



Shire of
Bruce Rock
Where friends become family



Minutes

Ordinary Meeting of Council

Held in Council Chambers

54 Johnson Street, Bruce Rock

Thursday 25 June 2026

SHIRE OF BRUCE ROCK

MINUTES– ORDINARY MEETING 25 JUNE 2026

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SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 25 JUNE 2026

1. Declaration of Opening

Cr Ram Rajagopalan welcomed everyone and opened the meeting at 4.52 pm.

2. Record of Attendance

Shire President	Cr R Rajagopalan
Deputy Shire President	Cr AR Crooks
Councillors	Cr AJ Buegge
	Cr KP Foss
	Cr PK Hodgkiss
	Cr J Verhoogt

Chief Executive Officer	Mr M Furr
Deputy Chief Executive Officer	Ms M Haythornthwaite
Executive Manager Corporate Services	Mr M Darby
Executive Services Manager	Mrs V Ward

Apologies

Executive Manager Technical Services	Mr G Stephens
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Leave of Absence (Previously Approved)

Cr S Strange

3. Declarations of Interest

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

Date	Name	Item No	Reason
25 June 2026	Cr Rajagopalan	10.3.3 – Schedule of Fees and Charges for 2026/27 Budget	Rents a factory unit (Dental Surgery within the Health Centre)

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason
25 June 2026	Cr Hodgkiss	12.1 & 12.2	Properties in question are in close proximity to my residence

4. Response to Previous Public Questions Taken on Notice

Nil

5. Public Question Time

Nil

6. Petitions/Deputations/Presentations/Submissions

Nil

7. Applications for Leave of Absence

COUNCIL RESOLUTION 20260625.01

Moved: Cr Hodgkiss Seconded: Cr Foss

That Cr Crooks be granted a leave of absence from the Ordinary meetings of Council which will be held on 23 July 2026 and 20 August 2026 respectively.

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

8. Announcements by the Person Presiding without Discussion

The Presiding Member thanked everyone for the nomination for the Merit Award and those who attended the WALGA Awards Night.

9. Confirmation of Minutes

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.02

Moved: Cr Foss Seconded: Cr Verhoogt

That the minutes of the Ordinary Council Meeting held on 21 May 2026 be confirmed as an accurate record of the proceedings.

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

10. Matters for Decision

10.1 Executive Manager Technical Services

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

10.2 Deputy Chief Executive Officer

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

10.3 Executive Manager Corporate Services

10.3.1 Schedule of Accounts Paid – May 2026

File Reference	1.0053
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	18 June 2026
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Schedule of Accounts Paid – May 2026

Summary

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

Background

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

Consultation

Consultation has been undertaken with the Senior Finance Officer, Finance Officer and Executive Services Manager.

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and

environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

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

Below is a summary of activity:

<i>As at 31 May 2026 2026</i>		
Payment Type	\$	%
Municipal Account Cheque	\$15,869.25	1.79%
Municipal Account EFT (incl. Payroll)	\$829,633.81	93.82%
Total Trust Account EFT	\$0.00	0.00%
Total Trust Account Cheque	\$0.00	0.00%
Direct Debits	\$32,849.03	3.71%
Credit Cards	\$4,982.47	0.56%
Fuel Cards	\$963.87	0.11%
Total Payments	\$884,298.43	100.00%

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.03	
Moved: Cr Buegge	Seconded: Cr Foss
That with respect to the Schedule of Accounts Paid for May 2026, Council note the Report as presented.	
CARRIED 6/0	
For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt	
Against: Nil	

Schedule of Accounts Paid May 2026						
Serial No	Chq/EFT	Date	Name	Description	Amount	Legend
Municipal Account Cheques						
1	60	14/05/2026	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTY	\$49.62	
2	61	21/05/2026	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP APRIL 2026	\$32.00	
3	62	28/05/2026	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$15,787.63	
Total Cheques					\$15,869.25	
Municipal Account EFTs (incl. Payroll)						
4	EFT25723	07/05/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 29/04/2026 (EOM TRANSACTION)	\$1,821.35	R
5	EFT25724	04/05/2026	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/04/2026 (EOM TRANSACTION)	\$45,028.55	R
6		06/05/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FNE 06/05/2026	\$88,705.01	
7	EFT25725	07/05/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	REFRESHMENTS FOR COUNCIL MEETING APRIL 2026	\$24.00	
8	EFT25726	07/05/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FNE 06/05/2026	\$1,805.30	
9	EFT25727	07/05/2026	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$707.07	
10	EFT25728	07/05/2026	FRONTLINE FIRE & RESCUE EQUIPMENT	PARTS FOR BK6674	\$2,513.23	
11	EFT25729	07/05/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR APRIL 2026	\$538.88	
12	EFT25730	07/05/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTY	\$2,623.50	
13	EFT25731	07/05/2026	MICHAEL GEOFFREY DARBY	REIMBURSEMENT OF EXPENSES	\$329.98	
14	EFT25732	07/05/2026	ROADSTONE WEST PTY LTD T/A GREENFIELD TECHNICAL SERVICES	LEVEL 1 BRIDGE INSPECTIONS	\$61,710.00	
15	EFT25733	07/05/2026	VANESSA WARD	REIMBURSEMENT OF EXPENSES	\$39.00	
16	EFT25734	07/05/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$491.50	
17	EFT25735	07/05/2026	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOTMI VEHICLE INSPECTION BALANCE OF REVENUE APRIL 2026 (EOM TRANSACTION)	\$233.85	R
18	EFT25736	01/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	HOUSE CURLEW DRIVE LOAN CAPITAL REPAYMENT & INTEREST	\$14,688.86	
19	EFT25737	04/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	SUPERMARKET BUILDING LOAN CAPITAL REPAYMENT & INTEREST	\$80,455.92	
20	EFT25738	11/05/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$264.00	
21	EFT25739	11/05/2026	BOOEASY AUSTRALIA PTY LTD	ONLINE CARAVAN PARK BOOKING APRIL 2026	\$220.00	
22	EFT25740	11/05/2026	BRUCE ROCK AMATEUR SWIMMING CLUB INC	PURCHASE OF EQUIPMENT AND STORAGE FOR SQUAD DEVELOPMENT	\$389.84	
23	EFT25741	11/05/2026	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGE	\$7.91	
24	EFT25742	11/05/2026	TL ENGINEERING (AUST) PTY LTD	PARTS FOR BK604	\$1,351.57	
25	EFT25743	11/05/2026	VIZONA PTY LTD	DEPOSIT FOR SOLAR STREET LIGHT	\$2,387.00	
26	EFT25745	12/05/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR WORKS AND SERVICES DAY MAY 2026	\$3,150.00	R
27	EFT25746	12/05/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL FOR APRIL 2026	\$56.65	
28	EFT25747	12/05/2026	HIP POCKET WORKWEAR & SAFETY GERALDTON	STAFF AND COUNCILLOR UNIFORMS	\$990.00	
29	EFT25748	12/05/2026	STAR TRACK EXPRESS PTY LIMITED	FREIGHT CHARGES	\$87.00	
30	EFT25749	12/05/2026	TELSTRA	TELEPHONE CHARGES	\$1,620.32	
31	EFT25750	14/05/2026	AUSTRALIA POST	POSTAL CHARGES FOR APRIL 2026	\$42.00	
32	EFT25751	14/05/2026	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT	\$999.00	
33	EFT25752	14/05/2026	AVON WASTE	KERBSIDE WASTE AND RECYCLING COLLECTIONS & BULK RECYCLING COLLECTIONS FOR APRIL 2026	\$13,325.82	
34	EFT25753	14/05/2026	BENARA NURSERIES	PLANTS FOR REC CENTRE	\$1,656.44	
35	EFT25754	14/05/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$748.00	
36	EFT25755	14/05/2026	BOC LIMITED	GAS BOTTLE RENTAL	\$100.06	
37	EFT25756	14/05/2026	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR WEROC MAY 2026	\$800.00	
38	EFT25757	14/05/2026	BRUCE ROCK DISTRICT CLUB	FOOD AND REFRESHMENTS FOR ANZAC DAY 2026	\$1,499.50	
39	EFT25758	14/05/2026	BRUCE ROCK ENGINEERING	SUPPLY, FIT, AND BALANCE TYRES FOR BK02 & BK08	\$1,673.82	
40	EFT25759	14/05/2026	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTY	\$58.00	
41	EFT25760	14/05/2026	BAILEYS FERTILISERS	FERTILIZER FOR OVAL	\$3,300.00	
42	EFT25761	14/05/2026	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORKS AT SHIRE PROPERTIES	\$1,369.50	
43	EFT25762	14/05/2026	CLEANAWAY DANIELS SERVICES PTY LTD	MEDICAL CENTRE SHARPS DISPOSAL	\$224.57	
44	EFT25763	14/05/2026	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$551.83	
45	EFT25764	14/05/2026	FILTERS PLUS WA	PARTS FOR BK409 AND BK6515	\$550.88	
46	EFT25765	14/05/2026	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD T/A HARRIYANDLE FAMILY TRUST	EXECUTIVE SERVICES FOR WORKS DEPARTMENT APRIL 2026	\$3,476.00	
47	EFT25766	14/05/2026	IT VISION SOFTWARE PTY LTD (TRADING AS READYTECH)	STAFF TRAINING	\$550.00	
48	EFT25767	14/05/2026	ITB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK655	\$325.70	
49	EFT25768	14/05/2026	LUKERATIVE PLUMBING, GAS & MAINTENANCE	PLUMBING WORKS AT SHIRE PROPERTIES	\$9,777.90	
50	EFT25769	14/05/2026	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING OF SHIRE OFFICE APRIL 2026	\$44.00	
51	EFT25770	14/05/2026	NAPA	PARTS FOR BK05 AND BK51	\$501.95	
52	EFT25771	14/05/2026	NEWHAVEN FAMILY INVESTMENTS PTY LTD & THE TRUSTEE FOR LUCWAMBU DISCRETIONARY TRUST T/A PERTH BETTER HOMES	REMOVAL OF SHADE SAILS AND INSTALL POSTS AT AQUATIC CENTRE	\$5,280.00	
53	EFT25772	14/05/2026	PORTER EQUIPMENT AUSTRALIA PTY LTD	PARTS FOR BK06	\$620.40	
54	EFT25773	14/05/2026	SHIRE OF KELLERBERRIN	HIRE OF STREET SWEEPER APRIL 2026	\$3,052.50	
55	EFT25774	14/05/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	SUPPLY OF NEW MONITORS	\$1,590.60	
56	EFT25775	14/05/2026	SOURCE MY PARTS	PARTS FOR BK373	\$854.27	
57	EFT25776	14/05/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	DEFIBRILLATOR METAL SIGN & BRACKET FOR MED CENTRE	\$39.00	
58	EFT25777	14/05/2026	STATEWIDE BEARINGS	PARTS FOR BK510	\$25.74	
59	EFT25778	14/05/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$19,895.48	PR
60	EFT25779	14/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGE	\$273.70	
61	EFT25780	14/05/2026	TWO DOGS MITRE 10	POTTING MIX FOR REC CENTRE GARDENS	\$697.65	
62	EFT25781	14/05/2026	WA AGRISTORE PTY LTD	MATERIALS FOR REC CENTRE CAR PARK AND GARDENS MAINTENANCE	\$650.10	
63	EFT25782	14/05/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	\$1,243.00	
64	EFT25783	14/05/2026	WESTRAC PTY LTD	PARTS FOR BK727	\$512.63	

65	EFT25784	14/05/2026	WILSONS SIGN SOLUTIONS	NAME PLATE FOR COMMUNITY EVENTS & ENGAGEMENT OFFICER AND DOOR SIGN FOR SHIRE OFFICE	\$126.50	
66	EFT25785	19/05/2026	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFITS TAX RETURN 2025/26	\$2,622.96	
67		20/05/2026	PAYROLL DIRECT DEBIT OF NET PAYS	PAYROLL FNE 20/05/2026	\$86,186.76	
68	EFT25786	21/05/2026	AUSTRALIAN TAXATION OFFICE	BAS FOR APRIL 2026	\$28,821.00	

69	EFT25787	21/05/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$1,276.00	
70	EFT25788	21/05/2026	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$673.27	
71	EFT25789	21/05/2026	BRAYCO COMMERCIAL PTY LTD	CHAIRS FOR AQUATIC CENTRE	\$1,638.00	
72	EFT25790	21/05/2026	BRETT WILLIAM WAYE	REIMBURSEMENT OF EXPENSES	\$62.35	
73	EFT25791	21/05/2026	COLPET BROWNLEY	MANAGEMENT OF LANDFILL SITE FOR FNE 20/05/2026	\$2,063.20	
74	EFT25792	21/05/2026	MAHJAE PTY LTD T/A WHITNEY CONSULTING	FUNDING STRATEGY AND REPORT	\$5,498.90	
75	EFT25793	21/05/2026	OFFICEWORKS BUSINESS DIRECT	STATIONERY ITEMS AND OFFICE EQUIPMENT FOR SHIRE OFFICE, DEPOT & MED CENTRE	\$667.31	
76	EFT25794	21/05/2026	POOL CONTROLS	PARTS FOR AQUATIC CENTRE	\$292.96	
77	EFT25795	21/05/2026	RAMESH RAJAGOPALAN	ELECTED MEMBERS FEES AND EXPENSES CLAIM FOR APRIL & MAY 2026	\$906.00	
78	EFT25796	21/05/2026	STAMP STORE	ADJUSTABLE DATE STAMP	\$149.50	
79	EFT25797	21/05/2026	TELSTRA	HARVEST BAN SMS SERVICE	\$40.21	
80	EFT25798	21/05/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	REGISTRATION FOR WALGA LOCAL GOVERNMENT AWARDS 2026	\$1,800.00	
81	EFT25799	21/05/2026	WHEATBELT UNIFORMS, SIGNS & SAFETY	STAFF UNIFORM	\$239.53	
82	EFT25800	21/05/2026	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$491.50	
83	EFT25801	28/05/2026	L50 SQUARE PTY LTD	STAFF TRAINING FOR WORKS AND SERVICES DEVELOPMENT DAY	\$520.00	
84	EFT25802	28/05/2026	AUSTRALIAN GENERAL PRACTICE ACCREDITATION LIMITED	FEE FOR ACCREDITATION OF MED CENTRE	\$3,590.62	PR
85	EFT25803	28/05/2026	BADGELINK	STAFF NAME BADGE	\$31.45	
86	EFT25804	28/05/2026	BITUMEN DISTRIBUTORS PTY LTD	SUPPLY AND DELIVER CRS EMULSION	\$17,424.00	
87	EFT25805	28/05/2026	BITUTEK PTY LTD (CONTRACTING)	SPRAY AND COVER BITUMINOUS PRODUCTS ON VARIOUS ROADS	\$151,016.25	G
88	EFT25806	28/05/2026	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$334.29	
89	EFT25807	28/05/2026	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COUNCIL MEETING	\$198.00	
90	EFT25808	28/05/2026	BRUCE ROCK ENGINEERING	REPAIR TYRES BK727 AND BK024	\$155.21	
91	EFT25809	28/05/2026	BRUCE ROCK LPO	STATIONERY SUPPLIES FOR MED CENTRE	\$96.99	
92	EFT25810	28/05/2026	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTIES	\$1,265.65	
93	EFT25811	28/05/2026	BAILEYS FERTILISERS	FERTILIZER FOR OVAL	\$5,939.31	
94	EFT25812	28/05/2026	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORKS AT SHIRE PROPERTIES	\$676.50	
95	EFT25813	28/05/2026	CODY EXPRESS TRANSPORT	FREIGHT CHARGES	\$151.04	
96	EFT25814	28/05/2026	COPIER SUPPORT	PHOTOCOPIER METER READING MAY 2026	\$748.66	
97	EFT25815	28/05/2026	CROMAG PTY LTD T/A SIGMA TELFORD GROUP	CONSUMABLES FOR POOL TESTING	\$3,452.57	
98	EFT25816	28/05/2026	EDGE PLANNING & PROPERTY	PLANNING CONSULTATION SERVICES APRIL 2026	\$1,624.83	
99	EFT25817	28/05/2026	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS	\$960.00	
100	EFT25818	28/05/2026	FILTERS PLUS WA	ENGINE OIL FOR BK010 AND PARTS FOR BK06 & BK103	\$402.16	
101	EFT25819	28/05/2026	MAIN ROADS WESTERN AUSTRALIA	LINE MARKING BRUCE ROCK NAREMBEEN RD AND CUMMININ RD INTERSECTION	\$6,458.98	G
102	EFT25820	28/05/2026	MOORE AUSTRALIA (WA) PTY LTD	OFFICER ATTENDANCE AT FINANCIAL REPORTING WORKSHOP 2026	\$2,310.00	
103	EFT25821	28/05/2026	NB HARDWARE & AG SUPPLIES	LINE MARKING PAINT AND PARTS FOR LINE MARKER	\$1,387.89	
104	EFT25822	28/05/2026	OFFICEWORKS BUSINESS DIRECT	CHAIRS FOR SHIRE OFFICE	\$722.98	
105	EFT25823	28/05/2026	QUEST KINGS PARK	STAFF TRAINING ACCOMMODATION	\$1,095.00	
106	EFT25824	28/05/2026	REGAL VENTURES PTY LTD T/A FOODWORKS BRUCE ROCK SUPERMARKET & HARDWARE	VARIOUS GROCERY AND HARDWARE PURCHASES FOR MARCH & APRIL 2026	\$1,920.02	
107	EFT25825	28/05/2026	SANDERS BUILDING PTY LTD ATF SANDERS FAMILY TRUST T/A ICS CARPENTRY	REPAIRS TO VARIOUS SHIRE PROPERTIES	\$27,117.20	
108	EFT25826	28/05/2026	SMITH EARTHMOVING	FINAL TRIM MAINTENANCE GRADING	\$28,419.50	G
109	EFT25827	28/05/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID TRAINING FOR MED CENTRE STAFF	\$360.00	
110	EFT25828	28/05/2026	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGE	\$188.24	
111	EFT25829	28/05/2026	SYDNEY TOOLS PTY LTD	MATERIALS AND TOOLS FOR SHIRE BUILDING MAINTENANCE	\$4,472.10	
112	EFT25830	28/05/2026	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$1,695.06	
113	EFT25831	28/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$407.36	
114	EFT25832	28/05/2026	TELSTRA	TELEPHONE CHARGES	\$1,613.58	
115	EFT25833	28/05/2026	THE TRUSTEE FOR WA FUEL BROKERS T/A DUNNINGS FUEL	BULK DIESEL	\$32,959.58	
116	EFT25834	28/05/2026	TRANSTRUCT	REPAIRS TO BK062	\$964.81	
117	EFT25835	28/05/2026	WA AGRISTORE PTY LTD	MATERIALS FOR ROAD MAINTENANCE	\$204.38	
118	EFT25836	28/05/2026	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES MAY 2026	\$822.25	
119	EFT25837	28/05/2026	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$838.60	
120	EFT25852	28/05/2026	COMMONWEALTH BANK CORPORATE CHARGE CARDS	CREDIT CARD FOR MAY 2026	\$4,982.47	
Total EFTs					\$829,633.81	

Direct Debits							
121	DD11351.1	06/05/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,632.08		
122	DD11351.2	06/05/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58		
123	DD11351.3	06/05/2026	THE TRUSTEE FOR GESB SUPER	SUPERANNUATION CONTRIBUTIONS	\$102.96		
124	DD11351.4	06/05/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,714.29		
125	DD11351.5	06/05/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,440.94		
126	DD11351.6	06/05/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$297.41		
127	DD11351.7	06/05/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$1,666.47		
128	DD11351.8	06/05/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$706.06		
129	DD11351.9	06/05/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.42		
130	DD11397.1	20/05/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,363.70		
131	DD11397.2	20/05/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$321.58		
132	DD11397.3	20/05/2026	THE TRUSTEE FOR GESB SUPER	SUPERANNUATION CONTRIBUTIONS	\$199.64		
133	DD11397.4	20/05/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$4,700.47		
134	DD11397.5	20/05/2026	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,440.94		
135	DD11397.6	20/05/2026	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$1,666.47		
136	DD11397.7	20/05/2026	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$302.70		
137	DD11397.8	20/05/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$706.69		
138	DD11397.9	20/05/2026	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$332.42		
139	DD11351.10	06/05/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	\$72.20		
140	DD11351.11	06/05/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$303.14		
141	DD11397.10	20/05/2026	HESTA	SUPERANNUATION CONTRIBUTIONS	\$47.75		
142	DD11397.11	20/05/2026	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$177.12		
Total Direct Debits					\$32,849.03		
Credit Cards							
143		04/05/2026	NIGHTOWL ARMADALE BP	DIESEL FOR BK1	\$50.90		
144		08/05/2026	PAGODA RESORT SPA	ACCOMMODATION FOR OFFICER ATTENDING WORKSHOP	\$279.98		
145		14/05/2026	HEALTHENGINE	HEALTH ENGINE APP, SMS RECALLS, AND NEW PATIENTS	\$176.00		
146		15/05/2026	CHEMCERT TRAINING GR	ONLINE ACCREDITATION FOR STAFF	\$380.00		
147		15/05/2026	CHEMCERT TRAINING GR	ONLINE ACCREDITATION FOR STAFF	\$380.00		
148		17/05/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$77.00		
149		21/05/2026	BRAYCO COMMERCIAL PT	SUPPLY & DELIVER COMMERCIAL KITCHEN ITEMS	\$3,607.00		
150		25/05/2026	OPENAI	CHAT GPT PRO FOR OFFICER	\$30.82		
151		25/05/2026	COMMBANK	INTERNATIONAL TRANSACTION FEE	\$0.77		
Total Credit Card Payments					\$4,982.47		
Fuel Cards							
Card One							
152		01/05/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$68.73		
153		04/05/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$58.75		
154		04/05/2026	BP ARMADALE	BP PLUS FEE	\$0.38		
155		11/05/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$100.38		
156		11/05/2026	BP ARMADALE	BP PLUS FEE	\$0.38		
157		15/05/2026	BP ARMADALE	UNLEADED FOR DOCTOR'S CAR	\$71.78		
158		15/05/2026	BP ARMADALE	BP PLUS FEE	\$0.38		
159		29/05/2026	BRUCE ROCK OPT	UNLEADED FOR DOCTOR'S CAR	\$84.96		
Card One Total					\$385.74		
Card Five							
160		19/05/2026	BP ASCOT	UNLEADED FOR BK2	\$102.77		
161		19/05/2026	BP ASCOT	BP PLUS FEE	\$0.38		
162		30/05/2026	BP PORT KENNEDY	UNLEADED FOR BK2	\$102.76		
163		30/05/2026	BP PORT KENNEDY	BP PLUS FEE	0.38		
Card Five Total					\$206.29		
Card Four C							
164		19/05/2026	BRUCE ROCK OPT	UNLEADED FOR DEPOT	260.26		
165		19/05/2026	BRUCE ROCK OPT	UNLEADED FOR DEPOT	111.58		
Card Four C Total					\$371.84		
Total Fuel Card Payments					\$963.87		
					Total Municipal Account Cheque Payments	\$15,869.25	1.79%
					Total Municipal Account EFT Payments (incl. Payroll)	\$829,633.81	93.82%
					Total Trust Account EFT Payments	\$0.00	0.00%
					Total Trust Account Cheque Payments	\$0.00	0.00%
					Direct Debits	\$32,849.03	3.71%
					Credit Cards	\$4,982.47	0.56%
					Fuel Cards	\$963.87	0.11%
					Total	\$884,298.43	100.00%

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

10.3.2 Monthly Financial Reports – May 2026

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	18 May 2026
Author	Mike Darby - Executive Manager Corporate Services
Authorising Officer	Mark Furr - Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Monthly Financial Report for May 20262. Capital Projects Tracker for May 2026

Summary

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

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer.

Statutory Environment

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

Policy Implications

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

Financial Implications

All expenditure has been approved via adoption of the 2025/26 Annual Budget, Annual Budget Review or by individual Council resolution.

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

- The overall financial position for May 2026 currently stands at \$608,648 in surplus;
- Rates –The amount received to date is 95.1% of the total to be collected, and there is still more than \$86k still to be collected from both current rates and arrears. It should be noted that there is approximately \$28k related to Pensioner Rates and ESL Deferments.
- The current amount of \$31,204 for 90+ day debts include 17 outstanding amounts which are being followed up.

- A total of 165 transactions to the value of \$884,298 including 139 Electronic Fund Transfers and Direct Debits were paid in May 2026, of which the vast majority were paid within 30 days.
- Capital projects – Year to date, a total of 15 projects are now complete, with a further eight (8) nearing completion before the end of the financial year. It is likely that a further eight (8) projects will carry over into the next financial year due to various factors that have resulted in delays to the projects commencement and or completion.
- Employee costs for May have a positive variance of \$457,559. The Shire has incurred year to date outsourced service delivery costs of \$151,895. These costs are associated with finance, technical services, ranger services, waste contractors, environmental health, town planning and building services. These services are outsourced arrangements rather than charged directly via employee salary and wage costs. The total year to date cost, combining employee and outsourced services is \$2,914,860, resulting in a positive variance of \$305,664 year to date.

Budget Amendments

- Council is advised that the Shire has received \$100,000 from the Department of Water Environment and Regulations, for the funding of a further two (2), water harnessing projects at the Works Depot and Bruce Rock Bowling Club. Management is seeking an amendment to include this additional revenue and expenditure, which has no impact on the overall budgeted financial result for 30 June 2026.
- Council is also advised that due to a successful grant application to Cooperative Bulk Handling (CBH), in partnership with the Community Resource Centre, grant revenue of \$10,000 has been received and subsequently should be recognised within the current financial year, noting that expenditure will be undertaken in 2026/27 financial year.
- Council is further advised that there have been some changes to the Roads to Recovery Funding to better reflect the actual expenditure for the current financial year. Funding for the Narembeen – Bruce Rock – Cumminin Road Intersection has been reduced by \$115,000 from \$282,371 to \$167,371. Funding for Hines Hill Road has been increased by \$103,000 from \$162,250 to \$265,250. Management is seeking an amendment to include variations to both the revenue and expenditure which has no impact to the overall budget for the financial year ending 30 June 2026.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

The May 2026 Monthly Financial Report is presented for review.

Voting Requirements

Part 1 of 2 - Simple Majority; and
Part 2 of 2 – Absolute Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.04 - PART 1 OF 2

Moved: Cr Hodgkiss

Seconded: Cr Buegge

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

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.05 - PART 2 OF 2

Moved: Cr Crooks

Seconded: Cr Verhoogt

That with respect to the Monthly Financial Report for May 2026, and the budget amendments proposed, Council:

1. Approve the budget amendment to recognise Department of Water Environment and Regulations grant funding revenue of \$22,352 to GL117311 and \$87,648 to GL121318 as well as Expenditure of \$22,352 to GL117401 and \$87,648 to GL121401; and
2. Approve the budget amendment to recognise Cooperative Bulk Handling grant funding revenue of \$10,00 to GL138301 and Expenditure of \$10,000 to GL138204.
3. Approve the budget amendment by reducing funding for the Narembeen – Bruce Rock – Cumminin Road Intersection by \$115,000 from \$282,371 to \$167,371 to GL1210309 (Job No R2RI176) and reduce the budgeted expenditure GL121411 (Job No RR0045) by the same amount.
4. Approve the budget amendment by increasing funding for Hines Hill Road by \$103,000 from \$162,250 to \$265,250 to GL1210309 (Job No RRI015) and increase the budgeted expenditure GL121411 (Job No RR015) by the same amount.

CARRIED 6/0

BY ABSOLUTE MAJORITY

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

BY NATURE

	Ref Note	Adopted Annual Budget (a) \$	Amended Annual Budget (d) \$	Amended YTD Budget (c) \$	YTD Actual (b) \$	Variance \$ (c) - (b) \$	Variance % ((c) - (b))/(b) %	Var. ▲▼
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,036,226	2,033,237	2,033,238	2,034,069	831	0.04%	
Operating grants, subsidies and contributions		2,129,778	2,145,117	2,133,547	2,139,361	5,814	0.27%	
Fees and charges		1,228,902	1,252,827	1,154,275	1,087,193	(67,082)	(5.81%)	
Interest earnings		136,584	136,584	119,201	93,429	(25,772)	(21.62%)	▼
Other revenue		177,712	177,712	72,389	124,568	52,179	72.08%	▲
Profit on disposal of assets		7,211	7,211	7,209	0	(7,209)	(100.00%)	▼
		5,716,412	5,752,688	5,519,859	5,478,620	(41,239)	(0.75%)	
Expenditure from operating activities								
Employee costs		(3,523,559)	(3,525,862)	(3,220,524)	(2,762,965)	457,559	14.21%	▲
Materials and contracts		(1,821,974)	(1,946,847)	(1,819,583)	(1,789,289)	30,294	1.66%	
Utility charges		(310,540)	(309,110)	(286,059)	(290,059)	(4,000)	(1.40%)	
Depreciation on non-current assets		(6,373,502)	(6,373,502)	(5,842,122)	(5,831,957)	10,165	0.17%	
Interest expenses		(126,075)	(126,075)	(125,174)	(83,113)	42,061	33.60%	▲
Insurance expenses		(265,316)	(262,875)	(262,800)	(246,310)	16,490	6.27%	
Other expenditure		(177,283)	(156,233)	(143,899)	(119,270)	24,629	17.12%	▲
Loss on disposal of assets		(1,923)	(30,353)	(29,170)	(26,126)	3,044	10.44%	
		(12,600,172)	(12,730,857)	(11,729,331)	(11,149,089)	580,242	(4.95%)	
Non-cash amounts excluded from operating activities		6,373,559	6,401,989	5,869,428	5,881,367	11,939	0.20%	
Amount attributable to operating activities		(510,201)	(576,181)	(340,044)	210,897	550,941	(162.02%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,851,100	1,851,100	1,806,083	770,477	(1,035,606)	(57.34%)	▼
Proceeds from disposal of assets		57,000	162,000	155,325	104,545	(50,780)	(32.69%)	▼
		1,908,100	2,013,100	1,961,408	875,022	(1,086,386)	(55.39%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure		(2,918,240)	(3,107,258)	(3,046,694)	(2,333,717)	712,977	23.40%	▲
		(2,918,240)	(3,107,258)	(3,046,694)	(2,333,717)	712,977	(23.40%)	
Amount attributable to investing activities		(1,010,140)	(1,094,158)	(1,085,286)	(1,458,695)	(373,409)	34.41%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	11	385,000	385,000	385,000	385,000	0	0.00%	
Transfer from reserves		92,000	92,000	92,000	92,000	0	0.00%	
		477,000	477,000	477,000	477,000			
Outflows from financing activities								
Repayment of borrowings		(129,090)	(129,090)	(129,090)	(99,900)	29,190	22.61%	▲
Payments for principal portion of lease liabilities		(6,987)	(6,987)	0	0	0	0.00%	
Transfer to reserves		(343,181)	(230,181)	(78,678)	(80,251)	(1,573)	(2.00%)	
		(479,258)	(366,258)	(207,768)	(180,151)	27,617	(13.29%)	
Amount attributable to financing activities		(2,258)	110,742	269,232	296,849	27,617	10.26%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		1,522,598	1,559,596	1,559,596	1,559,596	0	0.00%	
Amount attributable to operating activities		(510,201)	(576,181)	(340,044)	210,897	550,941	(162.02%)	
Amount attributable to investing activities		(1,010,140)	(1,094,158)	(1,085,286)	(1,458,695)	(373,409)	34.41%	
Amount attributable to financing activities		(2,258)	110,742	269,232	296,849	27,617	10.26%	▲
Surplus or deficit at the end of the financial year		(1)	(0)	403,498	608,648	205,150	50.84%	▲

KEY INFORMATION

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2025-26 year is \$5,000 or 10.0% whichever is the greater.

Nature or type			Explanation of positive variances		Explanation of negative variances	
	Var. \$	Var. %	Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Interest earnings	(25,772)	(21.62%)	▼			Interest on Investments tracking lower than budgeted. Interest will be recognised on maturity of the investments.
Other revenue	52,179	72.08%	▲		Positive variance is mainly due to receipts from insurance claims and sale of surplus plant items, which were not budgeted for.	
Profit on disposal of assets	(7,209)	(100.00%)	▼			Some asset disposals have not yet taken place.
Expenditure from operating activities						
Employee costs	457,559	14.21%	▲	Actual Employee Cost expenditure generally tracking behind budgeted expenditure.		
Other expenditure	24,629	17.12%	▲	Various other expenditure expenses are behind budgeted amount.		
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,035,606)	(57.34%)	▼			Budget allocations for completed projects which are grant related in this FY are ahead of actuals.
Proceeds from disposal of assets	(50,780)	(32.69%)	▼			Some asset disposals have not yet taken place.
Payments for inventories, property, plant and equipment	712,977	23.40%	▲	Expenditure on capital projects is behind budget phasing.		
Financing activities						
Repayment of borrowings	29,190	22.61%	▲	Budget Phasing based on Monthly Distribution		
Surplus or deficit at the end of the financial year	205,150	50.84%	▲	Budget Phasing based on Monthly Distribution		

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

BY PROGRAM

	Adopted Annual Budget (a)	Amended Annual Budget (d)	Amended YTD Budget (c)	YTD Actual (b)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var. ▲▼
Note	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance	53,140	53,140	48,968	51,550	2,582	5.27%	
General Purpose Funding - Rates	2,036,226	2,033,237	2,033,238	2,034,069	831	0.04%	
General Purpose Funding - Other	1,858,691	1,868,030	1,850,354	1,823,218	(27,136)	(1.47%)	
Law, Order and Public Safety	37,900	37,900	35,180	34,341	(839)	(2.39%)	
Health	94,040	106,040	84,873	80,388	(4,485)	(5.28%)	
Housing	218,578	230,503	211,842	226,676	14,834	7.00%	
Community Amenities	211,431	211,431	208,563	212,178	3,615	1.73%	
Recreation and Culture	101,622	101,622	95,859	92,204	(3,655)	(3.81%)	
Transport	482,387	482,387	461,461	458,282	(3,179)	(0.69%)	
Economic Services	321,166	321,166	295,115	326,142	31,027	10.51%	▲
Other Property and Services	290,011	290,011	178,431	118,531	(59,900)	(33.57%)	▼
	5,716,412	5,752,688	5,519,859	5,478,620	(41,239)	(0.75%)	
Expenditure from operating activities							
Governance	(600,770)	(637,393)	(616,920)	(479,566)	137,354	22.26%	▲
General Purpose Funding	(107,017)	(107,017)	(98,678)	(87,575)	11,103	11.25%	▲
Law, Order and Public Safety	(258,576)	(273,076)	(253,477)	(217,201)	36,276	14.31%	▲
Health	(387,118)	(416,658)	(383,548)	(309,923)	73,625	19.20%	▲
Education and Welfare	(133,797)	(146,781)	(134,825)	(124,941)	9,884	7.33%	
Housing	(424,765)	(448,647)	(414,480)	(308,487)	105,993	25.57%	▲
Community Amenities	(345,958)	(356,822)	(327,985)	(307,895)	20,090	6.13%	
Recreation and Culture	(2,301,996)	(2,287,255)	(2,109,235)	(1,942,002)	167,233	7.93%	
Transport	(6,687,218)	(6,658,687)	(6,079,627)	(5,652,837)	426,790	7.02%	
Economic Services	(1,222,173)	(1,242,443)	(1,155,915)	(1,165,407)	(9,492)	(0.82%)	
Other Property and Services	(130,785)	(156,079)	(154,641)	(553,257)	(398,616)	(257.77%)	▼
	(12,600,172)	(12,730,857)	(11,729,331)	(11,149,089)	580,242	4.95%	
Non-cash amounts excluded from operating activities	6,373,559	6,401,989	5,869,428	5,881,367	(52,663)	23.69%	
Amount attributable to operating activities	(510,201)	(576,181)	(340,044)	210,897	550,941	(162.02%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	1,851,100	1,851,100	1,806,083	770,477	(1,035,606)	(57.34%)	▼
Proceeds from Disposal of Assets	57,000	162,000	155,325	104,545	(50,780)	(32.69%)	▼
	1,908,100	2,013,100	1,961,408	875,022	(1,086,386)	(55.39%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	(2,918,240)	(3,107,258)	(3,046,694)	(2,333,717)	712,977	23.40%	▲
	(2,918,240)	(3,107,258)	(3,046,694)	(2,333,717)	712,977	(23.40%)	
Amount attributable to investing activities	(1,010,140)	(1,094,158)	(1,085,286)	(1,458,695)	(373,409)	34.41%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from New Debentures	385,000	385,000	385,000	385,000	0	0.00%	
Transfer from Reserves	92,000	92,000	92,000	92,000	0	0.00%	
	477,000	477,000	477,000	477,000	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	(129,090)	(129,090)	(129,090)	0	129,090	100.00%	▲
Payments for principal portion of lease liabilities	(6,987)	(6,987)	0	(99,900)	(99,900)	0.00%	▼
Transfer to Reserves	(343,181)	(230,181)	(78,678)	(80,251)	(1,573)	(2.00%)	
	(479,258)	(366,258)	(207,768)	(180,151)	27,617	13.29%	
Amount attributable to financing activities	(2,258)	110,742	269,232	296,849	27,617	(10.26%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	1,522,598	1,559,596	1,559,596	1,559,596	0	0.00%	
Amount attributable to operating activities	(510,201)	(576,181)	(340,044)	210,897	550,941	(162.02%)	
Amount attributable to investing activities	(1,010,140)	(1,094,158)	(1,085,286)	(1,458,695)	(373,409)	34.41%	
Amount attributable to financing activities	(2,258)	110,742	269,232	296,849	27,617	10.26%	▲
Surplus or deficit at the end of the financial year	(1)	(0)	403,498	608,648	205,150	50.84%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

SHIRE OF BRUCE ROCK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2026

	30 June 2025	31 May 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,688,248	1,814,681
Trade and other receivables	626,442	447,269
Inventories	43,152	72,714
Contract assets	284,527	0
Other assets	11,778	0
TOTAL CURRENT ASSETS	3,654,147	2,334,664
NON-CURRENT ASSETS		
Trade and other receivables	29,649	9,087
Other financial assets	79,620	79,620
Property, plant and equipment	66,650,557	50,396,157
Infrastructure	155,029,271	167,505,235
Right-of-use assets	22,653	18,177
TOTAL NON-CURRENT ASSETS	221,811,750	218,162,276
TOTAL ASSETS	225,465,897	220,496,940
CURRENT LIABILITIES		
Trade and other payables	453,375	95,538
Other liabilities	319,205	322,978
Lease liabilities	6,986	6,986
Borrowings	99,900	0
Employee related provisions	367,577	367,577
TOTAL CURRENT LIABILITIES	1,247,044	793,080
NON-CURRENT LIABILITIES		
Lease liabilities	13,841	13,841
Borrowings	2,005,515	2,390,515
Employee related provisions	46,575	46,575
TOTAL NON-CURRENT LIABILITIES	2,065,931	2,450,931
TOTAL LIABILITIES	3,312,974	3,244,011
NET ASSETS	222,152,923	217,252,930
EQUITY		
Retained surplus	23,592,705	18,704,461
Reserve accounts	1,088,025	1,076,276
Revaluation surplus	197,472,192	197,472,192
TOTAL EQUITY	222,152,923	217,252,930

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

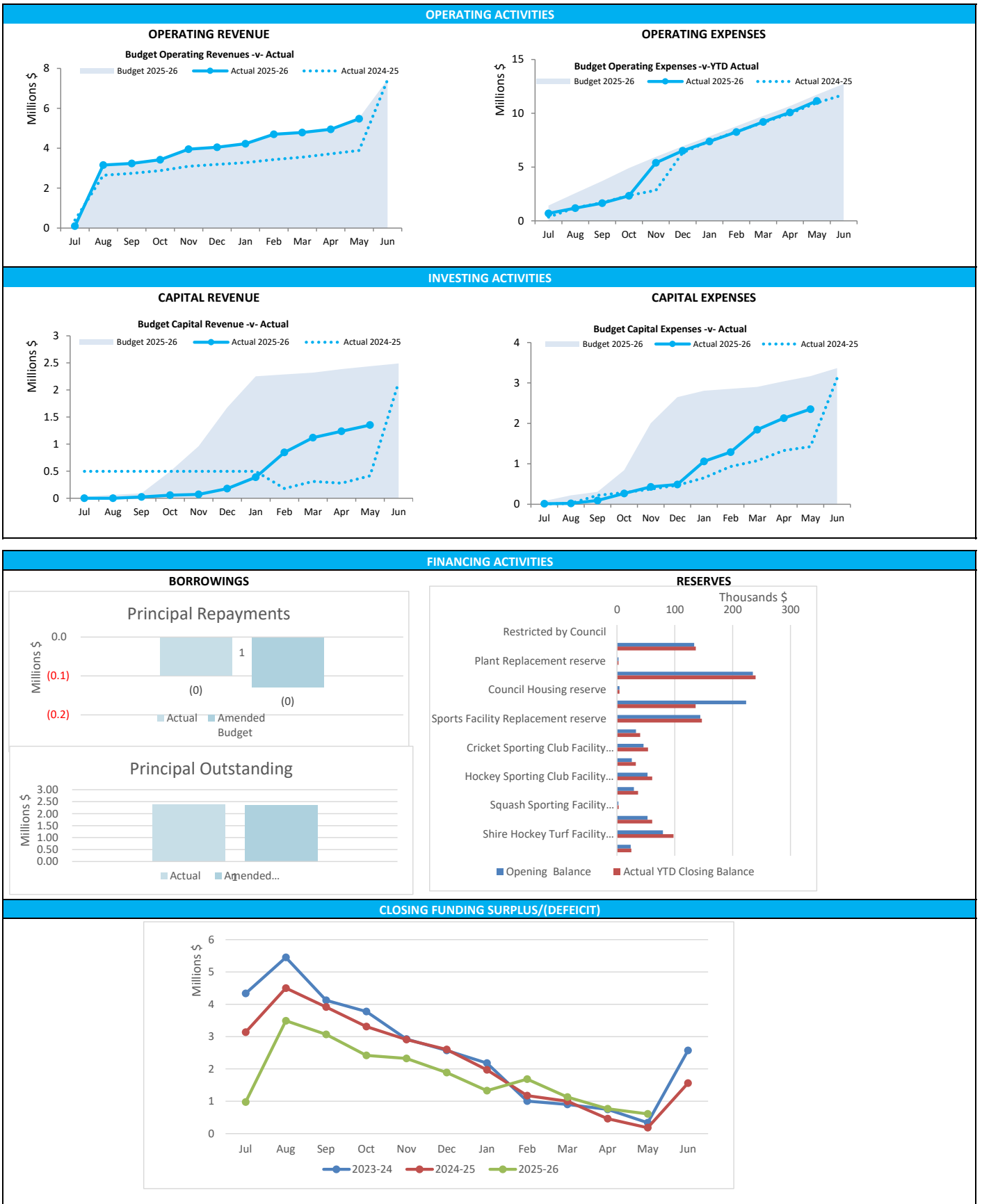
- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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



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

CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
ASSET - Petty Cash & Floats	Cash and cash equivalents	700		700		N/A	NIL	On hand
At Call Deposits								
ASSET - Municipal Cash at Bank (CBA)	Cash and cash equivalents	32,507		32,507		CBA	3.50%	N/A
ASSET - Online Investment Account (CBA)	Cash and cash equivalents	694,166		694,166		CBA	3.80%	N/A
ASSET - Investment Account (CBA)	Cash and cash equivalents	24		24		CBA	3.50%	N/A
Trust Cash at Bank (CBA)	Cash and cash equivalents			11,008	11,008	CBA	0.00%	N/A
Term Deposits								
ASSET - General Reserve Account	Financial assets at amortised cost		530,145	530,145		CBA	4.36%	29/06/2026
ASSET - Transport Infrastructure Reserve Account	Financial assets at amortised cost		135,957	135,957		CBA	4.36%	29/06/2026
ASSET - Sporting Clubs Facility Replacement Reserve	Financial assets at amortised cost		410,174	410,174		CBA	5.27%	16/04/2027
Total		727,397	1,076,276	1,814,681	11,008			
Comprising								
Cash and cash equivalents		727,397	0	738,405	11,008			
Financial assets at amortised cost		0	1,076,276	1,076,276	0			
		727,397	1,076,276	1,814,681	11,008			

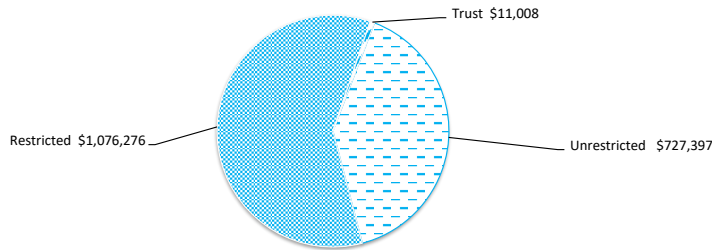
KEY INFORMATION

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

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

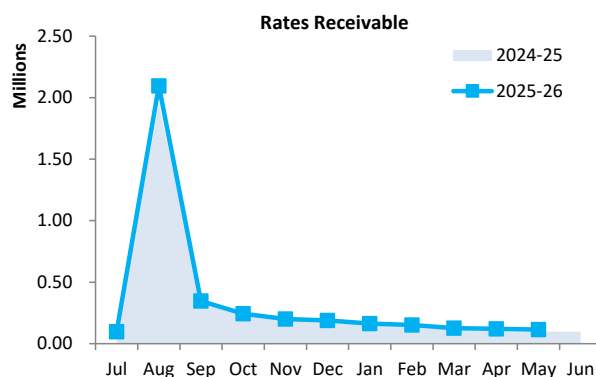
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous years	86,717	96,895
Levied this year	2,080,087	2,235,356
Less - collections to date	(2,069,909)	(2,216,860)
Gross rates collectable	96,895	115,390
Allowance for impairment of rates/trade receivable	(28,558)	(28,558)
Net rates collectable	68,337	86,832
% Collected	95.5%	95.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,757)	263,447	14,177	27,060	31,205	332,132
Percentage	(1.1%)	79.3%	4.3%	8.1%	9.4%	
Balance per trial balance						
Sundry receivable						332,132
Allowance for impairment of rates/trade receivable						(28,558)
Total receivables general outstanding						345,523

Amounts shown above include GST (where applicable)

KEY INFORMATION

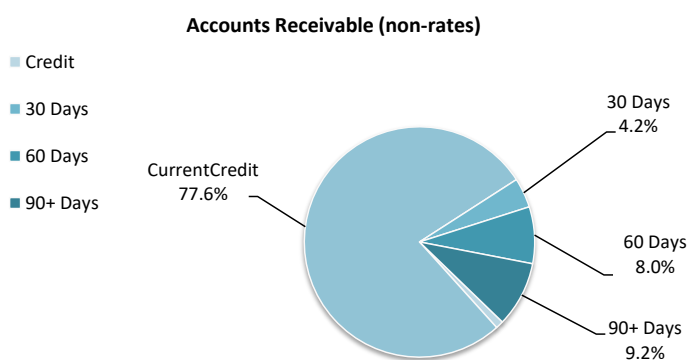
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 MAY 2026

ADJUSTED NET CURRENT ASSETS
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

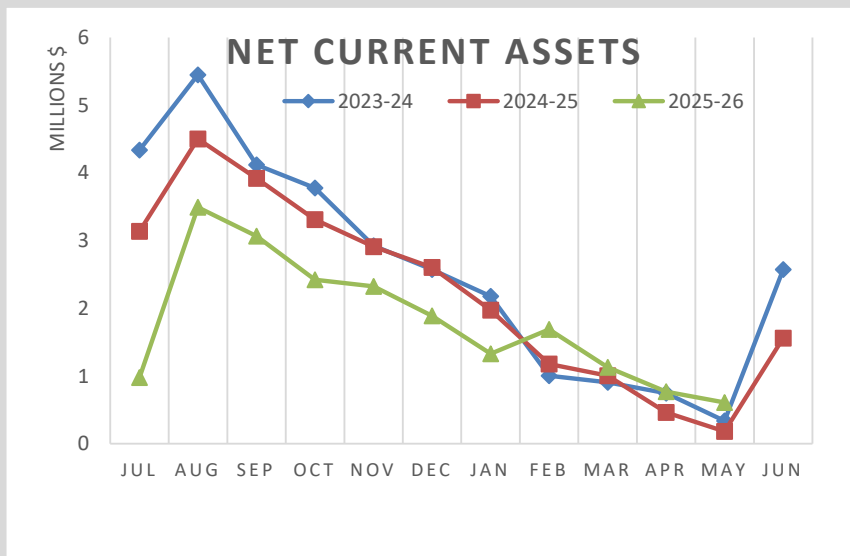
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 31/05/2025	Year to Date Actual 31/05/2026
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,589,740	1,296,951	727,397
Cash Restricted - Reserves		1,088,025	1,085,545	1,076,276
Receivables - Rates		59,396	82,981	101,746
Receivables - Other		567,046	250,845	345,523
Other Assets Other Than Inventories		296,305	0	0
Inventories		43,152	41,553	72,714
		3,643,664	2,757,874	2,323,656
Less: Current Liabilities				
Payables		(442,312)	(149,874)	(83,950)
Contract and Capital Grant/Contribution Liabilities		(319,205)	(1,061,070)	(322,978)
Bonds & Deposits		(580)	(1,130)	(580)
Loan and Lease Liability		(106,886)	(6,640)	(6,986)
Provisions		(367,577)	(411,650)	(367,577)
		(1,236,560)	(1,630,365)	(782,072)
Less: Cash Reserves		(1,088,025)	(1,085,545)	(1,076,276)
Add Back: Component of Leave Liability not Required to be funded		133,631	132,658	136,353
Add Back: Loan and Lease Liability		106,886	6,640	6,986
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		1,559,596	181,263	608,648

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)
\$.61 M

Last Year YTD
Surplus(Deficit)
\$.18 M

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	141,420	138,920	138,816	61,821	(76,995)
Furniture and equipment	0	20,000	18,326	0	(18,326)
Plant and equipment	603,731	740,731	729,967	634,431	(95,536)
Infrastructure - roads	1,477,841	1,490,902	1,457,521	1,211,103	(246,418)
Infrastructure - bridges	387,000	387,000	385,713	214,799	(170,914)
Infrastructure - footpaths	70,000	70,000	69,993	51,748	(18,245)
Infrastructure - airstrip	88,248	99,705	87,200	61,363	(25,837)
Infrastructure - other	150,000	160,000	159,158	98,452	(60,706)
Payments for Capital Acquisitions	2,918,240	3,107,258	3,046,694	2,333,717	(712,977)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,851,100	1,851,100	1,806,083	770,477	(1,035,606)
Borrowings	385,000	385,000	385,000	385,000	0
Other (disposals & C/Fwd)	57,000	162,000	155,325	104,545	(50,780)
Cash backed reserves					
Transport Infrastructure reserve	92,000	92,000	92,000	92,000	0
Contribution - operations	533,140	617,158	608,286	981,695	373,409
Capital funding total	2,918,240	3,107,258	3,046,694	2,333,717	(712,977)

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.

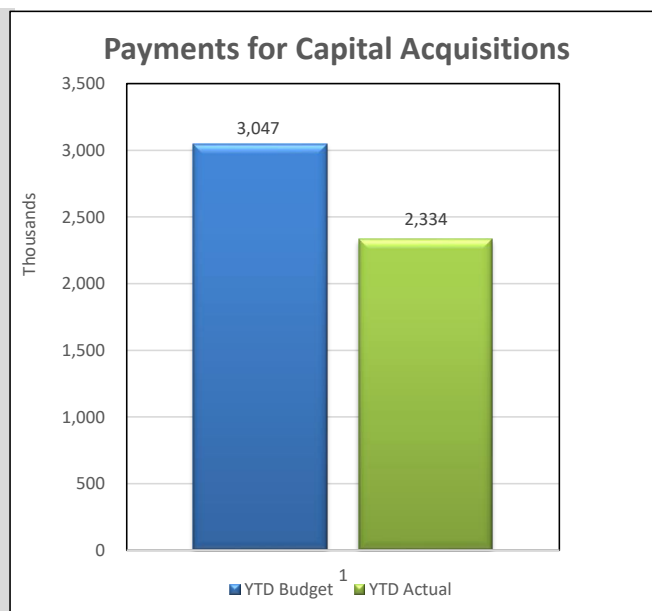
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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

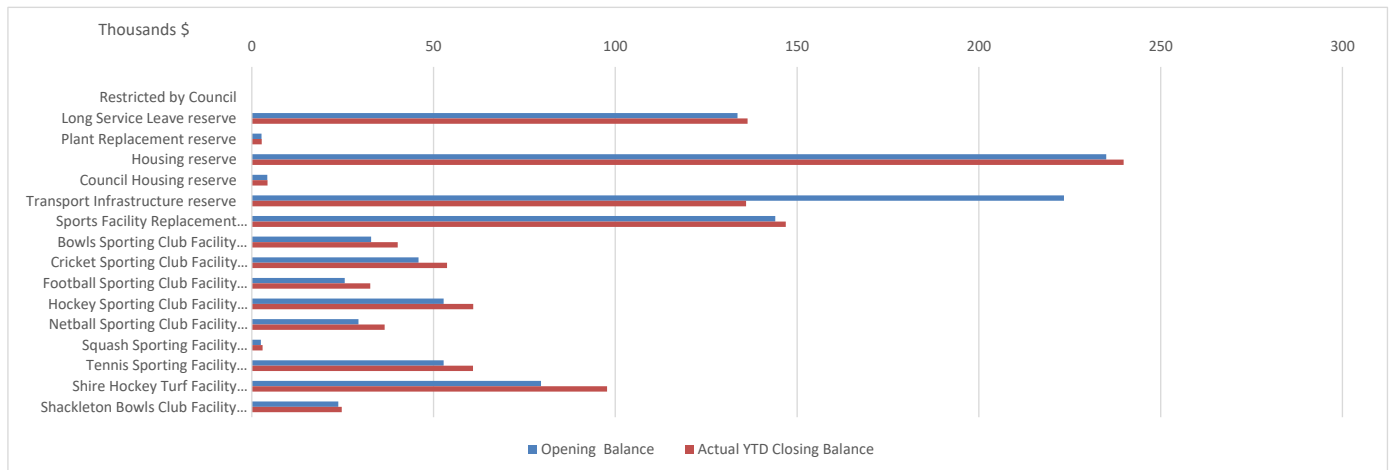
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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.



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	2,722	0	0	0	0	138,976	136,353
Plant Replacement reserve	2,688	108	55	95,311	0	0	0	98,107	2,743
Housing reserve	235,029	9,401	4,787	40,000	0	0	0	284,430	239,816
Council Housing reserve	4,250	170	87	0	0	0	0	4,420	4,337
Transport Infrastructure reserve	223,431	8,937	4,526	0	0	(92,000)	(92,000)	140,368	135,957
Sports Facility Replacement reserve	143,964	5,759	2,932	0	0	0	0	149,723	146,896
Bowls Sporting Club Facility Replacement reserve	32,835	1,313	1,310	0	6,000	0	0	34,148	40,145
Cricket Sporting Club Facility Replacement reserve	45,873	1,835	1,830	6,000	6,000	0	0	53,708	53,703
Football Sporting Club Facility Replacement reserve	25,547	1,022	1,019	6,000	6,000	0	0	32,569	32,567
Hockey Sporting Club Facility Replacement reserve	52,784	2,111	2,106	6,000	6,000	0	0	60,895	60,890
Netball Sporting Club Facility Replacement reserve	29,357	1,174	1,171	6,000	6,000	0	0	36,531	36,528
Squash Sporting Facility Replacement reserve	2,511	100	100	750	375	0	0	3,361	2,986
Tennis Sporting Facility Replacement reserve	52,772	2,111	2,106	6,000	6,000	0	0	60,883	60,878
Shire Hockey Turf Facility Replacement reserve	79,568	3,183	3,175	15,000	15,000	0	0	97,751	97,743
Shackleton Bowls Club Facility Replacement Reserve	23,785	951	949	5,600	0	0	0	30,336	24,734
	1,088,025	43,520	28,876	186,661	51,375	(92,000)	(92,000)	1,226,206	1,076,276

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Difference between Adopted Budget and Annual Financial Statements		Opening Surplus(Deficit)			36,998	36,998
							36,998
J04215	Purchase Payroll Software - Definitiv	Feb OCM 20260226-05	Capital Expenses			(20,000)	16,998
J04202	Purchase Plant (BK1)	Feb OCM 20260226-05	Capital Expenses			(65,000)	(48,002)
J04203	Purchase Plant (BK2)	Feb OCM 20260226-05	Capital Expenses			(64,000)	(112,002)
042408	CAP INC - Admin - Proceeds on Disposal of Asset	Feb OCM 20260226-05	Capital Revenue		50,000		(62,002)
042409	CAP INC - Admin - Realisation on Disposal of Asset	Feb OCM 20260226-05	Non Cash Item	(50,000)			(62,002)
073501	CAP INC - Med Cent - Proceeds on Disposal of Assets	Feb OCM 20260226-05	Capital Revenue		30,000		(32,002)
073502	CAP INC - Med Cent - Realisation on Disposal of Assets	Feb OCM 20260226-05	Non Cash Item	(30,000)			(32,002)
151204	RES - Transfer INTO - Housing Reserve	Feb OCM 20260226-05	Capital Expenses		113,000		80,998
J10102	Upgrade of Refuse Site	Feb OCM 20260226-05	Capital Expenses		15,000		95,998
RR008	R2R - Shepherd Road	Feb OCM 20260226-05	Capital Expenses			(4,540)	91,458
J12104	BK08 - Town Foremans Ute	Feb OCM 20260226-05	Capital Expenses			(8,000)	83,458
121314	CAP INC - Plant - Proceeds on Disposal of Asset	Feb OCM 20260226-05	Capital Revenue		25,000		108,458
121502	CAP INC - Plant - Realisation on Disposal of Asset	Feb OCM 20260226-05	Non Cash Item	(25,000)			108,458
J13107	Asset Additions to Caravan Park Buildings	Feb OCM 20260226-05	Capital Expenses			(12,500)	95,958
J13615	Currie Dam Tank Pad and Trenching for DWER Works	Feb OCM 20260226-05	Capital Expenses			(10,000)	85,958
RC045	RC Cumminin Rd & Bruce Rock Naremben Road Intersection (Council Funded 2022-23)	Feb OCM 20260226-05	Capital Expenses			(95)	85,863
RC176	RC Bruce Rock-Naremben Rd	Feb OCM 20260226-05	Capital Expenses			(7,226)	78,637
RR0045	Naremben Cumminin Road Intersection Reconstruction	Feb OCM 20260226-05	Capital Expenses			(1,200)	77,437
J12177	Weather Station at Airstrip	Feb OCM 20260226-05	Capital Expenses			(1,457)	75,980
J12180	Airstrip Tank Pad and Trenching for DWER Works	Feb OCM 20260226-05	Capital Expenses			(10,000)	65,980
031201	INC - Rates - Discounts Allowed	Feb OCM 20260226-05	Operating Revenue			(2,988)	62,992
032300	INC - GPF - WALGGC - Local Roads Grant (FAGS)	Feb OCM 20260226-05	Operating Revenue			(63,269)	(277)
032301	INC - GPF - Grants Commission Grant	Feb OCM 20260226-05	Operating Revenue		72,608		72,331
041201	EXP - Council - Election Expenses	Feb OCM 20260226-05	Operating Expenses			(2,066)	70,265
041205	EXP - Council - Councillors Conferences Expenses	Feb OCM 20260226-05	Operating Expenses		10,500		80,765
041207	EXP - Council - Council Meeting Dinners & Receptions Expenses	Feb OCM 20260226-05	Operating Expenses			(2,500)	78,265
041210	EXP - Council - Councillors Meeting Attendance Fees	Feb OCM 20260226-05	Operating Expenses		10,000		88,265
041211	EXP - Council - Donations	Feb OCM 20260226-05	Operating Expenses		13,000		101,265
041226	EXP - Council - Insurance Expenses	Feb OCM 20260226-05	Operating Expenses		5,235		106,500
042200	EXP - Admin - Less Admin Expenses Allocated to Sub Programs	Feb OCM 20260226-05	Operating Expenses		333,714		440,214
042202	EXP - Admin - CEO Performance Review Expenses	Feb OCM 20260226-05	Operating Expenses			(3,030)	437,184
042219	EXP - Admin - Maintenance on Admin Office Building Expenses	Feb OCM 20260226-05	Operating Expenses			(10,000)	427,184
042222	EXP - Admin - Staff Recruitment Expenses	Feb OCM 20260226-05	Operating Expenses		5,000		432,184
042224	EXP - Admin - Loss on Sale of Assets	Feb OCM 20260226-05	Non Cash Item	(1,281)			432,184
042231	EXP - Admin - Consultant Fees Expenses	Feb OCM 20260226-05	Operating Expenses			(35,000)	397,184
042233	EXP - Admin - Dept of Transport & Licensing - Other Expenses	Feb OCM 20260226-05	Operating Expenses			(100)	397,084
042235	EXP - Admin - Staff Housing Costs Allocated from Housing	Feb OCM 20260226-05	Operating Expenses			(30,656)	366,428
042238	EXP - Admin - Financial Management Systems Review Expenses	Feb OCM 20260226-05	Operating Expenses		3,175		369,603
042239	EXP - Admin - Regulation 17 Compliance (Audit) Expenses	Feb OCM 20260226-05	Operating Expenses		1,100		370,703
042243	EXP - Admin - Admin Expenses Allocated	Feb OCM 20260226-05	Operating Expenses			(333,714)	36,989
053205	EXP - BFB - Clothing & Accessories Expenses for Bush Fire Brigades (Funded by ESL)	Feb OCM 20260226-05	Operating Expenses			(14,500)	22,489
071209	EXP - Hlth Ins - EHO Housing Costs (Reallocated from Housing)	Feb OCM 20260226-05	Operating Expenses		3,250		25,739
071304	INC - Hlth Ins - Town Planning Application Fee Income (TP)	Feb OCM 20260226-05	Operating Revenue		12,000		37,739
072202	EXP - Dentist - Dentist's House (5 Collier St) Maintenance Expenses	Feb OCM 20260226-05	Operating Expenses			(7,794)	29,945
073202	EXP - Med Cent - Locum (Relief for Doctor) Expenses	Feb OCM 20260226-05	Operating Expenses		20,000		49,945
073203	EXP - Med Cent - Maint on Medical Centre, Butcher St Expenses	Feb OCM 20260226-05	Operating Expenses			(32,236)	17,709
073224	EXP - Med Cent - Loss on Sale of Asset	Feb OCM 20260226-05	Non Cash Item	12,760			17,709

Minutes of the Shire of Bruce Rock Ordinary Council Meeting Held 25 June 2026

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
082201	EXP - Sen Citz - Senior Citizens Building, Dampier St Maint Expenses	Feb OCM 20260226-05	Operating Expenses			(7,900)	9,809
082301	INC - Sen Citz - Reimbursement and Contributions from Senior Citizens	Feb OCM 20260226-05	Operating Revenue		6,000		15,809
083201	EXP - Oth Welf - Daycare Building (1 - 3 Bean Rd) Maint Expenses	Feb OCM 20260226-05	Operating Expenses			(5,384)	10,425
083202	EXP - Oth Welf - Opportunity Shop in Old Courthouse, Johnson St Maint Expenses	Feb OCM 20260226-05	Operating Expenses		300		10,725
091208	EXP - Aged Housing - Gas for Settlers Court	Feb OCM 20260226-05	Operating Expenses			(2,750)	7,975
J92203	Unit 3, McDonald Court	Feb OCM 20260226-05	Operating Expenses			(2,373)	5,602
J92204	Unit 4, McDonald Court	Feb OCM 20260226-05	Operating Expenses			(4,070)	1,532
092204	EXP - Singles Units - Farrall Court - Gardens	Feb OCM 20260226-05	Operating Expenses			(4,117)	(2,585)
093201	EXP - Comm Housing - 53 Dampier St - Maint	Feb OCM 20260226-05	Operating Expenses		5,000		2,415
093203	EXP - Comm Housing - 57 Westral St - Maint	Feb OCM 20260226-05	Operating Expenses		2,500		4,915
093210	EXP - Comm Housing - 60 Dampier St - Maint	Feb OCM 20260226-05	Operating Expenses			(14,323)	(9,408)
093211	EXP - Comm Housing - 23 Collier St (MOF's House) - Maintenance	Feb OCM 20260226-05	Operating Expenses			(3,750)	(13,158)
093303	INC - Comm Housing - Housing Rent for CLGF Houses	Feb OCM 20260226-05	Operating Revenue		11,925		(1,233)
094205	EXP - Staff Housing - 21 Collier St - Construction Supervisor	Feb OCM 20260226-05	Operating Expenses			(20,444)	(21,677)
094206	EXP - Staff Housing - 99 Noonajin St - Leased to Regal Ventures (Supermarket)	Feb OCM 20260226-05	Operating Expenses			(5,718)	(27,395)
094212	EXP - Staff Housing - 58 Dampier St - Maint (EHO)	Feb OCM 20260226-05	Operating Expenses		3,250		(24,145)
094213	EXP - Staff Housing - 50 Curlew Drive (CEO Residence)	Feb OCM 20260226-05	Operating Expenses			(24,938)	(49,083)
094298	EXP - Staff Housing - Housing Costs Reallocated to Accounts	Feb OCM 20260226-05	Operating Expenses		47,850		(1,233)
J10121	Refuse Site Maint - Contractor	Feb OCM 20260226-05	Operating Expenses		15,000		13,767
J10123	Refuse Site Maint - Shire (In btw contractors)	Feb OCM 20260226-05	Operating Expenses			(35,000)	(21,233)
101202	EXP - Sanitation - Refuse Collection	Feb OCM 20260226-05	Operating Expenses		8,000		(13,233)
102202	EXP - Cemetery - Burial Expenditure	Feb OCM 20260226-05	Operating Expenses		1,136		(12,097)
111201	EXP - Entertainment - Amphitheatre Building Maint	Feb OCM 20260226-05	Operating Expenses		6,000		(6,097)
112204	EXP - P&G - Main Street Gardens	Feb OCM 20260226-05	Operating Expenses			(2,700)	(8,797)
112209	EXP - P&G - Townsite Maintenance	Feb OCM 20260226-05	Operating Expenses		20,000		11,203
112213	EXP - P&G - Tourism Signage at Kokerbin & Kwolyin Camp	Feb OCM 20260226-05	Operating Expenses			(3,559)	7,644
112215	EXP - P&G - Flagpole Repairs	Feb OCM 20260226-05	Operating Expenses			(5,000)	2,644
RM999	Road Maintenance Job - Budget Purposes	Feb OCM 20260226-05	Operating Expenses		36,920		39,564
FM999	Footpath Maintenance - Budget Puposos	Feb OCM 20260226-05	Operating Expenses		10,000		49,564
121206	EXP - Roads - Bridges & Culverts Maintenance	Feb OCM 20260226-05	Operating Expenses		13,000		62,564
121207	EXP - Roads - Traffic Signs, Safety, Safety Plans & Entry S'ment	Feb OCM 20260226-05	Operating Expenses		4,000		66,564
121216	EXP - Roads - RAMM (Road Asset Management Software)	Feb OCM 20260226-05	Operating Expenses		7,000		73,564
121217	EXP - Roads - Rural Street Numbering	Feb OCM 20260226-05	Operating Expenses		1,000		74,564
121228	EXP - Roads - Bridge Inspections	Feb OCM 20260226-05	Operating Expenses			(35,000)	39,564
121320	EXP - Street Lights Operations	Feb OCM 20260226-05	Operating Expenses		3,000		42,564
121224	EXP - Plant - Loss on Sale of Asset	Feb OCM 20260226-05	Operating Expenses	14,389			42,564
121229	EXP - Plant - Selling Cost (Inc GST)	Feb OCM 20260226-05	Operating Expenses			(2,000)	40,564
121203	EXP - AERO - Airstrip Maintenance	Feb OCM 20260226-05	Operating Expenses		5,000		45,564
130207	EXP - Supermarket - Insurance	Feb OCM 20260226-05	Operating Expenses		5,000		50,564
138208	EXP - Comm Dev - Community Budget Requests	Feb OCM 20260226-05	Operating Expenses			(5,000)	45,564
138216	EXP - Comm Dev - Main Street Redevelopment Plans & Consultation	Feb OCM 20260226-05	Operating Expenses			(20,000)	25,564
139205	EXP - NRM - NRM Vehicle - BK123 (Use Number Plate)	Feb OCM 20260226-05	Operating Expenses			(20)	25,544
139211	EXP - NRM - Telephone & Broadband Expenses	Feb OCM 20260226-05	Operating Expenses			(250)	25,294
142226	EXP - PWO - Stand Down Xmas Party	Feb OCM 20260226-05	Operating Expenses			(4,850)	20,444
142231	EXP - PWO - Employee Housing Costs (From 094)	Feb OCM 20260226-05	Operating Expenses			(20,444)	(0)
				(79,132)	934,463	(934,463)	(0)



2025/26 Capital Projects

MAY 2026

Project Progress	
Complete	●
On Track	●
Off Track	●
In Trouble	●

CAPITAL PROJECT NAME	JOB No.	SOURCE	TOTAL CAPITAL EXPENSE	DISPOSAL SALES PROCEEDS	GRANT FUNDING		CONTRIBUTIONS		RESERVES		LOAN		COUNCIL MUNI FUND	CURRENT BUDGET	OUTSTANDING POs	ACTUAL EXPENSE	TOTAL COMMITTED EXPENSE	VARIANCE	Status	Comment
					Description	Amount	Description	Amount	Description	Amount	Description	Amount								
Hockey Club Viewing Area - Path/Ramp (Carry Over)	J11345	Muni	\$ 10,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	●	Hockey Club to complete their Construction in 2026/27 Carry Over
Shade Structure Improvements - Bowling Green (Carry Over)	J11355	Muni	\$ 10,000	\$ -	DWER	\$ 10,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	●	DWER Funding for Project Secured but will not complete until early 26/27 Carry over
Playground Upgrades (Babakin)	J11335	Grants	\$ 15,000	\$ -	Subject to Grant Funding	\$ 10,000	Babakin Progress Assn	\$ 5,000	N/A	\$ -	N/A	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000.00	●	Project Suspended after Consultation with Community
Replacement Vehicle - (MUX) CEO (BK1)	J04202	Muni	\$ 65,000	\$ 50,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 15,000	\$ 65,000	\$ -	\$ 64,140.18	\$ 64,140.18	\$ 859.82	●	Complete
Replacement Vehicle - (Kluger) DCEO (BK2)	J04203	Muni	\$ 64,000	\$ 55,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 9,000	\$ 64,000	\$ -	\$ 65,245.46	\$ 65,245.46	\$ -1,245.46	●	Complete
Replacement Vehicle - (Dual Cab Ute) Rec Centre Mgr (BK05)	J12126	Muni	\$ 50,000	\$ 37,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 13,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000.00	●	Deferred
Replacement Vehicle - (Dual Cab Ute) Town Supervisor (BK08)	J12104	Muni	\$ 58,000	\$ 20,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 38,000	\$ 58,000	\$ 52,436.36	\$ -	\$ 52,436.36	\$ 5,563.64	●	Delivered Early June 2026, awaiting Invoice
Purchase of Multi Patcher	J12178	Muni	\$ 477,000	\$ -	N/A	\$ -	N/A	\$ -	Transport Infrastructure Reserve	\$ 92,000	WATC	\$ 385,000	\$ -	\$ 477,000	\$ -	\$ 475,520.50	\$ 475,520.50	\$ 1,479.50	●	Complete
Old Beverley Road (SLK31.80 to SLK33.80)	RC050B	Grants	\$ 305,880	\$ -	RRG	\$ 203,920	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 101,960	\$ 305,880	\$ -	\$ 323,792.59	\$ 323,792.59	\$ -17,912.59	●	Complete, some Unrecovered POC & PWO to be recovered in June
Doodlakine-Bruce Rock Road - Reseal (SLK11.61 to SLK16.11)	RC173A	Grants	\$ 292,290	\$ -	RRG	\$ 194,860	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 97,430	\$ 292,290	\$ -	\$ 227,682.00	\$ 227,682.00	\$ 64,608.00	●	Complete
Bruce Rock-Naremben Road - Reseal (SLK3.65 to SLK7.15)	RC176A	Grants	\$ 236,850	\$ -	RRG	\$ 157,900	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 78,950	\$ 236,850	\$ -	\$ 151,762.02	\$ 151,762.02	\$ 85,087.98	●	Complete
Corrigin-Bruce Rock Road (Survey and Scope) (Carry Over)	RC174	Grants	\$ 74,400	\$ -	WSFN	\$ 47,600	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 26,800	\$ 74,400	\$ 20,181.82	\$ 42,141.88	\$ 62,323.70	\$ 12,076.30	●	Pavement Assessment and Repair Design to be Completed June 2026
Hines Hill Road - Shoulders and Sealing (SLK3.70 to SLK8.00)	RR015	Grants	\$ 162,250	\$ -	R2R	\$ 162,250	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 162,250	\$ 90,081.11	\$ 264,884.48	\$ 354,965.59	\$ -192,715.59	●	Complete
Cumminin Road Intersection (Carry Over)	RR0045	Grants	\$ 282,371	\$ -	R2R	\$ 281,171	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 1,200	\$ 282,371	\$ -	\$ 165,892.64	\$ 165,892.64	\$ 116,478.36	●	Complete
Shepherd Road Floodway	RR008	Grants	\$ 29,540	\$ -	R2R	\$ 25,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 4,540	\$ 29,540	\$ -	\$ 29,129.22	\$ 29,129.22	\$ 410.78	●	Complete
Resheet Gravel Roads (Carry Over)	RR203	Muni	\$ 100,000	\$ -	N/A	\$ 100,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000.00	●	Deferred to 2026/27
Yarding - Ardath Rd 4059A (Carry Over) (SLK0.82)	BR014	Grants	\$ 87,000	\$ -	WALGGC	\$ 87,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 87,000	\$ -	\$ 168,249.43	\$ 168,249.43	\$ 81,249.43	●	Complete
Yarding - Ardath Rd 4885 (SLK1.81)	BR014A	Grants	\$ 200,000	\$ -	WALGGC	\$ 200,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 200,000	\$ -	\$ 46,272.68	\$ 46,272.68	\$ 153,727.32	●	Deferred
Yarding - Ardath Rd 6023 (SLK1.79)	BR014B	Grants	\$ 100,000	\$ -	WALGGC	\$ 100,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 100,000	\$ -	\$ 193.03	\$ 193.03	\$ 99,806.97	●	Deferred
Railway Parade Footpath Construction (Butler to Falconer Streets)	FC161	Grants	\$ 70,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ 51,747.53	\$ 51,747.53	\$ 18,252.47	●	Complete
New Landfill Pit at Waste Site	J10102	Muni	\$ 15,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 10,786.91	\$ 10,786.91	\$ 4,213.09	●	Complete
Turkey Nest Dam Upgrade	J13614	Grants	\$ 130,000	\$ -	DWER	\$ 100,000	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 30,000	\$ 130,000	\$ -	\$ 86,021.82	\$ 86,021.82	\$ 43,978.18	●	Fencing to be Completed
Airstrip Upgrade (Including Fencing of Apron, Vehicle Parking, (non-airside)).	J12179	Grants	\$ 35,000	\$ -	Subject to Grant Funding	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000.00	●	Grant Approved work to be Scheduled Early 2027
Caravan Park Chalet Upgrades - Painting, Furniture and A/C0	J13107	Muni	\$ 47,500	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 47,500	\$ 47,500	\$ 33,349.09	\$ 8,463.97	\$ 41,813.06	\$ 5,686.94	●	Furniture Received, Painting Works to Chalets Completed as well as Backpacker Huts Internals, Externals to be completed depending on Weather
Shackelton Bank Refurbishment	J11747	Muni	\$ 20,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	●	Three Quotes Received now Awaiting Fourth & Fifth Quotes.
Aquatic Centre Upgrade (Shade Sails)(Carry Over)	J11501	Grants	\$ 26,731	\$ -	LRCIP	\$ 26,731	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 26,731	\$ -	\$ 29,525.02	\$ 29,525.02	\$ -2,793.91	●	Complete
Repair and renovation works at Amphitheatre (Shade Sails) (Carry Over)	J11146	Grants	\$ 31,420	\$ -	LRCIP	\$ 31,420	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ -	\$ 31,420	\$ -	\$ 34,819.71	\$ 34,819.71	\$ -3,399.71	●	Complete
Airstrip Tank Pad and Trenching for DWER Works	J12180	Muni	\$ 10,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 6,657.80	\$ 6,657.80	\$ 3,342.20	●	Mains Top up Works to be Completed
Weather Station for Airstrip (Carry Over)	J12177	Grants	\$ 54,705	\$ -	LRCIP	\$ 53,248	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 1,457	\$ 54,705	\$ -	\$ 54,705.37	\$ 54,705.37	\$ 0.37	●	Installed, Upgraded Telemetry Components Delayed until Q1 or 2 2026/27
Digital Payroll (Read Community Payroll)	J04215	Muni	\$ 20,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 20,000	\$ 20,000	\$ 33,711.00	\$ -	\$ 33,711.00	\$ -13,711.00	●	Project Extended to September to allow more time for Staff to complete our side of the Implementation Works
Community Resource Centre Roof Repairs	J13507	Muni	\$ 10,000	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	N/A	\$ -	\$ 10,000	\$ 10,000	\$ 7,750.00	\$ 7,750.00	\$ 2,250.00	●	Complete, but further Works required	

5.00pm Cr Rajagopalan (Shire President) declared a Financial Interest and left the meeting & Cr Crooks (Deputy President) took the chair.

10.3.3 Schedule of Fees and Charges for the 2026/27 Budget

File Reference	062026.10.3.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	18 June 2026
Author	Mike Darby – Executive Manager Corporate Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. Proposed Fees and Charges Schedule for Financial Year 2026/27	

Summary

The Shire’s proposed Fees and Charges are presented to Council for consideration for the Financial Year 2026/27.

Background

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

Attached is a schedule of the proposed Fees and Charges for 2026/27, for Council’s consideration and adoption. Council is advised that where applicable and in consideration of inflation rates currently, an average increase of up to approximately 6.62% was applied to General Discretionary, Non-Statutory Fees & Charges.

Consultation

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

- Elected Members;
- Chief Executive Officer;
- Deputy Chief Executive Officer; and
- Executive Manager Technical Services.

Statutory Environment

The following sections of the Local Government Act 1995 relate:

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to regularly and effectively review the Shire's Fees and Charges could result in undercharging, which would have a detrimental effect on service sustainability and subsequent additional draw on municipal funds.	Unlikely (2)	Moderate (3)	Medium (5-9)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 20260625.06

Moved: Cr Hodgkiss

Seconded: Cr Verhoogt

That with respect to the proposed Schedule of Fees and Charges for the 2026/27 Financial Year (Attachment 1), Council:

- 1. Include the Fees and Charges in the 2026/27 Annual Budget; and**
- 2. Undertake advertising by local public notice, pursuant to Section 6.19 of the Local Government Act 1995, for the information of the public, prior to 30 June 2026, enabling them to take effect on and from July 2026.**

**CARRIED 5/0
BY ABSOLUTE MAJORITY**

For: Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

5.03pm Cr Rajagopalan re-entered the meeting and resumed the chair.

SHIRE OF BRUCE ROCK



SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
GENERAL PURPOSE FUNDING								
Property Information Request (EAS)	Rate Enquiry Fee	Each	\$91.20	\$96.50	\$87.73	\$8.77	\$96.50	031316
	Orders & Requisition Requests	Each	\$91.20	\$96.50	\$87.73	\$8.77	\$96.50	031316
	Rate Enquiry and Orders & Requisition Requests	Each	\$182.40	\$193.50	\$175.91	\$17.59	\$193.50	031316
	Enquiries not of a general nature requiring research	Hour	\$83.00	\$88.00	\$80.00	\$8.00	\$88.00	031316
	Certificate of Title Searches through Landgate	Each Title	\$55.50	\$59.00	\$53.64	\$5.36	\$59.00	031316
Rate Instalments	Instalment Administration Fee for 2 Payment Plan (\$13.00 per notice x 1)	Per Notice	\$12.30	\$13.00	\$13.00		\$13.00	031309
	Instalment Administration Fee for 4 Payment Plan (\$13.00 per notice x 3)	Per Notice	\$36.90	\$39.00	\$39.00		\$39.00	031309
Rates Recovery	Administration Fee (Charged by Shire's Debt Collection Service)		Actual Cost					031204
Copy of Rate Notice	Re-print Copy of Rate Notice	Each	\$17.00	\$18.00	\$16.36	\$1.64	\$18.00	042307
Dishonoured Cheque Recovery Fee	Cost to recover dishonoured cheque fee	Each	Actual Cost + 20%					032312
Full Rate Book	Printed or Electronic	Each	\$159.00	\$168.50	\$153.18	\$15.32	\$168.50	031316
Photocopying	- 5 A4 pages per school aged child for assignments	5 Pages	No Charge					
Elections	Sale of Electoral Rolls (Paper or Electronic)	Each	\$90.50	\$94.50	\$85.91	\$8.59	\$94.50	042306
History Books	- Bruce Rock Local History Book (Hard Cover)	Each	\$22.00	\$23.00	\$20.91	\$2.09	\$23.00	042309
	- Bruce Rock Local History Book (Leather Cover)	Each	\$35.00	\$36.50	\$33.18	\$3.32	\$36.50	042309
	- Bruce Rock School History Books	Each	\$7.50	\$8.00	\$7.27	\$0.73	\$8.00	042309
Postage of History Books	- Local History Book (WA destination)	Each	\$12.50	\$13.00	\$11.82	\$1.18	\$13.00	042309
	- Local History Book (outside WA destination)	Each	\$12.50	\$13.00	\$11.82	\$1.18	\$13.00	042309
	- School History Book	Each	\$8.00	\$8.50	\$7.73	\$0.77	\$8.50	042309
Sale of Shire Merchandise	Hats	Each	\$14.00	\$14.50	\$13.18	\$1.32	\$14.50	042310
	Stubbie Holders	Each	\$9.50	\$10.00	\$9.09	\$0.91	\$10.00	042310
	Water Bottles	Each	\$25.50	\$26.50	\$24.09	\$2.41	\$26.50	042310
	Coffee Mugs	Each	\$19.00	\$20.00	\$18.18	\$1.82	\$20.00	042310
LAW, ORDER & PUBLIC SAFETY								
VES Building	Hire of Meeting Room (for Elections and the like)	Per Day	\$300.00	\$315.00	\$286.36	\$28.64	\$315.00	051303
Ranger Infringements	Processing Fee for unpaid Infringements after 30 days	Each	\$0.00	\$40.00	\$36.36	\$3.64	\$40.00	052301
Dog Pound Fees	Surrender of Dog	Per Dog	\$93.00	\$98.50	\$89.55	\$8.95	\$98.50	052302
	Impounding Fee	Per Dog	\$82.00	\$87.00	\$79.09	\$7.91	\$87.00	052302
	Release Fee	Per Dog	\$50.00	\$53.00	\$48.18	\$4.82	\$53.00	052302
	Daily Sustenance Fee	Per Day	\$24.00	\$25.50	\$23.18	\$2.32	\$25.50	052302
Cat Pound Fees	Surrender of Cat	Per Cat	\$93.00	\$98.50	\$89.55	\$8.95	\$98.50	052302
	Impounding Fee	Per Cat	\$82.00	\$87.00	\$79.09	\$7.91	\$87.00	052302
	Release Fee	Per Cat	\$50.00	\$53.00	\$48.18	\$4.82	\$53.00	052302
	Daily Sustenance Fee	Per Day	\$24.00	\$25.50	\$23.18	\$2.32	\$25.50	052302

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL	
HEALTH									
Dental Surgery Rent	Monthly rental of Dental Surgery	Monthly	\$920.00	\$961.50	\$874.09	\$87.41	\$961.50	072302	
Daily Rental of Consult Room at Medical Centre (Non Doctor)	Daily Rental of Medical Consult Room	Daily	\$143.50	\$150.00	\$136.36	\$13.64	\$150.00	073302	
Daily Rental of Consult Room at Medical Centre (Non Doctor)	Half Day Rental of Medical Consult Room	Half Day	\$90.00	\$94.00	\$85.45	\$8.55	\$94.00	073302	
Instant Drug Testing	Conducted at Medical Centre	Per Test	\$87.00	\$91.00	\$82.73	\$8.27	\$91.00	073305	
Hire of Consult Room for Female GP	Daily Rental of Medical Consult Room	Daily	\$440.00	\$440.00	\$400.00	\$40.00	\$440.00	073302	
Cleaning of Infant Health Nurse's Rooms	WA Country Health	Annual (Inv Quarterly)	\$4,210.00	\$4,399.50	\$3,999.55	\$399.95	\$4,399.50	074302	
EDUCATION & WELFARE									
Rental of Playgroup Building - Butcher St	Bruce Rock Playgroup	1/2 Yearly	\$390.00	\$410.00	\$372.73	\$37.27	\$410.00	081301	
	Occasional Use of Playgroup Building	Per Hour	\$32.00	\$33.50	\$30.45	\$3.05	\$33.50	081301	
Rental of Senior Citizens Building	Bruce Rock Senior Citizens Association		No Charge						
Rental of Daycare Building	Bruce Rock Daycare Centre	Monthly	\$215.00	\$226.00	\$205.45	\$20.55	\$226.00	083301	
Men's Shed	Bruce Rock Men's Shed		No Charge						
Hire of Settlers Court Amenities Room	Meeting & Consult Rooms	Monthly	\$530.00	\$557.00	\$506.36	\$50.64	\$557.00	082302	
Gas at Settlers Court	Consumption of Gas by Residents at Settlers Court	Monthly	At Cost						091302
HOUSING - These charges are applied in conjunction with lease commencement anniversaries and requirements to comply with Tenancy Act regulations. All fees to be applied by end of financial year.									
Singles Housing	McDonald Court, Johnson St	Weekly	\$135.50	\$160.00	\$160.00		\$160.00	092301	
	Farrall Court, Farrall St	Weekly	\$135.50	\$160.00	\$160.00		\$160.00	092302	
Cleaning Charge on Vacating Property	Charge per hour if Unit not cleaned prior to vacating	Per Hour	\$89.00	\$98.00	\$98.00	\$9.80	\$107.80	092304	
Joint Venture Housing	53 Dampier St	Weekly	\$182.00	\$210.00	\$210.00		\$210.00	093301	
	43 Westral St	Weekly	As per Lease						093301
	57 Westral St	Weekly	\$182.00	\$210.00	\$210.00		\$210.00	093301	
GROH Rentals	61 Westral St (GROH)	Monthly	As per Lease						093302
	119 Noonajin Rd (GROH)	Monthly	As per Lease						093302
	44 Curlew Dr (GROH)	Monthly	As per Lease						093302
Other Rentals	60 Westral St	Weekly	\$94.40	\$125.00	\$125.00		\$125.00	093303	
	60 Dampier Street	Weekly	\$460.00	\$490.00	\$490.00		\$490.00	093303	
	99 Noonajin Rd	Weekly	\$333.50	\$350.00	\$350.00		\$350.00	093303	
Cleaning Charge on Vacating Property	Charge per hour if House not cleaned prior to vacating	Per Hour	\$89.00	\$98.00	\$98.00	\$9.80	\$107.80	093305	
Staff Housing	Dunstall St (Rec Centre)	Weekly	As per Lease						094301
	39 Westral St	Weekly	As per Lease						094301
	58 Dampier Street	Weekly	As per Lease						094301
	60 Dampier Street	Weekly	As per Lease						094301
	50 Curlew Drive	Weekly	As per Lease						094301
	117 Noonajin Rd	Weekly	As per Lease						094301
	23 Collier St	Weekly	As per Lease						094301
	12 Buller Rd	Weekly	As per Lease						094301
	21 Collier St	Weekly	As per Lease						094301
Cleaning Charge on Vacating Property	Charge per hour if House not cleaned prior to vacating	Per Hour	\$89.00	\$98.00	\$98.00	\$9.80	\$107.80	094302	

SHIRE OF BRUCE ROCK



SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
COMMUNITY AMENITIES								
Kerbside Rubbish Collection Fees	Refuse Collection	Annual	\$351.00	\$372.00	\$372.00		\$372.00	101301
	Pensioner	Annual	\$175.50	\$186.00	\$186.00		\$186.00	101300
	Senior	Annual	\$263.25	\$279.00	\$279.00		\$279.00	101300
	** Annual fee is for pickup of one bin per week ** Extra bins, incur extra collection fee per bin							
Kerbside Recycling Fees	Recycling Collection	Annual	\$142.00	\$150.50	\$150.50		\$150.50	101307
	Pensioner	Annual	\$71.00	\$75.00	\$75.00		\$75.00	101308
	Senior	Annual	\$106.50	\$113.00	\$113.00		\$113.00	101308
	** Annual fee is for pickup of one bin per fortnight ** Extra bins, incur extra collection fee per bin							
Sale of Rubbish Bins	Sale of Mobile Garbage Bin 240L	Per Bin	\$167.50	\$190.00	\$172.73	\$17.27	\$190.00	101303
Disposal Fees for Refuse Site (For Waste Generated in the Shire of Bruce Rock Only) ACCESS BY APPOINTMENT ONLY	Bulk Commercial/Industrial inert waste - per m3	Per m ³	\$56.20	\$75.00	\$68.18	\$6.82	\$75.00	101304
	Bulk Demolition waste - per m3	Per m ³	\$56.20	\$65.00	\$59.09	\$5.91	\$65.00	101304
	Wrapped Asbestos Waste - per m3	Per m ³	\$56.20	\$75.00	\$68.18	\$6.82	\$75.00	101304
	Wrapped Asbestos contaminated soil - per m3	Per m ³	\$56.20	\$75.00	\$68.18	\$6.82	\$75.00	101304
	Tyre Disposal - Light Vehicle	Each	\$0.00	\$10.00	\$9.09	\$0.91	\$10.00	101304
	Tyre Disposal - Light Truck -	Each	\$0.00	\$13.00	\$11.82	\$1.18	\$13.00	101304
	Tyre Disposal - Truck/Heavy Plant	Each	\$0.00	\$17.00	\$15.45	\$1.55	\$17.00	101304
	Administration and supervision charge for observing waste disposal & statutory recording of wrapped asbestos & contaminated soil	Per delivery	\$56.20	\$60.00	\$54.55	\$5.45	\$60.00	101304
Vehicle Impounding Fee	Includes collection of vehicle from roadside and impounding fee	Per Vehicle	\$393.50	\$417.00	\$379.09	\$37.91	\$417.00	101309
	Storage of vehicle	Per Day	\$27.50	\$29.50	\$26.82	\$2.68	\$29.50	101309
Waste Oil (For Waste Oil Generated in the Shire of Bruce Rock Only)		Per litre	\$0.00	\$0.20	\$0.18	\$0.02	\$0.20	101306
Disposal of Liquid Waste (For Liquid Waste Generated in the Shire of Bruce Rock Only)		Per litre	\$0.04	\$0.05	\$0.05	\$0.005	\$0.05	101306

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL	
Cemetery	On application for an "Order for Burial", the following fees shall be payable in advance:								
	Grave preparation and burial fee (During weekday)		\$1,107.00	\$1,173.50	\$1,066.82	\$106.68	\$1,173.50	102301	
	Grave preparation and burial fee (During weekend or Public Holiday)		\$0.00	\$2,078.50	\$1,889.55	\$188.95	\$2,078.50	102301	
	Order for Burial - Offsite Application		\$222.00	\$235.50	\$214.09	\$21.41	\$235.50	102301	
	Second Interment in existing Grave		\$1,107.00	\$1,173.50	\$1,066.82	\$106.68	\$1,173.50	102301	
	For each interment without due notice (less than 24hrs)		\$279.00	\$296.00	\$269.09	\$26.91	\$296.00	102301	
	Permission for exhumation		\$222.00	\$235.50	\$214.09	\$21.41	\$235.50	102301	
	Re-opening grave for exhumation		\$553.50	\$587.00	\$533.64	\$53.36	\$587.00	102301	
	Re-interment in new grave after exhumation		\$1,107.00	\$1,173.50	\$1,066.82	\$106.68	\$1,173.50	102301	
Additional fee for closing Grave outside normal hours (when dug in normal hours)	Per Hour	As per Private Works 'Outside Normal Hours' Fees						102301	
Disposal of Ashes	Permission for interment of ashes in family grave		\$73.00	\$77.50	\$70.45	\$7.05	\$77.50	102303	
	Placement of Ashes in Niche Wall (Only to be carried out by Shire Staff) (Does Not include Plaque)		\$147.50	\$156.50	\$142.27	\$14.23	\$156.50	102303	
	Placement of Ashes in Niche Wall (Only to be carried out by Shire Staff) (Does Not include Plaque)(Out of Hours)			\$480.00	\$436.36	\$43.64	\$480.00	102303	
	Niche Wall Plaque		Actual Cost						102303
	Grave Site for Disposal of Ashes (does not include labour to make site suitable)		\$222.00	\$235.50	\$214.09	\$21.41	\$235.50	102302	
Grant of Right of Burial (Reservation) also Applies to Niche Wall	Grant of Right of Burial		\$43.50	\$46.00	\$46.00		\$46.00	102301	
	Copy of Grant of Right of Burial		\$37.00	\$39.00	\$35.45	\$3.55	\$39.00	102305	
Miscellaneous	For permission to erect a headstone or monument		\$74.50	\$79.00	\$71.82	\$7.18	\$79.00	102305	
	Undertaker's Annual License Fee		\$147.50	\$156.50	\$142.27	\$14.23	\$156.50	102305	
	Single Funeral Permit Fee		\$43.50	\$46.00	\$41.82	\$4.18	\$46.00	102304	

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
RECREATION & CULTURE								
Amphitheatre	Venue Hire - Includes Stage & Kiosk Only	Per Day	\$222.50	\$233.50	\$212.27	\$21.23	\$233.50	111304
	Venue Hire - Including Sound and Lighting	Per Day	\$409.00	\$429.50	\$390.45	\$39.05	\$429.50	111304
	Kiosk	Per Day	\$54.00	\$57.00	\$51.82	\$5.18	\$57.00	111304
	Casual Hire (Max 3 hrs Venue Only)	Per Hour	\$14.00	\$15.00	\$13.64	\$1.36	\$15.00	111304
	Casual Hire (Max 3 hrs Venue & AV equipment)	Per Hour	\$28.00	\$29.50	\$26.82	\$2.68	\$29.50	111304
	Bond for Function With Alcohol	Per Event	\$0.00	\$278.00	\$278.00		\$278.00	TRUST
	Bond for Function Without Alcohol	Per Event	\$0.00	\$168.00	\$168.00		\$168.00	TRUST
Shire Hall	Hall Complete (Bar & Kitchen & Projector Equipment) - no set up	Per Day	\$279.00	\$293.00	\$266.36	\$26.64	\$293.00	113301
	Hire of Hall Only	Per Day	\$167.50	\$176.00	\$160.00	\$16.00	\$176.00	113301
	Hire for Funeral (Includes chair set up)	Per Day	\$279.00	\$293.00	\$266.36	\$26.64	\$293.00	113301
	Supper or Meeting Room	Per Day	\$74.50	\$78.00	\$70.91	\$7.09	\$78.00	113301
	Supper Room or Meeting Room & Kitchen	Per Day	\$111.50	\$117.00	\$106.36	\$10.64	\$117.00	113301
	Casual Hire (Max 3 Hrs Venue Only)	Per Hour	\$14.00	\$15.00	\$13.64	\$1.36	\$15.00	113301
	Food Warmer for Kitchen	Per Day	\$130.50	\$137.00	\$124.55	\$12.45	\$137.00	113301
	Hire of Chairs from Shire Hall	Per Chair	\$2.35	\$2.50	\$2.27	\$0.23	\$2.50	113301
	Hire of Trestle Tables from Shire Hall	Per Trestle	\$7.50	\$8.00	\$7.27	\$0.73	\$8.00	113301
	Bond for Function With Alcohol	Per Event	\$265.00	\$278.00	\$278.00		\$278.00	TRUST
Bond for Function Without Alcohol	Per Event	\$160.00	\$168.00	\$168.00		\$168.00	TRUST	
Bruce Rock Recreation Centre	Squash Courts	Per Hour	\$11.13	\$11.75	\$10.68	\$1.07	\$11.75	113314
	Trestles each	Per Trestle	\$7.50	\$8.00	\$7.27	\$0.73	\$8.00	113314
	Green Chairs each	Per Chair	\$2.35	\$2.50	\$2.27	\$0.23	\$2.50	113314
	Hire of Oval	Daily	\$189.50	\$199.00	\$180.91	\$18.09	\$199.00	113314
	Bond for Use of Oval (Refunded after use if undamaged)	Per Event	\$1,600.00	\$1,700.00	\$1,700.00		\$1,700.00	TRUST
	Hire of Indoor Basketball Arena	Daily	\$262.00	\$275.00	\$250.00	\$25.00	\$275.00	113314
	Hire of Indoor Basketball Court - Non-commercial	Per Hour	\$17.50	\$18.50	\$16.82	\$1.68	\$18.50	113314
	Hire of Indoor Basketball Court - Commercial	Per Hour	\$31.50	\$33.00	\$30.00	\$3.00	\$33.00	113314
	Hire of Tennis Courts	Per Hour	\$17.50	\$18.50	\$16.82	\$1.68	\$18.50	113314
	Hire of Grass Playing Field (Marking Required) - Daytime other than Bruce Rock Sporting Teams	Daily per playing field	\$262.00	\$275.00	\$250.00	\$25.00	\$275.00	113314
Hire of Grass Playing Field (Marking Required) - With Lights other than Bruce Rock Sporting Teams	Daily per playing field	\$327.00	\$343.00	\$311.82	\$31.18	\$343.00	113314	
Penalty for Preparation of Field for sporting event without notice of cancellation	Penalty	\$128.50	\$135.00	\$122.73	\$12.27	\$135.00	113314	
Turf Groomer	Hire of Turf Groomer (50% fee payable to Bruce Rock Hockey Club)	Per Hire	\$1,002.00	\$1,052.00	\$956.36	\$95.64	\$1,052.00	113318
Annual Usage Fees for Facilities at the Bruce Rock Recreation Centre	Bowling Club	Annual	\$2,258.00	\$2,371.00	\$2,155.45	\$215.55	\$2,371.00	113307
	Cricket Club	Annual	\$2,258.00	\$2,576.00	\$2,341.82	\$234.18	\$2,576.00	113305
	Football Club	Annual	\$3,005.00	\$3,360.00	\$3,054.55	\$305.45	\$3,360.00	113303
	Hockey Club	Annual	\$2,258.00	\$2,576.00	\$2,341.82	\$234.18	\$2,576.00	113304
	Netball Club	Annual	\$2,258.00	\$2,576.00	\$2,341.82	\$234.18	\$2,576.00	113307
	Squash Club	Annual	\$1,503.00	\$1,578.00	\$1,434.55	\$143.45	\$1,578.00	113306
	Fast Tennis Comp (1 competition)	Annual	\$535.50	\$570.00	\$518.18	\$51.82	\$570.00	113317
Leases for Other Recreation Facilities	Equestrian Lease (Mitchell Street)	Annual	\$1,736.50	\$1,823.50	\$1,657.73	\$165.77	\$1,823.50	113310
	Pony Club	Annual	\$390.00	\$410.00	\$372.73	\$37.27	\$410.00	113310

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL	
Bruce Rock District Club	Bruce Rock District Club Rent	Monthly	\$784.50	\$824.00	\$749.09	\$74.91	\$824.00	131315	
Bruce Rock Aquatic Centre	Adult	Per Day	\$5.50	\$6.00	\$5.45	\$0.55	\$6.00	114302	
Daily Admissions	Child (4 Years & younger free if wears RLSA Wrist Band)	Per Day	\$3.50	\$3.50	\$3.18	\$0.32	\$3.50	114302	
	Pensioner	Per Day	\$3.50	\$3.50	\$3.18	\$0.32	\$3.50	114302	
	Student	Per Day	\$3.50	\$3.50	\$3.18	\$0.32	\$3.50	114302	
	Parent entry pack for swimming lessons or similar activity	Per Pack	\$0.00	\$20.00	\$18.18	\$1.82	\$20.00	114302	
	Spectator	Per Day	No Charge						
Bruce Rock Aquatic Centre Season Tickets	Single Adult	Annual	\$185.50	\$194.00	\$176.36	\$17.64	\$194.00	114301	
	Child	Annual	\$90.00	\$94.00	\$85.45	\$8.55	\$94.00	114301	
	Family	Annual	\$307.50	\$321.50	\$292.27	\$29.23	\$321.50	114301	
	Single Pensioner	Annual	\$90.00	\$94.00	\$85.45	\$8.55	\$94.00	114301	
	Pensioner Family	Annual	\$201.50	\$210.50	\$191.36	\$19.14	\$210.50	114301	
	Single Adult Monthly Pass	Per Month	\$58.50	\$61.00	\$55.45	\$5.55	\$61.00	114301	
	Single Pensioner Monthly Pass	Per Month	\$32.00	\$33.00	\$30.00	\$3.00	\$33.00	114301	
	Local Business Non Resident Workers Subsidy	Annual	50% Reduction in Single Adult Season Pass						114301
Private Hire of Pool	6pm until 10pm for evening provided Pool Supervisor available (No Entry Fee Charges)	Per Evening	\$340.00	\$355.00	\$322.73	\$32.27	\$355.00	114303	
Gymnasium	Initial Gym Membership Fee (Including Card which is non refundable)	First Year	\$167.00	\$174.50	\$158.64	\$15.86	\$174.50	114304	
	Renewal of Annual Gym Membership (1 July to 30 June)	Annual	\$133.50	\$139.50	\$126.82	\$12.68	\$139.50	114304	
	Replacement Gym Card	Per Card	\$33.50	\$35.00	\$31.82	\$3.18	\$35.00	114304	
	Initial Monthly Gym Membership Fee (Including Card which is non refundable)	First Month	\$50.50	\$52.50	\$47.73	\$4.77	\$52.50	114304	
	Monthly Gym Membership (after Initial Month)	Per Month	\$17.00	\$18.00	\$16.36	\$1.64	\$18.00	114304	
	Pensioner Concession (must show Concession Card)	50% of Applicable Fee							
Hydrotherapy Pool	Residents of the Shire of Bruce Rock	Per Visit	\$6.20	\$6.50	\$5.91	\$0.59	\$6.50	114310	
	Non-Residents	Per Visit	\$12.20	\$13.00	\$11.82	\$1.18	\$13.00	114310	
	Pensioner Concession (must show Concession Card)	50% of Applicable Fee							
Library	Replacement of Library Card	Per Card	\$8.00	\$8.50	\$7.73	\$0.77	\$8.50	115301	
	Replacement of Lost Library Book - Minimum	Per Book	\$25.00	\$26.00	\$23.64	\$2.36	\$26.00	115302	
	Replacement of Lost Library Book - Over \$25	Per Book	Actual Replacement Cost						115302
	Late Return of Borrowed Books	Per book, per day	-	\$0.50	\$0.50		\$0.50	115302	

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL	
TRANSPORT									
Inspection of Vehicle Onsite	Vehicle Inspector to inspect vehicle on site	Per Visit	\$126.50	\$158.00	\$143.64	\$14.36	\$158.00	122304	
ECONOMIC SERVICES									
Caravan Park	Powered Sites	Per Night	\$36.00	\$38.00	\$34.55	\$3.45	\$38.00	131301	
	Powered sites	Per Week (seven nights)	\$217.00	\$230.00	\$209.09	\$20.91	\$230.00	131301	
	Backpackers Units	Per Person Per Night	\$27.50	\$29.00	\$26.36	\$2.64	\$29.00	131301	
	Backpackers Unit- Extra person (Child 5 - 12 Years) per night (Max extras - 2) Under 5 Free	Per Child Per Night	\$0.00	\$9.00	\$8.18	\$0.82	\$9.00	131301	
	Air Conditioned Backpackers Units - Single Occupancy per night	Single Person Per Night	\$50.00	\$52.00	\$47.27	\$4.73	\$52.00	131301	
	Air Conditioned Backpackers Units - Extra Person per night	Per Person Per Night	\$20.00	\$21.00	\$19.09	\$1.91	\$21.00	131301	
	Camp Site/Tents	Per Person Per Night	\$13.00	\$14.00	\$12.73	\$1.27	\$14.00	131301	
	Self-Contained Unit - Single Occupancy per night	Single Person Per Night	\$137.50	\$146.00	\$132.73	\$13.27	\$146.00	131303	
	Maximum tenancy is for 7 nights unless specially agreed by CEO								
	Self-Contained Unit - Double Occupancy per night	Double (2 people) Per Night	\$162.00	\$172.00	\$156.36	\$15.64	\$172.00	131303	
	Maximum tenancy is for 7 nights unless specially agreed by CEO								
	Self-Contained Unit- Extra person per night (Max extras - 2)	Per Person Per Night	\$24.50	\$26.00	\$23.64	\$2.36	\$26.00	131303	
	Self-Contained Unit- Extra person (Child 5 - 12 Years) per night (Max extras - 2) Under 5 Free	Per Child Per Night	\$12.00	\$13.00	\$11.82	\$1.18	\$13.00	131303	
	Maximum tenancy is for 7 nights unless specially agreed by CEO								
	Cancellation fee (Huts) - if cancelled less than 24 hours prior to booking			1 Nights Accommodation Fee					131301
Cancellation fee (Chalets) - if cancelled less than 24 hours prior to booking			1 Nights Accommodation Fee					131303	
Excess Cleaning Charge - To clean Chalet/Hut if left in untidy/unclean manner	Per Half Hour	\$50.50	\$53.50	\$48.64	\$4.86	\$53.50	131303		
Loss of Chalet or Backpacker Hut keys	As Occurred	\$0.00	Actual Replacement Cost					131304	
Community Bus	Includes Mileage & Fuel for Residents and Community Groups in Shire of Bruce Rock	Per Km	\$1.06	\$1.50	\$1.36	\$0.14	\$1.50	132301	
	Includes Mileage & Fuel for Residents and Community Groups outside of Shire of	Per Km	\$1.55	\$2.00	\$1.82	\$0.18	\$2.00	132301	
	Cleaning Fee	Per Hour	\$89.00	\$98.00	\$89.09	\$8.91	\$98.00	132301	
	Penalty for Non-Cancellation Advice or for not returning bus or keys by end of booking	Per Booking	\$122.50	\$129.00	\$117.27	\$11.73	\$129.00	132301	
	Loss of Bus Keys	As Occurred	\$0.00	Actual Replacement Cost					132302
	Use by Seniors			6 Uses per Year with No Charge as per Council Resolutions					

SHIRE OF BRUCE ROCK



SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL	
Building Control	Development Enquiry Fee	Per Hour	\$82.00	\$87.00	\$79.09	\$7.91	\$87.00	133304	
Water from Standpipes	Minimum Charge 1000L	Per KL	Actual Cost						134301
Factory Units & Commercial Buildings	Unit 1, Johnson Street, Bruce Rock (Elders)	Monthly	\$2,134.50	\$2,346.43	\$2,133.12	\$213.31	\$2,346.43	135301	
	Unit 2, Johnson Street, Bruce Rock (Including Front Office) (MGCM)	Monthly	\$870.00	\$955.95	\$869.05	\$86.90	\$955.95	135301	
	Factory Units - Corner Butcher & Swan 1	Monthly	\$870.83	\$870.83	\$791.66	\$79.17	\$870.83	135301	
	Factory Units - Corner Butcher & Swan 2	Monthly	\$588.00	\$651.79	\$592.54	\$59.25	\$651.79	135301	
	Factory Units - Corner Butcher & Swan 3	Monthly	\$588.00	\$651.79	\$592.54	\$59.25	\$651.79	135301	
	Lot 261 Johnson Street, Bruce Rock (Old Ambulance Building)	Monthly	\$378.50	\$434.52	\$395.02	\$39.50	\$434.52	135303	
	Lot 261 Johnson Street, Bruce Rock (Old Gardeners Shed)	Monthly	\$68.50	\$86.90	\$79.00	\$7.90	\$86.90	135303	
	Half of Shire Hanger at Airstrip	Annual (Inv Quarterly)	\$408.00	\$430.00	\$390.91	\$39.09	\$430.00	135301	
	Land for Privately Owned Hanger at Airstrip (BRE)	Annual (Inv Quarterly)	As per Lease						
	48 Johnson Street, Bruce Rock (Café)	Monthly	\$682.00	\$738.69	\$671.54	\$67.15	\$738.69	135302	
	32 Johnson Street, Bruce Rock (Craft Shop)	Monthly	\$91.00	\$96.00	\$87.27	\$8.73	\$96.00	135302	
	46 Johnson Street, Bruce Rock (Old Bank Building)	Monthly	\$550.00	\$608.33	\$553.03	\$55.30	\$608.33	135302	
	Broadcast Australia	Monthly	As per Lease						116303
WIN TV	Monthly	As per Lease						116303	
52 Johnson Street, Bruce Rock (Supermarket)	Monthly	As per Lease						135302	
Saleyards	Sheep Sale, Yards on Lethlean St	Per Head Sold at Sale	\$0.48	\$0.50	\$0.45	\$0.05	\$0.50	137301	
Back to the Bush Reunion	Camping (on the oval)	Per Person Per Night	\$11.50	\$12.00	\$10.91	\$1.09	\$12.00	138309	

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
OTHER PROPERTY & SERVICES								
Plant with Operator	8 Ton Trucks	Hourly	\$173.00	\$185.00	\$168.18	\$16.82	\$185.00	141301
Note: Time is measured from Depot Departure until Depot Return	15 Ton Truck & Side Tipper	Hourly	\$215.50	\$220.00	\$200.00	\$20.00	\$220.00	141301
	15 Ton Trucks	Hourly	\$185.00	\$195.00	\$177.27	\$17.73	\$195.00	141301
	Back Hoe	Hourly	\$196.00	\$210.00	\$190.91	\$19.09	\$210.00	141301
	Bobcat	Hourly	\$173.00	\$180.00	\$163.64	\$16.36	\$180.00	141301
	Skid Steer Loader with Bucket	Hourly	\$178.00	\$188.00	\$170.91	\$17.09	\$188.00	141301
	Skid Steer Loader with Attachments	Hourly	\$216.50	\$229.00	\$208.18	\$20.82	\$229.00	141301
	Cherry Picker	Hourly	\$238.50	\$253.00	\$230.00	\$23.00	\$253.00	141301
	Front End Loader	Hourly	\$215.50	\$243.00	\$220.91	\$22.09	\$243.00	141301
	Front End Loader - Small	Hourly	\$0.00	\$195.00	\$177.27	\$17.73	\$195.00	141301
	Grader 14ft Blade	Hourly	\$238.50	\$243.00	\$220.91	\$22.09	\$243.00	141301
	Grader 12ft Blade	Hourly	\$0.00	\$155.00	\$140.91	\$14.09	\$155.00	141301
	Prime Mover & Low Loader	Hourly	\$248.00	\$255.00	\$231.82	\$23.18	\$255.00	141301
	Prime Mover & Side Tipper	Hourly	\$248.00	\$255.00	\$231.82	\$23.18	\$255.00	141301
	Ride on mower and operator	Hourly	\$108.00	\$114.50	\$104.09	\$10.41	\$114.50	141301
	Roller - Rubber or Steel	Hourly	\$173.00	\$210.00	\$190.91	\$19.09	\$210.00	141301
	Double Drum Roller	Hourly	\$0.00	\$100.00	\$90.91	\$9.09	\$100.00	141301
	Tractor with Mower/ Broom	Hourly	\$142.50	\$151.00	\$137.27	\$13.73	\$151.00	141301
	School Oval Marking	Hourly	\$160.00	\$169.50	\$154.09	\$15.41	\$169.50	141301
	Temp Fence Panels (Each)	Daily	\$0.00	\$10.00	\$9.09	\$0.91	\$10.00	141301
	Trencher	Hourly	\$162.00	\$172.00	\$156.36	\$15.64	\$172.00	141301
Dry Hire - Local Governments Only	Grader 12H (fuel to be refilled by hirer prior to return)	Daily (Max 8 hrs per day)	\$505.00	\$550.00	\$500.00	\$50.00	\$550.00	141301
	Grader 12M (fuel to be refilled by hirer prior to return)	Daily (Max 8 hrs per day)	\$635.00	\$650.00	\$590.91	\$59.09	\$650.00	141301
	Low Loader Trailer Only	Daily (Max 8 hrs per day)	\$320.00	\$339.00	\$308.18	\$30.82	\$339.00	141302
	Side Tipper Trailer Only	Daily (Max 8 hrs per day)	\$320.00	\$339.00	\$308.18	\$30.82	\$339.00	141301
	Vibratory Roller (fuel to be refilled by hirer prior to return)	Daily (Max 8 hrs per day)	\$320.00	\$350.00	\$318.18	\$31.82	\$350.00	141301
	Rubber Roller (fuel to be refilled by hirer prior to return)	Daily (Max 8 hrs per day)	\$0.00	\$350.00	\$318.18	\$31.82	\$350.00	141301

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
Commodities - All Plus Cartage	Gravel (10T & under)	Per Tonne	\$43.50	\$46.00	\$41.82	\$4.18	\$46.00	141301
	Gravel (10T to 50T)	Per Tonne	\$32.50	\$35.00	\$31.82	\$3.18	\$35.00	141301
	Gravel (50T & over)	Per Tonne	\$22.00	\$30.00	\$27.27	\$2.73	\$30.00	141301
	Yellow Sand (10T & under)	Per Tonne	\$43.50	\$46.00	\$41.82	\$4.18	\$46.00	141301
	Yellow Sand (10T to 50T)	Per Tonne	\$32.50	\$35.00	\$31.82	\$3.18	\$35.00	141301
	Yellow Sand (over 50T)	Per Tonne	\$22.00	\$30.00	\$27.27	\$2.73	\$30.00	141301
	White Sand (10T & under)	Per Tonne	\$0.00	\$46.00	\$41.82	\$4.18	\$46.00	141301
	White Sand (10T to 50T)	Per Tonne	\$0.00	\$35.00	\$31.82	\$3.18	\$35.00	141301
	White Sand (over 50T)	Per Tonne	\$0.00	\$30.00	\$27.27	\$2.73	\$30.00	141301
	Self Extracted Sand from Yarding Sand Pit with prior approval of CEO or EMTS	Per Tonne	\$6.20	\$8.00	\$7.27	\$0.73	\$8.00	141301
	Metal Dust (Up to 8T) Will not supply more than this & only when available	Per Tonne	\$38.50	\$40.00	\$36.36	\$3.64	\$40.00	141301
	Blue Metal - All Available Sizes, Except Dust (Up to 8T) Will not supply more than this & only when available	Per Tonne	\$73.00	\$77.00	\$70.00	\$7.00	\$77.00	141301
	Used Grader blades	Each	\$0.00	\$8.00	\$7.27	\$0.73	\$8.00	141301
Mulch (when available) PICK UP ONLY	6 x 4 Trailer	Free - 1 load per household per year						
Cartage	Within Town site	Per Tonne	No Charge					
	Outside of Town site	Per Km (1 way)	\$4.50	\$5.00	\$4.55	\$0.45	\$5.00	141301
CONCRETE								
Concrete (Minimum Charge 2 Cubic Metres)	Ready mixed 25mpa (Includes delivery within Townsite)	Per m ³	\$378.50	\$420.00	\$381.82	\$38.18	\$420.00	141301
	32mpa Extra Charge (Includes delivery within Townsite)	Per m ³	\$399.00	\$435.00	\$395.45	\$39.55	\$435.00	141301
	40mpa Extra Charge (Includes delivery within Townsite)	Per m ³	\$422.00	\$455.00	\$413.64	\$41.36	\$455.00	141301
	Other Materials Required (Reinforcing Mesh/Bar, Chairs, Black Plastic etc.)	Each	Actual Cost					
CONCRETE (Supply & Delivery Charges)								
Normal Operating Hours	Monday to Friday - 7.00am to 3.30pm	Per m ³	No Charge					
Outside Hours Charge Note: Rates are applied as "On site times"	Monday to Friday - 3.30pm to 6.00pm (Minimum Charge of \$25.00 inc GST)	Per m ³	\$8.00	\$8.50	\$7.73	\$0.77	\$8.50	141301
	Saturday - 7.00am to 3.30pm (Minimum charge of \$90.00 inc GST)	Per m ³	\$37.00	\$39.00	\$35.45	\$3.55	\$39.00	141301
	Sunday - 7.00am to 3.30pm (Minimum charge of \$180.00 inc GST)	Per m ³	\$72.00	\$76.00	\$69.09	\$6.91	\$76.00	141301
Excess Discharge Time (Waiting Time)	Applies after first 45 minutes on site							
	- Normal Operating Hours	Per 15 minutes	\$29.50	\$31.00	\$28.18	\$2.82	\$31.00	141301
	- Outside Normal Operating Hours	Per 15 minutes	\$58.00	\$61.05	\$55.50	\$5.55	\$61.05	141301
Truck Standby Fee Applies outside Normal Operating Hours when an order does not proceed at the original booked time or when delays occur in excess of one hour	On a pro-rata basis after the first hour	Per Hour Per Truck	\$175.00	\$185.00	\$168.18	\$16.82	\$185.00	141301
Delivery	Within Town site	Per Tonne	No Charge					
	Outside of Town site	Per Km (1 way)	\$4.50	\$6.00	\$5.45	\$0.55	\$6.00	141301

SCHEDULE OF FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
LABOUR								
Labour Monday to Friday - 7.00am to 3.30pm	Supervisor	Per Hour	\$128.50	\$135.00	\$122.73	\$12.27	\$135.00	141301
	Leading Hand	Per Hour	\$122.00	\$129.00	\$117.27	\$11.73	\$129.00	141301
	Plant Operators/ Labourers	Per Hour	\$90.00	\$95.00	\$86.36	\$8.64	\$95.00	141301
Labour Outside of Normal Hours Weekdays	Supervisor	Per Hour	\$192.50	\$204.00	\$185.45	\$18.55	\$204.00	141301
	Leading Hand	Per Hour	\$183.00	\$194.00	\$176.36	\$17.64	\$194.00	141301
	Plant Operators/ Labourers	Per Hour	\$135.00	\$143.00	\$130.00	\$13.00	\$143.00	141301
Labour Outside of Normal Hours Saturday & Sundays	Supervisor	Per Hour	\$256.50	\$272.00	\$247.27	\$24.73	\$272.00	141301
	Leading Hand	Per Hour	\$244.00	\$259.00	\$235.45	\$23.55	\$259.00	141301
	Plant Operators/ Labourers	Per Hour	\$180.00	\$191.00	\$173.64	\$17.36	\$191.00	141301

In accordance with Section 6.12(b) of the *Local Government Act 1995*, Council delegates authority to the Chief Executive Officer to waive, reduce or refund fees and charges at their discretion, up to a value of \$500, where applications are received from not-for-profit organisations, charitable bodies, community or sporting organisations, volunteer groups, or for activities considered to provide a demonstrable community benefit.

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
GENERAL PURPOSE FUNDING								
Freedom of Information	<i>Charges as prescribed under the Freedom of Information Regulations 1993</i>							
	Application Fee	Per Application	\$30.00	\$30.00	\$30.00		\$30.00	042317
	Access time supervised by staff	Per Hour or Part there of	\$30.00	\$30.00	\$30.00		\$30.00	042317
	Photocopy staff time	Per Hour or Part there of	\$30.00	\$30.00	\$30.00		\$30.00	042317
	Photocopy	Page	\$0.20	\$0.20	\$0.20		\$0.20	042317
	Transcribing from tape, film or computer	Per Hour or Part there of	\$30.00	\$30.00	\$30.00		\$30.00	042317
	Duplicating a tape, film or computer information	Per Application	Actual Cost					042317
	Delivery, packing and postage	Per Application	Actual Cost					042317
	Advance Deposits	Per Application	25%					042317
<i>If the estimated fees are greater than \$25, then applicant is given 30 days in which to respond if they wish to continue with application</i>								
ANIMAL CONTROL								
Dog Registration	Annual - Unsterilised or Dangerous	Dog Act 1976	\$50.00	\$50.00	\$50.00		\$50.00	052303
	Annual (Pensioner) - Unsterilised	Dog Act 1976	\$25.00	\$25.00	\$25.00		\$25.00	052303
	Annual - Sterilised	Dog Act 1976	\$20.00	\$20.00	\$20.00		\$20.00	052303
	Annual (Pensioner) - Sterilised	Dog Act 1976	\$10.00	\$10.00	\$10.00		\$10.00	052303
	First time registration effective after 31 May and before 1 November in that year (Valid until following 31 October)	Dog Act 1976	50% of Fee Payable					052303
	3 Years - Unsterilised	Dog Act 1976	\$120.00	\$120.00	\$120.00		\$120.00	052303
	3 Years (Pensioner) - Unsterilised	Dog Act 1976	\$60.00	\$60.00	\$60.00		\$60.00	052303
	3 Years - Sterilised	Dog Act 1976	\$42.50	\$42.50	\$42.50		\$42.50	052303
	3 Years (Pensioner) - Sterilised	Dog Act 1976	\$21.25	\$21.25	\$21.25		\$21.25	052303
	Lifetime - Unsterilised	Dog Act 1976	\$250.00	\$250.00	\$250.00		\$250.00	052303
	Lifetime (Pensioner) - Unsterilised	Dog Act 1976	\$125.00	\$125.00	\$125.00		\$125.00	052303
	Lifetime - Sterilised	Dog Act 1976	\$100.00	\$100.00	\$100.00		\$100.00	052303
	Lifetime (Pensioner) - Sterilised	Dog Act 1976	\$50.00	\$50.00	\$50.00		\$50.00	052303
	First time registration effective after 31 May and before 1 November in that year (Valid until following 31 October)	Dog Act 1976	50% of Fee Payable					052303
	Registrations of Farm Working Dog	Dog Act 1976	25% of Fee Payable					052303
Cat Registrations Fees	1 year	Cat Act 2012	\$20.00	\$20.00	\$20.00		\$20.00	052305
	3 years	Cat Act 2012	\$42.50	\$42.50	\$42.50		\$42.50	052305
	Life	Cat Act 2012	\$100.00	\$100.00	\$100.00		\$100.00	052305
	Registrations after 31 May (Valid until the next 31 October)	Cat Act 2012	50% of fee payable					052305
	Pensioners - 50% of Fee Payable	Cat Act 2012	50% of fee payable					052305
	Fee for application for grant or renewal of approval to breed cats per breeding cat male or female	Cat Act 2012	\$100.00	\$100.00	\$100.00		\$100.00	052305

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
HEALTH								
Swimming Pool or Spa Pool Safety Barrier Inspection	Annual Inspection of private Swimming and/or spa pool	Building Regulations 2012	\$61.50	\$78.00	\$78.00		\$78.00	071307
Swimming or Spa Pool Safety Barrier Inspection (For new or Unknown pools)	Initial inspection within 30 calendar days of a new swimming pool or spa-pool, or for either type of pool that has never had a safety barrier inspection.	Building Regulations 2012	\$312.00	\$312.00	\$312.00		\$312.00	71307
Septic System	Application to Local government to construct or install an apparatus for the treatment of sewerage (septic system) per apparatus	Health (Miscellaneous Provisions) Act 1911	\$118.00	\$122.00	\$122.00		\$122.00	071303
	Fee for the grant of a permit to use an apparatus per apparatus inclusive of inspection of authorised installation	Health (Miscellaneous Provisions) Act 1911		\$61.00	\$61.00		\$61.00	071303
	Local government report fee for applications submitted to the Health Department of WA	Health (Miscellaneous Provisions) Act 1911	\$156.00	\$94.00	\$141.82	\$14.18	\$156.00	071303
	Health Department of WA application fee with a local government report	Health (Miscellaneous Provisions) Act 1911	\$93.00	\$244.00	\$93.00		\$93.00	071303
	Health Department of WA application fee without a local government report	Health (Miscellaneous Provisions) Act 1911	\$110.00	\$183.00	\$110.00		\$110.00	071303
Food Premises	Receival of written notification in respect of food premises to conduct a food business to a local govt	Per Premises	\$80.00	\$80.00	\$80.00		\$80.00	071306
	Registration of a new food premises business	Per Premises	\$240.00	\$240.00	\$240.00		\$240.00	071306
	Change of proprietor for an existing food premises business	Per Premises	\$80.00	\$80.00	\$80.00		\$80.00	071306
	Inspection pursuant to Food Act 2008 - food premises inspection	Per Premises	\$107.00	\$107.00	\$97.27	\$9.73	\$107.00	071306
	Issuing and serving of either an Improvement Notice or Prohibition Notice	Per Premises	\$107.00	\$107.00	\$97.27	\$9.73	\$107.00	071306
	Replying in writing or orally to a request for information related to the Food Act 2008 and subsidiary legislation and Standards and Codes by the Proprietor or designated staff member/s of a Registered Food Premises	Per Hour	\$73.50	\$98.00	\$66.82	\$6.68	\$73.50	071306
	Notification by a Registered Food Business to operate at a location other than the principal address of the Registered Food Business (Mobile food vendor, event caterer and the like)	Per Food Business	\$11.00	\$20.00	\$10.00	\$1.00	\$11.00	071306

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
Health Fees (continued)								
Lodging House	Registration of lodging house inclusive of inspection	Per Premises	\$107.00	\$107.00	\$97.27	\$9.73	\$107.00	071306
Local Law Activities on Thoroughfares and Trading in Thoroughfares and Public Places	Application for Permit for a single event	Per Permit	\$35.00	\$35.00	\$31.82	\$3.18	\$35.00	071306
	Application for Permit for up to 93 days	Per Permit	\$70.00	\$70.00	\$63.64	\$6.36	\$70.00	071306
	Application for Permit for up to 365 days	Per Permit	\$180.00	\$180.00	\$163.64	\$16.36	\$180.00	071306
TRANSPORT								
Vehicle Inspection Fees	<i>(Charges in accordance with Department of Transport and Major Infrastructure's Licensing Fees & Charges for Wheatbelt)</i>							
Light vehicles (MRC 4,500kg or less)	Trailer (with brakes), Motor Carrier	Initial Inspection	\$225.90	\$227.55	\$227.55		\$227.55	930702
		Re-inspection	\$154.15	\$155.20	\$155.20		\$155.20	930702
	Trailer (without brakes) and Motor Carrier	Initial Inspection	\$183.40	\$184.70	\$184.70		\$184.70	930702
		Re-inspection	\$146.20	\$147.20	\$147.20		\$147.20	930702
	Light Vehicle (including Motor/ Mobile Home equal or less than 4,500kg)	Initial Inspection	\$225.90	\$227.55	\$227.55		\$227.55	930702
		Re-inspection	\$154.15	\$155.20	\$155.20		\$155.20	930702
	Motorcycle	Initial Inspection	\$183.40	\$184.70	\$184.70		\$184.70	930702
		Re-inspection	\$146.20	\$147.20	\$147.20		\$147.20	930702
Heavy vehicles (MRC over 4,500kg)	Heavy vehicle (including Motor/Mobile Home over 4,500kg)	Initial Inspection	\$286.40	\$289.80	\$289.80		\$289.80	930702
		Re-inspection	\$172.75	\$174.65	\$174.65		\$174.65	930702
General vehicle inspection fees	Minor inspection (verification of vehicle details only)	Inspection fee	\$164.80	\$165.95	\$165.95		\$165.95	930702
Tow Trucks/School Buses	Initial (First time ever inspected as this type of Vehicle)	Initial Inspection	\$381.15	\$385.75	\$385.75		\$385.75	930702
		Re-inspection	\$172.75	\$174.65	\$174.65		\$174.65	930702
Tow Trucks/School Buses	Other (All subsequent inspections of this type of Vehicle after Initial)	Initial Inspection	\$327.00	\$330.90	\$330.90		\$330.90	930702
		Re-inspection	\$172.75	\$174.65	\$174.65		\$174.65	930702

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL	
ECONOMIC SERVICES									
Planning Fees	1	Determination of a Development Application (other than Extractive Industry) where the estimated cost of development is -							
		(a) not more than \$50,000		\$147.00	\$147.00	\$147.00		\$147.00	071304
		(b) more than \$50,000 but not more than \$500,000 0.32% of the estimated cost of development	0.32% of cost						071304
		(c) more than \$500,000 but not more than \$2.5M \$1,700 + 0.257% for every \$1 in excess of \$500,000							071304
		(d) more than \$2.5M but not more than \$5M \$7,161 + 0.206% for every \$1 in excess of \$2.5M							071304
		(e) more than \$5M but not more than \$21.5M - \$12,633 + 0.123% for every \$1 in excess of \$5M							071304
		(f) more than \$21.5M		\$34,916.00	\$34,916.00	\$34,916.00		\$34,916.00	071304
	2	Determining a Development Application (other than for an Extractive Industry) where the development has commenced or been carried out. The fee in item 1 plus, by way of penalty, twice that fee.							071304
	3	Determining a development application for an Extractive Industry where the development has not commenced or has not been carried out		\$739.00	\$739.00	\$739.00		\$739.00	071304
	4	Determining a development application for an Extractive Industry where the development has commenced or been carried out - the fee in item 3 plus, by way of penalty, twice that fee							071304
	5A	Determining an application to amend or cancel Development Approval		\$295.00	\$295.00	\$295.00		\$295.00	071304
	5B	Determining an application for advice made under the Planning and Development (Local Planning Schemes) Regulations 2015 Sch. 2 cl. 61A (as that clause applies as part of the local planning scheme)		\$295.00	\$295.00	\$295.00		\$295.00	071304
	5	Providing a Subdivision Clearance for -							
		(a) not more than 5 lots \$73 per lot	per lot	\$73.00	\$73.00	\$73.00		\$73.00	071304
	(b) more than 5 lots but not more than 195 lots, then \$73 per lot for the first 5 lots and then \$35 per lot							071304	
	(c) more than 195 lots		\$7,393.00	\$7,393.00	\$7,393.00		\$7,393.00	071304	
6	Determining an initial application for approval of a home occupation where the home occupation has not commenced		\$222.00	\$222.00	\$222.00		\$222.00	071304	
7	Determining an initial application for approval of a home occupation where the home occupation has commenced. The fee in item 6 plus, by way of penalty, twice that fee							071304	
8	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires		\$73.00	\$73.00	\$73.00		\$73.00	071304	

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
Planning Fees (continued)								
	9 Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired. The fee in item 8 plus, by way of penalty, twice that fee							071304
	10 Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out		\$295.00	\$295.00	\$295.00		\$295.00	071304
	11 Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out. The fee in item 10 plus, by way of penalty, twice that fee.							071304
	12 Providing a zoning certificate		\$73.00	\$73.00	\$73.00		\$73.00	071304
	13 Replying to a property settlement questionnaire		\$73.00	\$96.50	\$87.73	\$8.77	\$96.50	071304
	14 Providing written planning advice		\$73.00	\$98.00	\$89.09	\$8.91	\$98.00	071304
	15 Providing written planning approval to determine Outbuilding, Shipping Container & Lean-Tos Policy 5.2 criteria are in accord; or written advice if not. If not meeting the criteria this fee is void and the scheduled planning application fee for Development as applicable will prevail.	Per	\$39.00	\$98.00	\$89.09	\$8.91	\$98.00	071304
	16 Providing retrospective written planning approval to determine Outbuilding, Shipping Container & Lean-Tos Policy 5.2 criteria that are in accord; or written advice if not. If not meeting the criteria this fee is void and the scheduled planning application fee for Development as applicable will prevail.		\$78.00	\$98.00	\$89.09	\$8.91	\$98.00	071304
Fees for scheme amendments, structure plans and local development plans	The person in charge of planning at the local government of Bruce Rock,		\$88.00	\$88.00	\$88.00		\$88.00	071304
	Manager/Senior Planner		\$66.00	\$66.00	\$66.00		\$66.00	071304
	Planning Officer		\$36.85	\$36.85	\$36.85		\$36.85	071304
	Other staff with qualifications relevant to the request, eg CEO, DCEO, EHO		\$36.85	\$36.85	\$36.85		\$36.85	071304
	Administration Officer		\$30.20	\$30.20	\$30.20		\$30.20	071304
	All Applicants - Estimate payable in advance 33.3% of Time Cost to recover operating overhead costs							071304
Direct Costs (advertising, consultation procedures, statutory notices, technical resources and equipment and computer modelling, - environmental assessment, specialist advice and heritage assessment)	All Applicants - Estimate payable in advance				Actual Cost			071304

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
Building Regulation Fees	Certified application for a building permit for building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$121.00	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Certified application for a building permit for building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$121.00	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Uncertified application for a building permit the fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$121.00	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application to extend the time during which a building permit has effect	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
Demolition Permit	Application for a demolition permit for demolition work in respect of a Class 1 or Class 10 building or incidental structure	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for a demolition permit for demolition work in respect of a Class 2 to Class 9 building the fee is \$121.00 for each storey of the building	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application to extend the time during which a Demolition Permit has effect	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
Other Building Fees	Application for an occupancy permit for a completed building (s. 46)	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for an occupancy permit for an incomplete building (s. 47)	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for a replacement occupancy permit for permanent change of the building's use or classification (s. 49)	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for an occupancy permit for a building in respect of which unauthorised work has been done - 0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority (s. 51(2))	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for a building approval certificate for a building or an incidental structure in respect of which unauthorised work has been done - 0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority (s. 51(1))	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application to replace an occupancy permit for an existing building (s. 52(1))	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application for a building approval certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52(2))	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301
	Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect (s. 65(3)(a))	Minimum \$121.00	\$110.00	\$121.00	\$121.00		\$121.00	133301

SHIRE OF BRUCE ROCK



SCHEDULE OF STATUTORY FEES & CHARGES FOR 2026-27

DESCRIPTION	DETAILS	CHARGING	2025/26	2026/27	FEE	GST	TOTAL	GL
Other Building Fees (continued)	Regulation 61: An Application for Local Government Approval of Battery Powered Smoke Alarms		\$179.40	\$197.00	\$197.00		\$197.00	133301
	Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)		\$2,160.15	\$2,160.15	\$2,160.15		\$2,160.15	133301
Building Services Levy	Building permit Certified or Uncertified Less than \$45,000.00		\$61.65	\$61.65	\$61.65		\$61.65	133303
	Building permit Certified or Uncertified More than \$45,000.00 = 0.137% of the value of the work	0.137% of value of work						133303
	Demolition permit Less than \$45,000.00		\$61.65	\$61.65	\$61.65		\$61.65	133303
	Demolition permit More than \$45,000.00 = 0.137% of the value of work	0.137% of value of work						133303
	Occupancy permit or building approval certificate for approved building work under s47,s49 or s52 of the Building Act		\$61.65	\$61.65	\$61.65		\$61.65	133303
	Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act \$45,000 or under		\$123.30	\$123.30	\$123.30		\$123.30	133303
	Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act Over \$45,000 fee calculated at 0.274% of the value of the work	0.274% of value of work						133303
	Occupancy permit under s46 of the Building Act. No levy is payable							
	Modification of occupancy permit for additional use of building on temporary basis under s48 of the Building Act. No levy is payable							
BCITF Levy	The total value of construction is estimated to be more than \$100,000 The rate of the levy is 0.2% of the total value of construction (inclusive of GST) or \$200 in every \$100,000 worth of project value							133302
	Failure to pay the levy (for construction works to which the levy applies) or providing false or misleading information is an offence, as follows a) \$20,000 for a single person b) \$50,000 for a body corporate Where construction work is started before the project owner has paid the levy due, the project owner may be liable to pay 100% of the unpaid levy in addition to the original levy amount and any applicable prosecution penalties.							133302
	Where the final construction value of a project is \$25,000 or more greater than the original estimated construction value declared for levy purposes, the project owner is required to notify the Construction Training Fund (CTF) and pay any additional levy that becomes payable. Where the final construction value of a project is \$25,000 or more less than the original estimated construction value declared for levy purposes, the project owner may apply to the CTF for a reassessment and, if approved, may be entitled to a partial refund of levy previously paid. All adjustments are directly dealt with the CTF.							133302

10.4 Regulatory Services

10.4.1 Review of Local Laws under s3.16 of the Local Government Act 1995

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	18 June 2026
Author	Chris Liversage – Conway Highbury Consultants
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

Council is requested to note the outcome of the review of the Shire's local laws undertaken in accordance with Section 3.16 of the *Local Government Act 1995* and determine that the existing local laws remain unchanged.

Background

Section 3.16 of the *Local Government Act 1995* (the Act) requires a local government to review its local laws at least once every eight years, and which has been recently amended to make this at least once every 15 years.

The Shire has eight (8) local laws in place:

Local Law	When made (published) in the Government Gazette (GG), when amended and Gazette No.
Cemeteries Local Law 2005	Made 2 Jun 2005, No 102. Amended: <ul style="list-style-type: none"> • 19 May 2006, No 86; • 11 Dec 2019, No 177.
Dogs Local Law 2005	Made 2 Dec 2005, No 144. Amended 11 Dec 2019, No 177
Fencing Local Law 2004	Made GG 2 Jun 2005, No 102. Amended in GG: <ul style="list-style-type: none"> • 19 May 2006, No 86; • 11 Dec 2019, No 177.
Local Government Property Local Law 2005	Made GG 2 Jun 2005, No 102. Amended in GG 11 Dec 2019, No 177
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2004	Made GG 27 Jul 2005, No 144. Amended: <ul style="list-style-type: none"> • GG 29 Aug 2006, No 151; • GG 11 Dec 2019, No 177.
Health Local law 2016	Made GG 25 Jan 2017, No 23
Animals. Environment and Nuisance Local Law 2016	Made GG 25 Jan 2017, No 23 Amended 16 Mar 2018, No 37

Local Law	When made (published) in the Government Gazette (GG), when amended and Gazette No.
Bush Fires Local Law 2025	Made GG 23 Dec 2025, No 155

Local laws are subsidiary legislation; they must comply with an Act or Regulation of the State or Commonwealth of Australia. In the event of any conflict, the Act or Regulation prevails to the extent of that conflict.

At its meeting held on 26 March 2026 Council resolved to initiate a review of its local laws and called for submissions from the members of the public (item 10.5.1 refers).

Consultation

In accordance with Councils' resolution and s3.16 of the Act, submissions from members of the public were called, and which closed recently.

One submission was received expressing concern about roaming dogs in the Bruce Rock townsite suggesting that repeat offenders be required to increase fence heights or make other improvements; and that appropriate enforcement action be taken.

Clause 3.1(1) of the Dogs local law provides that:

3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must—

- (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;*
- (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;*
- (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;*
- (d) maintain the fence and all gates and doors in the fence in good order and condition; and*
- (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.*

Subclause (2) provides that a person who keeps a dog on premises they occupy must maintain an adequate fence.

Schedule 3 of the local law provides for a modified penalty (an on the spot fine) of \$100 for breaches of clause 3.1; and clause 7.2A a penalty of up to \$5,000 plus \$500 per day if the offence is of a continuing nature.

In addition, while changes to the Dog Act and its associated regulations were made in 2013 and the Shires Dogs local law updated in 2019, it deals with residual matters and should be maintained.

As such, while the provisions of the local law are considered adequate and no changes proposed, an education and enforcement program will be undertaken in relation to the comment made about wandering dogs.

The remainder of the Shire's local laws are considered as up to date as they can reasonably be. They are only occasionally used and while minor amendments could be undertaken, it is considered not worth the expense to do so.

Statutory Environment

Section 3.16 of the Act applies. In part, this section provides that when considering the results of a review of its local laws, a local government must determine by an absolute majority whether it considers that the local law should be repealed, be amended or remain unchanged.

Any changes to local laws must then be made using the process set out in s3.12. In essence this provides that local governments make amendment local laws if changes to a local law are required.

Policy Implications

Nil.

Financial Implications

There are costs incurred by the Shire in initiating, advertising and finalising the review.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
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)
Failure to review the local laws may result in adverse audit findings and potential challenges to the validity and effectiveness of the local laws	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

As noted above, the Shire's local laws are considered adequate for its needs. No further action is proposed.

Voting Requirements

Absolute Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.07

Moved: Cr Buegge

Seconded: Cr Crooks

That Council notes the outcome of the review of the Shires Local laws under s3.16 of the Local Government Act 1995.

CARRIED 6/0

BY ABSOLUTE MAJORITY

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

10.5 Chief Executive Officer

10.5.1. Adoption of Privacy Policy and Information Breach Response Policies

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	16 June 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Privacy Policy2. Information Breach Response Policy

Summary

Council is requested to approve the adoption of both the Privacy Policy and Information Breach Response Policy.

Background

The Privacy and Responsible Information Sharing Act 2024 (WA), which comes into effect on 1 July 2026, introduces a comprehensive privacy framework for Western Australian public sector agencies, including local governments. The legislation requires agencies to implement appropriate governance arrangements, policies and procedures for the management of personal information and the reporting and management of information breaches.

To support compliance with the legislation, two (2) policies have been developed:

1. Privacy Policy – establishes the Shire's approach to the lawful, transparent, secure and respectful handling of personal information, including collection, use, disclosure, storage, access, correction and complaint management processes.
2. Information Breach Response Policy – establishes the Shire's framework for identifying, escalating, containing, assessing, recording and responding to actual or suspected information breaches, including notifiable breaches.

The adoption of these policies will provide a clear governance framework for privacy management and information breach response across the organisation.

Consultation

Consultation has been undertaken with the Chief Executive Officer.

Statutory Environment

The draft policies have been prepared having regard to:

- Privacy and Responsible Information Sharing Act 2024 (WA);
- Information Commissioner Act 2024 (WA);

- State Records Act 2000 (WA);
- Freedom of Information Act 1992 (WA);

The PRIS Act establishes obligations for public sector agencies regarding the handling of personal information and the management of information breaches. Adoption of these policies will assist the Shire in meeting its legislative obligations.

Policy Implications

Adoption of the policies will:

- Establish formal organisational standards for the management of personal information;
- Define responsibilities for staff, contractors, volunteers and service providers;
- Provide a framework for responding to information breaches;
- Support the implementation of privacy-by-design principles across Shire operations; and
- Strengthen governance and accountability regarding personal information management.

Financial Implications

There are no direct financial implications associated with the adoption of these policies.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
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)
Failure to adopt and implement the appropriate privacy governance arrangements may expose the Shire to legislative non-compliance.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

(This space is intentionally blank).

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Privacy Policy and Information Breach Response Policy provide the governance framework necessary to support the Shire's compliance with the Privacy and Responsible Information Sharing Act 2024 (WA). Adoption of the policies will demonstrate the Shire's commitment to protecting personal information, managing privacy risks effectively and responding appropriately to information breaches.

The policies are considered appropriate for implementation and will form part of the Shire's broader privacy and information governance framework.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.08

Moved: Cr Hodgkiss

Seconded: Cr Buegge

That Council:

1. Adopts the Shire of Bruce Rock's Privacy Policy as attached;
2. Adopts the Shire of Bruce Rock's Information Breach Response Policy;
3. Authorises the Chief Executive Officer to make minor administrative amendments to the policies that do not alter their intent or effect; and
4. Notes that the policies have been developed to support the Shire's compliance with the Privacy and Responsible Information Sharing Act 2024 (WA) which comes into effect 1 July 2026.

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

Shire of Bruce Rock – Privacy Policy

Statutory Context: Privacy and Responsible Information Sharing Act 2024.
State Records Act 2000.
Information Commissioner Act 2024 (WA).
Freedom of Information Act 1992 (WA).

Corporate Context: Shire of Bruce Rock Information Breach Response Policy.
Shire of Bruce Rock Privacy Complaints Procedure.
Shire of Bruce Rock Records Management Policies and Procedures.
Shire of Bruce Rock ICT / Cyber Security / Acceptable Use Policies.

Date Adopted:

1. Purpose

The purpose of this Policy is to establish the Shire of Bruce Rock's approach to the lawful, transparent, secure and respectful handling of personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) and other applicable laws.

This Policy is intended to:

- a. Support compliance with the Information Privacy Principles;
- b. Explain how the Shire collects, uses, stores, discloses and manages personal information;
- c. Support public confidence in the Shire's handling of personal information;
- d. Provide a framework for staff, contractors and decision-makers; and
- e. Support privacy-by-design across Shire functions, services, systems and projects.

2. Scope

This Policy applies to:

- a. The Shire of Bruce Rock;
- b. Council Members, Committee Members and employees;
- c. Volunteers acting on behalf of the Shire;
- d. Contractors, consultants and service providers handling personal information for or on behalf of the Shire, to the extent permitted by law and contract; and
- e. All formats of personal information, including paper records, electronic records, emails, images, CCTV records, customer forms, payroll records, rates records and information held in systems managed for the Shire.

3. Policy Statement

The Shire of Bruce Rock is committed to:

- a. Collecting only personal information that is reasonably necessary for its lawful functions and activities;
- b. Taking reasonable steps to provide collection notices when personal information is collected;

- c. Ensuring personal information is accurate, complete, up to date and secure;
- d. Using and disclosing personal information only for proper and lawful purposes;
- e. Maintaining appropriate safeguards against loss, misuse, unauthorised access, modification, disclosure or destruction;
- f. Giving individuals clear information about how their personal information is managed;
- g. Handling privacy complaints fairly and promptly;
- h. Assessing privacy impacts in high privacy impact projects or activities; and
- i. Responding to information breaches in a timely and structured way.

4. Definitions

For the purposes of this Policy:

Personal information - means information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable.

Sensitive information - means information that may require heightened protection due to its nature, context, risk of harm, or legal restriction.

Privacy Officer - means the senior officer designated by the Shire under the PRIS framework to promote compliance and coordinate privacy management.

Information breach - means loss, unauthorised access, unauthorised disclosure, or other compromise of information, including personal information.

Collection notice - means the notice provided at or before collection, or as soon as practicable after collection, explaining why information is being collected and how it will be handled.

Public register - means a register maintained under a written law and made publicly available or available for inspection.

5. How the Shire Collects Personal Information

The Shire may collect personal information:

- a. Directly from individuals through forms, applications, payments, service requests, registrations, enquiries, complaints, bookings, recruitment and employment processes;
- b. By phone, email, correspondence, website interactions and in-person dealings;
- c. Through CCTV, security systems and incident reporting where lawfully used;
- d. From third parties where authorised or permitted by law; and
- e. Through contracted systems or service providers acting on behalf of the Shire.

The Shire will take reasonable steps to ensure that, where required, individuals are given or made aware of an appropriate collection notice.

6. Types of Personal Information the Shire may Collect

Depending on the Shire function or service, personal information may include:

- a. Name, address, phone number and email address;
- b. Postal and property details;
- c. Rates and debtor information;
- d. Identification or licensing information;
- e. Complaint, enquiry and service request information;

- f. Booking, event or participation information;
- g. Recruitment and employment information;
- h. Health or emergency contact information where necessary and lawful;
- i. CCTV or other security-related images; and
- j. Any other information reasonably required for a Shire function, service or legal obligation.

7. Why the Shire Collects Personal Information

The Shire collects personal information for purposes connected with its lawful functions and activities, including:

- a. Delivering local government services and facilities;
- b. Rates, finance, debtors and property administration;
- c. Planning, building, regulatory and compliance functions;
- d. Managing complaints, requests and community enquiries;
- e. Administering community facilities, bookings, programs and events;
- f. Recruitment, employment and workforce management;
- g. Public health, safety, emergency management and incident response;
- h. Contractor and procurement administration;
- i. Records management and governance obligations; and
- j. Compliance with written laws.

8. Use and Disclosure

The Shire will not use or disclose personal information for a purpose unrelated to the purpose of collection unless:

- a. The individual has consented;
- b. The use or disclosure is required or authorised by law;
- c. The use or disclosure is otherwise permitted under the PRIS framework; or
- d. The use or disclosure is necessary to manage serious risk, public safety, compliance or other lawful Shire obligations.

Where the Shire usually discloses information of a particular kind, this will be reflected in the relevant collection notice.

9. Information Quality

The Shire will take reasonable steps to ensure that personal information it uses or discloses is accurate, complete, relevant and up to date.

10. Information Security and Storage

The Shire will take reasonable steps to protect personal information from misuse, interference, loss and unauthorised access, modification or disclosure.

These steps may include:

- a. Access controls and permissions;
- b. Secure passwords and authentication;
- c. Records security;
- d. Staff training;
- e. Secure disposal arrangements
- f. Contractor controls;

- g. Incident reporting; and
- h. ICT and cyber security safeguards appropriate to a small local government environment.

11. Retention and Disposal

The Shire will retain and dispose of records, including personal information, in accordance with applicable legal obligations, including State records requirements and approved retention and disposal authorities.

Where the Shire is not required to retain personal information, it will take reasonable steps to securely destroy or permanently de-identify it when no longer needed.

12. Access and Correction

Where applicable, individuals may request access to, or correction of, their personal information held by the Shire, subject to any lawful limitations, exemptions or alternative statutory processes.

Requests should be directed to the Shire's Privacy Officer.

13. Anonymity and Minimal Collection

Where lawful and practicable, the Shire will seek to provide options for individuals to interact without identifying themselves, or by providing only the minimum information necessary.

The Shire acknowledges that many local government functions require identification of the individual and property or transaction involved.

14. Public registers

Where the Shire maintains a public register under written law, it will manage personal information in that register consistently with the PRIS framework and the purpose of the register.

The Shire will consider requests for removal or non-inclusion of personal information from a public register where safety or wellbeing concerns are raised.

15. Privacy complaints

Individuals may make a privacy complaint to the Shire if they believe their privacy has been interfered with by the Shire's handling of personal information.

Privacy complaints will be managed in accordance with the Shire's Privacy Complaints Procedure.

16. Information breaches

The Shire will maintain procedures for identifying, escalating, containing, assessing, recording and responding to information breaches, including notifiable breaches where required by law.

17. Roles and responsibilities

Chief Executive Officer

The CEO is responsible for:

- a. Overall organisational compliance;
- b. Resourcing and governance oversight;
- c. Appointing or designating the Privacy Officer; and
- d. Supporting implementation of this Policy.

Privacy Officer

The Privacy Officer is responsible for:

- a. Promoting privacy compliance;
- b. Coordinating privacy complaints;
- c. Coordinating breach preparedness and breach register oversight;
- d. Advising on privacy impact assessments;
- e. Maintaining privacy guidance and training; and
- f. Monitoring improvement actions.

Managers and supervisors

Managers and supervisors are responsible for ensuring privacy obligations are implemented in operational practice.

Employees and others

Employees, volunteers and contractors must:

- a. Handle personal information lawfully and carefully;
- b. Comply with policies, procedures and directions;
- c. Report suspected breaches promptly; and
- d. Complete required privacy training.

End of Document.

INFORMATION BREACH RESPONSE POLICY

Statutory Context: Privacy and Responsible Information Sharing Act 2024.
State Records Act 2000.
Information Commissioner Act 2024 (WA).
Freedom of Information Act 1992 (WA).

Corporate Context: Shire of Bruce Rock Privacy Complaints Procedure.
Shire of Bruce Rock Records Management policies and procedures.
Shire of Bruce Rock ICT / Cyber Security / Acceptable Use policies.

Date Adopted:

1. Purpose

This Policy establishes the Shire's framework for identifying, escalating, containing, assessing, recording and responding to information breaches, including notifiable information breaches.

2. Scope

This Policy applies to all actual, suspected or attempted information breaches involving:

- Personal information;
- Confidential information;
- Shire-held information managed by staff, contractors or service providers; and
- All formats and systems.

3. Objectives

The objectives are to:

- Contain breaches quickly;
- Reduce harm;
- Preserve evidence;
- Ensure proper assessment and escalation;
- Meet legal notification obligations;
- Improve systems and practices after incidents.

4. What is an information breach?

An information breach may include:

- Email sent to the wrong recipient;
- Paper file lost or left unsecured;
- Unauthorised staff access;
- Malware or cyber compromise;
- Theft of device or storage media;
- Inappropriate disclosure at the counter or by phone;
- Contractor mishandling information; and
- Publication of personal information in error.

5. Reporting obligation

Any employee, contractor or volunteer who becomes aware of a suspected information breach must report it **immediately** to:

- Their manager; and
- The Privacy Officer; and
- ICT, where the breach is system, email, cyber or device-related.

6. Initial response

On becoming aware of a possible breach, the Shire must as soon as practicable:

- Contain the breach;
- Recover information where possible;
- Disable access or credentials if required;
- Stop further disclosure;
- Preserve logs, records and evidence;
- Notify the Privacy Officer.

7. Assessment

The Privacy Officer, with relevant officers, will assess:

what happened;

what information is involved;

how many individuals are affected;

whether the information is sensitive or high-risk;

whether the information is encrypted, recovered or already publicly available;

the likely harm;

whether the breach is likely to meet the threshold for a notifiable information breach;

whether law enforcement, cyber security, insurer or legal advice is required.

8. Response team

Depending on the nature of the breach, the response team may include:

- Privacy Officer;
- Chief Executive Officer;
- Legal Adviser;
- ICT provider / Dept of Digital Government;
- LGIS Insurer;
- Corporate Services Manager;
- Relevant Service Manager; and
- Senior Administration Officer.

9. Notification

Where required by law, the Shire will notify:

- The Information Commissioner; and/or
- Affected individuals; and/or

- Other authorities, insurers or stakeholders.

Notifications should be coordinated, accurate and approved by the CEO or delegate.

10. Communications

No officer is to make external statements about an information breach unless authorised.

Communications with affected individuals should be:

- Timely;
- Factual;
- Respectful; and
- Clear about what happened, likely impact, steps already taken, and what the person can do.

11. Register and documentation

All assessed breaches, including near misses where appropriate, must be recorded in the **Information Breach Register**.

12. Post-incident review

After each significant breach, the Privacy Officer will coordinate a review addressing:

- Root cause;
- Lessons learned;
- Policy/process/system changes;
- Training needs;
- Contractor or procurement issues; and
- Reporting to Executive or Audit Risk and Improvement Committee, where appropriate.

10.5.2 Adoption of an Artificial Intelligence Use Policy

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 June 2026
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Artificial Intelligence Use Policy

Summary

The purpose of this report is for Council to consider the adoption of a new Artificial Intelligence Use Policy for inclusion in the Shire of Bruce Rock Council Policy Manual.

The policy provides a formal governance framework for the responsible use of artificial intelligence within the Shire. It recognises that artificial intelligence tools can support productivity, report writing, research, drafting, communication and administrative efficiency, while also ensuring that appropriate controls are in place to protect information, records, financial integrity, privacy, cybersecurity and public accountability.

Background

Artificial intelligence tools are increasingly being used across government, business and administrative environments. Tools such as ChatGPT and Microsoft Copilot can assist with first-draft report writing, research summaries, plain English communication, policy development, speech writing, correspondence, procedural documents and general administrative productivity.

The Shire already has an Executive Instruction to guide staff in the operational use of artificial intelligence (AI). However, given the increasing use of AI and the associated governance, privacy, cybersecurity, recordkeeping, financial management and audit risks, it is appropriate that Council adopt a higher-level policy position.

Under the Local Government Act 1995, Council's governing role includes determining the local government's policies, planning strategically, providing strategic direction to the CEO and making decisions on the basis of evidence, on the merits and in accordance with the law. The Act also recognises the separation between Council's governing role and the CEO's executive role.

The proposed Artificial Intelligence Use Policy therefore establishes the Council-level position. The Executive Instruction will remain the operational document for staff.

Consultation

External community consultation is not considered necessary, as the proposed policy relates to internal governance, information management, ICT use, privacy, records, financial controls and administrative practice.

The policy has been prepared with reference to current legislation, State Government guidance, State Records Office guidance, Office of the Information Commissioner guidance and Office of the Auditor General reporting.

Internal implementation will require communication with the Executive Team, managers and staff to ensure that staff understand the approved and prohibited use of artificial intelligence tools.

Statutory Environment

Local Government Act 1995

Section 2.7 provides that Council governs the local government's affairs and is responsible for the performance of the local government's functions. Council's governing role includes determining the local government's policies, planning strategically for the district, determining services and facilities, and providing strategic direction to the CEO. Council must make decisions on the basis of evidence, on the merits and in accordance with the law.

Section 5.41 provides that the CEO is responsible for managing the local government's administration and operations. The CEO's executive role includes causing Council decisions to be implemented, determining procedures and systems for implementing Council policies, managing administration and operations, and ensuring records and documents of the local government are properly kept.

Section 5.93 prohibits a council member, committee member or employee from making improper use of information acquired in the performance of their functions to gain an advantage or cause detriment. This is relevant to the policy's controls around confidential, sensitive and non-public Shire information.

Section 6.5 requires the CEO to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations and kept up to date and ready for inspection by authorised persons.

Local Government (Financial Management) Regulations 1996

The Local Government (Financial Management) Regulations 1996 impose specific statutory obligations in relation to local government financial management and reporting. Regulation 5A requires the annual budget, annual financial report and other financial reports of a local government to comply with the Australian Accounting Standards, subject to regulations 4, 17A and 36A.

Regulation 5 requires the CEO to establish efficient systems and procedures for financial management, including the proper collection and custody of money, maintenance and security of financial records, proper accounting for revenue, expenses, assets and liabilities, proper authorisation of liabilities and payments, and the maintenance of payroll, stock control and costing records.

Regulation 34 requires a monthly statement of financial activity to be prepared, regulation 35 requires a monthly statement of financial position to be prepared, and regulation 36 prescribes content requirements for the annual financial report. These statutory obligations support the policy position that AI must not be used as the authoritative tool to generate, calculate or validate statutory financial reporting.

State Records Act 2000

The policy supports the Shire's obligations under the State Records Act 2000 and the Shire's approved Recordkeeping Plan. The State Records Office's AI guidance confirms that records created by or through AI must be kept in accordance with the State Records Act 2000 and State Records Commission principles and standards.

Privacy and Responsible Information Sharing Act 2024

The policy supports the Shire's preparation for the Privacy and Responsible Information Sharing Act 2024. The Office of the Information Commissioner states that most provisions regulating the handling of personal information by the Western Australian public sector will commence on **1 July 2026**, and that the notifiable information breach provisions will commence on **1 January 2027**.

Policy Implications

Adoption of the Artificial Intelligence Use Policy will create a new Council Policy for inclusion in the Shire of Bruce Rock Council Policy Manual.

The existing Executive Instruction relating to the use of ChatGPT, Microsoft Copilot and other AI tools will remain in place as the operational staff instruction and may be updated by the Chief Executive Officer as required.

Financial Implications

There are no direct financial implications associated with adopting the policy.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
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)
Failure to adopt and implement the appropriate privacy governance arrangements may expose the Shire to legislative non-compliance.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The proposed policy adopts a balanced and practical position.

It does not prohibit the use of artificial intelligence. Rather, it recognises that AI can be a useful workplace tool when used properly and within clear governance boundaries.

The policy supports the use of AI for appropriate administrative and productivity purposes, including:

- Preparing first drafts of reports, briefing notes, letters, speeches and community updates;
- Improving grammar, structure, readability and tone;
- Summarising publicly available information;
- Preparing draft templates, checklists, procedures and internal working documents;
- Brainstorming policy options, project structures and engagement questions;
- Preparing draft community engagement material;
- Supporting grant writing and project scoping where confidential information is not entered; and
- Assisting general workplace productivity where information security is maintained.

However, the policy makes it clear that AI-generated content must be reviewed, amended and verified by an appropriately skilled Shire officer before it is used, saved, issued, published or relied upon.

The central governance principle is:

AI may assist the work, but it must not become the authority for the work.

This is particularly important in a local government environment, where Council reports, statutory documents, public communications, financial reports, audit evidence, records and administrative decisions must be accurate, transparent and accountable.

The policy establishes clear prohibited uses. In particular, it prohibits AI from being used to prepare, calculate, validate or generate statutory financial reports, annual budgets, budget reviews, monthly financial statements, annual financial statements, accounting records, audit evidence, reconciliations, journal entries, asset valuations, depreciation calculations or financial ratios.

Artificial intelligence is now a practical workplace tool. Used well, it can support staff with drafting, research, communication and productivity. It can assist with preparing the foundation for reports, policies, briefing notes, speeches, correspondence and community information.

However, AI also creates risks. AI outputs can be inaccurate, incomplete, outdated, biased or unsupported. AI tools may also process information in ways that are inappropriate for confidential local government material. Without clear policy controls, staff may inadvertently enter sensitive information into non-approved systems or rely on AI-generated content without proper verification.

The Shire therefore requires a clear Council policy position.

The proposed policy is not intended to prevent innovation or sensible use of technology. Rather, it provides clear and practical boundaries. It confirms that AI may be used as a support tool, but not as a decision-maker, statutory reporting tool, financial system, records system, legal adviser, audit evidence source or substitute for professional judgement.

The policy is particularly important in relation to financial management. The Shire's statutory financial reports, budgets, monthly financial statements, annual financial statements, audit evidence and accounting records must continue to be prepared through authorised systems, approved processes and appropriate professional review.

The policy also strengthens the Shire's governance position in relation to privacy, recordkeeping, cybersecurity, confidential information and business continuity.

It is recommended that Council adopt the Artificial Intelligence Use Policy and incorporate it into the Shire of Bruce Rock Council Policy Manual.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.09

Moved: Cr Verhoogt

Seconded: Cr Hodgkiss

That Council:

- 1. Adopts the Shire of Bruce Rock Artificial Intelligence Use Policy as presented in Attachment 1.**
- 2. Authorises the Chief Executive Officer to incorporate the Artificial Intelligence Use Policy into the Shire of Bruce Rock Council Policy Manual.**
- 3. Notes that the policy establishes Council's governance position on the responsible, secure and controlled use of artificial intelligence tools, including ChatGPT, Microsoft Copilot and similar technologies.**
- 4. Notes that artificial intelligence may be used as a productivity, research and drafting aid, but must not replace human judgement, statutory obligations, professional review, financial controls, official records or accountable decision-making.**
- 5. Notes that artificial intelligence must not be used to prepare, calculate, validate or generate statutory financial reports, annual budgets, budget reviews, monthly financial statements, annual financial statements, accounting records, audit evidence, reconciliations, journal entries, asset valuations, depreciation calculations or financial ratios.**

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

Shire of Bruce Rock

Council Policy

Artificial Intelligence Use Policy

Responsible, secure and controlled use of artificial intelligence within the Shire

Policy Number	To be allocated
Policy Type	Council Policy
Responsible Directorate	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Date Adopted	To be inserted
Review Date	Every two years, or earlier if required

Prepared for inclusion in the Shire of Bruce Rock Council Policy Manual.

Artificial Intelligence Use Policy

This Policy establishes Council's position on the responsible, ethical, secure and controlled use of artificial intelligence within the Shire of Bruce Rock.

1. Policy Objective

The purpose of this Policy is to establish Council's position on the responsible, ethical, secure and controlled use of artificial intelligence within the Shire of Bruce Rock.

The Shire recognises that artificial intelligence tools, including ChatGPT and Microsoft Copilot, can assist staff with productivity, research, drafting, summarising information, improving written communication and developing preliminary work products.

Used appropriately, artificial intelligence can support staff capability and improve the efficiency and quality of administrative work. However, artificial intelligence must not replace professional judgement, human oversight, statutory decision-making, financial controls, recordkeeping obligations, privacy obligations, audit requirements or Council's accountability to the community.

This Policy establishes the governance framework for acceptable artificial intelligence use and is to be read in conjunction with the Shire's Executive Instruction on the approved use of ChatGPT, Microsoft Copilot and other artificial intelligence tools.

2. Policy Statement

Council supports the controlled and responsible use of artificial intelligence as a productivity, research and drafting aid within the Shire of Bruce Rock.

Artificial intelligence may be used in a manner similar to other research, drafting and productivity tools, provided that its use:

1. supports, but does not replace, human judgement;
2. is consistent with the Shire's legislative, privacy, recordkeeping, financial management and audit obligations;
3. does not compromise confidential, personal, sensitive, commercial, legal, financial, security or operational information;
4. does not undermine the integrity of Council reports, statutory documents, audit evidence, financial information or official records;
5. is transparent, accountable and capable of human verification;
6. is consistent with the Shire's ICT, cybersecurity, records management and business continuity framework; and
7. complies with any Executive Instruction, procedure, approved tool list or direction issued by the Chief Executive Officer.

Artificial intelligence is not an authorised decision-maker, accounting system, records system, statutory reporting system, legal adviser, procurement evaluation authority, planning decision authority, human resources decision-maker or source of official Shire records.

3. Scope

This Policy applies to:

1. Council Members;
2. Employees;
3. Contractors;

4. Consultants;
5. Volunteers;
6. Committee members; and
7. Any person using artificial intelligence tools for or on behalf of the Shire.

This Policy applies to the use of:

1. Public artificial intelligence tools, including ChatGPT or similar tools;
2. Enterprise artificial intelligence tools, including Microsoft Copilot;
3. Artificial intelligence functionality embedded in software platforms;
4. Artificial intelligence meeting transcription, summarisation or note-taking tools;
5. Artificial intelligence tools used for research, drafting, analysis, automation, translation, image generation, data analysis or decision support; and
6. Any future artificial intelligence system procured, developed, trialed or implemented by the Shire.

4. Definitions

Artificial Intelligence or AI

Means an engineered system or software tool that can generate, predict, summarise, classify, recommend, analyse or produce content, outputs or decisions using automated or semi-automated processes.

Generative AI

Means AI capable of generating text, images, summaries, reports, code, tables, analysis, recommendations or other content in response to prompts or uploaded information.

Approved AI Tool

Means an AI tool approved for Shire use by the Chief Executive Officer or delegated officer and listed in the relevant Executive Instruction, procedure or approved AI tools register.

Public AI Tool

Means an AI tool that is publicly accessible and not specifically configured, contracted or secured for Shire use. Public AI tools must not be used for confidential, personal, sensitive or non-public Shire information unless expressly approved.

Enterprise AI Tool

Means an AI tool made available through an approved Shire system, contract or tenancy, such as Microsoft Copilot, subject to the Shire's ICT, records, privacy and cybersecurity controls.

Sensitive Information

Includes personal information, health information, staff information, ratepayer information, legal advice, confidential Council material, commercial-in-confidence information, tender information, security information, financial system data, ICT credentials, payroll information, medical centre information, childcare information, emergency management information or any information not intended for public release.

Material Use of AI

Means AI has been used to produce, substantially influence or materially shape a document, recommendation, analysis, decision-support product, Council report, public communication or business record.

AI Accountable Officer

Means the senior officer nominated by the Chief Executive Officer to oversee the Shire's AI governance, risk management, tool approval, training, monitoring and compliance arrangements.

5. Guiding Principles

5.1 Human accountability

A Shire officer remains accountable for all work produced, submitted, published or relied upon by the Shire, even where AI has assisted in drafting or preparing that work.

AI must not be treated as the author, decision-maker, accountable officer or professional adviser.

5.2 Accuracy and verification

AI outputs must be checked for accuracy, completeness, relevance, currency and reliability before being used.

AI-generated content must not be relied upon as a source of truth unless verified against authoritative sources, legislation, adopted Council documents, Shire records, official correspondence, trusted professional advice or recognised government guidance.

5.3 Privacy and confidentiality

Personal, confidential, sensitive, commercial, legal, financial, payroll, medical, security or protected information must not be entered into AI tools unless:

1. The tool has been approved for that category of information;
2. A privacy, security and records risk assessment has been undertaken;
3. Contractual and technical safeguards are in place;
4. The use complies with the Privacy and Responsible Information Sharing Act 2024;
5. The use complies with the Shire's ICT and records management requirements; and
6. The use is approved by the Chief Executive Officer or delegated officer.

5.4 Transparency

Where AI has materially assisted in preparing a Council report, public document, policy, strategy, submission, communication or decision-support document, the responsible officer must be able to explain:

1. What AI tool was used;
2. What the tool was used for;
3. What information was entered;
4. How the output was checked;
5. What sources were verified; and
6. What human review occurred before use.

5.5 No automated decision-making without approval

AI must not be used to make, determine, automate or materially influence decisions affecting individuals, staff, ratepayers, applicants, contractors, community members or Council Members unless approved through a formal risk assessment and governance process.

This includes decisions relating to employment, compliance, enforcement, planning, procurement, grants, tenancy, housing, rates, debt recovery, permits, community services, regulatory approvals or access to Shire facilities and services.

5.6 Records and auditability

Where AI is used in a way that materially contributes to Shire business, records must be captured and retained in accordance with the State Records Act 2000, the Shire's Recordkeeping Plan and relevant retention and disposal authorities.

5.7 Cybersecurity and business continuity

AI must not compromise the Shire's ICT environment, cybersecurity framework, access controls, system integrity or business continuity arrangements.

Critical Shire functions must not become dependent on AI tools that are outside the Shire's control or unavailable during outage, cyber incident, licence failure or internet disruption.

6. Approved Uses of AI

Subject to this Policy and any Executive Instruction, approved AI tools may be used to assist with:

1. Drafting preliminary reports, briefing notes, letters, emails, speeches and community updates;
2. Improving grammar, structure, readability and tone;
3. Summarising publicly available information;
4. Preparing draft templates, checklists, procedures and internal working documents;
5. Brainstorming ideas, project structures, engagement questions or policy options;
6. Preparing first-draft research summaries, provided sources are verified;
7. Translating or simplifying non-sensitive information, subject to review;
8. Preparing training material or staff guidance;
9. Improving plain English communication;
10. Developing non-sensitive meeting agendas, action lists or workshop material;
11. Supporting grant writing and project scoping where confidential information is not entered;
12. Assisting with general workplace productivity where information security is maintained;
13. Preparing draft policy wording for review by staff;
14. Developing draft community engagement material;
15. Creating draft risk registers or checklists, subject to review; and
16. Supporting staff capability where the output is reviewed by a competent officer.

AI-generated drafts must be reviewed and amended by an appropriately skilled Shire officer before being used, saved, issued, published or relied upon.

7. Prohibited Uses of AI

Artificial intelligence must not be used to:

1. Prepare, calculate, validate or generate statutory financial reports;
2. Prepare, calculate, validate or generate the annual budget, budget review, monthly financial statements or annual financial statements;
3. Create or validate audit evidence;
4. Create, alter or validate accounting records, reconciliations, journal entries, asset valuations, depreciation calculations or financial ratios;
5. Upload or analyse raw financial system exports containing sensitive, identifiable or confidential financial data, unless expressly approved by the Chief Executive Officer following a risk assessment;
6. Replace professional financial, legal, planning, engineering, governance, audit, procurement or Human resources advice;
7. Make decisions affecting legal rights, employment, access to services, compliance, enforcement, rates, debt recovery, procurement outcomes or community funding;

8. Upload confidential Council reports, closed meeting items, legal advice or confidential attachments into non-approved AI tools;
9. Upload personal information about staff, ratepayers, residents, patients, children, volunteers, contractors or community members into non-approved AI tools;
10. Upload usernames, passwords, API keys, system credentials, cybersecurity information or ICT configuration details;
11. Create or circulate final meeting minutes without human review and approval;
12. impersonate any person or misrepresent authorship;
13. Generate misleading, false, deceptive or defamatory material;
14. Bypass procurement, records, privacy, ICT, governance or approval processes;
15. Use unapproved AI tools for Shire business;
16. rely on AI-generated legal, financial, planning or regulatory interpretation without verification from an authoritative source or suitably qualified person;
17. Use AI for staff performance assessment, recruitment shortlisting, disciplinary matters or employment decisions unless specifically approved through a formal risk assessment; or
18. Use AI in any way that may damage the Shire's reputation, breach legislation or undermine public trust.

8. Financial Reporting, Budgeting and Audit

The Shire's financial reporting, statutory budget, annual financial statements, monthly financial reports, audit evidence, asset accounting, reconciliations and financial records must be prepared through authorised financial systems, approved accounting processes and appropriate professional review.

AI must not be used as a substitute for:

1. The Shire's financial management system;
2. Accounting standards;
3. Statutory financial reporting processes;
4. Management review;
5. Audit evidence;
6. Council's adopted budget process;
7. The annual financial report process;
8. Asset valuation or depreciation methodology;
9. Grant acquittal calculations;
10. Internal financial controls; or
11. The professional judgement of the Executive Manager Corporate Services, Manager Finance, Chief Executive Officer, auditor or suitably qualified finance officer.

AI may be used only for limited supporting tasks such as improving the wording of non-sensitive explanatory commentary, preparing plain English summaries, formatting draft narrative text, or researching general financial concepts, provided that all figures, statutory references and conclusions are verified by the responsible officer.

No financial figure, variance explanation, ratio, asset valuation, budget figure, reserve transfer, grant acquittal figure, audit response or statutory financial statement may be generated, amended or validated by AI unless expressly authorised by the Chief Executive Officer following a documented risk assessment.

9. Privacy, Confidentiality and Information Security

Users must apply a "minimum necessary information" principle when using AI.

Where AI use is permitted, users must:

1. Avoid entering personal or sensitive information wherever possible;
2. De-identify information before use;
3. Use hypothetical or generic examples where practical;

4. avoid uploading Shire documents unless authorised;
5. check whether the tool is approved for the proposed use;
6. ensure information is not used to train public AI models unless authorised;
7. comply with the Shire's ICT, cybersecurity and records management requirements; and
8. immediately report any suspected privacy, confidentiality or cybersecurity incident.

Information that must not be entered into non-approved AI tools includes:

1. ratepayer names, addresses or property account details;
2. staff employment, payroll, health, performance or disciplinary information;
3. medical centre information;
4. childcare or family information;
5. legal advice or legal correspondence;
6. tender or procurement information before public release;
7. confidential Council or committee reports;
8. closed meeting documents;
9. emergency management or security-sensitive information;
10. financial system data;
11. ICT credentials or system configuration information;
12. personal contact details;
13. complaint, investigation or compliance information; and
14. any information marked confidential, sensitive, private or not for public release.

10. Council Reports, Policies and Public Documents

AI may be used to assist in preparing first drafts of Council reports, policies, briefing notes, speeches, public notices, media statements and community updates.

The responsible officer must ensure that:

1. the final document reflects the Shire's position, not the AI tool's assumptions;
2. all legislation, dates, figures and references are checked;
3. all claims are supported by reliable sources;
4. the document is written in an appropriate Shire style;
5. confidential information has not been entered into an unauthorised tool;
6. the final document is reviewed by the relevant manager or executive; and
7. the final version is captured in the Shire's recordkeeping system.

Where AI has materially assisted in preparing a formal Council document, the responsible officer should retain a short internal note identifying the tool used, the purpose of use and the verification undertaken.

11. Research and Source Verification

AI may assist with initial research, but it must not be treated as an authoritative source.

Users must verify AI-generated research against authoritative sources before relying on it. This is particularly important for legal, statutory, regulatory, financial, planning, procurement, employment, governance, emergency management, building, environmental, privacy or compliance matters.

Authoritative sources may include:

1. legislation and regulations;
2. official government websites;
3. Council resolutions;
4. adopted Shire policies, strategies and plans;
5. official guidance from regulators;
6. Office of the Auditor General reports;
7. State Records Office guidance;

8. Office of the Information Commissioner guidance;
9. Department of Local Government, Industry Regulation and Safety guidance;
10. Professional advice;
11. Recognised industry standards;
12. Peer-reviewed or reputable publications; and
13. Official Shire records.

When using AI for research, users must:

1. Check that legislation and guidance are current;
2. Open and verify any source identified by the AI tool;
3. Ensure that quoted material is accurate and not fabricated;
4. Ensure that citations are real, current and relevant;
5. Verify dates, thresholds, monetary values and statutory references;
6. Distinguish between fact, assumption, opinion and interpretation;
7. Avoid relying on AI-generated summaries where the original source is available;
8. Verify any claim that may influence a Council decision or public communication;
9. Identify where information is uncertain or incomplete; and
10. Obtain professional advice where required.

AI-generated references must not be included in Council reports, public documents or statutory documents unless the source has been independently checked by the responsible officer.

AI must not be cited as the authority for a statement of law, policy, financial position, technical requirement or Council position.

12. Microsoft Copilot and Enterprise AI Use

Microsoft Copilot may be used where it is enabled within the Shire's approved Microsoft environment and subject to the Shire's ICT, records, privacy and cybersecurity controls.

Before broader use of Microsoft Copilot or similar enterprise AI tools, the Shire should ensure:

1. Appropriate SharePoint, Teams and document permissions are in place;
2. Sensitive documents are correctly classified;
3. Access controls are reviewed;
4. Staff understand when organisational data may be accessed by the tool;
5. Staff understand the distinction between work-based and web-based AI use;
6. Outputs are reviewed for accuracy, bias and appropriateness;
7. Monitoring and audit controls are available where required;
8. Incidents can be reported and investigated; and
9. The tool can be disabled or restricted if risk becomes unacceptable.

Microsoft Copilot must not be used as a way to access information the user would not ordinarily be authorised to access.

13. AI Meeting Notes, Transcription and Summaries

AI meeting transcription, summarisation or note-taking tools must only be used where approved.

Before using an AI note-taking tool, the organiser must consider:

1. Whether the meeting includes personal, confidential, legal, commercial, staff, medical, procurement or closed Council information;
2. Whether attendees have been informed;
3. Whether consent or notification is required;
4. Whether the tool is approved by the Shire;
5. Where the transcript or recording will be stored;

6. Who can access the transcript, recording or summary;
7. Whether the output will form part of an official record; and
8. whether human review is required before circulation.

AI-generated notes, transcripts or summaries must not be treated as official minutes unless reviewed and approved by the responsible officer.

Council, committee and formal meeting minutes must continue to be prepared and confirmed in accordance with statutory requirements and Shire procedures.

14. Recordkeeping

Where AI is used for Shire business, records must be managed in accordance with:

1. The State Records Act 2000;
2. The Shire's Recordkeeping Plan;
3. The Shire's records management procedures;
4. Applicable retention and disposal authorities; and
5. Any direction issued by the Chief Executive Officer.

The following records should be retained where AI use is material to Shire business:

1. The final document or output;
2. Any material AI-generated draft relied upon;
3. The sources used to verify the output;
4. The officer responsible for review and approval;
5. Any risk assessment or approval record;
6. Any AI self-assessment or tool assessment;
7. Any relevant prompt or summary of AI use where needed for accountability; and
8. Any incident report relating to AI misuse, error, privacy breach or security issue.

Minor, routine or transitory AI use, such as grammar improvement or general brainstorming, does not need to be separately recorded unless it materially affects Shire business.

15. Procurement and Implementation of AI Tools

No new AI tool, AI subscription, AI-enabled software, AI meeting tool, AI automation product or AI system may be procured, trialled or implemented for Shire business unless approved by the Chief Executive Officer or delegated officer.

1. Before approval, the Shire must consider:
 1. Business purpose;
 2. Expected benefit;
 3. Information security risk;
 4. Privacy risk;
 5. Records management implications;
 6. Data storage and data residency;
 7. Contractual terms;
 8. Whether Shire information may be used to train AI models;
 9. Integration with Shire systems;
 10. Cyber risk;
 11. Business continuity risk;
 12. Cost;
 13. Staff training requirements;
 14. Monitoring and auditability;
 15. Ability to disable the tool;
 16. Procurement requirements; and
 17. Compliance with relevant legislation and Shire policies.

Higher-risk AI use cases must be subject to a documented risk assessment before implementation.

16. Governance and Responsibilities

Council

Council is responsible for adopting this Policy and setting the Shire's governance position on acceptable artificial intelligence use.

Chief Executive Officer

The Chief Executive Officer is responsible for:

1. Implementing this Policy;
2. Issuing any Executive Instruction or procedure required to support this Policy;
3. Approving or restricting AI tools;
4. Nominating an AI Accountable Officer;
5. Ensuring appropriate oversight of AI-related risk;
6. Ensuring AI use does not compromise statutory, financial, privacy, recordkeeping or audit obligations; and
7. Reporting significant AI-related risks or incidents to Council where appropriate.

AI Accountable Officer

The AI Accountable Officer is responsible for:

1. Maintaining an AI tools register;
2. Maintaining an AI use case register where required;
3. Supporting staff training and awareness;
4. Reviewing AI risk assessments;
5. Advising on approved and prohibited uses;
6. Liaising with ICT, records, governance and privacy officers;
7. Monitoring changes to AI guidance and regulation; and
8. Escalating risks to the Chief Executive Officer.

Executive Managers and Managers

Executive Managers and Managers are responsible for:

1. Ensuring staff comply with this Policy;
2. Reviewing AI-assisted work before it is used or submitted;
3. Ensuring sensitive information is protected;
4. Ensuring records are captured where required;
5. Ensuring AI is not used to bypass professional review; and
6. Reporting misuse, errors or incidents.

Employees, Contractors and Users

1. All users are responsible for:
 1. Using AI only in accordance with this Policy and relevant Executive Instructions;
 2. Protecting confidential, personal and sensitive information;
 3. Checking AI outputs before use;
 4. Verifying sources;
 5. Maintaining records where required;
 6. Not using unapproved AI tools for Shire business; and
 7. Reporting any suspected misuse, privacy breach, confidentiality breach or cybersecurity concern.

17. Training and Awareness

The Shire will provide staff with practical guidance on the responsible use of AI.

Training and awareness should cover:

1. Approved AI tools;
2. Prohibited information;
3. Safe prompting;
4. Privacy and confidentiality;
5. Source verification;
6. Recordkeeping;
7. Financial reporting restrictions;
8. Cybersecurity risks;
9. Microsoft Copilot use;
10. AI meeting note tools;
11. Human review requirements; and
12. Incident reporting.

The Executive Instruction on AI use will provide more detailed operational guidance for staff.

18. Business Continuity

AI tools may assist staff productivity but must not become essential to the delivery of critical Shire services unless formally approved.

The Shire must ensure that:

1. Critical business processes can continue without AI tools;
2. Statutory reporting can be completed through approved systems and staff capability;
3. Records remain accessible through Shire systems;
4. Financial, payroll, rates, medical, childcare, emergency management and regulatory functions are not dependent on uncontrolled AI systems;
5. Staff retain the skills needed to perform core business functions; and
6. AI outages, licence changes or service failures do not prevent the Shire from meeting statutory or operational obligations.

19. Incidents, Breaches and Misuse

Users must immediately report any suspected:

1. Privacy breach;
2. Confidentiality breach;
3. Cybersecurity incident;
4. Unauthorised upload of Shire information;
5. Inaccurate AI output that has been used or published;
6. AI-generated misinformation;
7. Misuse of AI;
8. Unauthorised AI tool use; or
9. AI output that may create legal, financial, reputational or operational risk.

Reports must be made to the relevant manager, AI Accountable Officer, ICT officer, records officer or Chief Executive Officer as appropriate.

The Chief Executive Officer may suspend, restrict or prohibit the use of any AI tool where risk is unacceptable.

20. Compliance

Failure to comply with this Policy may result in:

1. Withdrawal of access to AI tools;
2. Management action;
3. Disciplinary action;
4. Contract management action;
5. Privacy or cybersecurity incident response;
6. Notification to relevant authorities where required; or
7. Referral to Council where the matter involves significant governance risk.

21. Related Legislation, Standards and Guidance

This Policy is informed by, and should be read in conjunction with, the following:

1. Local Government Act 1995;
2. Local Government (Financial Management) Regulations 1996;
3. State Records Act 2000;
4. Freedom of Information Act 1992;
5. Privacy and Responsible Information Sharing Act 2024;
6. Australian Accounting Standards;
7. Office of the Auditor General WA local government financial audit reports;
8. Office of the Auditor General WA local government information systems audit reports;
9. WA Government Artificial Intelligence Policy and Assurance Framework;
10. State Records Office Artificial Intelligence and Record Keeping guidance;
11. WA Government Microsoft 365 Copilot Guidance for WA Government Entities;
12. Shire of Bruce Rock Recordkeeping Plan;
13. Shire of Bruce Rock ICT policies and procedures;
14. Shire of Bruce Rock Cybersecurity Response Plan;
15. Shire of Bruce Rock Business Continuity Plan;
16. Shire of Bruce Rock Privacy and Information Management policies; and
17. Shire of Bruce Rock Executive Instruction on the approved use of ChatGPT, Microsoft Copilot and other AI tools.

22. Review

This Policy is to be reviewed every two years, or earlier if required due to:

1. Legislative change;
2. Audit findings;
3. Privacy or data breach requirements;
4. Changes to WA Government AI guidance;
5. Changes to State Records Office guidance;
6. Significant changes in AI technology;
7. Implementation of new AI tools;
8. Cybersecurity risk;
9. Business continuity risk; or
10. Direction from Council or the Chief Executive Officer.

23. Policy Position Summary

The Shire of Bruce Rock supports the responsible use of artificial intelligence as a practical tool to assist staff with drafting, research, communication and productivity.

AI may provide a useful foundation for work, but it must not replace human judgement, professional advice, statutory processes, financial systems, audit evidence, official records or accountable decision-making.

AI may assist the work, but it must not become the authority for the work.

Adoption and Review Record

Council Resolution	To be inserted
Date Adopted	To be inserted
Previous Review Date	Not applicable – new policy
Next Review Due	Two years from adoption, or earlier if required
Responsible Officer	Chief Executive Officer

End of Policy

10.5.3 Adoption of a Gifts, Benefits and Hospitality Policy

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 June 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Gifts, Benefits and Hospitality Policy

Summary

To seek Council approval to adopt the Gifts, Benefits and Hospitality Policy to establish clear standards regarding the acceptance, disclosure and management of gifts, benefits and hospitality received by Elected Members, Committee Members, employees, contractors and volunteers acting on behalf of the Shire.

Background

The Shire of Bruce Rock is committed to maintaining the highest standards of integrity, transparency and accountability in its decision-making processes. The proposed Gifts, Benefits and Hospitality Policy has been developed to provide clear guidance regarding the acceptance, refusal and disclosure of gifts, benefits and hospitality and to ensure compliance with the disclosure requirements of the Local Government Act 1995 (WA).

The policy aims to:

- Maintain transparency, integrity and accountability in decision making;
- Ensure compliance with legislative gift disclosure requirements;
- Provide guidance to Elected Members, Committee Members and employees regarding the acceptance and disclosure of gifts; and
- Protect the Shire from actual or perceived conflicts of interest.

The policy establishes requirements for the disclosure of gifts, restrictions on the acceptance of gifts associated with procurement and tender processes, and the maintenance of a Gifts Register.

Consultation

Consultation has occurred with the:

- Audit Risk and Improvement Committee; and
- Chief Executive Officer.

Statutory Environment

- Local Government Act 1995 (WA);
- Local Government (Administration) Regulations 1996 (WA);
- Local Government Amendment Act 2023 (WA); and

Applicable standards of conduct for Council Members and Employees.

Policy Implications

Adoption of the policy will:

- Establish a consistent approach to the acceptance and disclosure of gifts, benefits and hospitality;
- Provide clear guidance regarding gifts that may and may not be accepted;
- Strengthen transparency and accountability across the organisation;
- Support the management of conflicts of interest; and
- Formalise the maintenance and oversight of a Gifts Register.

Financial Implications

There are no direct financial implications arising from the adoption of this policy.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
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)
Failure to adopt and implement the appropriate gifts and benefits framework may expose the Shire to legislative non-compliance.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Gifts, Benefits and Hospitality Policy provides a clear governance framework to support ethical conduct, transparency and accountability across the organisation. The policy aligns with legislative requirements and contemporary governance practices and will assist the Shire in managing conflicts of interest and maintaining public confidence in its decision-making processes.

It is recommended that Council adopt the policy.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.10

Moved: Cr Foss

Seconded: Cr Buegge

That Council:

- 1. Adopts the Gifts, Benefits and Hospitality Policy as attached.**
- 2. Authorises the Chief Executive Officer to make minor administrative amendments to the policy that do not alter the intent or effect of the policy.**

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

Gifts, Benefits and Hospitality

Statutory Context: Local Government Act 1995

Corporate Context: None

Date Adopted:

1. Policy Objective

The objective of this policy is to provide a clear, transparent and accountable framework for the management of gifts, benefits and hospitality offered to, or received by, Council Members, Committee Members, candidates, employees, contractors and volunteers acting on behalf of the Shire of Bruce Rock.

For the purpose of this policy, gifts, benefits or hospitality may include, but are not limited to, meals, refreshments, event tickets, travel, accommodation, discounts, services, promotional items, gift cards, cash-equivalent items, or any other personal advantage offered in connection with a person's official role.

The objective of this policy is to:

- Maintain transparency, integrity and accountability in decision-making;
- Ensure compliance with the gift disclosure requirements under the Local Government Act 1995, associated regulations and applicable codes of conduct;
- Provide practical guidance on the acceptance, refusal, disclosure and recording of gifts, benefits and hospitality;
- Protect the Shire, Council Members, employees and others acting on behalf of the Shire from actual, potential or perceived conflicts of interest; and
- Maintain public confidence in the integrity of Shire decision-making.

2. Scope

This policy applies to:

- Council Members;
- Committee Members;
- Candidates for Council;
- The Chief Executive Officer;
- Employees of the Shire of Bruce Rock;
- Contractors acting on behalf of the Shire, where relevant; and
- Volunteers acting on behalf of the Shire where relevant.

This policy applies to gifts, benefits or hospitality offered or received in connection with a person's official role, functions, duties or relationship with the Shire.

3. Legislative Framework

This policy supports compliance with:

- Local Government Act 1995;
- Local Government (Administration) Regulations 1996;
- Local Government (Elections) Regulations 1997;

- Local Government (Model Code of Conduct) Regulations 2021;
- Shire of Bruce Rock Code of Conduct for Council Members, Committee Members and Candidates;
- Shire of Bruce Rock Employee Code of Conduct;
- Shire of Bruce Rock Attendance at Events Policy; and
- Any other relevant Shire policy, procedure or executive instruction.

This policy should also be read in conjunction with legislative provisions relating to financial interests, proximity interests, impartiality interests, electoral gifts, attendance at events, procurement and conflicts of interest.

4. Policy Principles

The Shire of Bruce Rock is committed to the following principles:

- Integrity – decisions must be made impartially, ethically and in the public interest.
- Transparency – gifts, benefits and hospitality must be declared, recorded and managed openly where required.
- Accountability – gifts, benefits and hospitality must not influence, or be perceived to influence, official duties or decision-making.
- Independence – Council Members, employees and others acting on behalf of the Shire must avoid obligations to external parties.
- Public confidence – conduct must withstand public scrutiny and support confidence in the Shire’s governance.

When in doubt, decline or disclose – where uncertainty exists, the gift should be declined or disclosed and referred for guidance.

5. Definitions

For the purpose of this policy:

Associated Person means a person or organisation that has, or could reasonably be perceived to have, a matter before the Shire, or a commercial, regulatory, contractual, planning, procurement, compliance or other decision-making relationship with the Shire.

Benefit means a non-tangible advantage, service, favour, discount, access, preferential treatment or other personal advantage.

Candidate means a candidate for election to Council.

Cash or Cash-Equivalent Gift includes cash, gift cards, vouchers, prepaid cards or any item that can readily be converted to cash or used as cash.

CEO means the Chief Executive Officer of the Shire of Bruce Rock.

Council Member means the Shire President or a Councillor of the Shire of Bruce Rock.

Gift includes any gratuity, favour, hospitality, entertainment, travel, accommodation, discount, service, item, benefit or other advantage of monetary or non-monetary value.

Hospitality includes meals, refreshments, accommodation, entertainment, invitations, hosted attendance at functions or other forms of hospitality offered in connection with a person’s official role.

Nominal Value means a gift, benefit or hospitality with an estimated value of less than \$300 unless otherwise specified, provided that it is infrequent, modest, lawful, and not connected with procurement, planning, regulatory, compliance, contractor, developer or other sensitive Shire decision-making.

Prohibited Gift means a gift that must not be accepted under legislation, regulation, a code of conduct, this policy or any other applicable Shire requirement. This includes a gift that may compromise, or be perceived to compromise, the impartiality of a Council Member, employee or other person acting on behalf of the Shire.

Register means the Shire's Gifts Register or Electoral Gift Register, as applicable.

6. General Requirements

Council Members, Committee Members, candidates, employees, contractors and volunteers acting on behalf of the Shire must not solicit, request or encourage the offering of gifts, benefits or hospitality in connection with their official duties or role.

A gift, benefit or hospitality must not be accepted where:

- It could influence, or be perceived to influence, decision-making;
- The donor has, or is likely to have, business with the Shire;
- The donor is involved in a procurement, tender, quotation, contract, lease, planning, compliance, regulatory or approval process involving the Shire;
- The gift is offered in expectation of favourable treatment;
- The gift could reasonably be perceived as a bribe, inducement or reward;
- The gift is cash or cash-equivalent;
- Acceptance would create an actual, potential or perceived conflict of interest; or
- Acceptance would damage public confidence in the Shire.

Under no circumstances are gifts, benefits or hospitality to be accepted from any person or organisation involved in a current or proposed procurement, tender, quotation, contractual, planning, regulatory, compliance or approval process with the Shire.

Where there is doubt, the gift, benefit or hospitality must be declined or referred to the CEO for determination. Where the matter relates to the CEO, it must be referred to the Shire President.

7. Acceptable Gifts

The following gifts or hospitality may be accepted where they are of nominal value, infrequent, lawful, and unlikely to create an actual, perceived or potential conflict of interest.

7.1 Modest Hospitality at Official Functions

Examples include:

- Tea, coffee or light refreshments provided during meetings;
- Attendance at a community dinner, luncheon, breakfast or networking event hosted by a stakeholder organisation;
- A modest meal provided as part of an official conference, training session, civic event or community function; and
- Hospitality that is incidental to a person's attendance in an official capacity.

7.2 Promotional Items of Minimal Value

Examples include:

- Pens, calendars, notebooks, bags or reusable drink bottles displaying a company or organisation logo;
- Low-value promotional merchandise distributed at conferences, trade displays or community events; and
- Informational materials or sample products provided for demonstration or educational purposes.

7.3 Civic or Ceremonial Gifts

Examples include:

- A plaque, framed photograph or commemorative item exchanged during an official delegation visit;
- A locally produced souvenir presented by another local government, community organisation or visiting dignitary; and
- A small gift basket or token of appreciation presented during a ceremonial or official event.

Where practicable, civic or ceremonial gifts should remain the property of the Shire rather than the individual recipient and may be:

- Displayed in Council offices or public buildings;
- Recorded in the Gifts Register or asset records, where appropriate; or
- Retained for historical, civic or community purposes.

8. Disclosure Requirements

Disclosure requirements differ depending on the role of the recipient and the nature of the gift.

8.1 Council Members

Council Members must disclose gifts in accordance with sections 5.87A and 5.87C of the Local Government Act 1995.

A Council Member must disclose a gift received in their capacity as a Council Member where:

- the gift has a value of \$300 or more; or
- the gift is one of two or more gifts from the same donor within a 12-month period, and the total value is \$300 or more.

Disclosure must be made:

- In writing to the CEO;
- Within 10 days of receipt of the gift; and
- With sufficient information to enable the gift to be recorded in the Gifts Register.

Council Members should also disclose or record any lower-value gift where there is procurement, planning, regulatory, compliance, contractor, developer or reputational sensitivity.

8.2 Chief Executive Officer

The CEO must disclose gifts in accordance with sections 5.87B and 5.87C of the Local Government Act 1995.

The CEO must disclose a gift received in their capacity as CEO where:

- The gift has a value of \$300 or more; or
- The gift is one of two or more gifts from the same donor within a 12-month period, and the total value is \$300 or more.

Disclosure must be made:

- In writing to the Shire President;
- Within 10 days of receipt of the gift; and
- With sufficient information to enable the gift to be recorded in the Gifts Register.

The CEO should also disclose or record any lower-value gift where there is procurement, planning, regulatory, compliance, contractor, developer or reputational sensitivity.

8.3 Candidates

Candidates for Council must comply with the electoral gift disclosure requirements under the Local Government (Elections) Regulations 1997.

A candidate must disclose an election-related gift promised or received during the disclosure period where:

- The gift has a value of \$300 or more; or
- The gift is one of two or more gifts from the same donor during the disclosure period, and the total value is \$300 or more.

The disclosure period commences six months before election day and concludes:

- Three days after election day for unsuccessful candidates; or
- On the start day for financial interest returns for successful candidates.

Candidate disclosures must be lodged with the CEO using the prescribed disclosure form and within the prescribed timeframes.

A candidate must not receive a gift during the disclosure period unless the name and address of each donor are known to the candidate.

Candidate gifts must be recorded in the Electoral Gift Register.

8.4 Employees

Employees must comply with the Shire's Employee Code of Conduct and the employee gift provisions under the Local Government (Administration) Regulations 1996.

Employees must not accept a prohibited gift from an associated person.

For employees, a prohibited gift includes:

- a gift worth the threshold amount or more; or
- two or more gifts from the same donor within a one-year period that together are worth the threshold amount or more.

The threshold amount is \$300, or a lesser amount determined by the CEO under regulation 19AF of the Local Government (Administration) Regulations 1996.

For administrative transparency and internal control, the Shire requires employees to disclose any accepted gift, benefit or hospitality valued at \$100 or more.

Employees must also disclose any gift, benefit or hospitality below \$100 where:

- The donor has business with the Shire;
- The donor may be affected by a Shire decision;
- The gift relates to procurement, planning, compliance, regulatory, contractor or developer matters;
- The gift could create an actual, potential or perceived conflict of interest; or

- There is any reputational sensitivity.

Employee disclosures must be made to the CEO, or to the employee's Executive Manager in accordance with any internal procedure approved by the CEO.

8.5 Contractors and Volunteers

Contractors and volunteers acting on behalf of the Shire must not accept gifts, benefits or hospitality where acceptance could create an actual, potential or perceived conflict of interest, or could damage public confidence in the Shire.

Where a contractor or volunteer is offered a gift, benefit or hospitality in connection with Shire duties, the matter must be referred to the relevant Shire officer or the CEO.

9. Gifts Related Interests and Conflicts of Interest

Disclosure of a gift, benefit or hospitality does not remove the recipient's obligation to consider whether the gift gives rise to an interest or conflict of interest.

A person must consider whether:

- The donor is a closely associated person;
- The donor has, or may have, a matter before Council, a committee or Shire administration;
- The gift gives rise to a financial interest, proximity interest, impartiality interest or other conflict of interest;
- The person should refrain from providing advice, making recommendations, participating in discussion or participating in decision-making; and
- Any additional disclosure or management action is required under legislation, regulation, a code of conduct or Shire procedure.

Where a gift-related interest exists, the person must comply with the applicable disclosure and participation requirements before taking part in advice, discussion or decision-making.

Where uncertainty exists, the matter must be referred to the CEO. Where the matter relates to the CEO, it must be referred to the Shire President.

10. Attendance at Events

Where an invitation, ticket, hospitality or benefit relates to attendance at an event, including a concert, conference, function, sporting event or similar occasion, the requirements of the Attendance at Events Policy must also be considered.

An invitation or ticket provided to the Shire may be dealt with under the Attendance at Events Policy. An invitation or ticket provided directly to an individual may need to be treated as a gift and disclosed or managed under this policy and the relevant legislation.

11. Gifts Register

The Shire will maintain a Gifts Register in accordance with the Local Government Act 1995.

The Gifts Register will record disclosures made by Council Members and the CEO under sections 5.87A and 5.87B of the Local Government Act 1995.

The Gifts Register should include, where applicable:

- Name of the person making the disclosure;
- Position or role of the recipient;
- Description of the gift;

- Name of the person or organisation that made the gift;
- Date the gift was received;
- Estimated value of the gift at the time it was made;
- Nature of the relationship between the donor and recipient;
- For a travel contribution, a description of the travel and date of travel;
- Whether the gift was accepted, declined, surrendered, retained by the Shire, returned or otherwise dealt with; and
- Any other information required by legislation or Shire procedure.

The CEO is responsible for maintaining the Gifts Register.

Disclosures made by Council Members or the CEO must be recorded in the Gifts Register within 10 days of disclosure.

The published version of the Gifts Register must comply with statutory requirements, including requirements relating to the publication or redaction of donor address details.

The Gifts Register will be made publicly available where required and periodically reviewed by the Audit, Risk and Improvement Committee as part of its governance oversight responsibilities.

12. Electoral Gift Register

The CEO will establish and maintain an Electoral Gift Register in accordance with the Local Government (Elections) Regulations 1997.

The Electoral Gift Register will record candidate gift disclosures received by the CEO and will be published on the Shire’s official website in accordance with legislative requirements.

The published version of the Electoral Gift Register must not include the address of an individual donor and must instead include the town or suburb mentioned in the address.

13. Breaches

Failure to comply with this policy may constitute:

- A breach of the applicable Code of Conduct;
- A breach of the Local Government Act 1995 or associated regulations;
- A conflict of interest;
- A disciplinary matter;
- A contractual compliance issue; or
- A matter requiring referral to an external oversight body, depending on the circumstances.

Suspected breaches will be managed in accordance with applicable legislation, codes of conduct, employment obligations, contractual requirements and Shire procedures.

14. Policy Review

This policy will be reviewed:

- Every four years; or
- Earlier if legislative requirements change; or
- Earlier if required by Council, the CEO, audit findings, governance review or operational need.

Version Control:

	Policy adopted on

10.5.4 Adoption of Residential Unit Housing Policy

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 June 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Residential Unit Housing Policy

Summary

To seek Council approval to adopt the Residential Unit Housing Policy, which establishes a transparent, fair and evidence-based framework for the allocation and management of Shire-owned residential units.

Background

The Shire of Bruce Rock owns and manages ten (10) residential units located at 24 Farrall Street and 86 Johnson Street. These units represent an important community asset that assists in addressing local housing shortages and supporting workforce attraction and retention within the district.

The proposed Residential Unit Housing Policy has been developed to:

- Support the Bruce Rock district workforce;
- Support young adults, early-career residents and those establishing themselves in the district; and
- Provide a fair, consistent and evidence-based application and allocation process.

The policy introduces a structured assessment and scoring methodology to ensure housing allocations are based on demonstrated need and alignment with the Shire's housing objectives, rather than on a first-come, first-served basis.

The policy also establishes eligibility criteria, priority categories, waitlist management processes, lease conditions, ongoing eligibility reviews and governance requirements.

Consultation

Consultation has occurred with:

- Elected Members;
- Chief Executive Officer;
- Deputy Chief Executive Officer; and
- Shire Assets and Property Maintenance Coordinator.

Statutory Environment

Relevant legislation includes:

- Local Government Act 1995 (WA);
- Residential Tenancies Act 1987 (WA);
- Freedom of Information Act 1992 (WA); and

- State Records Act 2000 (WA).

Policy Implications

Adoption of the policy will:

- Replace informal allocation practices with a documented assessment framework;
- Establish transparent eligibility and allocation criteria;
- Introduce a weighted scoring system for housing applications;
- Provide clear processes for vacancy management and waitlist administration;
- Establish ongoing eligibility review requirements;
- Improve consistency in decision-making;
- Strengthen governance and accountability; and
- Support equitable access to Shire-owned housing.

Financial Implications

There are no direct financial implications arising from the adoption of this policy.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022-2032	
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)
Failure to adopt and implement may expose the Shire of perceived or actual bias in allocation of housing	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	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

Comment/Conclusion

The Residential Unit Housing Policy provides a clear and transparent framework for the management and allocation of Shire-owned residential units. The policy supports workforce development, encourages population growth and provides an equitable process for assessing housing applications based on demonstrated need and alignment with community objectives.

The policy introduces contemporary governance measures and will assist the Shire in managing a valuable community asset in a fair, consistent and accountable manner.

It is therefore recommended that Council adopt the Residential Unit Housing Policy.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.11

Moved: Cr Crooks

Seconded: Cr Verhoogt

That Council:

- 1. Adopts the Residential Unit Housing Policy as attached.**
- 2. Authorises the Chief Executive Officer to make minor administrative amendments to the policy that do not alter the intent or effect of the policy.**
- 3. Notes that all future applications for Shire-owned residential units will be assessed in accordance with the Residential Unit Housing Policy from the date of adoption.**
- 4. Notes that existing tenancies will transition to the policy framework in accordance with the transition provisions contained within the policy.**

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

RESIDENTIAL UNIT HOUSING POLICY

Shire of Bruce Rock | Version 5.2

1. Purpose

This Policy exists to:

- Support Bruce Rock District workforce;
- Support young adults, early-career residents and those establishing in the district; and
- Provide a fair, consistent, evidence-based application and allocation process.

2. Scope

This Policy applies to the following residential unit properties:

Address	Units
24 Farrall Street	6
86 Johnson Street	4
Total	10

The following properties are excluded from this Policy:

- Staff housing;
- Retirement units; and
- Properties subject to third-party management arrangements.

3. Allocation Approach

Allocation is not first-come, first-served.

All applications are assessed and scored against this Policy. Eligibility criteria inform scoring. Applications that do not meet key criteria may still be assessed but will receive a lower score. Low scores reduce an application's competitiveness.

When a unit becomes available, the Shire will first consider applicants by total weighted score. If two or more applicants have the same score, the applicant in the higher priority category will be considered first. If applicants are in the same priority category and have the same score, the applicant with the earliest waitlist registration date will be considered first.

The Shire may choose not to allocate a unit where no suitable application is received.

4. Assessment Principles

All assessments must:

- Be based only on documented evidence provided in the application;
- Be applied consistently across all applicants;
- Not rely on personal knowledge of the applicant; and

- Be recorded with reasons for each score.

Where evidence is missing or unclear, the lower score must be applied.

Assessments must be completed by an authorised Shire officer. If an officer has a personal, professional, or financial relationship with an applicant, they must declare a conflict of interest and refer the application to the DCEO for reassignment. Where the DCEO has a conflict of interest, the matter is to be referred to the CEO for reassignment or determination.

5. Priority Categories

Each applicant is assessed against one of the following categories. Category is one input into the overall score. It does not determine the outcome on its own.

Category 1: Essential Worker

Roles that support local services, workforce capacity, or primary industry within Bruce Rock District. This may include, but is not limited to, health, education, emergency services, trades, agriculture, utilities, community services, transport, childcare, aged care, local government, and other services that support the Bruce Rock district.

Category 2: Young Adult and Early Career

Applicants under 30 years of age, early-career residents within five years of commencing employment, or apprentices, trainees, or students connected to the district.

Category 3: Establishing Long Term

Applicants relocating to the district with demonstrated intent to remain. Evidence of intent is required.

Category 4: Business-Associated Applicant

Applicants whose housing need is connected to business operations or employer-sponsored accommodation. The applicant must personally occupy the unit, hold the lease in their own name, and pay rent and bond directly to the Shire. No new employer-held or third-party tenancies will be approved from the date this Policy is adopted.

An applicant who does not clearly align with any category will be scored on the strength of other criteria.

6. Assessment Criteria

Each application is scored across six criteria. Each criterion is scored 0, 1, 3, or 5. Scores are weighted and totalled to produce a score out of 100.

6.1 Scoring Scale

Score	Meaning
5	Strong, clear, and verified evidence
3	Meets standard with acceptable evidence
1	Limited evidence or unclear
0	Not met or no evidence provided

6.2 Criteria and Weightings

Criterion	Weight	Purpose
Residency	10%	Passport, citizenship certificate, Immi Card, or visa documentation.
Employment or Study	20%	Confirms a connection to the district through work or study.
Priority Category	20%	Assesses how well the applicant aligns with the housing objectives.
Housing Need	20%	Assesses the applicant's situation and level of housing need.
Unit Suitability	20%	Confirms the unit matches the household size and configuration.
Intent to Remain	10%	Assesses commitment to remaining in the district long term.
Total	100%	

6.3 Outcome Bands

Score	Band	Outcome
75 – 100	High	Suitable for immediate allocation, subject to unit availability.
50 – 74	Eligible	Suitable for allocation or placement on the waiting list.
25 – 49	Conditional	Further review required before allocation.
0 – 24	Low	Allocation not supported on current information. May be placed on waiting list at low priority. Short-term lease only if offered.

A full scoring rubric and assessment form are maintained separately and must be used by the assessing officer. The rubric forms part of this Policy framework.

7. Application Process

7.1 How to Apply

Applicants must obtain and complete a Bruce Rock Residential Unit Application form. Forms are available from the Shire office. All sections must be completed and all supporting documents must be provided.

7.2 Supporting Documents

Applicants must provide evidence relevant to each criterion, which may include:

- Proof of residency status (passport, citizenship certificate, visa documentation);
- Proof of employment, study enrolment, or confirmed offer;
- Evidence of housing need (written statement, rental search records, affordability assessment);
- Household details confirming the number and ages of all occupants;
- Evidence of intent to remain (property purchase, business purchase, school enrolment, relocation documents, or partner employment); and

- Evidence of priority category eligibility, such as an employer letter, position description, or enrolment confirmation.

Information may be checked with employers, education providers, property managers, lessors, referees, or other relevant parties where the applicant has provided consent.

7.3 Incomplete Applications

Incomplete applications will be held for 14 days. The applicant will be notified of missing documents. If the application is not completed within 14 days, it lapses and the applicant must reapply.

7.4 Waitlist

Applicants are registered on the waitlist from the date their completed application is received. Waitlist position is date-based and is used as a tie-breaker where two or more applicants achieve the same score. Being on the waitlist does not guarantee allocation.

The Shire will notify applicants of their waitlist position on request. Applicants must notify the Shire of any change in circumstances that may affect their application.

7.5 Notification

The Shire aims to notify applicants of their assessment outcome in writing within 20 business days of receiving a completed application. Applicants in the High Priority or Eligible band will be contacted to arrange the lease process when a unit becomes available. Where multiple applicants are in the same band, allocation will be offered to the applicant with the earliest waitlist registration date. Applicants in the Conditional or Low Priority band may request to remain on the waitlist.

7.6 Tenancy History

Applicants must provide details of their current or most recent tenancy. The Shire will take tenancy history into account as background information when assessing applications. Tenancy history is not a scored criterion but may be considered where there is evidence of serious or repeated breaches, outstanding tenancy debt, or bond claims for damage. Where tenancy history raises a material concern, the assessing officer must document the reason and refer the matter to the CEO prior to final determination.

8. Vacancy Management

When a unit becomes vacant, the Shire will:

- Inspect the unit and assess condition;
- Review the current waitlist for applicants in the High Priority or Eligible band;
- Contact the highest-scoring applicant. If two or more applicants have the same score, the applicant in the higher priority category will be contacted first. If applicants are in the same priority category and have the same score, the applicant with the earliest waitlist registration date will be contacted first. If no response is received within 5 business days, the next applicant on the list will be contacted; and
- Complete the lease and arrange handover.

If no applicant in the High Priority or Eligible band exists on the waitlist, the Shire may offer a short-term lease to an applicant in the Low Priority band, advertise the vacancy, or leave the unit vacant.

A unit will not be held vacant for longer than 90 days without CEO approval and a documented reason.

9. Lease Conditions

9.1 General

- The applicant must be the primary occupant of the unit.
- The lease must be in the tenant's name.
- Rent must be paid directly by the tenant to the Shire. Third-party or employer-paid rent arrangements are not permitted.

9.2 Lease Term

Tenancies will be offered under a written residential tenancy agreement in accordance with the Residential Tenancies Act 1987 (WA).

Standard lease terms are:

- Initial term: 12 months;
- Short-term lease (for conditional or low-priority applicants where a tenancy is offered): 6 months; and
- Leases will be renewed subject to an eligibility review and continued compliance with lease conditions.

9.3 Rent

- Rent will be set by Council as part of the Annual Budget Review process;
- Tenants will receive a minimum of 60 days' written notice of any rent increase in accordance with the Residential Tenancies Act 1987 (WA).

9.4 Occupancy Conditions

- The unit must be used as the tenant's primary place of residence;
- The number of occupants must not exceed the maximum for the unit;
- Subletting is not permitted;
- The tenant is responsible for maintaining the property in a clean and undamaged condition reasonable wear and tear excepted; and
- Pets are subject to the tenancy agreement, property suitability, and prior written approval from the Shire.

9.5 End of Tenancy

Tenancy end procedures are governed by the Residential Tenancies Act 1987 (WA).

9.6 Breach of Lease

Breaches will be managed in accordance with the Residential Tenancies Act 1987 (WA).

10. Ongoing Eligibility

Tenants are subject to an eligibility review at each lease renewal. The Shire may also conduct a review at any time where there has been a material change in the tenant's circumstances.

A material change includes:

- Ceasing employment in the district;
- Ceasing study or apprenticeship;
- A change in household composition that affects unit suitability; and

- Evidence that the unit is no longer the tenant's primary place of residence.

Where a review finds the tenant no longer meets the eligibility criteria, the Shire may:

- Allow the tenancy to continue on a short-term basis while the tenant seeks alternative accommodation; and
- Issue a notice to vacate with reasonable notice as required by the Residential Tenancies Act 1987.

Tenants must notify the Shire in writing of any material change in circumstances within 21 days.

11. Complaints and Review

11.1 Complaints

Complaints must be submitted in writing to the Shire. Complaints about the administration of this Policy will be managed in accordance with Bruce Rock Shire Policy Manual 3.9 Customer Service and the associated Executive Instruction.

11.2 Review of Decisions

An applicant or tenant who is dissatisfied with an assessment outcome, allocation decision, or eligibility review outcome under this Policy may request a review. The request must be made in writing within 14 days of receiving the decision. The Shire will acknowledge the request within 5 business days and advise the applicant of the review process. A review will be undertaken by the CEO or an authorised officer who was not involved in the original assessment or allocation decision.

12. Privacy

The Shire collects this information to assess your application, verify supporting documents, manage the waiting list, and manage any tenancy that may result from this application.

Personal information will be collected, held, and used in accordance with Bruce Rock Shire Policy Manual 3.8 Record Keeping and applicable State Records legislation. Information will not be disclosed to third parties except as required by law.

Applicants may request access to their personal information by contacting the Shire in accordance with the Freedom of Information Act 1992 (WA).

13. Hardship and Exceptional Circumstances

The CEO may approve a departure from this Policy in genuinely exceptional circumstances, following a documented recommendation from the DCEO or assessing officer.

Any decision to depart from this Policy must be:

- Documented with reasons;
- Approved by the CEO in writing; and
- Reported to Council where required, with any personal or confidential information managed appropriately.

This discretion is intended for unusual cases only. It is not a general power to override the assessment process.

14. Transition

This Policy applies to all new applications received from the date of adoption.

Existing tenancies in place at the date of adoption:

- Continue under their current lease terms until the next renewal date;
- Are subject to an eligibility review at their next lease renewal; and
- Will be managed in accordance with this Policy from their next renewal date.

Any existing tenancy that does not comply with the lease conditions in Section 9 (for example, a lease not held in the tenant's name) will be identified and a transition arrangement agreed with the tenant within 90 days of Policy adoption.

15. Governance

15.1 Responsibility

The CEO is responsible for the administration of this Policy. The CEO may delegate assessment and operational functions to authorised officers. All delegations must be documented.

15.2 Record Keeping

Records must be retained in accordance with Bruce Rock Shire Policy Manual 3.8 Record Keeping and applicable State Records legislation.

15.3 Conflicts of Interest

An officer with a conflict of interest must declare the conflict before the assessment is conducted and must not assess that application. The matter must be referred to the DCEO for reassignment. Where the DCEO has a conflict of interest, the matter is to be referred to the CEO for reassignment or determination.

16. Review of This Policy

This Policy will be reviewed every two years or earlier if:

- There is a material change in the Shire's housing portfolio;
- Legislative changes affect the application of this Policy; and
- Council resolves to initiate a review.

End of Document.

10.5.5 Adoption of a Position Statement – Renewable Energy, Bioenergy, Energy Related Rural Industry, Local Impact and Community Benefit

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 June 2026
Author	Vanessa Ward – Executive Services Manager
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Position Statement – Renewable Energy, Bioenergy, Energy-Related Rural Industry, Local Impact and Community Benefit

Summary

To seek Council approval to adopt the Shire of Bruce Rock Position Statement – Renewable Energy, Bioenergy, Energy-Related Rural Industry, Local Impact and Community Benefit.

The Position Statement has been developed to provide a clear and consistent Council position regarding renewable energy, bioenergy, carbon-related land use change projects and associated infrastructure proposed within the Shire of Bruce Rock. It establishes Council's expectations regarding planning, community engagement, infrastructure protection, local economic participation and community benefit outcomes.

Background

The renewable energy sector is undergoing significant growth across regional Western Australia, with increasing interest in wind farms, solar farms, battery energy storage systems, transmission infrastructure, bioenergy projects, carbon farming initiatives and agricultural value-adding industries.

The Shire of Bruce Rock has recently experienced enquiries relating to renewable energy and bioenergy developments, including farm-based energy projects and associated agricultural processing proposals. While these developments may present opportunities for economic growth, investment, diversification and energy resilience, they also have the potential to create impacts on local infrastructure, agricultural land use, emergency services, housing availability, environmental values and community wellbeing.

The Position Statement has been developed to:

- Clearly articulate Council's expectations for responsible development;
- Provide guidance to proponents, government agencies and the community;
- Support advocacy on behalf of the Bruce Rock community;
- Promote genuine community consultation and engagement;
- Protect local infrastructure and community interests; and
- Encourage meaningful community benefit outcomes where projects create district-level impacts.

The Position Statement is a non-statutory document and does not replace or override statutory planning or environmental assessment processes. It is intended to guide Council's advocacy, submissions, Responsible Authority Reports, pre-lodgement discussions and negotiations with proponents.

Consultation

Consultation has occurred with:

- Elected Members; and
- Chief Executive Officer.

Statutory Environment

The Position Statement is non-statutory and does not create additional approval requirements. Rather, it provides guidance for Council's engagement and advocacy within existing statutory processes.

Policy Implications

Adoption of the Position Statement will:

- Establish a clear Council position regarding renewable energy and bioenergy development;
- Provide certainty for proponents and landowners regarding Council expectations;
- Assist in ensuring consistency in Council advocacy and decision-making;
- Support transparent community engagement processes;
- Strengthen Council's ability to advocate for infrastructure protection and community benefit outcomes; and
- Provide guidance to the CEO and administration when responding to development proposals and State Government referrals.

The Position Statement may also inform future policy development, local planning instruments and infrastructure agreements where required.

Financial Implications

There are no direct financial implications arising from the adoption of this policy.

Strategic Implications

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

(This space is intentionally blank).

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Without a clearly articulated Council position, the Shire may be exposed to inconsistent responses to development proposals.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation
Without a clearly articulated Council position, the Shire may be exposed to reduced ability to negotiate community benefit outcomes;	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	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

Comment/Conclusion

Renewable energy, bioenergy and associated land use projects are expected to play an increasingly significant role in regional Western Australia. While these projects may provide substantial economic and environmental opportunities, they can also create significant local impacts that require careful assessment and management.

The proposed Position Statement provides Council with a clear, balanced and proactive framework for engaging with proponents, government agencies and the community. It supports responsible development while protecting local infrastructure, agricultural land, community interests and the long-term sustainability of the district.

It is recommended that Council adopt the Shire of Bruce Rock Position Statement – Renewable Energy, Bioenergy, Energy-Related Rural Industry, Local Impact and Community Benefit.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.12

Moved: Cr Verhoogt

Seconded: Cr Foss

That Council:

- 1. Adopts the Shire of Bruce Rock Position Statement – Renewable Energy, Bioenergy, Energy-Related Rural Industry, Local Impact and Community Benefit as attached.**
- 2. Notes that the Position Statement is a non-statutory document intended to guide Council advocacy, submissions, engagement with proponents and responses to renewable energy and bioenergy proposals.**
- 3. Authorises the Chief Executive Officer to utilise the Position Statement in pre-lodgement discussions, infrastructure negotiations, Responsible Authority Reports, community engagement processes and advocacy activities.**
- 4. Authorises the Chief Executive Officer to make minor administrative amendments to the document that do not alter its intent or effect.**

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

Shire of Bruce Rock Position Statement

Renewable Energy, Bioenergy, Energy-Related Rural Industry, Agricultural Land Protection, Local Impact and Community Benefit

Document control	Details
Document type	Council Position Statement
Responsible officer	Chief Executive Officer
Responsible directorate	Office of the Chief Executive Officer
Applies to	Renewable energy, bioenergy, biogas, anaerobic digestion, energy-related rural industry, carbon-related land use change, agricultural land protection, community benefit and associated infrastructure within the Shire of Bruce Rock.
Statutory status	Non-statutory Council position statement. It is not a local planning policy, scheme provision or statutory planning instrument unless separately adopted as such under the relevant planning framework.
Adopted	[Insert Council resolution date]
Review	Every two years, or earlier following relevant legislative, regulatory, planning, renewable energy, environmental or community benefit framework changes.
Source review date	18 June 2026, including WALGA Community Benefits and Engagement Guide integration.

Important note

This Position Statement is intended to be legally and administratively robust, but it is not a substitute for project-specific planning, environmental, engineering, safety or legal advice. Each proposal must be assessed against the legislation, regulations, local planning scheme, technical evidence and facts applying at the time of lodgement.

1. Purpose

The purpose of this Position Statement is to clearly state the Shire of Bruce Rock's position on renewable energy, bioenergy, energy-related rural industry, local impacts and community benefit expectations within the Shire district.

The Shire recognises that renewable energy and bioenergy projects may contribute to State and national energy transition objectives, agricultural value-adding, energy resilience, waste reduction and local economic development. The Shire also recognises that such projects vary significantly in scale, purpose, ownership model, approval pathway and local impact.

Large-scale renewable energy projects may create long-term impacts for local communities, rural landholders, agricultural operations, local roads, bridges, emergency services, housing, workforce availability, community cohesion, landscape character and long-term economic outcomes. Farm-based and behind-the-meter energy projects may be more modest in scale, but can still raise important planning, environmental, traffic, fire, gas safety, odour, wastewater, digestate, neighbour amenity and infrastructure matters.

This Position Statement provides guidance to proponents, landowners, community members, State Government agencies, Development Assessment Panels, the Western Australian Planning Commission and other decision-makers regarding the Shire's expectations for early engagement, responsible development, proportionate assessment, infrastructure protection, impact mitigation, community consultation, local economic participation and genuine community benefit.

2. Status and Legal Effect

This Position Statement is a Council-endorsed statement of position. It is not a local planning policy, scheme provision or statutory planning instrument unless separately adopted as such under the applicable planning framework.

It does not fetter the discretion of Council, the Chief Executive Officer, an authorised employee, a Development Assessment Panel, the Western Australian Planning Commission, the Minister for Planning, DWER or any other statutory decision-maker.

The Position Statement is intended to guide Shire advocacy, Shire submissions, Responsible Authority Reports, pre-lodgement discussions, infrastructure negotiations, community benefit discussions and engagement with developers and State Government agencies.

The Shire's consideration of community benefit is separate from the statutory assessment of planning merit, environmental impact, infrastructure impact and regulatory compliance.

3. Current Planning and Regulatory Context

This Position Statement has been prepared in the context of a changing Western Australian planning and energy transition environment. The key current matters are summarised below.

3.1 Development Assessment Panels

The Development Assessment Panel system has been reformed. The State Government has removed most mandatory DAP thresholds and created a generally opt-in DAP process for eligible non-excluded developments over \$2 million. The Shire should therefore avoid describing DAP determination as automatic for all developments above that amount. The correct position is that DAP may be available where the statutory criteria are met and the applicant elects to use that pathway, subject to exclusions and applicable regulations.

The Local Government (Development Assessment Panel) Regulations 2025 apply to DAP applications made from 1 May 2025 and clarify the respective roles of Council and local government staff in preparing and submitting Responsible Authority Reports.

3.2 Significant Development Pathway

Part 11B of the Planning and Development Act 2005 provides a permanent significant development pathway with the Western Australian Planning Commission as decision-maker. Outside Perth and Peel, the pathway is available for prescribed significant development valued at \$5 million or more, subject to the applicable statutory requirements and proponent election or authorisation pathway.

3.3 Draft Renewable Energy Planning Code

The Draft Renewable Energy Planning Code was advertised for public comment from 12 December 2025 to 10 April 2026. As at the source review date for this document, submissions are under review and the final Code has not yet been incorporated into local planning schemes. The draft Code is focused initially on wind farms, with flexibility to expand to solar farms and battery energy storage systems in the future.

Because the Code remains draft, the Shire should not treat it as an operative scheme control. However, the Shire may have regard to its direction as a relevant emerging State planning framework, where appropriate and consistent with proper planning assessment.

3.4 Community Benefits Guideline

The State Community Benefits Guideline applies to large-scale grid-connected wind, solar and battery energy storage system projects connected in the South West Interconnected System. It supports locally led Community Benefits Plans developed collaboratively by communities, local governments, developers, Traditional Owners and other local groups.

The Guideline is highly relevant to utility-scale renewable energy projects. It should not be applied mechanically to genuinely farm-scale, behind-the-meter, private on-farm energy projects unless the scale or impact of the project warrants broader community benefit consideration.

3.5 Bruce Rock Local Planning Framework

The Shire of Bruce Rock Local Planning Scheme No. 3 remains the principal statutory local planning instrument. The Rural Zone objectives include providing for rural pursuits compatible with land capability, retaining rural character and amenity, preventing development that may affect the viability of holdings and protecting natural resources through responsible land management.

For rural and agri-industrial proposals, the correct use classification must be determined case by case under Scheme No. 3. Potentially relevant classifications may include Agriculture - extensive, Agriculture - intensive, Industry - primary production, essential service utility, or a use not specifically mentioned. The Shire should not predetermine classification until sufficient project information is provided.

3.6 Environmental and Safety Regulation

Some bioenergy, anaerobic digestion, canola crushing, organics recycling, liquid waste, solid waste, fuel burning or power generation proposals may trigger DWER works approval, licensing or registration requirements under Part V of the Environmental Protection Act 1986 and Schedule 1 of the Environmental Protection Regulations 1987. Whether a proposal is a prescribed premises is a matter for the proponent and DWER to confirm.

The Shire should require proponents to provide evidence that DWER and relevant safety regulators have been consulted where a proposal involves organic material processing, feedstock importation, digestate management, wastewater discharge, biogas generation, gas storage, flare systems, power generation, fuel burning, dangerous goods, hazardous areas or industrial processing.

4. Core Position

The Shire of Bruce Rock supports renewable energy, bioenergy and energy-related rural industry development where it is:

- Appropriately located;
- Responsibly designed;
- Transparently assessed;
- Genuinely consultative;
- Proportionate to its site, scale and impact;
- Compatible with agricultural and rural land use;
- Protective of productive agricultural land, existing farming operations and the future potential of agricultural production;
- Protective of local roads, bridges and infrastructure;
- Supported by robust emergency management, bushfire, gas safety and public safety planning;
- Respectful of host and non-host landowners;
- Responsive to cumulative impacts;
- Supported by clear decommissioning and rehabilitation arrangements; and
- Accompanied by genuine, transparent and long-term community benefit where the scale and impact of the project warrants it.

The Shire does not support projects that:

- Bypass meaningful local engagement;
- Transfer project costs to ratepayers;
- Impose unreasonable impacts on neighbouring landowners;
- Compromise local roads, bridges, emergency services, public safety or environmental values without proper mitigation;
- Create unacceptable odour, wastewater, digestate, noise, gas safety, fire, traffic or amenity impacts;
- Rely on tokenistic community benefit where substantial district-level impacts are created;
- Divide the community through selective or opaque engagement;
- Undermine the agricultural base of the district without clear justification;
- Fail to address cumulative impacts; or
- Leave future decommissioning, rehabilitation or environmental liabilities unresolved.

5. Scope

This Position Statement applies to renewable energy, bioenergy and related infrastructure proposals within the Shire of Bruce Rock, including but not limited to:

- Wind energy projects;
- Solar energy projects;
- Battery energy storage systems;
- Transmission and network infrastructure;
- Hybrid renewable energy projects;
- Farm-scale and behind-the-meter energy systems;
- Bioenergy, biogas and anaerobic digestion projects;
- Agricultural waste-to-energy projects;
- Energy systems supporting agricultural processing, including canola crushing and oilseed processing;
- Hydrogen, ammonia or other renewable fuel-related infrastructure;

- Carbon farming, tree planting, biodiversity offset and land-based carbon projects; and
- Associated infrastructure, access roads, laydown areas, substations, storage, tanks, generators, flare systems and processing facilities.

6. Project Categories and Proportionate Assessment

The Shire recognises that renewable energy and bioenergy projects vary significantly in scale, purpose, ownership model and impact. A proportionate approach will be applied.

6.1 Category 1 - Farm-Scale or Behind-the-Meter Energy Projects

These are small-scale or farm-based projects primarily intended to service the energy needs of an individual property, farming operation or associated rural business.

Examples may include rooftop or ground-mounted solar for on-site use, small wind generation, farm-based battery storage, anaerobic digestion using primarily on-farm feedstock, biogas generation for on-site electricity, heat or fuel use, and renewable energy systems supporting an existing agricultural operation.

The Shire generally supports farm-scale and behind-the-meter energy projects where they are compatible with rural land use, appropriately located, compliant with statutory requirements and do not create unacceptable off-site impacts.

For these projects, the Shire's focus will generally be on planning compliance, land use compatibility, environmental management, fire and gas safety, traffic impacts, neighbour amenity, road protection and protection of Shire infrastructure. The Shire would not ordinarily expect a formal community benefit fund for a genuinely farm-scale or behind-the-meter project unless the project creates material district-level impacts or involves substantial commercial activity beyond the host property.

6.2 Category 2 - Commercial Bioenergy or Agri-Industrial Energy Projects

These are projects connected to agricultural production, food processing, organics recycling, bioenergy generation, waste-to-energy or value-adding rural industry.

Examples may include anaerobic digesters processing significant volumes of organic material, biogas production used to power commercial processing, canola crushing or oilseed processing connected to on-site energy generation, imported feedstock or waste streams, and production of energy, gas, heat, fertiliser, digestate or other commercial outputs.

The Shire supports commercial bioenergy and agri-industrial energy projects where they support local economic development, agricultural value-adding and energy resilience, provided local impacts are properly assessed and managed.

These projects should be assessed with particular regard to land use compatibility, feedstock source and volume, odour, wastewater, digestate management, gas safety, fire risk, traffic, road impacts, neighbour amenity, DWER requirements and emergency management. Community benefit expectations should be proportionate to scale and impact. In many cases, local economic benefit, local employment, local procurement, road protection and environmental compliance may be more relevant than a formal community benefit fund.

6.3 Category 3 - Utility-Scale Renewable Energy Projects

These are large-scale renewable energy projects primarily intended to export energy into the grid or form part of regional or State energy infrastructure.

Examples may include wind farms, solar farms, battery energy storage systems, transmission infrastructure, hydrogen or ammonia-related infrastructure and hybrid renewable energy projects.

For these projects, the Shire expects full early engagement, robust impact assessment, infrastructure protection, emergency management planning, community consultation, local procurement and genuine long-term community benefit.

6.4 Category 4 - Carbon-Related Land Use Change Projects

These include carbon farming, tree planting, biodiversity offsets and related land-based projects that may materially change land use, agricultural productivity, fire risk, rural population, landscape character or local economic activity.

7. Planning and Decision-Making Context

The Shire acknowledges that some renewable energy and bioenergy proposals may be determined directly by Council or under delegated authority, while others may be determined by a Development Assessment Panel, the Western Australian Planning Commission, the Minister for Planning, DWER or another State-level decision-maker.

The fact that Council may not be the final decision-maker does not remove the Shire's role. The Shire remains the local government for the district and has a legitimate and important role in representing the community, identifying local impacts, protecting local infrastructure, providing local knowledge to State decision-makers and advocating for appropriate community benefit where warranted.

8. Role of Council, CEO and Administration

Council's role is to establish the Shire's strategic position, represent the community, set expectations for responsible development and provide guidance to the Chief Executive Officer and administration.

The Chief Executive Officer and Shire administration are responsible for managing statutory and administrative processes, including pre-lodgement engagement, technical assessment, referral responses, preparation of Responsible Authority Reports where required, liaison with State agencies, infrastructure and road use negotiations, emergency management coordination, administrative cost recovery and community benefit discussions.

Where a proposal is of significant strategic, community, infrastructure or financial importance to the district, the Chief Executive Officer should brief Council at the earliest appropriate opportunity. Where timeframes permit, Council may resolve a formal position to guide the Shire's submission, advocacy or Responsible Authority Report.

Where statutory timeframes do not permit formal Council consideration, the Chief Executive Officer may act under delegation or administrative authority, having regard to this Position Statement, the local planning framework, technical advice and the interests of the Shire district.

9. Early Engagement Expectation

The Shire expects proponents to engage with the Shire before lodging any development application, State referral, DAP application, significant development application or DWER application that may have local planning, infrastructure, environmental, community or emergency management implications.

Early engagement should occur before final site selection, final project design, statutory lodgement, public consultation being substantially completed, transport routes being confirmed, community benefit proposals being announced and technical reports being finalised.

For bioenergy, anaerobic digestion and agri-industrial energy projects, early engagement should include discussion of feedstock sources, processing volumes, odour, digestate, wastewater, gas safety, fire risk, transport movements, road impacts, DWER requirements and the relationship between the energy system and any associated agricultural or industrial activity.

Engagement with the Shire does not imply Shire support for a proposal.

10. Planning Classification and Scheme Assessment

The Shire will determine the applicable planning pathway having regard to the Shire of Bruce Rock Local Planning Scheme No. 3, the Planning and Development (Local Planning Schemes) Regulations 2015, the facts of the proposal and any relevant State planning framework.

For rural proposals, the Shire will consider whether the proposal is appropriately characterised as an existing or incidental agricultural use, Agriculture - extensive, Agriculture - intensive, Industry - primary production, essential service utility, a different listed use, or a use not specifically mentioned. Where a use is not specifically mentioned and cannot reasonably be determined as falling within another use category, Scheme No. 3 provides a pathway for the local government to determine whether the use is consistent with the zone objectives, may be consistent subject to advertising, or is not consistent and therefore not permitted.

A canola crushing plant, oilseed processing facility or associated bioenergy system should not be classified solely by its energy component. The Shire should assess the combined operation, including processing, feedstock, liquid waste, digestate, storage, traffic, emissions, built form and land use intensity.

11. Bioenergy, Biogas and Anaerobic Digestion

The Shire recognises that bioenergy and anaerobic digestion projects may provide opportunities for agricultural value-adding, waste reduction, energy resilience, emissions reduction and local economic development.

The Shire generally supports bioenergy and anaerobic digestion projects where they are compatible with rural land use, appropriately located, well managed, compliant with statutory requirements and do not create unacceptable impacts on neighbouring landowners, local infrastructure, public health, amenity or the environment.

Proponents of bioenergy, biogas or anaerobic digestion projects should provide sufficient information for the Shire to understand:

- The purpose of the project;
- Whether the energy produced is for on-site use, export, commercial sale or a combination;
- The relationship between the energy system and any associated agricultural or industrial operation;
- The source, type and volume of feedstock;
- Whether feedstock is generated on-site or imported from other premises;
- The expected volume and type of digestate or by-product;
- Storage, handling and reuse of digestate;
- Wastewater and liquid waste management;
- Odour management;
- Noise impacts;
- Air emissions;
- Gas capture, storage, treatment and combustion;
- Flare arrangements and emergency venting;
- Fire and explosion risk;
- Hazardous area management;
- Emergency response arrangements;
- Traffic and heavy vehicle movements;
- Road condition and access implications;
- Separation distances to sensitive receptors;
- Environmental approval requirements;
- Building, health, gas, electrical and dangerous goods requirements; and
- Decommissioning and rehabilitation arrangements.

Where a bioenergy or anaerobic digestion project forms part of a broader rural industry or primary production processing activity, the Shire will assess the proposal having regard to the combined impacts of the whole operation, not only the energy generation component.

12. Local Impact Expectations

Proponents are expected to demonstrate how their proposal addresses local impacts, including but not limited to agricultural land and farm operations, host and non-host landowners, rural amenity, roads and bridges, heavy vehicle movements, drainage, bushfire and emergency management, local volunteer emergency services, housing and workforce accommodation, local services, environmental impacts, Aboriginal cultural heritage, visual and landscape impacts, aviation and telecommunications impacts, cumulative impacts, decommissioning and rehabilitation.

The Shire's position is that renewable energy, bioenergy and agri-industrial energy projects must be assessed not only as private commercial developments, but as projects with potential local, environmental, infrastructure and community consequences.

13. Roads, Bridges and Infrastructure

The Shire's local road and bridge network is a critical community and economic asset. The Shire expects proponents to identify, assess, mitigate and fund the impacts of their projects on Shire infrastructure.

This includes impacts associated with construction traffic, feedstock delivery, canola or oilseed transport, digestate transport, product transport, heavy vehicle movements, oversize and overmass vehicles, bridge and culvert capacity, pavement condition, dust, road safety, school bus routes, farm machinery interaction, road upgrades, road maintenance and post-construction reinstatement.

Ratepayers should not subsidise road damage, road upgrades, traffic management or asset deterioration caused by development. Where appropriate, the Shire will seek road use agreements, infrastructure agreements, cost recovery arrangements and independent technical assessments funded by the proponent.

14. Emergency Management, Bushfire, Gas and Public Safety

The Shire expects projects to be designed with emergency management, bushfire response, gas safety and public safety as core considerations.

Proponents should consult early with the Shire, DFES, local bushfire brigades, emergency services and relevant landowners. Where biogas, methane, gas storage, flares, generators, boilers, dangerous goods or hazardous areas are involved, proponents should also confirm applicable requirements with relevant regulators and competent technical specialists.

Projects should address bushfire risk, emergency vehicle access, firefighting water supply, electrical and battery fire risk, biogas and methane risk, hazardous materials, flare systems, emergency response plans, communications, local brigade training needs, volunteer impact, incident control arrangements, after-hours emergency contacts and support for additional emergency response capacity where project impacts warrant it.

The Shire will not support projects that transfer unreasonable emergency management risk or cost to local volunteers, Shire resources or the broader community.

15. Environmental, Health and Regulatory Expectations

The Shire expects proponents to identify and address all relevant environmental, health, wastewater, odour, noise, air emission, water resource, waste, dangerous goods, gas, electrical, building and public health requirements.

Where a proposal may trigger DWER prescribed premises requirements, the Shire expects the proponent to engage with DWER before or alongside planning lodgement and provide the Shire with evidence of that engagement. The Shire should not be asked to determine a development application without sufficient information regarding likely environmental regulation, waste streams, liquid waste, digestate, emissions and management controls.

Planning approval, if granted, does not remove the need for any separate approval, licence, registration, permit or compliance obligation under other legislation.

16. Community Engagement

The Shire expects proponents to undertake genuine, early, inclusive and ongoing community engagement proportionate to project scale and impact. Engagement should not be limited to statutory advertising where a project has material off-site impacts or community interest.

Engagement should include, as relevant, host landowners, non-host landowners, nearby residents, affected townsites, Traditional Owners, local businesses, emergency services, community groups, sporting and recreation groups, schools where appropriate, neighbouring local governments and relevant State agencies.

Tokenistic consultation after project design is substantially complete is not considered best practice.

16.1 WALGA-Aligned Engagement and Communication Principles

The Shire expects proponents to engage in good faith. Good faith engagement includes openness, transparency, timely and accessible information, regular communication, genuine responsiveness to Shire and community feedback, respect for reasonable confidentiality during early project development, and a willingness to document commitments.

The Shire will seek to communicate its own role honestly and consistently. Council communications should explain what the Shire can influence, what it cannot determine, what statutory pathway applies, and how the Shire intends to advocate for local interests. This is intended to avoid overpromising, reduce misinformation and build public trust.

The Shire's preferred public messaging for major projects is: local benefits first; community voice matters; balanced support for responsible development; and clear explanation of Council's role and limitations. Communications should avoid divisive language, acknowledge legitimate concerns and use plain language wherever practicable.

Where renewable energy development pressure increases, the Shire may maintain a project tracking register and publish appropriate non-confidential information to support transparency, community awareness and cumulative impact monitoring.

17. Community Benefit Position

The Shire's position is that major utility-scale renewable energy projects should deliver genuine, transparent, locally led and long-term community benefit to the host community.

Community benefit should be proportionate to project scale, project value, project life, local impact, infrastructure demand, land use change, cumulative impact, community disruption, use of local resources and reliance on local social licence.

The Shire will apply community benefit expectations proportionately. A formal community benefit fund will generally be expected for large-scale, utility-scale or externally promoted renewable energy projects that create district-level impacts or rely on local social licence. For farm-scale, behind-the-meter or primarily on-site energy projects, the Shire's focus will generally be on compliance, impact mitigation, neighbour amenity, road protection, emergency management and local economic benefit, rather than a formal community benefit fund.

The Shire will not seek to impose unlawful conditions requiring unrelated community payments as a condition of development approval. However, the Shire considers community benefit arrangements to be a legitimate and necessary expectation of responsible utility-scale renewable energy development.

18. What Is Not Community Benefit

Private payments to host landowners are not community benefit. Payments or agreements with individual landowners do not replace the need for broader community benefit where a project has district-level impacts.

Works required to mitigate, repair or manage project impacts on Shire infrastructure are not community benefit contributions. Road repairs, road upgrades, traffic management, bridge strengthening and reinstatement works are project-related obligations and should be addressed separately through road use, infrastructure, works or cost-recovery agreements.

Rates, fees, charges, application fees and statutory payments are not community benefit. Community benefit should be additional to normal statutory obligations.

Community benefit is not a substitute for proper planning assessment. A project should not be supported merely because it offers community benefit, and a community benefit proposal should not be used to excuse unacceptable planning, environmental, infrastructure or amenity impacts.

Local economic activity generated by a project, including local employment, local procurement, agricultural value-adding, improved farm viability or reduced energy costs for a private operation, may be a positive planning and economic consideration. However, it should not be confused with a broader community benefit arrangement unless the benefit is intentionally structured to provide wider community, district or public value.

19. Preferred Community Benefit Areas

Where formal community benefit is warranted, the Shire's preferred areas for investment include local road and infrastructure improvements beyond direct project mitigation, housing and worker accommodation legacy outcomes, childcare, medical and aged care support, youth programs, training and apprenticeships, emergency services and bushfire response capacity, community facilities, sporting and recreation infrastructure, townsite revitalisation, telecommunications and digital connectivity, local business development, tourism and visitor economy initiatives, community transport, energy resilience and local energy projects, sustainability and water security projects, support for local schools, support for volunteers and community groups, Aboriginal cultural, economic and community development initiatives, environmental rehabilitation and biodiversity projects, community grants and long-term community legacy funds.

20. Local Procurement and Employment

The Shire expects proponents, particularly commercial and utility-scale proponents, to maximise local economic benefit through local procurement targets, local employment opportunities, training and apprenticeships, engagement with local contractors, use of local accommodation and services where appropriate, support for local business readiness, supplier briefings, school and youth engagement and regular reporting on local spend.

21. Agricultural Land and Rural Amenity

The Shire recognises agriculture as central to the district's identity, economy and long-term resilience. Projects should minimise adverse impacts on productive agricultural land, farm operations, biosecurity, fencing, stock movement, chemical spraying, aviation operations, drainage, firebreaks and long-term land capability.

Farm-based innovation and value-adding are supported where they are compatible with surrounding rural land use and properly manage off-site impacts.

21.1 Priority Agriculture and Agricultural Land Protection

The Shire will consider agricultural land protection as a central issue when responding to renewable energy, bioenergy, carbon-related land use change and energy-related rural industry proposals. This reflects the district's reliance on productive agriculture and WALGA's advocacy for stronger statutory protection of high-quality agricultural land.

Proponents should identify whether affected land is high-quality agricultural land, locally significant productive land or land that contributes materially to the district's agricultural economy. Proponents should demonstrate how the project avoids, minimises or mitigates the loss, fragmentation or sterilisation of agricultural land and how it protects existing, future and potential agricultural production.

Assessment of agricultural impact should consider soil capability, land capability, scale of land take, reversibility of land use change, fragmentation, farm access, internal farm operations, biosecurity, drainage, aerial spraying, machinery movement, firebreaks, fencing, water resources, neighbouring farms, buffer requirements, reverse sensitivity risk and cumulative loss of productive land.

The Shire will distinguish between projects that displace or sterilise productive agricultural land and projects that support agricultural value-adding, circular economy outcomes, improved farm viability or behind-the-meter energy resilience while maintaining the primary agricultural use of the land.

22. Cumulative Impacts

The Shire expects cumulative impacts to be considered where multiple renewable energy, transmission, battery, hydrogen, bioenergy, tree farming, carbon offset or other land use change projects are proposed in the district or broader Wheatbelt region.

Cumulative impacts may include loss or fragmentation of agricultural land, increasing pressure on local roads, overlapping heavy vehicle movements, local workforce and housing pressure, emergency services demand, visual and landscape change, community division, environmental impacts, long-term land use change, impact on townsite viability and cumulative loss of local influence over rural land use.

23. Carbon Farming, Tree Planting and Land Use Change

The Shire recognises that renewable energy and carbon-related projects may include carbon farming, tree planting, biodiversity offsets and other land-based carbon initiatives. Such projects must be carefully assessed where they may affect agricultural productivity, rural population levels, fire risk, water resources, road use, biosecurity, neighbouring farms, landscape character, local employment, townsite viability and long-term land use flexibility.

The Shire does not support broadscale land use change that undermines the district's agricultural base, rural communities or long-term economic resilience without transparent assessment and clear community benefit where warranted.

24. Decommissioning and Rehabilitation

Every relevant project should include clear, enforceable and financially credible decommissioning and rehabilitation arrangements proportionate to the nature and scale of the project.

These should address asset life, repowering scenarios, removal of infrastructure, underground infrastructure, rehabilitation of access tracks, hardstands and disturbed land, waste disposal and recycling, battery and panel disposal, gas infrastructure, tanks, digesters, bunding, wastewater infrastructure, responsibility for decommissioning costs, financial assurance mechanisms where available, landowner obligations, monitoring and post-closure land use.

25. Cost Recovery and Agreements

The Shire will seek to recover reasonable costs associated with renewable energy, bioenergy and energy-related rural industry projects where lawful and appropriate.

This may include costs associated with road condition assessments, bridge assessments, traffic management review, legal review, engineering review, planning assessment, environmental review, emergency management planning, independent technical advice, monitoring, compliance and administration of agreements.

The Shire may seek road use agreements, infrastructure agreements, works agreements, cost-recovery agreements, development deeds or other appropriate mechanisms where a project creates Shire infrastructure, administrative, legal, technical or financial implications.

26. Advocacy Position

The Shire will advocate to State and Commonwealth Governments for meaningful local government involvement in renewable energy and bioenergy planning and assessment; fair cost recovery mechanisms for local governments; protection of agricultural land and rural communities; stronger cumulative impact assessment; appropriate rating and valuation arrangements for renewable energy and bioenergy infrastructure; clear decommissioning and rehabilitation obligations; developer responsibility for road and bridge impacts; emergency services support linked to project impacts; transparent community engagement standards; clear guidance for host and non-host landowners; and recognition that local governments are essential partners in the energy transition.

27. Implementation

The Chief Executive Officer is authorised to use this Position Statement to guide pre-lodgement discussions, advice to Council, Shire submissions to State Government, Responsible Authority Reports, Development Assessment Panel processes, State significant development pathway responses, community benefit discussions, infrastructure and road use agreement negotiations, DWER-related local government responses, advocacy, engagement with neighbouring local governments, community consultation and preparation of future policies, local planning instruments or agreements.

Where a proposal is likely to have significant local impact, the Chief Executive Officer should brief Council at the earliest appropriate opportunity.

28. Review

This Position Statement should be reviewed every two years, or earlier if there are significant changes to the Planning and Development Act 2005, Development Assessment Panel regulations, Significant Development regulations, Renewable Energy Planning Code, State community benefit guidance, Environmental Protection Act 1986, Environmental Protection Regulations 1987, local planning scheme, WALGA advocacy positions, renewable energy rating arrangements, bioenergy regulatory requirements or local renewable energy development activity.

Appendix A - Bioenergy and Anaerobic Digestion Information Requirements

For a bioenergy, biogas, anaerobic digestion or agri-industrial energy proposal, the proponent should provide the following information before lodgement or as part of a complete development application.

Information area	Minimum information expected
Site and planning	Lot details, zoning, current land use, surrounding land use, nearest dwellings/sensitive receptors, site plan, built form, access, setbacks and relationship to existing farm operations.

Project description	Technology type, digester design, generator/boiler details, gas capture/treatment/storage, flare arrangements, energy use, grid export if any, construction cost and operating life.
Feedstock	Type, source, annual tonnes, seasonal peaks, on-farm vs imported material, storage method, transport route, contamination control and acceptance procedures.
Canola/oilseed processing	Throughput, operating hours, liquid waste, solid waste, product storage, meal/by-product handling, wastewater and discharge arrangements.
Digestate/by-products	Expected volume, characteristics, separation, storage, reuse, land application, nutrient management, odour risk and contingency arrangements.
Environmental controls	Odour, noise, air emissions, wastewater, stormwater, groundwater, surface water, bunding, spill management, dust and pest/vector management.
DWER pathway	Written advice or evidence of engagement with DWER about prescribed premises categories, works approval, licence, registration or other environmental approvals.
Safety	Gas safety, dangerous goods, hazardous areas, electrical safety, fire risk, emergency venting, flare safety, emergency response and regulator engagement.
Traffic and roads	Vehicle type, volumes, frequency, routes, road condition, bridges/culverts, farm machinery interaction, road safety and proposed road use arrangements.
Community and neighbours	Neighbour consultation, complaints process, separation distances, amenity impacts and mitigation measures.
Decommissioning	Removal or rehabilitation of tanks, digesters, generators, bunding, hardstand, pipes and contaminated or impacted areas.

Appendix B - Developer Engagement Protocol by Project Category

Project category	Expected Shire engagement
Category 1 - Farm-scale / behind-the-meter	Early CEO/officer discussion. Provide concept brief. Focus on planning classification, off-site impacts, safety, traffic, environmental pathway and neighbour amenity. Council briefing generally not required unless significant impacts arise.
Category 2 - Commercial bioenergy / agri-industrial energy	Pre-lodgement meeting required. Provide technical concept brief. DWER and safety regulator engagement expected where relevant. Council briefing likely where material traffic, amenity, environmental, infrastructure or community interest issues arise.
Category 3 - Utility-scale renewable energy	Early CEO and Council briefing expected. Comprehensive planning, environmental, transport, emergency management, community engagement and community benefit information expected.
Category 4 - Carbon / broadscale land-use change	Early Shire engagement required where land-use, fire, roads, agriculture, employment, landscape or community impacts may arise. Council briefing likely for broadscale or contentious proposals.

Appendix C - Council Briefing Triggers

The CEO should consider briefing Council where a proposal:

- Exceeds \$2 million and may use the DAP pathway;
- Exceeds \$5 million outside Perth and Peel and may use the Part 11B significant development pathway;

- Involves wind, solar, BESS, transmission, hydrogen or hybrid infrastructure;
- Involves bioenergy, anaerobic digestion, biogas, canola crushing or agri-industrial processing with material off-site impacts;
- Affects Shire roads, bridges or strategic freight routes;
- May require significant road upgrades, road use agreements or infrastructure agreements;
- May create material odour, wastewater, digestate, gas, fire or emergency management risk;
- May affect townsites, nearby dwellings or multiple landowners;
- May generate significant public interest;
- May affect housing, workforce accommodation or local services;
- Involves broadscale land use change;
- Involves cumulative impacts with other projects;
- Proposes a community benefit arrangement;
- May create material financial, legal or reputational risk for the Shire; or
- Is otherwise considered strategically significant by the CEO.

Appendix D - Relevant Legislation, Regulations and Policy Context

Instrument / source	Relevance to this Position Statement
Planning and Development Act 2005	Principal WA planning statute; includes Part 11B significant development pathway.
Planning and Development (Local Planning Schemes) Regulations 2015	Deemed provisions and local planning scheme framework.
Local Government (Development Assessment Panel) Regulations 2025	Clarifies roles for DAP applications from 1 May 2025, including Responsible Authority Report functions.
Planning and Development (Significant Development) Regulations	Supports Part 11B significant development pathway.
Draft Renewable Energy Planning Code and Guidelines	Draft framework for renewable energy infrastructure assessment; initially wind farms with possible expansion to solar and BESS. Not yet operative unless finalised and incorporated into schemes.
Shire of Bruce Rock Local Planning Scheme No. 3	Local statutory planning framework. Rural Zone objectives and zoning table are central to rural, bioenergy and agri-industrial proposals.
Environmental Protection Act 1986	DWER environmental regulation, works approvals and licences for prescribed premises.
Environmental Protection Regulations 1987	Schedule 1 prescribed premises categories that may be relevant to bioenergy, oilseed processing, waste, fuel burning or power generation.
DWER Better Practice Organics Recycling Guideline	Relevant benchmark controls for organics recycling facilities including anaerobic digestion where categories 61A/67A or related activities apply.
Environmental Protection (Noise) Regulations 1997	Relevant to operational noise from energy, industrial and processing activities.

Gas Standards Act 1972 and gas regulations	Potential relevance where gasfitting, gas installations, gas supply or consumer gas installations are involved; specialist advice required for biogas systems.
Dangerous Goods Safety Act 2004 and regulations	Potential relevance to storage, handling or transport of dangerous goods; specialist advice required.
Work Health and Safety Act 2020 and regulations	Relevant to workplace safety, hazardous areas, process safety and construction/operation duties.
Building Act 2011 and Building Regulations 2012	Relevant to buildings and structures requiring building approval.
Bush Fires Act 1954 and local fire requirements	Relevant to firebreaks, fire risk, emergency response and local bushfire management.
State Community Benefits Guideline	Relevant to large-scale grid-connected wind, solar and BESS projects in the SWIS; supports locally led Community Benefits Plans.
WALGA Renewable Energy Community Benefits and Community Engagement Guide, June 2025	Provides non-statutory sector guidance on local government roles, early engagement, community communications, good faith developer engagement, community benefit terminology, contribution negotiation and benefit scheme governance.
WALGA Priority Agriculture advocacy position	Supports stronger State planning protections for high-quality agricultural land, including a proposed Priority Agriculture zone and expanded mapping of high-quality agricultural land. Relevant to agricultural land protection and cumulative land use change assessment.

Appendix F - Source Verification Notes

Matter	Current verified position used in this draft
Draft Renewable Energy Planning Code	Advertised 12 December 2025 to 10 April 2026. Submissions under review as at 15 April 2026. Purpose is to provide a consistent framework for renewable generation, storage and transmission infrastructure. Initial focus is wind farms, with possible expansion to solar and BESS.
DAP pathway	Reforms remove mandatory application thresholds and make DAP generally opt-in for eligible development over \$2 million, subject to exclusions.
RAR role	The 2025 DAP regulations apply from 1 May 2025 and clarify Council and local government staff roles in preparing and submitting Responsible Authority Reports.
Bruce Rock LPS No. 3	Rural Zone objectives protect rural pursuits, rural character, viability of holdings and natural resources. Industry - primary production is listed as a D use in the Rural Zone. A use not specifically mentioned must be assessed under clause 3.4.2.
DWER prescribed premises	DWER regulates prescribed premises under Part V EP Act. Works approval is required before constructing a prescribed premises; emissions/discharges require licence or registration where applicable.

Organics recycling / anaerobic digestion	DWER Better Practice Organics Recycling Guideline applies to organics recycling facilities processing or composting organic material, including anaerobic digestion, and categories 61A/67A.
Environmental Protection Regulations categories	Potential categories include Category 19 edible oil/fat processing; Category 61/61A liquid/solid waste from other premises; Category 67/87 fuel burning; Category 67A compost manufacturing/soil blending; Category 52/84 electric power generation, depending on design and thresholds.
Community benefits	State guideline supports community benefit arrangements for large-scale grid-connected wind, solar and BESS projects in the SWIS; Community Benefits Plans are locally led and collaboratively developed.
WALGA Guide integration	The updated draft incorporates WALGA June 2025 terminology and reference points, including early engagement, good faith developer conduct, project tracking, community benefit scheme terminology and non-binding contribution benchmarks.
Priority Agriculture reference	The updated draft incorporates WALGA advocacy language concerning high-quality agricultural land, proposed Priority Agriculture zoning, protection of existing, future and potential agricultural production, and review/expansion of DPIRD mapping.
Legal status	WALGA material has been incorporated as non-statutory guidance and advocacy context. It has not been treated as a binding planning instrument or statutory requirement.

10.5.6 Great Eastern Country Zone Meeting Minutes June 2026

File Reference	1.6.5.1
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	18 June 2026
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. Great Eastern Country Zone Meeting Minutes on a Page - June 2026	

Summary

Council is asked to receive the minutes from the previous Great Eastern Country Zone Meeting.

Background

The last Zone meeting was held on the 11 June 2026 via Teams and the WALGA building in Perth.

Consultation

Nil.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

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)
That Council does not receive the minutes or object to decisions of the GECZ meeting.	Rare (1)	Insignificant (1)	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 one (1) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

To encourage the ongoing Great Eastern Country Zone partnership and promote a better understanding by all Councillors it is recommended that Zone minutes be read and received by Council. The Chief Executive Officer and State Councillor Cr. Strange attended the meeting.

The following items are highlighted for Councils attention:

1. The Zone's strategic priorities remain focused on regional health services, energy and transport networks, housing and GROH, telecommunications, agricultural land use, St John Ambulance, education, waste management and regional subsidiaries.
2. The meeting was held as a hybrid meeting due to the Zone's Delegation to Perth, with normal meeting arrangements to resume for future meetings.
3. The Shire of Bruce Rock has been invited to provide the local government host presentation at the next Zone meeting in August 2026.
4. The Executive Committee provided a debrief to members on the Great Eastern Country Zone Delegation to Perth.

5. The Zone supported a deputation from Lumen Wheatbelt Study Hubs at the August 2026 meeting, recognising its role in supporting regional tertiary education, workforce pathways and local upskilling opportunities.
6. Agency reports from the Department of Local Government, Industry Regulation and Safety and Regional Development Australia Wheatbelt were received and noted.
7. The Zone confirmed the minutes of the 23 April 2026 meeting and received the Executive Committee minutes from 19 May 2026.
8. The issue of Heavy Vehicle / RAV Network road access remains live, with concerns raised by Cunderdin and similar concerns from other Zones referred to WALGA's Infrastructure Policy Team and scheduled for discussion with Main Roads.
9. The Zone acknowledged correspondence from the Great Southern Country Zone regarding cost shifting to Local Government and requested the Executive Committee consider an appropriate response.
10. Planning for the 2027 Zone Forum is progressing, with the forum indicatively scheduled for 11 March 2027 in Cunderdin. WALGA noted that reduced internal capacity may require external event design and facilitation support, with an indicative \$40,000 conference allocation proposed.
11. The Zone endorsed the 2026/27 Budgeted Statement of Income and Expenditure, including projected income of \$33,000, expenditure of \$76,190, and authorisation for WALGA's external auditors to audit the 2025/26 accounts.
12. The Zone supported WALGA State Council recommendations on the Climate Change Advocacy Position, Train Station Precincts Advocacy Position, and Cat Act Review submission, and noted WALGA's emergency management survey findings, which highlighted ongoing resource, workforce and funding pressures across Local Government.
13. The next Zone meeting is scheduled for 13 August 2026 at the Shire of Bruce Rock.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.13

Moved: Cr Foss

Seconded: Cr Hodgkiss

That Council receives the minutes of the Great Eastern Country Zone meeting held on the 11 June 2026, via Teams at the WALGA building in Perth.

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

Zone Minutes on a Page

11 June 2026

Speakers

- The Zones Executive Committee completed a successful delegation to Perth between Tuesday, 9 June and Thursday, 11 June, with 14 formal engagements with Ministers, and CEOs. An overview of the meetings was provided to the Zone.

Zone Business

- Accepted the request from Lumen Wheatbelt Study Hubs to present to the Zone at the August meeting.
- The Zone endorsed the 2026-27 Budget.

State Council Agenda

The Zone supported all the recommendations for Matters for Decision:

- 8.1 Climate Change Advocacy Position
- 8.2 Train Station Precincts Advocacy Position
- 8.3 Submission on the Cat Act Review

Reports

The following reports were spoken to at the meeting:

Zone Chair, President Cr Tony Sachse welcomed all Zone Delegates, CEOs and guests to the meeting. The Chair thanked/congratulated the Zone on a successful delegation to Perth.

State Councillor, Cr Stephen Strange

Cr Strange provided an update to the meeting on various WALGA matters including:

- Recent and upcoming business of State Council and Policy Teams, including speakers to the State Council Strategic and Information Forums.

Minutes

Minutes from the meeting can be accessed on the [WALGA website](#).

Next Meeting

The next Great Eastern Country Zone meeting will be held on **Thursday, 13 August, at the Shire of Bruce Rock**.

Further information will be circulated with the August Notice of Meeting.

Contact Information

Habiba Farrag, Zone Secretariat – hfarrag@walga.asn.au or 9213 2050

Sam McLeod, Zone Executive Officer – smcleod@walga.asn.au or 0488 668 301

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

12. **Confidential Items**

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.14	
Moved: Cr Crooks	Seconded: Cr 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.	
CARRIED 6/0	
For:	Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt
Against:	Nil

12.1 Proposed Grouped Dwellings: 98 & 100 Butcher Street, Bruce Rock

File Reference	12.1.1
Disclosure of Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>)
Applicant	Modularis Pty Ltd for CEACA Limited
Previous Item Numbers	Nil
Date	18 June 2026
Author	Steve Thompson – Consultant Planner
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Information from applicant 2. Planning and Development (Local Planning Schemes) Regulations 2015 extract

Summary

That Council consider a Development Application for six (6) grouped dwellings.

Background

In summary, the applicant seeks development approval to construct six (6) grouped dwellings. Attachment 1 sets out plans and information from the applicant, including the site plan, elevations and floor plans. All dwellings are generous in size and have an approximate internal floor area of between 278m² – 304m², with an additional carport, alfresco and porch.

Relevant details relating to the site include:

- It adjoins the town centre;

- It has a combined area of 2024m²;
- It is undeveloped, vacant and gently sloping;
- It has frontage to Butcher Street to the east, Swan Street to the south and a laneway to the west; and
- Adjoining lots are zoned Residential and are used accordingly.

Planning framework

The site is zoned 'Residential R10/25' in the *Shire of Bruce Rock Local Planning Scheme No. 3 (LPS3)*. Given the properties can connect to the Shire's sewerage system, the assigned density is R25.

R25 equates to one (1) dwelling for 350m² of site area. Following amalgamation of the lots and obtaining survey strata approval, the Western Australian Planning Commission (WAPC) can grant a 5% variation to the average site area equating to 1 dwelling per 332.5m². This then ensures consistency with the R25 zoning, enabling six (6) lots and six (6) dwellings on the site.

The proposed development is best defined in LPS3 as 'Grouped Dwelling' which is a 'P' (permitted) use in the Residential zone.

Clause 3.2 of LPS3 states the following objectives for the Residential Zone:

- To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia;
- Non-residential uses shall be compatible in character, scale and operation with the predominant residential use; and
- A non-residential use shall only be permitted if the use does not detract from the amenity of the area.

The *Shire of Bruce Rock Local Planning Strategy* allocates the site as 'Residential'.

The proposed development is not located within a designated Bush Fire Prone Area.

Attachment 2 sets out an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* relating to matters to be considered by the local government in determining Development Application and options in determining applications.

Consultation

There is no requirement for community consultation give the development complies with LPS3 and is generally consistent with the R Codes.

Statutory Environment

- Planning and Development (Local Planning Schemes) Regulations 2015; and
- Shire of Bruce Rock Local Planning Scheme No. 3.

Policy Implications

The Shire of Bruce Rock Local Planning Strategy

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022 – 2032		
Outcome:	2.0	Economic Priorities
Strategy:	2.1	Assist the local economy to grow.
	2.3	Workers and their families can work and reside in the Shire.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to comply with conditions of development approval may delay or jeopardise the housing project, including project timeframes, funding milestones and the timely delivery of additional dwellings.	Possible (3)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The six (6) dwellings will be a welcome addition to Bruce Rock.

It is recommended that Council approve the Development Application subject to conditions. This follows assessment against LPS3, the Local Planning Strategy, the Residential Design Codes (R Codes), information provided by the applicant and site characteristics. Conditional approval is recommended for reasons including the use and density are appropriate for the site and area, subject to separately amalgamating the lots and then obtaining survey strata subdivision, and the applicant has addressed relevant matters in the R Codes.

It is suggested that standard conditions can address relevant matters including drainage, servicing, vehicle access, parking and landscaping.

Accordingly, the Development Application is supported, and it is recommended that Council grant conditional approval.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.15

Moved: Cr Verhoogt

Seconded: Cr Crooks

Pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Bruce Rock Local Planning Scheme No. 3*, development approval for six (6) grouped dwellings at Lot 65 (No. 98) and Lot 64 (No. 100) Butcher Street, Bruce Rock, is granted in accordance with an application dated 15 June 2026 and the attached stamped plans subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications, (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the development approval has lapsed, no further development is to be carried out.
3. The provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The local government will require that stormwater from the dwellings are collected and detained on site prior to connection to a Shire stormwater legal point of discharge. This is to occur to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
4. The development is connected to the reticulated water system prior to occupation.
5. The development is connected to the reticulated sewerage system prior to occupation.
6. Prior to the commencement of site works, a landscaping plan is to be submitted for approval by the local government. The plan is to specify details including vegetation, street (verge) trees and reticulation. All landscaping shall be carried out in accordance with the approved landscaping plan within 60 days of the practicable completion of the dwellings and from then on suitably maintained to the satisfaction of the local government.
7. The common driveway is designed, sealed, constructed and drained at the applicants' cost to the satisfaction of the local government prior to occupation.
8. Fencing on the Butcher Street and Swan Street boundaries, if proposed, to comply with the deemed-to-comply requirements in the Residential Design Codes.
9. Lots 64 and 65 are to be amalgamated and then a survey strata approval obtained for six (6) lots. This is to occur prior to dwelling construction commencing for the fifth and sixth dwellings.

Advice Notes

- A) The applicant is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works. The applicant is advised that the approved development must comply with all relevant provisions of the *National Construction Code*.
- B) In relation to Condition 5, a Septic Tank Effluent Disposal System (STED) operates in the Bruce Rock townsite. This is a 'hybrid' sewerage system. There is a requirement to provide suitably located and designed septic tanks for all dwellings but not leach drains. There is also a requirement to connect to the Shire's STED scheme.

- C) In relation to Condition 9, dwelling construction for dwellings 1 – 4 can commence prior to obtaining the Western Australian Planning Commission amalgamation and survey strata approvals.
- D) The applicant is advised:
- Fill is limited to 0.5m above the natural ground level except where consistent with deemed-to-comply Requirement C7.1 from the *Residential Design Codes Volume 1*;
 - Fencing on the primary street frontage, where proposed, is to be visually permeable above 1.2 metre of the natural ground level; and
 - The property may be impacted by road and rail noise as set out in *State Planning Policy 5.4 Road and Rail Noise* which is outlined at <https://www.wa.gov.au/government/publications/state-planning-policy-54-road-and-rail-noise>. You may wish to consider mitigation measures to minimise noise impacts.
- E) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil



15th June 2026

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

Attention: Planning Department

Re: - Lot 65, (#98) Butcher Street, BRUCE ROCK WA 6418

Please find attached a copy of the planning approval application form, letter authorising lodgement on the clients behalf, BAL assessment and plans to assess the planning application.

The proposed application is for 3 - 2-bedroom, 1 bathroom new single storey modular dwellings to be placed on the abovementioned lot.

Please feel free to call the undersigned should you have any queries or concerns.

Yours faithfully
MODULAR WA

A handwritten signature in black ink, appearing to read "Mark Killeen", written over a light-colored rectangular background.

Mark Killeen
PROJECTS MANAGER

Application for Development Approval



OWNER DETAILS	
Name:	
ABN (if applicable):	SEE LETTER
Address:	
Postcode:	
Phone:	Fax:
Work:
Home:	
Mobile:	
Email: paige.mcneil@ceaca.org.au	
Contact person for correspondence:	
Signature:	Date:
Signature:	Date:
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).</i></p>	

APPLICANT DETAILS (if different from owner)	
Name: MODULARIS PTY LTD	
Address: PO BOX 1786	
WANGARA, WA	Postcode: 6065
Phone:	Fax:
Work: .08 6454 0919.....	
Home:	
Mobile:	
Email: admin@modularwa.com.au	
Contact person for correspondence: CODIE SUNDSTROM	
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
Signature: <i>N Newman</i>	Date: 15/06/2026



Application for Development Approval

PROPERTY DETAILS		
Lot No: 65	House/ Street No: 98	Location No:
Diagram or Plan No: 229911	Certificate of Title Vol No: 1762	Folio: 195
Title encumbrances (e.g. easements, restrictive covenants): ...SEE CERTIFICATE OF TITLE.....		
Street name: BUTCHER STREET		Suburb: BRUCE ROCK
Nearest street intersection: SWAN STREET		

PROPOSED DEVELOPMENT	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use: 3x NEW SINGLE STOREY MODULAR RESIDENCE	
Description of exemption claimed (if relevant): N/A	
Nature of any existing buildings and/or land use: N/A	
Approximate cost of the proposed development: \$1,315,620.16	
Estimate time of completion: 03/12/2026	

OFFICE USE ONLY	
Acceptance Officer initials:	Date Received:
Local government reference No:	

15th June 2026

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

Attention: Planning Department

Re: - Lot 64, (#100) Butcher Street, BRUCE ROCK WA 6418

Please find attached a copy of the planning approval application form, letter authorising lodgement on the clients behalf, BAL assessment and plans to assess the planning application.

The proposed application is for 3 - 2-bedroom, 1-bathroom new single storey modular dwellings to be placed on the abovementioned lot.

Please feel free to call the undersigned should you have any queries or concerns.

Yours faithfully
MODULAR WA



Mark Killeen
PROJECTS MANAGER

Application for Development Approval



SEE LETTER

OWNER DETAILS	
Name:	
ABN (if applicable):	
Address:	
Postcode:	
Phone:	Fax:
Work:
Home:	
Mobile:	
Email: paige.mcneil@ceaca.org.au	
Contact person for correspondence: PAIGE MCNEIL	
Signature:	Date:
Signature:	Date:
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).</i></p>	

APPLICANT DETAILS (if different from owner)	
Name: MODULARIS PTY LTD	
Address: PO BOX 1786	
WANGARA, WA	Postcode: 6065
Phone:	Fax:
Work: 08 6454 0919	
Home:	
Mobile:	
Email: admin@modular.com.au	
Contact person for correspondence: CODIE SUNDSTROM	
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
Signature: <i>N Newman</i>	Date: 15/06/2026



Application for Development Approval

PROPERTY DETAILS		
Lot No: 65	House/ Street No: 100	Location No:
Diagram or Plan No: 229911	Certificate of Title Vol No: 807	Folio: 163
Title encumbrances (e.g. easements, restrictive covenants): SEE CERTIFICATE OF TITLE		
Street name: BUTCHER STREET		Suburb: BRUCE ROCK
Nearest street intersection: SWAN STREET		

PROPOSED DEVELOPMENT	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use: 3x NEW SINGLE STOREY MODULAR RESIDENCE	
Description of exemption claimed (if relevant): N/A	
Nature of any existing buildings and/or land use: N/A	
Approximate cost of the proposed development: \$1315,620.16	
Estimate time of completion: 03/12/2026	

OFFICE USE ONLY	
Acceptance Officer initials:	Date Received:
Local government reference No:	

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

12.2 Proposed Grouped Dwelling: 87 Butcher Street, Bruce Rock

File Reference	
Disclosure of Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>)
Applicant	Modularis Pty Ltd for CEACA Limited
Previous Item Numbers	Nil
Date	19 June 2026
Author	Steve Thompson – Consultant Planner
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Information from applicant 2. Planning and Development (Local Planning Schemes) Regulations 2015 extract

Summary

That Council consider a Development Application for one (1) additional grouped dwelling.

Background

In summary, the applicant seeks development approval to construct one (1) additional grouped dwelling. Attachment 1 sets out plans and information from the applicant, including the site plan, elevations and floor plan. The dwelling is generous in size and has a carport, alfresco and porch.

Relevant details relating to the site include:

- It adjoins the town centre;
- It has an area of 1466m²;
- It contains two (2) existing grouped dwellings, with the southern section vacant; and
- It has frontage to Butcher Street to the west, Bath Street to the north and a laneway to the east.

Planning framework

The site is zoned 'Residential R10/25' in the *Shire of Bruce Rock Local Planning Scheme No. 3* (LPS3). Given the property can connect to the Shire's sewerage system, the assigned density is R25.

R25 equates to one (1) dwelling for 350m² of site area so the site is large enough for three (3) grouped dwellings (two (2) existing and one (1) proposed).

The proposed development is best defined in LPS3 as 'Grouped Dwelling' which is a 'P' (permitted) use in the Residential zone.

Clause 3.2 of LPS3 states the following objectives for the Residential Zone:

- To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia;
- Non-residential uses shall be compatible in character, scale and operation with the predominant residential use; and
- A non-residential use shall only be permitted if the use does not detract from the amenity of the area.

The *Shire of Bruce Rock Local Planning Strategy* allocates the site as 'Residential'.

The proposed development is not located within a designated Bush Fire Prone Area.

Attachment 2 sets out an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* relating to matters to be considered by the local government in determining Development Application and options in determining applications.

Consultation

There is no requirement for community consultation give the development complies with LPS3 and is generally consistent with the R Codes.

Statutory Environment

- Planning and Development (Local Planning Schemes) Regulations 2015; and
- Shire of Bruce Rock Local Planning Scheme No. 3.

Policy Implications

The Shire of Bruce Rock Local Planning Strategy

Financial Implications

Nil

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022 – 2032		
Outcome:	2.0	Economic Priorities
Strategy:	2.1	Assist the local economy to grow.
	2.3	Workers and their families can work and reside in the Shire.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to comply with conditions of development approval may delay or jeopardise the housing project, including project timeframes, funding milestones and the timely delivery of additional dwellings.	Possible (3)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The additional dwelling will be a welcome addition to Bruce Rock.

It is recommended that Council approve the Development Application subject to conditions. This follows assessment against LPS3, the Local Planning Strategy, the Residential Design Codes (R Codes), information provided by the applicant and site characteristics. Conditional approval is recommended for reasons including the use and density are appropriate for the site and area and the applicant has addressed relevant matters in the R Codes.

It is suggested that standard conditions can address relevant matters including drainage, servicing, vehicle access, parking and landscaping.

Accordingly, the Development Application is supported, and it is recommended that Council grant conditional approval.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 20260625.16

Moved: Cr Foss

Seconded: Cr Hodgkiss

Pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Bruce Rock Local Planning Scheme No. 3*, development approval for an additional one (1) grouped dwelling at Lot 201 (No. 87) Butcher Street, Bruce Rock, is granted in accordance with an application dated 15 June 2026 and the attached stamped plans subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications, (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the development approval has lapsed, no further development is to be carried out.
3. The provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The local government will require that stormwater from the dwellings are collected and detained on site prior to connection to a Shire stormwater legal point of discharge. This is to occur to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
4. The development is connected to the reticulated water system prior to occupation.
5. The development is connected to the reticulated sewerage system prior to occupation.
6. Prior to the commencement of site works, a landscaping plan is to be submitted for approval by the local government. The plan is to specify details including vegetation, street (verge) trees and reticulation. All landscaping shall be carried out in accordance with the approved landscaping plan within 60 days of the practicable completion of the dwellings and from then on suitably maintained to the satisfaction of the local government.
7. The driveway is designed, sealed, constructed and drained at the applicants' cost to the satisfaction of the local government prior to occupation.
8. Fencing on the Butcher Street boundary, if proposed, is to comply with the deemed-to-comply requirements in the Residential Design Codes.

Advice Notes

- A) The applicant is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works. The applicant is advised that the approved development must comply with all relevant provisions of the *National Construction Code*.
- B) In relation to Condition 5, a Septic Tank Effluent Disposal System (STED) operates in the Bruce Rock townsite. This is a 'hybrid' sewerage system. There is a requirement to provide a suitably located and designed septic tank for the dwelling but not a leach drain. There is also a requirement to connect to the Shire's STED scheme.
- C) The applicant is advised:

- Fill is limited to 0.5m above the natural ground level except where consistent with deemed-to-comply Requirement C7.1 from the *Residential Design Codes Volume 1*;
- Fencing on the primary street frontage, where proposed, is to be visually permeable above 1.2 metre of the natural ground level; and
- The property may be impacted by road and rail noise as set out in *State Planning Policy 5.4 Road and Rail Noise* which is outlined at <https://www.wa.gov.au/government/publications/state-planning-policy-54-road-and-rail-noise>. You may wish to consider mitigation measures to minimise noise impacts.

D) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 20260625.17

Moved: Cr Hodgkiss

Seconded: Cr Verhoogt

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

CARRIED 6/0

For: Cr Rajagopalan, Cr Crooks, Cr Buegge, Cr Foss, Cr Hodgkiss, Cr Verhoogt

Against: Nil

**Planning and Development (Local Planning Schemes) Regulations 2015
Schedule 2 Deemed provisions for local planning schemes Part 11 Forms referred
to in this Scheme cl. 86**

The form of an application for development approval referred to in clause 62(1)(a) is as follows —

Application for development approval

Owner details		
Name: CENTRAL EAST AGED CARE ALLIANCE INC		
ABN (if applicable): 69 693 494 638		
Address: 2C (#355) SCARBOROUGH BEACH ROAD, OSBOURNE PARK WA		
..... Postcode: 6017		
Phone:	Fax:	Email:
Work:	paige.mcneil@ceaca.org.au
Home: 0414 799 659
Mobile:		
Contact person for correspondence:		
Signature:	Date:	
SEE LETTER		
Signature:	Date:	
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>		

Applicant details (if different from owner)

Name: MODULARIS PTY LTD T/A MODULAR WA

Address: PO BOX 1786, WANGARA WA

Postcode: 6947

Phone:

Work: 08 6454 0919

Home:

Mobile:

Fax:

.....

Email:

contracts1@modularwa.com.au

Contact person for correspondence: NICOLE NEWMAN

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. Yes NoSignature: *N Newman*

Date: 17/06/2026

Property details

Lot N°: 201

House/Street N°: 87

Location N°:

Diagram or Plan N°:

412957

Certificate of Title Vol.

N°: 2971

Folio:

313

Title encumbrances (e.g. easements, restrictive covenants):

SEE CERTIFICATE OF TITLE

Street name:

BUTCHER STREET

Suburb:

BRUCE ROCK

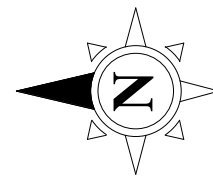
Nearest street intersection:

BATH STREET

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	1X NEW SINGLE STOREY MODULAR RESIDENCE
Description of exemption claimed (if relevant):	
Nature of an existing buildings and/or land use:	2X RESIDENTIAL DWELLINGS
Approximate cost of proposed development:	\$438,540.00 (ex GST)
Estimated time of completion:	17/12/2026

OFFICE USE ONLY	
Acceptance Officer's initials:	Date
received: Local government reference N°:	

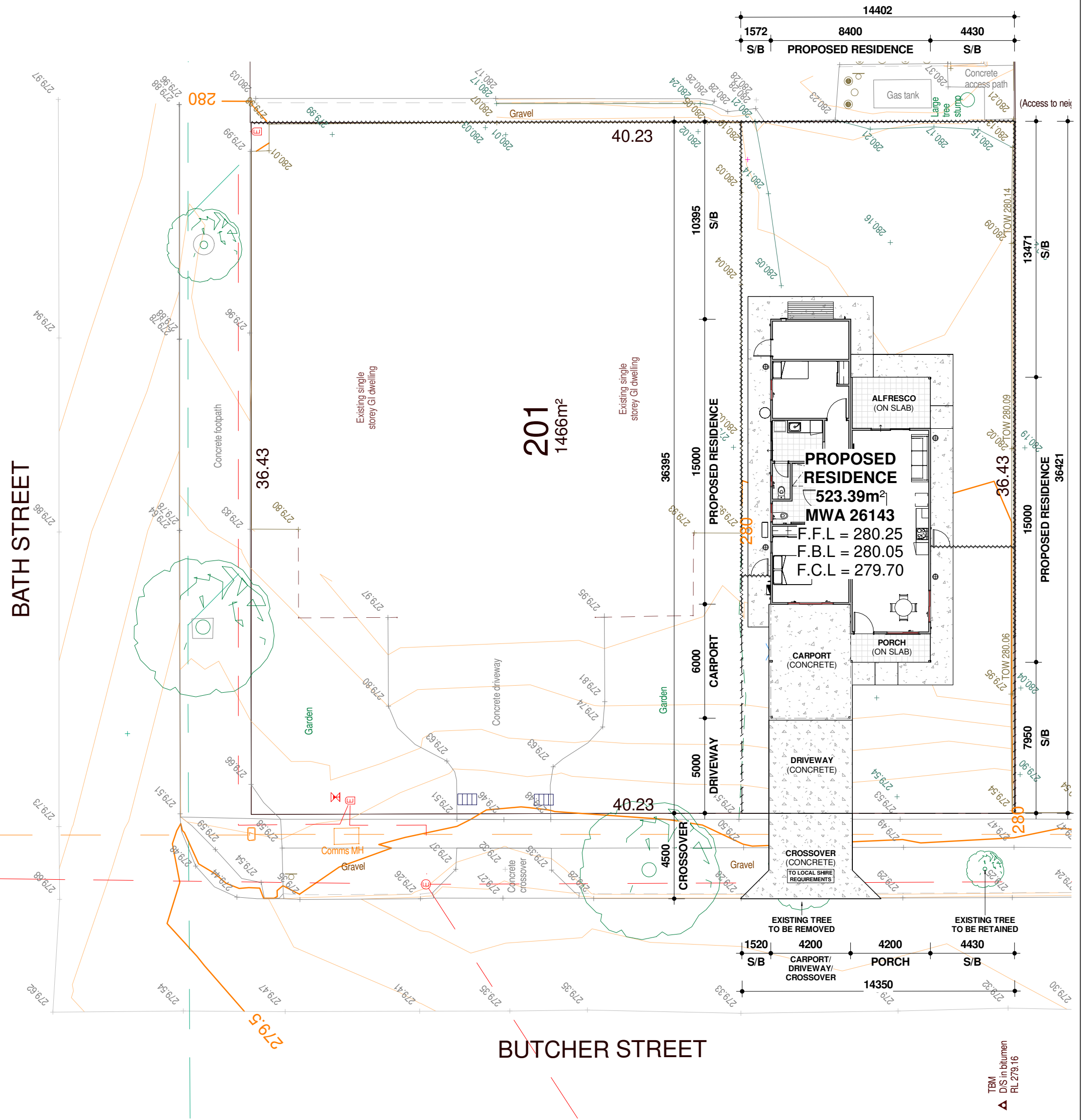
F.F.L - FINISHED FLOOR LEVEL
 F.B.L - FINISHED BACKFILL LEVEL
 F.C.L - FINISHED CUT/COMPACT LEVEL
 N.G.L - NATURAL GROUND LEVEL
 S/B - SETBACK (FROM BOUNDARY)



REFER TO DWG. A102 FOR
 INDIVIDUAL SITE PLAN &
 A101 FOR OVERALL
 LANDSCAPING PLAN

STORMWATER TO BACK
 OF KERB

CONNECTED TO
 EXISTING SEWER



1 SITE PLAN (OVERALL)
 A100 1 : 200

CLIENT: CEACA
 ADDRESS: LOT 201 (#87) BUTCHER ST.
 BRUCE ROCK, WA 6418
 HOUSE TYPE: DESIGN of the Shire of Bruce Rock Ordinary Council Meeting Held 25 June 2026

Rev	Description	By	Date
A	Prepare site plan	BT	13/06/2026

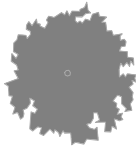
JOB No. 26143
 DATE: 13/06/2026 12:11:06 PM
 DRAWN: BT
 CHECKED: -
 REV: SHEET
 SCALE: A100
 1 : 200

modularwa
 T: 08 64540919 F: 08 64540918
 W: modularwa.com.au
 e: sales@modularwa.com.au
 Builders reg # 101630
 154
 Use figured dimensions in preference to scaled.
 All dimensions to be verified and checked on the job. ©

LANDSCAPING LEGEND



PLANT

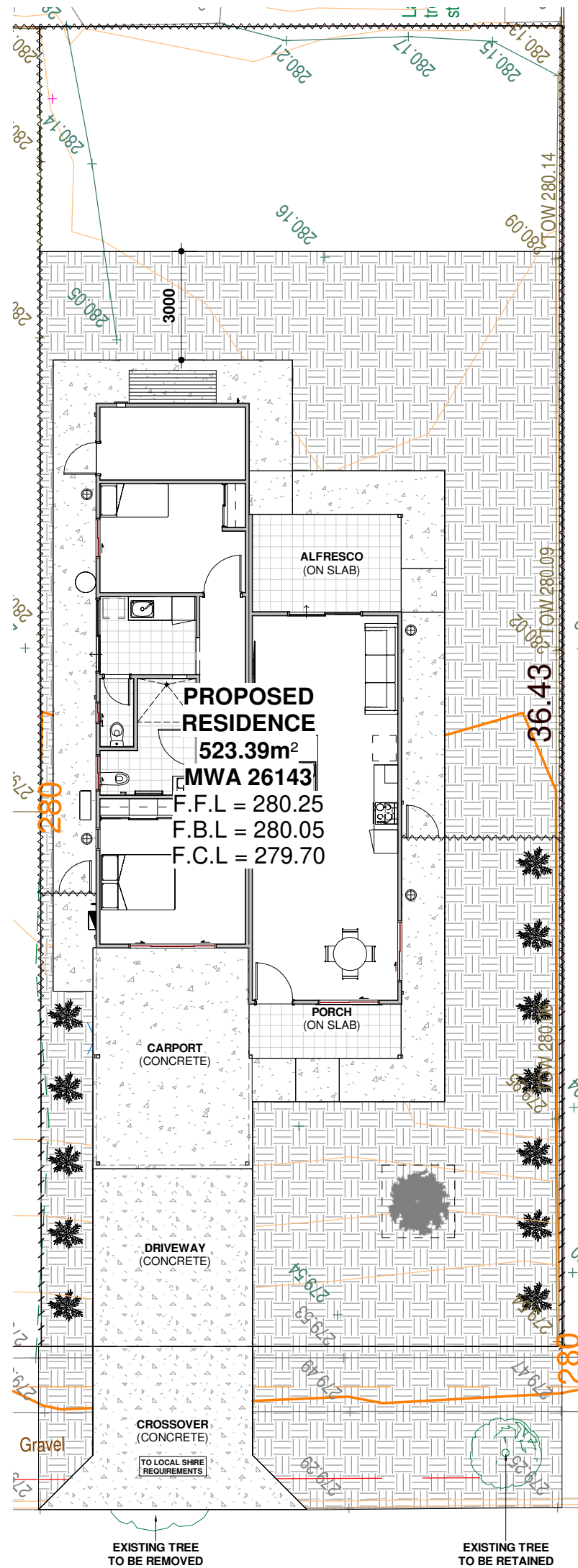


TREE
(2.0m x 2.0m TREE PLANTING AREA)



MULCH

MULCH AREA	
MWA 26143	199.62m ²
CROSSOVER	42.68m ²
TOTAL	242.30m²



BUTCHER STREET

1 LANDSCAPING PLAN
A101 1 : 150

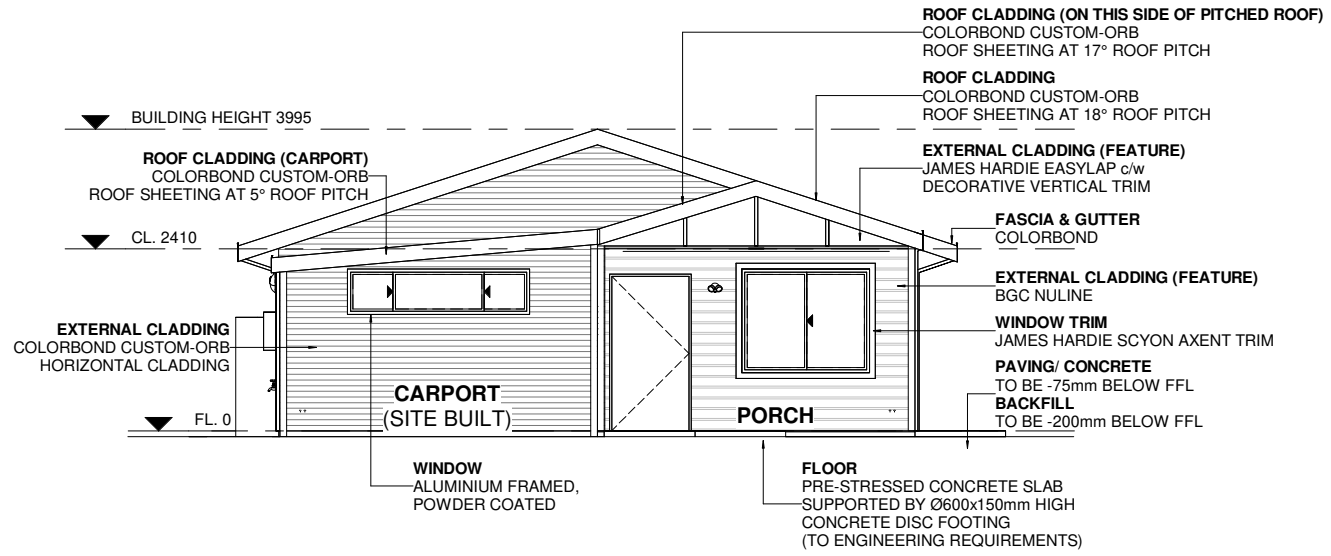
CLIENT:	CEACA
ADDRESS:	LOT 201 (#87) BUTCHER ST. BRUCE ROCK, WA 6418
HOUSE TYPE:	DESIGN of the Shire of Bruce Rock Ordinary Council Meeting Held 25 June 2026

Rev	Description	By	Date
A	Prepare site plan	BT	13/06/2026

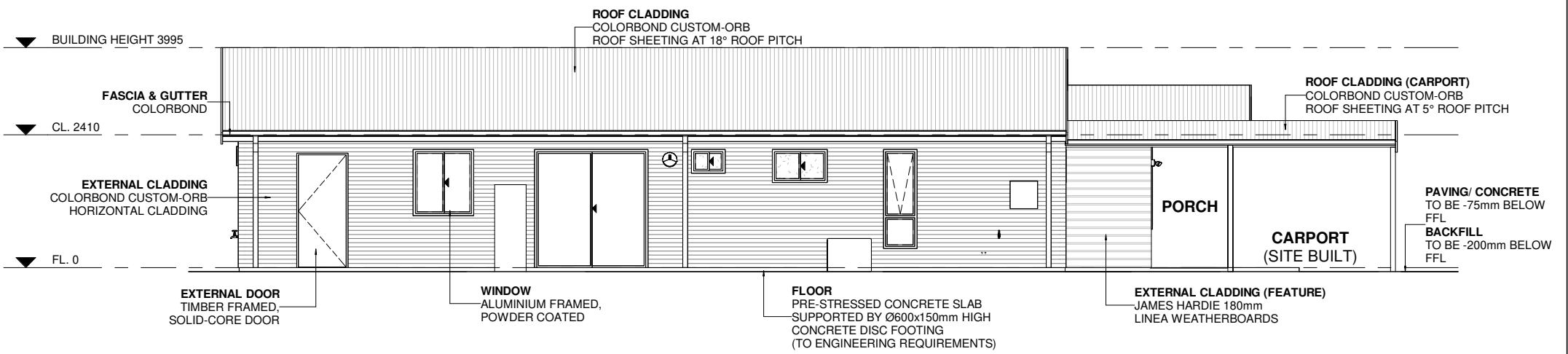
JOB No.	26143
DATE:	13/06/2026 12:11:06 PM
DRAWN:	BT
CHECKED:	-
REV:	SHEET
SCALE:	A101
As indicated	

T: 08 64540919 F: 08 64540918
W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101630

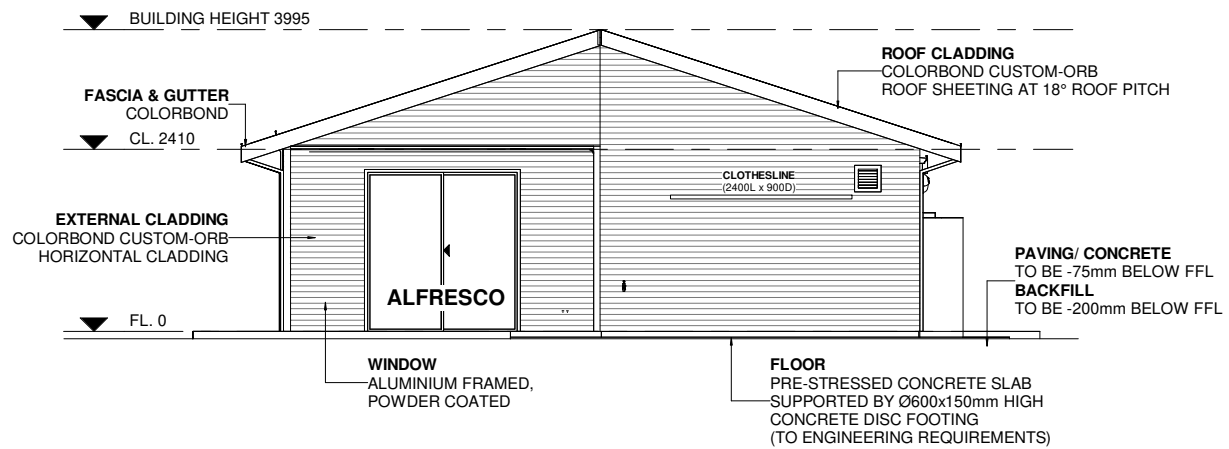
155
Use figured dimensions in preference to scaled.
All dimensions to be verified and checked on the job. © Copyright



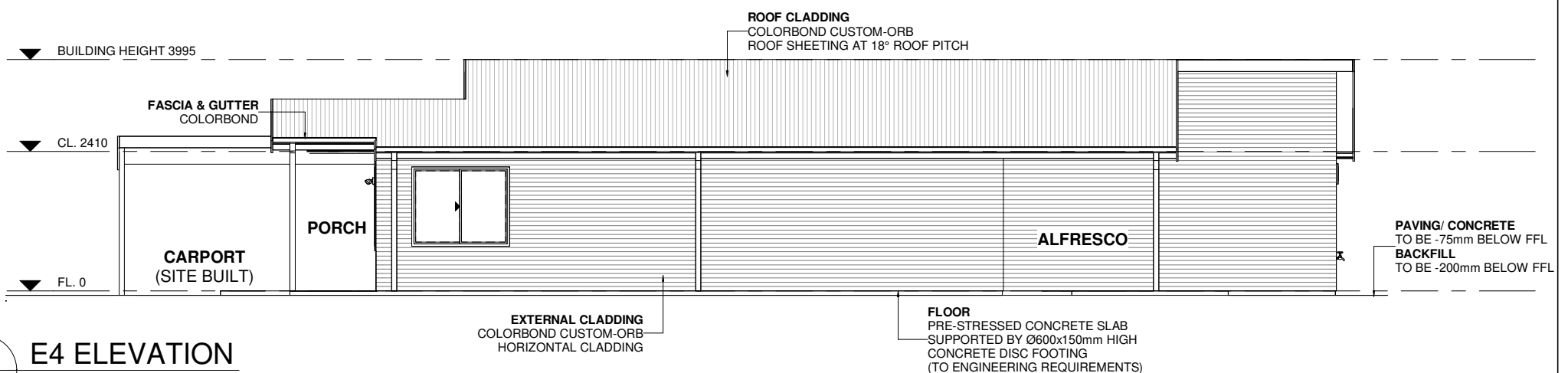
E1 E1 ELEVATION
A103 1 : 100



E2 E2 ELEVATION
A103 1 : 100



E3 E3 ELEVATION
A103 1 : 100




E4 E4 ELEVATION
A103 1 : 100

CLIENT: CEACA
ADDRESS: LOT 201 (#87) BUTCHER ST.
BRUCE ROCK, WA 6418
HOUSE TYPE: DESIGN of the Shire of Bruce Rock Ordinary Council Meeting Held 25 June 2026

Rev	Description	By	Date
A	Prepare site plan	BT	13/06/2026

JOB No. **26143**
DATE: 13/06/2026 12:11:07 PM
DRAWN: **BT**
CHECKED: -
REV: SHEET
SCALE: **A103**
1 : 100



T: 08 64540919 F: 08 64540918
W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101630
157
Use figured dimensions in preference to scaled.
All dimensions to be verified and checked on the job. ©

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

13. Closure of the Meeting

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.25 pm and, pursuant to Resolution OCM November 25 – 10.6.5 of 20 November 2025, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 3.00pm on Thursday 23 July 2026, at this same venue.

These minutes were confirmed at the meeting held on Thursday 23 July 2026

Cr R Rajagopalan
Shire President