

SHIRE OF BRUCE ROCK

MINUTES – ORDINARY MEETING 21 NOVEMBER 2024

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SHIRE OF BRUCE ROCK
MINUTES – ORDINARY MEETING 21 NOVEMBER 2024

1. Declaration of Opening

The Shire President Ram Rajagopalan declared the meeting open at 3.04pm.

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

Shire President	Cr R Rajagopalan
Deputy Shire President	Cr AR Crooks
Councillors	Cr S Strange
	Cr KP Foss
	Cr PK Hodgkiss
	Cr J Verhoogt
	Cr BJ Waight
Chief Executive Officer	Mr M Furr
Manager of Governance and Community	Ms N Ugarte
Manager of Executive Services	Mrs M Schilling
Manager of Finance	Mr M Darby
Manager of Works and Services	Mr G Stephens
Executive Services Officer	Ms S Wood

3. Declarations of Interest

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions/Deputations/Presentations/Submissions

7. Applications for Leave of Absence

8. Announcements by the Person Presiding without Discussion

8.1 Early Bird Rates Prizes Draw

The Early Bird Rates prizes draw will be carried out by the Shire President and Manager of Finance. All rates that were paid in full by the 24 September 2024 and were eligible are qualified and the winners will be drawn using the Shire’s Synergy Soft ‘random prize generator competition’ module. The three (3) winners drawn will be documented in the table below and will be notified in writing.

RATES EARLY BIRD PRIZE 2024/25				
Prize	Assessment	Init	Name	Prize
1st	A870		MG & JL Foss Farming Co Pty Ltd	Family Season Pass to the Shire Aquatic Centre
2nd	A935	BD	Ben Negri	\$100 Voucher
3rd	A774		Boyd Nominees Pty Ltd	\$50 Voucher

9. Confirmation of Minutes

Audit and Risk Committee Meeting, held on Thursday, 17 October 2024.

COUNCIL DECISION
Resolution OCM November 24 – 9.1

Moved: Cr Crooks
Seconded: Cr Foss

That the minutes of the Audit and Risk Committee Meeting, held on Thursday, 17 October 2024 be received.

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

Ordinary Meeting of Council held on Thursday, 17 October 2024.

COUNCIL DECISION

Resolution OCM November 24 – 9.2

Moved: Cr Verhoogt

Seconded: Cr Waight

That the minutes of the Ordinary Meeting of Council held on Thursday, held on Thursday, 17 October 2024 be received as a true and correct record.

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

Against: Nil

Carried 7/0

10. Matters for Decision

10.1 Manager of Works and Services

10.1.1 Bitumen Sealing Program 2024/25

File Reference	RFT 1.2024.25
Disclosure of Interest	Nil
Applicant	Nil
Previous Item Numbers	Nil
Date	9 November 2024
Author	Gregory Stephens – Manager Works and Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
<ol style="list-style-type: none"> 1. Evaluation Matrix 2. Listed roads 	

Summary

Council is requested to consider awarding the 2024/25 Request for Quote RFQ SBK - 001 Annual Road Seal Various Locations, to Fulton Hogan, for budgeted road seal projects contained within the 2024/25 Budget and as listed in Attachment 2.

Background

The Shire manages a total of approximately 500km of sealed roads and 758km of gravel roads throughout the Shire, re-surfacing roads are part of the shires asset preservation program funded by the Federal Governments Roads to Recovery Program, Regional Road Group Program, and Council funds.

The preservation goal is to improve and restore the road surface.

The scope of the resurfacing/renewal program is developed via road inspections and prioritisation of the work.

Typical sealed (bitumen) road defects in the road network include:

- Cracking of the sealed surfaces;
- Stripping or loss of stone from the surface;
- Rutting – sunken tracks/grooves; and
- Localised failures such as potholes and shoving.

These defects contribute to increased deterioration of the assets and reduce safety for road users.

The road seal works need to be completed by contractors with specialised machinery and expertise. The cost of such works was estimated to exceed the \$250,000 expenditure threshold and therefore it was necessary to go to tender or for it to be facilitated through a WALGA RFQ process.

The Road Seal RFQ was facilitated through the WALGA Panel of Preferred Suppliers eQuotes portal, which satisfies the Local Government statutory requirement and Council’s Procurement Policy.

Consultation

Officers who have been consulted include:

- Works Construction Supervisor.

Statutory Environment

The following statutory implications relates:

- Local Government Act 1995, section 3.57 – Tenders for providing goods or services; and
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications

RFQ SBK-001 complies with Council Policy – Section 2 Finance, 2.7 Purchasing, 1.4 Purchasing Thresholds and Requirements.

It is noted that the procurement was facilitated as a compliant eQuote and not as a public tender, consistent with the Local Government (Functions and General) Regulations 1996, Regulation 11A and Council Policy.

Financial Implications

The funding for this tender is included in the 2024/2025 Annual Budget to undertake the works.

The current Budget has a total allowance for seal works of \$843,200 excluding GST, so identified seal works on road projects can be wholly contained within the budget. Any remaining money excluding GST can be utilised for any contingency across any of the seal projects and if not fully utilised be available for mid-year Budget review.

The allocated operational budget for Regional Roads Group and Roads to Recovery sealing works is as follows:

- Bruce Rock/Doodlakine Road reseal;
- Bruce Rock/Narembeen Road reseal;
- Old Beverley Road reconstruction, including prime and 2 coat bitumen seal;
- Hines Hill Road reseal; and
- Narembeen/Cumminin Road reconstruction, including prime and 2 coat bitumen seal.

Strategic Implications

Shire of Bruce Rock Strategic Community Plan 2022 - 2032		
Objective:	1.0	Economic Priorities
Outcome:	2.2	Roads are a key economic driver across the Shire

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the preferred contractor provides substandard quality work or issues arise relating to managing the awarded contract.	Possible (3)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Treat through ensuring that the contractor is in full compliance with the RFQ specifications and officers manage the contract per standard practice in the past, with similar contracts.

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

If Council do not resolve to enter into a contract with the recommended supplier the major risk is that the required annual surfacing works may not be able to be completed within this financial year and the acceptable level of service to road users will deteriorate and safety may be compromised. Failure to continue with the recommended surfacing renewal program may lead to future expensive repairs or road reconstruction projects.

Comment/Conclusion

Council makes a significant investment every year for infrastructure that underpins the Shire through its capital works program. The Shire will manage its assets with appropriate frameworks and deliver its projects through robust project management.

As per the tender specifications, the preferred contractor is required to provide road seal designs for each road. Road seal designs must be fully compliant with Main Roads specification No. 503 Bituminous Surfacing. This will then provide a firm price and most importantly the supplier must provide a 12 month warranty on all products and works. The actual amount of bitumen and aggregate used on the works may vary as the seal design will determine the spray application rate, aggregate spread rate, cutter, and additives used for the seal.

The Road Seal RFQ was advertised through the WALGA eQuotes Portal from 18 October 2024 to 5 November 2024. The RFQ document was sent to eight (8) WALGA preferred suppliers through the WALGA eQuotes portal. All eight (8) companies are prequalified WALGA preferred suppliers and have relevant experience for these works. Out of the eight (8) companies requested to quote, only three (3) submitted quotes – Bitutek, Fulton Hogan and Boral.

The three (3) companies that submitted quotes were deemed to be compliant submissions based on the specifications contained within the RFQ.

The RFQ was evaluated on 70% Price, 15% Previous Experience and 15% Work Health & Safety (WHS) and assessed on the information and documentation provided in the suppliers’ submissions as requested in the selection criteria.

An evaluation panel was formed that consisted of;

- Manager Works and Services; and
- Supervisor Construction.

The Combined Assessment Scores for the three (3) compliant submissions are illustrated below:

Contractor	Assessment Score
Fulton Hogan	93.25%
Bitutek	89.05%
Boral	79.25%

Fulton Hogan’s submission was scored the highest and is the best value submission from this procurement process.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 24 – 10.1.1

Moved: Cr Strange

Seconded: Cr Foss

That with respect to awarding Request for Quote, RFT 1.2024.25–01, Annual Road Seal Various Locations, Council:

- 1. Award the works to Fulton Hogan PTY. LTD; and**
- 2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated seal provision within the Adopted Budget.**

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

Against: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0



Shire of Bruce Rock

Response Evaluations for :

Request for the 2024/25 year, for Sealing Various Roads

Reference Number : VP433507

This Request is not finalized.

Request owned by : Gregory Stephens

Phone : 90611377

Email : gregory.stephens@brucerock.wa.gov.au

This pdf current as at : 07/Nov/2024 11:56 AM.

Response Evaluation Criteria

The following criteria has been used in the evaluation of responses received for the Request.
Each response is evaluated against these criteria and scored to a maximum of 100

#	Criteria	Weight%	Evaluates Cost
1:	Previous Experience <i>Provide details of similar work undertaken.</i>	15%	n/a
2:	Work Health and Safety <i>Safety Record. Safe work practices, Plant, equipment and materials.</i>	15%	n/a
3:	Price <i>Cost to deliver the full service</i>	70%	n/a

Response Evaluation Summary

The following summarizes the responses evaluated.

Supplier	Score	Weighted Score
Fulton Hogan Industries Pty Ltd Reference: None provided Response ID: VPR759888 - Status : Undecided	255/300	93.25
Boral Resources (W.A.) Ltd Reference: None provided Response ID: VPR759455 - Status : Undecided	235/300	79.25
Bitutek Pty Ltd Reference: None provided Response ID: VPR760059 - Status : Undecided	249/300	89.05

Fulton Hogan Industries Pty Ltd

Following is the evaluation of the response (VPR759888) from Fulton Hogan Industries Pty Ltd.

Reference : None provided

Contact : Davina Lonsdale

Phone : 0487063755

Email : davina.lonsdale@fultonhogan.com.au

This response has been neither selected nor declined (Unactioned).

Score	Weighted Score
255/300	93.25

Criteria	Weight%	Score	Weighted Score
Previous Experience	15%	85/100	12.75
Work Health and Safety	15%	70/100	10.5
Price	70%	100/100	70
	100%	255/300	93.25

Comments made when scoring each criteria are as follows...

Previous Experience

Experience in Bitumen sealing, working with Shires within the region.

Work Health and Safety

WH&S procedures in place

Price

Price bitumen square meter rate

Your personal notes on this response: NONE ADDED

Boral Resources (W.A.) Ltd

Following is the evaluation of the response (VPR759455) from Boral Resources (W.A.) Ltd.

Reference : None provided

Contact : Nathan Le Coultre

Phone : 0478 266 713

Email : nathan.lecoultre@boral.com.au

This response has been neither selected nor declined (Unactioned).

Score	Weighted Score
235/300	79.25

Criteria	Weight%	Score	Weighted Score
Previous Experience	15%	85/100	12.75
Work Health and Safety	15%	70/100	10.5
Price	70%	80/100	56
	100%	235/300	79.25

Comments made when scoring each criteria are as follows...

Previous Experience

Experience in bitumen sealing practices

Work Health and Safety

WH&S procedures in place.

Price

Within Budget, square meter rate for bitumen above the other tenderers

Your personal notes on this response: NONE ADDED

Bitutek Pty Ltd

Following is the evaluation of the response (VPR760059) from Bitutek Pty Ltd.

Reference : None provided

Contact : Mick Lundie

Phone : +61 8 9296 6411

Email : mick@bitutek.com.au

This response has been neither selected nor declined (Unactioned).

Score	Weighted Score
249/300	89.05

Criteria	Weight%	Score	Weighted Score
Previous Experience	15%	85/100	12.75
Work Health and Safety	15%	70/100	10.5
Price	70%	94/100	65.8
	100%	249/300	89.05

Comments made when scoring each criteria are as follows...

Previous Experience

Experience in bitumen sealing works and working in local government

Work Health and Safety

WH&S procedures in place

Price

Competitive price per square meter rate for the bitumen

Your personal notes on this response: NONE ADDED

10.2 Manager of Finance

10.2.1 Schedule of Accounts Paid – October 2024

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	7 November 2024
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Schedule of Accounts Paid - October 2024

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for October 2024.

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 Manager of Finance and the Finance Officer - Creditors.

Statutory Environment

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

Policy Implications

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

Financial Implications

All expenditure has been approved via adoption of the 2024/25 Annual Budget or resulting from a Council resolution.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work 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 October 2024 is presented to Council for notation.

Below is a summary of activity:

As at 31 October 2024 Payments		
Payment Type	\$	%
Cheque	12,195.95	2.09
EFT (incl. Payroll)	542,330.79	92.81
Direct Debit	28,868.34	4.94
Credit Card	747.89	0.13
Fuel Card	176.90	0.03
Total Payments	584,319.87	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 24 – 10.2.1

Moved: Cr Verhoogt

Seconded: Cr Crooks

That with respect to the Schedule of Accounts Paid for October 2024, Council note the Report as presented.

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

Against: Nil

Carried 7/0

Attachment 1

Schedule of Accounts Paid - October 2024					
Serial	Chq/EFT	Date	Name	Description	Amount
Cheques					
1	4	04/10/2024	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION RENEWAL	\$328.10
2	5	04/10/2024	WATER CORPORATION	WATER USAGE AT SHIRE PROPERTIES	\$11,351.85
3	6	21/10/2024	SHIRE OF BRUCE ROCK	FLOATS FOR CAMPING ON OVAL PAYMENTS AT VETS REUNION 2024 AND AQUATIC CENTRE ENTRY PAYMENTS FOR 2024/25 SEASON	\$500.00
4	7	21/10/2024	SHIRE OF BRUCE ROCK	PETTY CASH RECOUP SEPTEMBER 2024, MEETING REFRESHMENTS	\$16.00
Total Cheques					\$12,195.95
EFTs (incl. Payroll)					
5	EFT23703	01/10/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 27/09/2024 (EOM TRANSACTION)	\$11,434.00
6	EFT23704	02/10/2024	DEPARTMENT OF TRANSPORT (DOT CLEARING)	DOT CLEARING 30/09/2024 (EOM TRANSACTION)	\$3,463.15
7	EFT23705	04/10/2024	AUSRECORD	FILING LABELS	\$32.23
8	EFT23706	04/10/2024	BLUE DIAMOND MACHINERY PTY LTD	KEY FOR FUEL DOORS ON ADMIN GENERATOR	\$66.00
9	EFT23707	04/10/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$3,300.00
10	EFT23708	04/10/2024	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS AT SHIRE DEPOT	\$2,334.20
11	EFT23709	04/10/2024	BRUCE ROCK CAFE - LOVE THAT FOOD	CATERING FOR OFFICER'S FAREWELL	\$340.00
12	EFT23710	04/10/2024	BRUCE ROCK COMMUNITY RESOURCE CENTRE (INC)	PRINTED ID CARDS	\$130.00
13	EFT23711	04/10/2024	BRUCE ROCK ENGINEERING	TYRES FOR BK3 AND BK117	\$1,787.32
14	EFT23712	04/10/2024	BURGESS RAWSON PTY LTD	WATER USAGE AT LEASED PROPERTIES	\$1,097.96
15	EFT23713	04/10/2024	CARROLL & RICHARDSON - FLAGWORLD PTY LTD	AUSTRALIAN NATIONAL FLAGS	\$4,972.00
16	EFT23714	04/10/2024	CORPCLOUD PTY LTD	MONTHLY SERVICE SUBSCRIPTIONS	\$214.91
17	EFT23715	04/10/2024	D4 DATA PTY. LTD.	SERVICE POOL TESTER	\$439.45
18	EFT23716	04/10/2024	F & MJ ROSHER PTY LTD	PARTS FOR BK117	\$519.32
19	EFT23717	04/10/2024	ECOWATER SERVICES	ATU SERVICE	\$266.50
20	EFT23718	04/10/2024	ELDERS BRUCE ROCK	CHEMICALS FOR AQUATIC CENTRE AND BBQ GAS	\$1,683.62
21	EFT23719	04/10/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR SEPTEMBER 2024	\$139.12
22	EFT23720	04/10/2024	HELENE PTY LTD T/A LO-GO APPOINTMENTS WA	TEMPORARY CREDITORS OFFICER	\$2,927.67
23	EFT23721	04/10/2024	LIVINGSTREAMS MEDICAL SERVICES PTY LTD T/A DR OLUMUYIWA JEGEDE	PRE-EMPLOYMENT MEDICAL	\$200.00
24	EFT23722	04/10/2024	MERREDIN REFRIGERATION & AIR CONDITIONING	SUPPLY AND INSTALL AC UNIT AT SHIRE PROPERTY	\$4,490.00
25	EFT23723	04/10/2024	MHG CONSTRUCTION PTY LTD T/A MATT GILBERT CARPENTRY & MAINTENANCE	SHIRE DEPOT KITCHEN REFURBISHMENT	\$5,032.50
26	EFT23724	04/10/2024	NAPA	PARTS FOR SMALL PLANT	\$212.20
27	EFT23725	04/10/2024	QUEST INNALOO	STAFF TRAINING ACCOMMODATION	\$1,169.18
28	EFT23726	04/10/2024	R2K CONTRACTING	PARTS FOR BK512	\$140.20
29	EFT23727	04/10/2024	ROYAL LIFE SAVING	POOL LIFEGUARD REQUALIFICATION	\$315.00
30	EFT23728	04/10/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$186.03
31	EFT23729	04/10/2024	THE BRUCE ROCK HOTEL	COUNCIL LUNCHES AND REFRESHMENTS	\$355.50
32	EFT23730	04/10/2024	TWO DOGS HOME HARDWARE	COOKER FOR SHIRE HOUSE	\$856.95
33	EFT23731	04/10/2024	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES	\$808.50
34	EFT23732	04/10/2024	WALLIS COMPUTER SOLUTIONS	IT SUPPORT	\$671.00
35	EFT23733	07/10/2024	DEPARTMENT OF TRANSPORT DRIVER AND VEHICLE SERVICES (VI BAL OF REV EOM)	DOT VEHICLE INSPECTION BALANCE OF REVENUE SEPTEMBER 2024 (EOM TRANSACTION)	\$469.40
36		09/10/2024	PAYROLL DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 09/10/2024	\$79,916.26
37	EFT23734	10/10/2024	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$640.00
38	EFT23735	11/10/2024	BRIAN DAYMAN	REIMBURSEMENT OF EXPENSES	\$131.50
39	EFT23736	11/10/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL FOR FNE 09/10/2024	\$2,021.04
40	EFT23737	11/10/2024	JOHN MERRICK	ACTING CHIEF EXECUTIVE OFFICER	\$7,700.00
41	EFT23738	11/10/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 09/10/2024	\$3,269.23
42	EFT23739	11/10/2024	MICHAEL GLAZIER	REIMBURSEMENT OF EXPENSES	\$194.15
43	EFT23740	11/10/2024	SYNERGY	ELECTRICITY USAGE AT SHIRE PROPERTIES	\$8,053.85
44	EFT23741	11/10/2024	CHG-MERIDIAN AUSTRALIA PTY LTD	GYM EQUIPMENT RENTAL	\$1,304.39
45	EFT23742	14/10/2024	SHIRE OF BRUCE ROCK - CREDIT CARD	CREDIT CARD FOR OCTOBER 2024, HEALTHENGINE, CARD FEES AND INTERNET	\$379.90
46	EFT23743	14/10/2024	ANYA RICE-FAZEY	REFUND OF HALL HIRE BOND (TRUST FUND)	\$250.00
47	EFT23744	18/10/2024	AIRPORT LIGHTING SPECIALISTS PTY LTD	MATERIALS FOR AIRPORT RUNWAY	\$12,885.40
48	EFT23745	18/10/2024	AUSTRALIA PACIFIC VALUERS PTY LTD ATF APV UNIT TRUST T/A APV VALUERS AND ASSET MANAGEMENT	ASSET REVALUATION FINAL REPORT	\$1,573.00
49	EFT23746	18/10/2024	AUSTRALIA POST	POSTAL CHARGES FOR SEPTEMBER 2024	\$45.41
50	EFT23747	18/10/2024	AVON WASTE	RECYCLING FOR THE MONTH OF SEPTEMBER 2024	\$3,592.51
51	EFT23748	18/10/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$704.00
52	EFT23749	18/10/2024	BP MEDICAL	MEDICAL SUPPLIES FOR MED CENTRE	\$222.11
53	EFT23750	18/10/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COUNCIL MEETING	\$241.50
54	EFT23751	18/10/2024	BRUCE ROCK ENGINEERING	TYRES FOR BK09	\$712.49
55	EFT23752	18/10/2024	COPIER SUPPORT	PHOTOCOPIER METER READING FOR SEPTEMBER 2024	\$552.93
56	EFT23753	18/10/2024	CORPCLOUD PTY LTD	PRINTER AND IT SUPPORT FOR MED CENTRE	\$745.64
57	EFT23754	18/10/2024	HELENE PTY LTD T/A LO-GO APPOINTMENTS WA	TEMPORARY CREDITORS OFFICER	\$71.51
58	EFT23755	18/10/2024	KELLERBERRIN CRC PIPELINE NEWSLETTER	RECRUITMENT ADVERTISEMENT	\$50.00
59	EFT23756	18/10/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGMA)	REGISTRATION FOR INDUCTION TO LOCAL GOVERNMENT WORKSHOP	\$700.00
60	EFT23757	18/10/2024	MERREDIN TELEPHONE SERVICES	SECURITY MONITORING SEPTEMBER 2024	\$35.20
61	EFT23758	18/10/2024	OFFICE OF REGIONAL ARCHITECTURE	SUPERMARKET ARCHITECTURAL SERVICES	\$1,501.00
62	EFT23759	18/10/2024	RESONLINE PTY LTD	ONLINE CARAVAN PARK BOOKING SEPTEMBER 2024	\$220.00

63	EFT23760	18/10/2024	THE FENCE POST NEWSPAPER INC	RECRUITMENT ADVERTISEMENT	\$35.00
64	EFT23761	18/10/2024	VISIMAX	EQUIPMENT FOR ANIMAL CONTROL	\$394.24
65	EFT23762	18/10/2024	WA DISTRIBUTORS PTY LTD T/AS ALLWAYS FOODS	CLEANING PRODUCTS	\$975.10
66	EFT23763	18/10/2024	WESFARMERS KLEENHEAT GAS PTY LTD	YEARLY GAS SERVICE CHARGES	\$2,128.06
67	EFT23764	21/10/2024	AUSTRALIAN TAXATION OFFICE	BAS FOR SEPTEMBER 2024	\$28,589.00
68		23/10/2024	PAYROLL DEBIT OF NET PAYS	PAYROLL FORTNIGHT ENDING 23/10/2024	\$85,898.82
69	EFT23765	24/10/2024	COLPET BROWNLEY	MANAGEMENT OF LANDFILL FOR FNE 23/10/2024	\$2,021.04
70	EFT23766	24/10/2024	KATIE FUCHSBICHLER	RUBBISH COLLECTION FOR FNE 23/10/2024	\$3,269.23
71	EFT23767	24/10/2024	SHIRE OF BRUCE ROCK	PAYROLL DEDUCTIONS	\$640.00
72	EFT23768	28/10/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTING	\$968.00
73	EFT23769	28/10/2024	BOC LIMITED	GAS BOTTLE RENTAL	\$136.58
74	EFT23770	28/10/2024	BRUCE ROCK DISTRICT CLUB	REFRESHMENTS FOR COUNCIL MEETING	\$395.00
75	EFT23771	28/10/2024	BRUCE ROCK ENGINEERING	TYRES FOR BK660	\$1,475.76
76	EFT23772	28/10/2024	BRUCE ROCK ROAD HOUSE, MOTEL AND GENERAL STORE	DEPOT BBQ SUPPLIES	\$70.00
77	EFT23773	28/10/2024	CHRIS BRAY ELECTRICS PTY LTD	ELECTRICAL WORK AT SHIRE HALL	\$3,654.90
78	EFT23774	28/10/2024	CORPCLOUD PTY LTD	MED CENTRE IT SUPPORT	\$681.59
79	EFT23775	28/10/2024	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION(CONTROLLED WASTE)	CONTROLLED WASTE LICENCE	\$165.00
80	EFT23776	28/10/2024	DFES	EMERGENCY SERVICE LEVY 2024/25	\$7,605.00
81	EFT23777	28/10/2024	E & MJ ROSHER PTY LTD	PARTS FOR BK117	\$318.24
82	EFT23778	28/10/2024	ECOSCAPE AUSTRALIA PTY LTD	PLAYGROUND DESIGN WORKS	\$4,257.00
83	EFT23779	28/10/2024	ELDERS BRUCE ROCK	CHEMICALS FOR AQUATIC CENTRE	\$4,409.92
84	EFT23780	28/10/2024	ELEC TECH DIESEL SERVICES PTY LTD	SERVICE BK6674	\$2,424.37
85	EFT23781	28/10/2024	JTB - JAPANESE TRUCK & BUS SPARES	PARTS FOR BK1018	\$657.60
86	EFT23782	28/10/2024	LG BEST PRACTICES PTY LTD	FINANCIAL CONSULTING	\$20,064.00
87	EFT23783	28/10/2024	LOCK, STOCK AND FARRELL	SECURITY PADLOCK AND KEYS	\$288.12
88	EFT23784	28/10/2024	LOVICK FABRICATIONS	PARTS FOR BK505	\$1,073.60
89	EFT23785	28/10/2024	MORAY & AGNEW PERTH	LEGAL ADVISE	\$874.72
90	EFT23786	28/10/2024	NUTRIEN AG SOLUTIONS	CHEMICALS FOR CRICKET WICKET AND STAR PICKETS	\$337.10
91	EFT23787	28/10/2024	QR & DJ DAVIES	INDEPENDENT PANEL MEMBER SITTING FEES	\$375.00
92	EFT23788	28/10/2024	RAMESH RAJAGOPALAN	ELECTED MEMBERS CLAIM	\$1,264.00
93	EFT23789	28/10/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	90 DEGREE AED SIGN	\$43.00
94	EFT23790	28/10/2024	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING FOR BUSH FIRE BRIGADES	\$1,611.72
95	EFT23791	28/10/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	\$265.29
96	EFT23792	28/10/2024	THE TRUSTEE FOR THE SHACKLETON BULK HAULAGE TRUST T/A SHACKLETON BULK HAULAGE	SUPPLY AND DELIVER CRACKER DUST	\$4,032.60
97	EFT23793	28/10/2024	TWO DOGS HOME HARDWARE	SHADE SAIL	\$253.30
98	EFT23794	28/10/2024	WALLIS COMPUTER SOLUTIONS	NEW LAPTOP & DOCK	\$4,518.76
99	EFT23795	28/10/2024	WURTH	MATERIALS FOR WORKSHOP	\$595.30
100	EFT23796	29/10/2024	POOL CONTROLS	MATERIALS FOR AQUATIC CENTRE MAINTENANCE	\$987.75
101	EFT23797	30/10/2024	LGIS WA	INSURANCE	\$176,810.15
Total EFTs					\$542,330.79

Direct Debits						
102	DD10113.1	09/10/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,372.20	
103	DD10113.2	09/10/2024	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$171.77	
104	DD10113.3	09/10/2024	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$273.79	
105	DD10113.4	09/10/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$145.98	
106	DD10113.5	09/10/2024	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$222.25	
107	DD10113.6	09/10/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,108.52	
108	DD10113.7	09/10/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,005.11	
109	DD10113.8	09/10/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$203.55	
110	DD10113.9	09/10/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$716.77	
111	DD10155.1	23/10/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,551.52	
112	DD10155.2	23/10/2024	THE TRUSTEE FOR DYSON SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$153.09	
113	DD10155.3	23/10/2024	CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND (CBUS)	SUPERANNUATION CONTRIBUTIONS	\$274.75	
114	DD10155.4	23/10/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$161.20	
115	DD10155.5	23/10/2024	MLC MASTERKEY-PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$402.87	
116	DD10155.6	23/10/2024	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$566.15	
117	DD10155.7	23/10/2024	PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,108.52	
118	DD10155.8	23/10/2024	MACQUARIE SUPER MANAGER II	SUPERANNUATION CONTRIBUTIONS	\$180.93	
119	DD10155.9	23/10/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$3,031.60	
120	DD10113.10	09/10/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$578.79	
121	DD10113.11	09/10/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$426.40	
122	DD10113.12	09/10/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$318.46	
123	DD10113.13	09/10/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$277.51	
124	DD10155.10	23/10/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$712.90	
125	DD10155.11	23/10/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$581.65	
126	DD10155.12	23/10/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$498.66	
127	DD10155.13	23/10/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$545.89	
128	DD10155.14	23/10/2024	BENDIGO SMART SAVER SUPER	SUPERANNUATION CONTRIBUTIONS	\$277.51	
Total Direct Debits					\$28,868.34	
Credit Card						
129		03/10/2024	WESTNET	INTERNET FOR OCTOBER	\$199.90	
130		15/10/2024	HEALTHENGINE	HEALTHENGINE FOR OCTOBER/NOVEMBER	\$176.00	
131		25/10/2024	CANVA	CANVA PRO ANNUAL SUBSCRIPTION	\$367.99	
132		30/10/2024	BENDIGO BANK	CARD FEE	\$4.00	
Total Credit Card Payments					\$747.89	
Fuel Cards						
133		25/10/2024	BP MERREDIN	UNLEADED FOR DEPOT	\$176.90	
Total Fuel Card Payments					\$176.90	
					Cheque Payments	\$12,195.95
					EFT Payments (incl. Payroll)	\$542,330.79
					Direct Debits	\$28,868.34
					Credit Card	\$747.89
					Fuel Cards	\$176.90
					Total	\$584,319.87

10.2.2 Monthly Financial Reports – October 2024

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	7 November 2024
Author	Mike Darby – Manager of Finance
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	
1. Monthly Financial Report for October 2024.	

Summary

In accordance with the Local Government Financial Management Regulations (1996), regulation 34, the Shire is to prepare a monthly Statement of Financial Activity for notation by Council.

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer and Manager of Finance.

Statutory Environment

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

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 2024/25 Annual Budget or resulting from a Council resolution.

Council is requested to review the October 2024 Monthly Financial Reports, noting that Council is advised of the following matters:

- The overall financial position for October stands at \$3,372,701 surplus; this is a timing issue.
- Rates – The amount received to date is 88% of the total to be collected, and there is still more than \$250k to be collected from both current rates and arrears. It should be noted that there is approximately \$18k related to Pensioner Rates and ESL Deferments.
- The current amount of \$92k for 90+ day debts include 20 outstanding amounts. The Main Roads WA (Grant) debt is \$83k; confirmation has recently been received from Main Roads WA that both outstanding invoices will be paid once all physical and reporting milestones are met. The other debt of \$3k is another grant from Town Team Movement; the Community Development Officer is following up on this matter. Both debts equate to 93% of the total 90+ day debt. The remaining \$6k is made up of 11 debtors, which are being followed up.
- A total of 95 EFT payments were paid in October 2024.

- Vehicle Inspections generated \$25k of revenue from 114 inspections, generating \$9k net for the month of October.
- Capex for 2024/25 is underway; of a total of 36 Capital Projects for 2024/25, three (3) projects, or 8%, are completed, and nine (9) projects, or 25%, are in progress.
- The remainder of Capital projects are either in early planning stages or are phased to commence later in the year.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work 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 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 October 2024 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 24 – 10.2.2

Moved: Cr Strange
Seconded: Cr Hodgkiss

That with respect to the Monthly Financial Report for October 2024, Council note the Reports as presented.

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

Against: Nil

Carried 7/0



SHIRE OF BRUCE ROCK

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities					0.00			
Rates		1,898,583	1,898,583	1,931,135	1,900,405	(30,730)	(1.59%)	
Operating grants, subsidies and contributions	14	833,609	883,609	478,632	442,761	(35,871)	(7.49%)	
Fees and charges		803,905	803,905	274,213	473,303	199,090	72.60%	▲
Interest earnings		97,509	97,509	36,315	25,081	(11,234)	(30.94%)	▼
Other revenue		115,650	115,650	38,869	34,158	(4,711)	(12.12%)	
Profit on disposal of assets	6	91,403	91,403	30,460	0	(30,460)	(100.00%)	▼
		3,840,659	3,890,659	2,789,624	2,875,708	86,084	3.09%	
Expenditure from operating activities								
Employee costs		(3,429,050)	(3,429,050)	(1,259,311)	(1,160,758)	98,553	7.83%	
Materials and contracts		(1,547,270)	(1,615,270)	(832,046)	(832,886)	(840)	(0.10%)	
Utility charges		(332,341)	(332,341)	(110,632)	(88,431)	22,201	20.07%	▲
Depreciation on non-current assets		(3,503,679)	(3,503,679)	(1,167,812)	0	1,167,812	100.00%	▲
Interest expenses		(155,995)	(155,995)	(51,988)	15,222	67,210	129.28%	▲
Insurance expenses		(273,031)	(273,031)	(133,467)	(236,318)	(102,851)	(77.06%)	▼
Other expenditure		(165,850)	(165,850)	(55,220)	(57,529)	(2,309)	(4.18%)	
Loss on disposal of assets	6	(22,028)	(22,028)	(7,340)	0	7,340	100.00%	▲
Loss on revaluation of non current assets		0	0	0	0	0	0.00%	
		(9,429,245)	(9,497,245)	(3,617,816)	(2,360,701)	1,257,115	(34.75%)	
Non-cash amounts excluded from operating activities	1(a)	3,439,345	3,439,345	1,149,733	21,343	(1,128,390)	(98.14%)	▼
Amount attributable to operating activities		(2,149,241)	(2,167,241)	321,541	536,351	214,810	66.81%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	15	5,904,513	5,922,513	5,036,580	562,559	(4,474,021)	(88.83%)	▼
Proceeds from disposal of assets	6	177,000	177,000	6,664	0	(6,664)	(100.00%)	▼
		6,081,513	6,099,513	5,043,244	562,559	(4,480,685)	(88.85%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	5	(6,453,730)	(6,453,730)	(3,998,857)	(286,495)	3,712,362	92.84%	▲
		(6,453,730)	(6,453,730)	(3,998,857)	(286,495)	3,712,362	(92.84%)	
		(372,217)	(354,217)	1,044,387	276,064	(768,323)	(73.57%)	
Amount attributable to investing activities		(372,217)	(354,217)	1,044,387	276,064	(768,323)	(73.57%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Outflows from financing activities								
Repayment of borrowings	11	(96,312)	(96,312)	(32,100)	0	32,100	100.00%	▲
Payments for principal portion of lease liabilities	12	(6,932)	(6,932)	(4,322)	0	4,322	100.00%	
Transfer to reserves	4	(162,964)	(162,964)	(54,292)	(11,827)	42,465	78.22%	▲
		(266,208)	(266,208)	(90,714)	(11,827)	78,887	(86.96%)	
Amount attributable to financing activities		(266,208)	(266,208)	(90,714)	(11,827)	78,887	(86.96%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1(c)	2,787,665	2,787,665	2,787,665	2,572,113	(215,552)	(7.73%)	
Amount attributable to operating activities		(2,149,241)	(2,167,241)	321,541	536,351	214,810	66.81%	▲
Amount attributable to investing activities		(372,217)	(354,217)	1,044,387	276,064	(768,323)	(73.57%)	▼
Amount attributable to financing activities		(266,208)	(266,208)	(90,714)	(11,827)	78,887	(86.96%)	
Surplus or deficit at the end of the financial year	1(c)	(0)	(0)	4,062,879	3,372,701	(690,178)	16.99%	▼

KEY INFORMATION

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024**

**NOTE 2
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 2024-25 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	BWA Var. \$	BWA Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Surplus or deficit at the start of the financial year	(215,552)	(7.73%)				
			The end of year closing position provided to OAG differs from what was adopted in the budget. This is being reviewed and final outcome of Audit will confirm if the variance is as represented at the moment, hence a timing issue as opposed to Permanent. Budget review will address any variance in order to balance the 2024/25 budget.			
Revenue from operating activities						
Fees and charges	199,090	72.60%	▲	Budget Phasing of Sanitation Charges, and higher budgeted revenue for Vehicle Inspections to date.		
Interest earnings	(11,234)	(30.94%)	▼		Timing issue and variance due to the phasing of budgeted Interest Earnings.	
Profit on disposal of assets	(30,460)	(100.00%)	▼		Timing issue and variance due to the phasing of budgeted disposal of assets.	
Expenditure from operating activities						
Utility charges	22,201	20.07%	▲	Utility expenditure behind budget due to phasing.		
Depreciation on non-current assets	1,167,812	100.00%	▲	Depreciation has not yet been run for 2024/25 due to the 2023/24 Fair Value Revaluation not yet being processed in the Asset Register and the subsequent depreciation rate review has not yet been actioned.		
Loss on disposal of assets	7,340	100.00%	▲	Budget Phasing based on Monthly Distribution		
Non-cash amounts excluded from operating activities	(1,128,390)	(98.14%)	▼		Depreciation has not yet been run for 2024/25 due to the 2023/24 Fair Value Revaluation not yet being processed in the Asset Register and the subsequent depreciation rate review has not yet been actioned.	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(4,474,021)	(88.83%)	▼		Budget Allocations for completed projects which are grant related in this FY are ahead of actuals.	
Payments for inventories, property, plant and equipment and infrastructure	3,712,362	92.84%	▲	Expenditure on capital projects is behind budget phasing.		
Financing activities						
Repayment of borrowings	32,100	100.00%	▲	Budget Phasing based on Monthly Distribution		
Transfer to reserves	42,465	78.22%	▲	Budget Phasing based on Monthly Distribution		
Surplus or deficit at the end of the financial year	(690,178)	16.99%	▼	Budget Phasing based on Monthly Distribution		

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024

BY PROGRAM

	Note	Adopted Annual Budget (a) \$	Amended Annual Budget (d) \$	Amended YTD Budget (c) \$	YTD Actual (b) \$	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var. ▲▼
						\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		60,389	60,389	20,112	21,854	1,742	8.66%	
General Purpose Funding - Rates	6	1,898,583	1,898,583	1,931,135	1,900,405	(30,730)	(1.59%)	
General Purpose Funding - Other		498,258	498,258	167,223	112,954	(54,269)	(32.45%)	▼
Law, Order and Public Safety		46,350	46,350	15,436	14,432	(1,004)	(6.50%)	
Health		55,900	55,900	18,620	20,316	1,696	9.11%	
Housing		194,141	194,141	64,700	64,181	(519)	(0.80%)	
Community Amenities		182,950	182,950	60,964	170,086	109,122	178.99%	▲
Recreation and Culture		98,383	98,383	32,744	62,619	29,875	91.24%	▲
Transport		313,244	313,244	310,526	370,555	60,029	19.33%	▲
Economic Services		365,211	415,211	121,696	106,640	(15,056)	(12.37%)	▼
Other Property and Services		118,500	118,500	39,488	28,797	(10,691)	(27.08%)	▼
		3,840,659	3,890,659	2,785,556	2,875,708	90,152	3.24%	
Expenditure from operating activities								
Governance		(906,880)	(876,880)	(499,524)	(523,089)	(23,565)	(4.72%)	
General Purpose Funding		(116,228)	(116,228)	(38,712)	(41,532)	(2,820)	(7.28%)	
Law, Order and Public Safety		(256,116)	(256,116)	(85,292)	(48,557)	36,735	43.07%	▲
Health		(567,981)	(567,981)	(189,228)	(138,952)	50,276	26.57%	▲
Education and Welfare		(73,151)	(73,151)	(24,316)	(16,984)	7,332	30.15%	▲
Housing		(276,926)	(276,926)	(92,104)	(69,704)	22,400	24.32%	▲
Community Amenities		(275,014)	(275,014)	(128,272)	(82,523)	45,749	35.67%	▲
Recreation and Culture		(1,529,195)	(1,529,195)	(536,817)	(366,675)	170,142	31.69%	▲
Transport		(4,283,418)	(4,283,418)	(1,427,756)	(525,219)	902,537	63.21%	▲
Economic Services		(998,979)	(1,096,979)	(430,844)	(301,697)	129,147	29.98%	▲
Other Property and Services		(145,356)	(145,356)	(164,951)	(245,769)	(80,818)	(49.00%)	▼
		(9,429,245)	(9,497,245)	(3,617,816)	(2,360,701)	1,257,115	34.75%	
Non-cash amounts excluded from operating activities	1(a)	3,439,345	3,439,345	1,149,733	21,343	(52,663)	23.69%	
Amount attributable to operating activities		(2,149,241)	(2,167,241)	317,473	536,351	214,810	66.81%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	15	5,904,513	5,922,513	5,036,580	562,559	(4,474,021)	(88.83%)	▼
Proceeds from Disposal of Assets	6	177,000	177,000	6,664	0	(6,664)	(100.00%)	▼
		6,081,513	6,099,513	5,043,244	562,559	(4,480,685)	(88.85%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	5	(6,453,730)	(6,453,730)	(3,998,857)	(286,495)	3,712,362	92.84%	▲
		(6,453,730)	(6,453,730)	(3,998,857)	(286,495)	3,712,362	(92.84%)	
Amount attributable to investing activities		(372,217)	(354,217)	1,044,387	276,064	(768,323)	(73.57%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from Reserves	4	0	0	0	0	0	0.00%	
		0	0	0	0	0	0.00%	
Outflows from financing activities								
Payments for principal portion of lease liabilities	12	(96,312)	(96,312)	(32,100)	0	32,100	100.00%	▲
Repayment of Debentures	11	(6,932)	(6,932)	(4,322)	0	4,322	100.00%	
Transfer to Reserves	4	(162,964)	(162,964)	(54,292)	(11,827)	42,465	78.22%	▲
		(266,208)	(266,208)	(90,714)	(11,827)	78,887	86.96%	
Amount attributable to financing activities		(266,208)	(266,208)	(90,714)	(11,827)	78,887	86.96%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,787,665	2,787,665	2,787,665	2,572,113	(215,552)	(7.73%)	
Amount attributable to operating activities		(2,149,241)	(2,167,241)	317,473	536,351	218,878	68.94%	▲
Amount attributable to investing activities		(372,217)	(354,217)	1,044,387	276,064	(768,323)	(73.57%)	▼
Amount attributable to financing activities		(266,208)	(266,208)	(90,714)	(11,827)	78,887	(86.96%)	
Surplus or deficit at the end of the financial year	1	(0)	(0)	4,058,811	3,372,701	(686,110)	(16.90%)	▼

KEY INFORMATION

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

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING 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

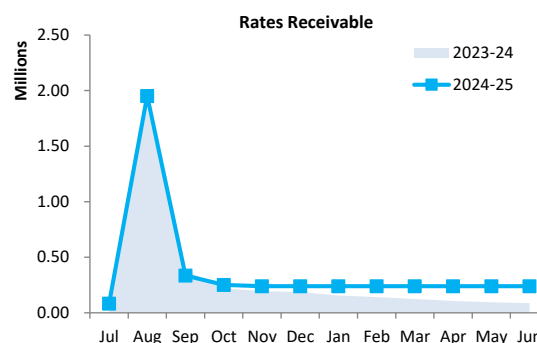
All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 May 2023



Rates receivable	30 Jun 2024	31 Oct 2024
	\$	\$
Opening arrears previous years	96,032	72,266
Levied this year	1,978,618	2,080,606
Less - collections to date	(1,987,933)	(1,902,201)
Gross rates collectable	86,717	250,670
Allowance for impairment of rates/trade receivable	(14,451)	(14,451)
Net rates collectable	72,266	236,219
% Collected	95.8%	88.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,598)	74,584	38,080	8,063	91,944	210,073
Percentage	(1.2%)	35.5%	18.1%	3.8%	43.8%	
Balance per trial balance						
Sundry receivable						210,073
GST receivable						44,165
Allowance for impairment of rates/trade receivable						(14,451)
Total receivables general outstanding						239,786

Amounts shown above include GST (where applicable)

KEY INFORMATION

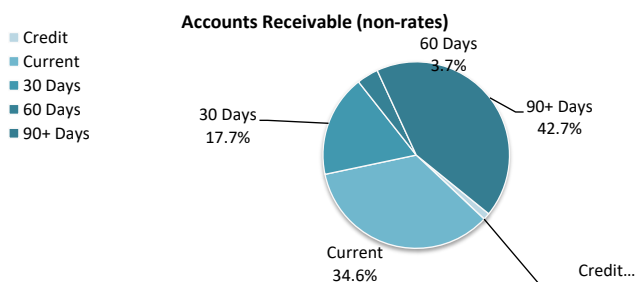
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2024

ADJUSTED NET CURRENT ASSETS
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

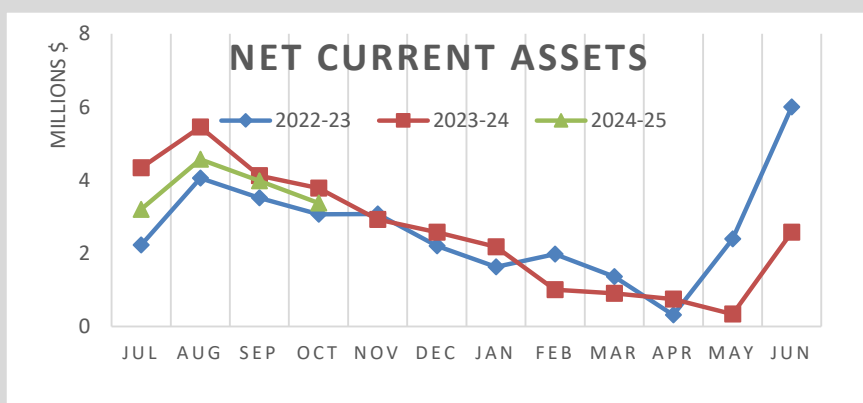
		Last Years Closing	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	Note	30/06/2024	31/10/2023	31/10/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	2,763,912	3,253,909	3,154,332
Cash Restricted - Reserves	3	967,831	848,544	979,658
Receivables - Rates	7	55,852	210,823	243,104
Receivables - Other	7	194,882	266,976	239,786
Other Assets Other Than Inventories	8	893,407	616,490	874,719
Inventories	8	38,308	69,776	30,334
		4,914,192	5,266,518	5,521,932
Less: Current Liabilities				
Payables	9	(1,019,736)	(310,042)	(386,186)
Contract and Capital Grant/Contribution Liabilities	13	(67,911)	(78,911)	(499,711)
Bonds & Deposits	9	(980)	(2,848)	(1,070)
Loan and Lease Liability	11	(102,952)	(95,785)	(102,952)
Provisions	13	(411,650)	(371,811)	(411,650)
		(1,603,229)	(859,396)	(1,401,569)
Less: Cash Reserves	4	(967,831)	(848,544)	(979,658)
Add Back: Component of Leave Liability not Required to be funded		126,028	123,023	129,044
Add Back: Loan and Lease Liability		102,952	95,785	102,952
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		2,572,113	3,777,385	3,372,701

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$3.37 M

Last Year YTD
Surplus(Deficit)
\$3.78 M

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	2,821,500	2,821,500	2,813,158	17,242	(2,795,916)
Furniture and equipment	135,000	135,000	135,000	0	(135,000)
Plant and equipment	\$45,536	480,000	479,994	138,117	(341,877)
Infrastructure - roads	1,673,230	1,673,230	249,401	38,988	(210,413)
Infrastructure - bridges	954,000	954,000	62,997	2,101	(60,896)
Infrastructure - footpaths	130,000	130,000	129,993	19,756	(110,237)
Infrastructure - drainage	130,000	130,000	89,991	1,534	(88,457)
Infrastructure - other	130,000	130,000	38,323	68,758	30,435
Payments for Capital Acquisitions	6,453,730	6,453,730	3,998,857	286,495	(3,712,362)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	5,904,513	5,922,513	5,036,580	562,559	(4,474,021)
Other (disposals & C/Fwd)	177,000	177,000	6,664	0	(6,664)
Contribution - operations	322,217	354,217	(1,044,387)	(276,064)	768,323
Capital funding total	6,453,730	6,453,730	3,998,857	286,495	(3,712,362)

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.

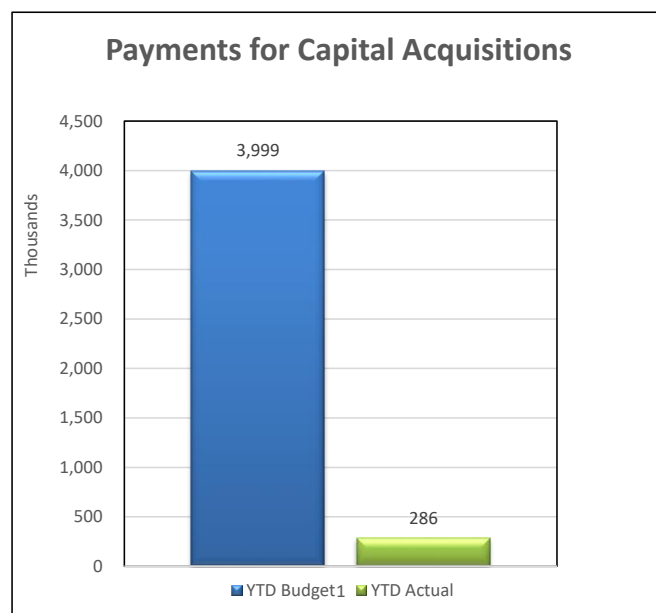
Initial recognition and measurement for assets held at cost

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

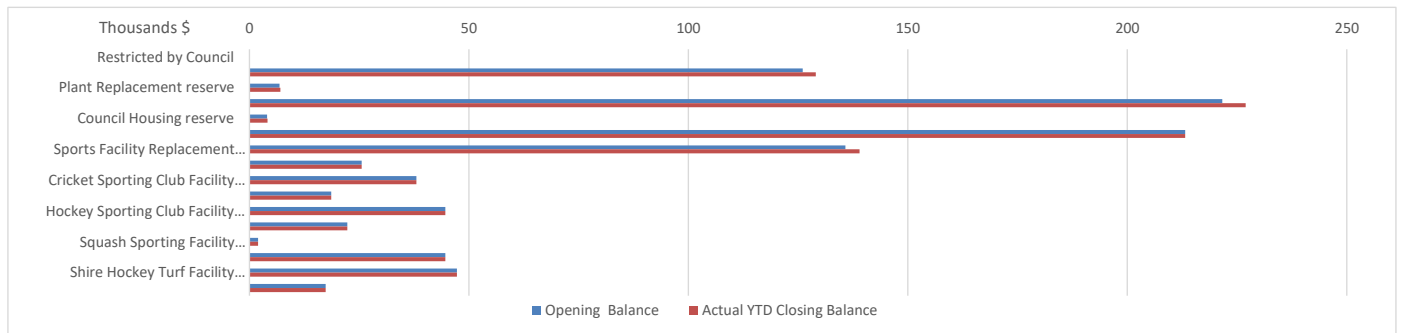
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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	126,028	5,041	3,015	0	0	0	0	131,069	129,044
Plant Replacement reserve	6,872	275	164	0	0	0	0	7,147	7,036
Housing reserve	221,657	8,866	5,303	0	0	0	0	230,523	226,960
Council Housing reserve	4,008	160	96	0	0	0	0	4,168	4,104
Transport Infrastructure reserve	213,162	8,526	0	50,000	0	0	0	271,688	213,162
Sports Facility Replacement reserve	135,773	5,431	3,248	0	0	0	0	141,204	139,021
Bowls Sporting Club Facility Replacement reserve	25,591	1,024	0	0	0	0	0	26,615	25,591
Cricket Sporting Club Facility Replacement reserve	38,025	1,521	0	8,000	0	0	0	47,546	38,025
Football Sporting Club Facility Replacement reserve	18,641	746	0	8,000	0	0	0	27,387	18,641
Hockey Sporting Club Facility Replacement reserve	44,616	1,785	0	8,000	0	0	0	54,401	44,616
Netball Sporting Club Facility Replacement reserve	22,274	891	0	8,000	0	0	0	31,165	22,274
Squash Sporting Facility Replacement reserve	1,966	79	0	750	0	0	0	2,795	1,966
Tennis Sporting Facility Replacement reserve	44,605	1,784	0	6,000	0	0	0	52,389	44,605
Shire Hockey Turf Facility Replacement reserve	47,271	1,891	0	30,000	0	0	0	79,162	47,271
Shackleton Bowls Club Facility Replacement Reserve	17,342	694	0	5,500	0	0	0	23,536	17,342
	967,831	38,714	11,827	124,250	0	0	0	1,130,795	979,658

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2024**

**NOTE 17
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
				\$	\$	\$	\$
11303040	INC - Supermarket - Donations/Contributions towards Rebuild	Sep-24	Operating Revenue		50,000		50,000
11313140	INC - H&RC - Non-Operating Grants	Sep-24	Capital Revenue		18,000		68,000
10422100	EXP - Admin - Audit Expenses GEN	Sep-24	Operating Expenses		40,725		108,725
10422380	EXP - Admin - Financial Management Systems	Sep-24	Operating Expenses			(6,825)	101,900
10422390	EXP - Admin - Regulation 17 Compliance (Audit) Expenses GEN	Sep-24	Operating Expenses			(3,900)	98,000
11303000	Final Payment to Devlins (Supermarket Project)	Sep-24	Operating Expenses			(98,000)	0
				0	108,725	(108,725)	0

10.3 Manager of Regulatory Services

Nil

10.4 Manager of Governance and Community Services

10.4.1 Bushfire Brigades and Governance Structure

File Reference	2.0019
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.5.3, 19 October 2023, Res. OCM Oct 23 – 10.5.3
Date	12 November 2024
Author	Nerea Ugarte – Manager of Governance and Community Services
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	1. Bushfire Brigades and Governance Structure Policy

Summary

Council is asked to consider amendments to the Bushfire Brigades and Governance Structure Policy (Policy) to reflect that, during the 2024/25 bush fire season, the responsibility for weather readings for harvest bans will be shared by Shire staff and volunteer Fire Control Officers.

Background

At The Ordinary Council Meeting on the 17 October 2024, the Chief Executive Officer informed that the current appointment of Shire staff as officers responsible for weather readings for harvest bans is not reflected in staff contracts or position descriptions and is inconsistent with common practice in other Local Governments. The Chief Executive Officer advised that this role should be performed by volunteer Fire Control Officers.

Cr Tony Crooks, in his capacity as Chief Bush Fire Control Officer, identified volunteers to undertake this role. In addition to Cr Crooks, the following Fire Control Officers volunteered:

- Mr Trent Cosgrove (Deputy Chief Bush Fire Control Officer);
- Mr Stephen Dolton;
- Mr Murray Boyd; and
- Mr Angus Padfield.

On the 6 November 2024, the Lower Wheatbelt Area Officer of the Department of Fire and Emergency Services (DFES) provided a training session to the above volunteers on the taking of weather readings for harvest bans. As such, the volunteers are now ready to undertake this task. As a transition, it has been agreed that, during the 2024/25 bush fire season, Shire staff will take weather readings Monday to Friday, with the volunteer Fire Control Officers taking readings during weekends, public holidays and standdown periods.

The responsibility for fire weather reading will fully transition to the Volunteer Fire Control Officers in the 2025/26 bush fire season. Shire staff will continue to provide administrative support for the placing of harvest bans.

Consultation

In forming his advice to Council, the Chief Executive Officer undertook both internal and external consultation with the following:

- Deputy Shire President, Cr Crooks;
- Cr Strange;
- Mr Darren Mollenoyux;
- Mr Justin Corrigan, DFES; and
- Mr James McGovern, WALGA.

Statutory Environment

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

- “Bush Fires Act 1954, section 38, Local government may appoint bush fire control officer.”

Under Council’s Policy, the Chief Executive Officer and the Manager of Governance and Community Services are designated Fire Control Officers for the purpose of weather reading and the management of burning permits. The Manager of Works and Services is also designated an officer responsible for weather readings.

Policy Implications

The Policy needs to be amended to reflect that both Shire staff and volunteer Fire Control Officers will share the responsibility for taking weather readings for harvest bans during the 2024/25 bush fire season.

Financial Implications

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

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Current practise for weather readings is inconsistent with Council’s Policy.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

It is recommended that the Policy be amended to reflect that volunteer Fire Control Officers selected by the Chief Bush Fire Control Officer will be designated officers responsible for weather readings in addition to Shire staff.

The Council Policy has also been reviewed to correct typos and make minor editorial amendments and a copy of the revised Policy is provided in Attachment 1. The Policy will need to be reviewed again ahead of the 2025/26 bush fire season to reflect the transition to volunteer Fire Control Officers being fully responsible for weather readings.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 24 – 10.4.1

Moved: Cr Crooks

Seconded: Cr Verhoogt

That with respect to the Bushfire Brigades and Governance Structure Policy, Council resolve to amend the Policy to reflect that volunteer Fire Control Officers selected by the Chief Bush Fire Control Officer are designated officers responsible for weather readings on weekends, public holidays and standdown periods.

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

Against: Nil

Carried 7/0

Policy Name:	8.1 Bushfire Brigades and Governance Structure
Department:	Fire and Emergency Services
Date Adopted:	19 July 2018
Last Reviewed:	21 November 2024

Preamble Policy relating to Bush Fire Control Officers

Objective To specify which Council staff, Councillors and community representatives are able to carry out specific actions in relation to the Bush Fires Act 1954.

Policy **Annual Meeting of Bush Fire Brigades**

a) The Bush Fire Advisory Committee (BFAC) is to meet in September and March each year.

b) Individual Brigades are encouraged to hold their Annual General Meetings prior to the September meeting.

c) The Shire Bush Fire Advisory Committee shall undertake the following tasks at their two (2) Annual Advisory Meetings in March and September of each year as follows:

- (i) Fire Control Officer appointments and recommendation - September
- (ii) Firebreak Order Review and recommendation - March
- (iii) Capital Equipment/Vehicle Replacement Budget (ESL) Planning and recommendation - March
- (iv) Burning Permits Policy and Prohibited and Restricted Burning periods review and recommendation – March and September
- (v) Harvest Ban Policy – March and September
- (vi) Bushfire Brigades and Governance Structure Policy Review and recommendation to Council for consideration – March or September
- (vii) Other Business – not included above and of a substantive nature – March or September

It should be noted that all business considered at a BFAC meeting is presented to the Council with recommendations for Council consideration and/or adoption.

Appointment

In accordance with provisions of the Bush Fire Act 1954 (as amended), Council shall appoint required Fire Control Officers, including the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

The Shire appointed BFAC shall, at its September Annual Advisory Meeting, consider and recommend to Council the appointment of required Fire Control Officers, including the Chief Bushfire Control Officer and the Deputy Chief Bushfire Control Officer.

Bushfire Control Officers

The appointment of the Chief Bush Fire Control Officer and Deputy Chief Bushfire Control Officer should be for a two year period to align with Local Government Elections held every second October. Eg 2023, 2025

To be eligible to be a Chief Bushfire Control Officer or Deputy Chief Bushfire Control Officer, the officer must:

- (i) be a member of a Shire of Bruce Rock Brigade;
- (ii) be a member of the Bush Fire Advisory Committee;
- (iii) be experienced in firefighting operations within the Shire of Bruce Rock;
- (iv) have a minimum of 8 years firefighting experience;
- (v) have completed Introduction to Fire Fighting, and Bush Fire Fighting training;
- (vi) have knowledge of the Bush Fires Act 1954 and the Bush Fires Regulations 1954; and
- (vii) complete the Fire Control Officers Course within 12 months of appointment, if not already completed at the time of appointment.

At a minimum, the Fire Control Officers for the Shire of Bruce Rock should be:

- (i) the Chief Bush Fire Control Officer;
- (ii) the Deputy Chief Bush Fire Control Officer;
- (iii) Captains of the brigades or their representatives;
- (iv) the Shire's Chief Executive Officer and Manager of Governance and Community Services (for weather readings and the administration of burning permits); and
- (v) any other person officially designated by BFAC.

Officers Responsible for Weather Readings

a) Officers responsible for undertaking weather readings are the

- (i) the Chief Executive Officer;
- (ii) the Manager of Governance and Community Services;
- (iii) the Manager of Works and Services; and
- (iv) volunteer Fire Control Officers designated by the Chief Bush Fire Control Officer.

b) If the Chief Executive Officer, the Manager of Governance and Community Services or the Manager of Works and Services are unable to perform the reading on any given day, they may delegate this duty to a Fire Control Officer or other Shire administration staff **only after consultation with the Chief Bushfire Control Officer.**

Weather readings must be carried out in accordance with **Policy 8.2 Harvest Bans.**

Officers Responsible for Issuing Burning Permits

All burning permits are to be processed and issued in line with Council Policy 1.3 Fire Permit Procedures.

Officers responsible for the issuing of Burning Permits in accordance with Policy 8.3 are the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer.

Officers responsible for the administration of burning permits in accordance with Policy 8.3 are the Shire of Bruce Rock's Chief Executive Officer and Manager of Governance and Community Services

Training

a) The Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and all other Fire Control Officers must, as a minimum, complete the Department of Fire and Emergency Services' (DFES) Fire Control Officer course within the first 12 months of being appointed. and complete a refresher every 10 years.

b) The Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and all other Fire Control Officers and volunteers must also complete the LGIS Volunteer Bush Fire Brigade Induction training within three months of being appointed.

c) The individual brigades are to encourage members to receive training in accordance with DFES' recommended training pathways. Local Brigade Captains are responsible for ensuring their members are trained to a reasonable level.

If requested, the Manager of Governance and Community Services can provide assistance in organising local training with the DFES Area Manager.

Entering the Fire Ground

Anyone attending the scene of a bush fire incident within the Shire of Bruce Rock must register with the Chief Bush Fire Control Officer on scene. Failure to register at the fire ground may mean the volunteer is not covered by bush fire insurance. All Fire Control Officers and Brigade Captains are asked to check if volunteers at a fire ground have registered their attendance.

Shire staff are not to operate any Shire plant on the fire ground unless:

- (i) appropriate Fire Ground Plant Operations training is completed;
- (ii) a request has been received from the Chief Bush Fire Control Officer or the Deputy Chief Bush Fire Control Officer; and
- (iii) this has been approved by the Chief Executive Officer, the Manager of Works and Services or the Manager of Governance and Community Services.

Head of Power

Bush Fires Act 1954 (as amended)

10.5 Chief Executive Officer

10.5.1 Application for Contribution and Fee Waiver from Community Groups

File Reference	2.0003
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 November 2024
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments <ol style="list-style-type: none"> 1. Email from Mi Familia Flavours 2. Email from Rotery E-Club 3. Letter from Bruce Rock Senior Citizen Organisation 	

Summary

Throughout each financial year, the Council is requested to waive fees and charges, make in-kind and actual cost contributions, as well as sponsor various events and activities held by associations, clubs and groups throughout the Shire.

On this occasion, Council is requested to consider two (2) requests for the waiver of fees; Mrs Michelle Smith from Mi Familia Flavours and Mr Kero O’Shea from the Rotary E-Club of Western Australia Inc. as well as a request from Ms Veronica Branch-Smith, from the Bruce Rock Senior Citizens Organisation.

Background

Request 1 – After a successful inaugural event in 2023, Mi Familia Flavours is requesting that the fee of \$263 to hire the Shire Hall be waived, as they intend to provide a Community Christmas Lunch on the 25 December 2024. Whilst this event will be advertised for all members of the community, there is a keen focus to attract those residents that would otherwise be alone on Christmas Day. All working staff (this includes members of the public and not just Mi Familiar Flavour staff), will be volunteering their time to support this event. Whilst there is a charge per person to attend this event, (\$25 per adult, \$20 per pensioner and \$15 per child), these costs are to merely cover the cost of the produce purchased for the event; and Michelle Smith has assured that this event is not a profit-making activity.

Request 2 – Kero O’Shea of the Rotary E-Club of Western Australia Inc. has requested that the Aquatics facility be made available for the annual Rotary Wheatbelt Swim for Reading event. The swim is a community engagement and fundraising event that sees the Bruce Rock and Naremben communities come together for an enjoyable afternoon at the pool, whilst fundraising for reading programs at the two (2) community district high schools. This community event, to be held on the 15 February 2025, is open to all, and young people who take part and fundraise for their schools become eligible for places on a Rotary development program for teenagers, known as, the Rotary Youth Program of Enrichment (RYPEN). Since 2016 the Shire of Bruce Rock has allowed the Rotary club to use the pool for the Swim, without charge or entry fees for participants. With more than 100 attendees expected in 2024, this waiver of entry fees is estimated to be \$300-\$450.

Request 3 – As per previous years, the Bruce Rock Senior Citizens Organisation have written to the Shire to request a \$10 per head for their annual Christmas lunch, as well as a contribution of accompanying drinks totalling up to \$150. It is expected that up to 45 persons would attend, and therefore the contribution requested is expected to total up to \$600. It has been reflected by the applicant that this event has always been a highlight of the senior citizens calendar of events.

Consultation

Consultation regarding these requests have been undertaken with the following:

- Mrs Michelle Smith – Mi Familia Flavours;
- Mr Kero O’Shea – Rotary E-Club of Western Australia;
- Ms Veronica Branch-Smith – Bruce Rock Senior Citizens Organisation;
- Ram Rajagopalan - Shire President;
- Mark Furr – Chief Executive Officer; and
- Melissa Schilling – Manager of Executive Services

Statutory Environment

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

- Local Government Act 1995, section 6.16 (imposition of fees and charges); and
- Local Government Act 1995, section 6.12 (power to defer, grant discounts, waive or write off debts)

Policy Implications

- Council Policy 2.13 – Waiving of Fees is applicable to this item and has been referred to as part of the Officers Recommendation below; and
- The Council’s Policy Manual contains no policies that relate to financial contributions, donations or sponsorships; A policy is being prepared for consideration by Council in February 2025.

Financial Implications

There are no significant financial implications to the 2024/25 budget, with provision for donations contained in the Council’s Budget.

Strategic Implications

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

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Declining an application may result in negative perceptions of the Council, Shire Management and associated processes.	Possible (3)	Minor (2)	Low (1-4)	Compliance Requirements	Manage by ensuring that the council policy is referenced and applied to all applications enabling transparency of process to the applicant.
Poor management of the fee waiver policy and contributions, donations and sponsorship processes create financial implications, that negatively impact the current budget.	Possible (3)	Minor (2)	Low (1-4)	Compliance Requirements	Manage by ensuring that there is regular review of applications versus available budget coupled with council policy adherence. Develop a Contribution, Donations and Sponsorship Policy and Register for February 2025.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of **six (6)** has been determined for both items. 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

All requests and applications for fees and charges waivers, as well as the request for contribution, have been considered and reviewed in conjunction with Council Policy 2.13 and its' associated policy criteria for eligibility, one (1) to eight (8) and sub-criteria a and b. It should also be noted that requests two (2) and three (3) have previously been supported by Council in previous years, although this does not necessarily constitute grounds for approval in 2024.

Voting Requirements

Simple Majority – Part 1

OFFICERS' RECOMMENDATION AND COUNCIL DECISION – Part 1 of 3

Resolution OCM November 24 – 10.5.1

Moved: Cr Strange

Seconded: Cr Foss

That with respect to the application by Mi Familia Flavours, Council agrees to waive the hire fee of \$263, for the Community Christmas Dinner, to be held at the Shire Hall on the 25 December 2024.

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

Against: Nil

Carried 7/0

Simple Majority – Part 2

OFFICERS' RECOMMENDATION AND COUNCIL DECISION – Part 2 of 3

Resolution OCM November 24 – 10.5.1

Moved: Cr Strange

Seconded: Cr Waight

That with respect to the application by the Rotary E-Club of Western Australia, Council agrees to waive the aquatics facility entrance fees, for attendees at the “Swim for Reading” event, to be held on the 15 February 2025.

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

Against: Nil

Carried 7/0

Simple Majority – Part 3

OFFICERS' RECOMMENDATION AND COUNCIL DECISION – Part 3 of 3

Resolution OCM November 24 – 10.5.1

Moved: Cr Verhoogt

Seconded: Cr Foss

That with respect to the application from the Bruce Rock Senior Citizens Organisation, Council agrees to contribute \$10 per head for attendees at the Senior Citizens Christmas Luncheon plus a drinks contribution, for a total amount that does not exceed \$600 for the event, to be held on the 29 November 2024.

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

Against: Nil

Carried 7/0

Attachment 1

From: Michelle Smith <mifamiliaflavours@gmail.com>

Sent: Thursday, 24 October 2024 11:53 AM

To: Mark Furr <mark.furr@brucerock.wa.gov.au>

Subject: Christmas Dinner

You don't often get email from mifamiliaflavours@gmail.com. [Learn why this is important](#)

Hi Mark

Just thought I would touch base with you in regards to Christmas Day Lunch for 2024.

As discussed along with the girls from the CRC we hosted a Christmas lunch for around 45ish people at the CRC in 2023

Where we had a two course Christmas Fare Meal open to all

Adults \$25

Pensioners \$20

Children \$15

The CRC donated their time for decorating and the Youth Booth from the function, coordinating ticket sales, advertising and helping clean up on the day.

My family and I donated our time to prepare and deliver the meals Unfortunately being our first time some bits and pieces got missed.

This year I would like to be able to use the Shire Hall, and open up a bit earlier, so we can interact a little more, have an area for some Games etc.

Our community donor has mentioned when they are back in town again they would like to discuss an option for them to help with.

I ran out of time as I mentioned but going forward I would like to make this an annual event, with perhaps grant funding is sourced for it to be a free Christmas lunch, with a small stocking item.

What I would like to know is if the Shire would be interested in donating the hire fee of the hall for the event?

Kind regards
Michelle Smith
Mi Familia Flavours
Bruce Rock WA
0488151616

Attachment 2

From: Kero O'Shea <rotarian.kero@gmail.com>

Sent: Monday, 11 November 2024 4:49 PM

To: Mark Furr <mark.furr@brucerock.wa.gov.au>

Subject: Use of Bruce Rock Aquatic Centre 15 February 2025 - Rotary Wheatbelt Swim for Reading

You don't often get email from rotarian.kero@gmail.com. [Learn why this is important](#)

Mark Furr
CEO
Shire of Bruce Rock

Hey Mark,

Thank you for the opportunity to discuss the Rotary Wheatbelt Swim for Reading ("Swim") this afternoon. I am writing to request the use of the Bruce Rock Aquatic Centre for the Swim on the afternoon of Saturday 15 February 2024.

As discussed, the Shire has been a wonderful supporter of the Swim since inception in 2016. By way of background, the Swim came into being in 2016, after an unofficial practice event in 2015 pointed to it being a concept that the community might support. The Swim is a community engagement and fundraising event that sees the Bruce Rock and Narembeen communities come together for an enjoyable afternoon at the pool, fundraising for reading programs at the two community district high schools.

The Swim is a community event, with everyone welcome to participate. Young people who take part and fundraise for their schools become eligible for places on a Rotary development program for teenagers known as the Rotary Youth Program of Enrichment (RYPEN).

Since 2016 the Shire of Bruce Rock has very generously allowed our Rotary club to use the pool for the Swim, without charge or entry fees for participants.

Given that February is the height of summer, we don't ask for exclusive use and will keep one shallow lane free for general community use during the event.

Thanks again for the opportunity to discuss our request this afternoon.

Kind regards
Kero

Kero O'Shea
Planning, Learning & Engagement Director
Rotary E-Club of Western Australia Inc ("E-WA")

Phone: 0408 802 490



BRUCE ROCK SENIOR CITIZENS ORGANISATION INC.

P O BOX 154, BRUCE ROCK, WA 6418
Secretary: Veronica Branch-Smith - 0428 611 866

17th October, 2024

Mark Furr, CEO
Shire of Bruce Rock,
54 Johnson Street,
BRUCE ROCK WA 6418

Dear Mark,

Re Seniors Christmas Luncheon – Friday, 29th November, 2024

Further to my letter of the 18th March, 2024, giving you the date of the 29th November, 2024. I am now writing, on behalf of the Bruce Rock Seniors' Association, to ask if the Shire is willing to once again subsidise our luncheon for \$10.00 per head towards catering for the Seniors Christmas Luncheon, along with red and white wine, plus a carton of beer from the club, as you have in the past.

Looking forward to your kind response.

Yours sincerely,



Veronica Branch-Smith
Secretary
BK SENIOR CITIZENS ASSOC. INC.

10.5.2 Ordinary Council Meeting Schedule 2025

File Reference	2.0016
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 November 2024
Author	Mark Furr – Chief Executive Officer
Authorising Officer	Mark Furr – Chief Executive Officer
Attachments	Nil

Summary

Council is presented with the proposed Ordinary Council meeting dates for the 2025 calendar year as per the requirements of the Local Government (Administration) Regulations 1996 (Regulations).

Background

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

Consultation

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

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

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

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

Statutory Environment

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

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

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

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt a meeting schedule may result in a breach of legislation	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

It is proposed that Council, for the 2025 year, continue to hold its Ordinary Council meetings on the third Thursday of the month commencing at 3.00pm except for the month of January where no meeting is generally required or facilitated.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL DECISION

Resolution OCM November 24 – 10.5.2

Moved: Cr Crooks

Seconded: Cr Foss

That with respect to the Ordinary Council Meeting Schedule for calendar year 2025, Council:

- 1. Endorse the following Ordinary Council meeting dates for the 2025 calendar year, being the third Thursday of each month, commencing at 3.00pm, other than January 2025, where no meeting is held, and April 2025, to accommodate for the Easter break.**

January (Nil)	17 July
20 February	21 August
20 March	18 September
16 April	16 October
15 May	20 November
19 June	18 December

- 2. Advertise the schedule of Council Meeting dates on Shire noticeboards, the Shire of Bruce Rock website and on the Shire's social media platforms, prior to the new calendar year.**
- 3. Request the Chief Executive Officer to convene these meetings, on the third Thursday, commencing at 3.00pm for those months, other than January and April 2025.**

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

Against: Nil

Carried 7/0

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

12. Confidential Items

13. Closure of the Meeting

The Shire President Ram Rajagopalan thanked everyone for their attendance and declared the meeting closed at 3.30 pm.

These minutes were confirmed at a meeting on Tuesday, 17 December 2024.

Cr R Rajagopalan
Shire President