance
Previous Item Numbers	Nil
Date	14 October 2026
Author	Courtenay Stanley-Smith – Property Assets and Maintenance Coordinator
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments - Attachment 1 - Valuation report Unit 3/102-104 Butcher Street, Bruce Rock - Acumentis, September 2026 - Attachment 2 - Draft Lease Agreement - Unit 3/102-104 Butcher Street, Bruce Rock	

OFFICER RECOMMENDATION

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

OFFICER RECOMMENDATION

That Council:

- 1. Approves, for public comment, the request from Luke Anton Henderson ABN 78 963 299 884, trading as Lukerative Plumbing, Gas & Maintenance to lease Unit 3/102-104 Butcher Street, Bruce Rock (also known as Unit 3/9 Swan Street) under the following conditions:**
 - a. Lease term of three (3) years, with an option to renew for a further one (1) year, followed by an additional one (1) year renewal option;**
 - b. Annual rental of \$7,110.48 per annum (ex GST);**
 - c. Rent to be subject to annual budget review;**
 - d. Outgoings to be allocated in accordance with the Shire's standard commercial lease; and**
 - e. The purpose of the lease to be the operation of a plumbing, gas and maintenance business**
- 2. Authorises the Chief Executive Officer to finalise and arrange execution of the lease, subject to compliance with the requirements of section 3.58 of the Local Government Act 1995 and no submissions opposing the proposal being received during the public advertising period. Where a submission opposing the proposal is received, the matter is to be referred back to Council for determination.**
- 3. Authorises the Chief Executive Officer to make minor administrative amendments to the lease that do not alter the intent of this decision and do not increase the Shire's financial or legal exposure.**
- 4. Endorses the affixing of the Common Seal of the Shire of Bruce Rock to the lease, to be signed by the Shire President and the Chief Executive Officer in accordance with Council Policy 2.7 Affixing the Common Seal.**

Officer Recommendation

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

12.4 Request to lease PTAWA Lease No. 6282, Town Lot 427 on Reserve 18296 Johnson Street, Bruce Rock (otherwise known as Unit 2, 57 Johnson Street)

File Reference	2.4.1.5 - Factory Units Council Owned Properties
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	MHG Construction Pty Ltd ABN 12 659 767 192, trading as MHG Group WA (Mr Matthew Gilbert)
Previous Item Numbers	Nil
Date	14 October 2026
Author	Courtenay Stanley-Smith – Property Assets and Maintenance Coordinator
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Valuation report Unit 2, 57 Johnson Street, Bruce Rock - Acumentis, September 2026 2. Lease Agreement Unit 2, 57 Johnson Street, Bruce Rock	

OFFICER RECOMMENDATION

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

OFFICER RECOMMENDATION

That Council:

- 1. Approves, for public comment, the request from MHG Construction Pty Ltd ABN 12 659 767 192, trading as MHG Group WA to lease PTAWA Lease No. 6282, Town Lot 427 on Reserve 18296 Johnson Street, Bruce Rock (otherwise known as Unit 2, 57 Johnson Street) under the following conditions:**
 - a. Lease term of three (3) years, with an option to renew for a further one (1) year, followed by an additional one (1) year renewal option;**
 - b. Annual rental of \$10,428.60 per annum (ex GST);**
 - c. Rent to be subject to annual budget review;**
 - d. Outgoings to be allocated in accordance with the Shire's standard commercial lease; and**
 - e. The purpose of the lease to be the operation of a building and construction business.**
- 2. Authorises the Chief Executive Officer to finalise and arrange execution of the lease, subject to compliance with the requirements of section 3.58 of the Local Government Act 1995 and no submissions opposing the proposal being received during the public advertising period. Where a submission opposing the proposal is received, the matter is to be referred back to Council for determination.**
- 3. Authorises the Chief Executive Officer to make minor administrative amendments to the lease that do not alter the intent of this decision and do not increase the Shire's financial or legal exposure.**
- 4. Endorses the affixing of the Common Seal of the Shire of Bruce Rock to the lease, to be signed by the Shire President and the Chief Executive Officer in accordance with Council Policy 2.7 Affixing the Common Seal.**

Officer Recommendation

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

12.5 Request to lease the Hydrotherapy Pool Building, Settlers Court, 89-93 Butcher Street, Bruce Rock

File Reference	2.4.1.5 - Factory Units Council Owned Properties
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Isabella Rose Verhoogt ABN 64 334 521 181, trading as Yield Movement & Physiotherapy (Ms Isabella Verhoogt)
Previous Item Numbers	Nil
Date	24 September 2026
Author	Courtenay Stanley-Smith – Property Assets and Maintenance Coordinator
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Valuation report Hydrotherapy Pool Building, Settlers Court, 89-93 Butcher Street, Bruce Rock - Acumentis, September 2026 2. Draft Lease Agreement Hydrotherapy Pool Building, Settlers Court, 89-93 Butcher Street, Bruce Rock	

OFFICER RECOMMENDATION

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

OFFICER RECOMMENDATION

That Council:

- 1. Approves, for public comment, the request from Isabella Rose Verhoogt ABN 64 334 521 181, trading as Yield Movement & Physiotherapy to lease the Hydrotherapy Pool Building, Settlers Court, 89-93 Butcher Street, Bruce Rock under the following conditions:**
 - a. Lease term of three (3) years, with an option to renew for a further one (1) year, followed by an additional one (1) year renewal option;**
 - b. Annual rental of \$6,076.32 per annum (ex GST);**
 - c. Rent to be subject to annual budget review;**
 - d. Outgoings to be allocated in accordance with the Shire's standard commercial lease; and**
 - e. The purpose of the lease to be the operation of a physiotherapy and movement practice.**
- 2. Authorises the Chief Executive Officer to finalise and arrange execution of the lease, subject to compliance with the requirements of section 3.58 of the Local Government Act 1995 and no submissions opposing the proposal being received during the public advertising period. Where a submission opposing the proposal is received, the matter is to be referred back to Council for determination.**
- 3. Authorises the Chief Executive Officer to make minor administrative amendments to the lease that do not alter the intent of this decision and do not increase the Shire's financial or legal exposure.**
- 4. Endorses the affixing of the Common Seal of the Shire of Bruce Rock to the lease, to be signed by the Shire President and the Chief Executive Officer in accordance with Council Policy 2.7 Affixing the Common Seal.**

Officer Recommendation

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

12.6 Sale of Land for Recovery of Unpaid Rates and Setting Auction Reserve Selling Prices

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	10.3.3 – 20 August 2026
Date	15 October 2026
Author	Mike Darby - Executive Manager Corporate Services
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments	
1. Auction Reserve Recommendations (Confidential - Separate Cover)	

OFFICER RECOMMENDATION

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

13. Closure of the Meeting

There being no further business to discuss, the Presiding Member declared the meeting closed at pm and, pursuant to Resolution OCM November 25 – 10.6.5 of 20 November 2025, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 3.00pm on 26 November 2026, at this same venue.