

SHIRE OF BRUCE ROCK

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 18 SEPTEMBER 2025

1. Declaration of Opening

Cr Ram Rajagopalan welcomed everyone and opened meeting at 4.04pm.

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

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

Apology

Manager of Finance	Mr M Darby
Manager of Governance and Community Services	Ms N Ugarte

3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by the Person Presiding without Discussion

The Shire President thanked Councillors for their time and participation in the bus tour earlier in the day.

9. Confirmation of Minutes

Audit and Risk Committee Meeting held on Thursday, 21 August 2025.

COUNCIL DECISION

Resolution OCM September 25 – 9.1

Moved: Cr AR Crooks

Seconded: Cr KP Foss

That the minutes of the Audit and Risk Committee Meeting held on Thursday, 21 August 2025 be received.

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

Against: Nil

Carried 7/0

Ordinary Meeting of Council held on Thursday, 21 August 2025.

COUNCIL DECISION

Resolution OCM September 25 – 9.1

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

That the minutes of the Ordinary Council Meeting held on Thursday, 21 August 2025 be received as a true and correct record.

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

Against: Nil

Carried 7/0

Bushfire Advisory Committee Meeting held on Wednesday, 3 September 2025.

COUNCIL DECISION

Resolution OCM September 25 – 9.1

Moved: Cr PK Hodgkiss

Seconded: Cr AR Crooks

That the minutes of the Bushfire Advisory Committee Meeting held on Wednesday, 3 September 2025 be received.

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

Against: Nil

Carried 7/0

10. Matters for Decision

10.1 Manager of Works and Services
Nil

10.2 Manager of Strategic Business Development

10.2.1 Lease Renewal – 119 Noonajin Road, Bruce Rock

File Reference	092025.10.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 September 2025
Author	Melissa Schilling – Manager of Strategic Business Development
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Letter Reference Lease Renewal – 199 Noonajin Road, Bruce Rock	

Summary

Council is requested to consider and endorse the renewal of a residential tenancy agreement with the Housing Authority (Government Regional Officers' Housing Program) for the property located at 119 Noonajin Road, Bruce Rock.

Background

The Housing Authority currently leases 119 Noonajin Road, Bruce Rock from the Shire of Bruce Rock under a residential tenancy agreement, which expires on 4 October 2025.

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

- A further term of three (3) years;
- Commencing immediately after the expiry of the current agreement;
- At a weekly rental amount of \$680; and
- Subject to the same general terms and conditions as the existing lease, with updated compliance requirements.

Consultation

Consultation has been undertaken with the Manager of Finance.

Statutory Environment

The following legislation relates:

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

Policy Implications

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

Financial Implications

The lease will generate \$680 per week in revenue for the Shire of Bruce Rock, equating to approximately \$35,360 per annum. This is an increase of \$250 per week or 57.5%. The Shire will be responsible for the required compliance inspections and services outlined in the lease conditions.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with lease pre-conditions.	Possible (3)	Minor (2)	Medium (6-9)	Compliance Requirements	Engage qualified contractors for compliance work prior to lease commencement

Risk Matrix

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

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

Comment/Conclusion

The proposed lease renewal supports continued provision of quality Government Regional Officers' Housing within the Shire of Bruce Rock. The weekly rental amount of \$680 is considered commercially reasonable and consistent with current market rates.

The offer is conditional on the following:

- An Electrical Compliance Certificate (to confirm all hard-wired smoke alarms and safety switches have been installed and are functioning correctly and, for the smoke alarm, includes at a minimum, manufacturer, installation/expiry date and model number) is to be obtained by the lessor by the Commencement Date and thereafter on every 12-month anniversary of the date on which the previous electrical compliance certificate was obtained.

- b) All air-conditioning units at the premises must have been serviced at lease commencement, or within the 12-month period prior to lease commencement, and thereafter on every 12-month anniversary of the date on which the previous service occurred. A copy of the receipt evidencing the first service will be provided to the tenant on lease commencement, and a receipt for each subsequent service will be provided to the tenant within 14 days of such service.
- c) The provision of two sets of keys to each and every lockable area forming part of the premises including, without limitation, keys to any lockable doors, windows, gates, sheds, cupboards and mailboxes, prior to the starting date of the agreement. For the purposes of this clause, “keys” is taken to include any electronic codes, key cards, swipe cards and remote controls.
- d) The Lessor will, at its own cost, ensure that any reticulation system installed, including but not limited to sprinklers, piping, valves, controls, solenoids, and associated wiring, is adequate for watering gardens and lawns and trees at the premises, and that such reticulation is fully maintained and free of leaks during the tenancy.

Acceptance of the lease renewal offer requires return of the signed acceptance within 14 days from the date of the letter (9 September 2025), and execution of the formal lease agreement within 14 days of its receipt from the Housing Authority.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 10.2.1

Moved: Cr S Strange

Seconded: Cr KP Foss

That Council:

1. Accepts the offer from the Housing Authority to renew the lease for 119 Noonajin Road, Bruce Rock for a period of three (3) years commencing from 5 October 2025, at a rental of \$680 per week;
2. Authorises the Chief Executive Officer to ensure all required compliance works are completed, including:
 - Electrical Compliance Certificate – Lessor to provide a valid certificate (covering hard-wired smoke alarms and safety switches) before lease commencement and every 12 months thereafter;
 - Air-conditioning servicing – All units to be serviced within 12 months prior to lease commencement, and annually thereafter. Receipts to be provided to the tenant at lease commencement and within 14 days of each subsequent service;
 - Keys and access – Lessor to provide two sets of keys (including electronic codes, key cards, swipe cards, and remotes) for all lockable areas of the premises before the lease starts; and
 - Reticulation system – Lessor to ensure the irrigation system (sprinklers, piping, valves, solenoids, wiring) is adequate, maintained, and leak-free for the duration of the tenancy; and
3. Authorises the Chief Executive Officer to sign and return the lease acceptance and execute the formal lease documentation upon receipt.

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

Against: Nil

Carried 7/0



Shire of Bruce Rock
54 Johnson Street
Bruce Rock, WA, 6418

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

Dear Melissa,

OFFER TO LEASE – Lot 399, 119 Noonajin Road, Bruce Rock, Wa, 6418

The Housing Authority, through the Government Regional Officer Housing (GROH) program, hereby presents an Offer to Lease (the Offer) the premises specified in Item 1 of the Schedule. The Offer is for the term and rental amount specified, subject to the terms and conditions set out in the Offer, the Schedule, and in the GROH Residential Tenancy Agreement (between the Housing Authority and Lessor(s)) ("the Agreement").

The Offer is contingent upon the Housing Authority obtaining all necessary internal approvals to lease the premises from you (the "Approvals") within 14 days from the date of this Offer. If the Approvals are not obtained within this period, any agreement arising from this Offer, whether express or implied, will be terminated.

To accept the Offer, please sign and return it by email to GROH within 14 days from the date of the Offer. If you do not accept the Offer within this timeframe, the Offer will lapse. If you accept this Offer and if the Approvals are obtained within the timeframe specified above, a binding lease will arise based on the terms and conditions set out in the Offer.

Upon your acceptance, GROH will prepare the Agreement which incorporates the terms and conditions outlined in Schedule 1. A sample copy of the Agreement is attached for your reference. To assist GROH in preparing the Agreement, please provide the information requested in Section 1.

It is a condition of the Offer (should it be accepted) that you will, within 14 days of being provided with the Agreement, return an executed copy by email to GROH.

If you have any queries in relation to the Offer, including Section 1 and the Schedule or the Agreement, please do not hesitate to contact me on 0408 841 124 or WheatbeltGROHLeasing@dohw.wa.gov.au

Sincerely,

Cassie Andrew
Leasing Officer | Wheatbelt
11-13 Park Street, Narrogin WA 6312
0408 841 124 | WA.gov.au

09/09/2025

OFFICIAL

SECTION 1

In signing the below, I/we hereby accept the Offer made by the Housing Authority in this letter to take a lease of the premises set out in Item 1 of the Schedule and acknowledge that, in doing so, a binding lease will be created between me/us and the Housing Authority.

 Signature: Name: Date:	 Signature: Name: Date:
---------------------------------------	---------------------------------------

Owner(s) Declaration

Owner(s) Declaration	
Is any owner (or their partner or spouse) a current GROH tenant residing in GROH accommodation within 50km of the property specified in Schedule 1?	Yes ☐ No ☐
	If Yes, is there a reason why you cannot reasonably reside at the property?

Owner/Agent Details

I/We provide the following information to assist with the preparation of the Agreement:

Owner(s) Contact Details	
Name (Full Legal Name):	
Address:	
Telephone:	
Email:	
Name (Full Legal Name):	
Address:	
Telephone:	
Email:	
Property Manager Contact Details (if applicable)	
Name:	
Address:	
Telephone:	
Email:	

PART C – Rent Payment Details

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Australian Business Number Details / Statement of Supplier Details	
Do you have an Australian Business Number (ABN): Yes ☐ No ☐	If yes, please provide ABN: _____ If no, please complete and submit a Statement by a Supplier Form .
Bank Account Details (Account Rent will be paid into)	
BSB number:	
Account number:	
Account name:	
Payment Reference:	Housing Authority
IMPORTANT: For all NEW vendors, please provide proof of bank account details (Account Name, BSB and Account Number) in the form of a document or screenshot from your bank to ensure that GROH can successfully make rental payments. Proof of Bank Account Details Provided: Yes ☐ No, I am an existing vendor ☐	

PART D – Utilities

Please confirm whether the premises are connected to and separately metered for:	If no, please provide details.
Electricity	Yes ☐ No ☐
Gas	Yes ☐ No ☐ Bottled ☐
Water	Yes ☐ No ☐
Telephone/Internet Connection Availability	Yes ☐ No ☐ NBN ☐

PART E – Strata Title

Strata Title	
Is the premises Strata Titled? If yes, please provide a copy of the strata plan and by-laws.	Yes ☐ No ☐

OFFICIAL
SCHEDULE 1

Item 1 Premises	Lot 399, 119 Noonajin Road, Bruce Rock, WA, 6418
Item 2 Term	3 years commencing on the Commencement Date.
Item 3 Commencement Date	The later of 05/10/2025 or the date on which the Housing Authority confirms to the lessor that the conditions (if any) set out in Item 10 are satisfied.
Item 4 Rent	\$680 per week ("the Rent"), starting on the Commencement Date. <i>The Housing Authority, in its absolute discretion, pays rent monthly in advance, The amount of rent payable shall be determined by dividing the rent payable per week by 7 and rounded to 3 decimal places (to equal a rent payable per day) and then multiplying it by the number of days in the respective month. This means that the rent payable per month will differ depending on the number of days in the month.</i>
Item 5 Rent Review Date and Method	Rent Review Date: Annually on Anniversary. Review Method: Fair Market Rent.
Item 6 Tenant % of Water Consumption Costs	100%
Item 7 Security Bond	Equivalent to 4 Weeks Rent. Note: Unless the rent for the premises exceeds \$1,200.00 per week, the security bond must not exceed the sum of 4 weeks' rent.
Item 8 Pet Bond	\$260.00
Item 9 Special Conditions	The following special conditions are incorporated into this Offer: A. The Lessor must arrange for each of the following items: (a) An Electrical Compliance Certificate (to confirm all hard-wired smoke alarms and safety switches have been installed and are functioning correctly and, for the smoke alarm, includes at a minimum, manufacturer, installation/expiry date and model number) is to be obtained by the lessor by the Commencement Date and thereafter on every 12-month anniversary of the date on which the previous electrical compliance certificate was obtained. (b) All air-conditioning units at the premises must have been serviced at lease commencement, or within the 12-month period prior to lease commencement, and thereafter on every 12-month anniversary of the date on which the previous service occurred. A copy of the receipt evidencing the first service will be provided to the tenant on lease commencement and receipt for each subsequent service will be provided to the tenant within 14 days of such service. (c) The provision of two sets of keys to each and every lockable area forming part of the premises including, without limitation, keys to any lockable doors, windows, gates, sheds, cupboards and mailboxes, prior to the starting date of this agreement. For the purposes of this clause "keys" is taken to include any electronic codes, key cards, swipe cards and remote controls. (d) The Lessor will, at its own cost, ensure that any reticulation system installed, including but not limited to sprinklers, piping, valves, controls, solenoids, and associated wiring, is adequate for watering gardens and lawns and trees at the Premises and that such reticulation is fully maintained and free of leaks during the tenancy.
Item 10 Conditions prior to Commencement Date	The undertaking of such cleaning and tidying (professional or otherwise) necessary to bring the premises and any inclusions (including yards and gardens) thereof to a clean and sanitary state and otherwise habitable condition to the satisfaction of the Housing Authority in its absolute discretion.

10.3 Manager of Finance

10.3.1 Schedule of Accounts Paid – August 2025

File Reference	092025.10.3.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	08 September 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Schedule of Accounts Paid – August 2025	

Summary

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

Background

Pursuant to the 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 Chief Executive Officer and the Finance Officer – Creditors.

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

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

Below is a summary of activity:

<i>As of 31 August 2025</i>		
Payment Type	\$	%
Cheque	\$38.80	0.01%
EFT (incl. Payroll)	\$686,361.03	95.06%
Direct Debit	\$33,262.18	4.61%
Credit Card	\$1,606.76	0.22%
Fuel Card	\$725.62	0.10%
Store Cards	N/A	0.00%
Total Payments	\$721,994.39	100%

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 10.3.1

Moved: Cr PK Hodgkiss

Seconded: Cr J Verhoogt

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

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

Against: Nil

Carried 7/0

Schedule of Accounts Paid - August 2025						
Serial No	Chq/EFT	Date	Name	Description	Amount	Legend
Municipal Accounts Cheques						
1	35	14/08/2025	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP JULY 2025	\$38.80	
Total Cheques					\$38.80	
Municipal Accounts EFTs (incl. Payroll)						
2	EFT24784	01/08/2025	LGIS WA	INSURANCE 2025-2026 PAYMENT 1 OF 2	\$177,418.22	
3	EFT24786	01/08/2025	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/07/2025 (EOM TRANSACTION)	\$573.05	R
4	EFT24787	04/08/2025	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 31/07/2025 (EOM TRANSACTION)	\$3,926.10	R
5	EFT24788	05/08/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR JULY 2025	\$256.08	
6	EFT24789	05/08/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	OFFICER MEMBERSHIPS 2025-2026	\$1,120.00	
7	EFT24790	07/08/2025	AUSTRALIAN TAXATION OFFICE	FBT LATE LODGMNT PENALTY	\$330.00	
8	EFT24791	07/08/2025	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE JULY 2025 (EOM TRANSACTION)	\$234.95	R
9	EFT24793	11/08/2025	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR AUGUST 2025, OPENAI AND CARD FEE	\$38.60	
10	EFT24794	11/08/2025	THE TRUSTEE FOR WA FUEL BROKERS T/A DUNNINGS FUEL	BULK DIESEL	\$33,685.96	
11	EFT24795	12/08/2025	AUSTRALIA POST	POSTAL CHARGES FOR JULY 2025	\$96.51	
12	EFT24796	12/08/2025	AVON WASTE	KERBSIDE WASTE & RECYCLING COLLECTIONS & BULK RECYCLING COLLECTIONS FOR JULY 2025	\$11,380.37	
13	EFT24797	12/08/2025	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$308.00	
14	EFT24798	12/08/2025	BOC LIMITED	GAS BOTTLE RENTAL	\$115.15	
15	EFT24799	12/08/2025	BOOEASY AUSTRALIA PTY LTD	ONLINE CARAVAN PARK BOOKING JULY 2025	\$220.00	
16	EFT24800	12/08/2025	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR WORKSHOP	\$112.00	
17	EFT24801	12/08/2025	BRUCE ROCK ENGINEERING	SUPPLY & FIT TYRES TO BK510, BATTERY FOR BK089 & TYRE REPAIRS FOR BK608, BK727, & BK512	\$6,303.37	
18	EFT24802	12/08/2025	COPIER SUPPORT	PHOTOCOPIER METER READING JULY 2025	\$1,143.96	
19	EFT24803	12/08/2025	E. P. DRAFFIN MANUFACTURING PTY LTD T/A DRAFFIN STREET FURNITURE	DOG WASTE STATIONS	\$1,777.60	
20	EFT24804	12/08/2025	ESS EARTH SCIENCES PTY LTD	PURCHASE OF REMOTE WEATHER STATION	\$40,898.00	G
21	EFT24805	12/08/2025	FILTERS PLUS WA	PARTS FOR BK024	\$40.48	
22	EFT24806	12/08/2025	FLUIDRA GROUP AUSTRALIA PTY LTD	PHOTOMETER CALIBRATION FOR AQUATIC CENTRE	\$759.00	
23	EFT24807	12/08/2025	LIBERTY OIL RURAL PTY LTD	COOLANT	\$455.40	
24	EFT24808	12/08/2025	MERREDIN TELEPHONE SERVICES	NETWORK CABLE REPAIRS AT SHIRE OFFICE	\$1,824.44	
25	EFT24809	12/08/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	SUPPLY METAL & METAL DUST	\$1,382.54	
26	EFT24810	12/08/2025	NB HARDWARE & AG SUPPLIES	LINE MARKING PAINT & MATERIALS FOR RETICULATION MAINTENANCE	\$1,743.94	
27	EFT24811	12/08/2025	NUTRIEN AG SOLUTIONS	CHEMICALS FOR VERGE SPRAYING	\$610.06	
28	EFT24812	12/08/2025	PEACEFUL FUNERAL SERVICES	FLORAL ARRANGEMENT	\$100.00	
29	EFT24813	12/08/2025	REGIONAL DEVELOPMENT AUSTRALIA - WHEATBELT WA	ANNUAL SUBSCRIPTION FOR GRANTGURU PORTAL 2025-2026	\$550.00	
30	EFT24814	12/08/2025	RODGER EDWIN GEORGE	EXCAVATOR HIRE TO PREPARE GRAVE	\$462.30	
31	EFT24815	12/08/2025	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	GSPO ONLINE SUBSCRIPTION 2025-2026	\$120.00	
32	EFT24816	12/08/2025	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	ANNUAL SERVICE AGREEMENT FOR IT SUPPORT 2025-2026	\$67,228.48	
33	EFT24817	12/08/2025	SOURCE MY PARTS	PARTS FOR BK373	\$242.55	
34	EFT24818	12/08/2025	STIHL SHOP MALAGA	PARTS FOR SMALL PLANT	\$69.00	
35	EFT24819	12/08/2025	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$12,477.88	PR
36	EFT24820	12/08/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$247.59	
37	EFT24821	12/08/2025	TWO DOGS MITRE 10	WHS ITEMS FOR DEPOT	\$217.05	
38	EFT24822	12/08/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES JULY 2025	\$433.12	
39	EFT24823	12/08/2025	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$224.25	
40	EFT24824	12/08/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA SUBSCRIPTIONS 2025-2026	\$22,713.45	
41	EFT24825	12/08/2025	DEPARTMENT OF MINES AND PETROLEUM	BSL FOR JULY 2025	\$56.65	
42		13/08/2025	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 13/08/2025	\$91,022.36	
43	EFT24826	14/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA	ANNUAL MEMBERSHIP 2025-2026	\$130.00	
44	EFT24827	14/08/2025	COLPET BROWNLEY	MANAGEMENT OF LANDFILL FOR FNE 13/08/2025	\$2,052.40	
45	EFT24828	14/08/2025	SHENAE NEGRI	REIMBURSEMENT OF EXPENSES	\$162.43	
46	EFT24829	14/08/2025	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$640.00	
47	EFT24830	21/08/2025	AUSTRALIAN TAXATION OFFICE	BAS FOR JULY 2025	\$13,761.00	
48	EFT24831	21/08/2025	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR AUGUST 2025, FLORAL ARRANGEMENT	\$100.00	
49	EFT24832	22/08/2025	AFGRI EQUIPMENT AUSTRALIA	PARTS FOR BK602	\$672.46	
50	EFT24833	22/08/2025	ALEVO PTY LTD	COVERINGS FOR ELECTRIC TREATMENT BED FOR MED CENTRE	\$189.76	
51	EFT24834	22/08/2025	ARDATH HOTEL	EOFY STAFF EVENT	\$512.50	
52	EFT24835	22/08/2025	ARROW BRONZE	PLAQUES FOR NICHE WALL	\$1,336.16	R
53	EFT24836	22/08/2025	BAILEY COTTER	REIMBURSEMENT OF EXPENSES	\$259.00	
54	EFT24837	22/08/2025	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$4,884.00	
55	EFT24838	22/08/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE PROPERTY	\$388.30	
56	EFT24839	22/08/2025	BRUCE ROCK & DISTRICTS AGRICULTURE SOCIETY INC	CONTRIBUTION TOWARDS ENTERTAINMENT AT 2025 BRUCE ROCK AG SHOW	\$10,000.00	
57	EFT24840	22/08/2025	BRUCE ROCK ENGINEERING	PARTS FOR BK9354	\$96.84	
58	EFT24841	22/08/2025	BURGESS RAWSON PTY LTD	INDUSTRIAL RENT AND MANAGEMENT FEES	\$755.74	
59	EFT24842	22/08/2025	CORPCLOUD PTY LTD	IT SUPPORT MED CENTRE	\$699.32	
60	EFT24843	22/08/2025	DAIMLER TRUCKS PERTH	REPAIRS TO BK638	\$4,045.80	
61	EFT24844	22/08/2025	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$139.93	
62	EFT24845	22/08/2025	EASTERN HILLS SAWS & MOWERS	PARTS FOR SMALL PLANTS	\$490.50	
63	EFT24846	22/08/2025	EDGE PLANNING & PROPERTY	PLANNING CONSULTATION SERVICES JULY 2025	\$2,124.78	
64	EFT24847	22/08/2025	EMERGE SAFE PTY LTD T/A THE RESOURCES HUB	RECRUITMENT EXPENSES	\$11,161.06	
65	EFT24848	22/08/2025	FILTERS PLUS WA	PARTS FOR BK05, BK010 & BK011	\$269.28	
66	EFT24849	22/08/2025	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	\$249.10	

67	EFT24850	22/08/2025	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING OF SHIRE OFFICE JULY 2025	\$44.00
68	EFT24851	22/08/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	SUPPLY & DELIVER SAND	\$998.26
69	EFT24852	22/08/2025	NAPA	PARTS FOR 1ICY609, BK9354, & BK010 & WORKSHOP CONSUMABLES	\$613.32
70	EFT24853	22/08/2025	NB HARDWARE & AG SUPPLIES	FERTILIZER FOR GARDEN MAINTENANCE & MATERIALS FOR MAINTENANCE OF SHIRE PROPERTIES & LINE MARKING PAINT	\$10,831.58
71	EFT24854	22/08/2025	NUTRIEN AG SOLUTIONS	CHEMICALS FOR VERGE SPRAYING & HERBICIDE FOR OVAL	\$373.56
72	EFT24855	22/08/2025	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER	\$175.93
73	EFT24856	22/08/2025	PUMPS AUSTRALIA PTY LTD	PARTS FOR SMALL PLANT	\$71.50
74	EFT24857	22/08/2025	REGAL VENTURES PTY LTD T/A FOODWORKS BRUCE ROCK SUPERMARKET & HARDWARE	VARIOUS PURCHASES FOR JULY 2025	\$1,226.60
75	EFT24858	22/08/2025	SILKY HOLDINGS PTY LTD T/A KOLOR KODE	LABELS FOR MED CENTRE FILING SYSTEM	\$148.50
76	EFT24859	22/08/2025	SOURCE MY PARTS	PARTS FOR BK373	\$659.27
77	EFT24860	22/08/2025	SPECIALISED TREE SERVICE PTY LTD	TRIMMING STREET TREES TO WESTERN POWER STANDARDS	\$20,370.00
78	EFT24861	22/08/2025	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$2,322.33
79	EFT24862	22/08/2025	TEAM GLOBAL EXPRESS PTY LTD	FRIEGHT CHARGES	\$736.75
80	EFT24863	22/08/2025	TELSTRA	TELEPHONE USAGE CHARGES	\$1,635.24
81	EFT24864	22/08/2025	WA AGRISTORE PTY LTD	MATERIALS FOR TOWNSITE MAINTENANCE	\$200.75
82	EFT24865	22/08/2025	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$484.90
83	EFT24866	22/08/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	GREAT EASTERN COUNTRY ZONE SUBSCRIPTION 2025-2026	\$1,650.00
84	EFT24867	22/08/2025	WHEATBELT EQUIPMENT PTY LTD	PARTS FOR BK6556	\$440.88
85	EFT24868	22/08/2025	WIRTGEN AUSTRALIA	PARTS FOR BK011	\$105.57
86	EFT24869	22/08/2025	WURTH	WORKSHOP CONSUMABLES	\$257.50
87		27/08/2025	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 27/08/2026	\$95,119.86
88	EFT24870	28/08/2025	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 27/08/2025	\$2,052.40
89	EFT24871	28/08/2025	RAMESH RAJAGOPALAN	ELECTED MEMBERS CLAIM	\$5,661.75
90	EFT24872	28/08/2025	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$639.00
91	EFT24875	27/08/2025	COMMONWEALTH BANK CORPORATE CHARGE CARDS	CREDIT CARD FOR AUGUST 2025	\$1,502.76
Total EFTs					\$686,361.03
	Direct Debits				
92	DD10794.1	13/08/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,608.69
93	DD10794.2	13/08/2025	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$342.99
94	DD10794.3	13/08/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.11
95	DD10794.4	13/08/2025	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$333.56
96	DD10794.5	13/08/2025	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$1,107.69
97	DD10794.6	13/08/2025	GUILDSUPER	SUPERANNUATION CONTRIBUTIONS	\$179.89
98	DD10794.7	13/08/2025	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,068.63
99	DD10794.8	13/08/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,785.65
100	DD10794.9	13/08/2025	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$343.61
101	DD10826.1	27/08/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,229.67
102	DD10826.2	27/08/2025	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$343.04
103	DD10826.3	27/08/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.11
104	DD10826.4	27/08/2025	HOST PLUS SUPERANNUATION	PAYROLL DEDUCTIONS	\$1,107.69
105	DD10826.5	27/08/2025	GUILDSUPER	SUPERANNUATION CONTRIBUTIONS	\$193.55
106	DD10826.6	27/08/2025	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,068.63
107	DD10826.7	27/08/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,972.74
108	DD10826.8	27/08/2025	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$288.75
109	DD10826.9	27/08/2025	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$887.36
110	DD10794.10	13/08/2025	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$762.60
111	DD10794.11	13/08/2025	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58
112	DD10794.12	13/08/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$240.18
113	DD10794.13	13/08/2025	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$111.59
114	DD10794.14	13/08/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$357.05
115	DD10826.10	27/08/2025	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58
116	DD10826.11	27/08/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$274.49
117	DD10826.12	27/08/2025	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$50.33
118	DD10826.13	27/08/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.42
Total Direct Debits					\$33,262.18

Credit Card				
Bendigo Credit Card				
119		13/08/2025	FLOWERS IN THE VALLEY	FLORAL ARRANGEMENT \$100.00
120		30/08/2025	BENDIGO BANK	CARD FEE \$4.00
Bendigo Credit Card Total				\$104.00
CBA Credit Card				
121		31/07/2025	SAFETY CULTURE	WORKHEALTH & SAFETY PLATFORM \$316.80
122		01/08/2025	COMMONWEALTH BANK	ANNUAL CARD FEE \$22.00
123		01/08/2025	WALGA EVENTS	OFFICER ATTENDANCE AT WALGA TRANSPORT & ROADS FORUM \$100.00
124		11/08/2025	BIO-GONE	BIODEGRADABLE DOG WASTE BAGS \$87.87
125		13/08/2025	CANVA	BUSINESS CARDS & BIRTHDAY CARDS \$212.40
126		14/08/2025	HEALTHENGINE	HEALTHENGINE APP, SMS RECALLS & NEW PATIENTS \$176.00
127		20/08/2025	WILSON PARKING	PARKING IN PERTH FOR MEETING \$50.69
128		21/08/2025	ROYAL LIFE SAVING SOCIETY - WA	POOL LIFEGUARDS REQUALIFICATION \$537.00
CBA Credit Cards Total				\$1,502.76
Total Credit Card Payments				\$1,606.76
Fuel Cards				
Card One				
129		05/08/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR \$49.06
130		05/08/2025	BP ARMADALE	BP PLUS FEE \$0.38
131		11/08/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR \$105.57
132		11/08/2025	BP ARMADALE	BP PLUS FEE \$0.38
133		18/08/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR \$109.72
134		18/08/2025	BP ARMADALE	BP PLUS FEE \$0.38
135		25/08/2025	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR \$103.95
136		25/08/2025	BP ARMADALE	BP PLUS FEE \$0.38
Card One Total				\$369.82
Card Four				
137		22/08/2025	BRUCE ROCK OPT	UNLEADED FOR DEPOT \$355.80
				\$355.80
Total Fuel Card Payments				\$725.62
Total Municipal Account Cheque Payments				\$38.80
Total Municipal Account EFT Payments (incl. Payroll)				\$686,361.03
Total Trust Account EFT Payments				\$0.00
Total Trust Account Cheque Payments				\$0.00
Direct Debits				\$33,262.18
Credit Cards				\$1,606.76
Fuel Cards				\$725.62
Total				\$721,994.39

Legend	
R	Recoverable
PR	Partially Recoverable
G	Grants
F	Funded
PF	Partially Funded

10.3.2 Monthly Financial Report – August 2025

File Reference	092025.10.3.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 September 2025
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Monthly Financial Report – August 2025	

Summary

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

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer.

Statutory Environment

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

Policy Implications

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

Financial Implications

All expenditure has been approved via adoption of the 2025/26 Annual Budget.

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

- The overall financial position for August 2025 currently stands at \$3,115,706 in surplus.
- Rates – The amount received to date is 10.2% of the total to be collected, and there is still more than \$2,066,000 still to be collected from both current rates and arrears. It should be noted that there is approximately \$28,000 related to Pensioner Rates and ESL Deferments.
- The current amount of \$26,934 for 90+ day debts include 17 outstanding amounts. The outstanding debt from Main Roads WA of \$17,243, equates to 64% of the total 90 day debtors. The remaining \$9,691 is made up of 16 debtors, which are being followed up.
- A total of 134 transactions to the value of \$721,994, including 115 Electronic Fund Transfers and Direct Debits were paid in August 2025, of which all were paid within 30 days.
- Capital projects – Council should expect more progress towards these projects in coming months, and the report is attached for reference outlining work to date. Six (6) projects or 22% of the total

projects for 2025/26 are underway and/or nearing completion. Most projects have not commenced and this is associated with the phasing and timing of planned 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)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The August 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 10.3.2

Moved: Cr BJ Waight

Seconded: Cr J Verhoogt

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

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

Against: Nil

Carried 7/0



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 31 AUGUST 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,036,226	2,036,226	2,077,238	2,080,982	3,744	0.18%	
Operating grants, subsidies and contributions		2,129,778	2,129,778	738,531	736,308	(2,223)	(0.30%)	
Fees and charges		1,228,902	1,228,902	314,802	317,066	2,264	0.72%	
Interest earnings		136,584	136,584	14,969	6,168	(8,801)	(58.79%)	▼
Other revenue		177,712	177,712	9,710	11,763	2,053	21.14%	
Profit on disposal of assets		7,211	7,211	0	0	0	0.00%	
		0	0	0	0	0	0.00%	
Fair value adjustments to financial assets at fair value through profit or loss								
		5,716,412	5,716,412	3,155,250	3,152,287	(2,963)	(0.09%)	
Expenditure from operating activities								
Employee costs		(3,523,559)	(3,523,559)	(769,214)	(654,020)	115,194	14.98%	▲
Materials and contracts		(1,821,974)	(1,821,974)	(507,462)	(446,052)	61,410	12.10%	▲
Utility charges		(310,540)	(310,540)	(45,374)	(35,019)	10,355	22.82%	▲
Depreciation on non-current assets		(6,373,502)	(6,373,502)	(1,062,204)	0	1,062,204	100.00%	▲
Interest expenses		(126,075)	(126,075)	(7,250)	14,650	21,900	302.07%	▲
Insurance expenses		(265,316)	(265,316)	(132,494)	(122,421)	10,073	7.60%	
Other expenditure		(177,283)	(177,283)	(29,437)	(21,418)	8,019	27.24%	▲
Loss on disposal of assets		(1,923)	(1,923)	0	0	0	0.00%	
Loss on revaluation of non current assets		0	0	0	0	0	0.00%	
		(12,600,172)	(12,600,172)	(2,553,435)	(1,264,280)	1,289,155	(50.49%)	
Non-cash amounts excluded from operating activities		6,373,559	6,373,559	1,067,549	20,562	(1,046,987)	(98.07%)	▼
Amount attributable to operating activities		(510,201)	(510,201)	1,669,364	1,908,569	239,205	14.33%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,851,100	1,851,100	48,398	(294,527)	(342,925)	(708.55%)	▼
Proceeds from disposal of assets		57,000	57,000	0	0	0	0.00%	
		1,908,100	1,908,100	48,398	(294,527)	(342,925)	(708.55%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(2,918,240)	(2,918,240)	(253,537)	(65,856)	187,681	74.03%	▲
		(2,918,240)	(2,918,240)	(253,537)	(65,856)	187,681	(74.03%)	
Amount attributable to investing activities		(1,010,140)	(1,010,140)	(205,139)	(360,383)	(155,244)	75.68%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves		92,000	92,000	0	0	0	0.00%	
		477,000	477,000	0	0			
Outflows from financing activities								
Repayment of borrowings		(129,090)	(129,090)	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(6,987)	(6,987)	0	0	0	0.00%	
Transfer to reserves		(343,181)	(343,181)	0	0	0	0.00%	
		(479,258)	(479,258)	0	0	0	0.00%	
Amount attributable to financing activities		(2,258)	(2,258)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		1,522,598	1,522,598	1,522,598	1,567,520	44,922	2.95%	
Amount attributable to operating activities		(510,201)	(510,201)	1,669,364	1,908,569	239,205	14.33%	▲
Amount attributable to investing activities		(1,010,140)	(1,010,140)	(205,139)	(360,383)	(155,244)	75.68%	
Amount attributable to financing activities		(2,258)	(2,258)	0	0	0	0.00%	
Surplus or deficit at the end of the financial year		(1)	(1)	2,986,823	3,115,706	128,883	(4.32%)	

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

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

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2025-26 year is \$5,000 or 10.00% whichever is the greater.

			Explanation of positive variances		Explanation of negative variances	
Nature or type	Var. \$	Var. %	Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Interest earnings	(8,801)	(58.79%)	▼		Interest on Investments tracking lower than budgeted	
Expenditure from operating activities						
Employee costs	115,194	14.98%	▲	Actual Employee Cost expenditure generally tracking behind budgeted expenditure.		
Materials and contracts	61,410	12.10%	▲	Actual Material and Contract expenditure generally tracking behind budgeted expenditure.		
Utility charges	10,355	22.82%	▲	Utility expenditure behind budget phasing.		
Depreciation on non-current assets	1,062,204	100.00%	▲	No depreciation has been run for 2025/26. Depreciation will be run when the Shire accounts have been audited.		
Other expenditure	8,019	27.24%	▲	Various other expenditure expenses are behind budgeted amount.		
Non-cash amounts excluded from operating activities	(1,046,987)	(98.07%)	▼		No depreciation has been run for 2025/26. Depreciation will be run when the Shire accounts have been audited.	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(342,925)	(708.55%)	▼		Budget allocations for completed projects which are grant related in this FY are ahead of actuals.	
Payments for inventories, property, plant and equipment	187,681	74.03%	▲	Expenditure on capital projects is behind budget phasing.		

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

BY PROGRAM

	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var. ▲▼
Note	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance	53,140	53,140	8,164	9,579		17.33%	▲
General Purpose Funding - Rates	2,036,226	2,036,226	2,077,238	2,080,982	3,744	0.18%	
General Purpose Funding - Other	1,858,691	1,858,691	437,556	431,463	(6,093)	(1.39%)	
Law, Order and Public Safety	37,900	37,900	7,882	7,893	11	0.13%	
Health	94,040	94,040	3,484	1,893	(1,591)	(45.66%)	
Housing	218,578	218,578	35,256	34,785	(471)	(1.34%)	
Community Amenities	211,431	211,431	182,745	185,322	2,577	1.41%	
Recreation and Culture	101,622	101,622	9,331	8,825	(506)	(5.43%)	
Transport	482,387	482,387	329,008	320,440	(8,568)	(2.60%)	
Economic Services	321,166	321,166	51,930	54,157	2,227	4.29%	
Other Property and Services	290,011	290,011	10,776	8,711	(2,065)	(19.16%)	
	5,716,412	5,716,412	3,155,250	3,152,287	(2,963)	(0.09%)	
Expenditure from operating activities							
Governance	(600,770)	(600,770)	(223,554)	(448,086)	(224,532)	(100.44%)	▼
General Purpose Funding	(107,017)	(107,017)	(16,230)	(5,370)	10,860	66.91%	▲
Law, Order and Public Safety	(258,576)	(258,576)	(45,414)	(12,030)	33,384	73.51%	▲
Health	(387,118)	(387,118)	(65,471)	(53,673)	11,798	18.02%	▲
Education and Welfare	(133,797)	(133,797)	(24,311)	(5,221)	19,090	78.52%	▲
Housing	(424,765)	(424,765)	(91,189)	(32,957)	58,232	63.86%	▲
Community Amenities	(345,958)	(345,958)	(56,263)	(35,098)	21,165	37.62%	▲
Recreation and Culture	(2,301,996)	(2,301,996)	(396,185)	(189,799)	206,386	52.09%	▲
Transport	(6,687,218)	(6,687,218)	(1,329,075)	(407,413)	921,662	69.35%	▲
Economic Services	(1,222,173)	(1,222,173)	(205,255)	(58,037)	147,218	71.72%	▲
Other Property and Services	(130,785)	(130,785)	(100,488)	(16,596)	83,892	83.48%	▲
	(12,600,172)	(12,600,172)	(2,553,435)	(1,264,280)	1,289,155	50.49%	
Non-cash amounts excluded from operating activities	6,373,559	6,373,559	1,067,549	20,562	(52,663)	23.69%	
Amount attributable to operating activities	(510,201)	(510,201)	1,669,364	1,908,569	239,205	14.33%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	1,851,100	1,851,100	48,398	(294,527)	(342,925)	(708.55%)	▼
Proceeds from Disposal of Assets	57,000	57,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0	0.00%	
	1,908,100	1,908,100	48,398	(294,527)	(342,925)	(708.55%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	(2,918,240)	(2,918,240)	(253,537)	(65,856)	187,681	74.03%	▲
	(2,918,240)	(2,918,240)	(253,537)	(65,856)	187,681	(74.03%)	
Amount attributable to investing activities	(1,010,140)	(1,010,140)	(205,139)	(360,383)	(155,244)	75.68%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from Reserves	92,000	92,000	0	0	0	0.00%	
	477,000	477,000	0	0	0	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(129,090)	(129,090)	0	0	0	0.00%	
Repayment of Debentures	(6,987)	(6,987)	0	0	0	0.00%	
Transfer to Reserves	(343,181)	(343,181)	0	0	0	0.00%	
	(479,258)	(479,258)	0	0	0	0.00%	
Amount attributable to financing activities	(2,258)	(2,258)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	1,522,598	1,522,598	1,522,598	1,567,520	44,922	2.95%	
Amount attributable to operating activities	(510,201)	(510,201)	1,669,364	1,908,569	239,205	14.33%	▲
Amount attributable to investing activities	(1,010,140)	(1,010,140)	(205,139)	(360,383)	(155,244)	75.68%	
Amount attributable to financing activities	(2,258)	(2,258)	0	0	0	0.00%	
Surplus or deficit at the end of the financial year	(1)	(1)	2,986,823	3,115,706	128,883	4.32%	

KEY INFORMATION

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

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

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

	30 June 2025	31 August 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,688,248	2,548,843
Trade and other receivables	626,442	2,736,336
Inventories	43,152	49,296
Contract assets	294,527	0
Other assets	11,778	0
TOTAL CURRENT ASSETS	3,664,147	5,334,475
NON-CURRENT ASSETS		
Trade and other receivables	29,649	9,087
Other financial assets	79,620	79,620
Property, plant and equipment	72,004,727	72,018,778
Infrastructure	155,029,271	155,081,076
Right-of-use assets	22,653	22,653
TOTAL NON-CURRENT ASSETS	227,165,919	227,211,213
TOTAL ASSETS	230,830,067	232,545,689
CURRENT LIABILITIES		
Trade and other payables	441,031	340,501
Other liabilities	319,205	541,877
Lease liabilities	6,986	6,986
Borrowings	99,900	99,900
Employee related provisions	381,997	381,997
TOTAL CURRENT LIABILITIES	1,249,120	1,371,261
NON-CURRENT LIABILITIES		
Lease liabilities	13,841	13,841
Borrowings	2,005,515	2,005,515
Employee related provisions	46,575	46,575
TOTAL NON-CURRENT LIABILITIES	2,065,931	2,065,931
TOTAL LIABILITIES	3,315,050	3,437,192
NET ASSETS	227,515,016	229,108,497
EQUITY		
Retained surplus	23,450,161	25,043,642
Reserve accounts	1,088,025	1,088,025
Revaluation surplus	202,976,830	202,976,830
TOTAL EQUITY	227,515,016	229,108,497

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 16 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

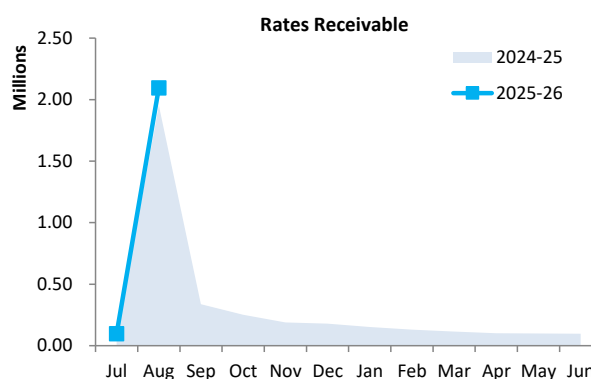
Date prepared: All known transactions up to 07 May 2023



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

RECEIVABLES

Rates receivable	30 Jun 2025	31 Aug 2025
	\$	\$
Opening arrears previous years	86,717	96,895
Levied this year	2,080,087	2,235,845
Less - collections to date	(2,069,909)	(238,056)
Gross rates collectable	96,895	2,094,684
Allowance for impairment of rates/trade receivable	(28,558)	(28,558)
Net rates collectable	68,337	2,066,126
% Collected	95.5%	10.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,034)	598,686	12,016	4,617	26,934	640,218
Percentage	(0.3%)	93.5%	1.9%	0.7%	4.2%	
Balance per trial balance						
Sundry receivable						640,218
Allowance for impairment of rates/trade receivable						(28,558)
Total receivables general outstanding						647,285

Amounts shown above include GST (where applicable)

KEY INFORMATION

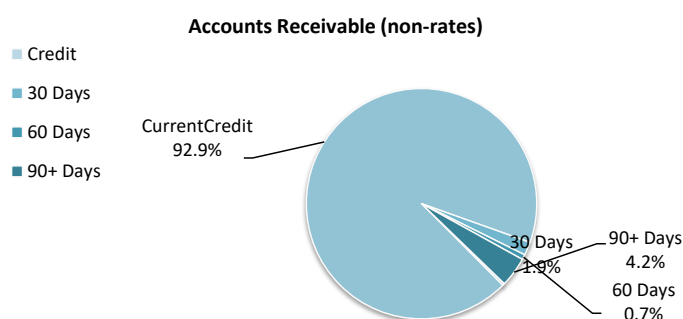
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2025

ADJUSTED NET CURRENT ASSETS STATEMENT OF FINANCIAL ACTIVITY INFORMATION

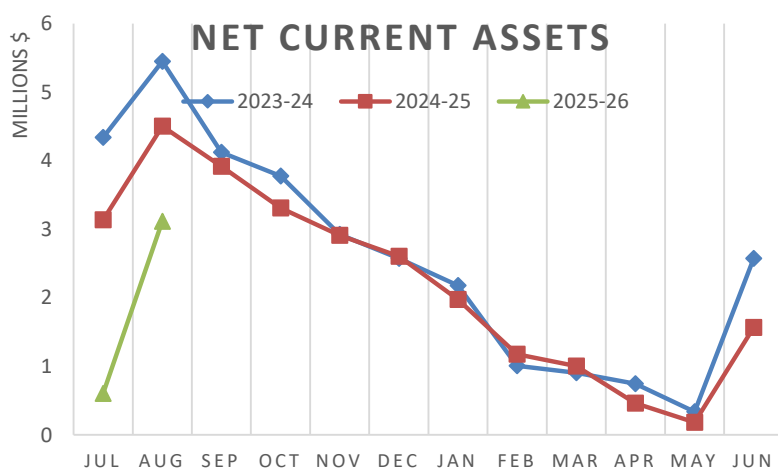
		Last Years Closing	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	Note	30/06/2025	31/08/2024	31/08/2025
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,589,740	2,168,866	1,450,175
Cash Restricted - Reserves		1,088,025	967,831	1,088,025
Receivables - Rates		59,396	1,949,856	2,089,050
Receivables - Other		567,046	124,968	647,285
Other Assets Other Than Inventories		306,305	809,398	0
Inventories		43,152	59,440	49,296
		3,653,664	6,080,359	5,323,832
Less: Current Liabilities				
Payables		(429,968)	(255,312)	(329,277)
Contract and Capital Grant/Contribution Liabilities		(319,205)	(67,911)	(541,877)
Bonds & Deposits		(580)	(1,468)	(580)
Loan and Lease Liability		(106,886)	(102,952)	(106,886)
Provisions		(381,997)	(411,650)	(381,997)
		(1,238,636)	(839,293)	(1,360,618)
Less: Cash Reserves		(1,088,025)	(967,831)	(1,088,025)
Add Back: Component of Leave Liability not Required to be funded		133,631	126,028	133,631
Add Back: Loan and Lease Liability		106,886	102,952	106,886
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		1,567,520	4,502,216	3,115,706

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)

\$3.12 M

Last Year YTD

Surplus(Deficit)

\$4.5 M

CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	151,420	151,420	58,086	8,827	(49,259)
Furniture and equipment	0	0	0	0	0
Plant and equipment	603,731	603,731	26,731	5,224	(21,507)
Infrastructure - roads	1,477,841	1,477,841	66,260	252	(66,008)
Infrastructure - bridges	387,000	387,000	2,550	2,389	(161)
Infrastructure - footpaths	70,000	70,000	46,662	0	(46,662)
Infrastructure - drainage	130,000	130,000	0	4,487	4,487
Infrastructure - other	10,000	10,000	0	2,682	2,682
Payments for Capital Acquisitions	2,918,240	2,918,240	253,537	65,856	(187,681)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,851,100	1,851,100	48,398	(294,527)	(342,925)
Other (disposals & C/Fwd)	57,000	57,000	0	0	0
Contribution - operations	575,140	533,140	205,139	360,383	155,244
Capital funding total	2,918,240	2,918,240	253,537	65,856	(187,681)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

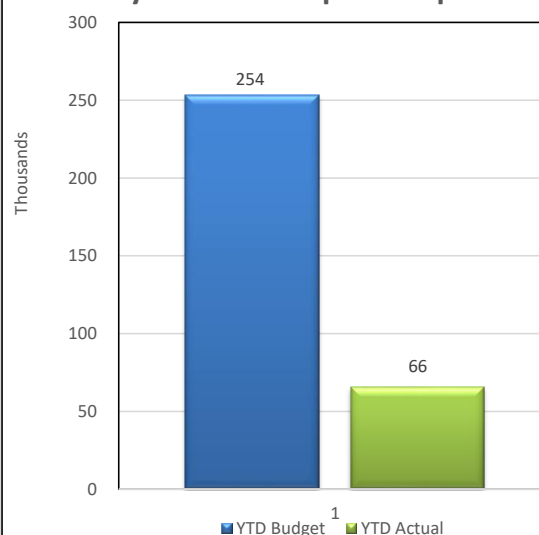
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions



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

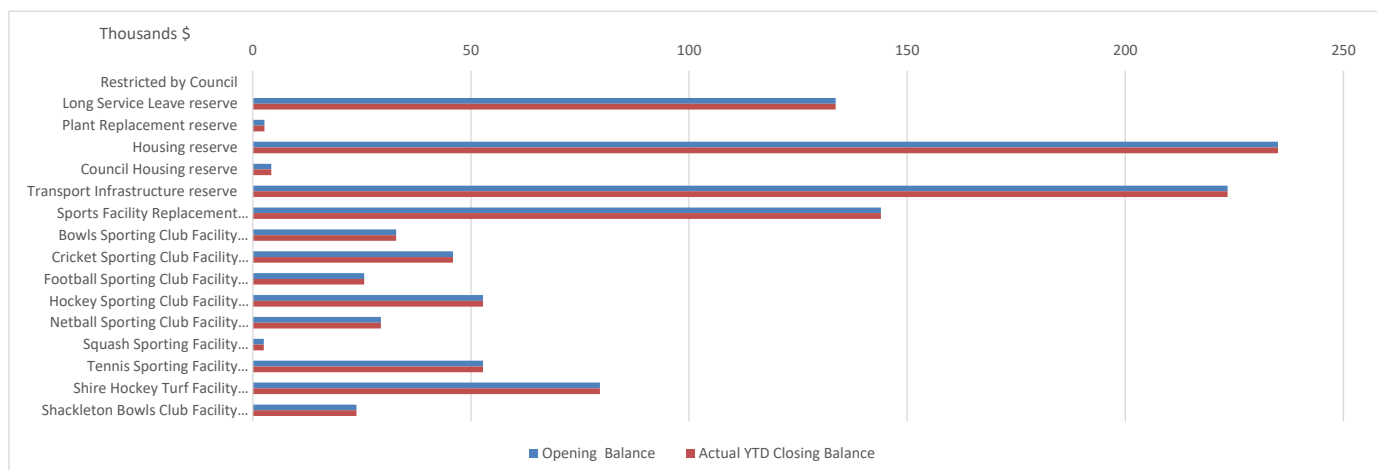
OPERATING ACTIVITIES

RESERVE ACCOUNTS

Reserve accounts

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

KEY INFORMATION



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

BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Difference between Adopted Budget and Annual Financial Statements		Opening Surplus(Deficit)			0	0
							0
							0
				0	0	0	0

10.4 Regulatory Services

Nil

10.5 Manager of Governance and Community Services**10.5.1 Shire Seal**

File Reference	0925.10.5.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 September 2025
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

Use of Shire Seal in August 2025.

Background Consultation

Nil

Consultation

Nil

Statutory Environment

Council Policy

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

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

- Notification under section 70A – WAPC 163646 Lot 2 Quairading Road Bruce Rock

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION**Resolution OCM September 25 – 10.5.1**

Moved: Cr AR Crooks

Seconded: Cr S Strange

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

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

Against: Nil

Carried 7/0

10.5.2 Council Policy Manual

File Reference	0925.10.5.2
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	10 September 2025
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Council Policy Manual 2. Council Policy Manual Update – Summary of Main Changes	

Summary

Council is asked to adopt a revised Policy Manual, as presented in **Attachment 1**.

Background

A full review of the Council Policy Manual has been undertaken by the administration. Many of the current Policies had not been reviewed for an extended period of time.

The draft, revised Council Policy Manual was presented to Council for comment at its Information Session of 21 August 2025. A summary of the main amendments proposed was also presented to Council on the day.

At the time of writing this report, no comments have been received from Councillors on the draft presented. The main change made to the draft Council Policy Manual since the Information Session of August 2025 is the inclusion of a policy requiring the Chief Executive Officer to develop an Executive Instruction on the rules applying to Aquatic Centre patrons.

A small amendment has also been made to Policy 7.20 Employee Recognition of Service (Other than Gratuity) to enable the Chief Executive Officer to provide a gift, gift card or voucher to an employee to recognise service milestones.

An updated summary of the main changes proposed to be made to the Council Policy Manual is provided as **Attachment 2**.

Consultation

Consultation has been undertaken with:

- Council;
- the Chief Executive Officer;
- the Manager of Finance;
- the Manager of Strategic Business Development; and
- the Manager of Works and Services.

Statutory Environment

Various statutory instruments relate, as outlined in the Policy Manual.

Policy Implications

Council's current Policies have been reviewed and amended, as considered necessary.

Financial Implications

Nil.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That, if the revised Council Policy Manual is not adopted by Council, this could lead to poor governance outcomes.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

This risk is not needed to be added to the Shire's Risk Register and does not require a risk treatment plan.

Comment/Conclusion

The proposed, revised Council Policy Manual:

- Introduces the requirement for the Chief Executive Officer to develop Executive Instructions on several matters that were previously covered by Council Policies, recognising the separation of the responsibilities of Council and the Chief Executive Officer; and
- Introduces several new Policies, and proposes the making of changes to existing Policies, to:
 - Improve governance, internal controls and compliance arrangements;
 - Ensure compliance with legislative changes; and
 - Reduce red tape.

These represent substantial improvements to the Council Policy Manual.

It is therefore recommended that Council adopt the revised Council Policy Manual, as presented in **Attachment 1**.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 10.5.2

Moved: Cr S Strange

Seconded: Cr J Verhoogt

That Council adopt the revised Council Policy Manual, as presented in Attachment 1.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Council Policy Manual

Summary of Main Changes Ordinary Council Meeting – 18 September 2025

Revised Policy Manual

The following table provides an overview of the policies contained in the proposed, revised Council Policy Manual.

Of particular note is the proposed replacement of several current policies with Executive Instructions issued by the Chief Executive Officer.

Proposed Policy		Comment
2	Council, Elected Members and Governance	
2.1	Councillor Code of Conduct	New policy. This policy adds the Councillor Code of Conduct to the Policy Manual.
2.2	Council Information Sessions	New policy. It sets out the purpose and conduct of Information Sessions of Council.
2.3	Recording of Council Meetings	New policy. It outlines how Council meetings are to be recorded and how recordings are to be published.
2.4	Elected Members – Conference, Training, Travel and Out of Pocket Expenses	This policy now deals with staff and Elected Members separately. References to particular prices have been replaced with rates determined by the Salaries and Allowances Tribunal, which are updated annually.
2.5	Elected Member Records – Capture and Management	New policy. It details the responsibilities of Elected Members with respect to their records.
2.6	Related Party Disclosures	Amended policy that now includes: • Increased requirements regarding related party notifications; and • An expansion of the definition of Key Management Personnel to include senior managers and persons with delegated authority. The review of this policy addresses finding 6 of the latest Interim Management Letter from auditors.

Proposed Policy		Comment
2.7	Affixing the Common Seal	Amended policy, with the main changes being the: • General reduction of the number of documents requiring the Common Seal to be affixed; • Addition of a requirement for contracts awarded by tender and loans to have the Common Seal affixed; and • Requirement for the Common Seal to be affixed after authorisation from Council, not before.
2.8	Internal Controls	New policy. It provides a basis for establishing documented controls that are implemented based on risk management policies and standards. It assigns roles and responsibilities related to internal controls, and establishes a compliance monitoring, reviewing and reporting system.
2.9	Legislative Compliance	New policy. It provides a framework through which full legislative compliance can be achieved.
2.10	Elected Member and Chief Executive Officer Attendance at Events	Amended policy. It provides a more prescriptive list of permitted events. Attendance at events is determined by the Shire President (for other Elected Members and the Chief Executive Officer), the Deputy Shire President (for the Shire President), and the Chief Executive Officer (for other employees), rather than the whole of Council.
2.11	Fraud and Corruption Prevention	New policy. It requires the development of a Fraud and Corruption Prevention Plan by the Chief Executive Officer and the Audit and Risk Committee.
2.12	Continuing Professional Development	Amended policy. It is less prescriptive regarding reimbursement rates, and streamlines the approval process for professional development for Elected Members.
2.13	Standards for CEO Recruitment, Performance and Termination	New policy. It adds the adopted Standards for CEO Recruitment, Performance and Termination to the Policy Manual.
2.14	Child Safe Awareness Policy	New policy. It has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse. It provides a framework to support the safety of children in our community.
2.15	Executive Instructions	New policy. It provides a framework for the Chief Executive Officer to develop Executive Instructions on operational matters falling within the scope of his duties.
2.16	Petitions	New policy. It provides a framework for the submission and consideration by Council of petitions made by the community.

Proposed Policy		Comment
2.17	Elected Members Uniform Entitlements	New policy. It outlines the Shire-supplied uniform entitlements for Elected Members. It replaces ad-hoc arrangements to ensure fiscal responsibility and allow consistent budget allocations.
3	Administration and Organisation	
3.1	Appointment of Chief Executive Officer	Amended policy. The Manager of Governance and Community Services is no longer the default Acting Chief Executive Officer. The role will be shared amongst senior managers.
3.2	Flag Flying Policy	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the flying of flags.
3.3	Amendments to Council Policy	New policy. It requires the Chief Executive Officer to maintain the official copy of the Council Policy Manual, updated as soon as possible after each authorised resolution of Council. Additions, deletions or alterations to the Council Policy Manual shall only be made by specific Council resolution.
3.4	Information and Communications Technology Usage	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the use of the Shire's information and communications technology.
3.5	Social Media Policy	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the use of the Shire's social media.
3.6	Shire Logo and Motto	New policy that outlines how the Shire's logo and motto are to be used.
3.7	Risk Management	Unchanged policy.
3.8	Record Keeping	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on record keeping.
3.9	Customer Service Policy	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on customer service.
3.10	Use of Shire Drone	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the use of the Shire's drone.
3.11	Execution of Documents	New policy. It provides a general authorisation to the Chief Executive Officer to sign documents on behalf of the Shire. This policy only applies to documents that do not require the use of the Common Seal.
4	Financial Management	

Proposed Policy		Comment
4.1	Purchasing	Existing policy. Only minor changes made to streamline the requirements to fill in forms for procurement processes.
4.2	Regional Price Preference	Unchanged policy.
4.3	Financial Management	New policy. It requires the Chief Executive Officer to develop one or various Executive Instructions on signatories on Shire accounts, the supply and use of corporate credit cards, procedures for outstanding debtors and rate debtors, the timely payment of creditors, the investment of surplus funds, petty cash and any other finance related matters, so long as they have been delegated through the Delegations Register. These Executive Instructions will supersede existing Council policies on these matters.
4.4	Signing Purchase Orders	Amended policy. The maximum threshold for the signing of Purchase Orders have been revised for most positions. Thresholds for the Property Assets and Maintenance Coordinator and the Technical Services Coordinator have been added.
4.5	Pandemic and Natural Disaster Financial Hardship	Amended policy. Policy expanded from COVID-19 to cover all pandemic and natural disasters.
4.6	Waiving of Fees	Existing policy. No substantial amendments. Note: The Shire is seeking advice from WALGA as to whether the waiving of fees can be delegated to the Chief Executive Officer.
4.7	Donations and Sponsorship	New policy. It allows the Chief Executive Officer to make small donations to various recipients within the community.
4.8	Asset Management Policy	Minor amendments made to the current policy. Removed references to the Environmental Health Officer and added the Manager of Strategic Business Development.
5	Law, Order and Public Safety	
5.1	Bush Fire Advisory Committee	New policy. It provides for the establishment and regulation of the Bush Fire Advisory Committee.
5.2	Emergency Management	New policy. It requires the Chief Executive Officer to develop Executive Instructions on fire permits, fire breaks, burning on Sundays and public holidays, and harvest bans. This matters are currently covered by several Council policies.
6	Environmental Health and Food	
6.1	Health Policy for Shire Events	Unchanged policy.
7	Personnel and Work Health and Safety	

Proposed Policy		Comment
7.1	Disciplinary Action	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on the management of disciplinary matters.
7.2	Discrimination, Harassment and Bullying	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the management of discrimination, harassment and bullying matters.
7.3	Employee Performance and Development	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on employee performance and development.
7.4	Grievance	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on how to deal with grievances.
7.5	Higher Duties	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on the granting of higher duties to employees.
7.6	Leave – Award Entitlements	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on leave entitlements under relevant Awards.
7.7	Leave – Community Service	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on leave entitlements for employees providing community services.
7.8	Leave – Long Service	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on long service leave.
7.9	Probationary Periods of Employment	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on probationary periods of employment.
7.10	Recruitment and Selection	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on employee recruitment and selection processes.
7.11	Rostered Days Off	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on rostered days off.
7.12	Secondary Employment	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on employees' secondary employment.
7.13	Training, Study and Education	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on employees' training, study and education.
7.14	Uniforms, PPE and Personal Presentation	New policy that will also cover the current Outside Staff Uniform Policy. It requires the Chief Executive Officer to develop an Executive Instruction on

Proposed Policy		Comment
		uniforms, PPE and personal presentation for indoors and outdoors staff.
7.15	Use of Fleet Vehicles – Work and Private Use	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on the work and private use of fleet vehicles.
7.16	Use of Private Vehicles for Work Purposes	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on the use of private vehicles for work purposes.
7.17	Workplace Surveillance	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on workplace surveillance.
7.18	Salary Sacrifice	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on salary sacrifice.
7.19	Employee Recognition of Service (Gratuity)	Amended policy. The main change relates to the delegation of the provision of gratuities (regardless of the number of years served) to the Chief Executive Officer.
7.20	Employee Recognition of Service (Other than Gratuity)	New policy. It enables the Chief Executive Officer to provide a gift, gift card or voucher to an employee in recognition of their service under certain circumstances.
7.21	Councillor and Employee Superannuation	Amended policy. It now includes reference to Councillors' entitlements to be paid superannuation (if they choose to do so), and clarifies arrangements for employees to make additional superannuation contributions.
7.22	Equal Employment Opportunity, Diversity and Inclusion	New policy. It outlines Council's commitment to equal opportunity, diversity and inclusion, and indicates how this is to be integrated in the Shire's operations.
7.23	Work Health and Safety	Amended policy. It outlines Council's commitment to Work Health and Safety, and requires the Chief Executive Officer to develop an Executive Instruction on the matter.
7.24	Drugs and Alcohol	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on drugs and alcohol in the workplace.
7.25	Workplace Visitors	New policy. It outlines Work Health and Safety requirements applying to workplace visitors.
7.26	Mental Health	New policy. It outlines Council's commitment to mental health, identifies roles and responsibilities with regard to this matter, and indicates communication requirements relating to mental health.

Proposed Policy		Comment
7.27	Working from Home	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on employees working from home. It also outlines arrangements for the Chief Executive Officer to work from home.
7.28	Employee Code of Conduct	New policy. It requires the Chief Executive Officer to develop and maintain an Employee Code of Conduct.
7.29	Domestic Violence	New policy. It outlines the Shire's approach to supporting workers impacted by domestic violence, and provides guidance for managers and workers seeking to support a colleague who might be experiencing domestic violence.
7.30	Psychosocial Hazards	New policy. It outlines the Shire's commitment to managing psychosocial hazards, provides an overview of what constitutes a psychosocial hazard, and describes workers' roles in dealing with these hazards.
8	Building and Development	
8.1	Outbuildings, Shipping Containers and Lean-Tos	Unchanged policy.
8.2	Local Planning Policy for Heritage Places	Unchanged policy.
9	Community Facilities and Engagement	
9.1	Hire of Community Bus	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the hiring of the community bus. It includes a requirement for the Executive Instruction to reflect Council's decisions on the free hiring of the community bus by the Bruce Rock Seniors Association. It also includes the ability for the Chief Executive Officer to use the bus free of charge to transport staff to professional and team development events.
9.2	Hire of Buick	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on the hiring of the buick.
9.3	Lease of Community Crop	Unchanged policy.
9.4	Community Engagement	Largely unchanged. Some editorial changes made.
9.5	Aquatic Centre	New policy. It requires the Chief Executive Officer to develop an Executive Instruction on the rules applying to patrons visiting the Aquatic Centre.

Proposed Policy		Comment
10	Works and Services	
10.1	Employees' Private Use of Plant and Equipment	Amended policy. It now requires the Chief Executive Officer to develop an Executive Instruction on employees' private use of the Shire's plant and equipment.
10.2	Dust Suppression Treatment of Unsealed Roads	Unchanged policy.
10.3	Crossovers	Unchanged policy.
10.4	Light Vehicle Fleet Replacement	Largely unchanged. Minor editorial changes made.
10.5	Acquisition of Road Building and Other Commodities	Unchanged policy.

Discontinued Policies

It is proposed that several current policies be removed from the revised Policy Manual due to no longer being relevant or necessary. These policies are listed below:

- Dress Code for Citizenship Ceremonies
- Payment of Subsidy for the Connection to the Septic Tank Effluent Disposal Scheme (STED)
- Bruce Rock Recreation Centre
- Turf Infrastructure Replacement Fund
- Procedure for Community Grant Applications

Council could reinstate these policies, or the Chief Executive Officer could issue Executive Directives on some of these topics, should it be considered necessary.

10.5.3 Bush Fire Brigades Local Law

File Reference	0925.10.5.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 September 2025
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Proposed Bush Fire Brigades Local Law 2. Establishment of Bush Fire Brigades – WALGA Advise 3. Bush Fire Brigades Local Law – Local Public Notice	

Summary

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

Background***Legality of Current Brigades***

Currently, there are three (3) volunteer bush fire brigades in operation within the Shire, namely the Shackleton, Ardath and Babakin Brigades.

In January 2023, WALGA advised that it had been contacted by the Department of Fire and Emergency Services (DFES) informing that it had received advice from the State Solicitor's Office questioning the legality of bush fire brigades established by Local Governments in the absence of an associated Local Law (**Attachment 2**).

DFES and WALGA sought legal advice on the matter, which confirmed the requirement for the brigades to be established under a Local Law. The head of power to make a Local Law on the establishment of bush fire brigades is provided by section 62 of the Bush Fires Act 1954 (Act).

In the absence of a Local Law, the following is likely to be invalid:

- Registration of a brigade and brigade members under section 41(2) of the Act;
- Election and duties of brigade officers under section 43 of the Act; and
- The powers of brigade officers relevant to preventing, controlling and extinguishing a bush fire under section 44 of the Act.

Although not having adopted a relevant Local Law means that the Shire's brigades are not properly constituted, WALGA has advised that the appointment of Bush Fire Control Officers means that the Shire can effectively ensure the conduct of normal brigade activities, including responding to bush fires and directing firefighting assets and volunteers.

Further, WALGA's legal advice indicates that volunteers are currently covered for compensation and protected from liability if conducting normal brigade activities under the direction of the Chief Bush Fire Control Officer.

Making of Local Law

WALGA has recommended the making of a Bush Fire Brigades Local Law by the Shire to ensure its brigades are properly established, and that brigade officers are properly registered and empowered.

Consultation

Consultation has been undertaken with the:

- Chief Bush Fire Control Officer;
- Bush Fire Advisory Committee; and
- Chief Executive Officer.

Statutory Environment

The following statutory provisions relate:

- Sections 41, 43, 44 and 62 of the Bush Fires Act 1945; and
- Section 3.12(3) of the Local Government Act 1995.

Policy Implications

Policy 8.1 Bushfire Brigades and Governance Structure relates.

Financial Implications

Nil.

Strategic Implications

Outcome:	1. 0	Community Priorities
Strategy:	1.4	Support and emergency services planning, response and recovery

Outcome:	4. 0	Governance Priorities
Strategy:	4.3	Proactive and well governed Shire

Risk Implications

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

Risk Matrix

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

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

This risk is not needed to be added to the Shire's Risk Register, and does not require a risk treatment plan.

Comment/Conclusion

The administration has developed a draft Bush Fire Brigades Local Law for Council's consideration. The draft has been developed using a template provided by WALGA.

Council is required to give local public notice stating that:

- It proposes to make a Local Law, with its purpose and effect summarised in the notice;
- A copy of the proposed Local Law may be inspected or obtained at any place specified in the notice; and
- Submissions about the proposed Local Law may be made to the Shire before a day being specified in the notice, being a day that is not less than six (6) weeks after the notice is given.

The proposed local public notice is provided as **Attachment 3**.

As soon as the notice is given, a copy of the proposed Local Law and a copy of the notice must be provided to the Minister for Local Government and any other Minister that has responsibility for administering the Act under which the proposed Local Law is to be made.

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 10.5.3

Moved: Cr S Strange

Seconded: Cr J Verhoogt

That, with respect to the making of the proposed Bush Fire Brigades Local Law, Council:

- 1. In accordance with section 3.12(3) of the Local Government Act 1995, approve that a local public notice be given stating that:**
 - a) The Shire of Bruce Rock proposes to make a Bush Fire Brigades Local Law, with the purpose and effect of the proposed Local Law summarised in the notice as follows:**
 - **Purpose: To make provisions about the establishment, organisation and maintenance of bush fire brigades.**
 - **Effect: Bush Fire Brigades are created in accordance with the Bush Fires Act 1954.**
 - b) A copy of the proposed Local Law may be inspected or obtained at the Shire's administration office; and**
 - c) Submissions about the proposed Local Law may be made to the Shire within a period of six (6) weeks after the notice is given;**
- 2. Note that, as soon as the notice is given, the Shire of Bruce Rock's Chief Executive Officer will send copies of the local public notice and the proposed Local Law to the Minister for Local Government and the Minister for Emergency Services;**
- 3. Note that a copy of the Local Law will be supplied to any person requesting it; and**
- 4. Note that the results of the public consultation will be presented to Council for consideration.**

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

Against: Nil

Carried 7/0

SHIRE OF BRUCE ROCK

BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF BRUCE ROCK

BUSH FIRE BRIGADES LOCAL LAW 2024

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

PART 1 - PRELIMINARY

1.1 Citation

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

1.2 Definitions

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

Act means the *Bush Fires Act 1954*;

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

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

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

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

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

Council means the Council of the local government;

district means the district of the local government;

local government means the Shire of Bruce Rock; and

Regulations means Regulations made under the Act.

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

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

1.3 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

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

2.2 Name and officers of bush fire brigade

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

2.3 Duties of Captain and Lieutenant

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

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

Division 2 – Transitional

2.4 Existing Bush Fire Brigades

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

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

Division 3 – Dissolution of bush fire brigade

2.5 Dissolution of bush fire brigade

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

2.6 New arrangement after dissolution

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

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

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

3.2 Officers to be supplied with Act

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

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

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

3.4 Chief Bush Fire Control Officer may attend meetings

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

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

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

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

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

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

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

3.8 Nomination of bush fire control officer to the local government

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

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

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

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

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

3.11 Advisory Committee to nominate bush fire control officers

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

3.12 Local government to have regard to nominees

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

3.13 Advisory Committee to consider bush fire brigade motions

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

INFOPAGE

BUSH FIRE BRIGADE LOCAL LAWS, January 2023

WALGA was recently contacted by the Department of Fire and Emergency Services (DFES), who informed of State Solicitor's Office advice questioning the legality of Bush Fire Brigades established by Local Governments in the absence of an associated Bush Fire Brigades Local Law.

WALGA obtained its own separate, independent legal advice that confirmed the same; having established a Bush Fire Brigade, it is a requirement that the Local Government also adopt an associated Bush Fire Brigades Local Law.

WALGA has identified your Local Government as potentially falling into this category, following a search of your Local Government website for a BFB Local Law.

The Issues

1. DFES and WALGA have received separate, independent legal advice on the establishment of Bush Fire Brigades (BFB) by Local Governments under s.41 of the *Bush Fires Act 1954* (BF Act);
2. The consistent legal position is that a Local Government, having exercised discretion to establish a BFB, **must do so by making a Local Law** – ref s.41(1) of the BF Act;
3. The head of power to make a BFB Local Law is under s.62 of the BF Act.
4. The Parliamentary Joint Standing Committee on Delegated Legislation has reported a similar requirement: 'Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose' (Ref: Report 16, June 2019 at 2.2)

Relevant Consequences

5. Where a BFBs has been established in the absence of a Local Law, WALGA's legal advice indicates that the registration of the Brigade and Brigade membership under s.41(2) is likely to be invalid;
6. In the absence of a Local Law, the election and duties of BFB officers under s.43 is likely to be invalid.
7. In the absence of a Local Law, the powers of BFB officers relevant to preventing, controlling and extinguishing a bush fire under s.44 is likely to be invalid.

WALGA's requested legal advice on other matters that we believe will provide some reassurances in the short term.

Although not having adopted a BFB Local Law will mean that Brigades are not properly constituted, we have been advised that the appointment of Bush Fire Control Officers will mean that Local Governments can effectively ensure the conduct of normal brigade activities, including responding to bush fires and directing firefighting assets and volunteers.

Our legal advice provides further reassurances that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

Arrangements – Short Term

1. In the short term, Local Governments should ensure that a sufficient number of bush fire control officers (BFCO) are appointed under s.38(1) of the BF Act:
‘A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it’;
2. BFCO’s special powers are set out in s.39 of the BF Act and this appointment will also ensure the proper direction of Brigades in responding to a bush fire, as set out in s.44(4) of the BF Act:
‘(4) Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.’
3. WALGA’s legal advice notes that a BFCO could manage a BFB established without a Local Law however this is not recommended as a permanent solution as BFBs will not have direct authority and powers otherwise provided under the BF Act.

Protections

4. WALGA sought legal advice on the application of Part 6B And Part 7 of the Fire and Emergency Services Act 1998 (FES Act);
5. Part 6B applies to compensation entitlements for volunteers engaged in emergency response activities including firefighting;
6. Legal advice is that the compensation provisions will cover a person who engages in volunteer activities by participating in ‘normal brigade activities’ under the direction of a BFCO;
7. Part 7 applies to protection of persons acting in good faith when performing functions under emergency services Acts, including volunteer firefighters;
8. Similarly, legal advice confirms that a volunteer acting under the direction of a BFCO when carrying out ‘normal brigade activities’ will be able to rely upon the statutory protection under s.37 of the FES Act.

Arrangements – Intermediate Term

1. The Local Government is required to adopt a BFB Local Law to ensure its Bush Fire Brigades are properly established and Brigade officers are properly registered and empowered.
2. WALGA has developed a template BFB Local Law addressing the BF Act local law-making requirements. This can be made freely available upon request.
3. WALGA can also provide general advice on the local law-making process and the development of a Council agenda item for this purpose;
4. Alternatively, the Local Government can obtain its own legal advice for the purpose of drafting a BFB Local Law.

Validity of Bush Fire Brigades Local Laws (Bylaws)

Introduction

WALGA is assisting the Department of Fire and Emergency Services with communications to Local Governments regarding Bush Fire Brigade Local Laws (BFB LL). WALGA has previously sought and distributed independent legal advice on the contemporary operation of Bush Fire Brigades and the role of appointed Bush Fire Control Officers, in the absence of a Bush Fire Brigades Local Law.

Questions have since been raised by Local Government that adopted, and have not repealed, a BFB LL prior to the commencement of the current *Bush Fires Act 1954*.

WALGA sought specific legal advice on the following question: “...whether local laws (bylaws) which validly established Bush Fire Brigades under *Bush Fires Act 1937* (WA) validly survive the repeal of that Act and the commencement of the *Bush Fires Act 1954* (WA) specifically via the operation of section 36 of the *Interpretation Act 1984*.

Summary of Legal Advice

- Section 6 of the *Bush Fires Act 1954* ‘as passed’ expressly declared that the “repealing and re-enacting of a provision” section of the *Interpretation Act* (s.15 of the *Interpretation Act 1918* (reprinted in 1953) and s.36 of the *Interpretation Act 1984* (WA)) applies to the *Bush Fires Act 1954*.
- Legal advice is that it is apparent at the time of passing the *Bush Fires Act 1954*, Parliament intended for local laws (formerly ‘bylaws’) establishing Bushfire Brigades under the *Bush Fires Act 1937*, to continue to have effect and therefore for those Brigades to continue. However, it is extremely unlikely that the Parliament would have intended those local laws to have continued in place for an extended period.
- Attention then turns to whether the other requirements of the *Bush Fires Act 1954* have been complied with, namely have there been any substantive changes to s.36(d) following the ‘as passed’ Act.
- Legal advice confirms that the clear and ordinary meaning of s.36(d) of the *Bush Fires Act 1954* has not changed in a manner relevant to the issue of establishment of Bush Fire Brigades between 1954 and 2023. Therefore, a local law made under the *Bush Fires Act 1937* which has not been repealed and where a Local Government does not have a local law to a similar effect made under the *Bush Fires Act 1954*, **is likely to still be in force**.
- Legal advice notes that a local law made under the *Bush Fires Act 1937*, whilst valid, may well not be fit for purpose now.

Note: For the purposes of the legal advice obtained, it was assumed that the local laws which established the Bush Fire Brigade under the *Bush Fires Act 1937*, did so validly at the time they came into effect.

Good Governance Considerations

From the perspective of the legal advice received, it might be said that a BFB LL made under the *Bush Fires Act 1937* is technically valid but likely to be practically obsolete. In accordance with our previous legal advice, it is therefore recommended that Local Governments with a local law established under the *Bush Fires Act 1937*:

- a. ensure there are an adequate number of appointed Bush Fire Control Officer to conduct 'normal brigade activities' and manage fires in its district in the short term; and
- b. consider making a local law to establish the Bush Fire Brigade under the *Bush Fires Act 1954* and to repeal the local law made under the *Bush Fires Act 1937*.

Bush Fire Brigade Local Laws – 1954 to 1996

Further investigation of the Government Gazette has identified that many Local Governments have adopted a BFB LL since the commencement of the *Bush Fires Act 1954* and there is no doubt as to the validity of these local laws.

However it is clear that many Local Governments were until recently, unaware of the existence of a BFB LL (for example, the local law is not published on the Local Government's website) and the *Local Government Act 1995* requirement to conduct an 8 year review of local laws has not been applied to BFB LLs. (Please note that the lack of an 8 year review does not invalidate any local law).

WALGA therefore suggests that Local Governments with BFB LLs adopted as bylaws prior to the commencement of the *Local Government Act* in 1996 give similar consideration as to whether this local law remains fit for purpose to the contemporary operation of Bush Fire Brigades within the district.

WALGA Local Laws Service

If you require assistance with any aspect of the local law-making process relating to Bush Fire Brigades, please contact WALGA's Governance & Procurement team at governance@walga.asn.au or call 9213 2514.

Local Public Notice

Notice of Proposal to Make a Local Law

As per section 3.12 of the Local Government Act 1995, the Shire of Bruce Rock gives local public notice of its intention to make the following local law:

BUSH FIRE BRIGADES LOCAL LAW

Purpose of the proposed local law: To make provisions about the establishment, organisation and maintenance of bush fire brigades.

Effect of the proposed local law: Bush fire brigades are created in accordance with the Bush Fires Act 1954.

A copy of the proposed local law may be inspected at, or obtained from:

Shire of Bruce Rock – Administration Office
54 Johnson Street
Bruce Rock
Between 8.30am and 4.30pm, Monday to Friday.

Shire of Bruce Rock's website: www.brucerock.wa.gov.au

Submissions about the proposed local law should be made in writing and addressed to the Chief Executive Officer. Submissions may be submitted by post, in person or via email.

<i>Post</i>	<i>In person</i>	<i>Email</i>
Shire of Bruce Rock	Shire of Bruce Rock	admin@brucerock.wa.gov.au
PO Box 113	54 Johnson Street	
BRUCE ROCK WA 6418	BRUCE ROCK WA 6418	

Submissions close at 5pm on Tuesday, 11 November 2025.

Mark Furr
Chief Executive Officer

25 September 2025

10.6 Chief Executive Officer

10.6.1 Delegation Register 2025 – Version 2

File Reference	092025.10.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.4.1, 6 March 2025
Date	10 September 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. Shire of Bruce Rock Delegation Register 2025 – version 2 (under separate cover)	

Summary

The purpose of this report is to seek Council's approval to amend the Shire of Bruce Rock's (Shire) Delegations Register. The Delegations Register has been reviewed again since March 2025. These further changes are recommended to assist the Shire's administration in meeting its obligations under the Local Government Act 1995 (WA) (Act).

Background

Section 5.46(2) of the Act requires that delegations made under the Act be reviewed at least once every financial year. The Shire last reviewed its Delegations Register at the Ordinary Meeting of Council (OCM) of 6 March 2025.

Since that meeting, a further review of the delegations has been undertaken to accurately represent the sub-delegate roles within the register; removing the role of Manager Regulatory Services; and, where applicable, including the role of Manager Strategic Business Development.

Additionally, Section 2.2.16 of the Register, "Defer, Grant Discounts, Waive or Write Off Debts" has been amended to include an additional Council Condition within this delegation that enables the Chief Executive Officer to waive a debt up to the value of \$409.

This value is determined by the fee associated with hiring the Amphitheatre with sound and lighting, which is the highest charge associated with the hiring of recreation facilities listed in the Shire's fees and charges schedule for 2025/26, and subsequently incorporates hire fees for the Shire Hall, Aquatic and Recreation Centre.

Consultation

Consultation has been undertaken with the following:

- West Australian Local Government Association (WALGA) Governance Services; and
- Manager of Governance and Community Services.

Statutory Environment

The following statutes relate:

- Local Government Act 1995;
- Local Government (Administration) Regulations, regulation 19;
- Building Act 2011;
- Bush Fires Act 1954;
- Cat Act 2011;
- Dog Act 1976;
- Food Act 2008;
- Health (Miscellaneous Provisions) Act 1911;
- Public Health Act 2016;
- Local Government (Miscellaneous Provisions) Act 1960;
- Planning and Development Act 2005;
- Graffiti Vandalism Act 2016;
- Caravan Parks and Camping Grounds Act 1995;
- Control of Vehicles (Off-road Areas) Act 1978;
- Environmental Protection Act 1986;
- Strata Titles Act 1985;
- Main Roads Act 1930;
- Road Traffic (Vehicles) Act 2012;
- Interpretation Act 1984; and
- All Local Laws of the Shire.

Policy Implications

The proposed minor changes to the Delegations Register mean that the Council Policy Manual will require updating to ensure that all governance documents remain aligned.

Financial Implications

There are no known meaningful financial implications relative to this matter.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt a Delegations Register in the 2024/25 financial year would result in Council breaching section 5.46 of the Act.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

It is recommended that Council adopt the proposed Shire of Bruce Rock Delegations Register 2025 - version 2.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 10.6.1

Moved: Cr KP Foss

Seconded: Cr PK Hodgkiss

That, with respect to the 2025 Delegations Register, Council:

1. Accepts the amendment to Section 2.2.16 Defer, Grant Discounts, Waive or Write Off Debts;
2. Accepts the amendments to Sub-Delegates appointed by the Chief Executive Officer; and
3. Delegates its powers and duties to the Chief Executive Officer, as per the Shire of Bruce Rock Delegations Register 2025 version 2.

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

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

12. Confidential Items

12.1 Request to lease Unit 1/102-104 Butcher Street Bruce Rock

File Reference	092025.12.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Mr Simon Campbell – Bruce Rock Licensed Post Office (BK LPO)
Previous Item Numbers	Nil
Date	10 September 2025
Author	Melissa Schilling – Manager of Strategic Business Development
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments - Letter from BK LPO Request to Lease U1 9 Swan Street - Item 10.1.2 Attachment B - Valuation Unit 1/102-104 Butcher (Unit 1 Swan) Street Bruce Rock	

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 12.1

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

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

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

Against: Nil

Carried 7/0

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 12.1

Moved: Cr BJ Waight

Seconded: Cr KP Foss

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

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

Against: Nil

Carried 7/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 12.1

Moved: Cr S Strange

Seconded: Cr BJ Waight

That Council

- 1. Approves, for public comment, the request from BK LPO (Mr Simon Campbell) to lease Unit 1/102–104 Butcher Street, Bruce Rock under the following conditions:**
 - a. Lease term of three (3) years;**
 - b. Annual rental of \$9,500 per annum, excluding GST and outgoings, equating to \$10,450 per annum including GST;**
 - c. Rent to be subject to annual budget review;**
 - d. Lessee to be responsible for all outgoings; and**
 - e. The purpose of the lease to be the operation of a local depot for mail, freight and gas bottles.**
- 2. Authorises the Chief Executive Officer to execute the lease, subject to compliance with the requirements of section 3.58 of the Local Government Act 1995, and no submissions being received during the public advertising period opposing the proposal.**

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

Against: Nil

Carried 7/0

12.2 Renewal of Medial Services Agreement with Livingstreams Medical Services Pty Ltd

File Reference	12.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 September 2025
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments 1. Letter of Extension to Medical Services Agreement (Under separate Confidential Cover). 2. Deed of Variation (Under separate Confidential Cover).	

OFFICER RECOMMENDATION AND COUNCIL DECISION**Resolution OCM September 25 – 12.2****Moved: Cr J Verhoogt****Seconded: Cr KP Foss**

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

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

Against: Nil**Carried 7/0**

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 12.2

Moved: Cr J Verhoogt

Seconded: Cr BJ Waight

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

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

Against: Nil

Carried 7/0

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

Resolution OCM September 25 – 12.2

Moved: Cr KP Foss

Seconded: Cr PK Hodgkiss

That Council:

- 1. Notes that, under Clause 2.3 of the Medical Services Agreement, the contract with Livingstreams Medical Services Pty Ltd (Dr. Olumuyiwa Jegede) is being renewed for a further term of 48 months; and**
- 2. Endorses the extension of the contract, including minor administrative changes as outlined in the confidential attachments, in the interests of transparency and community confidence.**

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

Against: Nil

Carried 7/0

13. Closure of the Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 4.26pm.

These minutes were confirmed at a meeting on 16 October 2025.

Cr R Rajagopalan
Shire President